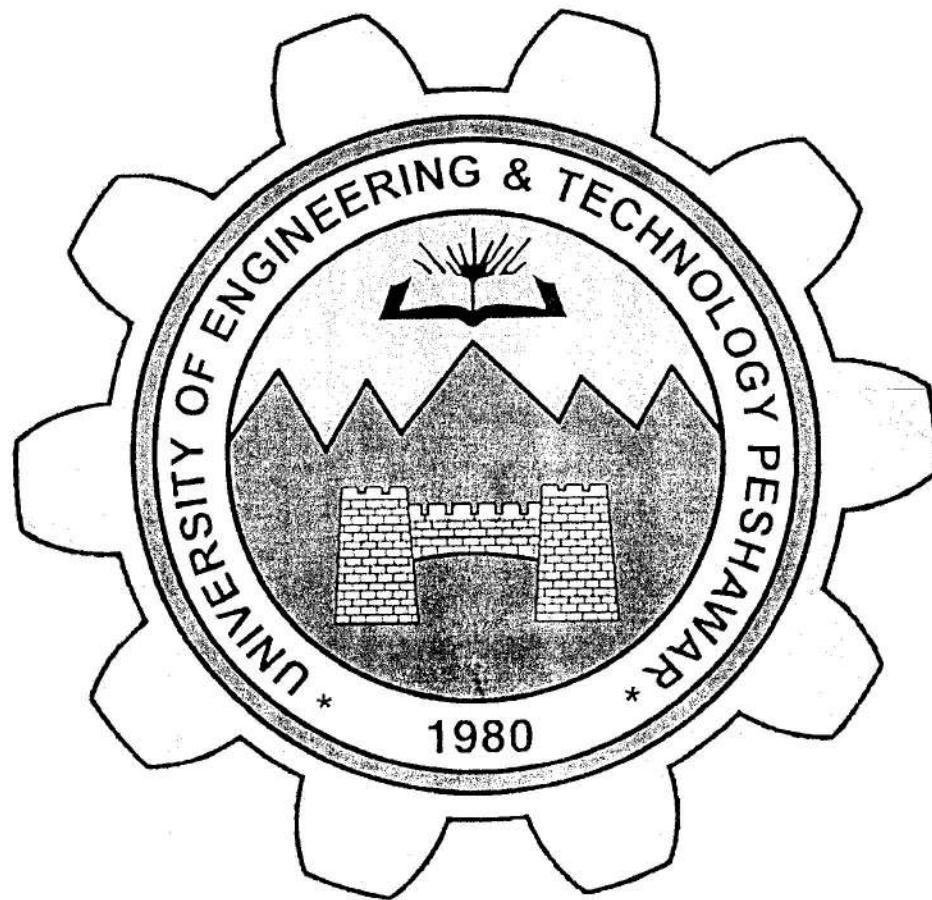


STATUTES 2016



UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR

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Section Officer (M),
UET Peshawar
University of Engineering & Technology, Peshawar

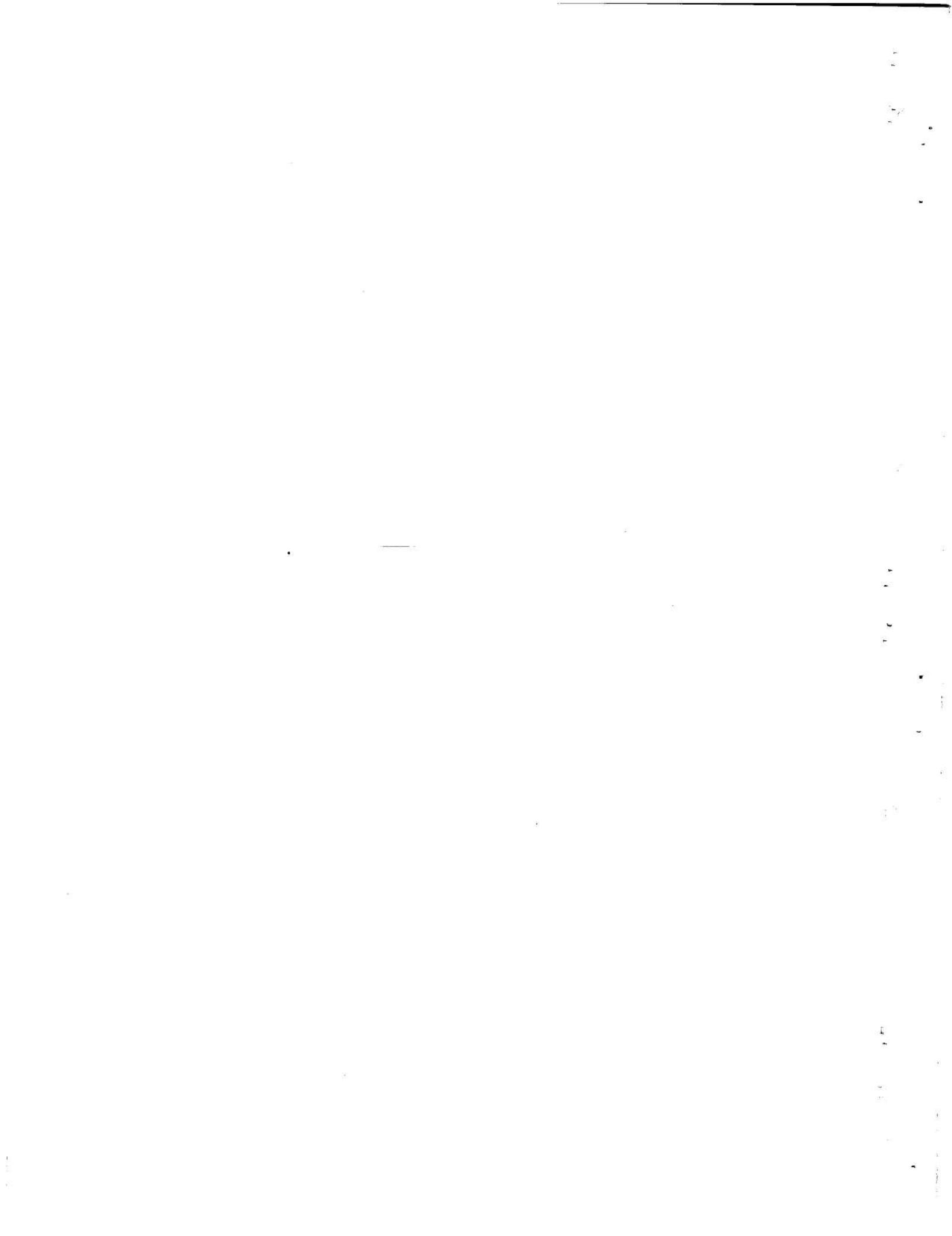
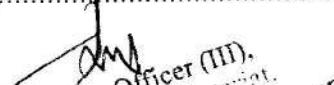


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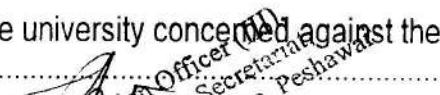

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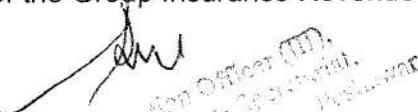
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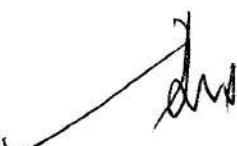
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Officer (III),
Secretary, Bihar
Law Commission

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

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SERVICE STATUTES, 2016



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

TITLE, COMMENCEMENT, APPLICATION AND DEFINITIONS OF MODEL STATUTES, 2016

A. TITLE

These statutes have been framed as prescribed by the Khyber Pakhtunkhwa (Amended upto date) Act, 2012 and shall be called the University of Engineering & Technology, Peshawar, Statutes 2016.

B. COMMENCEMENT

These statutes shall come into force at once.

C. APPLICATION

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

- a. a person appointed on contract / adhoc/ engaged on fixed pay;
- b. a person serving in the University on deputation; and
- c. the staff paid from contingencies or serving on work charged or part time basis or persons employed occasionally whose appointments are governed by the letters of their appointments.

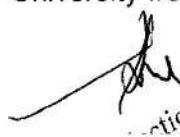
D. DEFINITIONS

In these statutes, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say:-

1. "Academic Council" means Academic Council of the University.
2. "Act" means The Khyber Pakhtunkhwa Universities Act No. X of 2012 (As amended upto date).
3. "Adhoc Appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed manner of recruitment, pending such recruitment in accordance with prescribed manner.
4. "Advanced Studies and Research Board" means Board of Advanced Studies and Research of the University.
5. "Affiliation Committee" means the Affiliation committee constituted in terms of Section 27 of the Act.
6. "Affiliation" means affiliation with the University.
7. "Annual Report" means the Annual Report of the University.

[Signature]
Section Officer (III)
Governor's Secretary
Khyber Pakhtunkhwa
[Redacted]

8. "Authorized Officer" means an officer, specified in the Appendix, who is authorized to function as such under the Statutes.
9. "BOASAR" Board of Advanced Studies and Research.
10. "Campus" means Campus of the University
11. "Competent Authority" means the Vice-Chancellor, the Syndicate or Senate of the University, as the case may be.
12. "Contract Appointment" means appointment of a duly qualified person on contract basis for a specific period in accordance with prescribed manner.
13. "Defendant" means an employee against whom action is initiated under the Statutes.
14. "Emoluments" means the amount drawn monthly by an employee as pay or allowances of any description.
15. "Employee" means a person who is in the whole time regular employment of the University but shall not include either 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.
16. "Fee" means Admission fee, Tuition fee, Examination fee, or any other charges classed as Fee by the Syndicate.
17. "Financial Year" means the financial year, beginning on the 1st of July and ending on the 30th of June.
18. "Head of Department" means the Head of the University Teaching or Administrative Department/Section and includes the Director of an Institute or Principal of a college/school.
19. "HEC" means Higher Education Commission, Islamabad, Pakistan.
20. "HED" means Higher Education Department, Govt. of KP, Pakistan,
21. "Initial Appointment" means appointment made otherwise than by promotion or transfer.
22. "Insurance" means the Group Insurance of Employees.
23. "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.
24. "Other Charges" means the dues other than fee demanded by the University from a person



Election Officer (III),
UoP Secretariat,
University of Peshawar

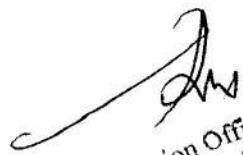
25. "Pay" means the amount drawn monthly by a University employee as pay and includes technical pay, special, personal pay and other emoluments declared by the Syndicate.
26. "Penalty" means a penalty which may be imposed under the Statutes.
27. "Permanent Post" means a post sanctioned without limit of time.
28. "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.
29. "Proforma" means the Proforma appended to the Statutes.
30. "Programme" means the prescribed course of study.
31. "Refund of Fee" means the amount required to be returned to a person in a prescribed manner.
32. "Regular Appointment" means an appointment made in accordance with the prescribed procedure against a clear vacancy.
33. "Schedule" means the Schedule annexed to the Statutes.
34. "Selection Board" means Selection Board of the University
35. "Special Selection Board" means Special Selection Board of the University.
36. "Student" means a student to whom the Statutes apply.
37. "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.
38. "Temporary Post" means a post sanctioned for a limited time.
39. "Terms & Conditions of Service" means respectively the terms and conditions of service of the Officers, Teachers and other employees of the University.

(Signature)
Section Officer (III)
Government of Khyber Pakhtunkhwa
University of Engineering & Technology, Peshawar

All other terms and expressions shall have the same meanings as assigned to them separately in the Chapters and under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012 (as amended upto date).

CHAPTER-1

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SERVICE STATUTES, 2016



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

1.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SERVICE STATUTES, 2016

1.1 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 as well as other Statutes, and by such rules as may be made by the Syndicate.
2. All appointments to the posts in the University shall be made in accordance with the Appointment and Scales of Pay Statutes of the respective cadres.
3. No person shall be appointed to a post under the University without a medical certificate of health. 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.

Note: Medical certificate shall be issued by the relevant District Health Officer or authorized medical officer to be designated by the syndicate.

- 
- (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.

1.2 Probation

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

6. 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.

1.3 Confirmation

7. (i) On completion of the period of probation of an employee, the Appointing Authority may, subject to the provisions of Section 13, confirm him in his appointment, against a permanent / substantive post, or if his work or conduct has, in the opinion of such authority, not been satisfactory:
- (a) in case of initial appointment, dispense with his services; or
 - (b) in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services; or
 - (c) extend the period of probation by a period not exceeding the prescribed limit and, during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of the initial probationary period.
- (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.
8. 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.

1.4 Seniority

09. All appointments shall be made on the basis of efficiency and merit, through the appropriate Selection Board/Committee, seniority being taken into


Mr. Aslam Khan
Joint Officer (III),
Secretariat,
Peshawar

consideration only when merit, in the opinion of the appointing authority, is equal.

10. For the purpose of making appointment, seniority shall have relevance only within the "group" cadre and eligible for the position to which appointment is being made.
11. Seniority in scale of pay shall be determined from the date of initial appointment to a post in that scale.
12. Seniority "inter se" on first appointment shall be determined by the order of merit assigned by the Selection Board / Committee.
13. Seniority inter se of University employees on subsequent appointments, promotion to posts in the higher scale of pay in one batch shall be determined on the basis of their seniority "inter se" in the lower scale of pay.

1.5 Lien

14. 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.
15. An employee holding substantively a permanent post retains a lien on that post:
 - (a) While on duty in that post;
 - (b) In-case of initial appointment on higher post till the expiry of probation.
 - (c) 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;
 - (d) While on deputation to a foreign service;
 - (e) While on joining time or transfer to another post;
 - (f) While on leave; and
 - (g) While under suspension

Selection Officer
Vice-Chancellor's Secretary
Makhtunkhwa, Peshawar

1.6 Transfers

16. As provided in Section 11 (2) and 5 (a) of the Act, the Vice Chancellor may, in consultation with the Head of the Department concerned, transfer any employee in BPS-1 to BPS-16 from one post to another, within the University, in the same pay scale;

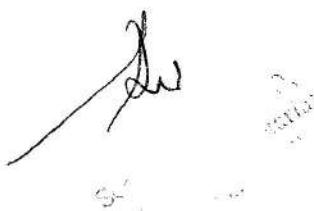
Provided that such employee does not suffer a loss in salary by such transfer. Provided that he holds equivalent posts on regular basis and possess qualification and experience prescribed for the said post.

1.7 Bar to Engage in Other Employment

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

1.8 Pay

18. 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.
19. 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.
20. An employee appointed to hold charge of an additional post or office shall be entitled to additional pay as under:
 - (a) Where an employee is formally appointed to the additional sanctioned post or is assigned additional duty for another office and discharges full duties of that post or office, as the case may be, he shall be allowed additional pay @20% of his initial basic pay of the substantive post he is holding subject to a maximum as determined by the Syndicate.

A handwritten signature in black ink, appearing to read "Dr. S. A. Khan". Below the signature is a small circular stamp with the text "S. A. Khan" and "2016".

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

1.9 Honorarium

21. An employee may be granted an honorarium from the University Fund or Funds provided by external agencies as remuneration for work performed which is occasional in character and either so laborious in nature or of such special merit as to justify a special reward. The total amount of honorarium of an employee during a financial year shall be determined by Syndicate when the funds are provided by external agency, the honorarium will be decided as per agreement between the University and that agency.

1.10 Fee

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

1.11 Retirement

23. The age of retirement of employees shall be sixty years.
24. An employee shall have the option of seeking voluntary retirement on completion of 25 years qualifying service, or as may be approved by syndicate from time to time.

1.12 Rehiring of Faculty:

Rehiring of teaching and research faculty beyond superannuation shall be made with prior approval of the chancellor on case to case basis.

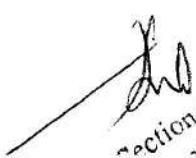
Provided that such rehired faculty shall not be assigned any administrative position.

1.13 Suspension

25. Subject to review of relevant rules and orders, an employee under suspension is entitled to subsistence grant, comprising of full pay and allowances last drawn by him immediately before his suspension, and all other benefits and facilities enjoyed by him as part of his service conditions prior to such suspension.
26. An employee committed to prison not as sentence, either for debt or on a criminal charge, shall be considered as under suspension as long as he is so committed and shall be allowed for that period only the payment laid down in Statute-26.
27. 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 dismissed or removed and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal/removal; or
 - (b) If otherwise, such portion of such pay and allowances as the revising or appellate authority may prescribe.
 - (c) In a case falling under clause (a), 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.

1.14 Explanation:

28. In this Statute, the revising authority "means the "authority" or "Authorized officer" as defined in the Efficiency and Discipline Statutes, 2016, who passes the final order on the case, and not the authority who passes an order on appeal.


Commissioner of Schools
Peshawar
order on appeal.
Commissioner of Schools
Secretariat,
Khyber Pakhtunkhwa, Peshawar

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

1.15 Resignation

30. 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)
Grade 17 & Above	60
Grade 05 to 16	30
Grade 01 to 04	30

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.

31. If in the case of a University teacher the period specified in Section-29 expires during the summer vacations or in 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 vacations.


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.

32. When an employee gives a notice of resignation, he shall not be granted any leave other than sick leave or casual leave.
33. An employee on leave, other than sick leave or casual leave shall give a notice of resignation for a period of at least 60-days after the expiry of his leave.

1.16 Retrenchment

34. If a post is abolished the junior most employee in the cadre shall be declared surplus and he shall be entitled to the period of notice, or emoluments in lieu thereof, as provided in Section-29.

1.17 Training

35. An employee, while on training recommended by the University, 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.

1.18 Right of Appeal or Representation

36. An appeal, or application for review, under Section 40 of the Act, shall be made within 30 working days of the impugned order. Where no provision for appeal or review exists in the Statutes, the employee may, within 30 working days of the communication to him of such order, make a representation against it to the authority next above the authority which passed the order;

1.19 Service Books

37. 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.



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

1.20 Performance Evaluation

38. (i) Annual Performance Evaluation Report of the employees including BPS-1 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 Annual Performance Evaluation Report by the Head of Department/Sectional Head.
- (ii) Annual Performance Evaluation Report shall be written for employees in BPS-17 and above by the Heads of Departments / Sections under whose administrative control they are working.
- (iii) Annual Performance Evaluation Reports of all employees in BPS-21 and above and of all Academic and Administrative Heads shall be written and countersigned by the Vice Chancellor.
- (iv) The Performance Evaluation Reports shall be completed by end of February each year. Any adverse remarks shall be communicated to the concerned employee by the Registrar, who is responsible for the safe custody and maintenance of the Performance Evaluation Reports, within two months as prescribed by rules.

1.21 Residuary Provisions

39. 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.
40. 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.

1.22 Removal of Difficulties

41. 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.

[Signature]
Section Officer (III)
Governor's Secretary
Cyber Pakhtunkhwa, Peshawar

42. Whenever a dispute arises in the application or interpretation of the Statutes, it shall be referred to the Anomaly Committee. The decision of the Syndicate in all such cases, after consideration of the recommendations of the Anomaly Committee, shall be final. Constitution of Anomaly Committee shall be:-

- | | | | |
|-----|---|---|----------------------|
| (a) | Vice Chancellor | : | Convener |
| (b) | Two Deans to be nominated by the Vice Chancellor | : | Member |
| (c) | Chairman / HOS of the concerned department / Section | : | Member |
| (d) | Nominee of the Higher Education Department, Khyber Pakhtunkhwa | : | Member |
| (e) | Legal Advisor, University of Engineering & Technology, Peshawar | : | Member |
| (f) | Registrar | : | Member/
Secretary |

1.23 Amendments in the Statutes

43. Any amendment / modification in these Statutes shall be proposed by the Syndicate on the recommendations of Anomaly Committee to be constituted by the Syndicate for this purpose and shall be submitted for approval of the Senate and Chancellor as prescribed in Section-28(2) of the Act.



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

TEACHERS APPOINTMENT & SCALES OF PAY SERVICE STATUTES, 2016

CHAPTER-2

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR TEACHERS APPOINTMENT & SCALES OF PAY SERVICE STATUTES, 2016



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

TEACHERS APPOINTMENT & SCALES OF PAY SERVICE STATUTES, 2016

2.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR TEACHERS APPOINTMENT & SCALES OF PAY SERVICE STATUTES, 2016

2.1 Method of Appointment

1. (a) Identification of the need for new hiring
- (b) Confirmation of availability of sanctioned post
- (c) Appointment to various posts of Teachers shall be made by initial appointment, after due publicity in newspapers and website of the University.
- (d) Teachers sent by the University for higher education/training abroad, shall be considered for appointment to higher scales of pay, provided they apply for the advertised post and compete in person/visual electronic media in the Selection Board.
- (e) Floating of advertisement in minimum of three leading newspapers in addition to uploading on website
- (f) Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny Committee.
- (g) In case of ineligibility, the candidate shall be informed of the decision of scrutiny committee within a week and appeals against the decision may be made within ten days to the appellate committee, comprising deans of all faculties and two external experts (to be nominated by the VC), which shall be decided within a fortnight.
- (h) Screening Test and Demonstrations wherever applicable.
- (i) Evaluation of research publications by external referees wherever applicable
- (j) Quantification of candidates score as per Table – A and Table – B (Chapter – 28) appended to Quantification criteria.
- (k) Interview through Selection Board
- (l) Appointment to these posts shall be made by the Syndicate, on recommendations of the Selection Board, subject to fulfillment of the conditions of educational qualifications and experience, as shown in the Schedule to the Statutes.
- (m) Offer of Job to the appointee including job description.
- (n) Criteria for evaluation of the candidates for selection shall be such as prescribed by the Syndicate.



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UoE's Secretariat,
Peshawar

TEACHERS APPOINTMENT & SCALES OF PAY SERVICE STATUTES, 2016

- (o) Test, interview or other method of evaluation of the candidates shall be such as prescribed by the Syndicate.
- (p) There shall be a scrutiny and quantification committee comprising of the concerned Dean of the faculty, concerned Chairperson / Director/ Principal, two senior professors of the department concerned and Registrar or his nominee will be secretary of the committee.

However, in case of non-availability of two professors in a department the Vice-Chancellor shall appoint two professors from a panel recommended by the concerned Head of the Department.

2.2 Basic Pay Scales and Other Fringe Benefits

- 2. (a) The pay scales of University Teachers shall be governed by the Schemes of Basic Pay Scales and other related benefits, as approved by the Syndicate.
- (b) The Syndicate may grant advance increments/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.	Name of Post	BPS
i.	Lecturer	18
ii.	Assistant Professor	19
iii	Associate Professor	20
iv	Professor	21
v.	Meritorious Professor	22

2.3 Fixation of Pay on Appointment to Higher Post

- 3. 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.
- 4. 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.

[Signature]
Suction Officer (T.I.),
Governor's Secretariat,
Islamabad, Peshawar

TEACHERS APPOINTMENT & SCALES OF PAY SERVICE STATUTES, 2016

5. 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.

2.4 Increments

6. 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.

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.

7. Age limit for initial appointment in BPS-17 and above shall be from 21 to 50 years.

2.5 Advance Increments for Higher Qualifications

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

2.6 Allowances

9. The following monthly allowances shall be admissible.

2.6.1 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



TEACHERS APPOINTMENT & SCALES OF PAY SERVICE STATUTES, 2016

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.

2.6.2 Conveyance Allowance

Conveyance Allowance shall be admissible to all teachers at the rates approved by the government subject to revision by the Syndicate from time to time.

2.6.3 Medical Allowance

This allowance shall be admissible at the rate approved by the Syndicate from time to time

2.6.4 Senior Post Allowance

Senior Post Allowance shall be admissible to teachers in BPS-20 & above at the rates admissible to employees in government.

2.6.5 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 Government.

2.6.6 PhD Allowance

PhD allowance at the rate approved by the government, subject to the revision by the syndicate from time to time.

2.6.7 M.Phil/MS Allowance

M.Phil/MS allowance shall be admissible at the rates approved by the government.

2.6.8 Headship Allowance

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

2.6.9 Telephone/DSL Reimbursement Facility.

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



Officer-in-Charge
Office of the Secretary

TEACHERS APPOINTMENT & SCALES OF PAY SERVICE STATUTES, 2016

2.6.10 Professional Engineer Allowance:

For professional engineers working in University excluding TTS with the monthly rates as may be approved by the Syndicate.

2.6.11 Computer Allowance

As determined by the Syndicate from time to time.

2.6.12 Any other allowance

Any other allowance as approved by Syndicate.



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Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

CHAPTER-3

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR ADMINISTRATIVE OFFICERS APPOINTMENT & SCALES OF PAY SERVICE STATUTES, 2016



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

**3.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR
ADMINISTRATIVE OFFICERS APPOINTMENT & SCALES OF PAY
SERVICE STATUTES, 2016**

3.1 Composition of the Administrative Officers

1. The Administrative Officers shall consist of the members holding the posts specified in Schedule-I appended to this Chapter and shall have the following groups: -

(a) **Management and General Administration Group**:- This group shall consist all officers in BPS-17 and above except as mentioned in sub-section (b to g) below.

(b) **Finance and Accounts Group**:- This group shall consist officers of Accounts, System & Compliance, Audit and Financial Assistance & Scholarships.

(c) **Works and Services Group**:- This group shall consist officers of Works, Services, Maintenance and construction engineering.

(d) **Library group**:- This group shall consist officers of libraries.

(e) **Media & Publication group**:- This group shall consist officers of media and publication.

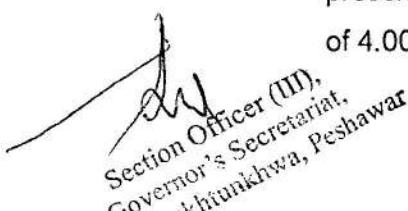
(f) **Sports Group**:- This group shall consist sports officers.

3.2 Appointing Authority

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

3.3 Eligibility Criteria

3. Eligibility Criteria for initial 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.


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Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

3.4 Method of Appointment

4. 60% posts in each scale and each group other than Registrar, Treasurer, Controller of Examination and Auditor, shall be filled-in by promotion, while 40% posts in each scale and each group shall be filled in through initial recruitment as per prescribed qualifications and experience mentioned in Schedule-I

5. 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.

3.5 Conditions for Initial Recruitment

6. 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.

7. 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 of Administrative staff after observing the prescribed process and procedure for such appointments.

8. Evaluation Criteria for initial appointment of Administrative Officers in BPS-17 are prescribed in Table – C (Chapter -28)

- 
9. Selection Board Evaluation Proforma for initial appointment of Administrative Officers in BPS-17 is prescribed in Table C (Chapter-28)

10. Evaluation Criteria for initial appointment of Administrative Officers in BPS-18, 19 and 20 are prescribed in Table - C (Chapter -28)

11. Selection Board Evaluation Proforma for initial appointment of Administrative Officers in BPS-18, 19 & 20 is attached as Table – C (Chapter -28).

3.6 Conditions for Appointment by Promotion

12. 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;

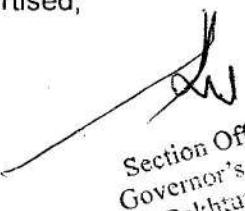
13. The Section will provide bio-data and all relevant verified testimonials relating to the qualification and experience of the candidate duly certified by the Head;

14. 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;

15. 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;

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

17. 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;



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

18. In case of occurrence of any anomaly/hardship in these proceedings, the issue with all its pros and cons shall be referred to a 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.

19. 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

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

: 10 years service in grade 18 or 03 years service in grade 19.

[Signature]
Section Officer (II),
Governor's Secretariat,
Khyber Pakhtunkhwa
Provided that in addition to the service length, the candidates should have minimum of aggregate marks on comprehensive Efficiently Index (CEI) for promotion to various grades as follows:

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

20. 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 BPS-21 and the senior Administrative Officer (s) with the requisite score on the Efficiency Index shall be recommended for promotion.
21. 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 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 earns one CR for the ensuing one full year;
22. 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
5	Below	1	

23. The quantification formula and instruction for working out quantified score are as Appendix-3A;
Administrative Officers who are awarded penalties:-
24. 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.


Officer (III),
Admin.

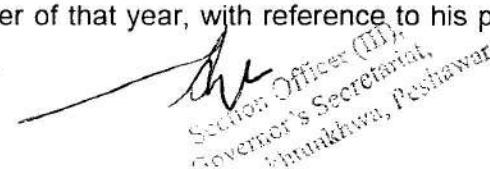
25. Candidates holding M.Phil/MS (18-Years of education) and Ph.D qualification shall be given 1 and 2 years relaxation in experience respectively for promotion to posts in BPS-18 to BPS-21.
26. Promotion shall be made on the basis of in service training(s) which shall be arranged by the University. 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.
27. 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.

3.7 Fixation of Pay on Appointment by Upgradation or Initial Appointment to a Higher Post

29. 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.

3.8 Increments

30. 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.


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

31. 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.

3.9 Allowances

32. 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

33. Any other allowance approved by the Syndicate.

34. The following monthly allowance shall be admissible

3.9.1 House Rent Allowance

(a) An 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

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

3.9.2 Conveyance Allowance

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

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3.9.3 Medical Allowance

This allowance shall be admissible at the rate approved by Syndicate from time to time.

3.9.4 Senior Post Allowance

Senior Post Allowance shall be admissible to employees as per rates approved by the government

3.10.5 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 Government

3.10.6 PhD Allowance

PhD allowance at the rate approved by the government, subject to the revision by the syndicate from time to time.

3.10.7 M.Phil/MS Allowance

M.Phil/MS allowance at the rates approved by the government subject to revision by the syndicate from time to time.

3.10.8 Headship Allowance

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

3.10.9 Focal Person/ Coordinator allowance

Officers in BS-19 and above holding the position of /Director/ Focal Person/Coordinator shall be entitled to monthly allowance at the rate of 10% of initial basic pay of BPS-17.

3.10.10 Telephone/DSL allowance

The telephone, DSL and cellular phone bills reimbursement will be permissible to the entitled officers as approved by the Syndicate.

3.10.11 Any other allowance

Any other allowance as approved by Syndicate.



