

University of Peshawar Statutes, 2016

UNIVERSITY OF PESHAWAR STATUTES-2016






Section Officer (III),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

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Title, Commencement, Application and Definitions of the University of Peshawar Statutes, 2016



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Title

1. These Statutes may be called the University of Peshawar Statutes, 2016.

Commencement

2. These statutes shall come into force at once.
3. The Statutes provided for under these Statutes shall replace the existing one.

Saving.


4. All existing Statutes, Rules and Regulations of the University of Peshawar not provided for under these Statutes, shall continue to be in force, so far as not inconsistent with the provisions of the Act and these Statutes,

Application

5. The statutes shall apply to all persons in the service of the University, except a person:
 - a. appointed on contract or adhoc basis;
 - b. engaged on fixed pay;
 - c. serving in the University on deputation; or
 - d. 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.

Definitions

6. In these statutes unless the context otherwise requires, the definitions used in preliminary chapter shall have the meanings assigned to them.


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(i) In these Statutes unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them as under:

1.	"Academic Council" means the Academic Council of the University.
2.	"Act" means the Khyber Pakhtunkhwa Universities Act No. X of 2012.
3.	"Advanced Studies and Research Board" means Advanced Studies and Research Board of the University.
4.	"Authority" means any of the Authorities of the University specified in Section 2 of the Act.
5.	"Campus" means Campus of the University.
6.	"Dean" means the head of a faculty of the University.
7.	"Director" means the head of an institution established as constituent institution for the University by statute or regulation in terms of the powers delegated for the Act.
8.	"Fee" means a fee payable for admission, examination fee or any other charges levied as fee by the University.
9.	"Governor" means the Governor of the Province.
10.	"Head of Department" means the head of the University Teaching or Administrative Department/Section/Institute/Center/College/School.
11.	"Institution" means a college, school or an affiliated institution.
12.	"Insurance" means the insurance of employees.
13.	"Non-Resident" means a person who is not a resident of the Province and who is not a citizen of Pakistan.
14.	"Other Charges" means the charges levied by the University from a person who is not a resident of the Province and who is not a citizen of Pakistan.
15.	"Principal" means the head of the College or the Head Institution of the University.
16.	"Professor" means a person who is appointed as a professor in the University.
17.	"Professor Emeritus" means the Professor who is elected from the University to be a Professor Emeritus in the University.
18.	"Referral of Fee" means the amount referred to be referred to a person in a particular manner.
19.	"Selection Board" means Selection Board of the University.
20.	"Senate" means Senate of the University.
21.	"Special Selection Board" means Special Selection Board of the University.
22.	"Representative of Christian, IEC and other representatives of University."
23.	"Student" means a student to whom the Statutes apply in terms of Section 2 of the Act.
24.	"Syndicate" means Syndicate of the University.
25.	"Terms & Conditions of Service" means respectively the terms and conditions of service of the Officers and Teachers as specified in Section 23 (1) (b) of the Act 1974.
26.	"The Faculty and Chair of Officers and Teachers" means the Faculty and Chair of Officers and Teachers respectively as specified in the Statutes under Section 23 (2) (a) of the Act.

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- (i) In these Statutes unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them as under:

1.	"Academic Council" means the Academic Council of the University.
2.	"Act" means the Khyber Pakhtunkhwa Universities Act No. X of 2012.
3.	"Advanced Studies and Research Board" means Advanced Studies and Research Board of the University.
4.	"Authority" means any of the Authorities of the University specified in Section 18 of the Act.
5.	"Campus" means Campus of the University
6.	"Dean" means the Head of a Faculty of the University.
7.	"Director" means the head of an institute established as constituent institution by the University by statutes or regulations in terms of the powers delegated by the Act.
8.	"Fee" means Admission fee, Tuition fee, Examination fee, or any other charges classed as Fee by the Syndicate.
9.	"Government" means the Government of Khyber Pakhtunkhwa
10.	"Head of Department" means the Head of the University Teaching or Administrative Department/Section/Institute/Centre/College/School.
11.	"Institution" means a constituent Institution or an affiliated institution.
12.	"Insurance" means the Group Insurance of Employees.
13.	"Non-Refundable Fee" means any Fee or Charge made to University by a person which cannot be returned even if the purpose for which the payment was made is not met/fulfilled.
14.	"Other Charges" means the dues other than fee demanded by the University from a person
15.	"Prescribed" means prescribed by Statutes, Regulations and Rules made under the Act.
16.	"Principal/ Director" means the Head of the College or the Chief Executive of the institution/college seeking Affiliation.
17.	"Professor Emeritus" means the Professor who retires from the University service in BS-21 or BS-22 and is given the status of Professor Emeritus by the Syndicate.
18.	"Refund of Fee" means the amount required to be returned to a person in a prescribed manner.
19.	"Selection Board" means Selection Board of the University
20.	"Senate" means Senate of the University.
21.	"Special Selection Board" mean permanent members of the Selection Board one representative of Chairperson, HEC, and one representative of Chancellor.
22.	"Student" means a student to whom the Statutes apply in terms of Statute 3 above.
23.	"Syndicate" means Syndicate of The University.
24.	"Terms & Conditions of Service" means respectively The terms and conditions of service of the Officers and Teachers as assigned under Section 28 (1) (d) of the Act <i>ibid</i> .
25.	"The Powers and Duties of Officers and Teachers" means the Powers and duties of Officers and Teachers respectively assigned to them under Section 8 (d) (e) (f) (j) (k) (l) (m) , and 17 of the Act and those assigned to them by the Syndicate under the power vested in it under Section 23 (2) (o) of the Act.

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26.	"Treasurer" means the Treasurer of the University.
27.	"University" means the University of Peshawar
28.	"Vice-Chancellor" means the Vice-Chancellor of the University.
29.	"Year" means the financial year, beginning on the 1st of July and ending on the 30th of June.

All other terms and expressions shall have the same meanings as assigned to them under Section 2 of the Act.



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26.	"Year" means the financial year, beginning on the 1st of July and ending on the 30th of June.
27.	"Vice-Chancellor" means the Vice-Chancellor of the University.
28.	

Section 2 of the Act.
All other terms and expressions shall have the same meanings as assigned to them under

Service Statutes, 2016


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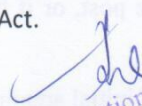
Short Title, Commencement and Application:

- i) These statutes may be called the University Of Peshawar Service Statutes-2016.
- ii) These shall come into force with immediate effect.

Definitions

In these statutes unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them as under:

- a) 'Act' means the Khyber Pakhtunkhwa Universities Act 2012;
- b) "Appointing Authority" means an officer/authority, which is competent to make appointment to a post under the Act.
- c) 'Competent Authority' means the Senate, the Chancellor, the Vice-Chancellor, the Syndicate of the University or any officer authorized in this regard;
- d) 'Contract Appointment' means appointment of a duly qualified person on contract basis;
- e) 'Emoluments' means the amount drawn monthly by an employee as pay or allowances of any description;
- f) 'Foreign Service' means service in which an employee receives emoluments, with the sanction of the University, from a source other than the University Funds;
- g) 'Head of Department' means the Head of the University Teaching or Administrative Department/Section/Institute/Centre/College/School;
- h) 'Initial Appointment' means appointment made otherwise than by promotion or transfer;
- i) 'Pay' means the amount drawn monthly by a university employee as pay and includes technical pay, special, personal pay and other emoluments declared by the Syndicate;
- j) 'Permanent Post' means a post sanctioned without limit of time;
- k) 'Presumptive Pay of a post' means the pay to which an employee would be entitled if he held the post in a substantive capacity and were performing its duties;
- l) 'Regular Appointment' means an appointment made in accordance with the prescribed procedure against a clear vacancy;
- m) 'Substantive Pay' means the basic pay, other than special pay, personal pay, etc., to which a University Employee is entitled on account of his substantive appointment to a post in a specified pay scale;
- n) 'Temporary Post' means a post other than a permanent post;
- o) "University Employee" means a person who holds a permanent post in the University service and who is paid from the University Fund;
- p) All other expressions and terms used in these statutes shall have the same meanings as assigned to them under Section-2 of the Act.


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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 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. No person may be substantively appointed to a post under the University without a medical certificate of health to be issued by the Authorized Medical Officer designated by the Syndicate. The certificate shall be attached to his first pay bill, which shall be returned by Audit, after being seen, so that it is placed in the personal file of the employee concerned.
4. (i) Two or more employees cannot be appointed substantively to the same permanent post at the same time.
(ii) An employee cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.
(iii) An employee cannot be appointed substantively to a post on which another employee holds a lien.

Probation


5. Probation in the case of an initial appointment to a permanent post in the University service shall be for a minimum period of one year.
6. Appointments by promotion or transfer shall also be made on probation for a minimum period of one year.
7. 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.

Confirmation

8. (i) On completion of the period of probation of an employee, the Appointing Authority may, subject to the provisions of Section 9, 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 is no such post, dispense with his services; or


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- (c) extend the period of probation by a period not exceeding two years 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.

(ii) 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.

9. 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.

Seniority

For the purpose of making appointments, seniority shall have relevance only within the group/cadre which is eligible for the position to which appointment is being made.

10. (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/Committee.
- (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.

- (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.

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Lien

11. 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.
12. An employee holding substantively a permanent post retains a lien on that post:
 - (a) While on duty in that post;
 - (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 a foreign service;
 - (d) While on joining time or transfer to another post;
 - (e) While on leave; and
 - (f) While under suspension.

Transfers

13. The Vice Chancellor may transfer any University employee from one related post to another within the University, in the same pay scale; provided that such employee does not suffer a loss in salary by such transfer.

Bar to Engage in Other Employment

14. The whole-time University employee shall be at the disposal of the University and he may be employed by the University without claim for additional remuneration
15. 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 the task of paper setting and checking.

Pay

16. 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.
17. 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.
18. An employee appointed to hold charge of an additional post shall be entitled to additional pay as under:
 - (a) Where an employee is formally appointed to the additional sanctioned post and discharges full duties of that post, he shall be allowed additional pay @

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20% of his initial basic pay of the substantive post he is holding subject to a maximum as notified by the Government.

- (b) Where an employee holds the current charge of an additional sanctioned post, he shall be allowed additional pay @ 20% of his initial Basic pay of the substantive post he is holding subject to a maximum as notified by the Government.
- (c) The duration of dual charge or current charge shall not normally exceed one year.
- (d) No additional pay will be admissible if the additional charge/current charge is held for a period of less than one month.
- (f) Ex-post-facto sanction for the grant of remuneration for holding additional charge/current charge shall be given by the Syndicate on case to case basis.

Honorarium

- 19. The Competent Authority may grant to an employee an honorarium from the University Fund as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify as special reward
- 20. Except when special reasons exist, it should be recorded in writing, for departure from this provision, sanction for the grant or permission to receive an honorarium should not be given unless the work has been undertaken with the prior consent of the Competent Authority and its amount is settled in advance.

Fee

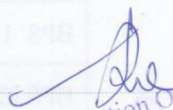
- 21. The Competent Authority may permit an employee to perform a specified service or series of services for a private person or body or for a public body including a body administering a local fund or for Government and to receive as remuneration therefore a non-recurring or recurring fee, if it is satisfied that this can be done without detriment to his normal duties. provided that 33% of any fee paid to the employee shall be credited to the University Fund

Retirement

- 22. The age of retirement of all University employees shall be sixty years. In the interest of the working of the University, it shall be permissible to retain an employee to the end of the session following his attaining the age of sixty years;

Provided that the Syndicate may, in the public interest and subject to physical fitness, engage an officer of BPS- 17 and above on his own post beyond the age of sixty years for any period till he attains the age of sixty-five subject to the condition that any such engagement shall be done only under special circumstances and the **prior** approval of the Chancellor shall be obtained in each case.

If an employee is engaged by the University, he shall retain the pay drawn by him in BPS during the period of regular employment.


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23. An employee shall have the option of seeking voluntary retirement on completion of 25 years qualifying service, or as notified by the Government from time to time.

Suspension

24. An employee under suspension is entitled to subsistence grant at one half of the pay in accordance with the Government Rules.

Provided that the suspending authority may direct that the employee under suspension shall be granted, in addition, such compensatory allowances as the competent authority may sanction by general or special order.

25. 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 Section 24.

26. When the suspension of an employee is held to have been unjustifiable or not wholly justifiable or 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 honorably acquitted, the full pay to which he would have been entitled if he had not been suspended, dismissed or removed and, by an order to be separately recorded, any allowance of which he was in receipt prior to his suspension/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), the period of absence from duty shall be treated as a period spent on duty. But in a case falling under clause (b), it will not be treated as a period spent on duty, unless the revising or appellate authority so directs.

27. Leave may not be granted to an employee under suspension.

Resignation

28. An employee desirous of resigning from service shall give to the Vice Chancellor a prior notice of such period as given below, or as provided in his special contract of service:

Category	Period of Notice (Days)
BPS 17 & Above	90
BPS 02 to 16	30


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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 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.

29. If in the case of a University teacher the period specified in section 28 expires during the summer vacation or within one month after the last day thereof, the employee so resigning shall not be paid more than half the salary otherwise payable to him for the summer vacation. Provided that the employee so resigning who at the time of giving such notice shall have served the University for less than one year or for less than the minimum period for which he was engaged, whichever is longer, shall forfeit the whole of the salary otherwise payable to him for the summer vacation.
30. When an employee gives a notice of resignation, he shall not be granted any leave other than sick leave or casual leave.
31. An employee on leave, other than sick leave or casual leave shall give a notice of resignation for a period of at least one month after the expiry of his leave.

Retrenchment


32. When an employee is required to be retrenched, on the abolition of his post, he will be entitled to the period of notice, or emoluments in lieu thereof, as provided in Section 28.

Training

33. 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 the training, subject to a maximum of five years during the whole service of the employee.

Right of Appeal or Representation

34. (i) An appeal, or application for review, under Section 40 of the Act, shall be made within 15 working days of the impugned order.
- (ii) Where no provision for appeal or review exists in the Statutes, the employee may, within 15 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


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order;

- (iii) 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 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.

Service Books

35. A service book 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.


Performance Evaluation

36. (i) Character Rolls of the non-gazette employees including BPS-2 to BPS-16 shall be maintained by the Heads of Departments, under whom they are serving. The views in respect of work and conduct of an employee shall be recorded annually in his Character Roll by the Head of Department/Sectional Head.
- (ii) Annual Performance Evaluation Report and Character Rolls shall be written for employees in BPS-17 to BPS-20 by the Heads of Departments under whose administrative control they are working and record their performance on quarterly basis as part of the Performance Evaluation Report.
- (iii) Annual Performance Evaluation Reports of all employees in BPS-20 and above and of all Academic and Administrative Heads shall be written and countersigned by the Vice Chancellor.
- (iv) The Character Rolls and Performance Evaluation Reports shall be completed by end of February each year. Any adverse remarks shall be communicated to the concerned employee by the officer who maintains the Character Rolls or Performance Evaluation Reports, as indicated in sub-clause (v) below, by 30 June at the latest.
- (v) Responsibility for the safe-custody and maintenance of the Performance Evaluation Reports shall rest as under:-

Name of Officer

Sphere of Responsibility

- | | | |
|--------------|-----|--|
| i. Registrar | (a) | Performance Evaluation Reports of Deans, Chairmen and other Faculty Members in BPS-20 and above. |
|--------------|-----|--|


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(b) Performance Evaluation Reports of the officers of Administrative Cadre in BPS-17 and above.

ii. Deans of Faculties Performance Evaluation Reports of the teachers upto Associate **Professors** and other officers in BPS-19 and below, serving under them.

Leave:

37. The University employees shall be entitled to such kind of leave as may be decided by the Syndicate from time to time under rules framed for this purpose.
38. A leave account for each kind of leave shall be maintained for each member of the staff of the University.
39. If a member wishes to resume his duties before the expiry of his leave, he may do so with the previous approval of the Vice-Chancellor.
Provided that if the competent authority has made other arrangements for the period of his leave which would involve it in a pecuniary loss on his return, such loss shall be made good by the employee.
40. An employee of the University accepting employment elsewhere during leave, including leave preparatory to retirement from the University, without the previous sanction of the appointing authority, shall be liable to forfeit his leave salary from the date of his accepting such appointment.
41. Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
42. A University employee who absents himself without leave or remains absent without leave shall not be entitled to any pay for the period of his absence without leave.

Residences:

43. Employees of the University so far as may be practicable, shall reside in the house of the University, built for that purpose. Such a house shall be kept in good condition and repair.
44. An employee who retires from service shall be eligible to retain the accommodation during the leave preparatory to retirement and at the most for three months after his retirement.
45. The rent payable by an employee shall be in accordance with the prescribed rules of the Government.
46. Accommodation shall be allotted by the Vice-Chancellor or a Committee of three officers to whom such powers may be delegated by the Vice-Chancellor. The scale of accommodation supplied shall not, except at the employee's own request, be less than that which is appropriate to the status of the employee. Where an employee has, at his own request, been allotted

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accommodation in excess of his status, the Syndicate may charge rent in excess of that prescribed by Section 45 of these Statutes.

47. The Syndicate may exempt any employee from the payment of rent, or waive, or reduce for a certain definite period, the rent to be recovered from him.
48. An employee who is exempted from payment of rent shall not keep any other employee except his wife (or husband, if the employee is a female) and children with him in the building occupied by him and if he does so, he shall pay such rent to which the said other employee would have been liable if he was occupying that house.
49. No employee of the University shall permit a student other than his own dependent to live with him without **prior** sanction of the Vice-Chancellor.

Residuary Provisions

50. The University Employees conduct should be regulated by the Rules framed by the Syndicate
51. In all other matters, not specifically provided for in the 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.
52. In a case where the operation of the 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.


Removal of Difficulties

53. 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.

Anomaly Committee


54. 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) | Two Deans to be nominated by the Vice Chancellor | Member |
| (d) | Chairman / HOS of the concerned department / Section | Member |
| (e) | Registrar | Member /Secretary |
| (f) | Nominee of the Higher Education Department, Khyber Pakhtunkhwa | Member |


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55. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.


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Teachers Scales of Pay Statutes, 2016


Section Officer (III),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar,

UNIVERSITY OF PESHAWAR STATUTES-2016

Short Title and Commencement:

- i) These statutes may be called the University Of Peshawar Teachers Scales of Pay Statutes-2016.
- ii) These shall come into force with immediate effect.

Definitions:

In these statutes, unless there is anything repugnant in the subject and context, the following expressions shall have the meanings hereby respectively assigned to them as under:

- i) 'Act' means the Khyber Pakhtunkhwa Universities Act 2012
- ii) 'Dean' means the Head of a Faculty of the University
- iii) 'Director' means the head of an institute established as constituent institution by the University by statutes or regulations in terms of the powers delegated by the Act.
- iv) 'Head of Department' means the Head of the University Teaching or Administrative Department/Section/Institute/Centre/College/School.
- v) 'Initial Appointment' means appointment made otherwise than by promotion or transfer;
- vi) 'Presumptive Pay of a post' means the pay to which an employee would be entitled if he held the post in a substantive capacity and were performing its duties;
- vii) 'Pay' means the amount drawn monthly by a university employee as pay and includes technical pay, special, personal pay and other emoluments declared by the Syndicate;
- viii) 'Permanent Post' means a post sanctioned without limit of time;
- ix) 'Substantive Pay' means the basic pay, other than special pay, personal pay, etc., to which a University Employee is entitled on account of his substantive appointment to a post in a specified pay scale;
- x) "Teacher" means and include Professors, Associate Professors, Assistant Professors, Lecturers and Research staff engaged whole time by the University for teaching degree, honours or post-graduate classes, and such other persons as may be declared to be teachers by the Regulations;
- xi) 'Syndicate' means Syndicate of the University;
- xii) 'University' means the University of Peshawar.

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- xiii) "University Employee" means a person who holds a permanent post in the University service and who is paid from the University Fund;
- xiv) All other terms and expressions shall have the same meaning as assigned to them under Section 2 of the Act.

Basic Pay Scales and Other Fringe Benefits

1. (a) The pay scales of 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/allowances/honorarium to a University employee on such terms and conditions as it may determine as recommended by the Selection Board.
- (c) The following Basic Pay Scales shall be admissible to Teachers:

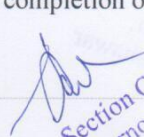
S. No.	Post	BPS
i.	Lecturer in University	18
ii.	Assistant Professor	19
iii.	Associate Professor	20
iv.	Professor or equivalent	21
v.	Meritorious Professor	22

Fixation of Pay on Appointment to Higher Post

2. 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.
3. 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.
4. Provided that the order of merit for the purpose of seniority as determined by Selection Board shall stay intact irrespective of the date of joining.

Increments

5. Annual Increment in Basic Pay Scales shall fall due on the first day of December, following the completion of at least six months service at a stage, in the relevant scale of pay.


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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 upgradation 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.

Advance Increments for Higher Qualifications

6. The Selection Board in certain cases may recommend up to four advance increments at the time of initial appointment.

Allowances

7. The following monthly allowances shall be admissible,

i. **House Rent Allowance**

- (a) A Teacher who has not been provided residential accommodation, in his name, by the University shall be entitled to House Rent Allowance at the rates approved by the Syndicate as revised by the Syndicate 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.

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

ii. **Conveyance Allowance**

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

iii. **Medical Allowance**

Medical Allowance shall be admissible at the rates approved by the Syndicate.

iv. **Senior Post Allowance**

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

v. **Orderly Allowance**

All University employees in BPS-20 and above shall be entitled to orderly allowance at the rate of minimum wage as approved by the Syndicate.


vi. **PhD Allowance**

PhD allowance shall be admissible at the rates approved by the Syndicate

vii. **MPhil/MS Allowance**

MPhil /MS allowance shall be admissible at the rates approved by the Syndicate

viii. **Headship allowance**


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Headship allowance may be admissible to Deans, HoDs, and Sectional Heads at the rates approved by the Syndicate.


ix. **Telephone/DSL reimbursement facility.**

The telephone, DSL and mobile bills reimbursement will be permissible to the entitled faculty as approved by Syndicate.

x. Any other allowance as approved by Syndicate.


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Administrative Officers Appointment, Promotion & Scales of Pay Statutes, 2016


**Section Officer (III),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar**

UNIVERSITY OF PESHAWAR STATUTES-2016


Short Title, Commencement:

- i) These statutes may be called the University Of Peshawar Administrative Officers Appointment, Promotion and Scales of Pay Statutes-2016.
- ii) These shall come into force with immediate effect.

