

LASBELA UNIVERSITY
OF
AGRICULTURE, WATER AND MARINE SCIENCES



LUAWMS
PROCEDURAL MANUAL
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VISION

To become one of the globally renowned institutes for delivering higher education, providing innovative research and contributing towards technological advancements to making the world a better place for all.

MISSION

LUAWMS mission is to prepare its students as successful and socially responsible professionals with a global vision. We strive to provide opportunities for students to discover their unique talents and explore their capabilities in an environment conducive for learning.

ACKNOWLEDGEMENTS:

I am extremely grateful to Prof. Dr. Dost Mohammad Baloch, the Vice Chancellor, Lasbela University of Agriculture, Water and Marine Sciences (LUAWMS) for investing his faith and trust in me by allowing me the opportunity to compile this Procedural Manual for LUAWMS.

I am thankful to Mr. Shafiq-ur-Rehman, Deputy Director QEC and Mr. Najam-ud-DIN Sheikh, Assistant Registrar (Legal & HRM) who closely remained in touch with me throughout the process of developing these SOPs.

I am also thankful of Dr. Ahmed Nawaz Khosa, Registrar, Mr. Amanullah Roonjha, Additional Registrar and Mr. Kamran Saeed, Additional Treasurer for all their help and support during this period.

I am also thankful to all the cooperative faculty members, teachers and other staff of LUAWMS who shared their experiences with me during the consultative process. It is through them that I have been able to lend a personal flavor to what might otherwise have not been possible.

I must admit that I could have not done this without the immeasurable patience and constant prodding of my family, especially my mother, my children Sarib, Danyal, Laraib and Kiswa.

Mr. Manzoor Hussain

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FOREWORD

It's my privilege to write these few words as a preface to the first-ever edition of LUAWMS Procedural Manual. The Lasbela University of Agriculture, Water and Marine Sciences (LUAWMS) aspire to be leader in higher education– recognized for distinctive graduates, connected learning and scholarship, and a strong campus community. The University strives to provide the best possible facilities, services and environment for its students, employees, and other stake-holders.

Each member of the LUAWMS community has a vital part to play in helping the University respond to the demands for changes in higher education while strengthening our distinctive and comprehensive character. It is through the combined best efforts of all that the University has been realizing its goals and objectives.

On my taking charge as Vice Chancellor of LUAWMS, I felt the need of having a detailed policy manual covering the main academic and administrative operations of the University, as well as mentioning the job descriptions of the University members. I was fortunate enough to find a person like Mr. Manzoor Hussain, an experienced professional in the field to help us in compiling the planned manual. We were glad when he accepted the responsibility, and it is due to his day and night efforts and cooperation of LUAWMS legal and administrative team that this Procedural Manual has been published.

The University is committed to fair and equitable treatment of its employees in accordance with established rules, regulations, policies and practices; thus this Procedural Manual is designed to be an important reference document for conduct of University business, and the general job descriptions of the individuals. The main idea to have this Manual was to acquaint all the stake-holders with the range of University services, job descriptions, employment policies and procedures undertaken through its academic and administrative functionaries. The Manual provides information regarding general University procedures in summary form. Detailed information regarding specific policies and procedures shall be as approved by the relevant statutory forum, and notified by the University from time to time.

I truly feel it important to show token of my sincere appreciation to Mr. Manzoor Hussain for leading and carrying-out this tremendous job with the facilitation and coordination of Mr. Shafiq ur Rehman, Deputy Director, QEC and Mr. Najam Uddin Sheikh, Assistant Registrar, Legal & HR for all that they have done and continue to do for betterment of LUAWMS. I am sure that we will continue to benefit greatly from their expertise in future.

I hope that the University members and other stake-holders will find the Manual both pleasant and rewarding, and their association with LUAWMS will be positive and personally rewarding.

Prof. Dr. Dost Muhammad Baloch
Vice Chancellor, LUAWMS

PREFACE

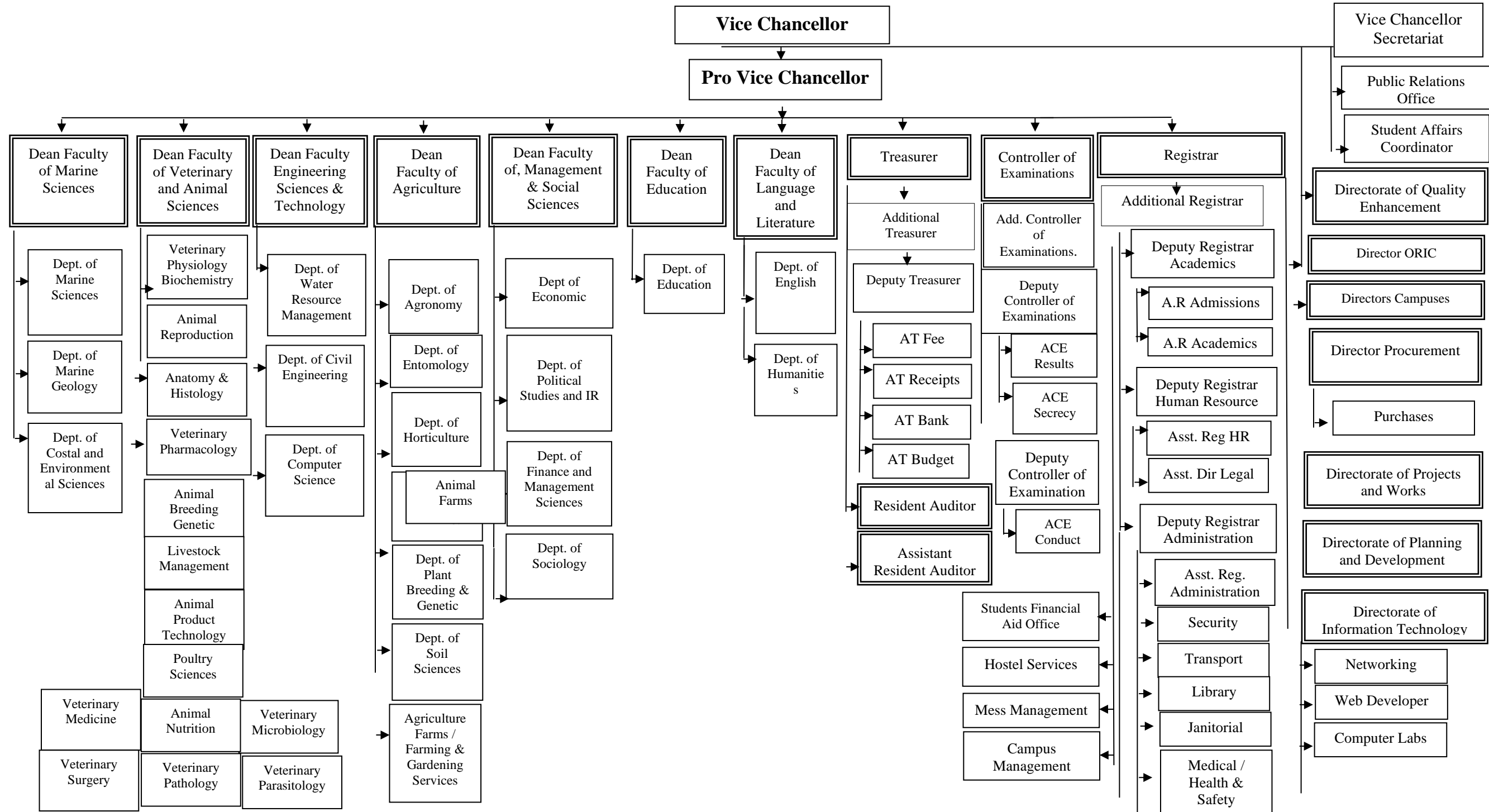
This Procedural Manual provides guidelines for carrying-out the general administrative and academic activities of the Lasbela University of Agriculture, Water and Marine Sciences (LUAWMS). It clarifies procedures of establishing a standard that guides how to conduct official business in the University set-up, and how to coordinate and interact with others in order to manage the University services. The procedures and job descriptions contained in this manual are in keeping with the values and goals of the University.

Chapter – 1 of the Procedural Manual covers academic and administrative operations of LUAWMS, while the procedures, plans, policies, and guidelines described herein have been considered in its preparation. However, the University reserves the right to amend, modify, suspend, revoke, terminate or change any or all of such plans, policies, procedures and guidelines, in whole or in part, at any time, with or without notice as deemed appropriate. The language set forth in this Manual is not intended to create, nor is it to be construed to create, a contract of any kind between LUAWMS and any or all of its employees. In addition to this Manual, the University may, with the approval of the statutory bodies/ forums/ authorities issue and/or change guidelines, rules, and/or manuals from time to time which pertain solely to the conduct of the University services and job descriptions. University Employees are subject to such guidelines, rules and/or manuals and are expected and required to understand and abide by them too.

Chapter – 2 of the Manual covers a brief job description of the University employees in summary form describing the purpose, duties, responsibilities, tasks, and relationships of a particular job within the University set-up. All job descriptions are in-fact summaries, the baseline objective is to provide enough information in the right format, to make clear the role played by the academicians and administrative staff in a brief, telling them the factual picture of the duties and work activities included in a job, the skills needed to perform those tasks, the scope of the job and the working conditions associated with the job.

Mr. Manzoor Hussain
Author

LUAWMS Organogram



STANDARD OPERATING PROCEDURES FOR VICE CHANCELLOR’S SECRETARIAT LUAWMS

Brief

The LUAWMS Vice Chancellor’s Secretariat is the executive strategic and decision making office, which is mainly responsible for giving strategic directions to the University for its academic and administrative operations, and practicing monitoring mechanism for managing such operations. This office provides secretarial and administrative assistance to the Vice Chancellor and the key staff of the University in carrying out the day-to-day academic and administrative functions of LUAWMS.

Purpose

Purpose of these Standard Operating Procedures (SOP) is to define and standardize the procedures and official activities of the Vice Chancellor’s Secretariat.

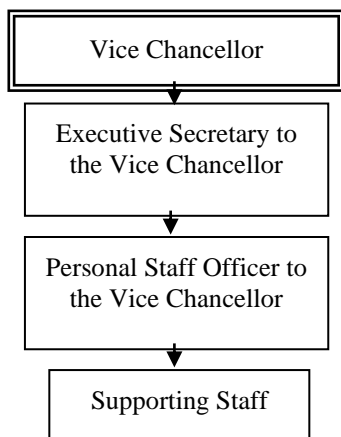
Scope

- i. These procedures are applicable to all official activities of the LUAWMS Vice Chancellor’s Secretariat.
- ii. The applicability of this procedure shall be in accordance with the administrative and academic rules, regulations, policies and procedures, covering overall management processes of the University, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Vice Chancellor’s Secretariat LUAWMS, under supervision of the Personal Staff Officer (PSO) to the Vice Chancellor, has the primary responsibility for ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The functions of the Vice Chancellor's Secretariat shall be as following:

1. Managing the Vice Chancellor's Secretariat's routine activities.
2. Managing files received from different offices of the University.
3. Maintaining confidentiality of the Vice Chancellor's Secretariat.
4. Serving as liaison between Vice Chancellor's Secretariat and the administrative and academic functionaries of the University, and
5. Carrying-out other special assignments as assigned from time to time.

1. Managing the Vice Chancellor's Secretariat routine activities

A. Answering phone calls

- i. The Personal Staff Officer to the Vice Chancellor (PSO to the VC) shall be responsible for answering phone calls received to the secretariat, in accordance with the priorities assigned to him/her by the Vice Chancellor.
- ii. He / She shall screen phone calls so that the Vice Chancellor receives the ones that help him to stay focused on his priorities rather than get distracted by the calls that relate to other sections of the University, or can be handled by other relevant offices of the University.
- iii. In case the Vice Chancellor remains busy in any administrative or academic matter of the University, the PSO to VC shall keep noting details of calls received in a dairy, (the name, cell, or phone number with a brief of issue, time), so that, he/she can inform the Vice Chancellor about the same accordingly.

B. Scheduling meetings and planning travel of Vice Chancellor

- i. The Executive Secretary to the VC shall be responsible for scheduling appointments, meetings and travels of Vice Chancellor, in accordance with the preferences and priorities as assigned to him/her from time to time by the Vice Chancellor.
- ii. The Executive Secretary to Vice Chancellor shall prepare the daily tentative schedule early in the morning before arrival of the Vice Chancellor, mentioning tentative time and shall display the same on side table of the Vice Chancellor's Office, as well as keeping a copy in Executive Secretary's office to keep track of the events and time management.

- iii. The Vice Chancellor may change the schedule, as he/she may deem appropriate, and the changed version shall replace the earlier draft by the Executive Secretary accordingly.
- iv. The Executive Secretary to VC shall coordinate with the relevant office/officer for the proposed meetings/visits, for making proper arrangements, and shall also keep in loop the security personnel regarding the same.
- v. The Executive Secretary shall setup group or special meetings as assigned, shall notify invitees of date, time, location and purpose, and shall ensure arrangements and any special equipment or items that may be needed for the meeting. He/She shall attend meetings headed by the Vice Chancellor and shall take notes, prepare and distribute agenda, minutes etc.
- vi. The Executive Secretary to VC shall coordinate with Registrar Office and Treasurer Office for processing cases of traveling of the Vice Chancellor on the relevant file, and shall also coordinate with other organizations / offices regarding arrangements of the travel/ accommodation etc for travel of the Officer.
- vii. Record keeping of all travels relating to the Vice Chancellor shall be the responsibility of the PSO to Vice Chancellor.

C. Managing emails of Vice Chancellor's Secretariat

- i. The Executive Secretary shall be responsible to check his/ her email on daily basis, and to facilitate the Vice Chancellor for sending and responding to certain emails received in the inbox of Vice Chancellor.
- ii. The Vice Chancellor may advice or dictate replies to letters / emails to the Executive Secretary, who shall be responsible to act accordingly regarding replying the letters and emails etc.
- iii. Every time when reply to any email / letter is dictated/ directed, the Executive Secretary to VC shall be responsible to obtain/ secure approval of the draft from the Vice Chancellor before sending the same to the quarter concerned.

D. Following-up on assigned tasks/ reports

- i. As the Vice Chancellor Secretariat has an extensive internal procedure and reporting systems on different SOPs of other offices, the Executive Secretary to VC shall keep a record of all reports, and shall be responsible to follow-up from the relevant office if any report is not submitted on its prescribed time/ event.
- ii. The Executive Secretary to VC is to keep copy of Procedural Manual of the University in his/her office, and keep checking/ following-up reports from different offices of the University to be submitted to the Vice Chancellor on prescribed time.

2. Managing files received from different offices of the University

- i. The Personal Staff Officer to Vice Chancellor shall be responsible for managing files received from different offices of the University in the office of Vice Chancellor, whereby the following checks shall be made by him/her:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete before submission of the file to the Vice Chancellor for approval. To this effect, the PSO to VC shall have a glance of the case in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days. In-case any file noticed to cross the mentioned limit, the PSO to VC shall past a temporary “Post-stick” on the note, mentioning the same for information of the Vice Chancellor. The Vice Chancellor may order to take appropriate action on the same, as the case may be.
- ii. After the above check, the PSO to VC shall present the file to the Vice Chancellor as per his / her file checking schedule, and shall ensure that the file is received back by the sender/ initiating office as soon as the approval is accorded by the Vice Chancellor, or otherwise. The PSO shall also ensure that the receiver signs the “Dispatch Register” with his/her name and date while receiving the file.

3. Maintaining confidentiality of the Vice Chancellor’s Secretariat

- i. The Executive Secretary/PSO to VC shall be responsible for maintaining confidentiality of the Vice Chancellor’s Secretariat, which may include information regarding contractual relations, financial and economic matters, inquiry and discipline cases, technical and academic issues, corporate analyses, calculations, as well as other affairs of the University.

4. Serving as liaison between Vice Chancellor's Secretariat and the administrative and academic functionaries of the University

- i. The Executive Secretary to the Vice Chancellor shall serve as a liaison between the Vice Chancellor's Secretariat and key offices of the University by providing accurate and timely information on procedures, reports and other official matters necessary to be implemented at the University level, as guided and approved by the Vice Chancellor.
- ii. The Executive Secretary to VC shall also inform the Vice Chancellor regarding status of implementation of approved policies, rules, regulations and practices.
- iii. The Executive Secretary to the Vice Chancellor shall serve as the primary contact with executive secretarial staff of the Vice Chancellor's Secretariat.
- iv. Executive Secretary to VC shall communicate and interact effectively with internal and external stakeholders of the University, as and when guided/ instructed.

STANDARD OPERATING PROCEDURES FOR PROVICE CHANCELLOR’S SECRETARIAT LUAWMS

Brief

The LUAWMS Pro-Vice Chancellor’s role is to support the Vice Chancellor in providing academic and administrative leadership to the University. Office of the Pro-Vice Chancellor works in partnership with senior administrators and academicians of the University to help device and drive strategy, policy development and implementation. This ooffice is a supportive executive office that helps the Vice Chancellor’s Secretariat for strategic direction of the University and supports the decision making process of the University.

Purpose

Purpose of this SOP is to define and standardize the procedures and official activities of the Pro-Vice Chancellor’s Office.

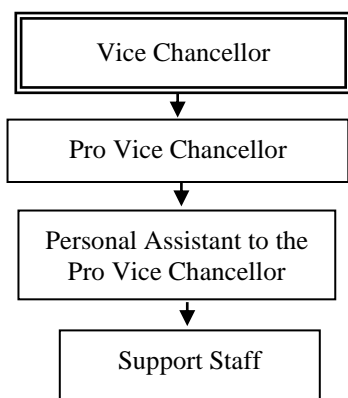
Scope

- i. This procedure is applicable to all official activities of the LUAWMS Pro-Vice Chancellor’s Office.
- ii. The applicability of this procedure shall be in accordance with the administrative and academic rules, regulations, policies and procedures, covering overall management processes of the University, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Office of Pro-Vice Chancellor LUAWMS, under supervision of the Pro-Vice Chancellor has the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The functions of the Pro Vice Chancellor's Office shall be as following:

1. Providing support to the Vice Chancellor for decision making in administrative and academic matters of the University.
2. Supporting the Vice Chancellor for strategic direction / long-term planning of University
3. Maintaining confidentiality of Pro Vice Chancellor's Office, and
4. Carrying-out other special assignments as assigned from time to time.

1. Providing support to the Vice Chancellor for decision making in administrative and academic matters of the University

- i. The Personal Assistant to Pro Vice Chancellor shall receive the files from administrative and academic units of the University by signing the "Receipt Register", mentioning the date and putting his/her initials on the same.
- ii. The Personal Assistant to Pro Vice Chancellor (P.A.) shall be responsible for managing these files and presenting before the Pro Vice Chancellor as per his/her file checking schedule, and he/she shall check the following:
 - a. The file is received in "Receipt Register" by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete before submission of the file to the Vice Chancellor for approval. To this effect, the PA to Pro VC shall have a glance of the case in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days. In-case any file noticed to cross the mentioned limit; the PA to Pro VC shall past a temporary "Post-stick" on the note, mentioning the same for information of the Pro Vice Chancellor. The Vice Chancellor may propose or order to take appropriate action on the same, as the case may be.
- iii. After the above check, the P.A to Pro Vice Chancellor shall present the file to the Pro Vice Chancellor as per his / her file checking schedule.
- iv. The Pro Vice Chancellor shall analyze the case/ file, and shall check it from all aspects so as to ensure whether the case is presented/ submitted in accordance with the prescribed rules, regulations, polices,

procedures and practices, and shall summarize the proposal with specific recommendations [to the point sentence(s)], with pre-judgment analysis, and mark the file to the Vice Chancellor for according approval or otherwise.

- v. The P.A. to Pro Vice Chancellor shall ensure that as soon as the file is marked to the Vice Chancellor, he/she shall send the same to the Vice Chancellor's Secretariat by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

2. Supporting the Vice Chancellor for strategic direction / long-term planning of the University

- i. The Pro Vice Chancellor shall keep regular meetings with the Vice Chancellor for deciding administrative or academic matters of the University, and may support such processes with his/her administrative and academic acumen, knowledge, intuition and experience. The officer shall foster cross-university co-operation in the furtherance of the University's Mission and Strategic Plan, and in the effective utilization of University resources. He / she shall support further development of the University and respond to the needs of the faculty, diverse student body, external donors and stakeholders.
- ii. The Pro Vice Chancellor shall actively participate in meetings of the statutory bodies and other meetings of the committees as constituted from time to time, in accordance with the University Act, rules and policies, and shall give his/her input on various University-related matters.
- iii. The Pro Vice Chancellor shall regularly supervise the academic and administrative offices of the University as may be assigned by the Vice Chancellor. He/ she shall provide leadership of the overall academic and administrative direction of the University, and shall ensure that all aspects of the broad academic portfolio of the University continue to develop by motivating and engaging staff at all levels, communicating proactively, and influencing internal stakeholders and external partners (coordination) on behalf of the University.
- iv. The Pro Vice Chancellor shall participate in, and accept, shared responsibility for the corporate leadership, management and development of the University. He/she shall represent the University as appropriate by chairing or serving on internal and external committees (as and when constituted by notification), working on advisory groups as required or guided by the Vice-chancellor. He / she shall manage designated post-holders and shall have responsibility for the performance review and development of the Deans of faculties, teachers, and senior administrators of the University, as may be assigned.

3. Maintaining confidentiality of the Pro Vice Chancellor's Office

- i. The P.A. to Pro Vice Chancellor, under supervision of the Pro Vice Chancellor, shall be responsible for maintaining confidentiality of the Pro Vice Chancellor's Office, which may include information regarding decisions taken in meetings, minutes, contractual relations, financial and economic matters, inquiry and discipline cases, technical and academic issues, corporate analyses, calculations, as well as other affairs of the University.

STANDARD OPERATING PROCEDURES FOR REGISTRAR'S OFFICE LUAWMS

Brief

The Registrar's Office at LUAWMS has the responsibility for good governance, administration, managing resources and implementation of the academic and administrative decisions made by the Vice Chancellor and statutory bodies of the University. This office is responsible to ensure that the University operates in accordance with the approved rules, regulations, policies, procedures and practices. The office also keeps the statutory system of the University operational by calling important meetings of statutory bodies, and serves as custodian of all the official records, property and files of the University.

Purpose

Purpose of this SOP is to define and standardize the procedures and official activities of the Registrar's Office.

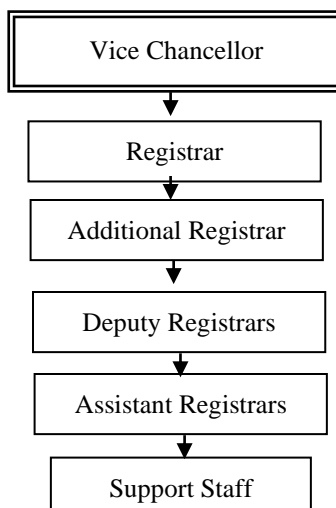
Scope

- i. This procedure is applicable to all official activities of the Registrar's Office LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the administrative and academic rules, regulations, policies and procedures, covering overall management of the University, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Registrar's Office, LUAWMS, under supervision of the Registrar and Additional Registrar have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The functions of the Registrar's Office shall be as following:

1. Administration
2. Human Resource Management
3. Academic Affairs and Admissions
4. Legal Affairs
5. Managing other Directorates/ Offices of the University
6. Adhering to the standard file-routing procedure, and
7. Other special assignments as assigned from time to time.

1. Administration

The administrative matters of the University shall be headed by the Registrar, with support of the Additional Registrar. The Deputy Registrar Administration shall be responsible for handling administrative matters of the University in accordance with the relevant SOP (SOP for Administration Section) of the University.

2. Human Resource (HR) Management

The Registrar shall be assisted by the Additional Registrar and Deputy Registrar (HR) for all Human Resource - related matters of the University. The Deputy Registrar (HR) shall be responsible for handling all the HR matters of the University in accordance with the relevant SOP (SOP for Human Resource Management) of the University.

3. Academic Affairs and Admissions

The Registrar shall be assisted by the Additional Registrar and Deputy Registrar (Academic Affairs and Admissions) for all Academic Affairs and Admissions-related matters of the University. The Deputy Registrar (Academic Affairs and Admissions) shall be responsible for handling all Academic Affairs and Admissions matters of the University in accordance with the relevant SOP (SOP for Academics and Admissions) of the University.

4. Legal Affairs

The Registrar shall be responsible to handle the legal affairs of the University. To this effect, the Additional Registrar shall support and guide him/her through the Deputy Registrar/ Assistant Registrar (Legal). The Deputy Registrar/ Assistant Registrar (Legal) shall be responsible for handling all Legal Affairs of the University in accordance with the relevant SOP (SOP for Legal Matters) of the University.

5. Managing other Directorates / Offices of the University

The Registrar shall lead, monitor and supervise other offices/ directorates of the University as prescribed by the University, whereby the relevant Director/ Incharge shall be reporting to the Registrar through the Additional Registrar (as the case may be). The Director/ Incharge of the Directorate/ Office shall be responsible for managing and handling official matters of the relevant office in accordance with the relevant SOP.

6. Adhering to the standard file routing procedure

- i. The Registrar, Additional Registrar and the staff members of the Registrar's Office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in "Receipt Register" by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS ADMINISTRATION SECTION

Brief

Administration Section of the Registrar's Office aims to ensure smooth administrative functioning of the University.

Purpose

The purpose of this procedure is to ensure that all the administrative affairs, core administrative processes and activities of the University are managed effectively in compliance with the LUAWMS rules, regulations and standard practices.

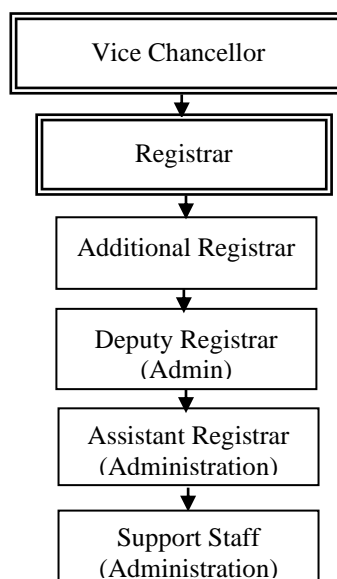
Scope

- i. This procedure is applicable to all administrative activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering administrative affairs at LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Administrative Section of the Registrar's Office; under supervision of the Additional Registrar, Deputy Registrar and Assistant Registrar, have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Administration Section of the Registrar's Office, are as following:

1. Management of the University Contracts
2. Management of the University Assets, and space allocation
3. Managing the University Security
4. Managing the University Transport
5. Managing the University Library
6. Managing the University Janitorial Services
7. Managing the University Gardening Services
8. Managing the University Sports
9. Managing the Health Care issues of the University
10. Logistics for the University events and Statutory Bodies of the University
11. Managing the Day-care Centre of the University
12. Adhering to the standard file routing procedure, and
13. Carrying out other special assignments as assigned from time to time.

1. Managing the Administrative Contracts

- i. The administrative contracts of the LUAWMS include contracts of the Canteens, Car Parking, Tuck shops, Photostat and Stationery shops, Consultancy Services and other contracts / outsourced services, as may be signed by the University. These are managed by the, Administration Section of the Registrar's Office.
- ii. The Deputy Registrar with the help of Assistant Registrar (Admin) will process cases of such contracts as per the University needs on the relevant file.
- iii. The Assistant Registrar (Admin) prepares the case and advertisement for calling for tenders/ quotations for any such service to be outsourced. He/She shall mark the file to the Additional Registrar through the Deputy Registrar (Admin), who shall send it to the Finance Section for provision of funds for publication of advertisement and checking with regard to specification, finances, and newspapers etc.
- iv. The Treasurer shall record funds position and check the advertisement, its terms and conditions etc., and send the file to Registrar for approval. The Registrar shall secure approval for advertising the matter and send the file back to Deputy Registrar, who shall send the advertisement for publication.
- v. After advertisement/ publication of tender the qualified contractors shall apply for the contract. The comparative statements and other related details shall be presented before the Committee to be constituted for the said purpose by the Registrar and recommendations shall be forwarded to the Registrar, by the

Deputy Registrar and Additional Registrar, after signatures by the committee members. The Assistant Registrar (Admin) shall serve as secretary to the committee and shall record all the process on file with its proper / due documentation.

- vi. The Registrar shall secure approval of the recommendations by the Vice Chancellor. The Deputy Registrar shall also draft the Contract to be signed, and move the same for approval of the competent authority for approval. The approved contracts shall be signed by the contractor first and then by the competent authority of the University, as nominated by the Vice Chancellor.
- vii. The contracts shall be signed for a time period as approved by the Competent Authority of the University.
- viii. Extension/ renewal in the administrative contracts may be considered as per the University needs and the case to be processed by the Assistant Registrar (Admin) on the relevant file with related record.
- ix. The Deputy Registrar shall be responsible to regularly check that the terms and conditions of the contract are followed by the contractor, and in case of any deviation/ breach of any term, the case shall be processed on the relevant file by him/her for taking further action as decided by the Competent Authority of the University.

2. Management of University Assets and space allocation

- i. The Assistant Registrar (Admin) shall prepare a file of the “Official Property” wherein, all the ownership documents of the University shall be kept for record and reference.
- ii. For all immovable assets i.e. building(s), campus(s), hostel(s) etc., to be build / purchased / hired, the case shall be initiated by the Assistant Registrar (Admin), and the relevant formalities shall be followed accordingly.
- iii. After completion of procedures the concerned building(s), campus(s), hostel(s) etc, shall be handed-over to the Deputy Registrar (Admin) by the Director Planning and Development/ Director Projects and Works, as the case may be The Deputy Registrar shall accordingly take over the same while checking the inventory and sign the relevant handing-over / taking-over documents from Director Planning and Development or the Director Projects and Works, as the case may be, with details of inventory. The record will be kept in the file of the relevant building by the Assistant Registrar (Admin).
- iv. The Assistant Registrar (Admin) and Deputy Registrar shall process allocation of the space of the concerned building,in consultation with the relevant Dean, Director or Section Head, and submit the draft to Additional Registrar for checking.
- v. The Additional Registrar shall move the same to Registrar for securing approval by the Vice Chancellor.
- vi. On approval, the Registrar shall notify the rooms/facilities/ space allocation to be implemented by the Administration.

3. Management of the University Security

- i. The Deputy Registrar and Additional Registrar (Admin) shall manage the Security-related issues of the University, in accordance with relevant SOP (SOP for Security Section) of the University Security.
- ii. The Security Officer shall be accountable to the Deputy Registrar for the security services of the University, and the procedures to be followed accordingly.

4. Management of the University Transport

- i. The Deputy Registrar (Admin) and Additional Registrar shall manage the transport related issues of the University, in accordance with the relevant SOP (SOP for Transport Section) of the University Transport.
- ii. The Transport Officer shall be accountable to the Deputy Registrar for the transport services of the University, and the procedures for management of transport to be followed accordingly by his/her team.

5. Management of the University Library

- i. The Additional Registrar shall manage the Library related issues of the University, in accordance with the relevant SOP (SOP for LUAWMS Library) of the University Library.
- ii. The Librarian shall be accountable to the Additional Registrar for the security services of the University, and the procedures for management of library affairs to be followed accordingly by his/her team.

6. Management of the University Janitorial Service

- i. The Assistant Registrar (Admin), Deputy Registrar and Additional Registrar shall manage the Janitorial services of the University, in accordance with the relevant SOP (SOP for Janitorial Services Section) of the University Janitorial Services.
- ii. The Assistant Registrar (Admin) shall be accountable to the Deputy Registrar and Additional Registrar for the janitorial services of the University, and the procedures for management of janitorial services to be followed accordingly by his/her team.

7. Management of the University Gardening Matters

- i. The Assistant Registrar (Admin), Deputy Registrar and Additional Registrar shall manage the Gardening Matters of the University, in accordance with the relevant SOP (SOP for LUAWMS Agricultural Farms and Gardening Services) of the University Gardening matters.
- ii. The Assistant Registrar (Admin) shall be accountable to the Deputy Registrar and Additional Registrar for implementing of the LUAWMS Agricultural Farms and Gardening Services SOP, for its part that relate to the Registrar Office , so as to ensure proper management of gardening services of the University.

8. Management of the University Sports Matters

- i. The Additional Registrar shall manage the Sports Matters of the University, in accordance with the relevant SOP (SOP for LUAWMS Directorate of Sports) of the University Sports matters.
- ii. The Sports Officer shall be accountable to the Deputy Registrar and Additional Registrar for the sports matters of the University and the procedures for management of sports matters to be followed accordingly by his/her team.

9. Management of the Health Care issues of the University

- i. The Additional Registrar shall manage the Health Care related issues of the University, in accordance with the relevant SOP (SOP for LUAWMS Medical and Healthcare Section) of the University Health Care.
- ii. The Medical Officer shall be accountable to the Additional Registrar for the health related issues and services of the University, and the procedures for management of medical services to be followed accordingly by his/her team.

10. Logistics for the University events and Statutory Bodies of the University

- i. The Assistant Registrar (Admin) shall be the focal person for arranging logistics for the University events / meetings of the Statutory Bodies, which are arranged centrally by the Registrar Office.
- ii. For making arrangements for such events / meetings, the Assistant Registrar (Admin) shall move the case on relevant file and secure approval from the authority, as the case may be.
- iii. Assistant Registrar (Admin) shall be responsible for making related arrangements for convening meetings of the statutory bodies of the University including Senate, Syndicate and Academic Council.
- iv. When the dates of the meetings are fixed by the Competent Authority, the Assistant Registrar (Admin) shall draft call letters to the members, which shall be checked by the Deputy Registrar (Admin) and

Additional Registrar. The Registrar shall sign those and the Assistant Registrar (Admin) shall issue the same. He/ She shall also follow-up with the members, if they received the letters or otherwise, regarding their consent to attend the meeting or otherwise.

- v. The Additional Registrar shall prepare the agenda/working papers, in coordination with the relevant sections of the University. He / she shall secure approval of the draft agenda from the Vice Chancellor through the Registrar.
- vi. The Deputy Registrar (Admin) shall get the photocopies of the agenda/ working papers and share the same with the members of the relevant committee.
- vii. The Deputy Registrar (Admin) shall be responsible to arrange refreshments, stationery items, and necessary documents for the meeting.
- viii. Minutes of the meetings shall be recorded by the Deputy Registrar (Admin) or Additional Registrar, or any other officer, as assigned by the Registrar/ Vice Chancellor.
- ix. The Assistant Registrar (Admin) shall get the minutes, signed by all the members of the concerned committee.
- x. Once signed by the members, the Assistant Registrar (Admin) shall move the same on file for securing approval by the Vice Chancellor through the Deputy Registrar, Additional Registrar, and the Registrar.
- xi. On approval of the draft notifications of the decisions made in the meeting, the same shall be signed by the Registrar, and the Assistant Registrar (Admin) shall maintain the records of the notifications in the relevant file.
- xii. The Registrar shall ensure implementation of the decisions of the statutory bodies through his/her team, and shall have to submit a progress report before the relevant statutory body to that effect in its next meeting.

11. Managing the Day-care Centre of the University

- i. The Assistant Registrar (Admin) shall be responsible for managing the Day-care Centre of the University.
- ii. He/ She shall move the case of any matter relevant with the Day-care Centre and secure approval of the same from the relevant authority.

12. Adhering to the standard file routing procedure

- i. The Deputy Registrar (Admin) and the staff of his/her office shall ensure that the files received / submitted from other offices for securing approval, meet the following standards/ requirements in all cases, except for the cases having peculiar issue(s), for the reasons recorded on each case:

- a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
- b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
- c. The file has got separate note portion, whereby the noting is in continuity.
- d. All the relevant officers have put-in their signatures/ initials on the note portion (of the case), and no leaf / part of the note portion is left blank.
- e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
- f. The file was not delayed inordinately, and remained in every office for a period less than three days.
- g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS HUMAN RESOURCE MANAGEMENT SECTION

Brief

The Human Resource (HR) Management Section of the Registrar Office is meant to providing effective policies, procedures, and people-friendly guidelines and support within the University. The H R Management Section serves to make sure that the mission, vision, values, guiding principles and policies University, and the factors that maintain the University towards success, are optimized.

Purpose

This SOP shall standardize the HR management related functions of the University.

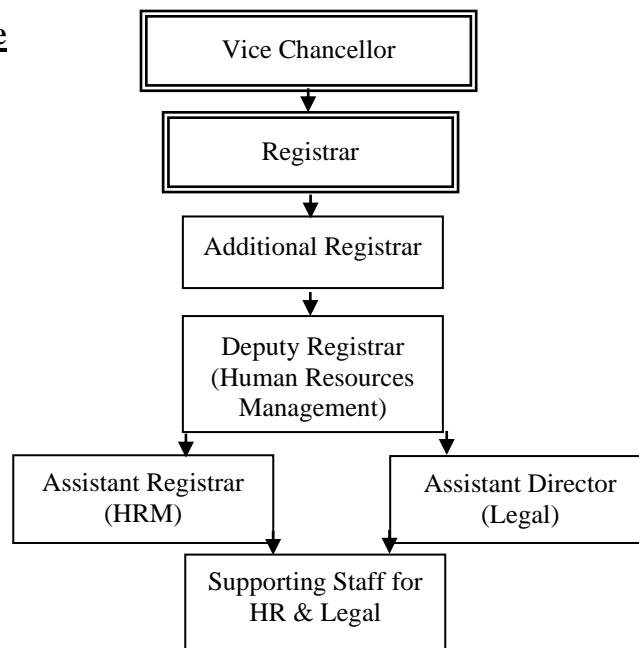
Scope

- i. This SOP is applicable to all Human Resource Management activities of the LUAWMS.
- ii. The applicability of this SOP shall be in accordance with the rules, regulations, policies and procedures, covering H R Management at the LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the H Management Section LUAWMS of the Registrar Office, , under supervision of the Additional Registrar and Registrar have the primary responsibility of ensuring that this SOP is implemented in its true spirit.

Administrative Structure



Procedures

Main functions of the HR Management Section of the Registrar Office are as follows:-

1. Creating positions/ HR Planning, Job Analysis and Job Designing
2. Processing the Recruitment
3. Processing the Selection
4. Obtaining educational documents verification/ security clearance/ character and antecedent checks
5. Arranging Employees Orientation Programs
6. Managing the office records relating to HR
7. Managing leave issues
8. Managing employee discipline
9. Managing the payroll
10. Managing Performance Appraisals
11. Managing resignations and terminations
12. Managing HR Development and scholarships
13. Adhering to the standard file-routing procedures, and
14. Carrying-out other special assignments as assigned from time to time by the Competent Authority

1. Creating positions/ HR Planning, Job Analysis & Job Designing

- i. For the coming year, the Additional Registrar in consultation with Registrar shall work-out the requirements for new positions to be created in the University Budget, keeping in consideration the trends or University needs. Deputy Registrar (HR) and Assistant Registrar (HR) shall assist through this process.
- ii. Requirement of various positions shall be discussed with the relevant Deans/ Directors, as the case may be, and shall be moved on a file by the Assistant Registrar (HR) for securing approval for placing the same in the agenda of the Finance and Planning Committee.
- iii. The Deputy Registrar (HR) shall send the file to Additional Registrar, who shall rout it through the Registrar, to the Finance Section for working-out the agenda, and its financial implications.
- iv. Meanwhile, the Deputy Registrar (HR) and the Assistant Registrar (HR) shall work on the Job Requirements (i.e. Job Specifications), Job Descriptions, Job placement details (Job Design) and other related details to be presented with the agenda.
- v. Once the proposal is approved, in principal, by the Vice Chancellor, the Treasurer/ Additional Treasurer and the Additional Registrar shall prepare the agenda, to be placed before the Finance and Planning Committee of the University. The agenda will include the following:

- a) Details of positions required with nomenclature
 - b) Nature of job (i.e. contract or regular etc.)
 - c) Proposed scale/ level
 - d) Job-assignments/ job description
 - e) Eligibility criteria for these positions
 - f) Justification for having these new positions
- vi. Recommendations of the Finance and Planning Committee will be placed before the Syndicate for approval. As the approval of Syndicate is acquired, the positions will be notified in the University budget mentioning the important details.

2. Processing the Recruitment

- i. The vacancy positions shall be kept up-dated by the Assistant Registrar (HR), both for Faculty and Administrative Staff which shall highlight the budgetary approved positions and the incumbency against each.
- ii. If any induction is proposed by any Dean or Administrative Head, or the position is created, or the position(s) is to be advertised on the need-base requirement of the University, the Assistant Registrar (HR) shall check and endorse the details relating to the said position i.e. if it is vacant, or planned, or newly created, its TOR, scale, cadre and its nature (i.e. contract / regular etc.).
- iii. The Deputy Registrar (HR) shall prepare the advertisement for recruitment mentioning the related details with the help of Additional Registrar. He/She shall move the advertisement on the relevant recruitment file to Additional Registrar for further approval
- iv. The Additional Registrar shall send the file to Deputy Registrar/Assistant Registrar (Admin) for publishing the advertisement in the dailies and official website of the University, having the following details on file:
 - a. Size of the advertisement to be placed
 - b. Names of the dailies in which the advertisement to be placed
 - c. Preferable day of the publication
- v. The Deputy Registrar/Assistant Registrar (Admin) shall calculate the estimates on the same, and send the file to the Treasurer for mentioning budgetary details on the file.
- vi. The Treasurer shall mention the related financial details on the same, and send the file to Registrar for securing approval of publication.
- vii. The Registrar shall send the file to the Vice Chancellor for accordance of approval. Once approval is secured, the file will be sent to Deputy Registrar/Assistant Registrar (Admin) for publication.
- viii. It will be responsibility of the Assistant Registrar (HR) to ensure that the advertisement is also placed/

posted on the official website of the University on the date it is made public in the required dailies. He/She shall also be responsible for ensuring the recruitment form, job requirement details and related TOR on the website, as the case may be.

- ix. The Deputy Registrar (HR) shall be responsible for receiving all the applications, their proper checking, sorting, placement in separate folders, proper entries / lists preparation and the last date issues.
- x. The Deputy Registrar (HR) shall be responsible for notifying the short-listing committee, and making proper arrangements for the short-listing committee. He/She shall present details of the short-listed candidates to the Additional Registrar.

3. Processing the selection

- i. The Additional Registrar shall be responsible for scheduling the screening test, demonstrations and the meeting of Selection Board. The Deputy Registrar (HR) and the Assistant Registrar (HR) shall assist him for making all the arrangements for these events.
- ii. The Additional Registrar shall prepare list of the short-listed candidates who qualify for the interview.
- iii. The Additional Registrar shall prepare agenda/ working papers of the Selection Board and will issue letters to intimate the members of Selection Board about the meeting.
- iv. In case of Promotions, the Additional Registrar shall mention details of the vacant positions, the names of eligible employees, their seniority and all related details on file, and secure approval for inclusion of the eligible employees in the agenda/ working papers.
- v. The eligible/ qualified candidates are to be notified about their interview schedule by the Deputy Registrar (HR).
- vi. The Selection Board shall conduct interviews and record remarks, as the cases may be.
- vii. The Registrar shall note minutes of the Selection Board and determine the merit list in coordination with members of the Selection Board.
- viii. The recommendations shall be documented and signatures of the members shall be obtained. The same shall be presented before the Syndicate for consideration and approval.
- ix. Once the Syndicate accords approval of the recommendations, notifications of appointment will be signed by the Registrar and sent to the newly appointed employees.
- x. The Additional Registrar shall intimate the new employees about the requirements of joining (i.e. medical fitness certificate, security clearance, character certificates etc.).
- xi. The new employees shall submit joining reports to the Registrar.
- xii. The Deputy Registrar (HR) will prepare personnel file of the new employee, and move case of his joining endorsement to Registrar.

- xiii. Upon endorsement of joining, the Assistant Registrar (HR) will inform the Finance Section in writing for release of salary of the employee from his/her date of joining.
- xiv. The Treasurer shall release salaries of newly hired staff, on completion of their first month service on 1st date of the next month.

4. Obtaining educational documents verification/ Security Clearance/ Character and Antecedent Checks

- i. The candidates for the University positions, of both the Academic and Administrative services, shall be required to pass a background check which includes security clearance, Character and Antecedent Checks and verification of educational and experience documents/ testimonials.
- ii. Such background checks shall not be required for transfers or promotions of current employees within the same unit or department of the University, or in case the employee has been hired through proper channel where such checks have already been completed.
- iii. This background check may include, but not be limited to, criminal history, verifications of employment and education, previous employment record, security clearance and medical fitness reports.
- iv. Existing/current employees of the University may also be screened against the security standards or requirements of the University from time to time.
- v. The Assistant Registrar (HR) and Deputy Registrar (HR) shall prepare lists of all such employees whose educational documents/ security / background checks are to be obtained. They shall also be responsible for following-up such letters issued to educational institutes/ law enforcing agencies/ previous organizations of individuals. The important factors/ matters to be cross-checked include, but are not limited to:
 - a) Verification of educational documents
 - b) Police verification/ relevant security agencies verification
 - c) Medical fitness certificate
 - d) Character certificates
 - e) Ex-employment/ previous employment referrals check as per updated CV of the individual
 - f) Any other check(s) as deemed necessary by the University
- vi. The Assistant Registrar (HR) and Deputy Registrar (HR) shall submit a monthly report of all such correspondence, their update status and related remarks to Additional Registrar, who shall, after counter signing the same, share it with the office of Vice Chancellor and Registrar on regular basis.

- vii. The Assistant Registrar (HR) shall be responsible for making proper entries in the service books and personal files regarding the security check/ history, verifications of employment and education, previous employment record, security clearance and medical fitness reports etc.

5. Arranging Employee Orientation Programs

- i. The list of all newly joined employees will be prepared by Assistant Registrar (HR) and counter signed by the Deputy Registrar (HR).
- ii. The Additional Registrar, with the help of Deputy Registrar (HR) and Assistant Registrar (HR), will schedule an Orientation Session. The program to be scheduled keeping in view the budget, and other facilities required for the same.
- iii. The Additional Registrar shall complete the proposal, get the funds position through the Treasurer, reserve the required facilities through Deputy and Assistant Registrar(HR), and move the file to the Registrar for securing approval.
- iv. The Registrar shall secure approval, and send the file to the Additional Registrar for implementation of the program.
- v. The Assistant Registrar (HR) shall be responsible for checking the attendance of all the nominees during the program.
- vi. The Assistant Registrar (HR) shall be responsible for submitting a report to Registrar, through Deputy Registrar (HR) and Additional Registrar, regarding the event in the end of the program.

6. Managing office records relating to HR

- i. On joining of the new employee, the Assistant Registrar (HR) shall be responsible for preparing a personnel file of the individual. Proper updating of the personal file shall be his/her his responsibility.
- ii. The Deputy Registrar (HR) shall be responsible to have a check-list of all such files, and ensure that each file has;
 - a. File cover/ file jacket
 - b. Note portion
 - c. Educational documents
 - d. Security clearance/ Police verification
 - e. Medical fitness certificate
 - f. Character certificate
 - g. Updated CV of the employee

- iii. The Deputy Registrar (HR) will submit a report of all the files present in the HR Section to the Additional Registrar, on monthly basis, who shall share the same with the Registrar to keep proper check on their performance / conduct.
- iv. The Registrar and Additional Registrar shall be responsible for surprise checks of the filing system, cross-checks the file placement, at least once in a month.
- v. Record keeping of all files in accordance with their index numbers, placement of the files in relevant file cabinets, and responding to the queries on surprise checks, shall be responsibility of the Assistant Registrar (HR) and the Deputy Registrar (HR).

7. Managing Leave Issues

- i. The Assistant Registrar (HR) shall be responsible for updating the leave records of all the individuals serving the University in their personnel files.
- ii. The Deputy Registrar (HR) shall be responsible for conducting a detailed check, and signing the leave records of all the employees on monthly basis.
- iii. The Additional Registrar shall be responsible for counter-checking and signing the leave records of the individuals on quarterly basis.
- iv. An employee may apply for any kind of leave on prescribed proforma of leave, and get it recommended from his/her immediate supervisor/ Director / Dean.
- v. The leave applied by any employee shall be properly checked by the Assistant Registrar (HR), and shall be moved on file for securing approval to the Deputy Registrar, who shall after checking / mentioning the following, send it to the Additional Registrar:
 - a. Kind of leave applied/ requested
 - b. Period of leave (in terms of days)
 - c. Available balance at credit (where applicable)
 - d. Financial implications (where applicable)
 - e. Name and designation, along-with signatures, of the substitute
 - f. Relevant rule/policy and entitlement of leave
- vi. The Additional Registrar shall be responsible for checking the above points, and send the file to the Registrar for approval.
- vii. The Registrar, if having the authority to approve the leave, will approve it, or otherwise secure approval of the Vice Chancellor.
- viii. Once approved, the leave notification shall be issued by the Registrar
- ix. The Additional Registrar shall be responsible for sending an email to the concerned for notifying the leave, along-with the substitute

8. Managing Employees Discipline

- i. Employees discipline matters are to be managed, administered and processed in accordance with Efficiency and Discipline Rules, and Conduct Rules of the University.
- ii. During service if an employee is found in breach of Conduct Rules, or Efficiency and Discipline Rules of the University, his/her supervisor should seek to correct the problem with the least amount of disruption to the work environment.
- iii. If the problem or issue persists, the supervisor may forward the matter to Registrar for taking necessary action. The Registrar shall mark the case to the HR Section for process.
- iv. The Assistant Registrar (HR) shall put-up the case on personnel file of the individual, and summarize the incident. He / She shall also be responsible for mentioning relevant rules of discipline, as the case may be.
- v. The case shall be marked to Deputy Registrar (HR), and then to Additional Registrar, who shall recommend further course of action in the matter.
- vi. The Registrar shall, if authorized, issue explanation letters, show cause letters, oral warning, written warning, suspension letter, or otherwise, shall secure approval by the Vice Chancellor for taking action in the matter.
- vii. If considered necessary, or if the case relates to performance of individual, the same can be placed before any discipline / inquiry committee / inquiry officer of the University, which shall process the case, as it may deem appropriate.
- viii. All the issues, steps and necessary actions involved in the discipline shall be in accordance with the Efficiency and Discipline Rules, and Conduct Rules of the University.

9. Managing the Payroll

- i. The Assistant Registrar (HR) shall initiate salary changes file on monthly basis.
- ii. The Assistant Registrar (HR) shall prepare pay release cases of the newly appointed employees after approval from the Competent Authority.
- iii. All the cases related to salary and payment shall be forwarded to Finance Section for further necessary action through the Registrar.
- iv. The Assistant Registrar (HR) shall update the earned leave record of the employees and employees forwarding requests for earned leave\study leave\extra ordinary leave etc. shall be processed on the personal file of the concerned employees. As the notifications of such matters are issued by HR, it should keep a record of these on monthly basis, to be reported to Finance for inclusion in the pay-bill of month.
- v. The Deputy Registrar (HR) shall maintain monthly payroll sheets and shall verify the same from University strength on quarterly basis, and submit a report to that effect with Additional Registrar.

- vi. The Additional Registrar will check the same and report to Registrar if any issue is noticed/ pointed-out.

10. Managing Performance Appraisals

- i. The Assistant Registrar (HR) and Deputy Registrar (HR) shall initiate performance management procedure, and submit the same to the Additional Registrar.
- ii. The Additional Registrar shall forward Performance Evaluation Report (PER) proforma to concerned Dean and Sectional Head to fill it accordingly to assess the performance of employee during the year, or at any point in time. The forwarding letter should clearly mention the details relating to parameters of evaluation, returning date, counter-signature matters and all other necessary steps.
- iii. The annual performance review, including documentation of an overall performance rating, is required for all employees of the University. This should be placed in the personnel file of the individual by Assistant Registrar (HR).
- iv. The employee's performance for the preceding year is compared to standards, expectations, goals, and performance indicators.
- v. The supervisor shall:
 - a. Review with the employee his/her performance during the preceding year and document the employee's overall performance rating using the Performance Evaluation Report Form,
 - b. Review/update the position description with the employee,
 - c. Communicate performance standards and expectations to the employee and
 - d. Set goals with the employee for the upcoming year.
- vi. In-case of satisfactory performance, the individual should be informed, and Assistant Registrar (HR) shall keep a copy of the same in personnel file of the individual.
- vii. In-case of a substandard evaluation of any individual is recorded, the Assistant Registrar (HR) and Deputy Registrar (HR) shall propose further action which may include suggesting appropriate coaching and training, and future eligibility for promotion or change in assignment / replacement or any other course of action as deemed appropriate. For all such cases, approval on personnel file shall be secured through Registrar.

11. Managing resignations and terminations

A. Resignations

- i. An employee, who wishes to resign, shall be required to submit in writing with one month notice period, or depositing one month pay in lieu of the notice period. He/She shall also be required to submit a clearance certificate, duly signed by all the concerned offices before his/her relieving.

- ii. The resignation is required to be submitted with the immediate Supervisor, who shall forward the same to Registrar for further process. The Registrar shall forward it to HR Section for further process on the relevant file.
- iii. The Assistant Registrar (HR) shall initiate cases for resignation on personal file of the employee.
- iv. No employee shall be permitted to leave the Service unless the competent authority accepts his resignation, which may be conveyed to him/her in writing through Assistant Registrar and Deputy Registrar (HR).
- v. In case of teaching staff, the resigning employee shall have to complete the semester in progress if actively engaged with it.
- vi. In case of an employee having availed scholarship from the University, he/she shall have to complete the period of service as provided in security bond of his scholarship, or to pay the entire expenses incurred on his studies and also the pay drawn during the period of study/training along-with fine as may be prescribed on case to case basis.
- vii. The Deputy Registrar (HR) shall forward the resignation case (complete in all respects) to the Additional Registrar to secure approval from Competent Authority.
- viii. After approval of the resignation, the Assistant Registrar (HR) shall prepare the case for relieving order.
- ix. The relieving order shall be issued to the employee subject to submission of clearance form duly filled and signed from all the concerned departments/sections.
- x. The Assistant Registrar shall ensure that the pay and other benefits of the resigning official are stopped immediately after the resignation is accepted.

B. Severance / Termination

- i. The Assistant Registrar (HR) shall forward the disciplinary cases received against any employee on his/her personnel file mentioning all the related details, rules and policies. The Deputy Registrar (HR) shall check the related details and forward it to the Additional Registrar for cross-checks and verification.
- ii. The Additional Registrar, based on the nature of the case, either shall recommend to place the case before a Committee, constituted for the purpose, for further deliberation or shall forward the case to the Vice Chancellor, through the Registrar, for approval to take appropriate action.
- iii. Based on recommendations of the Committee, if the employee is found guilty, he/she shall either be issued explanation or show cause notice.
- iv. If the employee fails to respond satisfactorily he/she is issue final show cause notice. If the reply is received within the stipulated time, the Additional Registrar shall check if it is to be considered satisfactory or otherwise.

- v. The Additional Registrar may place the reply of the employee, who has been issued show cause notice and final show cause notice, before the Committee. If no reply is received within stipulated time, the Committee will be informed accordingly.
- vi. The Committee, after thorough deliberations regarding the severance of matter, submits its recommendations regarding suspension, termination from the service, or any other recommendation.
- vii. The Deputy Registrar (HR) shall prepare minutes of meeting(s) of the Committee and forward the same to competent authority for approval.
- viii. The Assistant Registrar (HR) shall draft and issue notification / orders regarding suspension and termination.
- ix. The Assistant Registrar shall ensure that the pay and other benefits of the terminating official are stopped immediately in case of suspension / termination.

12. Human Resource Development / Scholarship issues

1. Teachers or the staff members may apply for any scholarships for their higher studies abroad or within country, on the prescribed Form. The application form shall be recommended by the Dean/ Incharge concerned, and shall be sent to the Registrar. The Registrar shall mark it to HR and Academic Sections for further process.
2. The Deputy /Assistant Registrar (HR) shall process the cases to Scholarship Management Committee (SMC) regarding the grant of study leave.
3. The Deputy/Assistant Registrar (Academic) shall make an agenda of the cases in coordination with HR Section, and shall mention all the relevant details including:
 - a. Name of the scholarship etc.
 - b. Nature of leave applied
 - c. Source of funding (self, or scholarship etc.)
 - d. Substitute of the teacher or staff
 - e. Period of higher studies/ training etc
 - f. Legal requirements of bond/ deed of agreement etc.
4. The Deputy/Assistant Registrar (Academic) shall place the case before Scholarship Management Committee for consideration, whereby the immediate Supervisor shall present/ submit his/ her recommendations and relevant remarks too for deliberations of the Committee.
5. Cases presented before the Scholarship Committee shall be recorded in minutes and shall be notified by the Deputy/Assistant Registrar (Academic).
6. The Assistant Registrar HR, shall be responsible for keeping track of the study leave (with or without pay) and scholarships of the teachers and staff, as per rules, policies and regulations of the University.

7. The Deputy/Assistant Registrar (Academic) and the Deputy/Assistant Registrar, HR, shall be responsible for coordinating the progress of the teachers / staff on study leave (with or without pay) with the Deans, Chairpersons and concerned Sectional Heads.
8. The Deputy/Assistant Registrar (Academic) and the Deputy Registrar, HR/Assistant Registrar (Legal) shall be responsible for Completion of legal requirements of the teachers and staff who proceeded on study leave (with or without pay).
9. The Deputy/Assistant Registrar (Academic) and the Assistant and Deputy Registrar, HR, shall be responsible for processing cases of the extensions of study leave (with or without pay).
10. The Deputy/Assistant Registrar (Academic) in coordination with the Assistant Registrar, HR, the Deputy Registrar HR, and the Additional Registrar shall be responsible for conducting meetings of the Scholarship Management Committee (SMC) on quarterly basis, or whenever required.

13. Adhering to the standard file routing procedure

- i. The Deputy Registrar (HR), Assistant Registrar (HR) and the staff members of HR Management Section shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR THE LUAWMSACADEMICS AND ADMISSIONS SECTION

Brief

The Academics and Admissions Section of the Registrar Office, ensures provision of specialized services for proper functioning of the academic activities and admissions of the University in accordance with its standard rules, regulations, core processes and related activities.

Purpose

This SOP shall serve for standardizing the procedures of the University, relating to Academics and Admissions.

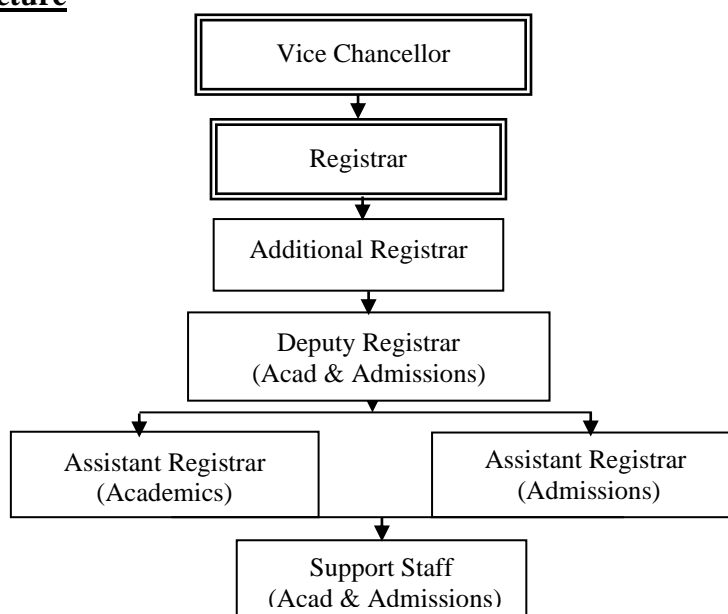
Scope

- i. This SOP is applicable to all academics and admissions related activities of the LUAWMS.
- ii. Applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering academics and admissions affairs at the LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

Staff posted in the Academic and Admissions Section of the LUAWMS Registrar Office, , under supervision of the Additional Registrar, Deputy Registrar and Assistant Registrar have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Academic Affairs and Admissions Section of the Registrar's Office are as follows:

1. Managing Admissions,
2. Managing Registration of students,
3. Dealing with Students Migration Cases,
4. Preparing University's Academic Calendar,
5. Issuing certificates to the students,
6. Issuing student identity cards,
7. Dealing with Academic matters of the University,
8. Updating the Student Strength,
9. Managing Students' Discipline,
10. Dealing with Academic Committees,
11. Conducting Academic Committee Meetings,
12. Adhering to the standard file routing procedure and
13. Carrying-out other special assignments as assigned from time to time.

1. Managing Admissions

A. Inclusion of new academic programs, or abolition of any program:

- i. If any faculty intends to include a new program of study, or abolish any existing program of study, it shall submit a detailed report on the same with following important features:
 - a. Requirements of HEC are fulfilled with regard to number of Ph.D. teachers, laboratories, class-rooms and other important facilities required for starting the program.
 - b. Requirements of any other regulatory body, e.g. Pakistan Medical Association, Pakistan Engineering Council, are fulfilled.
 - c. Financial implications involved in the proposal.
 - d. Requirements of faculty members to teach the course.
 - e. Proposed number of students (prospect), and the annual plan of induction etc.
 - f. In case of abolition of program, valid justification, reasons and plan to abolish the program of study, with proposal of the resources for their alternate use or shifting etc.
- ii. The report shall be submitted to the Registrar for consideration, who shall forward it to the Vice Chancellor for securing approval to present the same before Academic Council of the University.

- iii. The Vice Chancellor shall approve, or otherwise. If approved, the Deputy Registrar (Acad) shall include it in the agenda of Academic Council.
- iv. Once the Academic Council recommends it, it shall be presented before the Syndicate. If the Syndicate approves the agenda, it shall be notified by the Registrar.
- v. On issuance of notification, the Deputy Registrar (Acad) shall be responsible to include the new program of study in the list of the University admission offerings, or if it is relating to abolition of any program, he/she shall remove the same from the list of admission offerings. The Additional Registrar shall endorse the same.

B. Announcement of Admissions

- i. For approved programs of studies of the LUAWMS, the admissions shall be announced on semester basis in Fall and Spring Sessions, and completion of this process shall be responsibility of the Deputy Registrar Academic Affairs and Admissions, under supervision of the Registrar and Additional Registrar.
- ii. Before the process of announcement of admissions, the Deputy Registrar (Acad) shall call meeting of Admissions Committee/ Deans Committee, whereby all the Deans shall present their induction proposals regarding admission. The Admission Committee/ Deans Committee shall finalize the list of programs to be advertised, and submit its recommendations to the Vice Chancellor for approval. The Vice Chancellor may approve the same, or otherwise.
- iii. The Deputy Registrar (Acad) shall prepare the advertisement for admissions for the approved programs, mentioning the related details with the help of Additional Registrar. He shall move the advertisement on the relevant recruitment file to the Additional Registrar.
- iv. The Additional Registrar shall send the file to the Director Procurements for publishing the advertisement in the dailies and official website of the University, having the following details:
 - a. Size of the advertisement to be placed,
 - b. Names of the dailies in which the advertisement to be placed and
 - c. Preferable day of the publication.
- v. The Director Procurements shall calculate the estimates on the same, and send the file to the Treasurer for mentioning budgetary details on the file.
- vi. The Treasurer shall mention the related financial details on the same, and send the file to the Registrar for securing approval of publication.
- vii. The Registrar shall send the file to Vice Chancellor for accordance of approval. Once approval is secured, the file will be sent to the Director Procurements for publication.
- viii. It will be responsibility of the Assistant Registrar (Admissions) and Deputy Registrar (Acad) to

ensure that the advertisement is also posted on the official website of the University on the date it is made public in the required dailies. They shall also be responsible for ensuring that admission forms, eligibility criteria and related details are placed on the website.

- ix. The Deputy Registrar (Acad) shall be responsible for receiving all the applications, their proper checking, sorting, placement in separate folders, proper entries / lists preparation and the last date issues.

C. Granting Provisional Admissions

- i. The Deputy Registrar (Acad), shall call meeting of Admissions Committee/ Deans Committee, for considering the lists of candidates to be granted provisional admission.
- ii. The Admissions Committee/ Deans Committee shall consider the lists and recommend candidates in accordance with admission policy and related rules of the University.
- iii. The Admission Committee/ Deans Committee shall finalize the list of recommended candidates (faculty programs-wise) and, and submit its recommendations to the Vice Chancellor for approval. The Vice Chancellor may approve the same, or otherwise.
- iv. The Registrar shall notify the provisional admissions. Its copies to be sent to all Deans and made public through all notice boards and official website of the University.
- v. The Registrar shall also notify the fee depositing schedule through all notice boards and official website of the University. This schedule shall be forwarded by the Deputy Registrar through the Additional Registrar.
- vi. These admissions shall be considered provisional, and shall be subjected to certain checks to be conducted by the University such as verification of the educational and other documents etc.

D. Confirmation of Provisional Admissions

- i. The Assistant Registrar (Acad) and Deputy Registrar (Academic Affairs and Admissions) shall start verification of educational degrees of the students who deposit their fee and confirm their registration with the University.
- ii. Both the officers shall keep sending letters with the signatures of the Additional Registrar to their relevant Boards, which issued last / terminal degree of the student, and other documents (CNIC/ Domicile certificate, etc.) if required, for verification.
- iii. Once verification of terminal degree is received, the provisional admission shall be confirmed.
- iv. If the degree is not verified, the admission of the student shall be cancelled.

2. Managing Registration of Students

- i. The Assistant Registrar (Admissions) and Deputy Registrar (Acad) shall be responsible for registration of the newly admitted students, after completion of the admission process.
- ii. The Assistant Registrar (Admissions) shall make proper entries of the students in the Registration ledger (Department/Faculty/Subject-wise) and allocate unique registration number to each student.
- iii. Assistant Registrar (Admissions) shall prepare the Registration Card and send it to Deputy Registrar, who shall cross check the same, and then to the Additional Registrar for signatures.
- iv. After signatures, the Assistant Registrar (Admissions) shall issue the same, and make proper entries in the issue register, by obtaining receiving signatures of the student concerned, and keeping a copy of the card in record/ relevant file.

3. Dealing with Students Migration Cases

- i. The student intending migration to any other University or from any other University to the LUAWMS shall have to submit an application in the office of Deputy Registrar (Acad) along-with the prescribed fee and related documents.
- ii. The Assistant Registrar (Admissions) shall put up the case on relevant file and obtain comments of Chairperson and Dean of the concerned department.
- iii. The case along-with comments of concerned Chairperson and Dean shall be placed before the Migration Committee of the University. The Committee shall consider the case and make recommendations as the case may be.
- iv. The recommendations of the Committee shall be submitted before the Vice Chancellor, who may approve / dis-approve the same.
- v. The Deputy Registrar (Acad) shall notify the same with signatures of the Registrar through the Additional Registrar.

4. Preparing University's Academic calendar

- i. The Deputy Registrar (Acad), in consultation with the Faculty Deans, Additional Registrar and Registrar shall draft the Academic Calendar of the year. For this purpose, he / she may call meeting of the Dean's Committee under chairmanship of the Registrar.
- ii. The Academic Calendar shall include:
 - a. Commencement date of the session,
 - b. Students enrollment dates,

- c. Working days of the session,
 - d. Schedule of the sports week/ any other co-curricular events,
 - e. Planned holidays/ gazetted holidays,
 - f. Proposed schedule of examinations and
 - g. Tentative schedule of submission of results, and announcement of results
- iii. The recommendations of the Deans Committee shall be submitted before the Vice Chancellor, who may approve / dis-approve the same, or may make any change(s).
- iv. The Deputy Registrar (Acad) shall notify the same with signatures of the Registrar through the Additional Registrar.
- v. Deans shall be responsible to follow the academic calendar of the University, and the Registrar shall monitor the same through the Assistant and Deputy Registrars (Academic Affairs and Admissions).

5. Issuing certificates to students:

- i. Any student, who intends to apply for issuance of following types of certificates, shall be required to submit application form, attach the required documents, deposit the required fee and submit the same with the Deputy Registrar (Acad).
- ii. The Deputy Registrar (Acad) shall mark the same to the Assistant Registrar (Acad), who shall process it for verification on the relevant file, and mark it to the Additional Registrar through Deputy Registrar (Acad).
- iii. The Additional Registrar shall check the same, and send it to the Registrar for signatures.
 - a. **Bona-fide Certificate:** The Certificate is issued to the regular students of the University on request, after filling and getting the prescribed performa, signed from the concerned Chairman of Department. The registration is to be verified by the Assistant Registrar(Acad). The Deputy Registrar (Acad) shall cross check and shall put his/her initials on the draft certificate.
 - b. **No Objection Certificate (NOC):** NOC is issued to the graduated students of the University on request for pursuing further / higher studies at any other University. The Assistant Registrar (Acad) shall check the details, and verify the same. The Deputy Registrar (Acad) shall cross check and shall put his/her initials on the draft certificate.
 - c. **Conduct Certificate:** Conduct Certificate is issued to graduated students of the University on request, which certifies his/her satisfactory conduct during stay of the student at the University. The Assistant Registrar (Acad) shall confirm the same from his/her faculty and verify it. The Deputy Registrar (Acad) shall cross check and shall put his/her initials on the draft certificate.

- d. **Clearance Certificate:** Clearance certificate is issued to a student who completed his/her studies, or cancelled his/her admission, or migrated from the LUAWMS. The Assistant Registrar(Acad)shall check the same from concerned Faculty/ Department, and verify the same. The Deputy Registrar (Acad) shall cross check and put his/her initials on the draft certificate.

6. Issuing Students Identity Cards

- i. The Assistant Registrar (Acad) and Deputy Registrar (Acad) shall be responsible for preparing the students identity cards, making proper entries in the relevant registers and getting receipt signatures on the said register from the students.
- ii. Both the officers shall be responsible for proper planning of the issue date, and expiry date, and start preparing new cards well in time, so that, no gape falls between issuance of the new cards and their expiry.