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Islamabad

APPENDIX - 3A

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:

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

Where

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

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

Σ = Stands for summation

Second Step

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

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

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) |
| iii. | To post carrying basic pay scale 20 | (5 x C) + (3 x B) + (2 x A) |
| iv. | To post carrying basic pay scale 21 | (5 x D) + (3 x 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 |

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Fourth step

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

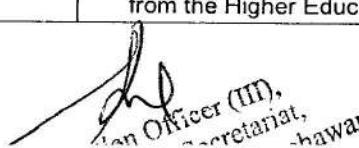
(i)	For each major penalty under the University Employees Efficiency and Discipline Statutes	5 marks
(ii)	For each minor penalty imposed under the University Employees Efficiency and Discipline Statutes	3 Marks
(iii)	For adverse remarks (deductions be made for such remarks only as were <u>duly</u> conveyed 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


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SCHEDULE – I

ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
1.	Registrar	20	<ul style="list-style-type: none"> • Qualification: First division Master's degree or equivalent. Preferably in Management Sciences / Law / B.Sc Engineering. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience: 17 years:- a Experience in Administration/ Management in a Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent) and above. OR b. Professional Teaching in an Engineering University. 	In accordance with the provisions of the Act.
2.	Treasurer	20	<ul style="list-style-type: none"> • Qualification:- First division Masters in Economics, Finance, Commerce, Business Administration or Chartered Accountant. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 17 years' experience; of accounts / Finance& Audit / Financial Management in a University or a Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent) and above. OR • Qualification:- 2nd division Masters in Economics, Finance, Commerce, Business Administration or Chartered Accountant. Degree(s) shall be from the Higher Education 	In accordance with the provisions of the Act.



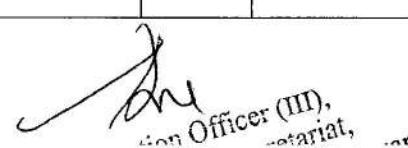
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ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE - I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
			<p>Commission (HEC), Pakistan recognized Universities/Institutes.</p> <ul style="list-style-type: none"> • Experience:- 22 years' experience; of accounts / Finance& Audit / Financial Management in a University or a Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent) and above. 	
3.	Controller of Examinations	20	<ul style="list-style-type: none"> • Qualification:- First Division Master's degree/16 year of education. from the Higher Education Commission (HEC), Pakistan recognized University/Institute. • Experience:- 17 years experience, of Teaching or managing Examination affairs in a University or Board of Education in pay scale 17 (or equivalent)and above. 	In accordance with the provisions of the Act.
4.	Director Planning & Development	20	<ul style="list-style-type: none"> • Qualification:- First division Master degree in Economics, Management or Business Administration or BSc Engineering. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 17 years experience in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 (or equivalent) and above. 	By initial recruitment only
5.	Director Continuing Engineering Education Centre	20	<ol style="list-style-type: none"> 1. Professional Engineer (Registered with PEC) 2. Ph.D in any field with 15-years relevant experience. Degree(s) shall be from the Higher Education Commission (HEC), 	By initial recruitment

**ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)**

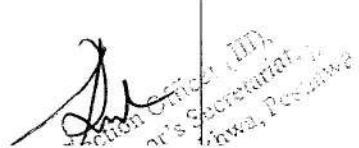
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
			Pakistan recognized Universities/Institutes. (Max 50 Age)	
6.	Director Scientific Instrumentation	20	<u>Qualification:-</u> Ph. D (Electrical/Electronics Engineering). Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. OR M.S in (Electrical / Electronics Engineering). Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. <u>Experience:-</u> Minimum 16 years experience in Management / Technical Supervision of repairing, maintenance and calibration of Scientific, Medical, Educational and Industrial instruments and laboratory equipment's in a national /	By initial recruitment only



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**ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)**

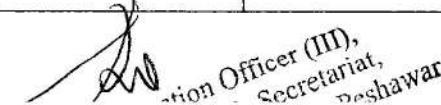
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
			<p>international organization with Ph.D qualification.</p> <p style="text-align: center;">OR</p> <p>Minimum 18 years experience in Management / Technical Supervision of repairing, maintenance and calibration of Scientific, Medical, Educational and Industrial instruments and laboratory equipment's in a national / international organization with M.Sc qualification. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p>	
7.	Director IT	20	<p>PhD in Computer Science / Information Technology/ Computer System Engineering from national or foreign University recognized by HEC with five years relevant experience in a national / multinational organization.</p> <p style="text-align: center;">OR</p> <p>At Least First Division MS/MPhil Degree in Computer Science / Information Technology/ Computer System Engineering awarded after 18 years of education from an HEC recognized University / Institution, with twelve years relevant experience</p>	By promotion or By initial recruitment



Secretary, UET Peshawar

**ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)**

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
			in a national / multinational organization.	
8.	Director Admissions	20	<ul style="list-style-type: none"> • Qualification:- First Division MS/MPhil in Engineering, Computer Science, Social Sciences and Management Sciences. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 15 years relevant experience in Government or University relating to teaching, admissions, planning, management or research. 	By promotion or by initial recruitment
9.	Director ORIC	20	<u>Prescribed qualification & experience:</u> PhD and at least 10 years of experience at the level of Associate Professor, tenure with record of continuous activity and achievement as a senior researcher with an established national and international reputation, at least 10 years of progressively responsible administrative experience demonstrated ability to work	By initial recruitment



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**ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)**

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
			constructively and productively with stakeholders in the university and the community at large. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.	
10.	Director Quality Enhancement Cell (QEC)	20	<ul style="list-style-type: none"> • Qualification:- PhD in Engineering, Computer Science, Social Sciences and Management Sciences. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 15 years relevant experience in Government or University relating to teaching, planning, management or research with 10 publications in HEC recognized journals including at least 04 publications in last 05 years. 	By initial recruitment
11.	Additional Director (QEC)	19	<ul style="list-style-type: none"> • Qualification:- PhD in Engineering, Computer Science, Social Sciences and Management Sciences. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 07-years relevant experience in Government or University relating to teaching, planning, management or research. 	by initial recruitment

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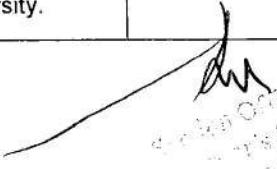
ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
12.	Additional Director Admissions	19	<ul style="list-style-type: none"> • Qualification: First Division Bachelor Degree in Engineering / Master degree in Economics/management sciences/business administration. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience: 12 years:- a. Experience in relevant field in a Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent) and above. OR b. Professional Teaching in an Engineering University. 	<p>By promotion on the basis of seniority cum-fitness from the holder of the posts of Management Group (BPS-19) with minimum qualification of Bachelors degree (16 years of education) and 7-years service.</p> <p>OR</p> <p>By Initial Recruitment</p>
13.	Additional Director IT (different specialties including network, database, system, operations) (including Manager IT, Database Administrator)	19	<p>PhD in Computer Science / Information Technology / Computer System Engineering from national or foreign University. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <p>OR</p> <p>At least First Division Master Degree (2 Years) in Computer Science / Information Technology/ Computer System Engineering awarded after 18 years of education from an HEC recognized University / Institution, with seven years relevant experience in a national / multinational organization</p>	<p>By promotion on the basis of seniority-cum-fitness, from amongst the holders of the posts of Deputy Director IT / Senior Network Administrator / Senior Date Base Administrator / Senior Programmer/IT Coordinator Officer (BPS-18) with at least seven years service as such. If no suitable person is available for promotion, then all appointments will be made by initial recruitment.</p> <p>OR</p> <p>By Initial Recruitment</p>

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University of Engineering & Technology, Peshawar

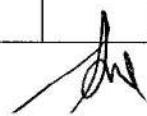
**ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)**

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
14.	Librarian	19	<ul style="list-style-type: none"> • Qualification:- First division Master of Library Science (M.L.S). Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 12-years experience of Library work in a University or a Government Department or an Autonomous Statutory Organization in pay scale 17 (or equivalent) and above. 	By promotion OR By Initial Recruitment
15.	Additional Registrar	19	<ul style="list-style-type: none"> • Qualification: First division Master's degree or equivalent. preferably in Management Sciences / Law / B.Sc Engineering. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience: 12 years:- a Experience in Administration/ Management in a Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent) and above. OR b. Professional Teaching in an Engineering University. 	By promotion on the basis of seniority cum-fitness from the holder of the posts of Management Group (BPS-18) with minimum qualification of Bachelors degree (16 years of educations) and 7-years service. OR By Initial Recruitment


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University of Engineering & Technology
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ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
16.	Additional Director Planning and Development	19	<ul style="list-style-type: none"> • Qualification: First Division Bachelor Degree in Engineering / Master degree in Economics/management sciences/business administration. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/institutes. • Experience: 12 years:- a. Experience in relevant field in a Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent) and above. OR b. Professional Teaching in an Engineering University. 	<p>By promotion on the basis of seniority cum-fitness from the holder of the posts of Management Group (BPS(18) with minimum qualification of Bachelors degree (16 years of education) and 7-years service.</p> <p>OR</p> <p>By Initial Recruitment</p>
17.	Additional Director i. Finance ii. Accounts iii. Budget & Funds	19	<ul style="list-style-type: none"> • Qualification:- First division Masters in Economics, Finance, Commerce, Business Administration or Chartered Accountant. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/institutes. • Experience:- 12 years' experience; of accounts / Finance & Audit / Financial Management in a University or a Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent) and above. 	<p>By promotion on the basis of seniority cum-fitness from the holders of the posts of Accounts & Finance Group (BPS-18) with minimum qualification of master's degree in the relevant field or equivalent and 7 years service.</p> <p>OR</p> <p>By Initial Recruitment</p>



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ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
18.	Additional Controller of Examinations	19	<ul style="list-style-type: none"> • Qualification:- First division Bachelors of Engineering/ Master's degree or equivalent. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 12 years experience, of Teaching or managing Examination affairs in a University or Board of Education in pay scale 17 (or equivalent) and above. 	<p>By promotion on the basis of seniority cum-fitness from the holder of the posts Management Group (BPS-18) with minimum qualification of Master's Degree and 07-years service.</p> <p>OR</p> <p>By Initial Recruitment</p>
19.	Director Media & Publications	19	<p>1st Division Master's Degree in Mass Communications / Journalism. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <ul style="list-style-type: none"> • At least 10 years relevant experience in media and publications. • Should be proficient in MS Office. • Should have excellent written and verbal communication skills. • 	<p>By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Deputy Director Media & Publications (BPS-18) with at least seven years service as such.</p> <p>OR</p> <p>By Initial Recruitment</p>
20.	Director of Works	19	<ul style="list-style-type: none"> • First division M.Sc. Civil Engineering with 17 years experience of constructing buildings and roads. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. OR B.Sc. Civil Engineering with 22 years experience of constructing buildings and roads in a University or a Government Department or an Autonomous 	<p>By promotion on the basis of seniority-cum-fitness from the holder of the post of Deputy Director Works (BPS-18) with 7-years experience.</p> <p>OR</p> <p>By Initial Recruitment</p> 

ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
			<p>Organization in pay scale 17 or its equivalent and above. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <ul style="list-style-type: none"> • Valid registration Card of Pakistan Engineering Council. 	
18.	Deputy Director IT / Senior Network Administrator / Senior Date Base Administrator / Senior Programmer / IT Coordination Officer/ System Administrator	18	<p>At least First Division Master Degree (2 years) in Computer Science / Information Technology/ Computer System Engineering awarded after 18 years of education from an HEC recognized University / Institution with two years relevant experience in a national / multinational organization.</p> <p style="text-align: center;">OR</p> <p>At least First Division Bachelors Degree (4 years) in Computer Science / Information Technology/ Computer System Engineering or First Division Master Degree in Computer Science / Information Technology/ Computer System Engineering awarded after 16 years of education from an HEC recognized University / Institution, with Five years relevant experience in a national / multinational organization.</p>	<p>By promotion, on the basis of seniority-cum fitness, from amongst the holders of the Posts of Manager Network Operation / Network Administrator/ Database Administrator/ System Administrator / Senior Computer Technologist / Web Master / Programmer (BPS-17) with five years service as such, subject to the condition that holders of the posts must have at least second Division Bachelor Degree (4 years) or equivalent Master Degree in Computer Science / Information Technology from an HEC recognized University / Institution awarded after 16 Years of education.</p> <p>OR</p> <p>By Initial Recruitment</p>
19.	Deputy Director Admissions	18	<p>• Qualification:</p> <p>First division Master's degree or equivalent. Preferably in Management Sciences / Law / B.Sc Engineering. Degree(s)</p>	<p>By promotion on the basis of seniority cum-fitness from the holder of the posts Management Group (BPS-17) with minimum qualification of</p>

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S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
			<p>shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <ul style="list-style-type: none"> • Experience: <p>05-years:-</p> <p>a Experience in Administration/ Management in a Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent).</p> <p style="text-align: center;">OR</p> <p>a. Professional Teaching in an Engineering University.</p>	Master's degree and 05-years service. OR By Initial Recruitment
20.	Manager Research Development	18	PhD with at least 5-years of experience as a faculty member and researcher, a record of success in developing proposals and attracting funding for research from public and private sources including international donors; excellent interpersonal and communication skills; strong community relations skills and knowledge of the needs and interests of corporate and individual donors. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.	by initial recruitment only
21.	Manager Research Operations	18	PhD with at least 5-years of progressively responsible administrative experience academic rank and experience as a researcher preferred: broad familiarity and positive relationships with all major administrative offices and functions of the university and with relevant government agencies, excellent computer skills. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.	by initial recruitment only

ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
22.	Manager University Industry Linkages	18	Ph.D in science or technology with at least 5-years of experience working with business and industry on research projects knowledge of current models and best practices of university-industry relations and public private partnerships, training with issues of technology transfer intellectual property and commercialization of university research, experience in dealing with relevant agencies of the Government of Pakistan and the provincial as well as local government, strong linkages with the local and national business and corporate community. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.	by initial recruitment only
23.	Deputy Director of Works	18	First Division Bachelor Degree Civil Engineering with 5 years experience of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. Valid registration Card of Pakistan Engineering Council (PEC).	By promotion on the basis of seniority-cum-fitness from the holder of the post of Assistant Engineer/SDO having First Division Bachelor Degree in Civil Engineering from HEC recognized University/Institute in the relevant field with 5 years experience as such OR By Initial Recruitment
24.	Deputy Director Media & Publications	18	1 st Division Master's Degree in Mass Communications / Journalism from an HEC recognized University / Institution <ul style="list-style-type: none"> • At least 06 years relevant experience in media and publications. • Should be proficient in MS Office. Should have excellent written and verbal communication skills.	By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Asstt. Director Media & Publications (BPS-17) on the basis of seniority-cum-fitness with at least five years service as such. OR

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ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE - I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
			Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.	By Initial Recruitment
25.	Deputy Registrar	18	<ul style="list-style-type: none"> • Qualification: First division Master's degree or equivalent. Preferably in Management Sciences / Law / B.Sc Engineering. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience: 05-years:- a Experience in Administration/ Management in a Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent). OR b. Professional Teaching in an Engineering University. 	<p>By promotion on the basis of seniority cum-fitness from the holder of the posts Management Group (BPS-17) with minimum qualification of Master's degree and 05-years service. OR</p> <p>By Initial Recruitment</p>
26.	Deputy Director	18	<ul style="list-style-type: none"> • Qualification:- First division Master's in Economics, Finance, Commerce, Business Administration or Chartered Accountant. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 05years experience; of accounts / Finance & Audit / Financial Management in a University or a 	<p>By promotion on the basis of seniority cum-fitness from the holders of the posts of Accounts & Finance Group (BPS-17) with minimum qualification of master's degree in the relevant field or equivalent and 05-years service. OR</p> <p>By Initial Recruitment</p>

ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
	e & Scholarships to Student vi. Internal Audit		Government Department or an Autonomous statutory Organization in pay scale 17 (or equivalent).	
27.	Deputy Director Planning & Development	18	<ul style="list-style-type: none"> • Qualification:- First division Master degree in Economics, Management or Business Administration or BSc Engineering. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 05-years experience in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 (or equivalent). 	By promotion on the basis of seniority cum-fitness from the holders of the posts Management Group (BPS-17) with minimum qualification of Master's degree in the relevant field or equivalent and 5-years service. OR By Initial Recruitment
28.	Deputy Controller of Examinations	18	<ul style="list-style-type: none"> • Qualification:- First division Master's degree or equivalent. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 05 years experience of Teaching/ lab engineer or managing Examination affairs in a University or Board of Education in pay scale 17 (or equivalent). 	By promotion on the basis of seniority cum-fitness from the holder of the posts of Assistant Controller of Examinations (BPS-17) with minimum qualification of bachelors degree and 05 years service. OR By Initial Recruitment


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 Governor's Secretariat,
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**ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)**

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
29.	Deputy Librarian	18	<ul style="list-style-type: none"> • Qualification:- First division Master of Library Science (M.L.S). Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 05-years experience of Library work in a University or a Government Department or an Autonomous Statutory Organization in pay scale 17 (or equivalent) 	By promotion on the basis of seniority cum-fitness from the holder of the posts of Assistant Librarian (BPS-17) with minimum qualification of BLS and 05-years service as such. OR By Initial Recruitment
30.	Deputy Director (QEC)	18	<ul style="list-style-type: none"> • Qualification:- First Division Bachelor degree (16-Years) in Engineering / Computer Science / Social Sciences/ Applied Sciences and Management Sciences or equivalent. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 05-years relevant experience in Government or University relating to teaching, planning, management or research. 	By promotion OR By Initial Recruitment

[Signature]
Administrative Officer
University of Engineering & Technology, Peshawar

ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
31.	Deputy Provost	18	<p>Qualification:-</p> <p>First division Master degree. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <p>Experience:</p> <p>05 years experience of Hostel Management / Academic and Students Affairs in at least BPS-17 in a University or post graduate educational institution.</p>	<p>By promotion on the basis of seniority cum-fitness from the holder of the posts of Assistant Provost (BPS-17) with minimum qualification of Master's degree and 05 years service.</p> <p>OR</p> <p>By Initial Recruitment</p>
32.	Deputy Director Sports	18	<p>First Division Master degree in Physical Education with 10-Years' experience of organizing games and sports in BPS-17 and above in a University / Institution. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p>	<p>By promotion amongst the holders of the post of Assistant Director Sports BPS-17 with minimum qualification of Master's degree and 05 years service.</p> <p>OR</p> <p>By Initial Recruitment</p>
33.	Manager Network Operation / Network Administrator / Database Administrator / System Administrator / Senior Computer Technologist / Web Master / Programmer	17	<p>At least First Division Bachelors Degree (4 years) in Computer Science / Information Technology/ Computer System Engineering or First Division Master Degree in Computer Science / Information Technology/ Computer System Engineering awarded after 16 years of education with two years relevant experience in a national / multinational organization. Degree(s) shall be from the Higher Education Commission</p>	<p>By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the Posts of Assistant Manager (Network Operation) / Assistant Network Administrator/ Assistant System Administrator / Assistant Database Administrator / Assistant</p>

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Action Officer (P)
U.O.'s Secretariat, Peshawar

**ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)**

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
			(HEC), Pakistan recognized Universities/Institutes.	Web Master / Assistant Programmer / Senior Computer Operator / Technologist and equivalent (BPS-16), with five years service as such, subject to the condition that holders of the posts must have at least second Division— Bachelor Degree (2 years) from an HEC recognized University/ Institution. OR By Initial Recruitment
34.	Assistant Engineer/SDO	17	First Division Bachelor Degree of Engineering in the relevant field OR 2 nd Division Bachelor Degree in Engineering in the relevant field with 5 years professional experience as such. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. Valid PEC Registration number	By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Sub Engineer having Bachelor Degree in Engineering in the relevant field from HEC recognized institute with 05 years service or B.Tech with 10-years service or DAE with 20-years service . OR By Initial Recruitment

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General Secretary
University of Engineering & Technology, Peshawar

ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
35.	Asstt. Director Media & Publications	17	<p>First Division Master's Degree in Mass Communications / Journalism Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <ul style="list-style-type: none"> • Preferably having experience in media and publications. • Should be proficient in MS Office. • Should have excellent written and verbal communication skills. <p>OR</p> <p>2nd Division Master's Degree in Mass Communications / Journalism. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. from HEC recognized University / Institution.</p> <ul style="list-style-type: none"> • At least having five years relevant experience in a public sector University/Govt/ recognized private organization. • Should be proficient in MS Office. • Should have excellent written and verbal communication skills 	<p>By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Technical Officer (BPS-16), Proof Reader (BPS-16) and Assistant Information Officer (BPS-16) with at least five years service as such.</p> <p>OR</p> <p>By Initial Recruitment</p>
36.	Assistant Controller Examinations	17	<ul style="list-style-type: none"> • Qualification:- First division Master's degree or equivalent. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- 05 years experience of Teaching or managing Examination affairs in a University or Board of Education in pay scale 17 (or equivalent) 	<p>By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Office Superintendents having bachelor's degree with five years service as such.</p> <p>OR</p> <p>By Initial Recruitment</p>

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Section Officer (III),
Governor's Secretariat,
Muzkha, Peshawar

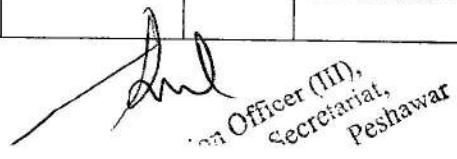
**ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)**

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
37.	Assistant Director (QEC)	17	<ul style="list-style-type: none"> • Qualification:- First Division Bachelor degree (16-Years) in Engineering / Computer Science / Social Sciences/ Applied Sciences and Management Sciences or equivalent Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. • Experience:- NIL 	By promotion OR By Initial Recruitment
38.	Assistant Registrar / Establishment Officer / Assistant Director Admissions	17	<p>Qualification</p> <p>First Division Master Degree / LLB or Second Division Master Degree / LLB / B.Sc Engineering. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <p>Experience:-</p> <p>5 years experience or Bachelor Degree with 12 years experience in the relevant field out of which at least 10-years as office Assistant.</p>	By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Management and General Group having bachelor's degree with five years service as such. OR By Initial Recruitment
39.	Assistant Director i. Finance ii. Accounts iii. Budget & Fund iv. Internal Audit	17	<p>Qualification:</p> <p>First division M.Com / M.B.A. (with specialization in Finance/ Accounts). Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p>	By promotion on the basis of seniority-cum-fitness from amongst the holder of the post Finance and Accounts Group Officers. OR By Initial Recruitment

Officer (III),
Secretary

ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
	v. System & Compliance vi. Financial Assistance & Scholarships		Experience:- 05 years experience in accounts in a University or a Government Department or an Autonomous Organization.	
40.	Assistant Librarian	17	First division Master of Library Science (M.L.S). Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.	By promotion on the basis of seniority cum-fitness from the holder of the posts of Library Group (BPS-16) with minimum qualification of BLS and 05-years service as such. OR By Initial Recruitment
41.	Law Officer	17	Qualification:- LLB First division. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. Experience:- 05-years relevant experience in handling court cases. having registered as Advocate with Bar Council, preference will be given to those candidates having experience of pleading cases in the High Court.	By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Office Superintendents having LLB degree with 05 years service as such. OR By Initial Recruitment
42.	Assistant Director Planning & Development	17	Qualification:- First division Master degree in Economics, Management or Business Administration or BSc Engineering. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.	By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Management and general administration group with minimum qualification of bachelor's degree and 05 years service.



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**ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)**

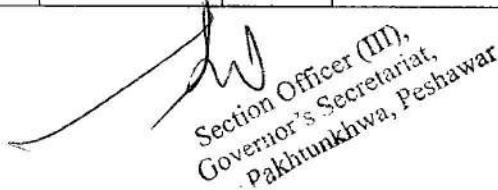
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
			<p>Experience:- 02-years relevant experience in project management, dealing with funding agencies.</p>	<p>OR By Initial Recruitment</p>
43.	Assistant Provost	17	<p>Qualification:- First division Master degree/B.Sc. Engineering. or equivalent. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <p>Experience:- Nill</p>	<p>By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Management and General Group having bachelor's degree with 05 years service as such.</p> <p>OR By Initial Recruitment</p>
44.	Assistant Accounts Officer	17	<p>Qualification:- First division M.Com/M.B.A. (with specialization in Finance). Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <p>Experience:- Five years' experience in accounts in a University or Government Department or an Autonomous Organization as Superintendent of Accounts.</p>	<p>By promotion OR By Initial Recruitment</p>
45.	Administrative Officer	17	<p>Qualification:- First division Master's degree. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <p>Experience:- 05-years relevant experience in a Government Department or an Autonomous Organization.</p>	<p>By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Management and General Group with minimum qualification of bachelor's degree and 05 years service.</p> <p>OR By Initial Recruitment</p>

Section - I
Schedule - I
Administrative Officers

d/s

ADMINISTRATIVE OFFICERS, UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR SCHEDULE – I (MENTIONED IN STATUTE 5)

S. No.	Designation	Scale of Pay	Minimum Qualification & Experience	Method of Appointment
1	2	3	4	5
46.	Transport Officer	17	<p>Qualification:- First division Bachelor's degree in Mechanical Engineering / Automobile Engineering. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <p>Experience:- 2 years of relevant experience in a Government/Semi Government or autonomous organization.</p>	<p>By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Assistant Transport Officer with minimum qualification of bachelor's degree and 5 years service.</p> <p>OR</p> <p>By Initial Recruitment</p>
47.	Office Manager	17	<p>Qualification:- At least first Division MBA from an HEC recognized University. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <p>Experience:- 5 years of relevant experience in a Government/Semi Government or autonomous organization.</p>	<p>By promotion</p> <p>OR</p> <p>By Initial Recruitment</p>
48.	Assistant Director Sports	17	<p>Qualification:- First Division Master degree in Physical Education. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <p>Experience:- 5-Years' experience of organizing games and sports in a University / Institution.</p>	<p>By promotion</p> <p>OR</p> <p>By Initial Recruitment</p>



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Governor's Secretariat,
Pakhtunkhwa, Peshawar

CHAPTER-4

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
SUPPORT STAFF APPOINTMENT &
SCALES OF PAY STATUTES, 2016**



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

**4.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR
SUPPORT STAFF APPOINTMENT & SCALES OF PAY STATUTES, 2016**

4.1 Composition of Support Staff

1. The Support Staff shall consist of four different Cadre Groups as follows and specified in Schedule I-IV appended to this Chapter:

(1)	Junior Ministerial	(BPS 01 – 04)	Schedule-I
(2)	Ministerial	(BPS 11 – 17)	Schedule-II
(3)	Technical and others	(BPS 05 – 17)	Schedule-III
(4)	Laboratory	(BPS 05 – 18)	Schedule-IV

4.2 Appointment and Promotions of Support Staff

2. All Appointments by initial recruitment and promotion by selection on merit cum fitness of employees in BPS 01 – 16 shall be made by the Vice-Chancellor on the recommendation of the Selection Committee constituted by Syndicate.

4.3 Methods of Appointment

3. There shall be two methods of appointment:
 - a) Appointment by initial recruitment
 - b) Appointment by promotion

4.3.1 Appointment by initial recruitment

Conditions:

- i. Initial recruitment shall be made through open competition after advertising the vacancies in at least 2 leading daily newspapers as well as on the website of the university.
- ii. Age limit for initial recruitment shall be 18 to 45 years .

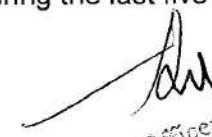
[Signature]
Selection Officer (III),
The Secretariat,
University of Engineering & Technology,
Peshawar

- iii. The contesting candidates shall require to fulfill the prescribed qualification and experience as laid down in relevant University rules .
- iv. Candidates having qualified the Screening / Written test, where applicable, shall be shortlisted for interview before the Selection Committee at the ratio of ten topmost candidates in order of merit for single vacancy and three for each additional vacancy. The secured marks shall be counted for short-listing purposes as well as for evaluation.
- v. All the short listed candidates shall be interviewed by the Selection Committee.
- vi. Evaluation of comparative merit shall be made in accordance with the prescribed criteria as per approved rules of UET, Peshawar.

4.3.2 Appointment by Promotion

Conditions:

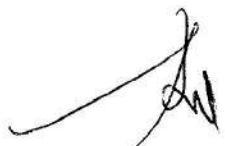
- i. Appointment by promotion shall be made on the basis of selection on seniority-cum-fitness.
- ii. Evaluation of comparative merit shall be made in accordance with the prescribed criteria as at Annexure-A appended to the Quantification criteria.
- iii. The criteria for eligibility of the employees shall be as under:
 - a. That they have completed the minimum length of service as prescribed in the Statutes.
 - b. The same shall be processed through the Selection Committee.
 - c. Fitness shall be determined in the manner prescribed in the Annexures appended to the Quantification Criteria.
 - d. That they have not been punished under the Efficiency & Discipline Statutes, 2016 during the last five years.



Dr. Shahid Riaz
Deputy Officer (III),
Governer's Secretariat
Chinar Pakhtunkhwa, Peshawar

BPS	Criteria for up-gradation of Junior Ministerial
02	Matriculate with 07 years satisfactory service OR Literate with 12 years satisfactory service in the relevant field. Existing UET rules for Junior Ministerial
04	Matriculate with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field. Existing UET rules for Junior Ministerial
05	Matriculate with 15 years satisfactory service OR Literate with 20 years satisfactory service in the relevant field. Existing UET rules for Junior Ministerial
07	05% of the Junior Ministerial shall be awarded BPS-07 subject to fulfillment of requisite qualification of that higher grade after having served in BPS-05 for 05 years.

Two years' experience shall be condoned for promotion to higher scale in lieu of higher qualifications.



