



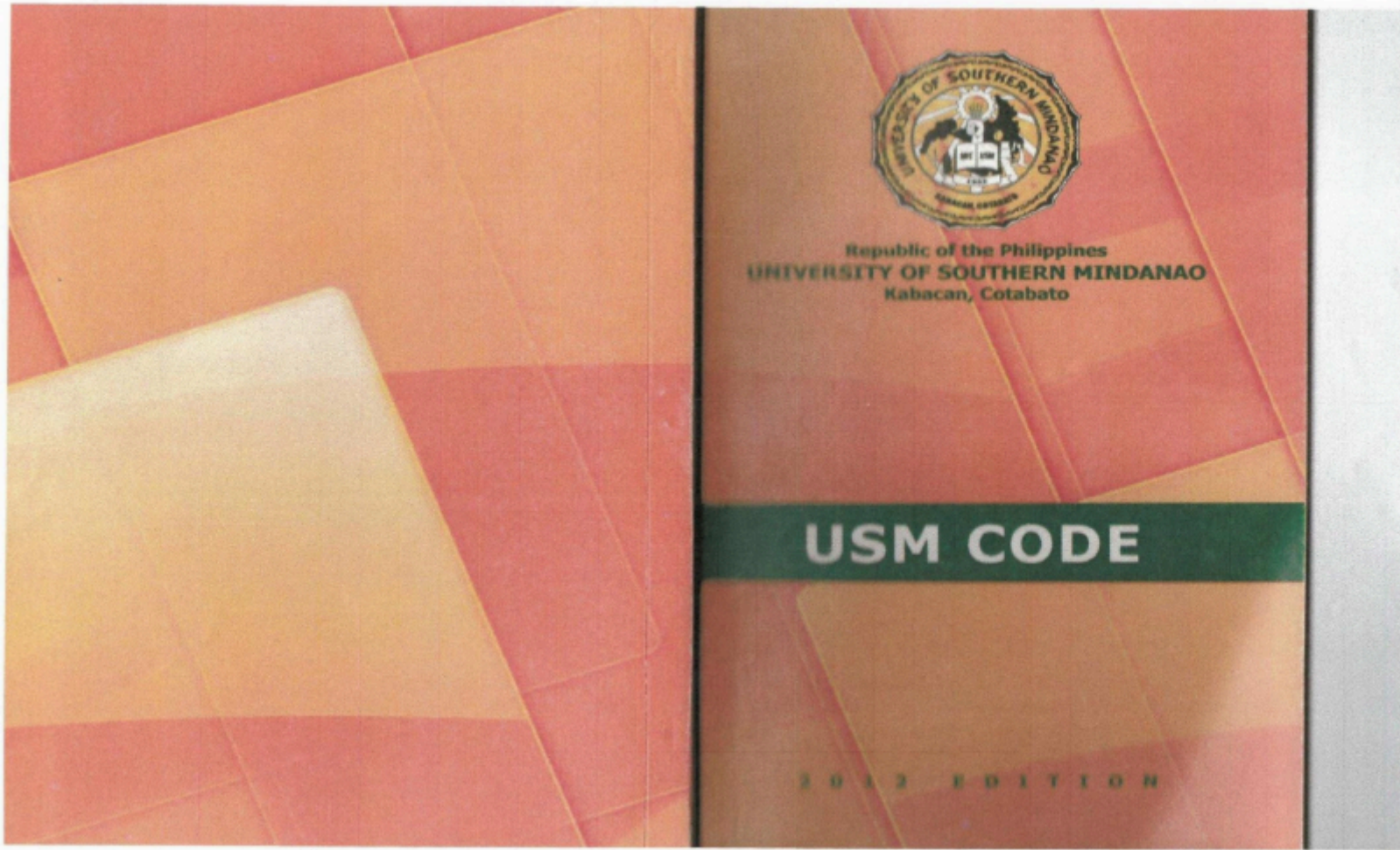
PUBLIC OF THE PHILIPPINES
UNIVERSITY OF SOUTHERN MINDANAO
KABACAN, COTABATO



GRADUATE SCHOOL

S.2 Every office unit in the organizational structure has functions approved by the BOR/BOT

**Master of Science in
Animal Science**



BOR Res. # 72, s. 2004 -

Preface

This 2012 edition of the USM Code, also known as the CODE of GOVERNANCE of the University of Southern Mindanao, is the successor of the 2005th edition of the USM Code. It has been promulgated to serve as a reference and guide to the University constituents, while at the same time, it gives them a more holistic view of what the University is all about.

The 2005 edition of the USM Code was painstakingly reviewed and initially amended by the Committee led by Dr. Antonio Tacardon, former dean of the College of Education and later Vice President of the University before his retirement in 2011, after series of intensive consultations and coordination with the deans, directors, department chairpersons, heads of offices, the faculty, staff and students of the University. The final drafts of the different parts of the Code were then submitted to the BOR Committee of the Whole for review, critiquing and improvement in a series of Committee meetings before these were submitted to the Board of Regents for information and final approval.

Subsequently, the final drafts of the amendments made were approved in principle by the Board and were subjected to further review and study by a legal team composed of lawyers from the Office of the Solicitor General pursuant to BOR Resolution No. 61, series of 2011. It was only after the legal team declared the said amendments, in particular and the revised Code, in general, to be safe and free from any legal impediments or misinterpretations that the Board gave its final approval. This took place during the 107th Regular Meeting of the USM Board of Regents (USM-BOR) held on March 20, 2012 at CHED, Quezon City by virtue of BOR Resolution No. 08, series of 2012. It was also during the same meeting when the Board approved the revised Table of Organization which supported the revised Code through BOR Resolution No. 07, series of 2012.

The 2012 Revised USM Code shall remain as the cornerstone of the University governance and blueprint for the implementation of its mandated four-fold functions of instruction, research, extension and resource generation. It consists of four (4) books, namely: Book I - The Organizational and Functional Structure of the University, Book II - The Administration Personnel, Finances and Properties, Book III - The Academic Affairs, and Book IV - The Student Code. Specifically, it consists of 10 Titles, 72 Chapters and 250 Articles. Each Title or Chapter focuses on a single subject or function and can stand alone without necessarily referring to the other provisions of the Code. However, to have a clearer and more comprehensive grasp of the governance and operations of

the University, it is recommended that the reader starts from the first Book, Title and Chapter and onwards as he / she goes through the entire Code.

In spite of the intensity of efforts put forth in coming up with this revised edition of the USM Code, there might still be remaining stones unturned, inchoate thoughts or ideas relative to the organizational and operational set up of the University and the like. But one thing is definite, the University will continue to grow and be dynamic. Hence, it is expected that the Code will be revised and updated, later or sooner, to enable the University to meet the changing needs and demands of the time. This is precisely the reason behind the provision of a Chapter on Amendments.

Nonetheless, sincere gratitude and appreciation are hereby conveyed to the individual members of the Code Revision Committee and later the Critic, Editorial, and Publication Committees for their time, hard work, dedication and perseverance in coming up with the final revised draft of the Code. Likewise, to the distinguished members of the University Administrative and Academic Councils, and all those, who, individually or collectively, contributed their time, effort, knowledge, ideas and moral support for the same purpose. More specifically, special thanks and appreciation are conveyed to the deans, directors, other unit heads, concerned faculty members, staff and students for their invaluable assistance in the revision of the Student Code.

Above all, to God Almighty, for the wisdom, guidance, strength and Divine Providence, without HIM, the completion of this 2012 Revised Edition of the USM Code would not be successful. To Him, we give back all the glory!

Table of Contents

CODE OF GOVERNANCE

BOOK I THE ORGANIZATIONAL AND FUNCTIONAL STRUCTURE OF THE UNIVERSITY

TITLE ONE		1
GENERAL PROVISIONS		
CHAPTER 1 - PRELIMINARY MATTERS		1
Article 1. Title, Coverage, and Interpretation		1
Article 2. Declaration of University Principles and Policies		2
Article 3. USM Vision, Mission, Core Values, Goals and Objectives		3
Article 4. Declaration of General Objectives		3
Article 5. University Seal and Colors		4
CHAPTER 2 - DEFINITION OF TERMS		5
TITLE TWO		8
THE GOVERNANCE OF THE UNIVERSITY		
CHAPTER 3 - THE BOARD OF VISITORS		8
Article 6. Composition and Special Functions		8
CHAPTER 4 - THE BOARD OF REGENTS		8
Article 7. Declaration of Policy		8
Article 8. Composition and Terms of Office		8
Article 9. Meetings and Quorum of the Board		9
Article 10. Compensation		9
Article 11. Powers and Duties of the Board		9
Article 12. The Secretary of the Board and of the University Administrative Council		12
Article 13. Annual Report		12
CHAPTER 5 - THE ADMINISTRATIVE COUNCIL		12
Article 14. Composition		12
Article 15. Functions		12
Article 16. Meetings and Quorum		12
CHAPTER 6 - THE ACADEMIC COUNCIL		13
Article 17. Composition		13
Article 18. Powers and Functions of the Academic Council		13
Article 19. Officers		13
Article 20. Meetings and Quorum		14

