

Bahria University Islamabad



STATUTES (2022)



Bahria University
Discovering Knowledge
Head Office

CERTIFICATE OF PROMULGATION

1. It is certified that this document titled BU Statutes (2022) contains 132 pages from 1 to 132. The document was approved by Bahria University Board of Governors in its 47th meeting held on 5 September 2022 as agenda Item-IV. Master copy of the documents is held with Regulations Section of Registrar's Office.
2. Upon approval of Minutes of 47th BoG meeting by the Chairman, the BU Statutes (2022) contained in this document stand promulgated w.e.f 7 October 2022.
3. It supersedes the earlier document titled Statutes (2016) approved on 29 January 2016 by Board of Governors in its 34th Meeting.

A handwritten signature in blue ink, appearing to read "Shafqat Azad SI(M)".

SHAFQAT AZAD SI(M), S.Bt
Commodore (Retd)
Registrar

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ABBREVIATIONS & ACRONYMS

AACSB	Association to Advanced Collegiate School of Business	DC	Director Campus
ACM	Academic Council Meeting	DCM	Deans Committee Meeting
AD	Assistant Director	DD	Deputy Director
Admin	Administration	Deptt	Department
AER	Annual Evaluation Report	DG	Director General
AP	Assistant Professor	DGWR	Director General Welfare & Rehabilitation, NHQ
ASA	Advisor Students Affairs	DHR	Director Human Resource
AP	Associate Professor	DHS	Director Health Sciences
Asstt	Assistant	Dir	Director
AU	Affiliated Unit	DI	Director Institute
BBS	Bahria Business School	DIO	Director International Office
BH3S	Bahria Humanities & Social Sciences School	DIT	Director Information Technology
BIC	Business Incubation Centers	DM	Director Marketing
BOG	Board of Governors	DORIC	Director ORIC
BOT	Board of Trustees	DPD	Director Planning & Development
BSEAS	Bahria School of Engineering & Applied Sciences	DPGP	Director Post Graduate Programmes
BSPF	Bahria School of Professional Psychology	DQA	Director Quality Assurance
BU	Bahria University	DRC	Departmental Research Committee
BUEFT	Bahria University Endowment Fund Trust	DSA	Director Student Affairs
BUHO	Bahria University Head Office	DSMP	Director Strategic Management Plan
BUHSC	Bahria University Health Sciences Campus	DTD	Director Technology Development
BULS	Bahria University Law School	Dy	Deputy
BUO	Bahria University Officer	EMS	Executive Management System
BUSAS	Bahria University Support & Admin Staff	ERC	Ethical Review Committee
CapEx	Capital Expenditures	ERD	Exams Records Database
CCE	Commercial Corporate Entity	EOL	Extraordinary Leave
CE	Controller of Examinations	FBOS	Faculty Board of Studies
CFA	Competent Financial Authority	FM	Faculty Member
CMC	Construction Management Committee	FPC	Finance & Planning Committee
CMMI	Capability Maturity Model Index	FRC	Faculty Research Committee
CMS	Campus Management System	HCU	Head of Constituent Unit
COC	College Operationalization Committee	HEC	Higher Education Commission
COE	Centre of Excellence	HEI	Higher Education Institute
Coord	Coordination, Coordinator	HERC	Higher Education & Research Committee
CP Fund	Contributory Provident Fund	HS	Health Sciences
CSC	Central Scholarship Committee	HOD	Head of Department
CSP	Community Support Programme	HR	Human Resources
CSU	Community Support Centre	HRIS	Human Resources Information System
CU	Constituent Unit	IPP	Institute of Professional Psychology
DA	Director Admissions	JV	Joint Venture
DAcad	Director Academics	KPI	Key Performance Indicator
DAcad-CU	Director Academics (Campus)	LPDC	Leadership & Professional Development Centre
DAdmin-CU	Director Admin (Campus)	LMS	Learning Management System
DBOS	Departmental Board of Studies	LOA	Letter of Appreciation
		MBA	Master of Business Administration

MFA	Manager Finance and Accounts	TA/DA	Travelling Allowance/ Daily Allowance
MIS	Management Information System		
MPhil	Master of Philosophy	TD	Technology Development
MS	Master of Science	TTS	Tenure Track System
MQA	Manager Quality Assurance	Ty	Temporary
MTC	Maritime Technologies Complex	UG	Under Graduate
NBEAC	National Business Education Accreditation Council	VF	Visiting Faculty
NCEAC	National Computing Education Accreditation Council		
NGO	Non-Governmental Organization		
NHQ	Naval Headquarters		
NIMA	National Institute of Maritime Affairs		
NOC	No Objection Certificate		
NRDI	Naval Research and Development Institute		
OAS	Office Automation System		
OpEx	Operating Expenses		
Ord	Ordinance		
ORIC	Office of the Research, Innovation & Commercialisation		
PBC	Pakistan Bar Council		
PCP	Pharmacy Council of Pakistan		
PCSC	Pak China Study Centre		
PMDC	Pakistan Medical and Dental Council		
PEC	Pakistan Engineering Council		
PERN	Pakistan Education & Research Network		
PG	Post Graduate		
PhD	Doctor of Philosophy		
PMC	Pakistan Medical Commission		
PNC	Pakistan Nursing Council		
PPRA	Public Procurement Regulatory Authority		
Prof	Professor		
PSC	Project Steering Committee		
QA	Quality Assurance		
QC	Quality Control		
QE	Quality Enhancement		
QEC	Quality Enhancement Cell		
R&D	Research and Development		
RA	Research Assistant		
RC	Research Centre		
Rep	Representative		
RIC	Research, Innovation & Commercialisation		
Secy	Secretary		
SFC	Students Facilitation Centre		
SMP	Strategic Management Plan		
SRC	Students Resource Centre		
SSC	Students Support Centre		
SysE	Systems Engineering		
TA	Teaching Assistant		

3.10.3 In the absence of the respective Dean, the FBOS shall be headed by respective Associate Dean/ senior Principal or any official nominated by the Academic Council or the Rector, and notified as such.

