

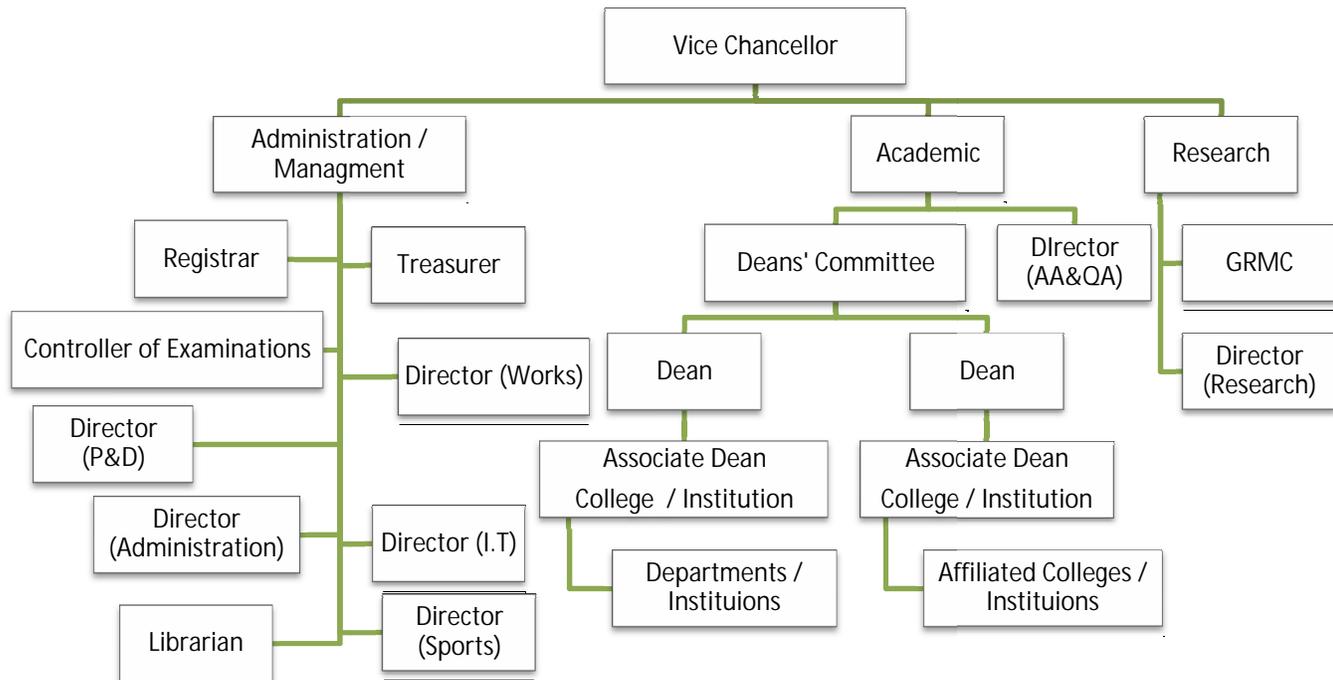
KHYBER MEDICAL UNIVERSITY ADMINISTRATIVE SETUP, POWERS & DUTIES OF THE UNIVERSITY EMPLOYEES UNDER KHYBER MEDICAL UNIVERSITY ACT 2006 (N-W.F.P. ACT NO. I 2007).

In pursuance of Sections 17, 22(2)(n) & 27(1)(i) and in continuation of Sections 11, 13, 14, 15, of Khyber Medical University Act 2006 (N-W.F.P. Act No. I 2007) regarding powers of the Khyber Medical University statutory officers i.e. Vice Chancellor, Registrar, Treasurer and Controller of Examinations, respectively, the Syndicate prescribe the following powers and functions of the university officers;

