

THE UNIVERSITY OF SWABI
STATUTES 2016
(AMENDMENT 2017)



UNIVERSITY
of
SWABI


Section Officer-III
Governor's Secretariat
Khyber Pakhtunkhwa

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Chapter-1
Title, Commencement, Application
and Definitions of The University of
Swabi Statutes, 2016
(Amendment 2017)


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1. **Title**

These statutes shall be called The University of Swabi, Statutes, 2016 (Amendment 2017).

2. **Commencement**

(1) These statutes shall come into force at once.

3. **Application**

Notwithstanding anything contained in the Act, expressly defined in the relevant statutes, that are part of these statutes, these statutes shall apply to all authorities, persons, matters, and ancillary subjects within the competence of the University.

4. **Removal of Difficulties**

(1) If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Act.

(2) Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee, which shall submit its recommendations to the Syndicate. The decision of the Syndicate in all such matters, after consideration of the recommendations of the Anomaly Committee, shall be final.

5. **Anomaly Committee**

Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the following Anomaly Committee.

(a)	Vice Chancellor	Convener
(b)	Pro Vice Chancellor	Member
(c)	Two Senior most Deans	Member
(d)	Concerned Chairperson / Head of Section (HoS)	Member
(e)	Registrar	Member/Secretary
(f)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member

6. **Amendments in the Statutes**

Any amendment / modification in these Statutes shall be made by the Syndicate on the recommendations of the Anomaly Committee and shall be submitted for approval of the Senate and Chancellor as prescribed in Section 28 (2) of The Universities Act No.X of 2012 (Amended vide Act No.XI of 2016)


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Chapter-2

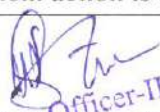
The University of Swabi Statutes, 2016 (Amendment 2017)

Definitions


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The definitions expressed in the following table of Statutes of The University of Swabi Statutes, 2016 (Amendment 2017), unless the context otherwise requires, the following expressions shall have the meanings assigned to them in order of nomenclature of the statutes as under:

1.	"Academic Council" means Academic Council of the University.
2.	"Act" means The Khyber Pakhtunkhwa Universities Act No. X of 2012 as amended through Act No XI of 2016.
3.	"Advanced Studies and Research Board" means Advanced Studies and Research Board of the University.
4.	"Affiliated college or Affiliated institution" means a college or institution affiliated to the University
5.	"Affiliation Committee" means the Affiliation committee constituted under these statutes.
6.	"Affiliation" means affiliation with the University.
7.	"Annual Report" means the Annual Report of the University.
8.	"Appointed Date" means a day within the working days of the University, so fixed by the Election Authority for nominations, withdrawal and election; or any other day for a particular objective in connection with the elections.
9.	"Appointing Authority" means Syndicate for appointments to the posts in BPS-17 and above and the Vice Chancellor for BPS-16 and below viz. the Ministerial & Technical Positions upgraded to BPS-17.
10.	"Authority" means any of the Authorities of the University specified in Section 18 of the Act.
11.	"Authorized Hospital" means the hospitals authorized by the Syndicate.
12.	"Authorized Medical Attendant" means a qualified doctor, who is registered and authorized under the law to do medical practice and designated as such by the University Syndicate.
13.	"Authorized Officer" means an officer who is authorized to function as such under the Statutes or Rules made hereunder.
14.	"Board of Trustees" means the Board of Trustees of the Employees Welfare and Insurance Fund as established under these Statutes.
15.	"Campus" means Campus of the University
16.	"Chairperson" means Chairperson of a Teaching Department
17.	"Chancellor" means the Chancellor of the University
18.	"Competent Authority" means the authorities of the university and the officers of the University as authorized by the provisions of Act or by the Statutes or by the Rules and Regulations made thereunder.
19.	"Constituency" means a constituency delimited under the Act.
20.	"Constituent College" means Constituent College of the University
21.	"Constituent Institution" means Constituent Institution of the University
22.	"Coordinator" means Coordinator of the University Campus
23.	"Dean", "Director", and "Principal" means the Head of a Faculty, Institute and Constituent Institutions/ Constituent Colleges and other Academic Divisions of the University, respectively, as the case may be.
24.	"Defendant" means an employee against whom action is initiated under the Statutes.


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25.	"Election Agent" means an election agent, appointed by a candidate under the provision of the Election Statutes.
26.	"Election Authority" Means authority that conducts and supervises the elections under the Election Statutes.
27.	"Election" means election of a member or members of the Authorities of the University.
28.	"Election Tribunal" means election tribunal of the University.
29.	"Elector" means a person who is on the electoral list for purposes of elections to the Authorities of the University.
30.	"Employee" means a person who is in the whole time regular employment of the university. It does not include either a contract employee, or a part time, contractual or temporary servant engaged on daily or monthly wage basis, work charge or those who were re-employed or on deputation from other university.
31.	Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges means Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and other Academic Divisions of the University respectively, to whom the Statutes apply.
32.	"Fee" means Admission fee, Tuition fee, Examination fee, or any other charges classed as Fee by the Syndicate.
33.	"Foreign Service" means service in which an employee receives emoluments, with the sanction of the University, from a source other than the University Funds.
34.	"Government" means the Government of Khyber Pakhtunkhwa.
35.	"Head of Department" means the person appointed as such in absence of the Chairperson of the Teaching Department.
36.	"Head of Section" means the person appointed as such to be the Head of Administrative Section.
37.	"HEC" means the Higher Education Commission Islamabad.
38.	"Initial Appointment" means appointment made otherwise than by promotion or transfer.
39.	"Non-Refundable Fee" means any Fee or Charge made to the University by a person which cannot be returned even if the purpose for which the payment was made is not met/fulfilled.
40.	"Other Charges" means the dues other than fee demanded by the University from a person
41.	"Permanent Post" means a post sanctioned without limit of time.
42.	"Polling Day" means the day on which the polling is conducted for the elections.
43.	"Prescribed" means prescribed by Statutes, Regulations and Rules made under the Act.
44.	"Presiding Officer and Assistant Presiding Officer" means Presiding Officer and Assistant Presiding Officer so appointed by the Returning Officer.
45.	"Presumptive Pay of a post" means the pay to which an employee would be entitled if he would have held the post in a substantive capacity and would have been performing its duties.
46.	"Principal/ Director" means the Head of the College or the Chief Executive of the institution/college seeking Affiliation.
47.	"Professor Emeritus" means A Professor who retires from the University service in BS-21 or BS-22 and is given the status of Professor Emeritus by the Syndicate under the provisions of relevant Statutes
48.	"Proforma" means the Proforma appended to the Statutes.
49.	"Programme", "Course" means the Course of Study, which culminates in the final award of degree/Diploma/Certificate.
50.	"Registrar" means the Registrar of the University, acting as Election Authority under these


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	Statutes.
51.	“Regular Appointment” means an appointment made in accordance with the prescribed procedure against a clear vacancy.
52.	“Returning Officer” means a Returning Officer, so appointed by the Election Authority, exercising the powers and performing the functions assigned to him in connection with the elections.
53.	“Senior most Dean” means the Professor who has completed maximum duration / tenure as a dean of faculty in the entire career.
54.	“Schedule” means the Schedule annexed to the Statutes.
55.	“Selection Board” means Selection Board of the University
56.	“Senate” means Senate of the University.
57.	“Special Selection Board” means permanent members of the Selection Board one representative of Chairperson, HEC, and one representative of the Chancellor.
58.	“Student” means a student as defined in these Statutes.
59.	“Substantive Pay” means the basic pay, other than special pay, personal pay, etc., to which an employee is entitled on account of his substantive appointment to a post in a specified pay scale.
60.	“Syndicate” means Syndicate of the University.
61.	“Temporary Post” means a post sanctioned for a limited time.
62.	“Terms & Conditions of Service” means respectively the terms and conditions of Teachers, Officers and Staff as assigned to them under the Statutes.
63.	The pronoun "He" may refer to male and/or female employee(s), as the case may be in accordance with the context.
64.	“Treasurer” means the Treasurer of the University.
65.	“The University” means The University of Swabi
66.	“Vice-Chancellor” means the Vice-Chancellor of the University.
67.	“Year” means the financial year, Calendar year or Academic year as the case may be.
68.	All other terms and expressions shall have the same meanings as assigned to them under the Act and Statutes.


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Chapter-3

The University of Swabi Annual Report Statutes, 2016


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1. **Title**

These statutes shall be called The University of Swabi, Annual Report Statutes, 2016.

2. **Commencement**

These statutes shall come into force at once.

3. **Presentation of Annual Report**

The Annual Report shall be presented as prescribed in Section 11 (7) & (8) of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016. The Vice-Chancellor shall present the Annual Report before the Senate within three months of the closure of the academic year. The Annual Report shall comprise of such information as regards the academic year under review and as may be prescribed, including disclosure of all relevant facts pertaining to namely the following:-

4. **Layout of Annual Report**

(1) Academics

A. **Curricular**

- i. Academic Activities
- ii. Quality Assurance
- iii. Faculty Development
- iv. Students Enrollment and Degrees Awarded annually
- v. Ranking of the University
- vi. Any other activity

B. **Co-Curricular**

- i. Sports
- ii. Student Societies and activities
- iii. Community building and awareness
- iv. Leadership building and awareness
- v. Any other activity

(2) Research

- i. Research and Development
- ii. Innovation and Commercialization
- iii. University Liaison with industry
- iv. Universities Contribution towards Building Economy
- v. Outreach activities
- vi. Any other activity


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(3) Administration

- i. University Governance
- ii. Strengthening Physical Infrastructure
- iii. Strengthening Technological Infrastructure
- iv. Recruitment and promotions
- v. Meetings of Authorities and Statutory bodies
- vi. Litigation
- vii. Progress achieved from foreign tours
- viii. Any other activity

(4) Finances

- i. Budget
- ii. Funds Generation/Development
- iii. Performance Indicators
- iv. Audited statement of Account and Management letter


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Chapter-4

**The University of Swabi Fees and
other Miscellaneous Charges
Statutes, 2016**


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1. **Title**

These statutes shall be called The University of Swabi Fees and other Miscellaneous Charges Statutes, 2016.

2. **Commencement**

These statutes shall come into force at once.

3. **Fee Structure**

As per provision of the Act, the University may demand and receive such fees and other charges as it may determine.

4. **Fee structure and its review**

- (i) The nature and details of the fee and other charges shall be as may be prescribed by the Syndicate.
- (ii) The Syndicate may, on recommendations of the Academic Council or Finance & Planning Committee, as the case may be, revise the fee structure or amend any policy or frame rules in this regard with such conditions as it may deem fit, in accordance with the provisions of the Act and these statutes.
- (iii) A 10% annual increase shall normally be made in the fee(s), however; *the Syndicate may revise the fee structure, as it may deem appropriate.*

5. **Fee Refund**

The Vice Chancellor may refund the fee deposited by any student who cancels his admission in a discipline, program or department as under.

% age of Tuition Fee	Timeline For Semester System	Timeline for Annual System
Full (100%) Fee Refund	Up to 7 th day of commencement of classes	Up to 15 th day of commencement of classes
Half (50%) Fee Refund	From 8 th - 15 th day of commencement of classes	From 16 th – 30 th day of commencement of classes
No Fee (0%) Refund	From 16 th day of commencement of classes	From 31 st day of commencement of classes

Provided that any student who has got re-admission, within 7 days of first admission, in another discipline, program, department shall transfer the deposited fee to such new department


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Chapter-5

The University of Swabi Pension Statutes, 2016


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1. Short title, commencement and application

- (1) These Statutes may be called The University of Swabi Pension Statutes, 2016.
- (2) These Statutes shall come into force at once
- (3) These Statutes shall be applicable to employees of the University

2. Terms used in the Pension Statutes and their Explanation

- (1) The various terms used in the Pension Statutes are explained below:—
 - (i) *Age*.—When an employee is required to retire, on attaining a specified age, the day on which he attains that age is reckoned as a *non-working day*, and the employee must retire, with effect from and including that day.
 - (ii) *Family*.—The ‘family’ for the purpose of entitlement of gratuity/ pension benefits under these Statutes includes the following relatives of the employee:—
 - (a) wife or wives, in the case of a male employee (unless there is a judicial separation, the wife continues to be a member of the employee’s family irrespective of the fact whether she has been living with him or not).
 - (b) Husband, in the case of female employee (a female employee can exclude her husband from being a member of her family).
 - (c) Minor son(s) of the employee unless they attain the age of 21 years and unmarried daughter(s) irrespective of their age(s).
 - (d) Widow or widows and minor son(s) (unless they attain the age of 21 years) and unmarried daughters(s) irrespective of their age, of a deceased son of the employee.
 - (e) Children of the employee or children of the deceased son of the employee permanently incapacitated.
 - (f) Widowed/Divorced daughters of the employee or the widowed daughters of the deceased son for life or till they get remarried
 - (iii) *Foreign Service*.—means service in which an employee receives his substantive pay with the sanction of the University from any source other than the Revenue of the University.
 - (iv) *Revenue of the University*.—for the purposes of Pension include revenue from own resources of the University and Recurring Grants from the Higher Education Commission or the Government and other sources as per the provision in the University Act 2012.
 - (v) *Pension Fund*.—The Pension Fund established, maintained and administered under these statutes;


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Provided that this Fund shall be used for the purpose covered under these Statutes and in no case loan or any kind of payment shall be permissible from the Fund out of its purview.

- (vi) *No Demand Certificate.*—means a certificate by the Registrar that all the dues against the retiring employee up to the date of retirement have been realized and nothing is now outstanding against him. Such a certificate is also required to be obtained from the Teaching Department and Administrative sections concerned.
- (vii) *Pension.*—A periodical payment made by University in consideration of past services rendered by an employee except when the term “Pension” is used in contradistinction to Gratuity “Pension” includes Gratuity.
- (viii) *Rule of Proportions.*—Pension is chargeable according to the “Rule of Proportions” when the charge is debitable to several accounts in the proportions in which, the pay drawn by the employee during the whole of his qualifying service has been paid from them.
- (ix) *Retirement from service.*—(1) An employee shall retire from service—
 - (a) on such date after he has completed twenty years of service qualifying for pension or other retirement benefits as the appointing authority may, in public interest, direct or;
 - (b) where no direction is given under clause (a), above on the completion of sixty years of his age.
- (x) *Indemnity bond.*—Indemnity bond signed by the pensioner in compliance with State Bank of Pakistan’s instructions.
- (2) No direction under clause (a) (ix) of sub-section (1) shall be made until the employee has been informed in writing of the grounds on which it is proposed to make the direction, and has been given a reasonable opportunity of showing cause against the said direction.
- (xi) “Authority” means the Vice Chancellor of the University for approval of Pension and Gratuity of the Employee.

3. Pension and gratuity

- (1) on retirement from service, an employee shall be entitled to receive such pension or gratuity as prescribed under these Statutes subject to revision by the Syndicate from time to time.
- (2) In the event of death of the employee, whether before or after retirement, his family shall be entitled to receive such pension, or gratuity, or both, as the employee would have received in his life time.
- (3) No pension shall be admissible to an employee who is dismissed or removed from service for reasons of discipline, but University may sanction Compassionate Allowance to such an employee, not exceeding two-thirds of the pension or gratuity which would have been admissible to him had he been invalided from service on the date of such dismissal or removal.
- (4) If the determination of the amount of pension or gratuity admissible to an employee is delayed beyond one month of the date of his retirement or death,


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he or his family, as the case may be, shall be paid provisionally. Such anticipatory pension or gratuity as may be determined by the authority, according to the length of service of the employee which qualifies for pension or gratuity; and any overpayment consequent on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such employee or his family.

4. Classification of Pension

(1) *Compensation Pension*.—If an employee is selected for discharge owing to the abolition of a permanent post, he shall, unless he is appointed to another post, the conditions of which are deemed by authority competent to discharge him to be at least equal to those of his own, have the option:—

- (i) of taking any compensation pension or gratuity to which he may be entitled for the service he has already rendered, or
- (ii) of accepting another appointment or transfer to another establishment even on a lower pay, if offered, and continuing to count his previous service for pension.
- (iii) An employee not employed in a substantive permanent capacity is granted Compensation Pension if he is discharged after completing qualifying service of 10 to 24 years 5 months and 29 days owing to the abolition of his post or is replaced by a “qualified” candidate.

(2) *Invalid Pension*.—

- (i) An invalid pension is awarded, on his retirement from the public service, to a employee who by bodily or mental infirmity is permanently incapacitated for the public service, or for the particular branch of it to which he belongs. The infirmity has, however, to be certified by a duly constituted Medical Board.
- (ii) If a temporary employee, who has rendered at least eight (8) years of service, is retired for inefficiency due to mental or physical infirmity he shall be allowed pension benefits as if he was required to retire under these Statutes.
- (iii) In case an employee dies before his retirement, prior to completion of qualifying service, his pension shall be calculated, as if he was retired on Invalid Pension on the date following the date of his death.

(3) *Family Pension*.—Family Pension is granted to the family of an employee who dies before or after retirement.

(4) *Superannuation Pension*.—A superannuation pension is granted to an employee who is entitled or compelled, by rule to retire at a particular age.

(5) *Retiring Pension*.—

- (i) A retiring pension is granted to an employee who is permitted to retire after completing qualifying service of twenty-five years. Such a pension is also granted to employee who is required by University to retire after completing twenty years qualifying service or more.


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- (ii) An employee other than an employee against whom a departmental proceeding is pending has the right to retire from service after completion of 25 years qualifying service. Such an employee shall, at least three months before the date on which he intends to retire, be required to submit a written intimation to the authority competent to fill the appointment by him at the time of submitting that intimation indicating the date on which he intends to retire. Such intimation, once submitted shall be final and shall not be allowed to be modified. However, before formal acceptance of the request he may, if so, desired, withdraw his application for premature retirement.
- (iii) University has the right to retire any employee after he has completed 20 years qualifying service.
- (iv) The term retirement includes "Compulsory Retirement" under the employees Efficiency & Discipline Statutes.
- (v) In case of voluntary retirement of employees the Registrar is responsible for ensuring verification of qualifying service within one month from the date of receipt of application for voluntary retirement after 25 years qualifying service. If the qualifying service comes out to be less than 25 years, the employee will have to continue in service till he completes that length of service. The fact of the shortfall in the qualifying service should be pointed out by the Registrar to the employee concerned before the expiry of the three months notice period.

The requests for voluntary retirement on completion of 25 years qualifying service should be submitted to the competent authorities mentioned below :—

Category of Officers	Authority competent to accept request for retirement
B-21 and above	The Syndicate
B-1 to 20	The Vice Chancellor

5. Conditions of Qualifying Service

- (1) Unless it be otherwise provided by special rule or contract, the service of an employee begins to qualify for pension from the date he takes charge of the office/post to which he is first appointed.
- (2) The service must be under University. An employee does not qualify his service for pension unless he is appointed and his duties and pay are regulated by the University.

Provided that the persons served in any Government or other public sector organizations in a pensionable service shall be entitled to pension or gratuity subject to deposit of the pension contribution into University for the period of such service, he has rendered in the Government or other public sector organization, as the case may be.

- (3) The employment must be substantive and regular.


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- (4) An Employee not employed in a substantive regular capacity who has rendered more than 5 years continuous temporary service shall be countable for the purpose of pension or gratuity excluding broken periods of service, if any, rendered previously. Continuous temporary service as mentioned above and officiating service of less than five years immediately preceding confirmation shall also be countable for gratuity or pension, as the case may be.
- (5) Only the service paid from the Revenue of the University qualifies for pension. Foreign Service also counts for pension provided the pension contribution was paid as required under the Statutes.
- (6) All periods of leave, other than extraordinary leave, count as service qualifying for pension.
- (7) The period of suspension followed by reinstatement or superannuation count towards qualifying service for pension
- (8) In case where an employee is compulsorily retired following a period of suspension ordered under employees Efficiency and Discipline Statutes, pension or gratuity is admissible only for the period of service rendered excluding the period of suspension.
- (9) Resignation from the public service, dismissal or removal on account of misconduct, insolvency or inefficiency or failure to pass an examination entails forfeiture of past service. Subject to any order of the competent authority made on compassionate grounds an employee who is removed or dismissed shall not be entitled to any compensation pension, gratuity or benefit accruing from University contribution to a Contributory Provident Fund.
- (10) Resignation of an appointment to take up another appointment in which the service counts for pension is not a resignation from the University service for the purpose of pension.
- (11) Any interruption in the service of an Employee entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed by reinstatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
- (12) The authority that sanctions the pension may condone retrospectively periods of absence without leave into extraordinary leave.

6. Condonation of interruption and deficiencies in qualifying service for Pension/Gratuity

- (1) A deficiency of a period not exceeding six months in the qualifying service of an Employee shall be deemed to have been condoned automatically.

Provided that the benefit will not be admissible in a case where service rendered by an employee does not by itself qualify for pension or gratuity under these Statutes.

- (2) The authority competent to sanction pension may condone a deficiency of more than six months but less than a year subject to the following conditions, namely :—

- (i) The employee had died while in service, or has retired under


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circumstances beyond his control, such as on invalidation or the abolition of his post, or superannuated and would have completed another year of service if he had not died or retired.

- (ii) The service rendered by him had been meritorious.
 - (iii) A deficiency of more than one year cannot be condoned.
 - (iv) These provisions will not apply to Employees who have rendered less than five years continuous service.
- (3) Upon such conditions as it may think fit in each case, the appointing authority of an employee may condone all interruptions in his service, provided such interruption is not due to any fault or willful act of the employee, like resignation or removal from service.

Provided that the power cannot be exercised to condone breaks in temporary and officiating service specifically excluded from the category of qualifying service.

- (4) Interruptions due to removal on account of reduction and retrenchment of a post should be deemed to have been condoned.

7. Accrual of Financial Benefits

- (1) Pensions of an employee will be fixed in accordance with these provisions with effect from the date of retirement or death of the employee as the case may be.

A. RATE AND SCALE OF PENSION

- (2) (i) Pension shall be calculated at the rate of 70% of emoluments on completion of 30 years qualifying service. Where qualifying service is less than 30 years but not less than 10 years, proportionate reduction in percentage shall be made in accordance to the Pension Table regulating all the four pensions, namely, Compensation Pension, Superannuation Pension, Invalid Pension and Retiring Pension appended to these statutes as Annexure 1.
- (ii) The term "emoluments", i.e. pensionable pay, shall include but not limited to, Basic pay, Special pay, personal pay, qualification pay, indexed pay, Senior Post Allowance, cash handling pay and any other pay to be classed as pay.
- (iii) Any other emolument classed as emolument counted for calculation of pension.

8. Gratuity for Service of less than 10 years but not less than 5 years

- (1) The employee or his family, as the case may be, shall be entitled to gratuity at the rate of 1.5 months pay for each completed year of service of five years up to nine years in case he had served less than ten years at the time of retirement due to invalidation or death in service.
- (2) **Calculation of Pension on last pay/emoluments drawn**


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Provided that the annual increment shall be included in the pay last drawn if the Employee retires between 2nd June and 30th November.

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9. ANNEXURE I

(1) PENSION TABLE

Completed years of qualifying service	Scale of pension expressed as fractions of average emoluments
10	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300
21	147/300
22	154/300
23	161/300
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30 and above	210/300


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PENSION FORMULA

$$\frac{\text{Reckonable emoluments} \times 70 \times \text{Length of Qualifying Service}}{30 \times 100} = \text{Gross Pension}$$

- (2) The employee shall be entitled to commute 35% of the gross pension at the rates specified in the above table.
- (3) The Employee shall be entitled to monthly pension @ 65% of the gross pension plus the increases allowed by the pension sanctioning authority from time to time.

10. Pensions/Gratuities for Injury or Death in Course or Consequence of Duty

- (1) The classification of disabilities and the criteria for determining their attributability to service shall be as detailed in (Annexure II). The rate and scale of disability/death pension and gratuity shall be as follows:—
- (2) Where an employee is injured, killed or dies of injuries received during the execution of public duty, a pension or gratuity may be granted to him or to his family in accordance with the following Statutes.
- (3) *Pension/Gratuity for injury or death in course or consequence of duty.*— The classification of disabilities and the criteria for determining their attributability to service under the caption (Extraordinary Pension), in these Statutes is detailed in Annexure, alongwith the rate and scale of disability/death pension and gratuity.

(i)* Disability Pension/Gratuity

Class of injury	Pension	Gratuity	Children's pension	
			Child without own mother	Child living with own mother
A.	20% of pay	6 months	5% of pay,	2.50% of pay,
B.	15% of pay	Nil	4% of pay	2%
C.	15% of pay	Nil		Nil


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(ii) **In case of Death of the Employee (Special Family) Pension/Gratuity**

Pension	Gratuity	Children's pension	
		Child without own mother	Child living with own mother
20% of pay	6 months	5% of pay,	2.50% of pay,

Provided that the pensions/gratuities shall be in addition to the pensions and/or gratuities permissible to an ordinary pensioner.

11. ANNEXURE II

PART I

(1) CLASSIFICATION OF DISABILITY

(1) *Class 'A'*

- (i) Loss of a hand and a foot or loss of use of two or more limbs.
- (ii) Total loss of eye-sight.
- (iii) Total loss of speech.
- (iv) Total deafness both ears.
- (v) Paraplegia or hemiplegia.
- (vi) Lunacy.
- (vii) Very severe facial disfigurement.
- (viii) Advanced cases of incurable disease.
- (ix) Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated.
- (x) Emasculation.

Provided wounds, injuries or disease of limb resulting in damage of nerves, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partial function is retained will not be included in this class. However if the partial retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the Employee has been totally impaired due to the invaliding disability.

(2) *Class 'B'*


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- (i) Loss of a thumb or at least three fingers of hand.
 - (ii) Partial loss of one or both feet at or beyond tarsometatarsal point.
 - (iii) Loss of vision of one eye.
 - (iv) Loss of all toes of one or both feet.
- (3) Class 'C'
- (i) Limited restriction of movement of joint due to injuries.
 - (ii) Disease of a limb restricting performance of duties.

Provided when the wound, injury or illness causing the disability is not entered in the above schedule, the disability shall be assessed by the medical board at the classification most closely corresponding to those given above.

12. PART II

Principles and Procedure for Determining Attributability to Service Of Disability

(1) Casualties due to wound or injury

- (i) It should be established in such cases that the cause of the casualty was the result of duty in service.
- (ii) Where the injury resulted from the risk inherent in service attributability will be conceded.
- (iii) An individual is on duty for 24 hours of the day except when on leave other than casual leave.
- (iv) An individual will be deemed to be in the performance of duty when—
 - (a) he is physically present in his headquarters;
 - (b) he is travelling on leave at University expense;
 - (c) when travelling to or from duty (e.g., from residence to place of duty and back but not whilst he is in his residence) ;
 - (d) whilst travelling on duty i.e., where it is established that but for the duty he would not have been travelling at all.
- (v) Disability resulting from purely personal acts such as shaving or similar private pursuits would not normally be treated as attributable to service.
- (vi) Disability resulting from violence provoked by performance of duty will be viewed as attributable to service unless the circumstances of the case warrant a different conclusion.
- (vii) If circumstances are such that service played no part in the causation of disability, attributability will not be conceded.

Illustration.—If a person driving a motor cycle etc., on duty, collides with a truck, the injury received may be attributed to service but if he is out for a walk and sustains injury from a passing truck, his case will not qualify for the concession.

(2) Casualties due to disease


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- (i) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in service. In determining attributability in such cases due regard should be paid to the question whether service in a particular region, or of a particular type, involved exposure to exceptional risk of contraction of, or infection by a disease, as well as to the actual circumstances of the case.
- (ii) Attributability will not be conceded if, though contracted during the period of actual performance of duty, the disease is, in the opinion of the medical authorities concerned, due to risks which cannot be regarded as peculiar to such duty in service.
- (iii) Where a disease or its aggravation resulted from the risk of duty attributability/aggravation will be conceded.
- (iv) All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravated by service where the medical opinion is in favour of the acceptance.
- (v) Attributability/aggravation in all cases of Cardiac disease will be determined in accordance with the guidelines mentioned at the end of this part.
- (vi) Where medical or other supporting documents are incomplete, cases will be dealt with on merits with due regard to medical opinion and other evidence.

13. Guidelines for Determining Attributability/ Aggravation in Cases of Cardiac Diseases

- (1) There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pin-pointed as being responsible for such an attack. It is, therefore, not easy to lay any hard and fast rule for awarding attributability/aggravation in such cases. For the guidance of medical and administrative authorities some of the factors which may precipitate the attack of heart disease are enumerated below:—
 - (i) *Physical exertion.*—Coronary occlusion is known to have precipitated during or immediately following physical exertion. Physical exertion may not necessarily be of an unusual character *i.e.*, lifting of a heavy bundle, pushing a stalled vehicle or an uphill climbing have in many instances been followed by an attack of Coronary occlusion. The effects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress. Attributability will be conceded if a person under going stress and strain, pressure and counter pressure by virtue of the nature of his duties, develops psychiatric problem.
 - (ii) *Emotional strain.*—The occurrence of Coronary disease in persons who had been under and unusually severe and protracted emotional strain points to a probable relationship between the two. Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological trauma.
- (2) The question of attributability/aggravation of heart disease on occurrence in otherwise a normal individual who is subjected to the above mentioned factors will, therefore, have to be considered and decided in the light of known history and merits of each case.


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- (3) While dealing with such cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as award of attributability/aggravation depends on their candid opinion.

14. Part III

Family pension

- (1) The term family shall refer to the definition of 'family' as given in Section 2(1)(ii) of The University of Swabi, Pension Statutes, 2016. In case an employee dies before his retirement, his pension is calculated, as if he retired on invalid pension on the date following the day of his death.
- (2) as mentioned in sub section (I) family of the deceased employee shall be paid the pension to which he would be entitled in case of retirement.
- (3) The widow(s) or widower or the unmarried daughters, if any, or widow(s) of a deceased son and daughters of the deceased son shall be entitled to the family pension for life or until they married.
- (4) The sons or sons of deceased son, if any, shall draw the family pension until they attain the age of 21 years.
- (5) The physically or mentally retarded children of the deceased employee shall be entitled to family pension for life
- (6) Where a pensioner, dies after his retirement, his family shall be entitled to the pension as mentioned in sub section (1 to 5) above.

Provided that a child includes an "adopted child" subject to certification by the Legal Adviser of the University

Provided further that if it is proved that the wife of the deceased employee has been judicially separated from the employee or has ceased under the customary law, she shall no longer be deemed to be a member of the family unless the employee has himself intimated in writing that she shall continue to be so regarded

- (7) In case of the female employee if she intimates in writing that her husband should not be included as a member of the family then he shall no longer be considered a member of the family unless she subsequently cancels in writing her intimation excluding him.

15. Nominations

- (1) An employee who is unmarried or is widow or widower shall, as soon as he/she completes 5 years' qualifying service, make a nomination, conferring on one or more persons the right to receive any gratuity that may be sanctioned.
- (2) Subject to sub section (1) above if an employee nominates more than one person he/she shall specify in the nomination the amount or share payable to each nominee in such manner as to dispose of the whole amount of the Pension /gratuity mentioned therein.


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(3) An employee may provide in a nomination:—

- (i) in respect of any specified nominee, that in the event of his/her predeceasing the employee the right conferred upon that nominee in sub-para (2) above shall pass to such other member or members of the employee's family as may be specified in the nomination.
- (ii) that the nomination shall become void in the event of the happening of a contingency specified therein.

(1) Every nomination shall be in such form as may be prescribed for the purpose.

(2) An employee may at anytime cancel a nomination by sending a notice in writing to the appropriate authority, provided that the employee along with such notice, send a fresh nomination.

(3) Immediately on the death of a nominee the employee shall send to the appropriate authority a notice in writing formally cancelling the nomination together with a fresh nomination.

(4) Every nomination made, and every notice of cancellation given, by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the authority.

16. When the amount of gratuity has become payable to the family it shall be the duty of the Disbursing Officer to make payment to the family according to the following procedure:—

1) When the employee leaves a family:—

- (a) The amount of gratuity or any part thereof to which the nomination relates shall become payable to his/her nominee or nominees in the proportion specified in the nomination.
- (b) If no nomination in favour of a member or members of a family subsists, or if a nomination relates only to a part of the amount of the gratuity the whole amount of the gratuity or the part thereof to which the nomination does not relate, shall become payable to the members of his/her family in equal shares:

Provided that no share shall be payable to:—

- a) sons who have attained the age of 21 years;
- b) sons of a deceased son who have attained the age of 21 years;
- c) married daughters whose husbands are alive;
- d) married daughters of a deceased son whose husbands are alive.

Provided that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived that employee and had been exempted from the operation of the first proviso.

17. When the beneficiary is a minor and has no regularly appointed Manager or Guardian, the sanctioning authority may allow the payment of pension or shares of gratuity of minor


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children of a deceased employee to their mother. In case the mother is not alive or was judicially separated from the employee in his life time, the sanctioning authority may nominate any suitable person to be the Guardian of such minor children for the purpose of receiving payment of pension and/or shares of gratuity on their behalf.

18. In a case when the deceased employee was a female, the sanctioning authority may, under the circumstances stated above, allow the payment of pension or shares of gratuity of minor children of the deceased, to their father.
19. When the Employee leaves no family the amount of gratuity shall be payable to the following surviving relatives, if any, of the employee in equal shares:—
- a) Mother;
 - b) Father;
 - c) un-married sisters and widowed sisters; and
 - d) Brothers below the age of 21 years.

Provided that Judicially separated or divorced mother who has re-married does not fall in this category.


20. No gratuity will be payable by University after the death of an Employee if he/she does not leave a family as defined in para 5(1) above or an eligible dependent relative or relatives specified in sub-para (2) of paragraph 2 above.

21. Pension shall be allowed to the family

- (1) Widow or Widower of the deceased for her life, if the deceased is a male employee. If the employee had more than one wife, and the number of his surviving widows and children does not exceed 4, the pension shall be divided equally among the surviving widows and children. If the number of surviving widows and children together is more than four, the pension shall be divided in the following manner, viz. each surviving widow shall get 1/4th of the pension and the balance if any shall be divided equally among the surviving children. For the purpose of this clause, the term "Children" exclude sons above the age of 21 year and married daughters whose husbands are alive.
- (2) failing a widow or husband, as the case may be, to the eldest surviving son upto the age of 21 years;
- (3) failing (1) and (2) to the eldest surviving unmarried daughter till her marriage if the eldest daughter marries or dies then the next eldest daughter till her marriage.
- (4) failing (1) to (3) to the eldest widowed daughter.
- (5) failing (1) to (4) to the eldest widow of a deceased son of the Employee.
- (6) failing (1) to (5) to the eldest surviving son below 21 years of age of a deceased son of the Employee;


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- (7) failing (1) to (6) to the eldest un-married daughter below 21 years of age of a deceased son of the Employee;
- (8) failing these, to the eldest widowed daughter of a deceased son of the employee.
22. If the event of no pension being payable under clause (I) the family pension may be granted:—
- (1) to the father;
- (2) failing the father to the mother;
- (3) failing the father and the mother to the eldest surviving brother below the age of 21;
- (4) failing (1) to (3) to the eldest surviving un-married sister for life or till her marriage, if the eldest un-married sister marries or dies the next eldest un-married sister for life or till her marriage.
- (5) failing (1) to (4) to the eldest surviving widowed sister.
23. No pension will be payable under this Section:—
- (1) to a person mentioned in para (22) without production of a reasonable proof that such person was dependent on the deceased employee for support;
- (2) to an unmarried female member of a employee's family in the event of her marriage;
- (3) to a widowed female member of a employee's family in the event of her re-marriage;
- (4) to the brother of an employee his attaining the case of 21 years;
- (5) to a person who is not a member of family of an employee.
24. (1) A pension awarded under this section will not be payable to more than one member of an employee's family at the same time, except as provided for in para (1) above.
- (2) The family pension of the widow ceases to be the payable from the date of her re-marriage, the next legal beneficiary should be allowed to draw the pension with effect from the date on which it ceased to be paid to the widow.
- (3) The University has discretion to make such modifications in the mode of allotment or conditions of tenure set forth in sub-para (2) to (5) above as they may consider desirable to suit the special circumstances of the beneficiaries.
- (4) A pension sanctioned under this Section will be payable in addition to any extraordinary pension or gratuity that may be granted to the members of an employee's family under the existing Statutes.
- (5) As in the case of a grant of an ordinary pension, future good conduct of the recipient is an implied condition of every grant of a pension under this Section.
25. **Payment of family pension in the case of employees who remain missing for 12 months**


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- (1) If an Employee remains missing or unheard for a period of 12 months to the satisfaction of the Pension sanctioning authority, family pension may be allowed to his heirs as admissible under the prescribed Statutes provided that:—
 - i. The spouse of the pensioner claiming to be entitled to the pensionary benefits of the missing person shall, before such benefits are paid, guarantee, through affidavit or as the pensionary authority may require, the repayment of pensionary benefits to the missing person if subsequently he appears and makes any claim thereto.
 - ii. The pensionary authority shall not be responsible for repayment of any pensionary benefits to the missing person which has already been paid to his spouse or family members who shall personally be responsible for satisfaction thereof on appearance of the missing person.
- (2) The concession admissible there under shall also be admissible in cases a pensioner remains missing or unheard of for a period of 12 months to the satisfaction of the pension sanctioning authority concerned, family pension may be allowed to his heirs as admissible under the prescribed Statutes.

26. Commutation of pension

- (1) An Employee is entitled to commute for a lump sum payment of any portion, not exceeding 35% of pension.
- (2) Commutation is neither subject to medical certificate nor to administrative sanction if it is asked for within one year of the date of retirement. The date of application by the retired employee, in such a case, will be the date of commutation becoming absolute. Where commutation is applied for before retirement the commutation will become absolute on the date of retirement. An employee retiring after attaining the age of 60 years will be allowed commuted value of pension as applicable to age of sixty years.
- (3) In all other cases the commuted value of pension shall be admissible under the formula of "age next birthday".
- (4) In the case of provisional pension, the commutation may be provisionally sanctioned on that basis. When the pension is finally sanctioned, the final payment order should be substituted for the provisional payment order for purpose of commutation as also for all other purposes. In the case of premature retirement on medical grounds the requirement of medical examination will not be waived.
- (5) Dispatching authority should ensure that while approaching the medical authorities for constituting medical boards, relevant papers *etc.*, are sent to them complete in all respects, well in advance of the next date of birth of the employee concerned.
- (6) The commuted amount of pension equal to 35% of the gross amount of pension shall be restored on completion of the number of years for which commuted value was paid. In restoring the commuted portion of pension fraction of a year shown in the commutation table which is less than six months will be ignored and that of six months and more will count as one year.


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- (7) In calculating pension or restoring commuted portion thereof fraction of a Rupee which is less than 50 paisas will be ignored and that of fifty paisas and more will count as one rupee.

27. Grant of Commutation to the family of employee retired on superannuation but expired before signing his Pension/ Commutation claims

Commutation upto 35% of gross pension is admissible to a pensioner at his option. Under the existing procedure, the entitlement of commuted value upto 35% of gross pension becomes valid as and when an employee, while in service or on retirement, exercises his option for commuted value of pension. In case an employees, while having retired on superannuation, could not sign their pension papers due to their death the family of a deceased employee, who after having retirement on superannuation could not sign his pension papers due to death, will also be entitled for the commuted value of pension.

28. Grant of commutation to the family of employee retired on invalidation by Medical Board but expired before signing his Pension/Commutation claims

The family of a deceased employee, who after having retirement on invalidation by Medical Board, could not sign his pension papers due to death, will also be entitled for the commuted value of pension

29. Grant of commutation to the widow of employee compulsory retired but expired before signing his Pension/ Commuted Claim

- (1) The family of a deceased employee, who after having compulsorily retired could not sign his pension papers due to death, will also be entitled for the commuted value of pension.
- (2) Commutation shall be admissible up to a maximum of 35% of Gross Pension, at the option of the pensioner. Admissibility of monthly pension shall be 65% of Gross Pension *plus* increases as shall be sanctioned by the Syndicate from time to time.

30. Anticipatory Pension

(1) When an Employee is likely to retire before his pension can be finally assessed and settled action should be taken for grant of anticipatory pension. For this purpose the sanctioning authority should furnish to the Treasurer with all the particulars of services in respect of the retiring employee. The authority should sanction the disbursement of pension to which after the most careful summary investigation that he can make without delay, he believes the employee to be entitled. Such disbursement should be made only after the following declaration has been signed by the retiring employees:—

“Whereas the (here state the designation of the officer sanctioning the advance) has consented provisionally, to advance to me a pension of Rs.....per month and a lumpsum gratuity of Rs..... in anticipation of the completion of the enquiries necessary to enable the University to fix the amount of my pension and gratuity, I hereby acknowledge that, in accepting this advance, I fully understand that my pension and gratuity is subject to revision on the completion of the necessary formal enquiries, and I promise to base no objection to such revision on the ground that the provisional pension and gratuity now to be paid to me exceeds the pension and gratuity to which I may be eventually found entitled. I further


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promise to repay any amount advanced to me in excess of the pension and gratuity to which I may be eventually found entitled.”

(2) If the Treasurer considers it likely that the employee would be entitled to a gratuity only, one-sixth of the amount of such probable gratuity should, upon a similar declaration, be disbursed monthly until the amount is finally settled.

(3) The payment of the anticipatory pension should be so arranged that it is not delayed beyond the first day of the month following the month in which employee is due to retire.

(4) Pension sanctioning authority must exercise the power to sanction anticipatory pension, whenever required, to avoid any delay in the payment of pension.

(5) If for any reason it is apprehended that the pension payment order cannot be issued within the prescribed time—in the case of normal retirement, one month before retirement and in the case of premature, voluntary or compulsory retirement or death, within three months of the date of event—a provisional order authorizing payment of 80% of the admissible pension may be issued by the competent authority within one month of the expiry of the prescribed time.


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PART IV

31. PROCEDURE FOR SANCTION OF PENSION

Steps for speedy finalization of Pension Cases

- (1) Authority dealing with pension cases should bear in mind that delay in the payment of pensions involves pecuniary hardship. The monthly income of a wage earner ceases at a time when he may need money the most. So it is essential to ensure that a retiring employee begins to receive his pension on the date on which it becomes due. With this end in view, the procedure for preparation of pension papers and sanction of pensions has been simplified. The most important factors relevant to the determination of the amount of pension/ gratuity are the length of qualifying service rendered by an employee before retirement/death and average emoluments. Information in both these respects is computed on the basis of the information available in the History of Services/Service Book/records of the employee concerned. The simplified procedures themselves cannot bring about the desired results unless the authorities concerned take effective steps to ensure that service records are kept up-to-date and complete. In order to achieve this object the following measures have to be adopted.
- (2) *History Files.*—All concerned Departments/Offices should maintain a History File of each employee in B-16 & above. This file should contain (a) Gazette Notification (b) Charge Report (c) a separate sheet or Booklet showing the date of Assumption and Relinquishment of Charge of each post and emoluments drawn, and (d) Leave Account showing the various kinds of leave taken by the officer from time to time. The History File should be shown to the officer concerned in January every year and his acknowledgement obtained on it after settling any discrepancy that may be noticed.
- (3) *History of Service.*—the establishment section of the Registrar office should compile History of Services in respect of employees in B-16 and above regularly and keep them up-to-date.
- (4) *Service Books.*—Service Books in the prescribed form should be maintained in duplicate, in respect of all the B-1 to B-15 employees. One copy of the Service Book should be kept in the office by the establishment section of the Registrar office. Every step in a employee's official life must be recorded in his Service Book, and each entry must be attested. It should be ensured that all entries are duly made and attested and that the Service Book contains no erasures or over writings, all corrections being, neatly made and properly attested. The second copy of the Service-Book should be kept in the custody of the employee concerned who should ensure that all entries in his Service Book are recorded and attested in time. The employee should in his own interest, examine his, Service Book occasionally in order to see that it is not only properly maintained but the entries made therein are complete in all respects. The head of the office should permit an employee to examine his Service Book should he at any time desire to do so. For the purpose of the grant of pension/gratuity, increment, etc., to the employees, only the original copy of the Service Book will be consulted, the duplicate copy of the Service Book would serve as a means for completion of the original Service Book or its reconstruction in the event of its being lost or destroyed.


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- (5) *Verification of service.*—At a fixed time early in the year the Service Books should be taken up for verification by the Head of the office, who after satisfying himself that the services of the employee concerned are correctly recorded in each service book, should record in it a certificate in the following form:—

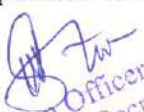
“Service verified up to (date) from (the record from which the verification is made)”.

- (6) If the service cannot be wholly verified from the records (Service Books, pay bills and acquittance rolls) of anyone office, reference shall be made to the heads of other offices in which the employee has served.
- (7) If, in any particular case, it is not possible to verify the service of an employee from the official records, a statement of the employee in writing as to the particulars of his service, statements in writing of other officers who were his contemporaries in the office/department, and documents and letters not forming part of official records may be received in evidence and the service verified on their basis. The power to admit service under this provision can be exercised by the authority empowered to sanction pension.
- (8) *Verification of service by the Treasurer and the Auditor of the University.*—The services of an employee should be got verified by the Treasurer and the Auditor as soon as he has completed ten years service, thereafter the next verification should be on completion of 24 years service, and then finally it should be verified in respect of the period after 29 years when an employee is actually due to retire. The length of the pensionable service accepted in Finance and Audit at these stages should be recorded in both the copies of Service Book of B-1 to B-15 employees, with the stamp of verification duly authenticated. In the case of B-16 and above, the fact of verification should appear in the History of service but if the History of service is not up-to-date, the officer concerned should be informed of the accepted length of pensionable service through a letter.
- (9) *Special measures for verification of service and computerisation of accounts.*—(i) cases in which the entries relating to previous fixation of pay or verification of service are missing, it shall be incumbent upon the officer in establishment section of the Registrar office dealing with a pension case to verify the same *himself* on the basis of the available record, and get it authenticated by the Registrar and Treasurer
- i. The verification of qualifying service of all employees should be completed by the relevant administrative authorities concerned.
 - ii. The computerised pay slip is required to indicate up-to-date qualifying service and the status of employee, *i.e.*, “regular”, “contract graded pay”, “ad-hoc” or “contract fixed pay”. These entries are considered as duly audited.
 - iii. The establishment section of Registrar office shall issue an up-to-date qualifying service certificate to each employee and, thereafter, such a certificate be issued to every employee. The establishment section of Registrar office shall also give a certificate that valid nomination papers regarding gratuity are held by them.
- (10) *Allocation of pension between different Departments.*—(a) The establishment section of Registrar office should take steps to obtain pension contribution from the Governments,


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Universities and others in respect of the service rendered under them by an employee on deputation/Foreign Service.