7. Dealing with Academic matters of the University

- i. The Assistant Registrar (Acad) and Deputy Registrar (Acad) shall be responsible for carrying-out and managing the following academic matters of the University:

A. **Preparation and maintaining personal files of students :** The Assistant Registrar (Acad) and Deputy Registrar (Acad) shall prepare separate session-wise personal files of each student, which shall include:

- i. Admission form of the student,
- ii. Copies of educational documents,
- iii. Pictures of the student and
- iv. Important phone numbers, emergency contract numbers etc.

Every case of the student concerned shall be processed on the personal file of the student, which shall be kept in the reference room of the academic and admissions office.

B. **Change of Department / Program:** Application shall be processed / put-up by the Assistant Registrar (Acad) on the relevant file for obtaining comments of the Dean/Chairperson. The case shall be processed in accordance with relevant academic rules of the University. The matter shall be submitted to the Vice Chancellor, through the Additional Registrar and Registrar, and the approval shall be notified.

C. **Fee Refund:** Application shall be processed / put-up by the Assistant Registrar (Acad) on the relevant file for obtaining comments of the Treasurer/Dean/Chairperson. The case shall be processed in accordance with relevant academic rules of the University. The matter shall be submitted to the Vice Chancellor, through the Additional Registrar and Registrar, and the approval shall be notified.

D. **Semester Freeze and Resume of Studies cases:** Application shall be processed / put-up by the Assistant Registrar (Acad) on the relevant file for obtaining comments of the Dean/Chairperson. The case shall be processed in accordance with relevant academic rules of the University. The matter shall be submitted to the Vice Chancellor, through the Additional Registrar and Registrar, and the approval shall be notified.

8. Updating the student's strength

- i. The Assistant Registrar (Acad) and Deputy Registrar (Acad) shall be responsible for updating the student's strength of the University.
- ii. Both the officers shall coordinate with the Deans on quarterly basis, specifically on the eve of start of any academic session, and shall update the record of the students.

9. Managing students' discipline

- i. Any student found involved in any discipline issue shall be dealt with in accordance with the discipline rules of the LUAWMS through the Academic Affairs and Admissions Section.
- ii. The Dean / Chairperson shall refer the case to the Registrar alongwith the details. The Registrar shall refer it to the Deputy Registrar (Acad) for further process.
- iii. The Deputy Registrar (Acad) shall call meeting of the Discipline Committee and arrange for hearing of the student(s), as the case may be.
- iv. Recommendations of the Committee shall be submitted to the Vice Chancellor, through the Additional Registrar and Registrar. The decision shall be notified accordingly by the Deputy Registrar (Acad).

10. Dealing with Academic Committees

- i. The Deputy Registrar (Acad), with the help of Assistant Registrar (Acad), shall be responsible to conduct, convene, and arrange related arrangements for the following academic committees of the University, in accordance with the rules, regulations, polices and Act of the University:

- a) Academic Council
 - b) Board of Advance Studies and Research
 - c) Board of Studies (through concerned department)
 - d) Students Discipline Committee
 - e) Admission Committee
 - f) Migration Committee
- ii. The proceedings of these committees, their agenda and working papers, decisions, expiry of terms of members of these committees, and the notifications issued based on recommendations of these committees shall be maintained by the Deputy Registrar (Acad). His/ her office shall also maintain separate files for each committee.

11. Conducting meetings of the Academic Committees

A. Board of Studies

- i. The Board of Studies of any relevant teaching department shall be constituted in accordance with relevant sections/ rules of the University.
- ii. The Board of Studies meeting shall be conducted in each teaching department by the Chairperson of the Department at least once in an academic year, or as may be decided by the University from time to time, to consider the academic matters, curriculum issues etc. of all under-graduate level programs, in accordance with the LUAWMS academic rules, regulations and policies.
- iii. The Chairperson shall prepare the proposed changes (if required) in the curriculum for all levels of degree programs offered in the department. The proposed new curriculum shall be prepared in consultation with the faculty members of the department.
- iv. The proposed new curriculum shall be the main agenda of the Board of Studies meeting. The Chairperson of the Department may, however, include any other related agenda, such as proposal to offer a new program in the department.
- v. The Chairperson shall contact the members of the Board of Studies to schedule a date for the meeting.
- vi. The Chairperson shall request the Deputy Registrar Academics via the Dean on the relevant file to provide the travel and local arrangements for the meeting. The Deputy Registrar shall secure approval of the same through the Registrar, Pro Vice Chancellor and Vice Chancellor. The approval shall be executed by the Deputy Registrar (Acad) on the relevant file.
- vii. After the completion of the meeting, the minutes of the meeting of the Board of Studies shall be forwarded to the Dean, for his consideration, and placement before the Academic Council.

B. Board of Advance Studies and Research

- i. The Board Advance Studies and Research(BASR) meeting shall be conducted centrally by the University through office of the Registrar at least once in an academic year, or as may be decided by the University from time to time, to consider the academic matters, curriculum issues etc. of all graduate level programs (including MS, M.Phil and PhD), in accordance with the LUAWMS Academic rules, regulations and policies.
- ii. The Registrar shall circulate among all the Faculty Deans for tentative date of convening the meeting of BASR, and for submitting any agendas to be placed in the same. The Deans shall disseminate the same among all the Chairpersons of the Departments, who shall propose related agendas in consultation with the teachers and research supervisors concerned.
- iii. The draft agenda items shall be submitted by the Chairperson(s) of the Department to the Dean of the Faculty, who shall forward the same to the Registrar for incorporating the same in the main agenda and working papers of BASR.
- iv. The meeting shall be convened by the Admissions and Academic Affairs Section of the Registrar Office, and the minutes shall be issued accordingly by the said office.
- v. The Deans shall be responsible to ensure that the decisions made by the BASR are implemented by the Chairpersons of the department accordingly.
- vi. After the completion of the meeting, the Dean and Chairpersons of the Departments shall coordinate with the Registrar Office for placement of the recommendations (if applicable) of the relevant agenda before the Academic Council.

C. Academic Council

- i. Meeting of the Academic Council shall be conducted by the University through office of the Registrar, at least once in an academic year, or as may be decided by the University from time to time, to consider the academic matters, curriculum issues etc. of all graduate and under-graduate level programs, in accordance with the LUAWMS Academic rules, regulations and policies.
- ii. The Registrar shall circulate among all the Faculty Deans for tentative date of convening the meeting of Academic Council, and for submitting any agendas to be placed in the same. The Deans shall disseminate the same among all the Chairpersons of the Departments, who shall propose related agendas in consultation with the teachers of department, or as per recommendations of the Board of Studies and Advance Studies and Research Board to be placed before the Academic Council.
- iii. Draft agenda items shall be submitted by the Chairpersons of the Departments to the Dean of the Faculty, who shall forward the same to the Registrar, for incorporating in the agenda/ working papers of the Academic Council.

- iv. The Deputy Registrar (Acad) shall compile the agenda, and share its first draft with the Registrar for securing approval of the Vice Chancellor, through the Pro-vice Chancellor. The approved agenda shall be compiled by the Deputy Registrar (Acad) and Additional Registrar.
- v. The meeting shall be convened by the Admissions and Academic Affairs Section of the Registrar Office, and minutes shall be issued accordingly by the said office.
- vi. The Deans shall be responsible to ensure that the decisions made by the Academic Council are implemented by the Chairpersons of the Departments accordingly.
- vii. After the completion of the meeting, the Deans and Chairpersons of the Departments shall coordinate with the Registrar Office for placement of the relevant agenda recommendations (if applicable) before the Syndicate.

12. Adhering to the standard file routing procedure

- i. The Deputy Registrar and Assistant Registrar (Acad and Admissions) and the staff of their office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a name tag of Department/ Directorate. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LEGAL SECTION OF THE LUAWMS

Brief

The Legal Section of the Registrar Office aims to provide legal support for all functionaries of the University, and attends to the legal cases in the Courts of Law. It attempts to safeguard the interest of the University, and represents the University on legal platforms where assigned.

Purpose

Purpose of this SOP is to standardize the procedure and official activities of the Legal Section of the Registrar Office.

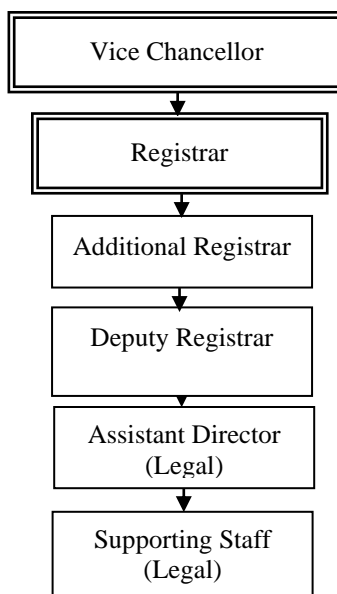
Scope

- i. This SOP is applicable to all legal issues of the LUAWMS.
- ii. Its applicability shall be in accordance with the rules, regulations, policies and procedures covering legal matters/ cases of the LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The Legal Section of the Registrar Office, operating under supervision of the Additional Registrar, Deputy Registrar and Assistant Registrar (Legal) have the primary responsibility of ensuring that this SOP is implemented in its true spirit.

Administrative Structure



Procedures

Main functions Legal Section of the Registrar Office, are:

1. Providing support and advice on legal matters of the University,
2. Preparation of replies of legal notices, cases and law suits,
3. Attending legal cases/ suits in the court of law,
4. Adhering to the standard file routing procedure and
5. Carrying-out other special assignments, as assigned from time to time.

1. Providing support and advice on legal matters of the University

- i. For any matter concerning legal opinion, the initiator shall send the file shall to the Registrar, who shall mark it to the Assistant Registrar (Legal) through the Additional Registrar and Deputy Registrar (Admin).
- ii. The Assistant Registrar (Legal) shall consult the required rules, regulations, Act(s), related documents and procedures, and record the legal opinion on file. He may consult any office, lawyer, or any expert in the matter, and mention his/her reference in the case too, as the case may be. Assistant Registrar (Legal) shall keep copy of the note in his “Legal Opinions” file, for record and reference.
- iii. Assistant Registrar (Legal) shall send the file back to the Registrar through Deputy Registrar and Additional Registrar. The Registrar shall send the file to the quarter concerned.

2. Preparation of replies of legal notices, cases, law suits

- i. For any law suit, legal notice or similar notice, received by the University, the Registrar shall mark the same to the Assistant Registrar (Legal) through the Additional Registrar and Deputy Registrar (Admin).
- ii. The Assistant Registrar (Legal) shall be responsible to contact the department/ faculty concerned and prepare reply of the notice in coordination with the Head of the Department. For this, the Assistant Registrar (Legal) may consult the required rules, regulations, Acts, related documents and procedures. He may also check the relevant files or record for preparation of the reply. He may consult any office, lawyer, or any expert in the matter, and mention his/her reference in the case too, as the case may be.
- iii. Both the Assistant Registrar (Legal) and the Head of the Department concerned shall sign the draft reply to the notice.
- iv. The Assistant Registrar (Legal) shall keep copy of the same for record, and shall send the file back to the Registrar, through Deputy Registrar (Admin) and Additional Registrar.
- v. The Registrar shall secure approval of the reply from the Vice Chancellor, and shall sign the same once the approval is secured.
- vi. The Assistant Registrar (Legal) shall follow-up, and keep record of the same.

3. Attending legal cases/ suits in the court of law

1. The Assistant Registrar (Legal) shall attend the legal cases/ law suits regularly in the courts of law, as the case may be.
2. The concerned Head of the Department or his/her nominee may also accompany the Assistant Registrar (Legal), during the regular hearings, subject to approval by the Vice Chancellor.
3. Assistant Registrar (Legal) shall keep a list of all such cases, and submit a report to the Registrar through Deputy Registrar (Admin) and Additional Registrar regarding update on each case.

4. Adhering to the standard file routing procedure

- i. The Assistant Registrar (Legal) and the staff of his/ her office shall ensure that the files moved from his/her office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of the name of Department/ Directorate. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LIBRARY OF THE LUAWMS

Brief

The Library at LUAWMS provides access to an extensive range of information resources to enhance study, teaching and research in support of the academic programmes of the University. The library strives to achieve this purpose through the acquisition and management of the materials including, but not limited to, books, periodicals and other resources for intellectual development and research in academic environment.

Purpose

Purpose of this SOP is to standardize the procedures and official activities of the Library of the LUAWMS.

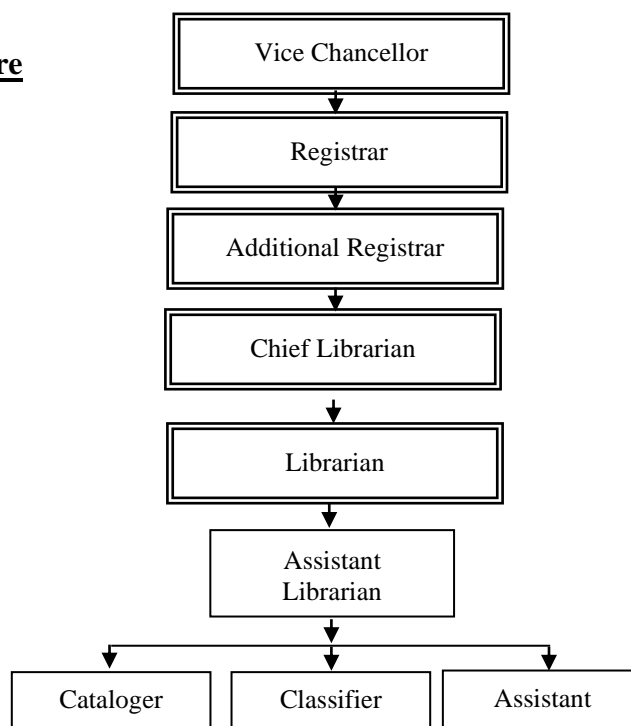
Scope

- i. This procedure is applicable to all Library-related activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering Library affairs of the University, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the University Library, under supervision of the Librarian has the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The library shall provide the following services:

1. Acquisition / Collection Development,
2. Technical,
3. Circulation,
4. Weeding,
5. Adhering to the standard file routing procedure and
6. Carrying-out other special assignments as assigned from time to time.

1. Acquisition / Collection Development

- a. The Librarian shall be responsible for acquisition and acquiring books and other reading materials through following modes:
 - **Donations:** Books and other reading materials donated by any firm, person or organization.
 - **Complimentary:** Complimentary copies of books and other reading materials by the authors and publishing agencies.
 - **Gifts:** Books and related reading materials gifted by any person, author, organization or library.
 - **Purchased Books:** Books and reading materials to be purchased by the University, through routine purchase process, or through Book-fairs/ Exhibitions.
- b. Procedure for acquiring books / related reading materials through *donations* will be as under:
 1. Lists of books and related reading materials, to be received from any individuals/organizations, shall be reviewed by the Librarian, and shall be segregated subject-wise.
 2. The Librarian shall present those to the Vice Chancellor through the Additional Registrar and Registrar with his/her remarks about each article.
 3. The Vice Chancellor shall approve or disapprove acquisition of such books and related reading materials.
 4. Such books and other reading materials/or list of books shall be returned to sender if not approved by the competent authority.
- c. Procedure for acquiring *Complimentary* books / related reading materials shall be as under:
 1. The Librarian shall keep writing to publishers, authors to send complimentary copies of their books or reading material to the LUAWMS Library, and keep record of the books and other reading materials, whenever in the course of performance of his duties, he receives any complimentary books or reading materials.

2. The Librarian shall prepare lists of such books and reading materials, whenever received, on complimentary basis, from any individuals/organizations with his/her remarks.
 3. The Librarian shall present those to the Vice Chancellor, through Additional Registrar and Registrar, for his approval or otherwise.
 4. The Vice Chancellor shall approve or disapprove acquisition of such books and related reading materials.
 5. Such books and other reading materials or list of books shall be returned to sender, if not approved by the competent authority.
- d. Procedure for acquiring books / related reading materials, as gift, shall be as under:
1. Lists of books and related reading materials to be received from any individuals/organizations as gift, shall be reviewed by the Librarian, and shall be segregated subject-wise.
 2. The Librarian shall present those to the Vice Chancellor, through Additional Registrar and Registrar, with his/her remarks about each article.
 3. The Vice Chancellor shall approve or disapprove acquisition of such books and related reading materials.
 4. Such books and other reading materials or list of books shall be returned to sender if not approved by the competent authority.
- e. Procedure for purchase of books and reading materials for the University shall be as under:
- A. Purchase through normal procurement procedure:***
1. The Deans of the Faculties in consultation with Chairpersons of the concerned departments may submit details of books and reading material concerning their faculty/ department with proper justification on annual basis, or whenever asked by the competent authority.
 2. The Librarian shall check whether the titles demanded are already available or not. If available the concerned department shall be asked whether the demand can be treated as cancel or they need more titles of the same book, or any other justification.
 3. Once the list is final, the Librarian will make proper lists of books/ reading material to be purchased (Faculty/ Subject-wise) and move the case on main file, through the Additional Registrar and Registrar, to the Vice Chancellor for securing approval.
 4. The Additional Registrar shall route the file to the Treasure to record budget / funds position.
 5. The Treasurer shall record the funds/budget position and shall send the file to Registrar for securing administrative approval.

6. After the administrative approval, the Librarian shall invite quotations from reputed firms, as per procurement procedure of the University. The procurement procedure of the University shall be completed, and supply orders shall be issued by the Librarian.
7. The Librarian shall keep record of the supply orders in the main file and follow-up the purchase process.
8. The books/ reading material shall be received by the Librarian. Once the books are received, these shall be checked by the Librarian to his satisfaction/ requirements as per the supply order.
9. The Librarian shall then verify the bill(s)/invoice(s) and move a note sheet on the main file to the Registrar, through Additional Registrar, duly certifying that the books received are according to the demands / requirements.
10. The Additional Registrar shall send the file to Resident Auditor for pre-payment check. If the Resident Auditor requires any clarification, document or any related query, he/she may send the file back to the Librarian for clarifying the observation(s). Once the Resident Auditor is satisfied with the requirements, he/she shall send the file to the Additional Registrar for securing approval of payment. The Additional Registrar shall send the file to Registrar accordingly.
11. The Registrar shall secure approval of payment from the Vice Chancellor and send the file to the Treasurer for payment. Once payment is made, the main file shall be kept by Finance Section for record and future reference.

B. Purchase through Book-fair/ Exhibition:

1. Purchase can also be carried out from a Book Fair/Book Exhibition arranged in the University.
2. Book fair / Book Exhibition shall be arranged by the University on the approval of the Vice Chancellor.
3. The Librarian shall send the file to Treasurer, through Additional Registrar, for securing financial position/ budget provision for purchase of books. The Treasurer shall mention these details in bifurcated manner and shall return the file to Librarian.
4. The Librarian shall submit the final proposal for arrangement of such exhibition, with all related details, and move the file to the Vice Chancellor for approval, through Additional Registrar and Registrar.
5. Reputed firms shall be invited in book fair to display their books and related reading materials.
6. The Deans, Chairmen and the faculty members of various departments shall select their required books from the book fair. At the end of the book-fair, lists of all such books/ related materials shall be compiled by the Librarian, who shall check whether the titles demanded are already available or not. If available the concerned department shall be asked whether the demand can be treated as canceled or they need more titles of the same book, or any other justification.

7. Once the list is final, the Librarian is to make proper lists of books/ reading material to be purchased (Faculty/ Subject-wise), and move the case on main file to the Vice Chancellor for securing approval, through Additional Registrar and Registrar.
8. The Additional Registrar shall route the file to the Treasurer to record budget / funds position.
9. The Treasurer shall record the funds/budget position and shall send the file to the Registrar for securing administrative approval.
10. After the administrative approval, the Librarian shall issue supply orders. The Librarian shall keep record of the supply orders in the main file and follow-up the purchase process.
11. The books/ reading material shall be received by the Librarian. Once the books are received, these shall be checked by the Librarian to his satisfaction/ requirements as per the supply order.
12. The Librarian shall then verify the bill(s) /invoice(s) and moves a note sheet on the main file to the Registrar, through the Additional Registrar, duly certifying that the books received are according to the demand/ requirements.
13. The Additional Registrar shall send the file to the Resident Auditor for pre-payment check. If the Resident Auditor requires any clarification(s), document or any related query, he/she may send the file back to the Librarian for meeting the observation(s). Once the Resident Auditor is satisfied with the requirements, he/she shall send the file to the Additional Registrar for securing approval of payment. The Additional Registrar shall send the file to Registrar accordingly.
14. The Registrar shall secure approval of payment by the Vice Chancellor and send the file to the Treasurer for payment. Once payment is made, the main file shall be kept with Finance Section for record and future reference.

2. Technical Section

- a. After payment has been made to the supplier(s), the Librarian shall send the books to the technical section for cataloging and classification, as detailed below:
 - **Catalogue:** All books are catalogued on Library software and Catalogue Register.
 - **Classification:** The Classification shall be done according to the Dewey Decimal Classification Scheme. On receipt of books and materials in the sections, their particulars are recorded in the respective Receipt Registers, duly signed by the Librarian.
- b. Each book/ reading material catalogued and classified shall be stamped by the Librarian with his/her signatures and date.
- c. Proper entries in the Accession Register shall be made by the Librarian for each book/ reading material duly catalogued and classified with his/her signatures and date.

3. Circulation Section

Once the book/ reading material are catalogued and classified, the books/ reading material shall be referred to Circulation Section, where these shall be processed, stamped and shelved according to their subject. The Circulation process of the LUAWMS Library shall consist of the following services:

a. Information Services

The Library staff shall provide information and support services to all faculty members, students, researchers, Administration and other employees of the University.

b. Circulation Desk

All books and other material of library shall be issued and returned from the circulation desk. The issue and return is on manual system or computerized system.

c. Membership

- i. Students/Employees desiring membership shall submit students/employment ID cards respectively along with two passport size photographs, and fill up one membership form, and submit the same to the Librarian.
- ii. Validity of the Membership cards of employees shall depend on continuity of his/her service; changes in designation / department must also be entered.
- iii. Validity of membership cards of students shall be renewed each year/semester depending on their program of study. Alterations such as change of discipline, readmission etc. shall be entered in the cards after verification by the Librarian.
- iv. Membership records shall be updated manually and database will be maintained. Borrowing books by members shall be governed under the University Library Regulations.

d. Book Lending

- i. Book lending shall only be permitted to registered members from the Circulation desk.
- ii. The Librarian/Assistant Librarian shall enter all relevant details about the book in the book card and check whether the member is allowed lending depending on number of book(s) already issued in his/her name. If a member is not allowed any further issuance, he/she shall be asked to return books already issued to him/her.
- iii. Membership card of the borrower shall be then placed in the membership Card Cabinet in order of Batch/ semester, designation etc.
- iv. Books can be issued to the Faculty Members for the whole semester, and before the semester break the faculty members shall have to return the books to the library. From the coming semester, the books can only be issued to those Faculty Members who have returned all the issued books of the previous semester.

- v. A student can barrow two books from the library at a time for a maximum of two weeks, and return the same within the said time. In case the student fails to return the books within due time, fine or any penalty shall be imposed. Fine schedule, as may be decided from time to time by the competent authority LUAWMS, per book per day shall be charged.
- vi. In case of delayed returns, reminder notices shall be prepared by the Librarian and to be sent to Registrar's office for dispatch. A copy shall be sent to the concerned Department for posting on Notice Board. If there is no response within time specified, the individual shall be declared a defaulter. If a book is retuned late, either before default limit or after being declared defaulter, fine shall be imposed according to the schedule.
- vii. If any book returned within the prescribed period is found to be damaged, fine according to the schedule shall be imposed. If reminder notices return to the University un-delivered to the individual concerned, it shall be deemed that the person is defaulter.. Each member shall be responsible for ensuring that reminder notices sent on his address are accepted. Likewise; any member responsible for causing damage to any book, shall be declared as defaulter for further lending of books. Students as well as employees who are declared Defaulters in case of either Delayed Return or Book Damage shall be required to replace the borrowed material with the new one, or to pay double the prevailing market price of the book, failing which they shall be issued Show Cause notices through the Registrar Office.
- viii. Defaulters who pay the above mentioned penalty may apply for fresh Membership, which shall be at the discretion of the Librarian.

e. Archives Section

- i. The Library shall have an Archives Section under supervision of the Librarian, where important Documents and reading materials shall be placed in chronological order.
- ii. Archive Section shall work on Open Access Policy, users shall search and bring required materials from shelves to issue for studying/photocopying.
- iii. Government Publications shall be issued for use within the premises at discretion of Section Head against depositing of identity in any manner. On return of reading materials by the borrower, the identity shall also be returned and reading materials shelved.

f. Clearance Certificate

- i. Clearance to students shall be of two types Intermediate and Final.
- ii. Intermediate clearance form for students shall be issued by the Librarian at the end of each year/semester depending on the academic program, for which, the students are to return all borrowed books. Intermediate Clearance shall be given to students on the prescribed form by affixing the No Dues Stamp by the Librarian and his/her signatures.

- iii. Final clearance form for students shall be issued by the Librarian at the end of students' program of study/ degree completion, for which the students are to return all borrowed books. Final Clearance shall be given to students on the prescribed form by affixing the No Dues Stamp by the Librarian and his/her signatures.
- iv. After the end of each academic program, the list of Defaulters, if any, shall be sent to the Controller of Examinations for withholding the transcript / degree.
- v. After issuance of Final Clearance no Library service would be admissible to the student.
- vi. Employee Clearance shall be only given once as Settlement Clearance at the time of resignation, severance, termination of employment or retirement. If an employee leaves the university without returning books borrowed from this library, the price of the book(s) will be adjusted against his/her dues with the university. In case there is no outstanding balance in his/her name, the price will be paid by his guarantor as mentioned in the membership form.

g. Recoveries of Lost Books

- i. In-case of loss of any book, concerned Borrower shall either have to replace the book with new one or to pay double the prevailing market price.
- ii. Borrower shall be provided with basic information of the book by the Librarian.
- iii. If Borrower avails the option of payment of lost book, he/she shall deposit the amount in the relevant account of the Bank.
- iv. After payment of the book cost, Borrower shall submit the bank receipt with Librarian, after which clearance shall be issued/ signed. The Librarian shall, accordingly, be responsible for making proper entries in the acquisition registers/ process regarding entry to be made in Accession Register for loss of book and recovery of cost.
- v. If Borrower avails option of the replacement of book with new one and replaces the book, this shall be checked and verified by the Librarian. If book is not acceptable then it shall be returned and Borrower shall be asked for proper replacement. If it is acceptable, the Librarian is to sign the first page of the book. After acceptance of replaced book, the Borrower submits the book with the Librarian, which shall be processed for acquiring of book procedure.

4. Weeding

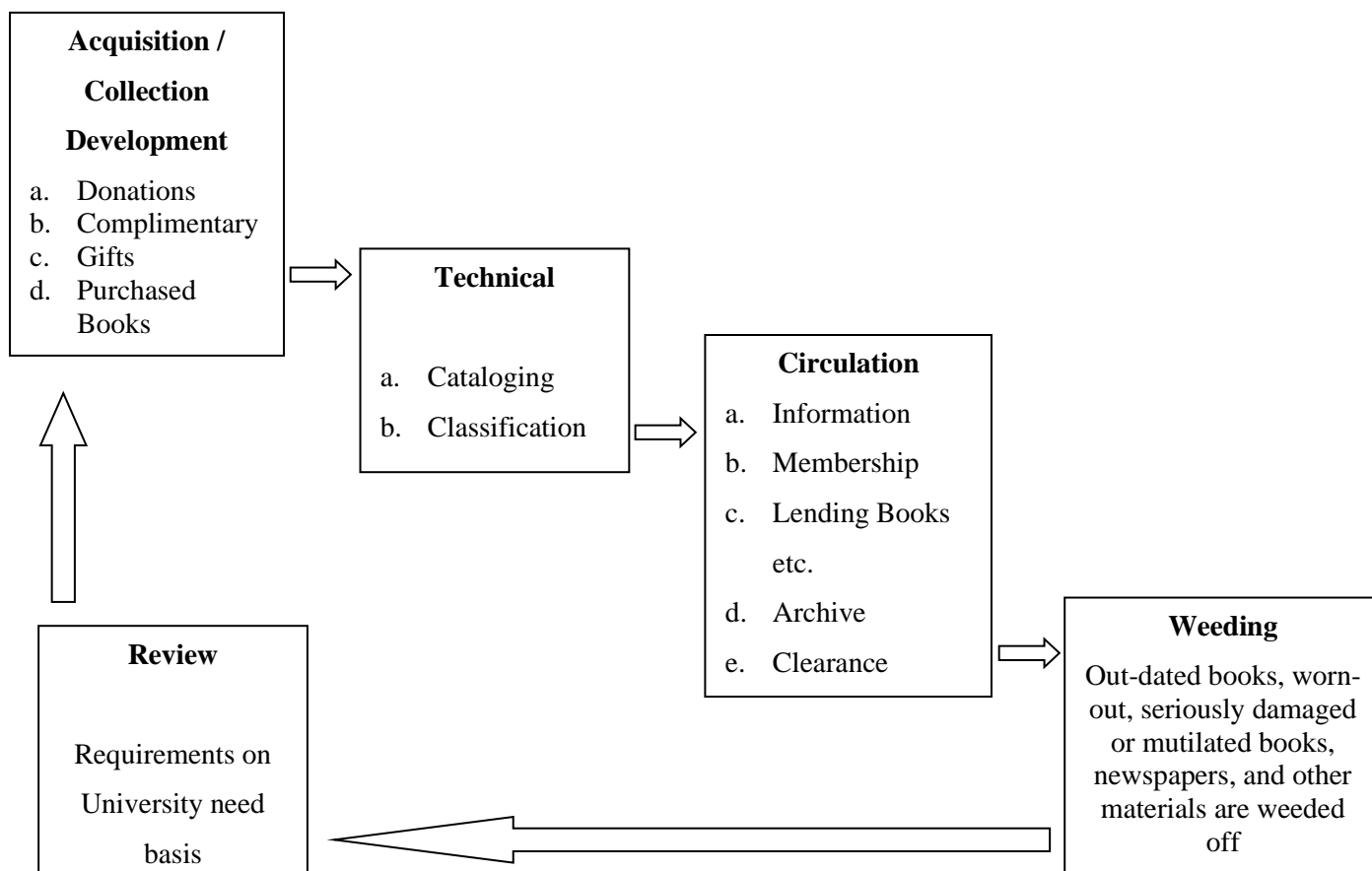
- i. The Vice Chancellor/ Competent Authority shall constitute a committee for considering weeding of out-dated /worn-out and /or seriously damaged or mutilated books, newspapers(6 months old) and other materials.
- ii. The Librarian shall prepare list of such books/ material and shall submit a written request to the Vice Chancellor, through Additional Registrar and Registrar.

- iii. The Vice Chancellor shall refer the case to the Chairman of Committee.
- iv. On receipt of a written request from the Librarian, the Chairman of the Committee shall depute two or more members of the Committee (other than the library staff) for weeding out outdated, worn-out and /or seriously damaged or mutilated books and other materials. The members of the Committee shall submit their recommendations in writing to the Competent Authority for approval.
- v. The recommendations shall be processed on main file on the subject by the Librarian for securing approval of the Vice Chancellor, through Additional Registrar and Registrar.
- vi. Once approved, the process will be undertaken in front/ in presence of the Committee and the Registrar.

5. Adhering to the standard file routing procedure

- i. The Librarian and the staff of their office shall ensure that the files moved from his/her office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

Flow Chart of Library



STANDARD OPERATING PROCEDURES FOR LUAWMS TRANSPORT SECTION

Brief

The Transport Section of LUAWMS serves for facilitation of all the staff and students by providing / arranging timely, cost-efficient transport services to support the University's academic and administrative services.

Purpose

The purpose of this procedure is to ensure that all Transport activities are managed effectively and to ensure compliance with the LUAWMS policies, procedures and regulations relating to transport.

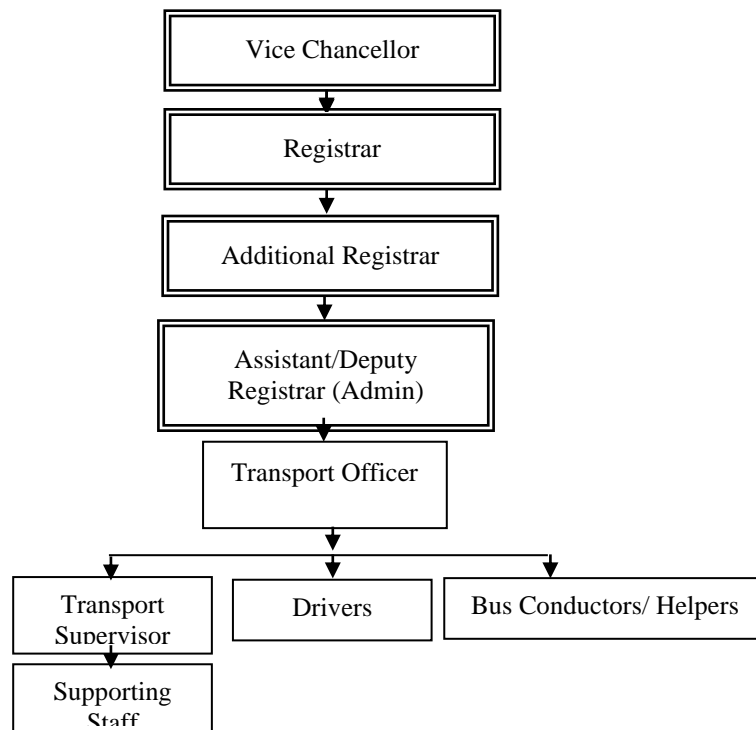
Scope

- i. This procedure is applicable to all transport related activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering transport affairs of the University, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the University Transport Section, under supervision of the Transport Officer, has the primary responsibility of ensuring that this SOP is implemented in its true spirit.

Administrative Structure



Procedures

The Transport Section shall manage the University transport as following:

1. Managing use of the University Transport
2. Managing repair & maintenance procedure for the University vehicles
3. Managing Periodic & Daily Maintenance
4. Managing procedure for Accidents, Break Down and other Mishaps
5. Managing procedure of issuance of Requisition Slip for official vehicle
6. Managing procedure for POL Slips and checking of POL bills of University vehicles
7. Adhering to the standard file routing procedure, and
8. Carrying-out other special assignments as assigned from time to time.

1. Managing use of the University Transport

a. Buses/ Coaster routes

- i. The Transport Officer shall prepare draft of routes of buses/ coasters, and submit the same to the Registrar, through the Deputy Registrar (Admin) and Additional Registrar, for approval.
- ii. The approved routes will be notified by the Transport Officer and he/she shall be responsible for assigning bus / coaster routes to the Drivers, and shall be responsible to implement the same till any further change as and when notified.
- iii. The Drivers shall be responsible to paste a copy of the approved route in the bus/coaster, and follow it accordingly.
- iv. The Driver and Conductor/ Helper shall be responsible to ensure that no outsider be allowed to board the University buses & coasters, while they are on route. They shall also ensure that the vehicles are not over loaded beyond the seating capacity.

b. Co-Curricular Use of Buses, Coasters & Vans

- i. The Dean or Department/Section Head may submit a requisition with Transport Officer for using University Bus, Coaster or Van for co-curricular activities/ field visit with following details, for approval:
 - a. Vehicle required,
 - b. Place(s) to be visited (all points to be indicated),
 - c. Purpose of visit,

- d. Number of participants,
 - e. Distance (approximately),
 - f. Tentative timing (return),
 - g. Name of the Faculty member/ Staff to be designated as Incharge and
 - h. Approval of the tour/ field visit by the competent authority
- ii. The Transport Officer will mention his remarks regarding availability of vehicle, POL details, and Driver to be deputed.
 - iii. The Dean or Section/Department Head shall secure approval of the visit from the Vice Chancellor, through Registrar, and mark the same to Transport Officer, who shall ensure arrangement of transport for the approved purpose.
 - iv. The University vehicles shall not be used for any political activities, and only bonafied students shall be allowed to travel in the University transport.

c. Ambulance Facility

- i. The Transport Officer shall be responsible to keep the Ambulances on road, so as to ensure their use in case of any emergency.
- ii. The students and staff of the LUAWM are entitled to use ambulance, on recommendations of Medical Officer, Dean, Section/ Department Head, or in any unforeseen situation / emergency by any responsible officer of the University.
- iii. Ambulance shall be allowed to be utilized free of charge for the medical purposes, and for transportation of injured/ sick students and staff members from the University to District Headquarters' hospital. If the District Headquarters' Doctor refers the sick student/ staff member to Karachi, the Transport Officer shall arrange for dropping the student/ staff to the referred hospital.
- iv. Ambulance shall not be used as a conveyance for the Medical Officer, or any other officer of the University.

2. Repair & Maintenance Procedure for University Vehicle

- i. The Driver shall inform the Transport Officer about the repair needs of vehicle in writing on prescribed defect proforma.
- ii. Transport Officer shall inspect the vehicle and assess the quantum of work on the same day.
- iii. In case of minor work up to an amount of Rs.5000/- , work will be done from the Petty Cash of the Transport Section on the same day, which will be adjusted further.

- iv. For major work(s), or works exceeding Rs. 5000/-, the Transport Officer will direct the Driver to move Defect Report accordingly.
- v. Transport Officer, through Vehicle Inspection Committee will technically evaluate, in order to verify the nature of work, and then the vehicle will be sent to the University's approved workshops/ garages for collecting quotations and estimates.
- vi. On the basis of these estimates, comparative statement will be prepared by Transport Officer, who shall put-up the case to the Registrar, through the Deputy Registrar (Admin) and Additional Registrar as per the Public Procurement Rules (PPRA)/ Balochistan Public Procurement Rules (BPPRA) PPRA/BPPRA rules.
- vii. Transport Officer will specifically mention the genuineness of the parts vis-à-vis the prices and case will be sent by the Transport Officer to Registrar, through the Deputy Registrar (Admin) and Additional Registrar, along-with main file of the repaired vehicle.
- viii. The Registrar will have to check the proposal of the Transport Officer with regard to following points:
 - a. That the vehicle is officially allotted, pool or executive car or bus.
 - b. Major work or damage of vehicle is due to Driver's negligence or routine wear and tear.
- ix. On clarification of above points, the Registrar shall forward the file to the Treasurer for comments according the financial concurrence / advance payment. The Treasurer will return back the file after giving financial concurrence to the Registrar for administrative approval.
- x. The Registrar shall secure approval of the repair from the Vice Chancellor and return the file to the Transport Officer, through the Deputy Registrar (Admin) and Additional Registrar, who shall assign the work to workshop, and the Driver of the vehicle will be deputed at workshop throughout the repair work.

3. Periodic & Daily Maintenance

A. Periodic Maintenance

- i. Periodic maintenance shall be carried out after coverage of 3000 km by vehicle.
- ii. The Transport Officer shall issue the service slip in favor of Service Station after checking the following points:
 - a. The log book of the vehicle, whether it has covered the required mileage and
 - b. The last meter reading recorded in the log book.

B. Daily Maintenance

- i. Daily maintenance of the vehicle is the sole responsibility of the Driver assigned the vehicle and the Transport Officer who keeps monitoring the same. The Driver shall carry-out the following daily checks:
 - a. Checking the level cleanliness and temperature of water,
 - b. Checking of engine oil and fuel,
 - c. Checking tightness of wheel nuts bolts linkages cleanliness of tyres to ensure that there are no flints, which may cause deep abrasions or cuts in a tyre,
 - d. Checking of all attachments and fittings, controls and brakes and
 - e. Cleaning by dusting or wiping both the interior and external parts.

4. Procedure for Accidents, Break Down and other Mishaps

A. First Aid Case or Illness or Injury while Traveling

- i. In case of any illness, injury or sickness of any traveler while traveling, the Driver shall have to seek First Aid or medical assistance as soon as possible.
- ii. If he is driving, he shall stop immediately and seek assistance from the nearest clinic or hospital. The Driver is to report to Transport Officer at the first opportunity with details of injury or sickness.
- iii. The Transport officer shall decide on the matter if the journey can be completed after treatment, or otherwise.

B. Vehicles break down or Accidents where Injuries are not serious but Vehicle is disabled

- i. If the vehicle faces an accident, where no one sustain serious injuries but the vehicle is broke-down, the Driver shall inform the Transport Officer of the situation immediately who informs the Registrar through Additional Registrar.
- ii. Transport Officer shall reach the site, and shall take proper notes of details of accident, take necessary pictures, and fulfill the legal requirements of the accident, or as the case may be.
- iii. He shall be responsible to arrange for bringing the vehicle to a workshop, and process the case as per S.O.P of repair and maintenance of the vehicle.

C. Vehicle Accident or Illness where the patient condition is critical and the Vehicle is disabled

- i. If the vehicle faces an accident, where travelers sustain serious injuries and the vehicle is broke-down, the Driver shall inform the Transport Officer of the situation immediately, who informs the Registrar through Additional Registrar.
- ii. Transport Officer shall reach the site along-with medical attendants, and shall arrange Ambulance and back-up vehicles with first aid arrangements.
- iii. The Transport Officer shall also take proper notes of details of accident, take necessary pictures, and fulfill the legal requirements of the accident, or as the case may be.
- iv. Transport Officer shall also coordinate with Additional Registrar Administration, who shall assist and co-ordinate with the Hospital authorities with regard to treatments or possible transfers.
- v. The Transport Officer shall be responsible to arrange for bringing the vehicle to a workshop, and process the case as per S.O.P. of repair and maintenance of the vehicle.

5. Procedure of issuance of Requisition Slip for official Vehicle

- i. Officials desirous of availing official vehicle facility for going on official purposes shall fill-in Requisition Slip, and submit with Transport Section at least one week before the desired/ planned date, or as the case may be.
- ii. The Transport Officer shall confirm availability of vehicle, and shall secure approval from Registrar for assigning the job to a specific driver and vehicle.
- iii. The approved requisition slip, containing date, expected time and purpose of the requisition, shall be signed by the Transport Officer for assigning a vehicle and driver.
- iv. Transport Officer shall record the meter reading on requisition slip and deputed the vehicle to requisitioned officer, once this process is complete, meter reading shall be recorded in logbook.
- v. Transport Officer shall also ensure that the University vehicle to travel on the approved routes without any deviation.
- vi. Requisition Officer and Driver shall sign the logbook for the trip, to be checked by the Transport Officer.

6. Procedure for POL Slips and checking of POL bills of University Vehicles

- i. The Driver/entitled officer shall verbally inform the Transport Officer about the fuel required for the vehicle.
- ii. Upon the receipt of this information Transport Officer will consult:

- a. The logbook to see the mileage covered by vehicle and
 - b. Last meter reading recorded in the logbook.
- iii. After checking and as per nature of duty the fuel slip shall be issued by the Transport Officer to concerned Driver/entitled officer, to be taken from the authorize petrol pump only.
- iv. The bill being sorted out vehicle-wise by petrol pump shall be sent to the University Transport Section fortnightly or at the end of each month.
- v. Upon receipt of monthly POL bills the Transport Officer shall tally these slips with his own counter slips in POL slip book.
- vi. In case of error the POL bill shall be sent back to petrol pump for rectification.
- vii. The correct bills shall be put up again and shall be sent to Finance Section, through the Registrar, for payments who will release the payment after examining the case.

8. Adhering to the standard file routing procedure

- i. The Transport Officer and the staff of their office shall ensure that the files moved from his/her office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of the Department/ Directorate name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. they are in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS SECURITY SECTION

Brief

The Security Section of LUAWMS is mandated to ensure safe and secure environment of the University, and to protect the University property.

Purpose

Purpose of this procedure is to ensure that the LUAWMS Security services are performed and practiced in standardized manner.

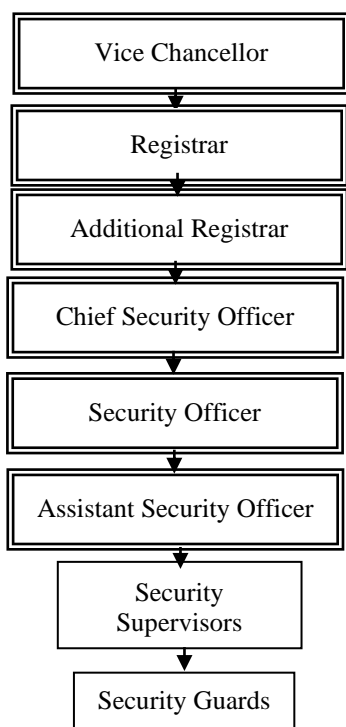
Scope

- i. This procedure is applicable to all security related activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering security affairs of the University, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the University Security Section, under supervision of the Security Officer, has the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The core activities of the Security Section include, but are not limited to:

- i. Ensuring security of the staff, students and University property,
- ii. Controlling movement of people, vehicles and other items at the University gate,
- iii. Managing the Car-parking, Pick and Drop areas,
- iv. Managing Security Patrolling,
- v. Managing Disaster preparedness,
- vi. Adhering to the standard file routing procedure and
- vii. Carrying-out other special assignments as assigned from time to time.

1. Ensuring Security of Staff, Students and University Property:

- i. The Security services of the University are led by the Security Officer, who is accountable to Registrar and Vice Chancellor, through Deputy Registrar (Admin) and Additional Registrar. The Security Officer shall be responsible to guide the Security Supervisor and the duty guards to follow the security protocols and instructions with natural sentiments and as civilized citizens, so that they can be exemplified as role models.
- ii. The Security Officer and the Security Supervisors shall prepare and update the Security Manuals, Duty Roasters, and arrangement of necessary trainings for the security staff of the University, and keep record of the same.
- iii. The Security Officer, in consultation with the Security Supervisors, shall assign duties to the Security Guards of the University. To this effect, they shall divide the guards in various shift duties as per need of the University; whereby, every shift is to be led by a Shift In-charge to be nominated among the guards based on his experience and services. The Shift In-charge may be changed on each duty order, issued by the Security Officer. These duties to be mentioned date-wise in the Duty Roaster Register.
- iv. The Security points are to be designated / pointed-out by the Security Officer, for which the guards may be assigned duties.
- v. The Security Officer and Security Supervisor shall keep supervising all the security points on regular and random basis. Any matter relating to security duties on the security points is to be asked by the Shift In-charge who shall be monitoring his assigned guards on duty.
- vi. The Security Officer and Security Supervisor shall make surprise visits of all the designated security points, and record his findings in the Security Register and report to be submitted to the Competent Authority from time to time.
- vii. The Security Officer shall ensure that all Security systems / equipment are functioning properly.

2. Controlling movement of people, vehicles and other items at the University gate:

A. *Staff and Students' entry:*

- i. The Security Officer shall ensure that the staff members and students having and displaying the LUAWMS Identity Cards be allowed entrance through the main gate of University.
- ii. The vehicles of the faculty and staff members, who intend to bring these inside the University, shall be issued LUAWMS Entry Stickers on annual basis by the Security Officer. Entries of details in respect of each vehicle shall be made in the Security Register accordingly. Only the vehicles bearing stickers will be allowed entrance in the campus. Vehicles with tinted glasses shall not be considered for issuance of security stickers.

B. *Entry to Hostels*

- i. Students bearing cards issued by Hostel administration will be allowed entrance.
- ii. Students carrying prohibited items, as described in "University Hostel Rules" will not be allowed entry.
- iii. Carriage of invaluable items will be allowed entrance after getting special permission from Hostel administration and entry into the register at main gate with security personnel.
- iv. Entrance of visitors into the Hostel shall not be allowed. However, visitors may meet the student in the specified area/ room, in the specified timings, after due registration with security personnel at main gate.

C. *Visitors/ Guests entry:*

- i. Visitors will have to submit proper identity cards/ identity document with the security personnel, who shall issue him/her:
 - a. A visiting card after making proper entry in the visitors/guests register. This card will be returned to the duty guard on return of the guest, and the identity card of the visitor shall be returned accordingly.
 - b. A slip, which will be signed by the visited officer. The signed slip will be returned to the duty guard on return of the guest.
- ii. Any irrelevant person found in the LUAWMS premises will brought to book under section 447 of Pakistan Penal Code, and the Security Officer shall be responsible to take necessary steps in this regard, which includes initial interrogation and further reporting the matter or person to the Police.
- iii. No visitors/guests carrying arms and ammunition etc. will be allowed entrance.

D. *Entrance of Newspaper Hawkers, Courier services personnel and Contractors of the University :*

- i. List of Newspapers' Hawkers, Courier services personnel and staff / labor or Contractors, serving the University, shall be maintained in the Security Register by the Security Officer with all their details and identity card copies.
- ii. The Security Officer shall issue security stickers for their vehicles, who shall issue the same after making entries of details of each personnel and details of the vehicle in the Security Register along-with their registration documents and license.
- iii. Contractors' Vehicles with heavy loads will be allowed to carry their load to their destination but will not be allowed to be parked anywhere within the campus premises.

E. *Entry to University's Residential Colony*

- i. Residents and their families will be allowed entrance into University's residential colony.
- ii. Visitors of the residential colony will have to submit identity documents with the Security Personnel, which will be returned on their departure, and their vehicles will be allowed entrance. The guard shall make proper entries in the Register about the visitors and their vehicles.
- iii. Domestic servants of University's residential colony will not be allowed entrance without cards.

3. *Managing the Pick & Drop Zone and Car-parking area*

- i. The Security Officer shall be responsible for proper managing and controlling of the designated car-parking area/ pick & drop zone of the University.
- ii. Vehicles, motor cycles and cycles etc., without LUAWMS Security Stickers, shall not allowed be entrance in the University premises. Such vehicles shall be allowed to be parked in the designated parking area of the University, or if they intend to pick or drop the student or any guest, they may return from the designated pick and drop zone only.

4. *Managing Security Patrolling*

- i. The Security Officer and the Security Supervisor shall be responsible for security patrolling of the University campus, hostel and related offices on regular basis.
- ii. Report of every patrolling, or any peculiar activity noticed during the same may be recorded in the Patrolling Register with sign, date and timing by the officials.

5. Managing Disaster Preparedness

- i. Whenever required, the Security Officer shall send request to the Directorate of Procurements for purchase of fire extinguishers, and the same to be installed in University premises.
- ii. The security officer arranges servicing of fire extinguishers twice a year. For this, he shall be sending main file to Directorate of Procurements and follow-up the procedure.
- iii. The security officer shall label fire exit points and ensures no obstruction at all times.
- iv. In case of an emergency, a siren/alarm bell shall be sounded and a designated fire assembly point shall be marked by the Security Officer in the University premises.
- v. The security Officer shall organize training of fire marshals and conduct fire drills once a year, for both students and staff, in consultation with the Deans, Directors and Registrar Office.
- vi. The Security Officer shall also be responsible to maintain close contact with the Medical Team, so as to ensure evacuation of victims of fire or any other emergency, and to work out a mechanism of first aid when needed and transfer serious injuries to the hospital using ambulances.
- vii. The Security Section shall maintain records for servicing of fire extinguishers and related training manuals in a separate file, and keep updating the same.
- viii. The Security Section of the University shall also publicize the emergency phone numbers at prominent places of the University.

6. Adhering to the standard file routing procedure

- i. The Security Officer and the staff of their office shall ensure that the files moved from his/her office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. they are in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.

- g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS JANITORIAL SERVICES

Brief

Purpose of the Department of Janitorial Services of LUAWMS is to provide cleaning services to the University with focus on the health, safety and welfare of the faculty, staff and students.

Purpose

Purpose of this SOP is to standardize the cleaning services of the University, and to ensure that the cleaning programs takes into consideration the University's concerns, needs and requirements as part of planning and executing on routine, periodic and restorative cleaning basis.

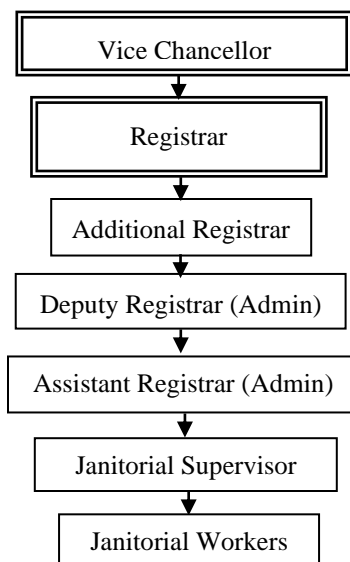
Scope

- i. This procedure is applicable to the janitorial services of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering administrative affairs and janitorial/ cleaning services at the LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Registrar Office, Administrative Section of the LUAWMS, under supervision of the Additional Registrar, Deputy Registrar (Admin) and Assistant Registrar (Admin) have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The janitorial services of the LUAWMS shall be handled with following steps:

1. Providing the janitorial staff with required equipment / materials,
2. Managing Janitorial Services of the University,
3. Monitoring / Supervising the Janitorial Services,
4. Adhering to the standard file routing procedure and
5. Carrying-out other special assignments as assigned from time to time.

1. Providing the janitorial staff with required equipment / materials

- i. The Janitorial Supervisor shall submit monthly/ quarterly requirements of the equipment and materials (e.g. water pot, buckets, mobs etc.) to be used for housekeeping of the University to the Assistant Registrar (Admin), who shall check the same and send it to the Deputy Registrar (Admin) for consideration.
- ii. The Deputy Registrar (Admin) shall move the file to Treasurer, through Additional Registrar, for funds provision. The Treasurer shall mention the funds position under the relevant head, and send the file to the Registrar for securing approval of the Vice Chancellor for purchase of the required equipment and material.
- iii. The Vice Chancellor may approve the same or otherwise. If approved, the same shall be sent to Director Procurement, for materializing the purchase in accordance with SOP for procurements.
- iv. The purchased items shall be placed in the store, and shall be requisitioned by the Assistant Registrar (Admin), who shall hand-over the same to the Janitorial Supervisor with proper entries in the relevant register.
- v. These items shall be monitored for use by the Assistant Registrar (Admin) and the Janitorial Supervisor on regular basis.

2. Managing Janitorial Services of the University

A. Daily Office Cleaning:

- i. The Janitorial Supervisor shall ensure daily office cleaning by the janitorial staff, which includes:
 - a. Dusting furniture with a clean cloth treated with dust mop/dust cloth treatment polish as needed,
 - b. Damping disinfect telephone, door knobs and file cabinets,
 - c. Spot cleaning windows and sills with a glass cleaner,

- d. Empty wastebasket and replace liner,
- e. Dusting and then damp mop floor, or using vacuum cleaner if the surface is carpeted,
- f. Vacuuming the clothed furniture/ sofa and
- g. Putting on gloves and proper personal protection equipment while cleaning.
- ii. The Janitorial Supervisor shall chalk out a weekly plan for office cleaning, which shall be checked and countersigned by the Assistant Registrar (Admin).

B. Daily Cleaning of Class-rooms and Academic Halls:

- i. The Janitorial Supervisor to ensure daily cleaning of the Classrooms and Academic Halls of the University by the janitorial staff, which includes:
 - a. Dusting and cleaning of the rostrum and the white board,
 - b. Dusting furniture with a clean cloth, or treat with a mop,
 - c. Emptying wastebasket and replace liner,
 - d. Dusting and then damp mop floor, or using vacuum cleaner if the surface is carpeted.
 - e. Vacuuming the clothed furniture/ sofa.
- ii. The Janitorial Supervisor shall chalk a weekly plan for cleaning the classrooms and academic halls, which shall be checked and countersigned by the Assistant Registrar (Admin).

C. Cleaning and Washing Windows:

- i. The Janitorial Supervisor to ensures that the windows of academic buildings and offices are cleaned (or washed if possible) on monthly basis by the janitorial staff. The procedure may include:
 - a. Dusting and cleaning the window frames,
 - b. Opening drapes and raise blinds or shades,
 - c. Removing tape or paint from glass surface,
 - d. Cleaning window sills, inside and outside, using glass cleaner and a clean cloth,
 - e. Covering windows with window cleaner solution using a trigger sprayer or window tool and
 - f. Putting on gloves and proper personal protection equipment while cleaning.
- ii. The Janitorial Supervisor shall chalk out a Window Cleaning plan for offices, classrooms and academic halls, which shall be checked and countersigned by the Assistant Registrar (Admin).

D. Cleaning and Washing Toilets:

- i. The Janitorial Supervisor to ensure that the Toilets of the University are cleaned and washed, on daily basis, by the janitorial staff. The procedure may include:
 - a. Swabbing and cleaning the toilet seats, wash basin, wash bowl,
 - b. Cleaning the tabs,

- c. Removing excess water from surroundings and the applicator,
 - d. Checking water supply of the cleaner, and cleaning it as per directions on the label. Clean the toilet seat, top and bottom, by spraying with a cleaner disinfectant. Wipe with a clean cloth and
 - e. Putting on gloves and proper personal protection equipment while cleaning.
- ii. The Janitorial Supervisor shall chalk out a Window Cleaning plan for offices, classrooms and academic halls cleaning, which shall be checked and countersigned by the Assistant Registrar (Admin).

E. Daily cleaning of Lobbies and Visitor's Areas

- i. The Janitorial Supervisor shall ensure that the University Lobbies and Visitors' areas are cleaned on daily basis by the janitorial staff. The procedure may include:
 - a. Sweeping exterior sidewalks with push broom,
 - b. Shaking out exterior mats and vacuuming interior mats,
 - c. Washing/ cleaning windows, doors and mirror with glass cleaner,
 - d. Washing/ moping vinyl chairs with a cleaner disinfectant using a trigger sprayer and a clean cloth and
 - e. Putting on gloves and proper personal protection equipment while cleaning.
- ii. The Janitorial Supervisor shall chalk out a cleaning plan for Lobbies and Visitors' area, which shall be checked and countersigned by the Assistant Registrar (Admin).

F. Daily cleaning of the University Hostels

- i. The Janitorial Supervisor shall ensure that the University Hostels are cleaned on daily basis by the janitorial staff. The procedure may include:
 - a. Cleaning of rooms,
 - b. Cleaning of kitchen and eating areas,
 - c. Sweeping exterior sidewalks with push broom,
 - d. Shaking out exterior mats and vacuuming interior mats,
 - e. Washing/ cleaning windows, doors and mirrors with glass cleaner,
 - f. Moping chairs and furniture with a cleaner disinfectant, using a trigger sprayer and a clean cloth,
 - g. Cleaning of washrooms and toilets and
 - h. Putting on gloves and proper personal protection equipment while cleaning.
- ii. The Janitorial Supervisor shall chalk out a cleaning plan for Hostel, which shall be checked and countersigned by the Provost of the Hostel and the Assistant Registrar (Admin).

G. Daily cleaning of Guest Houses and Rest Rooms of the University

- i. The Janitorial Supervisor shall ensure that the University Guest Houses and Rest Rooms are cleaned on daily basis by the janitorial staff. The procedure may include:
 - a. Cleaning of Kitchen and eating areas,
 - b. Cleaning of rooms,
 - c. Sweeping exterior sidewalks with push broom,
 - d. Shaking out exterior mats and vacuuming interior mats,
 - e. Washing/ cleaning windows, doors and mirror with glass cleaner,
 - f. Cleaning of washrooms and toilets,
 - g. Mopping chairs and furniture with a cleaner disinfectant, using a trigger sprayer and a clean cloth.
 - h. Putting on gloves and proper personal protection equipment while cleaning.
- ii. The Janitorial Supervisor shall chalk out a cleaning plan for Guest Houses and Rest Rooms, which shall be checked and countersigned by the Hostel Provost and the Assistant Registrar (Admin).

H. General cleanliness activities

- i. The Janitorial Staff of the University shall practice the following activities in course of their services at the LUAWMS:
 - a. Immediately cleaning up any paint, grease, oil, water, etc. that has spilled on the floor,
 - b. Picking up any banding, scrap metal or other metal debris and put in waste bins,
 - c. Putting any scrap papers, boxes, etc., into the proper garbage containers or recycling bins,
 - d. Cleaning the areas and surroundings after any official function,
 - e. Returning all hand tools to their proper places after use or at end of their shifts,
 - f. Keeping all walkways, roadways, and areas in front of fire extinguishers and electrical panel Boxes, free of obstruction,
 - g. Keeping canteens, eating areas, lunchrooms as clean and neat as possible and putting all garbage into the garbage cans,
 - h. Immediately sweeping up any useless liquid on the floor,
 - i. Keeping the Offices, Halls, Main Road, University Streets and the surrounding area clean,
 - j. Cleaning the computers at least once a week by wiping them with computer cleaning fluid,
 - k. Organizing the office station as neatly and efficient as possible,
 - l. Keeping stairways clear of obstruction,
 - m. Keeping storage areas neat and organized and
 - n. Cleaning the equipment, like computer and printer, at the end of every shift.

3. Monitoring and Supervising the Janitorial Services of the University

- i. The janitorial services of the University shall be continuously monitored by the Administration Section of the Registrar's Office. Close supervision of the Assistant Registrar and Deputy Registrar shall be maintained, whereby, the Janitorial Supervisor shall keep reporting to these officials.
- ii. The Assistant Registrar shall allocate specific areas to the Janitorial Worker(s), and keep recording his/their performance on monthly basis, through the Janitorial Supervisor.
- iii. Along-with the daily activity, the cleanliness plan shall also include monthly plans, to be executed by the Janitorial Supervisor under supervision of the Deputy and Assistant Registrar (Admin). These activities are to be checked by the Additional Registrar and Registrar. The Deputy Registrar (Admin) shall also have to submit a report on the Janitorial Services to the Registrar, who shall share the same with the Vice Chancellor for his/her information and feedback.

4. Adhering to the standard file routing procedure

- i. The Deputy Registrar (Admin), Assistant Registrar (Admin) and the Janitorial Supervisor shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in "Receipt Register" by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. they are in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS DIRECTORATE OF SPORTS

Brief

The Directorate of Sports of the LUAWMS provides students an opportunity to enrich their academic experience. This Directorate embodies the spirit of the LUAWMS students by not only allowing them opportunities to sports training and improve their skills, but also to develop leadership skills, promote friendship and serve as the LUAWMS ambassadors.

Purpose

The purpose of this procedure is to develop systematic processes, through which various activities of the Directorate of Sports are standardized.

Scope

- i. This procedure is applicable to all sports-related activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering sports activities at LUAWMS, and are to be practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The Director of Sports and the staff posted in the Directorate have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Directorate of Sports of the LUAWMS are as follows:

1. Constitution of Sports Clubs of the LUAWMS,
2. Registration in sports clubs,
3. Selection of Players/Playing Teams from amongst the registered members of Sports Club,
4. Students/ Member behavior in sports clubs/events,
5. Participating in HEC Sports Events (Zone Events),
6. Travel matters of sports teams,
7. Hosting HEC Sports Events (Zone Events),
8. Managing Sports Injuries,
9. Issuance and returning of Sports Items to the registered sports club members,
10. Arranging Inter-University Sports Events,
11. Managing discipline and conduct of registered sports club members,
12. Adhering to the standard file routing procedure and
13. Carrying-out other special assignments as assigned from time to time.

1. Sports Clubs of LUAWMS

- i. The Directorate of Sports of the LUAWMS shall have the following sports clubs under its umbrella:
 - a. LUAWMS Football Club
 - b. LUAWMS Volleyball Club
 - c. LUAWMS Cricket Club
 - d. LUAWMS Basketball Club
 - e. LUAWMS Chess Club
 - f. LUAWMS Table Tennis Club
 - g. LUAWMS Badminton Club
 - h. LUAWMS Karate Club
 - i. LUAWMS Judo Club
 - j. LUAWMS Body Building Club
 - k. LUAWMS Marathon Race Club
 - l. LUAWMS Throw Ball Club
 - m. LUAWMS Rugby Club
 - n. LUAWMS Tug of War Club

- ii. The University may consider creation/ establishment of any other Sports Club on its need basis, as deemed appropriate from time to time.

2. Constitution of the Sports Clubs

Each Sports Club of the Directorate of Sports of the LUAWMS shall have the following administrative frame:

- A. **Patron in Chief:** Vice Chancellor of the LUAWMS
- B. **Senior Patron:** Registrar of the LUAWMS
- C. **In-charge:** Director Sports
- D. **Executive Body:** The Executive Body shall be headed by the Director Sports of the LUAWMS and shall consist of senior students, selected through the procedure mentioned ahead in this SOP, having a Club Advisor, and Executive Team members. The Executive Team members shall have portfolios like Executive Member Finance, Executive Member Media etc.
- E. **Operational Set-up:** There shall be registered members of the Sports Clubs, to be registered through the process mentioned ahead in this SOP. The members shall be monitored and assigned duties/ tasks by the Executive Body as deemed appropriate. All members would work under the supervision of the Director Sports and Club Advisor. The Club Advisor, Executive Members and the Members of the club will work under supervision of the Director Sports and will abide by the rules and regulations of the University.

3. Registration in Sports Clubs

- i. All students, undergraduate and graduate, officially enrolled in the LUAWMS are eligible to join any sports club under the Directorate of Sports of the LUAWMS. No club may restrict their membership on the basis of race, color, national origin, age or disability. However, normal inter-collegiate eligibility rules will apply as per nature of the specific game.
- ii. The Director Sports shall circulate among all the Deans and Department Chairpersons to encourage the students for their membership in the University Sports Clubs in the start of semester/or on eve of new intake.
- iii. The students shall be required to fill-in the registration form, and mention their interest for joining any specific sports club of their liking/ interest. The forms shall be submitted to the Director Sports of the LUAWMS.
- iv. When the interested students submit their registration forms, the Director Sports shall propose a Committee to conduct interviews of the students, and send the file to the Vice Chancellor, through Additional Registrar and Registrar. The Vice Chancellor may approve the Committee as proposed, or may make changes as deemed appropriate.

- v. The approved Committee shall be notified by the Director Sports, and the meeting shall be convened by the Director Sports being its Secretary.
- vi. The Committee shall recommend students for registration in any sports club, based on the interviews and assessment of the capabilities of the candidates. The recommended lists shall also include potential names with justifications for the honorary positions of the Club Advisor and Executive Members of the Clubs, mentioning the time period of the same.
- vii. The recommendations shall be documented by the Director Sports, and shall be sent to the Vice Chancellor, through Registrar. The Vice Chancellor may approve the same as proposed, or may make changes as deemed appropriate.
- viii. The approved registrations shall be notified by the Director Sports, and the students become member of the specific Sports Club with a card to be issued with signatures of the Director Sports, mentioning the time period of membership.
- ix. Staff and faculty members may participate in sports club activities as associate members, and they shall have separate teams under the Directorate of Sports. However, their selection shall be based on the interest in any specific sports, and shall be considered on the basis of Faculty/ Administrative Directorate or Unit Team on a document duly signed by the Dean / Incharge concerned.

4. Selection of the Playing Teams from among the registered members of Sports Clubs

- i. The Director Sports shall propose “Sports Teams Selection Committee” to the Vice Chancellor, through the Registrar. The Vice Chancellor may approve the Selection Committee as proposed, or may make changes as he may deem appropriate.
- ii. The approved Committee shall be notified by the Director Sports, and its meeting shall be convened by the Director Sports being its Secretary.
- iii. The Director Sports shall be responsible to provide opportunities for maximum students of the University to take part in open trials of the sports clubs, to be notified by him/her, through all notice boards of the University and emails / letters to all the Deans and Directors.
- iv. The playing teams shall be selected from among the registered members of any of the sports clubs of the University, under supervision of the Selection Committee and Director Sports, and the Club Advisor of that specific club may also be co-opted.
- v. The Selection Committee shall monitor the performance of the players, and recommend players and the team Captain for specific club based on their performance and capabilities. The recommended lists shall be signed by all the members.

- vi. The recommendations shall be documented by the Director Sports, and shall be sent to the Vice Chancellor, through the Registrar and Pro Vice Chancellor. The Vice Chancellor may approve the same as proposed, or may make changes as deemed appropriate.
- vii. The approved players shall be notified by the Director Sports.

5. Students/ Members behavior in sports clubs/ events

- i. The LUAWMS Community possesses certain values, to which they expect all students and staff members to abide by. Behavioral expectations of Sports Clubs and Sports Teams are to be ensured by all the Sports Clubs and their members, under supervision of the Director Sports.
- ii. These behavioral expectations include, but are not limited to, the following:
 - a. All members are expected to maintain the highest standards of sportsmanship on and off the playing surface.
 - b. Let the officials officiate the game without interference or harassment and abide by the decisions made.
 - c. Let the Director Sports / Club Sports represent you in legitimate grievances to your league or national governing body.
 - d. Honor all commitments for games, practices, seminars and events.
 - e. Be a courteous host to visiting teams and a gracious guest when going to visit other teams.
 - f. Participate in the friendly spirit of competition and be gracious in defeat and noble in victory.
 - g. Must not use alcohol and illegal substances; or misuse prescription drugs, or any prohibited drugs, for and during any event.
 - h. Be proud that they are honorable in representing the LUAWMS.
- iii. Participants have an obligation to conduct themselves and their organization in accordance with the University's philosophy and function as an educational institution. Club members should exhibit the highest standards of sportsmanship and act in a mature and responsible manner both on and off the field.
- iv. When visiting another organization/ campus, club members are expected to respect local regulations and authority. The same standard holds true for teams visiting the LUAWMS.
- v. Director Sports has the responsibility to monitor and control situations to avoid potential misconduct.
- vi. Any breach in the mentioned conduct, or breach of the University's rules, regulations, policies, procedures and practices, during the sports events or as member of sport clubs, by any student or staff member shall be dealt with in accordance with discipline rules (for students) and conduct/ E&D rules (for employees) of the University.

