

APPENDIX - B

Statutes

Regarding Establishment of

APPLIED ECONOMICS RESEARCH CENTRE
(Institution of National Capability in Applied Economics)

As recommended by the Syndicate
in its meeting of 17th December, 1995

and

approved by the Senate
in its meeting of 27th December, 1995

Under Section 28(1)(g)

of

The University of Karachi Act, 1972

ESTABLISHMENT OF THE APPLIED ECONOMICS RESEARCH CENTRE

The University of Karachi shall establish an Applied Economics Research Centre hereinafter called CENTRE as a constituent institution with a separate Board of Governors in pursuance of the decision of the Government of Pakistan at a meeting of its Central Development Working Party on 30th January 1980, with the status of an Institution of National Capability in Applied Economics.

II. FUNCTIONS OF THE CENTRE

The functions of the Centre shall be as under:

- i) To organize a program of postgraduate courses leading to the award of research degree of Master of Applied Science, M.Phil and Ph.D. in the Area of Economics.
- ii) To undertake, on its own and on behalf of outside agencies, research into the economic problems of Pakistan and other less developed countries.
- iii) To organize short term, training and development courses in different areas of Economics which will not lead to award of degree, diploma or certificate by the University.
- iv) To organize regular seminars for presentation of on-going and completed research by the Centre and outside economists.
- v) To organize local, national and international conferences on issues of current topical interest in Economics to be attended by national and international scholars and policy makers.
- vi) To render professional economic advisory service to and undertake research into economic problems for and on behalf of outside agencies on remunerative assignments without, however, comprising the academic status of the Centre.
- vii) To publish, for the dissemination of its research, a Discussion Paper Series, a Monograph Series, and a Journal titled the Pakistan Journal of Applied Economics.
- viii) To undertake all measures necessary for the utilization of research results.
- ix) To cooperate with all research institutes, universities and professional bodies for promotion of research and teaching standards in Economics.
- x) To undertake all other functions which may be assigned to the Centre from time to time.

BOARD OF GOVERNORS

A) Membership

- i) The Vice-Chancellor, University of Karachi who shall be the Chairman.
- ii) Dean, Faculty of Arts, University of Karachi.
- iii) Chairman, Department of Economics.
- iv) Governor, State Bank of Pakistan or his nominee who shall not be below the rank of an Executive Director.
- v) Chairman, University Grants Commission, or his nominee who shall not be below the rank of equivalent to that of a Joint Secretary.
- vi) Secretary, Ministry of Planning and Development, Govt. of Pakistan, or his nominee who shall not be below the rank of a Joint Secretary.
- vii) Secretary, Ministry of Education, Government of Pakistan, or his nominee who shall not be below the rank of a Joint Secretary..
- viii) Additional Chief Secretary, Planning and Development, Government -of Sindh..
- ix) President of the Federation of the Chamber of Commerce and Industry.
- x) One member of the Syndicate to be nominated by the Syndicate, University of Karachi.
- xi) One member of the Academic Council to be nominated by the Academic Council, University of Karachi.
- xii) Two experts in the subject to be nominated by Vice-Chancellor in consultation with the Director of the Centre.
- xiii) One member each from Research Professors (equivalent to Professor) Senior Research Economists (equivalent to Associate Professor) and Research Economists (equivalent to Assistant Professors) to be elected from the respective, cadres.
- xiv) Joint Director of the Centre.
- xv) Director of the Centre ... (Member-Secretary)

B) Term of Office

The term of office of the members of the Board of Governors other than ex-officio members shall be three years.

C) Meetings and Quorum

- i) The Board of Governors shall ordinarily meet quarterly year.
- ii) Meetings of the Board of Governors shall be convened by the Chairman, Board of Governors.
- iii) A meeting of the Board of Governors may be requisitioned at the request of not less than one-third of its members.
- iv) A meeting of the Board of Governors shall require a quorum of not less than half the members of the Board of Governors.
- v) Notice of the Meetings of the Board of Governors together with its agenda, must be served at least 2 weeks in advance.
- vi) For special or requisitioned meetings an advance notice, together with agenda, of at least one week shall be required.