1. VICE CHANCELLOR:

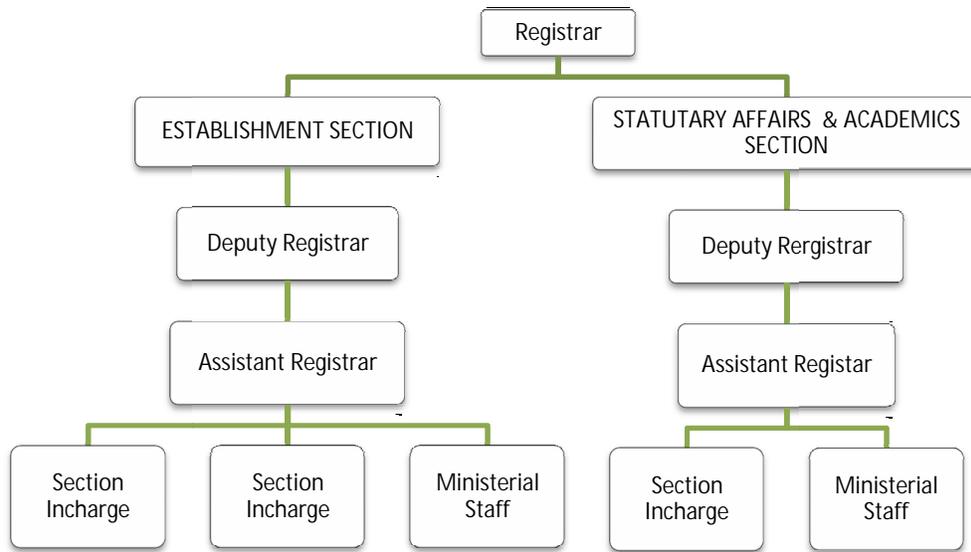
Under the provisions of the Khyber Medical University Act 2006 (N-W.F.P. Act No. I 2007), statutes, regulations and rules made there under, the Vice Chancellor is the Chief Executive for all academic and administrative activities in the University. The Vice Chancellor is assisted by the following key officers in general administration, fiscal management, examinations, academic and research management.

The administrative and academic hierarchy of the Khyber Medical University shall be as under;



2. REGISTRAR:

The Registrar is head of the general administration wing of the University. The following sections shall be under direct the control of Registrar.



A. ESTABLISHMENT SECTION:

The Establishment Section is headed by the Deputy Registrar who is assisted by one Assistant Registrar, two Section Incharges and appropriate ministerial staff. The Establishment Section looks after the following assignments.

- i. Recruitments, Appointments, Confirmations, Fixations of Pays / Seniorities etc., Promotions and upgradation, retirements, preparation of pension papers, transfers, postings and permission / no objection certificates for other placements. etc., conduct and discipline matters, grants of leave, advance increments, matters pertaining to employees' benefits and grant of honorarium.
- ii. Maintaining seniority list for allotment of all types of houses on the campus, allotment of residential accommodation / requisitioning of houses / housing subsidy and correspondence regarding telephone and electricity etc.
- iii. Correspondence on Employees and their service conditions with Federal Government, Provincial Government, the Higher Education Commission and universities within the country and other agencies.
- iv. Maintenance of individual files pertaining to miscellaneous issues, the disbursement of letters, memoranda, office orders and general circulars both within the university and outside.
- v. Dealing with the demands of various associations in the University and correspondence on the subject matter with sister universities throughout the country.
- vi. Nomination of university employees for performance of national and international awards, hajj etc.
- vii. Miscellaneous correspondence with the government, university departments, colleges, sections etc.
- viii. Maintenance of miscellaneous record / files etc.
- ix. Dispatch and receipt work.