3.11 Departmental Board of Studies

3.11.1 Every Department in each Campus/ School/ College shall have a Departmental Board of Studies (DBOS), headed by the respective Head of the Department and comprising of all the full-time faculty members or, in case of a large Department, all professors, associate professors and assistant professors. One external member may be co-opted in the each/ any DBOS as relevant expert/ subject specialist.

3.11.2 The DBOS shall:

- a. Meet at least once in a semester or as and when required.
- b. Review curriculum details of all programs of the Department to ensure incorporation of emerging trends of the market/ industry in various courses being taught, and recommend changes, if any, to the FBOS/ Academic Council.
- c. Review curriculum to include any changes required by HEC/ PEC/ PMC /PMDC / PNC/ PBC or any other National/ International Regulatory/ Accreditation Body, as applicable.

3.11.3 The HODs shall forward the recommendations of respective DBOS to the FBOS through concerned Principal for further deliberations, followed by approval of the ACM (where required) through respective HCU.

3.12 Faculty Research Committee

3.12.1 There shall be Faculty Research Committees (FRC) for each Faculty in all Campuses/ Schools/ Colleges, headed by Dean of respective Faculty. Each FRC shall comprise of 13-15 Core Members including respective Principal/ Associate Dean, the HODs and 5 Elective Members; constituted by Registrar. Where the HOD is not PhD qualified, a PhD qualified faculty member from that department shall be included into the Committee along with the HOD. The senior most HOD or the Dean's nominee shall act as Secretary of FRC. Details of Composition are given in BU PhD Rules.

3.12.2 The FRC shall be responsible to appoint Principal Supervisors/ Co-Supervisors relevant to the PhD scholar's research work and constitute Advisory Committee for PhD enrolled scholars, approve minor changes in PhD thesis topic, evaluate progress reports, recommend Foreign Evaluators and propose Internal/ External/ Viva Voce Examiners for PhD scholars from relevant research domain. The FRC shall form an **Ethical Review Committee (ERC) as contained** in BU PhD Rules to look into ethical dimension and ensure plagiarism check of the candidate's thesis.

3.12.3 The FRC shall meet at least twice a year; the quorum of a meeting being half of the core members. It shall maintain minutes of its meetings, containing

clearly documented decisions, and forward its copy to Director PGP. Decisions of the FRC shall be made by consensus; when not possible, then by majority vote. Only core members shall be entitled to exercise the vote. FRC will further act as research review committee for PG programmes of Health Sciences and appoint Supervisors(s) for the PG students.

3.13 Departmental Research Committee

3.13.1 Every academic department in each Campus/ School/ College shall have a Departmental Research Committee (DRC) constituted by respective DG CU and headed by concerned HOD. PGP Coordinator shall act as the Secretary of the DRC. All PhD qualified and 2-3 faculty members with MS/ MPhil qualification shall be its Core Members. If PhD qualified faculty is less than three, 2-3 more MS/ MPhil qualified faculty members shall be included in the DRC as its Core Members. DRC should also have 2-3 elective members including from non-teaching departments of the BU and from other Higher Education Institutions, and industry with expertise relevant to the candidate's research-work, provided their qualification is not lower than the candidate's programme.

3.13.2 The DRC shall be responsible to appoint Supervisors/ Co-Supervisor(s) for MS/ MPhil programs and propose Supervisor(s) for PhD students to FRC. It shall process research proposals, approve minor changes in MS/ MPhil thesis topic, evaluate progress reports, recommend exemptions and transfer of credits of students' cases to FRC, propose Internal/ External/ Viva Voce Examiners for MS/ MPhil students, while undertaking any other research related responsibility assigned by the Head of DRC.

3.13.3 The DRC shall meet at least twice a year. The quorum for the meeting shall be half of the total number of core members. DRC shall maintain minutes of its meetings and forwarded its copy to Director PGP. Decisions of DRC shall be made by consensus; if that is not possible, then by majority vote. Only core members shall be entitled to exercise vote.

3.14 Governing Bodies for CUs

3.14.1 The University may set up a separate Governing Body for each Constituent Unit in accordance with Section 22 of BU Ordinance 2000; consisting of such persons as it may determine. The Registrar shall be the ex-officio member of the Governing Body of a Constituent Unit.

3.14.2 The members of the existing bodies shall continue to operate with suitable representation from the BU Head Office subject to ratification by the Board in its first meeting and shall consist of suitably qualified persons appointed by the Board of Governors.

3.14.3 The business of the governing bodies shall be regulated by the Board as may be prescribed.