- (11) Finalization of pension cases shall not be held up on this account. If there is any dispute with regard to the apportionment of pensionary liability, the matter should be sorted out by the pension sanctioning authority.
- (12) *List of officers and staff due to retire.*—With a view to ensure timely action in pension cases the establishment section of the Registrar office shall maintain a list showing the dates of retirement of all the officers and staff who are due to retire in a calendar year and review it quarterly.
- (13) *Employment of officers and staff on pension work.*—Depending on the volume of work, at least one officer and staff should be employed exclusively on pension work. He should be required to make himself conversant with pension procedures and the method of preparation of pension papers.
- (14) *Observance of Statutes relating to grant of secured advances.*—It shall be ensured that all secured advances made to employees are properly and adequately secured with mortgage deeds, agreements, etc, as prescribed under the Statutes. It should be ensured that suitable steps are taken at the appropriate time so as to complete the recovery of other University dues before the date of retirement. If the amount of advance is not fully repaid, the retiring employee should be asked to give his consent to any recoveries due from him being effected from the pension/gratuity payable to him. In case, he fails to give such consent, the recoveries be effected from the pension or gratuity.
- (15) *Grant of un-secured advances.*—No unsecured advances should ordinarily be granted to any employee within six months of the date of his retirement. If any such advance or other dues are already outstanding, these should be recovered from his pay or leave salary. If, for special reasons, it becomes necessary to grant an advance to any employee within six months of his retirement, he should be required to furnish security of a regular employee, who is not due to retire within one year before the advance is paid to him.
- (16) *An employee proceeding on foreign service and recovery of pension contribution.*— Full particulars of the officers and staff proceeding in foreign service must be kept in record and it should be ensured that the recoveries on account of pension contribution in respect of officials on foreign service are effected and accounted for.
- (17) *Recovery of pension contributions in respect of employees on deputation to foreign service within Pakistan or abroad.*—Recovery of pension contributions at $33\frac{1}{3}\%$ of the mean of minimum and maximum of the pay scale of the grade held by the employee concerned at the time of his proceeding on foreign service, plus other emoluments (reckonable for pension) which would have been admissible to him had he not been deputed on foreign service. The above prescribed rate of pension contributions shall apply to all employees whether on deputation to foreign service within Pakistan or abroad.
- (18) The pension contributions in all cases shall be payable by the foreign employers. However, in the case of employees presently on deputation to Foreign Service within Pakistan or


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abroad, pension contributions shall be paid by the foreign employers or the employees concerned, as the case may be, according to the agreed terms of deputation.

- (19) An employee sent on deputation to Foreign Service, who are granted leave and paid leave salary by the foreign employers, shall not count the period spent on Foreign Service for earning leave under the University.

32. Grant of Pensionary Benefits to employee previously served under Government or Autonomous/Semi-Autonomous Organizations who was Appointed to posts in University.—

- (1) In the case of an employee of a Government or an autonomous/semi- autonomous organization, who joins service in University through proper channel, the employee concerned shall make payment of pension contribution to the University at the prescribed rate for the pensionable service he had rendered with them.
- (2) The annual increment in the Basic Scale of Pay will accrue only on 1st day of the month of December following the completion of at least six months of such service at the relevant stage in that scale as counts for increment under the ordinary Statutes, provided that:—
- i. a retiring employee shall be entitled to the usual annual increment, for the purpose of calculation of his pension only, on completion of six months service in the year of his retirement irrespective of due date of 1st December following the completion of six months;
 - ii. the Statutes regarding withholding of increments shall not be affected by this decision.

33. Grant of Usual Increment in the year of Retirement

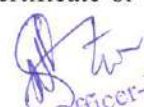
- (1) The words “retiring employee” is applicable to both gazetted and non-gazetted employees.
- (2) The employees retiring during the period on and from 1st of June and 1st of December of a year are entitled to the usual annual increment, for the purpose of calculating pension.
- (3) The amendment is equally applicable to the employees expired during the above period.

34. Procedure for preparation of pension papers and sanction of pension

- (1) With a view to ensure that a retiring employee begins to draw his pension on the date it becomes due, the following procedure should be followed by the authorities concerned;
- i. The Establishment section of the Registrar office should start the preparation of pension papers in each case one year before the expected date of retirement without waiting for the formal application from the employee concerned, which is to be submitted not earlier than six months before the date of retirement.
 - ii. The Establishment section of the Registrar office responsible for initiating the case should start filling of the Pension Application Form one year before the expected date of retirement.


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- iii. Simultaneously, with the starting of preparation of pension papers of an employee, the department authorities should consult the records and see whether any recoveries are due from him. If there are any such dues, early steps should be taken to complete the recoveries of the dues before the date of retirement, if any disciplinary action in this behalf has to be initiated, this should be done at once, so that it may be possible to finalize the case and complete the recoveries before the date of retirement. In case such action has already been initiated steps should be taken to finalize it as quickly as possible so that recoveries may be completed well in time. If any other disciplinary action is pending, it should also be finalised.
- iv. Six months before the expected date of retirement, the would-be pensioner should be asked to fill in and sign the pension application form and submit it alongwith three specimen signatures, three photographs and two sets of thumb and finger impressions on the prescribed form, all duly attested. The photographs and thumb and finger impressions are not required in the case of B-16 and above officers.
- v. Part I of the working copy should then be filled in by copying from the signed copy received from the applicant. Similarly, relevant of the pension form may be filled in by copying from the working copy.
- vi. Requests for furnishing 'No Demand Certificate' should be made to all concerned at least six months before the date of retirement of the employee. If any demand is outstanding against the employee, it must be intimated not later than 15 days after the date of retirement (which should be specified in the request for 'No Demand Certificate'). In case the demand is not intimated within the above time limit the finalisation of pension cases should not be held up on that account and the Department/Office which has failed to intimate an outstanding demand by the due date should be held responsible.
- vii. The payment of pension should not be held up merely for want of 'NO DEMAND CERTIFICATE'. In cases in which 'No Demand Certificate' is not available P.P.O. may be issued subject to the production of an undertaking, at the time of the first payment of the pension/gratuity, by the pensioner, or his family (in the case of his death) to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recoverable from the pension. Failure to intimate recoveries during this extended period should result in the amount involved being recovered from the official responsible for the delay. If any University dues are found to be outstanding against pensioner within one year from the date of issue of the P.P.O. the matter shall be referred to the Pension sanctioning authority for orders before any recoveries are actually effected from the pensioner.
- viii. In cases where employees had retired with less than 10 years service and were entitled to service gratuity only, it would not be possible to recover University dues coming to light afterwards when the gratuity had been paid to them. The payment of such gratuity could, therefore, be made only after the 'No Demand Certificates' have been issued by the authorities concerned. In order to avoid hardship in such cases the payment of gratuity should not be withheld for more than six months after the date of retirement. The onus of furnishing the certificate or intimating the outstanding dues,


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as the case may be, within this period will rest on the department concerned. The outstanding dues coming to light within this period may be recovered from the amount of gratuity which should be paid after six months of the date of retirement without insisting on the 'No Demand Certificate' and the responsibility for University dues if any, coming to light thereafter should rest with the officials responsible for the delay.

- ix. "No Demand Certificates" in respect of all University accommodations occupied by an employee throughout his service are not necessary. Such a certificate should be necessary in respect of only for the last year of University accommodation occupied by him before retirement.
- x. The signed copy of the Pension Form should be forwarded to the sanctioning authority after filling up and signing relevant section of the pension application form. The working copy may be retained in the initiating office as an office copy.
- xi. Pension Application Form must be supported by such requisite documents as can be issued before the actual date of retirement. In case of Invalid Pension, invalidity certificate should be enclosed in original. Documents which cannot be issued till the date of retirement such as the Last Pay Certificate and the No Demand Certificate should be sent afterwards separately.
- xii. *Last Pay Certificate*.—It shall be mandatory for the Establishment section of the Registrar office to issue Last Pay Certificate within 15 days of the date of retirement of an employee.
- xiii. Where an employee is deceased and family pension is payable to the family the following documents have to be sent alongwith the Pension Application Form :—
 - a) Application (in original) from the widow/claimants.
 - b) Death Certificate (in original).
 - c) Postal Address (3 copies).
 - d) List of surviving members of the family (3 copies).
 - e) Specimen signatures of widow/claimant(s).
 - f) Thumb and finger impressions of the widow(s)/claimant(s).
 - g) Non employment certificate (3 copies).
 - h) A certificate to the effect that the widow(s) had not judicially separated from her husband (3 copies).
 - i) A certificate that the widow(s) had not re-married after the death of her husband.
- xiv. The sanctioning authority should fill in relevant Section of the Form. The full pension admissible under the Statutes is not to be given as a matter of course, unless the


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service rendered has been really approved. If the service rendered has not been thoroughly satisfactory, the authority sanctioning the pension/gratuity should make such reduction in the amount of pension/gratuity as it thinks proper. However no reduction in the amount of any pension can be made without affording to the person concerned, by means of a notice in writing, an opportunity to show cause against the proposed reduction.

- xv. an employee compulsorily retired under the employees Efficiency and Discipline STATUTES, shall be entitled to pension or gratuity as admissible under normal Statutes and the certificate of 'thoroughly satisfactory service' is not required in his case."
- xvi. After completion of relevant Section of the form the sanctioning authority should send the form to the Treasurer, alongwith a forwarding letter.
- xvii. The Registrar, after scrutinizing the pension application form and arriving at his own findings about the correct length of qualifying service and the amount of Pension and Gratuity admissible, record a gist of his findings from his working papers into of the form.
- xviii. The Treasurer should issue the Pension Payment Order in case where all necessary documents/informations are available with him, a fortnight before the expected date of retirement.
- xix. When the preparation of a pension case is started a Progress Sheet in the following form should be attached with it showing the dates by which specific action should be completed. This sheet should move with the pension case from the Registrar to the Treasurer and should be kept in record.


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Indemnity bond in compliance with State Bank of Pakistan's instructions for payment of pension on the following pattern:

In compliance with SBPs instructions for payment of pension through your bank branch, I _____ S/o _____ agree to indemnify you and keep you indemnified about liabilities with all sums of money whatsoever, including marks up of my pension account. I further undertake that my legal heirs, successors, executioners shall be liable to refund excess amount, if any, Credit to my pension account either in full or in installment equal to such amount.

Pensioner's Signatures _____

Witness I: _____ Witness II: _____


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PART V. EMOLUMENTS RECKONED FOR PENSION

(1) Definition of terms 'Emoluments and Average Emoluments

- (i) The term "emoluments" means the emoluments which the officer was receiving immediately before his retirement and shall include—
 - a) Basic Pay
 - b) Senior Post Allowance;
 - c) Special Pay of all types and nature;
 - d) Personal Pay;
 - e) Technical Pay;
 - f) Qualification Pay;
 - g) Increments accrued during leave preparatory to retirement;
 - h) Any other emoluments which may be specially classed as Pay.

PART VI. PROCEDURE FOR PAYMENT OF PENSION

(1) Payment of Pension in Pakistan

- (i) *Beginning of payment of pension.*—The ordinary pension is payable from the date on which the pensioner ceases to be borne on the establishment.
- (ii) *Payment of Gratuity.*—A gratuity is paid in a single sum, and not by installments.
- (iii) *Payment of Pensions.*—A pension is payable monthly on and after the first day of the following month.
- (iv) *Death of a Pensioner.*—A pension is payable for the day on which the pensioner dies, the hour at which death takes place has no effect on the claim.
- (v) On receipt of the Pension Payment Order, the disbursing officer should deliver one-half to the pensioner, and keep the other half carefully in such a manner that the pensioner, cannot have access thereto. All payments should be entered on both the halves and attested by the disbursing officer.
- (vi) A pensioner can draw his pension from the Bank designated for the purpose by the Syndicate.
- (vii) *Personal appearance of pensioners and payment through life certificate.*—As a rule, a pensioner must take payment in person after identification by comparison with the Pension Payment Order. A pensioner specially exempted by the University from personal appearance, or a female pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in public in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a LIFE CERTIFICATE signed by a responsible officer of University or by some other well-known and trust worthy person. A pensioner of any

description, who produces a life certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code, or by any pensioned officer who before retirement held a B-16 and above are exempted from personal appearance. In all such cases the disbursing officer must take precaution to prevent impositions and must, at least once a year, require proof independent of that, furnished by the life certificate, of the continued existence of the pensioner.

- (viii) *Drawl of pensions through Agents.*—A pensioner of any description, resident in Pakistan is exempted from personal appearance if he draws his pension through a duly authorised agent approved by University who must execute a bond to refund overpayments and produce at least once a year a life certificate signed by any of the persons authorised in para (vii) above. Such pensions should not be paid on account of period of more than a year after the date of life certificate last received.
- (ix) *Drawl of pensions by pensioners not residing in Pakistan.*—A pensioner not residing in Pakistan may draw his pension at any branch of the Bank designated by the Syndicate for the purpose, through a duly authorised agent who must either produce a certificate by a Magistrate, a Notary Public or a Banker or the Head of a Pakistan Mission abroad or a gazetted officer duly authorised by him on each occasion, that the pensioner was alive on the date to which his pension is claimed, or execute a bond to refund overpayments and produce such certificate at least once a year.
- (x) *Arrears of pension.*—There shall be no restriction for the drawl of pension, if it falls into arrears. The arrears may be paid by the disbursing officer without any reference to the pension sanctioning authority.
- (xi) *Future good conduct as condition of payment.*—Future good conduct is an implied condition of every grant of pension. The University reserves the right of withholding or withdrawing a pension or any part of it, if the pensioner be convicted of serious crime or be guilty of grave misconduct. The decision of the Pension sanctioning authority, on any question of withholding or withdrawing the whole or any part of a pension shall be final and conclusive.
- (xii) *Taking part in elections and politics.*—Except with the previous sanction of the University, no pensioner shall, within a period of two years from the date of his retirement, take part in any election or engage in political activity of any kind. The contravention of this provision shall be deemed to be a grave misconduct.
- (xiii) *Attachment of pensions.*—No pension granted or continued by University on political consideration, or on account of past service or present infirmities or as a compassionate allowance and no money due or to become due on account of any such pension or allowance, shall be liable to seizure, attachment or sequestration by process of any Court in Pakistan, at the instance of a creditor, for any demand against the pensioner or in satisfaction of a decree or order of any such Court.
- (xiv) *Agreements for recovery from pensioner.*—All assignments, agreements, orders, sales and securities of every kind made by the person entitled to any pension, pay or allowance mentioned in Para (xiii), above in respect of any money not payable at or before the making thereof, on account of any such pension, pay or allowance, or for giving or assigning any future interest therein, are null and void.


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- (xv) *Recovery from pension on account of loss.*—The University has got the full right to order the recovery from the pension any amount due against him.

37. Disposal of cases of Overpayment of Pension

- (1) Waiver of overpayment due to wrong calculation of pension.

For the purpose of dealing with the overpayments made so far, waiver may be allowed as follows:—

- i. The entire amount, if a pensioner/widow is more than 75 years of age ; .
 - ii. Half of the amount if a pensioner/widow is between 70 and 75 years' of age;
 - iii. One-third of the amount if the pensioner is between 65 and 70 years of age ; and .
 - iv. Full recovery may be made from pensioners/widows who are below 65 years of age.
- (2) Steps to be taken by the Authorities concerned and the Retiring Employee for timely sanction of Pension
- i. in cases in which the date of retirement cannot be foreseen six months in advance the application shall be submitted immediately after the date of retirement is settled; and
 - ii. an officer proceeding on leave preparatory to retirement in excess of six months, shall submit the application at the time of proceeding on such leave.

38. Statutes Regarding Qualifying Services

- (1) Any interruption in the service of an employee entails forfeiture of his past service. The authorised leave of absence, suspension immediately followed by reinstatement and time
- (2) occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
- (3) The Pension Sanctioning Authority may commute the pension retrospectively for the periods of absence without leave into extraordinary leave.
- (4) Last Pay Certificate:— it shall be mandatory for the Registrar to issue Last Pay Certificate within 15 days of the date of retirement of an employee.

39. Combination of Appointments

- (1) If an employee has held more than one appointment, in respect of each of which, if he had held it separately and alone, pension would have been admissible to him, the pension admissible to him in the sum of the several pensions which would have been admissible to him if he had held each office separately and alone.
- (2) An employee is not entitled, for service in an office conjointly with another office, to any pension which would not have been admissible to him if he had held the office separately and alone.


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PART VII PAYMENT OF PENSIONS

40. GENERAL STATUTES

- (1) If, under special circumstances, a pension is granted long after an employee has retired, retrospective effect should not be given to it without the special orders of the pension sanctioning authority which granted it; in the absence of special orders such a pension takes effect only from the date of sanction.
- (2) In case where considerable delay has occurred in making application for a Wound or Injury pension, it will be granted only from the date of report by the Medical Board, and no application for a gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury.

RELAXATION OF STATUTES-

When the Pension Sanctioning authority is satisfied that the operation of any of these Statutes causes or is likely to cause undue hardship to a pensioner, it may, notwithstanding anything contained in these Statutes; deal with the case of such pensioner in such manner as may appear to him to be just and equitable by relying on the Government of Khyber Pakhtunkhwa Pension Rules.

Provided that such action be reported to the Syndicate for consideration and appropriate decision for future course of action

INTERPRETATION

If any question arises relating to the interpretation of these Statutes, it shall be referred to Anomaly Committee for recommendations to the Syndicate whose decision thereon shall be final.


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Chapter-6

The University of Swabi General Provident Fund (GPF) Statutes, 2016


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1. Short Title and Commencement

- (i) These Statutes may be called The University of Swabi General Provident Fund statutes, 2016
- (ii) These Statutes shall come into force at once.

2. Definitions

- (1) In these Statutes unless the context otherwise requires:

(a) "Treasurer" means the officer as defined in the Act.

(a-i) "Board" means the Board of Trustees constituted under Section 1 of The University of Swabi Employees Welfare and Insurance Fund Statutes, 2016".

(b) "Emoluments" means pay, leave salary, or subsistence grant as the case may be

(c) The term "Family" for the purpose of University of Swabi, GP Fund Statutes 2016 means;

(i) in the case of a male subscriber, the wife or wives, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber is alive, a paternal grandparent:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community, to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these Statutes relate unless the subscriber subsequently intimates, in writing to the Treasurer that she shall continue to be so regarded;

(ii) in the case of a female subscriber, the husband, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber is alive, a paternal grandparent;

Provided that if a female subscriber by notice in writing to the Treasurer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these Statutes relate, unless the subscriber subsequently cancels such notice in writing.

NOTE "Child" means a legitimate child and includes an adopted child, where adoption is recognized by the law governing the subscriber.

(d) "Fund" means the General Provident Fund.

(e) "Leave" means any kind of leave as defined in the Leave Statutes of the University.

(f) "Year" means a financial year.

(g) "Act" means the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.

(h) "Employee" means the employee as defined in the University Service Statutes.


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- (2) Any other expression used in these Statutes which is defined either in the Act or in Provident Funds Act, 1925 (XIX of 1925) or in the Service Statutes of the University, is used in the sense therein defined.
- (3) Nothing in these Statutes shall be deemed to have the effect of terminating the existence of the General Provident Fund as heretofore existing or of constituting any new Fund.

3. Constitution of the Fund

- (1) The Fund shall be maintained in Pakistani Rupees.
- (2) All sums paid into the Fund under these Statutes shall be credited in the books of the University to an account named "The General Provident Fund".
- (3) The Fund shall be utilized only for the purpose for which it is created and no payment shall be permissible from the Fund outside its purview.

4. Conditions of Eligibility

All regular employees including the re-employed pensioners (appointed on regular basis) of the University shall subscribe to the Fund:

Provided that a temporary and TTS employee of The University may apply in writing to subscribe towards the General Provident Fund.

NOTE 1: Probationers shall be treated as regular employees for the purpose of these Statutes.

5. Nominations

- (1) A subscriber shall, at the time of joining the Fund, send to the Treasurer through the Registrar a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death, before that amount has become payable or having become payable has not been paid:

Provided that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund shall, if the amount to his credit in such other fund has been transferred to his credit in the Fund, be deemed to be a nomination duly made under this Statute until he makes a nomination in accordance with these Statutes.

- (2) If a subscriber nominates more than one person under sub-Statute (1) above, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) Every nomination shall be made in the Form as may be prescribed.


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(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Treasurer. The subscriber may, along with such notice or separately, send a fresh nomination made in accordance with the provisions of these Statutes.

(5) A subscriber may provide in a nomination:

(a) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members. Where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee.

(b) that the nomination shall become invalid in the event of the happening of a contingency specified therein:

Provided that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under Clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under Clause (a) of sub-Statute (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of Clause (b) of sub-Statute (5) or the proviso thereto, the subscriber shall send to the Treasurer a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this Statute.

(7) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Treasurer.

6. Subscriber's Account

An account shall be opened in the name of each subscriber by the Treasurer in which shall be shown:-

(i) his subscriptions;

(ii) interest, as provided by Section 11 of the University General Provident Fund statutes, 2016, on subscriptions;

(iii) bonus (if any) as provided by Section 11 of The University General Provident Fund statutes, 2016 on subscriptions; and

(iv) advances and withdrawals from the Fund.

7. Conditions of Subscription


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- (1) A subscriber shall subscribe monthly to the Fund at the rate as prescribed by the Syndicate:

Provided that a subscriber may, at his option, not subscribe during leave which does not carry any leave salary.

Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one lump sum, or in installments, any sum not exceeding the maximum amount of arrears subscriptions payable for that period

- (2) The subscriber shall intimate his option not to subscribe during the leave referred to in the first proviso to sub-Statute (1) by written communication to the Treasurer before he proceeds on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe.

The option of a subscriber once intimated under this sub-Statute shall be final.

- (3) A subscriber who has under Statute 12 withdrawn the amount standing to his credit in the Fund shall not subscribe to the Fund after such withdrawal unless he returns to duty.
- (4) Notwithstanding anything contained in sub-Statute (1) a subscriber shall not subscribe to the Fund for the month in which he quits service unless, before the commencement of the said month, he communicates to the Treasurer in writing his option to subscribe for the said month.

8. Rates of Subscription

- (1) The amount of subscription shall be fixed by the Syndicate
- (a) The subscriber on deputation out of the University shall regularly contribute his due subscription towards General Provident Fund on monthly basis.
- (b) The employee who joins the University service for the first time the deduction of General Provident Fund at the prescribed rates shall start from his first pay bill for the month during which he joins the duty at the University;
- (c) A subscriber if on leave without pay for a part of a calendar month and has elected not to subscribe during such leave, the amount of subscription payable for the fraction of that month shall be at the rates prescribed for the whole month.

9. Transfer to Foreign Service or Deputation out of University:

When a subscriber is transferred to Foreign Service or sent on deputation out of the University he / she shall remain subject to the Statutes of the Fund in the same manner as if he were not so transferred or sent on deputation.

10. Realization of Subscriptions:

- (1) When emoluments are drawn from the University treasury, recovery of subscriptions shall be made from the salary on monthly basis.
- (2) When emoluments are drawn from any other source, the subscriber shall forward his dues monthly to the Treasurer:

Provided that in the case of a subscriber on deputation to a body corporate, allowed by the competent authority, the subscriptions shall be recovered and forwarded to the Treasurer by such body.

- (3) If a subscriber fails to subscribe with effect from the date on which he is required to join the Fund or is on default in any month or months during the course of a year otherwise than is provided in Statute 7, the total amount due to the Fund on account of arrears of subscription shall, with interest thereon at the rate provided in these Statutes forthwith be paid by the subscriber to the Fund or in default be ordered by the Treasurer to be recovered by deduction from the emoluments of the subscriber by installments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under sub-Statute (2) of Statute 12:

Provided that subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest.

11. Interest

- (1) Subject to the provisions of sub-Statute (5), the University shall pay to the credit of the account of a subscriber 'interest' at such rate as may be determined for each year according to the method of calculation prescribed from time to time by the Syndicate;
- (2) Interest shall be credited with effect from last day in each year.
 - (i) For the purpose of calculating interest on the amount to the credit of a subscriber the following formula shall be used:-

Balance carried forward from preceding year

Plus

monthly subscription

Less

Withdrawal from the account by the subscriber, if any,

Plus

the amount of recoveries (advances or arrears) during the month, if any

multiply


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the total so arrived with the prescribed interest rate

sum

of interest for twelve months or actual permissible period whichever is less

- (ii) the total amount of interest in a year shall be rounded to the nearest whole rupee (fifty paisas counting as the next higher rupee):
- (iii) In addition to the Interest, bonus (if any) calculated on the basis of difference of total earnings on the Fund less the amount of interest granted to the subscribers, shall be added to the account of the subscriber.

Provided that when the amount standing to the credit of a subscriber has become payable, interest shall thereupon be credited under this Statute in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing to the credit of the subscriber became payable.

- (3) In this Statute, the date of deposit shall in the case of recoveries from emoluments be deemed to be the first day of the month in which it is recovered.

Provided that where there has been delay in the payment of pay or leave salary and allowances of a subscriber due to no fault on his part and consequently in the recovery of his subscription towards the Fund, the interest on such subscriptions shall be payable from the month in which the pay or leave salary of the subscriber was due under the Statutes, irrespective of the month in which it was actually paid;

Provided further that in the case of an amount forwarded in accordance with the provision to sub-Statute (2) of Statute 10, the date of deposit shall be deemed to be the first day of the month it is received by the Treasurer;

Provided further that where the emoluments for a month are drawn and disbursed on the last working day of the same month, the date of deposit shall, in the case of recovery of his subscriptions, be deemed to be the first day of the succeeding month.

- (4) In addition to any amount to be paid under these Statutes, interest thereon up to the end of the month preceding that in which the payment is made, or up to the end of the sixth month after the month in which such amount, became payable whichever of these periods be less, shall be payable to the person to whom such amount is to be paid:

Provided that where the Treasurer has intimated to that person (or his agent) a date on which he is prepared to make payment in cash, or has posted a cheque in payment to that person, interest shall be payable only up to the end of the month preceding the date so intimated, or the date of posting the cheque, as the case may be:

NOTE.- Payment of interest on the Fund balance beyond a period of 6 months may be authorized by the Treasurer after he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber or the person to whom such payment was to be made, and in every such case the administrative delay involved in the matter shall be fully investigated and action, if any required taken.

- (5) Interest shall not be credited to the account of a subscriber if he informs the Treasurer that he does not wish to receive it; but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it.
- (6) In case a subscriber is found to have drawn from the Fund an amount in excess of the amount standing to his credit on the date of the drawl, the overdrawn amount, irrespective of whether the over-drawl occurred in the course of an advance or a withdrawal or the final payment from the Fund, shall be repaid by him with interest thereon in one lump sum or in default, be ordered to be recovered, by deduction in one lump sum, from the emoluments of the subscriber. If the total amount to be recovered is more than half of the subscriber's emoluments, recoveries shall be made in monthly installments from his emoluments till the entire amount together with interest is recovered. For this sub-Statute, the rate of interest to be charged on overdrawn amount would be the normal rate on Provident Fund balance under sub-Statute (1) above. The interest realized on the overdrawn amount shall be credited to the Fund.

12. Advances from the Fund

- (1) The appropriate sanctioning authority may sanction the payment to any subscriber of an advance consisting of a sum of whole rupees and not exceeding in amount three months' pay or half the amount standing to his credit in the Fund, whichever is less, for one or more of the following purposes:-
 - (a) to pay expenses in connection with the illness, (confinement) or a disability, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him;
 - (b) to meet cost of higher education, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him in the following cases, namely:-
 - (i) for education outside Pakistan for academic, technical, professional or vocational course beyond the High School stage; and
 - (ii) for any medical, engineering or other technical or specialized course in Pakistan beyond the High School stage,

Provided that the course of study is for not less than three years;


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- (c) to pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with betrothal or marriages, funerals or other ceremonies;
- (d) to meet the cost of legal proceedings instituted by or against the subscriber, any member of his family or any person actually dependent upon him, the advance in this case being available in addition to any advance admissible for the same purpose from any other University source.
- (e) to meet the cost of the subscriber's defense where he engages a legal practitioner to defend himself in an enquiry in respect of any alleged official misconduct on his part.
- (f) to purchase consumer durables such as TV, washing machines, cooking range, geysers computers, etc.
- (g) to meet the expenses for visiting places which, to the satisfaction of the sanctioning authority, are considered as places of pilgrimage or places of eminence of any religion.

Provided that the Vice chancellor may, in special circumstances, sanction the payment to any subscriber of an advance if he is satisfied that the subscriber concerned requires the advance for reasons other than those mentioned in sub-Statute (1) above.

- (2) An advance shall not, except for special reasons to be recorded in writing, be granted to any subscriber in excess of the limit laid down in sub-Statute (1) or until repayment of the last installment of any previous advance.
- (3) When an advance is sanctioned under sub-Statute (2) above before repayment of last installment of any previous advance is completed, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to the consolidated amount.
- (4) After sanctioning the advance, the amount shall be drawn on an authorization from the Treasurer in case where the application for final payment had been forwarded to the Treasurer.

13. Recovery of Advances

- (1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects and more than twenty-four. In special cases where the amount of advance exceeds three months' pay of the subscriber the sanctioning authority may fix such number of installments to be more than twenty-four but in no case more than thirty-six. A subscriber may, at his option, repay more than one installment in a month. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installments.


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- (2) Recovery shall be made in the manner prescribed in Statute 10 for the realization of subscriptions, and shall commence with the issue of pay for the month following the one in which the advance was drawn. Recovery shall not be made, except with the subscriber's consent while he is in receipt of subsistence grant or is on leave in a calendar month which either does not carry any leave salary.
- (3) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of amount withdrawn shall forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the Treasurer to be recovered by deduction from the emoluments of the subscriber in a lump sum or in monthly installments not exceeding twelve as may be directed by the authority competent to sanction an advance for the grant of which, special reasons are required under these Statute:

Provided that, before such advance is disallowed, the subscriber shall be given an opportunity to explain to the sanctioning authority in writing and within fifteen days of the receipt of the communication why the repayment shall not be enforced and if an explanation is submitted by the subscriber within the said period of fifteen days, it shall be referred to the Vice Chancellor for decision; and if no explanation within the said period is submitted by him, the repayment of the advance shall be enforced in the manner prescribed in this sub-Statute.

- (4) Recoveries made under this Statute shall be credited as they are made to the subscriber's account in the Fund.

14. Wrongful use of Advance

Notwithstanding anything contained in these Statutes, if the sanctioning authority has reason to doubt that money drawn as an advance from the Fund under these Statute has been utilized for a purpose other than that for which sanction was given to the withdrawal of the money, he shall communicate to the subscriber the reasons for his doubt and require him to explain in writing and within fifteen days of the receipt of such communication whether the advance has been utilized for the purpose for which sanction was given to the withdrawal of the money. If the sanctioning authority is not satisfied with the explanation furnished by the subscriber within the said period of fifteen days, the sanctioning authority shall direct the subscriber to repay the amount in question to the Fund forthwith or, in default, order the amount to be recovered by deduction in one lump sum from the emoluments of the subscriber even if he be on leave. If, however, the total amount to be repaid be more than half the subscriber's emoluments, recoveries shall be made in monthly installments of moieties of his emoluments till the entire amount is repaid by him.

NOTE.-- The term "emoluments" in the Statute includes the subsistence grant.

15. Withdrawals from the Fund (for special reasons)

- (1) Subject to the conditions specified therein, withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under these Statutes, at any time-


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(A) After the completion of fifteen years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund, for one or more of the following purposes, namely:-

- (a) Meeting the cost of higher education, including where necessary, the travelling expenses of the subscriber or any child of the subscriber in the following cases, namely:-
 - (i) For education outside Pakistan for academic, technical, professional or vocational course beyond the High School stage; and
 - (ii) For any medical, engineering or other technical or specialized course in Pakistan beyond the High School stage;
- (b) Meeting the expenditure in connection with the betrothal/ marriage of the subscriber or his sons or his daughters, and any other female relation actually dependent on him;
- (c) Meeting the expenses in connection with the illness, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him;
- (d) Building or acquiring a suitable house or ready-built flat for his residence including the cost of the site [or any payment towards allotment of a plot or flat by any Housing Development Authority, State Housing Board or a House Building Society];
- (e) Repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready-built flat for his residence;
- (f) Purchasing a house-site for building a house thereon for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose;
- (g) Reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber;
- (h) Renovating, additions or alterations or upkeep of an ancestral house or a house built with the assistance of loan from the University;
- (i) Within twelve months before the date of subscriber's retirement on superannuation from the amount standing to the credit in the Fund, without linking to any purpose.
- (j) Once during the course of a financial year, an amount equivalent to one year's subscription paid for by the subscriber towards the Staff Welfare and Insurance Fund for the University employees on self-financing and contributory basis.

NOTE 1 . Only one withdrawal shall be allowed for the same purpose under this Statute. But marriage or education of different children or illness on different occasions or a further addition or alteration to a house or flat covered by a fresh plan duly approved by the Local Municipal Body of the area where the house or flat is situated shall not be treated as the same purpose. Withdrawal for meeting the cost of education of a child may be allowed on annual basis till the concerned child continues to pursue the technical or professional course.

NOTE 2. A withdrawal under this Statute shall not be sanctioned if an advance under Statute 12 is being sanctioned for the same purpose and at the same time.

- (2) Whenever a subscriber is in a position to satisfy the Competent Authority about the amount standing to his credit in the General Provident Fund Account with reference to the latest available statement of General Provident Fund Account together with the evidence of subsequent contribution, the Competent Authority may itself sanction withdrawal within the prescribed limits, as in the case of a refundable advance. In doing so, the Competent Authority shall take into account any withdrawal or refundable advance already sanctioned by it in favour of the subscriber. Where, however, the subscriber is not in a position to satisfy the Competent Authority about the amount standing to his credit or where there is any doubt about the admissibility of the withdrawal applied for, a reference may be made to the Treasurer by the Competent Authority for ascertaining the amount standing to the credit of the subscriber with a view to enable the Competent Authority to determine the admissibility of the amount of withdrawal. The sanction for the withdrawal should prominently indicate the General Provident Fund Account Number and the Treasurer maintaining the accounts and a copy of the sanction should invariably be endorsed to the Treasurer. The sanctioning authority shall be responsible to ensure that an acknowledgement is obtained from the Treasurer that the sanction for withdrawal has been noted in the ledger account of the subscriber. In case the Accounts Officer reports that the withdrawal as sanctioned is in excess of the amount to the credit of the subscriber shall forthwith be repaid in one lump sum by the subscriber or otherwise inadmissible, the sum withdrawn by the subscriber to the fund and in default of such repayment, it shall be ordered by the Sanctioning Authority to be recovered from his emoluments either in a lump sum or in such number of monthly installments as may be determined by the Vice Chancellor.
- (3) After sanctioning the withdrawal, the amount shall be drawn on a prescribed form.

16. Conditions for Withdrawal

- (1) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Statute 15 from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of such amount or six months' pay, whichever is less.

Provided that the sanctioning authority may sanction the withdrawal of an amount in excess of this limit up to 80 % of the balance at his credit in the Fund having due regard to (i) the object for which the withdrawal is being made; (ii) the status of the subscriber; and (iii) the amount to his credit in the Fund.


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- (2) A subscriber who has been permitted to withdraw money from the Fund under Statute 15 shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilized for the purpose for which it was withdrawn, and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump sum or in such number of monthly installments, as may be determined by the Vice Chancellor.

Provided that, before repayment of a withdrawal is enforced under this sub-Statute, the subscriber shall be given an opportunity to explain in writing and within fifteen days of the receipt of the communication why the repayment shall not be enforced; and if the sanctioning authority is not satisfied with the explanation or no explanation is submitted by the subscriber within the said period of fifteen days, the sanctioning authority shall enforce the repayment in the manner prescribed in this sub Statute.

- (3) The subscriber shall submit a declaration not later than the 31st day of May of every year as to whether the house or the house-site, as the case may be, continues to be in his possession or has been mortgaged, otherwise transferred or let out as aforesaid and shall, if so required, produce before the sanctioning authority on or before the date specified by that authority in that behalf, the original sale, mortgage or lease deed and also the documents on which his title to the property is based.
- (4) If, at any time before his retirement, the subscriber parts with the possession of the house or house-site without obtaining the previous permission of the Vice Chancellor, he shall forthwith repay the sum so withdrawn by him in a lump sum to the Fund, and in default of such repayment, the sanctioning authority shall, after giving the subscriber a reasonable opportunity of making a representation in the matter, cause the said sum to be recovered from the emoluments of the subscriber either in a lump sum or in such number of monthly installments, as may be determined by it.

NOTE. A subscriber who has taken loan from the University in lieu thereof mortgaged the house or house-site to the University shall be required to furnish the declaration to the following effect, namely:-

"I do hereby certify that the house or house-site for the construction of which or for the acquisition of which I have taken a final withdrawal from the Provident Fund continues to be in my possession but stands mortgaged to the University."

17. Conversion of an Advance into a Withdrawal

A subscriber who has already drawn or may draw in future an advance for any of the purposes specified in these Statute may convert, at his discretion by written request addressed to the Treasurer through the sanctioning authority, the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in these Statutes.

NOTE 1. The Head of Office in the case of non-Gazetted subscribers and the Registrar in the case of Gazetted subscribers may be asked by the authority to stop recoveries from the pay

bills when the application for such conversion is forwarded to the Treasurer by that authority. In the case of Gazetted subscribers, the authority shall endorse a copy of the letter forwarding the subscriber's intimation to the Treasury Officer from where he draws his pay in order to permit stoppage of further recoveries.

NOTE 2. The amount or subscription with interest thereon standing to the credit of the subscriber in the account at the time of conversion *plus* the outstanding amount of advance shall be taken as the balance. Each withdrawal shall be treated as a separate one and the same principle shall apply in the event of more than one conversion.

18. Final Withdrawal of Accumulations in the Fund

When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him:

Provided, that a subscriber, who has been dismissed from the service and is subsequently reinstated in the service shall, if required to do so by the University, repay any amount paid to him from the Fund in pursuance of this Statute, with interest thereon at the rate provided in these Statute. The amount so repaid shall be credited to his account in the Fund.

EXPLANATION I. A subscriber who is granted refused leave shall be deemed to have quit the service from the date of compulsory retirement or on the expiry of an extension of service.

EXPLANATION II. A subscriber, other than one who is appointed on contract or one who has retired from service and is subsequently reemployed, with or without a break in service, shall not be deemed to have quit the service, when he is transferred without any break in service to a new post. In such case, his subscriptions together with interest thereon shall be transferred-

- (a) To his account in the other Fund in accordance with the Statutes of that Fund, if the new post is in another institution out of the University or
- (b) To a new account if the new post is under the University.

NOTE. Transfers shall include cases of resignation from service in order to take up appointment in another Department of the University or in other institution outside the University without any break and with proper permission of the University. In cases where there has been a break in service, it shall be limited to the joining time allowed on transfer to a different station. The same shall hold good in cases of retrenchments followed by immediate employment whether under the same or different department of the University.

19. Retirement of Subscriber -When a subscriber:-

- (a) has proceeded on leave preparatory to retirement or
- (b) while on leave, has been permitted to retire or been declared by a competent medical authority to be unfit for further service, the amount standing to his credit in the Fund shall, upon application made by him in that behalf to the Treasurer, become payable to the subscriber:


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Provided that the subscriber, if he returns to duty, shall, except where the University decides otherwise, repay to the Fund for credit to his account, the amount paid to him from the Fund in pursuance of this Statute with interest thereon at the rate provided in these Statute by recovery from his emoluments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which, special reasons are required.

20. Procedure on Death of a Subscriber

- (1) On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made:
- (2) When the subscriber leaves a family-
 - (a) if a nomination made by the subscriber in accordance with the provisions of these Statutes in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
 - (b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares:

Provided that no share shall be payable to the sane and medically fit -

- (i) sons who have attained the age of 25 years;
- (ii) Sons of a deceased son who have attained the age of 25 years;
- (iii) married daughters whose husbands are alive;
- (iv) married daughters of a deceased son whose husbands are alive;

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of Clause (1) of the first proviso.

- (3) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of these Statute in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.


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- (4) any amount pending unclaimed in the account of the subscriber for a period of two years from the date of death of the subscriber shall be credited to Staff Welfare and Insurance Fund of the employees of the University.

Provided that upon any subsequent claim by any of the legal heirs of the deceased employee, duly verified by the establishment Section of the Registrar Office from the concerned Government Departments supported by documentary proofs pertaining relationship with the employee, the amount shall be released to such claimant(s) following the proper procedure.

21. Manner of Payment of Amount in the Fund

- (1) When the amount standing to the credit of a subscriber in the Fund becomes payable, it shall be the duty of the Treasurer to make payment as per procedure provided in these Statute.
- (ii) The Head of Office/Department shall forward the details of the subscriber retiring or quitting service to the Treasurer on the prescribed form at least three months before retirement of the subscriber.
- (iii) The Treasurer shall, after verification with the ledger account, issue an authority for the amount payable to the subscriber at least a month before the date of superannuation or retirement as the case may be.

22. Procedure on Transfer to the University Service of a Person from the Service under a Government or an Autonomous Organization / Sister Institutions

If an employee admitted to the benefit of the Fund was previously a subscriber to any Provident Fund of a Government or an Autonomous Organization, the amount of his subscriptions and the employer's contribution, if any, together with the interest thereon shall be transferred to his credit in the Fund with the consent of the subscriber.

23. Transfer of amount to the Contributory Provident Fund

If a subscriber to the Fund is subsequently admitted to the benefits of the Contributory Provident Fund the amount of his subscriptions, together with interest thereon, shall be transferred to the credit of his account in the Contributory Provident Fund.

24. Annual Statement of Accounts to be Supplied to Subscriber

- (1) As soon as possible after the 30th September of each year, the Treasurer shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the 30th June of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 30th June of the year and the closing balance on that date. The Treasurer shall attach to the statement of accounts an enquiry whether the subscriber-
- (a) desires to make any alteration in any nomination made under Statute 5;


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- (b) has acquired a family in cases where the subscriber has made co nomination in favour of a member of his family under the proviso to sub-Statute (1) of Statute 5.
- (2) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Treasurer within three months from the date of the receipt of the statement.
- (3) The Treasurer shall, if required by a subscriber once, but not more than once, in a year inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

25. Removal of Difficulty(s) or Relaxation of Statutes

When the Syndicate is satisfied that the operation of any of these Statutes causes or is likely to cause undue hardship to a subscriber, it may, notwithstanding anything contained in these Statutes, deal with the case of such subscriber in such manner as may appear to the Syndicate to be just and equitable.

26. Interpretation

If any question arises relating to the interpretation of these Statutes, it shall be referred to the Anomaly Committee to be constituted by the Syndicate. The decision of the Syndicate on the recommendations of the Anomaly Committee shall be final.


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Chapter-7

**The University of Swabi Employees
Welfare and Insurance Fund
Statutes, 2016**


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1. Title and Commencement

These statutes shall be called The University of Swabi Employees Welfare and Insurance Fund Statutes, 2016.

- (1) These statutes shall come into force at once.

2. Board of Trustees:

- i. There shall be setup a board to be known as the Board of Trustees of the University Employees Welfare and Insurance Fund which shall consist of the following namely:
- (a) The Vice-Chancellor, who shall be the Chairman of the Board;
 - (b) All Deans of the Faculties;
 - (c) One Senior most Professor;
 - (d) All elected members of the Authorities of the University;
 - (e) Two members to be elected by the Administrative Officers from amongst them;
 - (f) Two members to be elected by the employees from BPS 1-16 from amongst themselves;
 - (g) One Teacher to be nominated by themselves from amongst them;
 - (h) The Registrar;
 - (i) The Controller of Examination;
 - (j) The Treasurer, who shall be member-cum-Secretary of the Board.
- ii. The elected/nominated members shall hold office up to three years. Retiring members will be eligible for re-nomination.

3. Duties and Powers of the Board of Trustees:

- i. The Board of Trustees shall have powers to:
- a) Oversee all matters connected with the Fund;
 - b) Settle specific claims sent by the Management Committee for advice under these Statutes;
 - a. frame Rules under these Statutes for approval of Syndicate
 - b. do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties in the Fund;
 - c. sanction expenditure connected with the administration and management of the Fund;


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- d. invest moneys held in the Fund in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust, National Saving Investment schemes or in any other investment scheme, or in the construction of buildings for proposes of raising rent income, and in other profitable ventures;
- e. appoint or employ such persons as it consider necessary for the efficient performance of its operations on such terms and conditions as it may, subject to rules, determine;
- f. do or cause to be done all things ancillary or incidental to any of the aforesaid powers or to the purposes of the Fund.
- g. make schemes for disbursement of any amount for the benefit of employees, including retired employees and their families where it considers expedient and keeping in view the availability of funds after discharging its liability under these Statutes.