6. Participating in Sports Events (Zone Events) of the Higher Education Commission(HEC)

- i. The Director Sports shall coordinate with Treasurer for keeping sufficient funds in the University Budget for participating in HEC Zone Championship Events. Sports Teams of the LUAWMS shall participate in HEC Sports Events (Zone Events) as per schedule notified by the HEC.
- ii. The Director Sports of the LUAWMS shall attend meetings of the Sports Sub Committee, held annually by the Sports Wing of the Higher Education Commission.
- iii. Director Sports of the LUAWMS shall prepare agenda relating to the Sports matters of the LUAWMS and also discuss general agendas of the meeting. The Sports Sub Committee of the HEC allocates Universities for hosting Inter-Varsity Sports Championship (Zone Events).
- iv. The Director Sports shall discuss the same with the Vice Chancellor on his/her return from the meeting, and shall convey the consent /confirmation of the participation in the future events of Inter Varsity Championships to the Sports Wing of the HEC.
- v. The Host University (where the sports event is scheduled) shall send invitations to all the participating Universities, including the LUAWMS, on which their status of participation is reconfirmed.
- vi. The invitation of the LUAWMS shall be processed on relevant file by the Director Sports for securing approval of the Vice Chancellor, through the Registrar, mentioning the funds position, details of expenditure (TA, DA, Camp Refreshment, Match Refreshment, Tickets and Medical Treatment etc.)and requesting administrative approval of the tour. Funds position shall be recorded by the Treasurer on the relevant file before securing approval.
- vii. The approved file shall be returned to the Director Sports, who shall manage the travel, and assign a Coach/ Incharge of the squad/ team. The tour and related expenditure shall be in accordance with the standard terms and conditions and rates, as prescribed by the HEC.
- viii. The Director Sports shall also arrange a training camp of the selected team before participating in the events.

7. Travel matters of sports teams

- i. The University sports teams shall travel through defined modes of the HEC (i.e. train, bus etc.). The officials/ Coach/ Incharge etc. shall travel as per the TA/DA rules of the University.
- ii. The Director Sports, officials/ Coach/ Incharge shall use best practices, when traveling, which may include the following:
 - a. Conducting a team pre-trip meeting to discuss important matters of the trip,
 - b. Review travel and game emergency action plans,
 - c. Behavior guidelines,

- d. Trip itinerary related matters,
- e. Cross checking and finalize participant list,
- f. Safety procedures to be followed, while travel is in progress,
- g. Obeying all traffic laws and posted warnings,
- h. Checking vehicle conditions including its tires, breaks, wipers, and lights etc.,
- i. Checking location of the competition and contact phone numbers of the persons and
- j. Checking details of the nearest hospital or other emergency organizations.

8. Hosting the Higher Education Commission (HEC) Sports Events (Zone Events)

- i. The Director Sports of the LUAWMS shall attend the Sports Sub Committee meetings held annually by Sports Wing of the HEC, whereby, Zone events, to be hosted by the LUAWMS, shall be allocated.
- ii. The Director Sports shall discuss the same with the Vice Chancellor on his/her return from the meeting, and shall convey the consent /confirmation for hosting the proposed events of Inter Varsity Championships to the Sports Wing of the HEC.
- iii. The Director Sports shall coordinate with the Treasurer for keeping sufficient funds in the University Budget for hosting the HEC Zone Championship Events.
- iv. As the event schedule falls, the Director Sports shall prepare the proposal for hosting the Zone Events at the LUAWMS with its details of expenditure, and shall move the proposal to the Treasurer for provision of funds. The Treasurer shall record the same, and shall mark it to the Registrar for securing approval of the Vice Chancellor, through Pro Vice Chancellor.
- v. The Director Sports shall also constitute sub-committees to look-after various matters of hosting the events with approval of the Registrar and issue notifications accordingly.
- vi. The approved file shall be returned to the Treasure for release of funds to the Director Sports, who shall manage the event at the LUAWMS. The expenditure shall be in accordance with the standard terms and conditions and rates as prescribed by the HEC.
- vii. The Director Sports shall also submit a report to the Vice Chancellor after successful completion of the event.

9. Managing Sports Injuries

- i. The Director Sports shall ensure that the sports injuries sustained by the players/ participants of events are managed properly in time as mentioned below. These include On-Campus and Off- Campus Injuries.

a. On-Campus Injuries

1. If a Trainer or Medical Technician/ Attendant is available, the Director Sports shall let the Trainer handle the injury. The injured person should not be removed until it is determined by the Trainer or Medical Technician/ Attendant as per the extent of the injuries.
2. If a Trainer or Medical Technician/ Attendant is not available, the Director Sports shall call the nearest hospital, and give accurate information to the hospital, i.e. his/her name, location of accident, condition of injured, name of injured and what kind of aid is needed, etc.
3. The Director Sports shall not leave the injured alone unless he / she is the only one able to call for help.
4. The Director Sports shall fill out an accident report immediately and submit it to the Registrar, as soon as practicable.

b. Off-Campus Injuries

1. The Director Sports/ Sports Official/ Coach or Incharge shall verify safety information of the organization, where the team shall be participating (host organization) upon arriving there.
2. The Director Sports/ Sports Official/ Coach or Incharge shall follow the medical/ emergency procedure of the host organization.
3. In case no safety information of the host organization exists, the Director Sports/ Sports Official/ Coach or Incharge shall follow the procedure laid down below:
 - a) If a trainer or Medical Technician/ Attendant is available, the Director Sports/ Sports Official/ Coach or Incharge shall let the Trainer handle the injury. The injured person should not be removed until it is determined by the Trainer or Medical Technician/ Attendant as per the extent of the injuries.
 - b) If a Trainer or Medical Technician/ Attendant is not available, the Director Sports/ Sports Official/ Coach or Incharge shall call the nearest hospital, and give accurate information to the hospital, i.e. his/her name, location of accident, condition of injured, name of injured and what kind of aid is needed, etc.
 - c) The Director Sports / Sports Official/ Coach or Incharge shall not leave the injured alone unless he / she is the only one able to call for help.
 - d) The Director Sports/ Sports Official/ Coach or Incharge shall call the Registrar and inform about the event, and shall have to send an email about the event / accident report to the Registrar as soon as practicable.

10. Issuance and returning of Sports Items to the registered sports club members

- i. The Director Sports shall manage and deal with the sports equipment issuance process being practiced on daily basis to the registered sports club members.
- ii. Students, who want to get any sports equipment, will submit his/her students ID card at the issuance desk to be manned by Director Sports with an appropriate support staff.
- iii. Issuing official shall record issuing details of the particular sports items, quantity, date and time in the issuance register. He/she shall also have to check the sports equipment/ items before issuance.
- iv. The student shall be responsible for proper use of the issued sports items till return.
- v. On returning the issued items, the Issuing official shall have to check the equipment/ items, and after making proper entries in the issue register, shall return the identity card of the student concerned.
- vi. The Director Sports shall be responsible to monitor this activity, and shall regularly check entries of the issue register.

11. Arranging Intra-University Sports Events

- i. The Director Sports shall also be responsible for conducting in-house sports activities on annual/ semester basis, as may be decided by the University.
- ii. The Director Sports shall coordinate with the Treasurer for keeping sufficient funds in the University Budget for arranging Intra-University sports events on annual/ semester basis.
- iii. The Director Sports shall secure approval from the Vice Chancellor, through Registrar and Pro Vice Chancellor, for arranging Intra-University Sports Events, along-with its proposed schedule, and details of expenditures. Funds position shall be recorded by the Treasurer before securing approval.
- iv. If the proposal is approved, the same shall be notified by the Registrar to all Deans and Students / Clubs, and the file shall be sent to the Treasurer for release of funds in the name of the Director Sports for further process.
- v. The Director Sports shall hold a meeting to coordinate with all the Faculty Deans, Department Chairpersons, Directors and Club Advisors, for nomination of the participants.
- vi. The meeting shall finalize draws and schedule of all sports activities related to the students and faculty/staff members is finalized.
- vii. The Director Sports shall also constitute sub-committees to look-after various matters of events with approval of Registrar and issue notifications accordingly.
- viii. The Directorate of Sports shall monitor all the sports events, and shall be the focal office for points of events, which shall be calculated for selection of Annual Champion of the University (Faculty/Directorate etc.).

- ix. The Director Sports shall also submit a report to the Vice Chancellor after successful completion of the event.

12. Adhering to the standard file routing procedure

- i. The Director Sports/ Sports Officer and the staff of their office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS HOSTELS MANAGEMENT

Brief

Student Hostels of LUAWMS aim to facilitate the out-stationed students and add to their personal and professional growth by providing hostel facilities, with the primary aim to ensure the safety, security and comfort of students during their stay, so as to foster a congenial learning environment and to parental satisfaction.

Purpose

Purpose of this procedure is to develop systematic processes, through which various activities of hostels management can be streamlined, and proper controls can be exercised to ensure their smooth operations.

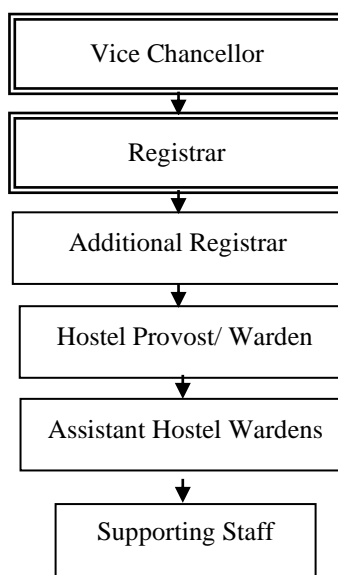
Scope

- i. This procedure is applicable to all hostels management related activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering hostel issues and their management at the LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The Provost / Hostel Wardens, and the hostel staff of the LUAWMS have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Hostels of LUAWMS are as following:

1. Application procedure for Hostel accommodation.
2. Allotment of rooms/ living space to students,
3. Handing-over accommodation/ hostel rooms to the students,
4. Collection of fee from the hostel residents,
5. Managing daily hostel activities,
6. Managing complaints system of hostels,
7. Inspection of the Hostels,
8. Managing the Support Staff of hostels,
9. Vacation of Hostel and refund of the security fee,
10. Managing Discipline of the hostel residents,
11. Managing repair and maintenance of the hostel,
12. Adhering to the standard file routing procedure and
13. Other special assignments as assigned from time to time.

1. Application procedure for Hostel accommodation

- i. While applying for admission at the LUAWMS, prospective students are required to indicate the requirement of hostel accommodation on the admission form submitted to the Admissions Office.
- ii. They shall also fill out the prescribed hostel application form, which may be obtained from the Admissions Office.

2. Allotment of Rooms/ living space to the students

- i. On confirmation of admission, the Deputy Registrar (Admissions) shall forward the hostel application form to the Provost/ Warden for processing.
- ii. The University may decide on allotment of rooms/ living space to the students in hostel subject to availability of rooms/space, through a Committee constituted for the purpose, or through the Admissions Committee, as deemed appropriate. The Provost/ Hostel Warden shall be secretary of the Committee.
- iii. The Committee shall have its meeting and discuss each case in accordance with merit and Hostel Allotment Rules of the University/ Polices, and record its minutes/ recommendations. On the basis of

- the said recommendations, the Provost shall prepare a provisional admission list to the hostel, and send the same to the Additional Registrar for securing approval from the competent authority, through the Registrar and Pro Vice Chancellor.
- iv. The approval shall be notified by the Registrar, and the file shall be returned to the Provost/ Hostel Warden.
 - v. Rooms may be allotted on the basis of two, three and four students per room, as per the design of the room and LUAWMS policy on the subject. If no further accommodation is available, a waiting list shall be prepared as per the University policy and the candidate(s) will be informed accordingly by the Provost/ Hostel Warden.
 - vi. The Provost/ Hostel Warden shall inform the students, and arrange for their registration in the relevant register.

3. Handing-over accommodation/ Rooms to the students

- i. The Provost/ Hostel Warden shall issue room keys to residents at the time of registration.
- ii. Residents shall be required to sign an undertaking to abide by all the rules and regulations of the hostel, and submit the same with the Provost/ Hostel Warden.
- iii. The Provost/ Hostel Warden shall issue a room indent, mentioning details of furniture, equipment, electricity equipment etc., duly signed by him/her, and counter signed by the student(s) concerned/allottee. This shall be displayed on the backside of the door of the room.
- iv. The residents shall be responsible for safekeeping of the official room, and shall not be allowed to give the keys to any unauthorized person if they are going out of the hostel.
- v. The Provost/ Hostel Warden may allocate rooms provisionally on arrival of registered students, which may later be adjusted, on written request from the student, at the discretion of the Provost/ Hostel Warden. However, the Provost/ Hostel Warden shall inform the Additional Registrar and Registrar about these adjustments.
- vi. Interchanging of rooms amongst residents on their own shall not be permitted; if desired, this shall be done by the Provost/ Hostel Warden on a written application from the student. The Provost/ Hostel Warden shall inform the Additional Registrar and Registrar about these matters.
- vii. The Provost/ Hostel Warden can relocate residents from one room to any other, and for that one week notice will be given along with necessary support. The Provost/ Hostel Warden shall inform the Additional Registrar and Registrar about these matters.

4. Collection of fee from the hostel residents.

- i. The Provost/ Hostel Warden shall prepare the lists of hostel resident, mention their date of joining, and send the same to the Treasurer for generating fee invoices. The Treasurer shall mark the same to the Assistant Treasurer for the required process.
- ii. The hostel dues shall be paid for the entire semester in advance. These dues shall comprise:
 - a. Registration fee: one time non-refundable,
 - b. Monthly Fee: calculated for 6 months per semester and
 - c. Hostel rent does not include meals.
- iii. Students joining the hostel other than at the beginning of a semester shall be liable to pay the hostel fees, effective from the month of joining, till the end of semester. Any resident vacating the hostel at any time after the end of a semester shall be liable to pay the hostel fees till the month of departure.
- iv. Fee challans shall be issued by the Assistant Treasurer, which shall be required to be deposited in the designated Bank of the University's.
- v. Dues must be cleared by the due date as mentioned on the fee challan, failing which a resident shall have to pay a fine, as may be decided and notified by the University.
- vi. After one month of the due date, the hostel admission may be cancelled for the non-payment of dues and the hostel security will be forfeited.
- vii. Residents must clear their dues at the time of vacation.
- viii. The student shall be required to submit a copy of deposited challan to the Provost/ Hostel Warden for confirmation of the hostel admission.

5. Managing daily hostel activities

The Provost/ Hostel Warden shall manage the following daily activities of the hostel:

A. Hostel Rooms Checking

- i. Hostel rooms inventory pasted on backside of the door shall be randomly checked by the Provost/ Hostel Warden.
- ii. The Provost/ Warden to ensure that the students shall not be allowed to install their own air-conditioners, or use heavy duty electrical appliances in the rooms; non-compliance shall lead to confiscation of the appliances and disciplinary action.

B. Monitoring of the Lounge/Common Room/ Dining Area

- i. The common room of the hostel, that includes cable TV and furniture, is to be checked by Provost/ Hostel Warden.

C. Monitoring of the Meals /Messing

- i. The Provost/ Hostel Warden shall ensure that, though the hostel does not offer in-house meals, the residents may opt to dine in the hostel dining facility, eat at the cafeteria or do self-cooking. Those who opt to dine-in shall be liable to pay the messing charges at the specified rates on monthly basis, which are non-refundable.
- ii. The Provost/ Hostel Warden shall monitor the messing facility and shall facilitate the students, through relevant offices, in case they require any support for the same.

D. Monitoring of the Kitchen Facility

- i. The Provost/ Hostel Warden shall ensure that the students, using the main kitchen for self-cooking, are taking care of the equipment (e.g. fridge, deep freezer, microwave oven, cooking range, stove and kitchen utensils etc.).
- ii. It is to be monitored by the Provost/ Hostel Warden that the residents must use these accessories with care; they must wash their utensils after use. Further, the litter and garbage should be properly disposed to avoid rodents and insects in the hostel.

E. Arrangements of Laundry Facility

- i. The Provost/ Hostel Warden shall ensure that the students may be facilitated for the laundry facility on private service basis. Those who opt to avail this facility shall be liable to pay the charges at the specified rates on monthly basis, which are non-refundable.
- ii. The Provost/ Hostel Warden shall monitor the private laundry services and shall facilitate the students, through relevant offices, in case they require any support for the same. The Hostel Management shall not be responsible for any loss or damage caused to the employees through this private facility.

F. Washrooms facility

- i. The Provost/ Hostel Warden shall ensure that the janitorial staff are cleaning the washrooms of the hostels on daily basis.

G. Notices / Instructions

- i. The Provost/ Hostel Warden shall issue notices and instructions to the residents regarding compliance with rules, regulations or any other information/ announcement.

- ii. The residents shall be advised by the Provost/ Hostel Warden on regular basis to regularly read the information / notices displayed on the notice boards of the Hostel. No excuse or argument will be accepted in case of non-compliance of the rules.

H. Telephone/ Wi-Fi / Internet

- i. The Provost/ Hostel Warden shall coordinate with Information Technology Section of the LUAWMS for smooth functioning of one Telephone connection at each Hostel Block, which shall be under supervision of the Provost/ Hostel Warden, to be used by the residents of the Hostel in case of emergency with his/her permission.
- ii. The Provost/ Hostel Warden shall also coordinate with Information Technology Section of the University for provision of the Wi-Fi / Internet facility at the hostel premises for the residents' use. The Provost/ Hostel Warden may randomly pick up the residents' PC/CPU's and CDs, for scanning to ensure that objectionable material or files are not downloaded /stored. Defaulters shall be dealt with severely and their parents will also be informed.
- iii. These facilities shall be provided free of cost; and all the residents are advised to use these facilities prudently. The Provost/ Hostel Warden shall monitor the use/misuse of the internet / restricted sights etc., through the IT Section of the LUAWMS.

I. Visitors Room

- i. A separate facility has been established, by the Provost/ Hostel Warden, on the main gate of the Hostel, or adjacent to the Hostel, where residents may receive visitors specifically authorized by parents / guardian. Unauthorized guests or outsiders shall be strictly prohibited to enter the Hostel premises.
- ii. Provost / Hostel Warden shall keep monitoring the frequency of guests/visitors, and check if these are entered in the list of family/friends at the time of registration or otherwise. Only male family members are allowed to meet their ward in visitor's room. No male member shall be allowed inside the female hostel.

6. Managing the Complaints system of the Hostels

- i. The Provost / Hostel Warden shall be responsible to establish a complaint system for the residents of the hostel, whereby the residents shall register their complaints regarding repair / maintenance, cleanliness or unacceptable behavior and disturbances.
- ii. The complaints shall be submitted to the Provost / Hostel Warden.
- iii. The Provost/ Hostel Warden shall process the same in accordance with the University rules and regulations, and shall keep record of the same or reference. He/She shall submit a summarized report of the complaints, and their further process/ redressal etc. with the Registrar on monthly basis.

7. Inspection of the Hostels

- i. Weekly inspection of the Hostels shall be carried out, by the Inspection Team/ Provost/ Hostel Wardens, on any day, as may be decided by the University Management.
- ii. Monthly inspection will be carried out by the Provost /Hostel Warden on any day of the month.
- iii. Quarterly inspection will be carried out by the Additional Registrar and / or Registrar, as and when scheduled.
- iv. The Vice Chancellor and senior executives of the University may visit / carry out inspection of the Hostel at their discretion.
- v. Sanitary inspection will be carried out by the Assistant Registrar and Deputy Registrar once a month or as deemed necessary.
- vi. The Provost/ Hostel Warden may inspect the Hostel (including student's rooms and cupboards etc.), without any advance warning or notice.
- vii. Each time such an inspection is carried-out by any authority, the Provost/ Hostel Warden shall be responsible to minute the same and share the findings with the Registrar, with its copies to the Vice Chancellor for his information.

8. Managing the Support Staff of Hostels

- i. Provost/ Hostel Warden shall supervise and manage the support staff kept on his/her disposal at the Hostels.
- ii. Provost/ Hostel Warden shall ensure that the support staff at the Hostels facilitate the residents and to make their stay as comfortable as possible. The officer may keep guiding the residents that the support staff may be treated with respect and in case of any complaint the matter should be reported to the Provost/ Hostel Warden.
- iii. Provost/ Hostel Warden shall manage the support staff of the Hostel and the janitorial/housekeeping staff for cleaning of all the hostel premises, and meeting requirements of repair and maintenance as complained, or as a regular feature in the course of performance of duties.
- iv. The Provost/ Hostel Warden shall regularly monitor to see if proper cleaning standards are maintained.
- v. The Provost / Hostel Warden shall also ensure that in case of repair / maintenance, inspection / visit of Doctor, internet issues or routine check, any visiting male staff, from the University or outside, to the female Hostel, shall be escorted and supervised by the Hostel staff at all times.

9. Vacation of the Hostel

- i. Provost/ Hostel Warden shall ensure that the residents vacate the Hostel accommodation at the completion of their studies and during semester breaks, and return the keys to the Provost/ Hostel Warden.

- ii. In case any resident fails to deposit the keys with the Provost/ Hostel Warden, or leave any belongings in the room, they shall be charged for the vacation period. On rejoining for the next semester, Provost / Hostel Warden shall put all efforts to allot the same room to residents, unless requested otherwise, or as per University needs.
- iii. The Provost/ Hostel Warden shall keep record of the residents, who opt to stay in the hostel during semester breaks, and they shall be liable to pay the hostel dues for the vacation period.
- iv. The Provost/ Hostel Warden shall ensure that residents vacate the Hostel premises immediately; on termination of their semester/studies, and that they are registered as “Checked-out” with all their belongings and vacate the room latest by 6:00 p.m. on the specified date. In case of non-compliance the Provost/ Hostel Warden shall be authorized to clean the room and shift the belongings to the store in presence of Security Officer, and the University management shall not be responsible for any loss or damage.
- v. The Provost/ Hostel Warden shall ensure that the residents desirous of withdrawing from the Hostel, at any time prior to the termination of studies, shall apply on the prescribed form, duly countersigned by their parent / guardian, to the Provost/ Hostel Warden at least seven days before the desired date of leaving the hostel.
- vi. Residents leaving the Hostel, whether voluntarily or on termination of studies shall have to inform the Provost/ Hostel Warden one week in advance and shall obtain a Clearance Certificate from the Hostel management/ Hostel Warden.
- vii. In case of vacating the Hostel, the Provost shall abide by the refund policy of the security fee of the University, and process the case through Registrar with a Clearance Certificate signed by the Provost/ Hostel Warden mentioning no dues against the student.
- viii. The Residents withdrawn on disciplinary grounds shall NOT be entitled to any refund of Hostel fee.

10. Managing Discipline of the hostel residents

- i. Provost / Hostel Warden shall be responsible to ensure that the residence in the Hostel is, at all times, subject to good behaviour and can be withdrawn at any time in the interest of Hostel discipline. All the residents are required to read the rules carefully; any violation of the rules will lead to disciplinary action, which may include a written warning, fine, suspension or dismissal from the Hostel.
- ii. The Provost/ Hostel Warden shall report any indiscipline, or case of un-wanted behavior to the Discipline Committee of the University, which may deal the case in accordance with prescribed rules and regulations of the University.

- iii. The Provost/ Hostel Warden shall communicate the details to the Discipline Committee for its proceedings. Further, any decision made in this regard, shall also be communicated to the student concerned by the Provost/ Hostel Warden.
- iv. Such cases of indiscipline shall be recorded in the discipline register by the Provost/ Hostel Warden for record and reference.

11. Managing repair and maintenance of the Hostels

- i. The Provost / Hostel Warden shall be carrying out minor repair and maintenance works of the Hostel as per needs from out of the petty cash made available to him/her by the University.
- ii. Other services relating to repair and maintenance, which are technicality beyond the expertise of the Warden, or require more funds than the allowed petty cash, shall be carried-out by the relevant offices / directorates of the University in accordance with their relevant SOPs. However, the Warden shall be referring such cases to relevant offices/ directorates through the Registrar. The Registrar shall be responsible to get the required works done through relevant offices.

12. Adhering to the standard file routing procedure

- i. The Provost / Hostel Warden and the staff of their offices shall ensure that the files moved from his/her office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of name of the Department/ Directorate. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. they are in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR MESS FACILITY MANAGEMENT OF THE LUAWMS

Brief

The main aim of the mess facility at the LUAWMS is to provide clean and fresh food and services to the students and staff members residing in Hostels on no profit and loss basis. Hostels at the LUAWMS facilitate the out-stationed students and staff members, whereby mess-management is an essential element.

Purpose

Purpose of this procedure is to streamline, as well as monitor, the mess services of the LUAWMS that meet the expectations of the students and staff availing the same.

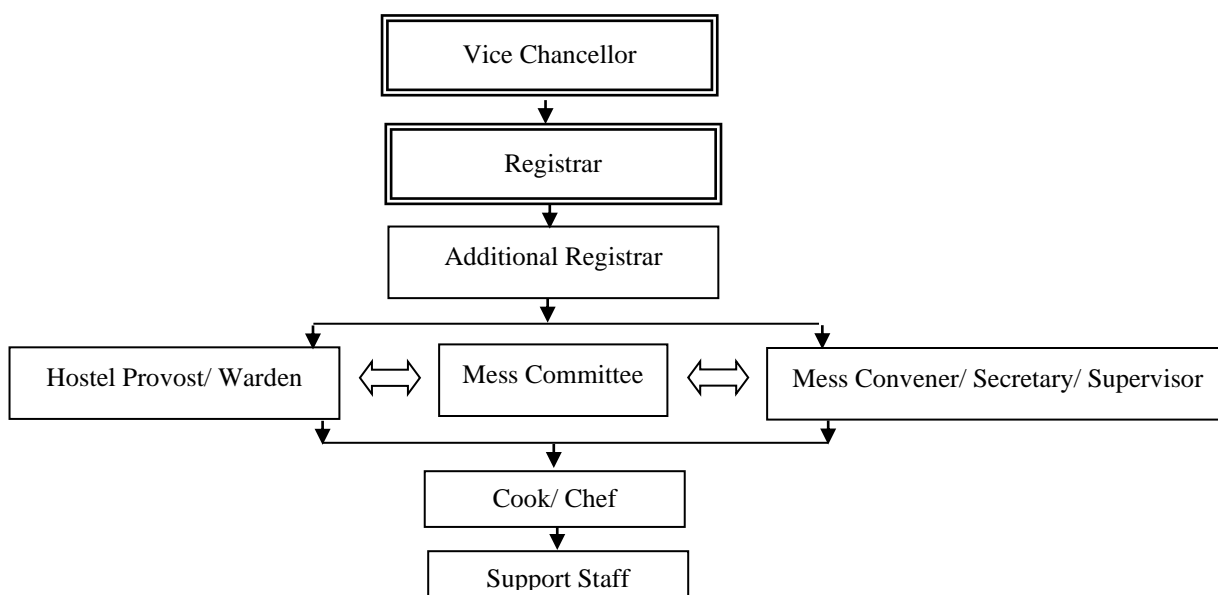
Scope

- i. This procedure is applicable to all mess related services and activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering hostel issues and mess facility management at LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The Provost / Hostel Wardens/ Mess Incharge/ Mess Supervisor of the LUAWMS have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The LUAWMS mess management facility shall operate as following:

1. Registration of members for mess facility,
2. Mess Committee,
3. Mess facility services for registered mess members,
4. Mess staff services,
5. Financial Matters of the Mess Management of LUAWMS,
6. Monitoring of mess facility,
7. Monitoring services of staff of mess facility,
8. Cancellation of mess facility,
9. Refund of mess security fee,
10. Adhering to the standard file routing procedure and
11. Carrying-out other special assignments as assigned from time to time.

1. Registration of members for mess facility

- i. The students/ staff residing in the Hostel or Bachelor lodges, or any University employee, intending to apply for registration for availing mess facility shall have to sign the Mess Registration Form, and submit the same with the notified Mess Incharge.
- ii. The registration shall be processed by the Mess Committee (as defined ahead in this SOP), and its approval / rejection shall be sole discretion of the University authorities.
- iii. The Registered Mess Members shall have to contribute mess fee, in advance, for the daily meals as per the procedure and period defined/ laid down by the Mess Committee of the University, from time to time.

2. Mess Committee

- i. The Additional Registrar shall propose constitution of a Mess Committee, for Hostels/ Bachelor lodges, or any other functionary, of the University in consultation with the Hostel Warden, and move the file for approval of the Vice Chancellor, through the Registrar. There may be different mess facilities within the University for different areas/ Hostels/ Guest-houses etc. The Mess Committee may comprise the following members:
 - a. Warden/ Incharge,
 - b. 03 members of the employees mess (in case of employees mess),
 - c. 03 members of the mess of students hostel (in case of students hostel)and
 - d. Mess Secretary/Supervisor, to act as Convener of the Committee.

- ii. Hostel messes shall function under administrative control of the Chairman of the Mess Committee who, in consultation the committee, shall manage the mess affairs of the University on no profit or loss basis.
- iii. The Mess Committee or the Mess Convener shall take surprise visits to the kitchens and mess from time to time for monitoring and control of the mess and the mess staff. The Mess Committee/ Mess Convener may report any case of negligence of mess staff to the Registrar for taking appropriate action.

3. Mess facility services for registered mess members

- i. The Mess Committee shall work-out the Meal Plans, and shall notify the same on weekly/ monthly basis at prominent places of dining venue.
- ii. The Mess Committee shall also notify the timings of meals (from-to) at prominent places of dining venue/ notice boards of Hostel area.
- iii. The Mess Committee shall designate one member as focal person (preferably the Mess Convener) for financial matters, who shall be responsible for maintaining records of all contributions made by the registered mess members, and the details of expenditure made on the meals on daily basis. The Mess Committee shall check the same on regular basis, and entries made by the Focal Person shall be cross-signed by the Mess Committee, with date.
- iv. The Focal Person (Mess Convener) shall also be responsible for defining a mechanism of obtaining/ taking attendance of the registered mess members after each meal (initials with date on attendance register), so that the record is maintained for use of financial calculations.
- v. The registered students/staff shall have to take meals at specified dining area/ hall with proper discipline. No food, dishes or utensils shall be taken from the dining centers. Residents will be assessed appropriate fine, for each violation, by the Mess Committee, and may be subject to further disciplinary action. Disorderly conduct shall not be permitted at the dining halls.

4. Mess Staff Services

- i. Mess staff, i.e. Cook/ Chef, Helpers, Waiters, Attendants etc. shall report to the Convener, Mess Committee and shall operate in accordance with the instructions of the Mess Committee.
- ii. Daily supplies are issued to the Cook/ Kitchen Supervisor by / under supervision of the Mess Convener for cooking, well before the breakfast/ lunch/ dinner times.
- iii. Preparation of meals begins at least one hour before the breakfast/ lunch/ dinner time, as per the approved and notified schedule by the Mess Committee.
- iv. Tasks in meal preparation shall be shared among cooks, helpers etc., by the Mess Convener, as per the duty roster of the mess, duly signed by the Mess Committee.

- v. Operations of the Food production shall be supervised by the Mess Secretary on regular basis. In his absence the Mess Committee, or any of its members, may supervise the same, as deemed appropriate.
- vi. Attendants/ Waiters shall begin serving food/ meals as per notified schedule, and shall ensure that the process is completed within the notified time. After closing of the notified time, the kitchen staff shall be responsible to properly clean the tables, utensils and related accessories, as well as the kitchen.

5. Financial Matters of the Mess Management of the LUAWMS

- i. The Mess Committee shall be responsible to ensure effective financial management of all mess-related matters of the University.
- ii. Mess Convener shall issue a receipt of cash received to each registered member at the time of joining the mess/ registration, duly signed by him/her.
- iii. Money collected from the registration and monthly payment of contributions / mess fee shall be recorded by the Mess Convener in the relevant register, and the record to be maintained for expenditure on daily basis, showing the closing balance, duly signed by the Mess Convener.
- iv. The amount and records of the relevant register shall also be verified by the Mess Committee.

6. Managing the Support Staff of the Mess

- i. The Mess Committee shall supervise and manage the support staff of Mess.
- ii. Mess Committee shall ensure that the support staff at the mess facilitate the mess services of the University. The Committee may keep guiding the support staff to behave and function in civilized and professional manner during their mess services. In case of any complaints of behaviour, or misconduct of the support staff, the matter should be reported to the Registrar Office.
- iii. The Mess Convener shall also manage the mess support staff and their services, as a regular feature, in the course of performance of his duties.

7. Cancellation of mess facility

- i. Any registered member of mess of the LUAWMS may apply for cancelation of his/her registration, with a notice of two days, with the Mess Convener.
- ii. The Mess Committee may also cancel registration of any mess member, if the member concerned:
 - a. Fails to pay the monthly mess contribution till 5th day of the next month,
 - b. Fails to abide by the rules, regulations, policies and procedures of the mess management and

- c. Found to misconduct and breach of discipline rules of the University, as registered member of the mess.

8. Refund of the Mess Fee

- iv. Incase any student/ official intends to discontinue availing the Mess facility, he/ she shall have to submit a request to that effect, metnioning the date of discontinuity, tothe Mess Convener.
- v. The Mess Convener shall check if the student/ official concerned has paid the mess fee in advance, and shall ensure that no dues are outstanding against the member concerned.
- vi. He/She shall present the same before the Mess Committee for cancellation. The Mess Committee shall sign the same, and the Mess Convener shall inform the members concerned, and the support staff of mess,about the discontinuity of the member concerned, as well as the date of his/her discontinuity.
- vii. The Mess Convener shall refund the remaining / outstanding amount to the member concerned, and shall obtain his/her signatures on the register accordingly.
- viii. Members withdrawn on disciplinary grounds shall NOT be entitled forany refund of the mess fee.

9. Adhering to the standard file routing procedure

- i. The Hostel Warden and the staff of their office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS MEDICAL/ HEALTHCARE AND SAFETY SECTION

Brief

The LUAWMS Medical / Health Care and Safety Section serves as an important functionary of the University, with the aim to provide a safe and healthful environment for its employees, students and visitors, and managing the University in an environmentally appropriate and responsible manner.

Purpose

The purpose of this SOP is to develop systematic processes, through which the activities of the Medical / Health Care and Safety Section of the LUAWMS may be streamlined and function smoothly.

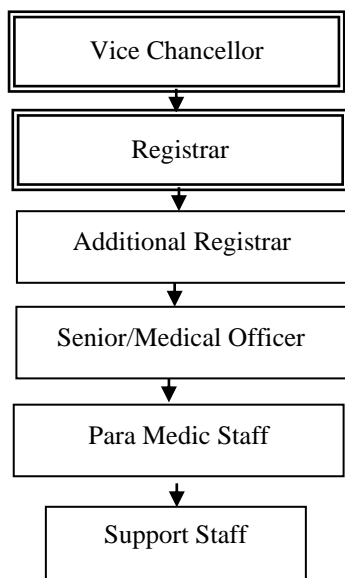
Scope

- i. This SOP is applicable to all medical, health care and safety related activities of the LUAWMS.
- ii. The applicability of this SOP shall be in accordance with the rules, regulations, policies and procedures, covering medical, health care and safety related issues and their management at the LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The Medical Officer, and the staff posted in the Medical, Health care and Safety Section of the LUAWMS, have the primary responsibility of ensuring that this SOP is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Medical, Health Care and Safety Section of the LUAWMS are as following:

- i. Provision of Health care facilities at the LUSWMS Medical Health Center.
- ii. Procedure to avail medical/ health care facilities from the panel hospital for indoor treatment,
- iii. Purchase of necessary medicine and medical equipment for the Medical Health Center.
- iv. Arrangement of Awareness Lectures regarding health issues,
- v. Maintaining Health Data Base of the University Employees,
- vi. Managing fire emergency and other emergency situations,
- vii. Monitoring the environmental and hygiene matters of the University,
- viii. Adhering to the standard file routing procedure and
- ix. Carrying-out other special assignments as, assigned from time to time.

1. Provision of Health Care Facilities at the Medical Health Center/Unit

- i. The Senior Medical Officer shall be In-charge of the Medical Health Unit of the LUAWMS, and shall ensure that the necessary medical equipment, such as B.P apparatus, gluco-meter, nebulizer, steamer, thermometer, weight machine, height scale, x-ray view box, examination lights, drip stand etc. are available in the Medical Unit.
- ii. The Medical Officer shall also arrange for sufficient stock of the emergency medicines, such as pain killers, anti-allergic, anti-pyretic, etc., in the medical unit. He /she shall also maintain a First aid kit in order to provide treatment for minor injuries.
- iii. In case of any emergency, or any minor medical treatment requirement, the students/ staff members and their families may visit the Medical Health Center/Unit of the University.
- iv. The Medical Officer shall examine the patient and treat them, if the condition of the patient is in control/ manageable.
- v. The Medical Officer shall make proper entries in the “Patient’s Register” with his/her signatures. Details of medicines provided/ applied shall also be mentioned against the name of the patient, and remarks shall also be recorded by the Medical Officer.
- vi. The entries of the Patient’s Register shall be counter-signed by the Additional Registrar, and the Registrar shall check the same on monthly basis, and sign it accordingly.

2. Procedure to avail group medical/ health care facility from the panel hospital for indoor treatment.

A. Medical Entitlement

- a. All regular employees with their families are entitle for indoor or emergency medical health facility (family mean spouse and children)
- b. Spouse of the registered employee (i.e. wife or husband, one in either case) .
- c. Dependent children of the employee, son below the age of 25 years, and daughter till the marriage.

B. Medical facility and ceilings

- i. Medical facilities and ceilings may change from time to time as and when LAUWMS signs agreement with insurance companies.
- ii. The university employees and their families can avail medical facilities up to their ceiling grade wise in the penal and non-penal hospitals accordingly.

2. Purchase of necessary medicine and medical equipment for Medical Unit

- i. The Medical Officer shall submit monthly/ quarterly requirements for the medicine and medical equipment (e.g. B.P apparatus, gluco-meter, nebulizer, steamer, thermometer, weight machine, height scale, x-ray view box, examination lights, drip stand, pain killers, anti-allergic, anti-pyretic etc.) to be used for meeting medical emergencies of the University to the Deputy Registrar (Admin), who shall check the same with regard to availability, last purchased details and current requirements etc.
- ii. The Deputy Registrar (Admin) shall move the file to the Treasurer, through Additional Registrar, for funds provision. The Treasurer shall mention the funds position under the relevant head, and send the file to the Registrar for securing approval of the Vice Chancellor for purchase of the required equipment and material.
- iii. The Vice Chancellor may approve the same or otherwise. If approved, the same shall be sent to the Director Procurement, for materializing the purchase in accordance with the SOP for procurements.
- iv. The purchased items shall be placed in the store, and shall be requisitioned by the Medical Officer.
- v. These items shall be monitored for use by the Medical Officer and Additional Registrar on regular basis.

3. Arrangement of Awareness Lectures: The Medical Officer shall work proactively for bringing about a positive change in the healthy environment of the University. He/she shall work on creating awareness regarding the basic health problems and prevention and proper treatment of the common diseases on regular basis

- i. For this purpose, the Medical Officer shall be responsible for arranging lectures on different topics on different occasions for the students and staff of the University such as:
 1. Stroke,
 2. Diabetes,
 3. Breast cancer,
 4. Stress,
 5. Dental Hygiene,
 6. Hand hygiene,
 7. Food related matters and
 8. Healthy Eating habits etc.
- ii. The Medical Officer shall co-ordinate with the relevant sections of the University for arrangements of such lectures, and shall have to secure approval of the Vice Chancellor, through the, each time such event is planned.

4. Maintaining Health Database of the University Employees

- i. The Medical Officer of the University shall be responsible to develop and maintain the Health Database of the University Employees, to be updated on annual basis.
- ii. The Medical Officer shall prepare a register titled “Health Database of the University Employees”, and allocate three pages for each employee as per his/her cadre, or may maintain the said database on a computer application, to be up-dated on each case basis.
- iii. The register shall be prepared by maintaining all health related details of the University employees, which may include, but are not limited to:
 - a. **Part-1:** Details relating to the name, father name, designation, date of birth, qualification, department, date of joining etc., along-with a picture of the employee.
 - b. **Part-2:** As on joining, or at the time of preparation of the relevant register, the details relating to the general physical appearance, blood-group, hygiene status, any known allergy, brief medical history, any significant illness or behavioral problems etc. shall be recorded.
 - c. **Part-3:** The matters recorded in the Part-2 shall be updated on annual basis, with proper check-ups of the employee concerned, and the Medical Officer will sign the brief report mentioning the date.

5. Managing Fire Emergency and Other emergency situations

- i. Being the focal person for medical, health-care and safety issues, the Medical Officer shall be responsible to work-out a plan, with brief pictorial presentation, for the University regarding managing the fire and other emergency situations.
- ii. The Medical Officer shall include the following main points in the plan, which shall be subject to approval by the Vice Chancellor:
 - a. Emergency exit points in university academic and administrative blocks,
 - b. Gathering / Assembly area in case of any emergency/ fire etc.,
 - c. Important telephone numbers to be dialed, in case of fire or other emergency, from the Campus phone directory (internal extension numbers) or Public Safety phone numbers of fire stations, hospitals police stations etc,
 - d. Role of the employees during fire or other emergency situations,
 - e. Placing and use of Fire extinguishers and other security equipment and
 - f. Employees and students training on the use of fire extinguishers and other necessary equipment, ladder, spade etc.
- iii. The Medical Officer shall coordinate with the Directorate of Planning and Development, Directorate of Planning and Works and other offices of the University for in developing the formal Emergency Action Plan for the University.

6. Monitoring environmental matters of the University

- i. The Medical Officer shall keep monitoring the health and environmental related matters of the University, and submit a report to the Vice Chancellor, through the Registrar and Pro Vice Chancellor, regarding the environmental conditions of the University, on monthly basis.
- ii. The environmental issues covered in the said monitoring report may include, but shall not be limited to:
 - a. Solid waste management practices of the University,
 - b. Hygiene conditions of edibles in the University canteens/ messes etc.,
 - c. Hygiene conditions of the Animal and Agricultural Farms etc.,
 - d. Health related issues of the physical fitness clubs and grounds etc. and
 - e. Drainage of sewerage etc.
- iii. The Vice Chancellor may order for any step for resolving the issues highlighted in the montly reports on environmental monitoring, as recommended by the Medical Officer, as deemed appropriate.

7. Adhering to the standard file routing procedure

- i. The Medical Officer and the staff of their office shall ensure that the files moved from his/ her office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of the name of Department/ Directorate. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS PUBLIC RELATIONS OFFICE

Brief

The Public Relations Office of the LUAWMS manages the University's interaction with online, print and broadcast media. Its primary role is to promote the purpose of the University and highlight its main academic and administrative activities through appropriate media.

Purpose

Purpose of this SOP is to develop systematic processes, through which various administrative and academic activities of the University are highlighted and made public.

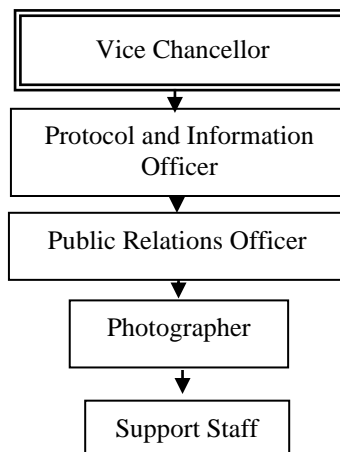
Scope

- i. This SOP is applicable to public relation activities of the LUAWMS.
- ii. The applicability of this SOP shall be in accordance with the rules, regulations, policies and procedures, covering public relations and media affairs of the LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the office of the Public Relations office of the LUAWMS work under supervision of the Public Relations Officer, who have the primary responsibility of ensuring that this SOP is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Office of Public Relations are following:

1. Coverage of routine academic and administrative events of the University,
2. Media monitoring and submission of media reports on daily basis,
3. Analysis of the media profile of the University over time,
4. Preparing media briefings, and media conferences,
5. Researching, writing and distributing media releases,
6. File/ Record management of Public Relations Office,
7. Adhering to the standard file routing procedure and
8. Other special assignments as assigned from time to time.

1. Coverage of routine academic and administrative events of the University

- i. The Public Relations Officer (PRO) shall be responsible for developing strong working relationships with members of print and broadcast news media, so that, he / she may communicate with the press to convey University news to a wider audience.
- ii. For routine events of the University (administrative or academic), the PRO shall be responsible for arranging coverage through print media and broadcast electronic media, which may include:
 - a. Meetings of statutory bodies e.g. Senate, Syndicate, Academic Council etc.,
 - b. Conferences, Seminars, Symposia etc.,
 - c. Convocations and
 - d. Any other University event.
- iii. The PRO shall contact the focal persons of the event/ relevant official responsible for arrangement of the event (e.g. Registrar for Senate meetings), and shall collect related information about the said event.
- iv. The students, staff and faculty may also contact the PRO, as a first step, in planning all news conferences, special events, or other functions, where media coverage is desired. Students, staff and faculty may prepare first drafts of the communications for the PRO, and shall collaborate with him for approval of the same.
- v. The PRO shall prepare a brief write-up of the event with the focal person of the event/ relevant official responsible for arrangement of the event.
- vi. The PRO shall guide the photographer for some snaps of the event from different angles, and make a folder of the same in the soft form.

- vii. The PRO shall show the brief/write-up and the snaps to the Vice Chancellor for selection of the photographs of the event, and approval of the brief /write-up. The PRO shall also discuss with the Vice Chancellor the names of the media channels and newspapers, where the news clipping shall be given coverage for his approval.
- viii. The Vice Chancellor shall select the photographs and approve the brief/ write-up as he/ she deems appropriate, as well as the selected media where the news clipping shall be given coverage.
- ix. The PRO shall ensure publication of the news clipping and coverage of the same via electronic media as per approval.
- x. The PRO shall also ensure that such publications are given coverage on the official website of the University, in coordination with the Manager IT, LUAWMS.
- xi. The office of the Public Relations shall be responsible for maintaining the home page of the of the LUAWMS website, as “Communications and Marketing Pages”, and also maintaining the records of events on social media channels.

2. Media monitoring, and submission of the media report on daily basis

- i. Managing and monitoring the media affairs of the University shall be one of the core responsibilities of the PRO. He/she shall see all the newspapers of the day, and point-out/ select the news clippings in the following categories, and get prints of the same with name of newspaper, to be placed in one temporary file having a separator with captions “A” and “B”, as defined below:
 - A. The news clippings and pictorial views of the events of the LUAWMS
 - B. The news clippings, pictorial views/ coverage of the educational events of the other Universities and matters indirectly related to the LUAWMS.
- ii. The PRO shall present the file to the Principal Secretary to the Vice Chancellor till 10:00 am daily with his / her comments (if any), so that, he/she submits the same to the Vice Chancellor for his / her consideration.
- iii. The Vice Chancellor may mention any comment on the same, or may discuss the same with the PRO, and shall return the same to PRO.
- iv. The PRO shall be responsible to place the same in the main media file of his office, in chronological order, and shall have separate volumes of the same file for each year, to be placed in his office for record and reference.

3. Analysis of the media profile of the University over time

- i. The PRO shall be responsible to analyze the media profile of the University from time to time, and recommend change of the newspapers/ media for coverage of the University events/ matters with proper justification.
- ii. Any such recommendation, or comment on analysis of the media profile of the University, are to be placed before the Vice Chancellor for his valuable input and shall be subjected to approval of the Vice Chancellor before implementation.

4. Preparing media briefings, and media conferences

- i. The University authorities may plan to hold media briefings or media conferences in connection with processes of the University, as may be needed, from time to time.
- ii. The PRO shall take the lead role in making all related arrangements of the same, and shall be preparing draft versions of the briefings as assigned, and shall submit the same to the Vice Chancellor for his / her approval.
- iii. The PRO shall act as marketing plate-form for the University that provides assistance and counsel for all communications, marketing, and news media needs of the LUAWMS to support the teaching, research, and service missions of the University.
- iv. The PRO shall ensure that such media briefings and media conferences are given wider coverage in print and electronic media, to further cause and aim of the same.

5. Researching, writing and distributing media releases

- i. The PRO shall research on the academic and administrative functionaries of the University, and shall write stories/ brief about the same with the help of in-charge of the relevant functionary.
- ii. The PRO shall keep utilizing suggestions, contributions and materials from all over the University to promote community growth and expand University's interest.
- iii. Such write-ups/ briefs may be got printed/ run on broadcast media on events of importance, subject to approval by the Vice Chancellor.
- iv. The Office of Public Relations serves as a liaison between the LUAWMS community and the media, assisting representatives of print, broadcast, and online media in locating sources of information on campus and providing information of public and media interest in a professionally prepared format.
- v. Such briefs may be placed in the University Achieves File by the PRO, which shall be placed in his/her office.

- vi. All media statements, posters, images etc. that will be used in official operations of the public relations shall remain the property of the LUAWMS. It can be reused/posted at will to help promote the LUAWMS.

6. File/ Record management of Public Relations Office

- i. The PRO shall maintain files in his/her office, in accordance with titles, as approved by the University management from time to time.
- ii. He/she shall keep relevant news-clippings in concerned files e.g. the University advertisements to be placed in “Advertisement File”, recruitment advertisements in “Recruitment Add File”, so that in case of tracing the same, these can be found in a file set-up, other than the relevant office.

7. Adhering to the standard file routing procedure

- i. The PRO and the staff of his/her office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR THE LUAWMS DIRECTORATE OF STUDENT AFFAIRS OFFICE

Brief

The LUAWMS Directorate of Student Affairs Office has been established to provide a student empowerment platform in extra-curricular and co-curricular activities. It is committed to encourage students associated with organizing campus events and programs, which encourage diversity, demonstrate collaboration among groups and support activities that are consistent with the objective to boost up talent in different areas; and to provide an organization where they can turn their unique ideas into gleaming activities endowed with creativity and innovation.

Purpose

Purpose of this SOP is to systematize the processes of the Directorate of Student Affairs, for provision of dedicated advisory services to participating students not only in their co-curricular as well as in extracurricular activities.

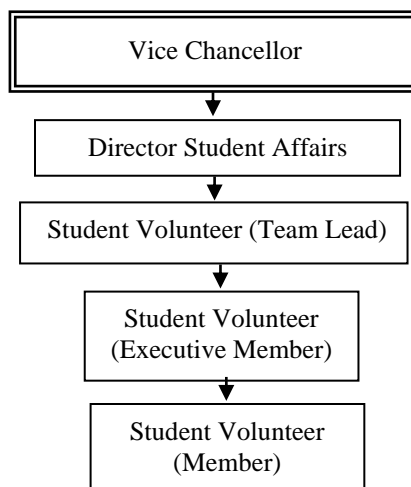
Scope

- i. This SOP is applicable to student affairs coordination activities of the LUAWMS.
- ii. The applicability of this SOP shall be in accordance with the rules, regulations, policies and procedures covering student coordination activities of LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the office of the Directorate of Student Affairs, under his/her supervision have the primary responsibility of ensuring that this SOP is implemented in its true spirit.

Administrative Structure



Procedures

The Office of the Directorate of Student Affairs of the LUAWMS shall operate in accordance with the following procedures:

1. Student Societies of the LUAWMS,
2. Constitution of the Student Societies of the LUAWMS,
3. Registration of students in the Student Societies of the LUAWMS,
4. Selection of Team Lead and Executive Members among the members,
5. Sponsorship securing activities of the Student Societies of the LUAWMS,
6. Code of conduct of the Student Societies of the LUAWMS,
7. Adhering to the standard file routing procedure and
8. Carrying-out other special assignments as assigned from time to time.

1. Student Societies of the LUAWMS

The following Student Societies shall operate at the LUAWMS, with its membership by registered students of the LUAWMS on volunteer basis, with no financial implications on the part of the LUAWMS:

- A. Social Welfare Society of the LUAWMS :** The Social Welfare Society of the LUAWMS organizes fund-raising campaigns for humanitarian social causes and charity purposes to help the deprived and under-privileged people. Through this society, the members learn to live and sacrifice for others for betterment of the society.
- B. Debating Club of the LUAWMS:** The Debating Club of the LUAWMS arranges debate competitions, seminars, symposiums and many other competitions on issues of national significance or relevance. Topics cover a wide range of issues related to the economy, business, technology, media, society, personality development, etc.
- C. Literary Society of the LUAWMS:** The Literary Society of the LUAMS serves as a platform of participants with literary taste and writing acumen. This club is meant to promote literary activities and helps members to cultivate their literary tastes and sharpen their writing skills.
- D. Media Club of the LUAWMS:** The Media Club of the LUAWMS serves as a platform where students from diverse backgrounds contribute in media engagement, conducting workshops and seminars,

discussion sessions, participating in various forums on media, involving public figures from media and promoting the name of the University at various platforms.

- E. Dramatics Club of the LUAWMS:** The Dramatic Club of the LUAWMS arranges dramas and originally written plays, directed and produced by the participants of the Dramatic Club. The main idea of the club is to highlight social issues and simultaneously entertain the participants, as well as polishing hidden artistic talent of the students.
- F. Girls Volunteer Society of the LUAWMS:** The Girls Volunteer Society of the LUAWMS is a girl's community, where girls can arrange, organize and enjoy a variety of events like Lectures, Seminars, Events, Dinners, Parties and Trips etc. The club works on creating opportunities for females with professional guidance and encouragement from the LUAWMS.
- G. Photography Club of the LUAWMS:** The Photography Club of the LUAWMS promotes interest in all aspects of photography, as an art form, and welcomes members who enjoy photography at all experience levels. It arranges photography workshops and photo competitions. This is the place for all amateur camera enthusiasts to interact with other like-minded people, enhance their skills and share tips and techniques.
- H. Health Club of the LUAWMS:** The Health Club of the LUAWMS encourages the spiritual and physical development of the LUAWMS community. It promotes members of various clubs or societies that teach the practice of yoga, aerobics, mind sciences, and facilitate gym memberships etc.
- I. Fine Arts Club of the LUAWMS:** The Fine Art Club of the LUAWMS works mainly to cultivate, channel and nurture the artistic potential of the participants. It encourages them to come up with original artistic contributions and provides them avenues to enhance and polish their artistic talents.
- J. Environmental Protection Society of the LUAWMS:** The Environment Protection Society of the LUAWMS works to make the LUAWMS, and the community at large, clean and pollution free. The club spreads awareness about the health hazards of smoking or the importance of clean drinking water. The Society generates interest in such activities by celebrating No-smoking Day, Water Day and Campus Week etc.

- K. Blood Donors Society of the LUAWMS:** The Blood Donors Society of the LUAWMS allows the needy to look for a donor with the desired blood group and request for donation. The LUAWMS students, faculty and staff may join the society. They develop a network of blood donors and also maintain a database of the blood donors, through which they provide blood whenever and wherever it is needed.
- L. Quiz Society of the LUAWMS:** The Quiz Society of the LUAWMS is a platform established primarily to conduct different sessions of quizzes to judge the potential and mind power of participants from different disciplines. The quizzes can range from general knowledge, IQ Tests, EQ Tests, analytical tests and other aptitude tests. The purpose of this society is to encourage students participation in various quizzical contests held within or outside the boundaries of University involving intra-University and inter-University competitions.
- M. Emergency Response Team of the LUAWMS:** The LUAWMS Emergency Response Team comprises of semi-trained students (marshal arts, karate, boxing, first aid, medical courses etc.) who have interest in helping the mankind in calamity or emergency situations, or responding to emergency situations when confronted with. This club also arranges training sessions for its members, and works-out detailed protocols of security and emergency response issues and practices with the aim to serve the society and the LUAWMS Community.
- N. Other Societies as may be established from time to time:** The LUAWMS may establish any other student society under the office of Director, Student Affairs, subject to approval by the Vice Chancellor, as deemed appropriate. However, the following questions/ consideration shall be documented by the Director, Student Affairs on the relevant file, and shall be submitted to the Vice Chancellor for approval:
- a. What shall be the nomenclature/ title of the proposed society,
 - b. What is the core purpose of the society,
 - c. How will the student benefit from the proposed society,
 - d. How will the University benefit from the proposed society,
 - e. Who shall qualify to be members of the club and
 - f. What will be the membership registration procedure.

Such society can only start operating after approval by the Vice Chancellor, and duly notified by the Registrar under office of the Director, Student Affairs.

2. Constitution of the Student Societies

Each student society at LUAWMS shall have the following administrative frame:

- A. **Patron in Chief:** Vice Chancellor, LUAWMS
- B. **Monitoring Head:** Registrar, LUAWMS
- C. **In-charge:** Director, Student Affairs
- D. **Executive Body:** The Executive Body shall be headed by the Director, Student Affairs, and shall consist of senior students, selected through the procedure mentioned ahead in this SOP, having a Team Lead, and Executive Team members. The Executive Team members shall have portfolios like Executive Member Finance, Executive Member Media etc.
- E. **Operational Set-up:** There shall be registered members of the society, to be registered through the process mentioned ahead in this SOP. The members shall be monitored and assigned duties/ tasks by the Executive Body as deemed appropriate. All members would work under the supervision of Director, Student Affairs and Team Lead. The Team Lead may form the sub committees for the execution of different affairs of the club/society. The Team Lead, Executive Members and Members of the society will work under supervision of the Director, Student Affairs and will abide by the prescribed rules and regulations.

3. Registration of students in the LUAWMS Societies

- i. The Director, Student Affairs (DSA), shall circulate among all Deans and Chairpersons of the departments to encourage the students to acquire membership in the relevant societies University in the start of semester or on the eve of new intake/ admissions.
- ii. The students shall be required to fill-in the registration form, and mention their interests for joining any specific society of their liking/ interest. The forms shall be submitted to the Director, Student Affairs of the LUAWMS.
- iii. As soon as the students, interested in registration, submit their registration forms, the Director, Student Affairs, shall propose a Committee to conduct interviews of the students, and send the file to the Vice Chancellor, through the Registrar and Pro Vice Chancellor. The Vice Chancellor may approve the Committee as proposed, or may make changes as deemed appropriate.
- iv. The approved Committee shall be notified by the Director, Student Affairs, and the meeting shall be convened by the Director, Student Affairs, being its secretary.
- v. The Committee shall recommend students for registration in any society based on the interviews / assessment and on the capabilities of the candidates.

- vi. The recommendations shall be documented by the Director Student Affairs (DSA), and shall be sent to the Vice Chancellor, through Registrar and Pro Vice Chancellor. The Vice Chancellor may approve the same as proposed, or may make changes as deemed appropriate.
- vii. The approved registrations shall be notified by the DSA and the students become member to the Society with a card, to be issued, with signatures of the Team Lead and counter signed by the Director Student Affairs.

4. Selection of Team Lead and Executive Members among members

- i. Selection of Team Lead and Executive Members of the Society shall be made on performance basis by the Vice Chancellor on recommendations of DSA.
- ii. The DSA shall keep monitoring the performance of individuals in the society, and recommend entrusting responsibilities of Team Lead and Executive Members on the relevant file with proven track record of the students concerned.
- iii. The DSA shall send the file to the Vice Chancellor, through Registrar and Pro Vice Chancellor. The Vice Chancellor may approve the recommendations as proposed, or may make changes as deemed appropriate.
- iv. The approved members shall be notified by the DSA, and the Executive Body of the Society shall be convened by the DSA accordingly.
- v. Selected Team Lead and Executive Members shall be for a period of one year, which shall not be extendable.

5. Sponsorship securing activities of the Societies of LUAWMS

- i. The DSA shall guide the societies and help them with the information about potential sponsors/ donors for any event of the University.
- ii. The Executive Body of the relevant society may make a plan to secure sponsorships for any event of the University, whereby, the proposal shall have to be documented and signed by all the Executive Body of the Society.
- iii. The Team Lead shall sign the same and submit the same to the DSA.
- iv. The DSA shall analyze the proposal with regards to its practicability and acceptance in accordance with the rules, regulations, practices and norms of the LUAWMS. If any issue arises covering the mentioned aspects, the proposal shall be referred back to the Society concerned for rectifying. Once the proposal reaches an acceptable stage, the DSA shall sign the same.

- v. The DSA shall send the proposal to the Vice Chancellor, through the Registrar and Pro Vice Chancellor. The Vice Chancellor may approve the recommendations as proposed, or may make changes as deemed appropriate.
- vi. The approved sponsorship plan shall be notified by the DSA, and the Executive Body of the Society shall be monitoring its implementation.
- vii. Ticket/pass selling for any event is not permissible without approval from the management. Sponsorship budget will be collected through the approval of DSA, with procedures of funds, to be handled through office of the Treasurer and DSA.
- viii. All financial aspects of the sponsorship shall have to be documented by the DSA, and daily transaction shall have to be booked in separate account with help of the Treasurer, who shall nominate an Assistant Treasurer for smooth operations of the Society. The transactions shall be audited by the Resident Auditor, and counter signed by the DSA.
- ix. The DSA shall have to submit a monthly report of sponsorship activities of each of the Society to the Vice Chancellor, with its copies to Registrar, Treasurer and Resident Auditor, for record and reference.

6. Code of Conduct of LUAWMS Societies

- i. The Director Student Affairs (DSA) shall ensure that every society to operate in discipline and in accordance with the standard norms of the LUAWMS. The DSA shall ensure that the following matters are dealt accordingly:
 - a. The Team Lead shall be solely responsible for discipline of all the Society participants of any event organized by the Society.
 - b. The Team Lead and the Executive Members shall guide members regarding values and norms of the LUAWMS in order to avoid any misconduct or unethical activity that might lead to disgrace of the University.
 - c. Clubs/Societies conducting events will abide by the use of sophisticated language during the event. Any such communication that involves the use of abusive language, slang or vague words during the performance is strictly not allowed.
 - d. All clubs/societies will strictly avoid the advertisement and promotion of any such material that involves the unethical content, which may earn a dishonorable reputation to the University. All promotional material for events will be approved by the DSA, before making public.
 - e. The LUAWMS prohibits clubs/societies from conducting events organized within or outside the University premises, which involve rock and pop music performances. Only folk and cultural instrumental/ national music may be allowed, after careful scrutiny and approval, by the DSA.

Strict action will be taken by respective authorities if any Club/Society was found involved in the violation of the codes of conduct, and the case shall be sent to the Discipline Committee of the University, covering student discipline issues.

6. Adhering to the standard file routing procedure

- i. The DSA and the staff of his / her office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of the name of Department/ Directorate. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR THE UNIVERSITY ADVANCEMENT AND FINANCIAL AID OFFICE OF THE LUAWMS

Brief

The University Advancement and Financial Aid (UAFA) Office is entrusted to work for the Advancement of the University, and facilitate the students for their scholarship matters and provide them with financial assistance. It strives to eliminate financial barrier in the attainment of the quality in higher education.

Purpose

Purpose of this SOP is to standardize the processes of award of scholarships, and to make the process effective.

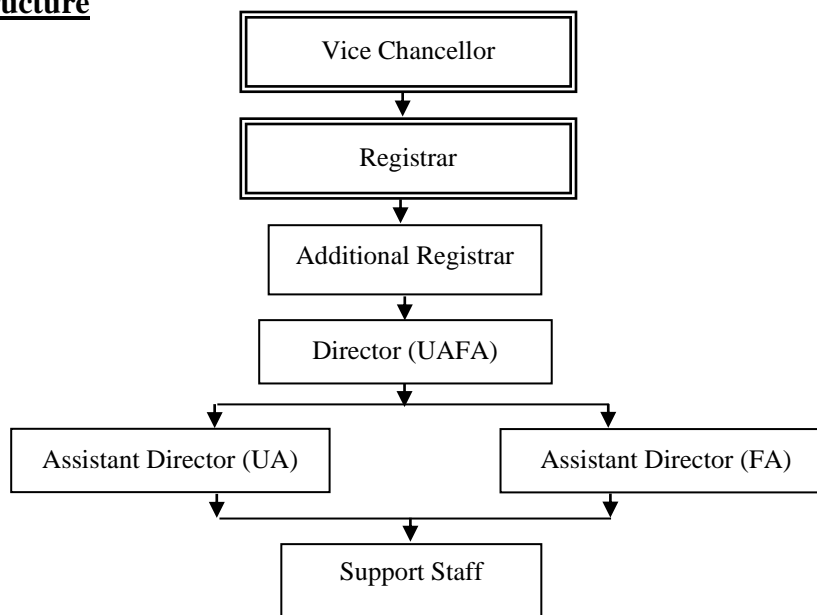
Scope

- i. This SOP is applicable to all the University Advancement and Financial Aid related activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering the Advancement and Financial Aid affairs of the University and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time by the University.

Responsibility

The staff posted in the University Advancement and Financial Aid Office (UAFA) of the LUAWMS, under supervision of the Director, UAFA, have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions University Advancement and Financial Aid Office of the LUAWMS are as following:

1. Processing and managing Internal Scholarship schemes of the University,
2. Processing and managing External Scholarship schemes,
3. Adhering to the standard file routing procedure and
4. Carrying-out other special assignments as assigned from time to time.

1. Processing and managing Internal Scholarship schemes of University

A. Announcement of the Scholarship Schemes

- i. The University may consider any scholarship scheme to be financed by it, i.e. scholarships, fee concession, teaching assistance-ship etc. The scholarship schemes shall be approved from the Vice Chancellor, and the Registrar shall mark it to the Director, UAFA Office, for further process.
- ii. The Director (UAFA) shall mark it to Assistant Director, Financial Aid (FA).
- iii. The Assistant Director (FA) shall place the same on all notice boards and official website of the University, and shall also circulate the same among all the Deans for dissemination among all the students.
- iv. Assistant Director (FA) shall prepare application form for the students to apply, and shall mention all the related details of the scholarship, the requirements and the procedure of applying for the same.

B. Application procedure

- i. The students interested in applying for the scholarship, shall apply on the prescribed form, and shall attach all the required documents.
- ii. The application forms shall be submitted to the Director (UAFA).
- iii. The Assistant Director (FA) shall submit the details to the Director (UAFA) for his/ her cross checking.

C. Screening of Application

- i. The Director (UAFA) shall screen the applications, and check the related documents and fields filled in the application forms. He/She shall prepare separate lists for each faculty/department (session-wise) with the help of Assistant Director (FA). The lists shall include CGPA of the students concerned.

D. Grant of Scholarship

- i. The Director (UAFA) shall propose for constitution of an Internal Scholarship Award Committee (ISAC) on the relevant file to the Vice Chancellor, through Registrar and Additional Registrar, mentioning proposed names of officers/ Deans, for conducting interviews / or deciding on grant of scholarships.
- ii. The Vice Chancellor shall accord approval of the Committee or otherwise.
- iii. The approved Committee shall be notified by the Registrar.
- iv. The Assistant Director (FA) shall call meeting of the ISAC.
- v. ISAC shall work-out the mechanism for processing of the grant. It may conduct interviews or may decide the case for award of scholarships as it may deem appropriate. The recommendations shall be documented by the Director (UAFA) and Assistant Director (FA), who shall send those to the Registrar for securing approval by the Vice Chancellor.
- vi. The Vice Chancellor shall accord approval of the Committee or otherwise.
- vii. The approved recommendations shall be notified by the Registrar, and the Registrar shall send the file back to Director (UAFA), who shall keep record, and send a copy of the notification to the Treasurer for implementation/ adjustments of fee etc.

2. Processing and managing External Scholarship Schemes of the University

A. Attracting and Coordinating with the Donors for Scholarship Schemes

- i. The Director (UAFA), with the support of Assistant Director (UA) and Assistant Director (FA), shall work as liaison between the University and the donor agencies. He/She shall strive to attract the donors to offer scholarships for students of the University, and to this effect, shall apply his/her marketing skills.
- ii. The donor agencies may also announce any scholarship scheme on their own, through newspapers and websites. Such scheme, if deemed useful for LUAWMS and beneficial for students of the University, may be considered by the Director (UAFA) after discussion with the Vice Chancellor.
- iii. The scholarship scheme secured by the University, through its University Advancement and Financial Aid Office, or announced by the Donor on its own through print or other media, shall be discussed by the Director (UAFA) with the Vice Chancellor along-with all its related details, pros and cons, and terms and conditions. The Vice Chancellor may accept it, reject it, may make any changes in the same, or may decide as the case may be.
- iv. The accepted / approved offer of scholarship scheme shall be included in the list of External Scholarship Schemes by the Director (UAFA).
- v. The Director (UAFA) shall inform the donor about the same.

B. Announcement of the Scholarship Schemes

- i. The Director (UAFA) shall place the external scholarship scheme on all notice boards and on the official website of the University, and shall also circulate them among all the Deans for dissemination among all the students.
- ii. The Assistant Director (FA) shall prepare application form for the students to apply, and shall mention all the related details of the scholarship, the requirements and the procedure of applying for the same.
- iii. The Assistant Director (UA) shall keep the donor informed about the process.

C. Application procedure

- i. The students interested in applying for the scholarship, shall apply on the prescribed form and attach all the required documents.
- ii. The application forms shall be submitted to the Director (UAFA).
- iii. The Assistant Director (UA) shall keep the donor(s) informed about the process.

D. Screening of Application

- i. The Assistant Director (UA) and Assistant Director (FA) shall screen the applications, and check the related documents and fields filled in the application forms. He/She shall prepare separate lists for each faculty/department (session-wise).
- ii. The list shall include CGPA of the students concerned, and any other relevant point, as the terms and conditions of the scholarship demands.

E. Grant of Scholarship

- i. The Director (UAFA) shall propose for constitution of an External Scholarship Grant Committee (ESGC) on the relevant file to the Vice Chancellor, through the Registrar and Additional Registrar, mentioning proposed names of officers/ Deans/ representatives from donors agency/ renowned civil society members or any other members as deemed appropriate, for conducting interviews / or deciding on the grant of scholarships.
- ii. The Vice Chancellor shall accord approval of the ESGC or otherwise.
- iii. The approved ESGC shall be notified by the Registrar.
- iv. Director (UAFA) shall call meeting of the ESGC.
- v. ESGC shall work-out the mechanism for processing of the grant. It may conduct interviews, or may decide the cases for award of scholarships as it may deem appropriate. The recommendations shall be

documented by the Assistant Director (UA) and Assistant Director (FA), who shall obtain signatures of all the members of the ESGC, and submit the same to Director (UAFA). The Director (UAFA) shall send them to the Registrar for securing approval by the Vice Chancellor.

