

STATUTES RELATING TO MAINTENANCE OF REGISTER OF REGISTERED GRADUATES AND THEIR ELECTION TO THE SENATE

**(Under Section 29 (c) and (f) of the University of
Engineering & Technology, Lahore Act, 1974)**

PART I

Preliminary

Short Title

1. These Statutes may be called the University of Engineering and Technology, Lahore (Maintenance of Register of Registered Graduates and their Election to the Senate) Statutes, 1974.

Definition

2. (1) In these Statutes unless a different intention appears from the subject or the context, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-
 - (a) "Act" means the University of Engineering & Technology, Lahore Act, 1974.
 - (b) "Elector" in respect of elections under clause (xiv) of Section 21 of the Act, means a graduate whose name is entered in the Register of Registered Graduates maintained by the Registrar under clause (b) of Section 15 of the Act.
 - (c) "Member" means a member of the Senate to be elected under Section 21 (1) (xiv).
 - (d) "Register" means Register of Registered Graduates as defined in clause (1) of sub-section (1) of Section 2 of the Act.
 - (e) "Senate" means Senate of the University of Engineering and Technology, Lahore.
 - (f) "University " means University of Engineering and Technology, Lahore.
- (2) Expressions used in these Statutes and defined or used in the Act, shall have the meanings assigned to them in the Act,

PART II

Preparation and Maintenance of Register

Preparation and maintenance of Register.

3. (1) In pursuance of clause (b) of Section 15 of the Act, the Registrar shall prepare and maintain the Register of Registered Graduates.
- (2) Any graduate who has taken a degree in any Faculty from the University, or a graduate of any other University who ordinarily resides within the territorial jurisdiction of the University as defined regarding Limits of the Campus shall on payment of registration fee of Rs. 100/- be entitled to have his name entered in the Register.

Issue of notice for enrolment.

4. The Registrar shall, before the 1st day of November, or such other date as may be fixed by the Syndicate in each year, notify in such manner as may be prescribed by the Syndicate that Register is to be prepared and revised and shall also state the last date for the receipt of applications for enrolment. A copy of such notice shall also be put up on a notice board outside the Office of the Registrar.

Applications for enrolment.

5. (1) Applications for enrolment in the prescribed form, obtainable from the Registrar must be delivered to the Registrar before the last date as fixed under Statute 4 above.
- (2) The applicant shall fill in the form in his own handwriting and get it attested:-
 - (a) by a Magistrate of the first class or a Civil Judge or a Subordinate Judge;
 - or
 - (b) in the case of a graduate of the University by the Dean /Chairman/ Director of University Teaching Department/Institute, Principal of an Affiliated College or an Ex-Officio Member of the Senate; or
 - (c) in the case of a graduate of a University other than the University of Engineering and Technology, Lahore by the Principal of the College from which the applicant graduated or an officer of grade 17 or above or a Class 'A' Officer of the University; or
 - (d) by a member of the Syndicate/Chancellor's Committee; or

- (e) in the case of a graduate, serving in the Armed Forces, by a Commissioned Officer of the Armed Force.
- (3) The address shown in the application shall be the one where the applicant normally resides or carries on his business.
- (4) The Registrar shall reject any application made in contravention of clause (1),(2) or (3).
- (5) The Registrar shall, without any application for the purpose, enter in the Register, the name of every person whose name is borne on the existing Register of Graduates for Life.

Preliminary Register.

- 6. (1) The Registrar shall prepare and publish a preliminary Register within 15 days of the last date fixed for receipt of application, and shall put up one copy of such Register outside his office on a notice board.
- (2) The Registrar shall make available copies of the Register mentioned in clause (1) on payment of Rs.100/- per copy.

Presentation of Claims and Objections.

- 7. Graduates claiming to have their names entered in the register and graduates having any objections to make against any entry in the Register shall make their claims and objections in writing to the Registrar on or before the fourteenth day of the publication of the preliminary Register.

Disposal of claims and objections.

- 8. The Registrar shall decide the claims and objections on the third day following the last day fixed for the receipt of claims and objections, and if necessary, on the days following.

Applications for revision of the orders of the Registrar.

- 9. (1) Any person aggrieved by a decision of the Registrar under Statute 8 may, not later than the office hours of the day following the date of the order, make an application in writing to the Registrar for revision of the order.
- (2) The Registrar may refer the applications for revision made against his decision to a Committee consisting of three members nominated by the Syndicate annually for this purpose. Two members shall form quorum for the transaction of business by the Committee. It shall elect its Chairman for the meeting.
- (3) The applications for revision may be disposed of by the Committee on the day following the day of their presentation to the Registrar

and, if necessary, on the days following. Decisions shall be made according to the majority. If the members are equally divided, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

Change of Address.