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SCHEDULE – I: JUNIOR MINISTERIAL STAFF

S. NO	Name of post	BPS
1.	Naib Qasid	1
2.	Khadim Masjid	1
3.	Library Attendant	1
4.	Laboratory Attendant	1
5.	Photostat Attendant	1
6.	Store Attendant	1
7.	Class Room Attendant	1
8.	Shop Attendant	1
9.	Janitor	1
10.	Domestic Orderly	1
11.	Mali	1
12.	Helper	1
13.	Cleaner	1
14.	Auto mate	1
15.	Chowkidar	1
16.	Tube Well Operator	1
17.	Water Carrier	1
18.	Assistant Cook	1
19.	Service Man	1
20.	Caretaker	1
21.	Floor Cleaner	1
22.	Bearer	1
23.	Sweeper	1
24.	Cook	2
25.	Tandurchi	1
26.	Hostel Boy	1
27.	Budder	3
28.	Assistant Lineman	3
29.	Generator Operator	5
30.	Head Bearer	5

Official Copy
Ministry of National Development
Government of Pakistan

SCHEDULE – II: MINISTERIAL STAFF

S. NO	Name of the post	BPS
1.	Office Superintendent	17
2.	Private Secretary	17
3.	Office Assistant	16
4.	Sr. Scale Stenographer	16
5.	Personal Assistant	16
6.	Senior Clerk	14
7.	Stenographer	14
9.	Steno Typist	12
8.	Junior Clerks	11



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Khyber Pakhtunkhwa, Peshawar

SCHEDULE – III: TECHNICAL & OTHER STAFF

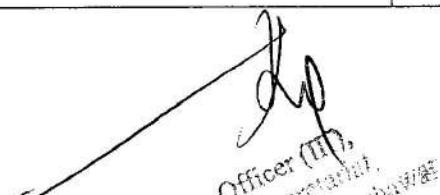
S. NO	Name of the post	BPS
1	Superintendent	17
2	Head Draftsman	17
3	Assistant Accounts Officer	17
4	Office Assistant	16
5	Assistant Information Officer	16
6	Proof Reader	16
7	Technical Officer	16
8	Assistant Transport Officer	16
9	Senior Sub Engineer	16
10	Senior Draftsman	16
11	Sr. Auto Mechanic	16
12	Shop Supervisor / Instructor	16
13	Assistant Manager (Network Operation)	16
14	Assistant Accountant	16
15	Assistant Budget & Fund	16
16	Boiler Supervisor	16
17	Public Relation Officer	16
18	Security Officer	16
19	Assistant Administrative Officer (Remote Campuses)	16
20	Assistant Warden	16
21	Assistant Director Sports	16
22	Assistant Computer Programmer	16
23	Assistant Librarian	16
24	Computer Operator	16
25	Senior Clerk	14
26	Electrician	14
27	Electronic Technician	14
28	Sr. Patwari	14
29	Cashier	14
30	Turner	14
31	Sports Instructor / Sr. Coach	14
32	Refrigeration Supervisor	14
33	Auditor	14

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Section Officer
Governor's Secretariat
Government of Maharashtra

S. NO	Name of the post	BPS
34	Security Assistant	14
35	Tennis Coach	14
36	Network Assistant	12
37	Graphic Designer	12
38	Computer Operator	12
39	Sub Engineer	11
40	Sr. Mechanic	11
41	Draftsman	11
42	Library Assistant	11
43	Public Relation Assistant	11
44	Senior Shop Assistant	11
45	Account Assistant	11
46	Computer Hardware Technician	11
47	Supervisor Ground & Garden	11
48	System Operator	11
49	Junior Clerk	11
50	Junior Auditor	11
51	Care Taker	11
52	Counter Assistant	11
53	Cataloguer	11
55	Instructor Physical Education	11
56	Patwari	09
57	Medical Technician	09
58	Caretaker	09
59	Assistant Cashier	09
60	Photographer	07
61	Shop Assistant	07
62	System Operator	07
63	Pesh-e-Imam	05
64	Junior Caretaker	05
65	Telephone Operator	05
66	Auto Mechanic	05
67	Jr. Shop Assistant	05
68	Welder	05

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Khyber Pakhtunkhwa, Peshawar

S. NO	Name of the post	BPS
69	Work Shop Assistant	05
70	Carpenter	05
71	Counter Assistant	05
72	Driver	05
73	Mason	05
74	Telephone Operator	05
75	Telephone Line Man	05
76	Lineman	05
77	Tube Well Operator	05
78	Painter /Polisher/White Washer	05
79	Gas Technician	05
80	Electrician/Wire Man	05
81	Plumber/Pipe Fitter/Gas Mechanic	05
82	Generator Operator	05
83	Works Supervisor	05
84	Refrigeration Mechanic	05
85	Metter Reader	05
86	Complaint Receiver	05
87	Assistant Ground & Garden	05
88	Sanitary Fitter	05
89	Black Smith	05
90	Welder	05



Section Officer (I.T.),
Governor's Secretariat,
Shyam Pakhawaria, Peshawar

SCHEDULE-IV: LABORATORY STAFF

S.No.	Designation / Cadres	BPS
1.	Senior Lab Engineer	18
2.	Lab Engineer	17
3.	Senior Lab Instructor	17
4.	Lab Superintendent	16
5.	Lab Manager	16
6.	Lab Technologist	16
7.	Lab Technician	16
8.	Lab Instructor	16
9.	Supervisor Carpentry	16
10.	Tractor Foreman	16
11.	Assistant Lab Administrator	16
12.	Computer Technologist	16
13.	CNC Operators	16
14.	Shop Supervisor	16
15.	Data Analyst	16
16.	Lab Supervisor	14
17.	Electronic Technician	14
18.	Senior Mechanic	14
19.	Senior Laboratory Assistant	11
20.	CAD Operator	11

[Signature]
Section Officer (III),
Secretariat,
Peshawar

S.No.	Designation / Cadres	BPS
21.	Fork / Lift / Fabrication Operator	11
22.	Overhead Crane / Fabrication Operator	11
23.	Draftsman	11
24.	Technical Assistant Video Conference Hall	11
25.	Network Assistant	11
26.	Lab Assistant	07
27.	Auto Mechanic	07
28.	Boiler Supervisor	07
29.	Fabricator	07
30.	Shop Assistant	07
31.	Lab: Technical Skilled Helper	07
32.	Workshop Assistant	07
33.	Junior Lab Assistant	05
34.	Turner	05
35.	Welder	05
36.	Photostat Machine Operator	05



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

CHAPTER-5

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
MERITORIOUS PROFESSORS BASIC
PAY SCALES-22, STATUTES, 2016**



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

**5.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR
MERITORIOUS PROFESSORS BASIC PAY SCALES-22, STATUTES, 2016**

5.1 Provision of Posts

- 5.1.1 The number of Professors to be promoted in BS-22 in University shall be calculated on the basis of 12.5 % of the sanctioned posts of the Professors in BPS-21.

5.2 Eligibility

- 5.2.1 Minimum service in BPS-17/equivalent and above should be 20 years.
- 5.2.2 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.
- 5.2.3 Should have five (5) research publications in the last 5 years in HEC recognized journals.
- 5.2.4 Must have produced two PhDs or one PhD and five (5) MS in the last 8-years.

5.3 Procedure of Promotion

- 5.3.1 Requirement for advertisement of posts as provided in the relevant section of the University Act will be dispensed with.
- 5.3.2 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.

[Signature]
Section Officer (IT)
Senior's Secretary
University of Engineering & Technology, Peshawar

- 5.3.3 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.
- 5.3.4 The University shall calculate total score of each eligible applicant according to the parameters detailed in Clause 5.4 (Grading Procedure). Those who secure a minimum score of 60 will be presented before the Selection Board for consideration.
- 5.3.5 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.
- 5.3.6 The grant of BS-22 will be effective from the date of approval of the Syndicate.

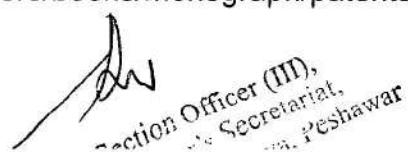
5.4 Grading Procedure (Total 100 marks) (Proforma's Appended as 5A to 5E)

5.4.1 Length of service (maximum 15 marks)

5.4.1.1 Five (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.

5.4.2 Research Publications:

Papers/books/monograph/patents (maximum 30 marks).



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Vice-Secretariat,
Peshawar

5.4.2.1 Two (2) marks per paper published in HEC recognized journals with impact factor

5.4.2.2. One (1) mark per paper published in local/national HEC recognized journals.

5.4.2.3. Two (2) marks per Patent subject to a maximum of 6 marks.

5.4.2.4. Two (2) marks per book authored or edited internationally, subject to a maximum of Four (4) marks.

5.4.2.5. One (1) mark per book authored or edited nationally/locally, subject to a maximum of Two (2) marks.

5.4.3 Academic Performance (maximum 30 marks)

5.4.3.1. Number of M.S. produced One (1) mark per M.S maximum of 6 marks

5.4.3.2. Number of Ph.D. produced five (5) marks per Ph.D, maximum of 15 marks.

5.4.3.3. Research Grant Awards (3 Marks for less than 1 million and 5 marks for 1 million or more than 1 million) as Principal Investigator.

5.4.3.4. Awards/Honors (maximum 6 marks)

5.4.3.4.1 National Awards (Civil/ President) 2 marks per award maximum of 4 marks

5.4.3.4.2 International Awards/ Honours, 2 marks per award recognized by HEC maximum of 4 marks

5.4.3.4.3. HEC Best Teacher Award, 2 mark per award maximum of 4 marks


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5.4.4 Post-Ph.D. Qualification (maximum 5 marks)

5.4.4.1. Two marks for 6 months to 1 year post doctorate at foreign University/ Institute to a maximum of 4 marks

5.4.4.2 Five (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.

5.4.5 Annual Confidential Reports (maximum 10 marks)

5.4.5.1. Outstanding 2.0 marks

5.4.5.2. Excellent 1.5 marks

5.4.5.3. Good 1.0 mark

Note:

- I. Sum score of ACRs for the last 5 years shall be taken into account.
- II. Top 3 categories irrespective of nomenclature shall be considered.
- III. 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.

5.4.6 Educational Administration (maximum 10 marks)

5.4.6.1 Vice Chancellor: 4 marks per year up to maximum of 10 marks

5.4.6.2 Pro-Vice Chancellor: 3 marks per year up to maximum of 8 marks

5.4.6.3 Dean 2 marks per year up to maximum of 6 marks

5.4.6.4 Principal of Constituent College/Chairperson of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks.



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5.4.7 General Provisions

- 5.4.7.1 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).
- 5.4.7.2. A Professor appointed as Vice Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he/she relinquishes the charge of the office of Vice Chancellor, provided he/she has completed one tenure of three years as Vice Chancellor and has been a regular Professor in a Public Sector University prior to his/her appointment as Vice Chancellor. The personal grade so granted to him/her shall not be counted towards the 12.5 % quota of BPS-22.
- 5.4.7.3 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 – 5A: 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:

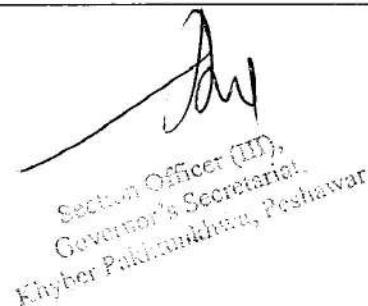
(i)	5 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 5 years in BPS-21, subject to a maximum of 15 marks.	Maximum of 15 marks.
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APPENDIX – 5B: RESEARCH PUBLICATIONS

MAXIMUM MARKS: 30

6.2	Research Publications: Papers/books/monograph/patents (maximum 30 marks).	Marks Admissible
6.2.1.	2 marks per paper published in HEC recognized journals with impact factor-	
6.2.2.	1 mark per paper published in local HEC recognized journals.	
6.2.3.	2 marks per Patent, 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.	



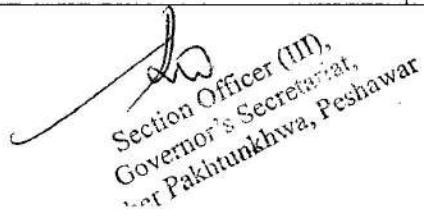
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Khyber Pakhtunkhwa, Peshawar

APPENDIX – 5C: MISCELENEOUS

MAXIMUM MARKS: 55

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

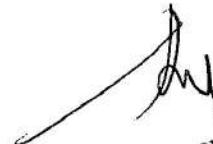
S.#.	Description of Entitlement of Marks	At credit of Professors:	Marks Admissible
6.3	Academic Performance (maximum 30 marks)		
6.3.1.	Number of MS produced 1 mark per MS maximum of 6 marks		
6.3.2.	Number of Ph.D. produced 5 marks per Ph.D., maximum of 15 marks		
6.3.3.	Research Grant Awards (3 Marks for less than 1 million and 5 marks for 1 million or more than 1 million) as Principal Investigator		
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, 2 mark per award maximum of 4 marks.		
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.		


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	Note: Only Post-doctorate of at least 6 months duration will be counted.		
6.5	Annual Confidential Reports (maximum 10 marks)		
6.5.1.	Outstanding 2.0 marks		
6.5.2.	Excellent 1.5 marks		
6.5.3.	Good 1.0 mark		
NOTE			
1.	Sum score of ACRs for the last 5 years shall be taken into account.		
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-5D	
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		

A. K
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	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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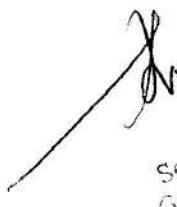
APPENDIX – 5D: EDUCATIONAL ADMINISTRATION

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 – 5E: OVERALL GRADING

Name of Professor: _____

S. No.		Maximum Marks	Marks Obtained
1.	Length of Service (Appendix-5A)	15	
2.	Research/Publications (Appendix-5B)	30	
3.	Annual Confidential Reports (Appendix-5C)	10	
4.	Educational Administration (Appendix-5C)	10	
5..	Post PhD Qualification (Appendix-5C).	05	
6.	Academic Performance (Appendix-5C).	30	
Total:-		100	

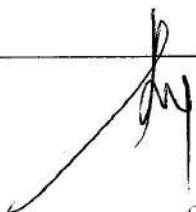
Particulars of Professors Proposed for Grant of BS-22:

1. Name of the Professor _____
2. Date of Birth. _____
3. Qualification _____
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-5A). _____
7. Analysis of Confidential Reports (Appendix-5C). _____
8. Overall grading (Appendix-5E). _____
9. State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration. _____
10. State the reasons for which his case is considered to be a "Special Meritorious" case. _____


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CHAPTER-6

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
PROFESSOR EMERITUS STATUTES,
2016**



Secretary Officer (H.O.),
Governor's Secretariat,
Kabir Parkhankhwa, Peshawar

**6.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR ,
PROFESSOR EMERITUS STATUTES, 2016**

ELIGIBILITY CRITERIA AND TERMS & CONDITIONS FOR APPOINTMENT

of Professor Emeritus in the Universities

6.1 Provision of Posts

6.1.1. The number of Professor Emeritus to be appointed is to be recommended by the Syndicate and approved by the Senate.

6.2 Eligibility

6.2.1. University Senate may confer status of an Emeritus Professor to a 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.

6.2.2. 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.

6.3 Procedure

6.3.1. All cases of the eligible retired Professors of the university at that time will be placed before the Syndicate for consideration and onwards submissions for the senate for approval.

6.4 Terms & Conditions

6.4.1. 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.

6.4.2. The Emeritus Professorship honor shall carry no formal administrative duties. However, Professor Emeritus will contribute to the academic life of

the University to a great extent in consonance with the status and caliber of the title.

6.4.3. The Professor Emeritus, for the period during which he/she avails financial benefits from the University, shall have the following responsibilities:

- 6.4.3.1 Mandatory presence on campus for three working days a week.
 - 6.4.3.2. Provide guidance or continue research with faculty and/or students.
 - 6.4.3.3. Postgraduate student's supervision
 - 6.4.3.4. Seminars and/or writing or textbooks in the field of his/her specialization

6.5 Procedure

6.5.1 All cases of the eligible retired Professors of the university at that time will be placed before the Senate for consideration

6.6 Financial Benefits and Facilities

6.6.1 The honorarium for a Professor Emeritus:

- (a) Having served as Vice-Chancellor for a minimum period of three years shall be consolidated amount of Rs.135,000 per month(all Inclusive).
 - (b) Retired in BPS-22 shall be the consolidated amount of Rs.112,000 per month (all inclusive).
 - (c) Retired in BPS-21shall be the consolidated amount of Rs.90,000 per month (all inclusive).

Professor Emeritus during his tenure in university when gets himself engaged in another paid job/assignment shall be eligible for payment of honorarium for the remaining eligible period on resumption of his service as Professor Emeritus.

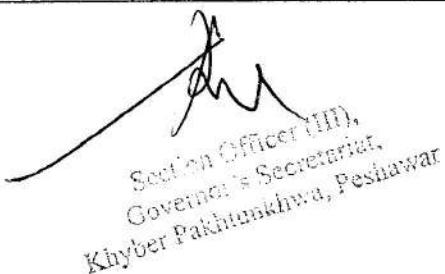
- 6.6.3 Honorarium for Professor Emeritus may be revised by the Competent Authority from time to time.
- 6.6.4 Such facilities and services as exist in the University for Teachers to carry on his intellectual pursuits shall be open to the Professor Emeritus.
- 6.6.5 Professor Emeritus shall be treated at par with other University Professors on ceremonial occasions, without conferring any right on him to contest/vote elections to various university statutory bodies.
- 6.6.6 Furnished office at par with Professor will be provided to all Professor Emeritus.



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CHAPTER-7

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
THE POWER AND DUTIES
OF OFFICERS AND TEACHERS
STATUTES, 2016**



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

7.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR: THE POWER AND DUTIES OF OFFICERS AND TEACHERS STATUTES, 2016

7.1. The power and duties

The power and duties of the Chancellor, Pro-Chancellor, Vice Chancellor, Registrar, Treasurer, Controller of Examination and Auditor shall be the same as has been defined under Section 9, 10, 11, 12, 13, 14, 15, 16 and 17 of the Act.

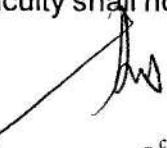
7.2 The power and duties of other officers and Teachers

The power and duties of other officers and Teachers shall be as follows:-

7.2.1. Dean of Faculty

The Dean shall:-

- i. Ensure proper implementation of the Statutes, Regulations and Rules relating to various academic departments;
- ii. Coordinate the work of Board of Studies and the Advanced Studies and Research Board in various academic departments;
- iii. Advise the Vice-Chancellor on matters relating to teaching, research, academic programmes, extension and other research projects;
- iv. Present candidates for admission to degree, except honorary degrees, in course falling within the purview of the Faculty; and
- v. Perform such other duties and exercise such other powers as may be assigned to, or vested in, him by the Syndicate or the Vice-Chancellor from time to time.
- vi. In the absence of Dean from the office, the senior most Professor of the faculty shall hold charge of the office of the Dean of Faculty.



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7.2.2 Chairperson / Director of Institute/Centre

- i. There shall be a Teaching Department/ Institute/Centre for each subject or group of subjects, as may be prescribed by Regulations and each Teaching Department/ Institute shall be headed by a Chairperson / Director of Institute/Centre.
- ii. The Chairperson of a Teaching Department or the Director of an Institute /Centre shall be appointed by the Syndicate from amongst the three most senior Professors and Associate Professors of the Department/ Institute/Centre for a period of three years:

Provided that in Department/Institute/Centre in which there is no Professor or Associate Professor the Dean of the Faculty will look after the department / institute / Centre with the assistance of the senior most teacher of the department till the arrival of Professor or Associate Professor whichever is earlier.

- iii. The Chairperson / Director shall plan, organize and supervise the work of the Department and shall be responsible to the Dean for the work of the Department.
- iv. The Syndicate may, on advice of the Vice-Chancellor, terminate the appointment of the Chairperson/Director of Institute / Centre on grounds of gross misconduct, in-efficiency, corruption, moral turpitude or physical or mental incapacity, in accordance with the procedure prescribed by Statutes. In the absence of the Chairperson of the Department/ Director of Institute/Centre , 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.
- v. To scrutinize and forward to the Registrar applications for all kind of leave other than casual leave from the teaching and non teaching staff and to propose consequential arrangements.
- vii. To scrutinize and forward to the Registrar applications for all kind of appointments in the Department.
- viii. To approve all cases of engagement of Faculty for Teaching over and above their work load, issuing Notification in this regard to office of the Registrar and Treasurer for record.
- viii. To engage Faculty for visiting basis as per need basis.
- ix. To act as Chairman/Convener of Board of Studies.



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Khyber Pakhtunkhwa, Pakistan

- x. To recommend to the Vice Chancellor through the Dean of the Faculty concerned for the creation of division/section within in the department on the recommendation of Board of Studies.
- xi. To recommend to the Vice Chancellor through the Dean of the Faculty concerned for the creation of posts as per need basis.
- xii. To act as Chairman/Convener of Departmental Committees.
- xiii. To perform such other duties as may be assigned to him by the Dean of the concerned faculty or the Vice Chancellor from time to time.

7.2.3 Librarian

There shall be a librarian, who shall be in-charge of the university central library and shall be appointed as prescribed in schedule-I by the syndicate on the recommendation of the selection board. The duties of librarian shall be as follows:-

- i. to provide and make available books, periodicals, publications of national and international institutions, organizations and government departments.
- ii. To provide traditional / digital services.
- iii. To organize the Library as per following procedure:-

1. Library Sections

- i. Acquisition Section
- ii. Cataloguing and Classification Section
- iii. Circulation Section
- iv. Exchange of Publications Section
- v. Literature Search Section
- vi. Readers Advisory Section
- vii. Reference Section
- viii. Serials (Journals) Section
- ix. Library archives section
- x. Reading room
- xi. IT and digital library section

Thesis and publication section, and

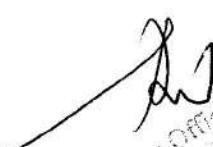


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- xiii. Any other section to be added.
2. To propose rules / regulations regarding use of library.
 3. To provide services to the readers and members as follows:-
 - a) Current content service to maintain the profile of all the faculty members containing both their email and postal addresses;
 - b) To update faculty about arrival of new books in the Library.
 - c) Circulation Services (Issue & Receipt)
 - d) Reference services: to make databases available for Searching through computerized library activities.
 - e) To maintain Library Rules / Regulations framed under Khyber Pakhtunkhwa Universities Act 2012 (amended) and statutes made there under, and
 - f) Such other duties as may be prescribed by the Rules and Regulations.

7.2.4. Director Quality Enhancement Cell (QEC)

1. There shall be a Director of the Quality Enhancement Cell who shall be in-charge of the university Quality Enhancement Cell and shall be appointed as per Schedule-I of the statutes. He shall report directly to the Vice-Chancellor.
2. The responsibilities of Director QEC include:-
 - a. To manage the affairs of QEC including.
 - i. Annual monitoring and evaluation including program monitoring, and student's perception.
 - ii. Departmental / sectional review
 - iii. Student feedback
 - iv. Faculty feedback
 - v. University staff feedback
 - vi. Employer feedback
 - vii. To control plagiarism



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Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

- viii. Quality assurance of Master's, M.Phil and Ph.D. degree Programs
- ix. Subject review
- x. Institutional assessment
- xi. Program specifications
- xii. Qualification framework
- b. To coordinate with the relevant authorities of the university for affective implementation.
- c. To propose rules / regulations pertaining to quality related issues for the approval of the relevant statutory bodies.
- d. To coordinate with HEC for compliance of relevant directives related to program and campus recognitions.
- e. To coordinate with HED for issues related to quality.

7.2.5 Director Offices of Research, Innovation & Commercialization (ORIC)

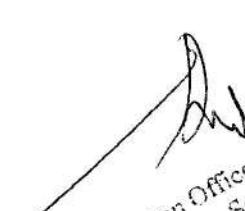
Directorate of ORIC shall consist of the following offices:-

1.	Director ORIC.
2.	Manager Research Operations
3.	Manager Research Development
4.	Manager University Industry Linkages and Technology Transfer

- i. There shall be a Director of the ORIC who shall be in-charge of the university ORIC. He shall report to the Vice-Chancellor through Secretary BOASAR.
- ii. The power and duties of the Directorate of ORIC are as follows:

7.2.5.1 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.



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Khyber Pakhtunkhwa, Peshawar

7.2.5.2 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).

7.2.5.3 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.

7.2.5.4 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).

Note: The Director ORIC shall arrange periodic meetings of ORIC compliance to this office & HEC accordingly.

7.2.6. Director Admissions

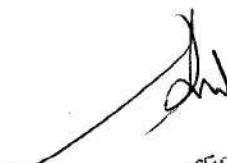
The Power and duties of the Director will include regulation of admission of all academic Programmes with the obligations prescribed in the Prospectuses.



Dr. Sajid Iqbal
Section Officer (I.P.)
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

CHAPTER-8

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
EMPLOYEES EFFICIENCY AND
DISCIPLINE STATUTES, 2016**



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

8.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR: EMPLOYEES EFFICIENCY AND DISCIPLINE STATUTES, 2016

8.1 Title, Commencement and Application

These Statutes may be called the University of Engineering and Technology, Peshawar "Employees (Efficiency and Discipline) Statutes – 2016.

These Statutes shall come into force with immediate effect. These Statutes shall apply to all employees of the University.

8.2 Definitions

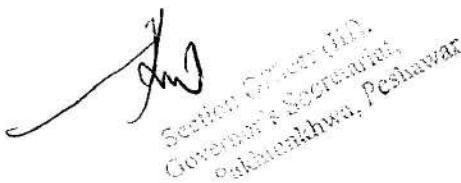
- 1) In these Statutes, unless there is anything repugnant to the subject OR context, the following expression shall have the meanings hereby respectively assigned to them as under:
 - a) "Act" means "The Khyber Pakhtunkhwa Universities Act No. X of 2012 (amended up-to-date).
 - b) "Chancellor" means the Chancellor of the University as defined under KP Universities Act-2012 and (amended up-to-date).
 - c) "Senate" means Senate of the University as defined under KP Universities Act-2012 and (amended up-to-date).
 - d) "Syndicate" means the Syndicate of the University as defined under KP Universities Act-2012 and (amended up-to-date).
 - e) "Vice-Chancellor" means the Vice-Chancellor of the University as defined under Section 11 of the KP Universities Act-2012 and (amended up-to-date).
 - f) "Competent Authority" means- the respective Appointing Authority
 - g) "Accused" means University employee against whom action is taken under these Statutes.

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Governor's Secretary
Khyber Pakhtunkhwa, Pakistan

- h) "Appellate Authority" means the Authority defined in the Appendix to these Statutes. The authority next above the appointing authority.
- i) "Appointing Authority" means an authority defined in the Appendix to these Statutes.
- j) "Charges" means allegations framed against the accused pertaining to act of omission or commission cognizable under these rules;
- k) "Authority" means any of the Authorities of the University specified in Section 18 of the Act.
- l) "Authorized Officer" means an Officer specified in the Appendix, who is authorized to function as such under the Statutes.
- m) "Corruption" means:
 - i) accepting or obtaining or offering any gratification or valuable thing directly or indirectly, other than legal remuneration, as a reward for doing or for bearing to do any official act; OR
 - ii) dishonestly or fraudulently misappropriating or indulging in embezzlement or misusing Government property or resources; OR
 - iii) entering into plea bargain voluntarily under any law for the time being in force and returning the assets or gains acquired through corruption or corrupt practices voluntarily; OR
 - iv) possession of pecuniary sources or property by an employee or any of his dependents or any other person through his or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; OR
- Vi Conviction for a moral offence by a court of law.
- vii) maintaining a standard of living beyond known sources of income;
OR
- n) "inefficiency" means failure to efficiently perform functions assigned to a University Employee in the discharge of his duties;
- o) "Inquiry Committee" means a Committee of two or more officers, headed by a Convener, as may be appointed by the Competent Authority under these Statutes;
- p) "Misconduct" includes-


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- i) conduct prejudicial to good order or service discipline; OR
 - ii) Conduct contrary to the Khyber Pakhtunkhwa Province University Employees (Conduct) Rules, 1987 as adopted by the Syndicate.
 - iii) Conduct unbecoming of University employee and a gentleman; or
 - iv) involvement or participation for gains directly or indirectly, in industry, trade or speculative transactions by abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to private institutions or persons as may compromise the performance of official duties or functions; or
 - v) any act to bring or attempt to bring outside influence, directly or indirectly to bear on the Vice-Chancellor or any other Officer of the University in respect of any matter relating to the appointment, promotion, transfer or other conditions of service; OR
 - vi) making appointment or having been appointed or promoted on extraneous grounds in violation of any law or rules or merit; OR
 - vii) Conviction for a moral offence by a court of law.(See m(VI) repetition.
 - viii) To become a member of Political Party/Group or banned Organization.
- q) "Penalty" means a penalty, which may be imposed under the Statutes.
- 2) All other expressions and terms used but not defined in these Statutes shall have the same meanings as assigned to them under the "KP Universities Act 2012 and (amended up-to-date)" or any other Statutory Order or Rules for the time being in force.



Section Officer (G.O.)
Governor's Secretary
Khyber Pakhtunkhwa, Peshawar

8.3 Grounds of Penalty

- 3) WHERE A UNIVERSITY EMPLOYEE, IN THE OPINION OF THE AUTHORITY OR AUTHORIZED OFFICER:**
- a) is inefficient OR has ceased to be efficient; OR
 - b) is guilty of plagiarism; OR
 - c) is guilty of misconduct; OR
 - d) is indifferent to his duties; OR
 - e) Is guilty of habitual absenting himself from duty without prior approval of leave;
 - f) is corrupt OR may reasonably be considered corrupt because
 - i) he 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 persistent reputation of being corrupt.
 - g) 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.
 - h) 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 unauthorized person and his retention in service is, therefore, prejudicial to the national security;
 - i) is engaged directly or indirectly in any trade, business or occupation without the prior permission of the Authority in writing, which may in the opinion of



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the Authority or Authorised Officer interfere with performance by his official duties; OR

- j) Absents himself from duty or overstays beyond the sanction leave without sufficient cause acceptable to the Authorized Officer or the Authority.