CHAPTER 7 - UNIVERSITY ACADEMIC AFFAIRS COMMITTEE (UAAC)	14
Article 21. Composition	14
Article 22. University Academic Affairs Committee (UAAC)	14
Article 23. Secretariat	15
Article 24. Meetings and Quorum	15
CHAPTER 8 - UNIVERSITY RESEARCH, DEVELOPMENT AND EXTENSION COMMITTEE (URDEC)	15
Article 25. Composition	15
Article 26. Powers and Functions of the Committee	16
Article 27. Secretariat	16
Article 28. Meetings and Quorum	16
CHAPTER 9 - UNIVERSITY RESOURCE GENERATION MANAGEMENT COMMITTEE (URGMC)	17
Article 29. Composition	17
Article 30. Powers and Functions of the URGMC	17
Article 31. Secretariat	17
Article 32. Meetings and Quorum	18
Article 33. The Business Development Center	18
CHAPTER 10 - KEY OFFICIALS OF THE UNIVERSITY	19
Article 34. The President of the University	19
Article 35. The Office of the President (OP)	21
Article 36. The University Planning and Development Office (UPDO)	22
Article 37. The University Human Resource Management and Development Office (UHRMDO)	22
Article 38. The University Public Relations and Information Office (UPRIO)	23
Article 39. The University Information and Communication Technology Office (UICTO)	24
Article 40. The University Security Services Management Office (USSMO)	24
Article 41. The Vice President for Academic Affairs	25
Article 42. The Line and Staff Offices Under the Vice President for Academic Affairs and their Respective Functions	26
Article 43. The Graduate School	27
Article 44. The Colleges and Institutes	27
Article 45. The Line and Staff Offices Under the Vice President for Academic Affairs	28
Article 46. The Vice President for Administration and Finance	29
Article 47. The Offices under the Vice President for Administration and Finance	30
Article 48. The Vice President for Research, Development and Extension	30
Article 49. The Line Offices under the Vice President for Research, Development and Extension	31

USM Code

Article 50. The Vice President for Resource Generation and Entrepreneurial Services	32
Article 51. The Line Offices under the Vice President for Resource Generation and Entrepreneurial Services	32
Article 52. The Secretary of the Board and of the University	33
Article 53. The Executive Assistants	33
CHAPTER 11 - LINE AND STAFF OFFICES UNDER THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND THEIR FUNCTIONS	34
Article 54. The Office of the Director for Instruction	34
Article 55. The University Admission and Records Office (ARO)	35
Article 56. The University Learning Resource Center (ULRC)	36
Article 57. The Office of Student Affairs	37
CHAPTER 12 - LINE AND STAFF OFFICES UNDER THE OFFICE OF VICE PRESIDENT FOR RESEARCH, DEVELOPMENT AND EXTENSION AND THEIR FUNCTIONS	41
Article 58. The Research and Development Office	41
Article 59. The University Extension Services Center	42
Article 60. The National/Regional Research, Extension and Training Institutes/Centers Established in the University	42
CHAPTER 13 - LINE AND STAFF OFFICES UNDER THE OFFICE OF THE VICE PRESIDENT FOR RESOURCE GENERATION AND ENTREPRENEURIAL SERVICES AND THEIR FUNCTIONS	43
Article 61. The Business Development Center (BDC)	43
Article 62. The University Health and Hospital Services	44
CHAPTER 14 - LINE AND STAFF OFFICES UNDER THE OFFICE OF VICE PRESIDENT FOR ADMINISTRATION AND FINANCE AND THEIR FUNCTIONS	44
Article 63. Composition	44
Article 64. The Offices under the Finance and Management Services	45
Article 65. Primary Function	46
Article 66. Other Ancillary Administrative Services Officials and Employees	46
Article 67. The Administrative Services	46
Article 68. The Property and Supply Office	47
Article 69. The University Physical Plant Development Services	47
Article 70. Standing Committees	48

USM Code

TITLE THREE

**THE ORGANIZATION OF INSTRUCTION, RESEARCH,
EXTENSION AND RESOURCE GENERATION**

CHAPTER 15- THE ACADEMIC UNITS, THEIR STRUCTURE AND PERSONNEL	49
Article 71. The Academic Units	49
Article 72. The Academic Personnel	49
Article 73. The Academic Departments	50
Article 74. The College/Institute Assembly	51
Article 75. The National Service Training Program (NSTP)	51
CHAPTER 16 - RESEARCH, DEVELOPMENT AND EXTENSION	52
Article 76. Scope of Research and Extension Services	52
Article 77. Policies and Guidelines Governing Research, Development and Extension	52
Article 78. Research and Extension Personnel	52
CHAPTER 17 - RESOURCE GENERATION	52
Article 79. The Business Development Center	52
Article 80. Scope	53
Article 81. Policies and Guidelines Governing Resource Generation	53
Article 82. The Resource Generation Personnel	54

TITLE FOUR

THE INDEPENDENT/AFFILIATE OFFICES

CHAPTER 18 - INDEPENDENT OFFICES	54
Article 83. The Commission on Audit	54
CHAPTER 19 - THE AFFILIATE AGENCIES/INSTITUTIONS	54
Article 84. Rules and Policies	54
Article 85. Review of Existing Linkage Agreements	54

BOOK II

**THE ADMINISTRATION OF PERSONNEL, FINANCES
AND PROPERTIES**

TITLE FIVE

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE 55

CHAPTER 20 - RECRUITMENT AND APPOINTMENT OF PERSONNEL	55
Article 86. General Provisions	55
Article 87. The Merit System and Promotion Plans	55
Article 88. Regular Faculty and Academic Support Staff	56
Article 89. Part-time, Contractual Faculty and Academic support staff	56

CHAPTER 21 - TERMS AND CONDITIONS OF EMPLOYMENT	56
Article 90. Working Hours	56
Article 91. Service Report	57
Article 92. Faculty Workload	57
Article 93. Basic Salaries	59
Article 94. Additional Compensation	59
CHAPTER 22 - CAREER ADVANCEMENT AND OTHER PERSONNEL ACTIONS	60
Article 95. Advancement in Rank or Positions	60
Article 96. Appointment of University and College Professors	60
Article 97. Other Personnel Actions	60
CHAPTER 23 - PERFORMANCE APPRAISAL, AWARDS AND INCENTIVES PROGRAM	61
Article 98. Performance Appraisal System	61
Article 99. Program on Awards and Incentives for Service Excellence (PrAISE)	61
CHAPTER 24 - TRAINING AND DEVELOPMENT	62
Article 100. General Provisions	62
Article 101. Scholarships, Fellowships and Training Grants	62
Article 102. Professorial Chair	62
Article 103. Sabbatical Leave	63
CHAPTER 25 - PERSONNEL RELATIONS AND DEVELOPMENT	63
Article 104. Health, Safety and Social Services	63
Article 105. Personnel Relations	63
CHAPTER 26 - OTHER EMPLOYEE BENEFITS AND PRIVILEGES	64
Article 106. Official Leave of Absence	64
Article 107. Leave Without Pay	65
Article 108. Social Security and Insurance Benefits	65
Article 109. Study Privileges of Employee's Children	65
Article 110. Housing and Land Use Privileges	66
Article 111. Legal Service	66
Article 112. Retirement Privileges	66
CHAPTER 27 - ACCOUNTABILITY OF UNIVERSITY PERSONNEL	67
Article 113. Code of Conduct and Ethical Standards	67
Article 114. Civic Service and University Rules and Regulations	67
CHAPTER 28 - GRIEVANCES	68
Article 115. General Provisions	68
CHAPTER 29 - RIGHT TO SELF-ORGANIZATION	69
Article 116. General Provisions	69
Article 117. Protection of the Right to Organize	69
CHAPTER 30 - SEPARATION	70
Article 118. Resignation and Reassignment	70
Article 119. Other Modes of Separation	70
CHAPTER 31 - DISCIPLINE	70
Article 120. General Provisions	70

Article 121. Disciplinary Jurisdiction	71
Article 122. Grounds for Disciplinary Action	72
Article 123. Commencement of Administrative Disciplinary Action	72
Article 124. Form and Content of Complaint	72
Article 125. Where to File the Complaint	73
Article 126. Effect of Withdrawal of the Complaint	73
Article 127. Action on the Complaint	73
Article 128. Preliminary Investigation	73
Article 129. Duration of Investigation	74
Article 130. Committee Report	74
Article 131. Preventive Suspension	74
Article 132. Penalties	74
CHAPTER 32 - PROTESTS AND COMPLAINTS INVOLVING OTHER PERSONNEL ACTIONS	76
Article 133. Protest	76
Article 134. Complaints Involving Other Personnel Actions	76
TITLE SIX	
ADMINISTRATION OF UNIVERSITY FINANCES	
CHAPTER 33 - THE UNIVERSITY BUDGET	77
Article 135. General Provisions	77
Article 136. Preparation of Budget Proposal	77
CHAPTER 34 - EXPENDITURES	78
Article 137. General Provisions	78
Article 138. Prohibition of Irregular, Unnecessary, Excessive, Extravagant, or Unconscionable (IUUEU) Expenditures	78
CHAPTER 35 - DISBURSEMENTS	78
Article 139. General Provisions	78
CHAPTER 36 - CASH ADVANCE	79
Article 140. General Provisions	79
Article 141. Types of Cash Advances	79
Article 142. Guidelines in the Grant and Utilization of Cash Advances	79
CHAPTER 37 - PERSONNEL SERVICES	80
Article 143. Payment of Salaries, Wages and Allowances	80
Article 144. Salary Retention or Deduction	81
CHAPTER 38 - PROCUREMENT AND REQUISITION OF SUPPLIES AND MATERIALS	81
Article 145. General Provisions	81
Article 146. Public Bidding / Electronic Procurement	81
Article 147. Emergency Purchase	81
Article 148. Bids and Awards Committee	82
Article 149. Payment of Contract	82