10. Registered Graduates shall notify the change of their addresses, if any, to the Registrar by post under a registered cover (acknowledgment due) which must reach the Registrar by the third day following the date fixed for the disposal of claims and objections by the Registrar.

Final Register.

11. The Registrar shall make such additions to and cancellations or amendments in the Register as may be required in accordance with the order passed under Statutes 8 and 9 and the changes notified under Statute 10 and shall on the sixth day following the day fixed for the disposal of claims and objections by the Registrar publish the Revised Register and put up a copy of the Revised Register on a notice board outside his office.

Inspection of Final Register.

12. Any Registered Graduate, may on an application to the Registrar, inspect the Final Register free of charges during office hours.

Copies of Register.

13. The Registrar shall make available copies of the Final Register mentioned in Statute 11 on payment of a fee of Rs.100/- per copy.

Registered Graduates to vote.

14. No person shall be qualified to vote or to be elected at any election held under these Statutes unless his name is borne on the Register of Registered Graduates.

PART III

Conduct of Election

Returning Officer.

15. The Registrar shall be the Returning Officer and shall conduct the election in accordance with the provisions of these Statutes.

Notification Regarding Election

16. Whenever a date or dates is/are fixed by the Vice-Chancellor for holding an election to fill any vacancy among the members elected by the Registered Graduates the Returning Officer shall issue a notice specifying the following (hereinafter referred to as election schedule) and in the manner as may be prescribed by the Vice-Chancellor from time to time:-
- (a) stating the number of vacancies to be filled in by the Registered Graduates; and
 - (b) specifying the following, namely:-
 - (i) the day (hereinafter referred to as the "nomination day") and time, on by or within which nomination papers shall be received by the Returning Officer;
 - (ii) the day (hereinafter referred to as the "scrutiny day") for the scrutiny of nominations;
 - (iii) the day (hereinafter referred to as the "withdrawal day") for the withdrawal of candidature;
 - (iv) the day (hereinafter referred to as the "polling day") or days, hour and place on and at which a poll shall, if necessary, be taken and ballot papers shall be examined and counted.

Nomination.

17. (1) An elector may nominate any other elector to be a candidate for election by proposal on a prescribed form obtainable from the Returning Officer, seconded by another elector. The name, academic qualifications, titles, if any, and the address of the proposer, the person proposed and the seconder stated in the nomination form shall not be different from those entered in the Register of Registered Graduates. The person proposed shall sign the nomination form as a token of his consent to stand for election.
- (2) The nomination form shall be forwarded to the Returning Officer by name by post under registered cover so as to reach him not later than the day and time mentioned in sub-clause(i) of clause (b) of Statute 16.
- (3) Each candidate may provide, at the time of his nomination, a statement of not more than hundred words containing information

to name, appointment and department, academic qualifications, age and position of office held at any time in public bodies with date of tenure or any other relevant data that he might think necessary for convessing support. Such information shall be printed by the Registrar as summary of information for distribution with ballot paper.

- (4) The Returning Officer shall record in writing the date and time of the receipt of each nomination received by him and shall enter the particulars in a register to be kept for this purpose.

Number of Nominations

18. An elector shall be entitled to nominate as many Registered Graduates for election as members as there are vacancies but he shall use separate nomination paper for each candidate.

Security

19. (1) Each nominee shall deposit a security a sum of rupees five hundred in cash in the University Branch of the Habib Bank and shall attach the receipt thereof with the nomination paper.
(2) The Security shall be refundable, if the nominee withdraws his name by the withdrawal day.
(3) The Security shall be forfeited in case the nominee fails to secure twenty five per cent of the total votes cast.

Invalidation of Nominations.

20. (1) If an elector nominates a greater number of nomination papers than the number of vacancies then the nominations in excess of the vacancies, and received last shall be declared as invalid.
(2) if a nominee fails to comply with the provisions of clause (1) of Statute 19, his nomination papers shall be declared invalid.

Scrutiny of Nominations

21. The Returning Officer shall display outside his Office on the day following the nomination day a list of all the nominees who have been proposed and seconded. On the scrutiny day the Returning Officer shall scrutinize the nomination papers and declare which of the nominees have been validly nominated and are qualified for election. He shall prepare a list of the validly nominated persons (hereinafter called the candidates) in alphabetical order.