- vi. The Vice Chancellor shall accord approval of the recommendations of the ESGC or otherwise.
- vii. The approved recommendations shall be notified by the Registrar, and the Registrar shall send the file back to Director (UAFA), who shall keep record, and send a copy of the notification to the Treasurer for implementation/ adjustments of fee etc.
- viii. The Director (UAFA) shall also send a copy of the notification to the donor agency, and keep the donor informed about the process.
- ix. The Assistant Director (UA) and Assistant Director (FA) shall also sign and send utilization report of the funds to the donor agency, duly audited by the Resident Auditor, LUAWMS, and duly signed by the Registrar and Treasurer.

3. Adhering to the standard file routing procedure

- i. The Director UAFA and the staff of their office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of the name of Department/ Directorate. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR DIRECTORATE OF FINANCE OF THE LUAWMS

Brief

The Directorate of Finance of the LUAWMS is responsible for managing the financial resources of the University. Its functions include planning, organizing, auditing, accounting for and controlling the finances of the University. This office is responsible for preparing and implementing the budget and financial statements of the University.

Purpose

The purpose of this SOP is to ensure that the activities of the Finance Department are in compliance with standard rules, regulations, policies, practices and the Government's statutory policies, procedures, International Accounting Standards and other regulations.

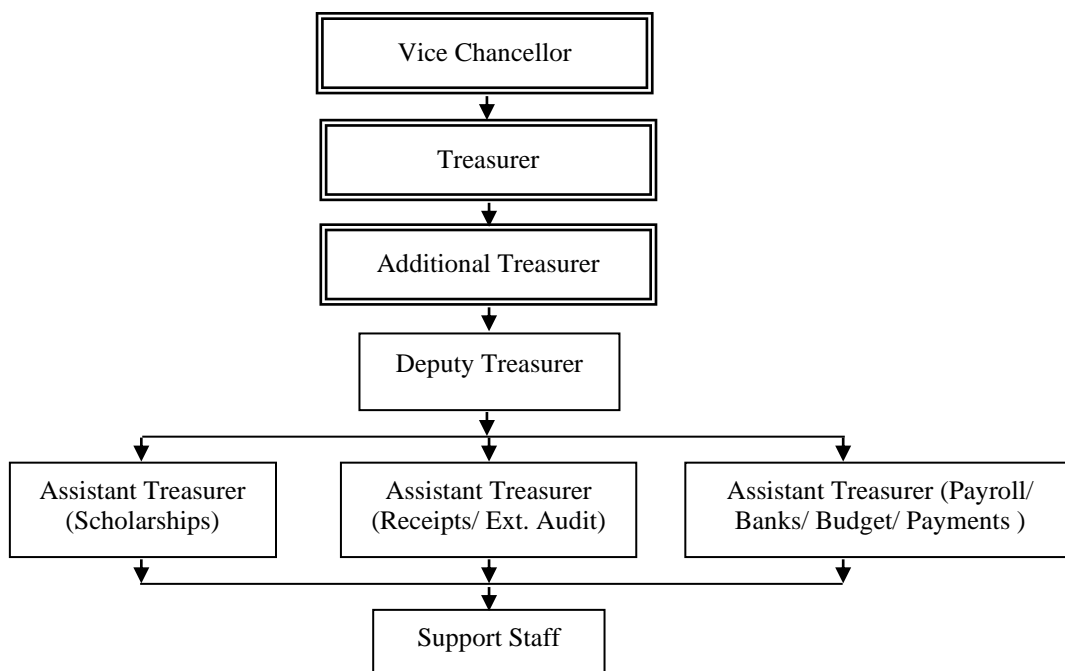
Scope

- i. This procedure is applicable to all financial related activities of the Finance Section of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering financial affairs of the University, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff of the Finance Section of the LUAWMS will function under supervision of the Treasurer; and have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

Main functions of the Finance Section are following:

1. Preparation of Annual Recurring Budget (Budget Estimates and Revised Budget),
2. Implementation of the Approved Budget,
3. Accounting for Receipts of the University,
4. Making payments for routine University processes,
5. Payroll management,
6. Handling scholarships and fee matters,
7. Dealing with Security Refund cases,
8. Dealing with external audit matters,
9. Adhering to the standard file routing procedure and
10. Carrying-out any other special assignments as assigned from time to time.

1. Preparation of Recurring Annual Budget

A. Budget Estimates for forth-coming Financial Year

- i. Annual Budget for the forth-coming financial year shall be prepared by the Finance Section in December of every year. The Treasurer shall assign the task of preparation of annual budget to relevant official of the Finance Section.
- ii. The Treasurer shall invite proposals from all faculties/departments of the University for incorporating in the budget estimates.
- iii. Faculties/ Departments shall be required to submit their demands along with justification for inclusion in the budget by calculating their overall demand.
- iv. Budget Estimates shall be prepared as per the anticipated receipt, through Grants from Federal Government (HEC), Provincial Government and University's Own Resources.
- v. The Budget Proposals shall then be reviewed and first draft of Budget Proposal shall be discussed with the Vice Chancellor by the Treasurer, and then presented to the Finance and Planning Committee for recommendations.
- vi. After recommendation of the Finance and Planning Committee, the Budget shall be presented to the Syndicate, and then to Senate for approval.
- vii. The Additional Treasurer shall prepare Periodic reports on the Budget, and its utilization, through the Deputy Treasurer, and Assistant Treasurer (Budget), and shall submit the same to the Vice Chancellor through the Treasurer.
- viii. Based on periodic reports the Budget shall be revised, if required.

B. Revised Budget

- i. Revised Budget, for any passing year, can be prepared based on the periodic reports, receipts, adjustments, re-appropriation, and on the basis of University needs, by the Finance Section in May of each passing year.
- ii. The Treasurer shall assign the task of preparation of Revised Budget to the relevant official of the Finance Section, as he may deem appropriate.
- iii. The Treasurer and Additional Treasurer shall discuss the draft of the Revised Budget with the Vice Chancellor, and then present the same to Finance and Planning Committee for consideration and recommendations.
- iv. After recommendation from the Finance and Planning Committee, the Budget shall be presented to the Syndicate, and then to Senate, for approval.

2. Implementation of the Approved Budget

- i. The approved Recurring Budget shall be sent to the Registrar by the Treasurer on the relevant file for notification.
- ii. The Registrar shall notify the same (notification be referred to as Budget Order) for implementation.
- iii. Treasurer and Additional Treasurer shall keep reviewing the implementation and, based on University needs, or periodic review reports, they may recommend adjustments/re-appropriation in the same on the relevant file.
- iv. Request for adjustments/ re-appropriation shall be referred to the Registrar with justification, who shall recommend the same and secure approval from the Vice Chancellor. The approval for adjustments/ re-appropriation shall be implemented and recorded in the Revised Budget by the Treasurer and Additional Treasurer.
- v. For adjustments/ re-appropriation up to a limit of Rs. 1.0 million shall be approved by the Vice Chancellor on recommendations of the Treasurer. Beyond that limit, the Treasurer shall make agenda with details, and submit the same before the Finance and Planning Committee, and further to the Syndicate for approval.

3. Accounting for Receipts of the University

A. Fee Receipt

- i. Fee shall be received according to prescribed schedule notified by the Registrar Office of the University.
- ii. The students shall deposit the fee in the designated bank, through the fee invoice issued by the Assistant Treasurer (Receipts), and submit the paid fee invoice to the department concerned.

- iii. The Bank shall send scroll along-with a copy of paid fee invoice to the Treasurer on regular basis, who shall send it to Deputy Treasurer through Additional Treasurer for checking.
- iv. Assistant Treasurer (Receipt) shall prepare receipt voucher and record the transactions in the Monthly Revenue/Receipt Account.
- v. Assistant Treasurer (Receipts) shall post the fee of each student in the relevant register and also maintain manual fee record in ledger to be signed by the Assistant Treasurer and Deputy Treasurer and counter signed by the Additional Treasurer.

B. Other Receipts

- i. Other cash receipts (revenue/non-revenue) shall be deposited in the bank and receipt voucher shall be prepared by the Assistant Treasurer (Receipts), which shall then be posted in the monthly revenue/receipt account by the Deputy Treasurer.
- ii. The Assistant Treasurer (Receipt) shall prepare receipt vouchers, which shall be checked by the Deputy Treasurer before posting by the Assistant Treasurer (Receipt).
- iii. The Assistant Treasurer (Banks) shall post the receipt vouchers in Bank Books of Bank Accounts concerned and shall prepare bank reconciliation statement.
- iv. The Monthly Revenue/receipt reports shall then be submitted to the Treasurer, through Additional Treasurer, who shall sign the monthly reports for submission to the concerned authorities.

4. Making payments for routine University processes

- i. All the departments shall submit approved and sanctioned files/bills for payment to the Treasurer through their relevant section heads.
- ii. The Treasurer shall send the file/ case to the Deputy Treasurer for initial scrutiny.
- iii. After the initial scrutiny, the Deputy Treasurer shall send it to the Resident Auditor for check and verification as per his/ her procedure of auditing.
- iv. Once the file / case is cleared by the Auditor, it shall be referred back to the Treasurer, who shall mark it to the Vice Chancellor for approval with proper recommendations.
- v. The Vice Chancellor may approve it or otherwise, and shall send it to Treasurer for further necessary action.
- vi. If the file was approved, the Treasurer shall sanction it and mark it to the Deputy Treasurer for preparing Payment vouchers through the Assistant Treasurer (Payments).
- vii. The Assistant Treasurer (Payments) shall prepare the same and submit to the Deputy Treasurer for scrutiny.

- viii. The Deputy Treasurer (Payments), after scrutiny, shall send the voucher to the Resident Auditor for payment admission and endorsing pass order. The Auditor shall return the same to the Assistant Treasurer (Payments) accordingly.
- ix. The Assistant Treasurer (Payments) shall prepare the cheque and submit to the Treasurer through the Additional Treasurer and Deputy Treasurer for authorization and signature.
- x. The paid vouchers shall be posted in the expenditure statement under relevant head of accounts by the Superintendent/ relevant support staff under supervision of the Assistant Treasurer.
- xi. The Assistant Treasurer (Banks) shall post the payment vouchers in relevant Bank Books of the concerned accounts and shall prepare bank reconciliation statement.
- xii. The Assistant Treasurer (Payments) shall prepare the monthly, quarterly and yearly expenditure statements.
- xiii. The monthly expenditure statement shall then be submitted to the Treasurer, through Additional Treasurer and Deputy Treasurer, who shall sign monthly reports for submission to the concerned authorities.
- xiv. After payment the file shall be returned to the originating office through Deputy Treasurer/ Additional Treasurer, or may keep it in Finance Section for future record and reference as the case may be.

5. Payroll management

- i. The Registrar, through its office of the Human Resource Management, shall receive the monthly changes to be incorporated in the pay bill, which may relate to grant of earned leave, new joining and deductions, to be made from salary of any official etc., before 20th date of every month.
- ii. The Registrar shall send the same to the Treasurer for further process, who shall mark it to the Assistant Treasurer (Pay), through the Additional Treasurer and Deputy Treasurer.
- iii. The Assistant Treasurer (Pay) shall prepare monthly Salary/Payroll, as per salary changes. He / She shall send the same to the Deputy Treasurer for checking/ initial scrutiny.
- iv. After the initial scrutiny, the Deputy Treasurer shall mark it to the Resident Auditor for verification/ checking and pre-audit.
- v. After pre-audit and necessary checking, the Resident Auditor shall send the file to the Additional Treasurer for securing approval.
- vi. The Treasurer shall send the Monthly Payroll/salary to the Registrar for according administrative approval.
- vii. After the approval from the Vice Chancellor, through Registrar, the file shall be sent to the Treasurer for securing Financial Sanction. The Treasurer shall accord financial sanction and send it to the Assistant Treasurer for further process.
- viii. The Assistant Treasurer (Pay) shall process the approved and sanctioned Payroll for signature of the Treasurer and then submit to the Resident Auditor for endorsing pass order for payment.

- ix. On receipt of audited Payroll, the Assistant Treasurer (Pay) shall prepare bank salary letters and submit it to the Treasurer for signature. The letter will be sent to the bank, which shall release payment of salaries to the employees of the University.
- x. The Assistant Treasurer (Pay) shall prepare payment vouchers and shall send it to the Assistant Treasurer (Payments) for posting in monthly expenditure statement, and mark the file further to the Assistant Treasurer (Banks) for further process.
- xi. The Assistant Treasurer (Banks) shall post the payment vouchers in the Bank Books of concerned accounts and shall prepare bank reconciliation statement.

6. Handling scholarships and fee

- i. The Registrar shall notify scholarships in favor of students with its copies to relevant offices.
- ii. The Treasurer shall mark the said notification to the Assistant Treasurer (Scholarships) through Additional Treasurer and Deputy Treasurer for further process.
- iii. The Assistant Treasurer (Scholarships) shall make all necessary adjustments and arrangements in the fee of the students, and shall update the same. A report of the process shall be sent to the Treasurer and Registrar, mentioning details of fee adjustments and scholarships in favor of each student (faculty/teaching department-wise).
- iv. The Assistant Treasurer (Scholarships) shall maintain details of scholarships in favor of each students, and shall keep updating the Treasurer and Registrar office, as and when desired by the University.

7. Dealing with Security Refund Cases

- i. The students shall submit security fee refund cases along-with a copy of clearance certificate and original fee challan with the Treasurer. The Treasurer shall mark it to the Deputy Treasurer for further process.
- ii. The Deputy Treasurer shall check the relevant documents, and mark it to the Assistant Treasurer (Scholarships) for verification and further check, and preparing case for refund on relevant file.
- iii. The Assistant Treasurer (Scholarships) shall cross check from Clearance Certificate, regarding no outstanding dues against the student concerned, and shall prepare the case on relevant file, and mark it to the Auditor for pre-audit.
- iv. The Auditor shall check, and mark it to the Treasurer if found in order. Otherwise, shall send it back to Assistant Treasurer (Scholarships) for meeting the deficiencies of the case.
- v. The Treasurer shall mark it to the Vice Chancellor for according approval.
- vi. The Vice Chancellor may approve it or otherwise, and return the file to the Treasurer for further process.

- vii. The Treasurer shall mark it to the Assistant Treasurer (Payments). The Assistant Treasurer (Payments) shall prepare the cheque and submit it to the Treasurer, through Additional Treasurer and Deputy Treasurer, for authorization and signature.
- viii. After payment the file shall be kept in the Finance Section for future record and reference as the case may be.

7. Dealing with external audit matters

- i. The matters relating to conduct of external audit by the relevant office shall be looked-after by the Treasurer, with support of Additional Treasurer, Deputy Treasurer and Assistant Treasurer (Ext. Audit).
- ii. The Resident Auditor and Deputy Treasurer shall work as focal persons for record gathering and facilitating the external audit process. He / She shall be coordinating with the University departments/ units for conduct of the audit, record etc., as may be required.
- iii. The Deputy Treasurer, and the Assistant Treasurer (Ext. Audit), shall be preparing the replies of Paras / observations raised by the external audit, through the relevant office of the University in annotated form, and shall seek guidance from the Treasurer, Additional Treasurer and Deputy Treasurer.
- iv. The Treasurer shall discuss the replies of audit paras with the Vice Chancellor before submission to external audit.
- v. The Deputy Treasurer and Assistant Treasurer (Ext. Audit) shall keep record of all the Paras/ observations and their replies from the University units.
- vi. The Treasurer shall also utilize his/her team for convening meeting of the Departmental Audit Committee (DAC), in consultation/ guidance of the Vice Chancellor, and coordination with the Registrar Office, as the case may be.

8. Adhering to the standard file routing procedure

- i. The Treasurer, Additional Treasurer and the staff of Directorate of Finance shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.

- e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
- f. The file was not delayed inordinately, and remained in every office for a period less than three days.
- g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR THE AUDIT SECTION OF THE LUAWMS

Brief

The Audit Section of the LUAWMS verifies the accuracy and completeness of accounts and secures that all revenue and receipts collected are brought to account under the proper head. It ensures that all expenditure and disbursements are authorized, vouched and correctly classified. Internal auditing of all administrative functionaries of the University involves measuring compliance with the policies and procedures of the University.

Purpose

The purpose of this procedure is to ensure that the financial / payment matters of the University are performed in compliance with standard rules, regulations, policies, practices and the Government's statutory policies, procedures, International Accounting Standards and other regulations.

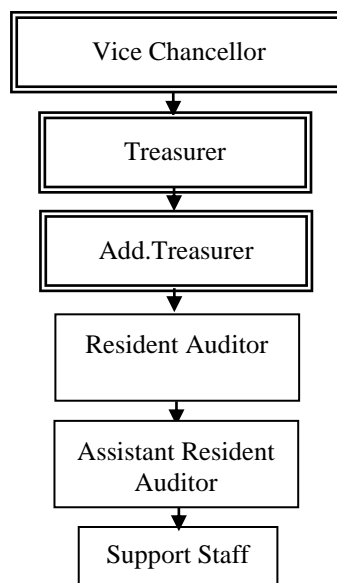
Scope

- i. This procedure is applicable to all financial and audit related activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering audit and financial affairs of the University, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Resident Audit Section of the University, under supervision of the Resident Auditor, has the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The Resident Auditor shall follow the following procedures in performing audit of the functionaries of the University:

1. Audit of all matters concerning payments,
2. Audit of matters concerning payments on Procurements/ purchases,
3. Audit of appointments (if assigned) and other Human Resource Management related activities,
4. Audit of Payroll,
5. Audit of Planning and Development and Planning and Works,
6. Audit of other Directorates / Administrative and Academic Units of the University,
7. Audit of any special assignment/ project as assigned by the competent authority,
8. Adhering to the standard file routing procedure and
9. Carrying-out other special assignments as assigned from time to time.

1. Audit of all matters concerning payments

- i. Any file relating to making payments shall be marked to the Resident Auditor by the Additional Treasurer/Treasurer, before securing approval for payments.
- ii. The Resident Auditor shall check the following documents in the same, and recommend further process in the case accordingly:
 - a. Administrative approval is secured by the competent authority,
 - b. Notification / office order issued regarding the matter,
 - c. Funds are available in the relevant head for such payment,
 - d. Requisite NOC obtained where necessary and
 - e. Any other document necessary for the case/ payment.
- iii. If there is any observation recorded, while checking the case, the Resident Auditor shall send the file to the initiator for meeting the same.
- iv. The case initiator shall have to meet the observation and mark the file to Resident Auditor for checking, who shall check and after satisfaction of the requirements, send the file to Treasurer for securing approval of payment.

2. Audit of matters concerning payments on procurements/ purchases

- i. Any file relating to payments on procurements/ purchases shall be marked to the Auditor by the Treasurer, before securing approval for payments.

- ii. The Resident Auditor shall check the following documents in the same, and recommend further process in the case accordingly:
 - a. Purchase is authorized by the competent authority, i.e. administrative approval secured,
 - b. Funds are available in the relevant head for such payment/ purchase,
 - c. Store purchased accounted for in the stock register of the University,
 - d. Requisite NOC obtained where necessary before purchases,
 - e. In case of heavy purchases, quotations/open tenders are invited from local market,
 - f. Tender fee and Call Deposit (CDRs) are received with bids,
 - g. Comparative statements of rates prepared, checked and accepted by the purchase committee,
 - h. Items supplied by the contractor/supplier in accordance with the specifications of the supply order, inspected and duly signed by the purchase committee,
 - i. In case of supply of technical items the procurement is made by the technical purchase committee of the University,
 - j. Purchases falling under the purview of tenders are properly advertised in local newspapers, sealed tenders invited and opened in the presence of participants or representatives thereof,
 - k. A tender accepted or rejected is in accordance with the criteria as laid down in applicable rules.*(i.e. supplier must be registered with income tax and sales tax authority)*,
 - l. Payment to the supplier is made after deduction of Income tax and general sales tax on the sales tax invoice only and
 - m. Payment is proposed to be made on payment vouchers prepared by the Finance Department.
- iii. If there is any observation recorded while checking the case, the Resident Auditor shall send the file to the initiator for meeting the same.
- iv. The case initiator shall have to meet the observation and mark the file to Resident Auditor for checking, who shall check and after satisfaction of requirements, send the file to Treasurer for securing approval of payment.

3. Audit of Appointments (if assigned) and other Human Resources Management activities

- i. If the competent authority assigns audit/ check on recommended candidates for appointments by the Selection Board, the list of such candidates along-with advertisement and requirements for each job shall be referred to the Resident Auditor by the Vice Chancellor.
- ii. The Resident Auditor shall have to cross-check the same within two days, and endorse his remarks on the first draft of minutes of the Selection Board, covering the following important points:

- a. Qualifications, experience and research-related requirements are in accordance with the requirements/ advertisement,
 - b. Recommendations are in accordance with and within the sanctioned strength of the University,
 - c. Appointment recommendations are in accordance with required nature of job, i.e. regular or contract basis and
 - d. Recommended candidates fulfill the requirements of the Service Rules of the LUAWMS.
- iii. As the Resident Auditor is satisfied with the above points, he/she shall endorse his/her remarks on the first draft of minutes of the Selection Board, and submit the same to the Vice Chancellor, who shall keep the same in record and instruct the Registrar Office to get signatures of the members on the final draft of minutes of the Selection Board.
- iv. The Resident Auditor shall also keep checking the personal files of the officials, so as to ensure that the required documents are complete in accordance with the Service Rules of the LUAWMS.
- v. The Resident Auditor shall regularly conduct random audit of the Human Resource Management Section, so as to ensure that the following documents / processes are met for the HR related issues of the University employees:
 - a. Joining Reports,
 - b. Medical fitness certificate,
 - c. Educational, experience and research related documents,
 - d. Character verification documents,
 - e. Up-dated CV,
 - f. Security clearance,
 - g. Leave record and
 - h. Service Books (where applicable).
- vi. The Resident Auditor shall keep endorsing his/her remarks on the note portion of the official concerned, and the Assistant Registrar (HR) shall be responsible to meet the observations and keep updating the Resident Auditor in this regard.

4. Audit of the University Payroll

- i. Monthly changes in the payroll, i.e. stoppage of pay, or deduction of any allowance etc. shall be proposed by the Assistant Registrar (HR) on the main file of “Pay”, and shall be marked to the Additional Registrar, who shall send it to Treasurer for further process.
- ii. The Treasurer shall incorporate the changes in the payroll and send the same to Resident Auditor.
- iii. The Resident Auditor shall check the same within one day and endorse his remarks covering the

following points:

- a. Pay of the officers/officials is in accordance with the pay scale prescribed for the post,
 - b. Contract employees are paid on fixed rate of pay,
 - c. Any changes in payroll have been supported by the order of competent authority,
 - d. Deduction for EOL (Extra Ordinary Leave), conveyance allowance during earned leave and house rent allowance from employees, who have occupied the married accommodations of the LUAMWS, have been made,
 - e. Advances drawn on account of salary advance are being regularly recovered,
 - f. In case of resignation/termination of service at any time pay and allowances has been stopped with effect from the date of acceptance/relieving,
 - g. Payrolls are signed by competent authorities,
 - h. Records of GP fund, Group Insurance and Benevolent Fund are maintained and
 - i. Income tax is deducted properly.
- iv. If there is any observation recorded while checking the case, the Resident Auditor shall send the file to the Treasurer for meeting the same.
 - v. The Treasurer shall have to meet the observation and mark the file to the Resident Auditor for checking, who shall check it and, after satisfaction of meeting the requirements, send the file to Treasurer for securing approval of payment.

5. Audit of Planning and Development, and Planning and Works

- i. Any file relating to planning and projects, and works of LUAWMS shall be marked to the Auditor by the Director, Planning and Development, or by the Director, Planning and Works, before securing approval for payments.
- ii. The Resident Auditor shall check the following documents, and recommend further process in the case accordingly:
 - a. That the Vice-Chancellor has accorded technical sanction to the “Estimates of works” prepared for the development works and other works of the university,
 - b. That all measurements are recorded in the Measurement Book (MB) according to progress of the work and signed by Engineer and Director planning and Development,
 - c. The Director, Works/Planning & Projects prepare a certificate to the effect that all measurements, quantities, rates and calculations have been checked in detail, compared and

found correct according to the approved rates and thus holds himself responsible for all payments made on this basis, *(All the running bills shall be processed for payment on the certificate of the Director, Planning & Projects, but final bill must accompany an inspection report of a Committee to be appointed by the Vice Chancellor.)*

- d. Income tax/Sales tax (when applicable), retention money and any other dues have been recovered from the contractor,
 - e. Funds are available in the relevant project account head and in subhead,
 - f. The work has been completed according to BOQs/drawings provided in the contract documents,
 - g. Approval and sanction for payment of bill has been accorded by the competent authorities and
 - h. In case of repair work, a work completion certificate has been obtained from the concerned branch of the University.
- iii. If there is any observation recorded, while checking the case, the Resident Auditor shall send the file to the Director, Planning and Development / Director, Planning and Works, for meeting the same.
- iv. The Director, Planning and Development / Director Planning and Works, shall have to meet the observation(s) and mark the file to the Resident Auditor, who shall check and after satisfaction of the requirements, send the file to the Treasurer, for securing approval of payment.

6. Audit of other Directorates / Administrative and Academic Units of the University:

A. Administration:

The Resident Auditor shall check the following administrative matter regularly and submit his/her report to the Vice Chancellor on monthly/ quarterly basis:

- a. Telephones are provided according to entitlement and with the approval of competent authority,
- b. Telephone bills for offices/residents are within the limits prescribed by the University, expenditure over and above the ceiling, if any, recovered,
- c. Electricity/Gas bills of offices/Hostel are authorized for payment,
- d. Watch over the recurring, as well as development, expenditures by auditing the monthly expenditure record,
- e. That all bills of stores bear stock entries and other certificates,
- f. That physical verification may also be conducted, if required,
- g. That separate stock registers for consumables and dead stock maintained and physical verification

of dead stock carried out,

- h. That proper record of the consumable stores maintained and entries of store checked out annually,
- i. Stock registers of hostels have been maintained and
- j. Any related activity, as assigned by the competent authority.

B. Transport Section

The Resident Auditor shall check the following matters of Transport Section regularly and submit his/her report to the Vice Chancellor on monthly/ quarterly basis:

- i. The vehicles purchased with the approval of competent authority and according to laid down procedures,
- ii. Staff car/vehicle used in accordance with the transport rules/SOPs,
- iii. Log books of the staff cars maintained,
- iv. Average mileage checked,
- v. Entries signed or not and purpose of journey indicated,
- vi. Private use recovery of charges according to the capacity of the vehicles made,
- vii. POL vouchers, along with log books and bills of petroleum services checked with rates and limits for vehicles fixed,
- viii. Physical inspection of all the University vehicles carried out.
- ix. Auditing vehicle service proformas and generator's log books and
- x. Any related activity, as assigned by the competent authority.

C. Audit of Finance Department

The Resident Auditor shall check the following matters of the Finance Section regularly and submit his/her report to the Vice Chancellor on monthly/ quarterly basis:

- i. Expenditure is incurred within the budget provision,
- ii. Is monthly watch kept on the expenditure,
- iii. T.A./D.A. paid according to rules,
- iv. Detail of the advances maintained and recovery watched,
- v. Honorarium granted, if any, within the scale,
- vi. Accommodation rented according to scales,

- vii. Student concession fee and security refund cases are authorized by the competent authority and
- viii. Any related activity, as assigned by the competent authority.

D. Audit of Academic Section

The Resident Auditor shall check the following matters of Academic Section regularly and submit his/her report to the Vice Chancellor on monthly/ quarterly basis:

- i. The internal audit section shall check the accounts maintained in academic departments and will report to the Vice-Chancellor,
- ii. Audit of Scholarships like sibling fee concessions and employee dependent fee concessions,
- iii. Audit of the advance/adjustment cases of Board of Studies of all departments and
- iv. To check whether fee challans are attached with forms.

E. Audit of Faculties

The Resident Auditor shall check the following matters of Faculties regularly and submit his/her report to the Vice Chancellor on monthly/ quarterly basis:

- i. Audit of faculty revolving fund,
- ii. Audit of self-support, evening and visiting faculty payments,
- iii. Audit of inventory sheets, internal stock and furniture registers,
- iv. Audit of faculty workload as per requirement of the HEC and
- v. Any related activity, as assigned by the competent authority.

F. Audit of the University Advancement and Financial Aid (UA FA)

The Resident Auditor shall check the following matters of the University Advancement and Financial Assistants to Students regularly and submit his/her report to the Vice Chancellor on monthly/ quarterly basis:

- i. Pre audit of all scholarships maintained by UA FA,
- ii. Advance/adjustment cases of student affair activated,
- iii. Pre audit of all expenditures incurred during trainings, arranged by the University, through the department,

- iv. Pre audit of the consultancy projects and
- v. Any related activity, as assigned by the competent authority.

G. Audit of the Quality Enhancement & Accreditation

The Resident Auditor shall check the following matters of Quality Enhancement Cell & Accreditation regularly and submit his/her report to the Vice Chancellor on monthly/ quarterly basis:

- i. To check whether surveys are conducted as per requirement(s),
- ii. Audit of payment cases of accreditation of different departments with relevant accreditation bodies,
- iii. Audit of membership(s) of the University with professional associations and
- iv. Any related activity, as assigned by the competent authority.

H. Audit of Examination Section

The Resident Auditor shall check the following matters of the Examination Section regularly and submit his/her report to the Vice Chancellor on monthly/ quarterly basis:

- i. To check whether fee challans are attached with forms,
- ii. To check number of degrees issued and actual number of students passed out,
- iii. To reconcile answer sheets received from store and issued to departments/faculties and
- iv. Any related activity, as assigned by the competent authority.

I. Audit of ORIC

The Resident Auditor shall check the following matters of ORIC regularly and submit his/her report to the Vice Chancellor on monthly/ quarterly basis:

- i. Audit of research incentive payment cases,
- ii. Audit of the research funded projects of the LUAWMS,
- iii. Audit of the HEC funded research projects and
- iv. Any related activity, as assigned by the competent authority.

7. Audit of any special assignment/ project as assigned by the competent authority

The Resident Auditor shall undertake any special assignment/ project, as assigned by the competent authority, and submit his/her report to the Vice Chancellor.

8. Adhering to the standard file routing procedure

- i. The Auditor and the staff of his/her office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR THE EXAMINATION SECTION OF THE LUAWMS

Brief

Office of the Controller of Examinations, LUAWMS, serves as a focal point for all the teaching faculties and departments for the matters relating to the Examinations, their conduct, announcement of results, issuance of transcripts and award of final degrees.

Purpose

Purpose of this SOP is to ensure that processes in the examination section are managed effectively and efficiently to ensure compliance with the rules and academic regulations of the LUAWMS. The aim is to standardize and systematize the examination processes and their proper implementation.

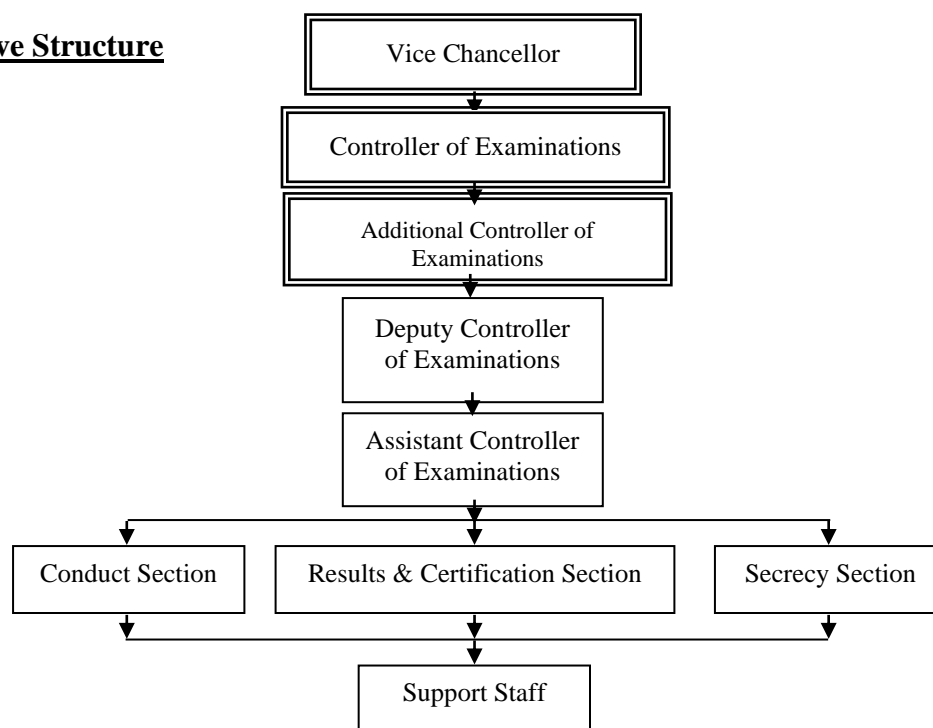
Scope

- i. This procedure is applicable to activities of Office of Controller of Examinations of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering examinations and related affairs of the University, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Office of the Controller of Examinations, LUAWMS, under supervision of the Controller of Examinations, has the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Office of Controller of Examination are as following:

1. Conduct of Examinations (through Conduct Section),
2. Announcement of Results, including issuance of transcripts and award of final degree (through Results & Certification Section),
3. Maintaining Secrecy (through Secrecy Section),
4. Making arrangements for Convocations,
5. Adhering to the standard file routing procedure, and
6. Carrying-out other special assignments as assigned from time to time.

1. Conduct Section

A. Examination Schedule

- i. The Examination date of the semester shall be decided by the Deans Committee of the University, where, Pro Vice Chancellor, Registrar and Controller of Examinations are also co-opted as members, under chairmanship of the Vice Chancellor.
- ii. The Deans shall present details relating to coverage of courses by teachers, details of credit hours and proposed schedule of examinations.
- iii. The date finalized in the said meeting shall be communicated to the Deans in the said meeting. Controller shall release the exam date and schedule to Deans with its copies to Pro Vice Chancellor, Registrar and the Vice Chancellor.
- iv. The Dean concerned shall be responsible to implement the approved schedule of examination in the Faculty and teaching departments through concerned Chairpersons. The Controller of Examinations shall monitor implementation of the schedule through-out the period.
- v. The Dean concerned shall also notify the date-sheet of examination (subject-wise), and shall make it public through Chairpersons and notice boards of the faculty/ University, so that, all students know the same, 7 days prior to the commencement of the examinations.

B. Conduct of Examinations

- i. The Controller shall notify / assign exam monitoring teams to monitor the examinations, which may include teachers of different faculties, staff of Examinations Branch and other offices of the University. He/ She shall also assign Exam Superintendents (preferably senior teachers) for each

- Department, and invigilation duties to be assigned to staff and teachers, who shall be performing duties on disposal of the Exam Superintendent.
- ii. Concerned teachers shall set examination papers as per the schedule released by the Controller of Examinations, and get required number of photocopies of papers in a sealed envelope.
 - iii. The teacher shall bring the paper to examination venue 30 minutes before commencement of exam, which shall be checked by the examination superintendent.
 - iv. The exam shall be conducted under supervision of the Controller of Examination, Dean Concerned, Examination Superintendent and the Examination Invigilation Team as per schedule.

C. Invigilating examinations

- i. The Exam Superintendent shall collect the sealed papers, answer sheets, attendance sheets and rules and regulations from the Deputy Controller of Examinations (Conduct) on the prescribed register duly signed by both the officials at least 30 minutes prior to the start of the examination, which shall be counter signed by the Controller of Examinations.
- ii. The respective students assemble and sit in the examination room at least 30 minutes prior to the beginning of examination.
- iii. The papers and answer sheets shall be distributed to the seated students.
- iv. Each examination room with 1-50 students is handled by a minimum of two invigilators. An extra invigilator shall be provided for every additional 50 students as deemed appropriate by the Controller of Examinations.
- v. The Exam Superintendent shall be the chief invigilator.
- vi. The students shall have to attempt the examination within the allowed time as per the examination rules and regulations of the LUAWMS.
- vii. The invigilators shall collect all the scripts from the students at the end of the allowed time.
- viii. The invigilators shall return attendance list copies of the examination papers to the Exam Superintendent, who shall after checking and endorsing/ certifying the lists, hand-over the same to the teacher concerned on prescribed form, duly signed by both the officials. The same shall be countersigned by the Controller of Examinations.

D. Marking and submitting results

- i. Marking of end of papers shall be done by the concerned teachers, or as may be assigned by the Dean, within two weeks of the end of semester examinations, using the marking scheme prepared for such examination as per the University Rules.
- ii. The teacher concerned shall mark the papers, and shall have to fill the official mark sheets.
- iii. The teacher concerned shall sign the official mark-sheet, and keep it with himself/herself if it is mid-terminal exam.
- iv. In case of final exam, the teacher concerned shall finalize the result, and sign the final/official result mark sheet (including marks of Mid-term, Final-term and Sessional marks) and submit the same to the Controller of Examinations, along-with its copies to the Dean concerned and his/her Chairperson of the Department.
- v. The teacher shall keep a copy of the result with himself/herself for record and reference.

2. Results and Certification Section

A. Semester Result:

- i. The semester results (including marks of the Mid-term, Final-term and Sessional marks) shall be prepared by the concerned teacher, who shall duly sign the same mentioning date, and certifying that the students have seen their results of the subject concerned.
- ii. The teacher concerned shall submit the result with the Controller of Examinations, along-with its copies to the Dean concerned and his/her Chairperson of the Department, accompanied with the solved answer sheets and related details.
- iii. Controller of Examinations shall mark/ send the same to Deputy Controller of Examinations for compilation, cross-check and proper segregation of results, answer sheets etc.
- iv. The Deputy Controller and Assistant Controller of Examinations shall compile the semester result by checking the following points:
 - a. All the results are duly verified and signed by the concerned teacher, Chairperson and Dean,
 - b. All the answer sheets are received, which are further handed-over to the Secrecy Section of the Examination Branch.
- v. The Deputy Controller and Assistant Controller of Examinations shall check the course schedule, credit hours, and pre-requisite checks of the subjects (if applicable), and compile the first draft of the result, which shall be segregated Faculty-wise, and then Department-wise accordingly.

- vi. The Controller of Examinations shall check the first draft, and if satisfied with the same, shall send to the Vice Chancellor (preferably Faculty-wise and Department-wise) for approval, endorsing his remarks / certifying completion of the required procedure(s).
- vii. Once the Vice Chancellor approves the same, the Controller of Exams shall notify the result, and send copies to all relevant sections for information and record.

B. Gazette Notification

- i. Upon successful completion of all semesters of a particular study programme, the Controller of Examinations shall ask the Deputy Controller of Examinations to work on preparation of the gazette notification of all passing out students.
- ii. The Deputy Controller of Examinations, with the help of Assistant Controller of Examinations, shall re-verify results of semesters including Course Codes, Course Titles and Credit Hours as per the Board of Studies.
- iii. The Deputy Controller and Assistant Controller of Examinations shall compile the first draft of the Gazette Notification, which shall be segregated Faculty-wise and then Department-wise accordingly.
- iv. The Controller of Examinations shall check the first draft, and if satisfied with the same, shall send to the Vice Chancellor (preferably Faculty-wise and Department-wise) for approval, endorsing his remarks / certifying completion of the required procedure.
- v. Once the Vice Chancellor approves the same, the Controller of Exams shall notify the Gazette, and send copies to all relevant sections for information and record.

C. Issuance of Transcripts/ Degrees/ DMCs/ Provisional/ Medium of Instruction/ Percentage /Merit Certificates

- i. The Student shall apply for issuance of Transcripts/ Degrees/ Provisional Certificates/ Medium of Instruction Certificates/ Percentage Certificate or Merit Certificates on the prescribed form by depositing the required fee and attaching required document copies. The application form shall be submitted with the Assistant Controller of Examinations.
- ii. The Assistant Controller of Examinations shall check the application form and process for verification for the requested document.
- iii. The required document shall be prepared by the Assistant Controller of Examinations with his signatures for “Prepared-by”, and shall be submitted to the Deputy Controller of Examinations who shall check the same, and sign for “Checked-by”.

- iv. The Controller of Examinations shall sign the required document. If signatures of other officers, like Registrar or Vice Chancellor, are required, the Controller of Examinations shall send the same on relevant file for obtaining signatures, and shall keep record of the same.
- v. Once signed, the same will be issued by the Assistant Controller of Examinations, after having receiving signatures of the applicant in the issue register. Copy of the issued document shall also be kept by the Assistant Controller of Examinations in the relevant file for record and reference.

3. Secrecy Section

A. Verification of Certificates/ Degrees:

- i. The candidate or any organization shall apply for verification of Certificates/ Degrees, issued by the University, on the prescribed form by depositing the required fee and attaching required document copies. The application form shall be submitted to the Registrar.
- ii. The Registrar shall send the same to the Controller of Examinations for verification, who shall mark it to the Deputy Controller of Examinations for further process.
- iii. The Assistant Controller of Examinations shall check the related details and verify the requested document, as the case may be.
- iv. The required document shall be cross-checked by the Deputy Controller of Examinations, who shall send it to Controller for his signatures and verification stamp.
- v. The Controller of Examinations shall send the verified (or otherwise) document to the Registrar for further transmission to quarter concerned/ concerned student.
- vi. The Secrecy Section will keep record of all such documents and process.

B. Storing Answer Books/ Award Lists:

- i. The Answer Books and Award Lists of different examinations shall be stored by the Deputy Controller of Examinations in the Secrecy Section.
- ii. The old Answer books may be disposed-off, with the prior approval of the Vice Chancellor, in accordance with the time and process laid down in the academic rules, or as may be prescribed by the University from time to time.

4. Convocation

- i. The office of the Controller of Examinations shall be arranging the following, for the purpose of holding convocation of the University on yearly basis:
 - a. Preparation of lists of pass out graduates, after verifying the same with record,

- b. Publication of the lists in the Convocation Booklet,
 - c. Registration of graduating students for the convocation, processing the application receiving, checking the required documents, clearance certificate issued by relevant University offices, and charging the fee as prescribed by the University,
 - d. Authentication of Gold Medalists and announcement of gold medalists during convocation,
 - e. Distribution of convocation gowns and degree folders to the passing out graduates and
 - f. Invitation to the guests.
- ii. The Controller of Examinations shall call meeting of the University Examination Committee to endorse and deliberate upon the above in detail, in accordance with the LUAWMS rules and regulations, and shall update the Vice Chancellor on the endorsements of the said committee on above matters before working on final lists of graduates.
 - iii. The Vice Chancellor may agree with the same, or may suggest any change(s) etc., as deemed appropriate, and shall give a “go ahead” to the Controller of Examinations for the Convocation.
 - iv. The Controller of Examinations shall use his entire team for making all arrangements of the Convocation, and shall be a member on the University Convocation Organizing Committee. He/She may assign duties to the officials as He/She deems appropriate.

5. Adhering to the standard file routing procedure

- i. The Controller of Examinations, Deputy Controller and other staff of their office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case:
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS QUALITY ENHANCEMENT CELL

Brief

The Quality Enhancement Cell (QEC) of the LUAWMS aims to standardize and systematize the quality procedures of the University. It manages the accreditation issues, and works on University's ranking, image building, trainings and marketing at various forums.

Purpose

Purpose of this SOP is to develop systematic processes through which various activities of the LUAWMS Quality Enhancement cell can be monitored to ensure its smooth operations.

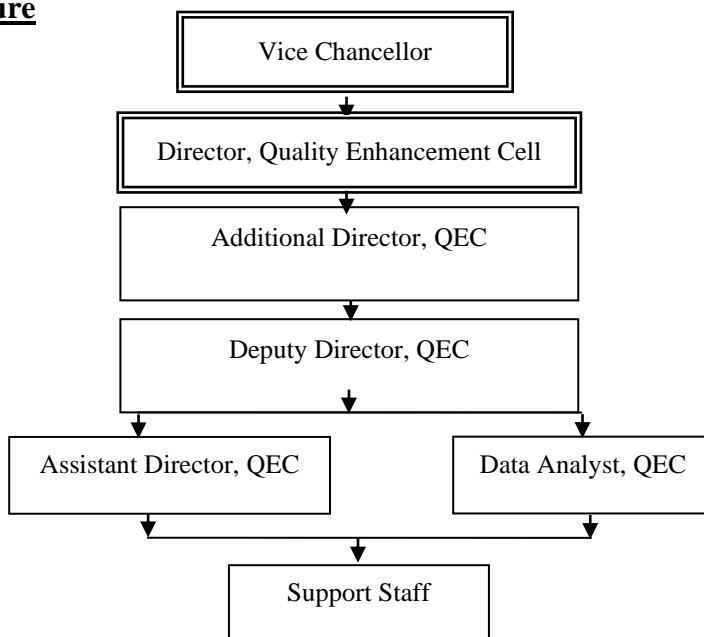
Scope

- i. This procedure is applicable to quality enhancement activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures covering quality enhancement affairs at the LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Quality Enhancement Cell, LUAWMS, work under supervision of the Director, Quality Enhancement Cell, has the primary responsibility of ensuring that this SOP is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Quality Enhancement Cell, LUAWMS, are as follows:

1. Conducting different nature of surveys e.g.:
 - a. Teachers Evaluation Survey
 - b. Course Evaluation by Teacher
 - c. Course Evaluation by Students
 - d. Students Satisfaction Survey
 - e. Faculty Satisfaction Survey
 - f. Alumni Survey
 - g. Employer Survey
 - h. Graduating Students Survey
 - i. Research Status Survey
 - j. Peers/HoDs Evaluation Survey
2. Executing Self-Assessment Process,
3. Preparing Standard Operating Procedures (SOP) for all University functionaries,
4. Updating/ Changes/ Amendments in SOP,
5. Conducting Internal Quality Audit of the University functionaries against the SOP,
6. Issuance of Quality Report to the Vice Chancellor,
7. Accreditation of programs with relevant accrediting bodies,
8. Adhering to the standard file routing procedure,
9. Conducting continuous capacity development trainings/workshops for faculty/administrative staff, and
10. Carrying-out other special assignments, as assigned from time to time

1. Conducting Teachers Evaluation Survey

- i. The Teachers Evaluation Survey shall be conducted by the Quality Enhancement Cell at the end of each semester, or as may be decided by the University.
- ii. The Director, Quality Enhancement Cell (QEC), shall coordinate with all the Faculty Deans for the teacher's evaluation survey and its tentative schedule.
- iii. The tentative schedule shall be shared with the Vice Chancellor by the Director, Quality Enhancement Cell, for consideration and approval. The Vice Chancellor may approve the schedule, which shall be notified to the Director, QEC, and all Deans for implementation.

- iv. The Faculty Deans shall mark the approved schedule to the concerned Chairpersons of the Departments, who shall assign focal persons from each department for completion of teachers evaluation survey.
- v. The Deputy Director, QEC, shall coordinate with every focal person, for implementation of the scheduled survey, and distribute survey questionnaires among students at an agreed time through the focal persons, and collect the same. The questionnaires/ survey forms shall be combined (subject-wise and class-wise) by the Deputy Director, QEC, and shall be handed over to the Data Analyst for preparation of summarized report under supervision of Director, QEC.
- vi. The Data Analyst shall prepared summarized reports under supervision of Director, QEC. The Director, QEC shall sign the same and submit the same with the Dean concerned, Registrar, Pro-Vice Chancellor and Vice Chancellor, for information and further necessary action as deemed appropriate.

2. Notifying Program Teams for Self-Assessment

- i. The Director, QEC, shall coordinate with all the Faculty Deans for nomination of members for the following Teams for Self-Assessment:
 - a. Department Program Team: The Department Program Team (DPT) shall comprise of 4 to 5 members, including the Department Chairperson as its Team Leader.
 - b. Assessment Team: The Assessment Team (AT) may comprise of 3 faculty members from within or outside the University. The Assessment Team must have at least 1 expert in the area of the assessed program
- ii. The Deputy Director (QEC) shall receive nominations for above teams, and prepare faculty-wise lists, mentioning their field of expertise, and submitted to the Director on the relevant file for securing approval. The Director QEC shall review and send the same to Registrar, who shall send the same to Vice Chancellor for securing approval.
- iii. The approved list shall be marked to Registrar, who shall notify the same and send copies to all concerned, and return the file to Director QEC for record and reference.

3. Executing Self-Assessment Process

- i. Director QEC shall initiate the self-assessment process.
- ii. The Deans forward the nominations of program team members to the Director QEC.
- iii. The Director QEC in consultation with the concerned HoD/Dean finalizes the nominations and send the same to the Vice Chancellor through Registrar for approval.
- iv. The Department Program Team shall start working on preparation of Self-Assessment Report after receiving the notification from the Registrar. The Data Analyst shall support the team for preparation

of the report. The Department Program Team shall have to address all the criterion and its associated standards which is define in Self-Assessment Manual.

- v. The Head of Department/Chairman shall submit the draft Self-Assessment Report to the Director QEC through the concerned Dean. The Dean concerned shall send a copy to the Registrar for his/her information.
- vi. Directorate of QEC review the reports and send it back to PT member if required any changes otherwise keep it for further process.
- vii. The Director QEC shall suggest nomination for Assessment Team (AT) Members and get approval from the Competent Authority and schedule the Assessment Team visits period for concerned degree program.
- viii. The Director QEC shall submit an Executive Summary on the Assessment Team findings to the Vice Chancellor after Assessment Team submits the report and presents its finding in an exit meeting that shall be attended by QEC, Dean, Assessment Team and Faculty members.
- ix. The Director QEC shall follow-up on the Implementation Plan which the departments have prepared on the Assessment Team findings.
- x. The QEC Team shall review the Implementation Plan once a semester, to assess the program of implementation.

4. Preparing Standard Operating Procedures (S.O.Ps) for all University functionaries

- i. The Director QEC shall be responsible for preparing/ getting prepared Standard Operating Procedures for all the academic and administrative functionaries of the University.
- ii. The Director QEC shall involve all the main stake-holders / in-charges of administrative and academic units of the University in the process, so that, their input is recorded and addressed.
- iii. All such S.O.Ps must be chalked / prepared in accordance with the rules, regulations, policies and procedures covering the matter/ field, and must be read and practiced with all such rules, regulations, policies and procedures.
- iv. The Director QEC shall move the draft of such S.O.Ps on the relevant file for securing approval. The Director QEC shall send the same to Registrar, who shall send the same to Vice Chancellor through Pro-vice Chancellor for securing approval.
- v. The approved S.O.Ps shall be marked to Registrar, who shall notify the same and send copies to all concerned, and return the file to Director QEC for record and reference.

5. Updating/ Changes/ Amendments in Standard Operating Procedures (S.O.Ps)

- i. As need arises at the University level, for the reasons to be recorded in writing, the concerned Supervisor/ Section Head shall propose changes/ amendments in his/her relevant section of S.O.Ps, and shall mark the case to Director QEC.
- ii. The Director QEC shall mark the same to Registrar, who shall analyze the same, and if deemed appropriate shall mark the same to Vice Chancellor through Pro Vice Chancellor for securing approval.
- iii. The approved changes/ amendments shall be notified by the Registrar, and the file shall be sent to Director QEC for reference and record.
- iv. The Director QEC shall be responsible for maintaining a list of amendments/ changes in chronological order for each S.O.P, with its approval date.
- v. The changes/amendments may get approval from the concerned statutory body.

6. Conducting Internal Quality Audit of University functionaries against the S.O.Ps

- i. Yearly Audit Schedule along-with proposed auditees (i.e. the department's proposed to be audited) as per defined frequency shall be prepared by Director QEC and approved by Vice Chancellor. The quality audit shall be conducted against the standard operating procedures of the University, and a Quality Audit Team under leadership of the Director QEC shall be notified by the Registrar, after securing approval from the Vice Chancellor through Pro Vice Chancellor.
- ii. Audit Plan prepared by Director QEC shall be distributed to 'auditees' one week prior to scheduled audit.
- iii. After completion of audit, Internal Quality Audit Report developed by Director QEC shall be forwarded to the Vice Chancellor for consideration and directives.
- iv. Director QEC shall initiate a list of weak points and propose actions to be taken as corrective/ preventive actions against non-compliance of SOP.
- v. The Directorate of QEC shall be responsible for following-up the same, and sending monthly report to the Vice Chancellor about the same.

7. Issuance of Quality Report to the Vice Chancellor.

- i. The Director QEC shall compile a Quality Report through the Data Analyst and Deputy Director QEC on quarterly/monthly basis, and submit the same with the Vice Chancellor for study.
- ii. The Quality Report shall outline activities related to quality management system, quality audit reports of departments on their SOPs, suggestions for improvement in certain areas (where needed), and implementation programs.

- iii. The Data Analyst shall prepare graphical presentation of the report and the assessment plans/ programs, to be included in the Quality Report to be presented to the Vice Chancellor.
- iv. The Vice Chancellor may guide for further quality improvement programs, trainings or any other suggestions in that direction. Such details shall be kept in relevant file for reference and record by the Directorate of QEC.

8. Accreditation of programs with relevant accrediting bodies

- i. The Director QEC shall be the coordinating officer for accreditation of programs with relevant accrediting bodies with the help and support of Dean and Department Chairperson concerned.
- ii. The Department Chairperson in coordination with the Directorate of QEC shall identify the need for accreditation of a program offered in the department from a relevant accreditation body e.g. Pakistan Veterinary Medical Council, Pakistan Engineering Council etc.
- iii. The Department Chairperson shall complete the requisite documentation for the accreditation and shall submit it to the Director QEC via Dean with Dean's counter signatures.
- iv. The Director QEC shall coordinate with the relevant accreditation body for conducting the evaluation visit. Upon receipt of the notification of evaluation visit from respective accreditation body, the Department Chairperson shall make necessary preparations for the visit including assigning preparation tasks to teams within the department. Preparation tasks shall include (but not limited to);
 - a. documentations regarding human resource at the faculty,
 - b. cross check of laboratory manuals in the labs,
 - c. cross check of course files as per appropriate format and making them available at the accreditation meeting venue,
 - d. all other required documentations in the accreditation meeting,
 - e. scheduling and arranging meeting of departmental faculty with the evaluation team,
 - f. scheduling and arranging meeting of students with the evaluation team etc.
- v. The evaluation visit shall be conducted as per the requirements of the relevant accreditation body, whereby the Dean concerned, Department Chairperson concerned and the Director QEC shall be the focal persons for smooth operation of the accreditation process.
- vi. Upon completion of the visit, a brief report about the visit shall be submitted to the office of the Dean and the Registrar by the Department Chairperson.
- vii. The accreditation notified by the relevant forum/ body shall be notified by the Director QEC, and the Faculty Dean and Department Chairperson shall be responsible for its extension process initiation well before expiry of the same.

9. Adhering to the standard file routing procedure

- i. The Director QEC, Deputy Director QEC, Assistant Director QEC and the staff of their office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case :
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS DIRECTORATE OF PLANNING AND DEVELOPMENT

Brief

Directorate of Planning and Development LUAWMS serves as a focal office for infrastructure planning and future development of the University. It is mandated to strengthen infrastructure facilities of the University, and to help provide healthier learning environment and modern facilities to University stake holders. Purpose of this SOP is to standardize and systematize various activities of Directorate of Planning and Development.

Purpose

This SOP shall develop systematic processes through which various activities of this Directorate can be monitored and controls can be exercised to ensure its smooth operations.

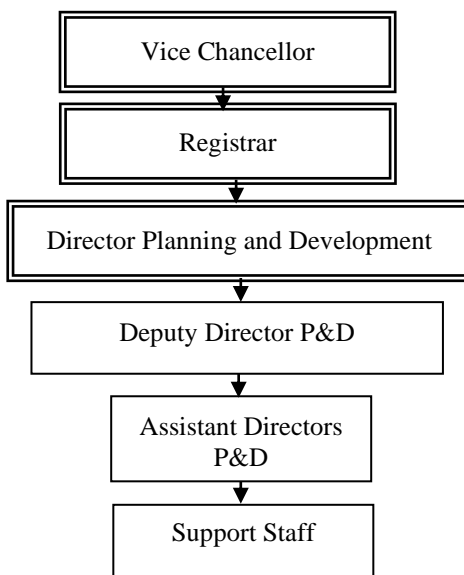
Scope

- i. This procedure is applicable to all planning and development activities of LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures covering planning and development affairs at LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Directorate of Planning and Development LUAWMS, under supervision of the Director Planning and Development have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Directorate of Planning and Development are as following:

1. Planning for Development/ Projects Preparation
2. Processing invitation of Bids/ Tenders
3. Process for Award of work
4. Projects Execution
5. Monitoring of Projects
6. Completion of Projects
7. Billing Process
8. Handing-over the facility to end user.
9. Releasing the Surety Amount of Projects.
10. Adhering to the standard file routing procedure, and
11. Carrying-out other special assignments as assigned from time to time.

1. Planning for Development/ Project Preparation

- i. Need for infrastructure development planning may arise from;
 - a. University's main stake holders, (i.e. Vice Chancellor, Pro Vice Chancellor, Registrar, Controller of Exams, Treasurer, Deans, Directors and other officers).
 - b. Government or any other donor may suggest or fund any infrastructure development plan.
- ii. Once any such project is identified, the Director Planning and Development shall call a meeting of concerned officers of the University under chairmanship of the Vice Chancellor so as to discuss the plan, its funding sources, and changes (if any) as per University requirements. The recommendations shall be noted by the Director Planning and Development for preparation of the draft PC-I.
- iii. If deemed necessary, the University may hire services of a Consultant for running the project. To this effect, Criteria for the selection of suitable Consultant shall be developed, and applications shall be invited for procurement of Consultants for their pre Qualification by publication in the news paper. Short listing shall be as per criteria of Pakistan Engineering Council (PEC), and the Financial Proposals shall be analyzed and recommendation shall be submitted to Vice Chancellor for approval. Services of Consultants/Contractors/Suppliers shall be hired after the approval.
- iv. Project Proposal shall either be developed by Directorate of Planning & Development with the help of concerned Head of Department or by a Consultant, if necessary. The Services of consultants shall be hired on the basis of competence and experience, and following the standard/ due process.

- v. The Director Planning and Development shall prepare the Project/ PC-I on specific format of PC-I, and shall take help from his team, and any other department of the University as deemed necessary. He/She shall submit the draft to the Vice Chancellor.
- vi. The Vice Chancellor may approve the project or otherwise.
- vii. 06 copies of the approved project shall be submitted to sponsoring agency by the Director Planning and Development, and three copies to be kept in his / her record for reference.

2. Processing invitation of Bids/ Tenders

- i. On receiving approval/ administrative of the project, the Director Planning and Development shall initiate process of invitation of Bids/ Tenders.
- ii. Pre-Tendering and tendering process for new projects and construction works shall be managed by Director Planning and Development. The process also includes procurements of goods from within the approved project.
- iii. The Director Planning and Development shall prepare specifications & quantities / Bills of Quantities with the help of his engineering team and / or assigned Consultant for construction works.
- iv. Complete tender document shall be prepared by Director Planning and Development or by assigned Consultant for construction works.
- v. Director Planning and Development shall move details of the Tender document of construction works/ list of equipment for import of equipment to the Vice Chancellor for approval.
- vi. Director Planning and Development shall prepare “Notice Inviting Tenders” and get approval from Vice Chancellor for its publishing in the newspapers for procurement of construction works.
- vii. Team of the Director Planning and Development shall arrange for sale and receipt of tenders under supervision of the Director Planning and Development, who shall directly deal with the opening of tenders on prescribed date. The opening of the tenders may be before / by a committee constituted for the purpose.
- viii. Directorate of Planning & Development or the Consultant (if appointed) shall scrutinize the tenders for procurement of works and present it to Bid Evaluation Committee/ Project Evaluation Committee constituted by Vice Chancellor.

3. Process for Award of Work/ Letter of Intent

- i. The Bids Evaluation Committee/ Project Evaluation Committee shall examine the tenders in detail. It shall make proper minutes which cover the recommendations and/ or any other point.
- ii. The Bids Evaluation Committee/ Project Evaluation Committee shall submit its recommendations to Vice Chancellor through Director Planning and Development for approval.
- iii. Once approved, the Director Planning and Development shall issue work order / Letter of Intent to the approved/ successful contractor/bidder.
- iv. If the Consultant is appointed/ involved in the work, the Consultant shall carry-out detailed Bids Evaluation and submit a report with the Director Planning and Development, who shall present it before the Bids Evaluation Committee/ Project Evaluation Committee for consideration.
- v. As the Bids Evaluation Committee/ Project Evaluation Committee recommends it, the same will be submitted to the Vice Chancellor through Director Planning and Development for consideration and approval.
- vi. On approval by the Vice Chancellor, the Director Planning and Development shall award the work as per approval.

4. Project Execution

- i. The approved contractor shall submit a request to the Director Planning and Development for mobilizing his staff and equipment on site.
- ii. Director Planning and Development shall secure approval by Vice Chancellor for commencement of the project
- iii. The Director Planning and Development shall issue letter of commencement to the contractor after securing approval, and the contractor shall start working on site.
- iv. Contractor shall provide the schedule of the project to be executed to the Director Planning and Development.
- v. Director Projects shall supervise all the construction activities through his/her team.

5. Monitoring of Projects

- i. Director Planning and Development shall keep monitoring the work at site through his team on regular basis.
- ii. Director Planning and Development shall submit proper Progress and Utilization Reports to the Sponsoring Agencies and the Vice Chancellor on monthly/ quarterly basis, or as decided.
- iii. Physical Progress Reports shall be received from the executing section.

6. Billing Process

- i. After the completion or during the execution of works as prescribed in the tender documents, the contractor shall submit their bill(s)/ running bill(s) in the office of Director Planning and Development.
- ii. Director Planning and Development shall move the same on relevant file of that specific project for verification and checking through his / her team. Once the same is found clear (as per Measurement Book, and specified rates), Director Planning and Development shall move the file to Finance Section for pre-payment audit.
- iii. As audit clears the same, the bills shall be sent to Treasurer, who shall send the same to the Vice Chancellor for securing approval.
- iv. Once approval is accorded, the file shall be sent to Director Planning and Development for payment.
- v. Payments shall be released and file shall be kept with Director Planning and Development for further record and reference.
- vi. On completion of the project, and before making final bill payment, a certificate from the end user for satisfactory completion of the work shall also be required.

7. Completion of the work

- i. The contractor shall inform the Director Planning and Development for completion of work/project.
- ii. The Director Planning and Development shall move a case to Registrar for notifying an Inspection Committee along-with a checklist/ detail of inventory.
- iii. The Registrar shall secure approval of the proposed committee by the Vice Chancellor and shall arrange for inspection of the said project. The Director Planning and Development shall be member on the committee, and he / she, along-with the Registrar shall inform the Vice Chancellor in writing about the outcome of the inspection.
- iv. After the inspection of all the works completed by the contractor, the Director Planning and Development shall issue Completion Certificate to the contractor.
- v. The Director P&D shall also be responsible for submission of PC-IV and related documents to the donor/ funding agency on completion of the project, as the case may be.

8. Handing-over the facility to end user.

- i. On completion of the project, and payment of bills, the facility / project shall be handed-over to the end-user/ concerned department of the University by the Director Planning and Development.
- ii. Director Planning and Development shall secure approval for such transaction by the Vice Chancellor on the relevant file, and on approval, shall process handing-over with ;

- a. Inspection report duly signed by all members of the Inspection Committee
- b. Inventory report duly signed by both Director Planning and Development and the Inspection Committee.

9. Release of Surety Amount

- i. On completion of the project and properly handing-over the same to the end-user, the Director Planning and Development shall process the case for release of the surety amount of the specific project.
- ii. The case shall be moved keeping in view the specific time period after completion of the project, as decided by the University from time to time.
- iii. The case shall also include copy of the inspection report and inventory report for reference and record.
- iv. The Director Planning and Development shall mark the same to Treasurer for audit remarks.
- v. The Auditor shall check the same with regard to time period, inventory and inspection, and shall return the file to Director Planning and Development for securing approval of the competent authority.
- vi. Once the file is clear with regard to time period, inventory and inspection, the same shall be sent to Vice Chancellor by Director Planning and Development for securing approval.
- vii. Once approved, the surety amount shall be released by the Director Planning and Development.

10. Adhering to the standard file routing procedure

- i. The Director Planning and Development and his team shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case :
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS DIRECTORATE OF PROJECTS AND WORKS

Brief

Directorate of Projects and Works LUAWMS ensures timely completion of assigned University infrastructure works, repair and maintenance, and carrying-out development projects as assigned by the University.

Purpose

The purpose of this policy is to streamline and standardize the maintenance of the university's physical environment.

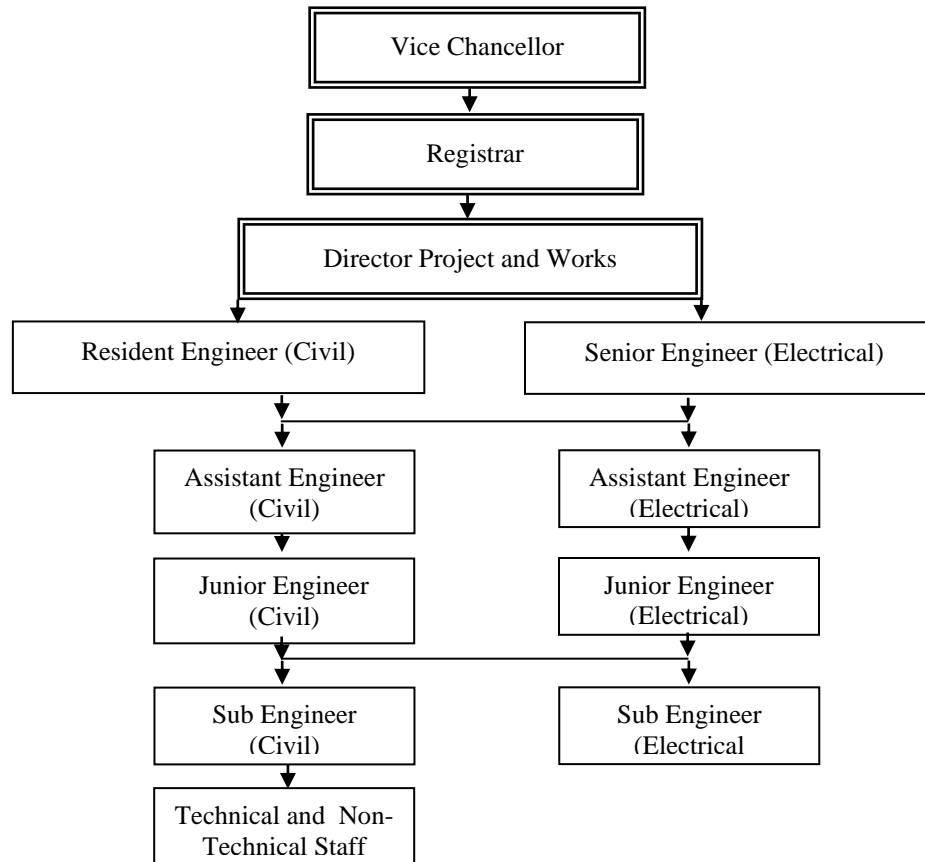
Scope

- i. This procedure is applicable to all project, repair and maintenance works related activities of LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures covering infrastructure development and maintenance works related affairs at LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Directorate of Project and Works Department LUAWMS, under supervision of the Director Project and Works have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Directorate of Project & Development are as following:-

1. Planning for Infrastructure Development as assigned by the University
2. Processing invitation of Bids/ Tenders
3. Process for Award of Work/ Letter of Intent
4. Projects Execution
5. Monitoring of Projects and Works
6. Completion of the work
7. Billing Process
8. Handing-over the facility to end user
9. Release of Surety Amount
10. Repair and Maintenance of University Facilities
11. Managing the Utility Bills of the University
12. Adhering to the standard file routing procedure, and
13. Carrying-out other special assignments as assigned from time to time

1. Planning for Infrastructure Development as assigned by the University

- i. The University may assign an infrastructure development plan / project to Directorate of Projects and Works, to be funded through its own resources / Hon'ble Chancellor Secretariat / or any other donor agency.
- ii. Once any such project is identified, the Director Projects and Works shall call meeting of University Development Works Committee under chairmanship of the Vice Chancellor so as to discuss the plan, its funding sources, and changes (if any) as per University requirements. The recommendations shall be noted by the Director Projects and Works for preparation of the draft PC-I.
- iii. If deemed necessary, the University may hire services of a Consultant for running the project. To this effect, Criteria for the selection of suitable Consultant shall be developed, and applications shall be invited for procurement of Consultants for their pre Qualification by publication in the news paper. Short listing shall be as per criteria of Pakistan Engineering Council (PEC), and the Financial Proposals shall be analyzed and recommendation shall be submitted to Vice Chancellor for approval. Services of Consultants/Contractors/Suppliers shall be hired after the approval.
- iv. Project Proposal shall either be developed by Director Projects and Works with the help of concerned Head of Department or by a Consultant, if necessary. The Services of consultants shall be hired on the basis of competence and experience, and following the standard/ due process.
- v. The Director Projects and Works shall prepare the Project/ PC-I on specific format of PC-I, and shall take help from his team, and any other department of the University as deemed necessary. He/She shall submit the draft to the Vice Chancellor through Registrar and Treasurer (for funds related matters/ budget details)
- vi. The Vice Chancellor may approve the project or otherwise.
- vii. The Director Projects and Works shall accord technical sanction and then proceed for execution of the work/ project.
- viii. Copies of the approved project (as needed) shall be submitted to sponsoring agency by the Director Projects and Works, and three copies to be kept in his / her record for reference.