4. **Meetings of the Board of Trustees:**

- (1) The meetings of the Board of Trustees shall be held twice a year at such times and places as may be prescribed, but the Chairman may convene the meetings of the Board at any other time and place;

Provided that any members of the Board of Trustees may request for the convening of the meeting of the board after having assent of at least one third of other members

- (2) To constitute a quorum at a meeting of the Board, the number of members present shall be 50 % of the total members provided that a fraction shall be ignored.
- (3) Each member of the Board shall have one vote and in the event of equality of votes the Chairman shall have a second and casting vote.
- (4) The meetings of the board shall be presided over by the Chairman and in the absence of the Chairman by the person elected for the purpose by the members present from amongst themselves.
- (5) All orders and decisions of the Board shall be authenticated by the signature of the Chairman or of such other member as may have been authorized by the Board by a resolution.

5. **Management Committee:**

- (1) There shall be a Management Committee to be constituted by the Board of Trustees.
- (2) The Management Committee shall:
 - i. have the power to approve the grants out of the fund;
 - ii. meet at least once in each three months;


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- iii admit any employee to the membership of the Fund ;
- iv. prepare and submit annual report concerning all the affairs of the fund to the Board; and
- v. have any other powers and functions to be delegated by the Board

6. Delegation of Powers


The Board may, for facilitating the discharge of its functions and ensuring efficient operation of the Fund, may delegate to the Management Committee or the Secretary or any other member/officer of the Board subject to such conditions and limitations, if any, as may be specified there in, such of its powers and duties under these Statutes as it may deem necessary.

7. Appeal against the decision of the Board

An appeal shall lie to the Syndicate against the decisions of the Board within 90 days of its decision and the decision of the Syndicate shall be final and binding on members participating in the scheme.

8. Establishment of The University Employees Welfare and Insurance Fund:

- i. There shall be established a Fund to be called the "The University of Swabi Employees Welfare and Insurance Fund" herein after referred to as "Fund"
- ii. It shall replace the existing Staff Welfare and Insurance Fund of the University;
- iii. To the credit of the Fund shall be placed:
 - (a) all sums paid by the employees as subscription to the Fund;
 - (b) all grants, donations, gifts, endowments etc., made by the University, any Government, autonomous bodies, organizations and institutions, individuals or others for the purpose;
 - (c) all income, profits or interest accruing from the assets belonging to the Fund or from investments made out of the Fund;
 - (d) any other profit commission received by the University towards the Fund;
 - (e) contributions of the University or portion thereof;
 - (f) the unclaimed amount of interest on Provident Fund of an employee
 - (g) any amount which remains unclaimed for a period of six years after the Provident Fund Account of an employee has been closed.
- iv. The moneys credited to the Fund shall be kept in such bank as may be authorized by the Management committee.


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9. Subscriptions to be paid by the Employees:

- i. Every employee in service shall be liable to pay to the Fund a monthly subscription at the rates two percent of the Basic pay for welfare part of the fund and the fixed amount as per schedule annexed to these statutes for insurance part of the fund and the amount of such subscription shall, as far as possible, be deducted at the source from the pay of the employee and credited or remitted to the Fund.
- ii. Where the amount of subscription cannot for any reason be deducted from the pay of the employee, the employee shall remit to the Fund through a designated officer as may be prescribed, the sum of subscription payable by him and any amount of subscription remaining unpaid due to inadvertence negligence of the employee or otherwise shall be recoverable from him in such manner as may be prescribed.
- iii. Default in the payment of the subscription either for the reason that the pay of the employee was not drawn or due to his inadvertence, negligence or fault of any other reasons whatsoever shall not affect his right or the right of his family to receive the grant or benefits to which he or his family would be entitled under these Statutes

Provided that the amount of unpaid subscription shall be deducted from the benevolent grant

10. Audit and Accounts:

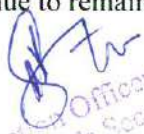
- i. The accounts of the Fund shall be maintained in such manner and form as prescribed under the Statutes.
- ii. The account of the Fund shall be audited by such person or authority or agency as the Syndicate may appoint from time to time. The annual audited statement of accounts of the Fund shall be prepared in conformity with the General Accepted Accounting Principles (GAAP) and signed by the Chairman and Secretary of the Management Committee. The annual audited statement of accounts so prepared shall be considered by the Board and shall be placed before the Syndicate.

11. Exemption from Taxes:

The Federal and Provincial Governments may be approached to exempt the Fund from any tax, rate or duty leviable by such Government or by a local authority under the control of such Government.

12. Power to make rules:

- i. The Board may make rules for the purpose of giving effect to all or any of the provisions of these Statutes.
- ii. Notwithstanding anything to the contrary contained in these Statutes, the Rules set out in the Schedule appended to the these Statutes shall be deemed to be the Rules made under Section 31 of the Khyber Pakhtunkhwa Universities (amendment) Act, 2016, and shall continue to remain in force until amended or repealed.


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13. Subscription and Benefit

- (1) The rate of contribution to the Fund by an employee (Welfare portion) shall be two percent of the Basic pay each month. The quantum of grants / benefits paid to employees' from time to time shall be decided in an equitable manner by the Board of Trustees and may include the following;

- (i) **Marriage Grant:-** The Marriage Grant @ Rs 50,000/ in each case, shall be admissible to the subscribing employee on the eve of his own marriage or the marriage of his children.

Provided that the Marriage grant shall be admissible for a maximum of two children in the entire service

- (ii) **Health Grant:-** The health grant shall be admissible to the members having prolonged illness (including severe accident) of their own or their family members. This grant shall be approved by the Management Committee on case to case basis keeping in view the sensitivity of the illness/accident vis-a-vis the availability of funds for the purpose.

- (iii) **Education Grant:-** The Education grant shall be allowed to the members for their children studying in various stages. The low paid member from BPS 1 to BPS 15 shall be entitled to this grant for their children studying in primary stage and onwards. The members from BPS 16 & 17 would get the education grant for their children studying in Matriculate level and above. The members from BPS-18 and above would get the education grant for their children studying from Intermediate level (12 years of education) onward. The scale of education grant would be decided in annual meeting of the Board keeping in view three factors (a) No of Applicant (b) amount of available funds (c) stage or subject of child of members e.g. Art, Science, Medical, Engineering etc.

- (iv) **Death Grant:-**

- a) The legal heirs of a deceased member shall be paid compensation equal to 10 basic pays last drawn by the deceased member as death grant.
- b) The member to be granted on the eve of death of his/her family member a minimum of Rs. 25,000/- subject to revision in the future.

- (v) **Fare Well Grant:-** The Fare Well grant to be paid to the members on the eve of his/her leaving the service at the University due to:-

- a) **Proceeding on Retirement at 60 years age** (superannuation) equal to 10 basic pays last drawn.
- b) **Proceeding on retirement on completion of 25 years service** equal to 7 basic pays last drawn.

- c) **Premature leaving of service**


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- d) Two basic pays last drawn for each 7 years spell of contribution
- e) One Basic Pay for 5 years of contribution.

Provided that such grant shall not be admissible to the subscriber in case he had less than five years subscription towards the Fund

- (v) **Special Grant:** - this grant is allowed to an employee subject to the approval of the Board in special circumstances of epidemic diseases, natural calamities, fire, theft etc. to be decided upon by the Board of Trustees.

- (2) The rate of contribution to insurance portion of the Fund by an employee; and the amount of benefit and compensation to be paid to employee on his retirement, for health reasons or to his family on the eve of his death during the service shall be as under: provided that the Board of Trustees may negotiate a package more beneficial to the employees.


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(i) **Schedule**

Grade Of Employee.	Amount of Retirement Benefit And Death Compensation.	Monthly Deduction (in rupees).
BPS 01-04.	350,000/-.	300/-.
BPS 05-10.	400,000/-.	450/-.
BPS 11-15.	450,000/-.	600/-.
BPS 16.	500,000/-.	650/-.
BPS 17.	600,000/-.	900/-.
BPS 18.	875,000/-.	1,350/-.
BPS 19.	10,50,000/-.	1,600/-.
BPS 20 and above.	14,50,000/-.	2,000/-.

- (ii) The benefits given in the above schedule shall be admissible to the employee or his family, as the case may be, on his retirement whether on retiring pension, invalid pension or superannuation pension or his death.

14. Removal of Difficulty(s) or Relaxation of Statutes

When the Syndicate is satisfied that the operation of any of these Statutes causes or is likely to cause undue hardship to a subscriber, it may, notwithstanding anything contained in these Statutes, deal with the case of such subscriber in such manner as may appear to the Syndicate to be just and equitable.

15. Interpretation

If any question arises relating to the interpretation of these Statutes, it shall be referred to the Anomaly Committee to be constituted by the Syndicate. The decision of the Syndicate on the recommendations of the Anomaly committee shall be final.


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Chapter-8

The University of Swabi Service Statutes, 2016


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1. Title

These statutes shall be called the University of Swabi, Service Statutes, 2016.

2. Commencement

These statutes shall come into force at once.

3. Application

These statutes shall apply to all persons in the service of the University, except:

- a. a person appointed on contract / temporary/ engaged on fixed pay;
- b. the staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally, whose appointments are governed by the letters of their appointments.

4. Terms and Conditions of Service of University Employee

- (1) The terms and conditions of service of an employee shall be as provided under these Statutes and by such rules as may be made by the Syndicate.
- (2) All appointments to the posts in the University shall be made in accordance with the Appointment and Scales of Pay Statutes of the respective cadres.
- (3)
 - (i) Any person appointed by initial recruitment (fresh entry) to a post in the University shall have to produce a medical fitness certificate at the time of his joining. Such medical certificate shall be issued by the Medical Superintendent of DHQ Hospital Swabi, or authorized medical officer of the University.
 - (ii)
 - (a) Two or more employees cannot be appointed substantively to the same permanent post at the same time.
 - (b) An employee cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.
 - (c) An employee cannot be appointed substantively to a post on which another employee holds a lien.

5. Probation

(1) Probation, in case of an initial appointment to a permanent post in the University service, shall be for a period of one year, extendable for further one year (on six months basis).

Provided that the probation period of an employee shall be deemed to have been completed in case no extension in probation has been notified and conveyed within one month of the expiry of previous probation.

1. Appointments by promotion shall also be made on probation for a period of one year, extendable by a further period of one year (on six months basis).

Provided that the probation period of an employee shall be deemed to have been completed in case no extension in probation has been notified and conveyed within one month of the expiry of previous probation.


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2. The period spent on leave, other than casual leave, may be excluded for reckoning the period of probation.
3. If in the opinion of the Appointing Authority the work or conduct of an employee, during the period of probation, has not been satisfactory, it may, notwithstanding that the period of probation has not expired, dispense with his services;

Provided that if the employee was holding another post before his appointment, he shall be reverted to his former post.

6. Confirmation

- (1) On completion of the period of probation of an employee, the Appointing Authority may, subject to the provisions of Section 5 of these statutes, confirm him in his appointment, against a permanent/substantive post, or if his work or conduct has, in the opinion of such authority, not been satisfactory;
 - (a) in case of initial appointment, dispense with his services; or
 - (b) in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services; or
 - (c) extend the period of probation by a period not exceeding the prescribed limit and, during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of the initial probationary period.
- (2) On the expiry of the maximum period of probation, an employee shall be deemed to have been confirmed in service against a permanent post unless there is an order to the contrary or his services have been dispensed with earlier.
- (3) No employee shall be confirmed in a post in the University service unless he successfully completes such training, course, or research assignment, or passes such test, as was applicable at the time of his appointment to the post where applicable.

7. Seniority

- (1) For the purpose of making appointments, seniority shall have relevance only within the cadre which is assigned to for the position to which appointment is being made.
 - (i) The seniority *inter se* of employees (appointed to a cadre or post) shall be determined;
 - (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Board or Selection Committee, as the case may be;

provided that persons selected for appointment to a post in an earlier selection shall rank senior to the persons selected in a later selection; and


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- (b) in the case of persons appointed otherwise, with reference to the dates of their continuous regular appointment in the post;

Provided that the employees selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post.

Explanation - I

If a junior person in a lower post is promoted to a higher post by superseding a senior person, and subsequently that senior person is also promoted, the person promoted first shall rank senior to the person promoted subsequently.

Explanation - II

A junior person shall be deemed to have superseded a senior person only if both the junior and the senior persons were considered for the higher post and the junior person was appointed in preference to the senior person as prescribed.

- (ii) Seniority in various cadres of employees appointed by initial recruitment *vis-a-vis* those appointed otherwise shall be determined with reference to the dates of their regular appointment to a post in that cadre;

Provided that if the two dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment.

- (iii) Seniority *inter se* of employees on subsequent appointments to posts in the higher scales of pay on the same date shall be determined on the basis of seniority *inter se* in lower scales of pay, unless otherwise prescribed.

8. Lien

- (1) An employee, on substantive appointment to any permanent post, acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- (2) An employee holding substantively a permanent post retains a lien on that post:
- (a) While holding a temporary post other than a post in a service or cadre against which he was originally appointed;
 - (b) While working on another post in an officiating capacity for a period of three years, which is extendable by the Syndicate up to five years, for reasons to be recorded;
 - (c) While on deputation to any government department, educational institutions and research organizations;
 - (d) While on *joining time* or transfer to another post;
 - (e) While on leave; and
 - (f) While under suspension.

9. **Appointment on Acting Charge or Current Charge Basis.**

- (1) Where the Vice Chancellor considers it to be in the public interest to fill a post reserved under the Statutes for promotion and the most senior employee belonging to the cadre or service concerned, who is otherwise eligible for appointment, does not possess the specified length of service the authority may appoint him to that post on acting charge basis;

Provided that no such appointment shall be made, if the prescribed length of service is short by more than three years.

- (2) So long as an employee holds the acting charge appointment, an employee junior to him shall not be considered for regular promotion but may be appointed on acting charge basis to a higher post.
- (3) In the case of a post in Basic Pay Scale 17 and above, reserved under the rules to be filled in by initial recruitment, where the Vice Chancellor is satisfied that no suitable officer drawing pay in the basic scale in which the post exists is available in that category to fill the post and it is expedient to fill the post, he may appoint to that post on acting charge basis the most senior officer otherwise eligible for promotion in the cadre or service, as the case may be, in excess of the promotion quota.
- (4) Acting charge appointment shall be made against posts, which are likely to fall vacant for period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made.
- (5) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.
- (6) 20% of his existing basic pay shall be granted to officer holding the higher post on current charge basis while pay of the relevant pay scale of the higher post shall be admissible to the employee appointed on Acting Charge basis on such footing as an employee would have drawn on promotion.

10. **Minimum length of Service for promotion to various posts**

S #	Basic Pay Scale of the Post	Length of service
1.	BPS-18	5 Years in BPS-17
2.	BPS-19	a. 12 years in BPS-17 & above or b. 7 Years in BPS-18 for those who joined service directly in BPS-18.
3.	BPS-20	a. 17 Years in BPS-17 & above or b. 12 years in BPS-18 and above in case of officer who joined service directly in BPS-18 or c. 5 years in BPS-19 for the officers who joined service in BPS-19 directly.


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In the case of the senior most officers to be promoted to BPS-18 and above, half of the service in BPS-16 and one-fourth in BPS 1-15, if any, may be counted as service in BPS-17.

Provided that the ratio for promotion and initial recruitment shall be 60:40 respectively.

11. Transfers

Under provisions of the Act, the Vice Chancellor may transfer any employee from one post to another, within the University, in the same pay scale;

Provided that such employee does not suffer a loss in salary or relevant work experience by such transfer.

12. Bar to Engage in Other Employment

An employee shall not, except with the prior permission of the Vice Chancellor in writing, engage in any trade, occupation, business, or calling, other than his official duties under the University; provided that this prohibition shall not prevent him from accepting any examination work, official meetings in other universities or government and seminars or conferences as well as research.

Provided that such bar shall not be applicable to occasional participation in any trade and farming etc of the family

13. Pay

(1) Notwithstanding anything to the contrary, contained in the Statutes, all employees shall be placed in the Pay Scales as provided under relevant Statutes and shall be governed by the conditions mentioned therein.

(2) An increment in the pay scales shall ordinarily be drawn as a matter of course, unless it is withheld under the Efficiency and Discipline Statutes, 2016.

Provided that if an employee, before reaching the maximum of the pay scale, is appointed to a higher scale of pay, or is brought to a higher scale due to up gradation of his post, between 2nd June and 30th November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on 1st December of that year, with reference to his presumptive pay in his lower scale, if that is more beneficial to him. Provided further that those employees who had applied through proper channel shall be granted increment if he has joined the upgraded position between 2nd June and 30th November of a calendar year.

(a) An employee who has not been provided (as per his entitlement) residential accommodation in his name by the University, shall be entitled to House Rent Allowance at the rates approved by the Syndicate and as revised from time to time, irrespective of where he resides,

Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.

Provided further that where the residential accommodation is below the entitled category, the employee will be required to pay an assessed rent as approved by the

Syndicate on the recommendations of an Assessment Committee to be constituted by the Vice Chancellor.

- (b) In case of University accommodation, additional 5% for house maintenance will be charged according to the grade (BPS) corresponding to the category of the house and not the basic pay of the employee.

- (3) An employee appointed to hold charge of an additional post shall be entitled to additional pay as under:

- (a) Where an employee is assigned the additional charge of a sanctioned post and discharges full duties of that post, he shall be allowed additional pay @ 20% of existing basic pay or as may be revised by the Syndicate from time to time.

- (b) The duration of additional charge or current charge shall be for six months or as provided for in the Act.

Provided that the Vice Chancellor may extend such period as he deems necessary within the provision of the Act

- (c) No additional pay will be admissible if the additional charge/current charge is held for a period of less than one month.

- (d) Ex-post-facto sanction for the grant of remuneration for holding additional charge/current charge shall be given by the Vice Chancellor on case-to-case basis.

- (4) (a) An employee who has not been provided (as per his entitlement) residential accommodation in his name by the University, shall be entitled to House Rent Allowance at the rates approved by the Syndicate and as revised from time to time, irrespective of where he resides,

Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.

Provided further that where the residential accommodation is below the entitled category, the employee will be required to pay an assessed rent as approved by the Syndicate on the recommendations of an Assessment Committee to be constituted by the Vice Chancellor.

- (b) In case of University accommodation, additional 5% for house maintenance will be charged according to the grade (BPS) corresponding to the category of the house and not the basic pay of the employee.

14. **Honorarium**

The Vice Chancellor may grant an honorarium upto one basic pay to any employee for work performed which is occasional in character and either so laborious in nature or of such special merit as to justify a special reward.


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15. Fee

An Appointing Authority may permit an employee to perform a specified service or series of services for a private person, or body, or for a public body including a body administering a local fund, or for any government, or for a national/international agency, and to receive as remuneration for it a non-recurring or recurring fee, if it is satisfied that this can be done without detriment to his normal duties

Provided that 10% of any fee paid to the employee shall be credited to the University fund and any material / equipment or any movable and immovable property acquired during such service shall be property of the University.

16. Retirement


- (1) The age of retirement of all employees shall be Sixty years.
- (2) An employee shall have the option of seeking voluntary retirement on completion of 25 years of qualifying service, or as may be approved by the Syndicate from time to time.

17. Suspension

- (1) Subject to the rules made under these statutes, an employee under suspension shall be entitled to subsistence grant; comprising of full pay and allowances last drawn by him immediately before his suspension, and all other benefits and facilities enjoyed by him as part of his service conditions prior to such suspension.
- (2) An employee committed to prison, either for debt or on a criminal charge, shall be considered as under suspension so long as he is so committed and shall be allowed for that period only the payment laid down in preceding clause.
- (3) Where an employee, who has been dismissed or removed from service, is reinstated, the revising or appellate authority may grant to him for the period of his absence from duty:
 - (a) if he is acquitted, the full pay to which he would have been entitled if he had not been dismissed or removed and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal/removal; or
 - (b) if otherwise, such portion of such pay and allowances as the revising or appellate authority may prescribe.
 - (c) In a case falling under clause (a) above, the period of absence from duty shall be treated as a period spent on duty. But in a case falling under clause (b) above, it shall not be treated as a period spent on duty, unless the revising or appellate authority so directs.
- (4) Leave may not be granted to an employee under suspension except casual leave and Leave on medical grounds.

18. Resignation

- (1) An employee desirous of resigning from service shall give to the Vice Chancellor a prior notice of 30 days or as provided in his special contract of service:


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Provided that in case of failure to give notice, the employee shall forfeit to the University the emoluments of the period of the notice. The Appointing Authority may, however, waive off the forfeiture of the whole or part of the emoluments if it is satisfied that the notice could not be served by the employee due to circumstances beyond his control;

Provided further that if the University terminates the services of an employee, due to retrenchment or otherwise, it shall also give him a likewise notice, or in lieu thereof, shall pay him emoluments for the notice period.

- (2) When an employee gives a notice of resignation, he shall not be granted any leave other than leave on medical grounds or casual leave.
- (3) An employee on leave, other than leave on medical grounds or casual leave shall give a notice of such resignation for a period of at least one month after the expiry of his leave.
- (4) The employee who has submitted application for resignation may have the option to withdraw his application for resignation before its approval by the Competent Authority.

19. Retrenchment

When an employee is required to be retrenched, on the abolition of his post or office, he shall be entitled to the period of notice, or emoluments in lieu thereof, as provided in these statutes.

20. Training

An employee, while on training shall be treated as on duty. The period of training shall be restricted to the limit actually required for the completion of such training.

21. Right of Appeal or Representation

- (1) An appeal, or application for review, under Section 40 of the Act, shall be made within 30 working days of the impugned order.
- (2) Where no provision for appeal or review exists in the Statutes, the employee may, within 30 working days of the communication to him of such order, make a representation against it to the authority next above the authority, which passed the order;
- (3) As provided in Section 41 (1) of the Act, all persons employed by the University in accordance with the terms and conditions of service prescribed by these Statutes shall be persons in the service of Pakistan for the purposes of any court or tribunal set up by law in terms of Article 212 of the Constitution of the Islamic Republic of Pakistan:

Provided that any provision as regards the terms and conditions of employment of persons in the service of Pakistan in general or in comparable employment notwithstanding the service of persons employed by the University shall be entirely governed by the terms and conditions prescribed by the relevant Statutes


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- (4) The appeal or revision as the case may be if made to the Vice Chancellor or the Syndicate shall be decided within 03 months of the filing of such appeal.

22. Service History / Books

A service history or service book, as the case may be, shall be maintained for each employee and kept up to date. Each event in his official career shall be recorded and indexed in the service book. The service verification shall be carried out every year and the facts recorded in the service book.

23. Performance Evaluation

Annual Performance Evaluation Reports and Character Rolls of all the employees, as the case may be, shall be maintained for each employee and kept up to date as prescribed in the Rules to be framed under these Statutes.

24. Residuary Provisions

- (1) In all other matters, not specifically provided for in these Statutes, the employees shall be governed by such rules and orders as are for the time being in force and applicable to persons holding corresponding posts in Government service; unless in any particular case the Syndicate decides otherwise.
- (2) In a case where the operation of these Statutes involves undue hardship to an employee, the Syndicate may, for reasons to be recorded in writing, relax any of the Statutes in his favour, with the approval of the Chancellor;

Provided that such relaxation is not ultra vires of the Act.

25. Removal of Difficulties

1. If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Act.
2. Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee. The decision of the Syndicate in all such cases, after consideration of the recommendations of the Anomaly Committee, shall be final.

26. Anomaly Committee

Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee as provided for in Chapter-1, Statute-5.

27. Amendments in the Statutes

Any amendment / modification in these Statutes shall be proposed by the Syndicate on the recommendations of Anomaly Committee and shall be submitted for approval of the Senate and Chancellor as prescribed in Section 28 (2) of The Universities Act No.X of 2012 (Amended vide Act No.XI of 2016) which states:-“Provided also that the draft of Statutes concerning any of the matters mentioned in clauses (c) and (d) of sub-section (1),

shall be forwarded to the Chancellor and shall not be effective until it has been approved by the Chancellor.”


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Chapter-9

**The University of Swabi, Teachers
Appointment & Scales of Pay Statutes, 2016**


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1. Title

These statutes shall be called the University of Swabi, Teachers Appointment & Scales of Pay Statutes, 2016.

2. Commencement

(1) These statutes shall come into force at once.

3. Method of Appointment

(1) (a) Identification of the need for new hiring by the Need Assessment Committee comprising the following:

- i. Dean of the concerned faculty (Convener)
- ii. Chairperson concerned
- iii. Two teachers of the concerned Department to be nominated by Dean concerned.
- iv. One member of the Syndicate from faculty to be nominated by the Vice Chancellor.
- v. Treasurer or his nominee not below the rank of Deputy Treasurer.
- vi. Registrar or his nominee not below the rank of Deputy Registrar (Secretary).

(b) Confirmation of availability of sanctioned post.

(c) If not available the new post will be created.

(d) Appointment of Teachers shall be made by initial appointment, after advertisement.

(e) Teachers sent by the University for higher education/training abroad, shall be considered for appointment to higher scales of pay, provided they apply for the advertised post and compete in person/visual electronic media in the Selection Board.

(f) Floating of advertisement in minimum of three leading newspapers in addition to uploading on website.

(g) Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny and Quantification Committee as per Annexure-A to E.

(h) The candidates must submit their appeals against decisions regarding eligibility or quantification within (07) days of the display / notification of respective results to the Vice Chancellor. In case of ineligibility, the candidate shall be informed of the decision of scrutiny committee and appeals against the decision may be made to the Vice Chancellor within a week of the decisions communicated. The Vice Chancellor shall refer the appeal to the appellate committee, headed by the Vice Chancellor, comprising of the following for final decision;

1. Senior most Dean
2. Relevant Departmental Chairman
3. One external expert to be Co-opted by the Vice Chancellor if required
4. Registrar


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- (i) No applicant shall be the member of Scrutiny and Quantification Committee.
- (j) Screening Test and Demonstrations wherever applicable.
- (k) Evaluation of research publications by external referees wherever applicable.
- (l) Quantification of candidate score as per Annexure-A to F, appended to these Statutes.
- (m) Interview through Selection Board
- (n) Appointment to these posts shall be made by the Syndicate, on the recommendations of the Selection Board.
- (o) Offer of Job to the appointee including job description
- (p) Criteria for evaluation of the candidates for selection shall be such as prescribed by the Syndicate.
- (q) Test, interview or other method of evaluation of the candidates shall be such as prescribed by the Syndicate.
- (r) There shall be a scrutiny and quantification committee comprising of the following;
 - 1. Dean of the Faculty concerned (Convener)
 - 2. Concerned Chairperson/HOD*/Director*/Principal*
 - 3. One subject expert to be nominated by the Vice Chancellor from a panel recommended by the concerned Board of Studies
 - 4. Director QEC
 - 5. Deputy or Assistant Registrar meetings (Member/Secretary)

** Provided that the Vice Chancellor shall nominate a subject expert for scrutiny / quantification in department(s) where there is no Chairman/Director/Principal. A subject expert may be an Associate Professor or Professor according to the position to which recruitment is being processed.*

The ToRs of the committee shall be as follows;

- i. To ensure that the applicant's form as per advertisement is complete in all respect and has been received on or before the last date for submission of forms
- ii. To ensure that the applicant fulfills the criteria as specified in the relevant Statutes and his/her teaching and research experience is in a National or International Organization is in accordance with the equivalence and prevailing procedures of the HEC.
- iii. To ensure that the applicant's claim in experience and quantification has duly been supported by the attested documents.
- iv. The decision of the Scrutiny Committee shall be placed on the web page of the University.

The committee shall also quantify credentials of the applicants and prepare a list showing score achieved by each candidate. The ToRs of the committee shall be as follows;

- i. To evaluate and quantify the academic qualification, experience and research work of the eligible applicants as per these Statutes of the University of Swabi on the approved proforma


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- ii. To ensure that the supportive documents provided by the applicants are relevant, attested and are free from tempering.
- iii. The Quantification Committee will submit its report confidentially to the Registrar (duly signed by all members)
- iv. Appeals against the decision of the Scrutiny and Quantification Committee shall be filled before the Appellate Committee within (07) days of the communication.

4. Basic Pay Scales and Other Fringe Benefits

- (1) (a) The pay scales of University Teachers shall be governed by the Schemes of Basic Pay Scales and other related benefits, as approved by the Syndicate.
- (b) The Syndicate may grant advance increments/ allowance / honorarium to a University employee on such terms and conditions as it may be recommended by the Selection Board for the reasons to be recorded.
- (c) The following Basic Pay Scales shall be admissible to the Teachers of the University:

S. No.	Post	BPS
i.	Lecturer in University Department	18
ii.	Assistant Professor	19
iii.	Associate Professor	20
iv.	Professor or equivalent	21
v.	Meritorious Professor	22

5. Fixation of Pay on Appointment to Higher Post

- (1) When a Teacher is appointed from a lower post to higher post, where the stage in the scale of pay of the higher post, next above the Substantive Pay of the teacher concerned in the scale of pay of the lower post, gives a pay increase equal to or less than a full increment in the pay scale of higher post, the initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment in the scale of pay of the higher post.
- (2) On appointment to next higher post, the actual pay of the higher post shall be given to incumbent on the resumption of duty after training or higher studies or any other purpose.

6. Increments

- (1) Annual Increment in Basic Pay Scales shall occur automatically on the first day of December, following the completion of at least six months service at a stage, in the relevant scale of pay.

Provided that if an employee, before reaching the maximum of the pay scale, is appointed to a higher scale of pay, or is brought to a higher scale due to up gradation of his post, between 2nd June and 30th November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on 1st December of that year, with reference to his presumptive pay in his lower scale, if that is more beneficial to him. Provided further that those employees who had applied through proper channel shall be granted increment if he has joined the upgraded position between 2nd June and 30th November of a calendar year


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7. Advance Increments / Higher Start of Pay

As prescribed in Section-6 (iv), Section-17 read with Section-20 (c) & (i) of the Act, the terms and conditions of employment of the Officers, Teachers and other employees of the University may be different from those applicable to Government servants in general; and the Selection Board in certain cases may recommend advance increments at the time of appointment.

8. Allowances

The following monthly allowances shall be admissible.

i. House Rent Allowance

- (a) A Teacher who has not been provided (as per his entitlement) residential accommodation in his name by the University, shall be entitled to House Rent Allowance at the rates approved by the Syndicate and as revised from time to time, irrespective of where he resides,

Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.

Provided further that where the residential accommodation is below the entitled category, the employee will be required to pay an assessed rent as approved by the Syndicate on the recommendations of an Assessment Committee to be constituted by the Vice Chancellor.

- (b) In case of University accommodation, additional 5% for house maintenance will be charged according to the grade (BPS) corresponding to the category of the house and not the basic pay of the employee.

ii. Conveyance Allowance and Amount of POL

Conveyance Allowance and amount of POL as the case may be, shall be admissible to all teachers at the rates approved by the Syndicate from time to time.

iii. Medical Allowance

Medical Allowance shall be admissible to all teachers at the rates approved by the Syndicate from time to time.

v. Senior Post Allowance

Senior Post Allowance shall be admissible to teachers in BPS-20 & above at the rates approved by the Syndicate.

vi. Orderly Allowance

Orderly Allowance shall be admissible to teachers in BPS-20 & above at the rates approved by the Syndicate.

vii. PhD Allowance

PhD allowance shall be admissible to the teachers having PhD degree at the rates approved by the Syndicate.

viii. MPhil/MS/M.Sc (Hons)/LLM or equivalent degree Allowance

MPhil/MS/M.Sc (Hons)/LLM or equivalent degree allowance shall be admissible the teachers having MPhil/MS/M.Sc (Hons)/LLM or equivalent degree at the rates approved by the Syndicate.


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ix. Headship allowance

Headship allowance shall be admissible to Deans, Directors of the Centers / Chairpersons /HoDs, and Sectional Heads (of Administrative / Academic units) at the rates approved by the Syndicate.

xi. Telephone Allowance

The Telephone Allowance, including DSL and mobile phone shall be permissible to the Professors, Deans, Directors of the Centers / Chairpersons and Sectional Heads (of administrative units) at the rates approved by Syndicate.

xii. Brain Drain Allowance

This allowance shall be admissible to all PhD holders in BPS @ 40% of basic pay.

xiii. Hard Area /Unattractive Area / Special Incentive / Local compensatory Allowance

This allowance shall be admissible to all teachers at the rate approved by the Syndicate.

xiv. Professional Allowance

This allowance shall be admissible to teachers concerned holding specific professional qualification at the rate approved by the Syndicate.

xv. Entertainment Allowance

Entertainment allowance shall be admissible to teachers in BPS-20 & above at the rates approved by the Syndicate.

xvi. Focal Person/ Coordinator allowance

Teachers in BPS-19 and above holding the position of Focal Person/Coordinator of a campus/independent unit of the university shall be entitled to monthly allowance at the rate as may be prescribed by the Syndicate.

xvii. Any other allowance as approved by the Syndicate


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EVALUATION CRITERIA FOR SELECTION OF FACULTY POSITIONS

S.No.	Evaluation Head	Marks Assigned		
		Faculty		
		BPS (18)	BPS (19)	BPS (20/21)
1	Academic Qualification	35	35	35
2	Additional Relevant Higher Qualification	05	05	---
3	Medals (Gold, Silver, Bronze)	05(5,3,2)	---	---
4	National/International recognition	---	05	05
5	Research Publications (HEC Recognized)	05	15	20
6	Relevant Experience	05	05	05
7	Research Projects/ Grants	---	10	10
8	Screening Test	10	---	---
9	Evaluation as Teacher / Demonstration	10	---	---
10	Selection Board	25	25	25
	Total	100	100	100

Faculty: Lecturer (BPS-18), Assistant Professor (BPS-19), Associate Professor (BPS-20), Professor (BPS-21)

(Annexure-B)

**SELECTION BOARD EVALUATION PROFORMA
FOR APPOINTMENT OF FACULTY (LECTURERS, BPS-18)**

1	2	3	4	5	6	7	8	9	10	11
S.#	Name of Candidate	Academic Qualification (35)	Add'l Relevant Higher Qualification (05)	Medals (Gold, Silver, Bronze) (05)	Research Publications (05)	Relevant Experience (05)	Screening Test (10)	Demonstration (10)	Selection Board (25)	Grand Total (100)
1										

(Annexure-C)

**SELECTION BOARD EVALUATION PROFORMA
FOR APPOINTMENT OF FACULTY (ASSISTANT PROFESSORS, BPS-19)**

1	2	3	4	5	6	7	8	9	10
S.#	Name of Candidate	Academic Qualification (35)	Add'l Relevant Higher Qualification (05)	National / International recognition (05)	Research Publications (15)	Relevant Experience (05)	Research Projects / Grants (10)	Selection Board (25)	Grand Total (100)
1									


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(Annexure-D)

**SELECTION BOARD EVALUATION PROFORMA FOR APPOINTMENT OF FACULTY
(ASSOCIATE PROFESSOR AND PROFESSOR (BPS-20 & 21))**

1	2	3	4	5	6	7	8	9
S.#	Name of Candidate	Academic Qualification. (35)	National / International recognition (05)	Research Publications (20)	Relevant Experience (05)	Research Projects / Grants (10)	Selection Board (25)	Grand Total (100)
1								

(Annexure-E)

PROCEDURE/POLICY GUIDELINES FOR QUANTIFICATION

1. Academic Qualification

(Maximum Marks 35)

These shall include all scholastic certificates/degrees from SSC to Master or equivalent (16 years of education). A total of 35% marks shall be assigned to the academics for various posts of faculty positions (BPS-18 to 21). Quantification of academics shall be calculated as under:

For disciplines where 16 years education is required

- | | |
|----------------------------------------------------------|------------------------------------------|
| a. Matric | = percentage of marks $\times 1$ = score |
| b. Intermediate | = percentage of marks $\times 2$ = score |
| c. Bachelor (2 years) | = percentage of marks $\times 3$ = score |
| d. Master (after 2 years bachelor) | = percentage of marks $\times 4$ = score |
| e. Bachelor degree (4 years programs after intermediate) | = percentage of marks $\times 7$ = score |

(Because of c+d)

Note: In both cases, sum of all percentages will divided by 10, such as:

$$1 + 2 + 3 + 4 = 10 \text{ and } 1 + 2 + 7 = 10$$

Sum of all percentage scores shall then be divided by 10. The outcome shall be multiplied by 0.35 in order to obtain net score of a candidate out of the total of 35% marks reserved for academics.

For example: (a) $660/850 \times 100 = 77.65 \times 1 = 77.65$ (b) $725/1100 \times 100 = 65.91 \times 2 = 131.82$ (c) $365/550 \times 100 = 66.36 \times 3 = 199.09$ (d) $892/1200 \times 100 = 74.33 \times 4 = 297.33$. Now, $77.65 + 131.82 + 199.09 + 297.33 = 705.89/10 = 70.58$. Now, $70.58 \times 0.35 = 24.703$ net score out of 35 **OR** (a) $660/850 \times 100 = 77.65 \times 1 = 77.65$ (b) $725/1100 \times 100 = 65.91 \times 2 = 131.82$ (c) $4325/6000 \times 100 = 72.08 \times 7 = 504.58$. Now, $77.65 + 131.82 + 504.58 = 714.05/10 = 71.40 \times 0.35 = 24.99$ net score out of 35.

Note: For disciplines where 15 or 17 years education is required the evaluation formula shall be the same with details as under:

- | | |
|-----------------------------------------------|------------------------------------------|
| Matric | = percentage of marks $\times 1$ = score |
| Intermediate | = percentage of marks $\times 2$ = score |
| Bachelor (2 years) | = percentage of marks $\times 3$ = score |
| Master or equivalent (after 2 years bachelor) | = percentage of marks $\times 4$ = score |

**Note: Here master or equivalent shall mean 17 years of study such as LLB etc*


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*Bachelor degree (5 years programs after intermediate) =percentage of marks $\times 7$ = score

(Because of c+d)

*Note: 17 years of education

** Note: In order to convert percentage score of semester examination system to annual examination system the overall %age score of semester system shall be multiplied by a factor of 0.9.

2. Additional Relevant Higher Qualification (Maximum Marks 05 for Lecturer & Asst. Prof.)

Additional Relevant Higher Qualification shall mean Master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent and Ph.D or equivalent in the relevant field. Maximum limit of marks to be assigned to the additional relevant higher qualification in each case shall be as follows: 3 Marks for master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent degree and 05 Marks for PhD or equivalent degree. A candidate with both master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent and PhD shall be awarded only PhD marks (i.e., 05 marks, not 3 plus 5). Two years master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or any other degree declared equivalent by the HEC shall be counted towards the credit of a candidate.

3. Relevant Experience (Maximum Marks 05)

It shall mean teaching/research experience in HEC recognized university/institution or a postgraduate institution or professional experience in the relevant field in a National or International Organization. A candidate shall be awarded 01 mark for each year of experience over and above of the required experience and 2 marks for each year in case of post PhD experience over and above of the required experience. The maximum marks shall not exceed than 05 marks as specified in **Annexure-A**.

Note: The fraction of experience (in months and days) shall be calculated in fraction. For illustration, a candidate having 2 years, 5 months and 10 days over and above the required experience, he/she shall be awarded $2 + (5 \times 30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44$ marks. Similarly, a candidate having 2 years and 6 months over and above the required experience shall be granted $2 + (6 \times 30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50$ marks.

4. Medals (Gold, Silver, Bronze) (Maximum Marks 05 for Lecturer only)

A candidate shall be awarded maximum 5 marks for Gold Medal in any university examination (from Bachelor to 16 years of education in the relevant field). Moreover, a candidate securing first class first position in any university examination (from Bachelor to 16 years of education in the relevant field) in the department/discipline shall be granted 05 marks, 2nd position shall be granted 03 marks and 3rd position shall be awarded 02 marks. The credit will only be assigned on the basis of the degree required as eligibility criteria for the post after provision of authentic document issued by the controller of examinations.

5. Screening Test and Demonstration

1. Screening test shall be conducted for appointments in BPS-18 (Lecturer only) by the Screening Test & Demonstration Committee or through some other organizations (to conduct only test) as approved by the Competent Authority (Vice Chancellor). The Screening & Demonstration Committee shall consist of the following:

1. Dean of the Faculty concerned (Convener)
2. Concerned Chairperson/Director*/HoD*/Principal* (Member)
3. Director QEC (Member)


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4. Two senior most teachers of the Department/Institute
5. Two subject experts to be nominated by the Vice Chancellor from the standing list (Member)
6. Registrar (Member / Secretary)

** Provided that the Vice Chancellor shall nominate a subject expert or senior faculty member for scrutiny / quantification in department(s) where there is no Chairman/Director/Principal. A subject expert may be an Associate Professor or Professor according to the position to which recruitment is being processed.*

2. Screening test, shall examine candidates in their written expression, quantitative, analytical, logical and subject specific abilities.
3. Demonstration, shall examine candidates in their teaching skills, command over subject and quality of discussion with audience written expression (Demonstration Proforma). The demonstration will be conducted by a committee consisting of S.No. 1, 2, 3 and 6 of the Screening test and Demonstration Committee or their nominee. The results of screening test and demonstration shall be displayed immediately.

Demonstration Proforma


1	2	3	4	5	6
S.#	Name of Candidate	Teaching Skills (04)	Command over subject (03)	Quality of Discussion (03)	Grand Total (10)
1					

4. A candidate shall obtain 50% marks in the screening test to qualify for the demonstration. The number of candidates called for demonstration shall be 10 per post in order of merit. The merit list for demonstration shall be prepared on basis of overall score inclusive of the screening test.
5. The candidates will be required to score at least 50% marks in aggregate in the screening test and demonstration as a whole (10 marks out of 20) to qualify for interview by the Selection Board. The secured marks shall be counted for short-listing purposes as well as for total evaluation.
6. The number of candidates called to appear before selection Board shall be 5, 9, 12, 14, 15 for 1,2,3,4,5 posts respectively in order of merit.

6. Research Projects

Projects or funding grants marks shall be granted to candidate who has successfully completed/secured grants or funding for projects as a Principal Investigator or Co-PI. The allotment of marks shall be as under.

1	2	3	
S.#	Project cost	Marks	
		Principal Investigator	Co-PI
1	Rs. \geq 0.5 million	0.5	0.2
2	Rs. \geq 1.0 million	1.0	0.5
3	Rs. \geq 2.0 million	2.0	1.0
4	Rs. \geq 3.0 million	3.0	1.5
5	Rs. \geq 4.0 million	4.0	2.0
6	Rs. \geq 5.0 million	5.0	2.5
7	Rs. \geq 6.0 million	6.0	3.0
8	Rs. \geq 7.0 million	7.0	3.5


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9	Rs. \geq 8.0 million	8.0	4.0
10	Rs. \geq 9.0 million	9.0	4.5
11	Rs. \geq 10.0 million	10.0	5.0

Note: Maximum marks shall not exceed 10 and 05 in case of PI and Co-PI respectively.

7. National / International Recognition (Maximum 05 Marks for Asst. Prof., Assoc. Prof/Prof. only)

National / International recognition shall include the following;

- Civil Awards
- Post-Doctorate
- An approved variety by the Provincial Seed Council
- Patent / Production / Invention / Technology
- Any other Award recognized or awarded by the Ministry / Council of Science & Technology / Pakistan Science Foundation / HEC / International organization / Ministry of Food and Agriculture.

8. Research Publications (Maximum Marks 20)

Publication marks shall be awarded to candidates for their papers published in HEC approved/recognized journals. Candidates for the post of Associate Professor and Professor shall be evaluated by the Subject Experts (Referees), who are co-opted for the purpose from the approved list of experts by the concerned Board of Studies or Academic Council where a board of study does not exist for a subject or group of subjects. A candidate shall be awarded 02 marks for each paper, over and above of the required publications; published in HEC approved journals. Maximum marks should not exceed 5, 15 and 20 for Lecturer, Assistant Professor and Associate professor/Professor respectively as specified in Annexure-A.

Although, publications shall not be required for appointments of Lecturers and Assistant Professors, however, 05 and 15 marks respectively, shall be allocated for research publications in order to encourage research.

9. Selection Board (Maximum Marks 25)

- The candidates shortlisted for Selection Board shall be evaluated through interview only. Candidates abroad may be interviewed online through any live audio-visual media with prior approval of Chairman, Selection Board. The candidates wishing to be interviewed online shall make a request to the Registrar at least 03 days prior to the commencement of Selection Board.
- Members of the selection Board will be required to record their assessment on the following proforma for further calculation of average marks obtained by each candidate.

Selection Board marking proforma

1	2	3	4	5	6
S.#	Name of Candidate	Aggregate Marks obtained (75)	Total Marks for Selection Board (25)	Obtained Marks	Remarks
1					

- Members of the Selection Board and subject experts shall record their marking/evaluation independently. After the interview, the final marks of candidate based on the assessment of the members of Selection Board and subject experts shall be determined on the basis of average. In case unanimous decision cannot be taken, the majority of members shall prevail. In the event of tie, the Vice Chancellor shall exercise a casting vote.


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10. Age Limit

The following shall be the maximum age limit permissible for appointment as faculty members in respective pay scales. Age relaxation shall be granted as per prescribed criteria and limit.

S. No	Post	BPS	Upper Age Limit
1	Lecturer	18	35
2	Assistant Professor	19	40
3	Associate Professor	20	45
4	Professor	21	50

11. Rehiring

Rehiring of Teaching and Research Faculty beyond superannuation shall be made with prior approval of the Chancellor on case-to-case basis. Provided that such rehired faculty shall not be assigned any administrative positions.