Withdrawal of candidature

22. (1) Any candidate may withdraw his candidature by notice in writing subscribed by him and delivered to the Returning Officer within the office hours of withdrawal day.
- (2) No candidate who has withdrawn his candidature shall be allowed to cancel his withdrawal.
- (3) If the number of candidates, who have not withdrawn, is less than or equal to the number of vacancies to be filled, the Returning Officer shall declare all the candidates to have been elected.
- (4) If the number of candidates after withdrawal, if any, is greater than the vacancies to be filled, polls shall be held. The Returning Officer shall cause the name of each candidate and the fact of his candidature to be displayed outside the Registrar's Office.

Despatch of Ballot Papers

23. The Returning Officer shall send, not later than the fifteenth day of the date of declaration of nominations to every elector at the address given in the Register:-
- i) a ballot paper sealed with the seal prescribed by the Vice-Chancellor and on its counterfoil shall be noted the number of elector in the Register.
 - ii) A summary of information in respect of each candidate who has provided the information in accordance with Statute 17.
 - iii) A form of declaration providing for the elector to state his name and qualifications.
 - iv) Two envelopes, one marked "ballot paper" and the other addressed to the Returning Officer.
 - v) The ballot paper shall contain the names of all duly nominated candidate arranged in alphabetical order and a rectangle opposite to the left of the name of each candidate and the instructions as to the manner in which the ballot paper shall be completed.
 - vi) Information about the date and hours of polls, number of vacancies, a copy of the election schedule and a form of the letter of intimation to be filled in and signed by the elector.

Non-Receipt of Ballot Papers

24. No election shall be held invalid merely because an elector has failed to receive the ballot paper and letter of intimation in time or to return it to the Returning Officer within the time prescribed for the purpose.

Members of the Syndicate/Chancellors Committee to assist the Returning Officer.

25. The Syndicate shall appoint four members of the Syndicate to assist the Returning Officer in the supervision of polling and counting of votes. The Returning Officer, and not the members so appointed, shall decide whether a ballot paper is valid or not.

Loss or spoiling of voting paper or letter of intimation

26. An elector, who has inadvertently dealt with his ballot paper or letter of intimation in such a manner that it cannot properly be used, or who has lost his ballot paper or letter of intimation or both, may, after delivering the spoiled ballot paper or letter of intimation or both to the Returning Officer or after satisfying him of the loss of the ballot paper or letter of intimation, or both, as the case may be, obtain another ballot paper or letter of intimation or both. The counter-foil of the lost or spoiled ballot paper shall be marked as cancelled and the new one supplied together with its counterfoil shall be marked as 'duplicate'.

Filing of Ballot Paper.

27. An elector shall vote by putting a cross in the space provided for the purpose against the name of the candidate for whom he wishes to vote, but he shall not vote for more candidates than the number of vacancies to be filled.

Voting

28. (1) An elector may vote either in person, or by post.
(2) An elector, who chooses to vote in person, shall sign the letter of intimation, giving his serial number, at the notified place of poll on the day and within the hours notified for the purpose in the presence of the Returning Officer or one of the members appointed under Statute 25. The letter of intimation shall be countersigned by the Returning Officer or a member of the Committee, as the case may be. The closed envelope, bearing no identifying mark, outside containing the ballot paper, duly filled, shall then be placed in one locked box and the letter of intimation in the other. No ballot paper shall be received after the expiry of the time notified for the purpose
(3) An elector desiring to vote by post, shall sign his letter of intimation in the presence of:-
i) the Principal of a Degree College affiliated to the University.
ii) A Civil or a Subordinate Judge; or

- iii) A Magistrate of the First Class; or
- iv) A class A Officer of the University; or
- v) In case an elector is in Military service he shall sign his letter of intimation in the presence of the Officer Commanding or Adjutant of his Unit.

The authority in whose presence the elector has signed his letter of intimation shall authenticate the letter of intimation with his signatures and the seal of office. The Elector having marked the ballot paper as provided in Statute 27, shall place the ballot paper, duly filled, without any other matter in the envelope marked "ballot paper" which he shall seal. He shall transmit to the Returning Officer in the second envelope the letter of intimation and the sealed envelope marked "ballot paper" and forward the same by registered post so as to reach the Returning Officer not later than the date and hour notified for the closing of the poll. Any envelope received after the expiry of the time notified for the purpose or otherwise than by Registered post shall be treated as invalid. Any envelope duly received shall be placed in a box and kept in safe custody.