8.4 Penalties:

The following are the minor and major penalties:

a) Minor Penalties

- i) Censure
- ii) withholding for a specific 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;
Provided that the penalty of withholding increments shall not be imposed on an employee, who has reached the maximum of his pay scale;
- 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 grade 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.



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8.5 Explanation:

- a) The order of 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.
 - b) Removal from service does not but dismissal from service does disqualify for future employment.
 - c) removal or dismissal from service does not include the discharge of a person:
 - i) appointed on probation during the period of probation or in accordance with the probation or training rules applicable to him; OR
 - ii) appointed otherwise than under a contract to hold a temporary appointment on the expiry of the period of such appointment; OR
 - iii) Engaged under a contract in accordance with the terms of the contract.
- 8.6**
- a) Any penalty mentioned in Section-8.4 may be imposed for misconduct.
 - b) Any penalty mentioned in clauses (i) and (ii) of (a) of Section-8.4 may be ordinarily imposed for inefficiency, indifference to duties, engaging directly or indirectly in trade without permission, absenting from duty or overstaying sanctioned leave.
Provided that for reasons to be recorded and particularly in a case, where an employee has been on a previous occasion punished under the said provisions a penalty mentioned in Clause-(i) and (ii) of Sub-Section-(b) of Section-8.4 may be imposed.
 - c) Any penalty mentioned in Clause-(iii) and (iv) of Sub-Section-(b) of Section-8.4 may be ordinarily imposed for corruption, subversion or an action involving moral turpitude.

8.7 INQUIRY PROCEDURE

- a) The Vice Chancellor, on receipt of a complaint or of his own accord, shall decide whether a preliminary or fact finding inquiry may be conducted to ascertain charges and role of each officer/official nominated therein so that charge sheet and statement of allegation could be framed accordingly, if required. During inquiry all persons involved in the case or associated therewith should be given an opportunity to explain their position. If charges are proved, formal inquiry may be conducted in the prescribed manner. No action shall be taken on anonymous or pseudonymous applications.


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Chhwa, Peshawar

Where an employee is accused of corruption, subversion, (insolvency, plagiarism, suppression of facts by providing of fake credentials/degrees/certificates for appointment) or misconduct, indifferent to his duties OR inefficient or ceased to be inefficient) the Authorized Officer may require him to proceed on leave or with the approval of the Authority suspend him if it is apprehended that accused can make changes in record or replace it. Provided that any continuation of such leave or suspension shall require the approval of the Authority after every 90 days.

- b) The Authorized Officer shall decide in light of facts of the case, an Inquiry should be conducted through an Inquiry Officer or Committee. If he so decides, the procedure indicated in **Rule 8.10** shall apply.

Provided that in case of complaint on account of Plagiarism, procedure laid down in **Rule- 8.15** shall apply.

- c) If the Authorized Officer decides that it is necessary to have an Inquiry conducted through Inquiry Officer or Inquiry Committee, he shall:

- i) frame a charge sheet and statement of allegations to be signed by the Authorized Officer, and communicate it to the defendant/accused informing him of the action proposed to be taken in regard to him ; and
- ii) give him a reasonable opportunity of showing cause and personal hearing against that action:
 - a) 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; OR
 - b) The employee has entered into plea bargaining under any law for the time being in force and has been convicted on the charges of corruption, which have led to sentence of fine or imprisonment; OR
 - c) An employee is involved in subversive activities;

Provided further that if the Authorized Officer is satisfied in view of the preliminary Inquiry Report of an Inquiry Officer or Inquiry Committee



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that responsibility has been fixed on the defendant/accused involved in the case and quantum of loss incurred by the University is also indicated therein, the Authorized Officer may serve a Show Cause Notice upon the defendant/accused stating therein the grounds of action to be taken and giving the defendant a reasonable opportunity within a period not less than 14-days for written defense followed by personal hearing, if requested.

- d) On receipt of the report/(findings) of the Inquiry Officer or Inquiry Committee and written defense or explanation of the defendant/accused 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 minor or major penalty (~~in relation to the defendant~~) in the light of the Inquiry Report or the defense/explanation of the defendant/accused, as the case may be. Minor penalty can be imposed by the Authorized Officer by himself. In case of imposition of major penalty approval of the Authority shall be obtained 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.
- e) If on receipt of the Final Show Cause Notice and after hearing the defendant, if he so desires, it is proposed to impose a minor penalty, the Authorized Officer shall pass orders accordingly. In case, it is proposed to impose a major penalty, he shall forward the case to the Authority along with charges and statement of allegations served on the defendant/accused, the explanation of the defendant to the charge sheet and statement of allegations, 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. The Authority can review minor penalty imposed by the Authorized Officer.
- f) 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 reference to the nature of guilt i.e. corruption, negligence, inefficiency, indifference to duty OR misconduct and shall make a judicious decision.

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 Inquiry through another Inquiry Committee as deemed appropriate.

- g) Nothing in this Section shall apply to a case:



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- i) Where the defendant/accused is dismissed or removed from service or reduced in rank on grounds of conduct, which has led to a sentence of fine or imprisonment from a court of criminal jurisdiction; OR
- ii) Where the Authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to give the defendant/accused an opportunity of showing cause;
- iii) Notwithstanding anything to the contrary contained in the Statutes, in case of willful absence from duty by the defendant/accused, 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 the expiry of stipulated period given in the notice, the Authorized Officer shall recommend his case to the Authority for imposition of major penalty of removal from service.

8.8 Procedure, where inquiry is dispensed with

If the Competent Authority decides that it is not necessary to hold an Inquiry against the accused under Section- 5, it shall:

- a) inform the accused by an order in writing, of the grounds for proceeding against him clearly specifying the charges therein, along with apportionment of responsibility and penalty or penalties proposed to be imposed upon him;
- b) give him a reasonable opportunity of showing cause against the proposed action within seven to fourteen days of receipt of the order or within such extended period as the Competent Authority may determine;
- c) on receipt of reply of the accused within the stipulated period determine whether the charge or charges have been proved against the accused.

Provided that in case no reply is received ex parte proceedings may be taken in the light of the available record.

- d) afford an opportunity of personal hearing before passing any order of penalty under clause (f), if it is determined that the charge or charges have been proved against defendant / accused; may impose any one or more penalties as mentioned in the Statutes by an order in writing, if the charge or charges are proved against the defendant/accused:

Senior Officer (I.A.)
Governor's Secretary
Member Parliament, Panchayat

Provided that where charge or charges of grave corruption are proved against an **accused/defendant**, the penalty of dismissal from service shall be imposed in addition to the recovery, if any.

- e) In case, it is determined that the charge or charges have not been proved against defendant / accused, shall exonerate him by an order in writing.

8.9 Action in case of conviction or plea bargain under any law

Where an employee is convicted by a court of law on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or gains or part thereof acquired through corruption or corrupt practices or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude under any law for the time being in force, the Competent Authority, after examining facts of the case, shall:

- a) dismiss the employee, where he has been convicted on charges of corruption or moral turpitude or has entered into plea bargain and has voluntarily returned the assets or gains or part thereof acquired through corruption or corrupt practices;

Provided that dismissal in these cases shall be with effect from the date of conviction by a court of law; and

- b) proceed against the employee under the Statutes, where he has been convicted of charges other than corruption or moral turpitude

8.10 Procedure to be followed by Competent Authority, where inquiry is necessary:

- a) If the Competent Authority decides that it is necessary to hold an Inquiry against the **accused/defendant** under Statutes, it shall pass an order of Inquiry in writing, which shall include:
 - i) appointment of an Inquiry Officer or Inquiry Committee provided that the members of Inquiry Committee shall be of a rank senior to the accused and where two or more accused are proceeded against jointly, the Inquiry Officer or Convener of the Inquiry Committee shall be of a rank senior to the senior most accused;
 - ii) the grounds for proceeding clearly specifying the charges along with apportionment of responsibility;
 - iii) direction to the accused to submit written defense to the Inquiry Committee, within reasonable time, which shall not be less than seven days and more than fifteen days of the date of receipt of orders.


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Governor's Secretary
Member Pashuuktikartha, Peshawar

- b) The record of the case and the list of witnesses, if any, shall be communicated to the Inquiry Officer or Inquiry Committee, as the case may be, along with the orders of Inquiry.
- c) In a case, where fact finding proceeding was conducted , and the competent authority decides to hold formal inquiry, the Inquiry Officer or Inquiry committee shall be different from the officer or the committee who/which conducted the fact finding proceeding.

8.11 Procedure to be Observed by Inquiry Committee

- a) Where an Inquiry Committee is appointed, the Authorized Officer shall:
 - i) frame a charge and communicate it to the defendant together with the statement of allegations;
 - ii) 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,
- b) The Inquiry Officer or Inquiry Committee shall Inquire into the charge and may examine such oral OR documentary evidence in support of the charge OR in defense of the defendant, as may be considered necessary and the defendant/accused shall be entitled to cross examine the witnesses against him.
- c) If the accused fails to furnish his reply within the stipulated period, the Inquiry Officer or Inquiry Committee shall proceed with the Inquiry ex-parte.
- d) 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.


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Governor of Pakistan, Islamabad

e) Where the Inquiry Committee is satisfied that the defendant/accused 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/accused is acting in disregard to the warning, it shall record its findings to that effect and proceed to complete the Inquiry in such manner, as it thinks best suited to do substantial justice;

- f) If the accused absents himself from the Inquiry on medical grounds, he shall be deemed to have hampered or attempted to hamper the progress of the Inquiry, unless medical leave applied for by him is sanctioned on the recommendations of a Medical Board; provided that the Competent Authority may in its discretion, sanction medical leave up to seven days without such recommendations.
- g) The Inquiry Officer or 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 along with recommendations for relevant penalty if charges are substantiated to the Authorized Officer.

8.12 Power of Inquiry Committee

- a) For the purpose of an Inquiry under the Statutes, the Inquiry Committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act No. V of 1908) in respect of the following:
 - i) summoning and enforcing the attendance of any person and examining him on oath;
 - ii) requiring the discovery and production of documents;
 - iii) receiving evidence on affidavits;
- b) The proceedings under these rules shall be deemed to be the judicial proceedings within the meaning of Section-193 and Section-228 of the Pakistan Penal Code, 1860 (Act No. XLV of 1860).

8.13 Order to be passed on receipt of report from the inquiry Committee:

- a) On receipt of report from the Inquiry Officer or Inquiry Committee, who shall determine whether the charge(s) have been proved or otherwise, the Competent Authority shall examine the report and the relevant case record/material. ;
- b) If the Competent Authority is satisfied that the Inquiry has been conducted in accordance with the provisions of these Statutes, it shall further determine, whether the charge or charges has/have been proved against the accused or not.



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- c) Where the charge has not been proved, the Competent Authority shall exonerate the accused by an order in writing.
- d) Where the charge or charges have been proved against the accused, the Competent Authority shall issue a Show Cause Notice to the accused by which it shall:
 - i) provide a copy of the Inquiry Report to the accused; and inform him of the charges proved against him and the penalty or penalties proposed to be imposed upon him;
 - ii) give him reasonable opportunity of showing cause against the penalty or penalties proposed to be imposed upon him and to submit as to why one or more of the penalties as provided in Statutes may not be imposed upon him and to submit additional defense in writing, if any, within a period, which shall not be less than seven days and more than fifteen days from the day the charge or charges has/have been communicated.
- Provided that the defendant/accused shall in his reply to Show Cause Notice, indicate as to whether he wants to be heard in person or not;
- e) After affording personal hearing to the accused the Competent Authority shall, keeping in view the recommendations and findings of the Inquiry Officer or Inquiry Committee, facts of the case and defense offered by the accused during personal hearing shall pass an order in writing to;
 - i) exonerate the accused, if charges had not been proved; OR
 - ii) impose any one or more of the penalties specified as above, if charges have been proved.
- f) Where the Competent Authority is satisfied that the Inquiry proceedings have not been conducted in accordance with the provisions of these Statutes or the facts and merits of the case have been ignored or there are other sufficient grounds, it may, after recording reasons in writing, either remand the Inquiry to the Inquiry Officer or Inquiry Committee with such directions, as the Competent Authority may deem appropriate or may order a de novo Inquiry through different Inquiry Officer or Inquiry Committee as the case may be
- g) After receipt of reply to the Show Cause Notice and affording opportunity of personal hearing, the Competent Authority shall decide the case within a period of fifteen days excluding the time during which the post held by the Competent Authority remained vacant due to certain reasons.
- h) If the case is not decided by the Competent Authority within the prescribed period, the accused/defendant may submit an application before the

Signature of Governor
for Pukhtunkhwa
Governor's Seal
Government of Pukhtunkhwa

Appellate Authority for early decision of his case, which may direct the Competent Authority to decide the case within a specified period.

8.14 PERSONAL HEARING

The Competent Authority may, by an order in writing, call the defendant/accused and the Departmental Representative, along with relevant record of the case, to appear before him for personal hearing on the fixed date and time.

8.15 Procedure to be observed when complaint is received on account of plagiarism

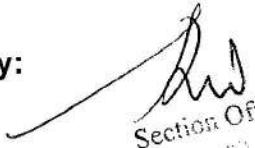
8.15.1 Penalties for Plagiarism:

Plagiarism is an intellectual crime. As such the penalties for plagiarism should not only take into account the severity and recurrence of the offence, but also the intellectual standing of the offender. This entails a gradual increase in punitive action with minimum punishment for a first time offence by a student who copies a homework assignment to a maximum punishment for a teacher / researcher / staff who attempts to present / publish, or actually presents / publishes plagiarized material; as his own, in a conference / journal. Therefore, the punishments for Plagiarism for Teachers, Researchers and Staff".

(a) Penalties for Teachers, Researchers and Staff:

When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Competent Authority of the Organization, to take any one or a combination of the following disciplinary action(s) against the teacher, researcher and / or staff found guilty of the offence:

(i) Major Penalty:



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Khyber Pakhtunkhwa, Peshawar

In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then (a) a major penalty of dismissal from service needs to be prescribed, along with (b) the offender may be "Black Listed" and may NOT be eligible for employment in any academic / research organization, and (c) 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 Vice-Chancellor / Rector / Head of the organization.

(ii) 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 (a) demotion to the next lower grade, (b) the notification of "Black Listing" of the author(s) which may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor / Rector / Head of the organization.

(iii) Minor Penalty:

In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving any one or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the University / Organization 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 Standing Committee".


Dr.
Section Officer (G.I.)
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

8.16 Procedure of Inquiry against employees lent to other agencies:

- a) 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 university of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

Provided further that the borrowing organization shall obtain prior approval of University before taking any action against a University employee under applicable law/ Statutes.

- b) if, in light of the findings in the proceedings initiated against the employee in terms of the preceding sub-sections, the borrowing authority is of the opinion that any penalty shall be imposed on him, it shall transmit to the university the record of the proceedings and thereupon the university shall take action accordingly.

8.17 Power to order Medical Examination as to Mental or bodily Infirmity

- a) where, it is proposed to proceed against a university employee on the grounds of inefficiency by reason of infirmity of mind or body, the authority may at any stage, whether or not an inquiry committee has been appointed require the employee to undergo a medical examination by a medical board or a medical superintendent and the report thereof shall form part of the proceedings.
- b) in case of disagreement by the university or the employee with the finding of medical board/officer the matter may be referred for review to a medical board members whereof shall not include any of the members/officers of previous board.

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Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

provided that in case the employee

refuses to undergo such examination, his refusal may subject to any grounds he may give in support of it, be taken into consideration against him that he had reason to believe the result of the examination would prove unfavorable...

8.18 Pension, Provident Fund, Gratuity etc. of University Employee Compulsorily Retired, Removed or Dismissed:

- a) The amount of Pension, Provident Fund or Gratuity likely to be paid to a University employee compulsorily retired shall be such as would have ordinarily been admissible to him on the date of the refreshment under the University Statutes applicable to his service or post, if he had been discharged from service on account of the abolition of the post without alternative suitable employment being provided.
- b) Subject to any other Authority or the Officer, as the case may be, made on compassionate grounds, a University employee, who is removed or dismissed shall not be entitled to the whole or any part of the amount of University Contribution to the Provident Fund as interest and increment thereon.

8.19 Re-instatement:

If a University employee proceeding on leave in pursuance of an order under Section-10 of these Statutes is exonerated not dismissed, removed, reduced in rank or compulsorily retired, he shall be re-instated in service or as the case may be, restored to his rank or given an equivalent rank and the period of such leave (or suspension) shall be treated as duty on full pay.

8.20 Appeal:

- a) An employee, on whom penalty is imposed under these Statutes shall have the right to prefer an Appeal within thirty days of the order imposing the penalty to the appropriate Appellate Authority as specified in Column-4 of the Appendix.


Section Officer (I.T.),
Governor's Secretary,
Gujarat Legislative Assembly
Mandi Bhawan, Mumbai

8.20.1 Every memorandum of appeal shall:-

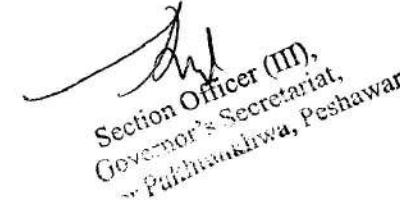
- i. Contain full name, address, designation and place of posting of the appellant;

- ii. State in brief the facts leading to the appeal;
- iii. Be accompanied by a certified copy of the order appealed against and copies of all other documents on which the appellant wishes to rely.
- iv. If an aggrieved employee has died then appeal can be filed by his legal heirs.
- v. No appeal shall be entertained if it contains abusive, disrespectful or derogatory language.

8.20.2 Withholding of appeal:

Appeal may be returned by the competent authority; if

- i. Appeal is not allowed under these statutes
 - ii. Its language is abusive, disrespectful or derogatory language;
 - iii. Appeal is not preferred within given time;
 - iv. It is addressed to an authority or officer to whom no appeal lies under these statutes.
 - v. Appeal is returned the appellant shall be informed of the facts and reasons.
 - vi. Appeal returned due to improper language or addressed to an officer to whom no appeal lies can be resubmitted within thirty days of the date on which appellant is informed.
- b) All appeals shall be forwarded to appellate authority along with the comments of the competent authority.
- c) The authority empowered under **Section-11 (a)** shall call for the record of the case and comments on the points raised in the appeal from the concerned Office and on consideration of the Appeal, by an order in writing:
- i) Uphold the order of penalty and reject the Appeal; OR
 - ii) Set aside the orders and exonerate the accused; OR
 - iii) Modify the orders or reduce the penalty.



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Peshawar

8.20.3 Review

- a). For filing and disposal of review petitions allowable under the Act or the Statutes the procedure hereinbefore shall mutatis mutandis be followed
- b) An Appeal or Review petition preferred under these Statutes shall be made in the form of a Petition in writing and shall set forth concisely the grounds of objections to the impugned order in a proper and temperate language.

8.21 Exception:

Notwithstanding anything to the contrary contained in these Statutes, in cases, where University employees collectively strike work, willfully absent themselves from duty or abandon their official work, the Competent Authority in respect of senior most accused may serve upon them through newspapers or any other means, a Notice, as may be deemed appropriate, to resume duty and in the event of failure or refusal to comply with the directives contained in the Notice may impose upon the defaulting University employees any of the major penalties prescribed in these Statutes.

8.22 Savings

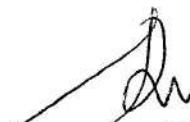
Notwithstanding the supersession of the University Ordinances / Statutes / Rules referred to above, any Departmental Inquiry or Proceeding pending immediately before coming into force of these Statutes shall be completed and orders passed thereon, as if the said University Ordinance / Statutes / Rules had not been superseded.



Section Officer (UD),
Governor's Secretariat,
Government of Panchkukhan, Patna

APPENDIX: AUTHORIZED OFFICERS

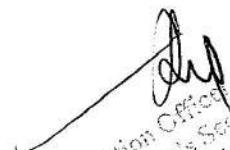
Status of Defendant Employee	Authorized Officer	Authority Competent to take Disciplinary Action	Appellate Authority
BPS-22	Senate or Officer authorized by Senate	Senate	Chancellor
BPS-17 to 21	Syndicate or Officer authorized by the Syndicate	Syndicate	Chancellor
BPS-1 to 16	Vice-Chancellor or Officer authorized by Vice Chancellor	Vice Chancellor	Syndicate



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

CHAPTER-9

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
GENERAL PROVIDENT FUND
STATUTES, 2016**



Dr.
Section Officer (GP),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

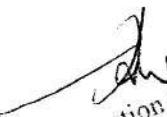
9.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR, GENERAL PROVIDENT FUND STATUTES, 2016

9.1 General Provident Fund (Hereinafter referred to as Fund) Constitution of the Fund

- (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 regular /permanent employees, which shall be made at the prescribed rate announced by the Khyber Pakhtunkhwa Govt from time to time.

Provided that these rates are subject to revision by the Govt of Khyber Pakhtunkhwa and adopted by University through Syndicate.

- (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 with annual statement, which shall show the amount at his credit during the Financial Year. The annual statement shall be in such form as the Syndicate may from time to time prescribe. The annual statement shall be provided to each Subscriber after 30th June, each year. Entries in the annual statement shall be made at the end of each fiscal year, which shall be attested by the Treasurer or an authorized officer of the Directorate of Finance.
- (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.


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

- (vi) Contributions deducted from the salaries of the Subscribers shall be credited into the Fund not later than 10th of each month.

9.2 Individual Accounts of Subscribers

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.

9.3 Mark-up

- (i) Mark-up shall be credited to the G.P. Fund accounts of the subscribers annually, at such rate as announced by the Government of Khyber Pakhtunkhwa. In adjustment of such mark-up, if the profit earned during the year is less than profit announced by the government, an equal amount will be transferred from University Recurring Budget account under the head (Transfer of payments for GP Fund mark-up).
- (ii) Mark-up shall be calculated with effect from the last day in each fiscal year, in the following manner:
- (a) Mark-up shall be allowed for twelve months on monthly balance (basis) the amount at the credit of a Subscriber on the last day of the preceding month less any sums withdrawn during the current year;
- (b) Mark-up shall be allowed from the beginning of the current year up to the last day of the month preceding the month of withdrawal, on all sums withdrawn during the current year;

[Signature]
Chairman O.P. Jatoi (c)
Khyber Pakhtunkhwa, Peshawar
Mark-up shall be allowed from the date of deposit up to the end of the current year, on all sums credited to the Subscriber's account after the last day of the preceding year;

Provided that when the amount standing at the credit of a Subscriber has become payable, mark-up shall be allowed only up to the date on which the amount standing at the credit of the Subscriber became payable. The subscriber shall be entitled to the profit on GP Fund balance upto the date on which he/she remains in service of the University.

- (iii) If a subscriber opts to forego mark-up on his accumulations in the fund, his balance shall not be counted for G.P fund mark-up. However, if at a subsequent stage, he opts again for charging mark-up on his accumulations, the mark-up shall be allowed to him only from the 1st July of the financial year in which he submits his formal option to that effect. He shall have no claim for the past mark-up
- (iv) Mark-up will not be allowed on the final balance withdrawn during year. No mark-up will be allowed on the balance left by the employee being not drawn due to any reason while he/she has left university service on any ground i.e removed/retired/death etc.

9.4 Investment of the Fund

- (i) All moneys, which in the opinion of the Board of Trustees/Chairman Board of Trustee, 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 Board of Trustees and shall be reported to the Syndicate in due course of time.

9.5 Temporary Withdrawals from the Fund

Section Officer (II)(i)
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar
(ii)

Temporary advances may be granted to the subscribers, out of the balance at their credit in the Fund, subject to 80% of the balance without any time period subject to adjustment/refund of previous loan. The advance shall normally be recoverable in 30 equal monthly installments or as opted by the subscriber.

9.6 Non-refundable Advances

- (i) Non-refundable advance up to 100% shall be admissible to a Subscriber out of the balance at his credit on attaining the age of 50-years; such advance being treated as part of final payment.
- (ii) Such advance can be drawn in addition to temporary advance and vice versa. The temporary advance shall be treated as Non-refundable after attaining the age of 50-years on the request of subscriber.
- (iii) A second non-refundable advance shall be admissible at any time.

9.7 Nomination

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 treasurer, which shall be recorded in the service book of the subscriber. Such nomination may at any time be revoked by the subscriber.

9.8 Final Payment

When a subscriber quits the service, the amount standing to his credit in the fund shall become payable to him after obtaining clearance from the university in the prescribed manner.

9.9 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;



Dr. S. S. Deshpande
Section Officer (O&B)
Government of Maharashtra
State Planning Board, Mumbai

9.9.1 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, as per Islamic Law of Shariah. In case of a non-muslim subscriber as per applicable law.

9.9.2 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

9.10 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.

9.11 If, there is any liability of the university concerned against the subscriber, the final payment/ fund should be adjusted against the same.

9.12 Audit

The accounts of the Fund shall be audited by a University auditor once a year and the annual report shall be placed before the Board of Trustees.



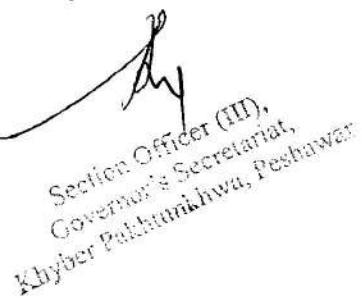
Section Officer (III),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

9.13 Management of the Fund

- (i) The Fund shall be managed by a Board of Trustees, consisting of the following members:

S. No.	Nomenclature of Membership	Status
1.	Vice Chancellor	Chairperson
2.	Elected Member of the Senate from the constituency of Professors	Member
3.	Elected Member of the Syndicate from the constituency of Professors	Member
4.	Senior most Dean	Member
5.	Treasurer	Member/ Secretary

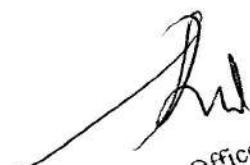
- (ii) A report about the state of affairs of the Fund for each financial year shall be submitted by the Treasurer through the Board of Trustees, not later than 31st December of each year.



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

CHAPTER-10

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
BENEVOLENT FUND STATUTES, 2016**



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

**10.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR
BENEVOLENT FUND STATUTES, 2016**

**10.1 Benevolent Fund (Here in After Referred to as Fund) Entitled
Beneficiaries of the Fund**

All employees shall be entitled to the benefits of this fund, except;

- (a) 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, on deputation from another organization.
- (b) Any category of employees specifically excluded by the Syndicate from the purview of the Statutes.

10.2 Establishment of Fund

There shall be established a fund, to be called the employees' benevolent fund.

To the credit of the Fund shall be placed;

- (a) all sums paid by the employees as subscription to the Fund;
- (b) all incomes, profits, or interests accruing from the assets belonging to the Fund or from investments made out of the Fund;
- (c) profit/commission, etc. received by the University from the Insurance Company, on account of Group Insurance;

The account of the fund shall be kept in a scheduled bank as may be prescribed.

10.3 Subscriptions by the Employees

- I. Every regular employee shall pay to the fund a monthly subscription at the rates prescribed from time to time
- II. 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 (extra ordinary leave without pay etc.) be deducted from the pay of an employee, the employee shall remit it to the Treasurer. Any amount of

Section Officer
Governor's Statute
Pay Bills taken care of

subscription remaining unpaid, due to inadvertence or negligence of the employee or otherwise shall be recoverable from him in such manner as may be prescribed in schedule of rates.

- III. Contributions deducted from the salaries of the Subscribers shall be credited into the Fund not later than 10th of each month
- IV. 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 Benevolent Grant. However, the amount of unpaid subscription shall be deducted from the Benevolent Grant.

10.4 Grants out of the Fund

10.4.1 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 from service, or
- (b) dies during the continuance of his employment or within 10years from the date of his retirement, he or, in the event of his death, his family shall be entitled to receive a Benevolent Grant from the Fund, according to the rates with reference to scale prescribed from time to time, for a period of ten years, or upto the date on which the employee might have, if he were alive, attained the age of seventy (70) years, whichever is earlier.

Provided that these rates are subject to revision by the Syndicate on the recommendation of the Board of Trustees from time to time.

Provided further that in the case of an employee who dies after having drawn Benevolent Grant under this Section, the said period often (10) years shall be reckoned from the date from which he began drawing such Grant.

Provided further that where a grant under the Statutes has been sanctioned in favour of a widow/ widower, such grant shall be subject to the condition that the widow does not re-marry. Such widow/ widower shall furnish at least once in half year of each drawl to the University a certificate, duly signed by a Gazetted Officer of the



Section Officer (II),
Governor's Secretariat,
Peshawar

University or the Government or a Local Councilor to the effect that spouse is not re-married. The grant shall cease from the month following re-marriage of the spouse.

10.4.2 Other benefits admissible from the Fund, subject to revision, are as under:

For employees

Grant for Funeral Expenses for self or a dependent family member. (Parents, Children, Spouse)	Rs.15,000/-
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Provided that the amount of grant may be revised by the Syndicate from time to time.

For All Classes of Employees

Free Education to the wards of deceased/ retired employees for up to Intermediate classes equal to the existing fee structure of the parent University School & College or to the maximum of the rate of constituent school or college of a public sector university which is nearest to the university.

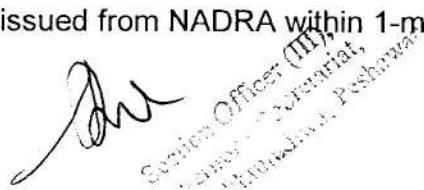
10.5 Farewell Grant on Retirement

A sum equal to one month basic pay or Rs. 50,000/- whichever is higher will be granted to employee, who is proceeding on retiring or superannuation pension.

Provided that the amount of grant may be revised by the Syndicate from time to time.

10.6 Marriage Grant

A lump sum amount equal to one month basic pay or Rs.50,000/- whichever is higher, will be paid to an employee 15 days before the marriage of him / herself or child, once in entire service which will be regularized on production of Nikah Nama issued from NADRA within 1-month of the marriage.



Syed Officer (IIF)
Sindh Board of Intermediate, Peshawar

Provided that the amount of grant may be revised by the Syndicate from time to time.