2. Processing invitation of Bids/ Tenders

- i. After administrative and technical approvals of the project, the Director Projects and Works shall initiate process of invitation of Bids/ Tenders.
- ii. Pre-Tendering and tendering process for projects and construction works shall be managed by Director Projects and Works. The process also includes procurements of goods from within the approved project.
- iii. The Director Projects and Works shall prepare specifications & quantities / Bills of Quantities with the help of his engineering team and / or assigned Consultant for construction works.

- iv. Complete tender document shall be prepared by Director Projects and Works or by assigned Consultant for construction works. The draft shall be sent to Vice Chancellor through Registrar for securing approval by The draft shall be prepared by Director Projects and Works and shall be sent to Vice Chancellor through Registrar for securing approval.
- v. Director Projects and Works shall move details of the Tender document of construction works/ list of equipment for import of equipment to the Vice Chancellor for approval.
- vi. Director Projects and Works shall prepare “Notice Inviting Tenders” and get approval from Vice Chancellor for its publishing in the newspapers for procurement of construction works.
- vii. Team of the Directorate of Projects and Works shall arrange for sale and receipt of tenders under supervision of the Director Projects and Works who shall directly deal with the opening shall of tenders on prescribed date. The opening of the tenders may be before / by a technical committee constituted for the purpose on recommendations of the Director Projects and Works.
- viii. Directorate of Projects and Works or the Consultant (if appointed) shall scrutinize the tenders for procurement of works and present it to Bid Evaluation Committee/ Project Evaluation Committee constituted by Vice Chancellor.

3. Process for Award of Work/ Letter of Intent

- i. The Technical Purchase Committee shall examine the tenders in detail. It shall make proper minutes which cover the recommendations and/ or any other point.
- ii. The Technical Purchase Committee shall submit its recommendations to Vice Chancellor through Director Projects and Works for approval, routed through the Registrar.
- iii. Once approved, the Director Projects and Works shall issue work order / Letter of Intent to the approved/ successful contractor/bidder.

4. Projects Execution

- i. The approved contractor shall submit a request to the Director Projects and Works for mobilizing his staff and equipment on site.
- ii. The Director Projects and Works shall hand-over the site to the contractor, and the contractor shall start working on site.
- iii. Contractor shall provide the schedule of the project along-with other relevant documents i.e. agreements, stamp-duty etc to Director Projects and Works.
- iv. Director Projects and Works shall supervise all the construction activities through his/her team, as per agreement and provided schedule

5. Monitoring of Projects and Works

- i. Director Projects and Works shall keep monitoring the work at site through his team or consultant on regular basis.
- ii. Director Projects and Works shall submit proper Progress and Utilization Reports to the Sponsoring Agencies and the Vice Chancellor on monthly/ quarterly basis, or as decided.
- iii. Physical Progress Reports shall be received from the executing section or consultant.

6. Completion of the work

- i. The contractor shall inform the Director Projects and Works for completion of work/project.
- ii. The Director Projects and Works shall propose an inspection committee/ team through the Registrar including different relevant members and the end-user. The Registrar shall secure approval of the proposed committee/ team by the Vice Chancellor and shall notify it, as well as arrange inspection of the project.
- iii. In case of a matter relating to Repair and Maintenance, the end-user may sign the satisfactory completion certificate within 03 days from the date of completion of the work.
- iv. After the inspection of all the works completed by the contractor, the Director Projects and Works shall issue Completion Certificate to the contractor.

7. Billing Process

- i. After the completion or during the execution of works as prescribed in the tender documents, the contractor shall submit their bill(s)/ running bill(s) in the office of Director Projects and Works.
- ii. Director Projects and Works shall move the same on relevant file of that specific project for verification and checking through his / her team or consultant. Once the same is found clear (as per Measurement Book, and specified rates), Director Projects and Works shall move the file to Finance Section for pre-payment audit.
- iii. As audit clears the same, the bills shall be sent to the Treasurer , who shall send the same to the Vice Chancellor for securing approval.
- iv. Once approval is accorded, the file shall be sent to Treasurer, who shall prepare the cheque and send the file along-with cheque to the Director Projects and Works.
- v. Payment cheque shall be released by the Director Projects and Works and file shall be kept with Director Projects and Works for further record and reference.
- vi. On completion of the project, and before making final bill payment, a certificate from Inspection Committee including the end user for satisfactory completion of the work shall also be required.

8. Handing-over the facility to end user

- i. On final completion of the project, the facility / project shall be handed-over to the Registrar (Registrar Office/Administration Section) by Director Projects and Works, which shall notify its handing-over to end-user/ concerned department of the University.
- ii. For the transactions mentioned above, copies of the handing/ taking-over be marked to Vice Chancellor, Security Officer and Finance Section for record, reference and necessary action.
- iii. Handing-over shall be supported with the following documents :
 - a. Inspection report duly signed by all members of the Inspection Committee.
 - b. Inventory report duly signed by all members of the Inspection Committee.

9. Release of Surety Amount

- i. On completion of the project and properly handing-over the same to the end-user, the Director Projects and Works shall process the case for release of the surety amount of the specific project in the light of agreement.
- ii. The case shall be moved keeping in view the specific time period after completion of the project, as decided by the University from time to time.
- iii. The case shall also include copy of the inspection report and inventory report for reference and record.
- iv. The Director Projects and Works shall mark the same to Treasurer for audit remarks.
- v. The Auditor shall check the same with regard to time period, inventory and inspection, and shall return the file to Director Projects and Works for securing approval of the competent authority.
- vi. Once the file is clear with regard to time period, inventory and inspection, the same shall be sent to Vice Chancellor by Director Projects and Works for securing approval.
- vii. Once approved, the surety amount shall be released by the Director Projects and Works through finance department/Treasurer.

10. Repair and Maintenance of University Facilities

- i. The Director Projects and Works shall conduct a detailed study through his/her team for anticipating the repair and maintenance works of the University. The annual estimates shall be based on past repair works, expected repair works planned in near future, as well as cushion for un-anticipated works arising on university need basis.
- ii. The officer shall coordinate with the Treasurer for planning / estimation of the repair and maintenance works of the University on annual basis, before preparation of the University budget. The agreed upon estimates shall be counter checked and shall be included in the University's annual budget, which shall be processed for approval in accordance with the S.O.P of Directorate of Finance.

- iii. Any University official may submit a repair and maintenance request form (Repair Requisition Form) with the Director Project & Works, duly signed by the requisitioning official, and counter-signed by the Dean/ Supervisor/ In-charge concerned, which may include :
 - a. Civil works repair
 - b. Electricity repair
 - c. Gas/ Plumbing repair
 - d. Paint repair
 - e. Furniture repair
 - f. Or any repair for making the University facility operational.
- iv. The Director Projects and Works shall analyze the Repair Requisition Form, and shall mark it to the Deputy Director P&W, who shall check the same as to know if any financial implications are involved on it, or it can be managed from available resources.
- v. If financial implications are involved, the Deputy Director (P&W) shall work-out the same on the relevant file, and mark the same to the Director Projects and Works, who shall send it to the Registrar for securing approval of the purchase. The Registrar shall move the file to Treasurer for funds provision. The Treasurer shall mention the funds position under the relevant head, and send the file to Registrar for securing approval by Vice Chancellor through Pro-vice Chancellor for purchase of the required equipment and material.
- vi. The Director P&W shall also carry-out routine repair and maintenance works of the University from out of the petty cash approved in his name, and shall maintain records of the same as per its standard procedures.
- vii. If no financial implications are involved, the Deputy Director (P&W) shall propose allocation of the work to any technical staff of Directorate of P&W, and shall secure approval of the work to be executed from Director (P&W). The Director may approve the proposal or may make any changes in the same as deemed appropriate.
- viii. The Deputy Director P&W shall assign the work to the approved technical staff, and shall monitor the same till completion.
- ix. A completion report of the work carried-out shall be signed by the requisitioning official, and counter-signed by the Deputy Director P&W. The same shall be kept in the relevant file for record and future reference.

11. Managing the Utility Bills of the University

- 1. The Director (P&W) shall arrange collection of all utility bills of the University including Gas, Electricity, etc from the relevant offices.

2. He/ She shall verify the bills, and shall move the case of making payments against the said bills on the relevant file, mentioning the important payment details, payment of last months bill, and the due date for the payment etc. Separate file shall be maintained for each utility (e.g. electricity)
3. The Director (P&W) shall mark the file to Finance Section for funds provision under the relevant head of account. The Treasurer shall record the same and send the file to Registrar for securing approval from the competent authority.
4. Once the file is approved, the treasurer shall release the payment, and send the file back to Directorate of Projects and Works for record and reference.

12. Adhering to the standard file routing procedure

- i. The Director Planning and Works and his/her team shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case :
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS DIRECTORATE OF PROCUREMENTS

Brief

Directorate of Procurements LUAWMS is entrusted to facilitate its administrative and academic functionaries by purchasing/ procuring the required items/services in an efficient, fair and transparent manner.

Purpose

Purpose of this SOP is to ensure that all such purchases must be made in the most economical manner in accordance with the requirements of the LUAWMS, adhering to the standard rules, regulations and procedures of purchases. This SOP shall develop systematic processes through which various activities of this Directorate can be monitored and controls can be exercised to ensure its smooth operations.

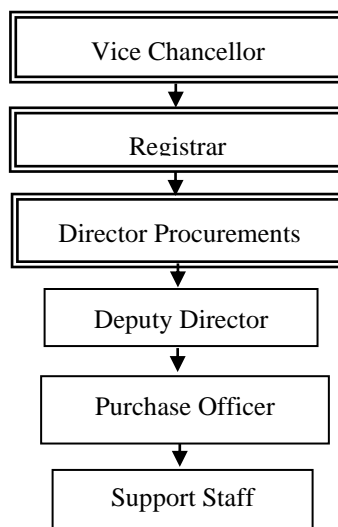
Scope

- i. This procedure is applicable to all procurements related activities of LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures covering procurement affairs at LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Directorate of Procurements LUAWMS, under supervision of the Director Procurements, have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the LUAWMS Directorate of Procurements are as following:-

1. Procurements for the University
 - a) Initiation of procurement cases as per LUWWMS & PPRA/BPPRA Rules
 - b) Examination of the procurement cases
 - c) Securing Budget Provision/ Budget position on procurement cases.
 - d) Securing administrative approvals of procurement cases.
 - e) Materializing the purchase - Calling for quotations/ inviting tenders for purchases.
 - f) Processing the tenders opening
 - g) Preparation and recommendations on the Comparative Statements
 - h) Securing approval of the recommendations on Comparative Statement
 - i) Issuance of Delivery Note/Purchased Order/Supply Order
 - j) Inspection of delivered goods as per the procurement Rules of LUAWMS
 - k) Sanction of the Expenditure incurred on purchase
2. Management of Procurement Process / Procurement Operations of the University.
3. Black-listing of any contractor/firm.
4. Adhering to the standard file routing procedure, and
5. Carrying-out other special assignments as assigned from time to time.

A. Procurements for the University

Step-wise activities performed by the Directorate of Procurements, for making procurements for the University are elaborated below :-

1. Initiation of a Procurement request

- i. University employees may, on official need basis, submit procurement requests on prescribed form (Purchase Requisition Form), mentioning the following details :
 - a. Proper justification of the proposed purchase,
 - b. Specification(s) of items to be purchased,
 - c. Quantity of stock required,
 - d. Estimated unit cost,and submit it to their supervisor (i.e. Faculty Deans/ Administrative Heads).

- ii. The supervise shall analyze the same and mark the Procurement Requisition to the Director Procurements for further process.
- iii. The Director Procurement shall mark to Deputy Director Procurement or Purchase Officer/Assistant Director to conduct the procurement activities as per rules, regulation of LUAWMS/PPRA/BPPRA.

2. Examination of the Procurement cases

- i. On receipt of the approved Procurement Requisition, the Directorate of Procurements would examine the requisition and ensure that detailed description / specification(s) of item(s) and rational / adequate justification for purchase of stock(s) are provided.
- ii. Directorate of Procurements will mention Estimated unit cost on Purchase Requisition,
- iii. If the Procurement Requisition fails to provide adequate specification(s) and robust justification for procurements of item(s), it will be sent back to the department/ official requesting for purchase(s), to come up with proper specifications and rational justification.

3. Securing Budget Provision/ Budget position on procurement cases

- i. The Directorate of Procurements, on finding the Procurement Requisition appropriate and adequate shall refer the case to the Treasurer to report budgetary position for the purchase of the requisitioned item(s) and placement of advertisement of tender-invitation, where required.
- ii. In case of unavailability of funds, the file may be discussed with Treasurer by the Director Procurements for any adjustment on the basis of requirements, OR shall be sent back to the requisitioning department/ official for changes/ adjustments, as the case may be.
- iii. If funds are available, the Treasurer shall mention the same on file, and return it to Director Procurements for further necessary action.

4. Securing administrative approvals of procurement cases.

- i. After seeking the budgetary position, the Director Procurements shall refer the file to the Registrar for securing administrative approval by the Vice Chancellor.
- ii. After accordance of administrative approval, the file shall be sent to the Directorate of Procurements.
- iii. In case administrative approval is not accorded, the file shall be sent back to the Directorate Procurements, who shall send it to Treasurer, to rectify the expenditure(s) committed/ booked.

5. Materializing the purchase - Calling for quotations/ inviting tenders for purchases

- i. If the purchase(s) would involve expenditure within the limit of Rs.50,000/-, and has elements of exigency/ urgency, the Director Procurement shall arrange the same through the Petty Cash of Directorate of Procurements, after fulfilling codal formalities of the standard purchases as per rules.
- ii. If the purchase(s) case is of more than Rs. 50,000/- limit, the Director Procurement shall process the case for calling for quotations.
- iii. Where the procurement is of more than Rs.50,000/- and less than Rs.200,000/-, the Directorate of Procurements shall collect / call for minimum three quotations from renowned suppliers / firms from the market, and process the purchase case.
- iv. In case procurement is of value of Rs.200,000/- or above, quotations shall be invited by the Director Procurements from the firms in the relevant category by uploading tender on LUAWMS and PPRA's official websites, and placing the same in the leading dailies.
- v. In case procurement over “ Two hundred thousand rupees up to the limit of Two million” rupees shall be advertised on the University website, PPRA website,
- vi. All procurement cases over “Two Million Rupees” should be uploaded on the University website, PPRA website, as well as in other print media or newspapers having wide circulation in the area. The advertisement in the newspapers shall principally appear in at least two national dailies, one in English and one in Urdu.

6. Processing the tenders opening

- i. The Director Procurements shall call meeting of the Bids Opening Evaluation Committee on the Tender Opening date and time.
- ii. Tenders opening shall take place before the Bid Evaluation Committee of the University in presence of the competitive bidders or their authorized representatives on the tender closing date.
- iii. Where all the bids are rejected, the Director Procurements shall review the bidding documents and make any appropriate revisions. If substantial changes are made to the bidding documents, the University may invite new bids on the basis of the new bidding documents.

7. Preparation and recommendations on the Comparative Statements

- i. The comparative statement of the opened tenders shall be prepared by the Directorate of Procurements team, and checked / endorsed by the Director Procurements.
- ii. The comparative statement shall be placed before the Bid Evaluation Committee to recommend the lowest bidder, fulfilling the technical requirement, for placement of the purchase order.

- iii. The Director Procurements shall prepare proper minutes of the Bids Evaluation Committee, and get signatures of all the members on the same.

8. Securing approval of the recommendations on Comparative Statement

- i. Director Procurement shall secure approval of the recommendations of the Bids Evaluation Committee by the Vice Chancellor.
- ii. The Vice Chancellor may accord approval of the same or otherwise. If approved, the file shall be sent to Director Procurements.
- iii. The Director Procurements shall process the case for issuance of Purchase Order in favor of the approved bidder fulfilling the Technical Requirements and other Terms and conditions as per standard rules of purchases. The Order shall be issued, and copies to be kept in the relevant file.
- iv. The firm/ supplier(s) shall supply the required items within the prescribed time.

9. Issuance of Delivery Note

- i. On delivery of goods by the supplier(s), the Director Procurements shall issue Delivery Note, and send a copy of the same to the Purchase Committee, the initiator of the case, and the supplier(s).

10. Inspection of delivered goods

- i. On issuance of the Delivery Note, the Director Procurements shall call meeting of the Purchase Committee/ Technical Purchase Committee, as the case may be, for inspecting the received goods.
- ii. The Committee shall inspect the goods delivered to ascertain that these measures up to the specifications, quality and quantity stated in the purchase order placed with the supplier(s) or otherwise.
- iii. In case of any issue arising in the quantity or quality, the Committee shall record the same in its minutes, which shall be handed-over to the supplier(s) by the Director Procurements for rectification.
- iv. The supplier(s) shall do the needful, and submit the same before the said committee for consideration. The satisfactory minutes shall be prepared by the Director Procurements, and to be signed by all the members of the Committee.
- v. After the inspection made by the Committee, the team of Directorate of Procurements shall complete all the relevant documents and satisfactory Commodity Receipt & Inspection Report then shall prepare the file for securing financial sanction.

11. Sanction of the Expenditure incurred on purchase

- i. The Director Procurements shall send the file to the Treasurer for processing of expenditure to be sanctioned involved in the purchase.
- ii. The Treasurer shall mark the file to Resident Auditor for checking/ scrutiny /Pre-Audit.
- iii. The Auditor shall check the file in accordance with the rules of LUAWMS/PPRA/GoP and if satisfied shall mark it back to the Treasurer, who shall send it to Registrar for securing approval by the Vice Chancellor.
- iv. The Vice Chancellor may approve it or otherwise, and send the file to Registrar for further issuance of Cheque through finance department.

B. Management of Procurement Process / Procurement Operations of the University

1. Annual Procurement Planning

- i. The Directorate of Procurements shall work out Annual Procurement Plan of the University under supervision of the Director Procurements.
- ii. The Director Procurements shall circulate among all Faculty Deans and Heads of Administrative Units for submission of their annual procurement plans with realistic demand justification in the month of April of every year.
- iii. Once the demands are received, the Director Procurements shall summarize the same and call meeting of all Deans, Directors and other important officers under his/her chairmanship, and resolve on a final justified list of annual procurements.
- iv. Office of the Director Procurements and Treasurer shall work-out the financial implications, and finalize the draft for securing approval.
- v. The Director Procurements shall secure approval of the draft list by the Vice Chancellor, who may approve or disapprove it, or may ask for any changes, as the case may be.
- vi. The approved draft list shall be sent to Treasurer for inclusion in the budget of the University in the month of May of each year.
- vii. The Treasurer shall include the same in the annual recurring budget of the University to be presented before the Finance and Planning Committee of the University.

2. Processing the case for Pre-qualification of suppliers and Contractors

- i. The Directorate of Procurements may, as per the University needs and requirements, may process the case of Pre-qualification of suppliers and Contractors as per rules.
- ii. Director Procurements and his team, shall consider the following factors before preparing the advertisement for calling for contractors :-
 - a. Relevant experience and past performance
 - b. Capabilities in terms of personnel, equipment and plant
 - c. Financial position
 - d. Appropriate managerial ability
 - e. Any other factor that the LUAWMS may deem relevant, not inconsistent with Public Procurement Rules
- iii. The Director Procurements shall move the draft advertisement, mentioning the above, or any of the above requirements, and shall secure approval by the Vice Chancellor. The Vice Chancellor may accord administrative approval, and send the file to Treasurer for funds provision in publication head.
- iv. The Treasurer shall mention funds position, and shall send the file to Director Procurements, who shall get the advertisement published in the leading / required dailies, which may include details of :
 - a. Instructions for preparation and submission of pre-qualification/Registration documents evaluation criteria
 - b. List of documentary evidence required by suppliers or contractors to demonstrate their respective qualifications
 - c. Any other information that LUAWMS deems necessary for pre-qualification/registration
- v. The Director Procurements shall provide the set of pre-qualification / registration documents to any supplier or contractor, on request and subject to payment of price, if any
- vi. The Director Procurements shall promptly notify each supplier or contractor submitting an application to pre-qualify / register whether or not it has been pre-qualified / registered. The suppliers or contractors who have been pre-qualified / registered shall be entitled to participate further in the procurement proceedings. The suppliers or contractors who have not been pre-qualified / registered shall be communicated the reasons for not been pre-qualified / registered.
- vii. The Director Procurements with his team shall ensure that the pre-qualified contractor/supplier will continue to meet the pre-qualification / registration throughout the bidding process. At any stage of the procurement proceedings, having credible reasons for or prima-facie evidence of any defect in supplier's or contractor's capacity, the LUAMWS may demand the supplier or contractor to furnish information

about his professional, technical, financial, legal or managerial competence whether already qualified or not.

- viii. The University shall disqualify a supplier or contractor if it finds, at any time that information submitted by him concerning qualification as supplier or contractor was false and materially inaccurate or incomplete.
- ix. The successful firms shall be issued letters of Registration by the Director Procurements. To this effect, the final recommendations shall be moved on the relevant file with all details by the Director Procurements to the Vice Chancellor, who may approve or disapprove the same.

3. Blacklisting of Suppliers/ Contractors

- i. The Directorate of Procurements may propose permanently or temporarily blacklisting of any supplier or contractor on the following grounds.
 - a. Consistent failures to provide satisfactory performance
 - b. Indulgence in corrupt or fraudulent practices
- ii. The supplier or contractor which is blacklisted shall be provided adequate opportunity of being heard.
- iii. The Director Procurements shall process the case, and inform the Vice Chancellor of the matter that the firm has been found (any of the above listed issue).
- iv. The Director Procurements shall issue notice to the firm, and allow its representative adequate opportunity of being heard by the Committee constituted for the purpose.
- v. If found involved in the same, or the reply found unsatisfactory, the Director Procurements shall inform the Vice Chancellor in writing, and secure approval of blacklisting the firm by the Vice Chancellor, who may approve or disapprove it, or may ask for any changes in the decision, as the case may be.
- vi. The approved decision shall be communicated to the firm/ supplier.

4. Adhering to the standard file routing procedure

- i. The Director Procurement and his/her team shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case :
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.

- b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
- c. The file has got separate note portion, whereby the noting is in continuity.
- d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
- e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
- f. The file was not delayed inordinately, and remained in every office for a period less than three days.
- g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURES FOR LUAWMS CENTRAL STORES/ INVENTORY MANAGEMENT

Brief

LUAWMS Central Stores/ Inventory section is mainly focused on stock and asset management of the University. It operates under Registrar's Office, and deals in arranging the assets of the University in effective manner.

Purpose

This SOP serves as guideline to protect the assets of the University, and to provide a uniform procedure in the management of University's stores and inventory through the individuals who are responsible for the safekeeping of the inventory.

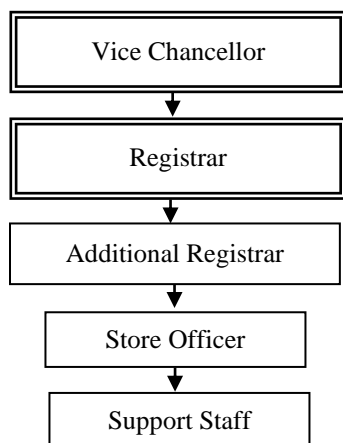
Scope

- i. This procedure is applicable to all stores/ inventory management related activities of LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures covering stores/ inventory management affairs at LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The Store Officer, and the staff posted in the Central Store/ Inventory Section of LUAWMS, under supervision of the Registrar and Additional Registrar, have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the LUAWMS Store/ Inventory Section are as following :-

1. Acquisition of stores/ supplies
2. Inspection of purchased stores/ supplies
3. Preparation of Delivery Note for purchased stores/ supplies
4. Stock Entry and Tagging of stores/ supplies
5. Inventory Management
6. Periodical monitoring of Stores Section
7. Annual Inventory Audit/ Physical Verification of Inventory
8. Transfer of equipment/ stores/ supplies
9. Moving stores/ supplies out of University Campus(es)
10. Record keeping in Store Section.
11. Sale, Disposal and Write Off of stores / supplies
12. Adhering to the standard file routing procedure
13. Carrying-out other special assignments as assigned from time to time.

1. Acquisition of stores/ supplies

- i. Purchase of inventory items shall be made by the Directorate of Procurements in accordance with their relevant standard operating procedure.
- ii. The purchased items shall be delivered to the Store Officer by the vendor, and the store officer shall sign the receiving slip along with the copy of supply/purchase order place with the supplier by the university, mentioning that the “received items are subjected to inspection by the relevant inspection committee of the University”
- iii. The Store Officer shall process the case for inspection of the received items, and shall secure approval of the Registrar through Additional Registrar for calling meeting of the Inspection Committee. The Registrar shall accord approval of the same, and the Store Officer shall be responsible for making all necessary arrangements of the inspection committee.

2. Inspection of purchased stores/ supplies

- i. The Store Officer shall be responsible for making all related arrangements for smooth inspection of the purchased goods. The end user, or any representative of the office which requisitioned the purchase shall also be co-opted by the Inspection Committee.

- ii. The Purchase Committee would ensure that the store purchased measure up to specification(s) quantity and quality stated in the purchase order placed with the supplier.
- iii. If any deficiency is noted, it shall be recorded in the minutes/ recommendations with details.
- iv. If the inspection committee find the stores/ supplies purchased satisfactory in accordance with the specification(s), quantity and quality stated in the purchased order, it would sign the inspection report, to be counter signed by the Additional Registrar, and a copy of the same to the Store Officer for preparation of delivery note, and maintaining the record.

3. Preparation of Delivery Note for purchased stores/ supplies

- i. On receipt of the Inspection Report, duly signed by all the members of the Inspection Committee, the Store Officer shall be responsible for preparation of the delivery note, as the initial receiving was subjected to inspection committee report.
- ii. The delivery note shall include all details of the purchased and inspected goods/ supplies, their specification(s), quantity and quality, along-with date of delivery and inspection. The Store officer shall sign the same and submit it to the Additional Registrar, who shall check the same and sign it.
- iii. The Store Officer shall be responsible for keeping copies of the same in the relevant files, and sending one copy of the same to the Vendor/ supplier concerned.
- iv. The Store Officer shall use the delivery note for stock entries in the stock register and tagging of stores.

4. Stock Entry and Tagging of stores/ supplies

- i. The Store Officer shall record the entry/entries of the purchased supplies/stores in the Main Stock Register with the details as per the delivery note, and the Additional Registrar shall verify the same with his/her counter signatures in the stock register.
- ii. The Store Officer along-with the support staff of Stores Section shall place a temporary Tag on the purchased items, which shall have ;
 - i. A serial number, to be used in continuity, so that, number of assets is known in any major head of stores (example Furniture, Computers etc)
 - ii. Specific code of the item.
 - iii. Date of purchase.
 - iv. Date of inspection.
 - v. Date of Stock Entry.
 - vi. Temporary location of the item(s).
 - vii. Name of the Faculty/ Department/ Directorate for which the item(s) purchased.

- iii. The temporary tag shall be placed in a visible front portion of the item with signature of the Store Officer. The Store Officer shall also make entries of the item and the details of temporary tag in computer, in separate folder of major heads of store along-with details mentioned on the Tag.
- iv. The Store Officer shall also make entries of items in his/her computer system in separate folders of major store heads, and shall update the same, so that, he/she knows the stock position of the stores.
- v. The Store Officer shall maintain a separate stock register for consumable stores(example stationery items, janitorial supplies and supplies for repair and maintenance etc). Separate pages of the register shall be maintained for each item of stores. The receipt for stores would have full reference for acquisition of the stores.
- vi. For consumable items, temporary tagging may not be practiced, however, stock entries are to be made by the Store Officer.

5. Inventory Management

a. Requisition of stores

- i. The end user, or any the official, or representative of the office which requisitioned the purchase shall fill-in prescribed requisition form for issue of stores from the Store Section.
- ii. The same shall be signed by the requisitioning official, recommended by the Dean/Director concerned, and shall be submitted with the Additional Registrar.
- iii. The Additional Registrar shall approve the same or otherwise.
- iv. If approved, the requisition form shall be sent to Store Officer, who shall make a proper entry of the form in the relevant register.

b. Issuing stores/ supplies

- i. The Store Officer shall keep an Issue Register for issue of stores/ supplies to the requisitioning officials on receipt of duly approved requisition slip.
- ii. The Store Officer shall make entry of the store/ supply to be issued in the Issue Register, its details relating to quantity, tag number, and issuing approval date etc.
- iii. The Store Officer shall also mention the issuing quantity in the Main Stock Register, and in the lists maintained in computer, and shall update the remaining balance with his/her signatures.
- iv. The stores/ supplies shall be issued to the requisitioning official.
- v. The Additional Registrar shall counter sign the relevant entries made in the issue register.

c. Monitoring the Inventory Level/ Re-order Level

- i. The Store Officer shall be responsible for regularly monitoring the stock and issue registers, and the physical balance of the stores/ supplies available in the Store Section, so as to inform the Director Procurements for re-ordering purchase of the required items.
- ii. In case the items relate to a matter that do not require re-ordering, the Store Officer shall only inform the Director Procurements, so that he remains aware of the same.
- iii. The Store Officer shall place bind cards and maintain/ update those for each item of stores. The bin card would show quantity of each type of material received, issued and the balance on hand. The Store Officer would hang these cards over the shelf of rack / almirah where the relevant material(s) are placed.
- iv. For different items, the re-order levels may be different, keeping in view the lead time for purchasing the same. The Director Procurements and the Deputy Director Procurements shall guide the Store Officer about the standard re-order levels of the inventory of different items/ stores.
- v. Once the re-order case is moved on the relevant file by the Store Officer, the Director Procurements shall follow the purchase process as per relevant S.O.Ps.

6. Periodical monitoring of Stores Section

- i. The Registrar/ Additional Registrar / Resident Auditor/ Store Inspection Committee (ad notified by the University)/all of them or any authority constituted from time to time by the University shall inspect the Store Section of the University periodically, as may be decided by the competent authority of the University, to be notified by the Registrar.
- ii. The Committee/ Officer inspecting the Store Section shall check all the relevant record, cross-check the same with the available registers and shall carry-out physical verification of the stock, along-with any other process as deemed appropriate during the inspection.
- iii. The Inspection report shall be signed by the inspecting authority, counter signed by the Additional Registrar, and shall be submitted with the Registrar and Vice Chancellor for their information and further necessary action.
- iv. Store Officer shall not be entrusted the responsibility of such inspection. He/She shall facilitate the officer/team, and shall be answerable /accountable for all store related matters.

7. Annual Inventory Audit/ Physical Verification of Inventory

- i. The Additional Registrar shall initiate case for conducting annual inventory audit and Physical Verification of inventory on the relevant file, and shall propose a committee for the same which may include senior officers from Registrar Office, Treasurer Office, Resident Auditor and Two teachers.
- ii. The Vice Chancellor may approve composition of the committee as proposed, or may include/ exclude any member as deemed appropriate. The Registrar shall notify the Committee, to carry-out the assignment within a month time.
- iii. The Committee shall check all the relevant record, cross-check the same with the available registers and shall carry-out physical verification of the stock, along-with any other process as deemed appropriate during the inspection. All discrepancies noticed during the inspection would be brought to account immediately so that the stores account may represent the true state of stores. Further, matters relating to shortages, damages and unserviceable / obsolete stores would also be documented.
- iv. The Inspection report shall be signed by all members of the Committee, and shall be submitted with the Additional Registrar, Registrar and Vice Chancellor for their information and further necessary action.
- v. Store Officer shall not be entrusted the responsibility of such inspection. He/ She shall facilitate the officer/team, and shall be answerable/ accountable for all store related matters.

8. Transfer of equipment/ stores/ supplies

- i. Items issued from the Store Section shall be in accordance with the procedure mentioned in this SOP. However, for the equipment/ stores/ supplies involving special arrangements for transferring within the University premises or outside its campuses, the Store Officer shall submit a request with the Additional Registrar.
- ii. The Additional Registrar shall coordinate with the Registrar Office (Administration Section, and Security Section) and the requisitioning officer/ section for making necessary arrangements for transfer of movable equipment under supervision of the Store Officer.
- iii. The Additional Registrar and the Store Officer shall monitor the said assignment and shall have to submit a report with the Registrar on satisfactory completion of the task, or as the case may be.

9. Moving stores/ supplies out of University Campus(es)

- i. No item/ stores/ supplies shall be allowed to be taken out of the University Campus(es)/ University premises in normal course of University business.
- ii. In case any items/supplies or equipment are intended to be taken outside the University premises, special permission is to be accorded by the Registrar, whereby, both the Registrar and Additional Registrar will have to sign a “Gate Pass”, mentioning the following details :

- a. Detail of item(s) to be taken outside University premises.
- b. Quantity of the item(s)
- c. Date of taking the items outside University premises.
- d. Reasons for taking the items outside University premises.
- e. Name of the official / responsible for taking the items outside University premises.
- iii. The Additional Registrar shall coordinate with the Registrar Office (Administration Section, and Security Section) and the requisitioning officer/ section for making necessary arrangements for transfer of such items under supervision of the Store Officer.
- iv. The Additional Registrar and the Store Officer shall monitor the said assignment and shall have to submit a report with the Registrar on satisfactory completion of the task, or as the case may be.

10. Record keeping in Store Section.

- i. The Store Officer shall be responsible for proper record keeping of the Store Section, which shall be cross-checked by the Additional Registrar and Resident Auditor on regular basis.
- ii. The Store Officer shall maintain the following Record in the Stores, to be kept updated, signed by him/her and counter-signed by the Additional Registrar :-
 - a. **Main Stock Register**
To be maintained for all kinds of stocks to be received in the Store Section. Separate page would be earmarked for each item stores / stock.
 - b. **Dead Stocks Register**
To be maintained for each dead stock / non expendable stock such as vehicle, furniture, fixture, equipments etc. Separate page would be earmarked for each item stores / stock.
 - c. **Consumable Stocks Register**
To be maintained consumable stores such as office stationery, janitorial supplies etc. Separate page of the register would be earmarked for each item of stores.
 - d. **Stores Requisition and Issue Slips Files**
Separate Store Requisition and Issue Slips File for each teaching faculty and administrative department to be maintained.
 - e. **Inventory Physical Verification Reports Files**
Inventory Physical Verification Report, having the following details shall have to be maintained :
 - 1. Date of commencement of physical stock taking
 - 2. Date of completion of physical stock taking
 - 3. Committee members or the Officer entrusted with assignment, i.e., inventory physical verification (name, designation, department)

4. Store-items description, physical balance, balance
5. On record, excess / shortage, remarks
6. Verifier (Name, Designation, Signature)
7. In-charge store (Name, Designation, Signature)
8. The Director Procurement Remarks

f. Purchase Inspection Reports Files

Minutes of Inspection Committee to be maintained in the relevant purchase file, as well as in a separate file / folder in chronological order.

g. Delivery Note Files

Delivery note to be maintained in the relevant purchase file, as well as in a separate file/ folder in chronological order.

h. Miscellaneous Files/Records

Miscellaneous files to be maintained to have proper records of official notifications, circulars, correspondence, clearance certificates issued to the employees who resigned from LUAWMS etc.

11. Sale, Disposal and Write Off of stores / supplies

- i. The report of annual audit of stores/ annual stock entry report shall be analyzed by the Store Officer and Additional Registrar in coordination with Director Procurements, so as to know the shortages, surplus, damages and unserviceable / obsolete stores.
- ii. Such report shall be submitted to the Registrar, who shall analyze it in detail, and shall propose selling, disposal and writing-off of the stores/ supplies, as deemed appropriate through the due process as per standard rules, regulations of sale, disposal and writing-off, on the relevant file.
- iii. The file shall be sent to the Treasurer by Registrar for checking and obtaining audit remarks.
- iv. If found in order, the Treasurer shall mark the same to Registrar for securing approval by the Vice Chancellor through.
- v. If the case is approved by the Vice Chancellor, the file shall be sent to Registrar to process sale, disposal or writing-off of the items as per standard rules, regulations on the relevant file preferably through Directorate of Procurements.

12. Adhering to the standard file routing procedure

- i. The Store Officer along-with the staff posted in LUAWMS Store shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case :
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURE FOR LUAWMS INFORMATION TECHNOLOGY SECTION

Brief

The Information Technology Section of LUAWMS provides technical / information technology related services to the University for its smooth administrative and academic operations.

Purpose

Purpose of this SOP is to streamline and standardize the services, working, planning and execution of the Information Technology Section LUAWMS, and to ensure implementation of necessary controls on these services.

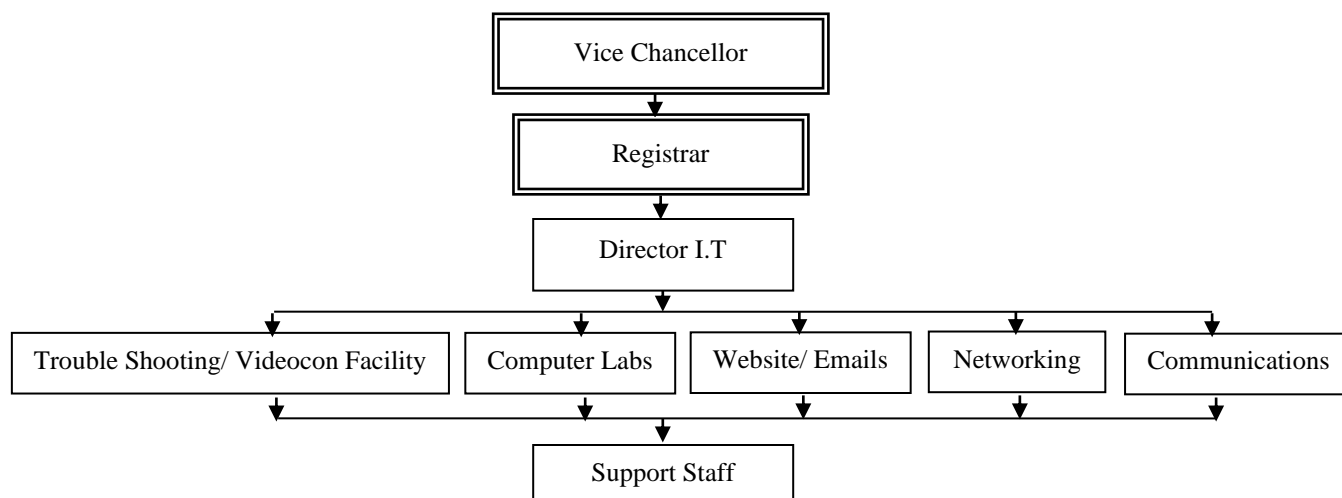
Scope

- i. This procedure is applicable to all Information Technology related matters and activities of the LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures, covering information technology related affairs of the University, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the Information Technology Section LUAWMS, under supervision of the Manager Information Technology, have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the Information Technology Section are as following :-

1. User's Technical Support (Network Services)
2. User's Technical Support / Trouble shooting (System Services)
3. Installation of New Network Connection.
4. Changing Login Password For Domain
5. Backup of Data Center Servers
6. Website Maintenance
7. Backup of Web Server
8. Creating E-Mail Account For Users.
9. User's Technical Support For E-Mail Services
10. Changing Login Password For Email
11. Backup of Email Servers
12. Maintenance of Computer Laboratories of the University
13. Maintenance of Video Conferencing Facility
14. Managing communication systems of the University (Telephone Exchange)
15. Adhering to the standard file routing procedure
16. Carrying-out other special assignments as assigned from time to time.

1. User's Technical Support (Network Services)

- i. Any staff member/ user may launch a technical complaint on the prescribed form , duly forwarded/ signed by his/her supervisor, for any technical issue / problem faced in the network system. Technical complaints may include an issue/ problem like disconnection, slow speed, setting network problems etc. The complaint form is to be submitted with Manager I.T, who shall send it to Network Administrator.
- ii. The Network Administrator shall analyze the issue, and if action is required on the same, shall inform the Manager I.T about the same. The Manager I.T shall allow him to proceed further.
- iii. If the repair or maintenance or the complaint involves any financial implications, the Manager I.T shall process the case through Procurement Section, as per purchase S.O.P.
- iv. The Network Administrator shall register the same in the complaint register, and assign it a serial number, and communicate the said number to :
 - a. The complainant for record and reference,
 - b. The technical staff, who shall be assigned the task for resolving it, by the Network Administrator.

- v. The Network Administrator or the technical staff shall provide the support, and shall take signature of the person concerned / complainant on the register (complaint register).
- vi. The end user may also provide feedback on the complaint register.
- vii. Network Administrator shall analyze the Feedback obtained, and prepare monthly reports and discuss the same in IT Committee Meeting, headed by the Manager I.T.
- viii. Changes if any indicated by the IT Committee shall be implemented with approval of the competent authority.

2. User's Technical Support/ Trouble Shooting (System Services)

- i. Any staff member/ user may launch a technical complaint on the prescribed form, duly forwarded/ signed by his/her supervisor, for any technical issue / problem faced in the computer system. Technical complaints may include an issue/ problem like computer system, printer, speakers, keyboards and mouse malfunctioning, devices not working properly, or any device burnt etc. The complaint form is to be submitted with Manager I.T, who shall send it to System Administrator.
- ii. The System Administrator shall analyze the issue, and if action is required on the same, shall inform the Manager I.T about the same. The Manager I.T shall allow him to proceed further.
- iii. If the repair or maintenance or the complaint involves any financial implications, the Manager I.T shall process the case through Procurement Section, as per purchase S.O.P.
- iv. The System Administrator shall register the same in the complaint register, and assign it a serial number, and communicate the said number to :
 - a. The complainant for record and reference,
 - b. The technical staff, who shall be assigned the task for resolving it, by the System Administrator.
- v. The System Administrator or the technical staff shall provide the support, and shall take signature of the person concerned / complainant on the register (complaint register).
- vi. The end user may also provide feedback on the complaint register.
- vii. System Administrator shall analyze the Feedback obtained, and prepare monthly reports and discuss the same in IT Committee Meeting, headed by the Manager I.T.
- viii. Changes if any indicated by the IT Committee shall be implemented with approval of the competent authority.

3. Installation of New Network Connection

- i. Any staff member/ user may submit a request for allowing / installing a new network connection, duly forwarded/ signed by his/her supervisor, with its proper justification with the Manager I.T.
- ii. Manager I.T shall analyze the request, and pay a visit to the site with Network Administrator, and

- shall work-out a draft plan/ feasibility for the proposed connection. The plan shall be submitted with Registrar for approval with all related details.
- iii. If the proposed connection involves any financial implications, the Manager I.T shall process the case on his relevant file, through Procurement Section, as per purchase S.O.P.
 - iv. After approval, the Manager I.T shall assign the Network Administrator to provide the connection to end user.
 - v. The Network Administrator shall complete the task as per approved plan and submit completion of work certificate with the Manager I.T.
 - vi. The Manager I.T and the Network Assistant shall include the new connection in the overall-network diagram of the University, mentioning the installation date in the relevant register/ file.

4. Changing Login Password For Domain

- i. The System Administrator shall assign User Names and Passwords for Doman to all the Computers of the University, and maintain its list in a Domain Register to be kept in the office of Manager I.T.
- ii. Any staff member/ user may submit a request, duly forwarded/ signed by his/her supervisor, for changing the “User account for domain &Management Information System” with its proper justification with the Manager I.T.
- iii. Manager I.T shall forward the same to System Administrator for changing the password.
- iv. The System Administrator shall complete the task and submit completion of work certificate with the Manager I.T.
- v. The System Administrator shall make proper entries in the Register of Users and Passwords, and shall mention dates of changes in the same accordingly.

5. Backup of Data Center Serve

- i. The Manager I.T along-with his team shall be responsible for backup of each server on a reliable external hard drive on monthly basis.
- ii. These hard drives shall be placed at another place away from data centre, in lock & keys under supervision of Manager I.T.
- iii. A monthly report to this effect is to be submitted by the Manager I.T with Registrar for information.

6. Website Maintenance

- i. Manager I.T shall be responsible for updating the official website of the University which includes changes in contents, design of the webpage or inclusion/ exclusion of any field from Website. For this, he/ she may get ideas with the help of his team and web surfers.

- ii. Suitable suggestions / designs may be short-listed by Manager IT, or any other changes in the contents of the website as per University requirements shall be discussed by the Manager I.T with the Registrar and Vice Chancellor during review meetings, or as may be deemed appropriate for securing approval for implementation. The approval shall be recorded on relevant file or Website register.
- iii. After approval suggestions shall be implemented by the Manager I.T through Website Administrator and entered on log sheet of Website, to be kept in the relevant file by the Manager I.T.
- iv. Feedback / survey received from Users, or from faculty members, staff and students may be noted by Manager I.T for new ideas on the website, and the process shall be followed to keep the website updated.

7. Backup of Web Server

- i. The Manager I.T along-with his team shall be responsible for backup of Web Server on reliable external hard drives on monthly basis.
- ii. These hard drives shall be placed at another place away from data centre, in lock & keys under supervision of Manager I.T.
- iii. A monthly report to this effect is to be submitted by the Manager I.T with Registrar for information.

8. Creating E-Mail Account For Users.

- i. New or existing staff member shall fill-in the requisition proforma for creating an E-mail identity/ Email Account (Annex-III), duly forwarded/ signed by his/her supervisor. The form is to be submitted with Manager I.T, who shall send it to Email Administrator.
- ii. The Email Administrator shall create the Email Account, and convey the same to the person concerned with its copies to Manager IT and the immediate supervisor of the official.
- iii. The Email Administrator shall register the same in the Email Accounts Register, which shall be kept in the office of Manager IT.

9. User's Technical Support For E-Mail Services

- i. Any staff member/ user may launch a technical complaint on the prescribed form, duly forwarded/ signed by his/her supervisor, for any technical issue / problem faced in the email services. Technical complaints may include an issue/ problem like email password, access problems etc. The complaint form is to be submitted with Manager I.T, who shall send it to Email Administrator.
- ii. The Email Administrator shall analyze the issue, and if action is required on the same, shall inform the Manager I.T about the same. The Manager I.T shall allow him / her to proceed further.

- iii. The Email Administrator shall register the same in the complaint register, and assign it a serial number in the email complaint register. He/She shall provide the support, and shall take signature of the person concerned / complainant on the register (email complaint register).
- iv. The end user may also provide feedback on the complaint register.
- v. Email Administrator shall analyze the Feedback obtained, and prepare monthly reports and discuss the same in IT Committee Meeting, headed by the Manager I.T.
- vi. Changes if any indicated by the IT Committee shall be implemented with approval of the competent authority.

10. Procedure For Changing Login Password For Email

- i. Staff member/ user may launch a request on the prescribed form, duly forwarded/ signed by his/her supervisor, for changing the login password for email. The request is to be submitted with Manager I.T, who shall send it to Email Administrator.
- ii. The Email Administrator shall register the same in the Email Accounts Register. He/She shall provide the support, and shall take signature of the person concerned on the mentioned register.

11. Backup of Email Server

- i. The Manager I.T along-with his team shall be responsible for backup of Email Server on reliable external hard drives on monthly basis.
- ii. These hard drives shall be placed at another place away from data centre, in lock & keys under supervision of Manager I.T.
- iii. A monthly report to this effect is to be submitted by the Manager I.T with Registrar for information.

12. Maintenance of Computer Laboratories of the University

- i. The Computer Laboratories of the University (in departments, faculties and administrative units) shall be maintained and run through the Information Technology Section of LUAWMS.
- ii. Manager I.T shall hold responsible the System Administrator for control of the computers, hardware and the software available in the said computers, and shall maintain registers for all such equipment, and maintain separate files for each laboratory.
- iii. The Laboratory Assistants posted in the said Labs shall report to the Manager IT through System Administrator, who shall keep monitoring their services, conduct and related official activities performed in the mentioned laboratories.

- iv. For any repair/ maintenance / purchase related issue, the Lab Assistant shall send request to the Manager IT through System Administrator, who shall follow the procedure for the repair/ maintenance / purchase as per the related S.O.Ps.
- v. The Registrar shall keep inspecting the laboratories, and check the equipment and staff of the same on regular basis.

13. Maintenance of Video Conferencing Facility

- i. The Video Conferencing Facility shall be maintained and run through the Information Technology Section of LUAWMS.
- ii. Manager I.T shall hold the Video Conferencing Engineer for control and managing of the equipment available in the said facility, who shall maintain registers for all such equipment, and maintain a main file for this facility matters.
- iii. The Video Conferencing Engineer shall report to the Manager IT, who shall keep monitoring his/her services, conduct and related official activities performed in the mentioned facility.
- iv. For any repair/ maintenance / purchase related issue, the Video Conferencing Engineer shall send request to the Manager IT, who shall follow the procedure for the repair/ maintenance / purchase as per the related S.O.Ps.
- v. The Vice Chancellor and the Registrar shall keep inspecting the Video Conferencing Facility, in order to keep a check on the equipment and staff of the same on regular basis.

14. Managing Communication Systems of the University (Telephone Exchange)

- i. The Manager I.T shall be responsible to manage and keep the communication systems of the University operational. The telephone exchange of the University shall be maintained and run through the Information Technology Section of LUAWMS, and the staff posted in the same shall report to Manager I.T.
- ii. Manager I.T shall hold the Communication Engineer and staff posted with him/her for control and managing of the equipment available in the said facility, who shall maintain registers for all such equipment, and maintain a main file for this facility matters.
- iii. The Communication Engineer shall ensure effective and smooth functioning of the local exchange of the University, and shall keep record of phone numbers / sets installed in different offices of the University, their monthly ceilings, and separate files for dealing with any connection issues.
- iv. Manager IT shall keep monitoring his/her services, conduct and related official activities performed in the mentioned facility.

- v. For any repair/ maintenance / purchase related issue, the Communication Engineer shall send request to the Manager IT, who shall follow the procedure for the repair/ maintenance / purchase as per the related S.O.Ps.
- vi. The Registrar shall keep inspecting the Telephone Exchange, in order to keep a check on the equipment and staff of the same on regular basis.

15. Adhering to the standard file routing procedure

- i. The Manager IT and his/her team shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case :
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURE FOR MANAGEMENT OF TEACHING FACULTIES OF LUAWMS

Brief

Teaching faculties at LUAWMS are headed by the Faculty Deans. Teaching Departments are looked-after by the Department Chairpersons. The teaching services of the University include research and imparting quality education in much demanded emerging fields of agriculture, water and marine sciences, education, veterinary and animal sciences, management sciences, economics, linguistics, information technology and basic sciences.

Purpose

This procedure aims at standardizing and systematizing procedures pertaining to management of teaching faculties comprising the offices of the Deans and Department Chairpersons.

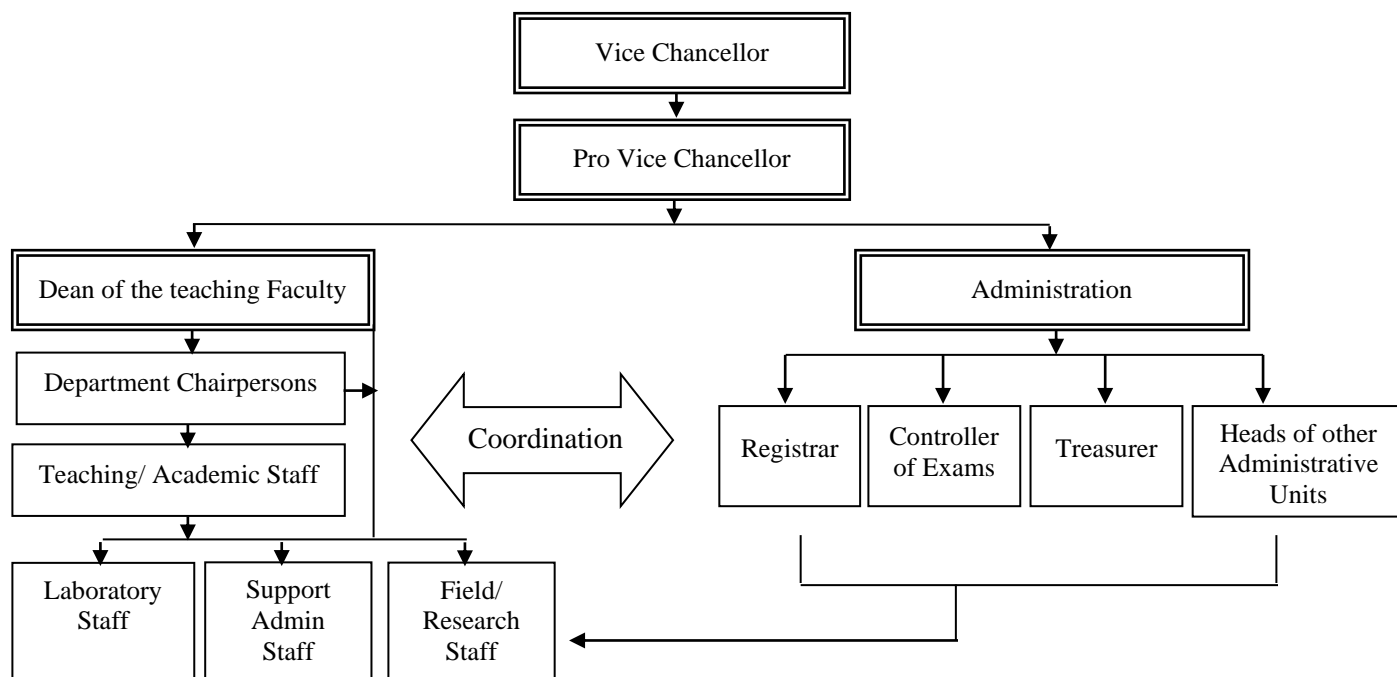
Scope

- This procedure is applicable to the all teaching faculties of LUAWMS.
- The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures covering management of teaching faculties and academic services of LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The Faculty Deans, Department Chairpersons and the academic staff of LUAWMS, under supervision of the Vice Chancellor and Pro-vice Chancellor have the responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



The teaching faculty management practices shall be carried out as per following :

1. Admissions of the students.
2. Course allocation to the teachers for the semester.
3. Scheduling the classes for the semester.
4. Enrolment/ Registration of Students in courses for the semester.
5. Monitoring the conduct of classes/ labs and course completion.
6. Conducting semester examinations.
7. Submission of semester results.
8. Students' Counseling sessions.
9. Faculty Counseling sessions.
10. Students' participation in co-curricular and extra-curricular activities.
11. Student's study tours/ field visits.
12. Faculty participation in conferences, seminars, symposia, trainings, projects, publications and Faculty Research and Development Activities etc
13. Managing the Faculty Revolving Fund.
14. Managing other necessary procurements for the Faculty.
15. Managing the Teachers Evaluation Survey of the Faculty.
16. Managing the Faculty Performance Management Process.
17. Accreditation of programs with relevant accrediting bodies.
18. Conducting academic bodies meetings at faculty-level.
19. Adhering to the standard file routing procedure
20. Carrying-out other special assignments as assigned from time to time.

1. Students' admission to the Faculty

- i. The Faculty Dean shall be member of the University Admission Committee/Deans Committee, and shall be presenting admission offerings to the students in different programs of studies, through the admissions in the said committee. The Dean of Teaching Faculty shall present cases of admission offerings in different departments of the faculty in the admissions committee which shall be included in the admissions advertisement.
- ii. The Admissions shall be processed by the Registrar's Office (Admissions and Academic Affairs Section), and the final admission lists as approved by the Vice Chancellor shall be notified by the Registrar (in accordance with S.O.P of Admissions and Academic Affairs Section).

- iii. The final list of candidates who secure admission into a program shall be shared with the respective Dean by the Deputy Registrar Admissions and Academics.
- iv. The Dean shall forward the same to the respective Chairpersons in the faculty. The Chairperson shall enroll the admitted students into the first semester on their relevant registers and files, mentioning the session, roll numbers and other related details.

2. Course allocation to the teachers for the semester

- i. The Department Chairperson shall compile a list of courses to be taught in the semester in each semester (subject-wise) in accordance with University's academic rules, regulations and policies for teaching courses, as approved and notified, fifteen days prior to commencement of semester/classes.
- ii. Once the list is compiled and finalized, the Department Chairperson shall circulate it among all the teachers in order to opt for course preferences, within two days.
- iii. As the course preferences are finalized, the Department Chairperson shall inform the Dean about the same.
- iv. The Dean of the teaching faculty shall call meeting of all chairpersons of the faculty in order to deliberate and finalize the course allocation plan for the semester. The course allocation shall be finalized and announced by the Dean in the said meeting. The Faculty Dean shall also notify the approved lists of course allocation to the teachers, and send the copy to the Department Chairperson for implementation. The approved course allocation for the semester shall be notified 5 days prior to commencement of the semester.
- v. Course load of a faculty member shall be assigned according to the course load/ limits of LUAWMS rules/ practices.
- vi. If any teacher does not give preference of courses to be taught, the Department Chairperson, in consultation with the Dean concerned shall allocate courses to him/her. Decision of the Dean on allocation of courses to teachers shall be binding on the teacher, and the Department Chairperson shall have to implement the same.

3. Scheduling of classes for the semester

- i. The Department Chairperson shall designate a teacher as focal person for preparation of time-table / schedule of classes for the semester, who shall coordinate with all the teachers, and shall submit a draft time table/ classes schedule of the semester with the Department Chairperson, 4 days before commencement of the classes in any semester.

- ii. The Department Chairperson shall discuss the same with senior teachers of the department, and shall approve the same, as proposed or with changes as may be deemed appropriate.
- iii. The Classes schedule for the semester shall be notified to all the teachers and all notice boards of the University/ department, 2 days before commencement of the semester studies.

4. Enrolment/registration of students in courses for the semester

- i. On commencement of the classes, the Department Chairperson shall assign the lecturers / course teachers for proper registration of the student in their relevant courses/ subjects.
- ii. To this effect, the students shall be required to fill the course enrolment form stating the courses he/she intends to study in a given semester. The deadline of enrolment form submission shall be one week after the commencement of classes for the new semester.
- iii. The teachers shall maintain a copy of list of registered students in their relevant courses, and shall submit the same with the Department Chairperson, who shall ask the superintendent/ administrative support staff to make proper entries in the relevant register. The Register shall be checked by the Department Chairperson, so as to confirm that the registered courses of every student is within the prescribed course/ credit hours limit, as per LUAWMS rules/ practices.
- iv. This task shall be performed no later than the second week of commencement of classes for the new semester.

5. Monitoring the conduct of classes/ labs, and course completion

- i. Department Chairperson shall prepare a monitoring plan for random checking of classes/lab activities with/ through the administrative support staff of the Department.
- ii. Departmental administrative support staff shall observe the monitoring plan for checking the conduct of classes/labs by physically visiting the classes and labs and record the status whether the class is conducted as per official schedule / timetable or otherwise.
- iii. The support staff/ superintendent shall submit a daily report on the same to the respective Department Chairperson, who shall submit a summarized report to the Dean on weekly basis with his remarks/ comments in favor of each faculty member.
- iv. The Department Chairperson and/ or the Faculty Dean shall perform random visits to ensure the conduct of classes/labs as scheduled and intended/ notified as per time table. They may also keep checking the course files of the teachers and the schedules, in order to ensure completion of the course within the time limit of semester.
- v. The Dean/ Chairperson shall take appropriate action on a reported lapse in conduct of classes, or not completing the course within the time limit of semester, in accordance with LUAWMS rules/ practices.

6. Conducting semester Examinations

- i. The Dean shall nominate an Examination Coordinator / Focal Person / Faculty Examination Committee within the faculty, to comprise of 4 to 6 members from all teaching departments of the faculty, and member(s) from office of the Controller of Examinations.
- ii. The Exam Coordinator/ Focal Person shall finalize, or the Faculty Examination Committee shall meet two weeks prior to the Mid Terminal and Final/ Terminal examinations, in order to finalize the schedule of the examinations (i.e. the date sheet), and other related details of examinations.
- iii. The Exam Coordinator/ Focal Person / Committee shall finalize the examination schedule/ date sheet, and submit the same to the Dean for consideration and approval ten days prior to the schedule of examinations. The approved schedule shall be sent to the Controller of Examinations for notification and implementation.
- iv. The Controller of Examinations shall notify the same to all department chairpersons of the faculty, teachers and students, and to be pasted on all notice boards of the University/ department 7 days before the commencement of examinations.
- v. In case of final / terminal examination, students shall be provided examination clearance slips at least three days prior to the examination by the administrative support staff of the faculty under supervision of the Dean/ Department Chairperson. The students shall be guided to get the blank spaces filled-in through Library, Academics Section, Finance Section, Sports Section or any other relevant section.
- vi. The filled-in slips shall be verified by the Department Chairperson, who shall sign the same, and keep a copy in the relevant file for checking during exam, specifically at the time of entry in exam halls by the Exam Superintendent.
- vii. Teachers shall prepare their relevant question papers in accordance with SOP of office of Controller of Examinations.
- viii. Examinations shall be conducted by the Controller of Examinations in accordance with their relevant S.O.P.
- ix. Teachers of the teaching faculty/ teaching departments may be assigned invigilation duties through Dean office, to be notified by the Controller of Examinations in accordance with their relevant S.O.P.

7. Submission of semester results

- i. After conduct of examinations, the teacher concerned shall take-over the solved papers from the Examination Superintendent and mark the same within the notified time period.
- ii. Marking of papers shall be done by the concerned teachers, or as may be assigned by the Dean, within two weeks of the end of semester examinations, using the marking scheme prepared for such examination as per University Rules, and prepare official mark sheet in respect of all students of the class.

- iii. All graded/marked examination papers shall be made available for the students for review, on a specific date as announced by the teacher before submitting the result.
- iv. Teacher/examiner may make changes if needed after the student review, with valid justification to be recorded on the answer sheet with his /her signatures.
- v. The teacher shall sign the official mark sheet, and hand-over the same to Controller of Examinations with its copies to Faculty Dean, Department Chairperson and a copy to be kept with himself/ herself for record and reference.
- vi. The result shall also include award sheet of sessional marks for the class which should contain the distribution of sessional marks for each student i.e., quizzes, assignments, class participation etc.
- vii. On receiving the results, the Controller of Examinations shall process for compiling/ finalizing the result as per his/her S.O.P.

8. Students' Counselling

- i. The Dean of the Faculty to ensure that every teacher notifies one hour daily to his/her students for Students' Counseling, by allocating a fix time, made public through notice boards of the faculty/ department. Such notice is to be signed by the teacher concerned and the Department Chairperson, and counter signed by the Dean concerned.
- ii. The Department Chairpersons shall have to implement the same, and shall monitor that the activity is followed by all the teachers.
- iii. Such counseling / consultation includes issues, problems, academic questions, motivation talks, guidance, and provision of information to the students other than in the routine class/laboratory work.

9. Faculty Counselling

- i. The Dean of Faculty and Department Chairperson shall be responsible to allocate one hour daily (through notices to be pasted on notice boards/ office) for faculty counseling sessions.
- ii. Faculty counseling may include issues relating to guidance, motivation, consultation, problem solving, information sharing with, and information provision to faculty members, or any matter other than in the routine academic/ administrative activities of the University.

10. Students' participation in co-curricular / extra-curricular activities

- i. The Dean, Department Chairperson and teachers shall encourage student(s) to participate in co-curricular activities, extra-curricular activities, external competitions, conferences, seminars, sports events or any

other such events. The Department Chairperson shall have to endorse the following in all such cases on the relevant file :

- a. Nomination of a teacher as in-charge of the event/ responsible for overall event
 - b. The need for such participation
 - c. Proper justification of participating students
 - d. Number of participants, along-with their names, roll numbers and registration numbers
 - e. Funding / donor agencies if any
 - f. Mode of traveling
 - g. Permission from the parents of the students (undertaking from parents for allowing participation at their own risk)
 - h. Any other point deemed necessary for participation of the students.
- ii. The Department Chairperson shall prepare the proposal with all its related details, financial implications etc, and shall send the same to Dean of Faculty on relevant file for securing approval. The Dean shall analyze the case, and send it to Registrar with his comments/ remarks/ recommendations.
 - iii. If financial implications are involved, the Registrar shall secure financial concurrence through office of the Treasurer. The Treasurer shall mention the funds position, and send the file back to Registrar for further action. If the event is financed by any donor/ agency, this shall not apply.
 - iv. The Registrar shall send the file for securing approval to the Pro-vice Chancellor and Vice Chancellor.
 - v. The approval shall be conveyed to the Dean for implementation.
 - vi. The nominated in-charge teacher shall submit a report with the Faculty Dean through Department Chairperson on completion of the program/ participation, who shall share the same with Registrar and the Vice Chancellor for information.

11. Students' Study Tours/ Field Visits

- i. The Department Chairperson may identify need for study tour, preferably in the final semesters of studies, which to augment the curriculum taught in the class/lab and to provide industrial exposure to the students, if deemed appropriate.
- ii. The Department Chairperson shall draft the proposal on the relevant file with following detailed points, and send the same to the Faculty Dean :
 - a. Justification/ need of the tour in brief.
 - b. Details of the student group with written and signed consent of parent(s) and the student.
 - c. Nomination of appropriate faculty supervisor(s) to accompany the student group.
 - d. Estimated budget required to conduct the tour. Budget is to be bifurcated with 70% to be financed by the University and 30% by the participating students.

- iii. The Dean shall assess the proposal and recommend the proposal to the Registrar for securing approval of the competent authority.
- iv. The Registrar shall secure financial concurrence through office of the Treasurer. The Treasurer shall mention the funds position, and send the file back to Registrar for further action.
- v. The Registrar shall send the file for securing approval to the Pro-vice Chancellor and Vice Chancellor.
- vi. The approval shall be conveyed to the Dean for implementation, and the Treasurer shall release the funds in favor of faculty supervisor(s) nominated for the study tour as advance. Funds shall be released keeping in view the preposition of expenditure bifurcated as per notified policy of LUAWMS for such cases (i.e. the portion to be financed by the University and by the participating students).
- vii. The nominated in-charge teacher shall submit a report with the Faculty Dean through Department Chairperson on completion of the study tour, who shall share the same with Registrar and the Vice Chancellor for information.
- viii. The nominated in-charge teacher shall have to submit advance adjustment case within one week after completion of the study tour through Dean, who shall mark it to Treasurer for audit.
- ix. The Resident Auditor shall check the file, and if found in order, shall mark it to the Treasurer, who shall refer it to the Registrar for securing approval through Pro-vice Chancellor and Vice Chancellor.
- x. The approved file shall be sent to Treasurer for adjustment of advance, and the file shall be sent to the Dean after adjustment for reference and record, and for use in future.

12. Faculty participation in conferences, seminars, symposia, trainings, projects, publications and Faculty Research and Development Activities etc

- i. The Dean and the Department Chairperson shall encourage teachers to participate conferences, seminars, symposia, trainings, research projects, research publications and other faculty research and development activities etc, or any other such events. The Department Chairperson shall have to endorse the following in all such cases :
 - a. The need for such participation for the faculty as a whole.
 - b. Proper justification of participating teacher
 - c. Funding / donor agencies if any
 - d. Mode of traveling
 - e. Any other point deemed necessary for participation of the students.
- ii. The Department Chairperson shall prepare the proposal with all its related details, financial implications etc, and shall send the same to Dean of Faculty on relevant file for securing approval. The Dean shall analyze the case, and send it to Registrar with his comments/ remarks/ recommendations.

- vii. If financial implications are involved, the Registrar shall secure financial concurrence through office of the Treasurer. The Treasurer shall mention the funds position, and send the file back to Registrar for further action. If the event is financed by any donor/ agency, this shall not apply.
- iii. The Registrar shall send the file for securing approval to the Pro-vice Chancellor and Vice Chancellor.
- iv. The approval shall be conveyed to the Dean for implementation, who shall inform the teacher concerned about the same, and shall send the file to Treasurer for release of funds in favor of teacher(s) concerned.
- v. The teacher(s) concerned shall submit a report with the Faculty Dean through Department Chairperson on his/ her/ their return from the program/ participation, who shall share the same with Registrar and the Vice Chancellor for information.

13. Managing the Faculty Revolving Fund

- i. The University shall allocate a Faculty Revolving Fund (FRF) on discretion of the Dean of the Faculty, for an recoupable amount as may be determined / decided by the University from time to time, which shall cover purchase/ arrangement of items at the Faculty level in the following heads:
 - a. stationery,
 - b. books,
 - c. entertainment,
 - d. fixtures,
 - e. laboratory, and
 - f. contingency, or
 - g. Any other head/ item included by the University from time to time.
- ii. Any expenditure request funding request related to the said heads shall be placed before the Dean by the Department Chairperson or any faculty member through the Department Chairperson.
- iii. The Dean shall assess and approve (accordingly) the request for up to Rs.5000/- (or any limit as may be notified by the University from time to time) after necessary audit checks by the resident auditor.
- iv. The Dean shall assess and recommend (accordingly) for approval by the Vice Chancellor of an FRF funding request worth above5Rs.3000/-(or any limit as may be notified by the University from time to time).
- v. The Dean shall also ensure that the applicable procurement rules of the University and the Government shall be followed on all FRF expenditure cases, and all such cases be dealt on main file of FRF of faculty concerned.
- vi. Upon completion of the procurement, the inventory / log of the item(s) shall be recorded in the relevant facility / office at the Faculty/ Faculty Stock Register.

- vii. The Dean shall send the file to Treasurer for recouping of FRF as the fund is exhausted, who shall mark the same to Resident Auditor for checking.
- vi. If found in order, the Resident Auditor shall send the file to Treasurer for further action. The Treasurer shall send the same to Registrar for securing approval. The Registrar shall send the file for securing approval to the Pro-vice Chancellor and Vice Chancellor.
- vii. The approval shall be conveyed to the Treasurer, who shall recoup the FRF, and shall send the file to Dean for record and reference, and for future use.