D) Functions and Powers

The Board of Governors or the Chairman, Board of Governors, when the Board is not in session, shall be the sole executive authority to exercise administrative and financial powers in respect of the Centre delegated by the Syndicate including in particular, the following:

- i) To consider the annual program and budget of the Centre and to approve, reject or refer it back to the Director for such modifications as it may suggest.
- ii) To appoint the academic and non-academic staff member of the Centre and to determine the requirements of eligibility and terms and conditions of their service.
- iii) To frame such rules and regulations as are necessary for the proper organization and administration of the Centre.
- iv) To receive and consider the proposals of the Academic Committee in respect of academic programme, contract research, seminars, conferences, etc. and direct actions thereon.

- v) To receive and consider the Annual and Periodic Performance Report of the Centre and direct corrective actions thereon.
- vi) To receive and consider the Annual Report of the Centre and direct corrective actions thereon.
- vii) To approve award of scholarships, foreign service leave, study leave and long term leave without pay.
- viii) The Board of Governors may delegate to the Chairman of the Board of the Governors, such of its. power/powers as it may deem necessary.

E) Emergency Powers of the Chairman, Board of Governors

The Chairman of the Board of Governors may, in an urgent and emergent situation, take such action as he may consider necessary and shall, as soon, thereafter as possible, report his action to the Board of Governors.

IV. APPOINTING AUTHORITY

- i) The authorities competent to make appointments to various grades shall be as follows:

S.No.	Grade	Appointing Authority
1.	17 and above	The Board of Governors, on the recommendation of the Selection Board.
2.	1 to 16	Chairman, Board of Governors, on the recommendation of the Selection Committee appointed by the Board of Governors. The Selection Committee shall consist of the Director, one. Research Professor and Senior Research Economist and two members of the Board of Governor. The Chairman, Board of Governors or his nominee shall act as Chairman of the Committee.

- ii) In case of an unresolved difference of opinion. between the Board of Governors and the Selection Board, the matter shall be referred by the Chairman to the Syndicate decision shall be final.

V. SELECTION BOARD

1) Membership

- i) Vice-Chancellor, University of Karachi.(Chairman).

- ii) Dean, Faculty of Arts, University of Karachi.
- iii) Chairman, Department of Economics, University of Karachi.
- iv) Director of the Centre.
- v) One member of the Board of Governors who shall not be on the staff of the University of Karachi.
- vi) One nominee of the Syndicate.
- vii) Two eminent economists from outside the University of Karachi, to be nominated by the Board of Governor.
- viii) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Selection Board.
- ix) The term of office of the members of the Selection Board other than ex-officio members shall be two years.

2) Meeting and Quorum

- i) Quorum shall consist of not less than half the total members of the Selection Board.
- ii) Meetings of the Selection Board shall ordinarily be convened by the Director with the concurrence of the Chairman of the Selection Board.
- iii) A meeting of the Selection Board shall be notified together with the agenda and working papers, at least one week in advance.
- iv) In selecting candidates for the posts of Research Professors and Senior Research Economists, the Selection Board shall consult three experts in the subject concerned, at least two of whom will be from abroad.
- v) In selecting candidates for other research posts (Assistant Professors or equivalent) the Selection Board shall co-opt or consult two experts in the subject concerned.
- vi) The Selection Board shall prepare and review each year appropriate lists of local and foreign experts to be co-opted or consulted in selecting the candidate for the posts of Professors and Associate Professors and submit the same for the consideration and approval of the Board of Governors.

ACADEMIC COMMITTEE

A) Membership

- i) Director who shall be the Chairman.
- ii) Joint Director.
- iii) Chairman, Department of Economics, University of Karachi.
- iv) All Research Professors of the Centre.
- v) All Senior Research Economists at the Centre.
- vi) Two Research Economists at the Centre to be selected by rotation for a period of one year.
- vii) Two Staff Economists at Centre to be selected by rotation for a period of one year.
- viii) National Visiting Professor at the Centre, if any.