10.7 Accounts of the Fund

The accounts of the Fund shall be maintained in such manner and form as prescribed for the maintenance of the accounts of the University.

The accounts of the Fund shall be audited by the Auditors of the Auditor General Office every year and their report shall be presented to the Syndicate

10.8 Management of the Fund

The Fund shall be managed by Board of Trustees consisting of the following:-

S. No.	Nomenclature of Membership	Status
1.	Vice Chancellor	Chairperson
2.	Elected Member of the Senate to be nominated by the Vice-Chancellor	Member
3.	Elected Member of the Syndicate to be nominated by the Vice-Chancellor	Member
4.	Senior most Dean	Member
5.	Treasurer	Member/ Secretary

Quorum for the meetings of the Board shall be three.

10.9 Powers and Functions of the Board of Trustees:

The Board shall have powers:

- a. To settle claims for grants under the Statutes and all matters connected with such claims;
- b. To sanction grant from the Fund to the employees or their families in accordance with the provision of the Statutes;
- c. To do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties of the Fund;

[Signature]
Section Officer (III),
Governor's Secretariat,
Islamia Khwai, Peshawar

- d. To sanction expenditure connected with the administration and management of the Fund;
- e. To invest moneys, held in the Fund, in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust, or in the construction of buildings for purposes of raising rental income, and in other profitable ventures, the plans of which are duly approved by the Syndicate;
- f. To do or cause to be done all things ancillary or incidental to any of the aforesaid powers, or to the purposes of the Fund.

Any appeal against the decisions of the Board of Trustees shall lie with the Syndicate within 90 days of the Board's decision, and the decision of the Syndicate shall be final and binding on members participating in the scheme.

10.10 Exemptions from Taxes

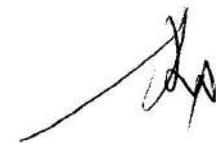
For exemption of taxes on Benevolent Fund, rules of the Provincial Government / Federal Government may be applied.



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

CHAPTER-11

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
PENSION AND GRATUITY
STATUTES, 2016**



Section Officer (III),
Government Secretariat,
Khyber Pakhtunkhwa, Peshawar

11.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR: PENSION AND GRATUITY STATUTES, 2016

11.1 Extent of Application

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

- (i) Contingent-paid or work-charged establishment.
- (ii) Persons employed on contract
- (iii) Employees whose conditions of service are governed by special provisions made under any law, rules or regulations for the time being in force.
- (iv) Any employee or class of employees, who may specifically be excluded by the Syndicate from the purview of the Statutes, or who hold(s) post(s) which have been declared by the Syndicate as non-pensionable.
- (v) A person who is not a whole-time employee, but is merely engaged for casual or occasional work, such as part-time Lecturer, scrutinizer, etc.
- (vi) A 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.

11.2 Application of Government servants' Pension Rules to University Employees:

2. (1) Save as otherwise provided in these Statutes, the Government of 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;

any reference to Government were a reference to University;

any reference to Government servant were a reference to University employee;



Section Officer (T.A.)
Minister's Secretary
Khyber Pakhtunkhwa, Assistant
(b)

- (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 which 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.

11.3 Pension and gratuity

- 3. (1) On retirement a pensionable employee shall be entitled to receive such pension or gratuity as may be prescribed.
- (2) In the event of death of an employee, whether before or after retirement, his family shall be entitled to receive such pension or gratuity, or both, as may be prescribed.
- (3) No pension shall be admissible to an employee who is dismissed or removed from service for reasons of discipline, but the university may sanction compassionate allowance to such an employee, not exceeding two-third of the pension or gratuity which would have been admissible to him had he been invalidated from service on the date of such dismissal or removal.
- (4) If the determination of the amount of Pension or gratuity admissible to an employee is delayed beyond one month of the date of his retirement or death, he or his family as the case may be, shall be paid provisionally, such anticipatory pension or gratuity as may be

[Signature]
Action Officer (In),
Uo's Secretariat,
Chawla, Peshawar

determined by the prescribed authority, according to the length of service of the university employee who qualifies for pension or gratuity, and any overpayment on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such an employee or his family:

Provided further that the amount in case of Contributory Provident Fund subscribed by the civil servant shall be transferred to his General Provident Fund.

- (5) In case any difficulty arises in giving effect to any of the provisions of this section, the case will be referred to anomaly committee for removal of the difficulty.

11.4 Qualifying Service for Pension

- (i) Subject to the Statues; the service of an employee shall qualify for pension from the beginning, viz from the date of initial joining in the University.
- (ii) Service rendered by a University employee in a Government Department, or an autonomous body, before joining service of the University, shall be counted as qualifying for pension, provided that the said service was pensionable, and the proportionate share of pension for that service is borne by the former employing Departments/ Organizations undertaking the liability to pay the proportionate pensionary charges i.e. leave salary and pension contribution.

11.5 Condonation of interruptions and deficiencies:

- (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.

11.6 Pension Fund

There shall be a Pension Fund account to which funds shall be transferred on account of contribution made by the University equivalent to 33.33% of the basic pay of all permanent employees.

11.7 Authority Competent to Grant Pension

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



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

11.8 Payment

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

11.9 Maintenance of Pension Fund

If the amount in the Pension Fund Account is surplus to the requirements for the purposes of pension, the surplus amount may, with the prior sanction of the Vice Chancellor, be invested in such manner as may be necessary. But if the Pension Fund is running short of requirements for the purposes of pension, the Vice Chancellor may require the University to raise its contribution to the Pension Fund, to such extent as may be deemed fit.

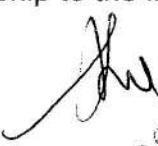
11.10 Allowances

A retiring employee in BPS-20 and above shall be allowed a special additional pension equal to the Orderly Allowance as approved by the syndicate.

A Retiring employee shall be allowed a special additional pension equal to the other admissible allowances as approved by the syndicate.

11.11 RELAXATION

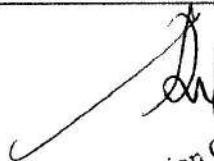
Any of the Statutes may, for reasons to be recorded in writing, be relaxed in individual cases by the Syndicate, if it is satisfied that the strict application of the Statutes will cause undue hardship to the individual concerned.



K. Jayaraman
Section Officer (HD)
Governor's Secretariat,
Kalyani Pathmanabha, Nellore

CHAPTER-12

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR INSURANCE STATUTES, 2016



Section Officer (III),
Government Secretariat,
Khyber Pakhtunkhwa, Peshawar

12.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR INSURANCE STATUTES, 2016

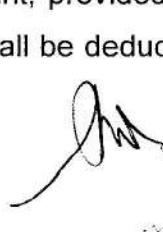
12.1 Entitlement to the Benefits from the Group Insurance

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.

12.2 SUBSCRIPTIONS BY THE EMPLOYEES

- I. Every permanent/regular employee shall pay to the Group Insurance a monthly subscription at the rates prescribed from time to time .
- II. 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.
- III. 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-5. However, the amount of unpaid subscription shall be deducted from his General Provident Fund.



Section Officer (I)
Government's Insurance
University of Engineering & Technology, Peshawar

12.3 Grants out of the Group Insurance Revenue

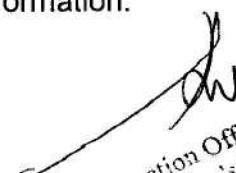
- (i) If any employee:
 - (a) due to accident is declared by the prescribed medical authority to have been completely incapacitated physically or mentally, to discharge the duties of his employment, or
 - (b) dies during the continuance of his employment, his family shall be entitled to receive a Group Insurance Grant by the Insurance Company, according to rates with reference to scale as prescribed from time to time.

12.4 Assistance Package for Families of Employees who die In Service:

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

12.5 AUDIT & ACCOUNTS OF THE INSURANCE PREMIUM

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),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

CHAPTER-13

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
ELECTION TO THE AUTHORITIES
STATUTES, 2016**



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

13.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR: ELECTION TO THE AUTHORITIES STATUTES, 2016

13.1 Application:

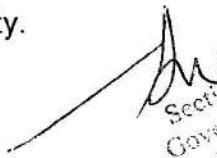
These statutes shall be applicable to the elections for all the constituencies of the Authorities established under the Act and any other authority established under statutes for which election is required.

- i. These Statutes may be called "University of Engineering and Technology, Election Statutes", in terms of section-19(1)(n), 22(i)(1)(n), 24(1)(e)(g) of the Khyber Pakhtunkhwa Universities Act, 2012.
- ii. These statutes shall come into force with immediate effect.

13.2 Definitions

In these Statutes, the following expressions shall have the meanings assigned to them:

- a. "**University**" means University of Engineering and Technology, Peshawar.
- b. "**Act**" means the Khyber Pakhtunkhwa Universities Act, 2012 (amended upto date).
- c. "**Appointed Date**" means a day within the working hours of the University office so fixed by the Election Authority for nominations, withdrawals, election or any other day for a particular objective in connection with the elections.
- d. "**Constituency**" means a constituency delimited under the Khyber Pakhtunkhwa Universities Act 2012.
- e. "**Election**" means election of a member or members for the specified authority.


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

- f. "**Elector**" means a person who is on the electoral list including TTS faculty for any electoral constituency for the purpose of elections under the Act.
- g. "**Polling Agent**" means a Polling Agent appointed by a candidate under Section-13.16 of these Statutes.
- h. "**Returning Officer**" means Returning Officer so appointed by the election Authority exercising the powers and performing the function assigned to him in connection with the elections.
- i. "**Presiding Officer and Assistant Presiding Officer**" means Presiding Officers and Assistant Presiding Officers so appointed by the Returning Officer.
- j. "**Committee**" means as defined in "10".
- k. "**Polling Day**" means the day on which the polling is conducted for the elections.
- l. "**Election Authority**" means the Registrar of the University.
- m. "**Candidate**" means a regular faculty member (confirmed) including TTS (tenured) faculty contesting the elections for a specific category under the Act.
- n. "**Specified Authorities**" means the Senate, Syndicate and Academic Council of the University of Engineering and Technology, Peshawar.

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

13.3 Election Authority

The Registrar shall conduct the elections and deal with all other relevant matters, as the Election Authority of the University and subject to these Statutes regulates his own procedure of work.

- a. The Registrar may require any employee of the University to perform such functions and render assistance for the purpose of these Statutes as he may direct.
- b. The Registrar shall determine the number of constituencies of General Election in accordance with the provisions of the University Act.

[Signature]
Safdar Officer (C)
Governor's Secretary
University of Peshawar, Peshawar

13.4 General Elections to fill vacancies

Once in three years, General Elections shall be held on the Appointed Date to fill vacancies in the specified authorities of the University as provided in the Act and required to be filled by election. In case of any casual vacancy a by election may be held on the Appointed Date for the remaining term.

13.5 Notice of Election

- a. The Election Authority shall, by a general notification, announce the programme of elections in the specified authorities. The notice for election shall be widely published and uploaded on the University website for the information of faculty members of all teaching departments of the University and satellite campuses.
- b. The Returning Officer may make changes in the election schedule according to the circumstances, with prior approval of the Election Authority.

13.6 Electoral Lists

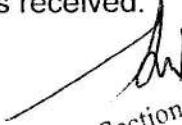
The Election Authority shall publish the electoral lists of the elections of the specified authorities by a general notification by circulation to all Heads of Teaching Departments for information of all concerned. These lists shall also be uploaded on the University website.

13.7 Claims and Objections

All claims for entry in the aforesaid electoral list and objections thereto shall be received by the Election Authority upto an Appointed Date and decided by him within seven days of the Appointed Date and the decision so made shall be notified.

13.8 Decision of the Election Authority

All the decisions of the Election authority shall be final, unless a written objection within three (3) days is received.)



Section Officer (II),
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Khyber Pakhtunkhwa, Peshawar

13.9 Decision by the Committee

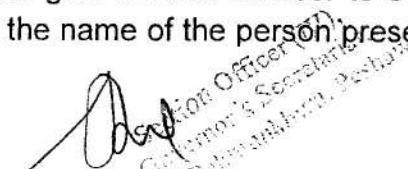
If any objection is taken to the decision of the Election Authority, it shall be decided within three days by a Committee consisting of five (5) faculty members, to be appointed by the Vice-Chancellor, one of whom shall be nominated as the Convener of the meeting. The quorum shall be 3 and the decision shall be taken by majority. In case of a tie, the Convener shall have a casting vote.

13.10 Eligibility for voting

No person shall be eligible to vote or be elected at any election held for the Specified Authorities unless he fulfills the conditions prescribed in the Act.

13.11 Nomination of election

- a. Any Elector of a constituency may propose or second the name of any qualified person who is a member of that constituency, for election.
- b. Every proposal for election shall be made on a separate nomination paper on the prescribed form, which shall be signed by the proposer and the seconder and shall contain:-
 - i. 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 member.
 - ii. Each Elector shall be entitled to propose or second as many persons for election as there are vacancies in each constituency.
 - iii. Nomination by an Elector in excess of the number of vacancies in a constituency shall invalidate all his nominations as proposer or seconder.
- c. Every nomination paper shall be delivered personally by the candidates or his proposer or seconder or sent to the Returning Officer by post under registered cover, so as to reach him not later than the Appointed Date.
- d. The Returning Officer shall give a serial number to every nomination paper and record therein the name of the person presenting it and the date of its receipt.



Signature of the Returning Officer
Convener's Secretary
Central Board of Secondary Education

- e. The Returning Officer shall notify, within the University and on the University website, a list of nomination papers received by him containing the particulars of the candidates and the name of the proposer and seconder.

13.12 Scrutiny

- a. On the Appointed Date the Returning Officer shall scrutinize the nomination papers received by him. The candidates, their election agents, proposers, or seconders may attend the scrutiny of papers.
- b. The Returning Officer shall give the candidates, their polling agents, seconders and proposers reasonable opportunity for examining the nomination papers and objection raised, if any, shall be considered and decided on the spot by the returning officer.
- c. The Returning Officer shall reject nomination papers of any candidate after ascertaining any of the following:-
 - i. The candidate is not qualified to be elected as member.
 - ii. The proposer or seconder is not an Elector.
 - iii. The provisions of these Statutes have not been complied with or that the signatures of the proposer or the seconder have been forged.
- d. The rejection of any nomination paper shall not invalidate the nomination of a candidate by any other valid nomination paper.
- e. The Returning Officer shall reject nomination papers with serious flaws.
- f. The Returning Officer shall endorse on each nomination paper his decision accepting or rejecting it, with reasons.
- g. In case of rejection of a nomination paper, the candidate may file objection, to the Committee, within three days, whose decision shall be final.

13.13 Publication of List of Candidates

After scrutiny of the nomination papers, the Returning Officer shall prepare and notify a list of eligible candidates.

[Signature]
Section Officer (II),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

13.14 Withdrawals

- a. Any nominated candidate may withdraw his candidature by a notice in writing, signed by himself, and delivered to the Returning Officer either in person or by post under registered cover so as to reach the Returning Officer on or before the Appointed Date.
- b. A notice of withdrawal shall be final.
- c. Copies of such notices of withdrawal shall be notified for general information and a copy placed on the University notice board and website.

13.15 Un-Contested Election

Where after scrutiny only one person remains as a validity 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 nomination paper.

13.16 Polling Agent

- a. The contesting candidate may, before the commencement of the poll, appoint for each polling station a Polling Agent and shall give notice thereof in writing to the Presiding Officer.
- b. The appointment of the Polling Agent may be revoked at any time by the candidate.
- c. Where any act is authorized under these Statutes to be done in the presence of the candidate or Polling Agent, the failure of such person to attend shall not invalidate any act otherwise validly done.

13.17 Poll Hours

The Returning Officer shall notify the date and hours of polling.

13.18 Stopping of the Poll

- a. If the polling at the polling station is so interrupted and obstructed that in the opinion of the Presiding Officer it cannot be carried on, the Presiding Officer may stop the poll and inform the Returning Officer that he has done so.

- b. When the polling has been stopped, the Returning Officer shall immediately report the circumstances to the Election Authority, who shall direct a fresh poll of that polling station 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 at this polling station are known.
- c. The elections under these statutes shall be contested by secret ballot.
- d. The ballot papers shall be issued after identification and comparison with the electoral list to the satisfaction of the Returning Officer or the Presiding Officer at polling stations.
- e. Any ballot papers with cutting, scratching or over-writing, and not bearing an official mark, shall be rejected as invalid.

13.19 Counting of Votes

- a. The Presiding Officer shall record on conclusion of polling, the number votes cast, votes rejected and the balance thereof.
- b. The candidate or his polling agent shall be allowed to be present at the time of counting the votes.

13.20 Declaration of Results

- a. The results of the counted votes shall be reported by the Presiding Officer(s) to the Returning Officer(s) for total counting and notifying the successful candidate.
- b. In case of equality of votes between two or more than two candidates, the Returning Officer shall re-announce election among those candidates.
- c. If any candidate or polling agent objects to the counting, and the objection is reasonable in the opinion of the Presiding Officer, he may order recounting of the votes in the presence of these persons.

13.21 Election Tribunal

- (i) All the petitions in case of disputes in election shall be addressed to the Election Tribunal within three days of the declaration for results. The Election Tribunal shall consist of:
 - (a) Nominee of the Chief Justice of Peshawar High Court appointed as a member of the Syndicate (Chairman).
 - (b) Secretary Higher Education, Govt. of KP (Member).

(c) Nominee of the Vice-Chancellor (Member).

(ii) The Election Tribunal may examine the petitioner and other candidates and also examine the records of the election and upon the conclusion make an order:

(1) Rejecting the petition OR

(2) Declaring the election of the returned candidate void OR

(3) The petitioner or other contesting candidates to have been duly elected, OR

(4) Declaring the elections as a whole void.

(iii) The decision of the Election Tribunal shall be final and binding on all parties to the dispute.

13.22 Custody of Election Record

The Returning Officer shall retain until three (3) months from the date of election all papers connected with the election. After three (3) months the documents shall be destroyed.

13.23 Rules

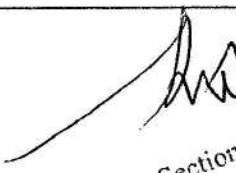
For carrying into effect the purpose of these statutes, rules may be framed with the approval of the Syndicate.



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

CHAPTER-14

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
AFFILIATION AND DIS-AFFILIATION
OF EDUCATIONAL INSTITUTIONS
AND RELATED MATTERS STATUTES,
2016**



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

14.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR: AFFILIATION AND DIS-AFFILIATION OF EDUCATIONAL INSTITUTIONS AND RELATED MATTERS STATUTES, 2016

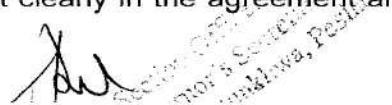
14.1 Procedure for Affiliation

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

- a. An educational institution applying for affiliation shall send a formal application to the Secretary Affiliation Committee, six months prior to commencement of academic programme of the University, along with application fee as determined by the Syndicate from time to time.
- b. The Affiliation Committee shall examine the information contained therein as well as the statements submitted along with the original application.
- c. If the Affiliation Committee is satisfied with the information and the statements, it may, with the approval of Vice Chancellor, send an Inspection Committee to visit 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 programmes.
- g. The educational institutions affiliated to the University shall be governed by the relevant regulations & rules framed by the University from time to time.

14.2 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;



A handwritten signature in black ink, appearing to read 'J. A. Khan' or similar, is placed over a circular official stamp. The stamp contains the text 'University of Engineering & Technology Peshawar' around the perimeter, and 'Secretary' in the center.

- 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.

14.3 Inspection Committee:

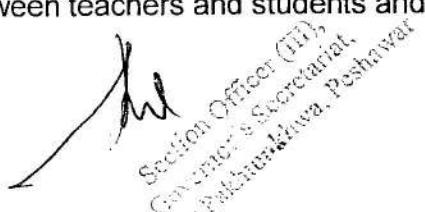
There shall be an Inspection Committee constituted by Vice Chancellor as follows:

- i. Two Faculty members not below the rank of Associate Professors who are expert in relevant field to be nominated by concerned Dean of faculty. Senior faculty member will act as convener.
 - ii. Controller of Examination
 - iii. Deputy Registrar (Regulation) Member/Secretary
4. The Inspection Committee shall examine the Educational Institution in the light of the provision of Statutes of the University and the information supplied through the questionnaire (Annexure 14.1)
 5. If the Inspection Committee, is satisfied that the prescribed requirements have been fulfilled, it may recommend that the affiliation be granted.
 6. The Inspection Committee may not recommend the affiliation if the prescribed requirements are not fulfilled, provided that in case of such deficiencies as, in the view of the Inspection Committee, do not impede the academic progress of the Institution, the Committee may recommend provisional affiliation.



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Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

7. The report of the Inspection Committee shall be placed before the Affiliation Committee which may accept the recommendations or refer the case back to the Inspection Committee with certain queries.
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;
 - viii. health and general welfare of the students;
 - ix. the ratio between teachers and students and the total workload of a teacher.



Section Officer (I.T.)
Guru Nanak's Secretariat,
Guru Nanak Bhawan, Peshawar

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.



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

ANNEXURE – 14.1: APPLICATION FORM FOR AFFILIATION

Note: please answer every question clearly and in detail:-

1. General:

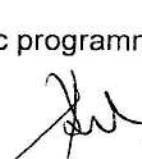
- i) Name of Institution/college, address with fax/ email /telephone numbers;
- ii) Year and objectives of establishment;
- iii) Name of the controlling authority/chief executive;
- iv) Name, designation and qualifications of the head of institution;
- v) Name of registered society/body, trust, foundation;
- 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;



Dr. S. N. Khurana
Section Officer
Section Officer
Secretary
Punjab
Khurana, Peshawar

- 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:

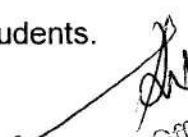
- i) Faculty strength, names of members of teaching staff, their qualification, training and skill, designations, experience, pays scales;
- ii) Mode of appointment of teaching staff and criteria of selection;
- iii) Total number of non-teaching, administrative and supporting staff, their designation, 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.



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

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:

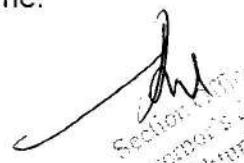
- i) Arrangement for academic supervision of students;
- ii) Arrangements for quality assurance;
- iii) Level of administrative and technical support for quality assurance

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

11. Additional information, if any

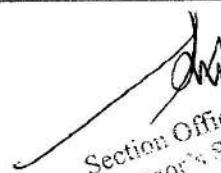
The template of the inspection proforma is subject to revision by the syndicate from time to time.



Dr. Jayant Patel
Section Officer (AO)
Governer's Secretariat
District Panchkula, Haryana

CHAPTER-15

**ESTABLISHMENT OF FACULTIES,
TEACHING DEPARTMENTS,
CONSTITUENT INSTITUTIONS,
CONSTITUENT COLLEGES AND
OTHER ACADEMIC DIVISIONS
STATUTES, 2016**

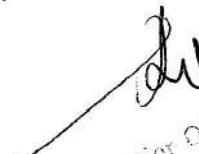


Section Officer (II),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

15.0 ESTABLISHMENT OF FACULTIES, TEACHING DEPARTMENTS, CONSTITUENT INSTITUTIONS, CONSTITUENT COLLEGES AND OTHER ACADEMIC DIVISIONS STATUTES, 2016

15.1 Faculties

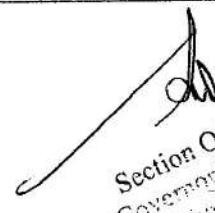
1. Faculty of Engineering and Technology
2. Such other Faculty/Faculties as may be established through statutes
3. The Syndicate may from time to time, on recommendation of the Academic Council propose establishment of such other faculties/Departments/Institutes and constituent Institutes/ Colleges in the University, and its Sub-Campuses when needed.



Sector Officer (JD),
Governing Secretariat,
Khyber Pakhtunkhwa, Peshawar

CHAPTER-16

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
EMPLOYEES MEDICAL ATTENDANCE
STATUTES, 2016**



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

**16.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR EMPLOYEES
MEDICAL ATTENDANCE STATUTES, 2016**

S.NO	Proposed Amendments/Changes
1	<u>SHORT TITLE, COMMENCEMENT AND APPLICATION</u> These rules may be called University of Engineering & Technology Peshawar Uniform Medical Rules-1993 (Amended). These rules shall apply to all employees and such other persons who are in regular service of the University and declared eligible as such. Retired employees and their spouses, un-married or divorced daughter(s) and disabled children are also eligible. These Rules shall not apply in case of contingent paid staff and contract employees.
2	<u>DEFINITIONS</u> <ul style="list-style-type: none"> i) "University" means University of Engineering and Technology, Peshawar and its Campuses. ii) "Competent Authority" means Vice Chancellor, University of Engineering and Technology, Peshawar iii) "Patient" means employee serving or retired of the University and his/her family to whom these rules apply and who is in need of medical treatment. iv) "Family" means an employee's spouse(s) or children, parents dependent upon employee, Un-married or divorced daughter(s), un-married disabled children irrespective of their age. However, in service parents or those retired from Government/Semi Government or other organization where Old-age benefits, similar to those offered by the University are available, and married children or sons above 25 Years of age shall not be included. v) "Authorized Medical Attendant" means a qualified Medical Doctor who is registered and authorized under the law to do medical practice and is designated as such by the University to certify the justification for outdoor private doctor(s) clinic and also for indoor admission of a patient to a Government/Semi Government/Military/Local Government or any other Hospital to be specified. VI) "Authorized Officer" means Medical Officer notified by the University to refer a patient to the Authorized Medical Attendant. VII) "Hospital" means a well-established / equipped hospital or clinic maintained by the Government / Semi Government / Military / Local Government or as notified by the University

	VIII) "Laboratory" means a Laboratory established by the Governments / Semi Government/Military/Local Government / private hospitals or laboratories or as referred by the Authorized Medical Attendant.
	ix) <u>Medical Attendance</u> <ul style="list-style-type: none"> a) Medical attendance/treatment means indoor/outdoor treatment in an authorized hospital, dispensary, clinic, laboratory and facilities as are considered necessary by the Authorized Medical Attendant.
	<ul style="list-style-type: none"> b) Supply of such medicines, vaccines, sera or other therapeutic substance declared essential for recovery of the patient during the period of hospitalization.
	<ul style="list-style-type: none"> c) Minor or Major Surgery
	<ul style="list-style-type: none"> d) Accommodation in hospitals according to the rank or status of employees.
	<ul style="list-style-type: none"> e) Maternity facilities including prenatal and postnatal treatment and accommodation in a Hospital/Maternity Home in accordance with the prescribed Rules.
	<ul style="list-style-type: none"> f) Dental treatment includes dental treatments required for the dental diseases excluding cosmetic treatments.
	x) "Reimbursement" means the amount to be reimbursed to the employees on account of medical attendance as specified under the Statutes.
	xi) "Medical Allowance" means a monthly allowance paid to University Employees.
3	<u>RATE OF MEDICAL ALLOWANCE</u> A University employee shall, in addition to reimbursement of outdoor and indoor treatment charges / hospitalization charges, be entitled to prescribed Medical Allowance.
4	<u>PROCEDURE FOR INDOOR MEDICAL TREATMENT</u> The employee suspecting uncured ailment, shall approach the Authorized Officer for permission to seek indoor treatment in a Hospital. This procedure, however, shall not be applicable in case


Section Officer (III)
Government Secretariat
Khyber Pakhtunkhwa, Peshawar I)

	of emergency where information may be given to the Authorized Officer after the admission of the patient to the hospital.
	<p>II) Approved hospital may refer the case to other Specialists, Consulting Physicians, Surgeons and Gynecologists etc, provided that it is certified by the approved hospital that the treatment is not available in their hospital or in Khyber Pakhtunkhwa or in Pakistan. However, for outside the country treatment prior approval of the syndicate may be acquired.</p>
	<p>III) The approved hospitals may also refer the cases for laboratory examinations/tests as they deem fit to specified laboratories.</p>
5	<p><u>ACCOMMODATION FOR INDOOR TREATMENT</u></p> <p>The scale of accommodation in hospitals for employees of the University as indoor patient would be as under:-</p> <p>a) Officers in Grade-17 and above : Private Room b) Employees in Grade-11 to 16 : Semi Private Ward c) Others in Grade-1 to 10 : General Ward</p>
6	<p><u>RESIDUARY PROVISION</u></p> <p>Where these Statutes do not contain provisions relating to any matter affecting medical attendance and treatment, a relevant rule or rules of the Government may be followed.</p>
7	<p>In case of Hepatitis, Cancer, Aids, TB, Thalassemia, Diabetes, Heart, Kidney, Renal Diseases, Hypertension, Epilepsy, Psoriasis, Asthma and other illnesses, where continuous indoor medical treatment is not often required to the patient, reimbursement of medical charges at home will be allowed after verification by the Authorized Medical Officer.</p>
8.	<p>The Vice-Chancellor shall constitute a Medical Sub-Committee consisting of the following officials to deal with the day to day issues of medical reimbursement upto a limit as prescribed by Authority, for a period of 2-years:-</p> <p>1- Professor 2- Medical Officer, Islamia College Hospital,</p>

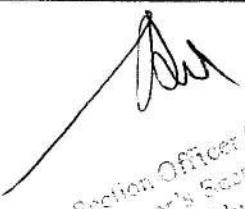

Dr. S. M. Iqbal
Medical Officer (I.P.)
Convener
Vice-Chancellor's Secretariat
Islamia College Hospital, Peshawar

	Islamia College Peshawar : Member
3-	Senior Medical Officer Female Dispensary, : Member
	University of Peshawar
4-	Authorized Medical officer notified by the University : Member
5-	Auditor : Member
6-	Additional Registrar (Estt:) UET : Member
7-	Nominee of the Treasurer : Secretary
9.	The Syndicate may from time to time amend the medical statutes which shall be reported to the Senate.


