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University of Engineering and Technology Taxila

REGISTRAR'S OFFICE

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Dated: 03.08.2022

NOTIFICATION

FRAMING OF UET, TAXILA RULES / POLICIES

The Syndicate in its 61/2022 meeting held on July 16, 2022 vide Item No.03 in conjunction with Item No.04 (A,B,C&F) of the 46/2022 meeting of Academic Council held on July 14, 2022, approved as follows:

A. CHANGES IN RULES & REGULATION FOR UNDERGRADUATE PROGRAMS

The Academic Council recommended the proposed amendments in existing rules for undergraduate programs with some modifications (**Appendix-4A**).

B. BY-LAWS FOR ALUMNI ASSOCIATION-2022 OF UET, TAXILA

The Syndicate approved that Alumni Association By-Laws of University of Engineering and Technology, Taxila with minor modifications (**Appendix 4B**).

C. CONFLICT OF INTEREST POLICY-2022 AT UET, TAXILA

The case was referred back to the Committee and further re-constitution of the Committee for preparation of draft of Conflict-of-Interest Policy-2022 as follows:

1. Dean, Faculty of E&EE	Convener
2. The Chairman CED or his nominee	Member
3. The Chairman EED or his nominee	Member
4. The Chairman MED or his nominee	Member
5. One Professor, to be nominated by Dean	Member
6. The Registrar	Member
7. The Controller of Examinations	Member
8. Director QEC	Member
9. Deputy Registrar (Estab)	Secretary

The Committee will examine the draft "Conflict of Interest" policy in the light of University's Act, statutes and submit the draft at the earliest to place before the Council in its next meeting.

F. START OF GRADUATE ASSISTANTSHIP SCHEME-2022 AT UET, TAXILA

The proposal submitted by the Dean, Faculty of E&EE was approved with some modifications for implementation (**Appendix-4F**).


(KHALID MAHMOOD)
Registrar

Copy to:

1. The Dean Faculty of E&EE
2. All the Chairmen of Academic Departments
3. The Director ASR&TD
4. The Convener Admission Committee
5. The Assistant Director, QEC
6. The Assistant Director, Placement
7. The Treasurer
8. The Resident Auditor
9. The Secretary to the Vice Chancellor
10. PA to the Registrar



Alumni Association By- Laws Rules and Regulation-2022

UET Taxila

1.	Name of the Body: Alumni Association University of Engineering & Technology Taxila, hereinafter to be referred as Alumni Association University of Engineering and Technology, Taxila.
2.	Location: Office of Alumni Association, University of Engineering and Technology, Taxila will be in the Admin Block of the University.
3.	<p>Objectives of the Alumni Association:</p> <p>Alumni Association of UET Taxila was established in 2006. The purpose of Alumni Association is to promote and establish mutually beneficial relationship between the University, its alumni and other key stake holders for academic, professional and social reasons, its objective is to develop linkages between the University and other alumni bodies in the areas of research and technological development for mutually beneficial to both sides. To assist in developing financial resources for the University through alumni association to establish Alumni endowment fund for the assistance of deserving students.</p>
3.1	The Association shall be a non-profit.
3.2	<p>The objectives of the Association shall be:</p> <ol style="list-style-type: none"> To strengthen the professional bonds between UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA, its alumni and the industry. To plan, organize and encourage various value adding activities for its members such as professional lectures, training programs, conferences, seminars, etc. To publish journals, newsletters and other professional materials for circulation among its members. To assist the students by extending need base scholarship program. To raise funds for the development of the association To construct the buildings for implementing the above objectives.
4.	Patron: Vice Chancellor UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA will be patron of the association.
5.	<p>Membership: Alumni Association UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA shall have the following categories of members.</p> <ol style="list-style-type: none"> Life members Associate members Honorary members
5.1	<p>Life Members:</p> <p>The following individuals shall be eligible for enrolment as life members of Alumni Association University of Engineering and Technology, Taxila. Those who receive a Degree on successful completion of various full-time or part-time courses offered by University, including graduates of the University and honorary degree recipients.</p>