Definitions:

In these statutes, unless there is anything repugnant in the subject and context, the following expressions shall have the meanings hereby respectively assigned to them as under :

- i) 'Act' means the Khyber Pakhtunkhwa Universities Act 2012;
- ii) 'Administrative Officers' means an officer other than the teaching and research staff, working in the administration of the University in BPS-17 and above, duly appointed by Syndicate;
- iii) 'Head' means head of the Administrative Department;
- iv) 'Initial Appointment' means appointment made otherwise than by promotion or transfer;
- v) 'Presumptive Pay of a post' means the pay to which an employee would be entitled if he held the post in a substantive capacity and were performing its duties;
- vi) 'Pay' means the amount drawn monthly by a university employee as pay and includes technical pay, special, personal pay and other emoluments declared by the Syndicate;
- vii) 'Permanent Post' means a post sanctioned without limit of time;
- viii) 'Promotion' means appointment by promotion to the next higher scale after taking into consideration eligibility, efficiency and performance on the previously held posts;
- ix) 'Substantive Pay' means the basic pay, other than special pay, personal pay, etc., to which a University Employee is entitled on account of his substantive appointment to a post in a specified pay scale;
- x) 'Selection Board' means the Selection Board of the University of Peshawar;
- xi) 'Service' means the service rendered in the administrative cadre of the University;
- xii) 'University' means the University of Peshawar.
- xiii) All other terms and expressions shall have the same meaning as assigned to them under Section 2 of Act.


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UNIVERSITY OF PESHAWAR STATUTES-2016

1. Composition of the Administrative Officers

The Administrative Officers shall consist of the members holding the posts specified in Schedule-I annexed to these Statutes. **The posts mentioned in the schedule-I shall be pooled for the purpose of promotion as and when created, redesignated or becomes vacant.**

2. Appointing Authority

Appointment to the positions of Administrative Officers shall be made by the Syndicate, on the recommendation of the Selection Board, in the prescribed manner.

3. Eligibility Criteria

Eligibility Criteria for appointment of Administrative Officers are prescribed in Schedule-I. In case of semester system CGPA-3.00 out of 4.00 will be considered in place of first division.

4. Methods of Appointment

There shall be two methods of appointment:

4.1 Appointment by initial recruitment

4.2 Appointment by promotion

4.1 Conditions for Initial Recruitment

4.1.1 Initial recruitment shall be made through open competition after public advertisement of the vacancies in at least three leading daily newspapers as well as on University website.

4.1.2 No person shall be appointed by initial recruitment unless he fulfills the prescribed qualification, eligibility criteria and experience as laid down in column-04 of Schedule-I annexed to these statutes after observing the prescribed process and procedure for such appointments.

4.1.3 Evaluation Criteria for initial appointment of Administrative Officers shall be such as prescribed by Rules.

4.1.4 **The position of the Registrar, Treasurer, Controller of Examinations and the Auditor, if so filled, shall be for a renewable term of three years.**

4.2 Conditions for Appointment by Promotion

4.2.1 On the vacation, creation or re-designation of any post in the Administrative Cadre, the office of the Registrar shall circulate it for information of all concerned;

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4.2.2 The position of the Registrar, Treasurer, Controller of Examinations and the Auditor, if so filled, shall be for a renewable term of three years

4.2.3 At least two-week time shall be given to the candidates to apply for the post on the prescribed form through proper channel;

4.2.4 The applications so submitted should be supported with bio-data and all relevant verified testimonials relating to the qualification and experience of the applicants duly certified by the Head;

4.2.5 The office of the Registrar shall prepare a list of the eligible candidates in order of their respective seniority and place it before the Selection Board for scrutiny and recommendations of the suitable candidate(s) for promotion without their personal appearance before the Selection Board;

4.2.6 The Selection Board will scrutinize and assess the suitability of the candidates on the basis of seniority-cum-fitness by evaluating their comparative Comprehensive Efficiency Index for promotion to various grades;

4.2.7 Recommendations of the Selection Board to this effect shall be placed before the Syndicate for approval;

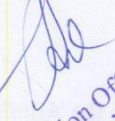
4.2.8 In case of non-availability of eligible Administrative Officer(s) from within the existing Administrative officers of the University for a Post, the same may be advertised;

4.2.9 In case of occurrence of any anomaly/hardship in these proceedings, the issue with all its pros and cons shall be referred to an Anomaly Committee comprising the following:

- a. A Dean nominated by the Vice Chancellor who shall be the Convener of the Committee;
- b. The Secretary to Government of Khyber Pakhtunkhwa, Establishment Department or his/her representative not below the rank of Additional Secretary;
- c. One member of the Syndicate other than the University Employee to be nominated by the Syndicate.
- d. The Registrar who shall be a member-cum-Secretary of the Committee.
- e. **in case of the appointment of the Registrar, the Vice Chancellor shall appoint a Secretary.**

4.2.10 The minimum length of service for promotion to various grades shall be as per following:

For Grade 18	-	5 years service in grade 17
For Grade 19	-	12 years service in grade 17 and above
For Grade 20	-	17 years service in grade 17 and above


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- a. In the case of promotion of Administrative Officer in BPS-17 to BPS 18, half of the service in grade 16 and one fourth in grades lower than 16, if any, may be counted as service in grade 17.
- b. Where initial recruitment/appointment takes place in grades 18 and 19, the length of services prescribed for promotion to higher grades shall be as following:

For Grade 19 - 07 years in grade 18

For Grade 20 - 10 years service in grade 18 or 03 years service in grade 19.

- 4.2.11 Besides the service length, the candidates should have minimum of aggregate marks on comprehensive Efficiency Index (CEI) for promotion to various grades as follows:

Basic Scale	Aggregate marks of Comprehensive Efficiency Index
18	50
19	60
20	70

- 4.2.12 A panel of two senior most Administrative Officers shall be placed before the Selection Board for each vacancy in respect of promotion to BPS-18 & BPS 19. Similarly, a panel of three senior most Administrative Officers shall be submitted to the Selection Board for each position in respect of promotion to BPS-20 and the senior Administrative Officer (s) with the requisite score on the Efficiency Index shall be recommended for promotion.

- 4.2.13 The senior most Administrative Officer (s) on the panel securing the requisite threshold of the Efficiency Index shall be recommended by the Selection Board for promotion unless otherwise deferred with reasons to be recorded. In case of failure to attain the requisite threshold, he (she)/they shall be superseded and the next Administrative Officer on the panel shall be considered for promotion. Such Administrative Officers shall not be considered for promotion until he/she earns one CR for the ensuing one full year;

- 4.2.14 The performance of Administrative Officers shall be evaluated in terms of the following grades and scores;

S.No.	Grading	Marks	
		After 30.12.2016	Before 30.12.2016
1	Outstanding/Excellent	10	10
2	Very Good	8	8
3	Good	7	7
4	Average/satisfactory	5	5

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4.2.15 The quantification formula and instruction for working out quantified score are as Appendix-A;

4.2.16 **At one time, one step promotion is allowed**

4.2.17 For promotion to BPS-18 and above in case of Administrative Officers who have been awarded penalties, 5 marks would be deducted for each major penalty, 3 marks for each minor penalty and 1 mark for each adverse CR from the quantified score of CEI.

4.2.18 Promotion shall be made on the basis of in service training(s) which shall be arranged by the University of Peshawar. However, to facilitate the existing employees, this shall be applicable after a grace period of two years from the date of enforcement of these Statutes.

4.2.19 The Administrative Officers who meet the aggregate marks on Comprehensive Efficiency Index shall be awarded BPS-21 who has 24 years of service in BPS-17 and above with at least 4 years of service in BPS-20 **against 15% of the filled seats in BPS-20 with approval of the Syndicate;**

5. 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, which gives a pay increase equal to or less than a full increment of 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.

Appointment to all posts in BPS – 17, 18, 19 & 20 other than Registrar, Treasurer, Controller of Examination and Auditor as initial recruitment, shall be made as per prescribed qualifications and experience mentioned in Schedule-I

Appointment of Registrar, Treasurer, Controller of Examinations and Auditor shall be made as per Section 13, 14, 15 and 16 of the Act ibid respectively and as per prescribed qualification specified in Schedule-I **for a renewable term of three years.**

6. 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 December of that year, with reference to his Presumptive pay in his lower scale.

In case of promotion after 31st of May and before 1st December an employee shall get his regular increment in the scale from which he is promoted.


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7. Allowances

The following monthly allowances shall be admissible to the employees, subject to its revision by the Syndicate from time to time.

- a. House Rent Allowance
- b. Medical Allowance
- c. Conveyance Allowance
- d. Entertainment Allowance
- e. Senior Post Allowance
- f. Orderly Allowance
- g. Qualification allowance
- h. Special incentive to attract the talent subject to the approval of the competent authority
- i. Any other allowance approved by the Syndicate.

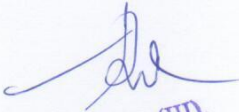
The following monthly allowances shall be admissible.

i. House Rent Allowance

An Administrative Officer who has not been provided residential accommodation, in his name, by the University shall be entitled to House Rent Allowance at the rates approved by the Syndicate as revised by the syndicate 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.

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


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ii. Medical Allowance


Medical allowance shall be admissible at the rates approved by the Syndicate.

iii. Conveyance Allowance

Conveyance Allowance shall be admissible to all Administrative Officers at the rates approved by the Government subject to revision by the syndicate from time to time.

iv. Senior Post Allowance

Senior Post Allowance shall be admissible to employees in **BPS-19** and above as per rates approved by the Syndicate.


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v. Orderly Allowance

All University Officers in BPS-20 and above shall be entitled to orderly allowance at the rate of minimum wage as approved by the Syndicate.

vi. PhD Allowance

PhD allowance at the rate approved by the Syndicate

vii. MPhil/MS Allowance

MPhil/MS allowance at the rates approved by the Syndicate.

viii. Headship allowance

Headship allowance may be admissible to Deans, Heads, and Sectional Heads at the rates approved by the Syndicate.

ix. Telephone/DSL reimbursement facility.

The telephone, DSL and mobile bills reimbursement will be permissible to the entitled Administrative Officers as approved by the Syndicate.

x. Any other allowance as approved by the Syndicate.



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Appendix A

(See 4.2.14 of the University Of Peshawar Administrative Officers Appointment, Promotion and Scales of Pay Statutes-2016)

First Step

Arithmetic mean will be calculated for each calendar year containing 2 or more CRs to derive the ACR score for that year as follow:

$$M = \sum \frac{My}{Ny}$$

Where

My = Marks for each CR recorded in calendar year 'y'

Ny = Number of CRs recorded in year 'y' and

\sum =stands for summation

Second Step

Average marks for each level will be calculated according to the following formula: Where

$$\text{Average marks} = \sum \frac{M}{T}$$

M = Marks for CRs; and

T = Total number of CRs in posts at that level

Third Step

Weightage for posts held at each level will be given as follows in computing the aggregate score against a uniform scale of 100 marks for promotion:

- | | | |
|-----|-------------------------------------|-------------------|
| i. | To post carrying basic pay scale 18 | 10 x A |
| ii. | To post carrying basic pay scale 19 | (6 x B) + (4 x A) |

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- iii. To post carrying basic pay scale 20 $(5 \times C) + (3 \times B) + (2 \times A)$
iv. To post carrying basic pay scale 21 $(5 \times D) + (3 \times C) + (A + B)$

Where

- A =Average marks for reports in posts carrying basic pay scale 17
B =Average marks for reports in posts carrying basic pay scale 18
C =Average marks for reports in posts carrying basic pay scale 19
D =Average marks for reports in posts carrying basic pay scale 20


Fourth step

The following deductions shall be made in the total marks worked out in the third step:

(i)	For each major penalty under the University Employees Efficiency and Discipline Statutes	5 marks
(ii)	For each minor penalty imposed under the University Employees Efficiency and Discipline Statutes	3 Marks
(iii)	For adverse remarks (deductions be made for such remarks only as were duly conveyed to the concerned officer and were not expunged on his representation, or the officer did not make representations.	1 marks per CR containing adverse remarks

Fifth Step

Candidates holding M.Phil and Ph.D qualification shall be given 5 and 3 marks respectively which shall be added in the Comprehensive Efficiency Index for promotion to BPS-18 and above.


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UNIVERSITY OF PESHAWAR STATUTES-2016


(See Section 3 of the University Of Peshawar Administrative Officers Appointment, Promotion and Scales of Pay Statutes-2016)

Schedule – I				
Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
1.	Registrar	20	Master's degree with First division from an HEC recognized University/ Institution with 17 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
2.	Treasurer	20	Master's degree with First division in Finance, Commerce, and Business Administration from an HEC recognized University/ Institution or Chartered Accountant with 17 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
3.	Controller of Examination	20	Master's degree with First division from an HEC recognized University/ Institution with 17 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative

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Schedule – I Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
				Officers, the post then be filled through initial recruitment
4.	Director Planning & Development	20	Master's degree with First division from an HEC recognized University/ Institution with 17 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
5.	Director of Works	20	B.Sc. Civil /Electrical Engineering with First division from an HEC recognized University/Institution with 17 years' teaching/ administrative experience in a University/Government or autonomous body BPS-17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
6.	Librarian	20	Master's degree with First division in M.L.S from an HEC recognized University/ Institution with 17 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
7.	Provost	20	Master's degree with First division from an HEC recognized University/	i. By promotion from amongst the


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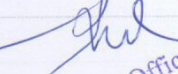
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Schedule – I				
Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
			Institution with 17 years' teaching/administrative experience in a University/Government or autonomous body in BPS- 17 and above.	Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
8.	Director Admissions	20	Master's degree with First division from an HEC recognized University/ Institution with 17 years' teaching/administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
9.	Director Administration	20	Master's degree with First division from an HEC recognized University/ Institution with 17 years' teaching/administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no eligible candidate amongst the Administrative Officers, the post then be filled through initial recruitment
10.	Director Quality Enhancement Cell (QEC)	20	Master's degree with First division from an HEC recognized University/ Institution with 17 years' teaching/administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or

(Signature)
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Schedule – I Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
				ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
11.	Director ORIC	20	Master's degree with First division from an HEC recognized University/ Institution with 17 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
12	Director Distance Education	20	Master's degree with First division from an HEC recognized University/ Institution with 17 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
13	Director Sports	20	Master's degree with First division in Health and Physical Education from an HEC recognized University/ Institution with 17 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
14	Director IT	20	As per existing statutes	i. By promotion from amongst the Administrative


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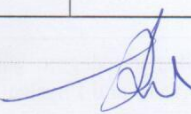
Schedule – I Administrative Officers, University of Peshawar

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
				Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
15	Additional Registrar	19	Master's degree with First division from an HEC recognized University/ Institution with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
16	Additional Treasurer	19	Master's degree with First division in Finance, Commerce, and Business Administration from an HEC recognized University/ Institution or Chartered Accountant with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
17	Additional Director of Works	19	B.Sc. Civil /Electrical Engineering with First division from an HEC recognized University/Institution with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS-17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment


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Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
18.	Additional Director Planning & Development	19	Master's degree with First division from an HEC recognized University/ Institution with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above	<p>i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or</p> <p>ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment</p>
19.	Additional Controller of Examinations	19	Master's degree with First division from an HEC recognized University/ Institution with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	<p>i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or</p> <p>ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment</p>
20.	Additional Provost	19	Master's degree with First division from an HEC recognized University/ Institution with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	<p>i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or</p> <p>ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment</p>
21.	Associate Librarian	19	Master's degree with First division in M.L.S from an HEC recognized University/ Institution with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	<p>i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or</p> <p>ii. In case there is no suitable candidate amongst the</p>


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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
				Administrative Officers, the post then be filled through initial recruitment
22	Senior Medical Officer	19	MBBS or equivalent qualification from an HEC recognized University/Institution duly registered with Pakistan Medical and Dental Council and Completion of one year House Job training plus 13 years professional experience in a Government / Semi-Government / Autonomous / Semi-Autonomous body's hospital.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
23	Additional Director (QEC)	19	Master's degree with First division from an HEC recognized University/ Institution with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
24	Additional Director Distance Education	19	Master's degree with First division from an HEC recognized University/ Institution with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
25	Additional Director Sports	19	Master's degree with First division in Health and Physical Education from an HEC recognized University/ Institution	i. By promotion from amongst the Administrative


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Schedule – I Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
			with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
26	Manager of Research Operations	19	Master's degree with First division in Health and Physical Education from an HEC recognized University/ Institution with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
27	Liaison Manager University-Industry Interlinkages & Technology Transfer	19	Master's degree with First division in Health and Physical Education from an HEC recognized University/ Institution with 12 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
28	Additional Director IT/ Data Processing	19	As per existing statutes	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers,


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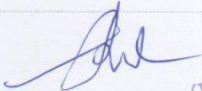
Schedule – I Administrative Officers, University of Peshawar

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
				the post then be filled through initial recruitment
29	Deputy Registrar	18	Master's degree with First division from an HEC recognized University/ Institution with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
30	Deputy Treasurer	18	Master's degree with First division in Finance, Commerce, Business Administration from an HEC recognized University/ Institution or Chartered Accountant with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
31	Deputy Director Planning & Development	18	Master's degree with First division from an HEC recognized University/ Institution with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
32.	Deputy Controller of Examination	18	Master's degree with First division from an HEC recognized University/ Institution with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or

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Schedule – I Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
				ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
33	Deputy Librarian	18	Master's degree with First division in M.L.S from an HEC recognized University/ Institution with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
34	Deputy Director (Works)	18	B.Sc. Civil /Electrical Engineering with First division from an HEC recognized University/Institution with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS-17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
35	Medical Officer	18	MBBS or equivalent qualification from an HEC recognized University/Institution duly registered with Pakistan Medical and Dental Council and Completion of one year House Job training plus 06 years professional experience in a Government / Semi-Government / Autonomous/ Semi-Autonomous body's hospital.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
36	Deputy Provost	18	Master's degree with First division from an HEC recognized University/ Institution with 5 years' teaching/ administrative experience in a	i. By promotion from amongst the Administrative


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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
			University/Government or autonomous body in BPS- 17 and above.	Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
37	Deputy Director (QEC)	18	Master's degree with First division from an HEC recognized University/ Institution with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
38	Deputy Director Distance Education	18	Master's degree with First division from an HEC recognized University/ Institution with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
39	Deputy Director Sports	18	Master's degree with First division in Health and Physical Education from an HEC recognized University/ Institution with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment


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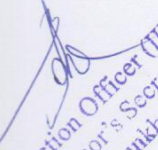
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Schedule – I Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
40	Deputy Director (Administration)	18	Master's degree with First division from an HEC recognized University/ Institution with 5 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
41	Deputy Director/ Manager IT/ Network Manager	18	As per existing statutes	i. By promotion from amongst the Administrative Officers in accordance with the prescribed statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
42	Assistant Registrar	17	Master's degree with First division from an HEC recognized University/ Institution	Initial recruitment
43	Assistant Registrar (Media Relations)	17	Master's degree in Media Studies or English with First division from an HEC recognized University/ Institution	Initial recruitment
44	Assistant Controller Examination	17	Master's degree with First division from an HEC recognized University/ Institution	Initial recruitment
45	Assistant Treasurer	17	Master's degree with First division in Finance, Commerce, Business Administration from an HEC recognized University/ Institution or Chartered Accountant	Initial recruitment
46	Research Officer(s)	17		Initial recruitment


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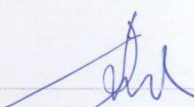
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Schedule – I				
Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
	<i>(concerned faculty)</i>		First Class Master's Degree (B-Grade) OR Second Class Master's Degree with M.Phil OR equivalent degree awarded after 16 years of education in <i>(relevant subject(s) required)</i> with no 3 rd division in the academic career from an HEC recognized University / Institution.	
47	HR Officer	17	First Class Master's Degree (B-Grade) OR Second Class Master's Degree with M.Phil OR equivalent degree awarded after 16 years of education in MBA/ M.Com/ MPA (with specialization in HRM) with no 3 rd Division in the academic career from an HEC recognized University/ Institution.	Initial recruitment
48	Assistant Registrar (Legal)	17	LLB with First division from an HEC recognized University/Institutions	Initial recruitment
49	Assistant Registrar (Career Counseling)	17	Master's degree with First division from an HEC recognized University/ Institution	Initial recruitment
50	Assistant Director IT	17	Master's degree or equivalent in Computer Science/IT or in the relevant field with First division from an HEC recognized University/ Institution	Initial recruitment
51	Assistant Director (QEC)	17	Master's degree with First division from an HEC recognized University/ Institution	Initial recruitment
52	Assistant Director Planning & Development	17	Master's degree with First division from an HEC recognized University/ Institution	Initial recruitment


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Schedule – I				
Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
53	Assistant Director Sports	17	Master's degree with First division in Health and Physical Education from an HEC recognized University/ Institution.	Initial recruitment
54	Assistant Director Distance Education	17	Master's degree with First division from an HEC recognized University/ Institution.	Initial recruitment
55	Assistant Provost	17	Master's degree with First division from an HEC recognized University/ Institution	Initial recruitment
56	Junior Medial Officer	17	MBBS or equivalent qualification from an HEC recognized University / Institution duly registered with Pakistan Medical and Dental Council and Completion of one year House Job training.	Initial recruitment
57	Resident Warden	17	As per existing statutes	
58	Assistant Director (Administration)	17	Master's degree with First division from an HEC recognized University/ Institution	Initial recruitment
59	Auditor	17	As per asst auditor.	
60	Publication Officer	17	First Class Master's Degree (B-Grade) OR Second Class Master's Degree with M.Phil OR equivalent degree awarded after 16 years of education in Journalism & Mass Communication / English with no 3 rd division in the academic career from an HEC recognized University / Institution provided that candidates having MA English Second Class shall be eligible to apply	Initial recruitment


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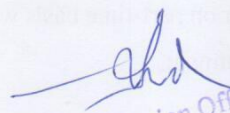
Schedule – I				
Administrative Officers, University of Peshawar				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for initial appointment	Method of Appointment
1	2	3	4	5
61	Assistant Librarian	17	Master's degree with First division in M.L.S from an HEC recognized University/ Institution.	Initial recruitment

Note: The Syndicate, after detailed discussion decided that keeping in view nature of Jobs, posts of Provost, Director Distance Education and Director, Office of Research Innovation and Commercialization (ORIC) shall not be considered as Administrative Officers and be filled from teaching employees.

(The note is not approved, referred back to the Senate.)


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Support Staff Appointment & Scales of Pay Statutes, 2016


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UNIVERSITY OF PESHAWAR STATUTES-2016

Preamble:

Whereas it is expedient to prescribe Statutes to govern scales of Pay of the University Support Staff (BPS-2 to BPS-17) in accordance with the Khyber Pakhtunkhwa Universities Act 2012 and bring them in line with the rules governing other public services in the country, the following Statutes are hereby prescribed in terms of Section 28 (1) (d) of the Act.

Title:


1. These Statutes may be called the Support Staff Appointment and Scales of Pay Statutes 2016.
2. These Statutes shall apply to all persons in the service of the University except:
 - a. A University employee on contract;
 - b. A person serving in the University on deputation; and
 - c. The staff paid from contingencies or on work charged basis or persons employed occasionally or on part-time basis whose appointments are governed by the letters of their appointment.