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

CHAPTER-17

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
LEAVE STATUTES, 2016**



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

**17.0 UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR LEAVE
STATUTES- 2016**
SHORT TITLE, COMMENCEMENT AND APPLICATION

17.1 Title & Commencement

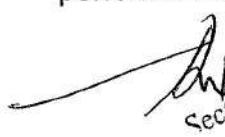
- 1- These Statutes may be called the University of Engineering & Technology leave Statutes 2016.
- 2- These Statutes shall be deemed to have come into force with immediate effect.

17.2 Application

- 3- These Statutes shall apply to all employees of the University of Engineering & Technology, Peshawar. Persons on deputation shall be governed by the leave statutes of their parent organizations, unless otherwise provided in their contract of service.

17.3 Definitions

4. (1) In these Statutes unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under:-
 - (a) "Pay" means the amount drawn monthly by a University employee/teacher as:
 - i) the pay other than special pay, or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in as officiating capacity, or to which he is entitled by reason of his position in a cadre; and
 - ii) overseas pay, technical pay, special pay and personal pay; and
 - iii) any other emoluments which may be specially classed as pay by the Syndicate
 - (b) "Employee" means a person who holds a post in the University service and who is paid from the University funds;
 - (c) "Year" means Calendar year.
 - (d) "Leave Salary" means the monthly amount paid by the University to its employee on leave.
 - (e) "Duty" means the period during which a University employee performs the duties of a post and it includes.


Section Officer (III),
Corp's Secretariat,
UET Peshawar

- i) Service as a probationer or as apprentice provided such service is followed by confirmation.
 - ii) The period spent on an authorized training instructors refresher courses, study tour and exchange programme, outside or within Pakistan.
- f. Heads of Departments: The term includes:-
- i. Chairman of the University Teaching Departments.
 - ii. Directors of Institutes/Academics to be established as constituent institutions by the University.
 - iii. Heads of Administrative Divisions viz Registrar, Treasure, Controller of Examinations and other officers, designated as such.
- (g) "Medical Certificate" means the medical certificate issued by any of the University Authorized Medical Attendants approved by the Syndicate.
- (h) "Active Service" means the time spent on duty and on privilege leave.
- (i) "Regular Vacations" mean:
- i) Summer Vacation of 12 weeks.
 - ii) Winter Vacation of 2 weeks and
 - iii) Spring Vacation of 2 weeks.
- Provided that the Syndicate may alter the period in (i), (ii), & (iii)
- (j) "Regular Leave" means any of the leaves mentioned under section-6.
- (2) All other terms and expressions shall have the same meanings as assigned to them under the Act & Statutes.

17.4 Statutory Provision

- 5- (1) A University employee shall be allowed leave in accordance with the Rules applicable to him, provided that the grant of leave will depend on the exigencies of Service and be at the discretion of the competent authority.
- (2) Leave shall be applied for, expressed and sanctioned in terms of days.
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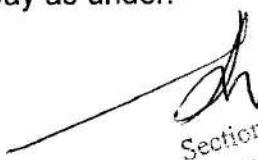
6- University Employees shall be entitled to the following kinds of leave

- (a) Privilege Leave
- (b) Sick Leave
- (c) Maternity Leave
- (d) Study Leave
- (e) Sabbatical Leave
- (f) Special Disability Leave
- (g) Leave Preparatory to retirement
- (h) Leave not due
- (i) Extra ordinary Leave
- (j) Special Leave
- (k) Duty Leave

17.5 Privilege leave

7- (i) A University employee shall earn leave only on full pay. It shall be calculated at the rate of 4 days for every calendar month of the period of duty rendered and credited to the leave account as "leave on full pay" duty period of 15 days or less in a calendar month being ignored and those of more than 15 days being treated as a full calendar month for the purpose. If a University employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only.

Provided, that the provision of clause (i) will not apply to vocational staff. A vocational employee of the university may earn leave on full pay as under:-



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a)	When he avails himself of full vacation in a calendar.	At the rate of one day for every calendar month of duty rendered.
b)	When during any year he is prevented from availing himself of the full vacation.	As for a civil servant in Non-Vacation Department for that year and
c)	When he avails himself of only a part of the vacation.	As in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

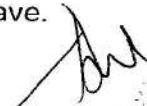
- ii. There shall be no maximum limit on the accumulation of such leave.
- 8- For the purpose of Section-7 holidays and regular vacations except those falling within the time an employee is absent on regular leave shall count as duty.
- 9- The powers to grant privilege leave shall vest in the Vice-Chancellor, provided that he may delegate these powers to the Heads of Departments by a general or special order in writing.

- 10- The maximum period of leave on full pay that may be granted at one time by the competent authority shall be as follows:

- a. Without Medical Certificate 120 days
- b. With Medical Certificate 180 days
PLUS
- c. On Medical Certificate from Leave account in entire service 365 days

17.6 Grant of leave on half pay

- 11- (1) Leave on full pay may be converted into leave on half pay, at the option of the employee.
- (2) Debits to the leave account will be at the rate of one day of the former For every two days of the latter, fraction of one-half counting as one full Day's leave on full pay.
- (3) The request for such conversion shall be specified by the employee in his application for the grant of leave.



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University of Rajasthan

- (4) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

17.7 Conversion of leave account

All leave at credit in the account of an employee who was in service prior to the adoption of these statutes shall be carried forward and expressed in terms of leave on full pay. The leave account in such cases shall, hence forth or in the case of employee who was on leave on that date with effect from the date of his return from leave, be recast as under:-

- (i) Leave on full pay-
 - (a) 1 month 30 days
 - (b) 1 days 1 day
- (ii) Leave on half pay-
 - (a) 1 month 15 days
 - (b) 2 days 1 day

17.8 Sick Leave

- 12- (i) Sick leave means leave granted to an employee in case of illness on production of medical certificate.
(ii) Sick leave shall be debited against the credit of privilege leave.
(iii) Leave applied for on medical certificate shall not be refused.
The authority competent to sanction leave may, however, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or the Standing Medical Board to have the applicant examined.
(iv) Sick leave may be granted by the Vice-Chancellor, who may delegate his powers to other officers in this respect.

17.9 Maternity Leave

- 13- (i) Maternity leave may be granted on full pay, to a female employee on Medical Certificate to the extent of ninety days in all


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from the date of its commencement or forty five days from the date of her confinement, whichever be earlier.

- (ii) For confinement beyond the third one, the female employee would have to take leave from the normal leave account.
- (iii) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extra-ordinary leave as may be due and admissible to female employee.
- (iv) For the purpose of this Section, the term "Pay" includes officiating pay provided the authority sanctioning the leave under these statutes certifies that the member of the service would have continued to officiate had she not proceeded on maternity leave.
- (v) Maternity leave shall not be debited to leave account.
- (vi) Maternity leave may be granted by the Vice-Chancellor. He may delegate his powers to other officer in this respect.

17.10 Study Leave

- 14- Study leave means leave granted to a permanent University employee for obtaining a higher degree or post doctorate within or outside Pakistan and it may be granted on full pay by the Syndicate to such a permanent employee who avail the opportunity to improve his qualification in or outside the country.
- 15- Application for study leave must clearly specify the course or courses of study contemplated and any examination which the application proposes to take. No course of study will qualify the applicant for study leave or leave salary unless it has been approved by the Syndicate.
- 16- Such study leave shall not be granted to a University employee who is due to retire from service within five years of the date on which such leave and the leave if any with which it is combined, would expire.
- 17- Study leave shall initially be granted for one year. The period of study leave shall not exceed four years during the whole period of service of a University employee.
Extension for one year at a time would be granted only on receipt of progress report of the scholar form the supervisor concerned to be monitored by the University on regular basis.

[Signature]
Section Officer
Governor's Secretary
University of Peshawar

- 18- Study leave will count as service for increment, promotion gratuity and bonus but not for leave. It will count as extra leave and except as provided in Section-20 below, study leave will not affect any leave which a university employee may already have taken, and shall not be debited against his leave account.
- 19- The grant of study leave under these Statutes is further subject to the following conditions:-
- a) If an employee who is granted study leave does not show satisfactory progress in his studies or fails to obtain the relevant degree within required period, the Syndicate may direct that.
- i) his study leave shall be cancelled and study leave availed by him shall be converted into other leave standing at his credit or into extra-ordinary leave if no other leave stands to his credit and he shall refund to the university either the whole or part of the difference between the leave salary paid to him for the period of study leave and the leave salary admissible to him on account of the leave to which the study leave has been converted, or the whole or part of the leave salary paid to him for the period of the study leave, if such leave has been converted into extra-ordinary leave: and that:
- ii) All the privileges allowed to him under Section-23 shall be withdrawn.
Provided that the clauses (i) and (ii) above shall not apply in case the University employee fails to show satisfactory progress in his studies or to obtain the relevant degree due to illness or other circumstances beyond his control.
- iii) Any employee of the University who proceeds on study leave should be paid due salary under the statutes and this should not be affected by the provision of a substitute in the department.
- iv) Maximum period of study leave for Ph.D should be 5 years of which three years should be with pay and the remaining two years without pay.
- ✓ v) That Study Leave should be granted for studies in a University within or outside the country, other than the University of Engineering and Technology, Peshawar.
- vi) Study Leave should be granted as a matter of course, keeping in view sparability of the employee as ascertained from the Chairman of the Deptt. and the Dean of the Faculty concerned.
- vii) University may allow leave to all those employees, who on their own, manage to acquire foreign scholarship/ assistantship etc.


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- viii) Improvement in qualifications/acquiring higher education by the University employees should ordinary be in their relevant fields.
 - ix) That these statutes shall apply for higher studies leading to M.Sc / M.Phil / and Ph.D or equivalent within the country or higher studies abroad. It excludes cases pertaining to post Doctoral Fellowships.
 - x) Period of study leave with pay for different levels of higher education abroad/within the country shall be as follows:
 - 1) Ph.D or Equivalent 3 years
 - 2) MS/M.Phil 2 years or equivalent
- b. Before proceeding on study leave the University employee shall execute a bond on a judicial stamp paper to the effect that on his return from study leave, he shall serve the University for such period as specified in clause(i) below and that in case of his failure to serve the University for this period, he shall pay to the University as liquidated damages and not penalty the amount as specified in clause (ii) below:
- i. If the period of study leave is from six months to one year he shall serve the University for two years: if it is from one to two years, he shall serve the University for three years and if it is from two to three years of more, he shall serve the University for five year. No bond will be required in case of study programme for less than six months. It excludes cases pertaining to post Doctoral Fellowships.
 - ii. If the does not resume duty on the expiry of the study, leave granted to him or after resuming duty, leaves the University service before the expiry of the relevant period as specified in clause(i) above, he shall be liable to pay to the University, as liquidated damages, the amount calculated at the amount mentioned in the bond to be determined by Syndicate for one calendar year.

17.11 Sabbatical Leave

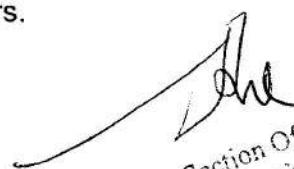
- 21- (a) A University employee may be granted one year' sabbatical Leave on average pay on the completion of every six year of Active service in the University subject to a maximum of two Years during the whole period of his service at the University.

[Signature]
Sachin Chaturvedi
Governor's Secretary
Vice Chancellor
Panjab University

- (b) Sabbatical leave will be granted to a permanent University Employee only for undertaking such research assignments within or outside Pakistan as are related to his subject in respect of which he will be required to give definite proof.
- (c) Subject to the exigencies of service sabbatical leave may be upto a maximum of one year at a time with pay.
- (d) A University employee shall not be allowed to proceed on Sabbatical leave during a semester.
- (e) A University employee proceeding on sabbatical leave shall be entitled to retain the residential accommodation allotted to him by the University, provided his family resides in the house, provided University dues are paid regularly.
- (f) It shall not be permissible to combine sabbatical leave with any other leave.

17.12 Extra-Ordinary Leave

- 22- (1) Extra-ordinary leave may be granted to a University employee in special circumstances:-
 - (a) When no other leave is admissible under these University Statutes.
 - (b) When other leave is admissible, but the University employee concerned applies in writing for the grant of extra-ordinary leave.
- (2) No leave salary is admissible in the case of extra-ordinary leave.
- (3) The authority empowered to grant leave may commute retrospectively the period of absence without leave into Extra-ordinary leave.
- (4) In the case of a permanent employee, the period of absence From duty at one time on account of extra-ordinary leave or such leave in conjunction as combination with any other kind of leave shall not exceed five years.

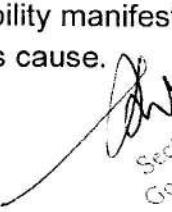


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- (5) Extra Ordinary Leave (leave without pay) of 5 years is admissible to a University employee for each spell of 10 years of continuous service. If however, a University employee has not completed 10 years of continuous service on each occasion/time, extra-ordinary leave (leave without pay) for a maximum period of 2 years may be granted at the discretion of competent authority.
- (6) Maximum leave availed during one continuous period of 10 Years should also not exceed beyond 5 years.
- (7) The cases already decided prior to the adoption of these Statutes need not be reopened.
- (8) Extra-Ordinary leave may be granted by the Vice Chancellor, who may delegate his powers to officers in this respect.
- (9) Notwithstanding any things to the contrary contained in the preceding sub-rules, the syndicate may in case of individual hardship, grant extraordinary leave in excess of the maximum leave admissible to a university employee under Sub-Section (4) or Sub Section (5) as the case may be.

17.13 Special Disability Leave for injury Inflicted

23. (1) Subject to the herein after specified a competent authority may grant special disability leave to a University employee who is disabled by injury inflicted or caused in, or in consequence, of the due performance of his official duties or in consequence of his official position.
- (2) Special disability leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to the notice of the competent authority. The Competent Authority, if satisfied as, to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.



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Khyber Pakhtunkhwa, Peshawar

- (3) The period of leave granted under these parts shall be such as to be supported by a Medical Certificate it shall in no case exceed twenty-four months.
- (4) Such leave may be combined with leave of any other kind.
- (5) Such leave may be granted more than once, if the disability is aggravated or recurs in similar circumstances at later date, but not more than twenty-four months of such leave shall be granted in consequence of any one disability
- (6) Such leave shall be counted as duty in calculating service for pension and gratuity and only half of such leave on average pay shall be debited against the leave account.
- (7) Leave Salary during such leave shall be equal:
 - (a) To full pay for first four months of any period of such leaves, including a period of such leave granted under Sub Section (5) of Section 23.
 - (b) To half pay for the remaining period of any such leave or at the option of employee to full pay for a period not exceeding the period of leave on full pay which would otherwise be admissible to him.

17.14 SPECIAL LEAVE

- 24 (i) The syndicate may, in extraordinary cases grant special leave to a permanent employee on such terms and conditions as they deem proper.
- Provided such an employee has not less than three years of service at his credit in this university.
- (ii) Special leave to female employee
- A female employee may on the death of her husband be granted special leave on full pay not exceeding 130 days this leave shall not be debited to her leave account and will commence from the date of death of her husband. For this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or if that is not possible the said certificate may be furnished to the leave sanctioning authority separately.

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- (iii). Leave ex pakistan
 - a. Leave Ex-Pakistan may be granted on full pay to an employee who applies for such leave or who proceed abroad during leave or takes leave while posted abroad or is otherwise on duty abroad and makes a specific request to that effect.
 - b. The leave pay to be drawn abroad shall be admissible as determined from time to time by competent authority.
 - c. Leave Ex-Pakistan shall be regulated in accordance with statute.
- iv. Death while in service
 - In case an employee dies while in-service, lumpsum payment equal to leave pay up to 365 days out of the leave at his credit shall be made to his family as defined for the purpose of family pension.
- v. Concession shall be allowed to the employees who are declared permanently incapacitated for further service by medical board while in service as below:
 - a. 365 days out of leave in his credit shall be made to him.
 - b. Senior post allowance shall be permissible with leave pay.

17.15 Leave preparatory to retirement/encashment of L.P.R

- 25. (a) An employee may be granted leave preparatory to retirement for a period not exceeding 365 days subject to the availability in his leave account. It will not extend beyond the age of superannuation. It may be taken either one full pay or partly on half pay or entirely on half pay at the discretion of the employee.
- (b) Where an employee opts not to avail the leave preparatory to retirement, he shall be allowed leave salary for the period for which leave preparatory to retirement is admissible subject to maximum of 365 days for the purpose of lumpsum payment in lieu of L.P.R only the senior post allowance will be include in the leave pay so admissible. The payment of leave pay in lieu of leave preparatory to retirement may be made to the university employee either in lumpsum at the time of retirement or may at his option, be drawn by him month-wise in arrears, for and during the period of leave preparatory to retirement.

26. The vice chancellor shall grant leave preparatory to retirement.

17.16 Leave not due

27. Except in case of leave preparatory to retirement, leave, not due may be granted on half pay up to a maximum of twelve months during the whole service if it is on medical certificate, or up to a maximum of three months during the whole period of service if it is not on medical certificate.

Where employee of the service returns from leave which was not due and was debited against his leave account, no leave on half pay shall become due to him until the expiry of the fresh period spent on duty sufficient to earn credit of leave equal to the period of leave which he took before it was due. The accumulation of leave on full pay, that may be earned subsequent to return from leave not due shall remain unaffected but cannot be utilized except to the extent that is exceeds half of the period of unadjusted leave not due.

17.17 Casual Leave

- 28 In addition to the categories of leave already treated an employee may be granted casual leave up to 25 days in a year if he is not entitled to regular vacations. An employee who is entitled to 25 days casual leave shall not be granted more than 10 days casual leave at a time.
- 29 Casual leave to the heads of departments shall be granted by the Vice Chancellor, heads of Departments may grant casual leave to the personnel working under them.
30. Casual leave combined with any other kind of leave will be regarded as one spell of regular leave.

17.18 General Provisions

31. An employee deputed by the university for attending conferences seminar and meetings shall be considered on duty for the period of their duration as well as for the period specific on journey to and from the venue.

32. An employee who is required to undertake examination duties within or outside the university shall be treated on duty up to maximum of twenty-five days or on examination.
- 33- For reasons to be recorded in writing, the Vice-Chancellor may suspend the operation of the preceding Section-32 generally or in specified case.
- 34- A leave account shall be maintained for each employee subject to these statutes in such form as prescribed.
- 35- In case of an employee who opts for these statutes the leave on average pay of half average pay that shall be carried forward as the balance at his credit shall be calculated at the rates had been applicable to the employee concerned from the beginning of his service under the University less the period of leave on average pay or half average pay already taken by him.
- 36- The Syndicate may; (a) grant to an employee any kind of leave admissible under these statutes in combination with any other kind of leave so admissible; (b) grant of an employee any kind of leave admissible under these rules in continuation of any other kind already taken; (c) Commute the whole or any portion of any leave granted under these rules or under the existing leave rules retrospectively into any other kind of leave which was admissible when the original leave was granted;

Provided that the whole period of leave granted either under (a) or (b) above shall not exceed 5 years in each cases.

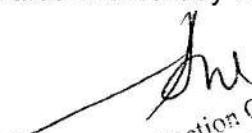
- 37- The temporary or officiating service under the University if it counts for pension shall also count for leave.
- 38- A University employee who is not borne on permanent establishment shall earn leave on full pay at the rate of 1/22 of the period spent on duty;



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Governor's Secretariat
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Provided that no such leave shall be admissible to the employee who avails himself of regular vacation provided also that leave account shall lapse on the date of termination of his service.

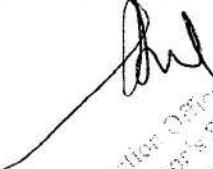
- 39- Leave on half pay on medical certificate may be granted to a temporary employee who has completed one year's continuous service at the rate of 15 days for any completed year of service.
- 40- In the case of an employee who is re-employed after retirement on superannuated leave may be granted to him as provided under Section-38 and 39 mentioned above.
- 41- If a member wishes to resume his duties before the expiry of his 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.
- 42- An employee accepting employment elsewhere during leave, including leave preparatory to retirement from the University, without the previous sanction of the appointing authority, shall be able to forfeit his leave salary from the date of his accepting such appointment
- 43- 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.
- 44- An 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.
- 45- In matters not provided for by these statutes. The Syndicate may adopt the rules or instructions issued by the Government from time to time in respect of government Servants.
- 46- In case where the operation of these statutes causes undue hardship to an employee, the Syndicate may for reasons to be recorded in writing, remove such difficulties.
- 47- The existing Leave Rules are hereby repealed.



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Government Secretariat,
Khyber Pakhtunkhwa, Peshawar

CHAPTER-18

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
AUDIT OF ACCOUNTS STATUTES,
2016**



Vice-Chancellor
Sector Officer (II),
Government's Secretariat,
Khyber Pakhtunkhwa, Peshawar

18.0 AUDIT OF ACCOUNTS STATUTES, 2016

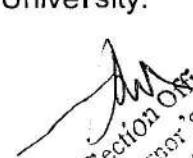
1. Bills for payment to be made out of the University fund shall be checked by the Audit of the University who shall see that:
 - a. sanction of the competent authority exists for the payment;
 - b. The claim is in respect of services rendered or stores supplied and supported by a certificate of the competent authority;
 - c. budget provision exists to meet the expenditure, and that ;
 - d. in case of claims for payment of Provident Fund, verifications have been made with reference to the personal account of the subscriber.
 - e. no expenditure shall be made from the University fund, unless the bill for its payment has been audited by the Auditor of the University in conformity with the above procedure.
 - f. in case of difference of opinion between the Treasurer and the Auditor, the matter shall be referred to the Vice Chancellor whose decision shall be final for reasons to be recorded.
2. No expenditure shall be made from the funds of the University (excluding students funds / private deposits) unless a bill for its payment has been pre audited by the Auditor of the University.
3. The accounts of the University shall be audited once a year in conformity with these statutes by Government Auditors appointed by the Director General, Audit Khyber Pakhtunkhwa. The Treasurer shall assign a firm of Chartered Accountants appointed by the competent authority to conduct system audit of Accounts of the University each year.
4. The observations of the Government Auditors, together with such annotations as the Treasurer may make shall be presented to the Syndicate and Higher Education Commission. The Syndicate shall be the final competent authority to settle the paras raised by the auditors in the Audit Note or drop them or order further necessary action thereon. For this purpose the Syndicate may constitute a "University Audit and Accounts Committee" on the pattern of Departmental Accounts Committee (DAC) with membership from the Auditors

and delegate its powers to the Committee. The University Audit and Accounts Committee (UA&AC) shall comprise the following:-

i.	The Vice-Chancellor who shall act as chairman of the committee
ii.	Director General Audit Khyber Pakhtunkhwa or his nominee as member
iii.	Advisor Finance, HEC or his nominee as member
iv.	Treasurer of the University as Secretary/Member
v.	Any other member or members nominated by the Syndicate

The decision of the Committee on any para shall be final and the Vice-Chancellor shall be responsible to implement the decision of the Committee. The unsettled audit paras on the accounts of the University prepared by the Audit Inspection Team of the Director General Audit Khyber Pakhtunkhwa may be placed before the Syndicate for approval, if required.

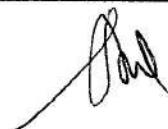
5. The statement of the Accounts of the University signed by the Treasurer and the Auditor shall be submitted to the Higher Education Commission or Provincial authority, as the case may be, within six months of the closing of the financial year and the same shall be uploaded on the University Website.
6. The record of financial transactions and accounts of the University audited by the Government Auditors as per procedures shall be maintained and preserved by the Finance Directorate for ten years while record of non-audited year, if any, shall be preserved upto 25 years.
7. The Finance Directorate and other allied functionaries shall adopt and comply with policies, systems, procedures, formats and reports prescribed in the approved Accounting Manual and Financial Statutes of the University.
8. The Internal Audit Section, shall also determine whether;
 - a) Expenditure control has been maintained;


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- b) Expenditures have been incurred within the budgetary provision;
- c) Budget variances are being determined and explained on monthly basis;
- d) Payments are being made in accordance with applicable rules;
- e) Advances are being recorded and settled properly;
- f) Income Tax Rules are being complied with;
- g) Purchases are being made within limits of delegated financial powers and budgetary provisions;
- h) Revenues are being realized as due;
- i) The University's assets are being verified physically at least on annual basis
- j) Stock transaction are being properly valued and documented;
- k) Telephones, vehicles and medical facilities are being extended within the policy framework and financial limits;
- l) Personal use of official facilities are being paid for at rates fixed by the University;
- m) Log Books are being maintained for all vehicles and operating costs are reasonable;
- n) Appointments of new staff are approved by the competent authority;
- o) Payroll is reconciled with the previous month and all personnel changes are documented through formal sanctions;
- p) Service Books of employees are verified annually through pay bills;
- q) Pension cases are finalized within two weeks of retirement;
- r) If any other action required under the rule;

CHAPTER-19

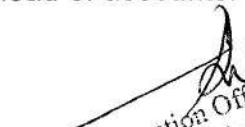
**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
FORM AND MANNER FOR
MAINTENANCE OF UNIVERSITY
ACCOUNTS STATUTES, 2016**



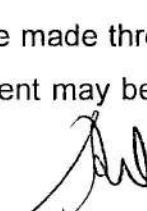
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19.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR: FORM AND MANNER FOR MAINTENANCE OF UNIVERSITY ACCOUNTS STATUTES, 2016

1. Accounts of the University shall conform to the financial year and shall be kept by the Treasurer.
2. The following funds or moneys shall be kept in the name of the University in any scheduled Bank approved by the Vice-Chancellor under the following heads:
 - a. Special Endowment Trusts;
 - b. Provident Fund;
 - c. Government grants
 - d. Income from own resources
 - e. Any other money to be kept in bank with the approval of competent authority for a specific purpose and time or indefinitely
 - f. No transfer shall be made from (a) and (b) to any other account.
3. Property belonging to the University and its constituent institutions shall be held and maintained in the name of the University
4. The Treasurer shall, subject to the control of the Vice-Chancellor be competent to cause the investment in Government securities, stock and promissory notes, postal development case certificates and fix deposit accounts with any bank balance standing to the credit of any particular Trust or of any other University Account. The Vice Chancellor and the Treasurer shall, subject to the control of the Syndicate, be jointly authorized to do all acts necessary for that purpose.
5. Subject to the control of the Vice Chancellor, it shall be the duty of the Treasurer to see that all sums given to the University are brought to credit under the proper head of accounts.


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Khyber Pakhtunkhwa, Peshawar

6. All Sums payable into any account of the University and expenditure incurred shall be recorded by the concerned office in proper books of accounts. Such sums as may be paid direct to the credit of an account of the University in Bank shall also be accounted for in the books of accounts.
7. The unserviceable and perishable inventory, shall be disposed-off in the prescribed manner approved by the Syndicate.
8. The Treasurer shall maintain registers in appropriate form showing the property held in the name of the University, both movable and immovable, with the particulars and values of such properties. The disposal of such properties shall also be recorded in these registers.
9. The Treasurer shall have powers under the supervision and control of the Vice Chancellor to:
 - a. pass and pay salary bills of the employees of the University,
 - b. pass and pay all TA bills according to rules except that of himself which shall be passed for payment by the Vice Chancellor;
 - c. pass and pay all bills connected with the conduct of examinations according to rules;
 - d. incur expenditure against sanctioned allotments to the extent allowed under the Statutes;
 - e. pass and pay other bills provided budget provision and sanction of the competent authority exist for it.
10. All bills for payment shall be audited by the University Auditor in accordance with the Act and the Statutes.
11. Payments shall, as a rule, be made through cross cheques but where this is not practicable, payment may be made in cash and accounted



Section Officer
Governor's Secretary
Sarai Pakhtunkhwa

for in the appropriate registers. Cheques shall be signed by the Treasurer.

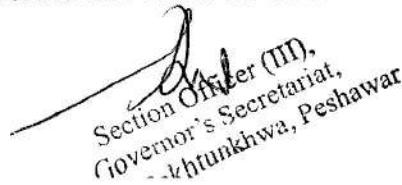
12. To meet petty expenditure, the Vice Chancellor may authorize such advance as he may from time to time consider necessary, to remain in the hands of the Treasurer, or Heads of the University Teaching Departments or sectional heads, and such other officers as he may think necessary. The person holding the advance shall be personally responsible for its proper use and accounting. The accounts shall be submitted in the prescribed form within financial year.
13. The Treasurer shall be competent to pass for adjustment of all transfer entries.

Budget:

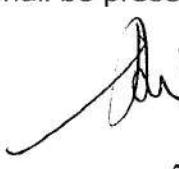
14. The annual budget shall be prepared by the Treasurer in the prescribed form under the directions of the Vice Chancellor and shall be scrutinized by the Finance and Planning Committee before its recommendations by the Syndicate.
15. The budget shall be passed by the Senate for each financial year.
16. The Treasurer shall prepare an annual general statement of accounts of the University showing detail of various accounts, which shall be submitted to the Syndicate for approval.

Books

17. The Treasurer shall maintain among others the following books and form :
 - a. For Special Endowment Trust:
 - i. A Cash Book
 - ii. A Ledger with a separate account for each Trust.
 - iii. A Bank Pass Book for each Trust / Bank Statement


Section Officer (III),
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Khyber Pakhtunkhwa, Peshawar

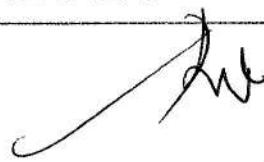
- b. For the Current Account :
- i. A Cash Book
 - ii. A Classified Register of Receipts
 - iii. A Classified Register of Expenditure
 - iv. A Bank Pass Book/ Bank Statement
- c. For the Provident Fund Account:
- i. A Cash Book
 - ii. A Ledger with a separate personal account for each subscriber
 - iii. A Bank Pass Book / Bank Statement
- d. For Such Other Heads:
- i. Pass Book / Bank Statement
 - ii. Such other Register as may be necessary in each case
18. The Treasurer or any officer authorized by him shall sign the Cash Book / Journal Book and other Accounts Books.
19. All receipts shall be acknowledged by the Treasurer or any officer authorized by the Vice Chancellor.
20. All vouchers in support of items of expenditure shall be retained for a period of 10years after the audit has been carried out. Vouchers more than 10 years old may be destroyed with the prior approval of the Vice Chancellor provided that all accounts and documents relating to Trusts, donations and subscriptions shall be preserved permanently.