USM Code

CHAPTER 39 - SALE AND DISPOSAL OF UNIVERSITY PROPERTY	82
Article 150. General Provisions	82
Article 151. Disposal of Property	82
Article 152. Sale of Property	82
CHAPTER 40 - INFRASTRUCTURE CONTRACT	83
Article 153. Mode of Contracting	83
Article 154. Creation of Pre-qualification, Bids and Awards Committee (PBAC)	83
CHAPTER 41 - TRAVELLING EXPENSES	83
Article 155. General Provisions	83
CHAPTER 42 - INVESTMENTS	83
Article 156. General Provisions	83
CHAPTER 43 - UNIVERSITY PUBLICATIONS	84
Article 157. General Provisions	84

TITLE SEVEN
ADMINISTRATION OF PROPERTIES

CHAPTER 44 - CUSTODIANSHIP OF PROPERTY	84
Article 158. Persons Primarily and Secondarily Accountable for Government Property	84
Article 159. Accountable Officer: Bond Requirement	84
Article 160. Insurance of Property	85
Article 161. Use of Government Movable Property	85
Article 162. Use and Operations of University Motor Vehicles	85
CHAPTER 45 - BUILDINGS AND GROUNDS	86
Article 163. Names of Buildings and Other Structures	86
Article 164. Maintenance and Repair of Buildings and Other Physical Structures	86
Article 165. Use of Buildings, Premises and Equipment	86
Article 166. Solicitation within the University	87
CHAPTER 46 - SUPPLIES, MATERIALS AND EQUIPMENT	87
Article 167. Recording and Inventories of Supplies, Materials and Equipment	87

BOOK III
THE ACADEMIC AFFAIRS

TITLE EIGHT
ACADEMIC POLICIES

CHAPTER 47 - COVERAGE	88
Article 168. General Provisions	88
CHAPTER 48 - ORGANIZATIONAL STRUCTURE	88
Article 169. Organizational Structure of the University	88

USM Code

Article 121. Disciplinary Jurisdiction	71
Article 122. Grounds for Disciplinary Action	72
Article 123. Commencement of Administrative Disciplinary Action	72
Article 124. Form and Content of Complaint	72
Article 125. Where to File the Complaint	73
Article 126. Effect of Withdrawal of the Complaint	73
Article 127. Action on the Complaint	73
Article 128. Preliminary Investigation	73
Article 129. Duration of Investigation	74
Article 130. Committee Report	74
Article 131. Preventive Suspension	74
Article 132. Penalties	74
CHAPTER 32 - PROTESTS AND COMPLAINTS INVOLVING OTHER PERSONNEL ACTIONS	76
Article 133. Protest	76
Article 134. Complaints Involving Other Personnel Actions	76
TITLE SIX	
ADMINISTRATION OF UNIVERSITY FINANCES	
CHAPTER 33 - THE UNIVERSITY BUDGET	77
Article 135. General Provisions	77
Article 136. Preparation of Budget Proposal	77
CHAPTER 34 - EXPENDITURES	78
Article 137. General Provisions	78
Article 138. Prohibition of Irregular, Unnecessary, Excessive, Extravagant, or Unconscionable (IUUEU) Expenditures	78
CHAPTER 35 - DISBURSEMENTS	78
Article 139. General Provisions	78
CHAPTER 36 - CASH ADVANCE	79
Article 140. General Provisions	79
Article 141. Types of Cash Advances	79
Article 142. Guidelines in the Grant and Utilization of Cash Advances	79
CHAPTER 37 - PERSONNEL SERVICES	80
Article 143. Payment of Salaries, Wages and Allowances	80
Article 144. Salary Retention or Deduction	81
CHAPTER 38 - PROCUREMENT AND REQUISITION OF SUPPLIES AND MATERIALS	81
Article 145. General Provisions	81
Article 146. Public Bidding / Electronic Procurement	81
Article 147. Emergency Purchase	81
Article 148. Bids and Awards Committee	82
Article 149. Payment of Contract	82

USM Code

CHAPTER 39 - SALE AND DISPOSAL OF UNIVERSITY PROPERTY	82
Article 150. General Provisions	82
Article 151. Disposal of Property	82
Article 152. Sale of Property	82
CHAPTER 40 - INFRASTRUCTURE CONTRACT	83
Article 153. Mode of Contracting	83
Article 154. Creation of Pre-qualification, Bids and Awards Committee (PBAC)	83
CHAPTER 41 - TRAVELLING EXPENSES	83
Article 155. General Provisions	83
CHAPTER 42 - INVESTMENTS	83
Article 156. General Provisions	83
CHAPTER 43 - UNIVERSITY PUBLICATIONS	84
Article 157. General Provisions	84

TITLE SEVEN
ADMINISTRATION OF PROPERTIES

CHAPTER 44 - CUSTODIANSHIP OF PROPERTY	84
Article 158. Persons Primarily and Secondarily Accountable for Government Property	84
Article 159. Accountable Officer: Bond Requirement	84
Article 160. Insurance of Property	85
Article 161. Use of Government Movable Property	85
Article 162. Use and Operations of University Motor Vehicles	85
CHAPTER 45 - BUILDINGS AND GROUNDS	86
Article 163. Names of Buildings and Other Structures	86
Article 164. Maintenance and Repair of Buildings and Other Physical Structures	86
Article 165. Use of Buildings, Premises and Equipment	86
Article 166. Solicitation within the University	87
CHAPTER 46 - SUPPLIES, MATERIALS AND EQUIPMENT	87
Article 167. Recording and Inventories of Supplies, Materials and Equipment	87

BOOK III
THE ACADEMIC AFFAIRS

TITLE EIGHT
ACADEMIC POLICIES

CHAPTER 47 - COVERAGE	88
Article 168. General Provisions	88
CHAPTER 48 - ORGANIZATIONAL STRUCTURE	88
Article 169. Organizational Structure of the University	88

USM Code

CHAPTER 49 - ACADEMIC CALENDAR	88
Article 170. Academic Calendar	88
Article 171. Class Size	89
CHAPTER 50 - SCHEDULE, DISMISSAL, AND SUSPENSION OF CLASSES	89
Article 172. Schedule of Classes	89
Article 173. Dismissal of Classes	89
Article 174. Suspension of Classes	90
Article 175. Changes of Class Schedule	90
Article 176. Make Up Class	90
CHAPTER 51- ADMISSION AND ENROLLMENT	90
Article 177. Entrance Requirements	90
Article 178. Admission	91
Article 179. Registration	92
Article 180. Cross-enrollment	92
CHAPTER 52 - STUDENTS AND THEIR CLASSIFICATION	93
Article 181. Classification of Student	93
CHAPTER 53 - STUDENT ACADEMIC LOAD	94
Article 182. Number of Hours Per Unit of Credit	94
Article 183. Normal Load of Students	94
CHAPTER 54 - CLASS ATTENDANCE	95
Article 184. Rules on Attendance of Students	95
CHAPTER 55 - SCHOOL FEES	96
Article 185. Classification of School Fees	96
Article 186. Schedule of Allowable Refunds	97
CHAPTER 56 - CURRICULAR CHANGES	97
Article 187. Dropping of Subject	97
Article 188. Withdrawal from the Program	97
Article 189. Substitution of Subjects	98
Article 190. Changing/Adding of Subjects	98
Article 191. Shifting of Course/Enforcement of a New Curriculum	98
CHAPTER 57 - TRANSFER OF STUDENTS AND VALIDATION OF SUBJECTS	99
Article 192. Transfer of Students	99
Article 193. Validation of Subjects	99
Article 194. Examination	100
Article 195. Grading System and Removal of Grades of "INC" and "4"	101
CHAPTER 58 - SCHOLARSHIPS, GRANT-IN-AID, AND SPECIAL ENROLMENT PRIVILEGES	103
Article 196. Scholarship Program	103
Article 197. Grant-in-Aid and Other Enrolment Privileges	104
CHAPTER 59 - ACADEMIC DELINQUENCY AND RESIDENCY	104
Article 198. Academic Delinquency	104
Article 199. Residency	105

CHAPTER 60 - LEAVE OF ABSENCE AND HONORABLE DISMISSAL	105
Article 200. Leave of Absence	105
Article 201. Issuance of Honorable Dismissal	106
CHAPTER 61 - GRADUATION	106
Article 202. Graduation Requirements	106
Article 203. Graduation with Honors	107
Article 204. Commencement and Baccalaureate Exercises	108
Article 205. Conferment of Doctoral Degree (Honoris Causa) and Other Honorary Titles	108
Article 206. Academic Attire	108

BOOK IV
THE STUDENT CODE

TITLE NINE
STUDENT AFFAIRS

CHAPTER 62 - RIGHTS AND DUTIES OF STUDENTS	110
Article 207. Rights of Students	110
Article 208. Duties and Responsibilities of Students	111
CHAPTER 63 - STUDENT WELFARE SERVICES	111
Article 209. Guidance and Counseling	111
Article 210. Health Services	111
Article 211. Financial Aid	112
Article 212. Housing and Other Facilities	112
CHAPTER 64 - THE STUDENTS ORGANIZATION	112
Article 213. General Provisions	112
Article 214. University Student Government (USG)	112
Article 215. Supervision of Student Organizations and Activities	113
CHAPTER 65 - SPORTS, PHYSICAL EDUCATION AND RECREATION	113
Article 216. General Provisions	113
CHAPTER 66 - STUDENT CONVOCATION	114
Article 217. General Provisions	114
CHAPTER 67 - CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES	114
Article 218. General Provisions	114
Article 219. Policies and Guidelines	114
CHAPTER 68 - STUDENT PUBLICATION	115
Article 220. Philosophy, Aims and Objectives	115
Article 221. Statement of Principles	115
Article 222. Organization and Recognition	115
Article 223. Selection and Qualification Standards	115
Article 224. Powers, Duties and Privileges of the Publication Staff	116