14. Managing other necessary procurements for the Faculty.

- i. For ensuring operations of the faculty within the University set-up, the Department Chairperson may place a request before the Dean for procurement of item(s) / service(s), which are beyond the faculty revolving fund.
- ii. The Dean shall assess the need of the procurement and shall recommend (accordingly) the request to the Registrar for materializing the proposed purchase.
- iii. The Registrar shall analyze the same, and mark the same to the Director of Procurement of the University for processing the same in accordance with purchases SOP.
- iv. The Director Procurements shall materialize the proposed purchase in accordance with Procurements SOP, and shall send the file back to the Dean for record, reference and future use.
- v. The purchased items shall be issued by the Director Procurements in the name of the Department Chairperson, who shall be responsible to make proper entries in the relevant stock registers, and issue the same to the end users with proper entries in the relevant registers.

15. Managing the Teachers Evaluation Survey of Faculty

- i. The Teachers Evaluation Survey shall be conducted by the Directorate of Quality Enhancement Cell at the end of each semester, or as may be decided by the University.
- ii. The Director Quality Enhancement Cell (QEC) shall coordinate with all the Faculty Deans for the teachers evaluation survey and its tentative schedule.
- iii. The tentative schedule shall be shared with the Vice Chancellor by the Director Quality Enhancement Cell for consideration and approval. The Vice Chancellor may approve the schedule, which shall be notified to the Director QEC and all Deans for implementation.
- iv. The Faculty Dean shall mark the approved schedule to the concerned Department Chairpersons, who shall assign focal persons from each department for completion of teachers evaluation survey.
- v. The Deputy Director (QEC) shall coordinate with every focal person for implementation of the scheduled survey, and distribute survey questionnaires among students at an agreed time through the focal persons,

and collect the same. The questionnaires/ survey forms shall be combined (subject-wise and class-wise) by the Deputy Director QEC, and shall be handed over to the Data Analyst for preparation of summarized report under supervision of Director QEC.

- vi. The Data Analyst shall prepared summarized reports under supervision of Director QEC. The Director QEC shall sign the same and submit the same with the Dean concerned, Registrar, Pro-vice Chancellor and Chancellor for information and further necessary action as deemed appropriate.

16. Managing the Faculty Performance Management Process

1. The Dean of Faculty shall coordinate with Registrar Office Human Resource Management Section for performance management procedure of the faculty.
2. The Additional Registrar shall forward Performance Evaluation Report (PER) proforma to concerned Dean to fill the same accordingly to assess the performance of employee during the year, or at any point in time. The forwarding letter should clearly mention the details relating to parameters of evaluation, returning date, counter-signature matters and all other necessary steps. The Dean shall mark the same to the Department Chairperson (being immediate supervisor of the teaching staff) for management and execution of the process.
3. The Department Chairperson/ Supervisor shall:
 - a. Review with the employee his/her performance during the preceding year and document the employee's overall performance rating using the Performance Evaluation Report form.
 - b. Review/update the position description with the employee.
 - c. Communicate performance standards and expectations to the employee.
 - d. Set goals with the employee for the upcoming year
4. The Department Chairperson shall fill-in the relevant portion of the forms (reporting officer) and shall send it to the Dean for his/ her counter signatures, and remarks.
5. The Dean shall give his/her remarks and counter sign the same, and send the same to the Additional Registrar for further process as per SOP of Human Resource Management Section.

17. Accreditation of programs with relevant accrediting bodies

- i. The Director QEC shall be the coordinating officer for accreditation of programs with relevant accrediting bodies with the help and support of Dean and Department Chairperson concerned.

- ii. The Department Chairperson in coordination with the Directorate of QEC shall identify the need for accreditation of a program offered in the department from a relevant accreditation body e.g. Pakistan Medical Association.
- iii. The Department Chairperson shall complete the requisite documentation for the accreditation and shall submit it to the Director QEC via Dean with Dean's counter signatures.
- iv. The Director QEC shall coordinate with the relevant accreditation body for conducting the evaluation visit. Upon receipt of the notification of evaluation visit from respective accreditation body, the Department Chairperson shall make necessary preparations for the visit including assigning preparation tasks to teams within the department. Preparation tasks shall include (but not limited to);
 - g. documentations regarding human resource at the faculty,
 - h. cross check of laboratory manuals in the labs,
 - i. cross check of course files as per appropriate format and making them available at the accreditation meeting venue,
 - j. all other required documentations in the accreditation meeting,
 - k. scheduling and arranging meeting of departmental faculty with the evaluation team,
 - l. scheduling and arranging meeting of students with the evaluation team etc.
- v. The evaluation visit shall be conducted as per the requirements of the relevant accreditation body, whereby the Dean concerned, Department Chairperson concerned and the Director QEC shall be the focal persons for smooth operation of the accreditation process.
- vi. Upon completion of the visit, a brief report about the visit shall be submitted to the office of the Dean and the Registrar by the Department Chairperson.
- vii. The accreditation notified by the relevant forum/ body shall be notified by the Director QEC, and the Faculty Dean and Department Chairperson shall be responsible for its extension process initiation well before expiry of the same.

18. Conducting academic bodies meetings at faculty-level.

A. Board of Studies

- i. The Board of Studies meeting shall be conducted in each teaching department by the Department Chairperson at least once in an academic year, or as may be decided by the University from time to time, to consider the academic matters, curriculum issues etc of all under-graduate level programs, in accordance with LUAWMS Academic rules, regulations and policies.
- ii. The Chairperson shall prepare the proposed changes (if required) in the curriculum for all levels of degree programs offered in the department. The proposed new curriculum shall be prepared in consultation with the faculty members of the department.

- iii. The proposed new curriculum shall be the main agenda of the Board of Studies meeting. The Department Chairperson may however, include any other related agenda such as proposal to offer a new program in the department.
- iv. The Chairperson shall contact the members of the Board of Studies to schedule a date for the meeting.
- v. The Chairperson shall request the Deputy Registrar Academics via the Dean on the relevant file to provide the travel and local arrangements for the meeting. The Deputy Registrar shall secure approval of the same through Registrar, Pro Vice Chancellor and Vice Chancellor. The approval shall be executed by the Deputy Registrar Academics on the relevant file.
- vi. After the completion of the meeting, the minutes of the Board of Studies meeting shall be forwarded to the Dean for his consideration and placement before the Academic Council meeting.

B. Advance Studies and Research Board

- i. The Advance Studies and Research Board (BASR) meeting shall be conducted centrally by the University through office of the Registrar at least once in an academic year, or as may be decided by the University from time to time, to consider the academic matters, curriculum issues etc of all graduate level programs, in accordance with LUAWMS Academic rules, regulations and policies.
- ii. The Registrar shall circulate among all the Faculty Deans for tentative date of convening the meeting of BASR, and for submitting any agendas to be placed in the same. The Deans shall disseminate the same among all the Department Chairpersons, who shall propose related agendas in consultation with the teachers and research supervisors concerned.
- iii. The draft agenda items shall be submitted by the Department Chairperson to the Dean of the Faculty, who shall forward the same to Registrar for incorporating the same in the main agenda/ working paper of BASR.
- iv. The meeting shall be convened by the Registrar's Office Admissions and Academic Affairs Section, and the minutes shall be issued accordingly by the said office.
- v. The Deans shall be responsible to ensure that the decisions made by the BASR are implemented by the department Chairpersons accordingly.
- vi. After the completion of the meeting, the Dean and Department Chairpersons shall coordinate with the Registrar Office for placement of the relevant agenda recommendations (if applicable) before the Academic Council meeting.

C. Academic Council

- i. The Academic Council meeting shall be conducted centrally by the University through office of the Registrar at least once in an academic year, or as may be decided by the University from time to time, to consider the academic matters, curriculum issues etc of all graduate and under-graduate level programs, in accordance with LUAWMS Academic rules, regulations and policies.
- ii. The Registrar shall circulate among all the Faculty Deans for tentative date of convening the meeting of Academic Council, and for submitting any agendas to be placed in the same. The Deans shall disseminate the same among all the Department Chairpersons, who shall propose related agendas in consultation with the teachers of department, or as per recommendations of the Board of Studies and Advance Studies and Research Board to be placed before the Academic Council.
- iii. The draft agenda items shall be submitted by the Department Chairperson to the Dean of the Faculty, who shall forward the same to Registrar for incorporating the same in the main agenda/ working paper of Academic Council.
- iv. The Deputy Registrar Academics shall compile the agenda, and share the first draft with Registrar for securing approval of the same through Pro-vice Chancellor and Vice Chancellor. The approved agenda shall be compiled by the Deputy Registrar Academics and Additional Registrar.
- v. The meeting shall be convened by the Registrar's Office Admissions and Academic Affairs Section, and the minutes shall be issued accordingly by the said office.
- vi. The Deans shall be responsible to ensure that the decisions made by the Academic Council are implemented by the department Chairpersons accordingly.
- vii. After the completion of the meeting, the Dean and Department Chairpersons shall coordinate with the Registrar Office for placement of the relevant agenda recommendations (if applicable) before the Syndicate meeting.

19. Adhering to the standard file routing procedure

- i. The Dean and Department Chairpersons shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case :
 - a. The file is received in "Receipt Register" by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.

- d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
- e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
- f. The file was not delayed inordinately, and remained in every office for a period less than three days.
- g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURE FOR LUAWMS FARMING AND GARDENING SERVICES

Brief

LUAWMS Agriculture Farms operate under Faculty of Agriculture with its primary purpose to support the University's agricultural activities, research-related matters of teaching departments of faculty of Agriculture, developing the open spaces of the University, establishing parks, gardens, sporting fields, grounds, trees and reserves.

Purpose

Purpose of this procedure is to standardize and streamline farming and gardening services department's serves under these services of the University.

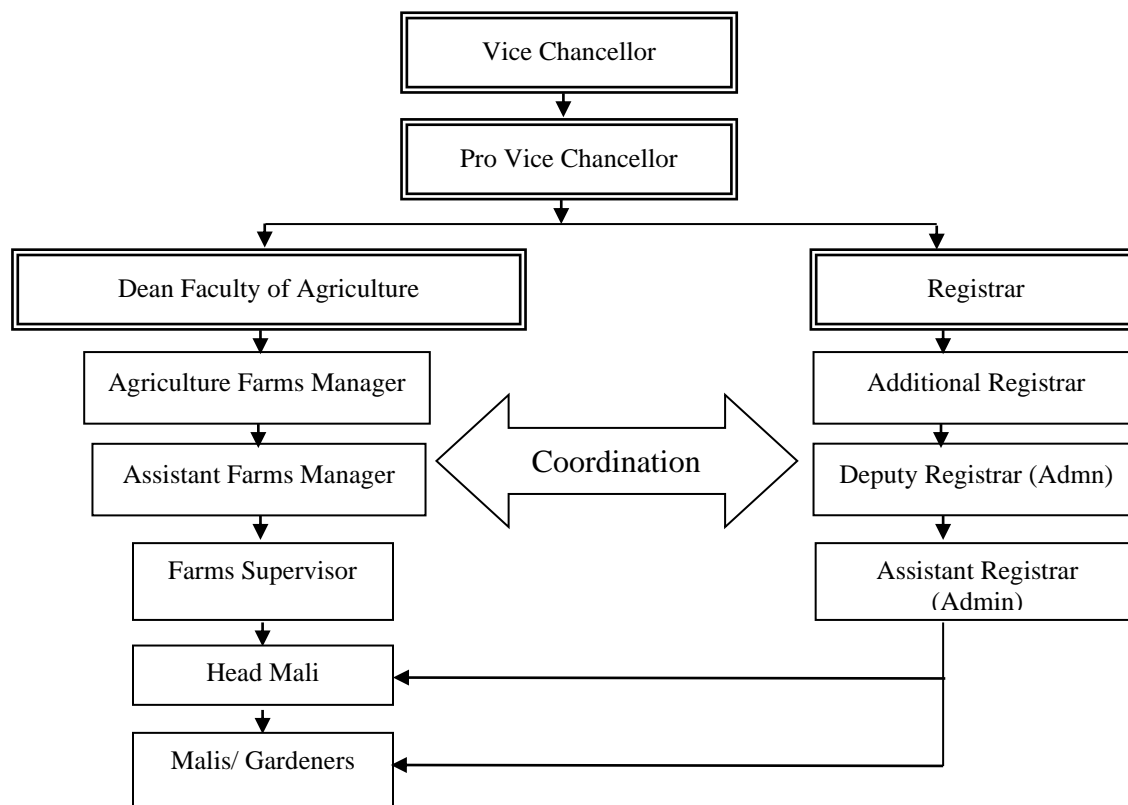
Scope

- i. This procedure is applicable to the farming and gardening services of LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures covering farms management, farming and gardening services at LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the LUAWMS Agriculture Farms, under supervision of the Dean Faculty of Agriculture and Farm Manager have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The agriculture farms and gardening services of LUAWMS shall be operated as following:

1. Providing the Farms staff with required equipment / materials.
2. Agricultural Farming/ Gardening Services of the University.
3. Teaching and Research-related activities of Agricultural Farms/ Gardening Services.
4. Monitoring / Supervision of Agriculture Farms and Gardening Services.
5. Storage of Farm Products
6. Sale of Farm Products
7. Adhering to the standard file routing procedure
8. Carrying-out other special assignments as assigned from time to time.

1. Providing the Farms staff with required equipment / materials

- i. The Head Mali and Farm Supervisor shall submit monthly/ quarterly requirements for the equipment and materials (e.g. planting seeds, fertilizers, insecticides, pesticides, water hose, spades, digging tools, pruners, cutting tools, lawn-mower and bins etc) to be used for farming activities and gardening services of the University with the Assistant Farms Manager, who shall check the same and send it to Farms Manager.
- ii. The Farms Manager shall analyze the same with proper justification, and send the same to Registrar for consideration and approval.
- iii. The Registrar shall move the file to Treasurer for funds provision. The Treasurer shall mention the funds position under the relevant head, and send the file to Registrar for securing approval by Vice Chancellor through Pro-vice Chancellor for purchase of the required equipment and material.
- iv. The Vice Chancellor may approve the same or otherwise. If approved, the same shall be sent to Director Procurement, for materializing the purchase in accordance with S.O.P for procurements.
- v. The purchased items shall be placed in the store, and shall be requisitioned by the Assistant Farms Manager, who shall hand-over the same to Supervisor Farms and the Head Mali with proper entries in the relevant register.
- vi. These items may also be placed in the store of Agriculture Farms under supervision of Farms Manager with proper entries in the stock register, and to be issued to Head Mali or Supervisor as and when needed with proper entries of issuance.
- vii. Use of these items shall be monitored for use by the Farms Manager, Assistant Farms Manager, the Supervisor and the Head Mali on regular basis.
- viii. Maintenance of the required equipment shall be responsibility of Head Mali and Farms Supervisor, which includes adjustments of mower blades, cutting-height, its oiling etc. The Head Mali and Farms Supervisor shall report equipment malfunctions to the Assistant Farms and Farms Manager as and when noticed.

2. Agricultural Farming/ Gardening Services of the University

A. Development of new farms, gardens, lawns and open areas :

- i. The University administration through office of the Vice Chancellor, Pro Vice Chancellor, Registrar, Deans or Directorate of Planning and Development etc may point out any place/ area on the University campus(es), where any farm / garden/ field is to be established, or an open area needs to be developed in accordance with University's master plan, or such need arises by construction of new facility, or as the case may be for development of lawns, flower beds etc.

- ii. The Directorate of Planning and Development shall demark the area, and get approval of the facility's design through the Vice Chancellor.
- iii. If any financial implications are involved in development of the area, the file shall be sent to Treasurer by the Registrar for funds provision. The Treasurer shall mention the funds position, and send the file to Registrar for securing approval by the Vice Chancellor through Pro Vice-chancellor.
- iv. The approved plan shall be handed-over to Registrar, who shall mark it to Dean Faculty of Agriculture. The Dean shall mark the case to Farms Manager for execution of work.
- v. As the proposal is approved, the file shall be sent to Treasurer for release of funds. The Farms Manager shall execute the work with the coordination of Assistant Farm Manager and monitor the services of Farm Supervisor and Head Mali, and the Malis in line with the agreed upon time.
- vi. On completion of the work, the Director Planning and Development shall inspect the area with the designated members (as may be notified as inspection committee), and the completion certificate shall be issued with signatures of Registrar and the Director Planning and Development.
- vii. After completion, the said facility shall be handed-over to the Farms Manager and it shall be the responsibility of Farms Manager for maintenance. The Farms Manager and his / her team shall be responsible for maintaining the facility on daily basis through gardening services of the University.

B. Daily Maintenance of Farms/Lawns/Grounds and Open areas :

- i. The Farms Manager and his/her team shall ensure daily maintenance of University Farms/Lawns/Grounds and open areas through the Head Mali, Farms Supervisor, gardening staff/ Malis, which includes :
 - a. Soil cultivation, digging, forking, mulching, weeding, edging, pruning of lawns, and flower beds.
 - b. Watering the lawns, plants, trees and flower beds.
 - c. Cutting grown-up grass by lawn mower to an even height of lawn.
 - d. Trimming of un-even branches of trees, plants and flowers
 - e. Cleaning the lawns
 - f. Putting on gloves and proper personal protection equipment while performing the above jobs
- ii. The Assistant Farms Manager through the Head Mali, Farms Supervisor, gardening staff/ Malis shall chalk a weekly plan for maintenance of these facilities, which shall be checked and countersigned by the Farms Manager.

C. General gardening activities

- i. The Farm Manager and his/her team shall be responsible for carrying-out the following farming/ gardening services in course of their services at LUAWMS :
 - a. Maintaining gardens by naturally fertilising, trimming and making sure that plants are receiving adequate water.
 - b. Pruning trees and hedges in ways that help the plants' health, are safe and look good.
 - c. Maintaining lawn and grassy areas using machinery and natural fertilisers.
 - d. Keeping the gardens, thoroughfares and footpaths clear and free from litter at all times.
 - e. Maintaining and developing pathways, ponds, steps, walls, grounds etc.
 - f. Tidying up and cleaning the flower beds of the University.
 - g. Keeping the tools / store room clean and tidy, and ensuring that all equipment, machinery are stored securely and clean after use.
 - h. Ensuring that the servicing and tidiness of plants/ trees/ lawns / flower beds are updated, and timely reporting of any defects in the same.

3. Teaching and Research-related activities of Agricultural Farms/ Gardening Services

- i. Teaching and Demonstration in the Agricultural Farms shall be conducted on written permission of the Dean Faculty of under supervision of Department Chairperson, and the Farms Manager.
- ii. Practical of the students shall be conducted by the teacher concerned under supervision of Department Chairperson and Farms Manager. The students shall be monitored by the teacher concerned, who shall be responsible for taking attendance of the students, and sign the Farm Register for the time of use (from – to) with a brief about the work conducted.
- iii. The students may also be allowed to conduct research studies in the Agriculture Farms under supervision of their approved research supervisor, and the Farms Manager. The Dean concerned shall send the name(s) of student(s), along-with their approved supervisors to the Dean Faculty of Agriculture, whereby the details of study to be conducted shall also be mentioned.
- iv. The Dean Faculty of Agriculture shall mark the same to the Farms Manager, who shall schedule the time of the research studies in coordination with the chairperson concerned and the approved research supervisor.
- v. The details of research work conducted in the Research Farms shall be maintained in favor of each student by the approved research supervisor in the Research Register / Log, which shall be kept with the Farms Supervisor, and counter signed by the Dean Faculty of Agriculture.

- vi. The plants/ crops/ herbs etc planted / germinated in the Agriculture Farms shall remain property of the University. However, any sample of the same can be obtained by the researcher/ teacher concerned/ chairperson concerned with the approval of the Dean Faculty of Agriculture.

4. Monitoring and Supervision of the Farms and Gardening Services of the University

- i. The farming and gardening services of the University shall be continuously monitored by the Dean Faculty of Agriculture, Farms Manager and the Registrar's Office (Administration Section). The close supervision of Farms Manager and Assistant Farms Manager shall be maintained, whereby the Farm Supervisor and Head Mali shall keep reporting these both officials.
- ii. The Farms Manager, and Assistant Farms Manager Registrar shall coordinate and allocate specific areas to any Mali(s), and keep recording his/their performance on monthly basis, through the Farms Supervisor and Head Mali.
- iii. Along-with the daily activity, the gardening services plan shall also include monthly plans, to be executed by the Farms Manager, Assistant Farms Manager, Farm Supervisor, Head Mali under supervision of Dean Faculty of Agriculture. This activity is to be checked by the Dean Faculty of Agriculture on regular basis, and the officer shall submit a report on operations of the Farms to the Registrar and Vice Chancellor for information on quarterly basis.
- iv. The Farm Manager, in consultation with the Dean Faculty of Agriculture, shall also work on proposals / programs for trainings of the Malis and Farm/ Agriculture staff for improvement on their skills. For this, he/she shall move proposal on relevant file mentioning details relating to duration, type of training, financial implications etc, and submit the same to the Dean, who shall mark it to Registrar for securing approval from relevant forum as per their relevant S.O.Ps.

5. Storage of Farm Products

- i. The Farms Manager shall be responsible for ensuring proper storage of farm products, which may include any field crop, fruit, grains, cereals, vegetables etc.
- ii. The Farms Manager shall ensure that the storage facility of Agriculture Farms is cleaned thoroughly, and maintained properly.
- iii. The stored farm items shall be kept in separate bags/boxes, properly staked with a sticker on the same mentioning the type, date of storage and expiry etc by the Farms Manager.
- iv. Any such product shall be registered in the Farms Product Register with his signatures, and shall be issued/ disposed with prior approval of the Dean Faculty of Agriculture. The entries made in the Farms Product Register shall be signed by the Farms Manager and counter signed by the Dean Faculty of Agriculture.

6. Sale of Farm Products

- i. The University, with the prior approval of the Vice Chancellor may decide to make commercial use of its Farm Products, as it may deem appropriate.
- ii. The Farms Manager shall be responsible for proper record keeping of goods sold in the Sale Register, to be signed on each entries by the Farms Manager and counter signed by the Dean.
- iii. The income generated by sale of these products shall be deposited in the University accounts through the Treasurer/ Directorate of Finance, and its further utilization shall be as per decision of the University's policy, as may be decided from time to time.

7. Adhering to the standard file routing procedure

- i. The Farms Managers and the staff of their office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case :
 - a. The file is received in "Receipt Register" by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURE FOR LUAWMS ANIMAL FARMS MANAGEMENT

Brief

LUAWMS Animal Farms operate under Faculty of Veterinary and Animal Sciences, working with responsibility of protecting animal health, animal welfare, human health and the environment in the Animal Farms.

Purpose

This procedure shall serve as a guide on how the processes in the animal farms are to be carried-out, in order to support and ensure good animal farming practices, covering the key aspects of animal health, hygiene, nutrition, welfare, the environment and socio-economic management of the University Animal Farms.

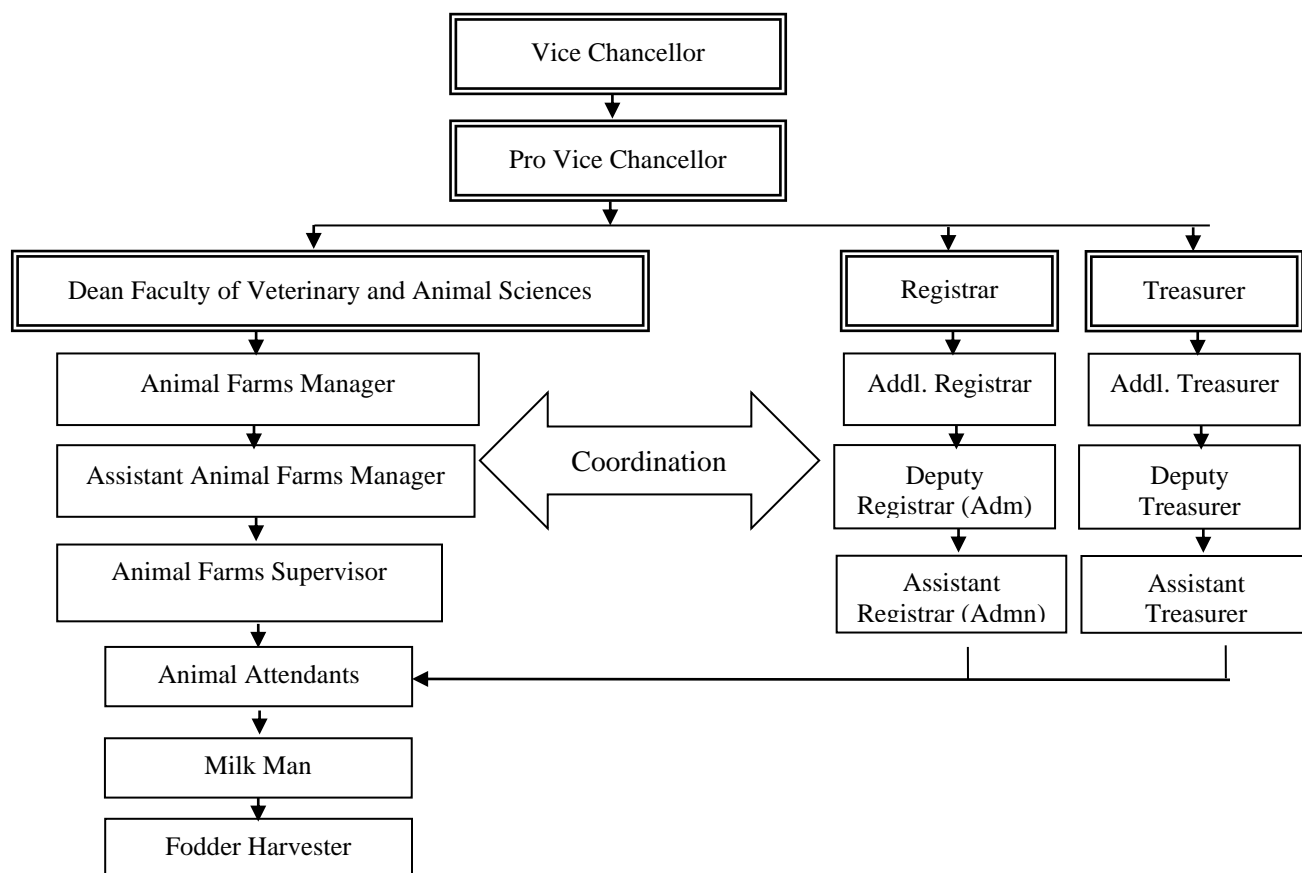
Scope

- i. This procedure is applicable to the animal farming services of LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures covering animal farms management, animal farming practices and services at LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the LUAWMS Animal Farms, under supervision of the Dean Faculty of Veterinary and Animal Sciences and Animal Farm Manager have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The agriculture farms and gardening services of LUAWMS shall be operated as following:

1. Purchase of animals for the animal farms.
2. Arrangement of feed and drugs for the farm animals.
3. Manure management and Sanitation arrangements.
4. Animals / birds handling on farms.
5. Transportation of animals.
6. Health care and medical procedures on farms
7. Teaching and Research-related activities of Animals Farms
8. General animal farming activities.
9. Managing environmental considerations.
10. Monitoring and Supervision of the Animal Farms Services of the University
11. Storage of Animal Farm Products
12. Sale of Animal Farm Products
13. Adhering to the standard file routing procedure

14. Carrying-out other special assignments as assigned from time to time.

1. Purchase of animal(s) or bird(s) for Animal Farms LUAWMS

- i. The Dean Faculty of Veterinary and Animal Sciences may propose, or Animal Farm Manager shall discuss the need of any animal(s) or bird(s) for the Animal Farms with the Dean Faculty of Veterinary and Animal Sciences on university need basis, and shall document the same on the relevant file with proper justification, and related details.
- ii. The Dean Faculty of Veterinary and Animal Sciences shall send the same to Registrar for consideration and approval.
- iii. The Registrar shall move the file to Treasurer for funds provision. The Treasurer shall mention the funds position under the relevant head, and send the file to Registrar for securing approval by Vice Chancellor through Pro-vice Chancellor for the proposed purchase.
- iv. The Vice Chancellor may approve the same or otherwise. If approved, the same shall be sent to Director Procurement, for materializing the purchase in accordance with S.O.P for procurements.
- v. The purchased animal/bird shall be inspected by a team of experts under chairmanship of the Dean Faculty of Veterinary and Animal Sciences, and shall be handed-over to the Animal Farms Manager.
- vi. The Animal Farms Manager shall allocate a number to the animal/bird concerned, and shall make proper entries in the relevant register.

2. Arrangement of feed for farm animals/ birds

- i. The Dean Faculty of Veterinary and Animal Sciences shall notify a Feeding and Watering Program for the farm animals and birds with prior approval of the Vice Chancellor, and shall monitor regularly that the Animals Farm Manager follows it.
- ii. The Animals Farm Manager shall process the case for purchase of feed or drugs for the farm animals on the relevant file with the details that include the last purchased feed and their utilization report, fifteen days prior to the consumption of stock. He/She shall mark the same to the Dean Faculty of Veterinary and Animal Sciences, who shall analyze the same, and countersign it with a brief recommendation.
- iii. The Dean Faculty of Veterinary and Animal Sciences shall send the same to Registrar for consideration and approval.
- iv. The Registrar shall move the file to Treasurer for funds provision. The Treasurer shall mention the funds position under the relevant head, and send the file to Registrar for securing approval by Vice Chancellor through Pro-vice Chancellor for the proposed purchase.

- v. The Vice Chancellor may approve the same or otherwise. If approved, the same shall be sent to Director Procurement, for materializing the purchase in accordance with S.O.P for procurements.
- vi. The purchased feed or drugs shall be inspected by a team of experts under chairmanship of the Dean Faculty of Veterinary and Animal Sciences, and shall be handed-over to the Animal Farms Manager.
- vii. The Animal Farms Manager shall make proper entries in the Feed Stock Register/ Drugs Stock Register, and keep a record of consumption of the feed (date-wise) with signatures of the Assistant Farms Manager and the Farms Attendant, each time the fee is issued.
- viii. The Animals Farm Manager should ensure that the feed and water be presented to the farm animals and birds in ways that minimize contamination by urine, feces, and other materials. Feed bunks, where used, should be monitored and kept clean.
- ix. The Animals Farm Manager shall ensure that the animals and birds should be fed and watered in a manner consistent with the University rules and regulations as determined / adopted from time to time, and notified accordingly.
- x. The Animals Farm Manager shall also ensure that the animals and birds have frequent access to a source of water as per the schedule of feeding and watering.

3. Manure Management and Sanitation arrangements

- i. The Animal Farms Manager, Assistant Farms Manager and the Farm Attendants shall ensure that the manure management should conform to the standards of the University's healthy environment.
- ii. The Dean Faculty of Veterinary and Animal Sciences shall propose a plan for proper sanitation arrangements and manure management in consultation with the Animals Farm Team and the Registrar's Office (Deputy Registrar Administration Section) whereby janitorial services of the University shall involve. The proposed sanitation arrangements and manure management plan shall be approved by the Registrar.
- iii. The sanitation arrangements and manure management plan shall be executed in coordination with the Administration Section and the Animals Farm team under supervision and monitoring of the Dean Faculty of Veterinary and Animal Sciences.

4. Animals / birds handling on farms

- i. The Animals Farms Manager shall be responsible for handling the animals and birds on the farms. He/she shall ensure that risk of handling of aggressive behaviors of larger farm animals is minimized, and that the restraint should be the minimum necessary to control the animal and still ensure the safety of both the animals and the farm attendants.

- ii. The Animals Farm Manager shall ensure that the facility for capturing, sorting, treating, testing, loading out, or confining the animals should be strong, long lasting, cost efficient, and most importantly, safe for the animals and the attendants.
- iii. The Animals Farms Manager shall train the farm attendants the necessary techniques of handling the animals (e.g. roping) keeping in view the health of animals and safety protocols for the farm attendants.

5. Transportation of animals

- i. The Animals Farm Manager shall ensure that safety and comfort be the primary concerns in the transportation of any animal from or to the LUAWMS animals farm.
- ii. The Animals Farm Manager shall properly plan the transportation of any animal, and submit the details with the Dean Faculty of Veterinary and Animal Sciences. Once the plan is approved by the Dean, the plan shall be executed by the Animals Farm Manager with the help of his/her team.
- iii. The Farm team shall ensure that when animals are transported, they should be provided with proper ventilation and a floor surface that minimizes slipping, as animal injuries, bruises, and carcass damage can result from improper handling of animals during transport.
- iv. The Farm team shall also ensure that water and feed should be readily available for the animals for long trips, and that the transportation is to be made under supervision of a trained farm attendant, who shall be responsible for managing the animal and its smooth transportation.

6. Health care and medical procedures on farms

- i. Animals Farm Manager shall be responsible for maintaining proper health of the animals and birds of the Animal Farms.
- ii. The Animals Farm Manager shall design a health care plan under supervision of the Dean Faculty of Veterinary and Animal Sciences, whereby, field experts/ senior teachers of Faculty of Veterinary and Animal Sciences may work as a team. The health care plan may include the following important health-related features/ details :
 - a. methods to prevent, control, diagnose, and treat animal diseases and injuries
 - b. training and guidance to animal attendants / caretakers on appropriate antibiotic therapy
 - c. instruction on proper handling of pharmaceuticals and biological and withdrawal times
 - d. adequate record keeping systems.
- iii. The health care plan shall be approved by the Dean Faculty of Veterinary and Animal Sciences and shall be the responsibility of the Animal Farms Manager for execution under supervision of Dean.

- iv. The Dean Faculty of Veterinary and Animal Sciences shall also designate an experienced teacher/ field expert as Medical Officer for animals, who should keep visiting the animals/ birds of the farm, and submit a report on the same to the Dean and Registrar on monthly basis. The report may include details relating to ;
 - a. Existing health condition of each animal/ bird (with its unique number), and signs of its improvement or aggravation in health conditions.
 - b. Need for drugs or necessary medical equipment for the farm animals with proper justification.
- v. The Farms Manager shall ensure that the health care plan is implemented and monitored in all cases. He/She may also obtain help/ assistance from the designated medical officer, or a veterinarian in any medical issue, subject to approval by the Dean Faculty of Veterinary and Animal Sciences.
- vi. The Farms Manager shall also ensure that the confined animals should be observed daily for signs of illness, injury, or unusual behavior.

7. Teaching and Research-related activities of Animals Farms

- i. Teaching and Demonstration in the Animals Farms shall be conducted on written permission of the Dean Faculty of Veterinary and Animal Sciences under supervision of Department Chairperson, and the Animals Farms Manager.
- ii. Practical of the students shall be conducted by the teacher concerned under supervision of Department Chairperson and Animals Farms Manager. The students shall be monitored by the teacher concerned, who shall be responsible for taking attendance of the students, and sign the Farm Register for the time of use (from – to) with a brief about the work conducted.
- iii. The students may also be allowed to conduct research studies in the Animals Farms under supervision of their approved research supervisor, and the Animals Farms Manager. The study may also include physiology studies or anatomy etc. The Dean concerned shall send the name(s) of student(s), along-with their approved supervisors to the Dean Faculty of Veterinary and Animal Sciences, whereby the details of study to be conducted shall also be mentioned.
- iv. The Dean Faculty of Veterinary and Animal Sciences shall mark the same to the Animals Farms Manager, who shall schedule the time of the research studies in coordination with the chairperson concerned and the approved research supervisor.
- v. The details of research work conducted in the Animals Farms shall be maintained in favor of each student by the approved research supervisor in the Research Register / Log, which shall be kept with the Animal Farms Manager, and counter signed by the Dean Faculty of Veterinary and Animal Sciences.

- vi. The animals Farm Resources (milk, butter, meat, eggs etc.) shall remain property of the University. However, any sample of the same can be obtained by the researcher/ teacher concerned/ chairperson concerned with the approval of the Dean Faculty of Agriculture.

8. General animal farming activities

- ii. The Animal Farms Manager and his/her team shall be responsible for carrying-out the following activities in course of their services at LUAWMS :
 - a. Maintaining acceptable levels of animal health and production through clean Facilities
 - b. Preventing pollution of water, soil, and air in the farms
 - c. Minimizing generation of odors and dust in the farms
 - d. Minimizing vermin and parasites in the farms
 - e. Complying with rules, regulations and practices of the University, and related local/national laws covering the animal rights.
 - f. Keeping weak and unhealthy animals separated from healthy animals during transportation, or any observation for specific time period.

9. Managing environmental considerations.

- i. The Animals Farm Manager shall properly monitor and regulate the environmental considerations that directly or indirectly relate to the Animal Farms, the farm attendants and the University.
- ii. Animals present in the farm may be affected by weather, predators, insects, internal and external parasites, poisonous plants, and variation in feed supply. Hot or extremely cold weather may be stressful and special accommodations may be needed like arrangement of shades, or any heating arrangement in hot or cold situations respectively.
- iii. The Animals Farm Manager shall maintain perimeter fence for the safety of the animals and surrounding community. He / She shall ensure that the farm animals be offered adequate space for comfort and socialization within or outside the farm environment.
- iv. The Animals Farm Manager shall use his/her team to ensure that proper airflow and ventilation are essential in confinement facilities. Floors in housing facilities should be properly drained, and the handling facilities should be designed to encourage animal movement as much as possible. When handling the animals, excessive noise should be avoided.

10. Monitoring and Supervision of the Animal Farms Services of the University

- i. The animal farming services of the University shall be continuously monitored by the Dean Faculty of Veterinary and Animal Sciences and the Registrar's Office (Administration Section). The close supervision of Animals Farms Manager and Assistant Farms Manager shall be maintained, whereby the Farms attendants shall keep reporting to these officials.
- ii. The Animals Farm Manager, and Assistant Farms Manager shall coordinate and allocate specific areas to Farm Attendants, and keep recording their performance on monthly basis.
- iii. Along-with the daily activity, the animal farm services plan shall also include monthly plans, to be executed by the Animal Farms Manager, Assistant Farms Manager and Farm Attendants under supervision of Dean Faculty of Veterinary and Animal Sciences. This activity is to be checked by the Dean Faculty of Veterinary and Animal Sciences on regular basis, and the officer shall submit a report on operations of the Farms to the Registrar and Vice Chancellor for information on quarterly basis.
- iv. The Farm Manager, in consultation with the Dean Faculty of Veterinary and Animal Sciences, shall also work on proposals / programs for trainings of the Farm staff for improvement on their skills. For this, he/she shall move proposal on relevant file mentioning details relating to duration, type of training, financial implications etc, and submit the same to the Dean, who shall mark it to Registrar for securing approval from relevant forum as per their relevant S.O.Ps.

11. Storage of Animals Farm Products

- i. The Animal Farms Manager shall be responsible for ensuring proper storage of animal farm products, which may include eggs, milk, meat etc.
- ii. The Animal Farms Manager shall ensure that the storage facility of Animals Farms is cleaned thoroughly, and maintained properly.
- iii. The stored farm items shall be kept in separate bags/boxes, properly staked with a sticker on the same mentioning the type, date of storage and expiry etc by the Animals Farms Manager.
- iv. Any such product shall be registered in the Animal Farms Product Register with his / her signatures, and shall be issued/ disposed with prior approval of the Dean Faculty of Veterinary and Animal Sciences. The entries made in the Animal Farms Product Register shall be signed by the Animal Farms Manager and counter signed by the Dean Faculty of Veterinary and Animal Sciences.

12. Sale of Animal Farm Products

- i. The University, with the prior approval of the Vice Chancellor may decide to make commercial use of its Animal Farm Products, as it may deem appropriate.

- ii. The Animal Farms Manager shall be responsible for proper record keeping of goods sold in the Sale Register, to be signed on each entries by the Animal Farms Manager and counter signed by the Dean Faculty of Veterinary and Animal Sciences.
- iii. The income generated by sale of these products shall be deposited in the University accounts through the Treasurer/ Directorate of Finance, and its further utilization shall be as per decision of the University's policy, as may be decided from time to time.

13. Adhering to the standard file routing procedure

- i. The Farms Manager and the staff of their office shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case :
 - a. The file is received in "Receipt Register" by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

STANDARD OPERATING PROCEDURE FOR
LUAWMS OFFICE OF RESEARCH, INNOVATION
AND COMMERCIALIZATION (ORIC)

Brief

LUAWMS Office of Research, Innovation and Commercialization (ORIC) is entrusted with the responsibility of facilitating conduct of quality and innovative research, commercialization of the research products, services, and developing industry linkages for all the University Faculties. Objectives of this office are to develop, expand, enhance and manage the university's research programs and to link research activities directly to the educational, social and economic environmental priorities of the university and its broader community. The ORIC is also responsible for assuring that the quality of research that reflects the highest international standards and advances the stature of the university internationally.

Purpose

Purpose of this procedure is to develop systematic processes through which various activities of the Office of Research, Innovation and Commercialization (ORIC) be managed to ensure its smooth operations.

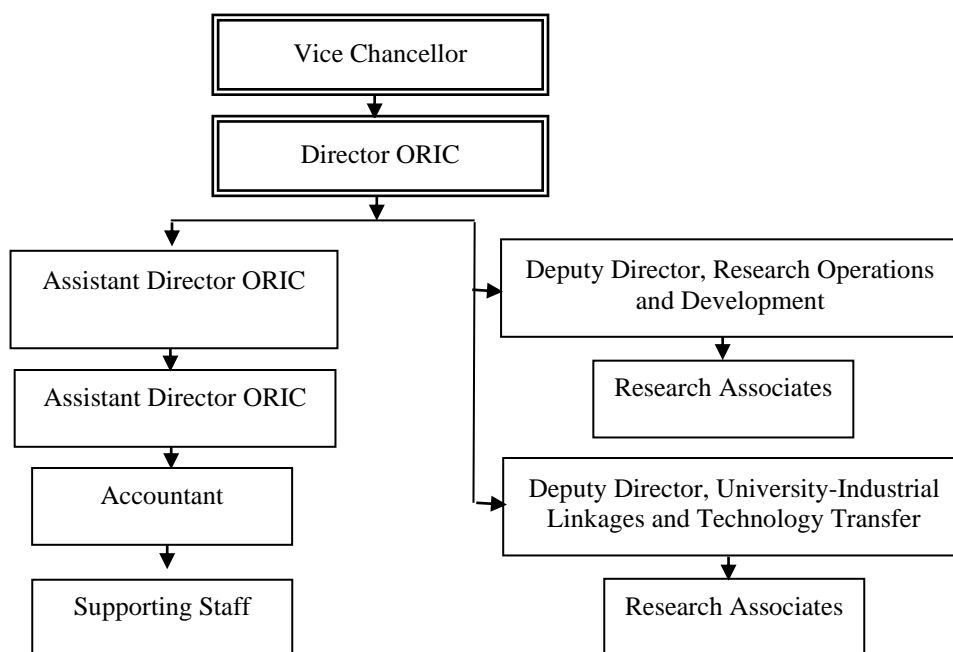
Scope

- i. This procedure is applicable to Research, Innovation and Commercialization activities of LUAWMS.
- ii. The applicability of this procedure shall be in accordance with the rules, regulations, policies and procedures covering Research, Innovation and Commercialization at LUAWMS, and is to be read and practiced with all such rules, regulations, policies and procedures, as framed from time to time.

Responsibility

The staff posted in the LUAWMS Office of Research, Innovation and Commercialization (ORIC), under supervision of the Director ORIC have the primary responsibility of ensuring that this procedure is implemented in its true spirit.

Administrative Structure



Procedures

The main functions of the ORIC are as following :-

1. Enlisting the PhD Faculty members of LUAWMS as HEC Approved PhD Supervisors
2. Framing Research Policy of the University
3. Promoting the research culture at University
4. Undertaking Research Projects / Research Grants by University teachers/ researchers
5. Promoting Industry Linkages and Technology Transfer
6. Adhering to the standard file routing procedure
7. Carrying-OUT Other special assignments as assigned from time to time.

1. Enlisting the PhD Faculty members as HEC Approved Ph.D Supervisors

- i. Director ORIC shall be responsible to coordinate with the PhD Faculty members of the University, and to encourage them to register as HEC approved PhD supervisors to become eligible for supervising HEC Scholars under Indigenous Fellowship Programs.
- ii. The PhD faculty members shall apply on prescribed proforma and submit two copies in hard form after getting endorsements from Dean of the Faculty concerned.

- iii. The Director ORIC and Manger, Research Operations and Development shall examine the proforma, and shall send the same to HEC's concerned office for consideration after securing approval from the Vice Chancellor.
- iv. If HEC approves the same, it shall send the teacher concerned an acknowledgement letter and upload the name at HEC website. Using the pin code provided by HEC, HEC approved PhD supervisor will update his/her status on the HEC website from time to time.
- v. The HEC approved supervisor shall be eligible to supervise MS/PhD Scholars and HEC Fellowship awardees as per HEC rules.

2. Framing Research Policy of the University

- i. The Director ORIC and his/her team shall propose policies and procedures for research development at University which shall encourage teachers and research staff for authoring Book(s), Research Paper(s), Book Chapter(s), Technical Report(s), Lab. Manual(s), Monograph(s), Articles, Abstracts, Proceedings, Paper presentation in conferences and oral presentations etc.
- ii. The policies shall cover aspects of financial benefits, TA/DA policies, approval procedures and alike, involved in above mentioned research development activities.
- iii. Any such policies framed shall not be implemented until approval of the same from the Vice Chancellor LUAWMS.

3. Promoting the research culture at University

a. Research work/ publications by MS/ PhD scholars

- i. The Manger Research Operations and Development (ROD) ORIC shall maintain a list and a data base of all the scholars enrolled at University for their MS and PhD studies with their titles of research carried-out through the relevant Deans and Research Supervisors. The database/ list shall be maintained faculty-wise along-with the updated status of the research work.
- ii. The Manager ROD shall ensure that the research work/ papers published in the journals must show affiliation of the scholar concerned with the University, and shall keep a record of all published research publications, and share the same with the Director ORIC on weekly basis.
- iii. The Director ORIC shall updated the same centrally at ORIC, and keep record of the same in students' research folder maintained for each year.

b. Research Publications by the University Teachers

- i. The Manager Research Operations and Development (ROD) ORIC shall keep close contact with the Department Chairpersons and Faculty Deans in order to be updated regarding publications of research by the university faculty members.
- ii. The Manager ROD shall maintain a list and a data base of all such University teachers in coordination with the Dean/ Chair concerned with details of their research work, publication issues, areas and titles of research faculty-wise.
- iii. The Manager ROD shall ensure that the research work/ papers published in the journals by the relevant teachers must show affiliation of the teacher concerned with the University, and shall keep a record of all published research publications, and share the same with the Director ORIC on weekly basis.
- iv. The Director ORIC shall update the same centrally at ORIC, and keep record of the same in faculty research folder maintained for each year.

c. Publishing Research Journal of the University

- i. Director ORIC along-with his/her team shall be responsible for putting all possible efforts for establishing a Research Journal of the University. To this effect, the ORIC shall coordinate with all the Faculty Deans and Department Chairpersons.
- ii. Once the Journal is published, the ORIC team shall be responsible for bringing it at par with the HEC recognized journals, and shall process the recognition of LUAWMS Research Journal in relevant category of HEC.
- iii. Editors of research journals of the University shall keep the Directorate of ORIC in loop regarding publishing the volumes of such journals.

d. Facilitating University Research findings in HEC recognized Journals

- i. For the research findings of the University teachers and students to be published in the scientific journal of well repute, ORIC shall have the main facilitating role.
- ii. All the faculty members and students (at home or abroad) shall be directed through their supervisors/ Deans to show affiliation to LUAWMS in their publications.
- iii. The teachers/ students shall submit their research manuscript/ research works to be published with the Director ORIC, who shall constitute a committee comprising relevant faculty members and ORIC team in order to scrutinize the research manuscript and shall guide/ support and facilitate the teacher/ student concerned to get the same published in HEC recognized journals.

4. Undertaking Research Projects/ Research Grants by University teachers/ researchers

- i. Office of Research, Innovation and Commercialization (ORIC) shall encourage and facilitate the University teachers and researchers for applying for winning research grants / research projects as announced by Higher Education Commission or any other funding agency.
- ii. Director ORIC shall be the focal office for all such initiatives by the University teachers/ researchers.
- iii. The Director ORIC and his/her team in coordination with the relevant Dean/ Chair/ Director shall circulate any such opportunities among the teachers/ researchers, or the teachers/ researchers shall themselves find any such opportunity.
- iv. The researcher/ teacher individually or any interdisciplinary research teams may submit collaborative proposals against any Research Project/ Research Grant in ORIC. All such proposals shall be routed through ORIC and the Director OIRC shall get the relevant agreements signed with his/her recommendations by the Vice Chancellor. The case shall be sent to HEC or other funding agencies for approval.
- v. Director ORIC shall maintain logs o each project in separate relevant files for each project.
- vi. On approval, funding from the HEC or any other funding agency shall be made in the name of the university and the Treasurer's office shall maintain the accounts of each project on relevant file in coordination with ORIC and Researcher/ Research Team.
- vii. No official solicitation by the university Faculty/Staff to carry out research or any other sponsored activity such as training, outreach event, consultancy, public service programs or special projects are to be made without prior approval of the competent authority or an authorized officer designated for the purpose.
- viii. The ORIC team shall coordinate and facilitate the monitoring teams constituted by the sponsoring agencies for all research projects/ research grants. Director ORIC staff shall keep monitoring keep track of completion of the project within the approved time.
- ix. For all the matters relating to the research project/ grant, the Researcher/ Principal Investigator /Research Team shall correspond with the sponsoring agency through ORIC.
- x. On completion of the project, the completion report shall be submitted by the Researcher/ Principal Investigator / Research Group to the Director ORIC. The Director ORIC will endorse his comments on quality and achieved targets of the projects within the given timelines, before sending the reports to the funding agencies, and sharing the same with the Vice Chancellor.
- xi. Honorarium to the Researcher/ Principal Investigator / Research Group will be admissible on successful completion of the project following the SOPs of the funding agency, and shall be in accordance with the agreed upon terms and conditions of the project, and as per rules of the University framed in the matter from time to time.

5. Promoting Industry Linkages and Technology Transfer

a. Industry Linkages and Technology Transfer

- i. The Manager Industry Linkages and Technology Transfer under supervision of the Director ORIC shall coordinate and work closely with the Deans, Directors, Department Chairpersons and Research Supervisors in order to translate the research findings of LUAMWS' scientists / researchers into new products & technologies, and developing industry linkages for marketing of the same.
- ii. The Manager Industry Linkages and Technology Transfer ORIC shall also devise processes and policies for the industry linkages and technology transfers, on case to case basis, which shall be implemented subject to approval by the Vice Chancellor LUAWMS on recommendations of the Director ORIC.

b. Business Incubation

- i. The Director ORIC shall also establish Business Incubation Centre at LUAWMS, for promotion of entrepreneurship, as an integral part of entrepreneurial initiatives of ORIC. The Centre may house graduates of LUAWMS for taking a start of their own business for a limited initial time, so as to enable them to understand the business processes.
- ii. Business Incubation Center (BIC) shall be dedicatedly tasked to develop a mindset of faculty and students regarding innovation and commercialization of their business ideas, and promotion of university's research products / ideas / technologies.
- iii. The terms and conditions of housing the students in Business Incubation Centre shall be devised by the Manager Industry Linkages and Technology Transfer on case to case basis, and shall be submitted to the Director ORIC.
- iv. The Director ORIC shall analyze the same, and forward to the Vice Chancellor with his comments/ recommendations.
- v. The Vice Chancellor may approve the proposal, or may make any changes, as the case may be.
- vi. The approval shall be implemented in shape of contract, which shall be monitored by the Manager Industry Linkages and Technology Transfer and Director ORIC.
- vii. Progress report on the Business Incubation shall be prepared by Manager Industry Linkages and Technology Transfer under and shall be submitted to the Director ORIC, who shall be responsible to share the same with the Vice Chancellor on quarterly basis.

c. Outreach Activities

- i. Director ORIC shall arrange outreach activities on regular basis with approval of the Vice Chancellor, that may be carried out through Exhibitions, Festivals, Conventions, Business Plan Competitions, Showcasing of Research Products and Technologies, incubation of Startups, providing consultancies for agricultural land development, product commercialization and registration of patents, and events for promotion of entrepreneurship culture.
- ii. Each time such an initiative is planned, the Director ORIC shall coordinate with relevant Deans/Directors/Chairpersons, and shall operate as focal office for the events.
- iii. Different funding agencies provide financial support to conduct seminar / workshops/ symposia/conferences. Request for funding shall be floated by the faculty member/organizer on the prescribed proforma of the funding agency with proper documentation of the program along-with financial aspects of the same, and shall be submitted with the Director ORIC.
- iv. The Director ORIC shall analyze the same, and after seeking approval from the Vice Chancellor, shall send the case to the funding agency.
- v. After the receipt of funds, the organizer shall be informed accordingly by ORIC. He/She shall operate /utilizes funds with the intimation to ORIC and copy of fund utilization report shall be submitted at ORIC for record and for onward submission to the funding agency.
- vi. Documentation of such event shall be made by the Organizer in coordination with the ORIC, and shall be shared with the Vice Chancellor.

d. Registering Patents

- i. A patent is an exclusive right of ownership granted for an invention, which is a product or a process that provides a new way of doing something, or offers a new technical solution to a problem. The protection is granted for a limited period, usually 20 years.
- ii. Patent rights secured by LUAWMS staff based on university research with substantial use of University's resources will be joint ownership of LUAWMS and creator of patent rights. Royalties for research team will be determined by separate agreement(s) on mutually agreed terms and conditions in case of commercialization of these patent rights.
- iii. Any researcher who intends to register for Patent rights shall submit the request with the Director ORIC, to be supported with all the required documents and forms (as per requirements of IPO Pakistan). The ORIC team shall facilitate the inventor/ researcher in the forms submission process. The application form shall be covering the following important features :

- a. Detailed explanation of invention or new innovation.
 - b. Abstract or a concise summary of the invention/innovation.
 - c. Drawings relevant to the invention/innovation.
 - d. Signature of the inventor/scientist on the required forms and at the last page of the submitted documents.
- iv. The Director ORIC shall analyze the same in detail along-with his/ her team as per the requirements, and shall secure approval from the Vice Chancellor for the same.
- v. If approved by the Vice Chancellor, the Director ORIC shall send the same to Director General IPO Pakistan for further process.
- vi. If there is any observation/objections by IPO, the same shall be communicated to the scientist/inventor by Director ORIC for clarification/ rectification and after making necessary corrections/rectifications, the case shall be resubmitted to Director General IPO Pakistan.
- vii. After fulfilling all the codal formalities, a provisional patent number shall be issued to the scientist against his/her innovation/product by the Director General IPO Pakistan.

6. Adhering to the standard file routing procedure

- i. The Director ORIC and his / her team shall ensure that the files moved from their office, or received / submitted from other offices for securing approval or other official business, meet the following standard / requirements in all cases, except for the cases having any peculiar issues, and for the reasons recorded on each case :
 - a. The file is received in “Receipt Register” by the support staff of the office with proper date and initials of the receiving official.
 - b. The file is original/ main file having proper file cover, and a strip mentioning the File Number, and a tag of Department/ Directorate Name. Part file shall not be considered for further process.
 - c. The file has got separate note portion, whereby the noting is in continuity.
 - d. All the relevant officers have put-in their signatures/ initials on the note portion (the case), and no leaf / part of the note portion is left blank.
 - e. The procedural requirements are complete, i.e. it is in accordance with the SOP of the relevant office.
 - f. The file was not delayed inordinately, and remained in every office for a period less than three days.
 - g. The file is returned after necessary action to the initiating office, by making proper entries, and that the receiver signs the dispatch register by putting his/her signatures, name and date.

Chapter -2

Vice Chancellor

Job Summary : The Vice-Chancellor shall be the chief executive officer of the University responsible for all administrative and academic function of the University and for ensuring that the provisions of the Act, Statutes, Regulations and Rules are faithfully observed in order to promote the general efficiency and good order of the University. The Vice-Chancellor shall have all powers prescribed for this purpose, including administrative control over the officers, teachers and other employees' of the University.

Reporting Line : **Reports to :** Governor Balochistan/ Chancellor

Supervises : All the teaching and administrative staff of the University.

- Duties :**
1. The Vice- Chancellor shall, if present, be entitled to attend any meeting of any Authority or body of the University.
 2. The Vice-Chancellor may, in an emergency that in his opinion requires immediate action ordinarily not in the competence of the Vice-Chancellor, take such action and forward, within seventy- two hours, a report of the action taken to the member of the Emergency Committee of the Senate, to be set up by Statute. The Emergency Committee may either confirm the action taken or direct such further action as is considered appropriate.
 3. The Vice-Chancellor shall also have the following powers, namely;-
 - a. To direct teachers, officers and other employees of the University to take up such assignments in connection with examination administration and such other activities in the University as he may consider necessary for the purpose of the University
 - b. To sanction by re-appropriation an amount not exceeding an amount prescribed by the Senate for an unforeseen item not provided for in the budget and report it to the senate at the next meeting.

- c. To make appointments of such categories of employees of the University and in such manner as may be prescribed by the Statutes
 - d. To create and fill temporary posts for period not exceeding six months
 - e. To suspend, punish and remove, in accordance with prescribed procedure, form service officers, teachers and other employees of the University accept those appointed by or with the approval of the Senate
 - f. To delegate, subject to such conditions as may be prescribed, and of his powers under this Act of an officer or officers of the University; and
 - g. To exercise and perform such other powers and function as may be prescribed.
4. The Vice-Chancellor shall preside at the convocation of the University in the absence of the Chancellor.
5. The Vice-Chancellor shall present an annual report before the Senate within three months of the close of the academic year. The annual report shall present such information as regards the academic year under review as may be prescribed, including disclosure of all relevant facts pertaining to:
- (a) Academics;
 - (b) Research;
 - (c) Administration; and
 - (d) Finances.
6. The Vice-Chancellor's annual report shall be made available prior to its presentation before the Senate, to all officers and University teachers and shall be published in such numbers as are required to ensure its wide circulation.

Pro-vice Chancellor

Job Summary : The Vice Chancellor shall appoint the Pro-Vice Chancellor on such term and condition as he may determine for a specific period not exceeding four years, which may be extended from time to time by the Chancellor.

Reporting Line : **Reports to :** Governor Balochistan/ Chancellor , and the Vice Chancellor

Supervises : All the teaching and administrative staff of the University.

Duties :

1. The Pro-Vice Chancellor shall exercise such other powers and perform such functions of the Vice Chancellor of such other powers and functions as the Chancellor may delegate to him.
2. The Pro-Vice Chancellor shall be an ex-officio member of the Syndicate and Academic Council.

Dean of Faculty

Job Summary : The Faculty Dean shall be the executive head of the faculty concerned and, as academic leader, shall be responsible for the strategic positioning and pursuit of strategic goals of the University. The Faculty Dean shall exercise such administrative and academic powers as may be assigned to him/her by the University from time to time.

Reporting Line :

Reports to :	Vice Chancellor and Pro Vice Chancellor
Coordinates with :	All administrative and academic units of the University.
Supervises :	All the teaching and administrative staff posted in his/her faculty.

Duties : The Faculty Dean shall be responsible for;

1. Demonstrating a command of educational best practices, continuously improving his/ her own teaching and learning to a high level, including maintaining a comprehensive teaching portfolio, and contributing to the continuous development and improvement of learning and teaching across the university
2. Ensuring effective and correctly focused implementation in the faculty of the teaching and learning policy and strategy of the University.
3. Establishing the necessary curricular structures (As per HEC's guidelines) that will ensure quality and relevance in academic offerings of the faculty.
4. Planning, development, renewal and changing of academic programmes to ensure meaningful academic outcomes, quality, effectiveness and financial viability, and obtaining the necessary approval of the Board of Studies, Academic Council, Syndicate and Senate, whichever is applicable to the case.
5. Initiating and mobilizing resources for the process of program accreditation from relevant accreditation bodies.
6. Mobilizing the academic and administrative committees within the faculty

for improvement in Learning and Teaching.

7. Developing curricular programs and collaborating with other Deans, Registrar, Controller of Examinations and other academic/ administrative units of the University.
8. Leading and coordinating research activity in the faculty/subject including determining relevant research objectives, and preparing research proposals.
9. Leading research and collaborative partnerships with other educational institutions or other relevant bodies.
10. Providing vision and leadership promoting consensus building and collaboration.
11. Monitoring all the members of the teaching and non-teaching staff under the faculty attend to their duties for the prescribed duration.
12. Conducting the annual performance evaluation reports of the staff (Teaching and non teaching) serving under his/her control.
13. Ensuring that action is taken on all decisions of the Academic Council, Syndicate and Senate relating to his faculty.
14. Ensuring that all proposals of chairpersons of Departments relating to budget are submitted through him/her.
15. Complying with all policies and procedures relating to teaching and learning, making every effort to contribute to the continuous improvement and effectiveness of administration of teaching and learning
16. Ensuring that all applications for grant of leave of the teaching and non-teaching staff of his faculty are submitted through him/her.
17. Performing other assignments / job, as assigned by the competent authority of the University from time to time.

Head of Department/Chairman

Job Summary : The Head of Department/Chairman shall be heading the teaching department under supervision of the Dean of the Faculty. He/ She shall be responsible for planning, organizing and supervising the teaching, research and all related operations of the Department.

Reporting Line :

Reports to :	Dean of the Faculty
Coordinates with :	All other HODs of the Faculty, all administrative and academic units of the University.
Supervises :	The teaching and administrative staff posted in the teaching Department.

Duties : The Head of Department shall be responsible for ;

1. Overseeing the smooth running of the department, ensuring consistent provision across all teaching activities of the Department.
2. Draw up the program of the term work and the timetable of lectures, practical work, tutorials etc and submit these to the Dean of the faculty for approval.
3. Managing and motivating all departmental staff, to enable students to receive relevant education in the subject/ field, in a positive, encouraging and effective working environment.
4. Presiding over all meetings of Board of Studies in the subject and select a member on the staff of the department to work as Secretary of the Board.
5. Holding regular department meetings in order to set standards and monitor progress against targets and to provide relevant information to the department in a timely manner.
6. Complying with all policies and procedures relating to teaching and learning, making every effort to contribute to the continuous improvement and effectiveness of administration of teaching and learning
7. Providing vision and leadership promoting consensus building and collaboration.
8. Ensuring the development of the subject, to keep up to date with changes in

the curriculum and to encourage a wide range of activities to support the subject in Department.

9. Ensuring that the approved syllabuses are being taught in their entirety and to keep up to date with changes.
10. Supervising the teaching services of the Department
11. Teaching lessons in accordance with the University's requirement/ criteria notified for a Head of Department
12. Planning, preparing and delivering lessons that follow the Department's scheme of work. Ensuring the lessons are suitably differentiated and appropriate to all students of the class
13. Complying with all policies and procedures relating to teaching and learning, making every effort to contribute to the continuous improvement and effectiveness of administration of teaching and learning
14. Record keeping for the assigned classes including registering, assessments marks and merits etc.
15. Arranging faculty meetings/ briefings on regular basis, and to ensure implementation of decisions with follow-up.
16. Exercise full disciplinary control over the students attending the various classes of the department and shall keep a daily record of attendance of individual students.
17. Ensure that all cases of damage or loss of books, scientific material, furniture or other goods shall be reported to the Treasurer through Dean of the Faculty, and take immediate suitable action accordingly.
18. Perform other assignments / job, as assigned by the competent authority of the University from time to time.

Professor

Job Summary : Professor shall oversee the design and development of the curriculum, and deliver a range of programs of teaching to LUAWMS students, in order to ensure teaching within the prescribed framework of the University. Its main aim is to lead the development and implementation of the Faculty's Academic, Administrative and Research strategy and co-ordinate research activity within the specific subject areas, and / or as assigned.

Reporting Line : **Reports to :** Head of Department/Chairman and the Faculty Dean.

Coordinates with : All teachers of the teaching Department and Faculty

Duties : The Professor shall be responsible for ;

1. Making a significant original and innovative contribution to the advancement of teaching, research and learning in the Department/ Faculty
2. Teaching courses in their subject area, as assigned by the Department Chairperson.
3. Working with and guiding the students on their research and academic endeavors
4. Developing an instructional plan (course file) for the course(s) to teach and ensuring that it is implemented and meets the University standards.
5. Working with colleagues to develop or modify the curriculum for a degree or certificate program involving a series of courses
6. Preparing high quality subject delivery and learning support materials using any web based platforms, electronic library information systems and other teaching and learning systems developed for use in the University
7. Ensuring that the graduate attributes of the University are embedded in subjects or discipline areas for which they are responsible and that there is explicit relationship of learning and teaching to University objectives
8. Assessing students' progress by grading papers, tests, and other work as assigned.
9. Supervising the program of study for honors students and postgraduate students undertaking research projects and contributing to development of

an environment conducive to a strong research

10. Participating in development opportunities to improve research and supervision skills
11. Leading research and collaborative partnerships with other educational institutions or other bodies, as assigned by the Faculty/ Department.
12. Advising students on academic matters and issues and how to achieve their academic goals.
13. Complying with all policies and procedures relating to teaching and learning, making every effort to contribute to the continuous improvement and effectiveness of administration of teaching and learning
14. Conducting research and experiments to advance knowledge in the relevant field, and involve the students in the research such activities too.
15. Supervising and guiding graduate students who are working toward Master or Doctoral degrees.
16. Serving on academic and administrative committees that review and recommend policies, make budget decisions, or advise on academic matters within the department.
17. Keeping himself/ herself up to date with current advances in both research and pedagogy, choosing appropriate or assigned textbooks, preparing lectures, supervising teaching assistants, grading of exams, etc.
18. Performing service activities to the "academic community," such as organizing conferences, editing and refereeing for journals, as and when assigned.
19. Taking proper attendance of the students in each assigned course, keep its proper record and update the same on daily basis.
20. Taking charge of any special projects assigned by the management from time to time.
21. Performing other assignments / job, as assigned by the competent authority of the University from time to time.

Associate Professor

Job Summary : Associate Professor of the University shall teach the assigned courses to the under-graduate and graduate students, and shall undertake advanced research in his/her field of study.

Reporting Line : **Reports to :** Head of Department/Chairman and the Faculty Dean.

Coordinates with : All teachers of the teaching Department and Faculty

Duties : The Associate Professor shall be responsible for ;

1. Teaching the under-graduate and graduate students as assigned by the Head of Department.
2. Exhibiting professional and academic approach towards classroom instructions, directing projects, assisting with student research and internships.
3. Mentoring and advising students on their development, including choices relating to academic programs, research projects and career directions.
4. Participating in the development/design and revision of curriculum offered in accordance with LUAWMS Academic rules, regulations and practices.
5. Pursuing scholarly research and publications, and/or professional practices in the area of teaching emphasis.
6. Maintaining a program of research/scholarly work of national and international recognition, with significant contributions to the field.
7. Modeling teamwork and exhibiting flexibility to ensure the pedagogical and commercial success of the Department/ Faculty and University.
8. Contributing significantly to curriculum, resource, program and subject design, development, management and review as required to ensure that learning and teaching in the Department/ Faculty and across disciplines reflects best practice and a command of the field
9. Initiating and contributing to scholarly activities that influence and enhance learning and teaching in the University
10. Preparing high quality subject delivery and learning support materials using any web based platforms, electronic library information systems and

other teaching and learning systems developed for use in the University

11. Ensuring that the graduate attributes of the University are embedded in subjects or discipline areas for which they are responsible and that there is explicit relationship of learning and teaching to University objectives
12. Managing the area/discipline including providing feedback and contributing to performance management; supervising tutors; carrying out related planning and coordination responsibilities; organizing the preparation and marking of assignments and all examinations; invigilating examinations; and submitting grades
13. Conducting lectures, tutorials, workshops, practical classes, demonstrations, field excursions, clinical sessions and other appropriate learning activities as required
14. Ensuring that students are adequately informed of the requirements and conduct of learning activities
15. Encouraging regular and effective consultation with students
16. Providing flexible, consistent and timely approaches to assessment and feedback that foster independent learning, incorporate relevant developments, and reflect best practice
17. Obtaining feedback from students, peers and employers on individual teaching, the subjects and programs for which they are responsible, and the implementation and pedagogy
18. Providing respect and support for the development of students as individuals and thereby contributing to creating the unique Bond experience for students in their learning
19. Initiating and developing major research activities including, where appropriate, leadership of a research team and/or project
20. Contributing to leadership of research projects and research teams
21. Paper-setting, conducting exams, grading of papers and finalizing the results of the students as a regular feature of his/her job, and, or as and when required by the Department Chairperson.
22. Taking charge of any special projects assigned by the management from time to time.
23. Performing other assignments / job, as assigned by the competent authority of the University from time to time.

Assistant Professor

Job Summary : Assistant Professor shall teach the graduate and/or under-graduate students of the University as assigned by the Department Chairperson. He/ She shall be responsible for lesson preparation and guiding students for their academic endeavors, as well as guides the students working on research in the relevant field.

Reporting Line : **Reports to :** Head of Department/Chairman and the Faculty Dean.