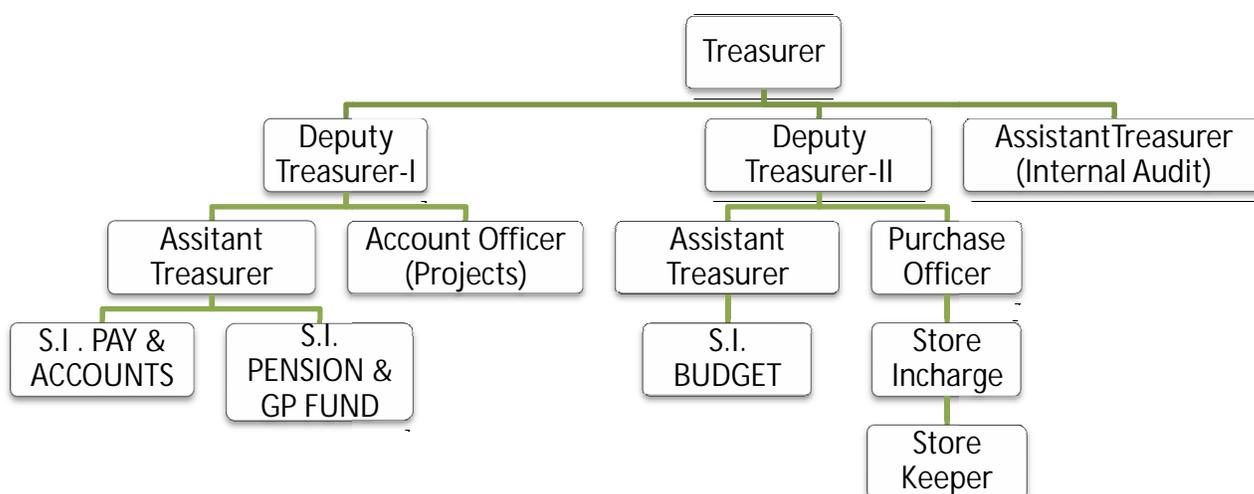
B. STATUTORY AFFAIRS & ACADEMICS SECTION

The meeting section is headed by a Deputy Registrar who is assisted by an Assistant Registrar, one Section Incharge and appropriate ministerial staff. The meeting section looks after the following assignments:

- i. Formation of bodies such as Senate, Syndicate, Academic Council, Deans Committee, Boards of Studies, Graduate Research and Management Council, **Equivalence Committee**, Finance and Planning Committee, Affiliation Committee, Appeal Committee, Discipline Committee, Anomaly Committee, General Provident Fund Committee, Library Committee, Benevolent Fund Board, Welfare Fund Committee.
- ii. Selection / Notification of members of Academic Council, Syndicate and Senate.
- iii. Drafting, amendments, printing, and checking of various statutes and rules / regulations.
- iv. Preparation of agendas / working papers, conduction of meetings, recording and circulation of minutes of the Academic Council, Syndicate, Selection Board, Anomaly Committee and other Syndicate / Senate Committees
- v. Incorporation of all additions / amendments in the statutes and regulations.
- vi. Advertisement of various teaching / administrative posts and maintenance of the record thereof.
- vii. Scrutiny of applications received in response to the advertisement and correspondence thereof.
- viii. Evaluation of research publications of the candidates for the posts of professors and associate professors and maintenance of record.
- ix. This section will also coordinate, facilitate and assist Director (Admission, Academics & Quality Assurance) in execution of his duties.

3. THE TREASURER

The Treasurer is assisted by two Deputy Treasurers, three Assistant Treasurers, five Section Incharges and appropriate ministerial staff. The following Sections are placed directly under the jurisdiction of the Treasurer;



A. PAY & ACCOUNTS SECTION

The Accounts Section is headed by a Deputy Treasurer-I who is assisted by an Assistant Treasurer and an Account Officer (Projects), a Section Incharge and ministerial staff. The accounts section looks after the following assignments:

- i. Preparation and disbursement of pay to the University employees.
- ii. Preparation of all accounts matters of the University.
- iii. Maintenance and updating all Books of Accounts.

- iv. Checking and passing of all kinds of bills / claims payable from the funds of the University.
- v. Payment of bills passed for payment by Resident Auditors in accordance with prescribed book keeping procedures.
- vi. Collection of receipts on cash counter and the daily deposit of such receipts in banks. Proper accountal / reconciliation of receipts with bank as, per prescribed procedure.
- vii. Preparation and Authentication of Quarterly and Annual Statements of Accounts.
- viii. Students Accounts and Cash Office Affairs.
- ix. Group Insurance matters of University Employees.
- x. The account officer (Project) looks after the payment made under project heads.