CHAPTER 69 - STUDENT CONDUCT AND DISCIPLINE	117
Article 225. General Provisions	117
Article 226. Norms of Conduct and Discipline	117
Article 227. Basis of Discipline	117
Article 228. Grounds for Student Disciplinary Action and Penalties	117
Article 229. Sanctions and Operative Effects	121
CHAPTER 70 - RULES IN THE CONDUCT OF INVESTIGATION OF STUDENT DISCIPLINARY CASES	121
Article 230. University and College Committee on Student Discipline	121
Article 231. Authority to Investigate	122
Article 232. Form and Content of Complaint	122
Article 233. Answer	123
Article 234. Notice of Hearing	123
Article 235. Hearing	123
Article 236. Failure to Appear at Hearing	123
Article 237. Postponement	123
Article 238. Hearing of the University Committee on Student Discipline; Action of the University President	124
Article 239. Motion for Reconsideration	124
Article 240. Appeal to the Board of Regents	124
Article 241. Finality of the Decision	124
Article 242. Rights of the Student-Respondent	124
Article 243. Effectivity of Decision	125
Article 244. Records of Proceedings	125
Article 245. Offenses and Penalties for Non-Student and Non-Campus Residents	125
CONCLUDING TITLE	
CHAPTER 71 - ENCLOSURES AND AMENDMENTS	126
Article 246. Enclosures	126
Article 247. Manner of Amendment	126
CHAPTER 72 - REPEALING, SEPARABILITY AND EFFECTIVITY CLASUES	126
Article 248. Repealing Clause	126
Article 249. Separability Clause	126
Article 250. Effectivity Clause	126

CODE OF GOVERNANCE

BOOK 1

THE ORGANIZATIONAL AND FUNCTIONAL STRUCTURE OF THE UNIVERSITY

TITLE ONE

GENERAL PROVISIONS

CHAPTER 1

PRELIMINARY MATTERS

Article 1. Title, Coverage, and Interpretation

Section 1. Title. This Code shall be known as the "Code of Governance of the University of Southern Mindanao (USM) 2012" or the "USM Code of 2012".

Section 2. The University of Southern Mindanao (USM). The University of Southern Mindanao, hereinafter called the University, is a state institution of higher learning created and established under Republic Act No. 763 by the 2nd Congress of the Philippines, 3rd Session and duly signed into law by President Elpidio R. Quirino on June 20, 1952 providing for the conversion of the Kabacan Provincial High School to the Mindanao Institute of Technology (MIT) with an allocation of Php50,000.00 to facilitate its implementation.

Section 3. The Mandate of the Charter. Pursuant to R.A. No. 4127, "An Act Amending Certain Sections of R.A. No. 763, otherwise known as the Charter of the Mindanao Institute of Technology," the MIT (now USM) shall "offer not only elementary, secondary vocational and normal courses of instruction but also collegiate courses leading to the degrees of Bachelor of Science in Home Economics, Bachelor of Science in Education, Bachelor of Science in Agriculture, Bachelor of Science in Civil Engineering, Bachelor of Science in Electrical Engineering, Bachelor of Science in Mining Engineering, and such other programs leading to bachelor's degrees. It shall also offer graduate programs along its fields of specialization as the needs of the college and community so demand.

Section 4. Coverage. This Code shall govern the operation of USM and shall apply to the official acts of the University personnel as they relate among themselves, serve the clientele, work with the stakeholders, and partners of the University in the approximation of its Vision, Mission, Goals, and Objectives (VMGO).

Section 5. Principal Address. The principal address of USM is at Kabacan, North Cotabato, Philippines. USM has a branch at Kidapawan City, North Cotabato; and has landholdings in Arakan Valley, North Cotabato. USM may have such other external campuses as may hereinafter be granted by law, including properties that it may acquire as a corporate entity.

This Code is anchored on the Philippine Constitution, the USM Charter, pertinent laws and the generally accepted traditions, policies, and principles of the Academe, and shall be construed liberally in favor of intellectualism, truth, freedom, justice, and students' welfare.

Article 2. Declaration of University Principles and Policies

Section 1. USM is a State University duly established by law and principally supported by state funds and income derived from the utilization of its resources.

Section 2. USM envisions quality education for its clientele to be globally competitive, culture-sensitive, and morally responsive human resources for sustainable development.

Section 3. The main function of USM is instruction, supported by research, extension, and resource generation that shall be facilitated and managed by the Administrative Services.

Section 4. Specifically, USM shall help accelerate the socio-economic development of its service area and promote a healthy and productive tri-people co-existence of Muslims, Indigenous Peoples and Christians.

Section 5. USM shall continually enhance its capabilities and develop better possibilities in the pursuit of knowledge, technology, excellence and leadership in the different fields of interest relevant to Southern Philippines and the total development of Man and Society.

Section 6. Access to Education. USM shall provide equal access to education through all forms of assistance, to the deprived, disadvantaged, and underserved communities.

Section 7. Academic Freedom. Pursuant to pertinent provisions of the Constitution of the Republic of the Philippines, Republic Act No. 8292, and all laws and regulations promulgated thereafter, USM shall enjoy academic freedom and institutional autonomy.

USM shall exercise academic freedom, which is recognized as both institutional and individual. Institutional academic freedom is the freedom of the University from intervention and control in the conduct of its affairs as an institution of higher learning. Individual academic freedom is the right of the academic staff and students to conduct academic and scholarly inquiry and to discuss and publicize the results of such inquiry unhampered by prior restraint or subsequent punishment.

Section 8. Philosophy. USM recognizes the innate goodness of the individual and adheres to the philosophy of social equality.

- a. USM is a Fortress of Truth and Progress.
- b. The University is a catalytic center for creative thought. It shall probe for what shall enlarge a person's freedom and fulfillment and help build a Filipino Nation to be at par with the other great peoples of the world.

2 USM Code

ARTICLE 3. USM VISION, MISSION, CORE VALUES, GOALS AND OBJECTIVES

Section 1. Vision: Quality and relevant education for its clientele to be globally competitive, culture-sensitive, and morally responsive human resources for sustainable development.

Section 2. Mission: Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension, and resource generation in Southern Philippines.

Section 3. Core Values:

- G - Goodness
- R - Responsiveness
- E - Excellence
- A - Assertion of Right and
- T - Truth

Article 4. Declaration of General Objectives

Section 1. Objectives: In consonance with the national development goals, and in order to translate and operationalize the principles and policies enshrined in the preceding Article, USM shall pursue the following objectives:

- a. anchor student learning on practical applications by providing opportunities for students to enhance learning through community experiences in a variety of curricular and co-curricular programs;
- b. ensure the continual integration of USM and the community by identifying, developing, and maintaining mutually beneficial partnerships;
- c. continue to support events and activities, as well as, construction of campus facilities that accommodate and encourage community interaction;
- d. lead in engaging students and faculty in the study and development of public policy in the region;
- e. actively support the faculty and students in the teaching-learning process;
- f. provide enabling environment for faculty to pursue scholarly activities and creative achievement;
- g. maximize the utilization of the University assets for financing the integrative learning of the academic community, as well as for establishing empowered academic units;
- h. initiate lasting social intervention in the community by opening USM as the central source of learning experience and seat of theoretical and scientific researches;
- i. provide programs of instruction, professional training, primarily in the fields of science and technology, especially, in agricultural and industrial fields, in order to produce graduates who are locally and globally competitive;
- j. promote advanced studies, research and extension services, and progressive leadership in all fields of agriculture, including agri-business, food, nutrition, fishery, forestry, animal, and veterinary sciences. USM shall likewise promote engineering and other allied programs, teacher education, teacher technical

USM Code 3

- education, and other areas of discipline needed by the citizens for the authentic sustenance of life, community, and the universal environment;
- k. develop programs at the graduate level along its fields of specialization to respond to the needs of development workers in the region;
 - l. provide non-formal education and undertake vigorous extension and research programs in food production, nutrition, health, and sports development; and
 - m. provide scholarships, fellowships and/or part-time job opportunities to deserving learners.

Article 5. University Seal and Colors

Section 1. The University Seal. The Seal of USM depicts the shape of a "Talam," the Muslim Tray of Bounty, consisting of two (2) parts: the outer and inner inscriptions edging the tray.

The outer edging shall bear the inscription, "University of Southern Mindanao" written in bold flames text on top and "Kabacan, Cotabato" in times new Roman text, the principal address.

The inner plane bears the following symbols:

- a. The right hand represents the concerted effort of the Board of Regents, Administrative and Academic Councils, faculty, students and staff and the stakeholders of the University to pursue and uphold a culture of excellence in carrying out the four mandated functions of USM, namely: instruction, research, extension, and resource generation in the service of the Almighty. The four fold functions are represented by the four (4) lit candles.
- b. The spur gear depicts the "halo" from the four lit candles representing the four-fold functions of the USM. The illumination torch symbolizes the University helping accelerate a sustainable development of its service area and bring about the integration of the Indigenous Peoples, Muslims and the Christians to pave the path for lasting peace and harmony among the tri people, thereby hastening the approximation of the principal mission of the institution.
- c. The open book emblems the institution's humane pursuit for truth and new knowledge at the foreground. Below the hand bearing the torch is an inscription "MIT" representing the old name, Mindanao Institute of Technology, on its left page, and "USM" on its right page, which proudly depicts the institute's transformation to a premier university of higher learning.
- d. The inscription "1952" below MIT reveals the year when the school was established as the Mindanao Institute of Technology. The inscription "1978" below USM marks the year of the official conversion of MIT into the University of Southern Mindanao.
- e. The seal bears on its ribbon the phrase, "Fortress of Truth and Progress".