12. Faculty appointment criteria

Eligibility Conditions for appointment of faculty in all the faculties/disciplines shall be such as may be prescribed by the HEC and as amended from time to time. Following is a general guideline (Annexure-F to L):


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12.1 Eligibility conditions for appointment of faculty in All disciplines excluding Engineering, Information Technology, Computing Sciences, Medical Sciences, Law and Arts & Design (Studio Practice) disciplines in all HEIs/DAIs


Lecturer	
Minimum Qualification	First Class Master's Degree OR equivalent degree awarded after 16 Years of education in the relevant field from an HEC recognized University/Institution with no 3 rd division in the academic career. Condition of no 3 rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz. M.Phil./PhD or equivalent degree with not more than one 3 rd division in entire academic career. Furthermore, the candidate with 2 nd division in the Master's Degree but holding higher degree i.e. M. Phil/PhD or equivalent degree with 18 years of education may be Considered. *First division (1 st Division) in Master of Arts in English is relaxed in favor of the second division (2 nd Division) as the minimum eligibility condition for appointment of Lecturers in English for Annual System degree holders for a period of five years. W.e.f 24-02-2007.
Experience	Nil
Minimum number of publications	Nil
Assistant Professor	
Minimum Qualification	a. PhD in relevant field from HEC recognized University / Institution b. Master's degree (foreign) or M.Phil. (Pakistan) or equivalent degrees awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution.
Experience	a. No experience required ^[SEP] b. 4-years teaching/research experience in an HEC recognized University or a postgraduate Institution or ^[SEP] professional experience in the relevant field in a National or International organization
Minimum number of publications	Nil
Associate Professor	
Minimum Qualification	PhD in relevant field from HEC recognized University/Institution
Experience	10-years teaching / research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization Note: After 30th June 2015, at least 4-years Post-PhD level experience in an HEC recognized University or post- graduate institution or professional experience in the relevant field in a National or International organization will be required OR 5-years post-PhD teaching / research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization
Minimum number of publications	The applicant must have 10 research publications (with at least 4 publications in the last 5 years in the HEC recognized Journals.
Professor	
Minimum	PhD in relevant field from HEC recognized University/Institution

Qualification	
Experience	15-years teaching / research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. Note: After 30 th June 2015, at least 8 years Post Ph.D. level experience in an HEC recognized university or post- graduate Institution or professional experience in the relevant field in a National or International organization will be required. OR 10-years post-Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum number of publications	The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized journals.

(Annexure-G)

12.2 Eligibility conditions for appointment of faculty in Engineering, Information Technology, and Computing disciplines in all HEIs/DAIs

Lecturer	
Minimum Qualification	Master's Degree / B.Sc. (Engr.) (First Class) in the relevant field from HEC recognized University/Institution with no 3 rd division in the academic career.
Experience	Nil
Minimum number of publications	Nil
Assistant Professor	
Minimum Qualification	a. PhD in the relevant field from HEC recognized University/Institution. b. Master's degree (awarded after 18 years of education) in relevant field till 2010. After 2010, 30% should be Ph.D.'s, after 2012, 60% should be PhDs and by the end of 2015, 100% should be PhDs in the relevant field from an HEC recognized University / Institution.
Experience	a. No Experience required ^(TSEP) b. 2-years teaching / research experience in a recognized Institution / University / College or 2-years professional experience in the relevant field in a National or International organization.
Minimum number of publications	Nil
Associate Professor	
Minimum Qualification	PhD in the relevant field from HEC recognized University / Institution in consultation with PEC.
Experience	10-years teaching / research experience in a recognized Institution / College / University or 10-years professional experience in the relevant field in a National or International Organization out of which 2-years must be teaching experience. Note: After 30 th June 2015, at least 4-years' experience at the Post-PhD level in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization will be required. OR 5-years post PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum number of publications	10 research publications with at least 4 publications in last 5 years in HEC/PEC recognized journals.


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Professor	
Minimum Qualification	PhD in the relevant field from HEC recognized University/Institution in consultation with PEC.
Experience	15- Years teaching/ research experience in a recognized Institution/College/ University or 15-years professional experience in the relevant field in a National or International organization out of which 5-years must be teaching experience. Note: After 30 th June 2015, at least 8-years' experience at the post-Ph.D. level in HEC recognized University or a post - graduate institution or professional experience in the relevant field in a National or International organization will be required. OR 10-years post-Ph.D teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum number of publications	15 research publications with at least 5 publications in last five years in HEC/PEC recognized journals

(Annexure-H)

12.3 Eligibility Conditions for Appointment of Faculty in Medical Sciences (Non-Clinical & Basic Sciences) disciplines as per classification by PMDC

Demonstrator	
Minimum Qualification	MBBS from an HEC recognized University /Institution with no 3rd Division in the academic career
Experience	Nil
Minimum number of publications	Nil
Assistant Professor	
Minimum Qualification	a. Ph.D.in the relevant field from an HEC recognized University / Institution or equivalent degree awarded after 18-years of education in the relevant field as determined by HEC. b. M.Phil or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized University / Institution.
Experience	a. No experience is required. b. 4-years teaching /research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum number of publications	Nil
Associate Professor	
Minimum Qualification	Ph.D. in the relevant field from an HEC recognized University /Institution
Experience	10-years teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. OR 5 years post M.Phil teaching experience till 2014.
Minimum number of publications	5/8/10 research publications in journals recognized jointly by HEC and PMDC by calendar years 2009 / 2011 / 2013 (with at least 1/2/4 of these publications in the last 5 years).

Professor	
Minimum Qualification	Ph.D. in the relevant field from an HEC recognized University /Institution
Experience	10-years post MPhil teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. Note: After 30 th June 2015, at least 8-years Post-PhD level experience in an HEC recognized university or a post- graduate institution or professional experience in the relevant field in a National or International organization will be required.
Minimum number of publications	8/ 12/ 15 research publications in journals recognized jointly by HEC and PMDC by calendar year 2009 / 2011 / 2013 (with at least 2 / 3/5 publications in the last 5 years).

(Annexure-I)

12.4 Eligibility Conditions for Appointment of Faculty in Medical Sciences (Clinical Sciences) disciplines as per classification by PMDC

Senior Registrar	
Minimum Qualification	MBBS with MD / MS / FCPS / MDS / Membership of Royal Colleges (UK) / Diplomate of American Board or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines.
Experience	Nil
Minimum number of publications	Nil
Assistant Professor	
Minimum Qualification	MBBS with MD / MS / FCPS / MDS PhD / M.Phil. (Old Courses of 4-Years) (Pakistan) / Membership of Royal Colleges (UK) / Diplomate of American Board or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines.
Experience	Nil
Minimum number of publications	Nil
Associate Professor	
Minimum Qualification	MBBS with MD / MS / FCPS / MDS / PhD / M.Phil. (Old Courses of 4- years) (Pakistan) / Membership of Royal Colleges (UK) / Diplomate of American Board or equivalent International terminal qualifications (as determined by HEC) in the clinical Medical Science disciplines.
Experience	8 years teaching / research experience in an HEC recognized University or Post-graduate Institution. Note: After 30 th June 2015, 5 years post terminal qualification level teaching / research experience in an HEC recognized University or a post-graduate Institution. OR ^[1] _{SEP} 8-years teaching / research experience in an HEC recognized University or a post-graduate Institution with 3-years post-terminal experience of teaching.
Minimum number of publications	5/8/10 research publications in journals recognized jointly by HEC and PMDC by calendar years 2009 / 2011 / 2013 (with at least 1/2/4 of these publications in the last 5 years).
Professor	
Minimum Qualification	MBBS with MD / MS / FCPS / MDS / PhD / M.Phil. (Old Courses of 4-Years) (Pakistan) / Membership of Royal Colleges (UK) / Diplomate of American Board



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	or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines.
Experience	10 years teaching/ research experience in an HEC recognized University or a post-graduate Institution. Note: After 30 th June 2015, 10 years post terminal qualification level teaching / research experience in an HEC recognized University or a post-graduate Institution.
Minimum number of publications	08/12/15 research publications in journals recognized jointly by HEC and PMDC by calendar years 2009 / 2011 / 2013 (with at least 2/3/5 of these publications in the last 5 years).

(Annexure-J)

12.5 Eligibility Conditions for appointment of faculty in all law disciplines in all HEIs/DAIs

Lecturer	
Minimum Qualification	LLB Degree (First Class) from an HEC recognized University/ Institutions with no 3 rd division in the academic career
Experience	Nil
Minimum number of publications	Nil
Assistant Professor	
Minimum Qualification	<ul style="list-style-type: none"> a. PhD in Law or equivalent degree from an HEC recognized University / Institutions. b. L.L.M, J.D or equivalent degree from an HEC recognized University / Institutions. c. LLB degree (First Class) from an HEC recognized University / Institutions.
Experience	<ul style="list-style-type: none"> a. Nil b. 4-years teaching / research experience in an HEC recognized University or a post-graduate Institution or ^[L]_[SEP]professional experience in the relevant field in a National or International Organization. ^[L]_[SEP] c. 6-years teaching / research experience in an HEC recognized University or a post-graduate Institution or ^[L]_[SEP]professional experience in the relevant field in a National or International Organization. ^[L]_[SEP]
Minimum number of publications	Nil
Associate Professor	
Minimum Qualification	<ul style="list-style-type: none"> a. PhD in law or equivalent degree from an HEC recognized University / Institution. b. L.L.M, J.D in Law or equivalent degree from an HEC recognized University / Institution.
Experience	<ul style="list-style-type: none"> a. 10-Years teaching / research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. ^[L]_[SEP] Note: After 30th June 2015, at least 4 years Post-PhD level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization. OR 5-years post-PhD teaching / research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International Organization. ^[L]_[SEP] b. 12-years teaching / research experience (with at least 4-years' experience



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	after the post-terminal degree level) in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International Organization
Minimum number of publications	The applicant must have 10 research publications with at least 4 publications in the last 5 years in HEC recognized Journals.
Professor	
Minimum Qualification	a. PhD in Law or equivalent degree from an HEC recognized University / Institution [SEP] b. L.L.M, J.D in Law or equivalent degree from an HEC recognized University/ Institution.
Experience	a. 15-years teaching / research experience in an HEC recognized University or post-graduate Institution or professional experience in the relevant field in a National or International Organization. Note: After 30 th June 2015, at least 8-years Post-PhD level experience in an HEC recognized University or post- graduate Institution or professional experience in the relevant field in a National or International organization will be required. OR [SEP] 10-years post-PhD teaching / research experience in an HEC recognized University or a post-graduate Institution or Professional experience in the relevant field in a National or International Organization. b. 17-years teaching/research experience (with at least 8-years' experience after LLM/J.D or equivalent degrees in HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization.
Minimum number of publications	The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized Journals.

(Annexure-K)

12.6 Eligibility Conditions for appointment of faculty in Arts & Design (Studio Practice) disciplines, in all HEIs/DAIs

Lecturer	
Minimum Qualification	First professional degree (4 Years minimum, First Division) from HEC recognized University/Institution with no third division in the academic career.
Experience	Nil
Minimum number of publications	Nil
Assistant Professor	
Minimum Qualification	a. PhD in the relevant field from HEC recognized University/ Institution. b. Master's degree (foreign) or MPhil or equivalent degree awarded after 18 years of education in the relevant [SEP]field from HEC recognized University/Institution [SEP] c. First professional degree (4-Years minimum, First Division) with no 3 rd division in the academic career from [SEP]HEC recognized University/Institution.
Experience	a. Nil [SEP] b. 4-years teaching / research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization. c. 6-years teaching /research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.


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Minimum number of publications	Nil
Associate Professor	
Minimum Qualification	a. PhD in the relevant field from HEC recognized University / Institution ^[SEP] b. Master's degree (foreign) or MPhil OR equivalent degree awarded after 18-years of education in the relevant field from HEC recognized University / Institution.
Experience	a. 10-years teaching / research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization ^[SEP] Note: After 30 th June 2015, at least 4-years post PhD level experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization will be required. ^[SEP] OR ^[SEP] 5-years post PhD level experience in an HEC recognized University or a Post-graduate Institution or ^[SEP] professional experience in the relevant field in a National or International organization. b. 12-years teaching / research experience (with at least 4-years' experience after the Masters (Foreign) or equivalent degree in an HEC recognized University or a Post-graduate Institution or professional experience ^[SEP] in the relevant field in a National or International organization.
Minimum number of publications	Outstanding and substantial level of professional art activity (Demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria)
Professor	
Minimum Qualification	a. PhD from HEC recognized University / Institution in the relevant field b. Master's degree (foreign) or MPhil or equivalent degree in the relevant field from HEC recognized University/Institution.
Experience	a. 15-years teaching / research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International Organization ^[SEP] Note: After 30 th June 2015 at least 8-years post PhD level experience in a recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization. OR 10-years post PhD level experience in an HEC recognized University or a Post-graduate Institution or ^[SEP] professional experience in the relevant field in a National or International organization. ^[SEP] b. 17-years teaching / research experience (with at least 8-years' experience after Master's degree (foreign) or MPhil or equivalent degree in HEC recognized University or a Post-graduate Institution or professional ^[SEP] experience in the relevant field in a National or International organization.
Minimum number of publications	Outstanding and substantial level of professional art activity and a national or international contribution to the development of Arts and Design in general. (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria).

(Annexure-L)


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12.7 Eligibility Conditions for Appointment of Faculty in Architecture & Town Planning disciplines in HEIs/DAIs

Lecturer	
Minimum Qualification	First Professional degree (5 years minimum or Master / Equivalent Degree (First Class) in the relevant field from an HEC recognized University / Institution with no 3 rd Division in the academic career
Experience	Nil
Minimum number of publications	Nil
Assistant Professor	
Minimum Qualification	<ul style="list-style-type: none"> a. Ph.D. in the relevant field from an HEC recognized University/Institution. b. Master's Degree (Foreign) /M.Phil. Or equivalent degree awarded after 19-years of education in the relevant field from an HEC recognized University / Institution.^[1]_{SEP} c. First Professional degree (5 years minimum, First Division) from an HEC recognized University/ Institution.
Experience	<ul style="list-style-type: none"> a. Nil ^[1]_{SEP} b. 3-years teaching / research experience from an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. c. 5-years teaching / research experience in an HEC recognized University or a post-graduate Institution or Professional experience in the relevant field in a National or International Organization
Minimum number of publications	Nil
Associate Professor	
Minimum Qualification	<ul style="list-style-type: none"> a. Ph.D. in the relevant field from HEC recognized University / Institution.^[1]_{SEP} b. Master's Degree (Foreign) / M.Phil or equivalent degree awarded after 19-years of education in the relevant field from HEC recognized University / Institution.
Experience	<ul style="list-style-type: none"> a. 9-years teaching / research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. OR 4-years post- Ph.D. teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization will be required. b. 10 years teaching/ research experience (with at least 3-years' experience after the Masters (Foreign) or equivalent degree in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum number of publications	<ul style="list-style-type: none"> a. 8/10 research publications (with at least 2/4 publications in last five years by the calendar years 2008 / 2012, respectively) in HEC / PCATP recognized Journals. OR^[1]_{SEP} Recognition in at least 2 national / international architectural design competitions or design excellence awards. b. 8/10 research publications (with at least 2/4 publications in last five years by the calendar years 2008 / 2012, respectively) in HEC/PCATP recognized Journals. OR^[1]_{SEP} Recognition in at least 3 national / international architectural design competitions or design excellence award.
Professor	
Minimum Qualification	<ul style="list-style-type: none"> c. PhD from HEC recognized University / Institution in the relevant field d. Master's degree (foreign) or MPhil or equivalent degree in the relevant field from

	HEC recognized University/Institution.
Experience	<p>a. 12-years teaching / research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International Organization^[SEP]</p> <p>OR</p> <p>10-years post PhD level experience in an HEC recognized University or a Post-graduate Institution or ^[SEP]professional experience in the relevant field in a National or International organization. ^[SEP]</p> <p>b. 15-years teaching / research experience in HEC recognized University or a Post-graduate Institution or professional ^[SEP]experience in the relevant field in a National or International organization.</p>
Minimum number of publications	<p>a. 12/ 15 research Publications (with at least 3 / 5 publications in last five years by the Calendar years 2008 / 2012, respectively) in HEC / PCATP recognized Journals OR Recognition in at least 4 national / international architectural design competitions or design excellence awards</p> <p>b. 12/ 15 research Publications (with at least 3 / 5 publications in last five years by the Calendar years 2008 / 2012, respectively) in HEC / PCATP recognized Journals OR^[SEP]Recognition in at least 5 national/international architectural design competitions or design excellence awards.</p>


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Chapter-10

The University of Swabi, Tenure Track Statutes, 2016


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Title

These statutes shall be called The University of Swabi, Tenure Track Statutes, 2016.

Commencement

These statutes shall come into force at once.

1. Appointment and Promotions

The University's policy on appointments (including subsequent reappointments) and on promotions follows herewith. It expresses the institutional philosophy in these matters and describes the qualifications for the various ranks in terms of four major areas of consideration, together with indications of the relative importance of these areas and possible sources of information for evaluations.

1.1 General Introduction

- (a) Ultimate decisions in matters of appointment and promotion in rank are made on the authority of the Syndicate. Initial recommendations, however, are made at the departmental level (or college level where colleges are not divided into departments), although a recommendation may be submitted by any member of the faculty. These recommendations are then reviewed by the administrative officers most directly involved and are forwarded with their recommendations to the Vice Chancellor of the University who transmits them to the Syndicate. Recommendations at the departmental level will be given most serious consideration in this procedure.
- (b) Recommendations for appointment also involve decisions regarding temporary or probationary status. The precise terms and conditions of every new appointment to the faculty shall be stated in writing and given to the faculty member before the appointment is made. In cases of reduction of the length of the probationary period, the matter should be clearly stated in writing and agreed to at the time of appointment. In the case of promotions of faculty members not already having tenure, tenure expectations may need to be considered, although the tenure decision is a separate matter. A copy of this statement of policy shall also be given to the faculty member before his appointment.

The University may make the following types of appointments of new faculty members:

- I. Temporary Appointments.
- II. Tenure Track Appointments
 - (i) First term Appointments.
 - (ii) Second term (Probationary) Appointments
 - (iii) Tenured Appointments
- (c) Only Tenured faculty member in the Tenure Track System may be appointed to any academic administrative post in the university such as Director Research, Chairman, Dean, etc.
- (d) The Seniority of a teacher in each cadre of the university shall be determined on the basis of the date of joining in each cadre irrespective whether the teacher has joined on BPS or TTS. In case of employees


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joining on the same date, seniority shall be determined on the basis of date of birth.

1.2 Bases for Appointment and Promotion

For appointment, or for promotion to a higher rank, a candidate is evaluated in terms of effectiveness in four principal areas:

1. Teaching
2. Scholarship, research, or other creative work
3. Service
4. Personal characteristics

Not all faculty members excel in each of these areas, but distinction or promise, especially in either of the first two, constitute the chief basis for appointment and promotion. Even though teaching may be more difficult to evaluate than scholarship, research, or creative work, it should not therefore be given a place of secondary consideration in an overall rating.

The last two categories of Service and Personal Characteristics are of secondary importance and normally round out and complement the qualities presented in the first two areas.

1.2.1 Teaching

Teaching is admittedly difficult to define precisely or to assess accurately. It is commonly considered to include a person's knowledge of the major field of study, awareness of developments in it, skill in communicating to students and in arousing their interest, ability to stimulate them to think critically, to have them appreciate the interrelationship of fields of knowledge, and to be concerned with applications of knowledge to vital human problems.

1.2.2 Scholarship, Research, or Other Creative Work

A faculty member's scholarship, research, and other creative work should make a contribution to the particular field of interest and serve as an indication of professional competence. The result of this kind of activity normally finds expression in publication or other media appropriate to the field, and where appropriate, should be reflected in teaching. In no case, however, should a person's productive effort be measured by mere quantity.

1.2.3 Service

This term refers specifically to service to the University community, as in committee assignments, and to public service. It also has reference to service to one's profession, usually identified by time and effort given to professional organizations, whether of Provincial, regional, national, or international character. Not least of the services rendered are those that concern the local community in which the University is located, and the country at large. An outstanding service record should be a positive factor in making an evaluation, but the lack of such a record should not be regarded as sufficient cause for denying an appointment or promotion.

1.2.4 Personal Characteristics

This category may be considered to include all traits which contribute to an individual's effectiveness as a teacher, as a leader in a professional area, and as a human being. Of primary concern here are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute


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effectiveness. There must also be a sufficient degree of compassion and willingness to cooperate, so that an individual can work harmoniously with others while maintaining independence of thought and action. This category is so broad that flexibility is imperative in its appraisal.

1.3 Sources of Information

It is not easy to come to clear and definite decisions about the criteria on which a candidate is judged, even when the information is at hand. The suggestions that follow have been found useful and appropriate in identifying sources of information.

1.3.1 Teaching

- (a) Consult colleagues in the candidate's field and those in allied fields.
- (b) Seek out student opinion. In the absence of a reliable system for course/teaching evaluation, this method needs to be used with great care.
- (c) Gather reports on colloquia, seminars, etc. given in the department or elsewhere with a view to assess the quality of presentation with respect to subject content, organization and communication.
- (d) Consult course files.
- (e) Gather reports on guidance and leadership in student activities.
- (f) Gather reports on initiation and participation in curriculum development e.g. new courses, new programs, etc.
- (g) Teaching load

1.3.2 Scholarship, Research, or Other Creative Work

- (a) Seek the judgments of professional colleagues both on and off campus.
- (b) Assess any published material in terms of its content and in terms of the journals, or other auspices, in which it appears; or assess any creative work in terms of its public presentation and reception.
- (c) Evaluate the work that the candidate may do as consultant.
- (d) Take into consideration the MPhil and PhD produced and currently under supervision
- (e) Take into consideration the papers presented at professional meetings, whether of state, regional, national, or international scope.
- (f) Gather reports of specific projects undertaken and ascertain the success achieved in the past as well as the prospects of success for the future. Remember that important projects may require many years before they can be presented to the public.

1.3.3 Service

- (a) An indication of service sometimes appears in biographical records that are to be submitted by each faculty member at the end of each year of service. This, however, may not be the case because degrees of modesty vary.
- (b) In the case of new appointments, one must depend primarily upon the information obtained from letters of recommendation or other such sources.


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- (c) For promotions, the biographical record with its annual supplements collected in the office of the Registrar of the University should constitute a fairly complete record. However, one should also consult the candidate's colleagues for additional information.

1.3.4 Personal Characteristics

- (a) Clues to traits of character may be found in the dossier of an appointee when the letters of recommendations are included.
- (b) For promotions, confidential reports from colleagues and others acquainted with the candidate will constitute the primary source of information regarding personal characteristics. Such reports must obviously be treated with great circumspection.

1.4 Specific Qualifications for Appointment and Promotion

- (a) To be considered for appointment on Tenure Track the candidate is required to resign or retire from any position held previously in any public / private Institution or Organization, except in the case that the candidate is incumbent of the same university.
- (b) The following statements should be looked upon as firm but not absolute guidelines governing normal promotion. Special procedures are sometimes required in unusual circumstances, where too strict adherence to the rule could well be disadvantageous to the University. Also, qualifications differ in the various fields. Customary degrees or their equivalents should be required, recognizing that these requirements differ according to the standards in the various fields.
- (c) Possession of a Doctorate/relevant terminal qualification is required by a candidate to be appointed to the post of Assistant Professor, or above.
- (d) A faculty member appointed under the Tenure Track scheme may not take up any other paid assignment with any other organization, without the approval of the Vice Chancellor of the respective Institution.

1.4.1 The Junior Ranks

1.4.1.1 Lecturer (On Contract)

This rank is most appropriate for persons beginning their teaching careers. It should be used by any department or Faculty which finds it convenient and appropriate to include lectureship within its faculty rankings. It can also be used for persons needed to fill temporary posts under emergency conditions. As with any appointment, the status should be made clear and put in writing at the time of employment.

- (a) A person who is primarily a graduate student may not be given a faculty appointment. Such a person may be appointed as a teaching assistant or teaching associate, in accordance with University policies.
- (b) Lecturers are appointed with the understanding that they will not be promoted to professorial rank unless they obtain a Ph.D. degree or relevant terminal qualification.

1.4.1.2 Assistant Professor

- (a) To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a Ph.D./Relevant terminal qualification from a recognized institution and excellent written communication skills as well as excellent presentation skills. An Assistant Professor should be


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demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the field has been acquired. As the Assistant Professor continues in this rank an effort to increase knowledge and improve teaching ability should be demonstrated, and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.

- (b) As a general rule, the length of service in the rank of Assistant Professor before being considered for promotion to the rank of Associate Professor is six years. Recommendations for promotion after first term review should be carefully weighed and justified by the administrative officer making such recommendation.

1.4.2 The Senior Ranks

Appointment or promotion to either senior rank should represent an implicit prediction on the part of the department, college, and University that the individual will continue to make sound contributions to teaching and learning. It should be made only after careful investigation of the candidate's promise in scholarship, in teaching, and in leadership and learning. By this statement is meant that serious attention must be given to the caliber of the candidate's intellectual and moral stature, for this will probably be the key factor in determining the extent to which past performance in teaching and in creative work may be expected to carry on through continuing contributions. Deans and departmental chairpersons normally will look to the senior ranks for advice and counsel regarding policy matters, including appointment and promotion. Also, services rendered to communities and agencies or organizations in the candidate's professional capacity should certainly be considered in assessing qualifications for advancement to senior ranks.

1.4.2.1 Associate Professor

- (a) The criteria for appointment or promotion to an associate professorship differ from those for a professorship in degree rather than in kind. The candidate for Associate Professor should offer evidence of knowledge of developments in the field of expertise and a conscientious interest in improving teaching methods. It is expected that an Associate Professor shall already have shown a basic general understanding with regard to a large part of the discipline. This condition implies postdoctoral research or creative work sufficient to indicate continuing interest and growth in the candidate's professional field.
- (b) To be eligible for appointment or promotion to an associate professorship the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 6-years post-Ph.D./Relevant terminal degree or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 10 research publications (with at least 4 publications in the past 5 years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.
- (c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation. This will only provide an opportunity to an Associate Professor to have their cases processed for review before completing 4 years as Associate Professor on Tenure Track, if they are otherwise eligible to be appointed as Professors. As a general, rule an Assistant Professor /Associate Professor on track/probation, before being considered for promotion to the next cadre, must first secure Tenure in accordance with the prescribed

Tenure Track procedures. There is no provision where a faculty member can apply for an advertised higher position without completing the procedure laid down for TTS.

1.4.2.2 Professor

- (a) A faculty member appointed to the rank of Professor is expected to have had an impact on the state of knowledge. It is expected that the professor will continue to develop and mature with regard to teaching, research, and other qualities that contributed to earlier appointments. Consideration for this appointment should include particular attention to the quality and significance of contributions to the candidate's field, sensitivity and interest in the general problems of university education and their social implications, and ability to make constructive judgments and decisions in regard thereto. It should be kept in mind that the full professors are likely to be the most enduring group in the faculty and are those who will give leadership and set the tone for the entire University.
- (b) To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 11-years post-Ph.D./Relevant terminal degree or minimum of 7-years of post-PhD experience with at least 12 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.
- (c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.

1.5 Temporary Appointments

- (a) Temporary one-year appointments may be made for faculty members appointed as visiting professors, to fill positions funded by other than Government-appropriated funds, to replace faculty members on leave, or whenever an appointment has to be made so late that normal search procedures cannot be followed. With the exception of appointments made without a normal search procedure, faculty members on such appointments may be reappointed for a second or third year if mutually agreeable to the faculty member and the department and Faculty involved, or they may be reappointed under a term appointment. Full-time, temporary appointments shall not normally lead to permanent tenure. They shall not exceed a total of three years except in the case of an explicit exception granted by the University Syndicate.
- (b) Temporary appointments may also be made for the positions of Research Associates working towards their Ph.D. degree, as well as for Post Doctoral Fellows working with a research group for a limited period. Such positions may be funded by other than Government- appropriated funds.

2. Tenure Track Appointments

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher' or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its


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teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

2.1 The Tenure Track Process

- (a) The tenure track process normally involves an initial term contract appointment of a faculty member for a period of three years. For a faculty member appointed at a junior rank (not higher than Assistant Professor) it will be followed by a second term contract appointment for an additional period of three years. A tenure decision must be made for such a faculty member in the third year of the second term contract appointment. Faculty members initially appointed at a junior rank will thus normally serve six years, before a final tenure decision is made. For a faculty member appointed at a senior rank (Associate and Full Professor) the probationary period shall normally be four years for associate and professors. The services of a faculty member having tenure shall be terminated only for adequate cause, except at the normal retirement age or under extraordinary circumstances discussed in these statutes.
- (b) Each candidate who wishes to be considered for the Tenure Track Scheme should prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission.
- (c) The dossier of each candidate from all applicants other than Assistant Professors should be sent to an independent Technical Review Panel (TRP) to be constituted by the University and composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. A copy of the dossier, along with names of the Technical Review Panel members should also be sent to the HEC. The following criteria should be followed while selecting members of the TRP:
 - i. Should not have served as Supervisor/Co-Supervisor of the candidate under review.
 - ii. Should not have been a student of the candidate.
 - iii. Should not have been a co-author of the candidate on any publication.
 - iv. Must have the rank of an Associate Professor or above in a recognized university or equivalent position in a recognized research organization. He/She also must not have a lower rank than the applicant.
- (d) Upon receipt of application for appointment on the Tenure Track Scheme at the Associate / Full Professor level by eligible candidates, the respective institution is required to process the application by first obtaining the recommendation of the external Technical Review Panel. Upon receipt of a favorable recommendation from this panel the matter is to be placed for consideration by the Selection Board of the Institution. The application for the position of Assistant Professor will be placed directly before the Selection Board after internal review.
 - i. The Selection Board may make any of the following decisions on merit:

- ii. Reject appointment on Tenure Track.
 - iii. Recommend “first term” appointment on Tenure Track at the level of **Assistant Professor** only, with the first review occurring after 3 – years, and the “second term” (Final Tenure review) occurring after 6 years.
 - iv. Recommend “probationary” appointment on Tenure Track at the level of **Associate Professor** with a final tenure review occurring after a period of 4 years.
 - v. Recommend “probationary” appointment on Tenure Track at the level of **Professor** with a final tenure review occurring after a period of 4 years.
 - vi. Recommend grant of tenure with immediate effect for exceptional cases, provided that their cases, in addition to being recommended by the external Technical Review Panel and Selection Board of the University, are also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.
- (e) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure prior to completion of the 4 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

2.2 First Term Review:

- (a) During the latter part of the third year of the first term appointment, evaluation of the faculty member, with written reports, as provided for in 2.3.3 shall be conducted. In addition to conforming to the requirements and procedures in 2.3.3, the first term review shall also take into consideration the needs of the department, the college, and the University for flexibility.
- (b) The department and/or college concerned shall no later than six weeks prior to the end of the third year make a decision-favorable or not favorable-with respect to the performance of the faculty member during the time served.
- (c) A recommendation upon this decision shall be sent immediately by the Dean of the Faculty to the Vice Chancellor of the University who in turn shall at this time make the final decision with respect only to the faculty member's performance, and shall so notify the faculty member no later than two weeks prior to the end of the third year. If this decision by the Vice Chancellor about performance is favorable, the faculty member shall be notified that he or she will receive a second three-year appointment if the University's need for flexibility permits. If the decision about performance is negative, the faculty member shall be issued a terminal contract for the year following the decision.
- (d) If the University's need for flexibility requires that a faculty member judged worthy of retention not be retained, the Vice Chancellor must explain to the Faculty Development, Evaluation and Recruitment Committee of the concerned Faculty why there is a need for flexibility regarding this particular position, and show that the administration's plans for the academic and fiscal nature of that position are reasonable.
- (e) If the Vice Chancellor decides that the University's need for flexibility requires that the faculty position in

question must be eliminated, shifted within the department, or shifted to another department or Faculty, and/or if the Vice Chancellor determines that because the percentage of tenured positions (or a combination of tenured and probationary positions) in the department is so high as to make it unwise to authorize an additional probationary appointment, the Dean of the concerned Faculty, respective Department Chairperson and faculty member concerned shall be notified as early in the third year as possible. A faculty member whose performance shows excellence or promise of excellence but whose employment will not be continued because a position is being eliminated shifted within a department or to another department or Faculty will be offered a notice contract for one additional year of employment beyond the initial three-year appointment.

2.2.1 Level of Initial Term Appointment

- (a) No faculty member on an initial term appointment may be appointed at a rank higher than that of assistant professor. It is, however, possible to promote a faculty member during the initial three-year term appointment, whereupon the faculty member will automatically enter into probationary status. Promotion of such a faculty member, as well as any faculty member granted a second, three-year, probationary appointment, shall be decided according to the requirements and procedures given in the Appointment and Promotion Policy.

2.2.2 Second three-year Appointment

- (a) A faculty member offered a second three-year appointment shall, from the beginning of the fourth year of service, become a faculty member in probationary status. The first term review shall be considered the mid-probationary review, and the faculty member shall come under the appropriate provisions and procedures of Section 2.3 of this policy. Accordingly, a tenure review, as provided for in Section 2.3.4, shall be conducted during the third year of the second, three-year, probationary appointment.

2.3 Probationary Period

- (a) The probationary period shall constitute the time during which a person's fitness for permanent tenure is under scrutiny. For faculty members appointed at a senior rank, their entire period of appointment shall be considered as a probationary period. Probationary appointments shall normally lead to permanent tenure. Initial probationary appointments are normally made only at the associate and full professor level. The probationary period shall be four years for associate and full professors. This period will be increased by one-half year for appointments commencing during the second half of the academic year.
- (b) Once established, the duration of the probationary period shall not normally be extended, except that the running of the probationary period will normally be suspended when the faculty member goes on a leave of absence without pay.
- (c) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure upon completion of a 2 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.
- (d) By written agreement with the appointee and with the consent of a majority of the tenured members of the department or non-departmentalized college, the probationary period may be reduced below the


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maximum periods given if the faculty member's qualifications warrant such reduction. In exceptional cases and with the consent of a majority of the tenured members of the department (or non-departmentalized college), tenure may be recommended on appointment.

- (e) A faculty member may achieve tenure only through full-time service, and part-time service shall not be considered as probationary service leading to possible tenure. A full-time faculty member with tenure, however, may at his or her request change to part-time service, either permanently or temporarily for a specified time, and retain tenure, provided that the department (or non-departmentalized college), the Dean of the Faculty, and the Vice Chancellor approve the terms in advance.
- (f) A faculty member with tenure who resigns from the University and is rehired within three years as a full-time member of the same department shall have tenure upon return. A faculty member with tenure who resigns from the University and is rehired by the same department after more than three years' absence may be required to serve a probationary period of not more than one year at the discretion of the department. A faculty member with tenure who resigns from the University and is rehired as a full-time member of another academic department may be required to serve a probationary period of not more than one year at the discretion of the department. Decision dates and dates of notice shall be according to the provisions of Section 2.5 of this Policy.
- (g) A faculty member with tenure who leaves an academic department to accept full-time employment by the University in an administrative capacity shall retain tenured status in the academic department.

2.3.1 Probationary Reviews

- (a) Tenured faculty members, especially department chairpersons, are reminded that their participation in all tenure review procedures, particularly in the two full, formal reviews (outlined in sections 2.2, 2.3.3, and 2.3.4), is one of the most serious of their duties and responsibilities. They are also reminded that tenure should be granted only to faculty members who have demonstrated excellence in the performance of their professional duties; mere adequacy or inoffensiveness do not constitute sufficient grounds for the award of tenure. All reviews should include evaluation of teaching by at least students and peers. Departmental Tenure Review Committee (DTRC) provide essential framework for the review. Composition of the DTRC is given below:
 - (i) The Chairman of the department will be head of the DTRC.
 - (ii) The committee shall consist of all Tenured Faculty members of the department.
 - (iii) Till such time as there are less than five Tenured Faculty members, the committee shall consist of:
 - (iv) All Professors of the department
 - (v) If the number of Professors in the department is less than five then all the professor and Associate Professors shall comprise the committee.
 - (vi) If the total number of Professors and Associate Professors is less than 5 then the Vice-chancellor will appoint remaining members from the list of experts in that discipline on recommendation of the concerned Dean.
 - (vii) Any faculty member whose case is under review in the DTRC will not attend the meeting during the review of his/her case.

2.3.2 Annual Review


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- (a) The progress toward permanent tenure of each faculty member on probationary status shall be reviewed annually by the DTRC, in consultation with at least those department members best acquainted with the probationary member's work. Such reviews shall evaluate the probationary member's progress in light of the section 1.2 "Bases for Appointment and Promotion," and of standards of excellence prevailing in that discipline, department, and college. The outcome of each review shall be discussed with the probationary member.
- (b) In addition to annual reviews, more thorough and formal written evaluations shall be conducted as outlined below.

2.3.3 Mid – Probationary Review

- (a) For faculty members completing their first term appointment the first term review described in section 2.2.1 shall be considered to be the mid-probationary review.
- (b) For faculty members directly appointed with probationary status, midway through the probationary period, it is mandatory that a full review report be made for all probationary faculty members.
- (c) The faculty member shall prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in internationally abstracted journals.
- (d) The chairperson of the concerned department with the approval of the Dean shall form a Technical Review Panel (TRP) composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. The TRP shall conduct a thorough review of the probationary member's progress along lines similar to those outlined for annual reviews. This review shall identify, in reasonable detail, the areas of strength and weakness of the probationary member. The review panel shall subsequently present a written review report to the chairperson of the department.
- (e) The faculty member can NOT be considered further for second term appointment if he/she receives a negative report from the Technical Review Panel.
- (f) After discussion (written comments may or may not be employed) with at least the tenured members of the department the chairperson shall send a full written report on this review, including a summary of all the evaluations of the faculty members consulted, to the dean of the Faculty
- (g) The dean shall, in the light of standards of excellence necessary for the award of tenure at the college level, but bearing in mind the need for flexibility of standards of judgment both within and between disciplines, add an assessment of the probationary member's progress to the report of the chairperson and forward it to the Vice Chancellor. A full mid-probationary review report shall, therefore, consist of the evaluations of the Technical Review Panel, the chairperson, and the dean of the Faculty. The review process shall be considered complete only when copies of the full report have been received by the probationary member and the department chairperson. It is not anticipated that probationary members will necessarily have attained the standards required for the award of tenure by the time of their mid-probationary review. The aim of the required identification of the strengths and weaknesses of the probationary member is to give that member a clear picture of the performance levels by which she or he is to be judged and to offer the opportunity to correct deficiencies in the second half of the probationary period. The existence of some identified deficiencies in this review shall be considered normal, and this alone shall not be the basis for action against the probationary member.

2.3.4 Tenure Review


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- (a) In the final year of the faculty member's probationary period, it is mandatory that a full review report be made.
- (b) The Departmental Tenure Review Committee (DTRC) of the concerned department shall conduct a thorough review of the member's fitness for tenure following the same procedure as outlined for the mid-probationary review.
- (c) The chairperson, after approval of the DTRC shall recommend to the dean that the probationary member be given tenure or not. The DTRC recommendation shall be accompanied by a full, written evaluation report including at least a summary of the evaluations of all faculty members consulted.
- (d) Should the DTRC recommendation be negative while the Technical Review Panel has given a positive report, the probationary member shall be notified immediately and in writing by the chairperson and shall have ten working days to present a case for retention to the dean before the latter acts on the DTRC recommendation.
- (e) The dean shall normally abide by the DTRC recommendation. If the dean decides not to follow this recommendation, the dean shall immediately and in writing inform both the probationary member and the chairperson, including a written statement of reasons, so that both may have ten working days in which to present their cases to the Vice Chancellor.
- (f) Similarly, if the Vice Chancellor decides not to follow the recommendation of the DTRC or the dean, the Vice Chancellor shall provide a written statement of reasons to the faculty member, the DTRC, and the dean.
- (g) Tenure cannot be granted to a faculty member who receives a negative report from the Technical Review Panel.
- (h) The Syndicate shall make the final decision on the award of tenure. The Senate shall normally abide by the recommendations of the DTRC forwarded by the dean and finally by the Vice Chancellor. If the Syndicate considers not following the recommendation in which the Vice Chancellor, the dean of the college, and the chairperson have concurred, or if there is a conflict in the recommendations made by these officers, the Syndicate shall immediately and in writing inform the probationary member and the officers involved in the decision and shall include a written statement of reasons. The probationary member and the officers involved shall have ten working days to present their cases to the Syndicate before the final decision is made.
- (i) The probationary member and/or the DTRC may use the statement of reasons, should either wish to appeal the final decision. The probationary member and/or department shall have ten working days from the receipt of any written reversal in which to initiate any appeal.
- (j) The tenure review process shall be considered complete only when the Vice Chancellor, in writing, informs the probationary member and the chairperson of the final decision. The final decision, or indeed any administrative action, may of course be appealed to the Vice Chancellor and/or Syndicate. The time of completion must conform to the provisions for notice in Section 2.5.
- (k) If awarded, tenure shall be effective immediately upon the faculty member's acceptance of the award.

2.4 Transferring of Existing Faculty Members to Tenure Track System

Existing faculty members who are eligible may be considered for appointment on Tenure Track by following the process outlined in sections 2.1 – 2.4 above.


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2.4.1 Salary of Existing Faculty Member on Tenure Track

- (a) If the faculty member is approved by the Institution for appointment on Tenure Track, as per process outlined in Section 2.1, as an existing faculty member, and wishes to obtain the higher Tenure Track salary from his first day of appointment, then it is necessary that his case has been evaluated and approved by an independent panel of experts of international repute approved by the HEC.

2.4.2 Benefits of Existing Faculty Member on Tenure Track

- (a) The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales. If the person is in occupancy of a university residence, the house rent deductions will be at ceiling for requisition of such houses in each BPS grade. In case of provincial University the requisition rates of equivalent category of house shall apply.

2.4.3 Rejection of Grant of Tenure to Existing Faculty Members

- (a) In case tenure is not granted after the final review, the faculty member would revert to his/her BPS posting (being held by the individual prior to TTS appointment).

2.5 Decision Dates and Dates of Notice

- (a) Written notice that a faculty member in probationary status is or is not to be continued in service will be given to the faculty member not later than June 30 of the final year of the Predetermined probationary period. If the decision is positive, the faculty member shall have tenure effective July 1 of the fiscal year following the probationary period. If the decision is negative, the faculty member will be offered a terminal one-year appointment in the fiscal year immediately following the probationary period. If, for any reason, the decision date is not met in the case of a negative decision, the faculty member shall be offered an additional terminal one-year appointment beyond the one provided for above.
- (b) Written notice that a faculty member on a first three-year term appointment is not to be continued in service will be given to the faculty member a minimum of three months prior to the last day of service of the faculty member.
- (c) At any point during the first term appointment or during the probationary period, a department chairperson may recommend that a term appointee or probationary faculty member not be continued in service. If, after consulting with at least the tenured members of the department (and usually also after obtaining data from experts outside the university), the chairperson decides to recommend to the dean that a faculty member in probationary or term status not be continued in service, the chairperson shall notify the faculty member in writing. If requested by the faculty member, the chairperson shall indicate in writing the reason for the decision. The faculty member shall have ten working days in which to request a reconsideration before the chairperson sends the recommendation to the dean. If no such request is made, or if the chairperson, after reconsideration, decides to forward a negative recommendation to the dean, the chairperson shall do so in writing, enclosing all materials relevant to the decision. Simultaneously, the chairperson shall notify the faculty member in writing that the negative recommendation has been sent to the dean and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the dean before the latter acts on the chairperson's recommendation. If no appeal is made to the dean, or if,


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despite an appeal, the dean concurs in the departmental recommendation, the dean shall forward the negative recommendation in writing to the Vice Chancellor, enclosing all materials relevant to the decision. Simultaneously, the dean shall notify the faculty member in writing that the negative recommendation has been forwarded and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the Vice Chancellor. If no appeal is made, or if, despite an appeal, the Vice Chancellor concurs with the chairperson's and dean's recommendation, the faculty member should be sent final notification regarding non-renewal of contract, such notification being within the time limits set forth in Section 2.5.

2.6 Sabbatical Leave

A faculty member on tenure track may proceed on Sabbatical Leave at the rate of one semester (4 months) paid leave for every three year of service in the university. The leave period shall count towards the Tenure Track probationary period, if applicable. Sabbatical leave may not be combined with any other leave.

2.7 Other Leaves

Faculty member on tenure track may avail leaves, except study leave, as per existing rules for regular faculty. The existing faculty who opt for TTS is allowed to proceed on Post Doctorate as per University rules for the BPS faculty. However, the payment during leave should be equivalent to BPS. This period of Post Doctorate leave will; however, be counted against the probationary period on TTS.

Those faculty members who are directly appointed on Tenure Track cannot avail long leave/sabbatical leave/study leave/deputation or any other leave. However, they could avail leave for Post-Doctorate studies upto one year. This period will be counted towards their probationary period. The Tenured faculty could avail all kinds of leave as per rules of the University.

2.8 Resignation

A faculty member on tenure track wishing to resign shall do so in accordance with the rules of the respective University. Existing faculty after joining on TTS can join back on the respective substantive post only if the Tenure appointment is not approved after final review. If, in the meantime, a faculty member decides to resign from his/her Tenure Track position, s/he will have no right of absorption back in the University.

If an "existing faculty member" (who has been transferred from BPS to TTS) reverts back to BPS due to unsatisfactory performance under TTS or on his own will, he/she will not be allowed to rejoin TTS. Moreover, if a faculty member on tenure track chooses to apply against an advertised TTS/BPS position (before completing his/her track/probation period) in the same university, he/she would be required to resign from the university service after selection to the higher positions. The relaxation given to existing faculty members (transferred to TTS from BPS) to retain their lien with the BPS positions will be allowed only once during the entire career.

2.9 Termination of Services of Faculty Member with Tenure

The services of a faculty member holding tenure shall be terminated only in accordance with the rules of the University applicable to confirmed members of the faculty and in accordance with the procedures prescribed by the University.