B. PENSION AND FUND SECTION

The Pension and Fund Section looks after Pension, General Provident Fund, Benevolent Fund and all other work related thereto. The Pension Section makes payments to pensioners and updates payments on revision of rates by the Government. The section undertakes fund management on behalf of subscribers so as to ensure final payments to retiring / retired university employees.

C. BUDGET SECTION

The Budget Section is headed by a Deputy Treasurer-II who is assisted by an Assistant Treasurer, two Section Incharges and ministerial staff. The Budget Section looks after the following assignments:

- i. Calling and processing of the Schedules of New Expenditures (SNE).
- ii. Convening the Finance and Planning Committee (F& PC) and the SNE meetings.
- iii. Prepares Budget Proposals for submission to Higher Education Commission and the Federal and Provincial Governments.
- iv. Processing and implementing authorized financial sanctions.

D. INTERNAL AUDIT SECTION

The Internal Audit Section is headed by an Assistant Treasurer assisted by a Section Incharge and ministerial staff. The Internal Audit Section looks after the following assignments and work directly under the administrative control of the Treasurer:

- i. Securing and watching compliance of the Auditee Institutions with the audit observations raised in pre-audit as well as post-audit by Resident Auditors and Government Auditors respectively.
- ii. Preparation of replies to the audit observations in the annotated form.
- iii. Carrying out internal audit and inspection of the private and university funds and stores maintained by departments and institutions and ensuring compliance with the internal audit observations.
- iv. Carrying out reconciliation of bank accounts.

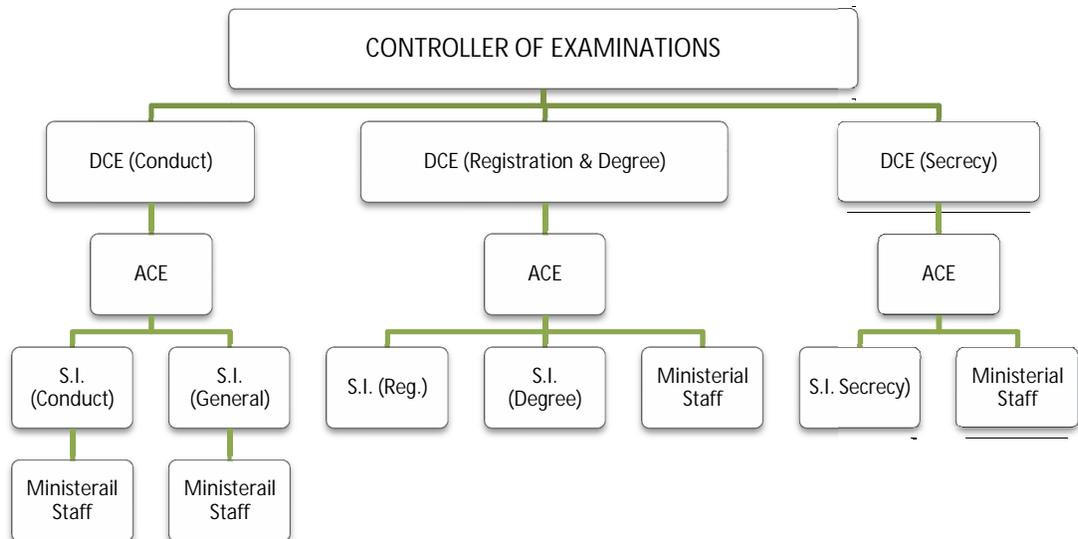
E. STORES PURCHASE SECTION

The Stores Purchase Section is placed under the control of Deputy Treasurer-II who is assisted by a Procurement Officer, Store Incharge, Store Keepers and ministerial staff. The Store Purchase Section looks after the following assignments:

- i. Opening of Letters of Credit.
- ii. Purchase / Procurement of all kinds of consumable and non-consumable articles of store such as furniture, machinery including vehicles, laboratory and other equipments, electrical goods, chemicals etc. for use in the university.
- iii. Preparation of inventory of stores including annual physical stock verification.