Section 2. University Colors. The University Colors are green and gold. Green depicts USM as full of life vigor and progress. Gold depicts the finest exemplification of its kind, in excellence and outstanding virtue and truth.

CHAPTER 2 DEFINITION OF TERMS

Section 1. Definition of Terms. As used in this Code, the following words or terms are operationally defined:

- a. **Administrative Experience** - refers to service as a Department Chairman, Director, Dean or Vice President.
- b. **Academic Freedom** - is the freedom of the University from intervention and control in the conduct of its affairs as an institution of higher learning. Individual academic freedom is the right of the academic staff and students to conduct academic and scholarly inquiry and to discuss and publicize the results of such inquiry unhampered by prior restraint or subsequent punishment.
- c. **Appointing Authority** - the person or body authorized by law to issue appointments.
- d. **Board of Regents** - refers to the highest policy-making and governing body of a chartered state university.
- e. **Career Development** - encompasses career management and career planning.
- f. **Career Management** - is the process through which the organization selects, assesses, assigns, and develops employees to provide a pool of qualified people to meet future needs.
- g. **Career Planning** - is the process through which individual employees identify and implement steps to attain career goals.
- h. **Career Service** - positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- i. **Closed Career Position** - refers to those positions, which are scientific or highly technical in nature; it includes the faculty and academic staff of state colleges and universities, as well as scientific and technical positions in scientific or research institutions, which establish and maintain their own merit systems.
- j. **Contract of Service** - refers to employment described as follows:
 - The **contract** covers work or services, such as, janitorial, security, or consultancy services for which there are no existing plantilla positions.
 - The **job order** covers piece work and intermittent job of short duration, not exceeding six (6) months on a daily basis.
 - The **contracts of services and job orders** shall be subject to COA rules.
 - The employees involved in the contracts or job orders do not enjoy the benefits enjoyed by regular government employees, such as: PERA, COLA and RATA.
- k. **Designation** - is merely an imposition of additional duties to be performed by a public official. It is temporary and can be terminated anytime at the pleasure of the designating authority
- l. **Dismissal** - is a separation initiated by the employer for individual-specific reasons, such as but not limited to, incompetence, violation of rules, dishonesty, laziness, absenteeism, insubordination, and failure to pass the probationary period.

- oo. **Evaluation** – a process which measures the effectiveness and efficiency of an employee in the delivery of the mandated service.
- o. **Faculty** – regular plantilla-based set of teaching personnel of the State Universities and Colleges (SUC) appointed to a faculty rank and are directly engaged in teaching, instruction, research, extension and income generation services.
- o. **Faculty Rank** – refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency classified as Professors, Associate Professors, Assistant Professors, and Instructors.
- p. **Faculty Selection Board** – refers to a body tasked to screen the candidates for appointment to a faculty position by the University President subject further to the confirmation of the USM Board of Regents.
- q. **Faculty Training and Development Committee** – a duly created body responsible for selecting and recommending faculty members who shall attend specific training programs conducted by USM, government agencies or duly accredited non-governmental organizations, either local or foreign.
- r. **Full Load** – consists of a maximum number of hours spent in teaching or academic units and quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research, extension services), the total of which is 40 hours of work per week.
- s. **Full Time Faculty Member** – a faculty member occupying permanent plantilla position and rendering an equivalent of forty (40) hours of work per week. The 40 hours may consist of academic full load and quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, research extension services).
- t. **Graduation** – is an act of USM conferring a degree upon students who have completed and passed all the requirements set in the curricular program they have enrolled in.
- u. **Insider** – refers to an employee of the SUC who is interested in joining the faculty or members of the faculty who are aspiring for promotion.
- v. **Intellectualism** is the devotion to honing and exercising the intellect to intellectual pursuits.
- w. **Job design** – integrates work content, e.g., tasks, functions, relationships; the rewards, e.g., extrinsic and intrinsic; and qualifications required, e.g., skills, knowledge and abilities for each job that meet the needs of the employees and the organization.
- x. **Justice** - the quality or characteristic of being impartial or fair and conforming with truth, fact or reason.
- y. **Layoff** – refers to management decision to retrench personnel to eliminate redundancy.
- z. **Merit System** – a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention, and discipline of the faculty and staff of USM.
- aa. **Outsider** – refers to an applicant to a teaching or non-teaching position who is not yet employed by USM.

- bb. **Part-time Faculty Member** – a faculty member who does not occupy a permanent plantilla position and whose teaching load does not exceed nine (9) units.
- cc. **Personnel Action** – any action denoting the movement or progress of personnel in the civil service.
- dd. **Performance Evaluation System** – refers to an organized, methodical, and standardized system of evaluating the individual performance of employees/ personnel for organizational effectiveness.
- ce. **Philippine Association of State Universities and Colleges (PASUC)** – a CHED-recognized organization of all chartered SUCs.
- ff. **Position Reclassification** – involves the upgrading of the position of a faculty member, as a result of the evaluation of his/her credentials, without a significant change in his/her duties and responsibilities.
- gg. **Qualification Standards** – is a statement of a set of minimum qualifications for a position, which includes education, experience, training, and personality traits, required for the performance of the job or set of duties, subject to civil service eligibility, or to Republic Act No. 1080, an Act Declaring the Bar and Board Examinations as Civil Service Examinations, when applicable.
- hh. **Recruitment** – the process of searching and attracting potential applicants through announcement, assessment, and related procedures to select qualified applicants for appointment to an appropriate teaching or non-teaching position;
- ii. **Resignation** – is a separation initiated by the employee.
- jj. **Retirement** – is the separation of an employee from government service upon reaching the age of retirement as provided by law.
- kk. **Secondment** – is a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment and may involve increase in compensation and/or benefits, subject to the general guidelines provided under the Omnibus Rules on Appointments.
- ll. **Selection** – the process of screening and ranking qualified applicants based on their qualifications and professional potentials.
- mm. **Senior Faculty** – a faculty member with an academic rank of at least Associate Professor I.
- nn. **Staffing** – is the process of moving employees into, through, or out of the organization to produce the desired quantities and types of employee assignments.
- oo. **Student Welfare** - is the state of well-being of the students, which includes the upliftment of their interests.
- pp. **SUC** – refers to chartered state universities or colleges.
- qq. **Salary Upgrading** – involves adjustment of salary to a higher salary grade without change in duties and responsibilities.
- rr. **University** – refers to the University of Southern Mindanao.

**TITLE TWO
THE GOVERNANCE OF THE UNIVERSITY**

**CHAPTER 3
THE BOARD OF VISITORS**

Article 6. Composition and Special Function

Section 1. The Board of Visitors of USM shall be composed of the President of the Republic of the Philippines, the Vice President, the Senate President, the Speaker of the House of Representatives, Chief Justice of the Supreme Court and the Chairperson of the Commission on Higher Education.

Section 2. The Board of Visitors of USM may visit the University, individually or otherwise, at such time and date as they may deem proper, to inspect, examine the programs of study, accounts, properties and the general conditions of the University, among others.

**CHAPTER 4
THE BOARD OF REGENTS**

Article 7. Declaration of Policy

It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of education relevant to the needs of the people and society. Towards this end, the composition of the governing board of the University is hereby modified in order to (a) achieve a more coordinated and integrated system of higher education; (b) render them more effective in the formulation and implementation of policies in higher education; (c) provide for more relevant direction in its governance; and (d) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

Article 8. Composition and Term of Office

Section 1. Composition. Pursuant to RA No. 8292, otherwise known as the Higher Education Modernization Act of 1997, the governance of USM shall be vested in the Board of Regents, as constituted by law, to be composed of the following:

- a. Chairperson of the Commission on Higher Education (CHED) as Chairperson;
- b. President of the University as Vice Chairperson;
- c. Chairperson of the Senate Committee on Education, Arts and Culture as Member;
- d. Chairperson of the House Committee on Higher and Technical Education as Member;
- e. Regional Director of the National Economic and Development Authority (NEDA) as member, where the main campus of USM is located;
- f. President of the USM Faculty Association as Member;
- g. President of the University Student Government as Member;

8 USM Code

- b. President of the USM Alumni Association as Member;
- i. Regional Director of the Department of Agriculture or the Department of Science and Technology as the case may be, as member, where the main campus of USM is located; and
- j. Two (2) private prominent citizens of the Province where the University is situated, as members, who have distinguished themselves in their professions or fields of specialization to be chosen in accordance with law.

Section 2. Term of Office. The Presidents of the Faculty, of the Alumni Association and of the Student Government shall sit in the Board of Regents until the expiration of their terms of office. The prominent citizens shall serve for a term of two (2) years which may be renewed only for another term.

Article 9. Meetings and Quorum of the Board

Section 1. The Board of Regents shall regularly convene at least once in every quarter. The Chairperson of the Board may call a special meeting whenever necessary. Provided, however, that the members are notified in writing at least three (3) days prior to the said meeting.

Section 2. A majority of all members holding office shall constitute a quorum for board meetings: Provided that the CHED Chairperson, who is the Chairperson of the Board, or the USM President, is among those present in the meeting. In the absence of the CHED Chairperson, a commissioner of the CHED, duly designated by him/her, shall represent him/her in the meeting with all the rights and responsibilities of a regular member: Provided, however, that in the said meeting, the USM President as Vice Chairperson shall be the presiding officer: Provided further that this proviso notwithstanding, the CHED Chairperson may designate a CHED Commissioner as the regular Chair to the Board, in which case said CHED Commissioner shall act as the presiding officer.

