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EVALUATION CRITERIA AND JOB DESCRIPTION VICE CHANCELLOR (UCHS)

In exercise of the powers conferred under subsection (1) (e) of section 44 of the University of Child Health Sciences, Lahore Act 2021 (XVIII of 2021), Syndicate of the University of Child Health Sciences, Lahore is pleased to approve the following Statutes:

EVALUATION CRITERIA AND JOB DESCRIPTION:

Duties and power of Vice Chancellor as prescribed in Section 16 but is not limited to the following duties and responsibilities:

1. **Leadership and Vision**: Ability to set a clear vision for the university, fostering a culture of academic excellence and innovation.

2. **Academic Excellence:** Commitment to maintaining high standards in teaching, research, and clinical practice, including accreditation and rankings.

3. **Financial Management:** Effective oversight of the university's budget, fundraising efforts, and resource allocation.

4. **Strategic Planning:** Skill in developing and implementing long-term strategic plans that align with the university's mission and goals.

5. **Stakeholder Engagement:** Ability to communicate and collaborate with faculty, staff, students, alumni, and external partners.

6. **Research Development**: Promotion of research initiatives, securing funding, and supporting faculty and student research endeavors.

7. **Regulatory Compliance:** Ensuring adherence to relevant legal, ethical, and accreditation standards.

8. **Diversity and Inclusion:** Commitment to promoting diversity and creating an inclusive environment for students and staff.

9. **Community Outreach:** Engagement with the local and broader community through partnerships, public health initiatives, and service programs.

10. **Student Success:** Focus on enhancing student experience, retention, and outcomes.

In summary, the Vice Chancellor of UCHS plays a critical role in advancing medical education, research, and healthcare provision, ensuring high standards of academic excellence, clinical practice, and community engagement.

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EVALUATION CRITERIA AND JOB DESCRIPTION OF DEANS UNIVERSITY OF CHILD HEALTH SCIENCES (UCHS)

Duties & powers of Deans as prescribed in Section ------ but is not limited to the following duties and responsibilities: -

EVALUATION CRITERIA AND JOB DESCRIPTION:

Deans at UCHS play a crucial role in advancing academic excellence, research innovation, and healthcare delivery, while ensuring the overall success and growth of their respective schools or faculties.

1. **Academic Leadership:** Ability to provide vision and direction for academic programs, ensuring high standards in teaching and learning.

2. **Curriculum Development:** Effectiveness in overseeing the design and implementation of innovative and relevant curricula that meet educational standards.

3. **Research Promotion:** Support for faculty and student research initiatives, including securing funding and fostering collaborations.

4. **Faculty Development:** Commitment to recruiting, mentoring, and developing faculty to enhance academic performance and career growth.

5. **Student Success:** Focus on improving student experiences, retention, and outcomes, addressing student needs and concerns effectively.

6. **Strategic Planning:** Contribution to the development and execution of the school's strategic initiatives aligned with the university's mission.

7. **Resource Management:** Effective oversight of departmental budgets and resources to maximize efficiency and support academic goals.

8. **Community Engagement:** Building relationships with external partners, including healthcare organizations and alumni, to enhance community involvement and opportunities.

9. **Diversity and Inclusion:** Promotion of a diverse and inclusive environment within the faculty and student body.

10. **Compliance and Accreditation:** Ensuring adherence to accreditation standards and institutional policies.

These criteria provide a comprehensive framework for assessing the effectiveness and impact of deans within a UCHS Lahore.

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EVALUATION CRITERIA AND JOB DESCRIPTIONS PRO VICE CHANCELLOR UNIVERSITY OF CHILD HEALTH SCIENCES (UCHS)

Duties & powers of Pro-Vice Chancellor as prescribed in Section 17 but is not limited to the following duties and responsibilities: -

EVALUATION CRITERIA AND JOB DESCRIPTIONS:

The Pro Vice Chancellor of the UCHS is key leadership role responsible for providing strategic support to the Vice Chancellor in steering the institution towards academic excellence, research innovation, and overall growth. This position involves a collaborative and supportive approach to enhance the effectiveness and efficiency of the UCHS operations.

1. **Academic Leadership:** Ability to support and enhance academic programs and initiatives, ensuring high standards in education and training.

2. **Research Advancement:** Promotion of research activities, including securing funding and fostering collaborations that enhance the university's research profile.

3. **Administrative Efficiency**: Effectiveness in managing academic departments and ensuring efficient operations within the university.

4. **Curriculum Development**: Involvement in the design and implementation of innovative curricula that meet educational standards and address emerging healthcare needs.

5. **Faculty Development**: Commitment to faculty recruitment, retention, and professional development, fostering a supportive academic environment.

6. **Student Engagement**: Strategies for enhancing student experiences, support services, and outcomes, including addressing student needs and concerns.

7. **Compliance and Governance**: Ensuring adherence to institutional policies, accreditation standards, and regulatory requirements.

8. **Collaboration and Partnerships**: Building relationships with external stakeholders, including healthcare organizations, industry, and community partners.

9. **Diversity and Inclusion**: Efforts to promote a diverse and inclusive environment for students and staff.

10. **Strategic Planning:** Contribution to the development and execution of the university's strategic goals and initiatives.

