

**GOVERNMENT OF THE PUNJAB  
HIGHER EDUCATION DEPARTMENT**

13<sup>th</sup> February, 2014

**NOTIFICATION**

**NO.SO.(UNIV)9-1/2000.** In exercise of the powers conferred under section 19 of Ali Institute of Education Lahore Act 2010(II of 2010), Governor of the Punjab is pleased to make the following rules:

1. **Short title and commencement.-** (1) These rules may be cited as the Ali Institute of Education Rules 2013.

(2) They shall come into force at once.

2. **Definitions.-** (1) In these rules:

(a) "Academic Committee" means the Academic Committee of the Institute;

(b) "Discipline Committee" means the Discipline Committee of the Institute;

(c) "Education Department" means the Education Department of the Institute;

(d) "Finance and Planning Committee" means the Finance and Planning Committee of the Institute; and

(e) "Selection Committee" means the Selection Committee of the Institute.

(2) A word or expression used but not defined in these rules shall have the same meaning as assigned to it in Ali Institute of Education Lahore Act, 2010 (II of 2010).

3. **Faculty.-** The institute shall have the Faculty of Teachers' Education and such other faculty may be prescribed.

4. **Faculty Committee.-** (1) There shall be Faculty Committee of the Institute which shall consist of:

(a) Dean of the Faculty; Chairperson

(b) Professor and heads of sections; Members

(c) two senior faculty members of the Education Department; Members

(d) two teachers to be nominated by the Academic Committee due to their specialized knowledge of the subjects which, though not assigned to the Faculty, have in the opinion of the Academic Committee, important bearing on the subjects assigned to Faculty; Members

(e) two experts in the field from outside the Institute to be appointed by the Board; and Member

(f) One person to be nominated by the Rector. Member

2) The members, other than ex-officio members, shall hold office for three years.

3) The quorum for a meeting of the faculty committee shall be one-half of the total number of members.

4) The Faculty Committee, subject to the general control of the Academic Committee and the Board, may:

- (a) coordinate the teaching and publication of research work in the subjects assigned to the Faculty;
  - (b) scrutinize the recommendations of the Academic Committee with regard to the appointment of paper-setters and examiners and to forward the panels of suitable paper-setters and examiners for each examination to the rector;
  - (c) regulate the conduct and discipline of the students;
  - (d) consider any other academic matter relating to the Faculty and submit report to the Academic Committee; and
  - (e) perform such other functions as may be assigned to it by the Board.
- 5) The Faculty Committee shall:
- (a) advise the Academic Committee on all matters connected with the promotion of research publications in the Institute;
  - (b) appoint supervisors for all undergraduate research students and to approve titles and synopsis of thesis;
  - (c) recommend penals or<sup>1</sup> names of examiners for evaluation of a research examination; and
  - (d) perform such other functions as with the assigned to it by the Board.

**5. Dean.-** (1) There shall be a Dean of the institute who shall be the chairperson and convener of the Faculty Committee.

(2) The Dean shall be appointed by the Board from amongst the three senior most faculty members on the recommendation of the Rector and shall hold office for a period of three years and shall be illegible for re-appointment.

(3) The Dean shall present candidates for admission to degrees except honorary degrees at convocations in the courses falling within the purview of the faculty.

(4) The Board may, on the recommendations of the rector, assign duties to the Dean and confer powers on the Dean in order to enable him to perform his duties.

**6. Education Department.-** (1) There shall be an Education Department in the Institute.

(2) The Board shall determine sections of various subjects or group of subjects in the Education Department and each section shall be headed by a section head to be called as the Chairperson.

(3) The Board shall, on the recommendations of the Rector, appoint the Chairperson of a section from amongst three senior most faculty members, other than the Dean, for a period of three years and the Chairperson shall be eligible for reappointment.

(4) The Chairperson shall plan, organize and supervise the work of the section and shall be responsible to the Dean for the work of the section.

(5) The Chairperson shall, under the general supervision of the Rector and the Dean, exercise all administrative and academic functions as may be delegated to him by the Rector.

(6) The Chairperson shall prepare a comprehensive annual report regarding performance of his section including research and development and submit this report to the Dean for evaluation.