Article 10. Compensation

Section 1. Unless otherwise provided, the members shall serve with honorarium as provided by law, and they shall be reimbursed for necessary expenses incurred in their attendance to meetings of the Board or in connection with their official business authorized by a resolution of the Board.

Article 11. Powers and Duties of the Board

Section 1. The USM Board of Regents shall have the following specific powers and duties as provided under Section 4 of Republic Act No. 8292, in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

- a. to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;

USM Code 9

- b. to receive and appropriate all sums as may be provided, for the support of USM in the manner it may determine, to carry out the purposes and functions of USM;
- c. to receive in trust legacies, gifts and donations of real and personal of all kinds, to administer and dispose the same when necessary for the benefit of USM, subject to limitation, direction and instruction of the donors, if any; and
- d. to fix the tuition fees and other necessary school charges, such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as it may deem proper to impose after due consultation with the involved sectors;

Such fees and charges, including government subsidies and other income generated by USM, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same fund for the use of USM. Provided, however, that income derived from the University Hospital shall be exclusively earmarked for the operating expenses of the hospital.

Any provisions of existing laws, rules and regulations to the contrary notwithstanding, any income generated by USM from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by USM, and may be disbursed by the Board of Regents for instruction, research, extension, or other programs/projects of USM. Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reasons beyond its control, USM shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board of Regents may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the following objectives of USM:

- e. to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- f. to authorize the construction or repair of its buildings, machinery, equipment, and other facilities and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment;
- g. to appoint, upon the recommendation of the President of the University, Vice Presidents, Deans, Directors, Heads of Departments, faculty members and other officials and employees;
- h. to fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant, at its discretion, leaves of absence, under such regulations as it may promulgate, not contrary to law, rules and regulations, and to remove them for cause with the observance of due process of law;
- i. to approve the curricula, institutional programs, and rules of discipline drawn by the administrative and academic councils as herein provided;

- k. to award honorary degrees upon persons in recognition of their outstanding contributions in the field of education, public service, arts, science and technology, or in any field of specialization within the academic competence of USM and to authorize the award of certificates of completion of non-degree programs;
- l. to absorb non-chartered tertiary institutions within the province where the University is situated, in coordination with the CHED which must approve the same, and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- m. to establish research and extension centers which will promote the development of USM and its service area;
- n. to establish chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;
- o. to delegate any of its powers and duties provided for herein above to the University President and/or other officials of the University, as it may deem appropriate;
- p. to authorize an external management audit, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- q. to collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said Colleges and Universities to become more efficient, relevant, productive, and competitive;
- r. to enter into joint ventures with business and industry for the profitable development and management of the economic assets of USM, the proceeds of which shall be used for the development and strengthening of USM;
- s. to develop consortia and other forms of linkages with local government units, institutions and agencies, public and private, whether local or foreign, in furtherance of the purposes and objectives of USM;
- t. to develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, whether local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- u. to set up the adoption of modern and innovative modes of transmitting knowledge, such as: the use of information technology, the dual system, open learning, community laboratory, and similar methods, for the promotion of greater access to higher education;
- v. to establish policy guidelines and procedures to participative decision-making and temporary within the University;
- w. to privatize management of non-academic services, such as: health, food, building or grounds or property maintenance and similar other activities;
- x. to extend the term of the University President beyond the age of retirement, but not later than the age of seventy (70) whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the Search Committee duly created for the purpose; and
- y. to perform such other powers and functions which may hereinafter be granted by subsequent laws and regulations.

Section 1. The Board of Regents shall appoint the Secretary of the Board and of the University Administrative Council upon recommendation of the University President. The Secretary shall keep all records and proceedings of the Board and Council. Further, the Secretary shall communicate to each member of the Board notice of meetings and provide each Regent the Agenda Folder at least three (3) days before the scheduled meeting.

Article 13. Annual Report

Section 1. On or before the fifteenth (15th) day of the second month after the opening of classes each year, the University President shall file a detailed report on the progress, condition, and needs of USM, with the Office of the President of the Philippines, through the Chairperson of CHED, with the Senate, and with the House of Representatives.

**CHAPTER 5
THE ADMINISTRATIVE COUNCIL**

Article 14. Composition

Section 1. There shall be a University Administrative Council consisting of the University President as Chairperson, the Executive Vice President, designated by the University President, as Vice Chairperson, and the other Vice Presidents, the Deans, Directors and other officials of equal rank, as members. Upon invitation by the Chairperson, the President of USM Faculty Association and the President of the University Student Government may attend as resource persons.

Article 15. Functions

The University Administrative Council shall have the power to review and recommend appropriate measures to the Board of Regents policies governing the operation requirements, administration, management and development planning of USM.

Article 16. Meetings and Quorum

Section 1. The University Administrative Council shall meet at such time as the University President may deem necessary or upon the written request of at least one-fifth (1/5) of its members. Provided, that there shall be at least one regular meeting every quarter.

Section 2. Every member of the University Administrative Council shall be required to attend all its meetings. Proxies may be allowed to attend the meeting but shall have no voting power.

Section 3. Quorum of the University Administrative Council shall consist of a majority of all its members, excluding those who are on official leave or travel. A majority vote of all its members present shall be required to decide on a question or an issue.

Section 4. The presiding officer may vote only to break a tie.

**CHAPTER 6
THE ACADEMIC COUNCIL**

Article 17. Composition

Section 1. There shall be an Academic Council of the University consisting of the University President as Chairperson, the Vice President for Academic Affairs as Vice-Chairperson, Director for Instruction as secretary, and all faculty members with the rank of Assistant Professor I or higher as members.

Article 18. Powers and Functions of the Academic Council

Section 1. Subject to the confirmation by the Board of Regents, the Academic Council shall have the following powers and functions:

- a. review and recommend academic programs, curricular offerings, and rules on discipline of the University;
- b. fix the requirements for admission, placement, and retention of students, as well as the requisites for graduation and conferment of degrees;
- c. review and recommend the graduation of students, the conferment of the title honoris causa upon persons in recognition of their outstanding contribution in the field of competence of USM and the award of certificates of completion of degrees, non-degree and non-traditional programs;
- d. review the findings of the committee assigned to investigate academic related problems, within the limits of the rules of student discipline prescribed by this Code and by subsequent rules and regulations; and
- e. perform such other powers and functions as may be allowed by law.

Article 19. Officers

Section 1. The University President shall be the chairperson and presiding officer of the Academic Council. The Vice President for Academic Affairs shall be the vice chairperson. The Vice Chairperson shall act as the presiding officer in the absence of the chairperson. In the absence of both and upon the instance of the University President, the Vice President for Administration, the Vice President for Research, Development and Extension or the Vice President for Resource Generation and Entrepreneurial Services, in that order, may preside the meeting of the Council.

Section 2. Secretary of the Academic Council. The Director for Instruction shall be the Secretary of the Academic Council. The secretary shall be the custodian of the

records of the Council. Upon the direction of the Vice President for Academic Affairs and in consultation with the University President, the secretary shall prepare the agenda of the Academic Council meeting and shall cause the issuance of the notice of meetings at least two (2) days before the conduct of the said meeting except for emergency meetings.

Article 20. Meetings and Quorum

Section 1. The Academic Council shall meet at such time as the University President may determine, provided that there shall be at least one (1) regular meeting each semester. A special meeting may be called upon by the University President as may be necessary or upon the written request of at least one-fifth (1/5) of the total members of the Council, specifying the agenda within the ambit of any function of the Academic Council.

Section 2. Attendance to all the meetings of the Academic Council shall be required of every member of the Council. A member who shall be absent from an Academic Council meeting must file the appropriate leave of absence at least a day before the said meeting. Two (2) absences incurred by any member without leave of absence in an academic year shall be a ground for the Human Resource Management and Development Office (HRMDO) Director to require from the member an explanation of the absence and to reprimand him/her when warranted. The explanation and findings shall be entered in the Civil Service Commission (CSC) 201 file of the subject member.

Section 3. Quorum of Academic Council meetings shall consist of a majority of all its members who are currently holding office, excluding those on leave of absence or official travel.

Section 4. A majority vote of all its members present shall be required to dispose of a question or to decide on an issue. The presiding officer may vote only to break a tie.

CHAPTER 7 UNIVERSITY ACADEMIC AFFAIRS MANAGEMENT COMMITTEE (UAAMC)

Article 21. Composition

Section 1. There shall be a University Academic Affairs Management Committee (UAAMC) which shall be directly responsible to the University President. It shall be composed of the Vice President for Academic Affairs as Chairperson with all the College and Institute deans as members.

Article 22. Powers and Functions of the University Academic Affairs Management Committee (UAAMC)

Section 1. Under the general supervision and control of the University President, the University Academic Affairs Management Committee shall exercise the following functions:

- a. assist the Vice President for Academic Affairs in the determination of policy proposals in the pursuance of the vision, mission, and goals of USM;
- b. review and recommend policies, rules and regulations governing the academic procedures, processes and the like to the University President for appropriate action; and
- c. perform such other related functions.

Article 23. Secretariat

Section 1. The Vice President for Academic Affairs shall designate a secretariat of two (2) from among the staff within the Management Committee. The secretariat shall faithfully keep the minutes of every meeting and furnish each Academic Affairs Management Committee member an agenda folder duly approved by the University President at least two (2) days before each meeting.

Article 24. Meetings and Quorum

Section 1. The Academic Affairs Management Committee shall meet every first Monday of the month. The chairperson, however, may call for a special meeting as the need arises or upon the request of at least one-fifth (1/5) of the members of the Management Committee.