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

CHAPTER-20

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
GENERAL PROVISIONS STATUTES,
2016**



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

20.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR: GENERAL PROVISIONS STATUTES, 2016

20.1 Additions and Alterations to the Schedule

The Syndicate may, under the powers vested in it under Section 23 (2) (n) & (o), from time to time, create, suspend or abolish such administrative or other posts as may be necessary; with such conditions as it may deem fit, in accordance with the provisions of the Act.

20.2 Interpretation

Whenever a dispute arises in the application or interpretation of the Statutes, it shall be referred to the Anomaly Committee, constituted **as in Chapter 1, Section 42**, of the University Service Statutes 2016. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate in all such cases, after consideration of the recommendations of the Anomaly Committee, shall be final.

20.3 Removal of Difficulties

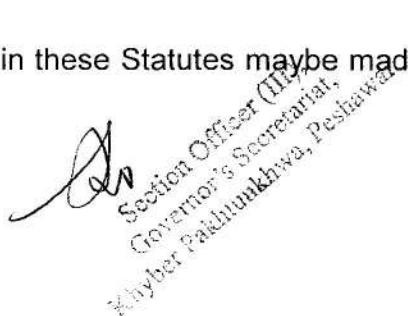
If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is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

20.4 Method of Evaluation

Method of Evaluation for initial appointment and by promotion has been prescribed in Service Statutes.

20.5 Amendments in the Statutes

Any amendment / modification in these Statutes maybe made in accordance with relevant provisions of the Act. .



A handwritten signature in black ink, appearing to read 'A' or 'An', followed by the text:
Section Officer (H.O.)
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

CHAPTER-21

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
FORM, CUSTODY AND USE OF
UNIVERSITY COMMON SEAL
STATUTES, 2016**

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

**21.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR: FORM,
CUSTODY AND USE OF UNIVERSITY COMMON SEAL STATUTES, 2016**

21.1 Application

1. Certificates, Diplomas, Degrees, Souvenirs, letters of official correspondence, shields, cards; advertisements of the University shall bear the Common Seal of the University.
2. The Registrar shall be the custodian of the university common seal.
3. The following four signatories shall independently verify and authenticate the entries in the relevant documents before signing and putting the Common Seal:
 - (1) Vice-Chancellor
 - (2) Treasurer
 - (3) Registrar
 - (4) Controller of Examinations



Section Officer (I.T.)
Governor & Secretary
University of Engineering & Technology Peshawar

CHAPTER-22

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
CONSTITUTION, FUNCTIONS AND
POWERS OF AUTHORITIES OF THE
UNIVERSITY STATUTES, 2016**

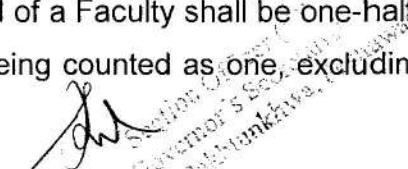


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Section Officer (III),
Governor's Secretariat,
Khyber Pakhtunkhwa, Peshawar

**22.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR
CONSTITUTION, FUNCTIONS AND POWERS OF AUTHORITIES OF THE
UNIVERSITY STATUTES, 2016**

22.1. 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 QEC; and
 - (viii) Private Secretary to concerned Dean, will act as secretary
- (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.



Signature of Governor
Governor's Seal
Government of Khyber Pakhtunkhwa

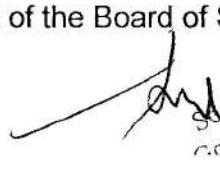
22.2. Powers and functions of the Board of Faculty

The Board of Faculty shall, 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) consider any other academic matters relating to report thereon to the Academic Council; and
- (iv) perform such other functions as may be assigned to it.

22.3. Board of Studies:

1. There shall be a separate Board of Studies for each subject or group of subject as may be prescribed by Regulations.
2. Each Board shall consist of:-
 - i. All Chairpersons/Directors of the relevant Departments/Institutes;
 - ii. All Professors and Associate Professors of the relevant departments
 - iii. One University teacher other than Professor or Associate Professor to be appointed by the Vice-Chancellor
 - iv. Three teacher other than University teachers to be appointed by the Academic Council; and
 - v. One expert from the relevant industry/R&D organizations to be appointed by the Vice-Chancellor.
3. The term of office of members of the Board of Studies, other than *ex-officio* members, shall be two year.
4. The quorum for a meeting of the Board of Studies shall be one-half of the number of members, a fraction being counted as one.
5. Senior most Chairperson shall be the Convener of the Board of Studies.
6. The functions of the Board of Studies shall be as follows:



Sajid Iqbal
Section Officer (II),
Governor's Secretariat,
Mardan, Peshawar

- a. to advise the Authorities on all academic matters connected with instruction, research and examination in the subjects included in the Department;
- b. to propose curricula and syllabi for all the degrees and diplomas and certificate courses;
- c. to suggest a panel of names of examiners in the subject or subject concerned; and
- d. to perform such other functions as may be prescribed by the Regulations.

22.4. Selection Board

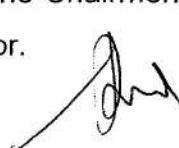
(1) The Selection Board shall consist of the following:

- (a) The Vice-Chancellor who shall be its Chairman;
- (b) Dean of the concerned faculty or in his absence, the senior most teacher of the faculty concerned;
- (b) The Chairman of the Provincial Public Service Commission or a member nominated by him;
- (c) The Chairperson of the Department concerned/Director of the institute concerned;
- (d) One member of the Syndicate and two eminent engineers or scientists to be appointed by the chancellor;

Provided neither of the three shall be an employee of the University

- (e) Head of the concern section (in case of appointment of administrative staff

Provided further, that for selection of officers other than teachers, the board shall also include one of the Chairmen of Departments to be nominated by the Vice-Chancellor.



Section C
Governor's
Signature
S. P. Pathankhwa

- (f) The Registrar shall be the Secretary of the Board.
- (2) Members other than *ex-officio* members, shall hold office for two years.
- (3) The quorum for meeting of the Selection Board shall be two third.
- (4) 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.
- (5) In selecting candidates the Selection Board shall, from a standing list of experts approved by the Syndicate from time to time for each subject, coopt or consult:-
- i. Two experts in the subject concerned for the post of Professor and Associate Professor and;
 - ii. Two experts in the subject concerned for other teaching posts.
 - iii. One Psychologist.

Provided that the board may co-opt or consult two experts in the subject concerned for all other posts, if deemed appropriate.

22.5. Functions of the Selection Board

- (1) The Selection Board shall consider all the candidates shortlisted by the Scrutiny Committee for teaching and other posts advertised for initial appointment and shall recommend the names of suitable candidates for appointments to such posts.
- (2) Selection Board shall consider all cases of promotion of eligible officers of the University and recommend the names of suitable candidates for such promotion.
- (3) The Selection Board may recommend the appointment of an eminently qualified person to a professorship in the University on terms and conditions which may differ in any particular case from those prescribed.



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- (4) The Selection Board may recommend to the Syndicate the grant of higher initial pay in a suitable case for reasons to be recorded.

22.6. Board of Advanced Studies and Research (BOASAR)

a. Constitution:-

- | | | |
|---|---|----------------------|
| i. Vice Chancellor | : | Convener |
| ii. All Deans | : | Member |
| iii "One university professor from each faculty other than dean to be appointed by syndicate | : | Member |
| iv " One faculty member from each faculty not below the rank of Associate Professor from each subject area to be appointed by the Academic Council" | : | Member |
| iv. "Four Engineers / Scientists / Industrialists or any other person of National or International repute to be appointed by the Syndicate on the recommendation of the Vice-Chancellor". | : | Member |
| v. One full time Secretary / Member to be appointed by the Syndicate. | : | Member |
| vi. Director ORIC | : | Member |
| Vii. Director Science and Technology (DOST), Khyber Pakhtunkhwa or his nominee | : | Member |
| viii. Director Postgraduate Studies | : | Member
ex-officio |
- b. The term of office of members other than the ex-officio members shall be 3 years.
- c. The quorum for a meeting of the BOASAR shall be one half of the total number of members, a fraction being counted as one.

22.7. FUNCTIONS OF THE BOASAR:

The functions of the BOASAR shall be as under.

- Advise the authorities on all matters connected with the promotion of advanced studies and research in the University.

- Consider and report to the authorities on the institution of research degree in the University.
- Propose regulations regarding the award of research degree in the University.
- Appoint supervisors for research students and to determine the subject of their thesis on the recommendation of chairman concerned.
- Receive research projects from University teachers.
- Sanction research grants against specific research projects.
- Co-ordinate and approve research program and budget.
- Monitor faculty research.
- Utilize the research results.
- Perform such other functions as may be prescribed by Statutes.

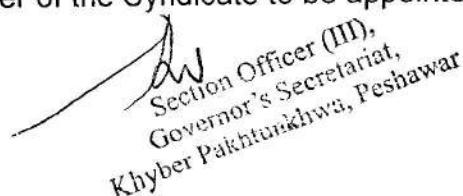
22.8. Role and responsibilities of Secretary BOASAR

The Secretary BOASAR will be responsible for promoting, implementing and monitoring the program of postgraduate education, research and technology development in the University. The Secretary BOASAR shall have the administrative control of the office of Post Graduate Studies and ORIC. As Secretary to the Board, he will organize meetings of the Board and implement decision / recommendations made therein. He will work under the control of the Vice-Chancellor.

22.9. 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 of the Syndicate to be appointed by the Syndicate;



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Khyber Pakhtunkhwa, Peshawar

- (iv) the Secretary to Government, Higher Education Department or his nominee not below the rank of a Deputy Secretary;
 - (vi) the Secretary to Government, Finance Department or his nominee not below the rank of a Deputy Secretary;
 - (vii) the Registrar of the University;
 - (viii) the Director P & D;
 - (ix) the Director Finance/ Treasurer (Secretary);
 - (x) One expert to be nominated by the Chancellor; and
 - (xi) One member of the Academic Council to be nominated by the Academic Council;
- (2) The quorum for a meeting of the Finance and Planning Committee shall be seventy five percent excluding the non-existent categories.

22.10. Powers and Functions of Finance and Planning Committee

- (i) Recommend the annual statement of accounts and the annual and revised budget estimates and advise the Syndicate thereon;
- (ii) Review periodically the financial position of the University;
- (iii) Advise the Syndicate on all matters relating to planning, development, finance, investment and accounts of the University;
- (iv) To prepare staff and resource development plans; and
- (v) to perform such other functions as may be prescribed by Statutes.

22.11. Affiliation Committee

There shall be constituted an affiliation committee by university, comprising;

- i. Vice-chancellor;
- ii. Dean of the concern faculty

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Section Officer (IT),
Governer's Secretariat,
Koneri Pathankhawa, Peshawar

- iii. One nominee of the academic council to be nominated by the Academic council
- iv. Two professors/Associate Professor of university of different disciplines, in which affiliation is being sought by the institution;
- v. An expert to be nominated by the commission;
- vi. An Associate Professor/Assistant Professor of a local Government College of concerned academic discipline
- v) Chairman HERA or nominee
- vi) Registrar (Member/Secretary)

The affiliation Committee may co-opt an expert for specific meetings from inside or outside the university, conforming to the matter being considered.

The quorum for a meeting of Affiliation Committee shall be 75% of the total number of the member excluding the non-existing categories, a fraction being counted as one

The term of office of the members of the affiliation committee, other than ex-officio members, shall be three years

22.12. Functions of the Affiliation Committee.

- i. To advise syndicate regarding affiliation of an institution;
- ii. To monitor the academic performance of the institutions;
- iii. To inquire into complaints alleging breach of conditions of affiliation by institutions and to advise the syndicate thereon;
- iv. To recommend to the syndicate the suspension or withdrawal of privileges of the university to an institution;
- v. To perform such other functions as may be assigned from time to time



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Khyber Pakhtunkhwa, Peshawar

22.13 University Discipline Committee

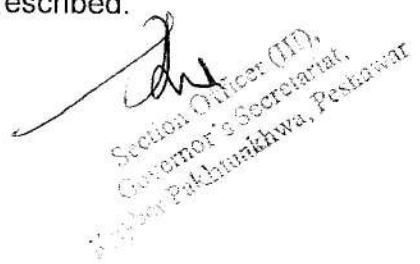
- (i). The University Discipline Committee shall consist of four senior teachers to be nominated by the Vice-Chancellor
- (ii). Advisor Student Affairs, who shall also be its Secretary.
- (iii). The Convener of the Committee shall be nominated by the Vice-Chancellor from amongst the members of the Committee.
- (iv). The term of office of members of the Committee, other than *ex-officio* members, shall be two year.
- (v). The quorum for a meeting of the University Discipline Committee shall be three members.

22.14 The functions of the Committee shall be:-

- i. to deal with all inter-institute cases of indiscipline in the University;
- ii. to propose regulations relating to the conduct of University students, maintenance of discipline and action for breach of discipline;
- iii. to suspend, expel or rusticate students on the basis of the inquiry conducted under the Rules or Regulations; and
- iv. to perform such other functions as may be prescribed.

22.15 Departmental discipline Committee:

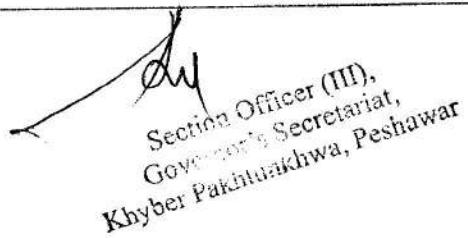
Each Officer Incharge of the Hostel or Head of a University Department shall appoint a Discipline Committee consisting of three teaches of the University to deal with cases of indiscipline of its own students as may be prescribed.



Section Officer (JD),
Governor's Secretariat,
Patiala

CHAPTER-23

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
TENURE TRACK SYSTEM (TTS)
STATUTES, 2016**



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

23.0 TENURE TRACK SYSTEM (TTS) STATUTES 2016

Title

These statutes shall be called University of Engineering and Technology, Peshawar Tenure Track System (TTS) Statutes, 2016.

Commencement

These statutes shall come into force at once.

General Introduction

This document contains the Model Track Process Statutes that specify the rules and regulations pertaining to implementation and execution of the tenure track process at Institutes of Higher Learning, i.e. degree granting institutions, in Pakistan. Since the governance and management structure of a university varies across the various institutions, these statutes have been prepared for a model institution in which the Senate is the governing body, the syndicate is the management body and certain statutory committees are in place to oversee the process of implementation of the procedure described in this document.

In consultation with the Higher Education Commission each institution may modify these model tenure track statutes in light of their particular nature and circumstances. These modifications, however, are to be minor in nature and may not alter the fundamental spirit of the tenure track process of an open recognition of merit, with grant of permanence of employment only on demonstration of excellence as determined by a body containing international experts in the relevant subject matter.

Each institution may enact the approved tenure track statutes following their respective process of enactment of statutes. Such institutions will subsequently be eligible to receive additional Government funding for tenure track appointments.

23.1 APPOINTMENTS 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

A. Section Officer (III),
Chairman, Peshawar
University, Peshawar

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.

23.1.1 General Introduction

(a) Ultimate decisions in matters of appointment and promotion in rank are made on the authority of the Senate. 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 Senate. 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

(a) First term Appointments.

(b) Second term (Probationary) Appointments.

(c) 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-23A 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.


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Governor's Secretariat,
Pakimankhwa, Peshawar

(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.

(g) Any graduate of the University shall not be eligible for appointment on 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.

23.1.2 Bases for Appointment and Promotion

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

- I. Teaching
- II. Scholarship, research, or other creative work
- III. Service
- IV. Personal characteristics

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

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

23.1.2.1 Teaching

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

23.1.2.2 Scholarship, Research, or Other Creative Work

A faculty member's scholarship, research, and other creative work should make a contribution to the particular field of interest and serve as an indication of professional competence. The result of this kind of activity normally finds expression in publication or other media appropriate to the field, and where appropriate, should be reflected in teaching.

In no case, however, should a person's productive effort be measured by mere quantity.

23.1.2.3 Service

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

23.1.2.4 Personal Characteristics

This category may be considered to include all traits which contribute to an individual's effectiveness as a teacher, as a leader in a professional area, and as a human being. Of primary concern here are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be a sufficient degree of compassion and willingness to cooperate, so that an individual can work harmoniously with others while maintaining independence of thought and action. This category is so broad that flexibility is imperative in its appraisal.

23.1.3 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.

23.1.3.1 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

23.1.3.2 Scholarship, Research, or Other Creative Work

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

23.1.3.3 Service

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



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23.1.3.4 Personal Characteristics

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

23.1.4 Specific Qualifications for Appointment and Promotion

- a. To be considered for appointment on Tenure Track the candidate is required to resign or retire from any position held previously in any public / private Institution or Organization, except in the case that the candidate is incumbent of the same university.
- b. The following statements should be looked upon as firm but not absolute guidelines governing normal promotion. Special procedures are sometimes required in unusual circumstances, where too strict adherence to the rule could well be disadvantageous to the University. Also, qualifications differ in the various fields. Customary degrees or their equivalents should be required, recognizing that these requirements differ according to the standards in the various fields.
- c. Possession of a Doctorate/relevant terminal qualification is required by a candidate to be appointed to the post of Assistant Professor, or above.
- d. The relevant terminal qualification in the case of a faculty member in the Clinical Medical Science discipline would be MS/MD/MDS/MPhil FCPS(Pakistan) / Membership of Royal Colleges (UK) / Diplomat 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-23B** for other subjects where terminal degree is Master (foreign) or M.Phil 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.

23.1.4.1 The Junior Ranks

23.1.4.1.1 Lecturer (On Contract)

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

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

23.1.4.1.2 Assistant Professor

(a) To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a Ph.D/Relevant terminal qualification from a recognized institution and excellent written communication skills as well as excellent presentation skills. An Assistant Professor should be demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the field has been acquired. As the Assistant Professor continues in this rank an effort to increase knowledge and improve teaching ability should be demonstrated, and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.

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

(c)

23.1.4.2 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.

23.1.4.2.1 Associate Professor

- (a) The criteria for appointment or promotion to an associate professorship differ from those for a professorship in degree rather than in kind. The candidate for Associate Professor should offer evidence of knowledge of developments in the field of expertise and a conscientious interest in improving teaching methods. It is expected that an Associate Professor shall already have shown a basic general understanding with regard to a large part of the discipline. This condition implies postdoctoral research or creative work sufficient to indicate continuing interest and growth in the candidate's professional field.
- (b) To be eligible for appointment or promotion to an associate professorship the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 6-years post-Ph.D./Relevant terminal degree or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 10 research publications (with at least 4 publications in the past 5 years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.
- (c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation. (See **Annexure-23C** for clarification)

23.1.4.2.2 Professor

- (a) A faculty member appointed to the rank of Professor is expected to have had an impact on the state of knowledge. It is expected that the professor will continue to develop and mature with regard to teaching, research, and other qualities that contributed to earlier appointments. Consideration for this appointment should include particular attention to the quality and significance of contributions to the candidate's field, sensitivity and interest in the general problems of university education and their social implications, and ability to make constructive judgments and decisions in regard thereto. It should be kept in mind that the full professors are likely to be the most enduring group in the faculty and are those who will give leadership and set the tone for the entire University.
- (b) To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 11-years post-Ph.D./Relevant terminal

degree or minimum of 7-years of post-PhD experience with at least 12 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.

(c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.

23.1.5 Temporary Appointments

(a) Temporary one-year appointments may be made for faculty members appointed as visiting professors, to fill positions funded by other than Government-appropriated funds, to replace faculty members on leave, or whenever an appointment has to be made so late that normal search procedures cannot be followed. With the exception of appointments made without a normal search procedure, faculty members on such appointments may be reappointed for a second or third year if mutually agreeable to the faculty member and the department and Faculty involved, or they may be reappointed under a term appointment. Full-time, temporary appointments shall not normally lead to permanent tenure. They shall not exceed a total of three years except in the case of an explicit exception granted by the University Senate.

(b) Temporary appointments may also be made for the positions of Research Associates working towards their Ph.D. degree, as well as for Post Doctoral Fellows working with a research group for a limited period. Such positions may be funded by other than Government-appropriated funds.

23.2 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 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.

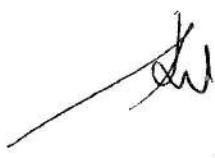
23.2.1 The Tenure Track Process

(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.



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(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.

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.

- iii. Recommend "probationary" appointment on Tenure Track at the level of **Associate Professor** with a final tenure review occurring after a period of 4 years.
- iv. Recommend "probationary" appointment on Tenure Track at the level of **Professor** with a final tenure review occurring after a period of 4 years.
- v. 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.
- vi. 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.

23.2.2 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.

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- b. The department and/or college concerned shall no later than six weeks prior to the end of the third year make a decision-favorable or not favorable-with respect to the performance of the faculty member during the time served.
- c. A recommendation upon this decision shall be sent immediately by the Dean of the Faculty to the Vice Chancellor of the University who in turn shall at this time make the final decision with respect only to the faculty member's performance, and shall so notify the faculty member no later than two weeks prior to the end of the third year. If this decision by the Vice Chancellor about performance is favorable, the faculty member shall be notified that he or she will receive a second three-year appointment if the University's need for flexibility permits. If the decision about performance is negative, the faculty member shall be issued a terminal contract for the year following the decision.
- d. If the University's need for flexibility requires that a faculty member judged worthy of retention not be retained, the Vice Chancellor must explain to the Faculty Development, Evaluation and Recruitment Committee of the concerned Faculty why there is a need for flexibility regarding this particular position, and show that the administration's plans for the academic and fiscal nature of that position are reasonable.
- e. If the Vice Chancellor decides that the University's need for flexibility requires that the faculty position in question must be eliminated, shifted within the department, or shifted to another department or Faculty, and/or if the Vice Chancellor determines that because the percentage of tenured positions (or a combination of tenured and probationary positions) in the department is so high as to make it unwise to authorize an additional probationary appointment, the Dean of the concerned Faculty, respective Department Chairperson and faculty member concerned shall be notified as early in the third year as possible. A faculty member whose performance shows excellence or promise of excellence but whose employment will not be continued because a position is being eliminated shifted within a department or to another department or Faculty will be offered a notice contract for one additional year of employment beyond the initial three-year appointment.

23.2.2.1 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.

23.2.2.2 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 23.2.3 of this policy. Accordingly, a tenure review, as provided for in Section 23.2.3.4, shall be conducted during the third year of the second, three-year, probationary appointment.

23.2.2.3 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 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.

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- (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 23.2.5 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.

23.2.3.1 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 23.2.2, 23.2.3.3, and 23.2.3.4), 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 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.

23.2.3.2 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 23.1.2 "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.

23.2.3.3 Mid-Probationary Review:

- (a) For faculty members completing their first term appointment the first term review described in section 23.2.2.1 shall be considered to be the mid-probationary review.
- (b) For faculty members directly appointed with probationary status, midway through the probationary period, it is mandatory that a full review report be made for all probationary faculty members.
- (c) The faculty member shall prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in internationally abstracted journals.
- (d) The chairperson of the concerned department with the approval of the Dean shall form a Technical Review Panel (TRP) composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. The TRP shall conduct a thorough review of the probationary member's progress along lines similar to those outlined for annual reviews. This review shall identify, in reasonable detail, the areas of strength and weakness of the probationary member. The review panel shall subsequently present a written review report to the chairperson of the department.
- (e) The faculty member can NOT be considered further for second term appointment if he/she receives a negative report from the Technical Review Panel.
- (f) After discussion (written comments may or may not be employed) with at least the tenured members of the department the chairperson shall send a full written report on this review, including a summary of all the evaluations of the faculty members consulted, to the dean of the Faculty.

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(g) The dean shall, in the light of standards of excellence necessary for the award of tenure at the college level, but bearing in mind the need for flexibility of standards of judgment both within and between disciplines, add an assessment of the probationary member's progress to the report of the chairperson and forward it to the Vice Chancellor. A full mid-probationary review report shall, therefore, consist of the evaluations of the Technical Review Panel, the chairperson, and the dean of the Faculty. The review process shall be considered complete only when copies of the full report have been received by the probationary member and the department chairperson. It is not anticipated that probationary members will necessarily have attained the standards required for the award of tenure by the time of their mid-probationary review. The aim of the required identification of the strengths and weaknesses of the probationary member is to give that member a clear picture of the performance levels by which she or he is to be judged and to offer the opportunity to correct deficiencies in the second half of the probationary period. The existence of some identified deficiencies in this review shall be considered normal, and this alone shall not be the basis for action against the probationary member.

23.2.3.4 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 DTC recommendation.
- e. The dean shall normally abide by the DTRC recommendation. If the dean decides not

to follow this recommendation, the dean shall immediately and in writing inform both the probationary member and the chairperson, including a written statement of reasons, so that both may have ten working days in which to present their cases to the Vice Chancellor.

f. Similarly, if the Vice Chancellor decides not to follow the recommendation of the DTRC or the dean, the Vice Chancellor shall provide a written statement of reasons to the faculty member, the DTRC, and the dean.

g. Tenure can NOT be granted to a faculty member who receives a negative report from the Technical Review Panel.

h. The Senate shall make the final decision on the award of tenure. The Senate shall normally abide by the recommendations of the DTRC forwarded by the dean and finally by the Vice Chancellor. If the Senate 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 Senate 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 Senate 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 Senate. The time of completion must conform to the provisions for notice in Section 23.2.5.

(k) If awarded, tenure shall be effective immediately upon the faculty member's acceptance of the award.

23.2.4 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 23.2.1 – 23.2.4 above.

23.2.4.1 Salary of Existing Faculty Member on Tenure Track

(a) If the faculty member is approved by the Institution for appointment on Tenure Track, as per process outlined in Section 23.2.1, 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.

23.2.4.2 Benefits of Existing Faculty Member on Tenure Track

(a) The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales. If the person is in occupancy of a university residence, the house rent deductions will be at ceiling for requisition of such houses in each BPS grade. In case of provincial University the requisition rates of equivalent category of house shall apply. (See Annexure-23D for clarification)

23.2.4.3 Rejection of Grant of Tenure to Existing Faculty Members

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

23.2.5 Decision Dates and Dates of Notice:

(a) Written notice that a faculty member in probationary status is or is not to be continued in service will be given to the faculty member not later than June 30 of the final year of the predetermined probationary period. If the decision is positive, the faculty member shall have tenure effective July 1 of the fiscal year following the probationary period. If the decision is negative, the faculty member will be offered a terminal one-year appointment in the fiscal year immediately following the probationary period. If, for any reason, the decision date is not met in the case of a negative decision, the faculty member shall be offered an additional terminal one-year appointment beyond the one provided for above.

(b) Written notice that a faculty member on a first three-year term appointment is not to be continued in service will be given to the faculty member a minimum of three months prior to the last day of service of the faculty member.

c. At any point during the first term appointment or during the probationary period, a department chairperson may recommend that a term appointee or probationary faculty member not be continued in service. If, after consulting with at least the tenured members of the department (and usually also after obtaining data from experts outside the university), the chairperson decides to recommend to the dean that a faculty member in probationary or term status not be continued in service, the chairperson shall notify the faculty member in writing. If requested by the faculty member, the chairperson shall indicate in writing the reason for the decision. The faculty member shall have ten working days in which to request a

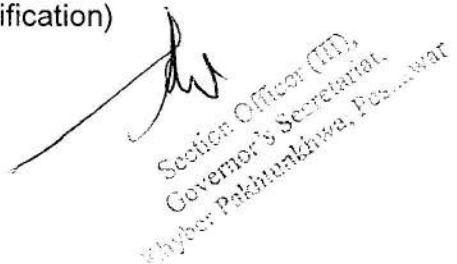
reconsideration before the chairperson sends the recommendation to the dean. If no such request is made, or if the chairperson, after reconsideration, decides to forward a negative recommendation to the dean, the chairperson shall do so in writing, enclosing all materials relevant to the decision. Simultaneously, the chairperson shall notify the faculty member in writing that the negative recommendation has been sent to the dean and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the dean before the latter acts on the chairperson's recommendation. If no appeal is made to the dean, or if, despite an appeal, the dean concurs in the departmental recommendation, the dean shall forward the negative recommendation in writing to the Vice Chancellor, enclosing all materials relevant to the decision. Simultaneously, the dean shall notify the faculty member in writing that the negative recommendation has been forwarded and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the Vice Chancellor. If no appeal is made, or if, despite an appeal, the Vice Chancellor concurs with the chairperson's and dean's recommendation, the faculty member should be sent final notification regarding non-renewal of contract, such notification being within the time limits set forth in Section 23.2.5.

23.2.6 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-23E** for clarification)

23.2.7 Other Leaves:

Faculty member on tenure track may avail leaves, except study leave, as per existing rules for regular faculty. (See **Annexure-23F** for clarification)



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23.2.8 Resignation:

A faculty member on tenure track wishing to resign shall do so in accordance with the rules of the respective University. (See **Annexure-23G** for clarification)

23.2.9 Termination of Services of Faculty Member with Tenure

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

23.2.10 Faculty Remuneration and Benefits

- (a) A faculty member appointed on tenure track shall be entitled, in accordance with the rules, to the pay sanctioned for such post.
- (b) The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales. (See **Annexure-23D** for clarification)
- (c) The faculty members appointed under these scales will be subject to annual review of their performance as provided in these TTS statutes.

23.2.10.1 Initial Pay

- (a) The initial pay of a faculty member appointed to a post shall be determined as a sum of the salary + up to a maximum of 4 advance increments

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

- i. Quality and number of HEC recognized International refereed journal publications, conference presentations and publications and reports.
 - ii. Number of Ph.D. and MS thesis supervised
 - iii. Funding record: Amount of funding received from sources other than ones own institution.
 - iv. Market factors
- (b) Total number of advanced increments awarded can be a fractional number.

23.2. 10.2 Annual Increase

2.10.2.1 Authority for Grant of Annual Increase

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

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

(c) The Senate shall determine the honorarium as well as increase in basic pay of the Vice Chancellor.