Scrutiny of letters of intimation, ballot papers and counting thereof

29. (1) After the expiry of the hour notified for the closing of the poll, the box containing the envelopes received by post, mentioned in clause (3) of Statute 28, shall be opened in the presence of the Returning Officer and such of the candidates or their authorized agents referred to in Statute 30 as may be present. Each such envelope shall be opened and the Returning Officer shall examine each letter of intimation. If a letter of intimation is found to be unsigned or not authenticated in the manner prescribed in Statute 28, the accompanying ballot paper shall be treated as invalid. If the letter of intimation is found to be in order, the envelope containing the ballot paper shall be placed in the locked box containing the ballot papers.
- (2) After the letter of intimation received by post have been examined and action as aforesaid completed, the box containing the envelopes enclosing the ballot papers shall be unlocked on the day and the hour fixed for this purpose and each envelope opened in the presence of the Returning Officer and such of the candidates or their authorized agents as may be present. The Returning Officer shall examine each ballot paper and reject any which is invalid. The Returning Officer, with the assistance of the members appointed, shall then count the number of valid ballot papers.
- (3) A ballot paper shall be declared as invalid if:-

- i) the envelope containing or bears any identifying mark outside; or
 - ii) thereupon is any name, word, or mark, other than the number, by which the person voting may be identified; or
 - iii) it does not bear the official mark; or
 - iv) it has been left blank by the elector; or
 - v) the vote has not been cast in the manner prescribed by the Statute 27; or
 - vi) the vote has been cast in favour of more candidates than the number of vacancies; or
 - vii) there is any uncertainty as to the identity of the candidate in whose favour the vote has been cast; or
 - viii) there is any defacement creating a doubt that there has been an attempt to alter or erase the mark of voting.
- (4) If the ballot papers cannot be examined or counted or the result cannot be declared on the polling day, the Returning Officer shall, in the presence of the members appointed under Statute 25, and such of the candidates or their authorized agents as may be present, place the ballot papers back in the ballot box and reseal it. The ballot box shall be re-opened on the next day or if necessary days next following and the Returning Officer shall proceed to complete the action aforesaid.

Presence of candidate or his agent

30. A candidate, or in his absence his authorized agent who must be voter, shall be allowed to be present at the time of counting of votes.

Objections to the order of the Returning Officer

31. Objections to the decision of the Returning Officer regarding the validity or otherwise of a letter of intimation or a ballot paper must be made in writing forthwith.

Counting of votes

32. (1) The total number of votes received by each candidate would be entered in the counting sheet.
- (2) The signature of such of the candidates or their authorized agents as may be present will be obtained by the Returning Officer, who should himself also sign that sheet.
- (3) It shall be opened to the Returning Officer to obtain with approval of the Vice-Chancellor such assistance as may be necessary for the purpose of counting votes.

Declaration and publication of the result of the Election

33. (1) Immediately after counting of votes, list of the elected persons shall be prepared by the Returning Officer and their names shall be announced to such of the candidates or their authorized agents as may be present.
- (2) If at any election two or more candidates secure the same number of votes the candidate senior in age shall be deemed to have been elected.
- (3) A copy of the list prepared under clause (1) above shall be pasted outside the office of the Returning Officer on the same day.

Election Petitions

34. (1) The election of any candidate shall not be called a question except by means of an election petition, which shall state clearly the nature of the objection and be presented to the Returning Officer within ten days of the declaration of the result.
- (2) The petition shall be decided by a Committee, consisting of the Vice-Chancellor and two members of the Syndicate nominated by him. In case the Vice-Chancellor is unable to attend a meeting of the Committee, he shall nominate another member of the Syndicate to act as the third member but if any one of the other two members of the Committee is unable to attend a meeting, the Vice-Chancellor shall appoint another member to act in his place.
- (3) The Vice-Chancellor shall be ex-officio Chairman of the Committee. But if the Vice-Chancellor is not present at any meeting, the three members shall elect one of them as Chairman of the meeting.
- (4) The decision of the Committee shall be final. In case of difference of opinion, the decision of the majority shall prevail. On technical matters the Committee hearing the petition may, at its discretion, seek assistance of experts to be appointed by the Vice-Chancellor.

Publication of Results

35. The names of the Registered Graduates elected shall be forthwith submitted to the Syndicate for approval and, if approved, shall be published in a notification of the University of the Engineering and Technology, Lahore.

Preservation of Election Papers

36. The Returning Officer shall retain until the expiry of six months from the date of the election all the papers connected with the election in a sealed

cover, to be sealed in the presence of the members of the Syndicate appointed to assist him and shall then, subject to any direction to the contrary given by the Syndicate, cause them to be destroyed.