Commencement:

3. These Statutes shall come into force with immediate effect.

Definition:

4. In these statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them as under:
 - a. 'Prescribed' means prescribed by rules made, or deemed to have been made, by the appointing authority under these statutes.
 - b. All other terms and expressions shall have the same meanings as assigned to them under section 02 of the Khyber Pakhtunkhwa Universities Act 2012 or definition clause of the University of Peshawar Service Statutes.
5. The designation, scale and eligibility for appointment or promotion for various posts shall be such as laid down in following schedules appended with these statutes:


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(1)	Ministerial	(BPS 11 – 17)	Schedule-I
(2)	Laboratory	(BPS 05 – 16)	Schedule-II
(3)	Technical and others	(BPS 05 – 16)	Schedule-III
(4)	Class-IV/Sanitation	(BPS 02– 05)	Schedule-IV

Methods of Appointment:

6. Notwithstanding anything contained in the University of Peshawar Service Statutes, 2016, and the University of Peshawar Employees BPS-1 to 17 Appointment and Promotion Statutes, 2005, the promotion of ministerial staff (BPS-11 to BPS-17) shall be made in the manner prescribed here under

7.

i. **Appointments by initial recruitment:**

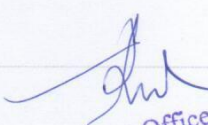
Initial recruitment shall be made on merit through open competition after advertisement of the vacancies in prescribed manner.

ii. **Appointment by Promotion:**

- a) A University employee (ministerial staff BPS-11 to BPS-17), possessing the prescribed qualification and experience, shall be eligible for promotion to a post vacated in the higher grade
- b) A post refer to in clause – (a) may either be a *selection post* or *non selection post*

Explanation

Promotion against a *selection post* shall be made on the basis of merit and promotion against *non-selection post* shall be made on the basis of seniority cum fitness, with ration of 40:60 respectively of the available vacant posts.


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Saving Clause:


8. The basic pay scales applicable to the University Employees BPS-07 to BPS-17 shall be adopted by the Syndicate from time to time. The Basic Pay Scale 2007 shall be deemed to have been adopted under statutes.

Relaxation:

9. In the case where the operation of these statutes causes undue hardship, the Syndicate may, for reasons to be recorded in writing, relax any of these statutes.

Removal of Difficulty:

10. If any difficulty arises in giving effect to any of the provisions of these Statutes, the Vice Chancellor may make such order, not inconsistent with the provisions of these Statutes, as may appear to him to be necessary for the purpose of removing the difficulty.


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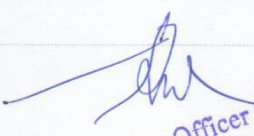
UNIVERSITY OF PESHAWAR STATUTES-2016

Schedule I

A. Ministerial Staff*:

S #	Post	BPS	Qualification / Experience
1.	Junior Clerk	11	Intermediate in at least 2nd Division or equivalent qualification with a speed of 40 words per minute in typing and adequate computer literacy.
2.	Senior Clerk	14	Intermediate in at least 2 nd division with 5 years satisfactory service as Junior Clerk in the University OR Matric in at least 2 nd division with 7 years satisfactory service as Junior Clerk in the University.
3.	Assistant	16	Intermediate in at least 2 nd division with 10 years satisfactory service with at least 04 years service as Senior Clerk in the University OR Matric in at least 2 nd division with 14 years satisfactory service with at least 04 years service as Senior Clerk in the University.
4.	Superintendent	17	Master's Degree in at least 2 nd division and 18 years satisfactory service with at least 07 years service as Assistant in the University. OR Bachelor's Degree in at least 2 nd division and 20 years satisfactory service with at least 07 years service as Assistant in the University. OR Intermediate in at least 2 nd division and 22 years satisfactory service with at least 07 years service as Assistant in the University. OR Matric in at least 2 nd division and 24 years satisfactory service with at least 07 years service as Assistant in the University.


* Appointment by promotion shall be subject to availability of posts.


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B. Steno Typist / Stenographer / PA:


S.No.	Post	BPS	Qualification/ experience
1.	Steno typist	14	<ul style="list-style-type: none">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.ii. Adequate knowledge of Computer in working MS Office (Certificate in Computer from a recognized Institution will be required).
2.	Stenographer	16	<ul style="list-style-type: none">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 5 years experience as Steno Typist.ii. Adequate knowledge of Computer in using MS Office (Certificate in Computer from a recognized Institution will be required).
3.	PA	16	<ul style="list-style-type: none">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 at least 3 years experience as Stenographer.ii. Adequate knowledge of Computer in using MS Office (Certificate in Computer from a recognized Institution will be required).


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C. Mosques Staff:

S.#	Name of Post	BPS	Qualification/ Experience
1.	Khadim	2	Matric or equivalent qualification with basic Islamic knowledge and proficiency in Nazira.
2.	Muazzin	8	<ul style="list-style-type: none">• Certificate from any recognized Dar-ul-Uloom having completed funoon level courses.• Sweet voiced person• Hafiz of parts of Al-Quran.
3.	Naib Imam	11	<ul style="list-style-type: none">• Certificate in Daura-e-Hadith and Qirrat from a recognized Dar-ul-Uloom with 7 years relevant experience in a Mosque.• Hafiz of parts of Al-Quran.
4.	Pesh Imam	16	<p>1. Sanad of Shahadat-ul-Alamia from a recognized Wifaq in at least 2nd division and at least 10 years experience as Imam/ Naib Imam.</p> <p>OR</p> <p>Certificate of Darse Nizami from a recognized Dar-ul-Uloom with 20 years experience as Khateeb/ Imam in a Mosque.</p>

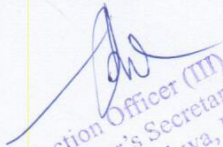

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Schedule II

Laboratory Staff *:

S.No.	Nomenclature of Post	BPS	Qualification/ Experience
1.	i. Laboratory Attendant	05	Matric with Science in at least 2 nd Division.
2.	i. Laboratory Assistant	07	Matric with Science in at least 2 nd Division and 7 years experience in the relevant field in BPS-5 OR FSc in at least 2 nd Division (for fresh appointments)
3.	i. Sr. Laboratory Assistant	11	Matric with Science in at least 2 nd division with 14 years experience of which at least 7 years service as Laboratory Assistant in BPS-7. OR FSc in at least 2 nd division with 10 years service as Laboratory Assistant in BPS-7.
4.	i. Laboratory Supervisor	14	05 Years experience in the relevant field in BPS-11.
5.	i. Laboratory Superintendent	16	05 Years experience in the relevant field in BPS-14.

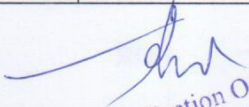

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Schedule III

Technical* & Other Staff:

S#	Name of Post	BPS	Qualification
1.	Accountant	16	MBA/M.Com or equivalent qualifications in at least 2 nd division from a recognized University OR B.Com in at least 2 nd division from a recognized University with 3 years experience in the relevant field.
2.	Assistant Librarian	16	Master's Degree in Library & Information Sciences in at least 2 nd Division from a recognized University OR Bachelor's Degree in Library & Information Sciences in at least 2 nd division from a recognized University with 3 years experience in the relevant field.
3.	Assistant Warden (Female)	16	Master's Degree/LLB in at least 2 nd division from a recognized University OR Bachelor's degree in at least 2 nd division from a recognized University with 3 years experience in hostel management/ administration.
4.	Assistant Research Supervisor	16	Second Class Master degree in the relevant field OR Second Class Master degree in relevant field with two-year experience in a relevant field of Archaeology



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S#	Name of Post	BPS	Qualification
5.	Assistant Supervisor	14	2 nd Class Bachelor Degree (B.Sc.) with Computer Science as a subject from an HEC recognized University / Institution with at least 2 years in Computer Programming.
6.	Book Binder	05	Matric in at least 2 nd division with 2 years experience in the binding work OR literate with 10 years experience in the relevant field.
7.	Calligrapher	11	Bachelor's Degree in Fine Arts in at least 2 nd division from a recognized University with high-level skill in Calligraphy and three years relevant experience.
8.	Cane Maker	05	Matric in at least 2 nd division with 2 years experience in the relevant field OR literate with 10 years experience in the relevant field.
9.	Caretaker (Grave yards)	02	Matric in at least 2 nd division OR Literate with 5 years relevant experience.
10.	Caretaker (Guest House)	14	Master's Degree/ LLB in at least 2 nd division from a recognized University with 2 years relevant experience OR Bachelor's Degree in at least 2 nd Division from a recognized University with 4 years relevant experience.
11.	Carpenter	05	Matric in at least 2 nd division with Certificate from a recognized Institution with 2 years relevant experience OR literate with 10 years experience in the relevant field.
12.	Cartographer	16	M.Sc in Geography in at least 2 nd division from a recognized University OR

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S#	Name of Post	BPS	Qualification
			Bachelor's Degree with Geography in at least 2 nd division from a recognized University and 3 years experience in the relevant field.
13.	Cataloguer	16	Master's Degree in Library & Information Sciences in at least 2 nd division from a recognized University OR Bachelor Degree in Library & Information Sciences in at least 2 nd division from a recognized University with 3 years experience of Library work.
14.	Cleaner / Conductor	02	Matric in at least 2 nd division OR literate with 5 years relevant experience.
15.	Compounder	07	Matric with Science in at least 2 nd division and Dispenser certificate from a recognized Institution with 3 years experience.
16.	Compositor	05	Matric in at least 2 nd Division with 2 years experience of composing in a reputable press.
17.	Computer Operator	05	Matric in at least 2 nd division with Certificate course in Computer from a recognized Institution with at least 2 years relevant experience.
18.	Computer/ Electronic Technician	05	Designated as Computer Operator in BPS-5 vide No. 14.
19.	Computer Technician	13	Diploma of Associate Engineer in Electronics in at least 2 nd division from a Polytechnic Institute and one year Diploma in Computer Science from a Technical Board with five years experience in the relevant field.
20.	Coolie	02	Matric in at least 2 nd division OR literate with 5 years experience in the relevant field.
21.	Curator	16	Master's Degree in at least 2 nd division from a recognized University OR Bachelor's Degree in at least 2 nd division from



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S#	Name of Post	BPS	Qualification
			a recognized University with 5 years experience in the relevant field.
22.	Dai	02	Matric in at least 2 nd division with Traditional Birth Attendant (TBA) Course (one year) from the Health Department OR literate with Traditional Birth Attendant (TBA) Course (one year) from the Health Department with 5 years relevant experience.
23.	Dispenser	07	Matric Science in at least 2 nd division with Dispenser Certificate and 3 years experience in the relevant field.
24.	Driver	05	Matric in at least 2 nd division with a valid HTV/LTV license and having 5 years experience of driving heavy transport OR Literate with a valid HTV/LTV license and having 10 years experience of driving heavy transport.
25.	Duplicating Machine Operator	02	Matric in at least 2 nd division with 2 years experience in the relevant field OR literate with 7 years relevant experience.
26.	Electrician	05	Matric in at least 2 nd division with Electrician's Certificate from a recognized Institution and 2 years relevant experience OR literate with 10 years experience as electrician.
27.	Senior Electrician	07	Matric in at least 2 nd division with Electrician's Certificate from a recognized Institution and 7 years relevant experience OR literate with 15 years experience as electrician.
28.	Electricity Supervisor	11	i. Matric in at least 2 nd division with Diploma in Electrical Technology from a recognized Institute. ii. At least 03 years practical experience of repair, maintenance and handling of electric supply lines/equipments.

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S#	Name of Post	BPS	Qualification
29.	Helper	02	Matric in at least 2 nd division OR literate with 5 years experience in the relevant field.
30.	Inker	05	Matric in at least 2 nd division with 2 years experience in the relevant field OR literate with 10 years experience in the relevant field.
31.	Instrument Mechanic	11	Three years diploma in the field on (Electrical/ Machanical/Electronic/Civil/Metallurgy, Chemical or any other) from an institution recognized by the Board of Technical Education in at least second division
32.	Library Attendant	02	Matric in at least 2 nd division 2 years experience in the relevant field.
33.	Junior Photographer	07	Matric in at least 2 nd Division with 02 years experience in Photography in a recognized institution
34.	Junior Programmer	16	M.Sc. in Computer Science / BCS / BIT (16 years of education) in at least 2 nd division. Experienced persons will be given preference
35.	Draftsman	07	Matric in at least 2 nd division with Diploma in Architecture OR Diploma in Draftsmanship in at least 2 nd division from a Polytechnic Institute with 2 years relevant experience.
36.	Junior Research Investigator	14	MA in Economics/ Statistics in at least 2 nd division from a recognized University OR BA in Economics & Statistics in at least 2 nd division from a recognized University with three years relevant experience.
37.	Key Punch Operator/Data Entry Operator	11	i. Intermediate with One year Computer Diploma. ii. A minimum speed of ten thousand key depressions per hour for punching data entry/verification. iii. At least three years experience.


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S#	Name of Post	BPS	Qualification
38.	Lady Health Visitor	09	i. Matric with Science in at least 2 nd division. ii. 2 years LHV Course from Public Health Centre recognized by nursing council.
39.	Library Assistant	11	Master of Library & Information Sciences in at least 2 nd division from a recognized University OR Bachelor of Library & Information Sciences in at least 2 nd division from a recognized University with three 3 years relevant experience OR Diploma in Library Science from a recognized Institute/ University with 5 years relevant experience.
40.	Library Attendant	02	Matric in at least 2 nd division OR literate with 5 years relevant experience in a Library.
41.	Lineman	5	Matric in at least 2 nd division with Electrician Certificate from a recognized Institute and 2 years relevant experience.
42.	Litigation Officer	16	2 nd Class LL.B. with 3 years relevant experience
43.	Machine Man	05	Matric in at least 2 nd division with 2 years experience in the trade and knowledge of machinery OR literate with 10 years relevant experience.
44.	Machine Operator	05	Matric in at least 2 nd division with knowledge of machinery and 2 years relevant experience OR literate with knowledge of machinery and 10 years relevant experience.
45.	Mail Rider	02	Matric in at least 2 nd division with LTV driving license and two years relevant experience.
46.	Manager Bara Gali Camp	14	Designated as Junior Research Investigator with qualification per S. No. 31.

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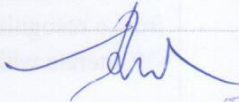
S#	Name of Post	BPS	Qualification
47.	Mason	05	Matric in at least 2 nd division with 2 years experience in Masonry OR literate with 10 years experience in Masonry.
48.	Mate	02	Matric in at least 2 nd division OR literate with 5 years experience in the relevant field.
49.	Meter Inspector	07	Intermediate in at least 2 nd division with 3 years relevant experience.
50.	Meter Reader	05	Matric in at least 2 nd division and 2 years relevant experience.
51.	Network Assistant	11	Diploma of Associate Engineer in Computer Science/ IT/ Electronics from Technical Board with at least 2 nd division and 02 years networking experience OR F.Sc. from BISE with at least 2 nd division and 02 years networking experience.
52.	Nursery Assistant	11	2 nd Class B.A/B.Sc. or equivalent qualification
53.	Nursery Teacher	16	Bachelor's Degree in at least 2 nd division from a recognized University with B.Ed. in at least 2 nd division from a recognized University. Preference will be given to those having experience in child development.
54.	Oriental Assistant	11	Dars-e-Nizami or Farigh-ul-Tehsil from Wafaq-ul-Madaris Pakistan. Preference will be given to those who: i. Hold Bachelor of Library & Information Sciences degree from a recognized University. ii. Have command over oriental languages i.e. Arabic, Urdu, Pashto and Persian.
55.	Painter	05	Matric in at least 2 nd division with 2 years experience in painting OR literate with 10 years experience in painting.
56.	Photogramist	11	MSc in Geography in at least 2 nd division from a recognized University OR BSc in at least 2 nd division with Geography

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S#	Name of Post	BPS	Qualification
			from a recognized University with Certificate/ Diploma in remote sensing and 3 years experience in the relevant field.
57.	Photographer	11	i. Matric in at least 2 nd division ii. Certificate in Photography from a recognized Institute iii. Three years experience in Portrait/ Landscape photography with appropriate knowledge and practice of commercial photography.
58.	Picker	03	Matric in at least 2 nd division OR literate with 5 years experience in the relevant field.
59.	Pipe Fitter	05	Matric in at least 2 nd division with 2 years experience in the relevant field OR literate with 10 years experience in the relevant field.
60.	Press Man	09	i. Matric in at least 2 nd division with 10 years experience in Composing and printing/ plate copy and copy pasting. ii. Working knowledge of Word Processing.
61.	Proof Reader	05	Matric in at least 2 nd division with experience of proof reading in a reputable press.
62.	PTI / Coach	11	Intermediate in at least 2 nd division with Junior Diploma in Physical Education.
63.	Qari	12	i. Matric in at least 2 nd division ii. Sanad in Qirat-wa-Tajweed from a recognized Madrassa. iii. AT least 7 years Teaching experience at secondary School / College / University level. Preference will be given to experience at higher-level Qirat / Teaching.


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S#	Name of Post	BPS	Qualification
64.	Record Keeper	07	BA/B.Sc. with at least 2 nd division and at least 3 years relevant experience
65.	Research Assistant (Pashto Academy)	11	MA Pashto in at least 2 nd division from a recognized University OR Bachelor's degree in at least 2 nd division from a recognized University with 3 years relevant experience in literary organizations.
66.	Rock Cutter	07	Matric in at least 2 nd division with three years experience in a thin Section preparation laboratory in a Geological organization. Persons with higher qualification will be preferred.
67.	Sanitary / Sui Gas Fitter	05	Matric in at least 2 nd division with certificate in plumbing and 2 years professional experience OR literate with 10 years relevant experience.
68.	Security Officer	16	Master in Public Administration/ LLB in at least 2 nd division from a recognized University
69.	Senior Machine Operator	05	Matric with 3 years experience
70.	Senior Research Investigator	16	Master's Degree in at least 2 nd division from a recognized University in Economics/ Statistics OR Bachelor's Degree in at least 2 nd division from a recognized University with Economics/ Statistics with 7 years experience as Junior Research Investigator.
71.	Senior Technician	13	Three years diploma in Electronics in at least 2 nd division and one year diploma in Computer Science from a Technical Board with five years practical experience in the relevant field.
72.	Supervisor	16	2 nd Class Master Degree Computer Science or equivalent from an HEC recognized University / Institution.
73.	Storekeeper	07	Bachelor's degree in at least 2 nd division from a recognized University with one year relevant experience OR Intermediate in at least 2 nd division with 2 years relevant


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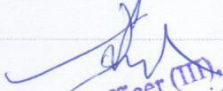
S#	Name of Post	BPS	Qualification
			experience OR Matric in at least 2 nd division with 3 years relevant experience in Store keeping.
74.	Studio Assistant	11	<p>i. Master of Fine Arts in at least 2nd division from a recognized University OR Bachelor of Fine Arts in at least 2nd division from a recognized University with 3 years relevant experience.</p> <p>ii. Knowledge of Computer in working MS Word and MS Excel (Certificate in Computer from a recognized Institution will be required).</p>
75.	Sub-Engineer	11	Three years Diploma in Civil/Electrical Engineering with 3 years relevant experience.
76.	Taxidermist	11	MSc in Zoology in at least 2 nd division from a recognized University OR BSc in Zoology in at least 2 nd division from a recognized University and 3 years relevant experience.
77.	Telephone Operator	07	Matric in at least 2 nd division with 3 years experience as Telephone Operator.
78.	Tinner	02	Matric in at least 2 nd division with 2 years experience in the relevant field OR literate with 5 years experience in the relevant field.
79.	Tube Well Greaser	02	Matric in at least 2 nd division OR literate with 5 years experience in the relevant field.
80.	Tube-Well Operator	05	Matric in at least 2 nd division with 2 years experience in Operating Tube-Wells OR literate with 10 years experience in Operating Tube-Wells.
81.	Weaving Technician	05	Matric in at least 2 nd division OR equivalent qualification and two years experience in Weaving of Woolen Fabrics.
82.	Welder	05	Matric in at least 2 nd division with Electrician's certificate from a recognized Institute and 2 years relevant experience OR literate with 10 years experience in the relevant field.


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S#	Name of Post	BPS	Qualification
83.	Wireman	05	Matric in at least 2 nd division Electrician's certificate from a recognized Institute and 2 years experience in the relevant field.
84.	Work Mistri	05	Matric in at least 2 nd division with 2 years experience in the relevant field OR literate with 10 years experience in the relevant field.

1. Appointment of Class-IV Technical Staff shall be made initially in BPS-2 and considered at par with other Class-IV employees with regard to award of higher pay scales BPS- 3, 4 & 5 on completion of prescribed length of service.
2. The technical staff (matriculate with 2nd division) in BPS-5 shall be awarded BPS-7 after rendering 7 years service and non-matric be placed in BPS-7 after 10 years service subject to prescribed selection procedure.
3. Technical staff (matriculate with 2nd division) shall be awarded BPS-11 after rendering 7 years service in BPS-7 and non-matric be placed in BPS-11 after rendering 12 years service in BPS-7 subject to prescribed selection procedure.
4. Technical staff (matriculate with 2nd division) in BPS-11 shall be awarded BPS-14 after rendering 5 years service subject to prescribed selection procedure.
5. Technical staff (matriculate with 2nd division) shall be awarded BPS-16 after rendering 5 years service in BPS-14 subject to prescribed selection procedure.
6. Technical staff directly appointed in BPS-9 shall be awarded BPS-11 on completion of 7 years service in BPS-9, and BPS-14 on completion of 5 years service in BPS-11, and BPS-16 on completion of 5 years service in BPS-14, subject to prescribed selection procedure.
7. Technical Staff directly appointed in BPS-11, shall be awarded BPS-14, after rendering 10 years service in BPS-11 subject to prescribed selection procedure.
8. KPO's / Computer Operators / DEO's directly appointed in BPS-11, shall be awarded BPS-14, after rendering 7 years service provided they are Graduate (at least 2nd divisioner), with Post Graduate Diploma's in Computer Science from recognized institutions.
9. Technical staff directly appointed in BPS-12 shall be awarded BPS-16 on completion of 10 years service in BPS-12 subject to prescribed selection procedure.
10. Technical staff directly appointed in BPS-13 shall be awarded BPS-16 after rendering 7 years service in BPS-13 subject to prescribed selection procedure.
11. Technical Staff directly appointed in BPS-14 shall be awarded BPS-16, after rendering 5 years service in BPS-14 subject to prescribed selection procedure.


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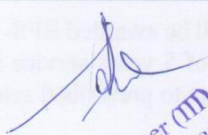
UNIVERSITY OF PESHAWAR STATUTES-2016

12. After rendering 7 years service in BPS-13 as Computer Technician and Senior Technician, the technical staff shall be awarded BPS-16 subject to prescribed procedure.

Schedule IV

A. Sanitation Staff:

Post	BPS	Qualification
Sweeper / Drain Coolie	02	Matric OR literate with 05 years relevant experience.
	03	Matric with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field.
	04	Matric with 15 years satisfactory service OR Literate with 20 years satisfactory service in the relevant field.
	05	Matric with 20 years satisfactory service OR Literate with 25 years satisfactory service in the relevant field.