4. THE CONTROLLER OF EXAMINATIONS

The Controller of Examination is assisted by three Deputy Controllers of Examinations, three Assistant Controllers of Examinations and ministerial staff looking after the examination affairs of the University. The Controller of Examination operates through the following sections:



A. EXAMINATION CONDUCT SECTION:

The Examination Conduct Section is headed by a Deputy Controller of Examinations who is assisted by one Assistant Controller, two Section Incharges and appropriate ministerial staff. The conduct section looks after the following assignments:

- i. Maintenance of Examination Registers.
- ii. Preparation of examinations time tables.
- iii. Issuance of Roll Numbers.
- iv. Preparation of travelling allowance bills for payment to examiners through treasurer.
- v. Appointment of examination supervisory staff.
- vi. Appointment of inspectors.
- vii. Arrangement of answer books and their disposal.
- viii. Correspondence with examiners.
- ix. Arrangement of examination stationary through stores section and its issue.
- x. Arrangement of various stationary.
- xi. Travelling allowance, dearness allowance, and bills of inspectors.
- xii. Distribution of advances to the superintendents of the various examinations / related record.

B. EXAMINATION REGISTRATION, DEGREE & GENERAL SECTION

- i. Maintenance of examination forms.
- ii. Correspondence with students on examination matters.
- iii. Preparation of detailed marks certificates.
- iv. Approval of degree in absentia forms, duplicate degree forms, duplicate certificate forms and change in name forms etc.
- v. Award of Gold Medals.
- vi. Verification of Merit Certificates.
- vii. Preparation of Gold Medals and Presidential Award Lists.
- viii. Dealing with all kinds of public complaints about examinations.

General Section:

- i. General Office correspondences in and outside the University Campus i.e. with Government Offices, affiliated colleges and universities.
- ii. Keeping a record of examination dues and fees matters.
- iii. Drafting and processing of all kinds of demand notes, general letters to the university authorities and allied institutions.
- iv. Maintenance of examination record.

C. SECRECY SECTION

The Secrecy Section looks after the following assignments;

- i. Setting of question papers for examinations.
- ii. Checking all kind of late results and those of the unfair means cases and their notification.
- iii. Constitution of unfair means committee for examinations.
- iv. Maintenance of record of unfair means and appeals matters.
- v. Maintenance of record of syllabi, old questions papers etc.
- vi. Sending the offer and syllabus to various paper setters.
- vii. Engage tabulators, scrutinizers and other personnel necessary for periodic work.
- viii. Preparation of results.
- ix. Scrutiny of examiners' bills and payments.
- x. Preparation of re-checking statements.
- xi. Preparation of thesis and viva voce examiners' bills.

5. DIRECTOR (ACADEMIC AND ADMISSION & QUALITY ASSURANCE)

This Section is headed by a Director (A,A&QA), who is currently assisted by one Assistant Director (Academics), two Section Incharge and appropriate ministerial staff. The section looks after the following assignments:

- i. Appointment of deans and chairmen / director.
- ii. Printing, amendment and checking of:
 - a. Regulations pertaining to academics and admissions
 - b. All schemes of studies related to medical and allied health sciences as approved by the senate.
- iii. Sale proceeds (for credit to university fund) of:
 - a. syllabi, all kinds of forms (for examinations, class admission, degrees etc. and question papers).
 - b. Maintenance of account of sales proceeds.
- iv. Admissions to graduate and post graduate degree programmes
- v. Change of timings, vacations, holidays.
- vi. Liaison with Deputy Registrar in preparation of agenda and working papers for the meeting of Academic Council.
- vii. To assure quality of academic programme running under the University both in constituent and affiliated institutions / colleges. In this connection he well be facilitates, coordinated and be assisted by Meetings and Academic Section of the Registrar wing.