B) Secretary, Meetings and Quorum

- i) The Secretary of the Academic Committee will be elected by its members for one year.
- ii) The Academic Committee will normally meet at least once a month.
- iii) A meeting of the Academic Committee may be requisitioned by not less than one-third of its members.
- iv) The Secretary must include on agenda of the Academic Committee meeting any matter brought to his/her notice by any staff member of the Centre.
- v) Quorum shall consist of not less than half the total members of Academic Committee.
- vi) Regular and special meetings of the Academic Committee shall require that the notices, together with the agenda be served at least 7 days and 3 days respectively in advance.
- vii) The meeting of the Academic Committee shall be convened by the Director.

C) Functions

The functions of the Academic Committee shall include the following:

- i) To determine the nature of course content, theses and other requirements of the teaching programme organized by the Centre. Cases of award of Ph.D. degrees shall be processed through the Board of Advanced Studies and Research of the University.
- ii) To determine generally, six months in advance, the allocation of the teaching load for the forthcoming academic year.
- iii) To record to the Director three names (of faculty members with minimum qualification of Ph.D.) for appointment of the Incharge, Programme of Graduate Studies.
- iv) To recommend three names for appointment of an Editor of the Journal, through the Director, to the Chairman of the Board of Governors.
- v) To examine Contract Research Project proposals received by the Centre and recommend the terms and conditions of their acceptance to be forwarded by the Director to the Chairman, Board of Governors for approval.
- vi) To constitute a Publication Committee to evaluate the Centre output; a Budget Committee to assist the Director in the formulation of the budget; a Library Committee, to manage the affairs of the Library; and such other committees as may be necessary for the normal functioning of the Centre.

VII. MAINTENANCE OF ACCOUNTS

The maintenance of accounts and audit of the funds of the Centre shall be in accordance with the provision of section 38 of the University of Karachi Act, 1972 and the University's Statutes regarding Maintenance of Accounts.

VIII. DIRECTOR

A) Appointment

The Director will be appointed by the Syndicate on the recommendation of the Chairman of the Board from among three most senior Research Professors. The term of the Director will be 3 years.

B) Functions

- i) The Director will be the principal executive officer of the Centre and will work with the concurrence of the Chairman, Board of Governors..

- ii) The Director will coordinate all the activities of the Centre relating to research, teaching, administration and publication.
- iii) Director shall prepare the Annual Report and Budget of the Centre and forward them to the Board of Governor for approval.
- iv) The Director shall have the power to sanction all expenditures provided for in the budget not exceeding, in single one item, Rs. 10000 (Ten thousand only). Budgeted expenditure exceeding Rs. 10000 (Ten thousand only) will be recommended by the budget committee through the Director for sanctions by the Chairman, Board of Governor. All expenditures over Rs. 5000/- shall be presented to the board of Governors in the form of requests for supplementary grants.
- v) The-Director shall have the power to grant earned and casual leave to Centre staff.
- vi) Director shall, have the. power to recommend special merit increments. for exceptionally good performance to staff upto BPS 16 on the recommendation of the Selection Committee.
- vii) The Director is expected to make substantive contribution to the research and teaching activities of the Centre.

C) **Term of Office**

Appointment to the post of Director shall be for a three year term.

IX. **JOINT DIRECTOR**

A) **Appointment**

Joint Director shall be appointed for a period of three years on the recommendation of the Director by the Chairman, Board of Governors from amongst three most Senior Research Professors of the Centre.

B) **Functions**

- i) The Joint Director will assist the Director in his diverse functions relating to teaching, research, publications and administration at the Centre.
- ii) The Joint Director is expected to make substantive contribution to the research and teaching activities of the Centre.

C) **Term of Office**

Appointment to the post of Joint Director shall be for a three year term.

X. PRESENT STAFF OF THE CENTRE

All the academic or administrative staff (presently working in the Centre) appointed prior to the promulgation of the statutes shall continue to work in their respective positions until the regulation of their services according to the aforesaid Statutes of the Centre.

XI. AMENDMENTS TO STATUTES

The Syndicate may propose amendments necessary to these Statutes on its own initiatives or on the recommendations of the Board of Governors, subject to the approval of the Senate.