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B. Class-IV Staff:

PBS	Qualification
02	Matric OR literate with 05 years relevant experience.
03	Matric with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field.
04	Matric with 15 years satisfactory service OR Literate with 20 years satisfactory service in the relevant field.
05	Matric with 20 years satisfactory service OR Literate with 25 years satisfactory service in the relevant field.

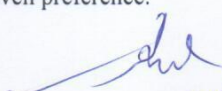
Provided that Class-IV staff shall include Aya, Naib Qasid/ Qasid, Daftari, Bearer/ Head Bearer, Water Carrier, Assistant Cook, Cook/Head Cook*, Khadim, Mali, Chowkidar**, Havildar/ Jamadar Chowkidar and other staff included in the Technical Criteria.

*** Appointment of Assistant Cooks/ Cooks:**

- Preferably literate with at least 5 years experience of working in reputable hotels.
- Educated persons will be given preference.
- Age limit 18 – 30 years

**** Appointment of Chowkidars in the University Security Force:**

- Retired Defence Forces personnel with good physique.
- Maximum age limit not more than 45 years.
- Educated persons will be given preference.

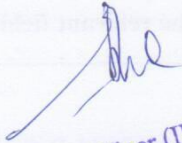

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B. Class-IV Staff:

Qualification	PBS
M.A. or B.A. with 03 years relevant experience.	02
B.A. or B.Sc. with 10 years relevant experience OR B.A. or B.Sc. with 14 years relevant experience.	03
B.A. or B.Sc. with 20 years relevant experience OR B.A. or B.Sc. with 24 years relevant experience.	04
B.A. or B.Sc. with 30 years relevant experience OR B.A. or B.Sc. with 34 years relevant experience.	05

**Meritorious Professors Basic Pay Scales-
22, Statutes, 2016**


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1. Provision of Posts

- 1.1 The number of Professors to be promoted in BPS-22 in University shall be calculated on the basis of 12.5 % of the filled 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) MPhil 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 BPS-22.
- 3.3 The Vice Chancellor shall prepare the cases of Professors in BPS-21 for the award of BPS-22 and present the record of each such Professor on the proforma designed for this purpose, and approved as a part of the Statutes along with (a) Annual Confidential Reports (ACRs) 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 6 (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 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.
- 3.6 The grant of BPS-22 will be effective from the date of approval of the Syndicate.

4. Grading Procedure (Total 100 marks) (Proforma's Appended as A to E)

4.1 Length of service (maximum 15 marks)

- 4.1.1. 5 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 5 (five) years in BPS-21, subject to a maximum of 15 marks.

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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. 1 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC 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
- 4.3.2. 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.
- 4.3.3. 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).
- 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 a Public Sector University 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.

4.7.3 Award of BS-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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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 5 years in BPS-21, subject to a maximum of 15 marks.	Maximum of 15 marks.
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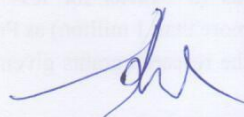
APPENDIX - B

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 (in case of Medical Sciences, PMDC 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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APPENDIX - C

MISCELLANEOUS

Maximum Marks:

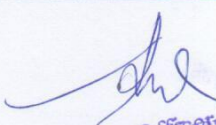
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1. Academic Performance (maximum 30 marks)
2. Post-PhD qualification (maximum 5 marks).
3. Annual Confidential Reports (maximum 10 marks)
4. Educational Administration (maximum 10 marks)

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		

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6.5.3.	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.		
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 BS-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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APPENDIX - D

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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APPENDIX - E **Overall Grading**

Name of Professor: _____

S. No.		Maximum Marks	Marks Obtained
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	

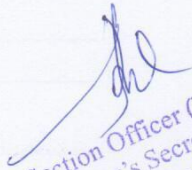
Particulars of Professors Proposed for Grant of BS-22:

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 BS-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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Professor Emeritus Statutes, 2016


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Eligibility Criteria and Terms & Conditions for Appointment Of Professor Emeritus in the Universities

1. Provision of Posts

- 1.1. 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. University Senate may confer status of an Emeritus Professor to a Meritorious Professor retired in BPS 21 or BPS-22 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.
- 2.2. Vice-Chancellors, 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 Meritorious Professors of the university at that time will be placed before the Syndicate for consideration.

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 Meritorious Professors of the university at that time will be placed before the Senate for consideration
- 5.2 "Proforma" means the Proforma appended to the Statutes.

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5.3 "Professor Emeritus" means the Professor who retires from the University service in BS-21 or BS-22 and is given the status of Professor Emeritus by the Senate .

5.4 "Chancellor" means the Chancellor of the University.

Note: All other expressions herein used shall have the same meaning as assigned to them in Section 2 of the Act.

7. Financial Benefits and Facilities

7.1 The honorarium under the category Cat-I (a) viz. "Professor Emeritus having served as VC for a minimum period of three years' shall be consolidated amount of Rs.135,000 (all Inclusive).

7.2 The honorarium under the category 'Cat-I (b)' viz. "Professor Emeritus retired' in BPS-22" shall be the consolidated amount of Rs.112,000 (all inclusive).

7.3 The honorarium under the category 'Cat-II' viz. "Professor Emeritus retired in BPS-21" shall be the consolidated amount of Rs.90,000 (all inclusive).

7.4 The Professors Emeritus shall be eligible to draw financial benefits for a period of ten years.

7.5 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.

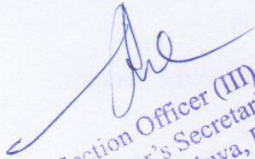
7.6 Honorarium for Professor Emeritus shall be enhanced in proportion to the increase in salary of the BPS employees by the Government of Pakistan.

7.7 Such facilities) and services as exist in the University for Teachers to carry on his intellectual pursuits shall be open to the Professor Emeritus.

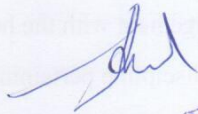
7.8 Professor Emeritus shall be treated at par with other University Professors on ceremonial occasions, without conferring any right on him to contest/vote elections to various university statutory bodies.

7.9 Furnished office along with Telephone facility at par with Professor will be provided to all Professor Emeritus.

7.10 The rates mentioned from 7.1 to 7.9 shall be subject to revision by the Competent Authority/HEC and shall be applicable to all the existing employees with no retrospective effect and no arrears


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The Power and Duties of Teachers appointed as Officers Statutes, 2016


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1. Chairperson / Director of Institute

- i. Shall be the academic and administrative Head;
- ii. Convener of the Graduate Studies Committee and shall head the Board of Studies and Departmental Semester Committee or any other responsibilities entrusted under the Statutes, Rules and Regulations; and
- iii. Shall plan, organize and supervise the work of the Department and shall be responsible to the Dean for the work of the Department.

2. Principal of Constituent College

- i. Shall be the academic and administrative Head;
- ii. Shall plan, organize and supervise the work of the Department and shall be responsible to the Vice Chancellor for the work of the Department.

3. The Provost


- i. Shall be the Incharge of Students Affairs and shall maintain students discipline in the University;
- ii. propose plan for future need of Hostels etc. for students and staff members;
- iii. Member/secretary of the University Discipline Committee;
- iv. maintain Hostels Management with the help of Wardens and relevant staff;
- v. deal cases of students discipline pertaining to the Police and Courts;
- vi. incharge of the Co-extracurricular activities of the students.

4. Librarian

1. to provide and make available books, periodicals, gray literature, publications of national and international institutions, organizations and govt. departments. To provide traditional services and computers for searching local, online databases, on CD-ROM, and photocopying facilities.
2. shall organize the Library -
 - a) to propose regulations regarding use of library.
 - b) To provide services to the readers and members such other duties as may be prescribed by the Rules and Regulations.

5. Director Quality Enhancement Cell (QEC)

1. The Powers and duties of the Director QEC shall be as follows:-
2. He shall be responsible to develop procedures, subject to the approval of Academic Council, for the following:-
 - a). Approval of new programs;


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- b). Annual monitoring and evaluation including program monitoring, faculty monitoring, and student's perception;
- c). Departmental review;
- e). Student feedback;
- f). Employer feedback;
- g). Quality assurance of Master's, M.Phil. and Ph.D. degree Programs;
- h). Subject review;
- i). Institutional assessment;
- j). Program specifications; and
- k). Qualification framework
- l) **Member of the Scrutiny Committee**

6. Offices of Research, Innovation & Commercialization (ORIC)

1. DIRECTOR ORIC:

To manage and enhance the research activities of the university, develop Research policies and priorities, and serve as an effective advocate for research with the university and to its broader community of stakeholders and supporters.

2. MANAGER RESEARCH OPERATIONS

To oversee all aspects of the operation of the Office for Research (OR) including research administration (budgeting, auditing and accounting, human resources, management and maintenance of facilities and equipment, implementation of research contracts and human resources).

3. MANAGER RESEARCH DEVELOPMENT

To develop programs and activities that will increase funding for research from all public and private sources, establish and maintain excellent relationships with donors and stakeholders, oversee proposal development and submission.

4. MANAGER UNIVERSITY INDUSTRIAL LINKAGES AND TECHNOLOGY TRANSFER


To promote the development of public-private partnerships in support of university research, link the university's research community with the needs and priorities of the corporate sector, develop opportunities for applied research and explore opportunities for technology transfer and the commercialization of university research (including incubators and research parks).

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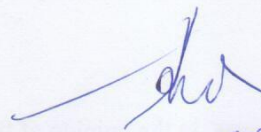
Note: The Director ORIC shall arrange periodic meetings of ORIC & compliance to the Office of the Registrar & HEC accordingly.

7. Director Admissions

The Power and duties of the Director will include regulation of admission of all academic Programmes.


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Employees Efficiency and Discipline Statutes, 2016



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1. Definitions:

In these Statutes unless there is anything repugnant in subject or context, the following expressions shall have the meaning; hereby respectively assigned to them as under:

- (a) "Authority" means an officer or authority specified in the Appendix, competent to appoint.
- (b) "Authorized Officer" means an officer competent to take disciplinary action.
- (c) "Mis-conduct" means conduct prejudicial to good order of service, discipline or any action unbecoming of a University employee and a gentleman and includes disclosure of official secrets to any unauthorized person.
- (d) "Penalty" means a penalty which may be imposed under these Statutes.
- (f) All other expressions and terms used in these Statutes shall have the same meanings as assigned to them under section 2 of the Act.

2. Grounds of Penalty

- 1 Where an employee, in the opinion of the Authority,
 - (a) is inefficient or has ceased to be efficient; or
 - (b) is guilty of plagiarism subject to report; 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;
 - (f) 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 national security; the Authority may impose on him one or more penalties;
 - (g) is guilty of habitually absenting himself from duty without prior approval of leave; or

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- (h) entered into plea bargaining under any law for the time being in force and has returned the assets or gains acquired through corruption or corrupt practices voluntarily.

3. 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, besides such fine as may be deemed appropriate.

(b) Major penalties:

- i. "Reduction to a lower post, or pay scale or to a lower stage in a time scale for a maximum period of five years:

Provided that on restoration to original pay scale or post, the penalized University servant will be placed below his erstwhile juniors promoted to higher posts during subsistence of the period of penalty;".

- ii. Compulsory retirement;
- iii. Removal from service; and
- iv. Dismissal from service.

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

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- (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 of the Act.

4. Inquiry Procedure

- (1) Where an employee is accused of corruption, subversion or misconduct, the Authority 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 Authority shall decide whether, in the light of facts of the case or the interests of justice, an inquiry should be conducted through an Inquiry Committee. If he so decides, the procedure indicated in Section 5 shall apply.

Provided that in case of complaint on account of Plagiarism, procedure laid down in Section 7 shall apply.

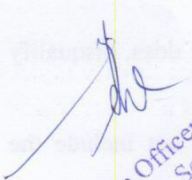
- (3) If the Authority decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall:

- (a) frame a charge, supported by statement of allegations, and communicate it to the defendant, informing him of the action proposed to be taken in regard to him ; and
- (b) give him a reasonable opportunity of showing cause against that action:

Provided that no such opportunity shall be given where the Authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such an opportunity;

Provided further that if the Authorized Officer is satisfied in view of the preliminary inquiry report of an Inquiry Officer or any other Inquiry Committee, that responsibility has been fixed on the defendant involved in the case and quantum of loss incurred by the University is also indicated therein, the Authorized Officer may dispense with formal inquiry and serve a show cause notice upon the defendant, stating therein the grounds of action to be taken and giving to the defendant a reasonable opportunity of written defense and personal hearing.

- (4) On receipt of the report of the Inquiry Committee, or where no such Officer or Committee is appointed, on receipt of written defense or explanation of the defendant to the show cause notice, the Authorized Officer shall determine whether the charge has been proved, and if so, shall also tentatively decide the imposition of major or


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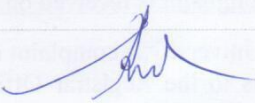
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minor penalty in relation to the defendant in the light of the inquiry report or the defense/explanation of the defendant, as the case may be, and serve him with a final show cause notice, communicating to him the penalty to be imposed, along with a copy of the inquiry report, if any, giving him a reasonable opportunity, which shall not be less than seven days or more than fourteen days, to defend himself against the proposed action.

- (5) If on receipt of the final show cause notice, and after hearing the defendant if he so desired, it is proposed to impose a minor penalty, the Authorized Officer shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Authority along with the charges and statement of allegations served on the defendant, the explanation of the defendant to the show cause notice, the findings of the inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. The Authority shall pass such orders as it may deem proper.
- (6) While imposing a penalty under the 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, 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 Committee, he may order a fresh enquiry through another Enquiry Committee as deemed appropriate.

- (7) Nothing in this Section shall apply to a case:
- (a) Where the defendant is dismissed or removed from service or reduced in rank, on grounds of conduct which has led to a sentence of fine or of imprisonment; or
 - (b) Where the Authority is satisfied, for reasons to be recorded in writing, that it is not reasonably practicable to give the defendant an opportunity of showing cause.
 - (c) Notwithstanding anything to the contrary contained in the statutes, in case of willful absence from duty by the defendant, a notice shall be issued by the Authorized Officer through registered post on his home address directing him to resume duty forthwith. If the same is received back as undelivered or no response is received from the absentee within the stipulated time, a notice shall be published in a leading newspaper directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision will be taken against him. On expiry of the stipulated period given in the notice, the Authorized Officer shall recommend his case to the Authority for imposition of major penalty of removal/dismissal from service.


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5. Procedure to be observed by Inquiry Committee

- (1) Where an Inquiry Committee is appointed, the Authorized Officer shall:
 - (a) frame a charge and communicate it to the defendant, together with the statement of allegations;
 - (b) require the defendant within a reasonable time, which shall not be less than seven days or more than fourteen 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 Committee shall enquire 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 witnesses against him.
- (3) The Inquiry Committee shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons for it, shall be reported forthwith to the Authorized Officer. Ordinarily no adjournment shall be for more than a week:

Provided that the Inquiry Committee, shall submit its report within the shortest possible time which shall not be more than one month, after receipt of reply to the charge sheet/statement of allegations.

- (4) Where the Inquiry Committee, is satisfied that the defendant is hampering, or attempting to hamper, the progress of the inquiry, he or it shall administer a warning, and if thereafter it is satisfied that the defendant is acting in disregard of the warning, it shall record a finding to that effect and proceed to complete the inquiry in such manner as it thinks best suited to do substantial justice;
- (5) The Inquiry Committee, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the Authorized Officer, submit its findings to the Authorized Officer.

6. 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;

7. Procedure to be observed when complaint is received on account of Plagiarism

- (1) To inform University, a complaint is to be made by letter, email, post, fax or other means to the Registrar Office. The following information is to be


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provided:

- (a) Citation of the original paper or document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available 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 as much information as possible to ensure authenticity of the claim.
- (b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure proper investigation.
- (c) Copies of both papers if possible.
- (d) Any other information that would help the University to efficiently resolve the claim.
- (e) Name, designation, organization, address, e-mail address and telephone number of the complainant.

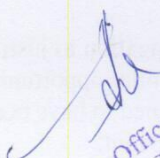
(2) Upon receipt of an allegation of Plagiarism, the University will follow the following procedure. The Vice Chancellor will have the discretion of not taking any action on anonymous complaints.

- (a) Constitute a "Plagiarism Committee" consisting of 3 senior faculty members, a subject specialist in that particular field is to be co-opted and a nominee of the HEC. 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 a guide line, prepared by HEC for the functioning of the "Plagiarism Committee", to all members of the Committee.
- (c) Provide clear terms of reference to the Committee for their investigation.
- (d) 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.
- (e) 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.
- (f) Provide every opportunity to the "Plagiarism Committee" to use all foreseeable means to investigate the plagiarism claim.


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- (3) 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.
 - (f) Consult /contact present and /or past employers of the authors.
- (4) The "Plagiarism Committee" will submit its report with clear cut findings and recommendations to the Authority within a specified period not exceeding sixty days.
- (5) 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
 - (i) a major penalty of dismissal from service *needs to* be prescribed, along with
 - (ii) the offender may be "Black Listed" and may NOT be eligible for employment in any academic/research organization, and
 - (iii) the notification of "Black Listing" of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Authority.
 - (b) Moderate Penalty:
In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving any one or both of the following needs to be imposed
 - (i) demotion to the next lower grade,


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(ii) the notification of "Black Listing" of the author(s) which may be published in the print media or maybe publicized on different websites at the discretion of the Authority.

(c) **Minor Penalty:**

In case a few paragraphs have been copied from an external source without giving reference of the work, then minor penalties need to be prescribed for as specified period involving any one or more of the following:

(i) warning;

(ii) freezing of all research grants,

(iii) the promotions/annual increments of the offender may be stopped, for a specified period and

(iv) 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".

8. Procedure of Inquiry against Employees Lent to other Agencies

- (1) Where the services of an employee to whom the 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 the 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.

9. Re-Instatement

If an employee proceeding on leave, in pursuance of an order under Section 7(1) of the Statutes, is subsequently re-instated, without imposition of any penalty, the period of such leave shall be treated as duty.

10. Appeal

An employee on whom a penalty is imposed under the statutes shall have the right to prefer an appeal, within thirty days of the receipt by him of the order imposing the


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penalty, to the appropriate Appellate Authority, specified in column 4 of the Appendix.

If the appeal is preferred to the Syndicate, the same shall be placed before the Syndicate in its forthcoming meeting.


In case of appeal being preferred to the Chancellor, the University of Peshawar shall send the same to the Chancellor along with comments within 15 days.

11. Appearance of Counsel

if an employee under inquiry desires, he can be represented by counsel.

12. Powers of the Syndicate or Senate to Issue Instructions

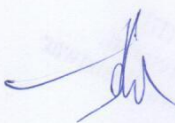
For the purpose of the Statutes, the Syndicate or Senate, as the case may be, from time to time, issue such instructions for the maintenance of appropriate standards of efficiency, good conduct, discipline and integrity of the employees, as deemed appropriate.


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Appendix

Status of Defendant Employee	Authority	Authority competent to take disciplinary action	Appellate Authority
BPS-22	Senate	Senate	Chancellor
BPS-17 to 21	Syndicate	Syndicate	Chancellor
BPS-1 to 16	Vice Chancellor	Vice Chancellor	Syndicate


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General Provident Fund Statutes, 2016


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EMPLOYEES GENERAL PROVIDENT FUND STATUTES, 2015

Title

1. The Statutes framed in pursuance of Section 28(1) (c) read with Section 42 of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called "Employees General Provident Fund Statutes, 2016".

Commencement

2. The Statutes shall come into force at once.

Application

3. The Statutes shall be applicable to the employees provided for in Section 3 of the Service Statutes, 2016.

Definitions

- 4 (i) In the Statutes, unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby assigned to them:

(a) "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, casual or temporary servant, engaged on daily or monthly wage basis, Adhoc, Work Charge or those who are reemployed, or, are on deputation from another organization.

(b) "Family" means:

(i) Wife or wives, in the case of a male subscriber, and husband in case of female subscriber.

(ii) children of the Subscriber,

(iii) widow(s) and children of a deceased son of a subscriber.

Note: The following, however, are not included in the "Family":

(a) sons who have attained age of 22;


(b) sons of a deceased son who have attained age of 22;

(c) married daughters whose husbands are alive;

(d) married daughter(s) of a deceased son whose husband(s) are alive;

(e) The pronoun "He" refers to male or female employee, as the case may be.

(c) "Fund" means the General Provident Fund of the employees, established under the Statutes.


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- (d) "Subscriber" means an Employee who is required or permitted under the Statutes to contribute to the Fund.
 - (e) "Salary" means the basic pay of the subscriber
 - (f) "University" means the University of Peshawar .
 - (g) "Year" means the financial year, beginning on the 1st of July and ending on the 30th of June.
- (ii) All other expressions, used in the Statutes, shall have the same meanings as assigned to them under Section 2 of the Act.

Constitution of the Fund

5. (i) Subject to the provisions of the Statutes, the Fund shall consist of all contributions made by the Subscribers, whether lying in the bank or invested in securities, and the interest/profit, accrued thereon.
- (ii) Contributions to the Fund shall be compulsory in case of all employees, which shall be made at the rate of 6% of subscriber's basic salary;

Provided that these rates are subject to revision, by Syndicate;

Provided further that the subscriptions towards the G.P. Fund shall remain restricted to the rates fixed by the Syndicate from time to time. No additional subscriptions or cash deposits shall be permissible in such accounts.

- (iii) The account of the Fund shall be kept in a scheduled bank and/or Schemes, approved by the Syndicate.
- (iv) Every Subscriber shall be provided annual statement of his GP Fund Account, which shall show the amount at his credit from time to time. The statement shall be in such form as the Syndicate may from time to time prescribe. The Statement shall be supplied to each Subscriber on payment of a fee of cost. The Statement shall be made at the end of each fiscal year, which shall be signed by the Treasurer.
- (v) Contributions shall be deducted from the monthly pay bills of the Subscribers. No deduction shall, however, be made for the period of leave without pay, equal to one month or more.
- (vi) Contributions deducted from the salaries of the Subscribers shall be credited into the Fund not later than 10th of each month.

Individual Accounts of Subscribers

6. Separate account in a Ledger shall be maintained for each Subscriber, which shall show distinctly his own contributions and the amount of interest/profit, as well as the withdrawals.

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Interest

7. Each year in July interest pro-rata on the basis of total balance shall be declared and credited to the account of each subscriber.

Every year in the month of September the subscriber shall be advised of the balance at this credit.

Investment of the Fund

- 8 (i) All moneys, which in the opinion of the Board of Trustees, are not immediately required for the purpose of payment to the Subscribers, shall, from time to time, be invested in secure and profitable ventures.
- (ii) The powers for investment of the Fund, under Sub-Section (i) above, shall rest with the Syndicate, on the recommendations of the Board of Trustees.

Temporary Withdrawals from the Fund

- 9 (i) Temporary advances may be granted to the subscribers, out of the balance at their credit in the Fund, subject to 75% of the balance.
- (ii) The advance shall be recoverable in 36 equal monthly installments.