Delegation of functions of the Registrar

37. If the Registrar is, for any reasons, unable to perform any of the duties assigned to him by these Statutes, the Vice-Chancellor may, in writing appoint any other officer of the University to discharge those duties.

Exclusion of holiday

38. In case any day fixed by Part-II of these Statutes for any purpose happens to be a University holiday, the day next following shall be considered to be the day fixed for that purpose and the programme for preparation of Register be adjusted accordingly.

**UNIVERSITY OF ENGINEERING & TECHNOLOGY,
LAHORE
SCHEDULE
FORM
[Statue 5 (1)]**

Form of Application for Registration as a Registered Graduate. (For use by a Graduate of the University of Engineering and Technology, Lahore).

Name (In Block Letters).....

Father's Name.....

University Registered No.....

Examination Passed	Year of Passing	Roll No.	Name of University/ College or District from which appeared in the examination	*Year of admission to the Degree

*Merely passing a Degree Examination does not entitle a person to be enrolled as a registered Graduate. Admission to a Degree is a necessary condition.

Address at which the ballot is to be sent

(The address shall be one at which the applicant normally resides or carries on his work or business; failure to comply with this requirement shall invalidate the application).

Station

Signature of applicant

Dated

Certified that this application has been signed by the applicant in my presence and that he is personally known to me (or has been identified by who is personally known to me).

Signature and seal of the
*attesting authority

Dated

*The applicant shall fill in the form in his own handwriting and get it attested by a Magistrate of the First Class or a Civil Judge or a Subordinate Judge, or by the Dean/Chairman/Director of the University Teaching Departments/Institute, Principal of the Constituent College or an ex-officio Member of the Senate.

(To be filled in by the Office)

Certified that the applicant's fee of Rs.100/- was received vide Receipt No.
..... Dated
Accounts Clerk.

Certified that the applicant was admitted to the Degree of
..... In the year
Signature of the Clerk.

Eligible for RegistrationNot eligible due to

Clerk

Assistant RegistrationDeputy Registrar

**UNIVERSITY OF ENGINEERING & TECHNOLOGY,
LAHORE
FORM II
[Statute 5 (1)]**

Form of Application for Registration as a Registered Graduate. (For use by a Graduate of a University other than the University of Engineering and Technology, Lahore).

Name (In Block Letters)

Father's Name

*Name of the University from which Graduated	Examination Passed	Year of Passing	Roll No.	Name of University/College from which appeared in the examination	** Year of admission to the Degree

** Merely passing a Degree Examination does not entitle a person to be enrolled as a registered Graduate. Admission to a Degree is necessary condition.

Address at which ballot is to be sent

(The address shall be one at which the applicant normally resides or carries on his work or business; failure to comply with this requirement shall invalidate the application).

Station

Signature of applicant

Dated

Certified that the application has been signed by the applicant in my presence and that he is personally known to me (or has been identified by who is personally known to me).

It is further certified that the applicant is residing permanently within the territorial jurisdiction of the University of Engineering and Technology, Lahore for the last one year.

Dated

Signature and seal of the
*attesting authority

*The applicant shall fill in the form in his own handwriting and get it attested by the Principal of the College from which the applicant graduated or an officer of grade 17 or above or Class A Officer of the University; or by a member of the Syndicate or in the case of a graduate, serving in the Armed Forces, by a Commissioned Officer of the Armed Forces.

Date of remitting Registration fee of Rs. 100/-

Receipt No.....

*A Graduate should submit his original degree or a copy, duly attested by a Magistrate of the First Class or Civil Judge, or by any one of the following:-

- (a) Principal of a Degree College.
- (b) Dean/Director of the Institute/Principal of a Constituent College/Chairman of a University Teaching Department.
- (c) Ex-officio Member of the Senate with the application form failing which his application will not be accepted.

Graduates who are employed in Colleges and the University as Teachers and Professors can submit a declaration signed by the Head of the Institution concerned respectively in lieu of the original Degree or an attested copy thereof.

If the Vice-Chancellor is satisfied from personal knowledge that an applicant has passed certain Examination, a certificate from him to this effect can be accepted in lieu of the original degree or an attested copy thereof.

(To be filled in by the Office)

Certified that the applicant's fee of Rs. 100.00 was received vide Receipt No.....dated.....

Dated.....

Accounts Clerk

Eligible for Registration.

Not eligible due to

Assistant Registration

Clerk.

Deputy Registrar.