2.10 Faculty Remuneration and Benefits

- (a) A faculty member appointed on tenure track shall be entitled, in accordance with the rules, to the pay sanctioned for such post.


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- (b) The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales.
- (c) The faculty members appointed under these scales will be subject to annual review of their performance as provided in these TTS statutes.

2.10.1 Initial Pay

- (a) The initial pay of a faculty member appointed to a post shall be determined as a sum of the salary + up to a maximum of 4 advance increments.
- (b) A faculty member may be awarded advance increments that may be based on the following factors:
 - i. Quality and number of HEC recognized International refereed journal publications, conference presentations and publications and reports.
 - ii. Number of Ph.D. and MS thesis supervised
 - iii. Funding record: Amount of funding received from sources other than ones own institution.
 - iv. Market factors
- (c) Total number of advanced increments awarded can be a fractional number.

2.10.2 Annual Increase

2.10.2.1 Authority for Grant of Annual Increase

- (a) The Syndicate is authorized to sanction honorariums as well as annual increase in basic pay of all faculty members, except members of the Syndicate.
- (b) The Vice Chancellor is authorized to sanction honorariums as well as annual increase in basic pay of all other members of the Syndicate.
- (c) The Senate shall determine the honorarium as well as increase in basic pay of the Vice Chancellor.

2.10.2.2 Determining the Date of Annual Increase for New Entrants

- (a) Those who are employed between January and June may be considered for annual increase with effect from 31st December.
- (b) Those who are employed between July and December may be considered for annual increase with effect from 31st December of the next service year.

2.10.2.3 Self-Assessment Report

- (a) A self-assessment report appended to these statutes shall be completed by every faculty member on tenure track. In this form the faculty member will document the teaching, research, advisory, consultative and administrative service rendered by him during the previous year. Where appropriate the self- assessment will be backed by documented evidence, that may include (i) course files, (ii) publications (published, submitted, in preparation), (iii) research project in progress and


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completed, (iv) report on industrial project undertaken (v) details of new courses developed or innovation introduced in course or laboratory work, (vi) requisite information about MSc, MPhil and PhD students supervised, and (vii) advisory and administrative services rendered.

2.10.2.4 Procedure for Grant of Annual Increase

- (a) By February each year every faculty member will complete and submit to the respective Department chairperson a self-assessment report.
- (b) Completed report will be reviewed and verified by the respective Department Chairperson and forwarded with comments to the Dean of the respective Faculty. The Dean shall look at the reports from the various departments to ensure parity of assessment methodology, and shall forward the reports to the Vice Chancellor after noting his observations. The Vice Chancellor will present the reports in a meeting of the Syndicate of the University and any observations and note of dissent in case of his disagreement with the views / assessment of Department Head and/or Dean of Faculty shall be recorded.
- (c) The Vice Chancellor shall make the final decision on assessment of the faculty members and shall forward the reports for record purposes to the Senate.
- (d) Following allocation of budget to the University the Syndicate shall recommend to the Vice Chancellor the pay raise, if any, to be granted to the faculty members. The faculty member shall be entitled to a pay raise that may consist of three components.
 - i. One annual increment determined by the pay scale of the post to which the faculty member is appointed.
 - ii. Performance based pay increment determined by an evaluation of the performance report of the faculty member for the previous service year. The performance based pay increments may be based on the factors listed in the annual assessment report
 - iii. Honorarium to be given that may be based on factors listed in the annual assessment report. An honorarium is applicable only for a particular service year.

2.10.3 Salary Scale

The Salary Scales for the positions under the Tenure Track System will be as approved by the Finance Division, Government of Pakistan and notified by the HEC.

Post	Salary Package			
	Min	Increment	Maximum	Stages
Professor	292,500	14,300	507,000	15
Associate Professor	195,000	11,375	365,625	15
Assistant Professor	130,000	8,937	264,055	15

(Notified vide HEC No.F.P.2-103/HEC/2015-16/1071, dated 15th October, 2015)

2.10.4 Revised Salary Scale

The salary scales for the positions under the Tenure Track System will be as proposed/approved by the Higher Education Commission/Federal Government from time to time.


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2.11 Retirement Age

The retirement age of the persons on TTS will be 60 years.

2.11.1 Appeals

Appeals against decisions of various bodies will be made in accordance with the Rules of the University on the subject.


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SELF-ASSESSMENT REPORT (SAR) TTS FACULTY MEMBERS

First Year _____

Second Year _____

Third Year _____

Personal Information:

Name (in block letters) with Designation	
Joined TTS on (DD/MM/YY)	
Department	
Faculty	
Tel No. / Mob No.	
E-mail Address	

Academic Qualification:

Degree	Year	University	Subject
Post-Doctorate			
PhD			
M.Phil			
MS / M.Sc (Hons)			
B.Sc (Hons)			
F.Sc			
SSC			
Other			


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Schedule "A"

1. Teaching and Peer Evaluation

(Total Allocated Marks 40)

1.1 Teaching Undergraduate Program

(Maximum Marks 12)

Fall Semester					
S.No	Course Code & Title	No. of Credit Hours (a)	No. of Sections / classes (b)	Marks / Crd. Hrs. (c)	Marks obtained (a x b x c)
1.				0.5	
2.				0.5	
3.				0.5	
4.				0.5	
Total Marks				0.5	
Spring Semester					
S.No	Course Code & Title	No. of Credit Hours (a)	No. of Sections / classes (b)	Marks / Crd. Hrs. (c)	Marks obtained (a x b x c)
1.				0.5	
2.				0.5	
3.				0.5	
4.				0.5	
Total Marks				0.5	

1.2 Teaching Graduate Program

(Maximum Marks 10)

Fall Semester					
S.No	Course Code & Title	No. of Credit Hours (a)	No. of Sections / classes (b)	Marks / Crd. Hrs. (c)	Marks obtained (a x b x c)
1.				1.0	
2.				1.0	
3.				1.0	
Total Marks				1.0	
Spring Semester					
S.No	Course Code & Title	No. of Credit Hours (a)	No. of Sections / classes (b)	Marks / Crd. Hrs. (c)	Marks obtained (a x b x c)
1.				1.0	
2.				1.0	
3.				1.0	
Total Marks				1.0	


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1.3 Course Developed for Undergraduate/Graduate Program (Maximum Marks 03)

S. No.	Course Title	Marks / Course	Marks obtained
1.		1.0	
2.		1.0	
3.		1.0	
Total Marks			

Note: Sections 1-1.3 have to be filled by the TTS Faculty members

*** Marks of section 1.4 and 1.5 are to be added by the QEC and DTRC members respectively.*

Schedule "B"**2. Research, Projects, Awards / Honours and Other Creative Work****(Total Allocated Marks 55)****2.1 Supervision of Graduate and Post Graduate students (Maximum Marks 15)**

Type / Level	No. of Students	Marks / Student	Marks obtained
PhD's Produced		4.0	
PhD Thesis under review of foreign		3.0	
PhD's under supervision		2.5	
MS / M.Sc (Hons) / M.Phil produced		2.0	
MS / M.Sc (Hons) / M.Phil thesis under review		1.5	
MS / M.Sc (Hons) / M.Phil under supervision		1.0	
BS / B.Sc (Hons) produced		0.5	
BS / B.Sc (Hons) under supervision		0.2	
Total Marks obtained			

2.2 Research Publications and other creative work (Maximum Marks 10)

Type / Level	No.	Marks obtained
02 Marks per paper published in impact factor journal (Maximum 06 Marks)		
0.5 Marks per paper published in HEC recognized journals (not below the rank of "Y" category) or Journals listed on ISI Master Journal list (Maximum 06 Marks)		
03 Marks per Patent / Crop Variety (Approved), (Maximum 03 Marks)		
02 Marks per book authored or edited internationally, (Maximum of 02 Marks)		
01 Mark per book authored or edited locally, (Maximum 01 Marks)		
Oral presentation in International proceedings / conferences (Maximum 02 Marks)		
Total Marks obtained		

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2.3 Funds / Grant Secured**(Maximum Marks 25)**

Type / Level	Description	Marks obtained
a. 05 Marks for more than Rs. 01 million as Principal Investigator other than the grant provided by the University		
b. 02 Marks for more than Rs. 01 million as Co-Principal Investigator other than the grant provided by the University		
c. 03 Marks for less than Rs. 01 million as Principal Investigator other than the grant provided by the University		
d. 01 Mark for less than Rs. 01 million as Co-Principal Investigator other than the grant provided by the University		
e. 02 Marks for securing grant / funds for workshop / conference / seminar / Symposia as Focal person / organizer other than the grant provided by the University		
Total Marks obtained		

2.4 Awards / Honours / Distinction**(Maximum Marks 05)**

Type / Level	Description	Marks obtained
a. 03 Marks per National Awards (Civil / President) Izaz-e-Kamal, Izaz-e-Fazilat, Sitara-i-Imtiaz (Maximum 03 Marks)		
b. 02 Marks per International Award / Honour recognized by HEC / PSF (Maximum 02 Marks)		
c. 01 Mark per HEC Best Teacher Award (Maximum 01 Marks)		
Total Marks obtained		


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Schedule “C”

3.1 Academic Administrative Services Rendered in the year (Maximum Marks 05)

No.	Position / Responsibility	Marks / Year	Marks obtained
1.	Service to University Community	2.0	
2.	Service to one's profession (Membership of professional bodies, whether provincial, regional or national or International), contribution to editorial board of research journals	1.5	
3.	Member on Senate / Syndicate / Academic Council / Selection Board / F & PC / ASRB / BOF / BOS	1.0	
4.	Service to local community where university is located or the country at large	0.5	
Total Marks obtained			

CHECKLIST

S. No.	Description	Yes / No / NA	Proof / Annexure No.
1.1	Verified copy of time table (undergraduate program) Fall/Spring semester		
1.2	Verified copy of time table (graduate program) Fall/Spring semester		
1.3	Proof of course developed and approved by the relevant bodies		
1.4	Evaluation Report carried out by the QEC		
1.5	Evidences required for DTRC members		
2.1	Title pages of the Synopsis / Thesis of PhD / MS / M.Sc (Hons) / MPhil students		
2.2	List of Publications verified by the Directorate of QEC		
2.3	Proof and evidence of projects / funds / Grants secured		
2.4	Proof and evidence of Awards / Honours / Distinction		
3.1	Notification of Services / jobs / Additional Responsibility		

** Minimum overall qualifying marks 60/100

** Marks reserved for graduate programs shall be added to those reserved for undergraduate programs in cases where graduate programs do not exist in the department


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1.4 Evaluation as a Teacher by students to be conducted/provided by Directorate of Quality Enhancement Cell (Maximum Marks 07)

S. No.	Indicators / parameters	Program	Evaluation Marks Obtained
1.	The Faculty comes well prepared and regular for each class		
2.	The Faculty Provides guidance and leadership in student activities		
3.	The Faculty has completed the whole course		
4.	The Faculty communicates the subject matter efficiently		
Total Marks out of 07			

Note: Section 1.4 has to be filled by the QEC

1.5 Peer Evaluation by DTRC Members (Maximum Marks 08)

S. No.	Indicators / parameters	Maximum Marks	Marks Obtained
1.	The course folder indicates a good quality course	1.5	
2.	The Faculty has developed new course / updating the course	1.5	
3.	The Faculty contributes towards departmental Development in his field	1.5	
4.	The faculty contributing towards knowledge development in his field	2.0	
5.	Quality of Presentation is excellent in seminar / workshop / conferences etc. with respect to subject contents, organization and communication	1.5	
Total Marks out of 08		8.0	

Note: Section 1.5 has to be filled by each member of DTRC on the basis of SAR.

Comments by the Departmental Technical Review Committee (DTRC)

Comments by the Dean of the Faculty


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Chapter-11

The University of Swabi, Administrative Officers Appointment & Scales of Pay Statutes, 2016


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1. **Title**

These statutes shall be called The University of Swabi, Administrative Officers Appointment & Scales of Pay Statutes, 2016.

2. **Commencement**

These statutes shall come into force at once.

3. **Composition of the Administrative Officers**

The Administrative Officers shall consist of the employees holding the posts specified in Schedule-I, Chapter-11 of these statutes.

4. **Appointing Authority**

(1) Appointment by initial recruitment or promotion of Administrative Officers shall be made by the Syndicate, on the recommendations of the Selection Board in the prescribed manner.

(2) Transfer of Administrative Officer within the University shall be made by the Vice Chancellor.

Provided that such employee does not suffer a loss in salary or relevant work experience by such transfer.

5. **Eligibility Criteria**

(1) Eligibility Criteria for appointment of Administrative Officers are prescribed in Schedule-I, Chapter-11, appended to these statutes.

(2) Age Limit: The following shall be the maximum age limit permissible for appointment as administrative officers in respective pay scales. Age relaxation shall be granted as per prescribed criteria and limit.

S. No	BPS	Upper Age Limit
1	17	35
2	18	40
3	19	45
4	20	50

6. **Method of Appointment**

Appointment to posts in BPS – 17 and above shall be such as prescribed in Schedule-I and Annexures A-D of these statutes.

Provided that appointment of Registrar, Treasurer, Controller of Examinations and Auditor shall be made as per sections 13, 14, 15 and 16 of the Act respectively and as per prescribed qualification specified in Schedule-I and Annexures A-D of these statutes.

Provided further that in case applicant bearing higher relevant qualifications for the positions mentioned in sections 13, 14, 15 and 16 of the Act, the required experience may be relaxed


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by the Vice Chancellor upto two and four years for MPhil or equivalent and PhD respectively.

7. Conditions for Initial Recruitment

- (1) Initial recruitment shall be made through open competition after due publicity through advertisement of the vacancies in at least three National daily newspapers as well as on University's website.
- (2) No person shall be appointed by initial recruitment unless he fulfills the prescribed qualification, eligibility criteria and experience as laid down in Schedule-I.
- (3) Evaluation Criteria for initial appointment of Administrative Officers in BPS-17 and above are prescribed in Annexure A-D.
 - (a) Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny and Quantification Committee as per Annexure-A to D.
 - (b) The candidates must submit their appeals against decisions regarding eligibility or quantification within (07) days of the display / notification of respective results to the Vice Chancellor. The Vice Chancellor shall refer the appeal to the appellate committee, headed by the Vice Chancellor, comprising of the following for final decision;
 - (a) Senior most Dean
 - (b) Treasurer
 - (c) One external expert to be Co-opted by the Vice Chancellor
 - (d) Director QEC
 - (e) Registrar
 - (c) No applicant or his blood relative shall be the member of Scrutiny and Quantification Committee.
 - (d) Screening Test wherever applicable.
 - (e) Evaluation of profile / experience / CV by external referees wherever applicable.
 - (f) Quantification of candidate score as per Annexure-A to D, appended to these Statutes.
 - (g) Interview through Selection Board
 - (h) Appointment to these posts shall be made by the Syndicate, on recommendations of the Selection Board.
 - (i) Offer of Job to the appointee including job description
 - (j) Criteria for evaluation of the candidates for selection shall be such as prescribed by the Syndicate.
 - (k) Test, interview or other method of evaluation of the candidates shall be such as prescribed by the Syndicate.


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(l) There shall be a scrutiny and quantification committee comprising of the following;

(a) Vice Chancellor or Nominee	Convener
(b) Concerned Head of Section/Director*/Principal*	Member
(c) One relevant expert to be nominated by the Vice Chancellor*	
(d) Director P&D	Member
(e) Director QEC	Member
(f) Registrar	Member/Secretary

** Provided that the Vice Chancellor shall nominate a relevant expert for scrutiny / quantification in section(s) where the qualification of section head is below BPS-20.*

The ToRs of the committee shall be as follows;

- i. To ensure that the applicant's form as per advertisement is complete in all respect and has been received on or before the last date for submission of forms
- ii. To ensure that the applicant fulfills the criteria as specified in Schedule-I appended to these Statutes.
- iii. To ensure that the applicant's claim in experience and quantification has duly been supported by the attested documents.
- iv. The decision of the Scrutiny Committee shall be placed on the web page of the University.

The committee shall also quantify credentials of the applicants and prepare a list showing score achieved by each candidate. The ToRs of the committee shall be as follows;

- i. To evaluate and quantify the academic qualification and experience of the eligible applicants as per these Statutes of the University of Swabi on the approved proforma
- ii. To ensure that the supportive documents provided by the applicants are relevant, attested and are free from tempering.
- iii. The Quantification Committee will submit its report confidentially to the Registrar (duly signed by all members)
- iv. Appeals against the decision of the Scrutiny and Quantification Committee shall be filled before the Appellate Committee within (07) days of the communication.

8. Fixation of pay on appointment by upgradation or initial appointment to a higher post

In case of appointment of an employee in Basic Pay Scale 17 to 20 from a lower to a higher post, his pay shall be fixed at the stage in the scale of pay of the higher post, next above the substantive pay of the employee concerned in the scale of pay of the lower post, where the increase of pay is equal to or less than a full increment of the pay scale of the higher post.


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The initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment.

9. Increments

Increments in the relevant Scale of Pay shall fall due on the 1st Day of December, following the completion of at least six months service at a stage in the relevant scale of pay,

Provided that if an employee, before reaching the maximum of the pay scale, is promoted to a higher scale of pay, between the 2nd June and the 30th November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on the 1st day of December of that year, with reference to his presumptive pay in his lower scale.

10. Allowances

i. House Rent Allowance

- (a) An administrative officer who has not been provided (as per his entitlement) residential accommodation in his name by the University, shall be entitled to House Rent Allowance at the rates approved by the Syndicate and as revised from time to time, irrespective of where he resides,

Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.

Provided further that where the residential accommodation is below the entitled category, the employee will be required to pay an assessed rent as approved by the Syndicate on the recommendations of an Assessment Committee to be constituted by the Vice Chancellor.

- (b) In case of University accommodation, additional 5% of the basic pay will be charged for house maintenance.

ii. Conveyance Allowance and Amount of POL

Conveyance Allowance and amount of POL as the case may be, shall be admissible to all administrative officers at the rates approved by the Syndicate from time to time.

iii. Medical Allowance

Medical Allowance shall be admissible to all administrative officers at the rates approved by the Syndicate from time to time.


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v. Senior Post Allowance

Senior Post Allowance shall be admissible to the administrative officers in BPS-19 & above at the rates approved by the Syndicate.

vi. Orderly Allowance

Orderly Allowance shall be admissible to the administrative officers in BPS-20 & above at the rates approved by the Syndicate.

vii. PhD Allowance

PhD allowance shall be admissible to the administrative officers having PhD degree at the rates approved by the Syndicate.

viii. MPhil/MS/M.Sc (Hons)/LLM or equivalent degree Allowance

MPhil/MS/M.Sc (Hons)/LLM or equivalent degree allowance shall be admissible to the administrative officers having MPhil/MS/M.Sc (Hons)/LLM or equivalent degree at the rates approved by the Syndicate.

ix. Headship allowance

Headship allowance shall be admissible to Sectional Heads (of administrative units) at the rates approved by the Syndicate.

xi. Telephone Allowance

The Telephone Allowance, including DSL and mobile phone shall be permissible to the Sectional Heads (of administrative units) at the rates approved by Syndicate.

xii. Hard Area /Unattractive Area / Special Incentive / Local compensatory Allowance

This allowance shall be admissible to all employees at the rate approved by the Syndicate and revised from time to time.

xiii. Professional Allowance

This allowance shall be admissible to those, holding specific professional qualification at the rate approved by the Syndicate.

xiv. Focal Person/ Coordinator allowance

Employees in BPS-19 and above holding the position of Focal Person/Coordinator of a campus/independent unit of the university shall be entitled to monthly allowance at the rate as may be prescribed by the Syndicate.


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xv. Any other allowance as approved by the Syndicate.

Annexure-A

Evaluation Criteria for Initial Appointment of Administrative Staff in BPS-17

Sr.#	Evaluation Head	Marks
1	Academic Qualification	40
2	Additional Relevant Academic Qualification	05
3	Additional Relevant Experience	10
4	Screening Test	20
5	Selection Board	25
	Total	100

Annexure-B

Selection Board Evaluation Proforma for Initial Appointment of Administrative Staff in BPS-17

Sr. #	Name of Candidate	1	2	3	4	5	6	7
		Academic Qualification (40)	Additional Academic Qualification (05)	Additional Relevant Experience (10)	Screening Test (20)	Sub-total 1-4 (75)	Selection Board (25)	Grand Total (100)

PROCEDURE/POLICY GUIDELINES FOR QUANTIFICATION

1. Academic Qualification (Maximum Marks 40)

These shall include all scholastic certificates/degrees from SSC to Master or equivalent (16 years of education). A total of 40% marks shall be assigned to the academics for various posts of administrative positions (BPS-17). Quantification of academics shall be calculated as under:

For disciplines where 16 years education is required

- | | |
|----------------------------------------------------------|------------------------------------------|
| f. Matric | = percentage of marks $\times 1$ = score |
| g. Intermediate | = percentage of marks $\times 2$ = score |
| h. Bachelor (2 years) | = percentage of marks $\times 3$ = score |
| i. Master (after 2 years bachelor) | = percentage of marks $\times 4$ = score |
| j. Bachelor degree (4 years programs after intermediate) | = percentage of marks $\times 7$ = score |
- (Because of c+d)

Note: In both cases, sum of all percentages will divided by 10, such as:

$$1+2+3+4= 10 \text{ and } 1+2+7= 10$$

Sum of all percentage scores shall then be divided by 10. The outcome shall be multiplied by 0.40 in order to obtain net score of a candidate out of the total of 40% marks reserved for academics.

For example: (a) $660/850 \times 100 = 77.65 \times 1 = 77.65$ (b) $725/1100 \times 100 = 65.91 \times 2 = 131.82$ (c) $365/550 \times 100 = 66.36 \times 3 = 199.09$ (d) $892/1200 \times 100 = 74.33 \times 4 = 297.33$. Now, $77.65 + 131.82 + 199.09 + 297.33 = 705.89/10 = 70.58$. Now, $70.58 \times 0.4 = 28.232$ net score out of 40 **OR** (a) $660/850 \times 100 = 77.65 \times 1 =$

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77.65 (b) $725/1100 \times 100 = 65.91 \times 2 = 131.82$ (c) $4325/6000 \times 100 = 72.08 \times 7 = 504.58$. Now,
 $77.65 + 131.82 + 504.58 = 714.05/10 = 71.40 \times 0.40 = 28.56$ net score out of 40.

Note: For disciplines where 15 or 17 years education is required the evaluation formula shall be the same with details as under:

Matric	= percentage of marks $\times 1$ = score
Intermediate	= percentage of marks $\times 2$ = score
Bachelor (2 years)	= percentage of marks $\times 3$ = score
Master or equivalent (after 2 years bachelor)	= percentage of marks $\times 4$ = score

**Note: Here master or equivalent shall mean 17 years of study such as LLB etc*

*Bachelor degree (5 years programs after intermediate) = percentage of marks $\times 7$ = score

(Because of c+d)

**Note: 17 years of education*

*** Note: In order to convert percentage score of semester examination system to annual examination system the overall %age score of semester system shall be multiplied by a factor of 0.9.*

2. Additional Academic Qualification (Maximum Marks 05)

Additional academic Qualification shall mean Master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent and Ph.D or equivalent in the relevant field. Maximum limit of marks to be assigned to the additional relevant higher qualification in each case shall be as follows: 3 Marks for master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent degree and 05 Marks for PhD or equivalent degree. A candidate with both master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent and PhD shall be awarded only PhD marks (i.e., 05 marks, not 3 plus 5). Two years master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or any other degree declared equivalent by the HEC shall be counted towards the credit of a candidate.

3. Additional Relevant Experience (Maximum Marks 10)

It shall mean experience relevant to the advertised position in a recognized university/institution or a postgraduate institution or professional experience in the relevant field in a National or International Organization. A candidate shall be awarded 01 mark for each year of experience over and above of the required experience. The maximum marks shall not exceed than 10 marks as specified in **Annexure-A** above.

Note: The fraction of experience (in months and days) shall be calculated in fraction. For illustration, a candidate having 2 years, 5 months and 10 days over and above the required experience, he/she shall be awarded $2 + (5 \times 30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44$ marks. Similarly, a candidate having 2 years and 6 months over and above the required experience shall be granted $2 + (6 \times 30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50$ marks.

4. Screening Test (Maximum Marks 20)


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1. Screening test shall be conducted for appointments in BPS-17 by the Screening Test Committee or through some other organization (to conduct only test) as approved by the Competent Authority (Vice Chancellor). The Screening Test Committee shall consist of the following:

1. Vice Chancellor or Nominee (Convener)
2. Concerned Head of Sections (Member)
3. Controller of Examinations (Member)
4. Director QEC (Member)
5. Treasurer (Member)
6. Two subject experts to be nominated by the Vice Chancellor (Member)
7. Registrar (Member/Secretary)

2. Screening test, shall examine candidates in their written expression, quantitative, analytical, logical and subject specific abilities. The results of screening test shall be displayed immediately. 3. A candidate shall be required to obtain 60% marks in the screening test to qualify for the interview. The number of candidates called to appear before selection Board shall be 5, 9, 12, 14, 15 for 1,2,3,4,5 posts respectively in order of merit.

5. Selection Board

(Maximum Marks 25)

- a. The candidates shortlisted for Selection Board shall be evaluated through interview only. Candidates abroad may be interviewed online through any live audio-visual media with prior approval of Chairman, Selection Board. The candidates wishing to be interviewed online shall make a request to the Registrar at least 03 days prior to the commencement of Selection Board.
- b. Members of the selection Board will be required to record their assessment on the following proforma for further calculation of average marks obtained by each candidate.

Selection Board marking proforma

1	2	3	4	5	6
S #	Name of Candidate	Aggregate Marks obtained (75)	Total Marks for Selection Board (25)	Obtained Marks	Remarks
1					

- c. Members of the Selection Board and subject experts shall record their marking/evaluation independently. After the interview, the final marks of candidate based on the assessment of the members of Selection Board and subject experts shall be determined on the basis of average. In case unanimous decision cannot be taken, the majority of members shall prevail. In the event of tie, the Vice Chancellor shall exercise a casting vote.


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Annexure-C**Evaluation Criteria for Initial Appointment of Administrative Staff in BPS-18 & above**

Sr.#	Evaluation Head	Marks
1	Academic Qualification	50
2	Additional Relevant Academic Qualification	10
3	Additional Relevant Experience	10
4	Selection Board	30
	Total	100

Annexure-D**Selection Board Evaluation Proforma for Initial Appointment of Administrative Staff in BPS-18 & above**

Sr. #	Name of Candidate	1	2	3	4	5	6
		Academic Qualification (50)	Additional Academic Qualification (10)	Additional Relevant Experience (10)	Sub-total 1-3 (70)	Selection Board (30)	Grand Total (100)
1							

PROCEDURE/POLICY GUIDELINES FOR QUANTIFICATION**1. Academic Qualification****(Maximum Marks 50)**

These shall include all scholastic certificates/degrees from SSC to Master or equivalent (16 years of education). A total of 50% marks shall be assigned to the academics for various posts of administrative positions (BPS-18 & above). Quantification of academics shall be calculated as under:

For disciplines where 16 years education is required

- | | |
|----------------------------------------------------------|------------------------------------------|
| k. Matric | = percentage of marks $\times 1$ = score |
| l. Intermediate | = percentage of marks $\times 2$ = score |
| m. Bachelor (2 years) | = percentage of marks $\times 3$ = score |
| n. Master (after 2 years bachelor) | = percentage of marks $\times 4$ = score |
| o. Bachelor degree (4 years programs after intermediate) | = percentage of marks $\times 7$ = score |
- (Because of c+d)

Note: In both cases, sum of all percentages will be divided by 10, such as:

$$1+2+3+4 = 10 \text{ and } 1+2+7 = 10$$

Sum of all percentage scores shall then be divided by 10. The outcome shall be multiplied by 0.5 in order to obtain net score of a candidate out of the total of 50% marks reserved for academics.

For example: (a) $660/850 \times 100 = 77.65 \times 1 = 77.65$ (b) $725/1100 \times 100 = 65.91 \times 2 = 131.82$ (c) $365/550 \times 100 = 66.36 \times 3 = 199.09$ (d) $892/1200 \times 100 = 74.33 \times 4 = 297.33$. Now, $77.65 + 131.82 + 199.09 + 297.33 = 705.89/10 = 70.58$. Now, $70.58 \times 0.5 = 35.29$ net score out of 50 **OR** (a) $660/850 \times 100 = 77.65 \times 1 =$


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77.65 (b) $725/1100 \times 100 = 65.91 \times 2 = 131.82$ (c) $4325/6000 \times 100 = 72.08 \times 7 = 504.58$. Now,
 $77.65 + 131.82 + 504.58 = 714.05/10 = 71.40 \times 0.5 = 35.7$ net score out of 50.

Note: For disciplines where 15 or 17 years education is required the evaluation formula shall be the same with details as under:

Matric	= percentage of marks $\times 1$ = score
Intermediate	= percentage of marks $\times 2$ = score
Bachelor (2 years)	= percentage of marks $\times 3$ = score
Master or equivalent (after 2 years bachelor)	= percentage of marks $\times 4$ = score

**Note: Here master or equivalent shall mean 17 years of study such as LLB etc*

**Bachelor degree (5 years programs after intermediate) = percentage of marks $\times 7$ = score*

(Because of c+d)

**Note: 17 years of education*

*** Note: In order to convert percentage score of semester examination system to annual examination system the overall %age score of semester system shall be multiplied by a factor of 0.9.*

2. Additional Academic Qualification (Maximum Marks 10)

Additional academic Qualification shall mean Master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent and Ph.D or equivalent in the relevant field. Maximum limit of marks to be assigned to the additional relevant higher qualification in each case shall be as follows: 05 Marks for master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent degree and 10 Marks for PhD or equivalent degree. A candidate with both master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent and PhD shall be awarded only PhD marks (i.e., 10 marks, not 5 plus 10). Two years master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or any other degree declared equivalent by the HEC shall be counted towards the credit of a candidate.

3. Additional Relevant Experience (Maximum Marks 10)

It shall mean experience relevant to the advertised position in a recognized University/ DAI's, Government organization or Autonomous body. A candidate shall be awarded 02 mark for each year of experience over and above of the required experience. The maximum marks shall not exceed than 10 marks as specified in **Annexure-C & D** above.

Note: The fraction of experience (in months and days) shall be calculated in fraction. For illustration, a candidate having 2 years, 5 months and 10 days over and above the required experience, he/she shall be awarded $2 + (5 \times 30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44 \times 2 = 4.88$ marks. Similarly, a candidate having 2 years and 6 months over and above the required experience shall be granted $2 + (6 \times 30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50 \times 2 = 5.00$ marks.

4. Selection Board (Maximum Marks 30)


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- a. The candidates shortlisted for Selection Board shall be evaluated through interview only. Candidates abroad may be interviewed online through any live audio-visual media with prior approval of Chairman, Selection Board. The candidates wishing to be interviewed online shall make a request to the Registrar at least 03 days prior to the commencement of Selection Board.
- b. Members of the selection Board will be required to record their assessment on the following proforma for further calculation of average marks obtained by each candidate.

Selection Board marking proforma

1	2	3	4	5	6
S.#	Name of Candidate	Aggregate Marks obtained (70)	Total Marks for Selection Board (30)	Obtained Marks	Remarks
1					

- c. Members of the Selection Board and subject experts shall record their marking/evaluation independently. After the interview, the final marks of candidate based on the assessment of the members of Selection Board and subject experts shall be determined on the basis of average. In case unanimous decision cannot be taken, the majority of members shall prevail. In the event of tie, the Vice Chancellor shall exercise a casting vote.


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Administrative officers, The University of Swabi
Schedule – I

S. No.	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
1	Registrar	20	First division degree (16 years education) from an HEC recognized University/ DAI's with 17 years' relevant professional experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent and above.	N/A	In accordance with the provisions of the Act
2	Treasurer	20	First division degree (16 years education) in Business Administration (with Specialization in Accounting/ Finance/ Commerce) from HEC recognized University/ DAI's or Member PIPFA (FPA) with 17 years' relevant professional experience in a University/ Government organization or an Autonomous body in BPS-17 or its equivalent and above.	N/A	In accordance with the provisions of the Act
3	Controller of Examinations	20	First division degree (16 years education) from an HEC recognized University/ DAI's with 17 years' teaching/ administrative experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent and above.	N/A	In accordance with the provisions of the Act
4	Director Planning & Development	20	PhD in Economics or Business Administration from HEC recognized University/ DAI's with 13 years of relevant teaching / administrative experience. OR First division degree (16 years education) in Economics or Business Administration from HEC recognized University/ DAI's with 17 years' relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By Promotion or by initial Appointment
5	Director Works	20	First division degree (16 years education) Civil Engineering from HEC recognized University/ DAI's and registered with PEC along with 17 years' of relevant professional experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the relevant Technical cadre of the Directorate of Works on the basis of seniority cum fitness	By Promotion or by initial Appointment
6	Provost	20	First division degree (16 years education) from an HEC recognized University/ DAI's with 17 years' relevant professional experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By Promotion or by initial Appointment


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S. No.	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
7	Director QEC	20	PhD from HEC recognized University/ DAI's with 13 years' relevant experience of teaching/ administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) from HEC recognized University/ DAI's with 17 years' relevant professional experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By Promotion or by initial Appointment
8	Director Academics	20	PhD from HEC recognized University/ DAI's with 13 years' relevant experience of teaching or administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) or equivalent from HEC recognized University/ DAI's with 17 years' relevant experience of teaching or administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By Promotion or by initial Appointment
9	Director Administration	20	First division degree (16 years education) from HEC recognized University/ DAI's with 17 years' relevant professional experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By Promotion or by initial Appointment
10	Director ORIC	20	PhD from HEC recognized University/ DAI's with 13 years' relevant experience of teaching or administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (18 years education) from HEC recognized University/ DAI's with 15 years' relevant experience of teaching or administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) from HEC recognized University/ DAI's with 17 years' relevant experience of teaching or administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Directorate of ORIC on the basis of seniority cum fitness	By initial recruitment or by Promotion
11	Librarian	20	PhD in Library and Information Sciences from HEC recognized University/ DAI's with 13 years' relevant professional experience in a University/ Government organization or	From the officers in the respective cadre of University Library on the	By Promotion or by initial recruitment

S. No.	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			Autonomous body in BPS-17 or its equivalent and above. OR First division degree (18 years education) in Library and Information Sciences from HEC recognized University/ DAI's with 15 years' relevant professional experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) in Library and Information Sciences from HEC recognized University/ DAI's with 17 years' relevant professional experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	basis of seniority cum fitness	
12	Director IT	20	PhD in Computer Science / Information Technology / Software Engineering from an HEC recognized University/ DAI's with 13 years' relevant professional experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent or above. OR First division degree or equivalent qualifications (18 years of education) in Computer Science / Information Technology / Software Engineering from an HEC recognized University/ DAI's with 15 years' relevant professional experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent or above. OR First division degree or equivalent qualifications (16 years of education) in Computer Science / Information Technology / Software Engineering from an HEC recognized University/ DAI's with 17 years' relevant professional experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent or above.	From the officers in the respective cadre on the basis of seniority cum fitness	By Promotion or by initial recruitment
13	Director Sports / Director Physical Education	20	PhD in Health and Physical Education from HEC recognized University/ DAI's with 13 years of relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (18 years education) in Health and Physical Education from HEC recognized University/ DAI's with 15 years' relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) in Health and Physical Education from HEC recognized University/ DAI's with 17 years'	From the officers in the respective cadre on the basis of seniority cum fitness	By Promotion or by initial recruitment


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S. No.	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.		
14	Director Admissions	20	First division degree (18 years education) from HEC recognized University/ DAI's with 15 years' relevant experience of teaching or administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) from HEC recognized University/ DAI's with 17 years' relevant experience of teaching or administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	NA	By promotion or by initial recruitment
15	Additional Registrar	19	First division degree (18 years education) from an HEC recognized University/ DAI's with 10 years' relevant professional experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) from an HEC recognized University/ DAI's with 12 years' relevant professional experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By Promotion or by initial Appointment
16	Additional Treasurer /Additional Director Finance	19	First division degree (16 years education) in Business Administration (with Specialization in Accounting/ Finance/ Commerce) from HEC recognized University/ DAI's or Member PIPFA (FPA) with 12 years' relevant professional experience in a University/ Government organization or an Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Directorate of Finance / Treasurer Office on the basis of seniority cum fitness	By Promotion or by initial Appointment
17	Additional Director Works (Civil/Electrical)	19	First division degree (16 years education) Civil/Electrical Engineering from HEC recognized University/ DAI's and registered with PEC along with 12 years' of relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Directorate of Works on the basis of seniority cum fitness	By Promotion or by initial Appointment
18	Additional Librarian	19	First division M.L.I.S. degree (16 years education) or equivalent from HEC recognized University/ DAI's with 12 years' relevant experience of Library work in a University/ Government organization or Autonomous body in BPS- 17 or its equivalent and above.	From the officers in the relevant cadre of University Library on the basis of seniority cum fitness	By Promotion or by initial appointment
19	Principal Medical Officer	19	FCPS (Medicine/Surgery) or equivalent with 9 years of experience. OR MBBS or equivalent	From the officers in the University	By Promotion or by initial appointment

S. No.	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			from a recognized institution, with 13 years professional experience in a recognized hospital/institution in BPS-17 or its equivalent and above.	Medical Centre / BHU on the basis of seniority cum fitness	
20	Additional Director IT/ Data Processing Manager	19	First Division degree (16 years education or equivalent qualification in Computer Science/ Information Technology/ Software Engineering from HEC recognized University/ DAI's with 12 years relevant experience in BPS-17 or its equivalent and above.	From the officers in the Directorate of IT on the basis of seniority cum fitness	By promotion or by initial Appointment
21	Additional Director Sports / Additional Director Physical Education	19	First Division degree (16 years education) or equivalent in Health & Physical Education from HEC recognized University/ DAI's with 12 years relevant experience in BPS-17 or its equivalent and above.	From the officers in the Directorate of Sports on the basis of seniority cum fitness	By promotion or by initial Appointment
22	Additional Director Administration	19	First Division degree (16 years education) or equivalent from HEC recognized University/ DAI's with 12 years relevant experience of administration in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of Seniority cum fitness	By promotion or by initial Appointment
23	Additional Director Academics	19	First Division degree (18 years education) or equivalent from HEC recognized University/ DAI's with 10 years relevant experience of teaching or administration in BPS-17 or its equivalent and above. OR First Division degree (16 years education) or equivalent from HEC recognized University/ DAI's with 12 years relevant experience of teaching or administration in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By promotion or by initial Appointment
24	Additional Director P&D	19	First Division degree (18 years education) or equivalent in Economics or Business Administration from HEC recognized University/ DAI's with 10 years of relevant experience of administration. OR First division degree (16 years education) in Economics or Business Administration from HEC recognized University/ DAI's with 12 years' relevant experience of administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By promotion or by initial Appointment
25	Additional Director QEC	19	First Division degree (18 years education) or equivalent from HEC recognized University/ DAI's with 10 years of relevant experience of administration. OR First division degree (16 years education) or equivalent from HEC recognized University/ DAI's with 12 years'	From the officers in the Administrative cadre on the basis of seniority cum fitness	By promotion or by initial Appointment

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S. No.	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			relevant experience of administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.		
26	Additional Controller of Examinations	19	First division degree (18 years education) or equivalent from an HEC recognized University/ DAI's with 10 years' teaching/ administrative experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) or equivalent from an HEC recognized University/ DAI's with 12 years' teaching/ administrative experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By promotion or by initial Appointment
27	Manager Research Operations & Development (ORIC)	19	PhD from HEC recognized University/ DAI's with 9 years of relevant experience of teaching or administration. OR First division degree (16 years education) or equivalent from HEC recognized University/ DAI's with 12 years' relevant experience of teaching or administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	N/A	By initial appointment
28	Manager University Linkages and Technology Transfer (ORIC)	19	PhD from HEC recognized University/ DAI's with 9 years of relevant experience of teaching or administration. OR First division degree (16 years education) or equivalent from HEC recognized University/ DAI's with 12 years' relevant experience of teaching or administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	N/A	By initial appointment
29	Additional Director Academics	19	First division degree (16 years education) or equivalent from HEC recognized University/ DAI's with 12 years' relevant experience of teaching or administration in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	N/A	By Initial appointment
30	System Analyst	18	First division degree (16 years education) or equivalent in Computer Science/ Information Technology/ Software Engineering from HEC recognized University/ DAI's with 5 years relevant experience in a University/ Government organization or Autonomous body.	From the officers in the Directorate of IT on the basis of seniority cum fitness	By Promotion or by initial appointment
31	Deputy Registrar	18	First division degree (16 years education) or equivalent with 5 years' relevant professional	From the officers in the	By Promotion or by initial appointment

S. No.	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above	Administrative cadre on the basis of seniority cum fitness	
32	Deputy Director Finance/ Deputy Treasurer	18	First division degree (16 years education) or equivalent in Business Administration (with Specialization in Accounting/ Finance/ Commerce) or Member PIPFA (FPA) from HEC recognized University/ DAI's with 5 years' professional experience in a University/ Government organization or an Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Directorate of Finance / Treasurer Office on the basis of seniority cum fitness	By Promotion or by initial appointment
33	Deputy Director Planning & Development	18	First division degree (18 years education) or equivalent in Economics or Business Administration from HEC recognized University/ DAI's with 3 years' experience, in the relevant field in a University/ Government organization or an Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) or equivalent in Economics or Business Administration from HEC recognized University/ DAI's with 5 years' experience, in the relevant field in a University/ Government organization or an Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	by Promotion or by initial appointment
34	Senior Auditor	18	First division degree (16 years education) in Accounting/ Commerce or Business Administration (Accounting/ Finance) or equivalent from HEC recognized University/ DAI's with 05 years relevant experience in accounts in a University/ Government organization or an Autonomous body.	From the officers in the Directorate of Finance/ Treasurer Office on the basis of seniority cum fitness	by Promotion or by initial appointment
35	Deputy Controller of Examinations	18	First division degree (18 years education) or equivalent from an HEC recognized University/ DAI's with 03 years' teaching/ administrative experience, in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) or equivalent from an HEC recognized University/ DAI's with 05 years' teaching/ administrative experience, in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	by Promotion or by initial appointment
36	Deputy Director Works (Civil)	18	First division degree (18 years education) Civil Engineering from HEC recognized University/ DAI's and registered with PEC along with 03 years' of relevant experience in a University/	From the officers in the Directorate of Works on the basis of seniority	by Promotion or by initial appointment

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S. No.	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) Civil Engineering from HEC recognized University/ DAI's and registered with PEC along with 05 years' of relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	cum fitness	
37	Deputy Director Works (Electrical)	18	First division degree (18 years education) Electrical Engineering from HEC recognized University/ DAI's and registered with PEC along with 03 years' of relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) Electrical Engineering from HEC recognized University/ DAI's and registered with PEC along with 05 years' of relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Directorate of Works on the basis of seniority cum fitness	by Promotion or by initial appointment
38	Senior Medical Officer	18	MBBS or equivalent from a recognized institution with 05 years professional experience in a recognized hospital/ institution in BPS-17 or its equivalent and above.	From the officers in the University Medical Centre / BHU on the basis of seniority cum fitness	By promotion or by Initial Appointment
39	Deputy Librarian	18	First division MS/MPhil in Library & Information Sciences degree (18 years education) or equivalent from HEC recognized University/ DAI's with years (03) years' relevant experience of Library work in a University/ Government organization or Autonomous body in BPS- 17 or its equivalent and above. OR First division M.L.I.S. degree (16 years education) or equivalent from HEC recognized University/ DAI's with five (05) years' relevant experience of Library work in a University/ Government organization or Autonomous body in BPS- 17 or its equivalent and above.	From the officers in the Library cadre on the basis of seniority cum fitness	By promotion or by Initial Appointment
40	Deputy Provost	18	First division degree (18 years education) or equivalent from an HEC recognized University/ DAI's with 03 years' relevant teaching/ administrative/ Hostel management/ Students affairs experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education)	From the officers in the Administrative cadre on the basis of seniority cum fitness	By promotion or by Initial Appointment


S. No.	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			or equivalent from an HEC recognized University/ DAI's with 05 years' relevant teaching/ administrative/ Hostel management/ Students affairs experience in a University / Government organization or Autonomous body in BPS-17 or its equivalent and above.		
41	Deputy Director QEC	18	First division degree (18 years education) or equivalent from HEC recognized University/ DAI's with 03 years' relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) or equivalent from HEC recognized University/ DAI's with 05 years' relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By promotion or by Initial Appointment
42	Deputy Director Administration	18	First division degree (18 years education) or equivalent from HEC recognized University/ DAI's with 03 years' relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) or equivalent from HEC recognized University/ DAI's with 05 years' relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By Initial Appointment or by promotion
43	Deputy Director IT/ Manager IT/ Network Manager	18	First division degree (18 years education) or equivalent in Computer Science/ Information Technology or Software Engineering or Equivalent from HEC recognized University/ DAI's with 03 years relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) or equivalent in Computer Science/ Information Technology or Software Engineering from HEC recognized University/ DAI's with 05 years relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By Initial Appointment or by promotion
44	Deputy Director Sports / Deputy Director Physical Education	18	First Division degree (18 years education) or equivalent in Health & Physical Education from HEC recognized University/ DAI's with 03 years relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above. OR First Division degree (16 years education)	From the officers in the Directorate of Sports on the basis of seniority cum fitness	By Initial Appointment or by promotion

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S. No.	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			or equivalent in Health & Physical Education from HEC recognized University/ DAI's with 05 years relevant experience in a University/ Government organization or Autonomous body in BPS-17 or its equivalent and above.		
45	Deputy Director Museum	18	First division degree (18 years education) in Archaeology from HEC recognized University/ DAI's with 03 years relevant experience in a University/ Government organization or an Autonomous body in BPS-17 or its equivalent and above. OR First division degree (16 years education) in Archaeology from HEC recognized University/ DAI's with 05 years relevant experience in a University/ Government organization or an Autonomous body in BPS-17 or its equivalent and above.	From the officers in the museum/archaeology department on the basis of seniority cum fitness	By Initial Appointment or by promotion
46	PS to Vice Chancellor	17	First division degree (16 years education) or equivalent from HEC recognized University/ DAI's preferably experience of stenographic/ secretarial/ administrative work.	From the officers in the Administrative cadre on the basis of seniority cum fitness	By Initial Appointment or by promotion
47	Assistant Controller Examinations	17	First division degree (16 years education) or equivalent from HEC recognized University/ DAI's.	From the BPS-16 in administrative positions on the basis of seniority cum fitness	By Initial Appointment or by promotion
48	Assistant Registrar	17	First division degree (16 years education) or equivalent from HEC recognized University/ DAI's	From the BPS-16 in administrative positions on the basis of seniority cum fitness	By Initial Appointment Or by promotion
49	Assistant Librarian	17	First division degree (16 years education) or equivalent in Library Sciences from HEC recognized University/ DAI's		By Initial Appointment or by promotion
50	Assistant Registrar Litigation	17	First division degree of LLB from HEC recognized University/ DAI's	From the BPS-16 in administrative positions having valid degree in Law and on the basis of seniority cum fitness	By Initial Appointment or by promotion
51	Assistant Director Works (Electrical)	17	First division in Bachelor of Engineering (Electrical) or Equivalent from HEC recognized University/ DAI's		By Initial Appointment or by promotion


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52	Store Officer	17	First division degree (16 years education) or equivalent from HEC recognized University/ DAI's preferably with experience in store management.	From the BPS-16 in administrative positions on the basis of seniority cum fitness	By Initial Appointment or by promotion
53	Database Administrator / System Analyst / Programmer / Webmaster / System Administrator/ Network Administrator/ Assistant Director IT/	17	First division Degree (16 years education) in Computer Science/ Information Technology / Software Engineering or equivalent from HEC recognized University/ DAI's	From the BPS-16 in administrative positions with required degree on the basis of seniority cum fitness	By Initial Appointment or by promotion
54	Assistant Director Works (Civil)	17	First division in Bachelor of Engineering (Civil) or Equivalent from HEC recognized University/ DAI's		By Initial Appointment or by promotion
55	Assistant Treasurer	17	First division degree (16 years education) in Business Administration (with Specialization in Accounting/ Finance) or Commerce from HEC recognized University/ DAI's	From the Accountants on the basis of seniority cum fitness	By promotion or by initial Appointment
56	Assistant Director (QEC)	17	First division degree (16 years education) from HEC recognized University/ DAI's	From the BPS-16 in administrative positions on the basis of seniority cum fitness	By Promotion or by Initial Appointment
57	Assistant Director Planning & Development	17	First division degree (16 years education) from HEC recognized University/ DAI's	From the BPS-16 in administrative positions on the basis of seniority cum fitness	By Promotion or by initial Appointment
58	Assistant Director Sports / Assistant Director Physical Education	17	First division degree (16 years education) in Physical and Health Education from HEC recognized University/ DAI's	From the officials in the Directorate of Sports on the basis of seniority cum fitness	By Promotion or by Initial Appointment
59	Assistant Provost	17	First division degree (16 years education) from HEC recognized University/ DAI's	From the BPS-16 in administrative positions on the basis of seniority cum fitness	By Promotion or by Initial Appointment
60	Medical Officer	17	MBBS from a recognized Institution, with one year House Job experience in a recognized Hospital.	NA	By Initial Appointment
61	Warden	17	First division degree (16 years education) from	From the BPS-16	


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			HEC recognized University/ DAI's	in administrative positions on the basis of seniority cum fitness	By Promotion or by Initial Appointment
62	Assistant Administrative Officer	17	First division degree (16 years education) from HEC recognized University/ DAI's	From the BPS-16 in administrative positions on the basis of seniority cum fitness	By Promotion or by Initial Appointment
63	Auditor	17	First division degree (16 years education) in Accounting/ Commerce or Business Administration (Accounting/ Finance) or equivalent from HEC recognized University/ DAI's	NA	By Initial Appointment
64	Transport Officer	17	First division degree (16 years education) in Auto Engineering/ Mechanical Engineering/ Agricultural Mechanization from HEC recognized University/ DAI's.	NA	By Initial Appointment
65	Protocol Officer/ Security Officer	17	First division degree (16 years education) from HEC recognized University/ DAI's	NA	By Initial Appointment
66	Procurement Officer	17	First division degree (16 years education) in Business Administration (in Accounting/Finance) / Agricultural Economics/ Economics from HEC recognized University/ DAI's	NA	By initial appointment
67	Research Associate/ Research Officer	17	First division degree (16 years education) from HEC recognized University/ DAI's in relevant field	NA	By initial appointment
68	Assistant Director Museum	17	First division degree (16 years education) in Archaeology from HEC recognized University/ DAI's	From the officials in the museum/ archaeology department on the basis of seniority cum fitness	By Promotion or by initial appointment

Provided that in case of Semester system, CGPA 3.00 out of 4.00 shall be considered as first division. Any anomaly regarding CGPA / grade / %age shall be settled by Scrutiny and Quantification Committee.