Non-refundable Advances


- 10 (i) Non-refundable advance upto 75% shall be admissible to a Subscriber out of the balance at his credit on attaining the age of 55 years; such advance being treated as part of final payment.
- (ii) A second non-refundable advance shall be admissible after the expiry of one year of the previous advance.

Nomination

11. On joining the Fund, each Subscriber may make a nomination in the prescribed form, conferring the right to receive the amount that may stand to his credit in the Fund, in the event of his death before the amount standing to his credit has become payable or where the amount has become payable before payment has been made; provided that if, at the time of making the nomination, the Subscriber has a family, the nomination shall not be in favour of any person or persons other than the family members. The Subscriber should lodge a certified copy of the nomination with the Director Finance, which shall be pasted in the service book of the Subscriber. Such nomination may at any time be revoked by the Subscriber.

Final Payment

12. When a Subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him after obtaining clearance from Head of Departments, Deans office, Director of


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Works, Library, Store Section, Transport Section, Registrar Office and Treasurer of the University.

13. 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;
- (i) When the Subscriber leaves a family:
 - (a) If there exists a nomination in favour of family member(s), the amount shall become payable to the nominee(s) in the specified proportion,
 - (b) If no nomination exists in favour of family member(s), the amount shall become payable to the members of his family in equal shares,
 - (ii) When the Subscriber leaves no family:
 - (a) if there is a nomination in favour of any person(s), the amount shall become payable to the nominee(s) in the specified proportion.
 - (b) If there is no nomination, the payment shall be made to such claimants as can produce a legal authority.
14. When a Subscriber has proceeded on leave preparatory to retirement or, while on leave, has been permitted to retire or retired on medical grounds, the amount standing to his credit in the Fund shall become payable, upon an application made by him in that behalf.

Accounts:

15. Individual accounts shall be maintained in a separate ledger as may be prescribed by the Treasurer.


Audit:

16. The account shall be audited once in every year and report of the audit shall be placed before the Board of Trustees.

Management of the Fund

- 17 (i) The administration and management of the fund shall vest in a Board of Trustees to be appointed by the Syndicate by nominating 3 Teachers, a Superintendent of office and one representative of subordinate staff. The Vice-Chancellor shall be the ex-officio member/Chairman, the Treasurer ex-officio member/ Secretary and the Registrar an ex-officio member of the Board. The rules of business and administration of the fund may be prescribed by the Syndicate by rules within the frame-work of these Statutes. Membership will remain in abeyance during leave without pay for more than a month.

- (ii) A report about the state of affairs of the Fund for each financial year shall be submitted by the Treasurer to the Syndicate, through the Board of Trustees, not later than 31st December.


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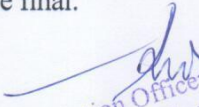
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Termination:

18. Membership of the fund will continue only during service of an employee upto the date of superannuation or the date of discharge, removal or resignation from service. Membership will remain in abeyance during leave without pay for more than a month.

Residuary Provisions

- 18 (i) Subject to the provisions of the foregoing Statutes, the Fund is meant exclusively for the benefit of the Subscribers on their retirement or discharge from service, or for their families on death of the Subscriber, and shall under no circumstances be diverted from this legitimate purpose.
- (ii) In all other matters, not specifically provided for in the Statutes, the corresponding provisions of the General Provident Fund Rules of the Government of Khyber Pakhtunkhwa, as amended from time to time, shall apply mutatis mutandis to the Subscribers of the Fund, unless in any particular case the Syndicate decides otherwise.
- (iii) In case of any doubt about the exact intention or spirit of the provisions of the Statutes, the decision of the Senate shall be final.


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Benevolent Fund Statutes, 2016



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UNIVERSITY OF PESHAWAR STATUTES-2016

1. Short Title, Application and Commencement:

- i. These statutes may be called the "University of Peshawar Employees Benevolent Fund Statutes 2016".
- ii. These statutes shall be applicable to all University employees, as hereinafter defined.
- iii. These statutes shall come into force with immediate effect.

2. Definitions:

In these statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:


- i. "Board" means Board of Trustees set up under these statutes;
- ii. "Employee" means a regular employee of the University of Peshawar and shall not include:
 - (a) the work charged establishment
 - (b) part-time University employees
 - (c) those employed on contract for a fixed duration
 - (d) employees who have attained the age of 60 years, and
 - (e) any category of University employees specifically excluded from the purview of these Statutes by the Syndicate
- iii. "Family" means employee's spouse/spouses, children (sons upto the age of 25 years or finding of job whichever is earlier and unmarried daughters), father and mother wholly dependent upon and residing with the employee (to be certified by a head of department or Nazim);
- iv. "Fund" means the University Employees Benevolent Fund established under Section 10 of these statutes;
- v. "Pay" includes emoluments which reckon for pension and the pay an employee would have drawn but for his deputation, suspension or leave;
- vi. "Prescribed" means prescribed by rules;
- vii. "Rules" means rules made under these Statutes;
- viii. "University" means University of Peshawar;
- ix. All other expressions shall have the same meaning as assigned to them under Section 2 of the Act or statutes, regulations and rules framed under the said Act.

3. These Statutes and Rules made thereunder not to affect retirement benefits etc.:

The provisions of these Statutes and the Rules made there under shall have effect notwithstanding anything contained in any other law, rule, order, notification, contract or other document or instrument; but nothing here in contained shall affect the right to receive any pension, provident fund, gratuity or other benefits accruing to the employee on his retirement or invalidation or to his family upon his death, otherwise than under these Statutes.

4. Board of Trustees:

- i. There shall be a board to be known as the Board of Trustees of the University of Peshawar Employees Benevolent Fund which shall consist of the following namely:
 - (a) The Vice-Chancellor, who shall be the Chairman of the Board;
 - (b) Two members to be nominated by the Syndicate from amongst the Academic Staff;


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- (c) One member to be nominated by the Syndicate from amongst the Administrative Staff;
 - (d) The Treasurer, who shall be member-cum-Secretary of the Board.
- ii. The nominated members shall hold office upto three years at the pleasure of the Syndicate. Retiring members will be eligible for re-nomination.


5. Board to be Body Corporate:

The Board shall be a body corporate having perpetual succession and a common seal with power, subject to the provisions of these Statutes, to acquire, hold and dispose of property both movable and immovable and shall by the aforesaid name sue or be sued.

6. Duties and Powers of Board:

- i. The Board shall have power:
- (a) to settle claims for benevolent grants under these Statutes and all matters connected with such claims;
 - (b) to sanction grant from the Benevolent Fund to the employees or their families in accordance with the provision of these Statutes and Rules made there under;
 - (c) to do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties in the Benevolent Fund;
 - (d) to sanction expenditure connected with the administration and management of the Benevolent Fund;
 - (e) to invest moneys held in the Benevolent Fund in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust, in the construction of buildings for proposes of raising rent income, and in other profitable ventures the plans whereof having been previously approved by the Syndicate.
 - (f) to 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;
 - (g) to do or cause to be done all things ancillary or incidental to any of the aforesaid powers or to the purposes of the Benevolent Fund.
 - (h) to 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.

7. Meeting of the Board:


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- i. The meetings of the Board shall be held 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.
- ii. To constitute a quorum at a meeting of the Board, the number of members present shall be three.
- iii. 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.
- iv. 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.
- v. 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.

8. Delegation of Powers:

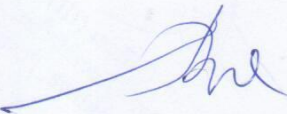
The Board may, for facilitating the discharge of its functions and ensuring efficient operation of the Benevolent Fund, may delegate to the Secretary or any other member/officer of the Board subject to such conditions and limitations, if any, as may be specified there in, such of its powers and duties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

9. Appeal against the decision of the Board

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

10. Establishment of University Employees Benevolent Fund:

- i. There shall be established a Fund to be called the "University of Peshawar Employees Benevolent Fund".
- ii. To the credit of the Benevolent Fund shall be placed:
 - (a) all sums paid by the employees as subscription to the Benevolent Fund;
 - (b) all benevolent grants, donations, gifts, endowments etc., made by the Federal Government, autonomous bodies, organizations and institutions or others for the purpose;
 - (c) all income, profits or interest accruing from the assets belonging to the Benevolent Fund or from investments made out of the Fund;
 - (d) profit commission received by the University towards the Group Insurance from the Insurance Company;
 - (e) contributions of the University or portion thereof credited to the Provident Fund Account of an employee which on closing his account remains un-refundable;


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- (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.
- iii. The moneys credited to the Benevolent Fund shall be kept in such bank as may be prescribed.

11. Subscriptions to be paid by the Employees:


- i. Every employee in service shall be liable to pay to the Benevolent Fund a monthly subscription at the rates as may be prescribed 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 Benevolent 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 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 Benevolent grant provided for in Section 12 of these Statutes but the amount of unpaid subscription shall be deducted from the benevolent grant.

12. Benevolent Grants to be Paid from the Benevolent Fund:

If any employee:

- (a) is declared by the prescribed medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and is for that reason retired or removed from service, he shall be entitled to receive for life such benevolent grant from the Benevolent Fund as may be prescribed; or
- (b) dies during the continuance of his employment or during retirement before attaining the age of seventy years; his spouse shall be entitled to receive for life such benevolent grant from the Benevolent Fund as may be prescribed

Provided that, if the deceased employee has no spouse or the spouse dies, other members of his family shall be entitled to receive benevolent grant from Benevolent Fund as prescribed for a period of fifteen years or upto the date of deceased employee would have attained the age of seventy years, whichever is earlier;


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Provided further that such period of fifteen years shall be reckoned from the date from which the deceased employee or, as the case may be, the spouse became eligible for such grant

13. Payment of Benevolent Grant:

- i. On the death of an employee, the amount of benevolent grant payable under Section 12 of these Statutes shall be authorized by the Board of Trustees to be paid to such member or members of his family as he might have nominated in accordance with the rules in full or in the shares specified by him at the time of making nominations.
- ii. Where no valid nomination made by the employee subsists at the time of his death, the amount of benevolent grant shall be paid to such member or members of his family, subject to such conditions imposed with a view to ensuring that the amount is justly and equitably utilized for the maintenance and benefit of all the members of family, as may be prescribed or may, consistently with the rules, be determined by the Board of Trustees or any officer authorized by the Board of Trustees in that behalf.

14. Audit and Accounts:


- i. The accounts of the Benevolent Fund shall be maintained in such manner and form as prescribed under the Statutes relating to Maintenance of Accounts of the University, as in force from time to time, by the Treasurer.
- ii. The account of the Benevolent 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 Benevolent Fund shall be prepared in conformity with the General Accepted Accounting Principles (GAAP) and signed by the Chairman and Secretary of the Board. The annual audited statement of accounts so prepared shall be considered by the Syndicate and shall be placed before the Senate.

15. Exemption from Taxes:

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

16. Power to make rules:

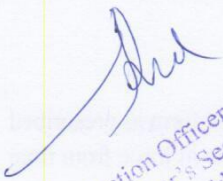
- i. The Syndicate may make rules for the purpose of giving effect to all or any of the provisions of these Statutes.
- ii. Notwithstanding anything to the contrary contained in these Statutes, the Rules set out in the Schedule appended to the these Statutes shall be deemed to be the Rules made under Section 16.i of these Statutes, and shall continue to remain in force until amended or repealed.


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17. Repeal and Savings:

- i. The University of Peshawar Benevolent Fund Statutes 2013 ,hereinafter the said Statutes, are hereby repealed.
- ii. Notwithstanding the repeal of the said Statutes, everything done, action taken, liability incurred, jurisdiction or powers conferred, contracts entered into and proceedings instituted, rights and assets acquired, tax exemptions received, officer appointed or person authorized, notification or order issued, Fund created and utilized or Board of Trustees constituted under any of the provisions of the said Statutes, shall, if not inconsistent with the provisions of these Statutes and the rules made there under, continue in force and, so far as may be, deemed to have been respectively done, taken, incurred, conferred, entered into and instituted, acquired, received, appointed or authorized, issued, created and utilized or constituted under these Statutes and the rules made there under.


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SCHEDULE (see Statute 16.ii)

University of Peshawar Employees Benevolent Fund Rules, 2013

In exercise of the powers conferred by section 16 of the University Employees Benevolent Fund Statutes, the Syndicate is pleased to make the following rules, namely:-

1. Short title and commencement:

- i. These rules may be called the University of Peshawar Employees Benevolent Fund Rules, 2013.
- ii. They shall come into force at once.

2. Definitions:

In these rules, unless there is anything repugnant in the subject or context the following expressions shall have the meanings hereby respectively assigned to them:

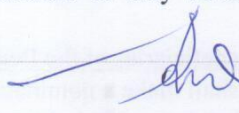
- i. "Form" means form annexed to these rules;
- ii. "Secretary" means the Secretary of the Board;
- iii. "Section" means a section of the Statutes.
- iv. "Statutes" means the University of Peshawar Employees Benevolent Fund Statutes 2013;

3. Meeting of the Board:

- i. The meeting of the Board of Trustees shall be held at any place as approved by the Board at least once in a year.
- ii. An extraordinary meeting of the Board may be called on the requisition of not less than three members thereof by the Chairman to consider any urgent matter:
Provided that the members requisitioning the meeting shall clearly state the object of the meeting;
- iii. Not less than seven clear days' notice shall be given for convening an extraordinary meeting: Provided that the chairman may, if he considers necessary, convene a meeting at a shorter notice.

4. Duties of the Secretary:

- i. All decisions of the meetings of the Board shall be recorded in a minute book to be maintained by the Secretary.
- ii. Subject to the general control and supervision of the Chairman, the Secretary shall be responsible for:
 - (a) the conduct of correspondence on behalf of the Board;
 - (b) the maintenance of all records of the Board;
 - (c) the presentation of the budget for each financial year to the Board;
 - (d) the preparation of the agenda and all matters ancillary to the meetings of the Board; and
 - (e) the performance of such other functions as may be assigned to him by the Board.


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5. Custody of the Funds:

The moneys credited to the Benevolent Fund shall be deposited in the National Bank of Pakistan or in such other scheduled Bank as may be approved by the Board for the purpose.

6. Contribution to and Benefits from Benevolent Fund:

- i. Every employee shall pay a monthly subscription to the Benevolent Fund, in terms of clause (i) of section 11, at the rates specified in column (4) of the First Schedule.
- ii. The monthly benevolent grant in terms of section 12 shall be paid in accordance with the scale prescribed in column (5) of the First Schedule.
- iii. The beneficiaries who are in receipt of monthly benevolent grant at the time of approval of University of Peshawar Employees Benevolent Statutes 2013 shall be entitled to an increase of forty percent of the grant with effect from the date of aforesaid approval for the remaining period of the grant.

7. Payment of subscriptions in default:

- i. Where the amount of subscription to the Benevolent Fund cannot, for any reason, be deducted from the pay of an employee, the employee shall remit the amount to the Treasurer, who shall deposit the amount received by him to the credit of the Benevolent Fund in the National Bank of Pakistan or any other scheduled bank approved by the Board under rule 5.
- ii. Any amount of subscription to the Benevolent Fund remaining unpaid due to inadvertence or negligence of the employee or otherwise shall, upon a direction in writing of the Board, be deducted by the Registrar from the salary of such employee.
Provided that where the Registrar upon a request being made in writing by the employee finds that deduction of the amounts remaining unpaid will result in any hardship to the employee, he may deduct the amount in such number of installments, not exceeding twelve, as he may decide.
- iii. The Registrar shall remit the amount so deducted in terms of sub-rule ii above to the Treasurer who shall deposit the amount received by him to the credit of the Benevolent Fund in the National Bank of Pakistan or any other scheduled bank approved by the Board under rule 5.

8. Medical Authority for Declaring an Employee Incapacitated:

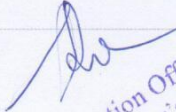
The Medical authority for purposes of section 12 shall be a Board constituted by the Syndicate and consisting of three medical officers one of whom shall be a specialist in the field to which the incapacity of the employee to be examined relates.

9. Medical Incapacitation:

- i. Where a Board, constituted under rule 8, recommends eighty percent or more disability for an incapacitated employee, the employee shall be treated as completely incapacitated physically or mentally for the purposes of Section 12 of the University of Peshawar Employees Benevolent Fund Statutes 2013.

10. Nomination of Beneficiaries of the Benevolent Grant:

- i. Every employee shall make a nomination conferring on one or more members of his family the right to receive a specified share of the benevolent grant that may be payable under Section 12.


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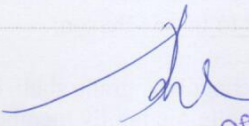
- ii. The employee may provide in the nomination:-
 - (a) that, in the event of anyone of the nominees pre-deceasing the employee, the right conferred upon that nominee under sub-rule (i) shall pass to such other member or the members of the employee's family as he may specify in the nomination; and
 - (b) that the nomination in respect of all or any of the nominees shall become void in the event of the happening of any contingency specified therein.
- iii. Every nomination shall be in Form "A".
- iv. An employee may at any time cancel a nomination made under sub-rule (i) and make a fresh nomination.
- v. A nomination under sub-rule (i), or a fresh nomination under sub-rule (iv), made by an employee shall be in triplicate and one copy of the nomination or as the case may be, fresh nomination shall be signed by the head of the department/section and returned to employee, one copy shall be placed in the Service Book of the employee and the third copy shall be placed in the Master Folder to be maintained by Secretary of the Board.
- vi. A nomination under sub-rule(i), or a fresh nomination under sub-rule (iv), made by an employee shall, to the extent it is valid, take effect on the date on which it is received by the Secretary of the Board under sub-rule (v).

11. Payment of Benevolent where no Valid Nomination Subsists:

Where no valid nomination made by the employee subsists at the time of his death in relation to the whole of the amount of the benevolent grant or any part thereof, the whole amount or, as the case may be, the part to which the nomination does not relate, shall be paid to the member or members of the family of the deceased employee in the manner hereinafter appearing:

- (a) The Board or an officer authorized by it in this behalf may determine the members of the family of the deceased employee who are eligible to receive the benevolent grant:
Provided that if the members of the family of the deceased employee are determined by an officer authorized by the Board, any member may, within thirty days of such determination, appeal to the Board.
- (b) If the members of the family of the deceased employee agree to nominate anyone of them to receive the benevolent grant, the payment shall be made to that member.
- (c) If there is no such agreement, the payment shall be made in the following manner:-
 - (1) If the deceased employee is survived by wife, or as the case may be, husband, the benevolent grant shall be paid to her or, as the case may be, him; and, in case the deceased employee is survived by more than one wife, the amount of the benevolent grant shall be distributed between them in the ratio of the number of members each one of them will maintain:
Provided that the recipient shall undertake to utilize the amount so received for the maintenance and benefit of all the members of the family of the deceased employee.
 - (2) if the deceased employee is not survived by wife, or as the case may be, husband the amount of the benevolent grant shall be distributed amongst the members of the family of the deceased employee keeping in view the requirement of each such member.

12. Submission of application for benevolent grant etc.


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UNIVERSITY OF PESHAWAR STATUTES-2016

- i. On the death of an employee during the continuance of his employment, the Registrar shall forward an application in Form "B" to the Board for payment of the benevolent grant.
- ii. When an employee is declared by the medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and is, for that reason, removed from service, the Registrar shall forward an application in Form "B" to the Board for payment of the benevolent grant.
- iii. Upon receipt of information that a retired employee has died within the period prescribed in section 12 of University of Peshawar Employees Benevolent Fund Statutes 2013, the Registrar Office shall forward an application in Form "B" to the Board for payment of the benevolent grant.
- iv. Upon receipt of an application under this rule, the Board shall, after making such enquiry and taking such evidence in the case of an application under sub-rule (iii) as it may consider necessary pay the benevolent grant to the person entitled to receive it under section 12 or rule 9 or rule 10 as the case may be.

13. Life time arrears:

The Benevolent Grant which was not drawn by the beneficiary during his life shall be paid to his family members upto Rs.20,000/= on production of an Indemnity Bond:
Provided that, the total amount exceeds Rs.20,000/= it shall be paid on production of a Succession Certificate.

14. Neglect of receipt of Benevolent Grant:

If the benevolent grant is not drawn for a continuous period of one year or more, further payment will be stopped and shall be resumed on obtaining fresh instructions of the Board of Trustees in deserving cases.

15. Discontinuance of grant:

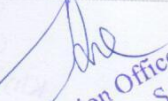
- i. The Benevolent Grant shall be discontinued if:
 - (a) an employee retired on medical grounds under section 12(a) gets usefully employed or sets up viable business and his monthly income exceeds Rs.5,000/=; or
 - (b) the recipient of the grant ceases to be a member of the family as defined in sub-section (ii) of Section 2.
- ii. The recipient of grant shall be required to furnish a certificate every quarter that he has not ceased to be eligible for the grant on account of marriage, employment or setting up business as the case may be.

16. Monthly Income of the Dependent Family Member upto Rs.5,000/= to be Ignored:

A person having a monthly income of Rs.5,000/= or less may in appropriate cases be considered to be wholly dependent upon the deceased employee.

17. Payment of Benevolent Grant to Insane Person:

In case of insane persons benevolent grant shall be paid to the nominee or in case no nomination exists through the eligible family member under rule 10(a).


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18. Exemption of Personal Appearance for Receipt of Benevolent Grant from Bank:

A female grantee not accustomed to appear in public or any grantee who is unable to appear in consequence of bodily illness or infirmity may receive his or her monthly benevolent grant through a representative upon the production of life certificate signed by a Gazetted officer of Basic Scale 17 or above or by some other well-known trustworthy person.

19. Payment of grant to a retired or serving employee for the marriage of one Child:

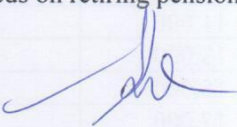
A lump sum amount of Rs.50,000/= (Rupees Fifty Thousand only) shall be payable to a serving or retired employee or the family member(s) of a deceased employee on the marriage of one child irrespective of gender subject to production of Nikah-Nama issued by the competent authority.

20. Payment of grant to the bereaved family on the death of an employee:

A lump sum payment of Rs. 10,000/- (Rupees Ten Thousand) shall be made as burial charges to the bereaved family members of employee if he dies while in service or after retirement before attaining the age of seventy years

21. Payment of Farewell grant:

A sum equal to one month's pay last drawn shall be paid out of the Benevolent Fund to an employee if he proceeds on retiring pension after twenty years continuous service.