These criteria can be tailored based on the specific roles and responsibilities assigned to the Pro Vice Chancellor within UCHS, Lahore.

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EVALUATION CRITERIA AND JOB DESCRIPTIONS REGISTRAR UNIVERSITY OF CHILD HEALTH SCIENCES (UCHS)

Duties & powers of Registrar as prescribed in Section 18 but is not limited to the following duties and responsibilities: -

EVALUATION CRITERIA AND JOB DESCRIPTION

This comprehensive job description outline the multifaceted role of a Registrar in a UCHS Lahore, encompassing administrative, academic, and student-focused responsibilities to ensure the smooth functioning of the UCHS Lahore

1. **Administrative Efficiency**: Ability to manage university operations effectively, including enrollment, records management, and compliance with academic policies.

2. **Student Services:** Quality of support provided to students, including admissions, registration processes, and addressing student inquiries.

3. **Regulatory Compliance:** Ensuring adherence to legal, accreditation, and institutional standards in all administrative functions.

4. **Data Management**: Accuracy and security of academic records, including the implementation of effective data management systems.

5. **Communication Skills:** Effectiveness in communicating with students, faculty, and administrative staff, fostering a transparent and responsive environment.

6. **Collaboration:** Building strong relationships with various departments and stakeholders to support the university's mission and initiatives.

7. **Policy Development:** Contribution to the development and implementation of institutional policies related to academic administration.

8. **Problem-Solving Skills:** Ability to address and resolve issues efficiently, ensuring smooth operations within the university.

9. **Innovation and Improvement**: Initiatives taken to enhance processes and systems related to administration and student services.

10. **Professional Development:** Commitment to personal and professional growth, including staying updated on trends in academic administration.

These criteria provide a framework for assessing the effectiveness and impact of a Registrar in a UCHS Lahore setting.

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EVALUATION CRITERIA AND JOB DESCRIPTION OF TREASURER UNIVERSITY OF CHILD HEALTH SCIENCES (UCHS)

Duties & powers of Treasurer as prescribed in Section 19 but is not limited to the following duties and responsibilities: -

1. **Financial Management:** Effectiveness in overseeing the university's financial operations, including budgeting, forecasting, and financial reporting.

2. **Budgeting Skills:** Ability to develop and manage budgets that align with the university's strategic goals and ensure fiscal responsibility.

3. **Fundraising and Revenue Generation:** Success in identifying and securing funding sources, including grants, donations, and partnerships.

4. **Compliance and Risk Management:** Ensuring adherence to financial regulations and policies, and effectively managing financial risks.

5. **Financial Reporting:** Accuracy and timeliness in preparing and presenting financial statements and reports to stakeholders.

6. **Investment Management:** Oversight of the university's investment portfolio, including strategy development and performance monitoring.

7. **Collaboration:** Building strong relationships with other departments and stakeholders to align financial strategies with institutional priorities.

8. **Cost Control**: Implementation of effective cost management strategies to enhance financial sustainability.

9. **Audit Coordination:** Management of external audits and compliance reviews, ensuring all financial practices meet regulatory standards.

10. **Professional Development:** Commitment to staying updated on financial best practices, regulations, and trends in higher education finance.

These criteria help ensure that the Treasurer plays a vital role in the financial health and sustainability of the UCHS Lahore.

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EVALUATION CRITERIA AND JOB DESCRIPTION OF CONTROLLER EXAMINATIONS UNIVERSITY OF CHILD HEALTH SCIENCES (UCHS)

Duties & powers of Controller of Examinations as prescribed in Section 20 but is not limited to the following duties and responsibilities: -

EVALUATION CRITERIA AND JOB DESCRIPTION

Controller of Examination at a medical University plays a vital role in ensuring the smooth and fair conduct of examinations. This multifaceted position involves strategic planning, policy development, logistical coordination, technology integration, and regulatory compliance to overall success of the institution's programs.

1. **Examination Management**: Effectiveness in planning, organizing, and overseeing all examination processes, ensuring they are conducted fairly and efficiently.

2. **Academic Integrity**: Implementation of policies and practices to uphold academic honesty, including measures to prevent and address cheating and misconduct.

3. **Assessment Quality:** Development and maintenance of high standards for examination content, including alignment with learning objectives and outcomes.

4. **Data Accuracy:** Ensuring the accuracy and security of examination results and student records, including timely reporting and communication of results.

5. **Regulatory Compliance:** Adherence to institutional, legal, and accreditation standards related to examinations and assessments.

6. **Communication Skills:** Ability to effectively communicate with students, faculty, and staff regarding examination policies, procedures, and results.

7. **Stakeholder Engagement:** Collaboration with academic departments to align assessment strategies with curricular goals and objectives.

8. **Innovation in Assessment:** Adoption of best practices and innovative approaches in assessment methods and technologies to enhance the examination process.

9. **Problem-Solving Skills:** Capacity to address and resolve issues related to examinations promptly and effectively.

10. **Professional Development:** Commitment to ongoing learning and improvement in the field of examination and assessment, staying current with trends and best practices.

These criteria help ensure that the Controller of Examinations contributes positively to the integrity and effectiveness of the assessment processes within the UCHS Lahore.