**7. Selection Committee.-** (1) The Selection Committee shall consist of:

- (a) Chairman to be nominated by the Board;

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<sup>1</sup> Printed in the Notification as "of"

- (b) a member of the Board nominated by the Board;
- (c) Rector;
- (d) one representative of the Higher Education Commission;
- (e) one representative of the Government, Higher Education Department;
- (f) Dean;
- (g) Chairperson of the section concerned;
- (h) three educationists of repute to be nominated by the Board; and
- (i) Registrar who shall be the Secretary of the Selection Committee.

2) The members, other than ex-officio members, shall hold office for a period of three years.

3) Four members of the Selection Committee shall constitute the quorum for a meeting of the Selection Committee.

4) A member who is a candidate or whose family member or relative is a candidate, for a post to which appointment is to be made, shall not take part in the proceedings of the Selection Committee.

5) In selection of candidates for the post of Professor or Associate Professor, the Selection Committee shall co-opt or consult three experts in the subject and in selecting candidates for any other teaching post, it shall consult two experts in the subject, to be nominated by the Rector from a standing list of experts for each subject approved by the Board on the recommendation of the Selection Committee.

6) The Board may revise the standing list of experts of a subject on the recommendation of the Selection Committee.

**8. Functions of the Selection Committee.-** The Selection Committee shall:

- (a) Consider the applications and recommend to the Board, the names of suitable candidates for appointment for teaching and other posts and recommend suitable salary for the selected candidate; and
- (b) Consider all cases of promotion or selection of officers of the Institute and recommend the names of suitable candidates for promotion or selection to the Board.

**9. Finance and Planning Committee.-** (1) The Finance and planning Committee shall consist of:

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| (a) a member of the Board to be nominated by the Board;   | Member    |
| (b) a member of the Academic Committee to be nominated by the Academic Committees;  | Member    |
| (c) Secretary to the Government, Higher Education Department or his nominee not below the rank of an Additional Secretary;                    | Member    |
| (d) two nominees of the Board;  | Members   |
| (e) Rector;   | Member    |
| (f) Treasurer; and  | Secretary |
| (g) one representative each of Higher Education Department and Finance Department of the Government not below the rank of a Deputy Secretary. | Members   |

2) The term of office of the nominated members shall be three years.

3) One half members of the Finance and Planning Committee shall constitute the quorum for a meeting of the Finance and Planning Committee.

**10. Functions of the Finance and Planning Committee.-** The Finance and Planning Committee shall:

- (a) prepare the annual statement of accounts and propose annual budget of the Institute to the Board;
- (b) review periodically the financial position of the Institute;
- (c) advise the Board on all matters relating to finance, investments and accounts of the Institute; and
- (d) perform such other functions as may be assigned to it by the Board.

**11. Academic Committee.-** The Academic Committee shall consist of:

- (a) Rector; Chairperson
- (b) one nominee of the Board from amongst its members; Member
- (c) Dean; Member
- (d) Controller of Examinations; Member
- (e) all Chairpersons of sections; Members
- (f) Chairman, Higher Education Commission or his nominee; Member
- (g) one nominee of the Secretary to the Government, Higher Education Department not below the rank of a Deputy Secretary; Member
- (h) a Professor of the University of Education Lahore to be nominated by its Vice Chancellor; and Member
- (i) Registrar of the Institute. Member/Secretary

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

(3) One half members of the Academic Committee shall constitute quorum for a meeting of the Academic Committee.

**12. Functions of the Academic Committee.-** (1) The Academic Committee shall be the academic body of the Institute and may lay down proper standards of instructions, research, publication and examination and shall regulate and promote the academic life of the Institute in the light of its purposes and ideals.

2) The Academic Committee shall:

- a. advise the Board on academic matters;
- b. approve all academic policies for the Institute;
- c. approve schemes of studies of each course for an academic session;
- d. regulate the conduct of teaching, research and examinations;
- e. to the Board for introducing or abolishing a subject;
- f. adopt measure for a continue review and updating of curriculum;
- g. regulate the award of studentships, scholarships, meddles and prizes; and
- h. perform such other functions as may be assigned to it by the Board.

**Secretary**  
Government of the Punjab  
Higher Education Department