Provided further that the Syndicate may add or delete or modify any post, its eligibility criteria and the method of appointment to the above schedule

11. Evaluation Criteria for Appointment by Promotion of Administrative Staff In BPS 17 and above

11.1 Marks Distribution / for Appointment by Promotion of Administrative Staff In BPS 17 and above

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Sr #	Evaluation Head	Marks
1	Academic Qualification	45
2	Additional Academic Qualification	10
3	Character Roll / ACR	15
4	Selection Board Interview	30
	Total	100

PROCEDURE/POLICY GUIDELINES FOR QUANTIFICATION

11.2 Academic Qualification

(Maximum Marks 45)

These shall include all scholastic certificates/degrees from SSC to Master or equivalent (16 years of education). A total of 45% marks shall be assigned to the academics for various posts of administrative positions (BPS-17 & above) to be filled by promotion. Quantification of academics shall be calculated as under:

For disciplines where 16 years education is required

- | | |
|----------------------------------------------------------|------------------------------------------|
| a. Matric | = percentage of marks $\times 1$ = score |
| b. Intermediate | = percentage of marks $\times 2$ = score |
| c. Bachelor (2 years) | = percentage of marks $\times 3$ = score |
| d. Master (after 2 years bachelor) | = percentage of marks $\times 4$ = score |
| e. Bachelor degree (4 years programs after intermediate) | = percentage of marks $\times 7$ = score |
- (Because of c+d)

Note: In both cases, sum of all percentages will divided by 10, such as:

$$1+2+3+4=10 \text{ and } 1+2+7=10$$

Sum of all percentage scores shall then be divided by 10. The outcome shall be multiplied by 0.45 in order to obtain net score of a candidate out of the total of 45% marks reserved for academics.

For example: (a) $660/850 \times 100 = 77.65 \times 1 = 77.65$ (b) $725/1100 \times 100 = 65.91 \times 2 = 131.82$ (c) $365/550 \times 100 = 66.36 \times 3 = 199.09$ (d) $892/1200 \times 100 = 74.33 \times 4 = 297.33$. Now, $77.65 + 131.82 + 199.09 + 297.33 = 705.89/10 = 70.58$. Now, $70.58 \times 0.45 = 31.761$ net score out of 45 **OR** (a) $660/850 \times 100 = 77.65 \times 1 = 77.65$ (b) $725/1100 \times 100 = 65.91 \times 2 = 131.82$ (c) $4325/6000 \times 100 = 72.08 \times 7 = 504.58$. Now, $77.65 + 131.82 + 504.58 = 714.05/10 = 71.40 \times 0.45 = 32.13$ net score out of 45.

Note: For disciplines where 15 or 17 years education is required the evaluation formula shall be the same with details as under:

- | | |
|-----------------------------------------------|------------------------------------------|
| Matric | = percentage of marks $\times 1$ = score |
| Intermediate | = percentage of marks $\times 2$ = score |
| Bachelor (2 years) | = percentage of marks $\times 3$ = score |
| Master or equivalent (after 2 years bachelor) | = percentage of marks $\times 4$ = score |

*Note: Here master or equivalent shall mean 17 years of study such as LLB etc

*Bachelor degree (5 years programs after intermediate) = percentage of marks $\times 7$ = score

(Because of c+d)

*Note: 17 years of education

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**** Note-1:** In order to convert percentage score of semester examination system to annual examination system the overall %age score of semester system shall be multiplied by a factor of 0.9.

***** Note-2:** One mark shall be deducted for passing an examination in parts (up to 04 marks)

11.3 Additional Academic Qualification (Maximum Marks 10)

Additional academic Qualification shall mean Master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent and Ph.D or equivalent in the relevant field. Maximum limit of marks to be assigned to the additional relevant higher qualification in each case shall be as follows: 05 Marks for master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent degree and 10 Marks for PhD or equivalent degree. A candidate with both master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or equivalent and PhD shall be awarded only PhD marks (i.e., 10 marks, not 5 plus 10). Two years master's (foreign) or MS/M.Phil/M.Sc (Hons)/LL.M or any other degree declared equivalent by the HEC shall be counted towards the credit of a candidate.

11.4 Character Roll / ACR (Maximum Marks 15)

For Appointment by Promotion of Administrative Staff In BPS 17 and above the Character Roll marks shall be taken for the last five years as per following breakup.

Outstanding = 05 marks/year

Excellent = 04 marks/year

Good = 03 marks/year

Satisfactory = 02 marks/year

11.5 Selection Board (Maximum Marks 30)

- The candidates shortlisted for Selection Board shall be evaluated through interview only. Candidates abroad may be interviewed online through any live audio-visual media with prior approval of Chairman, Selection Board. The candidates wishing to be interviewed online shall make a request to the Registrar at least 03 days prior to the commencement of Selection Board.
- Members of the selection Board will be required to record their assessment on the following proforma for further calculation of average marks obtained by each candidate.

Selection Board marking proforma for Appointment by Promotion of Administrative Staff
In BPS 17 and above

1	2	3	4	5	6
S.#	Name of Candidate	Aggregate Marks obtained (70)	Total Marks for Selection Board (30)	Obtained Marks	Remarks
1					

- Members of the Selection Board and subject experts shall record their marking/evaluation independently. After the interview, the final marks of candidate based on the assessment of the


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members of Selection Board and subject experts shall be determined on the basis of average. In case unanimous decision cannot be taken, the majority of members shall prevail. In the event of tie, the Vice Chancellor shall exercise a casting vote.

d.


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Chapter-12

The University of Swabi, Appointment & Scales of Pay of Ministerial, Technical, Support and Other Staff Statutes, 2016


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1. **Title**

These statutes shall be called The University of Swabi Appointment & Scales of Pay of Ministerial, Technical, Support and Other Staff Statutes, 2016

2. **Commencement**

These statutes shall come into force at once.

3. **Composition of Staff**

The Staff shall consist of four different Cadre Groups as follows:

(1)	Support Staff	(Upto BPS-07)
(2)	Ministerial Staff	(BPS 11 – 17)
(3)	Technical staff and others	(BPS 02 – 16)
(4)	Laboratory / Field / Library staff	(BPS 05 – 16)
(5)	Any other	(BPS 01 – 16)

4. **Appointment and Promotions of Staff**

All Appointments by initial recruitment or promotion of staff in BPS-1 to 16 shall be made by the Vice-Chancellor on the recommendations of the Selection and Promotion Committee.

- | | | |
|-----|----------------------------------------------------------|------------------|
| (1) | Nominee of the Vice Chancellor | Convener |
| (2) | One member of the syndicate to be nominated by Syndicate | Member |
| (3) | Concerned Chairperson/Head of the Department/Section | Member |
| (4) | Registrar or his nominee | Member/Secretary |

5. **Methods of Appointment**

There shall be two methods of appointment:

(1) **Appointment by initial recruitment**

Conditions:

- Initial recruitment shall be made through open competition after advertising the vacancies in at least two (02) National daily newspapers as well as on the website of the university.
- Age limit for initial recruitment shall be 18 to 35 years for all employees whose service is governed under these Statutes:

Provided that the Appointing Authority may relax in suitable cases the upper age limit upto 05 years for reasons to be recorded and reported to the ensuing meeting of Syndicate

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Provided further that a person having continuous service of two years in any University, Government or Autonomous Organization shall be allowed 10 years relaxation in upper age limit

- iii. The contesting candidates shall require to fulfill the prescribed qualifications and experience as laid down in Schedule-I and Schedule-II attached to these Statutes for Ministerial, Technical, Support and other staff.
- iv. Candidates having qualified the Screening/Written test, where applicable, shall be shortlisted for interview before the Selection and Promotion Committee for evaluation.
- v. The number of candidates called to appear before Selection and Promotion Committee for interview shall be 5, 9, 12, 14, 15 for 1,2,3,4,5 posts respectively in order of merit.
- vi. Evaluation of comparative merit shall be made in accordance with the quantification criteria as may be prescribed in the Rules framed hereunder.

(2) **Appointment by Promotion**

Conditions:

- i. Appointment by promotion shall be made on the basis of seniority-cum-fitness.
- ii. Evaluation of comparative merit shall be made in accordance with the quantification criteria as may be prescribed in the Rules framed hereunder.
- iii. The conditions for appointment by promotion of the employee shall be as under:
 - a. That he has completed the minimum length of service of three years (03) in his present cadre.
 - b. The cases of promotion shall be processed through the Selection and Promotion Committee.
 - c. That no major penalty has been imposed on him under the Efficiency & Discipline Statutes during the last three years (03).
 - d. That the vacancy in the upper position exists.
 - e. That the three tier formula, as laid down in the Rules to be framed hereunder, shall be used for upward movement of the cadres for which service structure does not exist.

6. Allowances

i. House Rent Allowance

- (a) An employee who has not been provided (as per his entitlement) residential accommodation in his name by the University, shall be entitled to House Rent Allowance at the rates approved by the Syndicate and as revised from time to time, irrespective of where he resides,


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Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.

Provided further that where the residential accommodation is below the entitled category, the employee will be required to pay an assessed rent as approved by the Syndicate on the recommendations of an Assessment Committee to be constituted by the Vice Chancellor.

(b) In case of University accommodation, additional 5% house maintenance will be charged according to the grade (BPS) corresponding to the category of the house and not the basic pay of the employee.

ii. Conveyance Allowance

Conveyance Allowance shall be admissible to all employees at the rates approved by the Syndicate from time to time.

iii. Medical Allowance

Medical Allowance shall be admissible to all employees at the rates approved by the Syndicate from time to time.

iv. Integrated Allowance

Integrated Allowance where applicable shall be admissible to employees as approved by the Syndicate from time to time

v. Uniform Allowance

Uniform Allowance where applicable shall be admissible to employees as approved by the Syndicate from time to time

vi. PhD Allowance

PhD allowance shall be admissible to the employees having PhD degree at the rates approved by the Syndicate.

vii. MPhil/MS/M.Sc (Hons) / LLM or equivalent degree Allowance

MPhil/MS/M.Sc (Hons) / LLM or equivalent degree allowance shall be admissible at the rates approved by the Syndicate.

viii. Computer Allowance

This allowance shall be admissible to the employees as approved by the Syndicate

ix. Hard Area /Unattractive Area / Special Incentive / Local compensatory Allowance

This allowance shall be admissible to all employees at the rate approved by the Syndicate.

x. Any other allowance as approved by the Syndicate.


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Schedule-I
Ministerial Staff of the University of Swabi
(Ratio for promotion and initial recruitment to the following positions shall be 60:40%)

A. Schedule-I (Ministerial Staff*)

S #	Post	BPS	Qualification / Experience for initial appointment	Qualification / Experience for promotion
1.	Junior Clerk	11	i. Intermediate with at least 2 nd division or equivalent qualification from a recognized Board, and ii. A speed of 30 words per minute in typing (by initial recruitment) a speed of 25 words per minute in typing (by promotion from class-IV employees).	a) 60% by promotion on the basis of seniority-cum-fitness, from amongst Daftaris, Photocopier Operators, Qasids and Naib Qasid including holders of other equivalent posts in the University with 03 years' service as such who have passed SSC examination. b) If 60% of employees are not available in the University, then %age of initial may be increased as per need.
2.	Senior Clerk	14	i. BA/BSc with three years experience in a university/ Government or Autonomous body OR Intermediate in at least 2 nd division with 05 years relevant satisfactory service in a university/ Government or Autonomous body OR ii. Matric in at least 2 nd division with 07 years relevant satisfactory service in a University/ Government or Autonomous body.	i. By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Junior Clerks with having at least five years' (05) service in the university having minimum educational qualification of intermediate or equivalent.
3.	Assistant	16	i. Second division degree (16-years) of education with 05 years satisfactory service with at least 03 years service as Senior Clerk in the University/ Government	i. By promotion, on the basis of seniority-cum fitness with at least Bachelor degree from amongst Senior Clerks with at least 05 years' relevant satisfactory service out

			<p>or Autonomous body. OR</p> <p>ii. Bachelor degree in at least 2nd division with 07 years satisfactory service with at least 04 years service as Senior Clerk in the University/ Government or Autonomous body.</p>	<p>which at least 03 years service as a Senior Clerk/UDC. OR</p> <p>ii. Intermediate with 10 years relevant satisfactory service out of which at least 04 years service as Senior Clerk/UDC</p>
4.	Superintendent	17	NA	<p>i. By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants having at least 14-years of education (BA/B.Sc) with minimum of 07 years' service as Assistant.</p> <p>ii. 100% by promotion</p>

* *Appointment by promotion shall be subject to availability of posts and observance of prescribed quota (60:40).*


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B. Schedule-I (Steno Typist / Stenographer / PA)

S #	Post	BPS	Qualification / Experience for initial appointment	Qualification / Experience for promotion
1.	Steno typist	14	<p>i. Bachelor's Degree in at least 2nd division with a speed of 80 words per minute in Shorthand and 35 words per minute in Typing.</p> <p>ii. Adequate knowledge of Computer in working MS Office (Diploma in Computer from a government recognized Institution).</p>	<p>i. By promotion on the basis of seniority-cum fitness from amongst the holders of the post of Junior Clerks with having at least five years' (05) service in the university having minimum educational qualification of intermediate or equivalent.</p> <p>ii. 70 words per minute in Shorthand and 30 words per minute in Typing.</p> <p>iii. Adequate knowledge of Computer in working MS Office to be certified by the committee.</p>
2.	Stenographer	14	<p>i. Bachelor's Degree in at least 2nd division with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and 05 years' experience as Steno Typist.</p> <p>ii. Adequate knowledge of Computer in using MS Office.</p>	<p>i. Bachelor's Degree in at least 2nd division with a speed of 80 words per minute in Shorthand and 35 words per minute in Typing and 03 years' experience as Steno Typist or 02 years experience as Senior clerk.</p> <p>ii. Adequate knowledge of Computer in using MS Office to be certified by the committee.</p>
3.	Personal Assistant	16	<p>i. Second division degree (16-years) of education with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and at least 03 years' relevant experience.</p> <p>ii. Adequate knowledge of Computer in using MS Office (Diploma in</p>	<p>i. Bachelor's Degree in at least 2nd division with a speed of 80 words per minute in Shorthand and 35 words per minute in Typing and at least 03 years' experience as Stenographer or 05 years experience as Steno typist/ Senior clerk.</p>


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			Computer from a Government recognized Institution).	ii. Adequate knowledge of Computer in using MS Office to be certified by the committee.
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* *Appointment by promotion shall be subject to availability of posts and observance of prescribed quota (60:40).*


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C. Schedule-I (Mosque Staff)

S #	Post	BPS	Qualification / Experience for initial appointment	Qualification / Experience for promotion
1.	Khadim	1	i. Matric with basic Islamic knowledge and proficiency in Nazira OR ii. Literate with 05 years relevant experience.	NA
2.	Muazzin	5	i. Certificate from any recognized Dar-ul-Uloom having completed funoon level courses and; ii. Sweet voiced person and; iii. Hafiz of parts of Al-Quran.	a) 60% by promotion on the basis of seniority-cum-fitness, from amongst Qasids and Naib Qasids including holders of other equivalent posts in the University with 02 years' service as such who have passed SSC examination or having Hafiz-e-Quran certificate.
3.	Naib Imam	11	i. Certificate in Daura-e-Hadith and Qirrat from a recognized Dar-ul Uloom with 07 years relevant experience in a community Mosque and; ii. Hafiz of parts of Al-Quran.	a) 60% by promotion on the basis of seniority-cum-fitness, from amongst BPS-5 and BPS-7 employees of the university with 03 years' service as such; b) Who have passed SSC examination and; c) Having certificate of Hafiz-e-Quran.


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4.	Pesh Imam	14	<p>i. Sanad of Shahadat-ul-Alamia from a recognized Wifaq / Tanzeem ul Madaris in at least 2nd division along with BA/B.Sc degree preferably experience of Imam / Naib Imam and;</p> <p>ii. Hafiz of parts of Al-Quran</p>	<p>a) 60% by promotion on the basis of seniority-cum-fitness, from amongst BPS-11 employees of the university with 05 years' experience as such;</p> <p>b) Of Imam / Naib Imam in the Mosque and;</p> <p>c) Hafiz of parts of Al-Quran OR</p> <p>d) Having Certificate of Darse Nizami from a recognized Dar-ul-Uloom with 10 years' experience as Khateeb.</p>
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Schedule-II
Technical, Support & Other Staff of the University of Swabi
(Ratio for promotion and initial recruitment to the following positions
shall be 60:40%)

A. Schedule-II (Laboratory, Field & Library Staff)

Post	BPS	Qualification / Experience for initial appointment	Qualification / Experience for promotion
i. Laboratory Attendant ii. Field Attendant iii. Museum Attendant iv. Herbarium Attendant v. Animal Attendant vi. Library Attendant	05	Matric with Science in at least 2 nd Division.	NA
i. Store Attendant ii. Gym Attendant	05	Matric with Arts in at least 2 nd Division.	NA
i. Laboratory Assistant ii. Field Assistant iii. Museum Assistant iv. Herbarium Assistant v. Animal Assistant vi. Library Assistant	07	i. F.Sc in at least 2 nd Division OR; ii. Three years Diploma (DAE) in relevant field	i. Matric with Science in at least 2 nd division and; ii. 03 years' experience in the relevant field in BPS-5.
i. Store Assistant ii. Gym Assistant	07	i. Intermediate or Equivalent degree in at least 2 nd Division	i. Matric with Arts in at least 2 nd division and; ii. 03 years' experience in the relevant field in BPS-5.
i. Sr. Laboratory Assistant ii. Sr. Field Assistant iii. Sr. Museum Assistant iv. Sr. Herbarium Assistant v. Sr. Animal Assistant vi. Sr. Library Assistant	11	i. F.Sc. in at least 2 nd division with 05 years' relevant experience	i. Matric with Science in at least 2 nd division with 11 years' experience of which at least 05 years' service as Assistant in relevant position in BPS-7.


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i. Sr. Store Assistant ii. Sr. Gym Assistant	11	i. Intermediate or Equivalent degree in at least 2 nd Division with 05 years relevant experience	i. Matric with Arts in at least 2 nd division with 11 years' experience of which at least 05 years' service as Assistant in relevant position in BPS-7.
i. Laboratory Supervisor ii. Field Supervisor iii. Museum Supervisor iv. Herbarium Supervisor v. Animal Supervisor vi. Library Supervisor	14	i. B.Sc at least 2 nd Division or B.Tech in relevant field with 03 years relevant experience	i. 05 years experience in relevant field in BPS-11.
i. Store Supervisor ii. Gym Supervisor	14	i. BA at least 2 nd Division or B.Tech in relevant field with 03 years relevant experience	i. 05 years experience in relevant field in BPS-11.
i. Laboratory Superintendent ii. Field Superintendent iii. Museum Superintendent iv. Herbarium Superintendent v. Animal Superintendent vi. Library Superintendent vii. Store Superintendent	16	NA	i. 05 Years' experience in the relevant field in BPS-14 with at least 2 nd division BA/ B.Sc/ B.Tech degree in related field. ii. 100% by promotion


* In case of all new inductions, the nomenclature, requisite qualification/ experience and respective grades shall be as per the details in the Schedule given above, whereas for the existing Staff having been appointed as per old criteria the old grade / nomenclature shall continue. Any anomaly or disharmony in nomenclature vis-à-vis the grades shall be addressed by the Selection and Promotion Committee with the approval of Syndicate. The redressal may include re-designation, up gradation or cadre change in such a way that there is no loss to the employee.


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B. Schedule-II (Technical & Other Support Staff)

Post	BPS	Qualification / Experience for initial appointment	Qualification / Experience for promotion
Accountant	16	i. MBA/M.Com in at least 2 nd division from a recognized University OR; ii. BBA/ B.Com in at least 2 nd division from a recognized University with three (03) years' experience in the relevant field.	
Assistant Warden (Male/Female)	16	i. Master's Degree or Equivalent in at least 2 nd division from a recognized University OR; ii. Bachelor's degree in at least 2 nd division from a recognized University with three (03) years' experience in hostel management/ administration.	
Cartographer	16	i. MSc in Geography in at least 2 nd division from a recognized University OR; ii. Bachelor's Degree with Geography in at least 2 nd division from a recognized University and three (03) years' experience in the relevant field.	
Cataloguer	16	i. Master's Degree in Library & Information Sciences in at least 2 nd division from a recognized University OR; ii. Bachelor Degree in Library & Information Sciences in at least 2 nd division from a recognized University with three (03) years' experience of Library work.	
Computer Operator	16	i Second division degree (16-years) of education in Computer Science or equivalent from a recognized University with a speed of 40 words per minute in typing OR; ii DIT from Board of Technical	


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		Education with five (05) years relevant experiences in a University.	
Curator	16	<ul style="list-style-type: none"> i. Second division degree (16-years) of education in relevant subject (Library Science / Archeology / Botany) or equivalent with at least 2nd division from a recognized University OR; ii. Bachelor's Degree with relevant subject (Library Science / Archeology / Botany) in at least 2nd division from a recognized University with three (03) years' experience in the relevant field. 	
Litigation Officer	16	<ul style="list-style-type: none"> i. Second class LLB degree from a recognized University / DAI with Three (03) years professional experience. 	
Media Incharge	16	<ul style="list-style-type: none"> i. Second division degree (16-years) of education in Journalism / Mass Communication/ Media Studies from a recognized University / DAI OR; ii. Bachelor's degree with Journalism as a subject in at least 2nd division from a recognized University with at least three (03) years' relevant experience in print or electronic media. 	
Pay Bill Assistant	16	<ul style="list-style-type: none"> i. MBA/M.Com in at least 2nd division from a recognized University OR; ii. BBA/ B.Com in at least 2nd division from a recognized University with three (03) years' experience in the relevant field. 	
Photographer	16	<ul style="list-style-type: none"> i. Graduate in at least 2nd division and; 	 Section Officer-III Governor's Secretariat Khyber Pakhtunkhwa

		ii. Certificate in Photography from a recognized Institute and; iii. Five (05) years' experience in photography with appropriate knowledge and practice of commercial photography	
Purchase Supervisor	16	i. Master's Degree or Equivalent in at least 2 nd division from a recognized University OR; ii. Bachelor's degree in at least 2 nd division from a recognized University with five (05) years' relevant experience.	
Security Supervisor	16	Bachelor or Equivalent in at least 2 nd division from a recognized University with at least (05) years supervisory experience in Armed forces including civil armed forces.	
Sr. Works Supervisor (Civil / Electrical) Sr. Sub Engineer (Civil / Electrical)	16	B. Tech (Hon) in the relevant field in at least 2 nd Division with (03) year's experience.	i. DAE (Civil / Electrical) in 2 nd division with (07) years' relevant experience in BPS-11.
Caretaker (Guest House)	14	i. Bachelor Degree (14-years Education) in at least 2 nd division from a recognized University with three (03) years relevant experience OR; ii. Intermediate in at least 2 nd Division from a recognized University with six (06) years relevant experience.	
Computer Technician	14	Diploma of Associate Engineer in Electronics/ Computer Engineering/ Hardware in at least 2 nd division from a Polytechnic Institute with five (05) years' experience in the relevant field.	
Calligrapher	11	Bachelor's Degree in at least 2 nd division from a recognized University with high-level skill in Calligraphy and three (03) years	


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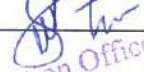
		relevant experience.	
Electricity Supervisor	11	i. Matric in at least 2 nd division with Diploma in Electrical Technology from a recognized Institute with at least (03) years practical experience of repair, maintenance and handling of electric supply lines/equipment. OR; ii. Matric in at least 2 nd division with Electrician's Certificate from a recognized Institution and (11) years of relevant experience.	
Instrument Mechanic	11	Matric in at least 2 nd division with (03) years Diploma in Electrical/ Mechanical Engineering in at least 2 nd division.	
Media Lab Assistant/ Media Studio Assistant	11	i. Master in Journalism and Mass Communication in 2 nd Division from a recognized University OR; ii. Bachelor with relevant subject at least 2 nd division from a recognized University with (03) years relevant experience and; iii. Certificate of Photography, Adobe Photoshop and Coral draw from a recognized Institution will be required.	
Physical Training Instructor (PTI)	11	Intermediate in at least 2 nd division with Junior Diploma in Physical Education.	
Sr. Linemen	11	i. DAE (Electrical) with (05) years relevant experience.	i. Matric with 2 nd division and with (03) years experience as Lineman in BPS-07.
Sr. Technician	11	i. DAE (Electronics) in at least 2 nd division with (04) years relevant experience OR; ii. (01) year certificate in Electrician Trade from	


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		<p>recognized TTC with (06) years practical experience in the relevant field. And</p> <p>iii. Knowledge of Computer in working MS Word and MS Excel (Certificate in Computer from a recognized Institution will be required).</p>	
Sr. Carpenter	11	<p>i. Intermediate or Equivalent degree in at least 2nd Division with valid certificate of Carpentry from a recognized Institution having seven (07) years relevant experience; OR</p> <p>ii. Matric in at least 2nd division with valid certificate from a recognized Institution with eleven (11) years' experience of which at least 05 years' service as Carpenter.</p>	i. 60% by promotion from amongst the Carpenters with at least five (05) years of experience in BPS-07 in the University
Sr. Cook	11	Matric in at least 2 nd division with 07 years experience in reputable hotels/organizations.	i. Five (05) years experience as Cook in BPS-07.
Sr. Driver	11	i. Intermediate or equivalent of 2 nd division and valid HTV/ LTV License with (07) years driving experience.	i. Matric in 2 nd division with a valid HTV license and 05 years' experience as Driver in BPS-07
Sr. Generator Operator	11	i. DAE (Electrical) with three (03) years experience.	i. Matric in 2 nd division with 01 year Certificate from T.T.C with 03 years' experience as Generator Operator in BPS-07.
Sr. Machine Operator	11	i. DAE (Mechanical) in at least 2 nd division with (03) years experience.	i. Matric in 2 nd division with 01 year certificate from recognized TTC and (03) years experience as Machine Operator in BPS-07.
Sr. Mason	11	Matric in at least 2 nd division with 07 years' relevant experience of	i. Matric in 2 nd division with (05) years'


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		masonry with valid certificate from recognized TTC.	experience as Mason in BPS-07.
Sr. Painter	11	Matric in at least 2 nd division with 07 years of relevant experience of Painting/ Polisher/ White washer along with valid certificate from recognized TTC	i. Matric in at least 2 nd division with 05 years' experience as Painter in BPS-07
Sr. Plumber	11	DAE (Civil/Electrical) in at least 2 nd division with 03 years experience in plumbing.	i. Matric in 2 nd division with 05 years' experience as Plumber / Pipe Fitter / Mechanic in BPS-07
Sr. Refrigeration Mechanic	11	DAE (Electrical) in at least 2 nd division with three (03) years experience in refrigeration work.	i. Matric in at least 2 nd division and 01 year certificate of Refrigeration course with 05 years' service as Jr. Refrigeration Mechanic
Sr. Telephone Operator	11	DAE (Electrical/Electronics) in at least 2 nd division with three (03) years experience.	i. Matric in at least 2 nd division with 05 years' experience as Telephone Operator in BPS-07
Sr. Tube Well Operator	11	DAE (Mechanical) in at least 2 nd division with three (03) years experience.	i. Matric in at least 2 nd division having certificate of Mechanical work from TTC with five (05) years' experience as Tube Well Operator in BPS-07
Sr. Welder	11	DAE (Electrical) with 03 years welding experience	i. Matric in at least 2 nd division with certificate (Electrician/ welding) from a recognized TTC with 05 years' relevant experience in BPS-07.
Sr. Workshop Assistant	11	DAE (Mechanical) in at least 2 nd division with three (03) years experience.	i. Matric in at least 2 nd division with certificate (Mechanical) from recognized TTC with


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			five (05) years' relevant service as Workshop Assistant in BPS-07.
Taxidermist	11	BSc in Zoology in at least 2 nd division from a recognized University and (03) years relevant experience.	
Works Supervisor (Civil / Electrical) Sub Engineer (Civil / Electrical)	11	DAE (Civil / Electrical) in 2 nd division in the relevant field with (03) years' relevant experience.	
Lineman	07	DAE (Electrical) with three (03) years relevant experience.	i. Matric 2 nd division and certificate of electrical work from TTC with five (05) years experience as Jr. Lineman in BPS-05.
Carpenter	07	i. Intermediate or Equivalent degree in at least 2 nd Division with valid certificate of Carpentry from a recognized Institution having three (03) years relevant experience; OR ii. Matric in at least 2 nd division with valid certificate of Carpentry from a recognized Institution having five (05) years relevant experience	i. 60% by promotion from amongst the Jr. Carpenters with at least (03) years of experience in BPS-05 in the University.
Compounder/ Dispenser	07	i. Matric with Science in at least 2 nd division and Dispenser certificate from a recognized Institution with three (03) years' experience.	
Cook	07	Matric in at least 2 nd division with 05 years experience in reputable hotels/organizations.	Five (05) years experience as Jr. Cook / Cook Helper in BPS-05.
Draftsman	07	Diploma in Architecture /Diploma in Draftsmanship or Matric in at least 2 nd division with certificate in Architecture / Draftsmanship from a	

		Polytechnic Institute with (05) years relevant experience.	
Driver	07	Intermediate or equivalent of 2 nd division and valid HTV/ LTV License with (05) years driving experience.	Matric in 2 nd division with a valid HTV license and 07 years' experience as Jr. Driver in BPS-05
Generator Operator	07	DAE (Electrical) in 2 nd division	i. Matric in 2 nd division with 01 year Certificate of electrical work from T.T.C and 05 years' experience in BPS-05.
Lady Health Visitor (LHV)	07	i. Matric with Science in at least 2 nd division and; ii. 02 years LHV Course from Public Health Centre recognized by nursing council	
Machine Operator	07	i. DAE (Mechanical) in at least 2 nd division.	i. Matric in at least 2 nd division with 01 year Mechanical certificate from recognized TTC and 03 years experience in BPS-05.
Mason	07	Matric in at least 2 nd division with 07 years' relevant experience	i. Matric in 2 nd division with 05 years' experience in BPS-05
Painter	07	Matric in at least 2 nd Division with 07 years' experience in Painting/Polisher/white Washer	i. Matric in at least 2 nd division with 05 years' experience as Painter in BPS-05
Plumber	07	Matric in at least 2 nd division with 07 years experience of plumbing along with valid certificate from recognized TTC	i. Matric in 2 nd division with 01 year certificate of civil / electrical from TTC and 05 years' experience as Jr. Plumber / Pipe Fitter / Mechanic in BPS-05
Refrigeration Mechanic	07	DAE (Electrical) in at least 2 nd division with 01 year experience in	i. Matric in 2 nd division with 01 year certificate


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		refrigeration work	of electrical from TTC and 05 years' experience as Jr. Refrigeration Mechanic in BPS-05
Rock Cutter	07	i. Matric in at least 2 nd division with three (03) years' experience in thin Section preparation laboratory of a Geological organization. ii. Persons with higher qualification will be preferred.	
Sr. Electrician	07	i. DAE (Electrical) from a recognized institution or Matric in at least 2 nd division with Electrician's Certificate from a recognized Institution and (05) years relevant experience OR; ii. Literate with (15) years' experience as electrician.	
Telephone Operator	07	DAE (Electrical/Electronics) in at least 2 nd division with 01 year experience	i. Matric in at least 2 nd division with certificate of electrical work / electronics from recognized TTC with 05 years relevant experience
Tube Well Operator	07	DAE (Mechanical) in at least 2 nd division with one (01) year experience.	i. Matric in 2 nd division with certificate (Mechanical) from recognized TTC and five (05) years' relevant experience in BPS-05.
Welder	07	i. DAE (Welding) with 01 year welding experience or; ii. Matric in at least 2 nd division with certificate (welding) from a recognized TTC with 07 years' relevant experience	i. Matric in at least 2 nd division with certificate (Electrician/ welding) from a recognized TTC with 05 years' relevant experience in BPS-05.
Works Supervisor	07	DAE (Civil / Electrical) in at least 2 nd Division.	

Workshop Assistant	07	DAE (Mechanical) in at least 2 nd division	i. Matric in at least 2 nd division with certificate (Mechanical) from recognized TTC with 05 years' relevant experience as Jr. Workshop Assistant in BPS-05.
Auto Mechanic	05	i. DAE (Mechanical or Auto Engineering) OR; ii. Matric in 2 nd division and certificate in Auto / Mechanics with three (03) years relevant experience.	
Book Binder	05	i. Matric in at least 2 nd division with 2 years' experience in the binding work OR; ii. Literate with 10 years' experience in the relevant field.	
Jr. Lineman	05	i. DAE (Electrical) or; ii. Matric in at least 2 nd division with Electrician Certificate from a recognized Institute and two (02) years relevant experience.	
Jr. Carpenter	05	i. Matric in at least 2 nd division with valid certificate from a recognized Institution/ TTC and two (02) years relevant experience OR; ii. Literate with 10 years' experience in the relevant field.	
Jr. Cook (Cook Helper)	05	Matric in at least 2 nd division with 02 years experience in reputable hotels/organization	
Jr. Driver	05	i. Matric in at least 2 nd division with a valid HTV/LTV license and having (05) years' experience of driving OR; ii. Literate with a valid HTV/LTV license and having 10 years'	

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Jr. Telephone Operator	05	Matric in at least 2 nd division with one year certificate from recognized TTC.	
Jr. Tube Well Operator	05	Matric in at least 2 nd division with certificate (Mechanical) from recognized TTC.	
Jr. Welder	05	Matric in at least 2 nd division with certificate (Electrician / welding) from a recognized TTC.	
Jr. Workshop Assistant	05	Matric in at least 2 nd division with certificate (Mechanical / Mechanics) from a recognized TTC.	
Duplicating Machine Operator	02	i. Matric in at least 2 nd division with 02 years' experience in the relevant field OR; ii. Literate with (07) years relevant experience.	

All those employees who remain in the same scale for a period of 03 years over and above the minimum required length of service for the next higher position shall stand eligible for promotion to the higher position subject to seniority-cum-fitness.

** In case of all new inductions, the nomenclature, requisite qualification/ experience and respective grades shall be as per the details in the Schedule whereas for the existing Staff having been appointed as per old criteria the old grade / nomenclature shall continue. Any anomaly or disharmony in nomenclature vis-à-vis the grades shall be addressed by the Selection and Promotion Committee with the approval of Syndicate. The redressal may include re-designation, up gradation or cadre change in such a way that there is no loss to the employee.*


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C. Schedule-II (Sanitation Staff)

Post	BPS	Qualification / Experience for initial appointment	Qualification / Experience for promotion
Sweeper	01	Matriculate in at least 2 nd division OR literate with 05 years relevant experience.	
	02	NA	i. Matriculate in at least 2 nd division with 05 years satisfactory service OR; ii. Literate with 10 years satisfactory service in the relevant field.
	03	NA	i. Matriculate in at least 2 nd division with 08 years satisfactory service OR; ii. Literate with 13 years satisfactory service in the relevant field.
	04	NA	i. Matriculate in at least 2 nd division with 11 years satisfactory service OR; ii. Literate with 15 years satisfactory service in the relevant field.


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D. Schedule-II (Class-IV Staff)

Post	BPS	Qualification / Experience for initial appointment	Qualification / Experience for promotion
Naib Qasid	01	i. Matric in at least 2 nd division OR; ii. Literate with 05 years relevant experience.	
Mali	01	i. Matric in at least 2 nd division OR; ii. Literate with 05 years relevant experience.	
Chowkidar/ Security Guards	01	i. Retired Defense Forces personnel with good physique. ii. Maximum age limit not more than 40 years. iii. Educated persons will be given preference	
Sanitary Attendant	01	i. Matric in at least 2 nd division OR; ii. Literate with 05 years relevant experience.	
Bearer	01	i. Matric in at least 2 nd division OR; ii. Literate with 05 years relevant experience.	
Mail Rider	01	Matric in at least 2 nd division with LTV driving license and two (02) years relevant experience.	
Helper	01	i. Matric in at least 2 nd division OR; ii. Literate with (05) years' experience in the relevant field.	
Dai	01	i. Matric in at least 2 nd division with Traditional Birth Attendant (TBA) and Course (one year) from the Health Department OR; ii. Literate with Traditional Birth Attendant (TBA) Course (one year) from the Health Department with five (05) years relevant experience.	

Cleaner / Conductor	01	i. Matric in at least 2 nd division OR; ii. Literate with 05 years relevant experience.	
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Chapter-13

The University of Swabi, Maintenance of the Register of the Registered Graduates Statutes, 2016


Section Officer-III
Governor's Secretariat
Khyber Pakhtunkhwa

1. **Title**

These statutes shall be called The University of Swabi, Maintenance of the Register of the Registered Graduates Statutes, 2016.

2. **Commencement**

These statutes shall come into force at once.

3. **Maintenance of the Register:**

The Register of the registered graduate shall be maintained by the Registrar through the Registration Section under Controller of Examinations of the University of Swabi. The information / lists of registered students will be provided to the concerned sections of the University.

4. **Report to the Syndicate:**

The Academic Council shall report enrolment of graduates to the Syndicate annually.


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Chapter-14

**The University of Swabi, Affiliation
and Disaffiliation of Educational
Institutions and Related Matters
Statutes, 2016**


Section Officer-III
Governor's Secretariat
Khyber Pakhtunkhwa

A. STATUTES FOR GRANTING AFFILIATION BY THE UNIVERSITY OF SWABI TO THE PUBLIC SECTOR INSTITUTIONS/ COLLEGES

1. Short title, commencement and application

1.1 These Statutes shall be called The University of Swabi, Affiliation Statutes, 2016 for educational institutes / colleges in Public Sector, framed under Section 28 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016 and in consonance with Section 32 of the Act *ibid*.

1.2 These Statutes shall come into force with immediate effect and shall supersede all previous Rules, Regulations and orders on the subject.

2. Applicability

Subject to the provisions contained in the Khyber Pakhtunkhwa Universities (Amendment) Act 2016, these statutes shall be applicable to;

2.1 The Educational Institutes/ Colleges in Public Sector within the territorial jurisdiction of The University of Swabi.

3. Definitions

In these Statutes unless there is anything repugnant in the subject or context:

- (a) "University" means "The University of Swabi";
- (b) "Affiliation" means affiliation with The University of Swabi;
- (c) "Affiliation Committee" means the Affiliation Committee of The University of Swabi;
- (d) "Inspection Committee" means a Committee constituted by the Vice Chancellor for inspecting the Educational Institutes established by the Government;
- (e) All other terms and expressions shall have the same meanings as assigned to them under Chapter I section 2 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016.

4. Objectives

These statutes provide for;

- a. Grant of affiliation to the colleges and institutes imparting higher/ professional education falling within the territorial jurisdiction of the University.
- b. Addition of new programme(s) or increase in intake/ number of seats.
- c. Withdrawal of affiliation or reduction in intake / number of seats.

5. Eligibility Criteria

5.1 The College(s) and Educational Institute(s) as prescribed in Section 2 above, imparting higher/professional education in one or more disciplines may be admitted to the University as its affiliated colleges/institutes.

Provided requirements for affiliation are fulfilled by the Educational Institute/ College.


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- 5.2 In addition to fulfillment of Section 32 of the Act, all other requirements as prescribed in these statutes shall be fulfilled by the applicant college/institute prior the inspection day.
- 5.3 There shall be no conditional affiliation if any of the requirements regarding faculty/teachers, laboratories, library, financial liabilities or suitability of building or feasibility of the premises are not fulfilled by the inspection day or the Inspection Committee considers these requirements as deficient and in-adequate.
- 5.4 In case of any deficiency prescribed above in Sub-section 5.3, the case shall stand deferred by the Affiliation Committee and shall give reasonable time frame to the college/institute for fulfilling the requirement before a re-inspection after depositing of due fee for such visit.