Coordinates with : All teachers of the teaching Department and Faculty

Duties : The Assistant Professor shall be responsible for;

1. Teaching the under-graduate and graduate students as assigned by the Head of Department.
2. Conducting lectures, tutorials, workshops, practical classes, demonstrations, field excursions, clinical sessions and other appropriate learning activities as required
3. Contributing to curriculum, resource, program and subject design, development, management and review as required to ensure that learning and teaching in the Department/ Faculty and across disciplines reflects best practice and a command of the field
4. Initiating and contributing to scholarly activities that influence and enhance learning and teaching in the University
5. Preparing high quality subject delivery and learning support materials using any web based platforms, electronic library information systems and other teaching and learning systems developed for use in the University
6. Developing a record of success in applications for research funding, whether individually or as part of a team
7. Contributing to developing, mentoring and providing feedback to junior researchers
8. Developing a comprehensive teaching portfolio, and contributing to the continuous development and improvement of learning and teaching across the Department

9. Paper-setting, conducting exams, grading of papers and finalizing the results of the students as a regular feature of his/her job, and, or as and when required by the Department Chairperson.
10. Taking charge of any special projects assigned by the management from time to time.
11. Performing other assignments / job, as assigned by the competent authority of the University from time to time.

Lecturer

Job Summary : Lecturer shall teach assigned courses to the undergraduates / graduates in the University's academic set-up.

Reporting Line : **Reports to :** Head of Department/Chairman and the Faculty Dean.

Coordinates with : All teachers of the teaching Department and Faculty

Duties : The Lecturer shall be responsible for ;

1. Teaching at undergraduate and graduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
2. Carrying-out research and produce publications, or other research outputs, in line with personal objectives agreed in the Staff review process.
3. Preparing high quality subject delivery and learning support materials using any web based platforms, electronic library information systems and other teaching and learning systems developed for use in the University
4. Engaging with the broader scholarly, research and professional communities as assigned by the University.
5. Supervising or assisting with supervision of undergraduate, taught graduate (Masters) or research graduate (MPhil/PhD) students.
6. Contributing to the development, planning and implementation of a high quality curriculum.
7. Assisting the senior teachers in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
8. Participating in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
9. Participating in the development, administration and marking of exams and other assessments.
10. Participating in the administration of the department's programmes of

study and other activities as required.

11. Taking charge of any special projects assigned by the management from time to time.
12. Performing other assignments / job, as assigned by the competent authority of the University from time to time.

Registrar

Job Summary : There shall be a Registrar of the University to be appointed by the Senate on the recommendation of the Vice chancellor, on such terms and conditions as may be prescribed.

Reporting Line : **Reports to :** The Vice Chancellor
Coordinates with : All administrative and academic units of the University
Supervises : All the University staff in general, and the staff posted in the Registrar Office in particular.

Duties :

1. The Registrar shall be a full-time officer of the University and shall:
 - (a) Be the administrative head of the secretariat of the University and be responsible for the provision of secretariat support to the authorities of the University.
 - (b) Be the custodian of the common seal and the academic records of the University
 - (c) Maintain a register of registered graduates in the prescribed manner
 - (d) Supervise the process of election, appointment or nomination of members to the various authorities and other bodies in the prescribed manner; and
 - (e) Perform such other duties as may be prescribed.

Additional Registrar

Job Summary : The Additional Registrar will be supporting the Registrar in looking after all the administrative and academic affairs of the University. The incumbent shall lead the Human Resource Management, Academic and Administration Sections of the University under leadership of the Registrar and the Vice Chancellor.

Reporting Line :

Reports to :	Registrar
Coordinates with :	All administrative and academic units of the University
Supervises :	Staff posted in the Registrar Office.

Duties : The Additional Registrar shall be responsible for ;

1. Assisting the Registrar's Office to meet the requirements of the rapidly growing university and addressing the needs in accordance with the rules, regulations and policies of the University.
2. Using leadership and supervisory skills to assist Office of the University Registrar, both in its strategic direction and its complex and detailed daily operations.
3. Establishing and maintaining collaborative and effective working relationships with a diverse group of sections serving under Registrar office across campuses.
4. Conducting Statutory Bodies Meetings of the University viz, Senate, Syndicate, Academic Council, Advanced Studies and Research Board, and Selection Board with guidance and supervision of Registrar
5. Maintaining record and tenure periods of members of University Statutory bodies Senate and processing nominations well in advance prior to completion of tenures for notification from relevant authorities.
6. Compiling and updating of University Statutes / Regulations with the assistance of Deputy and Assistant Registrars of Administration, Human Resource Management and Academics Sections, in accordance with University Charter / Act.
7. Collaboration with administrators, deans, faculty, IT and finance to facilitate

services of the University by employing analytical and organizational skills in the administrative and academic matters.

8. Ensuring compliance of academic, regulatory, legal and administrative policies and requirements wherever required with guidance of the Registrar.
9. Providing guidance and advice regarding policies and procedures to relevant committees both at faculty and administrative levels on Academic Policies and Procedures.
10. Carrying-out special assignments in connection with to affairs of the Registrar's office, or any other assignment / job, officially assigned by the University Management from time to time.
11. Perform any other assignment / job, as assigned by the competent authority of the University from time to time.

Deputy Registrar

Job Summary : The Deputy Registrar will lead any of the Sections under Registrar Office, including but not limited to Human Resource Management, Academic Affairs/ Admissions, or Administration.

Reporting Line :

Reports to :	Additional Registrar
Coordinates with :	All administrative and academic units of the University
Supervises :	Staff posted in the Registrar's Office

Duties : Deputy Registrar shall be responsible to perform the following duties ;

General duties

1. Plan and develop systems and procedures to improve the operating quality and efficiency of the department.
2. Manage the operational and fiscal activities of the department / section concerned.
3. Analyze and document processes and problems. Develop solutions to enhance efficiencies.
4. Coordinate and implement solutions from process analysis and general department projects.
5. Direct staff in the development, analysis, and preparation of reports.
6. Supervise staff in accordance with University's policies and procedures.
7. Coach and provide career development advice to staff.
8. Establish employee goals and conduct employee performance reviews.
9. Responsible for staff scheduling to include: work assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees.
10. Assist staff to resolve complex or out of policy operation problems.
11. Schedule and conduct department meetings.
12. Responsible to meet department productivity and quality goals.
13. Coordinate and Communicate with Assistant Registrars and Registrar on Department operations.
14. Ensure administrative control over the employees working under him.

15. Perform other assignment / job, as assigned by the competent authority of the University from time to time.

Human Resource Management :

1. Responsible for all human resource activities to include employment, compensation, staff relations, benefits, and performance evaluation.
2. Administer compensation, benefits and performance management systems, and safety programs.
3. Advise the Registrar on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
4. Allocate human resources, ensuring appropriate matches between personnel.
5. Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
6. Supervise the oversight of staff personnel files inclusive of contracts, leave records and other paperwork required for employment in local context
7. Conduct exit interviews to identify reasons for employee turnover as and when asked for.
8. Develop, administer and evaluate applicant tests, as and when asked / entrusted.
9. Identify staff vacancies, support recruitment, interview and interview process by calling meetings of Selection Board.
1. Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
10. Rules and Regulations compilation, implementation, documentation with the Additional Registrar.
11. Negotiate bargaining agreements and help interpret related laws, statutes, rules and regulations.

12. Ensure compliance to the prescribed rules and regulations including contracts, compensation packages and working hours.
13. Have administrative control over the employees working under him/her.
14. Forecast future staffing and University needs.

Academic Affairs/ Admissions :

1. Leading the Academic Affairs section/team.
2. Supervising Admission procedure according to the prescribed admission policy of LUAWMS.
3. Coordinating with Controller of Examination & Deans offices in student academic matters.
4. Ensuring timely registration of the newly admitted students.
5. Certification.
6. Announcement of admission for BS, MS, PhD programs.
7. Conducting Entry Tests.
8. Shall have administrative control over the employees working under him.
9. Conducting Committees meetings,
 - i. Deans' Committee
 - ii. Discipline Committee
 - iii. Board of Advance Studies
 - iv. Board of Studies
 - v. Admission Committee
 - vi. Migration Committee
 - vii. Fee Concession Committees
 - viii. Any other committee as may be notified by the University from time to time.

Administration :

1. Administer and ensure implementation of executive orders of the competent authority of the University.
2. In general terms, administration will be responsible for providing comprehensive administrative services to the University, including contract

administration; general administrative services; facilities, property, safety, or space management.

3. Ensure the proper functioning of House Keeping on all the University campuses, and to this end, monitor and make operational the Janitorial staff.
4. Would be responsible for the Security management of the University.
5. Would head the Transport fleet of the University, its operations and working efficiency.
6. Facilitation/Coordination in conduction of the workshops/seminars, as proposed / arranged by the Faculties / Departments or Directorates of the University.
7. Responsible for execution, proposal and implementation of Administrative Contracts (Renewal and Expiry etc)
8. Responsible for Management of University Assets, their record keeping and up-dation on quarterly basis.
9. Responsible for General Maintenance of the University campuses in coordination with the Directorate of Planning and Projects.
10. Responsible for facilitation and Management of Hostels.
11. Responsible for the official matters including allotment, cancellation of allotment and maintenance etc of Residential Colony in coordination with Directorate of Planning and Projects.
12. Responsible for Collection and Submission of Utility Bills, their timely payments, record keeping and reports on the same.
13. Responsible for external audit in coordination with Finance. Timely responding the replies and paras and their record keeping.
14. Event management and arrangements for logistics for different events of the University
15. Facilitating and coordinating the meetings of the statutory bodies. Their minutes recording, notifying the decisions and record keeping.
16. Responsible for Space Allocation of the University.
17. Responsible for facilitating and operations of the Day Care Centers of the University.

Assistant Registrar

Job Summary : The Assistant Registrar will perform duties under supervision of the Deputy Registrar, and will lead any of the Sections under Registrar Office, including but not limited to Human Resource Management, Academic Affairs/ Admissions or Administration.

Reporting Line :

Reports to :	Deputy Registrar
Coordinates with :	All administrative and academic units of the University
Supervises :	Staff posted in his/her section.

Duties : The Assistant Registrar shall be responsible to perform the following duties ;

General Responsibilities

1. Coordinate department activities and special projects to ensure quality and meet timetables.
2. Evaluate department processes. Recommend and coordinate needed changes based on process analysis.
3. Direct staff in the development, analysis, and preparation of reports.
4. Supervise staff in accordance with University policies and procedures.
5. Assist staff to resolve complex or out of policy operation problems.
6. Establish employee goals and conduct employee performance reviews via annual PERs.
7. Responsible for staff scheduling to include: work assignments/rotations, employee vacations, employee breaks, overtime assignment, back-up for absent employees.
8. Schedule and conduct staff meetings.
9. Responsible to meet department productivity and quality goals.
10. Serve on committees and teams as department representative.
11. Ensure administrative control over the employees working under him.
12. Perform any other assignment / job, as assigned by the competent authority of the University from time to time.

Human Resource Management :

1. Assists the Deputy Registrar (Human Resource Management) in discharge of official duties.
2. Responsible for all human resource activities to include employment, compensation, staff relations, benefits, and training and development.
3. Assistance in conducting interviews, receiving job applications ; review applications /resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
4. Administer and maintain University salary structure, job documentation, and job evaluation systems.
5. Prepare process and distribute payroll in coordination with Finance Section.
6. Design and conduct new employee orientations in coordination with concerned Dean/Director.
7. Provide advice, assistance and follow-up on University policies, procedures, and documentation.
8. Coordinate the resolution of specific policy-related and procedural problems and inquiries.
9. Recommend, develop and maintain human resource data bases, computer software systems, and manual filing systems.
10. Supervise the human resource functions in University set-up to ensure their smooth and effective operations
11. Have administrative control over the employees working under him.
12. Develop and recommend operating policy and procedural improvements.
13. Rules and Regulations compilation, implementation, documentation with the Additional Registrar.
14. Responsible for arrangements and related matters of the Overtime, Advance against Salary matters, and annual Bonus / Rewards System of the University.

2. Legal :

1. Responsible for all legal affairs of the University.
2. Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information in

to file database and case management software; confirming case status with lawyers/attorney.

3. Helps develop cases by maintaining contact with people involved in the case; scheduling depositions; preparing and forwarding summonses and subpoenas; drafting complaints; preparing and filing discovery requests; preparing responses to opposing counsel; generating status reports.
4. Keeps the University management informed by maintaining contact; communicating case progress.
5. Maintains case costs by verifying outstanding balances with lawyers/attorney.
6. Supports case preparation by preparing case summaries and materials for legal issues; preparing pleadings; monitoring and obtaining responses; organizing materials for team case review.
7. Enhances trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
8. Updates job knowledge by participating in educational opportunities; reading legal and professional publications.
9. Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Academic Affairs/ Admissions :

1. Assists the Deputy Registrar (Academic Affairs/ Admissions) (A.A.A) in discharge of official assignments of the Academic Affairs/ Admissions Section.
2. Providing guidance to the Academic Affairs/ Admissions team for carrying out the assigned tasks & their supervision.
3. Assisting the Admission procedure according the prescribed admission policy of LUAWMS.
4. Timely registration of the newly admitted students.
5. Conducting Entry Tests.
6. Certification.

7. Assisting in Conduction of following Committees meetings,
 - i. Deans' Committee.
 - ii. Students Discipline Committee
 - iii. Board of Advance Studies
 - iv. Board of Studies
 - v. Admission Committee
 - vi. Migration Committee
 - vii. Any other Committee as notified by the University from time to time.
8. Highlighting the Academic Affairs/ Admissions staff issues & recommend properly respectively.
9. Have administrative control over the employees working under him.
10. Record keeping of the registered students & other correspondence files.

Administration :

1. Assists the Deputy Registrar (Administration) in discharge of official assignments of the Administration Section.
2. Ensure the proper functioning of House Keeping on all the University campuses.
3. Responsible for coordination with the Security Officer for ensuring the security of the University.
4. Responsible for coordination with the Transport Officer to head the transport fleet of the University, its operations and working efficiency.
5. Facilitation/Coordination in conduction of the workshops/seminars, as proposed / arranged by the Faculties / Departments or Directorates of the University.
6. Responsible for execution, proposal and implementation of Administrative Contracts (Renewal and Expiry etc)
7. Responsible for Management of University Assets, their record keeping and up-dation on quarterly basis.
8. Responsible for General Maintenance of the University campuses in coordination with the Directorate of Planning and Projects.

9. Responsible for the official matters including allotment, cancellation of allotment and maintenance etc of Residential Colony in coordination with Directorate of Projects and Works.
10. Responsible for external audit in coordination with Finance. Timely responding the replies and paras and their record keeping.
11. Facilitating and coordinating the meetings of the statutory bodies. Their minutes recording, notifying the decisions and record keeping.
12. Responsible for Space Allocation of the University.

Assistant Director Administration

Job Summary : The Assistant Director Administration will perform duties under supervision of the Deputy Registrar, and will lead any of the Sections under Registrar Office, including but not limited to Administration.

Reporting Line :

Reports to :	Additional/Deputy Registrar
Coordinates with :	All administrative and academic units of the University
Supervises :	Staff posted in his/her section.

Duties: The Assistant Registrar shall be responsible to perform the following duties:

General Responsibilities:

1. Coordinate department activities and to ensure quality and meet timetables.
2. Evaluate department processes. Recommend and coordinate needed changes based on process analysis.
3. Direct staff in the development, analysis, and preparation of reports.
4. Supervise staff in accordance with University policies and procedures.
5. Assist staff to resolve complex or out of policy operation problems.
6. Establish employee goals and conduct employee performance reviews via annual PERs.
7. Responsible for staff scheduling to include: work assignments/rotations, employee vacations, employee breaks, overtime assignment, back-up for absent employees.
8. Schedule and conduct staff meetings.
9. Responsible to meet department productivity and quality goals.
10. Serve on committees and teams as department representative.
11. Ensure administrative control over the employees working under him.
12. Perform any other assignment / job, as assigned by the competent authority of the University from time to time.

Administrative Responsibilities:

1. Responsible for monitoring and making operational the Janitorial staff.
2. Responsible for facilitation and Management of Student Hostels with the coordination of Hostel Wardens.
3. Responsible for Collection and Submission of Utility Bills, their timely payments, record keeping and reports on the same with the coordination of Projects and Works/Electrical Section staff.

4. Responsible for logistic arrangements for different event of the University.
5. Responsible for facilitating and operations of the Day Care Centers of the University.

Treasurer

Job Summary : There shall be a Treasurer of the University to be appointed by the Senate on the recommendation of the Vice Chancellor, on such terms and conditions as may be prescribed.

Reporting Line :

Reports to :	The Vice Chancellor
Coordinates with :	All administrative and academic units of the University
Supervises :	The staff posted in the Treasurer Office.

Duties :

The Treasurer shall be the chief financial officer of the University and shall;

1. Manage the assets, liabilities, receipts, expenditures, funds and investments of the University
2. Prepare the annual and revised budget estimates of the University and present them to the Syndicate or Committee thereof for approval and incorporation in the budget to be presented to the Senate
3. Ensure that the funds of the University are expended on the purposes for which they are provided
4. Have the accounts of the University audited annually so as to be available for submission to the Senate within six months of the close of the financial year, and
5. perform such other duties as may be prescribed.

Additional Treasurer

Job Summary : The Additional Treasurer assists the Treasurer in order to contribute to the overall success of the University by effectively managing all financial tasks for the University.

Reporting Line :

Reports to :	Treasurer
Coordinates with :	All Administrative and Academic Units of the University
Supervises :	Staff posted in the Directorate of Finance.

Duties : The Additional Treasurer shall be responsible for ;

1. Developing and maintaining timely and accurate financial statements and reports that are appropriate for the intended users and in accordance with generally accepted accounting principles (GAAP)
2. Developing, implementing, and ensure compliance with internal financial and accounting policies and procedures of the University
3. Ensuring that all statutory requirements of the organization are met including tax issues
4. Preparing all supporting information for the annual audit (internal and external) and liaise with the external Audit Teams as necessary/ required
5. Documenting, maintaining and record keeping of complete and accurate supporting information for all financial transactions
6. Developing and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
7. Reconciling bank and investment accounts on regular basis
8. Reviewing monthly results and implementing monthly variance reporting
9. Managing the cash flow and prepare cash flow forecasts in accordance with standard policies and procedures
10. Overseeing the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll
11. Developing and implementing policies and procedures to ensure that personnel and financial information is secure and stored in compliance with

current rule, regulations and related legislations

12. Preparation of Annual and Revised Budget.
13. Preparation of Annual Budget/Demand for HEC Managing and facilitating the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
14. Liaise with the administrative and academic units of the University for smooth financial management, control and for arrangement of meetings of Finance and Planning Committee
15. Assisting the Treasurer with financial reporting as required at various levelsFollowing-up with HEC regarding Annual Recurring and Supplementary Grants.
16. Following-up and coordination among staff of Directorate of Finance on different tasks and assignments.
17. Preparation of Utilization Reports for HEC on quarterly basis, or as may be required from time-to-time.
18. Performing any other assignment / job, as assigned by the competent authority of the University from time to time.

Deputy Treasurer

Job Summary : Deputy Treasurer supports the finance and operational activities of the Directorate of Finance of the University. The Deputy Treasurer ensures that adequate and appropriate internal controls are in place to meet generally recognized accounting standards, and supports the Treasurer and the Additional Treasurer for financial matters including book-keeping, bank accounts and cash flow, financial statements, bank issues etc.

Reporting Line : **Reports to :** Additional Treasurer
Coordinates with : All administrative and academic units of the University
Supervises : The staff posted in Directorate of Finance.

Duties : The Deputy Treasurer shall be responsible for ;

1. Tracking the accounting and financial components of the University including the various petty cash funds and field office finance activities
2. Coordinating and overseeing all financial matters including bills, checking procurement activities on file and ensuring strict compliance with the standard rules of financial management
3. Supporting the Additional Treasurer and Treasurer in budget planning and budget management
4. Preparing expenditure analysis for overall procurements, pay bill, project related payments/ purchases etc as assigned.
5. Maintaining accurate and timely financial information and ensuring cost control of all tasks and assignments
6. Preparing cash projections, and estimating costs of projects, as assigned
7. Reviewing all vouchers prepared by the Assistant Treasurer for expenditures and ensuring that expenses are reasonable, allowable and allocable to certain budget heads
8. Coordinating payment of invoices with the teaching departments and administrative units
9. Preparing and reviewing and submitting monthly/quarterly/annual financial reports as required

10. Supervising and providing leadership, mentoring and training to the field office finance officers/ support staff
11. Reviewing petty cash replenishment requests prepared by the Assistant Treasurer and ensuring compliance with financial rules/ policies and procedures regarding petty cash
12. Monitoring employee payroll management procedures
13. Performing any other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Treasurer

Job Summary : The Assistant Treasurer assists and supports the Deputy Treasurer, Additional Treasurer and Treasurer in discharge of day to day financial operations by holding various portfolios like fee, bank, receipt, expenditure or budget etc. He/she ensures implementation of relevant financial rules and the overall policies of the University.

Reporting Line :

Reports to :	Deputy Treasurer
Coordinates with :	All administrative and academic units of the University
Supervises :	Support staff posted in the Directorate of Finance

Duties : The Assistant Treasurer may be assigned any, or a combination of the following portfolios, and their responsibilities shall be as mentioned beneath each :-

Assistant Treasurer (Pay) :

1. Preparation of monthly Payroll
2. Preparation of data of Pay & Allowances for Annual Budget, Revised Budget and Budget demand for HEC.
3. Maintaining Pay Files of all the staff.
4. Review of Service Books of Regular Staff (B-02 to B-16)
5. Preparation of Budget Demand and Utilization Reports of TTS funds for HEC.
6. Preparation of monthly I. Tax returns relating to Pay.
7. Calculation and revision of I. Tax from salaries of all the staff.
8. Entering/incorporation of monthly salary changes received from Registrar Office/ HR section.
9. Any other work assigned by Deputy Treasurer/ Additional Treasurer/ Treasurer, or competent authority of the University from time to time.

Assistant Treasurer (Bank Affairs)

1. Preparation of Bank Books of Non-Development Accounts

2. Reconciliation of accounts with banks
3. Preparation of bank books
4. Correspondence with banks
5. Any other work assigned by Deputy Treasurer/ Additional Treasurer/ Treasurer, or competent authority of the University from time to time.

Assistant Treasurer (Receipts)

1. Maintenance of record of Funds received from HEC, Grant-in-Aid and Scholarships.
2. Maintenance of receipts record.
3. Preparation of Receipt Vouchers.
4. Preparation of Salary and Temporary Advance Registers.
5. Preparation of monthly, quarterly and annual revenue/receipt statements
6. Any other work assigned by Deputy Treasurer/ Additional Treasurer/ Treasurer, or competent authority of the University from time to time.

Assistant Treasurer (Budget)

1. Preparation of Annual Recurring Budget of the University.
2. Ground work regarding Re-appropriation in Budget.
3. Ground work regarding preparation of Revised Budget.
4. Ground work regarding preparation of Annual Demand for HEC.
5. Assisting Treasurer in Budget correspondence with HEC.
6. Any other work assigned by Deputy Treasurer/ Additional Treasurer/ Treasurer, or competent authority of the University from time to time.

Assistant Treasurer (Fee)

1. Posting of paid Fee vouchers in system and ledgers/ registers.
2. Issuance/printing of Fee vouchers.
3. Issuance of fee defaulters' reports.
4. Maintenance of manual fee record.
5. Signing of on clearance certificates to passing out students.
6. Any other work assigned by Deputy Treasurer/ Additional Treasurer/

Treasurer, or competent authority of the University from time to time.

Assistant Treasurer (Payments/ Expenditure)

1. Preparation of monthly, quarterly and annual expenditure statements.
2. Preparation of payment vouchers.
3. Preparation and issuance of cheques.
4. Petty cash handling.
5. Correspondence with Banks.
6. Maintenance of Cheque Register.
7. Maintenance of cashbook of Petty Cash.
8. Booking of financial commitments
9. Booking of expenditure
10. Follow-up with Director Procurements and Planning & Projects on monthly basis w.r.t Commitments booked.
11. Any other work assigned by Deputy Treasurer/ Additional Treasurer/ Treasurer, or competent authority of the University from time to time.

Assistant Treasurer (Scholarships)

1. Posting of Scholarships, Fee Concession etc data in System and Register/ Ledgers.
2. Liaison with Registrar Office/ Student Financial Assistance Office with respect to scholarship matters.
3. Maintaining lists of scholarships of all kind Faculty-wise / Department-wise.
4. Processing cases of scholarships for securing approvals.
5. Any other work assigned by Deputy Treasurer/ Additional Treasurer/ Treasurer, or competent authority of the University from time to time.

Resident Auditor

Job Summary : The Resident Auditor ensures efficacy of operations, the reliability of financial reporting, deterring and investigating fraud, safeguarding assets, and compliance with laws and regulations. Internal auditing frequently involves measuring compliance with the University's policies and procedures. His /her main responsibility is to carry-out an independent appraisal of the effectiveness of the policies, procedures and standards by which the university's financial, physical and information resources are managed.

Reporting Line :

Reports to :	Treasurer and Vice Chancellor
Coordinates with :	Registrar, Director Procurements, all Deans, Chairpersons, Controller of Examinations and other Academic and Administrative Units of the University.
Supervises :	Staff posted in Resident Auditor's Office.

Duties : The Resident Auditor shall be responsible for;

1. Developing audit plans and performing initial and follow-up audits in accordance with professional standards.
2. Reviewing and evaluating operations and monitoring completion of document work of the matters involving payments from University exchequer.
3. Evaluating external audit findings; preparing and presenting the results of external audit and making recommendations to management in the form of oral and written communications.
4. Coordinating and interacting with Deans, Directors, Registrar Office and other faculty, and staff, and with external audit as needed for billing and documentation issues, as per requirements of the University.
5. Coordinating and interacting with audit firms performing external audits of university, as the case may be.
6. Consulting with and advising university administrators, faculty, and staff on operational and administrative issues.

7. Scrutinizing documents and files to check that policies and procedures are in accordance with rules.
8. Inspecting books of accounts.
9. Directing staff responsible for systematically sampling the adequacy and reliability of internal control and accounting systems.
10. Reviewing and verifying of records, compliance with standards, policies and procedures.
11. Performing any other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Resident Auditor (B-17)

Job Summary : The Assistant Resident Auditor is responsible to assist the Resident Auditor for ensuring compliance with the University's policies and procedures for all payment related matters.

Reporting Line :

Reports to : Resident Auditor

Coordinates with : Staff of Directorate of Finance, Registrar Office

Supervises : Staff posted under his/ her supervision.

Duties : The Assistant Resident Auditor shall be responsible for;

1. Assisting the Resident Auditor in reporting of the financial issues, financial matters/ payment related matters, and the reports on daily/monthly/yearly basis in the audits.
2. Managing the reports and seeing it that they are accurate, to the point and made in accordance with generally accepted accounting principles.
3. Assisting Resident Auditor to make reports which confirm with the University standards and Policies.
4. Coordinating the official activities with the staff and the Resident Auditor.
5. Inspecting and correlating the overall audit reports under supervision of the Resident Auditor, and providing the required reports to the seniors as required.
6. Developing audit reports and audit programs for assigned departments/ projects.
7. Detecting internal control deficiencies and recommending necessary corrective measures to the Resident Auditor.
8. Developing creative audit techniques for operational efficiency.
9. Addressing queries and complaints on audit related activities in timely manner.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Senior Auditor (B-16)

Job Summary : The Senior Auditor is responsible for internal control procedure, verifying assets and liabilities, auditing payroll and personnel records and communicating audit findings etc, under supervision of Resident Auditor/ Assistant Auditor.

Reporting Line : **Reports to :** Resident Auditor/ Assistant Resident Auditor

Coordinates with : Staff posted in the Audit section.

Supervises : Staff posted under his/her supervision.

Duties : The Senior Auditor shall be responsible for;

1. Ensuring compliance with established internal control procedures by examining records, reports, operating practices, and documentation under supervision of Resident Auditor/ Assistant Auditor.
2. Verifying assets and liabilities by comparing items to documentation.
3. Maintaining internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.
4. Communicating audit findings by preparing a final report; discussing findings with the University management/higher authorities under supervision of Resident Auditor/ Assistant Resident Auditor.
5. Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
6. Examining inventory to verify stock and ledger entries under supervision of Resident Auditor/ Assistant Resident Auditor.
7. Auditing payroll and personnel records to determine unemployment insurance premiums, workers' compensation coverage, liabilities, and compliance with tax laws.
8. Inspecting account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
9. Conducting follow up audits to monitor management's interventions.
10. Acting as an objective source of independent advice to ensure validity, legality and goal achievement.
11. Conferring with University officials/officers about financial and regulatory matters.

12. Determining internal audit scope and developing annual plans.
13. Performing other assignment / job, as assigned by the competent authority of the University from time to time

Accountant (B-16)

Job Summary : The Accountant is responsible for preparing asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information. Recommends financial actions by analyzing accounting options.

Reporting Line : **Reports to :** Additional/ Deputy / Assistant Treasurer

Coordinates with : All staff of Directorate of Finance

Supervises : Staff posted under his/her supervision.

Duties : The Accountant shall be responsible for;

1. Managing all accounting operations based on accounting principles.
2. Preparing budget and financial forecasts.
3. Publishing financial statements in time.
4. Conducting month-end and year-end close process.
5. Collecting, analyzing and summarizing account information.
6. Computing taxes and prepare tax returns, balance sheet, profit/loss statement etc.
7. Developing periodic reports for management.
8. Keeping information confidential and secure them with random database backups.
9. Keeping up with financial policies, regulation and legislation.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Audit Assistant (B-14)

Job Summary : The Audit Assistant shall be assisting the Senior Auditor, Assistant Resident Auditor and Resident Auditor in discharge of their duties relating to audit.

Reporting Line : **Reports to :** Senior Auditor, Assistant Resident Auditor and Resident Auditor

Coordinates with : All staff of Audit Section.

Supervises : Staff posted under his/her supervision.

Duties : The Audit Assistant shall be responsible for;

1. Checking the accuracy of accounting systems and procedures.
2. Reviewing, assessing and recommending changes in accounting systems.
3. Verifying and inspecting accounts receivable and payable ledgers and general ledger for its accuracy.
4. Checking, inspecting and reconciling bank deposits and payments.
5. Checking all accounting ledgers that are updated/maintained timely.
6. Studying, inspecting and assessing, budgets, balance sheets and other related financial statements and records.
7. Ensuring compliance of regulatory guidelines and generally accepted auditing standards.
8. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Account Assistant (B-14)

Job Summary : The Account Assistant is responsible for providing administrative support to accountant, undertaking clerical tasks such as typing, filing, handling cash and basic bookkeeping etc.

Reporting Line : **Reports to :** Assistant Treasurer

Coordinates with : All staff of Directorate of Finance.

Supervises : Staff posted under his/her supervision.

Duties : The Account Assistant shall be responsible for;

1. Managing day to day operations of the accounts department.
2. Managing accounts payable (bill payments, salaries, petty cash etc.) and receivable through cash/cheque voucher in a timely manner.
3. Controlling credit and ensuring debtors pay on time.
4. Establishing and maintaining fiscal files and records to document transactions.
5. Reconciling of cash/financial accounts.
6. Maintaining spreadsheets for monitoring and analyzing accounting data and prepare financial reports.
7. Allocating cash to different departments / section of the University and ensure that the direct staff complies with it.
8. Sorting out incoming and outgoing daily post and answering any queries related to account department with consultation of Accountant.
9. Keeping up with financial policies, regulation and legislation.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Sub-Accountant (B-9)

Job Summary : The Sub-Accountant is responsible for maintaining financial records by analyzing balance sheets and general ledger accounts. He/She provides financial status information by preparing special reports; completing special projects. Corrects errors by posting adjusting journal entries and assisting the Accountant.

Reporting Line :

Reports to : Accountant / Assistant Treasurer

Coordinates with : All staff of Directorate of Finance.

Supervises : Staff posted under his/her supervision.

Duties : The Sub-Accountant shall be responsible for;

1. Updating accounts receivable and issue invoices as the cases may be.
2. Updating accounts payable and perform reconciliations under supervision of Assistant Treasurer and Accountant.
3. Assisting with reviewing of expenses, payroll records etc. as assigned.
4. Posting and processing journal entries to ensure that all transactions are recorded.
5. Updating financial data in databases to ensure that information will be accurate and immediately available when needed.
6. Preparing and submitting weekly/monthly reports.
7. Assisting accountant in the preparation of monthly/yearly closings.
8. Assisting with other accounting projects.
9. Assisting in the processing of balance sheets, income statements and other financial statements according to legal and University accounting and financial guidelines.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Controller of Examinations

Job Summary : There shall be a Controller of Examinations, to be appointed by the Senate on the recommendation of the Vice Chancellor, on such terms and condition as may be prescribed.

Reporting Line :

Reports to :	The Vice Chancellor
Coordinates with :	All administrative and academic units of the University
Supervises :	The staff posted in the office of Controller of Examinations.

Duties : The Controller of Examination shall be a full time officer of the University and shall be responsible for all matters connected with the conduct of examination and perform such other duties as may be prescribed.

Deputy Controller of Examinations

Job Summary : Deputy Controller Examinations will assist Controller Examinations for the conduct of examinations and tests at LUAWMS, and declaration of their results. The incumbent will discharge his/her responsibilities under the supervision and guidance of Controller Examinations.

Reporting Line :

Reports to :	Controller of Examinations.
Coordinates with :	All administrative and academic Units of the University.
Supervises :	Staff of office of the Controller of Examinations.

Duties : The Deputy Controller of Examinations shall be responsible for ;

1. Coordinating with all matters concerned with the conduct of examination.
2. Managing issues related to date sheets, appointment of exam supervisory staff, allocation of examination centre(s) and issuing admit cards to students;
3. Preparing and displaying the final result notification (s) and sending the grade reports to students.
4. Making arrangement for the timely issue of the examination material, instructions to supervisory staff & students and hold their meetings as and when required.
5. Bringing into the notice of the Controller of Examinations all cases of infringement of rules of examinations with full report for disposal
6. Maintaining over all examinations record of the students
7. Supervising and overseeing ongoing official activities of Examination Branch.
8. Making all arrangements necessary for holding examinations and tests and declaration of results.
9. Arranging for printing of question papers, paper setters in confidential manner under supervision of Controller of Examinations.
10. Ensuring and maintaining strict secrecy of all information regarding the examinations
11. Issuing transcripts to Under Graduate & Post Graduate students; and exercise such other powers and perform such other duties as may be prescribed or

assigned to him, by the Controller of Examinations.

12. Ensuring verification of information/data in documents and/or transactions, as applicable, by checking against information/data from other sources such as databases, files, records, other documents and paperwork, individuals, etc.
13. Performing any other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Controller of Examinations

Job Summary : The Assistant Controller of Examinations will support and assist the Deputy Controller of Examinations for conduct of examinations of the university and declaration of their results, and all other related official matters of the Controller of Examinations office.

Reporting Line : **Reports to :** Deputy Controller of Examination and Controller of Examination

Coordinates with : Administrative and Academic Units of the University.

Supervises : Staff of the office of Controller of Examination.

Duties : The Assistant Controller of Examinations shall be responsible for ;

1. Assisting the Controller of Examinations and Deputy Controller of Examinations in Framing/Updating Examination rules and regulations in line with University's statutory bodies.
2. Helping the Controller of Examinations and Deputy Controller of Examinations in developing examination strategies in accordance with University policies.
3. Assisting the Controller of Examinations and Deputy Controller of Examinations in correspondence with HEC, and other regulatory/accreditation bodies regarding examination matters of students.
4. Ensuring degree issue and degree verification matters.
5. Assisting the Controller of Examinations and Deputy Controller of Examinations in supervision of examination duties.
6. Assisting the Controller of Examinations and Deputy Controller of Examinations in supervising paper checking/ rechecking issues.
7. Coordinating with different departments of the University for examination and academic matters of the University.
8. Ensuring result compilation and send it to Controller for final approval and display of the results.

9. Answering queries related to examination and student matters.
10. Processing examinations related cases / matters on relevant files under prescribed rules, regulations and procedures.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Director Planning & Development

Job Summary : The Director Planning and Development plans and carries-out /execute the infrastructure development of the University, based on the requirements and demands of the University.

Reporting Line : **Reports to :** Registrar, Pro Vice Chancellor and Vice Chancellor

Coordinates with : Administrative and Academic Units of the University.

Supervises : Staff of the Directorate of Planning & Development

Duties : The Director Planning and Development shall be responsible for ;

1. Co-ordination with teaching & non-teaching departments relevant to infrastructure development & Planning of the University.
2. Developing and managing timelines for various development related activities to ensure strategic plans and critical project processes are carried out in a timely manner.
3. Prepare and submit PC-1s/ Development Projects and find appropriate/ relevant donors/ funding agencies for carrying-out the same.
4. Overseeing the planning and execution of development projects, the related events and to submit reports on each project to the Vice Chancellor for information/ review/ appropriate action.
5. Engaging technical staff in the development projects using established planning and development / management practices
6. Coordinating with donor agencies, Ministry/Division for approval of schemes and release of funds.
7. Coordinating with consultants, contractors/suppliers.
8. Coordinating with University Bodies such as FPC, Syndicate, Senate, etc regarding infrastructure development & Planning.
9. Monitoring the administrative works & Managing preparation of development projects and development budgets.
10. Managing the use of project funds in accordance with approved budgets
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Director Projects and Works

Job Summary : The Director Projects and Works shall mainly be responsible for maintenance of all facilities of the University and infrastructure development (for assigned projects). This position also ensures that the appearance of the interior and exterior campus is maintained as per required standards.

Reporting Line : **Reports to :** Registrar, Pro Vice Chancellor and Vice Chancellor.

Coordinates with : Administrative and Academic Units of the University.

Supervises : Staff of the Directorate of Projects and Works.

Duties : The Director Projects and Work shall be responsible for ;

1. Ensuring quality control of repair and maintenance works / services of the University.
2. Planning and executing infrastructure development programs, financed by the Hon'ble Chancellor Secretariat, other donors, University's own resources, as assigned by the University.
3. Coordinating and planning with the Director Planning and Development and manage assigned areas of university development.
4. Ensuring that the appearance of the interior and exterior campus is in accordance with set standards of the University.
5. Investigating pro-actively and resolve University development/ maintenance needs / complaints/ concerns in a timely manner and providing feedback to the competent authority.
6. Representing facilities operations and maintenance interest and capabilities in a wide variety of campus / university meetings concerning campus and external events and providing operational support for the needs of the users.
7. Executing annual, monthly and weekly maintenance schedules of the University.
8. Maintaining records of all projects, works and maintenance carried-out, and responding to the internal/ external audit queries related to the same.
9. Co-ordination with teaching & non-teaching departments relevant to infrastructure development, projects and maintenance related issues of the University.
10. Developing and managing timelines for various projects and works to ensure

timely management of the same.

11. Prepare and submit projects/ PC-1s/ and find appropriate/ relevant donors/ funding agencies for carrying-out the same, for assigned areas.
12. Overseeing the planning and execution of assigned infrastructure/ maintenance projects, and submitting reports on each project to the Vice Chancellor for information/ review/ appropriate action.
13. Managing the use of project funds in accordance with approved budgets
14. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Deputy Director Planning & Development

Job Summary : The Deputy Director Planning and Development shall assist the Director Planning and Development/ Director Projects and Works for the infrastructure development activities / repair / maintenance / project and works of the University.

Reporting Line : **Reports to :** Director Planning and Development / Director Projects and Works

Coordinates with : Administrative and Academic Units of the University.

Supervises : Staff of the Directorate of Planning & Development / Directorate of Projects and Works

Duties : The Deputy Director Planning and Development / Resident Engineer shall be responsible for ;

1. Assisting the Director planning and Development/ Director Projects and Works with the overall planning and management of the operations of Planning and Development Department/ Works etc.
2. Providing significant input and guidance to the Director planning and Development/ Projects& Work for the decisions that direct the operations of the department, including directing the management of operational/technical functions.
3. Managing subordinate administrative and operational managerial and supervisory staff on site
4. Collecting of necessary data/ input and their processing for preparation of development schemes.
5. Preparing monitoring reports, progress reports and development budgets of the University.
6. Coordinating with Procurement Section in processing for Imports/Local Procurements for development projects only.
7. Providing the Director Planning and Development/ Projects and Works with considerable input in the development and implementation of department strategic goals and objectives related to the department's mission
8. Directing the development and implementation of policies and procedures

9. Directing the implementation of department plans and programs, managing all department administrative and operational/technical functions
10. Analyzing department results and providing recommendations to the assistant county manager on how to improve results and service delivery
11. Identifying operational problems and developing solutions;
12. Leading and directing special operational and organizational studies/project;
13. Directing the overall preparation and administration of the department budget and fiscal matters.
14. Maintaining files & records of planning works.
15. Managing tendering & bidding procedures other than construction works.
16. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Director Planning & Development (B-17)

Job Summary : The Assistant Director Planning & Development is responsible for the day to day operations of the Planning and Development Department of the University including monitoring, implementation and making operational the development works of the University.

Reporting Line : **Reports to :** Deputy Director / Director Planning and Development

Coordinates with : All staff of Directorate of Planning and Development

Supervises : Staff posted under his / her supervision.

Duties : The Assistant Director Planning & Development shall be responsible for;

1. Assisting the Director & Deputy Director in developing and implementing plans and goals for the University.
2. Working with the Director & Deputy Director to coordinate and supervise daily operations.
3. Ensuring compliance with regulations and internal policies.
4. Monitoring attainment of objectives under supervision of Director & Deputy Director.
5. Developing and providing monthly/quarterly reports to Director & Deputy Director, or whenever required on the activities of the Development.
6. Managing projects and development works as assigned by the Director & Deputy Director.
7. Supervising department staff, either directly or indirectly through Director.
8. Overseeing, implementing, and monitoring the planning and development budget with coordination of Director & Deputy Director.
9. Preparing and Reviewing tenders documentation related to project works with respect to quality, suitability, delivery and pricing, as guided by the Director & Deputy Director.
10. Preparing the meeting agenda and minutes of the meeting related to

works/ projects of the University.

11. Maintaining the contact agreements and other documents of the projects.
12. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Engineer (Civil)

Job Summary : The Assistant Engineer (Civil) shall execute the civil works on the assigned project/ work, and shall be responsible for monitoring the quality of work in accordance with the requirements/ approval, as well as complete documentation of the project.

Reporting Line : **Reports to :** Resident Engineer/Director, Projects and Works.

Coordinates with : Administrative and Academic Units of the University.

Supervises : The technical staff of the project

Duties : The Assistant Engineer (Civil) shall be responsible for ;

1. Preparing tender documents, engineering estimates of works/ project as assigned/ required.
2. Collecting necessary data/inputs and processing of development schemes for construction and allied works of the University.
3. Processing proposals for construction of new buildings and external development of teaching & non-teaching departments.
4. Assisting the Resident Engineer/Director, Projects and Works in preparing development budget for construction and allied works.
5. Coordinating with other departments, consultants for formulation of project documents & processing of bills of consultants and other service providers relevant to civil and allied works.
6. Managing tendering & bidding procedures for the construction and allied works.
7. Maintaining files and records relating to project works, construction drawings and As-Built Drawings.
8. Scrutinizing the tender for works/ project and checking/verifying the comparative statement.
9. Placing comparative statements before the bid evaluation committee for evaluation.
10. Monitoring and inspection of site works, and to submit proper reports on their progress.
11. Supervising the technical staff, and to exercise administrative control on their conduct and services.
12. Preparing contracts for the works as and when required / assigned.
13. Preparing proposals / Terms of reference for inviting expression of interest.
12. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Engineer (Electrical)

Job Summary : The Assistant Engineer (Electrical) shall be responsible for smooth operations and maintenance of electricity distribution systems of the University under supervision of Resident Engineer.

Reporting Line : **Reports to :** Resident Engineer.

Coordinates with : Administrative and Academic Units of the University.

Supervises : The technical staff of the project

Duties : The Assistant Engineer (Electrical) shall be responsible for ;

1. Ensuring that the electricity system of the University runs smoothly for all its academic and administrative functionaries.
2. Maintaining the University Generators and related logistics for ensuring proper functioning of the electricity services of the University.
3. Supervising the operations and maintenance of electricity distribution systems of the University.
4. Coordinating with the technical staff both within the University and the relevant power supply companies for ensuring proper functioning of the electricity services of the University.
5. Supervising the construction work of HT/LT overhead lines, distribution systems and sub-stations installed on all campuses of the University.
6. Supervising the power cables for underground and over head installation, and to ensure their proper functioning.
7. Supervising the electrical internal and external wiring of the University, and to ensure their proper functioning.
8. Supervising the Electricity Billing for all the meters installed at University campuses.
9. Monitoring the load shedding management, as and when required/ deemed appropriate / assigned.
10. Supervising the sub-ordinate staff and to exercise administrative control on their conduct and services.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Junior Engineer

Job Summary : The Junior Engineer supports and assists the Assistant Engineer in performing/ monitoring the development project works.

Reporting Line : **Reports to :** Assistant Engineer / Deputy Director P & D

Coordinates with : Administrative and Academic Units of the University.

Duties : The Junior Engineer shall be responsible for ;

1. Supervising the site operations on the development projects.
2. Ensuring the Quality Assurance Practices, and approved procedures/ scope etc in the projects.
3. Verifying the contractor's bills in accordance with BOQ/Drawings.
4. Surveying and Layout of assigned works.
5. Supervising of sub-ordinate Staff and to exercise administrative control on their conduct and services.
6. Providing necessary data & information of Sites & existing Structures of both completed and ongoing projects/works/constructions.
7. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Sub Engineer

Job Summary : The Sub Engineer supports and assists the Assistant Engineer in performing/ monitoring the development project works.

Reporting Line : **Reports to :** Assistant Engineer / Deputy Director P & D

Coordinates with : Administrative and Academic Units of the University.

Duties : The Sub Engineer shall be responsible for ;

1. Maintaining of Measurement Books of the projects/works/constructions.
1. Supervising the site operations on the development projects.
2. Ensuring the Quality Assurance Practices, and approved procedures/ scope etc in the projects.
2. Maintaining the record of all kind of Documents related to the project/works/constructions.
3. Verifying the contractor's bills in accordance with BOQ/Drawings.
4. Surveying and Layout of assigned works.
5. Supervising of sub-ordinate Staff and to exercise administrative control on their conduct and services.
6. Providing necessary data & information of Sites & existing Structures of both completed and ongoing projects/works/constructions.
7. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Deputy Director Information Technology

Job Summary : The Deputy Director IT serves as In-charge of all Information Technology related activities of the University.

Reporting Line :

Reports to :	Additional Registrar and Registrar
Coordinates with :	Administrative and Academic Units of the University.
Supervises :	Staff of the Directorate of Planning & Development

Duties : The Deputy Director IT shall be responsible for ;

1. Overall management & supervision of Internet/Intranet, System Support, Databases, Email, Video Conferencing and Website services in the University.
2. Setting up the Internet/Intranet, System Support, Databases, Email, Video Conferencing and Website services including Portal at the University.
3. Liaison with Hardware and Software vendors for the purchase of new equipment and maintenance support through Directorate of Procurements.
4. Coordination with different agencies for worldwide connectivity of the University.
5. Planning of new services for the Users.
6. Overall management & supervision of staff of the Directorate of IT, and to exercise administrative control on their conduct and services.
7. Implementing quality standards of the information technology field, its rules and regulations in University IT practices
8. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Deputy Director IT (BPS-18)

Job Summary : The Deputy Director IT is responsible for writing code to create software programs. The Programmer turns the program designs created by software developers and engineers into instructions that a computer can follow. Programmer debugs the programs by testing for and fixing errors.

Reporting Line :

Reports to :	Director Information Technology.
Coordinates with :	All staff posted in the Directorate of IT
Supervises :	Staff posted in his/her supervision.

Duties : The Deputy Director shall be responsible for;

1. Writing programs in a variety of computer languages, such as C++ and Java, under supervision of Manager IT.
2. Conducting systems analysis, development and routine computer program maintenance, under supervision of Manager IT.
3. Debugging programs by testing for and fixing errors.
4. Building and using computer-assisted software engineering (CASE) tools to automate the writing of some code, under supervision of Director IT.
5. Using code libraries, which are collections of independent lines of code, to simplify the writing.
6. Formulating program specifications and basic prototypes.
7. Performing upgrades to make software and systems more secure and efficient, under supervision of Director IT.
8. Collaborating with technical writers to create documentation for user support, under supervision of Director IT.
9. Transforming software designs and specifications into high functioning code in the appropriate language.

10. Performing other assignment / job, as assigned by the competent authority of the University from time to time

Video Conference Administrator (B-17)

Job Summary : The Video Conference Administrator is responsible for centralized management and oversight of the multi-campus video conference services.

Reporting Line :

Reports to :	Manager Information Technology
Coordinates with :	Staff posted in Directorate of IT
Supervises :	Staff posted in Directorate of IT

Duties : The Video Conference Administrator shall be responsible for;

1. Providing centralized and coordinated management of video conference services and resources across university campuses.
2. Coordinating plans for new video conference sites and services across all campuses of the University.
3. Coordinating management initiatives and direction impacting multi-campus video conferencing services and resources.
4. Coordinating resource scheduling with all campuses and other sister Universities and with other offices as required from time to time.
5. Supporting instructional initiatives related to multimedia use and integration of software and hardware applications particularly for classroom and course content delivery.
6. Coordinating and delivering the support functions utilizing video-conferencing technologies and multimedia applications across multi-campus and external service entities.
7. Applying instructional design models and adult learning theories to multimedia instructions.
8. Operating and coordinating interactive video classroom production and web related course materials.
9. Supporting in standardized software installation, including training and troubleshooting.

10. Maintaining procedures and policies to ensure the security and integrity of systems/networks.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Network Administrator BPS-17

Job Summary : Network Administrator is responsible for ensuring proper functioning of the networks, their proper security, and effective and efficient performance of the network system of the University, under supervision of the Manager I.T.

Reporting Line : **Reports to :** Deputy Director Information Technology.

Coordinates with : All administrative and academic units.

Supervises : Staff of Directorate of I.T.

Duties :

Network Administrator shall be responsible for;

1. Implementing policies and standards pertaining to campus networks.
2. Ensuring that credentials to access the server(s) and switch(es) are in safe custody and changed regularly on fortnight basis
3. Ensuring round the clock availability of network services of the University.
4. Planning and designing of network infrastructure.
5. Monitoring & maintenance of computer network equipment installed on all campuses of the University.
6. Configuration of network devices like routers, switches etc, as and when required / assigned.
7. Supervise and monitoring the services and assignments of the Network Assistants.
8. Planning and designing of network infrastructure for better services of the University's connectivity.
9. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Web Developer (B-17)

Job Summary : The Web Developer is responsible for designing, coding and modifying websites, from layout to function and according to University specifications and needs.

Reporting Line : **Reports to :** Manager Information Technology.

Coordinates with : All staff posted in the Directorate of IT

Supervises : Staff posted in his/her supervision.

Duties : The Web Developer shall be responsible for;

1. Writing well designed, testable, efficient code by using best software development practices, under supervision of Manager IT.
2. Creating website layout/user interface by using standard web developing practices, under supervision of Manager IT.
3. Integrating data from various back-end services and databases, under supervision of Manager IT.
4. Gathering and refining specifications and requirements based on technical needs, under supervision of Manager IT.
5. Creating and maintaining software documentation, under supervision of Manager IT.
6. Developing or implementing procedures for ongoing web site revision.
7. Analyzing user needs to determine technical requirements.
8. Cooperating with web designers to match visual design intent.
9. Maintaining, expanding, and scaling the University site, under supervision of Manager IT.
10. Staying plugged into emerging technologies and apply them into operations and activities, under supervision of Manager IT.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Network Technician (B-16)

Job Summary : The Network Technician is responsible for establishing, maintaining and coordinating the use of local and wide area networks (LANs and WANs), mainframe networks, hardware, software and related computer equipment. He/She sets up and maintains Internet and intranet Web sites and Web-server hardware and software, and monitors and optimize network connectivity and performance.

Reporting Line : **Reports to :** Network Administrator/ Manager IT.

Coordinates with : All staff of Directorate of IT.

Supervises : Staff/ Technical personnel posted under his/her supervision.

Duties : The Network Technician shall be responsible for;

1. Maintaining, troubleshooting and administering the use of local area networks (LANs), wide area networks (WANs), mainframe networks, computer workstations, connections to the Internet and peripheral equipment, under supervision of Network Administrator/ Manager IT.
2. Evaluating and installing computer hardware, networking software, operating system software and software applications, under supervision of Network Administrator/ Manager IT.
3. Providing problem-solving services to network users, under supervision of Network Administrator/ Manager IT.
4. Installing, maintaining, troubleshooting and upgrading Web-server hardware and software.
5. Implementing network traffic and security monitoring software, and optimize server performance.
6. Performing routine network start up and close down and maintain control records, under supervision of Network Administrator/ Manager IT.
7. Performing data backups and disaster recovery operations, under supervision of Network Administrator/ Manager IT.
8. Conducting tests and performing security and quality controls.
9. Controlling and monitoring e-mail use, Web navigation, and installed software, under supervision of Network Administrator/ Manager IT.

10. Providing technical direction to co-workers on computer and network usage and offer comprehensive advice and instructions.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time

Computer Hardware Technician

Job Summary : The Hardware Technician's role is to support and maintain in-house technology equipment and IT assets. This includes installing, configuring, diagnosing, repairing, and upgrading all hardware and equipment while ensuring its optimal performance. He/she will also troubleshoot problem areas in a timely and accurate fashion, and provide end user training and assistance where required.

Reporting Line : **Reports to :** System Administrator and Deputy Director IT.

Coordinates with : All staff of Directorate of IT.

Duties :

The Computer Hardware Technician shall be responsible for;

1. Setting up hardware and installing and configure software and drivers.
2. Diagnosing computer problems, monitor, computer processing systems, installing software and performing tests on computer equipment and programs. Technicians may also set up computer equipment, schedule maintenance and teach clients to use programs.
3. Carrying-out hardware related works like repairing of computers, their updating, printer repairing, toners refilling and related necessary repairing for ensuring proper functioning of the I.T related works of the University.
4. Supporting computer lab operations.
5. Supporting faculty and students to use computer software and hardware.
6. Responsible for installation of Operating system and desired software required by the faculty.
7. Ensuring that all equipment is treated with proper care and is not removed without proper authorization.
8. Logging equipment damage and malfunctions with management.
9. Watching lab occupants while entering and leaving lab to secure equipment.
10. Cleaning, reviewing and handling minor equipment maintenance to assure its operational condition.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time

The Laboratory Assistant

Job Summary : Laboratory Assistant is responsible for providing assistance to students and teachers, during the practical sessions. Lab Assistants are responsible for maintaining a clean quiet work area for students and assisting the Lab In-charge for maintenance of the lab stock.

Reporting Line : **Reports to :** System Administrator and Deputy Director I.T

Coordinates with : All staff of Directorate of IT

Duties : The Laboratory Assistant shall be responsible for;

1. Providing administrative assistance to the teacher and students in labs while the teaching or practical sessions are on.
2. Effectively and courteously helping the students with technological issues.
3. Ensuring laboratory operations, maintenance and cleanliness.
4. Producing accurate and reliable data and interpret results.
5. Taking care of harmful chemicals, costly experimental devices.
6. Maintaining a register for entry of students, for the devices to be handed-over to them and taken back once the practicals are finished.
7. Ensuring that students handle things with due care and guides them to be careful when experiments are being conducted in lab.
8. Informing the Lab Incharge immediately, in case of any harm and breakage.
9. Keeping record for the laboratory supplies, furniture and other equipment records. Checks those on regular basis for verification.
10. Assisting students in the lab by demonstrating the proper use of the equipment and how to use the hardware and software to finish assignments.
11. Ensuring cleanliness of the lab to ensure safety and proper working conditions for the lab users and proper maintenance of the computers.
12. Preparing the computer lab schedule, providing backup of software and performing equipment repairs or arranging for repairs to be completed.
13. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Laboratory Attendant

Job Summary : Laboratory Attendant is responsible for cleaning of the Laboratory and maintaining the lab equipment/ computer systems. Assisting the Lab Incharge in keeping the equipment records up to date & practical schedules.

Reporting Line : **Reports to :** System Administrator and Deputy Director I.T

Coordinates with : All staff of Directorate of IT

Duties : The Laboratory Attendant shall be responsible for;

1. Getting physical verification of the material/equipment of the respective laboratory with the stock registers with the help of the concerned Laboratory in-charge.
2. Taking care about the cleanliness/maintenance of the respective Laboratory.
3. Helping Lab In-charge with setting up of schedules.
4. Taking care of labs' environment, as well as lab equipment.
5. Educating him/herself in Lab-related common knowledge concerning events, rules and regulations.
6. Establishing and maintaining permanent files about out of order equipment and copy paper requirements; files and retrieves files as requested
7. Shutting down all running systems and switch off lights whenever not in use.
8. Informing the Lab In-charge immediately, in case of any harm and breakage.
9. Performing any other assignment / job, as assigned by the competent authority of the University from time to time.

Director ORIC

Job Summary : Director ORIC shall manage and enhance the research activities of the university, prepares policies for innovation and commercialization of the research works/products, and shall develop/ manage industry linkages with the University.

Reporting Line : **Reports to :** Pro-Vice Chancellor and Vice Chancellor

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in ORIC.

Duties :

The Director ORIC shall be responsible for;

1. Developing Research policies and priorities for the University, so that the research activities of the University are enhanced.
2. Working on raising activities for research, innovation and commercialization
3. Providing overall vision to the ORIC and the University's research portfolio.
4. Managing university's strategic research direction and preparing policies in that direction for a win-win situation
5. Mobilizing faculty for research and innovative projects,
6. Developing contacts with the industry and business community for research commercialization
7. Collaborating with research faculty across departments and faculties, and to support the mentorship of junior faculty.
8. Developing programs and activities that will increase funding for research from all public and private sources, establishing and maintain excellent relationships with donors and stakeholders.
9. Serving as an effective advocate for research with the university and to its broader community of stakeholders and supporters.
10. Promoting entrepreneurship, technology-transfer and commercialization activities that energize and support the local and national economy, with focus on development of LUAWMS.
11. Promoting and enhancing cross-cutting and multi-disciplinary research

initiatives at the University.

12. Reviewing and verifying of research records/ publications, compliance with established research standards, policies and procedures.
13. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Deputy Director ORIC

Job Summary : Deputy Director ORIC shall support the Director ORIC for the research related operations of the University (both externally and internally sponsored projects), and shall be responsible to oversee all aspects of the research operations of the ORIC. He/ She shall serve as focal person for the University's research operations and output.

Reporting Line : **Reports to :** Director ORIC

Coordinates with : Manager of University-Industrial Linkages and Technology Transfer, Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in ORIC.

Duties : The Manager Research Operations and Development ORIC shall be responsible for;

1. Promoting the development of public-private partnerships in support of university research.
2. Linking the university's research community with the needs and priorities of the University and the Industry/ Corporate Sector.
3. Developing opportunities for applied research and explore opportunities for technology transfer and the commercialization of university research.
4. Reviewing and verifying of research records/ publications, compliance with established research standards, policies and procedures.
5. Managing and administering research including its financial aspects like budgeting, auditing and accounting, its human resources, and other management and maintenance aspects of research facilities and equipment, implementation of research contracts etc.
6. Supporting faculty regarding post-award grant management, including projections, effort allocations and reporting, human resources, consultants, and close-outs.
7. Coordinating internal and external reporting needs, including maintenance of HEI's database.
8. Identifying a programmatic strategy for research that promotes

multidisciplinary collaboration within the university.

9. Facilitating collaborations among faculty through identifying overlapping research interests and providing opportunities to communicate.
10. Providing information about the grant process to faculty including study section procedures, interpreting reviews, and identifying appropriate funding mechanisms.
11. Developing and maintaining research cores and infrastructure within the University including web pages, internal grant review procedures, and statistical support.
12. Developing programmes and activities to increase funding for research from all public and private sources.
13. Establishing and maintaining excellent relationships with donors and stakeholders,
14. Analyzing, and overseeing the proposal development and submission to the quarter concerned.
15. Serving as an effective advocate for research with the university and to its broader community of stakeholders and supporters.
16. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Director-Industrial Linkages and Technology Transfer ORIC

Job Summary : Assistant Director -Industry Linkages and Technology Transfer ORIC shall support the Director ORIC for exploring ventures to promote the development of public-private partnerships in support of university research. Shall work on policies and procedures for developing University-Industrial Linkages and Technology Transfer.

Reporting Line : **Reports to :** Director ORIC

Coordinates with : Manager of Research Operations and Development, Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in ORIC.

Duties : The Assistant Director-Industry Linkages and Technology Transfer ORIC shall be responsible for;

1. Linking the university's research community with the needs and priorities of the corporate sector/ relevant industry
2. Developing opportunities for applied research
3. Exploring opportunities for technology transfer and the commercialization of university research (including incubators and research parks).
4. Promoting and facilitating entrepreneurship and creating an environment supporting entrepreneurs.
5. Developing and maintaining strong ties with the local government, business, entrepreneur, university and social communities.
6. Managing and growing the research-industry linkage with an aspect of benefit to the University, the researcher and the industry.
7. Increasing and diversifying external research funding from local industries.
8. Submitting research proposals to the relevant donors in collaboration with local industries relevant to Pakistan's Socio-economic needs in general and Balochistan in particular.
9. Preparing and working on policies and procedures for connecting the university's researchers with the Industry.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Director Research and Development

Job Summary : Assistant Director Research and Development can be a full-time employee of the University, or a MS/ PhD scholar, or hired on contract against any research project. The person shall work on assigned research area/project under supervision of the Director ORIC, Deputy Director ORIC.

Reporting Line : **Reports to :** Director ORIC, Deputy Director ORIC

Coordinates with : The research group/staff

Duties : The Assistant Director Research and Development ORIC shall be responsible for;

1. Providing valuable input to Director and Deputy Director ORIC in order to design, development and delivery of research skills training initiatives in consultation with other researchers of the University.
2. Coordinating and contribute to the research support consulting system for managing requests for research support at various stages of the research process, including linking researchers with appropriate experts within LAUWMS.
3. Contribute to the writing and preparation of research papers, reports and other materials for publication.
4. Establish performance indicators and undertake evaluations of research education and support programs.
5. Liaise with all Department Chairpersons for the research activities of their faculty members in their related fields.
6. Any other assignment / job, as assigned by the competent authority of the University from time to time.
7. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Director University Advancement and Students Financial Aid

Job Summary : The Director UA&SFA performs supervisory and administrative work in the areas of student financial aid eligibility and awarding, student development services, financial aid forms and publications development. Responsible for developing and implementing procedures and processes which ensure the timely awarding the student financial aid funds in compliance with University rules & regulations.

Reporting Line : **Reports to :** Additional Registrar and Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in University Advancement and Students Financial Aid Office

Duties : The Director University Advancement and Students Financial Aid shall be responsible for;

1. Supervising and coordinating the efforts and initiatives of the financial aid office and its staff to provide information and answers to questions relating to financial assistance available to students enrolled at the University.
2. Determining the amount of financial aid that is to be awarded to students considering such factors as funds available, extent of demand, and needs of students.
3. Contributing to the process of identifying opportunities and targeting fundraising activity, recording prospects, prompting action against plans and briefing/de-briefing the Director.
4. Building relations with trusts/foundations and/or the corporate sector, getting to know key people and maintaining contacts in these organizations for Financial Assistance.
5. Developing strategic and operational plans for Students Financial Assistance, University Advancement and Career Services.
6. Administering the system of application for and dissemination of financial aid awards and services for students of the University.
7. Implementing strategic and operational plans for Students Financial

Assistance, University Advancement and Career Services as approved by the competent authority.

8. Meeting the fundraising goals set by the University.
9. Preparing budget of the directorate, designing and implementing Monitoring and Evaluation system and preparing accountability reports.
10. Shall have administrative control over the employees working under him.
11. Any assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Director Student Financial Assistance

Job Summary : The primary responsibilities of Assistant Director of Student Financial Assistance include assisting the University students and families with financial aid options and processing financial aid opportunities in accordance with defined rules & regulations.

Reporting Line : **Reports to :** Director UAFA

Coordinates with : Deputy Director University Advancement, Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in Directorate of UAFA

Duties : The Assistant Director Student Financial Assistance shall be responsible for;

1. Conducting financial aid informational presentations to the Director & competent authority, when needed.
2. Collecting and processing documentation required for “Verification” of a student’s financial aid application in accordance with University’s rules & regulation.
3. Advising and assisting students with financial aid application process on the availability and terms and conditions of financial assistance programs.
4. Implementing policies, procedures, regulations and criteria for the award of student financial assistance
5. Assisting the director and deputy director in designing appropriate capacity development programs for staff.
6. Maintaining proper records retention policy and documentation of Financial Aid records.
7. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Director University Advancement

Job Summary : The Assistant Director, University Advancement is responsible for fundraising, database management of Alumni of University, advancement reporting, prospect management, developing and implementation of data and gift-entry procedures, and mailing lists for departmental and university-wide use, and provides database training.

Reporting Line : **Reports to :** Director UAFA

Coordinates with : Deputy Director Financial Aid, Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in Directorate of UAFA

Duties :

The Assistant Director, University Advancement shall be responsible for;

1. Identifying, developing, implementing and maintaining database policies and procedures as related to all fundraising activities.
2. Ensuring compliance with fundraising policies, goals, procedures and protocol for interaction with prospective donors.
3. Producing targeted mailing lists for communications, solicitations, invitations, etc., for University Advancement staff and for other.
4. Oversee fund raising activities to maximize donations from individuals and the corporate sector and to develop network of potential donors.
5. Maintaining the database of University Alumni and its update time to time.
6. Developing appropriate metrics and timelines to measure progress.
7. Design programs and activities that will respond the needs, concerns and interests of alumni, friends and perspective donors to the university.
8. Developing and implementing communications and marketing strategies and programs to communicate positive and accurate messages to potential friends and donors about the quality, potential and needs of the university.
9. Developing programs and mechanisms for encouraging donations to the university and recognize the generosity of those who contribute to fund raising programs.

10. Designing MIS systems to track donors and their contributions and to oversee the use of donor funds.
11. Assisting the Director on capacity development needs of staff.
12. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Deputy Director Career Services

Job Summary : The Deputy Director Career Services assists all student, alumni, faculty, and employer clients in the development of career education, career identification and search, and pursuit of employment opportunities commensurate with formal academic pursuits. Continually expand the client/user base and scope of services to ensure provision of the widest array of services possible to the broadest mix of academic and corporate clients.

Reporting Line : **Reports to :** Director UAFA

Coordinates with : Deputy Director, Financial Aid, Assistant Director University Advancement, Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in Directorate of UAFA

Duties : The Deputy Director Career Services shall be responsible for;

1. Serving as the primary liaison between the university, its students and alumni, and potential employers on a state, regional, national, and international scale.
2. Responsible for fiscal planning and management for career services, including all operations and staffing matters.
3. Serves as adviser and interfaces with representatives of industrial, governmental, and educational employers to assist in the most effective use of career services' efforts. Also supports the marketing of other university and departmental efforts.
4. Developing contacts with external organizations for the purpose of expanding employment opportunities for students and alumni of the University.
5. Providing career advising expertise to students and alumni regarding job-search process, interviewing, resume, and letter writing, and all other facets of career planning. Conducts workshops, seminars, and other

presentations to student, faculty, employer, and alumni groups.

6. In cooperation with students financial Assistance and University Advancement Offices, coordinate internship placements for students.
7. Planning and holding job fairs.
8. Managing and overseeing reports on:
 - Employment data and statistics,
 - Current student part-time job entries,
 - Alumni database
 - Employer database,
 - Student internship information, internship attendance,
 - Graduate employment information including verifications,
 - Students/graduates records
 - Other
9. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Security Officer

Job Summary : The Security Officer is responsible to undertake the surveillance of University premises and protection of staff, students and visitors. The Security Officer is responsible for detecting any suspicious behavior on campuses, preventing vandalism, thefts or other criminal behavior.

Reporting Line : **Reports to :** Additional Registrar and Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Security staff and staff posted in the Security Section

Duties : The Security Officer shall be responsible for;

1. Inspecting and adjusting security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.
2. Monitoring daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
3. Providing a visual security presence to ensure that Staff, Teachers and Students have a safe and pleasant environment of working on the University.
4. Preparing duty Roasters, and arrangement of necessary trainings for the security staff of the University.
5. Conducting hourly rounds to ensure that University has safe working conditions.
6. While making hourly rounds, checking exhibits and displaying to ensure that the guards are on duty and checks that the security equipment are in proper working order, and report problems to the Administration and the Registrar.
7. Ensuring and keeping checking emergency fire exits and fire extinguishers.
8. Ensuring round the clock security of the University by deployment of guards during office hours, weekends, holidays and vacations.