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THE FIRST SCHEDULE BENEVOLENT FUND RULES See [Rule 6]

The rates subscriptions to the Benevolent Fund and the amount of monthly benevolent grant payable under Rule 6

Sr. No.	Pay slabs		Monthly Contribution Rate	Monthly Grant Rate
	Minimum	Maximum		
{1}	{2}	{3}	{4}	{5}
1	Upto	5,000	120	4,000
2	5,001	5,500	126	4,150
3	5,501	6,000	138	4,300
4	6,001	6,500	150	4,450
5	6,501	7,000	162	4,600
6	7,001	7,500	174	4,750
7	7,501	8,000	186	4,900
8	8,001	8,500	198	5,050
9	8,501	9,000	210	5,200
10	9,001	9,500	222	5,350
11	9,501	11,000	246	5,600
12	11,001	13,000	288	5,900
13	13,001	15,000	336	6,200
14	15,001	17,000	384	6,500
15	17,001	19,000	432	6,800
16	19,001	21,000	480	7,100
17	21,001	23,000	528	7,400
18	23,001	25,000	576	7,700
19	25,001	27,000	624	8,000
20	27,001	29,000	672	8,300
21	29,001	31,000	720	8,600
22	31,001	33,000	768	8,900
23	33,001	35,000	816	9,200
24	35,001	37,000	864	9,500
25	37,001	39,000	912	9,800
26	39,001 & above		2.40% of basic pay	10,100


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UNIVERSITY OF PESHAWAR EMPLOYEES BENEVOLENT FUND

FORM "A"

(See rule 10)

FORM OF NOMINATION

1. Name: _____
2. Designation: _____
3. Department/Section: _____

I hereby nominate the person/persons mentioned below who is/are member/members of my family as defined in section 2(ii) of the University of Peshawar Benevolent Fund Statutes, 2013 to receive the benevolent grant in the event of my death.

PART-I

(For wife/husband only)

S.No.	Name of nominee/nominees	Relationship	Age	Proportion of the share to be paid	If, the nominee is minor, name of the person/persons to whom payment is to made on his behalf

PART-II

(For members of family other than wife/husband)

S.No.	Name of nominee/nominees	Relationship	Age	Proportion of the share to be paid	If, the nominee is minor, name of the person/persons to whom payment is to made on his behalf


Certified that the member or members of my family mentioned in Part-II are wholly dependent upon me. The earlier nomination made by me may kindly be treated as cancelled.

Date : _____

Signature and thumb impression of

Attested by

Name, Signature and Seal of a
Teacher/Officer of the University


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UNIVERSITY OF PESHAWAR STATUTES-2016

UNIVERSITY OF PESHAWAR EMPLOYEES BENEVOLENT FUND

FORM "B"

(See rule 12)

PART-I

PART-I. PERSONAL DETAIL.

1. a)	Name of the incapacitated/ deceased employee.																		
b)	CNIC No.							-										-	
c)	Father/Husband Name.																		
d)	Date of birth.																		
e)	Date of death.																		

PART-II. SERVICE DETAIL.

2. f)	Last appointment held Alongwith BPS (Gazetted/Non- Gazetted)																		
g)	Date of entry into service.																		
h)	Date of removal from service on account of																		
	a) Incapacitation																		
	b) Superannuation/Qualifying service.																		
	c) Dismissal from service.																		
i)	Pay per month.																		
	a) Basic Pay																		
	b) Special Pay																		
	c) Technical Pay																		
	d) Personal Pay																		
	e) Qualification Pay																		
	Total																		

[Signature]
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UNIVERSITY OF PESHAWAR STATUTES-2016

3. Period of EOL or period for which contributions to Benevolent and Group Insurance Funds were _____ not _____ paid

PART-III. PROSPECTIVE BENEFICIARY DETAIL

4. Name of beneficiary (nominated or otherwise)

Name	CNIC	Date of Birth	Relationship with the deceased	Profession	Marital Status

5. Beneficiary address

- a. Present: _____
b. Permanent: _____
c. Contact No. _____

PART-II

CERTIFICATES BY THE REGISTRAR

1. Certified that the information contained above in respect of _____ is correct according to the University record.
2. Certified that the above named employee was neither a contingent/work charged/adhoc/contract employee nor a deputationist and he was a regular contributor of University Employees Benevolent Fund (in case of a deputationist from any Provincial/Federal Government Department, the case will be preferred by his parent department).
3. Certified that the employee died during the service/after retirement upto the age of 70 years.
4. Certified that the above claim has been preferred for the first time and has not been sent previously claimed from any office of this department.

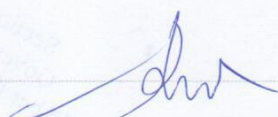
Dated. _____

Seal and Signature
Registrar

Forwarded to the Secretary, University of Peshawar Employees Benevolent Fund Board

Dated. _____

Seal and Signature


Section Officer (III),
Governor's Secretariat,
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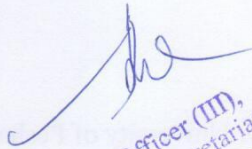
UNIVERSITY OF PESHAWAR STATUTES-2016

Registrar

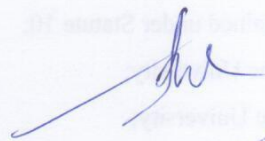
PART-III

Following Documents must be submitted with claim duly attested by the Registrar/Deputy Registrar (Establishment)

- a) **Annex "A"** _ A copy of last pay certificate
- b) **Annex "B"** _ Photostat copies of first page of service book/PPO.
- c) **Annex "C"** _ Photostat copies of CNIC in respect of the aforesaid incapacitated/deceased employee and the beneficiaries.
- d) **Annex "D"** _ (Death Case only) three copies of death certificate duly attested. These may be in the form of office order notifying the death, certificate by a medical officer or extract from the register of birth/death of Union Council/Union Committee/Municipal Committee.
- e) **Annex "E"** _ Three copies of Notification/order under which the name of the said employee was struck off strength.
- f) **Annex "F"** _ (Incapacitated Case) A copy of the Medical Board proceedings duly attested by the Head of Department. Medical Board must comprise of three Medical Officers one of them being a specialist Medical Board proceedings must record the case history and the exact nature of disability.
- g) **Annex "G"** _ Nomination form duly attested.
- h) **Annex "H"** _ List of family members and dependent i.e. wife/wives, children, father, mother, minor brother and unmarried/divorced sisters/daughters. The list should indicate name, CNIC No., relationship, age, marital status, profession, monthly income and present address.
- i) **Annex "I"** _ Wholly dependency certificate (other than spouse) issued by the Head of the Department.
- j) **Annex "J"** _ Envelope containing four copies of photographs duly attested in respect of each beneficiary or the incapacitated employee bearing the name of the person on the reverse of three photos and one on the face. In case of purdah observing ladies, photographs will not be required, A certificate that she is Purdah observing lady must be attached.
- k) **Annex "K"** _ Four signatures/thumb impressions on separate sheets (four on each sheet) of each beneficiary/dependants/incapacitated employee duly attested by a teacher/officer of the University of Peshawar


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Pension and Gratuity Statutes, 2016



Section Officer (M),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

UNIVERSITY OF PESHAWAR STATUTES-2016

Title

1. The Statutes framed in pursuance of Section 28(1) (c) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called "University of Peshawar Pension and Gratuity Statutes-2016"

Commencement

2. They shall come into force at once.

Definitions:

3.(i) In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

(a)"Head of Department" means the Head of the University Teaching or Administrative Department and includes the Principal of a Constituent College and the Chairman of a University Post-Graduate Department.

(b)"Medical Authority" means an authority appointed by the Syndicate to conduct medical examination of University employees for the purpose of granting invalid pension, extraordinary pension or commutation of Pension.

(c)"Pension Fund" means the fund maintained under Statute 10;

(d)"Syndicate" means the Syndicate of the University;

(e)"Treasurer" means the Treasurer of the University;

(f)"University" means the University of Peshawar;

(g)"University Employee" and "University Service" respectively mean the employee to whom and the service to which these Statutes apply and;

(h)"University Fund" means the University Fund maintained under Section 36 of the Khyber Pakhtunkhwa Universities Act-2012

All other expressions, used in the Statutes, shall have the same meanings as are assigned to them by Section 2 of the Act.

Extent of Application

4. Unless otherwise provided, the Statutes shall apply to all the University employees, who are paid from the University Funds, except:

(i)University employees paid from contingencies or borne on work charged Establishment;

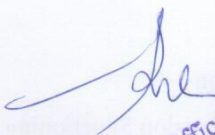
(ii)University employees engaged on contract which contains no stipulation for pension under these Statutes;

UNIVERSITY OF PESHAWAR STATUTES-2016

- (iii) any person for whose appointment and condition of service special provisions is made by or under any law, rule or regulation for the time being in force;
- (iv) any University employee or class of University employees who may be specifically excluded by the Syndicate from the application of these Statutes;
- (v) any University employee who holds a post which has been declared by the Syndicate to be non-pensionable;
- (vi) any person whose whole time is not retained for University service but is merely paid for work done;
- (vii) any person who is not paid from the University Fund, but is paid from a fund held by the University as a Trustee, or from any other local fund or is remunerated by fees for the grant of a tenure of land or of any other source of income or of a right to collect money.

5. Application of Government servants' Pension Rules to University Employees:

- (1) Save as otherwise provided in these Statutes, the West Pakistan Civil Services Pension Rules. (hereinafter referred to as the said Rules), as remain applicable to Government servants of the Khyber Pakhtunkhwa Province, shall mutatis mutandis apply to University employees, and:;
 - (a) any reference to Government were a reference to University;
 - (b) any reference to Government servant were a reference to University employee;
 - (c) any reference to the Provincial Consolidated Fund were a reference to the University Fund;
 - (d) any reference to Class-IV Service were a reference to any kind of Service with may be specially classed as such by the Syndicate; and any reference to Superior Service were a reference to any kind of Service which is not Class-IV service.
- (2) If any difficulty or dispute arises regarding the application of the said Rules to the University employees, the matter may be resolved by the decision of the Syndicate.
- (3) The orders of the Provincial Government allowing or disallowing any monetary benefits to the Government Pensioners shall also apply to the University Pensioners.


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UNIVERSITY OF PESHAWAR STATUTES-2016

Qualifying service for Pension:

6 (1) Subject to these Statutes, the service of University employee begins to qualify pension when he takes over charge of the post to which he is first appointed;


Service rendered by a University employee in a Government Department or an Autonomous Body before joining service of the University shall be counted towards pension as qualifying service in the University, provided that the said service was pensionable and the former employing Departments/ Organizations undertake the liability to pay the proportionate pensionary charges i.e. leave salary and pension contribution.

Condonation of interruptions and deficiencies:

7. (i) Pension Sanctioning Authority, may, for purpose of pension, condone all interruptions between the periods of qualifying service of an employee, provided that such interruptions were not caused due to willful act of the employee like unauthorized absence, resignation or removal from service; provided further that any interruption caused due to abolition of a post, shall be deemed to have been condoned.
- (ii) A deficiency upto six months or less in the qualifying service of an employee shall be deemed to have been condoned.
- (iii) A deficiency of more than six months but less than a year may be condoned by the Vice Chancellor, if both the conditions mentioned below are satisfied;
 - (a) If an employee dies while in service or retires under circumstances beyond his control, such as on becoming invalid or on abolition of his permanent post (and his eventual selection for discharge) and, but for such contingencies, he would have completed another year of qualifying service; and
 - (b) The service rendered by the employee was meritorious.
- (iv) A deficiency of one full year or more shall not be condoned.

Authority Competent to Grant Pension

8. The Vice Chancellor shall be the Pension Sanctioning Authority (PSA).


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Khyber Pakhtunkhwa, Peshawar

UNIVERSITY OF PESHAWAR STATUTES-2016

Payment:

9. All Pensions shall be paid out of Pension Fund established under these Statutes.

Provided that if there is no sufficient fund, the payment may be made out of current budget.

Pension Fund

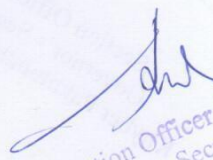
10. There shall be maintained a Pension Fund to the credit whereof shall be placed a contribution made by the University equivalent to 33.33% of the basic pay of all permanent employees.

Maintenance of Pension Fund:

11. If the amount of pension fund is surplus to the requirements for the purpose of pension, the surplus funds may, with previous sanction of the Vice-Chancellor, be invested in such a manner as may be necessary, and if the pension fund is running short of the requirements for purposes of pension, the Syndicate may require the University to raise its contribution to the pension fund under Clause (b) of Statute-10 to such extent as may be specified.

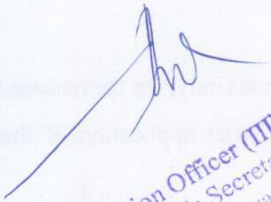
Relaxation:

12. Any of these Statutes may, for the reasons to be recorded in writing, be relaxed in individual cases by the Syndicate if the strict application of these Statutes will cause undue hardship to the individual concerned.


Section Officer (M),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

UNIVERSITY OF PESHAWAR STATUTES-2016

Insurance Statutes, 2016


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Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

UNIVERSITY OF PESHAWAR STATUTES-2016

Entitlement to the Benefits from the Group Insurance

1. All employees shall be entitled to the benefits of Group Insurance, except;
 - (a) work-charged/contingent-paid establishment;
 - (b) part-time employees;
 - (c) those employed on contract for a fixed period;
 - (d) any category of employees specifically excluded by the Syndicate from the purview of the Statutes.

Subscriptions by the Employees

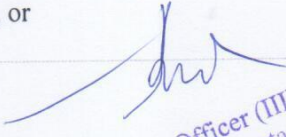
2. Every permanent/regular employee shall pay to the Group Insurance a monthly subscription at the following rates, subject to revision by Syndicate as notified:

Pay Scale of Employees	Monthly Rate of Contribution in Rupees,
BPS 1 to 4	40 (Payable by University)
BPS 05 to 10	47 (Payable by employees)
BPS 11 to 15	80 -----do-----
BPS-16	120 -----do-----
BPS-17	160 -----do-----
BPS-18	233 -----do-----
BPS-19	280 -----do-----
BPS20 & above	333 -----do-----

3. The subscription shall, as far as possible, be deducted at source from the pay bills of the employees. Where the amount of subscription cannot for any reason be deducted from the pay of an employee, the employee shall remit it to the Treasurer. Any amount of subscription remaining unpaid, due to inadvertence or negligence of the employee or otherwise shall be recoverable from his General Provident Fund account.
4. Default in the payment of subscription, either for the reason that the pay of the employee was not drawn due to his inadvertence, negligence or fault, or any other reason, whatsoever, shall not affect his right, or the right of his family, to receive the Group Insurance Grant, provided for in Statute 8. However, the amount of unpaid subscription shall be deducted from his General Provident Fund.

Grants out of the Group Insurance Revenue

- 5 (i) If any employee :
 - (a) due to accident is declared by the prescribed medical authority to have been completely incapacitated physically or mentally, to discharge the duties of his employment, or


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UNIVERSITY OF PESHAWAR STATUTES-2016

- (b) dies during the continuance of his employment, his family shall be entitled to receive a Group Insurance Grant by the Insurance Company, according to the following scale.

Basic Pay Scale in which the Employee was Drawing Pay	Group Insurance Grant Payable in (Rupees)
BPS 1- 4	12 salaries on the basis last monthly pay drawn
BPS 05 - 10	Do
BPS 11 to 15	Do
BPS-16	Do
BPS-17	Do
BPS-18	Do
BPS-19	Do
BPS20 & above	Do

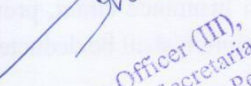
Provided that these rates are subject to revision by the Syndicate as notified.

Assistance Package for Families of Employees who die In Service

6. The employees shall be entitled to the in-service death package as approved and notified by Syndicate.

Audit & Accounts of the Insurance Premium

7. The accounts of the Insurance Premium shall be maintained in such manner and form as prescribed for the maintenance of the accounts of the University and shall be audited by the Auditors of the University every two years and their report published for general information.


Section Officer (III),
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UNIVERSITY OF PESHAWAR STATUTES-2016

Title

The Statutes framed in pursuance of Section 28(1) (g) of the Khyber Pakhtunkhwa Universities Act, 2012, and may be called "Election to the Authorities of the University of Peshawar Statutes-2016"

Commencement

They shall come into force at once.

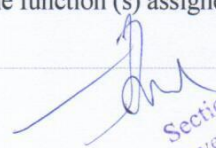
Application:

These statutes shall be applicable on the elections to all the Constituencies of the Authorities, established under the Act and any other Authority established under the Statutes, for which election is required to be held.

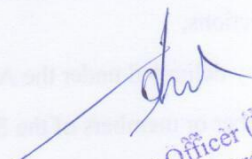
Definitions:

In these Statutes, unless there is anything repugnant in the subject or context of the the Act, the following expressions shall have the meanings hereby respectively assigned to them:

- (a) "Appointed date" means a day within the working hours of the University Office so fixed by the Election Authority for nominations, withdrawal, election or any other day for a particular objective in connection with the elections;
- (b) "Constituency" means a constituency delimited under the Act or statutes ;
- (c) "Election" means election of a member or members of the Specified Authorities or any other Authorities under the Act;
- (d) "Elector" means a person who is actually a member of any constituency by virtue of his permanent designation for the purpose of election under the Act;
- (e) "Election Agent" means an election agent appointed by a candidate under Section 19(i) of these Statutes and where no such appointment is made the candidate may act as his own agent;
- (f) "Presiding Officer and Assistant Presiding Officer" means Presiding Officer and Assistant Presiding Officer so appointed by the Returning Officer;
- (g) "Polling Day" means the day on which the polling is conducted for the election(s);
- (h) "Registrar" means the Registrar of the University of Peshawar and Election Authority for the purpose of these Statutes;
- (i) "Registered Graduate" means a graduate of the University who has his name entered in the register of graduates of the University maintained for the purpose of election;
- (j) "Returning Officer" means Returning Officer so appointed by the Election Authority exercising the powers and performing the function (s) assigned to him in connection with the elections;


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Election to the Authorities of the University of Peshawar Statutes, 2016


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- (k) "Specified Authorities" means the Senate, Syndicate and Academic Council of the University of Peshawar.

All other expressions shall have the same meanings as assigned to them and as defined under Section-2 of the Act.

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.
 - (i) 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 these Statutes as he may direct.
 - (ii) All the Officers/Sections of the Constituent/ affiliated Colleges or allied institutions and the Administrative Sections shall assist the Registrar in the performance of his function.
- (i) The Registrar shall notify election(s) for all constituencies falling vacant at least six weeks prior to expiry of the term for the existing elected member(s) of the authority / Authorities in accordance with the provisions of the University of Peshawar Act, 2011.
- (iv) The Election Authority shall determine the number of constituencies for the elections in accordance with the provisions of the Act.

By- Elections to Fill Vacancies

2. A by-election may be held within six weeks immediately after a constituency of the Specified Authority falls vacant under special circumstances.

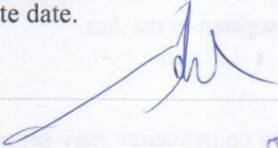
Notice of Election

3. 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 to 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.

Appropriate Date in case of a Holiday

4. If any appointed date falls on a holiday, the next working day shall be considered to be the appropriate date.


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Publication of Electoral Lists

5. The Election Authority shall, on the appointed date, publish the Electoral Lists (as per schedule-II) of the elections by a general notification, which shall be circulated to Heads of Teaching Departments, Administrative Sections and the Institutions, and affixed on the University Notice Board and uploaded on the University website.

Claims and Objections

6. 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 website.

Decision of the Election Authority

7. The Election Authority shall be the Appellate Authority and its decision in respect of claims and objections shall be final, unless a written objection thereto is filed within three days.

Decision by Committee

8. 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 aggrieved party or parties, one of whom 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.

Correspondence with Electors

- 9 (i) Correspondence shall be addressed to the Electors by name. The electoral lists, etc. shall be sent on their official address only. An Elector shall notify any change in his address to the Election Authority within the prescribed time.
- (ii) 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, Principal of the Constituent Colleges and Heads of the Administrative Sections for the information of the Electors.

Qualifications for Voting

10. No person, whose name is not on the electoral list, shall be qualified to vote, or be elected at any election held under these Statutes, subject to fulfillment of the conditions prescribed in the Act.

Nomination for Election

- 11 (i) An Elector of a constituency may propose the name of only one qualified person to be a member of that constituency.



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- (ii) Every such proposal shall be made by a separate nomination paper on the prescribed form as given in schedule-III, which shall be signed by the proposer 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. Each Elector shall be entitled to propose as many persons for election as there are vacancies in each constituency.
- (iii) Nominations in excess of the number of vacancies in a constituency shall invalidate all nominations made by an Elector as proposer
- (iv) Every nomination paper shall be delivered personally by the candidate or his proposer to the Returning Officer, so as to reach him not later than the appointed date.
- (v) 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.
- (vi) The Returning Officer shall notify a list of nomination papers received by him, containing particulars of the candidates and names of the proposers.

Scrutiny of Nomination Papers

- 12 (i) On the appointed date the Returning Officer shall scrutinize the nomination papers received by him. The candidates, their election agents or proposers may attend the scrutiny of nomination papers.
- (ii) The Returning Officer shall give the candidates, their election agents 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.
- (iii) 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 is not qualified to subscribe to the nomination papers;
 - (c) the provisions of these Statutes have not been complied with, or that the signatures of the Proposer 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;


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- (iv) The Returning Officer shall endorse on each nomination paper his decision about accepting or rejecting it, stating reasons in case of rejection; and
- (v) 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 Section-12, whose decision shall be final.

Publication of List of Candidates

- 13 (i) The Returning Officer shall, after scrutiny of the nomination papers, prepare and publish in the prescribed form (as per schedule-IV) a list of candidates validly nominated.
- (ii) In case the objections against the rejection of a nomination paper are accepted by the Committee, the Returning Officer shall, accordingly, revise the list of validly nominated candidates.

Withdrawal of Candidature

- 14 (i) Any nominated candidate may withdraw his candidature by a notice in writing, signed by himself and delivered in person, or through his Election Agent, to the Returning Officer, so as to reach the Returning Officer on or before the appointed date.
- (ii) A notice of withdrawal shall in no circumstances be open to revocation or cancellation.
- (iii) Copies of such notices of withdrawal shall be notified for general information and a copy placed on the University notice boards.

Un-Contested Election

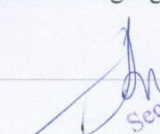
- 15. Where, after scrutiny of nomination papers, only one person remains a validly nominated candidate for election in a constituency, or where after withdrawal only one person is left as a contesting candidate, the Returning Officer shall notify such candidate to have been elected un-opposed, provided no appeal is pending against the rejection of any nomination paper.

Election Agent

- 19 (i) The candidate may appoint a person, qualified to be an Elector, to be his Election Agent in writing to the Returning Officer.
- (ii) The appointment of an Election Agent may, at any time, be revoked in writing by the candidate.

Polling Agent

- 16 (i) 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.


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- (ii) The appointment of the Polling Agent may be revoked at any time by the candidate or his Election Agent.
- (iii) 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.

Polling Hours

17. The Returning Officer shall notify the day and hours of polling.

Stopping of the Polling

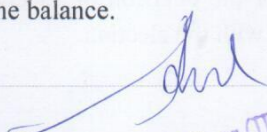
- 18 (i) The Presiding Officer of a Polling Station may stop the polling and inform the Returning Officer that he has done so, if the polling at the Polling Station is at any time so interrupted and obstructed that it cannot, in the opinion of the Presiding Officer, be carried on.
- (ii) When the polling 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.