6. Procedure for seeking affiliation with The University of Swabi

- 6.1 Educational Institution, desirous of seeking affiliation, shall initiate the process for this purpose as soon as possible, at least 03 months before the commencement of admissions. Before or after the establishment of an educational institution by the Government, the Principal/Head shall submit a formal application to the Registrar on the prescribed proforma/questionnaire (Annexure A) to be obtained from the office of the Registrar, complete in all respects, as required under sub sections and clauses of Section 32 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016.
- 6.2 All such applications shall be submitted along with application and Inspection Fee (non-refundable), remitted to The University of Swabi designated Account.
- 6.3 In case of subsequent applications for affiliation in any additional subject(s), the College / Institute shall deposit Re-Inspection fee at the rate prescribed by Syndicate for each subject and the procedure in section 6.1 of the Statutes shall be followed.
- 6.4 Provided that no application for affiliation shall be entertained unless, the prescribed fee has been credited to the University.
- 6.5 The Head of Institution seeking affiliation shall submit the questionnaire (Annexure-A) to the Registrar duly filled-in all respects supported by attested copies of all the relevant documents along with formal request on the institutional letter head.
- 6.6 If the Registrar, after examining the documents, is satisfied that the prescribed requirements have been fulfilled, he may propose to the Vice Chancellor, the appointment of an Inspection Committee for visiting the College/Institute concerned.
- 6.7 The members of Inspection Committee shall be appointed by the Vice Chancellor, which shall include:
 - a. Senior most Dean Convener
 - b. One Professor or Associate Professor of the University
 - c. Registrar or his nominee not below the rank of Dy. Registrar;
 - d. Controller of Examinations or his nominee not below the rank of Dy. Controller.;
 - e. One Member of the Affiliation Committee to be nominated by the Affiliation Committee

- f. At least two subject experts (of the relevant discipline) to be nominated by the Vice Chancellor
- g. Librarian or his nominee not below the rank of Dy. Librarian
- h. Director Sports or his nominee not below the rank of Dy. Director Sports
- i. Treasurer or his nominee not below the rank of Dy. Treasurer
- j. Any other member(s) from the University nominated by the Vice Chancellor as per requirement.
- k. Director QEC not below the rank of Dy. Director QEC
- l. Director Academics / Deputy Director Academics / Deputy Registrar Academics

Provided that the term of the office of the members of Inspection Committee shall be two years excluding ex-officio members

- 6.8 The Inspection Committee shall examine the educational Institute in the light of the provisions of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016 and the information supplied through the questionnaire.
- 6.9 The Inspection Committee, after satisfying itself that the prescribed requirements have been actually fulfilled by the Institute(s), may recommend the affiliation of the Institute(s) in specific discipline(s) to the Affiliation Committee. The Inspection Committee shall submit its report to the Affiliation Committee on the prescribed format (Annexure B) for each discipline separately.
- 6.10 The Affiliation Committee may call the Head of the Institute so that he could reply to the queries. No T.A./D.A. shall be borne by the University.
- 6.11 If the Affiliation Committee is satisfied with the statements, it may recommend affiliation of the Institute concerned.
- 6.12 The recommendation of the Affiliation Committee shall be placed before the Syndicate for approval. However, to avoid delay, for reasons to be recorded, the Vice Chancellor may grant affiliation in anticipation of the approval of the Syndicate.
- 6.13 The Educational Institute affiliated to The University of Swabi, shall be governed by the Statutes, Regulations and Rules, framed by the University from time to time regarding:
 - a. The general scheme of studies;
 - b. The duration of the courses;
 - c. The medium of instruction and examinations;
 - d. The conditions of admission to the courses;
 - e. Detailed syllabi for the examinations held by the University;
 - f. The conditions under which students shall be admitted to the examination of the University;
 - g. Students discipline, their supervision and control of their residence and co curricular activities;


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- h. Health and general welfare of the students;
 - i. The ratio between teachers and students and the total workload of a teacher.
- 6.14** The teaching staff of the affiliated educational Institute shall possess such qualifications as may be prescribed by the Government of Khyber Pakhtunkhwa.
- 6.15** Inspection of every affiliated educational institute shall be held from time to time at least once a year by the Inspection Committee constituted by the Vice Chancellor of The University of Swabi. Action, if any, shall be taken against any institute under Section 32 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.
- 6.16** The Registrar with the approval of the Vice Chancellor is empowered to send a surprise inspection team to any institution at any time on a complaint or by himself in order to check and judge the standard of any of the requirements of the affiliation in general or specific to a special one.
- 6.17** An affiliated institute may, from time to time, apply for the recognition of further courses, programmes. Such application shall be accompanied by the same details as are required for initial affiliation and shall be dealt with as provided in section 6.1 [Refer section 33 of the Act].
- 6.18** Affiliated institutions shall be required to inform the University Authority of any relevant staff changes and of any change in the scope or standard of teaching courses or programs [Refer Section 32(2) of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016].
- 6.19** No educational Institution, desirous of seeking affiliation, shall conduct admission to any course of study and impart instruction in any subject, unless it has been granted the affiliation, for the subject(s) applied nor will it be permissible to start any class in any subject in anticipation of the grant of affiliation.
- 6.20** Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require to enable it to judge the efficiency of the educational institution. [Refer Section 34 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016].

7. Affiliation and Annual Renewal Fee

- 7.1 a.** Every Public Sector institution affiliated to The University of Swabi shall regularly pay Annual Affiliation Renewal Fee, at the rate prescribed by the Syndicate, before 31st December of each year.
- b.** While institutions/colleges affiliated in one or more disciplines in Semester Scheme of Studies [in BS (Hons) or higher degree] programme (in addition to the Annual Scheme of Studies) will pay the Annual Renewal Fee, as prescribed by the Syndicate.
- 7.2** The Annual Renewal Fee, as prescribed by the Syndicate, is an auditable entity which is neither refundable nor relaxable /exemptible and hence, each affiliated college / institute must deposit the same by 31st December each year.
- 7.3** For any delay in depositing the Annual Renewal Fee by an institution/college by 31st December of the year, a fine @ 1% per day will be imposed on the defaulting Institute.


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Provided such delay is not for more than 01 month. After one month (30 days) additional fine shall be charged on such Institutions at the rate prescribed by the Syndicate.

Provided further, if a college/ Institute fails to deposit the Annual Renewal fee up to 30th June, the Affiliation may be suspended and a notice for disaffiliation shall be issued on basis of Financial Incompetency.

8. Objectives of Affiliation/Inspection Committee Regarding the Criteria of Affiliation for Public Sector institute

The objective of Affiliation / Inspection Committee is to monitor the academic activities of the Public Sector Institute and to regulate their performance so that they could effectively play their role in imparting quality education. In order to introduce a uniform system of affiliation, the Higher Education Commission, has constituted "A safeguard guide line system" for the Institute to ensure the organizational, legal, financial and other related formalities and requirements which need to be fulfilled and adhered to for brining about uniformity of educational standards in public / private Institutes. In addition, These Affiliation Statutes are the University of Swabi own Affiliation Statutes for public and private institutions to regulate affiliation and disaffiliation cases. However, the general criteria and the norms of Higher Education Commission with regard to affiliation of institutions having the minimum basic requirements will be followed.

9. General

- 9.1** The practice of granting provisional affiliation will be stopped forthwith. Affiliation will be granted on regular basis after having ensured the fulfillment of all requirements for affiliation under these Statutes (Refer to Sub-Statute 6.12).
- 9.2** The Professional Institutions, such as Medical Colleges, Para Medical Institutions, Engineering Colleges and Institutions, Homoeopathic and Tibbia Colleges and any other institutions, desirous of seeking affiliation with The University of Swabi, must register their institutions with their related Councils or Bodies or Government/semi Government Authority constituted to this effect, such as, Pakistan Medical and Dental Council, Pakistan Engineering Council, National Council for Homoeopathy, National Tib Council, etc, before approaching The University of Swabi with their applications for affiliation.

10. DISAFFILIATION

The cases of disaffiliation shall be dealt as per provision of Section 35 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.


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B. STATUTES FOR GRANTING AFFILIATION TO EDUCATIONAL INSTITUTIONS IN PRIVATE SECTOR BY THE UNIVERSITY OF SWABI

1. Short title, commencement and application

- 1.1** These Statutes shall be called The University of Swabi, Affiliation Statutes for education institutes in private sector, framed under Section 28 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016.
- 1.2** These Statutes shall come into force with immediate effect and shall supersede all previous Rules, Regulations and orders on the subject.

2. Applicability

Subject to the provisions contained in the Khyber Pakhtunkhwa Universities (Amendment) Act 2016, these statutes shall be applicable to;

- 2.1** Education Institutions in private sector within the territorial jurisdiction of The University of Swabi.
- 2.2** Colleges and institutes falling within the territorial jurisdiction of other universities of the Province.

Provided that they opt for affiliation with The University of Swabi and provide NOC from University of its jurisdiction.

- 2.3** Existing educational institutes / colleges of the Province

Provided they opt for affiliation with The University of Swabi and get delinked from other university to which they were affiliated earlier and was/were in their jurisdiction.

3. Definitions

In these Statutes unless there is anything repugnant in the subject or context:

- (a) "University" means "The University of Swabi";
- (b) "Affiliation" means affiliation with The University of Swabi;
- (c) "Affiliation Committee" means the Affiliation Committee of The University of Swabi;
- (d) "Inspection Committee" means a Committee constituted by the Vice Chancellor for inspecting the Educational Institution established by the Government;
- (e) All other terms and expressions shall have the same meanings as assigned to them under Chapter I section 2 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016.

4. Objectives

The statutes provide for;

- a. Grant of affiliation to the educational institutes / colleges imparting higher education
- b. Addition of new programme(s) or increase in intake/ number of seats.
- c. Withdrawal of affiliation or reduction in intake/ number of seats.


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5. Eligibility Criteria

- 5.1 The Educational Institutes / Colleges as prescribed in clause-2 imparting/ intend to impart higher education in one or more disciplines, may be admitted to the University as its affiliated college/institutes.

Provided that the prescribed requirements for affiliation are fulfilled by the College/Institute concerned.

- 5.2 In addition to fulfillment of requirements under section 32 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016, all requirements as prescribed in these Statutes shall be fulfilled by the applicant college/institute prior to inspection day.
- 5.3 No College/ Institute shall be granted conditional affiliation.
- 5.4 In case of any deficiency, the Affiliation Committee may defer the case and shall give reasonable time to the college/institute for fulfilling the requirement before a re-inspection after depositing of due fee for the such visit.

6. Applications for Affiliation

Any private college/Institute as prescribed in clause-2 above may apply for affiliation with The University of Swabi.

7. Procedure for seeking affiliation with The University of Swabi

- 7.1 Educational Institution, desirous of seeking affiliation, shall initiate the process for this purpose as soon as possible, at least 03 months before the commencement of admissions. Before or after the establishment of an educational institution in the Private Sector, the Principal/Head shall submit a formal application to the Registrar on the prescribed proforma/questionnaire (Annexure A) to be obtained from the office of the Registrar, complete in all respects, as required under sub sections and clauses of Section 32 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016 along with Registration Certificate from Higher Education Regulatory Authority.
- 7.2 All such applications shall be submitted along with Application and Inspection Fee, as prescribed by the Syndicate to be credited to the University account.
- 7.3 In case of subsequent application for affiliation in any additional subject(s) (in the same degree programme) the institution concerned shall deposit Re-inspection Fee as prescribed by the Syndicate (non-refundable), for each subject, which shall be different for new degrees in Emerging Sciences. The procedure in clause 7.1 of these statutes shall be followed.
- 7.4 No application for affiliation shall be entertained unless the prescribed fee has been credited to the University.
- 7.5 The Head of Institution seeking affiliation shall submit the questionnaire (Annexure-A) to the Registrar duly filled-in all respects supported by attested copies of all the relevant documents along with formal request on the institutional letter head.
- 7.6 If the Registrar, after examining the documents, is satisfied that the prescribed requirements have been fulfilled, he may propose to the Vice Chancellor, the appointment of an Inspection Committee for visiting the College / Institute concerned.

7.7 The members of Inspection Committee shall be appointed by the Vice-Chancellor, which shall include;

- a. Senior most Dean Convener
- b. One Professor or Associate Professor of the University
- c. Registrar or his nominee not below the rank of Dy. Registrar;
- d. Controller of Examinations or his nominee not below the rank of Dy. Controller;
- e. One Member of the Affiliation Committee to be nominated by the Affiliation Committee
- f. At least two subject experts (of the relevant discipline) to be nominated by the Vice Chancellor
- g. Librarian or his nominee not below the rank of Dy. Librarian
- h. Director Sports or his nominee not below the rank of Dy. Director Sports
- i. Treasurer or his nominee not below the rank of Dy. Treasurer
- j. Any other member(s) from the University nominated by the Vice Chancellor as per requirement.
- k. Director QEC not below the rank of Dy. Director QEC
- l. Director Academics / Deputy Director Academics / Deputy Registrar Academics

Provided that the term of the office of the members of Inspection Committee shall be two years excluding ex-officio members

7.8 The Inspection Committee shall examine the educational Institute in the light of the provisions of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016 and the information supplied through the questionnaire (Annexure-A). The Inspection Committee shall submit its report to the Affiliation Committee on the prescribed format (Annexure B) for each discipline separately.

7.9 The inspection Committee after satisfying itself that the prescribed requirements have been actually fulfilled, may recommend the grant of affiliation of College/Institute.

7.10 The recommendations of the Inspection Committee shall be placed before the Affiliation Committee, which may accept the recommendations or reject or send the case back with comments to the Inspection Committee for re-examination.

7.11 The Affiliation Committee may call the Convener of the Inspection Committee for any queries /clarification if necessary.

7.12 The Affiliation Committee, after such further inquiry, if any, as it might consider necessary, shall forward its recommendations to the Syndicate for approval. However, to avoid delay, the Vice Chancellor may grant approval for notifying the affiliation in anticipation of the approval of the Syndicate, for reasons to be recorded.

No educational Institution, desirous of seeking affiliation, shall conduct admission to any course of study and impart instruction in any subject, unless it has been granted


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affiliation, for the subject(s) applied, nor will it be permissible to start any class in any subject in anticipation of the grant of affiliation.

- 7.14** Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require to enable it to judge the efficiency of the educational institution. [Refers Section 34 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016]
- 7.15** The educational institution affiliated to The University of Swabi, shall be governed by the Statutes, Regulations and Rules framed by the University from time to time regarding:
- a. The general scheme of studies;
 - b. The duration of the courses;
 - c. The medium of instruction and examinations;
 - d. The conditions of admission to the courses;
 - e. Detailed syllabi for the examinations held by the University;
 - f. The conditions under which students shall be admitted to the examination of the University;
 - g. Students discipline, their supervision and control of their residence and co-curricular activities;
 - h. Health and general welfare of the students;
 - i. The ratio between teachers and students and the total workload of a teacher.
- 7.16** Every educational Institute shall promptly report to the University regarding any transfer or change in the Management, teaching staff or any circumstances affecting the adequacy of its financial resources. An undertaking to this effect be submitted by each educational Institute [as contained in Section 32(2) of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016]
- 7.17** All appointments of Administration and Faculty/Teachers must be approved by the Board of Governors of the institute.
- 7.18** The teaching staff of the affiliated educational institution shall be in possession of such qualifications as may be prescribed by The University of Swabi.
- 7.20** Inspection of affiliated educational institution shall be held from time to time and action can be taken under Section 34(1) (2) and 35 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016 for violation of these Statutes.
- 7.21** There shall be a Board of Governors of each institution, which shall meet twice a year. The following shall be ex-officio members of the Board of Governors of the affiliated institution in addition to others:
- a. Dean or Professor of the of the University to be nominated by the Vice Chancellor;
 - b. Professor or Associate Professor of the concerned discipline to be nominated by the Vice Chancellor;

c. Registrar or his nominee;

- 7.22 An affiliated institution may from time to time apply for the recognition of further courses, programmes. Such application shall be accompanied by the same details as are required for initial affiliation and shall be dealt with as provided in sub section 7.1 & 7.2

8. Affiliation and Annual Renewal Fee

- 8.1 After approval of affiliation from the Competent Authority, the affiliated institution shall be required to deposit Affiliation Fee at the rate prescribed by the Syndicate.

Provided that the Affiliation shall be notified only after the institution has deposited the prescribed fee

- 8.2 Each educational institution affiliated with The University of Swabi, shall pay the Annual Renewal Fee per student as the rate prescribed by the Syndicate.

- (a) Excluding only those who earn compartment and are not promoted to the next higher class.
- (b) Renewal fee shall be remitted to the University Account along with the list of students showing year-wise enrolment (in duplicate), fee structure (all dues charged) addressed to the Registrar. Crossed cheque shall not be acceptable.
- (c) Examination forms of the institutions failing to comply with the instructions issued, shall not be entertained by the Controller of Examinations.
- (d) The Academic/Affiliation Section will receive the above mentioned fee along with examination admission forms of the candidates and will not issue Roll Numbers to the institutions unless the renewal fee is cleared.

- 8.3 a. The Annual Renewal Fee prescribed by The University of Swabi is an auditable entity which is neither refundable nor relaxable/ exemptable and hence, each affiliated college/ institute must deposit the same by 31st December each year.

b. For any delay not depositing the Annual Renewal Fee by an institution/college by 31st December of the year, a fine @ 1% per day will be imposed on the defaulting Institute .

Provided such delay is not for more than 01 month. After one month (30 days) additional fine shall be charged on such Institutions at the rate prescribed by the Syndicate.

Provided further, if a college/ Institute fails to deposit the Annual Renewal fee up to 30th June, the Affiliation may be suspended and a notice for disaffiliation shall be issued on basis of Financial Incompetency.

9. 9.1 Building of an institution (seeking affiliation) should consist of offices, classrooms, library, staff room, Principal's office, common rooms, bath rooms, and such other facilities e.g. labs, as are needed for an institution of this nature in accordance with the criteria set out by the Higher Education Commission.

- 9.2 The building is to be owned or rented by the management of the institution. In case of a rented building, a lease deed / rent deed for a period of at least 05 years must be produced.


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9.3 If an institution, after submission of such deed for 05 years, fails to maintain its running of the college in the same building, it shall apply to the University as per "initial procedure of affiliation" for inspection of the new building/premises at least 03 months before the planned shifting. The college must not shift until approval for the new building/premises' clearance and suitability is granted by the Statutory Body/ Competent Authority. Further, the institute/college must pay Inspection Fee at the rate as prescribed by the Syndicate.

9.4 If a college/institute is affiliated in more than one discipline the new building and its premises will be inspected according to that requirement.

10. Suspension of Affiliation and disaffiliation of a college/institution

10.1 If in the opinion of the Affiliation Committee/ Syndicate, an affiliated college/institute (Administration or Board of Governors) has failed to comply with these Statutes, the Affiliation Committee or in case of urgency of the matter the Vice Chancellor may suspend the affiliation of an affiliated College / Institute.

10.2 The Affiliation Committee shall give the governing body of an affiliated college/ Institute, two months notice in writing that it intends to recommend disaffiliation of the defaulted college/institute.

10.3 Before giving notice under sub-section 10.2 above, the Affiliation Committee shall:

- a. Notify through the Principal / Director to the governing body of the affiliated college/ institution of the matters regarding which it is alleged that the college has failed to comply with this Statutes;
- b. Give the management of the affiliated college an opportunity to show cause why the college/ institution should not be disaffiliated.


11. General

11.1 The practice of granting provisional affiliation shall be stopped forthwith. Affiliation shall be granted on permanent basis after having ensured the fulfillment of all affiliation requirements under the provision of these Statutes. However, the continuation of affiliation shall be subject to Section 34(1) (2) and 35 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016 (Read with Sub-Statute 7.12).

11.2 The Professional Institutions, such as Medical Colleges, para Medical Institutions, Engineering Colleges and Institutions, Homoeopathic and Tibbia Colleges and other Institutions, desirous of seeking affiliation with The University of Swabi, must register their institutions with their related Councils or Bodies or Government/ semi Government Authority constituted to this effect, such as, Pakistan Medical and Dental Council, Pakistan Engineering Council, Pharmacy Council of Pakistan, National Council for Homoeopathy, National Tib Council, etc, before approaching The University of Swabi with their applications for affiliation.

11.3 Any educational institutions in Private Sector, seeking affiliation with The University of Swabi, shall be required to have been registered with Higher Education Regulatory Authority (HERA) and accredited with or recognized relevant Council or Accreditation Authority established by the Federal or Provincial Government.

12. Disaffiliation


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The cases of Disaffiliation shall be dealt as per provision of Section-35 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.


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Annexure-A

(For Public & Private Sector Colleges/ Institutes)

APPLICATION FORM FOR AFFILIATION

Note: please answer every question clearly and in detail:-

1. General:

- i. Name of Institution/college, address with fax/ email/ telephone numbers;
- ii. Year and objectives of establishment;
- iii. Name of the controlling authority/ chief executive;
- iv. Name, designation and qualifications of the head of institution;
- v. Name of registered society/body, trust, foundation;
- vi. Governing body, its composition and other relevant details

2. Physical facilities:

- i. Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the administration building; (Attach Ownership papers/ Deed of agreement with the owner for at least five (05) years in case of rented building)
- ii. Total number and size of class rooms, capacity for students;
- iii. Details of the laboratories, workshops and equipments appropriate to the courses;
- iv. Details of the office equipment, furniture and fixtures;
- v. Number of quarters/ residences at the campus for teaching staff;
- vi. Details of sports grounds and other facilities;
- vii. Status of gas and water and electricity fitting;
- viii. Transport vehicles for official use and students;
- ix. Details of students' hostels buildings.

3. Academic facilities:

- i. Current academic programmes present at institution/ College;
- ii. Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups;
- iii. Subjects to be offered at Master's level

4. Faculty/staff:

- i. Faculty strength, names of members of teaching staff, their qualification, training and skill, designations, experience, pay scales;
- ii. Mode of appointment of teaching staff and criteria of selection;


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- iii. Total number of non-teaching, administrative and supporting staff; their designation, qualifications and experience;
 - iv. Details of medical services for students and employees
5. **Library:**
- i. Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
 - ii. Information regarding accommodated number of students in reading rooms
6. **Facilities Regarding Information Technology:**
- i. Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
 - ii. Internet connectivity available to students.
7. **Students:**
- i. Total number of students enrolled in the institution/ college;
 - ii. Enrolment of students level-wise
8. **Admissions:**
- i. General policy;
 - ii. Number of students to be enrolled, level-wise;
 - iii. Procedures and criteria of admission
9. **Quality Assurance and Student Supervision:**
- i. Arrangement for academic supervision of students:
 - ii. Arrangements for quality assurance:
 - iii. Level of administrative and technical support for quality assurance
10. **Finances:**
- i. Financial position of institution/ college and sources of income to meet the recurring and developmental expenses of the institution/college duly audited by the Assistant Director local fund Department of the University and Director Finance or his nominee on nominal audit fee to be paid by the concerned Institute/ College.
 - ii. Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;
 - iii. Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.

Head of the Institution / Director / Principal
(Public Institution / Private Institution)


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Hyderabad

11. **Additional information, if any**

The template of the Questionnaire (Annexure-A) / proforma is subject to revision by the syndicate from time to time.


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Annexure-B

(For Public & Private Sector Colleges/ Institutes)

INSPECTION REPORT

Name of Institute: _____

Address: _____

Date of Inspection: _____

Component	Nature of Requirement	Standards / Norms for affiliation of Institutions		Remarks of Inspection Committee The University of Swabi
Department	Departments (Physics, Chemistry etc.)	One department		
	Teacher Student Ratio (desirable)	1:12	Maximum for science subjects involving lab work	
		1:20	For others	
	No. of administrative staff including laboratories	Equal to teaching staff		
Teaching Faculty	Teachers	50% full time faculty members with minimum prescribed qualification as Master degree in relevant subject		
	No. of teachers (full-time) required (cadre-wise) per department	Six teachers per department (Relaxable for Public Sector Colleges to hire faculty on Contract basis if regular faculty is deficient)		
	Associate Professor and Professor	At least 20-25% faculty with MPhil degree particularly in Basic Sciences, Computer and IT subjects		
Libraries	Journals	Subscription to at least Daily newspaper and 5 weekly periodicals		
Facilities	Hall / Lecture theatres (desirable)	16'x32, for each section of class (not exceeding 40 students)		
	No. of rooms required (desirable)	2 lecture rooms, 1 seminar room, 1 Library cum Reading room 1 committee room		
Teaching and Administrative Staff Offices	Required for each University (desirable)	1 Staff room 1 Faculty office		
Laboratories / workshops / PC / Internet	No. of Laboratories required (desirable)	At least 1 Lab per department with appropriate space (in case of science subject)		
	Workshops (desirable)	20 to 40 sq ft. per student		
	PC (Desirable)	1 for 3 students in case of IT courses		


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Service	Internet Service (Desirable)	4 Mega bytes access rate shall be provided	
Gross Area	Area in acres	* 1/2 acre (04 kanals) at least (depending upon the location having potential for further development)	
	Built in / covered Area (desirable)	Minimum 100 sq ft. per student.	
	General facilities: office, staff rooms, cafeteria, reading room auditorium, committee room, conference room, housing for staff parking space and toilets etc.		
Hostels Desirable	Cubicles (desirable) Dormitories (Desirable) Dinning (Desirable) Gross space (desirable)		
Scholarships	Scholarships and free ships.	At least 10% of the students to be given scholarships	
Inspection	Peer review	One scientist having an impact factor of 30 will be associated in the inspection of the institution for NOC clearance.	
Finance	Endowment Fund Secured in the name of Trust / Society)	Rs. 1.0 million (not applicable in case of public sector institution)	
	Tangible assets in the form of land / building etc.	Rs. 5.0 million	
	Working capital	Rs. 2.0 million (not applicable in case of public sector institution)	
	Total:	Rs. 8.0 million	

Findings: _____

Reasons: _____

Member Inspection Committee
(To be filled and signed by each member of the Committee)


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Chapter-15
The University of Swabi,
Election to the University Authorities
Statutes, 2016


Section Officer-III
Governor's Secretariat
Khyber Pakhtunkhwa

1. Title

These statutes shall be called The University of Swabi, Election to the University Authorities Statutes, 2016

2. Commencement

These statutes shall come into force at once.

3. Election Authority

- (1) The Registrar shall conduct the elections, and deal with all relevant matters, as the Election Authority of the University and, subject to these Statutes, regulate his procedure of work.
- (2) The Election Authority may require any University Officer/ Teacher or any other University employee to perform such functions or render such assistance for the purpose of the Statutes as he may direct.
- (3) The Election Authority shall determine the number of constituencies for the elections in accordance with the provisions of the Act.

4. Elections to Fill Vacancies

Once in three years, elections shall be held on the appointed date to fill vacancies in the University Statutory Authorities, as provided in the Act and are required to be filled up by election. In case a seat falls vacant due to any reason before the completion of the whole term, a bye-election may be held within one month on an appointed date, for the remaining period.

5. Notice of Election

The Election Authority shall by a general notification announce the programme of elections in various constituencies, showing the appointed dates for the various stages of the elections, as specified in Schedule-I of the rules made under these Statutes;

Provided that the Returning Officer may, with the approval of Election Authority, make such changes in the schedule of dates as the circumstances may require however, the election process must be completed within one month of the vacancy of seat(s) as refer to Statute 4 of these Statutes.

6. Appropriate Date in case of a Holiday

If any appointed date falls on a holiday, the next working day shall be considered to be the appropriate date.

7. Publication of Electoral Lists

The Election Authority shall, on the appointed date, publish the Electoral Lists (as per schedule-II of the rules made under these Statutes) of the elections by a general notification, which shall be circulated to Heads of Teaching Departments and Institutes as well as to the administrative sections and affixed on the University Notice Board and uploaded on the University website.


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8. Claims and Objections

All claims for entry in the aforesaid electoral lists and objections thereto shall be received by the Election Authority upto an appointed date, which shall be decided by him within ten days, and the decision so made shall be notified/ uploaded on the university website.

9. Decision of the Election Authority

The Election Authority shall be the Appellate Authority and its decision in respect of claims and objections shall be final.

Provided that a written objection thereto is filed within three days

10. Decision by Committee

If any objection is taken to the decision of the Election Authority, it shall be decided within three days by a Committee, consisting of four University teachers, to be appointed by the Vice-Chancellor in consultation with the complainant, one of the members shall be nominated as the chairperson of the meeting. The quorum shall be three, and the decision shall be taken by majority. In case of a tie, the chairperson shall have a casting vote.

11. Correspondence with Electors

- (1) Correspondence shall be addressed to the Electors by name. The electoral lists, etc. shall be sent on their official address only, if abroad then by official or registered email. An Elector shall notify any change in his address to the Election Authority within the prescribed time.
- (2) Final electoral lists shall be affixed on the University notice boards and copies thereof dispatched by the Election Authority to the Chairpersons of the Teaching Departments, Deans of Faculties, Directors of Institutes and Administrative Sectional Heads for the information of the Electors.

12. Qualifications for Membership and Vote

Any person, whose name is on the electoral list, shall be qualified to vote, or become a candidate to be elected as member of the Authority subject to fulfillment of the conditions prescribed in the Act.

13. Nomination for Election

- (1) An Elector of a constituency may propose and second the name of only one qualified person to be a candidate for that constituency. In case the number of Electors in a category is less in number, then the Electors from the lower category shall propose and second the name of candidate for a specific constituency.
- (2) Every such proposal shall be made by a separate nomination paper on the prescribed form as given in schedule-III of the rules made under these Statutes, which shall be signed by the proposer and the seconder (in case the proposer and seconder are not available in a category then the Electors from the lower category shall act as proposer and seconder) and shall contain a declaration signed by the candidate that he has consented to the nomination and that he is not subject to any disqualification for being elected as a member.
- (3) Nominations exceeding the number of vacancies in a constituency shall invalidate all nominations made by an Elector as proposer or seconder.


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- (4) Every nomination paper shall be delivered personally by the candidate or his proposer/ seconder, to the Returning Officer, so as to reach him not later than the appointed date.
- (5) The Returning Officer shall give serial number to every nomination paper and record therein the name of the person presenting it and the date of its receipt.
- (6) The Returning Officer shall notify a list of nomination papers received by him, containing particulars of the candidates and names of the proposers and seconders.

Provided that in case there is only one eligible voter in the electoral list of a constituency, the voter shall be declared elected un-opposed if the voter so desires and submits the same in writing.

14. Scrutiny of Nomination Papers

- (1) On the appointed date, the Returning Officer shall scrutinize the nomination papers received by him. The candidates, their election agents, proposers or seconders may attend the scrutiny of nomination papers.
- (2) The Returning Officer shall give the candidates, their election agents, seconders and proposers a reasonable opportunity for examining the nomination papers; and the objections raised, if any, shall be considered and decided by him on the spot.
- (3) The Returning Officer shall, after a summary inquiry, if necessary, reject a nomination paper on any one of the following grounds:
 - (a) the candidate is not qualified to be elected as a member;
 - (b) the Proposer or Seconder is not qualified to subscribe to the nomination papers;
 - (c) the provisions of the Statutes have not been complied with, or that the signatures of the Proposer or the Seconder do not seem to be genuine or are alleged as such;

Provided that the rejection of any nomination paper of a candidate shall not invalidate his nomination by any other valid nomination paper;

- (d) The Returning Officer Shall not reject a nomination paper on the grounds of any defect which is not of a substantial nature, and may allow any such difficulty to be removed forthwith;
- (e) The Returning Officer shall endorse on each nomination paper his decision about accepting or rejecting it, stating reasons in case of rejection; and
- (f) In case of rejection of a nomination paper, the candidate may file objections within three days with the Election Authority or to the Committee appointed under Statute-8, whose decision shall be final.

15. Publication of List of Candidates

- (1) The Returning Officer shall, after scrutiny of the nomination papers, prepare and publish in the prescribed form (as per schedule-IV of the rules made under these Statutes) a list of candidates validly nominated.
- (2) In case the objections against the rejection of a nomination paper are accepted by the Committee as constituted under Statute-8, the Returning Officer shall, accordingly, revise the list of validly nominated candidates.

16. Withdrawal of Candidature

- (1) Any nominated candidate may withdraw his candidature by a notice in writing, signed by himself and delivered in person, or through his Agent duly authorized by him in writing to the Returning Officer, so as to reach the Returning Officer on or before the appointed date.
- (2) A notice of withdrawal shall in no circumstances be open to revocation or cancellation.
- (3) Copies of such notices of withdrawal shall be notified for general information and a copy placed on the University notice boards.

17. Un-Contested Election

Where, after scrutiny of nomination papers, only one person remains a validly nominated candidate for election in a constituency, or where after withdrawal only one person is left as a contesting candidate, or if there is only one candidate in a constituency, the Returning Officer shall notify such candidate to have been elected un-opposed, *provided no appeal is pending against the rejection of any nomination paper.*

18. Election Agent

- (1) The candidate may appoint a person, qualified to be an Elector, to be his Election Agent in writing to the Returning Officer.
- (2) The appointment of an Election Agent may, at any time, be revoked in writing by the candidate.

19. Polling Agent

- (1) The contesting candidate or his Election Agent may, before the commencement of the polls, appoint for each Polling Station a Polling Agent and shall give notice thereof in writing to the Presiding Officer.
- (2) The appointment of the Polling Agent may be revoked at any time by the candidate or his Election Agent.
- (3) Where any act or thing is authorized under these Statutes to be done in the presence of the candidate or any Election or Polling Agent, the failure of such person to attend shall not invalidate any act or thing otherwise validly done.

20. Polling Hours

The Returning Officer shall notify the day and hours of polling.

21. Stopping of the Polling

- (1) The Presiding Officer of a Polling Station may stop the polling and inform the Returning Officer that he has done so, if the polling at the Polling Station is at any time so interrupted and obstructed that it cannot, in the opinion of the Presiding Officer, be carried on.
- (2) When the polling has been stopped, the Returning Officer shall immediately report the circumstances to the Election Authority, who shall direct a fresh poll on a date to be fixed by him. The over-all result of the polling in a constituency shall not be announced until the results of the fresh polling are known.


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22. Voting

- (1) The elections shall be contested by secret ballot, by tendering the ballot papers by hand, or by post, on the prescribed form (schedule-V of the rules made under these Statutes).
- (2) Postal ballot papers, on the prescribed form, shall be issued 10 days before the election date by the Returning Officer, under registered cover with acknowledgement due. Provided that a signed copy of ballot paper may also be sent / received via verified email.
- (3) Ballot papers shall be issued, after identification and comparison with the Electoral list, to the satisfaction of the Returning Officer, in case of postal ballot, or the Presiding Officer at the polling stations.
- (4) Any ballot paper, bearing cutting, scratching or over-writing, or which does not bear the official mark, shall be rejected as invalid, the record of which shall be kept by the Presiding Officer.
- (5) If an Elector, who has inadvertently spoiled the ballot paper or the declaration form, requests for the issue of a duplicate ballot paper, the Returning or Presiding Officer may, after satisfying himself, issue him another ballot paper or declaration form. The spoiled ballot paper and declaration form (schedule-VI of the rules made under these Statutes), together with their counterfoils, shall be marked as duplicate.

23. Counting of Votes

- (1) On the conclusion of polling, the Presiding Officer shall record the number of votes polled for contesting candidates and note down the total number of votes casted and rejected, and strike the balance.
- (2) The candidate or his Polling or Election Agent shall be allowed to be present at the time of counting of votes.
- (3) All the ballots and a copy of record shall be sealed by Presiding Officer immediately after counting in presence of staff and Polling Agents.

24. Declaration of Results

- (1) The candidate(s) who get(s) the highest number of valid votes shall be reported by the Presiding Officer(s) to the Returning Officer for total counting, including postal ballots, in the presence of the candidate(s) or his/their Election Agent(s), and notifying the name(s) of successful candidate(s).
- (2) In case of equality of votes between two or more candidates, the Returning Officer shall report the situation to the Election Authority who shall announce the schedule of re-election for particular constituency within three (03) days and the re-election process to be completed within ten (10) days.
- (3) If any candidate, Election Agent or Polling Agent objects to the counting, and the objection is reasonable, in the opinion of the Presiding Officer, he may order recounting of votes in the presence of the persons.

25. Election Tribunal

- (1) In case of dispute(s) in elections, all petitions shall be addressed, within three days of the declaration of the results, to the Election Tribunal, consisting of the nominee of Chief Justice of High Court, appointed as a member of the Syndicate, who shall act as

Chairperson; the Senior most elected Teacher member of the Syndicate as Secretary, and a nominee of the Vice-Chancellor.

- (2) The Election Tribunal may examine the petitioner(s) and other candidates and also examine the records of election and, upon the conclusion, make an order:
 - (a) rejecting the petition;
 - (b) declaring the election of the returned candidate void, or/and declaring the petitioner or other contesting candidate(s) to have been duly elected, or
 - (c) declaring the election as a whole void.
- (3) The decision of the Election Tribunal shall be final and binding on all parties to the dispute(s).

26. Custody of Election Record

The Returning Officer shall retain, until the expiry of three months from the date of election, or the decision of Election Tribunal, as the case may be, all the papers connected with the election.

27. Framing of Rules

For carrying into effect the purpose of these Statutes, rules may be framed with the approval of the Syndicate.


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SCHEDULE – I

The University of Swabi

Schedule of Dates

The dates given below may be changed by the Returning Officer as the circumstances may require (within the limit of 15 days):-

<u>Schedule</u>	<u>Date</u>
1. Publication of electoral lists	
2. Claims for and objections to entries in the electoral lists	
3. Publication of final electoral lists	
4. Notification of Election Schedule	
5. Receipt of nomination papers	
6. Scrutiny of nomination papers.....	
7. Publication of lists of validly nominated candidates	
8. Withdrawal of nominations	
9. Objections/Claims against rejection of nominations.....	
10. Publication of lists of contesting candidates	
11. Issue of ballot papers in case of ballot by post	
12. Elections	
13. Announcement of election results in the prescribed form	


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SCHEDULE - II

The University of Swabi

(List of Contesting Candidates)

Election to the (Senate/Syndicate/Academic Council) for the period
from.....to..... For the Constituency
of.....

S. No.	Name of the Contesting Candidates in Alphabetical Order	Designation of the Contesting Candidates

Notice is hereby given that the poll shall be taken between the hours of
to..... on (date) at (Place)

Dated

Returning Officer


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SCHEDULE - III
The University of Swabi
NOMINATION FORM
(To be Filled in by The Proposer)

Election to the Constituency of

I, (Name of the Proposer), registered as an elector at serial No in the electoral list, do hereby propose the name of at serial No....., in the electoral list, for the Constituency of

Dated

(To be Filled in by the Seconder)

Signature of Proposer

I, (Name of the seconder), registered as an elector at serial No..... in the electoral list, do hereby second the nomination of at serial No....., in the electoral list, for Constituency of

Dated

(To be Filled by the Person Nominated)

Signature of Seconder.

DECLARATION

I,son/daughter/wife of registered as an elector at serial No....., in the electoral list for the Constituency of, do hereby declare that I have consented to the above mentioned nomination and that I am not subject to any disqualification for being elected as a member.

Signature of the Person Nominated

(To be Filled by Returning Officer)

Dated

Serial number of nomination paper This nomination paper was delivered to me at my office at (hours) on (date) by being the candidate/proposer/seconder.

Dated

Returning Officer

(Decision of Returning Officer accepting or rejecting the nomination paper on the day fixed for scrutiny).

I have examined this nomination paper in accordance with the provision of the Section of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016) and Election Statutes of the University of Swabi, and decide as follows.

(in case of rejection, state brief reasons)

Dated

Returning Officer


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SCHEDULE - IV

The University of Swabi

List of Validly Nominated Candidates

Election to the..... (Syndicate/ Senate/ Academic Council) for the period from
..... to For the Constituency of

S. No.	Name of Candidates	Designation	Present Postal Address of the Candidate

Place:

Dated:

Returning Officer

SCHEDULE - V

Secret Ballot Paper

For the Constituency of.....

S. No.	Name of the Candidates	Put a Stamp against Choice Candidate


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SCHEDULE - VI

Declaration by Elector Casting Vote by Post

I hereby declare that I am the elector at serial No. to whom the postal ballot paper serial number has been issued for the above election.

Signature of Elector

Dated:

Address

(Attestation of Signature)

The above has been signed in my presence by who is personally known to me/ has been identified to me to my satisfaction by (identifier) who is personally known to me.

Signature of Identifier

Any

Designation

Dated

Address

Certificate

I hereby certify that :-

1. The above named elector is personally known to me/has been identified to my satisfaction by (identifier) who is personally known to me;
2. I am satisfied that the elector suffers from (infirmity) and is unable to record his vote himself or sign his declaration;
3. I was requested by him to mark the ballot paper and sign the above declaration on his behalf; and
4. The ballot paper was marked and the declaration signed by me on his behalf, in his presence and in accordance with his wishes.

Signature of identifier, if any Address

.....

Signature of Attesting Officer

Designation

Dated

Address


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Chapter-16
The University of Swabi,
Establishment of Faculties, Teaching
Departments, Constituent Institutions,
Constituent Colleges and Other
Academic Divisions Statutes, 2016


Section Officer-III
Governor's Secretariat
Khyber Pakhtunkhwa

1. Title

These statutes shall be called The University of Swabi, Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions Statutes, 2016.

2. Commencement

These statutes shall come into force at once.

3. Faculties

(1) The University shall include the following Faculties:

- a. The Faculty of Arts & Social Sciences
- b. The Faculty of Sciences
- c. The Faculty of Numerical Sciences
- d. The Faculty of Health Sciences
- e. The Faculty of Agriculture
- f. The Faculty of Earth Sciences
- g. Any other faculty as may be established by the Statutes

(2) The Syndicate may from time to time, on recommendation of the Academic Council propose establishment of some other faculties/ Departments/ Institutes/ Centers/ and constituent Institutes/ Colleges/ Schools in the University, and its Sub-Campuses or re-organize any of the above if needed.

4. Powers of the University

The University shall have the powers vested in it by Section 6 (xvi) of the Act to accept the examinations passed and the period of study spent by students of the University at other universities and places of learning equivalent to such examinations and periods of study in the University, as it may prescribe, and to withdraw such acceptance.

5. Regulations and Rules

Under provision of Section 2 (o) & (v), Section 29 and Section 31 of the Act; Regulations and Rules shall be made by the Academic Council for the purpose under provision of these Statutes, as it may deem necessary from time to time.


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Chapter-17
The University of Swabi,
Professor Emeritus Statutes,
2016


Section Officer-III
Governor's Secretariat
Khyber Pakhtunkhwa

1. **Title**

These statutes shall be called The University of Swabi, Professor Emeritus Statutes, 2016

2. **Commencement**

These statutes shall come into force at once.

3. **Eligibility Criteria and Terms & Conditions for Appointment of Professor Emeritus in the Universities**

(1) **Provision of Posts**

The number of Professor Emeritus to be appointed is to be decided by the respective University depending on its size and excellence/expertise.

(2) **Eligibility**

2.1 Senate of the University of Swabi may confer status of an Emeritus Professor to a Professor retired in BPS or tenured status in recognition of his/her scholarship and service to university education who has served University or a constituent institute or a Centre of Excellence of the University for minimum period of 10 years as Professor.

2.1.1 The Criteria for award of Emeritus Professorship shall be the criteria prescribed for the award of Professor Meritorious.

Provided that the condition of service as Professor for 05 years and the criteria of 12.5% for Meritorious Professorship shall not apply for the award of Emeritus Professorship.

2.2 Vice-Chancellor, if he/she was a Professor of a University and retired after completing at least one full tenure as per the Act as Vice-Chancellor in Parent University or in any other public sector University, shall be conferred the status of Professor Emeritus in the parent University.

(3) **Procedure**

3.1 All cases of the eligible retired Professors of the university will be placed before the Syndicate for onward confirmation of the Senate.

(4) **Terms & Conditions**

4.1 Whereas the conferment of Professor Emeritus status will be for life time, the financial benefits will be for maximum period of 10 years from the date of conferment.

4.2 The Emeritus Professorship honor shall carry no formal administrative duties. However, Professor Emeritus is expected to contribute to the academic life of the University to a great extent in consonance with the status and caliber of the title.

4.3 The Professor Emeritus, at least for the period during which he/she enjoys financial benefits from the University, will have the following responsibilities:

4.3.1 Mandatory presence on campus for three working days a week.

- 4.3.2 Provide guidance or continue research with faculty and/or students.
- 4.3.3 Postgraduate student's supervision
- 4.3.4 Seminars and/or writing or textbooks in the field of his/her specialization

(5) **Procedure**

- 5.1 All cases of the eligible retired Professors of the university shall be placed before the Senate for consideration in the light of prescribed eligibility criteria on proforma appended to these statutes.

Note: All other expressions herein used shall have the same meaning as assigned to them in Section 2 of the Act.

(6) **Financial Benefits and Facilities**

- 6.1 The honorarium "Professor Emeritus shall be determined by the Senate at the time of award of Emeritus Professorship on case to case basis subject to a maximum of $\frac{1}{4}$ of last drawn salary in capacity of Professor.
- 6.2 The Professors Emeritus shall be eligible to draw financial benefits for a period of ten years.
- 6.3 Professor Emeritus during his tenure in university when gets himself engaged in another paid job/assignment shall be eligible for payment of honorarium for the remaining eligible period on resumption of his service as Professor Emeritus.
- 6.4 Honorarium for Professor Emeritus shall be enhanced in proportion to the increase in salary of the employees by the University.
- 6.5 Such other facilities and services as exist in the University for Professors to carry on his intellectual pursuits shall be open to the Professor Emeritus.
- 6.6 Professor Emeritus shall be treated at par with other University Professors on ceremonial occasions, without conferring any right on him to contest/vote elections to various university statutory bodies.
- 6.7 Furnished office along with Telephone facility at par with Professor will be provided to all Professor Emeritus.


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Chapter-18

**The University of Swabi,
Meritorious Professors Basic Pay
Scales-22 and Tenured Meritorious
Professor, Statutes, 2016**


Section Officer-III
Governor's Secretariat
Khyber Pakhtunkhwa

Title

These statutes shall be called The University of Swabi, Meritorious Professors Basic Pay Scales-22 and Tenured Meritorious Professor Statutes, 2016 as amended by HEC from time to time..

Commencement

These statutes shall come into force at once.