9. Monitoring and exercising administrative control over the Assistant Security Officers, Security Supervisors, and Security Guards working under him, their conduct, duties and services.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

سیکیورٹی سپروائزر

سیکیورٹی سپروائزر ڈیوٹی کے دوران مندرجہ ذیل کام سرانجام دے گا۔

- 1- گارڈز کی حاضری لگائے گا۔
- 2- گارڈز کا اسلحہ چیک کرے گا۔
- 3- تمام گارڈز کو روزانہ سیکیورٹی الارٹ پر ہدایات دے گا اور وقفہ فوقینہ ٹریننگ بھی دے گا۔
- 4- تمام سیکیورٹی آلات (Equipment) چیک کرے گا۔ مثلاً سکینر، دوربین، گاڑی چیک کرنے والا شیشہ، اسلحہ، کارتوس اور گولیاں وغیرہ۔
- 5- سیکیورٹی کے تمام رجسٹر چیک کرے گا۔ مثلاً مہمانوں کا انٹری رجسٹر، گیٹ پاس رجسٹر، شفٹ ڈیوٹی حاضری رجسٹر رپورٹ وغیرہ۔
- 6- گارڈز کی یونیفارم، ہیر کٹنگ، شیواور جوتے چیک کرے گا۔
- 7- مہمانوں کی ویزٹرز (Visitor Card) جاری کرے گا اور متعلقہ آفیسر کو اطلاع کرے گا۔
- 8- ڈیوٹی کے دوران وقفے وقفے سے یونیورسٹی کا مکمل رائیڈ کرے گا اور ڈیوٹی پر موجود تمام گارڈز چیک کرے گا۔
- 9- روزانہ کی کاروائی کی رپورٹ سیکیورٹی آفیسر کو دینے کا پابند ہوگا
- 10- تمام ان ہدایات پر بھی عمل کرے گا جو یونیورسٹی انتظامیہ کی طرف سے وقفہ فوقینہ جاری ہوتی رہتی ہیں۔

شفٹ انچارج سکیورٹی

شفٹ انچارج سکیورٹی ڈیوٹی کے دوران مندرجہ ذیل کام سرانجام دے گا۔

- 1- گارڈز کی مندرجہ ذیل چیزیں چیک کرے گا۔
 - (i) یونیفارم
 - (ii) ہیر کٹنگ / شیو
 - (iii) جوتے
 - (iv) اسلحہ
 - (v) اسلحہ لائسنس (صرف اسلحہ رکھنے والے کے پاس ہوگا)
- 2- شفٹ انچارج بغیر یونیفارم کے کسی بھی گارڈ سے ڈیوٹی نہیں لے گا۔
- 3- گارڈز کی تبدیلی اس وقت ہوگی جب دوسرا گارڈ ڈیوٹی پر پہنچ جائے گا۔
- 4- گارڈ کی تعیناتی شفٹ انچارج کرے گا۔
- 5- اگر کوئی گارڈ ڈیوٹی پر نہیں آتا تو شفٹ انچارج فوراً سکیورٹی سپروائیزر کو اطلاع دے گا۔
- 6- شفٹ انچارج ڈیوٹی کے دوران ہر ایک گھنٹے کے بعد سکیورٹی کا مکمل راونڈ کرے گا اور تمام ڈیوٹی گارڈز کو چیک کرے گا۔
- 7- شفٹ انچارج روزانہ کی کاروائی کی رپورٹ سکیورٹی سپروائیزر یا سکیورٹی آفیسر کو دینے کا پابند ہوگا۔
- 8- تمام ان ہدایات پر بھی عمل کرے گا جو یونیورسٹی انتظامیہ کی طرف سے وقتاً فوقتہ جاری ہوتی رہتی ہیں

سیکیورٹی گارڈز

سیکیورٹی گارڈ ڈیوٹی کے دوران مندرجہ ذیل کام سرانجام دے گا۔

- 1- تمام گارڈز ہر وقت کی پابندی لازمی ہے۔
- 2- گارڈز ہر لحاظ سے بہترین ڈسپلن اور اعلیٰ کردار کا مظاہرہ کریں گے۔
- 3- گارڈز ہر وقت چوکس اور چاک و چوبندر ہیں گے۔
- 4- گارڈز کی یونیفارم مکمل اور صاف ستھری ہونی چاہیے۔
- 5- گارڈز ڈیوٹی پر مکمل یونیفارم پہن کر آئے گا اور کسی بھی دن بغیر یونیفارم کے ڈیوٹی نہیں کرے گا۔
- 6- گارڈز اپنی حالت اعلیٰ معیار کے مطابق رکھیں گے خاص طور پر وردی اور بالوں کی تراشی۔
- 7- گارڈز اپنا سروس کارڈ یونیفارم میں لگائے رکھیں گے۔
- 8- گارڈز ڈیوٹی کے دوران سگریٹ نوشی اور موبائل فون استعمال نہیں کریں گے۔
- 9- گارڈز ریڈیو وغیرہ کا استعمال نہیں کریں گے۔
- 10- گارڈز یونیورسٹی کے دوسرے ملازمین کے ساتھ گپ شپ نہیں کریں گے۔
- 11- گارڈز کسی صورت اپنی ڈیوٹی کی جگہ نہیں چھوڑے گا۔
- 12- گارڈز کو گاڑی چیک کرنا اور پیرل کا استعمال کرنا ضرور آنا ہے۔
- 13- گارڈز اسلحہ ہر حالت میں قابل استعمال رکھیں گے۔
- 14- گارڈز اسلحہ خراب ہونے کی صورت میں فوراً سپروائیزر کو اطلاع دے گا۔
- 15- گارڈز ہر سے آنے والوں سے فرمی اور اخلاق سے بات کریں گے لیکن ہر حالت میں سیکیورٹی کا خاص خیال رکھیں گے۔
- 16- کسی بھی سیکیورٹی / ہنگامی حالات کی صورت میں کوئی انتہائی قدم اٹھانے سے پہلے سیکیورٹی شفٹ انچارج یا سیکیورٹی سپروائیزر یا سیکیورٹی آفیسر سے اجازت لینا لازمی ہوگا۔

- 17- تمام ان ہدایات پر بھی عمل کرے گا جو یونیورسٹی انتظامیہ کی طرف سے وقفہ فوقتہ جاری ہوتی رہتی ہیں

The Transport Officer

Job Summary : The Transport Officer responsibility is to supervise, control the staff, vehicles, and equipment, rout management, POL record keeping etc. of the University. He/she is responsible for maintenance and insurance of the vehicles.

Reporting Line : **Reports to :** Additional Registrar and Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in the Security Section

Duties : The Transport Officer shall be responsible for;

1. Ensuring compliance with insurance companies regarding vehicles insurance.
2. Checking and processing transport bills for payment.
3. Planning and Supervising the development and management of transport systems of the University that includes rout management, posting of Drivers and Conductors etc.
4. Arranging the P.O.L of all the University vehicles in a timely manner.
5. Updating the Log Books of all University vehicles.
6. Keeping track of average P.O.L consumption of University vehicles.
7. Dealing with transport infrastructure and helping in the development and management of transport systems of the University which includes planning for purchases, or disposing of the old vehicles.
8. Paying regular site visits of University buses and vehicles on daily / weekly basis, as to keep track on their wear and tear / repair etc.
9. Monitoring and exercising administrative control over the Drivers, Conductors and Technical Staff of the Transport Section working under him, their conduct and services.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Director Procurement

Job Summary : The Director Procurements will be responsibilities for ensuring proper and smooth functioning of the procurements for the University so as to facilitate the academic and administrative functions of the University.

Reporting Line : **Reports to :** Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in the Security Section

Duties : The Director Procurement shall be responsible for;

1. Managing the University's purchasing activities, warehouse operations, and campus mail services.
2. Negotiating contracts, pricing discounts, and pricing agreements with vendors with an emphasis on maximizing value for all University funds expended; oversees the processing of purchase orders and other procurement instruments.
3. Examining requisitions and ensuring the detailed description/specifications of the items and adequate/ rational justification for purchase of goods are provided.
4. Ensuring that none of the procurement requisition would be further processed without provision of funds under the relevant/appropriate head of expenditure in the current annual budget.
5. Ensuring that the case is referred to the Registrar/Vice Chancellor for seeking administrative approval of purchase involving expenditure by relevant approving authority, after verification of the budget provision by the Treasurer/ Director Planning and Development/ Director Projects and Works as the case may be
6. Inviting quotations and tenders as the case may be
7. Getting the comparative statement prepared and to arrange its placement before the Bid Evaluation Committee for consideration.
8. Seeking approval for placement of purchase order with the lowest bidder,

by the respective competent authority, as the case may be.

9. Seeking accordance of sanction of the expenditure incurred, by the competent authority for the goods / services to be purchased.
10. Ensure pre audit of a relevant case by the Resident Auditor. In case of any observation by the Resident Auditor, the Director Procurement shall be responsible to appropriately address the observation to satisfaction of the Resident Auditor on official purchases.
11. Having administrative control over the employees working under him.
12. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Deputy Director Procurements

Job Summary : The Deputy Procurements supports and assists the Director Procurements for procuring required items/good and services for ensuring smooth functioning of the University's academic and administrative functionaries.

Reporting Line : **Reports to :** Director Procurements

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in the Directorate of Procurements

Duties : The Deputy Director Procurements shall be responsible for;

1. Assisting the Director Procurement in the process of procurement, shipping, receiving, tenders, contracts and its renewal as per guidelines, rules & regulations of the University.
2. Assisting the processing of pre-qualification, qualification and post qualification cases for the purchase of goods and services as per rules of the University.
3. Maintaining procurement processes that ensure effective ability to procure and deliver quality goods and services according to needs.
4. Identifying needs of the University and in that connection finding potential suppliers, soliciting bids, reviewing bids and selecting suppliers, negotiating and awarding contracts, accepting delivery of products and inspecting the products, paying suppliers and maintaining vendor relationships.
5. Identifying potential cost savings, developing and overseeing budget for University procurements, ensuring compliance with rules and regulations and overseeing procurement staff serving the Directorate.
6. Establishing and maintaining an adequate internal control structure for the agency surrounding the purchasing operations, policies and procedures. Make necessary purchasing revisions as needed.
7. Reviewing Purchase Orders, Requests for Quotes and Purchase Requisitions on a continuous; correctly identifies areas in need of

changed/unchanged procedures.

8. Determining the appropriate course of action regarding emergency purchasing situations.
9. Initiating bids and purchase requisitions for open market bids, reviews bids for accuracy and adherence to applicable regulations, makes awards according to established guidelines and coordinates and monitors the bid and award process.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Purchase officer (B-17)

Job Summary : The Purchase officer is responsible for process purchasing transactions for equipment, materials, supplies, capital goods, and services for ensuring smooth functioning of University's academic and administrative activities.

Reporting Line :

Reports to :	Director / Deputy Director Procurements.
Coordinates with :	Staff posted in Directorate of Procurements.
Supervises :	Staff posted under his / her supervision.

Duties : The Purchase officer shall be responsible for;

1. Processing purchase requisitions / orders, as per approval.
2. Inviting, assessing, and awarding/recommending supplier tenders, bids, quotations, and proposals as per University policy.
3. Establishing and negotiating contract terms and conditions, and maintain supplier relationships, as directed by the supervisors.
4. Preparing and maintaining purchasing records, comparative statements, reports and price lists.
5. Working with internal and external stakeholders to determine procurement needs, quality, and delivery requirements.
6. Assisting in the development of specifications for equipment, materials, and services to be purchased.
7. Administering contract performance, including delivery, receipt, warranty, damages and Insurance.
8. Reconciling or resolving value discrepancies as guided by the Director Procurements.
9. Complying with and maintaining knowledge of applicable rules, legislation, regulations, standards, and best practices.
10. Assisting to resolve on shipping and receiving shipment /transportation related discrepancies and variances, as per university needs.
11. Reviewing tenders and purchase award documentation with respect to quality, suitability, delivery and pricing under supervision of Director/ Deputy Director Procurements.

12. Developing and maintaining constructive and cooperative working relationships with colleagues and supervisory officers.
13. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Deputy Director Sports (B-18)

Job Summary : The Deputy Director Sports is responsible for developing policies and support co-ordination of the development of sport by maximizing the use of existing and future facilities, funding and human resources.

Reporting Line : **Reports to :** Director Sports / Additional Registrar

Coordinates with : All Deans, All Chairpersons, All Directors and all students.

Supervises :

- The sports clubs of the University.
- Staff posted in his/her directorate .

Duties : The Deputy Director Sports shall be responsible for;

1. Assisting the Director Sports in the development of policies, preparation and implementation of strategic plans aimed at developing sports initiatives and Physical Activity.
2. Taking lead responsibility for the development of sports related policies and service Plans that will enable the achievement of the University objectives.
3. Taking lead responsibility for the day to day management of the sports development budget under supervision of Director Sports.
4. Taking responsibility in implementing a strategic planning process which identifies priority action programmes for the development of sport taking into consideration national, regional and county strategies and agendas for sport.
5. Leading, developing and implementing new sports development initiatives in partnership with local providers in the voluntary, educational and commercial sectors with the co-ordination with Director Sports.
6. Identifying, establishing and developing substantial programmes, aimed at increasing levels of physical activity through a co-ordinated approach with other key partners/sister Universities and other institutions under supervision of Director Sports.
7. Monitoring performance and expenditure and ensure that all administration and financial systems, including budgetary targets, are properly implemented and that all necessary records and statistics are kept accurately.
8. Delivering of an effective and appropriate service to all service users, students, fairly and without discrimination, under supervision of Director Sports.

9. Leading and developing, in partnership with other institutions, government offices, sports specific plans providing opportunities from foundation to performance levels in a range of sports, under supervision of Director Sports.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Store Officer

Job Summary : The Store Officer is responsible for receiving, storage and disbursement, managing, and record-keeping of stores and materials. He/She shall be accountable for ensuring that the day to day operations of the University stores are carried out in a safe, efficient and cost effective manner

Reporting Line : **Reports to :** Additional Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in the Store Section

Duties : The Store / Inventory Officer shall be responsible for;

1. Maintaining record of receipts as well as issuance of items that are going out of the store, so as to ensure accuracy and completeness.
2. Involving in reconciliation of physical stock with the stock in the system.
3. Overseeing that the arrangement of goods has been done in an orderly system within the stock location system so that the stock can be stored easily and retrieved whenever there is a requirement. Similarly, he/she ensures that the stocks stay physically protected.
4. Ensuring the correct and timely valuation of the inventory and to be involved in directing and managing procedures related to stock entry as per SOP of Stores.
5. Taking special care to arrange stores safe custody and protect them from loss and damage.
6. Ensuring stock checking programmes are maintained to the extent that the physical inventory agrees with the Supply System records and stock holdings are fulfilled.
7. Verifying and initialing each and every entry recorded in dead stock and consumable stock registers.
8. Ensuring that the Store function supports the University's operating areas and other support services by being pro-active in providing advice on stock levels and identifying potential problem areas, such as stock outs and low stock.

9. Contributing to the knowledge of customers of the Supply System by providing training and assistance as required.
10. Complying and maintaining records of quantity, type, and value of material, equipment, merchandise, or supplies stocked in University store.
11. Comparing inventories to office records or computes figures from records, such as sales orders, production records, or purchase invoices to obtain current inventory.
12. Ensuring non-occurrence of deviations/variances from the prescribed inventory procedures while dealing with stores activities.
13. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Store Keeper (B-14)

Job Summary : The Store Keeper is responsible for maintenance of a University storeroom/warehouse, which includes stocking of operational materials and supplies, inventory control and records, purchasing, and related duties as required.

Reporting Line : **Reports to :** Store Incharge.

Coordinates with : All staff posted in the Stores Section.

Supervises : Staff posted under his/her supervision.

Duties : The Store Keeper shall be responsible for;

1. Managing strategies for warehouse in compliance with University policies and vision.
2. Set upping layout and ensuring efficient space utilization.
3. Oversee receiving, warehousing, distribution and maintenance operations.
4. Initiating, coordinating and enforcing optimal operational policies and procedures.
5. Adhering to all store/warehousing, handling and shipping legislation requirements.
6. Maintaining standards of health and safety, hygiene and security.
7. Managing stock control and reconciling with data storage system.
8. Achieving financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
9. Liaising with clients, suppliers and transport companies.
10. Contributing to team effort by accomplishing related results as needed.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Sports Officer (B-16)

Job Summary : The Assistant Sports Officer is responsible for assisting Sports Officer in planning and organizing sports events and campaigns in order to get more students and staff involved, making sport more accessible to everyone and aim to get staff and students living a healthier lifestyle.

Reporting Line :

Reports to :	Director/ Deputy Director Sports.
Coordinates with :	All Directors/ All Deans
Supervises :	Staff posted under his/ her supervision.

Duties : The Assistant Sports Officer shall be responsible for;

1. Organizing, developing and delivering a varied range of sporting activities or programmes, under supervision of Director/ Deputy Director Sports.
2. Managing the day to day sports activities of the University, under supervision of Director/ Deputy Director Sports.
3. Managing budgets of the sports activities, under supervision of Director/ Deputy Director Sports.
4. Producing promotional material and displays. Keeping statistical and financial records, under supervision of Director/ Deputy Director Sports.
5. Preparing reports and press releases related to sports activities with the consultation of Public Relation Officer.
6. Liaising and working with relevant organizations or agencies including youth services, schools, clubs, sports coaches and sports councils in order to promote the sports activities.
7. Organizing and undertaking the schedule of sports gala/sports week events organized by the University.
8. Monitoring and assessing progress, under supervision of Director/ Deputy Director Sports.
9. Creating and implementing programmes which encourage sports activity across all areas of society.
10. Identifying areas of the community or particular social groups where sports

participation is low, due to factors such as low income, lack of proper facilities, high crime rates, health issues, discrimination and social exclusion.

11. Performing other assignment / job, as assigned by the competent authority of the University from time to time

Mess Caretaker (B-16)

Job Summary : The Mess Caretaker is responsible for ensuring a smooth and efficient service delivery. Efficient management of functions, hospitality of the Mess. Ensuring the delivering of high quality service to the mess members.

Reporting Line :

Reports to :	Mess Incharge
Coordinates with :	All mess staff
Supervises :	Staff posted under his/her supervision.

Duties : The Mess Caretaker shall be responsible for;

1. Managing efficiently the services of the Mess, which caters breakfast, lunch and dinner of mess members.
2. Ensuring the high quality service to the mess members.
3. Ensuring the cleanliness of the kitchen, its equipment and surround.
4. Controlling and monitoring the financial performance of the mess and maintaining the costs within pre-budgeted targets.
5. Ensuring all food is prepared to a high standard as per service level agreement, University policy and current legislation.
6. Establishing and maintaining satisfactory relationships with staff at all levels within the University.
7. Implementing and maintaining the Statutory and University standards of hygiene, health and safety and take any action as is necessary.
8. Analyzing problems analytically, developing opportunities and implementing innovative solutions.
9. Reporting faults in equipment and request necessary day to day maintenance of the mess.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time

The Director Quality Enhancement Cell

Job Summary : The Director Quality Enhancement Cell (QEC) provides transformational leadership to support faculty and staff in the development and implementation of the quality systems/policy at the University. The position establishes the framework and enacts the QEC to improve student learning and support as per the goals of the University. He also develops and executes the QEC program as per the LUAWMS requirements and mission/vision.

Reporting Line : **Reports to :** Vice Chancellor

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in the Directorate of Quality Enhancement

Duties : The Director Quality Enhancement shall be responsible for;

1. Working with faculty, administration, and staff to guarantee a successful submission and implementation of the quality enhancement plans of the University.
2. Ensuring that faculty, chairpersons, Deans and the administrative officers provide the feedback needed to develop and implement quality enhancement systems at University.
3. Providing leadership in the design and implementation of new quality policies, procedures, pedagogies, curricula, facilities, job descriptions and professional development necessary to achieve the QEC goals.
4. Working in conjunction with the Registrar Office, Controller Office and Treasurer Offices for quality enhancement related matters.
5. Supporting Training and Development team of the University to provide professional development opportunities for faculty and staff relevant to the QEC initiatives
6. Developing and leading the activities of the QEC committees and its subcommittees, as required/ constituted for QEC matters.
7. Playing role as a liaison and coordinator with other Universities and external stakeholders to obtain input into the QEC development and implementation.

8. Coordinating the roll-out of the QEC across all campuses of the University.
9. Preparing detailed analysis of QEC development, as well as status and performance through a set of benchmarks to measure the progress toward achieving QEC goals.
10. Leading the QEC Assessment Plans which provides for an annual formative assessment of student learning.
11. Playing role of liaison between all relevant faculties, teaching departments and administrative functionaries of the University to ensure the successful development and implementation of the QEC activities.
12. Communicating to the HEC important and relevant information regarding student progress towards the expected goals, as asked/ assigned.
13. Maintaining all records and data and coordinating the production of the final reports for consideration by the competent authority of the University.
14. Managing the QEC budget
15. Workings with appropriate University personnel to develop an awareness plans that informs the authorities of the purpose and value of the QEC procedures. Plan, co-ordinates and follows up on the accreditation of the university
16. Coordinating and follows up on the quality parameters
17. Assists the departments to set out the attributes and abilities required by the university for the award of Bachelor, Master, and Doctoral Degrees
18. Managing the Accreditation processes of the relevant bodies in accordance with the SOP of QEC.
19. Organizing/Conducting Teachers' Evaluation in all Faculties of the University
20. Performing assignment / job, as assigned by the competent authority of the University from time to time.

The Deputy Director Quality Enhancement Cell

Job Summary : The Deputy Director QEC assists the Director QEC in discharge of his/her official assignments with regards to ensuring certain quality standards in all aspects of University services and meeting accreditation standards.

Reporting Line :

Reports to :	Director Quality Enhancement Cell
Coordinates with :	Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.
Supervises :	Staff posted in the Directorate of Quality Enhancement

Duties :

The Deputy Director Quality Enhancement Cell shall be responsible for;

1. Supporting the Director QEC for Administering the development and implementation of LUAWMS Quality Enhancement Policy/ System.
2. Managing the QEC budget, providing status reports, and participating in budget planning.
3. Directing and pursuing acquisitions of resources to support experiential learning during QEC activities.
4. Managing and overseeing QEC assessment programs and accreditation programs in collaboration with all Deans/ Chairpersons and relevant university staff.
5. Supervising staff and overseeing the logistical needs of the assessment and accreditation programs of the University.
6. Collaborating with internal and external groups to develop and promote QEC activities.
7. Developing and coordinating workshops/ trainings and presentations promoting experiential learning.
8. Administering professional development for students, faculty, and staff of the University through QEC.
9. Promoting the QEC processes throughout the university and to the community, where needed.
10. Overseeing the approval of QEC activities and related projects and propose awards/ recognition, where applicable through his/her Directorate.

11. Submitting, reviewing and updating the SAR updates to the Director on monthly basis
12. Conducting Teachers' Evaluation activities at LUAWMS under supervision of Director QEC.
13. Performing ther assignment / job, as assigned by the competent authority of the University from time to time.

The Assistant Director Quality Enhancement Cell

Job Summary : The Assistant Director QEC assists the Deputy Director and Director QEC in discharge of his/her official assignments with regards to ensuring certain quality standards in all aspects of University services and meeting accreditation standards.

Reporting Line :

Reports to :	Deputy Director Quality Enhancement Cell
Coordinates with :	Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.
Supervises :	Staff posted in the Directorate of Quality Enhancement

Duties : The Assistant Director Quality Enhancement Cell shall be responsible for;

1. Assisting the Director and Deputy Director in managing / monitoring/ observing the quality enhancement process.
2. Conducting Class Observation at each Faculty through inspection teams
3. Planning, coordinating and following-up the accreditation of the university programs.
4. Managing the QEC data, assessment, documentation, and reporting systems.
5. Supporting the Director and Deputy Director for establishing job standards for University staff and effectively evaluating the processes of the University covering academics and administration.
6. Coordinating with the Registrar Office regarding the performance evaluation, its conduct and ensuring that the performance evaluation system is in accordance with the University Policies & Procedures.
7. Assisting the Director and Deputy Director QEC for all program assessments at the University, and keeping proper documentation of the same.
8. Assisting the Director and Deputy Director QEC in day to day work
9. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Data Analyst

Job Summary : Data analyst responsibilities include conducting full lifecycle analysis to include requirements, activities and design. Data analysts will develop analysis and reporting capabilities. He will also monitor performance and quality control plans to identify improvements. He / she shall assist the Director, Deputy Director and Assistant Director QEC in discharge of their official assignments with regards to ensuring certain quality standards in all aspects of University services and meeting accreditation standards.

Reporting Line :

Reports to :	Assistant Director, Deputy Director and Director Quality Enhancement Cell
Coordinates with :	Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.
Supervises :	Staff posted in the Directorate of Quality Enhancement

Duties : The Data Analyst shall be responsible for;

1. Interpreting data, analyzing results using statistical techniques and providing ongoing reports.
2. Developing and implementing databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
3. Acquiring data from primary or secondary data sources and maintain databases/data systems.
4. Identifying, analyzing, and interpreting trends or patterns in complex data sets.
5. Collecting data for Teachers Evaluation and operating the online software.
6. Dealing with Registration staff, Admin and Program Teams for collection of the required data.
7. Participating in the development of quality enhancement activities.
8. Updating the Web Administrator about maintenance of QEC website.
9. Making technical arrangements of training sessions for Departments and program teams.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Hostel Warden

Job Summary : The Warden is an In-charge of the hostel. He/she is responsible for admitting the students, record keeping of the admitted students, looking security measures, discipline, clearance and other administrative issues of the hostel.

Reporting Line : **Reports to :** Additional Registrar and Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in his/her Office

Duties : The Warden shall be responsible for;

1. Allocating duties and responsibilities to the administrative staff working under his/her.
2. Admitting new residents/students to hostel after completion of all codal formalities as per Hostel SOP or as prescribed by the University from time to time.
3. Ensuring quality & quantity of food served to the hostel residents.
4. Purchasing grocery and other consumable items for the hostel mess.
5. Ensuring discipline, security measures and cleanliness at the hostel.
6. Ensuring that hostel gates are closed at instructed hours.
7. Maintaining the list and record of hostel residents.
8. Managing Petty cash expenses of the hostel.
9. Managing discipline of students at hostel
10. Managing all related activities of the hostel as defined in the SOP of hostel management.
11. Ensuring the depositing of the monthly fees/dues of the hostel by the residents.
12. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Hostel Warden (B-16)

Job Summary : The Assistant Hostel Warden is responsible for assisting the Warden for the daily operation and administration in line with the Hostel Mission Statement.

Reporting Line:

Reports to:	Hostel Warden
Coordinates with:	Staff of Hostel and Registrar Office
Supervises:	Staff posted in his/her supervision.

Duties : The Assistant Hostel Warden shall be responsible for;

1. Assisting the Warden in student recruitment selection and accommodation allocation.
2. Assisting the Warden in student induction process including the annual Induction Day.
3. Maintaining the list and record of hostel residents.
4. Ensuring that hostel rules and regulations.
5. Organizing and supervising of the Sub-Wardens' evening and night duties.
6. Caring the day to day pastoral of the students and welfare of guests.
7. Ensuring the day to day health, safety and security duties.
8. Ensuring the daily on site catering operation of the hostel.
9. Ensuring quality & quantity of food served to the hostel residents.
10. Ensuring discipline and cleanliness at the hostel.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Mess Incharge

Job Summary : The Mess In-charge is responsible for running the day-to-day catering operations, monitoring the quality of the food and service and for making sure that staff perform well and services in Mess. The most important part of the job is achieving good quality within a budget and maintaining high standards of hygiene and staff & students satisfaction.

Reporting Line : **Reports to :** Hostel Warden, Mess Committee or Additional Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in his/her Office

Duties : The Mess Incharge shall be responsible for;

1. Framing policies on the running the Mess successfully.
2. Planning menus in consultation with chefs.
3. Ordering supplies.
4. Ensuring that health and safety regulations are strictly observed, recorded and archived.
5. Monitoring the quality of the product and service provided.
6. Keeping to budgets and maintaining financial and administrative records.
7. Conducting regular inspection of dining hall and kitchen in order to maintain the quality.
8. Maintaining the record of the staff/students being served as Mess.
9. Managing mess facility in the assigned hostel/ area, in accordance with the SOP of mess management at LUAWMS.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Medical Officer

Job Summary : The Medical Officer is responsible for implementing medical/ health policies of the University, taking care the health of the University staff & student.

Reporting Line : **Reports to :** Additional Registrar and Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in his/her Office

Duties : The Medical Officer shall be responsible for;

1. Organizing the LUAWMS Medical Unit/dispensary, outpatient department and allotting duties to the ancillary staff to ensure smooth running of the Medical Unit.
2. Making suitable arrangements for the distribution of work in the treatment of emergency cases which come outside the normal Medical Unit hours.
3. Implementing medical/ health policies of the University as per relevant SOP.
4. Taking care the health of the University staff & student by organizing the Medical Unit, making suitable arrangements for treatment of emergency cases etc.
5. Organizing laboratory services for cases where necessary and within the scope of his laboratory for proper diagnosis of doubtful cases.
6. Ensuring adequate supplies, proper storage of medicine, vaccine & maintenance of cold chain equipment.
7. Screening cases needing specialized medical attention including dental care and nursing care and refer them to referral hospitals.
8. Providing guidance to the staff working under him/her in the treatment of minor ailments.
9. Cooperating and or coordinating with other institutions/universities providing medical care services.
10. Organizing and participate the health related seminars in order to gain awareness.

11. Recording and reporting of all details of the OPD patients.
12. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Farms Manager (Agriculture)

Job Summary : The Farm Manager Agricultural is responsible for planning, organizing and managing the activities of a farm.

Reporting Line : **Reports to :** Dean Faculty of Agriculture

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in his/her Office

Duties : The Farms Manager (Agriculture) shall be responsible for;

1. Implementing the Standard Operating Procedure of his/her office, as notified by the University, and updated from time to time.
2. Planning finances and production to maintain farm progress against budgetary parameters, and as assigned.
3. Supervising the practical activities, e.g. driving tractors, operating machinery, feeding livestock, spraying fields, etc.
4. Marketing the farm's products.
5. Buying supplies, such as fertilizer and seeds.
6. Arranging the maintenance and repair of farm buildings, machinery and equipment.
7. Maintaining and monitoring the quality of yield, whether livestock or crops.
8. Understanding the implications of the weather and making contingency plans.
9. Making sure products are ready for deadlines, such as auctions and markets.
10. Ensuring that farm activities comply with rules and regulation of the University.
11. Applying health and safety standards across the farm estate.
12. Protecting the environment and maintaining biodiversity.
13. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Farms Manager (Animal Farm)

Job Summary : The Farms Manager Animal is responsible for the care and upkeep of animals in an array of settings, including kennels, pet stores, zoos, people's homes, farms or animal shelters.

Reporting Line : **Reports to :** Dean Faculty of Veterinary and Animal Sciences

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in his/her Office

Duties : The Farms Manager (Animal) shall be responsible for;

1. Implementing the Standard Operating Procedure of his/her office, as notified by the University, and updated from time to time.
2. Planning finances and maintaining farm progress against budget parameters.
3. Feeding and treating animals, cleaning quarters, transferring animals, and maintaining facilities.
4. Treating animal illness or injury, following experience or instructions of veterinarian.
5. Preparing animal condition, production, feed consumption, and worker attendance reports.
6. Arranging the maintenance and repairing of farm buildings, machinery and equipment.
7. Giving trainings to workers in animal care, artificial insemination techniques, egg candling and sorting, and transfer of animals.
8. Ensuring that farm activities comply with rules and regulation of the University.
9. Keeping financial records up to date.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Librarian

Job Summary : LUAWMS Librarian manages the library with a people-focused role. He/ She manages the learning resources, books, journal etc while keeping the library users' needs in mind

Reporting Line : **Reports to :** Additional Registrar and Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Library staff

Duties : The Librarian shall be responsible for ;

1. Working closely with Deans, Chairpersons, teachers and other administrative officers of the University for fulfillment of their library needs, proper assessment of the academic and library needs, and to provide intellectual and physical access to materials in library in a timely manner
2. Supporting independent research and learning within the library environment, as assigned.
3. Selecting, developing, cataloguing and classifying library resources
4. Answering readers' enquiries
5. Using library systems and specialist computer applications
6. Managing the library staff, including training and/or supervisory duties
7. Liaising with University's academic and administrative staff, external organizations and suppliers
8. Ensuring that library services meet the needs of particular groups of users (eg staff, under-graduate and postgraduate students e, disabled students)
9. Managing budgets and resources of the library
10. Maintaining and developing IT facilities of the library
11. Assisting readers to use computer equipment, conduct literature searches etc
12. Promoting the library's resources to users, and ensuring housekeeping of the

library through relevant staff.

13. Performing any other assignment / job, as assigned by the competent authority of the University from time to time.

Assistant Librarian

Job Summary : Assistant Librarian assists the Librarian in managing the library affairs of the University.

Reporting Line : **Reports to :** Librarian

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Library Staff .

Duties : The Assistant Librarian shall be responsible for ;

1. Keeping records of circulation and library materials.
2. Supervise budgeting, planning, and personnel activities.
3. Checking books in and out of the library on daily basis.
4. Explaining use of library facilities, resources, equipment, and services, and provide information about library policies to the students, staff and other members.
5. Reviewing and evaluating resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
6. Ensuring the coding, classifying, and cataloging of books, publications, CDs, films, audiovisual aids, and other library materials based on subject matter or standard library classification systems.
7. Assisting Librarian in management of the official matters of the University library.
8. Preparing monthly/annual reports relating to operations of the Library.
9. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Library Cataloger and Classifier

Job Summary : Classifier shall be classifying the library resources in accordance with standard library procedures, under supervision of Assistant Librarian and Librarian.

Reporting Line : **Reports to :** Assistant Librarian and Librarian.

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Library Staff

Duties : The Library Classifier shall be responsible for ;

1. Selecting and assigning classification numbers and descriptive headings according to the established library rules.
2. Classifying library materials, such as books, audiovisual materials, and periodicals, according to standard classification procedures/ as guided.
3. Reviewing library materials to be classified and searches information sources, such as book reviews, encyclopedias, and technical publications to determine subject matter of materials.
4. Making sample cards containing author, title, and classification number to guide Catalog Librarian (library) in preparing catalog cards for books and periodicals.
5. Assigning classification numbers, descriptive headings, and explanatory summaries to book and catalog cards to facilitate locating and obtaining materials.
6. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Library Cataloguer

Job Summary : Library Cataloguer shall be cataloguing the library resources in accordance with standard library procedures, under supervision of Assistant Librarian and Librarian.

Reporting Line : **Reports to :** Assistant Librarian and Librarian.

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Library Staff

Duties : The Library Cataloguer shall be responsible for ;

1. Cataloging of new acquisitions using the Library's in-house classification scheme.
2. Assigning appropriate subject headings to all records and resources of the University Library.
3. Assisting with administrative tasks associated with library services and cataloguing as required.
4. Playing an active role in ensuring the quality of the catalogue database through, among others, authority checking using the standard library cataloguing system.
5. Performing original descriptive and subject cataloging for various library materials/items (including books, journals, articles, projects and manuals etc) in a variety of languages and subject fields; determine appropriate guidelines in applying rules of established Cataloging Rules, Library subject heading policies, and catalog materials in categories of advanced specialized pattern.
6. Creating item record, assign specific label for each physical item
7. Carrying the primary responsibility for the development and maintenance of those parts of the catalog that pertain to collections under their jurisdiction.
8. Providing assistance to the students in resolving and finding related library items of specific subject areas.
9. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Executive Secretary to the Vice Chancellor

Job Summary : Executive Secretary to Vice Chancellor is responsible for supporting high-level executives and management of the University. He/she provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.

Reporting Line : **Reports to :** Vice Chancellor

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in the Vice Chancellor Secretariat

Duties : The Executive Secretary to the Vice Chancellor shall be responsible for ;

1. Scheduling and arranging the meetings with Vice Chancellor of Deans, Chairpersons, visitors etc.
2. Screening the incoming correspondence and reports; making preliminary assessment of the importance of materials and organizing documents; handling some matters personally and forwarding appropriate materials to the administrator or executive and staff.
3. Maintaining executive's agenda and assist in planning appointments, board meetings, conferences etc.
4. Supervising the official works of the Vice Chancellor's Secretariat.
5. Acting as liaison between the administrator or executive, subordinates or others, by transmitting directives, instructions and assignments and following up on the status of assignments.
6. Distributing appropriate mid-point reviews, follow-ups on matters /issues and performance management forms to Vice Chancellor in a timely manner.
7. Supervising the support staff of the Vice Chancellor's Secretariat.
8. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Personal Staff Officer to the Vice Chancellor

Job Summary : The Personal Staff Officer shall assist the Vice Chancellor and shall support official tasks of the Vice Chancellor Secretariat as defined in its SOP.

Reporting Line : **Reports to :** Vice Chancellor

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : Staff posted in the Vice Chancellor Secretariat

Duties : The Personal Staff Officer to the Vice Chancellor shall be responsible for ;

1. Screening phone calls and dealing with enquiries where appropriate.
2. Devising and maintaining office systems, including data management and filing.
3. Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations.
4. Organizing and maintaining diaries and making appointments with Vice Chancellor.
5. Dealing with incoming email, faxes and post/ mail of the Vice Chancellor Secretariat.
6. Producing documents, briefing papers, reports and presentations as assigned.
7. Ensuring proper secretarial support and operations of the Vice Chancellor's Secretariat.
8. Preparing and maintaining Vice Chancellor's expense reports.
9. Coordinating and making setups of meetings and conferences.
10. Coordinating project-based work/special tasks and assignments.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Public Relations Officer

Job Summary : The Public Relations Officer to be responsible for a comprehensive public relations effort, including evaluation of attitudes/opinions of the institution's publics, identification of the policies of the institution with the public interest, and the execution of a variety of media programs to earn public understanding/support.

Reporting Line : **Reports to :** The Vice Chancellor and Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Photographer and Staff posted in the PRO's Office

Duties : The Public Relations Officer shall be responsible for ;

1. Planning publicity strategies and campaigns of the University.
2. Writing and producing presentations and press releases.
3. Organizing promotional events such as press conferences, convocations, exhibitions, tours and visits.
4. Designing, writing and/or producing presentations, press releases, articles, leaflets, reports, publicity brochures, information for web sites and related promotional videos/ materials.
5. Sourcing and managing speaking and sponsorship opportunities for the events as assigned.
6. Liaising with and answering enquiries from media, individuals and other organizations, often via telephone and email. To this effect, have a clear understanding of the matter/ issue and question, and preferably secure approval through Registrar.
7. Collating and analyzing media coverage for different University matters.
8. Preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes.
9. Fostering community relations through events such as open days and through involvement in community initiatives with regards to media.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Director Student Affairs

Job Summary : A Director Student Affairs develops, organizes, and delivers programs to enhance and support student life and the university experience. He/she is responsible for advising and supporting student groups, special student populations, undergraduate and/or graduate students on a range of student services including student activities and recreation, social and cultural issues, and special student needs. He/she supports the university strategy to promote the intellectual, cultural, personal, and social development of all students through high quality student life programs.

Reporting Line :

Reports to :	The Vice Chancellor and Registrar
Coordinates with :	Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.
Supervises :	The Staff posted in the Director Student Affairs's Office

Duties : The Director Student Affairs shall be responsible for ;

2. Ensuring adherence by student organizations to departmental, campus, and university regulations, policies, and procedures.
3. Attending meetings of student societies to provide advice and counsel, and to ensure that activities are consistent with established policies.
4. Training and supporting student societies on event management, university function and their related budget and fiscal matters.
5. Providing workshops and training programs, and arranging programs and speakers, for students in a major area of student life, such as diversity, international student life, multicultural activities, etc.
6. Providing leadership training for student societies.
7. Serving as campus advisor to student societies and events, including such areas as student recreation and fitness, campus activities, student judiciary, volunteer students, multicultural organizations, etc.
8. Implementing or participating in major campus programming initiatives, such as commencement, orientation, Convocation, Homecoming, awards ceremonies.
9. Sharing information with other departments regarding students co-

curricular / extra curricular activities in a timely manner.

10. Preparing budget for assigned area according to established formats, guidelines and due dates.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Sports Officer

Job Summary : Sports Officers promotes participation in sports amongst students & staff. He/she extends interest and increases participation in sports through effective promotion and marketing campaigns. Serves as a focal person for all sporting activities of the University with his/her keen interest in sport and strong leadership and organizational skills.

Reporting Line : **Reports to :** Additional Registrar and Registrar

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in the Sports Office

Duties : The Sports Officer shall be responsible for ;

1. Identifying sports facilities by the students and staff of the University and overseeing strategic planning and implementation of sports.
2. Coordinating, delivering and promoting sports activities, within and outside University campuses.
3. Raising public awareness of health and fitness issues and promoting participation in sport, particularly amongst staff and students, as assigned.
4. Maintaining links with Universities at regional and national level sporting representatives and organizations to enhance the sports activities.
5. Giving talks to different sports teams and community groups within the University.
6. Arranging trial sessions to encourage students to sample sports, their selection and nomination to different sports events both within the University and outside the University.
7. Running continuous and planned sporting activities at University in such a fashion that the academic time tables are not disturbed. To this effect, to coordinate with Deans and Department Chairs.
8. Arranging for financial help or subsidies towards start-up costs of different events and arranging Sponsorships for such events.
9. Monitoring and exercising administrative control over the staff working under him, their conduct and services.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Office Superintendent

Job Summary : The Superintendent manages and organizes office, coordinates and undertakes administrative duties. He / She manage noting on official files and drafts letters as assigned. His/her role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

Reporting Line : **Reports to :** Immediate supervisor where posted.

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in his/her Office

Duties : The Office Manager shall be responsible for ;

1. Scheduling & arranging the meetings and appointments
2. Making office supplies arrangements, greeting visitors and providing general administrative and supporting the staff working under him/her
3. Organizing and supervising all of the administrative activities that facilitate the smooth running of office / department / section / faculty concerned.
4. Organizing meetings with staff, and keeping proper record of such meetings.
5. Developing and implementing new administrative systems, such as record management.
6. Preparing the working papers/agendas of the meetings and taking its minutes.
7. Noting and drafting the letters, and submitting the same for approval before appropriate forum/ officers.
8. Ensuring that personnel files are up to date and secure, and that transfer and disposal of records as per the retention schedules and policies are carried out effectively.
9. Designing filing systems and ensure that these systems are up to date. To lay down the procedures for maintaining records.
10. Ensuring that their office runs efficiently, and the requirements are met well in time.
11. Using a range of office software, including email, spreadsheets and

databases.

12. Liaising with other administrative offices / teams.
13. Managing filing systems.
14. Delegating responsibilities among the staff and ensure that no staff member is overloaded with work.
15. Recording office expenditure and managing the budget (in case faculty revolving funds etc).
16. Evaluating and managing the performance of each employee within the section.
17. Organizing the office layout and maintaining supplies of stationery and equipment.
18. Maintaining the condition of the office and arranging for necessary repairs.
19. Delegating / disseminating work to staff and managing their workload and output.
20. Writing reports for management, which may include reports on finances, staff performance, service development or an annual review.
21. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Office Assistant

Job Summary : The Office Assistant assists the Superintendent in maintain the office environment, office management, communication, record keeping, typing and other works as assigned time to time.

Reporting Line : **Reports to :** Immediate supervisor where posted.

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in his/her Office

Duties : The Office Assistant shall be responsible for ;

1. Organizing office and assisting the Superintendent in official correspondence.
2. Securitizing, distributing and record keeping of the mail.
3. Maintaining the records of meeting minutes.
4. Providing administrative and clerical services in order to ensure effective and efficient operations of the Section / Department / Faculty of the University.
5. Maintaining and updating the office files.
6. Typing correspondence, reports, and other documents.
7. Maintaining a good office environment by answering official queries and phones etc.
8. Scheduling official meetings of the section/department.
9. Preparing agendas for official meeting in consultation with the section head/office Manager.
10. Assisting in preparation of motions, policies and procedures of the University/section.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Data Entry Operator

Job Summary : Data entry operator responsibilities include collecting and entering data in databases/system uses by the University and maintaining accurate records of valuable information.

Reporting Line : **Reports to:** Immediate supervisor where posted.

Coordinates with: Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises: The Staff posted in his/her Office

Duties : The Data Entry Operator shall be responsible for ;

1. Inserting and updating the data on required fields/ form on a frequent basis as a routine office matter.
2. Compiling, verifying accuracy and sort information according to priorities to prepare source data for computer entry.
3. Applying data program techniques and procedures.
4. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
5. Generating reports, storing completed work in designated locations and perform backup operations.
6. Scanning documents and printing files, when needed.
7. Complying with data integrity and security policies.
8. Utilizing knowledge of various computer software.
9. Maintaining records including problem documentation and action taken; file management logs and similar data.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Computer Operator

Job Summary : A computer operator is responsible for monitoring and controlling computer systems especially mainframe computer systems in an Institution. Responsibilities include operating computer applications/spreadsheet, troubleshooting software and hardware problems, maintaining and improving system performance, maintaining all system and application documentation.

Reporting Line : **Reports to :** Immediate supervisor where posted.

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in his/her Office

Duties : The Computer Operator shall be responsible for ;

1. Entering commands/information, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment.
2. Monitoring the system for equipment failure or errors in performance.
3. Operating application, spreadsheet programs and other types of software to load and manipulate data and to produce reports.
4. Retrieving, separating and sorting program output as needed, and sending data to specified users.
5. Recording alphabetical and numerical data from the source documents requiring some interpretation of the source documents and a basic understanding of the software application.
6. Verifying and correcting errors in inserted data to ensure accuracy of completed work.
7. Utilizes knowledge of various computer software.
8. Maintaining records including problem documentation and action taken; file management logs and similar data.
9. Clearing equipment at end of operating run and review schedule to determine next assignment.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Upper Division Clerk (UDC)

Job Summary : UDC/Senior Clerk responsibility is to perform various administrative and clerical tasks to support Office Assistant & Office Manager. He/She will undertake a variety of activities in the office ranging from filing, record keeping, typing and sorting the incoming & outgoing mail.

Reporting Line : **Reports to :** Immediate supervisor where posted.

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in his/her Office

Duties : The UDC/Senior Clerk shall be responsible for ;

1. Assisting in office management and organization procedures.
2. Sorting the incoming & outgoing mail time to time.
3. Maintaining and updating the stock register/inventory of the section.
4. Computing, recording, and proof reading data and other information, such as files or reports.
5. Maintaining the incoming & outgoing mail in computer system for easy tracing the mail.
6. Maintaining and updating filing, mailing either manually or using a computer.
7. Organizing official documents.
8. Copying, printing and mailing to meet departmental deadlines.
9. Maintaining the record of official correspondence.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Lower Division Clerk/Junior Clerk (LDC)

Job Summary : LDC/Junior Clerk performs the clerical tasks and office works. He/she receives the incoming mail and dispatch the outgoing mail. He/she is responsible for keeping the record upto date and also performs the of letter typing etc.

Reporting Line : **Reports to :** Immediate supervisor where posted.

Coordinates with : Faculty Deans, Chairpersons, Registrar, Controller of Examinations, Treasurer and other Academic and Administrative Units of the University.

Supervises : The Staff posted in his/her Office

Duties : The LDC/Junior Clerk shall be responsible for ;

1. Receiving and stamping the incoming mail.
2. Dispatching and distributing the outgoing mail.
3. Maintaining records formats, inputs, edits, retrieves, copies and transmits official correspondence documents.
4. Typing assigned time to time.
5. Creating of news files and keeping its records.
6. Assisting Senior Clerk, Office Assistant in all official correspondences
7. Copying, printing and scanning the documents.
8. Maintaining the Leave records of the section officers/official.
9. Record keeping the stationery of the office/section.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Mason (B-8)

Job Summary : The Mason is responsible for skilled masonry work, building, altering and repairing brick, stone, tile or ceramic structures and surfaces.

Reporting Line : **Reports to :** Immediate Supervisor

Duties : The Mason shall be responsible for;

1. Layering building materials such as bricks, concrete, tiles and other construction materials.
2. Fabricating, altering, repairing, and maintaining walls, sidewalks, street curbs, floors, bathroom showers, sink counters, partitions, manholes, and other related structures or surfaces.
3. Mixing cement using hoes, cement-mixing equipment, and/or hand tools.
4. Cutting or breaking bricks and concrete using hammers, powered abrasive saws, paving breakers, drills, and/or hand tools.
5. Coordinating with engineers and other staff in the construction for the project.
6. Maintaining equipment and tools used, such as mortar mixers, masonry saws, grinders etc.
7. Sets tile floors and walls after spreading surface with materials such as cement grout and paste; uses terrazzo machines for the application and polishing of terrazzo.
8. Applying first coat or finish coat of plaster using plastering devices such as trawls, also patches plaster breaks and cracks.
9. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Painter (B-8)

Job Summary : The Painter is responsible for mixing paints, matching colours, preparing surfaces, and applying paint to these / assigned surfaces.

Reporting Line : **Reports to :** Immediate supervisor.

Duties : The Painter shall be responsible for;

1. Applying paint, vinyl and wallpaper including special papers and fabrics to walls, furniture and structures.
2. Examining and maintaining painted exterior and interior painted surfaces, trimming and fixtures.
3. Preparing surfaces and applying paints, stains, shading stains, and clear finishes.
4. Mixing paint and other materials to prepare the right color or texture.
5. Removing previous paint by means of sandblasting, scraping, sanding, hydro-blasting and steam-cleaning.
6. Inspecting and refurbishing wall surfaces by means of the appropriate materials.
7. Determining, cutting and applying wallpaper or fabric to walls.
8. Operating and maintaining high pressure low volume spray machines.
9. Operating and maintaining various power and manual tools.
10. Cleaning up job site after work and returning equipment and tools.
11. Providing assistance to semi-skilled or unskilled workers.
12. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Carpenter (B-8)

Job Summary : The Carpenter is responsible for designing, installing, and repairing structures, fixtures, furniture, and other items using different types of materials including wood and steel.

Reporting Line : **Reports to :** Immediate Supervisor.

Duties : The Carpenter shall be responsible for;

1. Working with materials such as wood, plastic, fiberglass, or drywall.
2. Estimating height, width, length, and other proportions.
3. Working with blueprints or instructions from supervisors.
4. Utilizing chisels, planes, saws, drills, and sanders to repair and erect structures.
5. Joining materials with nails, screws, staples, or adhesives.
6. Working on top of stilts, ladders, and the top beams of buildings.
7. Checking work along the way to ensure it's up to code and specifications.
8. Using levels, rules, plumb bobs, framing squares, and surveying equipment to ensure everything is level and secure.
9. Installing cabinets and molding.
10. Replacing panes of glass, ceiling tiles, and doors.
11. Installing partitions, doors, and windows.
12. Performing other assignment / job, as assigned by the competent authority of the University from time to time

Dispenser (B-8)

Job Summary : The Dispenser is responsible for assisting in the preparation, dispensing of prescriptions and assisting with stock control, ordering and restocking of the dispensary.

Reporting Line : **Reports to :** Medical Officer/ Immediate Supervisor.

Duties : The Dispenser shall be responsible for;

1. Issuing stock items and prepared prescriptions.
2. Collecting of prescription charges/checking patient exemption statements.
3. Operating of efficient stock control appropriate to the needs of the dispensary with the objective of ensuring continuity of supply for patients.
4. Ensuring that drugs are received and stored in an appropriate manner in accordance with the manufacturers' instructions.
5. Cleaning work surfaces and shelving on a regular basis and ensuring that that all dispensary equipment is kept clean and kept in good working order.
6. Maintaining full and accurate records of all dispensing transactions.
7. Dispensing and checking repeat prescriptions.
8. Dealing with queries from patients regarding their prescriptions.
9. Handling controlled drugs (and keeping register).
10. Assisting the Medical Officer in stock checks.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Machine Operator (B-6)

Job Summary : The Machine Operator is responsible for Operating, controlling, or maintaining machinery to generate electric power well in time.

Reporting Line : **Reports to :** Immediate Supervisor.

Duties : The Machine Operator shall be responsible for;

1. Carrying out the full operation and maintenance of Machines/Generators.
2. Controlling and monitoring generators, and auxiliary equipment.
3. Changing the oil and filters of Generator as required.
4. Distributing power among generators.
5. Regulating output from generators.
6. Starting and stopping generators.
7. Altering amount of electricity output.
8. Carrying out no –load testing every week and to record all the reading in the standard Generator run test form.
9. Monitoring and troubleshooting operating equipment of generators.
10. Performing preventive and routine maintenance.
11. Observing gauges, dials, or other indicators to make sure a machine is working properly.
12. Ensuring that all actions are considerate and compliant with the quality standards, health and safety standards and University standards.
13. Ensuring all identified problems and causes for concern are reported to the supervisor immediately and recorded.
14. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Dispatch Rider (B-7)

Job Summary : The Dispatch Rider shall be responsible for work as couriers, transport items quickly by motorcycle, surface mail, or any other designated courier services, including the packages, letters, legal documents or messages etc.

Reporting Line : **Reports to :** Immediate Supervisor.

Duties : The Dispatch Rider shall be responsible for;

1. Collecting and delivering of documents/mails and parcels to the designated locations/department.
2. Handling incoming mails/documents and request.
3. Collecting and sending the internal and external mail/documents to/from the post office.
4. Following up on delivery of courier dispatches.
5. Proper record keeping of all the mail received or dispatched, and maintain proper registers of the same.
6. Hardworking and willing to go beyond routine task of the University.
7. Keeping the record of registry parcels receipts of post office.
8. Performing other assignment / job, as assigned by the competent authority of the University from time to time

Laboratory Assistant (B-11)

Job Summary : Laboratory Assistant is responsible for providing assistance to students and teachers, during the practical sessions. Lab Assistants are responsible for maintaining a clean quiet work area for students and assisting the Lab Incharge for maintenance of the lab stock.

Reporting Line :

Reports to : Relevant Lab Incharge.

Coordinates with : Staff posted in the Lab(s).

Supervises : Staff posted under his/her supervision.

Duties : The Laboratory Assistant shall be responsible for;

14. Providing administrative assistance to the teacher and students in labs while the teaching or practical sessions are on.
15. Effectively and courteously helping the students with technological issues.
16. Ensuring laboratory operations, maintenance and cleanliness.
17. Producing accurate and reliable data and interpret results.
18. Taking care of harmful chemicals, costly experimental devices.
19. Maintaining a register for entry of students, for the devices to be handed-over to them and taken back once the practicals are finished.
20. Ensuring that students handle things with due care and guides them to be careful when experiments are being conducted in lab.
21. Informing the Lab Incharge immediately, in case of any harm and breakage.
22. Keeping record for the laboratory supplies, furniture and other equipment records. Checks those on regular basis for verification.
23. Assisting students in the lab by demonstrating the proper use of the equipment and how to use the hardware and software to finish assignments.
24. Ensuring cleanliness of the lab to ensure safety and proper working conditions for the lab users and proper maintenance of the computers.

25. Preparing the computer lab schedule, providing backup of software and performing equipment repairs or arranging for repairs to be completed.
26. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Electrician

Job Summary : The Electrician maintain and repair the electronic components and equipment used in any equipment or device that involves electricity. He shall be required to work with electricians or electrical engineers, or work on site to keep machinery and specialty equipment running correctly.

Reporting Line : **Reports to :** Immediate supervisor where posted.

Duties : The Electrician shall be responsible for ;

1. Assembling, installing, testing, and maintaining electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
2. Diagnosing malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
3. Connecting wires to circuit breakers, transformers, or other components. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
4. Advising management on whether continued operation of equipment could be hazardous.
5. Testing electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
6. Planning layout and installation of electrical wiring, equipment and fixtures. Repair or replace wiring, equipment, and fixtures, using hand tools and power tools.
7. Working from ladders, scaffolds, and roofs to install, maintain or repair electrical wiring, equipment, and fixtures.
8. Placing conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.

9. Constructing and fabricate parts, using hand tools and specifications.
Perform physically demanding tasks, such as digging trenches to lay conduit and moving and lifting heavy objects.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Plumber

Job Summary : The Plumber is responsible for installing, repairing and maintaining pipes, fixtures and other plumbing used for water distribution, gas supply and waste water disposal in the University and its quarters.

Reporting Line : **Reports to :** Immediate supervisor where posted.

Duties : The Plumber shall be responsible for ;

1. Reviewing building plans and specifications for determining the layout for plumbing and related materials.
2. Identifying required tools and special equipment.
3. Selecting the type and size of material required.
4. Locating and mark positions for connections and fixtures.
5. Assembling and installing valves and fittings.
6. Installing, repairing and maintaining water equipment, piping and controls.
7. Installing, repairing and maintaining underground storm sanitary and water piping systems
8. Installing, repairing and maintaining sinks, tubs and toilets.
9. Installing, repairing and maintaining water heaters and conditioners.
10. Installing, repairing and maintaining plumbing fixtures, appliances and trim.
11. Testing pipe systems and fixtures for leaks.
12. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The NaibQasid (Peon)

Job Summary : The Naib Qasid(Peon) is responsible for maintenance of the offices, arrangement of tea break & lunch as assigned, and carrying the official posts/files/mailed and its distribution in required offices/places.

Reporting Line : **Reports to :** Immediate supervisor where posted.

Duties : The NaibQasid(Peon) shall be responsible for;

1. Ensuring the sitting arrangements in the offices and cleaning the rooms, tables, chairs, office equipment before commencement of the official hours.
2. Attending and responding to the bell/ call of the officer in-charge.
3. Brining and serving water, beverages, tea breaks and lunch to the officers/officials and also serve the visitors as assigned.
4. Carrying files and posts/files/mail etc. to the officers/officers and concerned offices, as assigned.
5. Distributing the posts/files/ mail in different offices, as assigned.
6. Operating and maintaining the photocopier machine and other equipment placed in the office for official purpose, as assigned by the In-charge Officer.
7. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

Field Assistant Agriculture

Job Summary :	The Field Assistant (Agriculture) supervises liaisons and provides advisory services to his/her supervisor/ farmers. He/ She collects data and conducts field investigation duties connected with agriculture, including livestock and crop under supervision of his/ her supervisor.	
Reporting Line :	Reports to :	Farms Manager or Supervisor where posted.
	Coordinates with :	Field staff posted in his / her project/ assigned area.
Duties :	<p>The Field Assistant Agriculture shall be responsible for;</p> <ol style="list-style-type: none"> 1. Advising, reporting and monitoring assigned products/projects/operations, including the preparation of field-books and data files for specific area of expertise. 2. Recommending changes in facilities, equipment, and products to improve production. 3. Informing his/her supervisor of new procedures and techniques, government regulations and field production standards to enable them to upgrade farms/plant and meet requirements. 4. Supporting field staff with technical expertise on nominated product or area. 5. Managing internal and external generated data for operations in consultation with his/ her supervisor. 6. Monitoring and providing regular updates to his/her supervisor on developments and operations of the field. 7. Assisting his/her supervisor with commercial and industry issues including potential collaborators and service providers relevant to his/her field. 8. Performing other assignment / job, as assigned by the competent authority of the University from time to time. 	

The Head Mali

Job Summary : The Head Mali leads a team of experienced Malis' who are responsible for delivering the highest level of gardening services, maintenance and presentation at all times.

Reporting Line : **Reports to :** Farms Supervisor/ Assistant Farms Manager

Supervises : Malis posted under his supervision

Duties : The Head Mali shall be responsible for;

27. Supervising the work, training and development of Malis' (including trainee (s)) to ensure they achieve their full potential and become an integral part of the University's gardening service.
28. Planning, instigating and monitoring plants and trees care programs including design, landscaping, planting, irrigation, weeding, grass cutting, rubbish maintenance and general gardening/ facilities maintenance.
29. Managing of Plant Collections, ongoing garden operations and horticulture features/ services.
30. Allocating work loads/tasks to Malis' and developing routine schedules, conducting risk assessments, monitoring work standards and staff performance management.
31. Monitoring expenditure and controlling costs to minimize negative financial impact in all gardening services management plans.
32. Managing all garden project activities to ensure they are carried out on schedule and within allocated budgets, employing the assistance of external labor where necessary/ guided.
33. Leading, motivating and supporting Malis', promote smooth working relationships, encourage internal co-operation and team working to maximize the effectiveness of resources.
34. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Mali

Job Summary : The Mali is responsible for developing/ taking caring of/ managing identified lawns, flowers, trees, open areas, agricultural fields and garden areas and to ensure the day-to-day watering of the flowers, trees under supervision of Head Mali.

Reporting Line : **Reports to :** Immediate supervisor where posted.

Duties : The Mali shall be responsible for;

1. Caring, managing and developing identified lawns, flowers, trees & garden areas.
2. Ensuring that identified garden areas are cared-for, managed and developed in order that they can be used to support curriculum delivery/ agricultural use/ field studies.
3. Ensuring that all health and safety issues related to identified areas are addressed to enable students and staff to use the areas safely.
4. Having knowledge and understanding of the way in which to care for, manage and develop identified lawns, flowers, trees & garden areas, including soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and planting.
5. Managing and handling the gardening tools and their maintenance.
6. Working collaboratively with colleagues as part of a professional team.
7. Assisting in the general efficient operations of the University in areas related to his role.
8. Undertaking tasks of a similar nature and level, as directed by the Supervisor/Head Mali.
9. Complying with the requirements of Health & Safety.
10. Participating in training courses in the use of new equipment as arranged by the University.
11. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Budder

Job Summary : The Budder is responsible for crouching, cutting and maintaining the plants in growing seasons/ or as assigned by the supervisors.

Reporting Line : **Reports to :** Immediate supervisor where posted.

Duties : The Budder shall be responsible for;

1. Budding field-grown plants with hybrid buds during plants growing season, or as and when assigned by the supervisors.
2. Crouching over rows of plants to reach plant rootstock.
3. Cutting the plants as per directed shapes, cutting on incision on rootstock and opens incision, using budding knife and related equipment.
4. Observing tying of buds to ensure quality of plants / tie.
5. Repeating procedure, rapidly, throughout work period to maintain agricultural production.
6. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Helper

Job Summary : The Helper is responsible to assist the technical staff such as Plumber, Mason, Electrician and performs the general duties such as carrying supplies to work area, cleaning work area, dumping containers into stream hub etc.

Reporting Line : **Reports to :** Immediate Supervisor, where posted.

Duties : The Helper shall be responsible for;

10. Performing any combination of duties, such as carrying supplies to work area, helping the assigned staff in performance of his/her duties, removing scrap, cleaning work area etc.
11. Washing areas, cleaning work area using brooms, mops, and detergents as assigned by the supervisor.
12. Following the direction of the Supervisor who is in charge of the Helpers.
13. Using equipment/ machines for carrying-out official works as assigned / guided/ trained by the supervisor.
14. Managing and handling the assigned tools and their maintenance.
15. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Cook

Job Summary : The Cook is responsible for quality cooking food for the students and staff, and to maintain the health and safety measures at his/ her duty place.

Reporting Line : **Reports to :** The immediate supervisor where posted.

Supervises : Waiters/ Helpers posted under his/her supervision.

Duties : The Cook shall be responsible for;

1. Cooking food in various utensils or grillers as assigned/ tasked by the supervisor.
2. Setting up workstations with all needed ingredients and cooking equipment, where assigned.
3. Preparing ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.).
4. Checking food while cooking to stir or turn.
5. Ensuring great presentation by dressing dishes before they are served.
6. Keeping a sanitized and orderly environment in the assigned kitchen, or assigned area.
7. Ensuring all food, edibles, and other related items are stored properly.
8. Checking quality of ingredients.
9. Monitoring stock and placing orders / informing the supervisors about the same when there are shortages.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Mess Waiter

Job Summary : The Waiter Mess is mainly responsible is to provide services to staff, set the dining tables and to keep all the crockery/ utensils clean.

Reporting Line : **Reports to :** Cook, or supervisor where posted.

Duties : The Waiter Mess shall be responsible for;

1. Providing excellent services to students and staff, and ensuring their satisfaction, as assigned.
2. Greeting and escorting students and staff to their tables.
3. Serving food and drinks to students and staff, as assigned.
4. Preparing tables by setting up linens/utensils/ silverware/glasses.
5. Presenting menu and providing detailed information when asked (e.g. about portions, ingredients or potential food allergies).
6. Communicating order details to the Kitchen Staff.
7. Arranging table settings and maintaining a tidy dining area.
8. Carrying dirty plates, glass and silverware to Kitchen for cleaning.
9. Following all relevant health Policies of the University, and reporting any such deviation to his/her supervisor.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Telephone Line Man

Job Summary : The Telephone Line Man is responsible to install, connect, test, adjust the telephone systems/ sets, and to ensure the proper functioning of all installed connections of the telephones in the university premises, or assigned areas.

Reporting Line : **Reports to :** Manager Information Technology

Duties : The Telephone Line Man shall be responsible for;

1. Setting up service, installing, connecting, testing, or adjusting telephone lines/ telephone sets and related telephone equipment in the University, as assigned by the Manager I.T.
2. Testing communications equipment to ensure proper functioning.
3. Accessing to work sites to perform installation, repair or maintenance work, as assigned.
4. Measuring signal strength at utility poles, using electronic test equipment for ensuring smooth functioning of the communication systems of the University.
5. Inspecting or testing lines or cables, recording and analyzing test results, to assess transmission characteristics and locate faults or malfunctions to the Manager I.T.
6. Accessing specific areas to string lines or install terminal boxes, auxiliary equipment, or appliances, using relevant equipment, or by climbing poles or ladders, or entering tunnels, trenches, or crawl spaces.
7. Laying cables to connect communication equipment/Lines.
8. Cleaning related equipment, parts, or tools to repair or maintain them in good working order.
9. String cables between structures and lines from poles, towers, or trenches and pull lines to proper tension.
10. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Tube Well Operator

Job Summary : The Tube Well Operator is responsible for operating, maintaining the tube well in well manager and to ensure the proper supply for water for drinking purpose and/or any other assigned purpose.

Reporting Line : **Reports to :** Immediate supervisor, where posted.

Duties : The Tube Well Operator shall be responsible for;

1. Operating the tube well in time, or as per assigned schedule.
2. Ensuring the supply of water to any designated area of the University.
3. Maintaining the tube well equipment, and reporting related issues to his/ her supervisor.
4. Checking all the parts of the tube well before operating.
5. Ensuring the proper supply of electricity and voltage to the Tube Well system of the University, and to coordinate with the relevant staff through his/ her supervisor.
6. Preparing the time table for supply of water to different areas assigned areas, in consultation/ or on directives of his/ her supervisor.
7. Reporting the issues to his/ her supervisor timely in case of any damage.
8. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

خطیب مسجد کی ذمہ دایاں

- ۱۔ نماز پینگانہ کی امامت کرنا۔
- ۲۔ مسجد کے غیر فرقہ وارانہ ماحول کو برقرار رکھنا۔
- ۳۔ مسجد کے انتظام، ان کی صفائی کی نگرانی اور نمازی حضرات کے ساتھ مثالی اخلاقی رویہ رکھنا۔
- ۴۔ نماز جمعہ المبارک، نماز عیدین، تراویح کے خطبات ادا کرنا۔
- ۵۔ صبر و تحمل کا ہر وقت اظہار کرنا، پاک و صاف اور شرعی لباس ہر وقت زیب تن رکھنا۔
- ۶۔ نکاح و غمی کی تقریبات جو محلے اور یونیورسٹی کے اندر ہوں، ان کے اندر شرکت کرنا۔
- ۷۔ کسی بھی قسم کی جانبداری یا کسی بھی لحاظ سے مسلکی وابستگی کا اظہار، خاص قسم کا عمامہ یا خاص قسم کے کلمات جن سے فرقہ واریت یا جانبداری جھلکتی ہو سے اجتناب کرنا۔

خادم مسجد کی ذمہ داریاں

- ۱۔ نماز پنجگانہ کی اذان دینا۔
- ۲۔ مسجد کے صفائی باقاعدگی سے کرنا۔
- ۳۔ مسجد کے تمام چیزوں کے نگرانی کرنا۔
- ۴۔ نماز جمعہ المبارک، نماز عیدین، تراویح کے خطبات کے دوران خطیب کی معاونت کرنا۔
- ۵۔ صبر و تحمل کا ہر وقت اظہار کرنا، پاک و صاف اور شرعی لباس ہر وقت زیب تن رکھنا۔
- ۷۔ کسی بھی قسم کی جانبداری یا کسی بھی لحاظ سے مسلکی وابستگی کا اظہار، خاص قسم کا عمامہ یا خاص قسم کے کلمات جن سے فرقہ واریت یا جانبداری جھلکتی ہو سے اجتناب کرنا۔

The Head Sweeper / Janitorial Supervisor

Job Summary : The Head Sweeper/ Janitorial Supervisor manages the work of the cleaning staff which includes training, instructing and supervising. He/ She undertakes, as part of the team, the cleaning of designated areas to ensure that they are kept in a clean and hygienic conditions.

Reporting Line : **Reports to :** Assistant Registrar (Administration)

Duties : The Head Sweeper shall be responsible for;

1. Supervising the routine work of the cleaning Staff/Sweepers.
2. Training the janitorial / cleaning staff/Sweepers to be professionals in their jobs/works.
3. Instructing to cleaning Staff/Sweepers with regards to daily works.
4. Assigning the cleaners to special cleaning tasks.
5. Ensuring all works carried out by the cleaning Staff/Sweepers as set out in their Job descriptions.
6. Ensuring that washing, dusting and polishing surfaces, including floors, walls, tables etc are done in well manner.
7. Ensuring the cleaning of toilet areas, to include replenishing of toilet rolls, soap and hand towels.
8. Ensuring the health and safety measures.
9. Performing other assignment / job, as assigned by the competent authority of the University from time to time.

The Sweeper

Job Summary : The Sweeper is responsible for cleaning toilets, urinals, hand basins, sinks, baths, showers and drinking fountains, sweeping the assigned work area, mopping floors and emptying waste bins.

Reporting Line : **Reports to :** The Janitorial Supervisor

Duties : The Sweeper shall be responsible for;

1. Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
2. Sweeping floors with brushes or dust control mops.
3. Mopping floors with wet or damp mops.
4. Suction cleaning carpeted areas and cleaning carpets/ floor of assigned areas/ offices/ class-rooms.
5. Using equipment/ polishing machines to burnish, scrub, polish and spray clean floors (after receiving proper instruction and training from supervisor).
6. Using electrically powered pick up machines, as assigned/ guided.
7. Cleaning toilets, urinals, hand basins, sinks, baths, showers and drinking fountains.
8. Using of chemical as directed by the Supervisor in the discharge of cleaning operations or maintenance procedures, after receiving proper instructions.
9. Performing other assignment / job, as assigned by the competent authority of the University from time to time.