**Job Description of Rector**

**1. Role as Chief Executive Officer**

- The Rector shall be the chief executive officer of the University and shall be responsible for all administrative and academic functions of the University and for ensuring that the provisions of the Act, Statutes, Regulations, and Rules are faithfully observed in order to promote the general efficiency and good order of the University. The Rector shall have all powers prescribed for this purpose, including administrative control over the officers, teachers, and other employees of the University.

**2. Entitlement to Attend Meetings**

- The Rector shall, if present, be entitled to attend any meeting of any Authority or body of the University.

**3. Emergency Powers**

- The Rector may, in an emergency that in his opinion requires such immediate action which is ordinarily not in the competence of the Rector, take such action and forward, within seventy-two hours, a report of the action taken to the members of the Emergency Committee of the Senate, to be set up by Statute. The Emergency Committee may direct such further action as it considers appropriate.

**4. Powers and Responsibilities**

- **Direct Assignments**: The Rector may direct teachers, officers, and other employees of the University to take up such assignments in connection with examination, administration, and such other activities in the University as he may consider necessary for the purposes of the University.

- **Financial Re-appropriation**: The Rector may sanction by re-appropriation an amount not exceeding an amount prescribed by the Senate for an unforeseen item not provided for in the budget and report it to the Senate at the next meeting.

- **Appointment Authority**: The Rector may make appointments of such categories of employees of the University and in such manner as may be prescribed by the Statutes.

- **Disciplinary Authority**: The Rector may suspend, punish, and remove, in accordance with prescribed procedure, from service officers, teachers, and other employees of the University except those appointed by or with the approval of the Senate.

- **Delegation of Powers**: The Rector may delegate, subject to such conditions as may be prescribed, any of his powers under this Act to an officer or officers of the University.

- **Other Powers**: The Rector may exercise and perform such other powers and functions as may be prescribed.

**5. Role in Convocation**

- The Rector shall preside at the convocation of the University in the case of non-availability of the Chancellor, Pro-Chancellor, and the Executive Director COMSATS.

**6. Annual Report Presentation**

- The Rector shall present an annual report before the Senate within three months of the close of the academic year. The annual report shall present such information as regards the academic year under review as may be prescribed, including disclosure of all relevant facts pertaining to:

 - Academics;

 - Research;

 - Administration; and

 - Finances and audit.

**7. Distribution and Publication of Annual Report**

- The Rector's annual report shall be made available, prior to its presentation before the Senate, to all officers and University Teachers and shall be published in such numbers as are required to ensure its wide circulation.