A. Criteria for Conferment of Meritorious Professor

1. Provision of Posts

- 1.1 The number of Professors to be promoted to the status of Meritorious Professor (BPS-22) in University shall be calculated on the basis of 12.5% of the sanctioned posts of the Professors in BPS-21.

2. Eligibility

- 2.1 Minimum service in BPS-17/equivalent and above should be 20 years.
- 2.2 Only those Professors who have served at least for 05 (Five) years in BPS-21 in the University with PhD degree/equivalent terminal degree as determined by HEC.
- 2.3 Should have five (5) research publications in the past 5 years with at least three (3) research publications in the past 2 years in HEC recognized journals.
- 2.4 Must have produced two PhDs or one PhD and five (5) M.Phil in the last 5 years.

3. Procedure of Promotion

- 3.1 Requirement for advertisement of posts as provided in the relevant section of the University Act will be dispensed with.
- 3.2 Each eligible University Professor shall be invited to submit papers for consideration by the Special Selection Board (permanent members of the Selection Board, one representative of Chairperson, HEC and one representative of Chancellor) for the award of Meritorious Professorship in BPS-22.
- 3.3 The Vice Chancellor shall prepare the cases of Professors in BPS-21 for the award of Meritorious Professorship in BPS-22 and present the record of each such Professor on the proforma (Appendix A-E) along with (a) Performance Evaluation Reports (PERs) for the last five years, and (b) a resume of the Professor and his/her achievements in research, teaching and educational administration.
- 3.4 The University shall calculate total score of each eligible applicant according to the parameters detailed in Clause 4 (Grading Procedure). Those who secure a minimum score of 60 will be presented before the Special Selection Board for consideration.
- 3.5 A meeting of the Special Selection Board shall be called to consider cases for award of Meritorious Professorship in BPS-22 and the recommendations shall be placed before the Syndicate. Finally, the recommendations of the Syndicate shall be sent to the Senate for approval.


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- 3.6 The grant of Meritorious Professorship in BPS-22 will be effective from the date of approval of the Senate.

4. **Grading Procedure (Total 100 marks) (Proforma's Appended as A to E)**

4.1 **Length of service (maximum 15 marks)**

- 4.1.1 03 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 05 (five) years in BPS-21, subject to a maximum of 15 marks.

4.2 **Research Publications: Papers/books/monograph/patents/Crop varieties (approved) (maximum 30 marks).**

- 4.2.1 2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index.
- 4.2.2 0.5 mark per paper published in local HEC recognized journals
- 4.2.3 2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.
- 4.2.4 2 marks per book authored or edited internationally, subject to a maximum of 4 marks.
- 4.2.5 1 mark per book authored or edited locally, subject to a maximum of 2 marks.

4.3 **Academic Performance (maximum 30 marks)**


- 4.3.1 No. of M.Phil produced 1 mark per M.Phil. maximum of 6 marks. *(M.Phil or equivalent qualification of 18 years of schooling with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree)*
- 4.3.2 No. of Ph.D produced 5 marks per Ph.D., maximum of 15 marks.
- 4.3.3 Research Grant Awards (3 Marks for up to 1 million and 5 marks for more than 1 million) as Principal Investigator (other than the research grants given by the university).
- 4.3.4 **Awards/Honors (maximum 6 marks)**
- 4.3.4.1 National Awards (Civil/ President) 2 marks per award maximum of 4 marks
- 4.3.4.2 International Awards/ Honours, 2 marks per award recognized by HEC maximum of 4 marks
- 4.3.4.3 HEC Best Teacher Award, 1 mark per award *Izaz-e-Kamal / Izaz-e-Fazeelat* maximum of 4 marks

4.4 **Post-Ph.D Qualification (maximum 5 marks)**

- 4.4.1 Two marks for 6 months to 1 year post doctorate at foreign University/ Institute to a maximum of 4 marks
- 4.4.2 5 marks for one year or more post-doctorate at foreign institute/university.

Note: Only Post-doctorate of at least 6 months duration will be counted.

4.5 **Annual Confidential Reports (maximum 10 marks)**


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4.5.1 Outstanding 2.0 marks

4.5.2 Excellent 1.5 marks

4.5.3 Good 1.0 mark

Note:

1. Sum score of ACRs for the last 5 years shall be taken into account.
2. Top 3 categories irrespective of nomenclature shall be considered.
3. In case the candidate is a serving Vice Chancellor, ACRs of the last five years preceding to his appointment as Vice Chancellor shall be considered.

4.6 Educational Administration (maximum 10 marks)

4.6.1 Vice Chancellor: 4 marks per year up to maximum of 10 marks

4.6.2 Pro-Vice Chancellor: 3 marks per year up to maximum of 8 marks

4.6.3 Dean 2 marks per year up to maximum of 6 marks

4.6.4 Principal of Constituent College/Chairperson of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks

4.7 General Provisions

- 4.7.1 In case of numbers in fraction, then 0.50 or above shall be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).
- 4.7.2 A Professor appointed as Vice Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he/she relinquishes the charge of the office of Vice Chancellor, *provided he/she has completed one tenure of three years as Vice Chancellor and has been a regular Professor in a Public Sector University prior to his/her appointment as Vice Chancellor. The personal grade so granted to him/her shall be counted towards the 12.5% quota of BPS-22.*
- 4.7.3 Award of BPS-22 to a Professor shall be personal to him and there should be no need to upgrade the post. He will carry the scale in the event of his transfer to another post.


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B. Criteria for Conferment of Tenured Meritorious Professor

1. Provision of Posts

The number of Tenured Professors to be conferred as Tenured Meritorious Professor in each University shall be calculated on the basis of **12.5%** of the filled posts of tenured professors.

2. Eligibility:

For TTS faculty in the field of Sciences:

- 2.1** Professor who has served at least for 05 years as **Tenured Professor**.
- 2.2** Has at least 50 research publications with at least 10 publications in the last 5 years in HEC Recognized Journals (W Category with Impact Factor).
- 2.3** Has produced 5 PhDs including 2 in the last five years.
- 2.4** Has produced 40 MPhils/MS including 5 in the last five years.
- 2.5** Has 500 citations of the published articles
- 2.6** Has impact factor of 200 of the published articles

For TTS faculty in the field of Social Sciences

- 2.7** Professor who has served at least for 05 years as **Tenured Professor**.
- 2.8** Has at least 40 research publications with at least 5 publications in the last 5 years in HEC Recognized Journals (W, X, Y Category).
- 2.9** Has produced 5 PhDs including 2 in the last 5 years.
- 2.10** Has produced 40 MPhils including 5 in the last 5 years.

3. Procedure of Promotion

- 3.1** University shall advertise the posts by a circular within the University.
- 3.2** Each eligible Tenured Professor will be invited to submit documents for consideration by the Special Selection Board for the award of position of Meritorious Professor. The Special Selection Board may comprise of the following:
 - a. Vice Chancellor of the University,
 - b. Pro Vice Chancellor,
 - c. Dean of the Faculty concerned,
 - d. Permanent Members of the Selection Board,
 - e. Representative of Chairman HEC,
 - f. Representative of the Chancellor
- 3.3** In order to prepare the cases of Tenured Professors for the conferment of title of Tenured Meritorious Professor, the university shall present the record of each such Professor on the proforma designed for this purpose, along with resume of the Tenured Professor including his/her achievements in research, teaching and academic administration.


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- 3.4 The University shall calculate the total score of each eligible applicant according to the parameters detailed in Clause-4 (Grading Procedure). Those who secure a minimum score of 60 will be presented to the Selection Board for consideration.
- 3.5 A meeting of the Special Selection Board shall be called to consider cases for selection of Tenured Meritorious Professors. The recommendations of the Board shall be placed before the highest statutory body of the University (Senate) for approval.
- 3.6 **The conferment of title Tenured Meritorious Professor** shall be effective from the date of the recommendations by the highest statutory body (Syndicate) of the University.

4. **Grading Procedure**

(Total 100 Marks)

- 4.1 Length of Service as Professor on TTS (Maximum **15 Marks**)
- 4.1.1 3 marks of service per year rendered as TTS Professor over and above the minimum qualifying requirement of two years as TTS Professor, subject to a maximum of 15 marks.
- 4.2 Research Publications: research papers in HEC Recognized Journals/Patents/Crop Varieties etc. (Maximum **40 Marks**)
- 4.2.1 2 marks per paper in HEC recognized journals [W category (impact factor) for Sciences, and W, X, Y categories for Social Sciences].
- 4.2.2 2 marks per patent/crop variety (approved internationally), subject to maximum of six marks, **subject to condition that weightage to patent/crop variety has not been considered in terms of research publication.**
- 4.3 **Academic Performance** (Maximum **30 Marks**)
- 4.3.1 Number of MPhil/MS Produced: 1 mark for each MPhil/MS produced with maximum of 6 marks.
- 4.3.2 Number of PhD produced: 3 marks for each PhD produced with maximum of 12 marks.
- 4.3.3 Research Grants Awards: 2 marks for National 0.5-1.0 Million and 3 marks for more than 1.0 Million, and 5 marks for International as Principal Investigator. Grants awarded by the parent University will not be considered (Maximum **6 marks**).
- 4.3.4 Awards/Honors (Maximum **6 marks**)

National Awards (Civil/President):	2 marks per award (maximum of 4 marks).
International Awards	2 marks per award
Honors recognized by HEC:	(maximum of 4 marks).
HEC-Best Teacher Award:	1 mark per award
Izaz-e-Kamal:	(maximum of 4 marks).
Izaz-e-Fazeelat:	


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4.4 Post-PhD Qualifications (Maximum 5 marks)

Only continuous Post-doctorate of at least six-months shall be counted.

4.4.1 2 marks per year post-doctorate at foreign University/Institute recognized by HEC to a maximum of **5 marks**.

4.5 Educational Administration (Maximum 10 Marks)

President/Rector/Vice Chancellor: 3 marks/ year up to a maximum of 10 marks

Dean of the Faculty: 2 marks/ year up to a maximum of 6 marks

Chairman of the Department or equivalent: 1 mark/ year up to a maximum of 3 marks

5. Miscellaneous

5.1 In case of numbers in fraction, then 0.50 or above will be considered as one (e.g. 64.5 or above will be 65.0 whereas 64.49 or less will be 64.0).

5.2 In case of applicants securing the same score, the one with higher age shall be selected


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APPENDIX - A

Details of Length of Service

Maximum Marks: 15

Designation of Post Held	Pay Scale	Appointment Held		Calculation		Marks Scored
		From	To	Years	Months	
	BS-17					
	BS-18					
	BS-19					
	BS-20					
	BS-21					
	BS-22					

Explanation for Awarding Marks:

(i)	5 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 05 years in BPS-21, subject to a maximum of 15 marks.	Maximum of 15 marks.
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APPENDIX - B

Research Publications

Maximum Marks: 30

6.2	Research Publications: Papers/books/monograph/patents /Crop varieties (approved) (maximum 30 marks).	Marks Admissible
6.2.1	2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index.	
6.2.2	0.5 mark per paper published in local HEC recognized journals	
6.2.3	2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.	
6.2.4	2 marks per books authored or edited internationally, subject to a maximum of 4 marks.	
6.2.5	1 mark per book <i>authored</i> or edited <i>locally</i> , subject to a maximum of 2 marks.	


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MISCELLANEOUS

Maximum Marks: 55

1. Academic Performance (maximum 30 marks)
2. Post-PhD qualification (maximum 5 marks).
3. Annual Confidential Reports (maximum 10 marks)
4. Educational Administration (maximum 10 marks)

S #	Description of Entitlement of Marks	At credit of Professors	Marks Admissible
6.3	Academic Performance (maximum 30 marks)		
6.3.1	No. of M.Phil.* produced 1 mark per M.Phil., maximum of 6 marks		
6.3.2	No. of Ph.D. produced 5 marks per Ph.D., maximum of 15 marks *M.Phil.or equivalent qualification of 18 years of schooling with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree.		
6.3.3	Research Grant Awards (3 Marks for less than 1 million and 5 marks for more than 1 million) as Principal Investigator (other than the research grants given by the university).		
6.3.4	Awards/Honors (maximum 6 marks)		
6.3.4.1	National Awards (Civil/President) 2 marks per award maximum of 4 marks		
6.3.4.2	International Awards/Honours, 2 marks per award recognized by HEC maximum of 4 marks		
6.3.4.3	HEC Best Teacher Award, 1 mark per award maximum Izaz-e-Kamal of 4 marks Izaz-e-Fazeelat		
6.4	Postdoc (maximum 5 marks).		
6.4.1	Two marks for a 6 months to 1 year post doctorate at foreign University/ Institute to a maximum of 4 marks		
6.4.2	5 marks for one year or more post-doctorate at foreign institute/university.		
	Note: Only Post-doctorate of at least 6 months duration will be counted.		

S #	Description of Entitlement of Marks	At credit of Professors	Marks Admissible
6.5	Annual Confidential Reports (maximum 10 marks)		
6.5.1	Outstanding 2.0 marks		
6.5.2	Excellent 1.5 marks		
6.5.3	Good 1.0 mark		
NOTE			
1.	Sum score of ACRs for the last 5 years shall be taken into account.		

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2.	Top 3 categories irrespective of nomenclature shall be considered.		
3.	In case the candidate is a serving Vice Chancellor, ACRs of the last five years preceding to his appointment as Vice Chancellor shall be considered.		
6.6	Educational Administration (maximum 10 marks)	See Appendix-D	
6.6.1	Vice Chancellor: 4 marks per year up to maximum of 10 marks		
6.6.2	Pro Vice Chancellor: 3 marks per year up to maximum of 8 marks		
6.6.3	Dean 2 marks per year up to maximum of 6 marks		
6.6.4	Principal of Constituent College/Chairman of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks		
6.7	General provisions		
6.7.1	In case of numbers in fraction, then 0.50 or above shall be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).		
6.7.2	A Professor appointed as Vice Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he/she relinquishes the charge of the office of Vice Chancellor, provided he/she has completed one tenure of three years as Vice Chancellor and has been a regular Professor in a Public Sector University prior to his/her appointment as Vice Chancellor. The personal grade so granted to him/her shall not be counted towards the 12.5 % quota of BPS-22.		
6.7.3	Award of BPS-22 to a Professor shall be personal to him and there should be no need to upgrade the post. He will carry the scale in the event of his transfer to another post.		


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Educational Administration

Maximum Marks: 10

Type	Period	
	From	To
Vice Chancellor: 4 marks per year up to maximum of 10 marks		
Pro Vice Chancellor: 3 marks per year up to maximum of 8 marks		
Dean 2 marks per year up to maximum of 6 marks		
Principal of Constituent College/Chairman of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks		

Note: It is clarified that person working on more than one administrative job simultaneously will be graded only for the job carrying higher marks.


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Overall Grading

Name of Professor: _____

S. No		Maximum Marks	Marks <u>Obtained</u>
1.	Length of Service (Appendix-A)	15	
2.	Research/Publications (Appendix-B)	30	
3.	Annual Confidential Reports (Appendix-C)	10	
4.	Educational Administration (Appendix-C)	10	
5.	Post PhD Qualification (Appendix-C).	05	
6.	Academic Performance (Appendix-C).	30	
	Total	100	

Particulars of Professors Proposed for Grant of BPS-22:

1.	Name of the Professor	
2.	Date of Birth.	
3.	Qualification including technical qualification possessed by the Professor.	
4.	Present Posting.	
5.	Date of regular appointment to a post in BPS-21.	
6.	Total length of service in post in Basic Pay Scale 17 and above possessed by the Professor (Appendix-A).	
7.	Analysis of Confidential Reports (Appendix-B).	
8.	Overall grading (Appendix -F).	
9.	State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration.	
10.	State the reasons for which his case is considered to be a "Special Meritorious" case.	


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Chapter-19

The University of Swabi, Honorary Degrees Statutes, 2016


Section Officer-III
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1. **Title**

These statutes shall be called The University of Swabi, Honorary Degrees Statutes, 2016

2. **Commencement**

These statutes shall come into force at once.

3. **Conferment of Honorary Degrees**

- (1) The authority for conferment of an Honorary Degree shall rest with the Chancellor on the proposal of the Syndicate as per the provision of the Act Section 9(4).
- (2) The Syndicate's decision shall be made at a meeting held after proper notice and supported in each case by the opinion of a two third majority of the members present at the meeting.
- (3) The candidate to be considered for an Honorary Degree should have made outstanding contribution to the advancement of the candidate's discipline or field of work, or to the benefit of the community, to the country or to the society at large.
- (4) Serving members of Faculty and Staff at the University are not eligible to be considered for Honorary Degrees until at least three years after leaving the University.
- (5) Posthumous Honorary Degrees shall not be recommended. However, if the candidate accepts the invitation of the University, but dies before the Convocation, the Honorary Degree shall be conferred.
- (6) Normally, an Honorary Degree shall not also be awarded in absentia. However, in exceptional circumstances, a degree may also be awarded in absentia.
- (7) An individual can receive only one Honorary Degree from the University.
- (8) In selecting the candidates for the award of an Honorary Degree, it should be ensured that no discrimination is made on the basis of race, colour, religion, gender, caste and disability.
- (9) The cases for consideration shall be submitted on a proper Nomination Form Annexed to these statutes (Annex-II).
- (10) After confirmation by the Chancellor, the Vice Chancellor shall inform the nominee(s).
- (11) The format of the Honorary Degree shall be such as determined by the Syndicate.
- (12) In case the nominee for an Honorary Degree is unable to receive the degree in the year the degree is awarded, the name shall be re-submitted for approval in a later year.
- (13) Honorary Degree shall not be used for professional promotion, and the recipients are not entitled to write 'Doctor' with their names.

Note: Guidelines & Nomination Form for nomination of Honorary Degree are given in Annex I & II.


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Chancellor's Secretariat
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Guidelines:

1. Introduction

Any person is eligible to make a nomination.

2. Selection Criteria

- a. Outstanding contribution to discipline or field of work, to community, to society in general.
- b. Nominee may be from any country.

3. Eligibility Guidelines

- a. Faculty or Staff of the University is not eligible for nomination until at least three years after leaving the University.
- b. An active politician is not eligible.
- c. The person must be alive.
- d. Diversified nominations without discrimination are desirable.

4. Selection Process

- a. The recommendations of the nominees are made by the Vice Chancellor in consultation with the Academic Council.
- b. Recommendations are approved by the Syndicate.
- c. The case(s) are submitted to the Chancellor for confirmation.
- d. Invitation to candidate(s) are sent after the approval by the Chancellor.
- e. Name(s) of honoree(s) will be made public.

5. Nomination Form

A completed nomination form is necessary for the information of the Syndicate.


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University of Swabi Nomination Form for an Honorary Degree

1. Name of Nominee (in Full) _____
2. Permanent Address _____
3. Current Address _____
4. Current Telephone Number and E-mail Address _____
5. Education, Honors Received (degrees or honor, institution, date) _____
6. Career Summary (titles, organizations, dates) _____
7. Reasons for Recommending Award of an Honorary Degree _____

(This is the most important section for making decision)

Nominator- 1 (Name and address)

Relationship to Nominee

Nominator- 2 (Name and address)

Relationship to Nominee


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Chapter-20

The University of Swabi, Employees Efficiency and Discipline Statutes, 2016


Section Officer-III
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1. Title

These Statutes have been framed in pursuance of Section 28 (1) (l) & (n) of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016 and shall be called "The University of Swabi, Employees Efficiency and Discipline Statutes, 2016".

2. Commencement

These Statutes shall come into force at once.

3. Application

These Statutes shall apply to employees of the University.

4. Definitions

(1) In these Statutes, unless there is anything repugnant in subject or context, the following expressions shall have the meanings hereby, respectively, assigned to them as under:

- (a) 'Act' means the Khyber Pakhtunkhwa Universities, (Amendment) Act 2016.
- (b) 'University' means The University of Swabi.
- (c) 'Employee' means a person in the regular service of the University as defined in the service statutes of The University of Swabi.
- (d) 'Authority' means an Officer or Authority, specified in the Appendix to these statutes.
- (e) 'Authorized Officer' means an officer, specified in the Appendix, who is authorized to function as such under these Statutes.
- (f) 'Defendant' means an employee against whom proceedings is initiated under these Statutes.
- (g) 'Misconduct' means conduct prejudicial to good order or Service Discipline of the University, or any act which amounts to an offence under any law for the time being in force, or unbecoming of a gentleman, and includes any act on the part of an employee to bring, or attempt to bring, political or other outside influence, directly or indirectly, to bear on the University or any University official, in respect of any matter relating to his appointment, promotion, transfer, punishment, retirement or other conditions of his service.
- (h) 'Penalty' means a penalty, which may be imposed under these Statutes.
- (i) The pronoun "He", used in relation to an employee, refers to any gender, as the case may be.

(2) All other expressions and terms used in these Statutes shall have the same meanings as are assigned to them under Section 2 of the Act.


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- (3) The Inquiry Officer or Members of Inquiry Committee, as the case may be, shall be the officer(s) senior in rank to the defendant.

5. Grounds of Penalty

Where an employee, in the opinion, based on cogent reasons to be recorded, by the Authorized Officer, or, Authority, as the case may be:

- (a) is in-efficient or has ceased to be efficient; or
- (b) is guilty of plagiarism; or
- (c) is guilty of misconduct; or
- (d) is corrupt, or may reasonably be considered as corrupt because;
 - i. he is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
 - ii. he has assumed a style of living beyond his ostensible means; or
 - iii. he has a persistent reputation of being corrupt corroborated with solid evidence
- (e) is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his retention in service is, therefore, prejudicial to the university or national security; shall be liable to be proceeded against under these statutes and one or more of the penalties hereinafter mentioned may be imposed on him by the Authority or Authorized Officer, as the case may be.

6. Penalties

- (1) The following are the minor and major penalties;
- (a) Minor penalties:
 - i. Censure;
 - ii. With-holding, for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the Statutes, or orders pertaining to the service or post; and
 - iii. Recovery from pay of the whole or any part of the pecuniary loss caused to the University by negligence or breach of orders;
 - (b) Major penalties:
 - i. Reduction to a lower post, or pay scale or to a lower stage in a time scale which shall in no case exceed two years;
 - ii. Compulsory retirement;
 - iii. Removal from service; and
 - iv. Dismissal from service.


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(2) **Explanation**

- (i) The order, withholding an increment or increments, or imposing reduction to a lower stage in a time scale, shall indicate the period for which the withholding or reduction is proposed.
- (ii) Removal from service does not, but dismissal from service does, disqualify for future employment.
- (iii) In this Section, removal or dismissal from service does not include the discharge of a person;
 - (a) Appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him; or
 - (b) Appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of such appointment; or
 - (c) Engaged under a contract, in accordance with the terms of the Contract Act.

7. **Inquiry Procedure**

- (1) Where an employee is accused of corruption, subversion or misconduct, the Authorized Officer may require him to proceed on leave or, with the approval of the Authority, suspend him;

Provided that any continuation of such leave or suspension shall require the approval of the Authority after every 90 days.

- (2) The Authorized Officer shall decide whether, in the light of facts of the case or the interests of justice, an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in Section 8 of these statutes shall apply.

Provided that in case of complaint on account of Plagiarism, procedure laid down in Section 11 of these statutes shall apply.

- (3) If the Authorized Officer decides, that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall:

- (a) By order in writing inform the defendant of the action proposed to be taken against him and the grounds of the action; and
- (b) Give him a reasonable opportunity of showing cause against that action.

- (4) On receipt of the report of the Inquiry Officer or inquiry committee as the case may be or where no such officer or committee is appointed, on receipt of the explanation of the defendant, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along with the charge and statement of allegations served on the defendant, the explanation of the defendant, the findings of the Inquiry officer or Inquiry committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass orders as it may deem proper.


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8. Procedure to be observed by the Authorized Officer and Inquiry Officer or Inquiry Committee;

- (1) Where an inquiry officer or Inquiry Committee is appointed, the authorized officer shall;
 - (a) Frame a charge and communicate it to the defendant together with statement of allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration;
 - (b) Require the defendant within a reasonable time, which shall not be less than 14 days from the day the charge has been communicated to him, to put in a written defense and to state at the same time whether he desires to be heard in person.
- (2) The Inquiry Officer or the committee, as the case may be shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the defendant as may be considered necessary and the defendant shall be entitled to cross examine the witness against him,
 - (a) The defendant shall have the right to information of every stage of proceedings during the inquiry and such information if demanded by the defendant shall be provided to him.
 - (b) The Inquiry officer or the Committee as the case may be shall within one month of the conclusion of the proceedings submit his or its findings and the grounds whereof to the Authorized officer.

9. Order of Authority

While imposing a penalty under these Statutes, the Authorized Officer, or the Authority, as the case may be, shall ensure that the penalty corresponds to the degree of involvement of the defendant with particular reference to the nature of guilt, i.e., corruption, negligence, inefficiency, plagiarism or misconduct, and shall make a judicious decision, according to the facts of the case and the extent of involvement of the defendant in it.

Provided that if the Authorized Officer or the Authority is not in agreement with the findings of the Inquiry Officer or Inquiry Committee as the case may be, he may order a fresh enquiry through another Inquiry Committee as deemed appropriate.

10. Powers of Inquiry Committee

- (1) For the purpose of an inquiry under these Statutes, the Inquiry Committee shall have the powers, in respect of the following matters, namely;
 - (a) Summoning and enforcing the attendance of any person and examining him on oath;
 - (b) Requiring the discovery and production of documents;
 - (c) Receiving evidence on affidavits

11. Procedure to be observed when complaint is received on account of Plagiarism

- (1) A written complaint of the plagiarism may be made by a complainant who must be a regular employee of the University in BPS 17 or above to the Registrar Office of the University. The following information is to be provided:


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- (a) Citation of the original paper or document or idea, which was plagiarized, (paper title, author(s), publication title, month and year of publication and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide the exact information as to ensure authenticity of the allegation.
 - (b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, an online paper), the complainant is to provide the exact and authentic information as to ensure proper investigation.
 - (c) Copies of both papers.
 - (d) Any other information that would help the University to efficiently resolve the complaint.
- (2) Plagiarism is defined as “false attribution of thoughts, writings, and inventions of another person to one’s self” and sufficient guidance may be taken from HEC plagiarism policy in respect to what constitutes plagiarism.

Provided that in cases where false attribution of thought or idea is reported to have been committed, reasons shall be recorded as to how the allegation does not otherwise constitute the genuine and legitimate possibility of original but coincidentally independent conception, invention, or creation of ideas and thought, of identical nature;

Provided further that where the reported incident of plagiarism involves a scientific work of collaboration with many co-authors, contributing from diverse scientific backgrounds, using diverse methods or techniques of specialized nature, reasons shall be recorded as how part of work independently contributed by one co-author does or does not affect the ethical obligations of another.”

- (3) Upon receipt of an allegation of Plagiarism, the University will follow the following procedure.
- (a) Constitute a “Plagiarism Committee” with the approval of the Academic Council consisting of 3 senior most faculty members, a co-opted subject specialist in that particular field. The seniority of the members of Committee should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.
 - (b) Provide clear terms of reference to the Committee for their investigation.
 - (c) The members of the “Plagiarism Committee” are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
 - (d) Provide opportunity to the author/authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been Plagiarized and/or the complainant, to justify the complaint.


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- (e) Provide every opportunity to the "Plagiarism Committee" to use all foreseeable means to investigate the plagiarism claim.
- (4) The Plagiarism Committee shall then conduct the investigation depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:
- (a) Manual and/ or automated tests for content similarity.
 - (b) Determination of the extent and quantum of significant material plagiarized.
 - (c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
 - (d) Consultation with legal counsel.
 - (e) Consult / contact witnesses and record statements there-of if so required.
- (5) The "Plagiarism Committee" will submit its report with clear-cut findings and recommendations to the Authority within a specified period not exceeding sixty days.
- (6) When an act of plagiarism, is found to have occurred, the "Plagiarism Committee" in its recommendations, depending upon the seriousness of the proven offence, will advise the Authority, to take any one or a combination of the following disciplinary action(s) against the concerned employee found guilty of the offence:
- (a) Major Penalty:
In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then a major penalty of dismissal from service may be prescribed.
 - (b) Moderate Penalty:
In case where some paragraphs including some key results have been copied without citation, then a moderate penalty of demotion to the next lower grade may be imposed.
 - (c) Minor Penalty:
In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving anyone or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the University may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Committee".
- (7) Notwithstanding anything contained in section 17, the complainant or any witness whose testimony against the defendant has proved to be false shall be liable to be imposed upon the same penalty, which could have been imposed upon the defendant if the complaint had otherwise proven to be true.

12. Procedure of Inquiry against Employees Lent to other Agencies

- (1) Where the services of an employee to whom these Statutes apply are lent to any other agency, hereinafter referred to as the borrowing authority, the borrowing authority shall have the powers of the Authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these Statutes;

Provided that the borrowing authority shall forthwith inform the Authority which has lent his services, hereinafter referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

- (2) If, in the light of the findings in the proceedings initiated against the employee, in terms of the preceding Sub-Section, the borrowing authority is of the opinion that any penalty shall be imposed on him it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action accordingly.

13 Re-Instatement

If an employee proceeding on leave, in pursuance of an order under Section 7(1) of these Statutes, is subsequently re-instated, without imposition of any penalty, the period of such leave shall be treated as duty.

14 Appeal

An employee on whom a penalty is imposed under these statutes shall have the right to prefer an appeal, within thirty days of the receipt by him of the order imposing the penalty, to the appropriate Appellate Authority, specified in column 4 of the Appendix.

15 Appearance of Counsel

A Defendant shall have the right to seek legal advice, guidance and assistance of a counsel of his choice during any stage of the inquiry proceedings.

16 Powers of the Syndicate or Senate to Issue Instructions

- (a) For the purpose of these Statutes, the Syndicate or the Senate, as the case may be, from time to time, issue such instructions for the maintenance of appropriate standards of efficiency, good conduct, discipline and integrity of the employees, as deemed appropriate.
- (b) The proceedings under these Statutes shall be deemed to be judicial proceeding within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

Appendix

List of Authorities and Authorized Officers in light of Section 11(5) (e) and 23 (2) (m-i) of the Act.

Status of Defendant Employee	Authorized Officer/ Authority	Authority competent to take disciplinary action	Appellate Authority
BPS-22	Senate	Senate	Chancellor
BPS-17 to 21	Syndicate	Syndicate	Chancellor

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BPS-1 to 16	Vice Chancellor	Vice Chancellor	Syndicate
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Chapter-21

The University of Swabi, Constitution, Functions and Powers of Authorities of the University Statutes, 2016


Section Officer-III
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Title

These statutes shall be called The University of Swabi, Constitution, Functions and Powers of Authorities of the University Statutes, 2016.

Commencement

These statutes shall come into force at once.

1. Board of Faculties

(1) There shall be a Board of each Faculty, which shall consist of the following:

- i. The Dean of the concerned Faculty who shall be the Chairperson and convener;
- ii. All Chairpersons of the Teaching Departments, Directors of the Institutes/ Constituents Centers, Principals of constituents colleges of the concerned Faculty;
- iii. Two senior most Professors of each Department of the concerned Faculty;
- iv. One member from each Board of Studies; within the Faculty to be nominated by the Board of Studies concerned.
- v. Two teachers to be nominated by the Academic Council by reason of their specialized knowledge on the subject which though not assigned to the Faculty have, in its opinion, important bearing of the subjects assigned to the Faculty;
- vi. Two experts from other universities / organizations to be nominated by the Vice Chancellor;
- vii. Director QEC
- viii. Director Academics who shall be the Secretary of the Board of Faculty

(2) The members mentioned at sub-clauses (v) & (vi) shall hold office for three years.

(3) The quorum for a meeting of the Board of a Faculty shall be one-half (1/2) of the total number of members, a fraction being counted as one, excluding non-existent categories where applicable.

(4) Powers and Functions of the Board of Faculty;

The Board of Faculty shall, subject to the general control of the Academic Council and the Syndicate, have the Powers to:

- (i) Coordinate teaching, research and publication work in the subjects assigned to the Faculty;
- (ii) Scrutinize the recommendations of the Boards of Studies in regard to the scheme of studies, syllabi and courses offered by various departments in the Faculty;
- (iii) Recommend appointment of Paper-Setters and Examiners for annual system of examinations;
- (iv) Consider any other academic matters relating to the Faculty and report thereon to the Academic Council;


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- (v) Prepare a comprehensive Annual Report regarding the performance of each Department comprising the Faculty for presentation to the Academic Council; and
- (vi) Perform such other functions as may be assigned to it.

2. **Board of Studies**

- (1) There shall be a Board of Studies for each subject or a group of subjects, as may be prescribed by Regulations.

- (2) Each Board of Studies shall consist of:

- (i) The Chairperson or Principal or Director of the Teaching Department/ Institute or a Constituent college or Center as the case may be who shall also act as Convener of the Board of Studies;

Provided that where the Dean performs the duty of Chairperson of the Department, the HoD concerned shall also be the member of the Board of Studies.

- (ii) Professors and Associate Professors in the Teaching Departments;

Provided that if the total number of the University Teachers under sub-clause (i) and (ii) comes to less than five, then the Dean of the Faculty concerned shall nominate Assistant Professors or Lecturers of the Department preferably PhD or MS/ M.Sc (Hons)/ M.Phil to complete the number;

- (iii) Three teachers from outside the University to be nominated by the Dean of Faculty concerned from the panel presented by the Chairperson concerned.

- (iv) Two experts to be nominated by the Dean of Faculty concerned from the panel presented by Chairperson concerned; and

- (v) The Board of Studies may co-opt expert(s) on need.

Provided that in case of professional subjects such as Agriculture, Animal Husbandry, Commerce, Dentistry, Education, Engineering, Law, Medicine, Home Economics or any other subjects prescribed as such by the Statutes, which are taught in the constituent colleges, the composition of Board of Studies remains the same.

Provided further that in the case of subjects which are taught in the affiliated colleges only, and not in the University, the Board of Studies shall consist of:

- (a) *The Dean of the Faculty concerned, who shall act as Convener of the Board of Studies;*
- (b) *The Principal(s) of the college(s) concerned who shall act as Secretary of the Board of Studies;*
- (c) *Three teachers of the colleges, to be nominated by the Vice Chancellor;*
- (d) *Two teachers of the concerned Faculty of the University to be nominated by the Vice Chancellor; and*
- (e) *Two experts to be nominated by the Vice-Chancellor;*

- (3) The term of the office of members of the Board of Studies, other than ex-officio members shall be three years.

- (4) The quorum for meetings of the Board of Studies shall be one-half (1/2) of the total number of members excluding non-existent categories; a fraction being counted as one.
- (5) The Chairperson of the University Teaching Department concerned shall be the Chairperson and convener of the Board of Studies. Where in respect of a subject there is no University Teaching Department, the concerned Dean shall be the Chairperson of the Board of Studies of that subject.
- (6) **The Powers and Functions of the Board of Studies shall be:**
 - (a) To advise the Authorities on all academic matters connected with instruction, research and examination in the subject or subjects concerned;
 - (b) To propose curricula and syllabi for all degrees, diplomas and certificates courses in the subject or subjects concerned;
 - (c) To suggest a panel of names of Paper-Setters and Examiners and Subject Experts in the subject or subjects concerned; and
 - (d) To perform such other functions as may be prescribed by Regulations.

3. Teaching Department / Institution

- (1) There shall be a Teaching Department/ Institute for each subject or a group of subjects, as may be prescribed by Regulations. Each Teaching Department/ Institute shall be headed by a Chairperson/ Director.
- (2) The Chairperson of a Teaching Department/ Director of an Institute shall be appointed by the Syndicate on the recommendations of the Vice Chancellor from amongst the three senior most Professors/ Associate Professors of the Department/ Institute for a period of three years (03) and shall be eligible for re-appointment:

Provided that in a Department/ Institute in which there is no Professor or Associate Professor, no such appointments shall be made and the Department/ Institute shall be looked after by the Dean of the Faculty with the assistance of a teacher nominated as Head of Department / Institute by the Vice Chancellor

- (3) The Chairperson of the Department/ Director of the Institute shall plan, organize and supervise the work of the Department/ Institute.

4. Selection Board

- (1) The Selection Board shall consist of the following:
 - (i) The Vice Chancellor who shall be the Chairperson;
 - (ii) The Dean of the Faculty Concerned or in his absence, the senior most teacher of the Faculty concerned;
 - (iii) The Chairperson of the Teaching Department or Director of the Institute/ Centre concerned as the case may be;
 - (iv) The Chairman of the Khyber Pakhtunkhwa Public Service Commission or his nominee not below the rank of member of the Commission;
 - (v) One member of the Syndicate to be nominated by the Syndicate and two persons


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of eminence in the field of education / administration / law to be nominated by the Chancellor;

- (vi) One eminent Researcher to be nominated by the Syndicate;
 - (vii) Three Subject Experts from the Standing list of experts approved by the Syndicate for teaching positions while one of them has to be a Psychologist;
 - (viii) Head of the concerned Section not below in rank to the position for which selection is being made (in case of appointment of administrative staff); and
 - (ix) The Registrar of the University (Secretary)
- (2) In selecting candidates for the posts of Lecturers, Assistant Professors, Associate Professors and Professors; the Selection Board shall co-opt or consult up to three subjects experts to be nominated by the Vice Chancellor from the standing list of subject experts from the standing list of experts, recommended by the relevant Board of Studies.
- (3) The members, other than ex-officio members, shall hold office for three years.
- (4) The quorum for a meeting of the Selection Board shall be five (05).
- (5) In case of selection of officers other than teachers, the Selection Board shall consist only of members mentioned at sub-clauses (i), (iv), (v), (viii) and (ix) and the quorum shall be four (04).
- (6) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Selection Board.
- (7) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall consider reports from three reviewers in the subject concerned, to be nominated by the Vice Chancellor from a standing list of experts, recommended by the relevant Board of Studies, and revised from time to time.


(8) Powers and Functions of the Selection Board

- (1) The Selection Board shall consider eligible candidates for teaching and other posts in response to an advertisement in case of direct appointments and shall recommend the names of suitable candidates for appointment to such posts.
- (2) The Selection Board may under provision of Section 3(6) and Section 6 (iv) of the Khyber Pakhtunkhwa Universities (Amendment) Act-2016 recommend the grant of higher initial pay in a suitable case for reasons to be recorded.
- (3) The Selection Board may recommend the appointment of eminently qualified person to a Professorship in the University on terms and conditions, which may differ in any particular case from those prescribed.
- (4) The Selection Board shall consider all cases of promotions of officers of the University and recommend the names of suitable candidates for such promotions.

5. Advanced Studies and Research Board (ASRB)

- (1) There shall be an Advanced Studies and Research Board, which shall consist of the following:

- (i) The Vice Chancellor who shall be the Chairperson of the ASRB;


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- (ii) Deans of all the Faculties;
 - (iii) One University Professor from each Faculty other than the Deans to be appointed by the Syndicate;
 - (iv) One University Teacher from each Faculty other than the Professors having experience in research to be appointed by the Academic Council;
 - (v) Five Members from the society including private sector industries, education, research organizations and government departments to be nominated by the Syndicate.
 - (vi) Director ORIC;
 - (vii) Director QEC;
 - (viii) Director Science and Technology or his nominee not below the rank of Deputy Director.
 - (ix) Director Academics/ Deputy Director Academics/ Deputy Registrar (Academics), whichever is applicable, who shall be the Secretary of the ASRB.
- (2) The term of office of members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.
- (3) The quorum for a meeting of the Advanced Studies and Research Board shall be Fifty percent (50%) of the total number of members.
- (4) Powers and Functions of the Advanced Studies and Research Board**
- (i) Advise the Authorities on all matters connected with the promotion of Advanced Studies and Research in the University;
 - (ii) Consider and report to the Authorities on the institution of research degrees in the University;
 - (iii) Propose Regulations regarding the award of research degrees to the Academic Council;
 - (iv) Appoint supervisors for research students of MS/ M.Sc (Hons)/ M.Phil and PhD or other equivalent degrees, and to approve titles and synopses of their theses / dissertations;
 - (v) Approve panel of external examiners for evaluation of thesis and other research examinations;
 - (vi) Perform such other functions as may be prescribed.

6. Finance and Planning Committee (F&PC)

- (1) Finance and Planning Committee shall consist of the following:
- (i) The Vice-Chancellor, who shall be the Chairperson of the F&PC;
 - (ii) A representative of the Higher Education Commission (HEC);
 - (iii) One member of the Syndicate to be appointed by the Syndicate;
 - (iv) The Secretary to Government, Higher Education Department or his nominee not

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below the rank of a Deputy Secretary;

- (v) The Secretary to Government, Finance Department or his nominee not below the rank of a Deputy Secretary;
 - (vi) Deans of the Faculties of the University;
 - (vii) The Registrar of the University;
 - (viii) The Director P&D;
 - (ix) One expert to be nominated by the Chancellor;
 - (x) One member of the Academic Council to be nominated by the Vice Chancellor from a panel of three Academic Council members recommended by Academic Council;
 - (xi) The Director Finance/ Treasurer (Secretary).
- (2) The quorum for a meeting of the Finance and Planning Committee shall be 51% of the total number of members.
- (3) The term of office of the members of the Finance & Planning Committee, other than ex-officio members, shall be three years.
- (4) Powers and Functions of Finance and Planning Committee**
- (i) Recommend the annual statement of accounts and the annual and revised budget estimates and advise the Syndicate thereon;
 - (ii) Review periodically the financial position of the University;
 - (iii) Advise the Syndicate on all matters relating to planning, development, finance, investment and accounts of the University;
 - (iv) To prepare staff and resource development plans; and
 - (v) To perform such other functions as may be prescribed by the Rules.

7. Affiliation Committee

- (1) Affiliation Committee shall consist of the following:
- (i) The Vice Chancellor, who shall be the Chairperson of the Affiliation Committee;
 - (ii) One member of the Syndicate to be nominated by the Syndicate;
 - (iii) Dean of the faculty concerned;
 - (iv) One nominee of the Academic Council to be appointed by the Vice Chancellor;
 - (v) The Director of Higher Education (Colleges), Khyber Pakhtunkhwa or his nominee not below the rank of member.
 - (vi) Director General Commerce or his nominee not below the rank of member.
 - (vii) Chairman HERA or his nominee not below the rank of member;
 - (viii) Controller of Examinations;
 - (ix) Director QEC;

- (x) Director Academics; and
- (xi) The Registrar (Secretary/Member).
- (2) The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be three years.
- (3) The Affiliation Committee may co-opt experts not exceeding three.
- (4) The quorum for a meeting of Affiliation Committee shall be 2/3rd of the total number of members excluding the nonexistent / vacant categories.
- (5) **Powers and Functions of the Affiliation Committee.**
 - (i) Subject to the provision of Section 32 of the Khyber Pakhtunkhwa Universities (Amendment) Act-2016, the committee shall recommend grant of affiliation of educational institutes to the Syndicate.
 - (ii) To inquire into complaints alleging breach of conditions of affiliation by institutions and to advise the syndicate thereon;
 - (iii) To monitor the academic performance of the institutions;
 - (iv) To recommend to the syndicate the suspension or withdrawal of privileges of the university to an institution;
 - (v) To recommend the inspection report of the Inspection Committee for the approval of the Syndicate;
 - (vi) To perform such other functions as may be assigned from time to time.

8. University Discipline Committee (UDC)

- (1) University Discipline Committee shall consist of the following:
 - (i) Two Deans to be nominated by the Vice Chancellor of which the senior shall be the Convener
 - (ii) Registrar or his nominee;
 - (iii) Chairperson / HOD of the relevant Department
 - (iv) Controller of Examinations or his nominee;
 - (v) Provost;
 - (vi) Director Administration
 - (vii) Chief Proctor (Secretary)
- (2) The quorum for a meeting of the University Discipline Committee shall be two third (2/3) of the total members.
- (3). **Powers and Functions of the University Discipline Committee.**
 - 1. Functions of the University Discipline Committee shall be to:-
 - (i) Propose Regulations to the Academic Council relating to the conduct of University students, maintenance of discipline and breach of discipline;

- (ii) To impose minor / major penalties including to suspend, expel or rusticate students, impose fines on the basis of the inquiry conducted for violation of rules and regulations of the University; and
 - (iii) To act as Appellate Committee for appeals against the decisions of the Departmental Discipline Committee.
 - (iv) Perform such other functions as may be assigned to it.
2. The Appellate Authority against the decisions of the Discipline Committee shall be the Vice Chancellor.

9. Departmental Discipline Committee

- (1) Each Officer Incharge of the Hostel or Head of a University Department shall appoint a Discipline Committee consisting of three teachers / warden(s) of the University to deal with cases of indiscipline of its own students.
- (2) **Functions of the Departmental Discipline Committee shall be to:-**
- (i) Propose measures the management for orderly conduct of academic activities in the department and maintenance of discipline within the department / hostel; and
 - (ii) To impose minor penalties including imposition of fines, bar to attend classes for a specified periods, recommend expulsion from hostel, on the basis of the inquiry conducted for violation of rules and regulations of the University; and
 - (iii) Submit major cases of indiscipline to the UDC.

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Chapter-22

The University of Swabi, Form, Custody and use of University Common Seal Statutes, 2016


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Khyber Pakhtunkhwa

1. **Title**

These statutes shall be called The University of Swabi, Form, Custody and use of University Common Seal Statutes, 2016

2. **Commencement**

These statutes shall come into force at once.

3. **Application**

- (1) Certificates, Diplomas, Degrees, Souvenirs, letters of official correspondence, shields, cards; advertisements of the University shall bear the Common Seal of the University.
- (2) The Registrar shall be the custodian of the university common seal.
- (3) The following three signatories shall independently verify and authenticate the entries in the relevant documents before signing and putting the Common Seal;
 - (a) Controller of Examinations;
 - (b) Registrar;
 - (c) Treasurer


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