Voting

- 19 (i) The elections shall be contested by secret ballot, by tendering the ballot papers by hand, or by post, on the prescribed form (schedule-V).
- (ii) Postal ballot papers, on the prescribed form, shall be issued 30 days before the election date by the Returning Officer, under registered cover with acknowledgement due.
- (iii) 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.
- (iv) Any ballot paper, bearing cutting, scratching or over-writing, or which does not bear the official mark, shall be rejected as invalid.
- (v) 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), together with their counterfoils, shall be marked as duplicate.

Counting of Votes

- 20 (i) 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.


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- (ii) The candidate or his Polling or Election Agent shall be allowed to be present at the time of counting of votes.

Declaration of Results


- 21 (i) 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).
- (ii) In case of equality of votes between two or more candidates, the Returning Officer shall record the basis of drawing lots in the presence of the contesting candidates or their agents, and obtain signatures of such persons as having been witnesses to the proceedings.
- (iii) 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.

Election Tribunal

- 22 (i) 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 Secretary to Government Higher Education Department or his nominee not below the rank of Deputy Secretary by virtue of his as member of the Syndicate, and a nominee of the Vice-Chancellor.
- (ii) 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.
- (iii) The decision of the Election Tribunal shall be final and binding on all parties to the dispute(s).

Custody of Election Record

23. 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.


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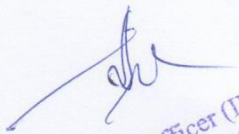
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Framing of Rules

24. For carrying into effect the purpose of these Statutes, rules may be framed, if necessary, with the approval of the Syndicate.

Election to other Authorities

25. These statutes shall be applicable for election of the members of the Specified Authorities under Constituency of the Dean, Constituency of Administrative Officers and such other Constituency, membership of which is required to be made through election and no separate statutes shall be framed for election to these constituencies.


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SCHEDULE – I

The University of Peshawar

Schedule of Dates

The dates given below may be changed by the Returning Officer as the circumstances may require:-

<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

University of Peshawar,

(List of Contesting Candidates)

Election to the (Name of the Specified Authority) 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 Peshawar**

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

Signature of Proposer

(To be Filled by the Person Nominated)

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

Dated

(To be Filled by Returning Officer)

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 "The Khyber Pakhtunkhwa Universities Act 2012 (Act No. X of 2012)." Election Statutes, and decide as follows.

(in case of rejection, state brief reasons)

Dated

Returning Officer


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The University of Peshawar List of Validly Nominated Candidates

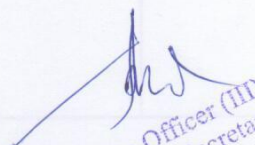
Election to the _____ (Name of the Specifies Authority) for the period from
..... to For the Constituency of
.....

S. No.	Name of Candidates	Designation	Present Postal Address of the Candidate

Place:

Dated:

Returning Officer


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SCHEDULE - V

Secret Ballot Paper

For the Constituency of.....

S. No.	Name of the Candidates	Put a Cross against Choice Candidate

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

Address

Dated


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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 (infirmary) 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

Dated

Address

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**Fees and other Miscellaneous
Charges Statutes, 2016**


Section Officer (M),
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Fee Structure

1. The fee structure shall be the same as provided in the prospectus subject to revision by the Syndicate as notified.

2. **Fee Refund**

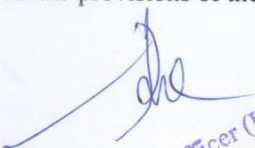
% age of Fee	Timeline For Semester/ Trimester	Timeline for Annual System
Full (100%) Fee Refund	Up to 7 th . day of commencement of classes	Up to 15 th day of commencement of classes
Half (50%) Fee Refund	From 8 th - 15 th day of commencement of classes	From 16 th – 30 th day of commencement of classes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

Hostel Accommodation

3. Hostel accommodation will be provided as a privilege/facility in accordance with rules subject to availability of seats.
 - i. Students seeking admission to hostels shall apply for a seat on the prescribed form, available from the office of the Provost; however, admission in the hostel is a privilege and not a right.
 - ii. Students must carefully study and observe the hostel rules.

Additions and Alterations to the Schedule


4. The Syndicate may, on recommendation of the Academic Council/F&PC revise the fee structure or amend any policy with such conditions as it may deem fit, in accordance with the provisions of the Act.


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Fee	For age of	For
Rs. 1000/-	Up to 15% day of	For
Rs. 2000/-	From 15% - 30% day of	For
Rs. 3000/-	From 30% day of	For

Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes, 2016


Section Officer (III),
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UNIVERSITY OF PESHAWAR STATUTES-2016

TITLE

The Statutes framed in pursuance of Section 28(1) (f) of the Khyber Pakhtunkhwa Universities Act, 2012, and may be called "Affiliation and Disaffiliation of Educational Institutions and Related Matters Statutes-2016"

COMMENCEMENT

They shall come into force at once.

DEFINITIONS:

In these Statutes unless there is anything repugnant in the subject or context, the following shall have the meaning assigned to them as under:

- a) "Affiliation" means affiliation with the University.
- b) "Affiliated college or Affiliated institution" means a college or institution affiliated to the University, but not maintained or administered by it.
- c) "Affiliation Committee" means the Affiliation Committee of the University.
- d) "Inspection Committee" means Committee constituted under Section 4 of these statutes.
- e) University' means University of Peshawar

All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Act.

PROCEDURE FOR AFFILIATION:

Procedure for disposal of affiliation application shall be as follows:-

- a. An educational institution applying for affiliation shall send a formal application to the Registrar with reasonable time prior to commencement of academic session of the University, along with application fee as determined by the Syndicate from time to time. (Application annexure 1)
- b. The Registrar shall examine the information contained therein as well as the statements submitted along with the original application.
- c. If the Registrar is satisfied with the information and the statements, he may, with the approval of Vice Chancellor, send an Inspection Committee to visit

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the institute/ college concerned to satisfy itself that the prescribed requirements have been actually and physically fulfilled.

- d. If the Inspection Committee is satisfied, it may recommend grant of affiliation of the institute/ college to the Affiliation Committee.
- e. The Affiliation Committee after further inquiry, which might be considered necessary, forwards its recommendations to the Syndicate.
- f. After approval of affiliation by the Syndicate, the affiliated institute/collage shall deposit affiliation fee for each of the affiliated programme.
- g. The educational institutions affiliated to the University shall be governed by the relevant regulations & rules framed by the University from time to time.

FORMAL AGREEMENT:

- i. All arrangements of affiliation between institute/college and university shall be agreed upon and formally written down as approved legal agreement and signed by lawful authorized representative from the affiliated Institute and Secretary of Affiliation Committee. Detailed arrangements for partnership shall be set out clearly in the agreement and memorandum of understanding;
- ii. The agreement shall take into account the scope of the arrangements, responsibilities, financial arrangements, quality control mechanism, mode and means of payment, validity period, procedure for resolution of differences and termination of agreement etc.;
- iii. The agreement should clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures and review, and visitation.
- iv. The validity period of the agreement should be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review.
- v. Termination of affiliation should safeguard the interests of the students and should be duly notified to the general public and Commission.

Inspection Committee:

- 1. There shall be an Inspection Committee constituted by the Vice Chancellor comprising the following:

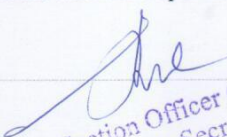
- i. Dean or Professor of the relevant faculty.
- ii. Head or Professor or Associate Professor of the concerned discipline.

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iii. Registrar or his nominee.

iv Any other member from the University.

5. The Inspection Committee shall examine the Education Institution in the light of the provision of the Act the Statutes of the University and the information supplied through the questionnaire.
6. If the Inspection Committee is satisfied that the prescribed requirements have been fulfilled, it may recommend that the affiliation be granted.
7. The Affiliation Committee after consideration of the inspection report, shall forward its recommendations to the Syndicate for approval. However, to avoid delay, the Vice-Chancellor may grant provisional affiliation in anticipation of the approval of the Syndicate.
8. The Affiliation Committee may co-opt the convener of the Inspection Committee as a member so that he could reply to their queries.
9. The Affiliation Committee after such further inquiry, if any, as it might consider necessary, forward its recommendation to the Academic Council.
10. *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, nor will it be permissible to start any class in any subject in anticipation of the acceptance of application for the affiliation.*
11. The Educational Institution affiliated to the University shall be governed by the statutes, Regulations, Rules framed by the University from time to time regarding:-
 - i. the general scheme of studies;
 - ii. the duration of the courses;
 - iii. the medium of instruction and examinations;
 - iv. the conditions of admission to the courses;
 - v. detailed syllabi for the examinations held by the University.
 - vi. the conditions under which students shall be admitted to the examination of the University.
 - vii. the discipline of students and the supervision and control of their residence and extra-curricular activities;

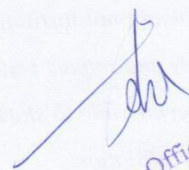

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- viii. health and general welfare of the students;
- ix. the ratio between teachers and students and the total workload of a teacher.
- 12. Every educational institution affiliated to the University shall promptly report to the University any transfer or change in the management or any circumstances affecting the adequacy of its financial resources.
- 13. The teaching staff of the educational institution shall possess such qualification as may be prescribed by the University
- 14. An Inspection of every affiliated educational institution shall be held from time to time and action can be taken against any institution under University Act/Statutes

After approval of affiliation from the competent authorities, the affiliated institution shall deposit the amount as determined by the Syndicate from time to time (non-refundable). The affiliation letter shall be issued only after the institute has deposited the prescribed fee.

- 15. a. The Educational Institution affiliated with the University of Peshawar shall pay the Annual Affiliation Renewal Fee as determined by the Syndicate for each discipline.


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UNIVERSITY OF PESHAWAR STATUTES-2016

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:

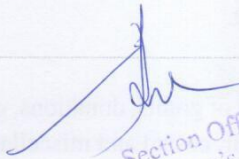
- i) Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the administration building;
- ii) Total number and size of class rooms, capacity for students;
- iii) Details of the laboratories, workshops and equipment's appropriate to the courses;
- 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) Position 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 presented 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, pays 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 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.

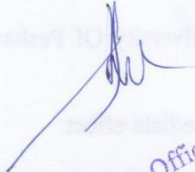
ii) Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;

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- iii) Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.

11. Additional information, if any

The template of the inspection proforma is subject to revision by the syndicate from time to time.


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WITHDRAWAL OF AFFILIATION OF EDUCATIONAL INSTITUTIONS, STATUTES, 2016

1. Short Title, Commencement and Application:

- i) These statutes may be called the University Of Peshawar Withdrawal Of Affiliation Statutes-2016.
- ii) These shall come into force with immediate effect.
- iii) These shall be applicable to all Educational Institutions, both government and private, affiliated with the University of Peshawar.

2. Definitions:

In these statutes, unless there is anything repugnant in the subject and context, the following expressions shall have the meanings hereby respectively assigned to them as under :

- i) 'Admission' means enrolment as a student to an educational institution affiliated with the University.
- ii) 'Affiliation' means affiliation to the University of Peshawar.
- iii) 'Affiliation Committee' means the affiliation committee of the University of Peshawar.
- iv) 'Inspection Committee' means committee appointed by the Vice-Chancellor for the inspection of an educational institution seeking affiliation with the University.
- v) 'Special Enquiry Committee' means committee appointed by the Affiliation Committee to enquire complaints/violation of the affiliated institution.
- vi) 'University' means the University of Peshawar.
- vii) All other terms and expressions shall have the same meaning as assigned to them under Section 2 of the Khyber Pakhtunkhwa Universities Act 2012.

3. The affiliation of an Educational Institution may be withdrawn if;

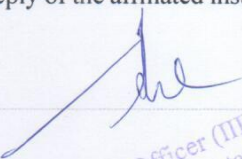
- i) the affiliated institution fails to submit reports, returns and other information as the University may require to enable it to judge the efficiency of the institution;
- ii) admission to educational institution is made in violation of the University rules or policy;

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- iii) the affiliated institution is offering programmes or courses of studies in affiliation with other universities on the same time same premises;
- iv) the affiliated institution fails to report to the University of any change in the management or its venue;
- v) the qualifications of the teaching and other staff are not in accordance with the qualifications prescribed by the University;
- vi) the affiliated institution refuses or declines inspection of its premises;
- vii) the affiliated institution fails to hold the meetings of the Board of Governors as per rules;
- viii) the affiliated institution instigate or provoke its students to issue press statements or make agitation/protest against the University;
- ix) the affiliated institution is involved in irregularities such as forcing the admitted students to pay more fees and dues under one pretext or other;
- x) teaching is not conducted in accordance with the prescribed courses and syllabi and not maintaining the complete record of attendance of students and teachers;
- xi) the affiliated institution transfers the management to other persons without the previous approval of the University;
- xii) the affiliated institution generally violates the University rules, regulations, and notifications;
- xiii) the affiliated institution not paying the university dues/fees in time;
- xiv) on any ground which the University deems fit and proper.


4. Procedure for the withdrawal of affiliation:

- i) In case of change of venue, an Inspection Committee will visit the new premises and if found inadequate and improper, will submit its report to the Affiliation Committee. The Affiliation Committee shall withdraw the affiliation.
- ii) If the affiliated institution after the final notice from the Registrar's office, do not deposit the prescribed fees, the Affiliation Committee shall recommend to the Syndicate withdrawal of affiliation.
- iii) On the receipt of any complaint, a notice or explanation will be sent to the affiliated institution to explain its position.
- iv) The reply of the affiliated institution, if any, will be placed before the Affiliation Committee.


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- v) The Affiliation Committee, if not satisfied with the reply of the affiliated institution will recommend to the Syndicate withdrawal of the affiliation or form a Special Enquiry Committee to investigate the matter.
- vi) The Special Enquiry Committee will submit its report to the Affiliation Committee within the prescribed time and in case its findings are adverse, the Affiliation Committee will recommend to the Syndicate withdrawal of the affiliation.
- vii) If the Affiliation Committee is of the opinion that any institution is found guilty of contravention of the affiliation rules and the university policy, it may recommend its disaffiliation to the Syndicate.
- viii) The affiliated institution will be informed about the decision of the Affiliation Committee with the note that if it wishes to make any representation against the decision it may do so before the decision is placed for the consideration of the Syndicate.
- ix) The Syndicate before taking a final decision will examine the representation of the institution, if any, and may withdraw either in whole or in part the rights conferred on the educational institution by affiliation or modify them.
- x) An educational institution feeling aggrieved may make an appeal to the Senate against the decision of the Syndicate.
- xi) The Senate before taking a final decision will provide an opportunity to the institution concerned to explain its viewpoint and shall not pass any order adversely affecting the institution unless the institution concerned is heard.


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**University Of Peshawar Memorandum of
Understanding Statutes- 2016.**



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1. Short Title, Commencement and Application:

- i) These statutes may be called the University Of Peshawar Memorandum of Understanding Statutes-2016.
- ii) These shall come into force with immediate effect.

2. Definitions:

In these statutes, unless there is anything repugnant in the subject and context, the following expressions shall have the meanings hereby respectively assigned to them as under :

- i) 'Act' means Khyber Pakhtunkhwa Universities Act 2012.
- ii) 'Senate means Senate of the University.
- iii) 'Syndicate' means Syndicate of the University.
- iv) 'University' means the University of Peshawar.
- v) All other terms and expressions shall have the same meaning as assigned to them under Section 2 of the Act

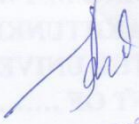
3. Signing Memorandum of Understanding under Provision of Section 6 of the Act Ibid

- 1. As provided in Section 6 (vii) read with Section 13 (4) (b) the University may enter into agreements with other institutions or with public bodies for purposes of research and advisory services;
 - (i) institute programmes for the exchange of students and teachers between the University and other universities, educational institutions and research organizations, inside as well as outside Pakistan;
 - (ii) confer degrees on persons who have carried on independent research under prescribed conditions;
 - (iii) make provision for research, advisory or consultancy services and with these objects to enter into arrangements with other institutions, public or private bodies, commercial and industrial enterprises under prescribed conditions;
 - (iv) enter into, carry out, vary or cancel contracts;
 - (v) provide for the printing and publication of research and other works; and
 - (vi) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite or expedient in order to further the objectives of the University as a place of education, learning, and research.

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4. Additions and Alterations in the MOU

The Senate or the Syndicate as the case may be, issue such instructions regarding additions or alterations in the body of the Memorandum of Understanding as provided in Section 20 (1) of the Act as it may deem necessary for the purpose..


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SPECIMEN

MEMORANDUM OF UNDERSTANDING BETWEEN THE UNIVERSITY, GOVERNMENT OF KHYBER PAKHTUNKHWA, THE ISLAMIC REPUBLIC OF PAKISTAN AND THE UNIVERSITY/INSTITUTION GOVERNMENT OF

MEMORANDUM OF UNDERSTANDING


On the partnership for development of teaching & research and students scholarships between The University Islamic Republic of Pakistan (hereinafter referred to as "The University") and the University/Institution Government of(hereinafter referred to as "Host Institution") (hereinafter also referred to individually as a party and collectively as the "parties",

Aware that both the parties signed on(date)... the Agreement between The University and the (Host Institution) on promotion of teaching & research and Students Scholarships between both the Institutions (Year) ("the Agreement"), Desiring to consolidate the promotion of teaching & research and Students Scholarships between both the Institutions cooperation relationship, have agreed as follows:

1. Objectives and Principles

- 1.1 The Partnership for promotion of teaching & research and Students Scholarships between both the Institutions establishes the shared vision of the parties to work together to meet common challenges and to achieve sustainable improvements in the quality of education and research of both the institutions.
- 1.2 The Partnership is founded on mutual understanding and on the principles of mutual respect and mutual responsibility for improved promotion of teaching & research and Students Scholarships outcomes.
- 1.3 Reflecting the Agreement, the Partnership recognises the desire of the two Institutions to strengthen existing relations and confirms their shared commitment to supporting the education development needs of Pakistan and its people.
- 1.4 Reflecting the principles of mutual respect and mutual responsibility, the parties acknowledge their mutual responsibility for results, including through joint reviews of progress against the objectives and commitments of the Partnership.
- 1.5 The Partnership is based on a shared commitment to pursuing a sustainable education & research process between both the institutions

2. Commitments


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2.1 The commitments made by each party will advance the Partnership towards good international practice in development approaches.

2.2 (Host institution) hereby confirms its commitment to The University to:

- i. provide academic assistance to support in accordance with The University own educational priorities, policies and frameworks';
- ii. provide educational assistance in accordance with internationally agreed aid effectiveness principles.
- iii. provide predictable levels of (host institution) educational assistance.
- iv. review annually with the overall level of academic assistance to The University and the focus of the Host institution program.

2.3 The University hereby confirms its commitment to (host institution).

3. Governance and Review

3.1 An annual Partnership Dialogue between senior officials of the parties will ensure joint, regular and results based review of progress against the objectives and joint commitments of the Partnership and allow for discussion of specific development initiatives to be pursued under the Partnership.

4. Indicative Levels Of Assistance

4.1 In the (host institution) financial year, the indicative academic assistance will be offering five fully funded scholarship to graduate students for PhD level studies.

4.2 The scholarship shall include return airfare, lodging, boarding, tuition fee and use of laboratories of the host institution.

4.3 high quality technical cooperation for capacity development; and

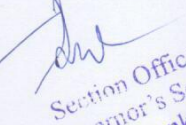
4.4 other innovative forms of scholarships and institutional linkages.

5. Other

5.1 The Partnership will place on record the mutual understanding of the parties, will enter into force on the date of signatures, and will remain valid until year..... The Partnership may be amended only on written acceptance by the parties of any proposed changes. In the event of translation, the English text of this document will prevail.

5.2 The Partnership will be implemented in association with the applicable administrative arrangements set out in the Agreement.

5.3 This MoU serves only as a record of the intentions of the parties and does not constitute or create (and is not intended to create) rights or obligations under domestic or international law and will not give rise to any legal process and


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will not be deemed to constitute or create any legally binding or enforceable rights or obligations (expressed or implied). Consequently, any dispute, controversy or claim which arises out of the interpretation or application of this MoU will not be subject to adjudication or arbitration but will instead be dealt with through amicable consultations and negotiations as the only method of achieving the settlement of that dispute, controversy, or claim.

6. Conclusion


- 6.1 Through this Partnership, the parties establish their mutual commitment to beginning a new era of development cooperation, to work together to meet common challenges and to improve the quality of education for the people of Pakistan.

Signed at: (Host Institution)

Date:-

For The University


For the Host Institution


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General Provision Statutes


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Whereas it is expedient to prescribe consolidated statutes for the establishment of Faculties, Teaching Department, Annual Report, conferment of Honorary Degrees and maintenance of Register of registered graduates, the following statutes are prescribed.

1. SHORT TITLE, COMMENCEMENT AND APPLICATION:

- i) These statutes may be called the University of Peshawar General Provisions Statutes 2016.
- ii) These shall come into force with immediate effect.

2. DEFINITIONS:

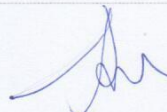
In these statutes, unless there is anything repugnant in the subject and context, the following expressions shall have the meanings hereby respectively assigned to them as under:

- i) 'Academic Council' means Academic Council of the University
- ii) 'Act' means Khyber Pakhtunkhwa Universities Act 2012.
- iii) "Annual Report" means the Annual Report of the University.
- iv) "Constituent College or Constituent Institution" means College or institution of the University maintained and administered by the University
- v) 'Faculty' means an administrative and academic unit of the University consisting of one or more teaching departments;
- vi) 'Senate means Senate of the University.
- vii) 'Syndicate' means Syndicate of the University.
- viii) 'University' means the University of Peshawar.
- ix) All other terms and expressions shall have the same meaning as assigned to them under Section 2 of the Act

3. FACULTIES, TEACHING DEPARTMENTS, CONSTITUENT INSTITUTIONS AND CONSTITUENT COLLEGES

Faculties

- A. The University shall include the following Faculties:
 - a. The Faculty of Arts and Humanities;
 - b. The Faculty of Islamic and Oriental Studies;
 - c. The Faculty of Life and Environmental Sciences;
 - d. The Faculty of Management and Information Sciences;
 - e. The Faculty of Numerical and Physical Sciences;


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- f. The Faculty of Social Sciences;
- g. Such other Faculties as may be established by Statutes.