5.2	Associate members: Students who have studied at least one year in the institute shall be eligible to be Associate members.
5.3	<p>Honorary members: Apart from the individuals mentioned in 5.1 and 5.2, the following individuals may be granted Honorary Membership of the Association for a period decided by the Executive Committee:</p> <ol style="list-style-type: none"> Persons who have rendered distinguished service to the cause of Engineering & Technical Education. Persons who have exhibited Excellence in Industries / R&D organizations. Persons who have contributed to social causes or philanthropists. Deans, and all the faculty members who are not the alumni of the institute shall be honorary members of the Alumni Association University of Engineering and Technology, Taxila till such time they hold their offices.
5.4	<p>All members mentioned in 5.1 shall have the right to vote, propose, second or be a candidate for any office open for election in the Association.</p> <p>The members mentioned in 5.2 and 5.3 shall not have any voting rights and cannot contest in the election for office bearers.</p>
6.	Membership fee: The membership of the Association shall be granted on submission of membership form and payment of prescribed fee of Rs. 1000.00 by the eligible individuals mentioned in 5.1 and 5.2.
7.	<p>The Administration of the Alumni Association University of Engineering and Technology, Taxila shall be managed by an Executive Committee with the following composition.</p> <ol style="list-style-type: none"> (President): Have minimum 15 Years of Professional experience, and as an Elected position among Alumni. (Vice President) Elected among Alumni. (General Secretary) Elected among Alumni. (Joint Secretary) Elected among Alumni. (Finance Secretary) Elected among Alumni. (Executive Secretary) Elected among Alumni working as faculty in University of Engineering and Technology, Taxila. (Alumni Representative from Industry) Elected among Alumni, working in private industry. (Deputy Director Alumni): will act coordinating member of the Executive Committee of Alumni to be nominated by the Chairman concerned Focal persons of Alumni Chapters of various cities and countries are the special invited members. The Executive Committee shall have the freedom to co-opt members from time to time for the efficient functioning of the association's matters.
8.	<p>Election of the office bearers of Executive Committee;</p> <p>Office bearers of executive committee shall be elected in General Body Meeting for a period of 3 years.</p>
8.1	<p>Duties of the Executive Committee:</p> <ol style="list-style-type: none"> To manage day-to-day activities of the Association. To prescribe detailed guidelines/rules and regulations for carrying out various activities. To ensure continuous communication amongst the members. To constitute Sub-Committees and delegate powers for specific purposes for specified period. To maintain the accounts of Alumni Association University of Engineering and Technology, Taxila and to arrange for auditing of accounts.

9.	General Body Meetings The Annual General Body Meeting (AGM) of the Association shall be generally held at least once in a year within nine months of the close of its accounts, preferably in October at UET Taxila.
9.1	Agenda for AGM shall be drawn by the Executive Committee. Agenda for AGM inter alia shall include: i. Adoption of Executive Committee's Report on various activities ii. Presentation and adoption of Accounts iii. Appointment of Auditor iv. Election of Office Bearers
9.2	Quorum for the General Body meeting shall be minimum of 50 members.
9.3	A special General Body meeting may be convened at the instance of the President or the Executive Committee or by giving request in writing to the Secretary signed by at least 50 members who may give notice in writing to the Secretary. The quorum for the special General Body Meeting shall be minimum of 1/3rd of the members or 200 members, whichever is less. A minimum of 21 days of notice shall be given for AGM and of 7 days for special General Body meetings.
10	Financial Management The membership fees, other contributions from the members, donations, sponsorships from external agencies, proceeds from various activities etc. shall constitute the income of the Association.
10.1	The Executive Committee shall have the power to decide from time to time proposed enhancement in membership fee and every alumni reunion registration fee.
10.2	The funds of the Association shall be maintained in a separate bank account in the name of the Alumni Association University of Engineering and Technology, Taxila in HBL UET Taxila branch. The bank account shall be operated by the President Alumni Association with two other signatories from executive management.
10.3	The Executive Committee shall have the power to invest excess funds available in the bank account in bank fixed deposits for appropriate maturities. However, the funds of the Association shall not be used for investments in any other forms like bonds, shares, gold, properties etc.
10.4	The financial year of the Association shall be from April 1 to March 31 of the succeeding year.
10.5	The appointment of a Chartered Accountant shall be made by the General Body Meeting. The period of such appointment shall be for 1 year. The auditor is required to submit the report to the President within eight weeks from the last date of the financial year.
11	Amendments to the Constitution
11.1	All members mentioned in 5.1 are eligible to propose amendments to the Constitution of the Association. Members desirous of proposing amendments are required to submit the same in writing to the Executive Committee at least 21 days prior to the Annual General Body Meeting.
11.2	The amendments shall be passed, only if two-thirds of the members present in the AGM support the amendment(s) in voting.

12	Regional chapters of Alumni Association
12.1	Local chapters of Alumni Association University of Engineering and Technology, Taxila may be formed in other cities on obtaining approval from the Executive Committee.
12.2	The local chapter shall have: <ul style="list-style-type: none"> i. Chairman ii. Vice Chairman iii. Secretary iv. Joint Secretary v. Treasurer vi. vi) Five Executive members
12.3	Such local chapters shall comply with the Bye-laws and rules and regulations of Alumni Association University of Engineering and Technology, Taxila and follow the guidelines formulated by Executive Committee from time to time.
12.4	For carrying out the activities of the chapters such as holding the Executive Committee and Annual meetings and others, the chapter can collect the registration fee and all the activities of the chapters shall be self-financing. The expenditure incurred for the aforesaid activities shall be properly accounted/audited and the accounts shall be presented in the annual meeting for the approval. The approved/audited balance sheet shall be sent to Alumni Association University of Engineering and Technology, Taxila.
13	Dispute All unresolved dispute shall be referred to Patron/ Executive Management and their decision shall be final and binding on all parties.
14	Dissolution Clause In the event of dissolution or winding up of Alumni Association University of Engineering and Technology, Taxila the assets remaining as on the date of dissolution shall stand transferred to UET Taxila.