Section 2. Attendance in all its meeting shall be required of every member. In the absence of the Dean, any of the Department Chairperson may be allowed to attend as proxy but without voting power.

Section 3. Quorum shall consist of a majority of all its members who are currently holding office, excluding those who are on leave of absence or official travel.

CHAPTER 8 UNIVERSITY RESEARCH, DEVELOPMENT AND EXTENSION COMMITTEE (URDEC)

Article 25. Composition

Section 1. The University Research, Development and Extension Committee (URDEC) shall be composed of the President, who shall act as the Chairperson, and Vice President for Research, Development and Extension as the Vice Chairperson, with the directors of the Research Facilities and Extension Services as its members.

Section 2. The Committee Chairperson may invite representatives of public and private research and extension institutions or agencies as resource persons in Committee hearings as he/she may deem necessary. A modest but dignified honorarium may be granted to the said resource persons upon recommendation of the Committee Chairperson and approval of the University President.

Article 26. Powers and Functions of the Committee

Section 1. Subject to the general supervision of the University President, the Committee shall perform the following powers and functions:

- a. review and recommend policies, guidelines, rules and regulations governing research, development and extension services for endorsement by the Administrative Council subject to the confirmation of the Board of Regents, through the University President, and to compile the same as the URDEC By-Laws;
- b. assess and identify research and development gaps and extension needs, as well as determine and recommend to the University President priorities for USM;
- c. propose budgetary requirements for research, development and extension activities;
- d. initiate and establish institutional linkages with local or foreign institutions; and
- e. perform such other functions analogous to the foregoing.

Article 27. Secretariat

Section 1. The Vice President for Research, Development and Extension (VPRDE) shall designate the Committee Secretary from among its members. The Committee Secretary shall faithfully safe keep the minutes of every meeting and shall furnish each Committee member with an agenda folder at least three (3) days before each meeting.

Article 28. Meetings and Quorum

Section 1. The URDEC shall meet at such time as its Chairperson may determine and as the need arises, provided, that there shall be at least one regular meeting every six (6) months or upon the written request of at least one of its members.

Section 2. Attendance in all its hearings shall be expected of every Committee member. A member may be represented by proxy who, however, shall have no right to vote.

Section 3. The quorum of the Committee shall consist of a majority of all its members. The Committee members who are on official leave, shall not be counted for purposes of determining the quorum

Section 4. Quorum shall be required to dispose of a question or to decide on an issue. The presiding officer may vote only to break a tie.

CHAPTER 7

UNIVERSITY RESOURCE GENERATION MANAGEMENT COMMITTEE (URGMC)

Article 29. Composition

Section 1. There shall be a University Resource Generation Management Committee (URGMC) which shall be composed of the University President as Chairperson, the Vice President for Resource Generation and Entrepreneurial Services as Vice Chairperson, the Director of the Business Development Center, Director of USMARC/PICRI, Dean of the College of Agriculture and the USM- Kidapawan City Campus, as members. The URGMC Chairperson may also request the presence of resource persons to assist the Committee.

Article 30. Powers and Functions of the URGMC

Section 1. Under the control and supervision of the University President, the URGMC shall exercise the following functions:

- a. review and recommend policies, rules and regulations governing resource generation through the University President for endorsement by the Administrative Council subject to the confirmation or approval of the BOR;
- b. ensure that all business and fiscal transactions under it are subject to government accounting and auditing laws and procedures with utmost transparency;
- c. review and recommend for BOR approval proposals for professional assistance or resource generation programs and projects, whether college-based or community-based;
- d. ensure and direct the submission of quarterly reports to the University President on the status of operation of services duly passed by the URGMC; and
- e. perform such other functions as may be necessary.

Article 31. Secretariat

Section 1. The Vice President for Resource Generation and Entrepreneurial Services (VPRGES) shall designate a secretary. The Secretary shall provide technical and administrative support to the URGMC.

Section 2. The Director for Business Development Center (BDC) shall be the ~~ex-officio~~ Secretary of the Committee, unless another official shall designated by the University President to assume the position. The secretary shall perform the same duties and functions as those prescribed for the position in the other Committees.

Where the Director of BDC shall preside over the meeting, in the absence of the Chairperson and the Vice Chairperson above-mentioned, a senior member of the Committee who is present during said meeting or a duly designated official may act as Acting Secretary.

Section 1. The URGMC shall meet at least once in every quarter. The Chairperson, however, may call special meetings as the need arises.

Section 2. Attendance in all its meetings shall be required of every member. Proxies may be allowed on observer status but without voting power.

Section 3. URGMC quorum shall consist of a majority (50% plus 1) of all its members who are currently holding office. The members of the URGMC on official travel or on leave of absence shall be excluded in the computation of quorum.

Article 33. The Business Development Center

Section 1. The resource generation unit of the University shall be known as the Business Development Center (BDC) which shall be headed by a Director to be assisted by the Project Managers. The BDC shall be under the Office of the Vice President for Resource Generation and Entrepreneurial Services. The BDC shall undertake income-generating projects, the income of which shall form part of the special trust fund of the University. It shall supervise and monitor all the activities of the various agri-business and non-agri-business projects of the University and shall implement all pertinent policies, rules and regulations promulgated by the URGMC and approved by the BOR. The University shall engage in commercial agri-business programs such as diversified animal production, food processing, animal feed and seed production, cafeteria, pharmacy, hostel and guesthouses and other income-generating projects to augment the operating budget of the University. In addition to its income-generating functions, the BDC shall also provide an appropriate venue for training to students enrolled in agribusiness and technical or special courses, provide areas and facilities for conducting basic and applied researches, and provide sources of information to bolster the research, development and extension programs of the University.

Section 2. The BDC Management Committee

The BDC Management Committee shall be the main planning and coordinating arm of the Business Development Center. It shall be composed of the BDC Director as Chairperson, Project Management and Market Analyst, University Veterinarian, Project Development Officers and Project Managers as members. It shall meet every month, or as often as necessary, to perform the following:

- a. determine project objectives;
- b. prepare the general development plan and budget for the agribusiness projects and submit the same to the URGMC;
- c. assess and evaluate efficiency of operation and management of projects and recommend remedial measures;
- d. prepare and render quarterly and annual reports of operation and other reports as needed by the URGMC;
- e. prepare calendar of activities for all projects; and
- f. implement guidelines/policies governing the BDC.

18 USM Code

Section 3. Technical Support Services

Whenever the need arises, the BDC may invite technical persons for support.

Section 4. Support Staff

The BDC support staff shall be composed of clerks, utility workers, deputized farm guards, and messengers/ canvassers. They shall provide assistance to the Director in the management of the Center.

Section 5. Central Market

The Central Market Committee shall handle the marketing of all products produced by the different income generating projects of the University. It shall be composed of the market coordinator, cashier, storekeeper, and market aide. The Central Market shall also generate additional revenues from its "buy and sell" venture wherever and whenever possible.

CHAPTER 10 KEY OFFICIALS OF THE UNIVERSITY

Article 34. The President of the University

Section 1. The University President shall be the Chief Executive Officer of the University and shall render full-time service to the University. He shall be appointed by the Board of Regents upon the recommendation of a duly constituted Search Committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term, subject to the provisions of existing laws and regulations. His term may be extended beyond the age of retirement but not later than the age of seventy (70).

Section 2. The University President shall have the following powers and responsibilities:

- a. Provide University leadership, conserve and protect its academic integrity and ensure the observance and implementation of existing laws and regulations and policies laid down by the BOR;
- b. Exercise within the framework of the University policies with primary authority and responsibility over the following areas: instruction, development planning and resource generation and allocation; grants, endowments and fund raising; external relations and public affairs; and University policies relating to regional development programs, curricula, and matters affecting the rights, privileges, responsibilities, and welfare of the University constituency;
- c. In the pursuit of the University Vision, Mission, Goals and Objectives (VMGO), lead the University President shall lead in the formulation of an integrated and comprehensive plan for the University, in instruction, research, development and extension, resource generation, campus development, sustained fiscal autonomy, subject to confirmation of the BOR;

USM Code 19

- se. Coordinate the activities and programs of the University with the other component units and institutes, review their goals and recommend appropriate action to the BOR;
- e. Exercise general administration and supervision of all business, financial and academic operations of the University, and over all officers, faculty and academic support staff of the University;
- f. Recommend to the BOR the designation of Vice Presidents, Deans, Directors, Special Assistants, Faculty members and personnel in the support staff and other officials and employees and the designation of an Executive Vice President from among the Vice Presidents, as deemed necessary, for the efficient and effective operation of the University;
- g. Create standing and ad hoc committees to address specific concerns;
- h. In the interest of the service, effect the promotion, transfer, detail, secondment, and or other personnel movement; fix their work schedules; grant leaves of absence, service credits, change of leave status, commutation of leave credits, and other personnel actions and approve their additional work assignments, additional compensation, resignation and retirement, subject to the confirmation of the BOR;
- i. Set up machinery for the resolution of all disciplinary and non-disciplinary cases involving the students and personnel of the University, and for the consideration of petitions for redress of grievances in accordance with applicable laws and regulations;
- j. Award fellowships, assistantships, and scholarships to students, faculty members and the non-teaching personnel. When proper, send exchange professors and receive visiting professors in accordance with the policies prescribed by the BOR;
- k. Supervise the preparation of the University annual decentralized budget for appropriate action by higher authority;
- l. Approve transfer of funds to effect appropriate and necessary adjustments on expenditures;
- m. Submit to the Board of Regents and/or other competent higher authorities an annual report on the operation of the University, and such other reports as may be required.
- n. Take appropriate action on requisitions of equipment and supplies within limits prescribed by accounting and auditing rules and by the BOR;
- o. Process employees' applications for salary commutation and for advanced studies and the like;
- p. Review, take appropriate action or approve matters pertaining to students affairs, such as: uniforms, by-laws of student associations or extra mural activities when sought;
- q. When appropriate, may authorize the modification of existing University rules, such as: reduction of teaching load, deloading and determination of class size for the BOR action;
- r. As the disciplining authority, preventively suspend any subordinate officer or employee who is charged with dishonesty, oppression, grave misconduct, or neglect in the performance of duty, upon recommendation of the Personnel Discipline Committee subject to confirmation by the BOR;