B. TEACHING DEPARTMENTS/ INSTITUTES/ CONSTITUENT COLLEGES OR ANY OTHER ACADEMIC DIVISION.

S.No.	Name of Teaching Departments/ Institutes/ Constituent colleges.
Faculty of Arts and Humanities	
1	<u>Department of Archaeology</u>
2	<u>Department of Art and Design</u>
3	<u>Department of Tourism and Hotel Management</u>
4	<u>Department of English and Applied Linguistics</u>
5	<u>Department of History</u>
6	<u>Department of Philosophy</u>
Faculty of Islamic and Oriental Studies	
7	<u>Department of Arabic</u>
8	<u>Department of Islamiyat</u>
9	<u>Department of Pashto</u>
10	<u>Department of Persian</u>
11	<u>Department of Seerat Studies</u>
12	<u>Department of Urdu</u>
13	<u>Pashto Academy</u>
Faculty of Life and Environmental Sciences	
14	<u>Centre of Biotechnology and Microbiology</u>
15	<u>Centre of Disaster Preparedness and Management</u>
16	<u>Centre of Plant Biodiversity</u>
17	<u>Department of Botany</u>
18	<u>Department of Environmental Sciences</u>
19	<u>Department of Geography</u>
20	<u>Department of Geology</u>
21	<u>Department of Pharmacy</u>
22	<u>Department of Urban and Regional Planning</u>

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23	<u>Department of Zoology</u>
24	<u>Institute of Chemical Sciences</u>
Faculty of Management and Information Sciences	
25	<u>College of Home Economics</u>
26	<u>Department of Journalism and Mass Communication</u>
27	<u>Department of Library and Information Science</u>
28	<u>Institute of Management Studies</u>
29	<u>Quaid e Azam Commerce College</u>
Faculty of Numerical and Physical Sciences	
30	<u>Department of Computer Science</u>
31	<u>Department of Electronics</u>
32	<u>Department of Mathematics</u>
33	<u>Department of Physics</u>
34	<u>Department of Statistics</u>
Faculty of Social Sciences	
35	<u>Department of Economics</u>
36	<u>Department of Gender Studies</u>
37	<u>Department of International Relations</u>
38	<u>Department of Political Science</u>
39	<u>Department of Psychology</u>
40	<u>Department of Criminology</u>
41	<u>Department of Regional Studies</u>
42	<u>Department of Social Anthropology</u>
43	<u>Department of Social Work</u>
44	<u>Department of Sociology</u>
45	<u>Institute of Education and Research</u>
46	<u>Institute of Peace and Conflict Studies</u>
47	<u>Law College</u>

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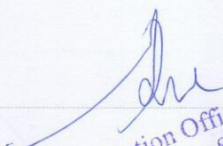
4. ANNUAL REPORT

Presentation of Annual Report

1. The Annual Report shall be presented as prescribed in Section 11 (7) & (8) of the Act. 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 such information as regards the Academic Year under review as may be prescribed, including disclosure of all relevant facts pertaining to the following namely:-

2. Layout of Annual Report

- a. University Governance
- b. Academic Activities
- c. Research and Development
- d. Innovation and Commercialization
- e. Quality Assurance
- f. University Professional Ranking by the HEC.
- g. Faculty Development
- h. Students Enrollment and Degrees Awarded annually
- i. Universities Building Economies
- j. Strengthening Physical Infrastructure
- k. Strengthening Technological Infrastructure
- l. Universities building Communities
- m. Sports
- n. Universities Building Leadership
- o. Finance
- p. Funds Generation/Development
- q. University Liaison with industry.
- r. Recruitment and promotions
- s. Meetings of Authorities and Statutory bodies
- t. Outreach activities
- u. Progress achieved from foreign tours
- v. Litigation


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5. HONORARY DEGREES

Conferment of Honorary Degrees

1. The Vice Chancellor in consultation with the University Academic Council may recommend nominees to the Syndicate for Award of Honorary Degrees.
2. The authority to award an Honorary Degree shall rest with the Syndicate subject to the confirmation by the Chancellor.
3. 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.
4. 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.
5. Active members of Faculty and Staff at University are not eligible to be considered for Honorary Degrees.
6. 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.
7. Normally, an Honorary Degree shall not also be awarded in absentia. However, in exceptional circumstances, a degree may also be awarded in absentia.
8. An individual can receive only one Honorary Degree from the University.
9. 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.
10. The cases for consideration shall be submitted on a proper Nomination Form (Annex-II).
11. After confirmation by the Chancellor, the Vice Chancellor shall inform the nominee(s).
12. The format of the Honorary Degree itself shall be the same as that for degrees awarded to students on the campus.
13. In case the nominee for an Honorary Degree is unable to accept the degree in the year the degree is awarded, the name shall be re-submitted for approval in a later year.
14. Honorary Degree shall not be used for professional promotion, and the recipients are not supposed to write 'Doctor' with their names.


Note: Guidelines & Nomination Form for nomination of Honorary are given in Annex I & II.

6. MAINTENANCE OF THE REGISTER:


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1. The Register of the registered graduate shall be maintained by the Registrar and provide its copies to all concerned.
2. The Academic Council shall report enrolment of graduates to the Syndicate annually.


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Annexure-I

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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

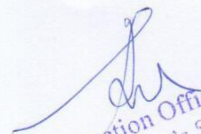
- a. Faculty or Staff of the University is not eligible for nomination until at least three years after leaving the University.
- b. An active politician is not eligible.
- c. The person must be alive.
- d. Diversified nominations without discrimination are desirable.

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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Annexure - II

University 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

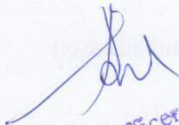
Nominator- 2 (Name and address)

Relationship to Nominee


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**Constitution, Functions and Powers of
Authorities of the University Statutes,
2016**


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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 convener;
- (ii) all Chairpersons of the Teaching Departments, Directors of the Institutes/ constituents Centers, Principals of constituents colleges of the concerned Faculty;
- (iii) Professors of each Department of the concerned Faculty;
- (iv) Two members of each Board of Studies; comprised in the Faculty to be nominated by Board of Studies;
- (v) Three 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 subject experts from other universities / organizations to be nominated by the Vice Chancellor;
- (vii) Director Academics or nominee not below the rank of Deputy Registrar
- (viii) Director QEC; and
- (ix) Director, Office of Research Innovation & Commercialization (ORIC)

(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 of the total number of members, a fraction being counted as one, excluding non-existent categories where applicable.

2. 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;
- (iv) consider any other academic matters relating to report thereon to the Academic

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Council; and

- (v) perform such other functions as may be assigned to it.

3. 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;
- (ii) Professors and Associate Professors in the Teaching Departments;

Provided that if the total number of 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/MPhil to complete the number;

- (iv) three Teachers from outside the University to be nominated by the Vice Chancellor from the panel presented by the Chairperson concerned. The number will be determined by the Syndicate according to the need of each Board; and
- (v) two experts to be nominated by the Vice Chancellor from the panel presented by Chairperson concerned; and
- (vi) 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 by Statutes, which are taught in the constituent colleges, the Board of Studies shall consist of:

The composition of Board of Studies remains the same.

Provided further that in the case of professional subjects which are taught in the affiliated colleges only, and not in the University, the Board of Studies shall consist of:

- (a) the Principals of the colleges concerned;
- (b) five teachers of the colleges, to be nominated by Vice Chancellor; and
- (c) two experts to be nominated by the Vice-Chancellor;

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Provided also that in the case of such subjects of Humanities and Sciences as are taught in the affiliated colleges only and not in the University, the Board of Studies shall consist of:

- aa. five teachers from the colleges doing teaching work in the subject to be appointed by the Vice Chancellor; and
 - bb. two experts to be nominated by the Vice-Chancellor.
- (3) The term of 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 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 Chairperson shall be appointed by the Syndicate.
- (6) The 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 in the subject or subjects concerned; and
 - (d) to perform such other functions as may be prescribed by Regulations.

4. 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 and shall be eligible for re-appointment:

Provided that in a Department/Institute in which there is no Professor or Associate

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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 the senior most teacher of the Department/ Institute.

- (3) The Chairperson of Department/Director of the Institute shall plan, organize and supervise the work of the Department/Institute and shall be responsible to the Dean for the work of his Department/Institute.
- (4) If the Chairperson of the Department/ Director of Institute is not functioning correctly, he may be removed by Syndicate on a report initiated by Dean or Vice Chancellor where there is no Dean.
- (5) In the absence of the Chairperson of the Department/ Director of Institute, the next senior most teacher shall hold charge of the respective office; provided that if the period of absence is more than six months then syndicate may appoint full time Chairperson/ Director.

5. Selection Board

- (1) The Selection Board shall consist of the following:
 - (i) the Vice Chancellor who shall be the Chairperson
 - (ii) the Dean/ senior most teacher of the Faculty concerned;
 - (iii) the Chairperson of the Teaching Department /Director of the Institute concerned;
 - (iv) the Chairman or a member of the Khyber Pakhtunkhwa Public Service Commission to be nominated by the Chairman;
 - (v) two persons of eminence to be appointed by the Syndicate
 - (vi) the Registrar of the University (Secretary).
- (2) The members, other than ex-officio members, shall hold office for three years.
- (3) The quorum of Selection Board shall be seventy five percent of the notified members for faculty positions.
- (4) In case of selection of officers other than teachers, the Selection Board shall consist only of members mentioned at sub-clauses (i), (iv), (v) and (vi) and the quorum shall be three.
- (5) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.
- (6) In selecting candidates for the posts of Professors and Associate Professors, the

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Selection Board shall co-opt or consult three experts or peer reviewer in the subject concerned and in selecting candidates for other teaching posts, two experts in the subject concerned, to be nominated by the Vice-Chancellor from a standing list of experts for each subject approved by the Syndicate on the recommendation of the Selection Board and revised from time to time.

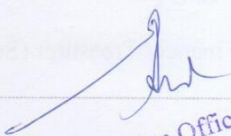
(Composition of the Selection Board is referred back to the Senate for reconsideration.)

6. Functions of the Selection Board.

- (1) The Selection Board shall consider all applications for teaching and other posts received 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 recommend the grant of a 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.

7. Advanced Studies and Research Board

- (1) There shall be an Advanced Studies and Research Board which shall consist of the following:
 - (i) the Vice Chancellor (Convener);
 - (ii) the Deans;
 - (iii) three University teachers to be nominated by the syndicate other than Deans based on their research contribution from different Faculties
 - (iv) three nominees of the Academic Council from amongst its members based on their research contribution from different Faculties;
 - (v) Director Science and Technology Khyber Pakhtunkhwa or nominee not below the rank of Deputy Director;
 - (vi) Director Office of the Research, Innovation and Commercialization (ORIC); and
 - (vii) **Secretary of the Board shall be appointed by the Vice Chancellor.**


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- (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 two-third of the notified members

8. 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;
- (ii) propose Regulations regarding the award of research degrees;
- (iii) to appoint supervisors for research students and to determine the subjects of their thesis;
- (v) recommend panels of names of examiners for evaluation of thesis and other research examinations
- (vi) approval of Research Proposal /synopsis of M.Phil/LLM/MS or Equivalent and Ph.D thesis and dissertation; and
- (vii) perform such other functions as may be prescribed by Rules/Regulations.

9. Finance and Planning Committee

- (1) Finance and Planning Committee shall consist of the following:
 - (i) the Vice-Chancellor (Chairperson);
 - (ii) a representative of the Higher Education Commission (HEC);
 - (iii) one member each of the Syndicate and the Senate to be appointed by the Syndicate and the Senate respectively;
 - (iv) the Secretary to Government, Higher Education Department or his nominee not below the rank of an Additional Secretary;
 - (v) the Secretary to Government, Finance Department or his nominee not below the rank of an Additional Secretary;
 - (vi) the Director P & D ;
 - (vii) the Director Finance/ Treasurer (Secretary).


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- (2) The members, other than ex-officio members, shall hold office for three years.
- (3) The quorum for a meeting of the Finance and Planning Committee shall be two-thirds excluding the vacant categories.

10. Powers and Functions of Finance and Planning Committee

- (i) consider 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 Rules/Regulation

11. Affiliation Committee

- (1) Affiliation Committee shall consist of the following:
 - (i) the Vice Chancellor (Convener);
 - (ii) one member of the Syndicate to be nominated by the Syndicate;
 - (iv). nominee of the Academic Council;
 - (v) the Director of Higher Education (Colleges), Khyber Pakhtunkhwa;
 - (ix) the Registrar (Member/ Secretary).
- (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 the Affiliation Committee shall be seventy five of the total number of members excluding the vacant categories.

12. Functions of the Affiliation Committee.

- (i) inquire into the complaints alleging breach of conditions of affiliation by affiliated colleges/affiliated institution and to advise the Syndicate thereon; and
- (ii) perform such other functions as may be prescribed by Regulations

13. University Discipline Committee

- (1) University Discipline Committee shall consist of the following:

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- (i) two Deans to be nominated by the Vice Chancellor of which one shall be convener;
 - (ii) Registrar or his nominee;
 - (iii) Controller of Examinations or his nominee;
 - (iv) Chief Proctor;
 - (v) Provost (Secretary).
- (2) The quorum for a meeting of University Discipline Committee shall be seventy five percent of the total members excluding non-existent categories.


14. 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, on the basis of the inquiry conducted for violation of rules and regulations of the University; and
- (iii) perform such other functions as may be assigned to it.

2. Appellate Authority:

The appellate authority against the decisions of the Discipline Committee shall be the Vice Chancellor.


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Tenure Track Statutes

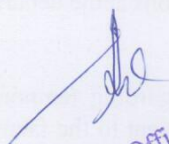
APPOINTMENT AND PROMOTIONS

The University Policy on appointments (including the appointment of tenure track faculty) and on promotions shall be in accordance with the provisions of the Statutes of the University and the regulations made thereunder. The University shall have the right to appoint and promote its faculty members in accordance with the provisions of the Statutes of the University and the regulations made thereunder. The University shall have the right to appoint and promote its faculty members in accordance with the provisions of the Statutes of the University and the regulations made thereunder.

1.1 General Provisions

(a) The University shall have the right to appoint and promote its faculty members in accordance with the provisions of the Statutes of the University and the regulations made thereunder. The University shall have the right to appoint and promote its faculty members in accordance with the provisions of the Statutes of the University and the regulations made thereunder. The University shall have the right to appoint and promote its faculty members in accordance with the provisions of the Statutes of the University and the regulations made thereunder.

Tenure Track Statutes, 2016


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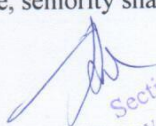
Tenure Track Statutes

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.
- (c) 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
- (d) A faculty member on Tenure Track may be appointed to any academic administrative post in the university such as Director Research, Chairman, Dean, etc. (see Annexure-A for clarification)
- (e) Once a University/Degree Awarding Institution has adopted the Tenure Track System of appointment no further appointment of PhD degree holders may be made as Assistant Professors under the old (BPS) system. Such faculty members must be recruited under the Tenure Track scheme.
- (f) 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 joining on the same date, seniority shall be determined on the basis of date of birth.


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- (g) Any graduate of the University shall not be eligible for appointment on tenure track in the same department of that University where he/she has obtained his/her terminal degree for at least 3 years following his/her graduation. This condition is relaxed until Dec. 31, 2009 (See Annexure "H" for clarification).
- (h)
- (i) Bases for Appointment and Promotion
- (j) For appointment, or for promotion to a higher rank, a candidate is evaluated in terms of effectiveness in four principal areas:
- (k) Teaching
- (l) Scholarship, research, or other creative work
- (m) Service
- (n) Personal characteristics
- (o)
- (p) 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.
- (q) 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.
- (r) Teaching
- (s) 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.
- (t) Scholarship, Research, or Other Creative Work
- (u) 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.
- (v) Service
- (w) 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.

1.2.1 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 effectiveness. There must also be a sufficient degree of compassion and willingness to

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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 and 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

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.

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- b. In the case of new appointments, one must depend primarily upon the information obtained from letters of recommendation or other such sources.
- 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

Clues to traits of character may be found in the dossier of an appointee when the letters of recommendations are included.

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

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.

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.

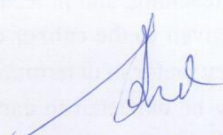
Possession of a Doctorate/relevant terminal qualification is required by a candidate to be appointed to the post of Assistant Professor, or above.

The relevant terminal qualification in the case of a faculty member in the Clinical Medical Science discipline would be MS/MD/MD S/MPhil FCPS(Pakistan) / Membership of Royal Colleges (UK) / Diplomate of American Board and equivalent (as determined by HEC). In the case of Law the relevant terminal qualification would be LLM (law) or JD. In the case of Arts and Design (Studio Practice) the relevant terminal qualification would be Master's (Foreign) or MPhil or equivalent degree in the relevant field as determined by the HEC. (See Annexure-B for other subjects where terminal degree is Master (foreign) or MPhil Pakistan).

(e) 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)


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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 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.

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.

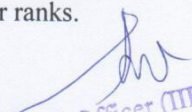
1.4.1.2 Assistant Professor

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

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.


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1.4.2.1 Associate Professor

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.

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.

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. (See Annexure-C for clarification)

1.4.2.2 Professor

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.

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

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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.

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

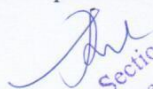
Temporary one-year appointments may be made for faculty members appointed as visiting professors, to fill positions funded by other than Government-appropriated funds, to replace faculty members on leave, or whenever an appointment has to be made so late that normal search procedures cannot be followed. 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.

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 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

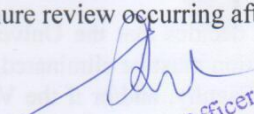

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of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

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.


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- 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. 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.

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

- (b) 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.

- (c) 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.

- (d) 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

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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. 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.
- (b) 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.
- (c) By written agreement with the appointee and with the consent of a majority of the tenured

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members of the department or non-departmentalized college, the probationary period may be reduced below the 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.

- (d) 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.
- (e) 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.
- (f) 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.
- (ii) Till such time as there are less than five Tenured Faculty members, the committee shall consist of:
 - (iii) All Professors of the department
 - (iv) If the number of Professors in the department is less than five then all the professor and Associate Professors shall comprise the committee.
 - (v) 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

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recommendation of the concerned Dean.

(vi) 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

(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

(a)

(b)

(a)

(c)

Mid - Probationary Review


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.

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.

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.

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.

The faculty member can NOT be considered further for second term appointment if he/she receives a negative report from the Technical Review Panel.


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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

- (g) review, including a summary of all the evaluations of the faculty members consulted, to the dean of the Faculty.

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

- (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.

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.

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- (g) Tenure can NOT 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 Syndicate 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.

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.

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 (see Annexure-D for clarification).
- on of Grant of Tenure to Existing Faculty Members

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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:

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, 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

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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. (See Annexure-E for clarification)

2.7 Other Leaves

Faculty member on tenure track may avail leaves, except study leave, as per existing rules for regular faculty. (See Annexure-F for clarification)

Resignation:

A faculty member on tenure track wishing to resign shall do so in accordance with the rules of the respective University. (See Annexure-G for clarification)

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.

Faculty Remuneration and Benefits

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

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.

The faculty members appointed under these scales will be subject to annual review of their performance as provided in these TTS statutes.


Initial Pay

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

A faculty member may be awarded advance increments that may be based on the following factors:

Quality and number of HEC recognized International refereed journal publications, conference presentations and publications and reports.

Number of Ph.D. and MS thesis supervised


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Number of Ph.D. and MS thesis supervised

Funding record: Amount of funding received from sources other than one's own institution.

Market factors

(b) Total number of advanced increments awarded can be a fractional number.

Annual Increase

2.10.2.1 Authority for Grant of Annual Increase

The Syndicate is authorized to sanction honorariums as well as annual increase in basic pay of all faculty members, except members of the Syndicate.

The Vice Chancellor is authorized to sanction honorariums as well as annual increase in basic pay of all other members of the Syndicate.

The Syndicate 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

Those who are employed between January and June may be considered for annual increase with effect from 31st December.

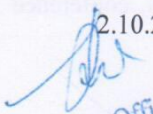
Those who are employed between July and December may be considered for annual increase with effect from 31st December of the next service year.

2.10.2.3 Self-Assessment Report

(a) A self-assessment report 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 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

By 15th February each year every faculty member will complete and submit to the respective Department chairperson a self-assessment report.


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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.

Vice Chancellor shall make the final decision on assessment of the faculty members and shall forward the reports for record purposes to the Syndicate.

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.

One annual increment determined by the pay scale of the post to which the faculty member is appointed.

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.

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.

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

2.11 Retirement Age


The retirement age of the persons on TT 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.

Subject: A Faculty Member on Tenure Track cannot assume the Responsibility in an Administrative Capacity such as Vice Chancellor.

It is to be understood that appointment of a faculty member on Tenure Track and appointment as a tenured faculty member are two different things. Being on Tenure Track means that one holds promise to be granted permanent Tenure. This means that, during the next 4 years, one has the potential to do good research, establish a research group and demonstrate research excellence.

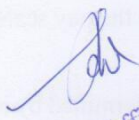

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In line with this philosophy, it is clarified that only a tenured faculty member can assume responsibility in an administrative capacity of Vice - Chancellor. However, a faculty member working under Tenure Track can assume responsibility in an administrative position of Director Research, Dean of a faculty and Head of a Department only, upto After that, only tenured faculty members will be eligible for such appointments. Regardless of administrative responsibilities a faculty member on Tenure Track is expected to be actively involved in research.

Subject: Appointment of Assistant Professor in Architecture under TTS

Master Degree (Foreign) / MPhil OR equivalent degree in the relevant field from HEC recognized University / Institution can be considered as terminal qualification for appointment of faculty, in architecture discipline, under TTS.


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Subject: CLARIFICATION

Annexure-A

"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 is to clarify that said clause only provides 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.

Note:

Annexure-B

Subject: CLARIFICATION REGARDING GRANT OF SABBATICAL LEAVE TO THE EXISTING FACULTY WHO HAS BEEN APPOINTED ON TENURE TRACK SYSTEM.

This is to clarify that for the existing faculty who opted for TTS and were eligible for sabbatical leave on BPS basis may be allowed to avail this facility even after joining TTS. However, the payment during leave should be equivalent to BPS. This period of Sabbatical leave will however, be counted against the probationary period on TTS.


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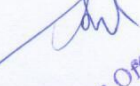
Annexure-C

Subject: CLARIFICATION REGARDING STUDY LEAVE/OTHER LEAVES FOR POST DOCTORATE

The existing faculty who opted 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.


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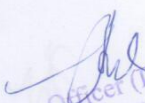
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Annexure-D

Subject: CLARIFICATION – RESIGNATION /QUITTING SERVICE AFTER A PERSON
OPTED FOR TENURE TRACK SYSTEM.

The faculty members working under TTS are strongly discouraged to resign from TTS. Nevertheless, the 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, he/she will not be allowed to rejoin TTS. An “existing faculty member” while on TTS cannot revert back to BPS on his/her own accord. 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 before applying for 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.


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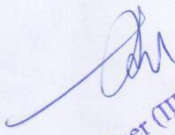
Annexure-E

Subject: Clarification regarding a relaxation of graduate of the same University to be eligible for appointment on Tenure Track in the same department of that University/Institution where he/she has obtained his/her terminal degree for at-least three (3) years following his/her graduation.

“Any graduate who is also an employee of the same University/Institution is eligible for appointment on Tenure Track in the same department of that University/Institution from where he/she has obtained his/her terminal degree”.

Note:

Clause 1.1 (g) is relaxed for faculty of the University having minimum two years of experience at the same University vide above Annexure-H


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Khyber Pakhtunkhwa, Peshawar