6. DIRECTORATE OF ADMINISTRATION:

Currently this section running by Assistant Director (Admin) under the control of Registrar wing and shall be responsible for the following duties;

- i. ENVIRONMENTAL CONTROL
 - a. Maintenance of grounds and gardens.
 - b. Maintenance of environmental hygiene.
 - c. Plantation of trees as well as flowers in nurseries.
 - d. Sprinkling of water on the university roads.
- ii. TRANSPORT
 - a. Effecting the purchase, maintenance and repair of university vehicles.
 - b. Provision of conveyance facilities to the families of university employees, conveyance to university staff in states of emergency and arrangement of transport facilities for students on study tours as well as seminars, symposia, and conferences at out stations.
 - c. Shall be responsible for the insurance of university vehicles.
- iii. SAFETY AND SECURITY

- a. Distribution of duties among chowkidars on various points of the campus.
 - b. Maintaining vigilance over the performance of duties by chowkidars and maintaining vigil on the law and order situation on the campus.
 - c. Submission of daily situation report.
 - d. Planning and implementation of disaster management.
 - e. Maintenance of record of duties, activities, movements and leave etc. of watch & word staff.
 - f. Liaison with city police.
- iv. Arrangements of functions.
 - v. Helping departments and offices in their shifting.
 - vi. Assist examination section in the conduct of examinations.
 - vii. Accommodation arrangements and hosting of the university guests.
 - viii. Realization of charges thereof.
 - ix. Arrangements for lunches, dinners etc. for official meetings.
6. DIRECTOR (PLANNING & DEVELOPMENT)

Currently Section is working under Treasure wing and day to day work is being looked after by a Deputy Director (P&D) who is assisted by an Assistant Director, a Section Incharge and four ministerial staff. The Section looks after the following activities:

- A. DEVELOPMENT PLANS, SCHEMES & PROJECTS
- i. Preparation of Annual Development Program (ADP) and its implementation.
 - ii. Preparation of five years, short term and long term plans and its implementation.
 - iii. Preparation of specific projects on PC-I proforma, securing the approvals and ensuring their implementation as per plans.
 - iv. Preparation of feasibility reports of planned projects; progress report on all on-going projects; and completion reports of completed projects prior to their finalization.
 - v. Preparation of linkages programmes with other institutions and agencies both local and foreign.
 - vi. Follow up of all the above mentioned activities for formal approval from the government and keeping effective liaison with all concerned universities for ensuring timely completion of projects, submission of all financial compliance record to treasury and works departments for ensuring better coordination for speedy implementation of projects.
- B. FACULTY DEVELOPMENT PROGRAMME:
- i. Maintenance of record of all kinds of scholarships and fellowships of higher studies abroad.
 - ii. Linkages programs with foreign universities and implementation of the agreements made with them.
 - iii. Merit scholarships for higher studies.
 - iv. Preparing cases for civil awards, prizes and medals.
 - v. Obtaining permission for attendance of seminars, workshops, conferences both local and foreign.
 - vi. Nomination against international vacancies.
 - vii. Arranging travel grants for visits abroad.
 - viii. Obtaining a no objection certificate for faculty members leaving abroad.
 - ix. Making arrangements for MPhil and PhD admissions in other Pakistani universities.
- C. WORKS COMMITTEE AND TECHNICAL APPRAISAL:
- i. Supervision of civil or technical work going on in the university campus.
 - ii. Certification of such work for the purpose of completion and payment to the contractors involved.

iii. Suggest alteration in such project, subject to the feasibility.

7. DIRECTOR (RESEARCH):

The section is headed by A Director (Research) who is assisted by a Deputy Director (Research), Assistant Director (Research), Section Incharge and ministerial staff. The section will perform the following duties;

1. Management, administration, supervision, monitoring and coordination of all matters / affairs pertaining to research and development under Khyber Medical University.
2. Any other job (s) / duty (ies) assigned by the relevant Authorities of the University.