- and confer degrees and honors as may be granted by the BOR, and personally affix his signature in all diplomas and certificates issued by the University with the Dean of the granting College and the University Registrar as co-signatories;
- t. In the exigency of the service, place any office or officer under his immediate supervision;
- u. Execute and sign on behalf of the University, all contracts, deeds and other instruments necessary for the implementation of the mandated functions of the University; provided, that in regular recurring undertakings and transactions where his action is virtually ministerial, conditions and terms thereof having been fixed by the University regulations and general laws, he/she may direct through written instruction the approval in specified cases on his/her behalf by the named officer or head of unit concerned, subject to the usual safeguards to his/her power of revocation; and
- v. Exercise other powers and duties delegated to him/her by the BOR or as may hereinafter be provided by subsequent laws and regulations.

Section 3. In case of a temporary absence of the President, the Executive Vice President shall act as Officer-in-Charge of the Office of the President to carry out the ministerial day-to-day management of the University affairs; however, if the Executive Vice President shall also be out of campus or is not available, the University President may designate any of the Vice Presidents to act as Officer-in-Charge. In case all of the vice presidents are not available, the President may designate any of the deans to be the Officer-in-Charge.

Article 35. The Office of the President (OP)

Section 1. The following offices shall be directly under the Office of the President (OP):

- a. Line Offices
 - i. The Vice President for Academic Affairs (VPAA).
 - ii. The Vice President for Administration and Finance.
 - iii. The Vice President for Research, Development and Extension (VPRDE).
 - iv. The Vice President for Resource Generation and Entrepreneurial Services (VPRGES).

At the discretion of the University President, he may designate one (1) of the vice presidents as the Executive Vice President as *primus inter pares*.

- b. Staff Support System
 - i. Chief Executive Assistant
 - ii. Executive Assistant for Alumni and External Affairs
 - iii. Executive Assistant for the National Service Training Program
 - iv. Executive Assistant for Special Concerns
 - v. Executive Assistant for Accounts, Liabilities and Liquidations
 - vi. Legal Office
 - vii. Internal Audit Service (IAS)

- ix. Close-in Security Guards
- x. Office Utilities
- c. The Board and University Secretary
- d. University Planning and Development Office (UPDO)
- e. University Human Resource Management and Development Office (UHRMDO)
- f. University Public Relations and Information Office (UPRIO)
 - f.1. Print Media
 - f.2. DXVL
 - f.3. Public Relations
- g. University Information and Communication Technology Office (UICTO)
 - g.1. System Analysis and Design Management Section
 - g.2. Information and IT Quality Section
 - g.3. System and Network Section
- h. University Security Service Management Office (USSMO)
- i. Bids and Awards Committee (BAC)

Article 36. The University Planning and Development Office (UPDO)

Section 1. Designation and Qualifications. The UPDO shall be headed and managed by a Director to be designated by the President for a term of two (2) years without prejudice to redesignation, subject to the confirmation of the Board of Regents. He/she shall be at least a holder of appropriate master's degree, preferably, with special training and/or working experience in planning and development and shall have at least three (3) years of administrative experience

Section 2. Functions. As head of the Planning and Development Office, he/she shall perform the following functions:

- a. initiate, coordinate, monitor and evaluate the planning and development activities of all units of the University;
- b. lead the preparation of project/program plans and proposals;
- c. provide assistance in packaging program plans and proposals;
- d. establish data bank and the center of project/program plans and proposals development of the University; and
- e. perform such other related functions as may be assigned by the University President.

Article 37. The University Human Resource Management and Development Office (UHRMDO)

Section 1. Designation and Qualifications. The UHRMDO shall be headed by a Director who shall be designated by the University President for a term of two (2) years without prejudice to redesignation, subject to the confirmation of the BOR. The Director must be a holder of a doctorate degree in Human Resource Management, preferably, with special training and/or work experience in human resource management, and at least three (3) years of administrative services.

- a. lead in the implementation of the established University policies on personnel records management and development and the maintenance of effective liaisoning with the Civil Service Commission and other concerned offices;
- b. keep an updated service records and other data and information pertaining to all personnel of the University, to issue certifications and other documents on the matter upon request of appropriate parties;
- c. assist and advise the University President, officials and employees on the proper execution of policies, regulations and orders in all areas of personnel management and development promulgated by the Civil Service Commission and other higher authorities;
- d. undertake personnel programs, and inform the heads of concerned units of the recent developments in all areas of personnel management and development and;
- e. act as secretary of the University Promotion and Selection Board;
- f. conduct job orientation and induction seminar to newly-hired employees;
- g. coordinate and evaluate with the academic and non-academic heads in forecasting the hiring needs of the University;
- h. prepare and submit annual budget proposal for the human resources services, employee recognition (Civil Service and PRAISE) and personnel wellness programs of the University;
- i. establish an in-house training facility and system that shall address the training needs of administrators, faculty, and support administrative services personnel of the university;
- j. coordinate with all the academic chairpersons in the conduct of faculty performance evaluation and process the results of the same;
- k. implement the Performance Management System and the Employee Development Program for the support administrative services personnel;
- l. lead the development and maintenance of the Human Resource Information Systems;
- m. recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation; and
- n. perform such other functions as may be assigned by the University President.

Article 38. The University Public Relations and Information Office (UPRIO)

Section 1. Designation and Qualifications. The UPRIO shall be managed by a Head to be designated by the University President for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR. He/She shall be at least a holder of an appropriate degree in communication with at least three (3) years of administrative experience.

Section 2. Functions. The Head of UPRIO shall perform the following functions:

- a. promote and foster cordial relations between and among the various sectors of the University constituents, stakeholders and with other agencies and institutions;
- b. help project the good image and reputation of the University in all areas of endeavors to the general public;
- c. establish effective relations with the media (print, radio, TV and others) on the dissemination of important information and breakthroughs of the University to the general public;
- d. take charge of the preparation and circulation of regular University publications; and
- e. perform such other related functions as may be assigned to him/her by the University President.

Article 39. The University Information and Communication Technology Center (UICTC)

Section 1. Designation and Qualifications. There shall be an University Information and Communication Technology Center to be headed by a Director who shall be designated by the University President for a term of two (2) years without prejudice to reappointment and subject to confirmation by the BOR. He must be a graduate of Bachelor of Science in Computer Engineering or a Master in Information Management System or its allied field and must have an administrative experience of at least two (2) years, and at least five (5) years of teaching experience in USM.

Section 2. Functions. Under the operational control of the University President, the Director of UICTC shall exercise the following functions:

- a. lead in the development of a university wide area network to service the e-needs of all the units of the University – from on-line enrolment; parents' access to their students performance, fiscal management transparency; available technologies, knowledge and services; among others and upgrade the same;
- b. supervise the personnel of the office; and
- c. perform such other functions as must be authorized by the University President.

Article 40. The University Security Services Management Office (USSMO)

Section 1. Designation. There shall be an USSMO headed by a Director to be designated by the University President for a term of two (2) years without prejudice to redesignation and subject to the confirmation of the BOR.

Section 2. Qualifications

The USSMO Director shall possess the following qualifications. He/she must be:

- a. at least a four-year degree holder;
- b. a civil service eligible;

- c. a licensed security guard;
- d. passed the psycho-neuro examination conducted by a government psycho-neuro testing center; and
- e. preferably, with military/police officer experience

Section 3. Functions. The Director for USSMO shall perform and exercise the following functions:

- a. propose measures to sustain the morale of the security force and promote the well being of all the security guards of the University;
- b. propose measures to ensure that only those who are psychologically & physically fit shall be recruited to the service;
- c. closely supervise the assignment of posts and the relief of guards taking into the ledger the condition of the beat upon the relief of the guard;
- d. hold the beat guard accountable for whatever loss or damage of property, life or limb sustained in the duration of the guard on duty;
- e. secure at all times the life and limb of the students, staff, faculty and officials and the properties of the University;
- f. provide twenty-four (24) hour security to the University President and the Presidential Family;
- g. brief and update the University President on security matters at least once every week and/or as the need arises;
- h. impose the rules, policy and regulations in the conduct of the duties of the security force at all times; and
- i. perform such other related functions as may be directed by the University President.

Article 41. The Vice President for Academic Affairs

Section 1. The Vice President for Academic Affairs (VPAA) shall be designated by the University President subject to the confirmation by the Board of Regents for a term of two (2) years without prejudice to redesignation.

Section 2. Qualifications

He /she must possess the following qualifications:

- a. holder of an appropriate doctorate degree;
- b. at least Professor I;
- c. seven (7) years teaching experience; and
- d. five (5) years of administrative function, preferably, with at least one (1) year experience as Dean at USM.

Section 3. He/she shall be primarily accountable to the University President and shall conscientiously assist the University President in the general supervision of the academic and extra-curricular operations of the University in accordance with the existing government and University principles, policies, rules and regulations.