2.10.2.2 Determining the Date of Annual Increase for New Entrants

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

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

2.10.2.3 Self Assessment Report

(a) A self assessment report 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

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

(b) Completed report will be reviewed and verified by the respective Department Chairperson and forwarded with comments to the Dean of the respective Faculty. The Dean shall look at the reports from the various departments to ensure parity of assessment methodology, and shall forward the reports to the Vice Chancellor after noting his

observations. The Vice Chancellor will present the reports in a meeting of the Syndicate of the University and any observations and note of dissent in case of his disagreement with the views / assessment of Department Head and/or Dean of Faculty shall be recorded.

- (c) The Vice Chancellor shall make the final decision on assessment of the faculty members and shall forward the reports for record purposes to the Senate.
- (d) Following allocation of budget to the University the Syndicate shall recommend to the Vice Chancellor the pay raise, if any, to be granted to the faculty members. The faculty member shall be entitled to a pay raise that may consist of three components.
 - i. One annual increment determined by the pay scale of the post to which the faculty member is appointed.
 - ii. Performance based pay increment determined by an evaluation of the performance report of the faculty member for the previous service year. The performance based pay increments may be based on the factors listed in the annual assessment report.
 - iii. Honorarium to be given that may be based on factors listed in the annual assessment report. An honorarium is applicable only for a particular service year.

23.2.10.3 Salary Scale

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

23.2.11 Retirement Age

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

23.2.11.1 Appeals

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



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Khyber Pakhtunkhwa, Peshawar

ANNEXURE- 23A

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.

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 June, 2014. After June 30, 2014, 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.



ANNEXURE- 23B

Subject: **Appointment of Assistant Professor in Architecture under TTS**

Master Degree (Foreign) / M.Phil 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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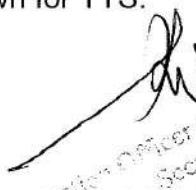
ANNEXURE-23C

Subject: **CLARIFICATION**

"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.



Syed Paktan Khwa
Section Officer (II),
Government Secretary,
Mysore

ANNEXURE-23D

Subject: **CLARIFICATION REGARDING PENSION BENEFITS FOR THE
ELIGIBLE "EXISTING FACULTY MEMBERS" WORKING UNDER TTS.**

The "existing faculty member" eligible for pension contribution under BPS may be considered for pension benefits provided he/she makes regular contribution on his/her own.



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ANNEXURE-23E

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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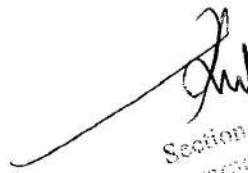
ANNEXURE-23F

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.



Signature of Ghulam Ali

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Government Secretariat,
Khyber Pakhtunkhwa, Peshawar

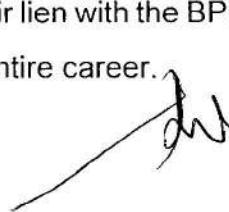
ANNEXURE-23G

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 mean time, a faculty member decides to resign from his/her Tenure Track position, s/he will have no right of absorption back in the University.

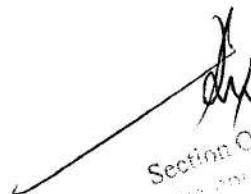
If an "existing faculty member" (who has been transferred from BPS to TTS) reverts back to BPS due to unsatisfactory performance under TTS, he/she will not be allowed to rejoin TTS. An "existing faculty member" while on TTS cannot revert back to BPS on his/her own accord. Moreover, if a faculty member 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.



Section CRP
Governor's Secretariat
Islamabad, Pakistan

CHAPTER-24

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
FACULTY APPOINTMENT CRITERIA**



Section Officer (III),
Government Secretariat,
Khyber Pakhtunkhwa, Peshawar

Discipline	Eligibility Conditions for appointment of faculty in Engineering /Computer Science / Information Technology and other non-engineering
Lecturer (BPS -18)	
Qualification	<p>First Division Bachelor Degree (4 Years) (Annual System) or CGPA of 3.00 out of 4.00 (Semester System) in Engineering, Information Technology, Computer Science OR First division Master's Degree in Information Technology, Computer Science or Equivalent degree awarded after 16 – Years of Education in the relevant field from an HEC recognized university/ institute with no 3rd division in the academic career.</p> <p>At least be Enrolled in M.Sc/ MPhil Programme in the relevant field.</p> <p>Furthermore, the candidate with 2nd Division or equivalent in Bachelor's Degree (4- years) OR Master's Degree but holding higher degree i.e M.S / M. Phil / PhD or Equivalent degree with 18- Years of Education May be Considered.</p>
Experience	No experience required
Age limit	upto-35-Years subject to relaxation prescribed by Authority.

Age limit is not applicable to the employees of the University

Assistant Professor (BPS -19)	
Qualification	<p>a. Ph.D in relevant field from an HEC recognized University/Institution. OR</p> <p>b. MSc / MPhil Degree (awarded after 18–Years of Education) in the relevant filed from an HEC recognized University/Institution. The change in qualification requirement is subject to the qualification change as per HEC notification.</p>
Experience	<p>a. Nil</p> <p>b. 2-years teaching / research experience in a recognized Institution / College / University OR 2-Years professional experience in the relevant field in a national or international organization (for engineering/Computer Science/Information Technology and;</p> <p>4-Years Teaching / Research / professional experience in a recognized Institution / College / University or national / international organizations (for other disciplines excluding Engineering/Computer Science/Information Technology and Architecture).</p>
Age Limit	upto-40-Years subject to relaxation prescribed by Authority.

Age limit is not applicable to the employees of the University

Associate Professor (BPS – 20)

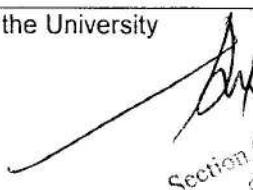
Qualification	Ph.D degree in the Relevant field from an HEC recognized University/Institution.
Experience	10-years teaching/research experience in an HEC recognized Institution/College/University OR 10- Years professional experience in the relevant field in a national or international organization out of which 2-Years must be teaching experience. OR 5- Years Post-PhD Teaching / Research experience in an HEC recognized University or a Post-graduate institute or Professional experience in the relevant field in a National or International organization.
Number of Publications	10 research publications with at least 4 publications must be published in the last five years in HEC/PEC recognized journals i.e (W, X or Y Category)
Age Limit	Upto 45 years subject to relaxation prescribed by Authority.

Age limit is not applicable to the employees of the University

Professor (BPS -21)

Qualification	PhD degree in the Relevant field from an HEC recognized University/Institution.
Experience	15-Years teaching/research experience in an HEC recognized Institution/College/University OR 15- Years professional experience in the relevant field in a national or international organization out of which 5 years must be teaching experience. OR 10- Years Post PhD Teaching / Research experience in an HEC recognized University or a Post-graduate institute or Professional experience in the relevant field in a National or International organization.
Number of Publications	15 research publications with at least 5 publications must be published in the last five years in HEC/PEC recognized journals i.e (W, X or Y Category).
Age Limit	Upto 50 years subject to relaxation prescribed by Authority.

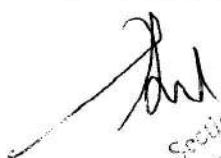
Age limit is not applicable to the employees of the University



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Government of Khyber Pakhtunkhwa, Peshawar

CHAPTER-25

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
APPOINTMENT CRITERIA FOR
FACULTY POSITIONS IN THE
DEPARTMENT OF ARCHITECTURE**



Signature of the Governor of Khyber Pakhtunkhwa

Sectic of Education
Governor of Khyber Pakhtunkhwa
Khyber Pakhtunkhwa, Peshawar

**25.0 APPOINTMENT CRITERIA FOR FACULTY POSITIONS IN THE
DEPARTMENT OF ARCHITECTURE**

Nomenclature of the post	Minimum Qualification	Experience	Minimum Number of Publications
Lecturer	First Professional Degree (5 years minimum) or Master / equivalent Degree (First Class) in the relevant field with no 3 rd Division in the academic career from HEC recognized University/Institution.	No experience is required	Nil
Assistant Professor	Ph. D in the relevant field from an HEC recognized University/Institution. OR Master's Degree (Foreign) or M. Phil or equivalent degree awarded after 19 years of education in the relevant field from an HEC recognized University/Institution. OR First Professional degree (5 years minimum, First Division) from an HEC recognized University/Institution	No experience is required 3 years teaching /research experience from a recognized University or a post-graduation Institution or professional experience in the relevant field in a National or International organization.	Nil
Associate Professor	Ph. D in the relevant field from an HEC recognized University/Institution. OR	5 years teaching /research experience in a recognized University or a post-graduation Institution or Professional experience in the relevant field in a National or International organization. OR 9 years teaching/research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International Organization	Nil
		4 years Post Ph.D teaching/research experience in HEC recognized University or a post-graduate Institution or Professional experience in the relevant field in a national or international organization will be required	8/10 research publications (with at least 2 / 4 publications in last five years by the calendar years 2008 / 2012 respectively) in HEC / PCATP recognized journals. OR Recognition in at-least 2 national / international architectural design competitions or design excellence awards.
	Master's (Foreign) or M.Phil or equivalent degree awarded after 19 years of education in the relevant field from HEC	10 years teaching/research experience (with atleast 3 years experience after the Master's (foreign) or equivalent degree in HEC)	8/10 research publications (with at least 2 / 4 publications in last five years by the calendar years 2008 / 2012 respectively) in HEC / PCATP recognized journals.

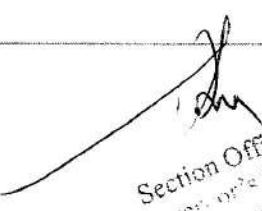
Nomenclature of the post	Minimum Qualification	Experience	Minimum Number of Publications
	recognized University/Institution.	recognized University or a post-graduate institution or professional experience in the relevant field in a national or international organization).	2012 respectively) in HEC / PCATP recognized journals. OR Recognition in at-least 3 national / international architectural design competitions or design excellence awards.
Professor	Ph. D in the relevant field from HEC recognized Institution. OR Master's (Foreign) or M. Phil or equivalent degree in the relevant field from an HEC recognized University / Institution.	12 years teaching research experience in HEC recognized University or a post graduate Institution or professional experience in the relevant field in a national or international organization. OR 10 years post Ph.D teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a national or international organization. OR 15 years teaching/research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.	12/15 research publications (with at least 3 / 5 publications in last five years by the calendar years 2008 / 2012, respectively) in HEC / PCATP recognized Journals. OR Recognition in at least 4 national / International Architectural design competitions or design excellence awards. OR 12/15 research publications (with at least 3 / 5 publications in last five years by the calendar years 2008 / 2012, respectively) in HEC / PCATP recognized Journals. OR Recognition in at least 5 national / International Architectural design competitions or design excellence awards.



Section Officer
Governor's Secretariat
Sar-e-Pakistan, Islamabad

CHAPTER-26

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
MINISTERIAL AND SUPPORT STAFF
APPOINTMENT & SCALES OF PAY
STATUTES, 2016**



Section Officer (III),
Government Secretariat,
Khyber Pakhtunkhwa, Peshawar

**SCHEDULE – II: MINISTERIAL STAFF APPOINTMENT & SCALES OF PAY
STATUTES, 2016**

Ministerial Staff Schedule				
S.#	Nomenclature of Posts	Minimum qualification for appointment by initial recruitment	Method of recruitment	Age limit
1	2	3	4	5
1	Office Superintendent (BS-17)	-	promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Assistant with at least five years' service as such	-
2	Office Assistant (BS-16)	At least 2 nd division bachelor's degree or equivalent from a HEC recognized University	a) Seventy Five percent by promotion, on the basis of seniority-cum-fitness, from amongst Senior Clerks with at least five years' service as junior and Senior Clerk b) Twenty Five Percent by Initial Recruitment	20 to 32 years
3	Senior Clerk (BS-14)		By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Junior Clerks with at least two years' service as such	-
4	Junior Clerks (BS-11)	i. Intermediate or equivalent with atleast 2 nd division from a recognized Board, and ii. a speed of 30 words per minute in typing (by initial recruitment) ii. a speed of 25 words per minute in typing (by Promotion of Class-IV employees)	a) Thirty three percent (33%) by promotion, on the basis of seniority-cum-fitness, from amongst Daftaris , Photocopier Operators, Qasids and Naib Qasid including holders of other equivalent Posts in the University with two years' service as such who have passed S.S.C. Examination: and b) Sixty Seven percent (67%) by initial recruitment.	18 to 30 years

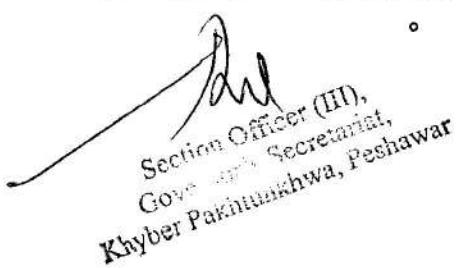

 Section Officer
 Governor's Secretariat
 Chaklalaankhwa, Peshawar

SANITATION STAFF:

Post	BPS	Qualification
Sweeper	01	Literate
	02	Matriculate in at least 2 nd division with 10 years satisfactory service OR literate with 15 years satisfactory service in the relevant field.
	03	Matriculate in at least 2 nd division with 15 years satisfactory service OR literate with 20 years satisfactory service in the relevant field.
	04	Matriculate in at least 2 nd division with 20 years satisfactory service OR literate with 25 years satisfactory service in the relevant field.

CLASS-IV STAFF:

BPS	Qualification
01	Matriculate in at least 2 nd division OR literate with 05 years relevant experience.
02	Matriculate in at least 2 nd division with 10 years satisfactory service OR literate with 15 years satisfactory service in the relevant field.
03	Matriculate in at least 2 nd division with 15 years satisfactory service OR literate with 20 years satisfactory service in the relevant field.
04	Matriculate in at least 2 nd division with 20 years satisfactory service OR literate with 25 years satisfactory service in the relevant field.



Section Officer (III),
Govt. of Khyber Pakhtunkhwa, Peshawar

**SCHEDULE – III: GEMS & JEWELRY CENTRE OF EXCELLENCE, UET
PESHAWAR**

S#	Name of Post	Qualification & Experience	Method of Appointments
1.	Director, Gems & Jewelry Centre of Excellence (BPS-20)	<p><u>Qualification:-</u></p> <p>First division M.S or MPhil Degree in Physics / Chemistry / Geology or equivalent degree awarded after 18 years of education with no 3rd division in the academic. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes. OR MS Degree in Mining Engineering with no 3rd division in the academic career with Diploma in Gemology from recognized Institutions such as Gem-A, GIA, AIGS or accredited teaching Centre. Degree(s) shall be from the Higher Education Commission (HEC), Pakistan recognized Universities/Institutes.</p> <p><u>Experience:-</u></p> <p>Minimum 10 years of relevant professional/teaching</p>	By initial recruitment only
2.	Lecturer (Gemology) (BPS-18)	<p>First division M.Sc Degree in Physics / Chemistry / Geology or equivalent degree awarded after 16 years of education or 3.0 CGPA out of 4.0 with no 3rd division in the academic career from an HEC recognized university / institution OR First division Bachelor's Degree in Mining Engineering or 3.0 CGPA out of 4.0 with no 3rd division in the academic career from HEC recognized University/Institution with Diploma in Gemology from recognized Institutions such as Gem-A, GIA, AIGS or accredited teaching Centre having at least one year experience in teaching Gemology.</p>	By initial recruitment
2.	Lecturer (Lapidary) (BPS-18)	<p>First division M.Sc Degree in Physics / Chemistry / Geology or equivalent degree awarded after 16 years of education or 3.0 CGPA out of 4.0 with no 3rd division in the academic career from an HEC recognized university / institution OR First division Bachelor's Degree in Mining Engineering or 3.0 CGPA out of 4.0 with no 3rd division in the academic career from HEC recognized University/Institution with Diploma in Lapidary from recognized Institutions such as Gem-A, GIA, AIGS or accredited teaching Centre having at least one year experience in teaching Lapidary.</p>	By initial recruitment
3.	Senior Instructor (Gemology) (BPS-17)	<p>M.Sc in Physics / Chemistry / Geology or B.Sc Mining Engineering in at-least 2nd division from HEC recognized University with Diploma in Gemology. OR</p> <p>B.Sc in Physics / Chemistry / Geology in at-least 2nd division from HEC recognized University with Diploma in Gemology having at least three years practical experience of skill development in Gemology.</p>	By Promotion from amongst the Junior Instructor (BPS-16)
4.	Senior Instructor (Lapidary) (BPS-17)	<p>M.Sc in Physics / Chemistry / Geology or B.Sc Mining Engineering in at least 2nd division from HEC recognized University with Diploma in Lapidary</p>	By Promotion from amongst the Junior Instructor (BPS-16)

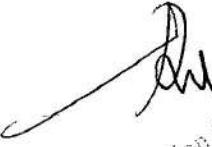
S#	Name of Post	Qualification & Experience	Method of Appointments
		B.Sc in Physics / Chemistry / Geology in at least 2 nd division from HEC recognized University with Diploma in Gemology having at least three years practical experience of skill development in Lapidary.	
5.	Instructor (Gemology) (BPS-16)	B.Sc in Physics / Chemistry / Geology in at least 2 nd division from HEC recognized University with Diploma in Gemology from recognized Institutions such as Gem-A, GIA, AIGS or accredited teaching Centre having at least two years practical experience in Gemology.	By initial recruitment
6.	Instructor (Lapidary) (BPS-16)	B.Sc in Physics / Chemistry / Geology in at least 2 nd division from HEC recognized University with Diploma in Lapidary from recognized Institutions such as Gem-A, GIA, AIGS or accredited teaching Centre having at least two years practical experience in Lapidary.	By initial recruitment
7.	Laboratory Assistant (Gemology) (BPS-7)	F.Sc in at least 2 nd division with Diploma in Gemology from a recognized Institution OR Post Matric three years Diploma in Mechanical/ Electrical in at least 2 nd division. Candidates possessing computer literacy will be given preference.	By initial recruitment
8.	Lapidary Assistant (Lapidary) (BPS-7)	F.Sc in at least 2 nd division with Diploma in Lapidary from a recognized Institution OR Post Matric three years Diploma in Mechanical/ Electrical in at least 2 nd division. Candidates possessing computer literacy will be given preference.	By initial recruitment



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Government Secretariat,
Khyber Pakhtunkhwa, Peshawar

CHAPTER-27

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
APPOINTMENT OF IT OFFICERS
STATUTES, 2016**



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

APPENDIX

27.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR APPOINTMENT OF IT OFFICERS STATUTES, 2016

S.No	Nomenclature of Posts	Minimum Qualification for Initial Recruitment or by Transfer	Age Limit	Method of Appointment
1	2	3	4	5
1	Director-IT (BPS-20)	Doctorate Degree in Computer Science / Computer Systems Engineering / Information Technology from National or Foreign University recognized by HEC with five years relevant experience in a national / multinational organization OR At least First Division Master Degree (2 Years) in Computer Science / Computer Systems Engineering / Information Technology awarded after 18 years of Education from an HEC Recognized University / Institution, with twelve years relevant experience in a National/Multinational organization. OR 1 st Division Bachelor Degree (4 Year) in Computer Science/ Computer Systems Engineering / Information Technology or First Division Master Degree in Computer Science / Computer Systems Engineering/ Information Technology awarded after 16 years of Education from an HEC recognized University /	35-50 Years	By initial recruitment.


Commissioner Officer (III),
Secretary,
University of Engineering & Technology,
Peshawar

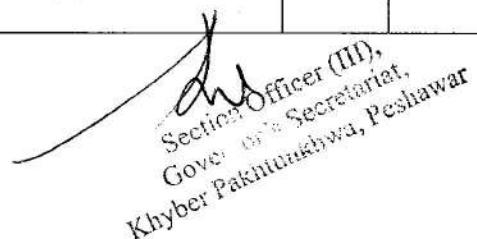
27.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR
APPOINTMENT OF IT OFFICERS STATUTES, 2016

S.No	Nomenclature of Posts	Minimum Qualification for Initial Recruitment or by Transfer	Age Limit	Method of Appointment
		institution, with fourteen years relevant experience in a National / Multinational organization.		
2.	Additional Director IT (different specialties including network, database, system, operations) (including Manager IT, Database Administrator) (BPS-19)	<p>Doctorate Degree in Computer Science / Computer Systems Engineering/ Information Technology from National or Foreign University recognized organization.</p> <p style="text-align: center;">OR</p> <p>At least First division Master Degree (2 Years) in Computer Science / Information Technology/ Computer System Engineering awarded after 18 years of education from an HEC recognized University / Institution, with seven years relevant experience in a national / multinational organization</p> <p style="text-align: center;">OR</p> <p>1st Division Bachelor Degree (4 years) in Computer Science / Information Technology/ Computer System Engineering or First division Master Degree in Computer Science / Information Technology/ Computer System Engineering awarded after 16 years of education from an HEC recognized University / Institution, with</p>	27-45 Years	<p>by initial recruitment or</p> <p>by promotion on basis of seniority cum fitness, from amongst the holders of the post of Information Technology Group (BPS-18) with at least seven years' service as such, if no suitable person is available for promotion, then all appointments will be made by initial recruitment</p>

Section Officer
Governor's Secretariat
Peshawar, Pakistan

27.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR
APPOINTMENT OF IT OFFICERS STATUTES, 2016

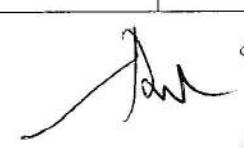
S.No	Nomenclature of Posts	Minimum Qualification for Initial Recruitment or by Transfer	Age Limit	Method of Appointment
		ten years relevant experience in a national / multinational organization.		
3	Deputy Director IT / Senior Network Administrator / Senior Date Base Administrator / Senior Programmer / IT Coordination Officer/ System Administrator (BPS-18)	<p>At least first division master degree (2 years) in Computer Science / Computer Systems Engineering/ Information technology awarded after 18 years of Education from an HEC recognized University / Institution with Two years relevant experience in a national / multinational organization.</p> <p>OR</p> <p>At least (First division Bachelor's Degree (4 Years) in Computer Science / Computer Systems Engineering/ Information Technology or First Division Master Degree in Computer Science / Computer Systems Engineering/ Information Technology awarded after 16 years of Education from an HEC recognized University / Institution with Five year relevant experience in a National / Multinational organization.</p>	25-45-Years	by initial recruitment or by promotion, on the basis of seniority cum fitness, from amongst the holders of the posts of Information Technology Group (BPS-17) with five years as such, subject to the condition that holders of the posts must have at least second division Bachelor Degree (4 Years) or equivalent Master Degree in Computer Science / Information Technology from an HEC recognized University / Institution awarded after 16 years of education.



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Khyber Pakhtunkhwa, Peshawar

27.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR
APPOINTMENT OF IT OFFICERS STATUTES, 2016

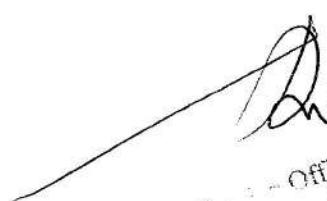
S.No	Nomenclature of Posts	Minimum Qualification for Initial Recruitment or by Transfer	Age Limit	Method of Appointment
4	Manager Network Operations / Network Administrator / Database Administrator / System Administrator / Senior Computer Technologist / Web Master / Programmer (BPS-17)	At least First Division Bachelor's Degree (4 Years) in Computer Science / Computer Systems Engineering/ Information Technology or First Division Master Degree in Computer Science / Computer Systems Engineering/ Information Technology awarded after 16 years of Education from an HEC recognized University / institution with Two years relevant experience in a National / Multinational Originations.	22-40 Years	by initial recruitment or by promotion, on the basis of Seniority-cum-fitness, from amongst the holders of the posts in Information Technology Group (BPS-16) with five years' service as such, subject to the condition that holders of the posts must have at least second division Bachelor Degree (2 years) from an HEC recognized University Institution.
5.	Assistant Manager Network Operations / Assistant Network Administrator / Assistant Database Administrator / Assistant System Administrator / Assistant Web Master/ Senior Computer Operator / Computer Technologist/ Web Master / Assistant Programmer and equivalent (BPS-17)	At least First Division Bachelor's Degree (4 Years) in Computer Science / Computer Systems Engineering/ Information Technology or First Division Master Degree in Computer Science / Computer Systems Engineering / Information Technology awarded after 16 years of Education from an HEC recognized University / institution.	21-35 Years	by initial recruitment or by promotion, on the basis of Seniority-cum-fitness, from amongst the holders of the posts of Computer Operator / Network Supervisor (BPS-16) with at least five years service as such.



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Khyber Pakhtunkhwa, Pakistan

27.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR
APPOINTMENT OF IT OFFICERS STATUTES, 2016

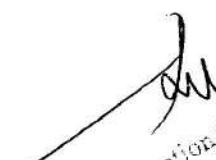
S.No	Nomenclature of Posts	Minimum Qualification for Initial Recruitment or by Transfer	Age Limit	Method of Appointment
6.	Computer Operator / Network Supervisor (BPS-16)	<p>At least First Division Bachelor's Degree (2 Years) in Computer Science / Information Technology from a recognized University / Institution.</p> <p>OR</p> <p>At least second Division Bachelor's Degree (2 years) with one year Diploma in Computer Science/ Information Technology from a recognized Board of Technical Education.</p>	21-35 Years	By Initial recruitment.



S. Iftikhar Officer (III),
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CHAPTER-28

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
EVALUATION/ QUANTIFICATION OF
TEACHING AND ADMINISTRATIVE
POSTS STATUTES, 2016**



Dr. Shahid Riaz
Acting Officer
Chairman's Secretary
University of Peshawar

**28.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR
EVALUATION/ QUANTIFICATION OF TEACHING AND ADMINISTRATIVE
POSTS STATUTES, 2016**

QUANTIFICATION OF MARKS FOR TEACHING AND ADMINISTRATIVE POSTS

Table – A: ENGINEER TEACHERS

S#	Description	Lecturer				Assistant Professor				Associate Professor & Professor			
		30				30				30			
1.	Academic Record	Matric	F.Sc	B.Sc	M.Sc	Matric	F.Sc	B.Sc	M.Sc	Matric	F.Sc	B.Sc	M.Sc
		05	05	20	--	04	06	10	10	04	06	10	10
2.	Screening Test / Demonstration	16				10				--			
3.	Distinction (1 st Class 1 st)	04				04				04			
4.	Additional Relevant Higher Qualification	10				05				--			
5.	Experience over & above the required period	05				10				15			
6.	HEC recognized Research Publications over and above the required number of publications	05				10				15			
7.	National/International Recognition in terms of Awards/Medals	--				01				05			
8.	Book / Chapter Author	--				--				01			
9.	Performance in the Interview	30				30				30			
TOTAL		100				100				100			

Note:-

- i. Minimum passing marks in the screening / written test shall be 60%. In case, the number of candidates is more than 20, then the top twenty (20) candidates per post on the merit list will be called for interview. However, when the number of posts is more than one, then twenty candidates (1:20) per post shall be called for interview.
- ii. Minimum passing marks in the interview shall be 50%.

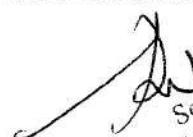
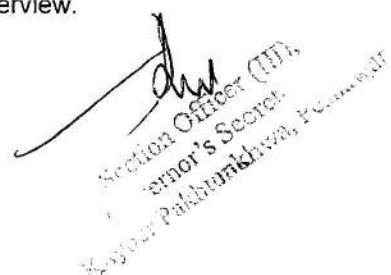

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 Government Secretariat,
 Khyber Pakhtunkhwa, Peshawar

Table – B: NON-ENGINEER TEACHERS

S#	Description	Lecturer				Assistant Professor				Associate Professor & Professor					
		30				30				30					
1.	Academic Record	Matric	F.A / F.Sc	B.A / B.Sc	M.A / M.Sc	Matric	F.A / F.Sc	B.A / B.Sc	M.A / M.Sc	M.S / M.Phil	Matric	F.A / F.Sc	B.A / B.Sc	M.A / M.Sc	M.S / M.Phil
		04	06	08	12	04	04	06	08	08	04	04	06	08	08
2.	Screening Test / Demonstration	16				10				-				-	
3.	Distinction (1 st Class 1 st)	04				04				04				04	
4.	Additional Relevant Higher Qualification	10				05				-				-	
5.	Experience over & above the required period	05				10				15				-	
6.	HEC recognized Research Publications over and above the required number of publications	05				10				15				-	
7.	National/International Recognition in terms of Awards/Medals	-				01				05				-	
8.	Book / Chapter Author	--				--				01				-	
9.	Performance in the Interview	30				30				30				-	
TOTAL		100				100				100				100	

Note:-

- i. Minimum passing marks in the screening / written test shall be 60%. In case, the number of candidates is more than 20, then the top twenty (20) candidates per post on the merit list will be called for interview. However, when the number of posts is more than one, then twenty candidates (1:20) per post shall be called for interview.
- ii. Minimum passing marks in the interview shall be 50%.



Dr. Syed Palkhankhwa, I.C.T.A.
Section Officer (T.I.)
Governor's Secretariat
Government of Pakistan

Table – C: ADMINISTRATIVE OFFICERS

S. No	Description	BPS – 17				BPS–18				BPS–19 & 20			
		40				40				35			
1.	Academic Record	Matric	FA/ F.Sc	B.A/ B.Sc	MA/ M.Sc	Matric	FA/ F.Sc	B.A/ B.Sc	MA/ M.Sc	Matric	FA/ F.Sc	B.A/ B.Sc	MA/ M.Sc
		06	08	12	14	06	08	12	14	05	08	10	12
2.	Screening Test	20				-				-			
3.	Additional Relevant Higher Qualification	05				10				10			
4.	Add: experience over & above the required exp.	05				10				15			
5.	Performance in the Interview	30				40				40			
TOTAL		100				100				100			

- i. Minimum passing marks in the screening / written test shall be 60%.
- ii. Minimum passing marks in the interview shall be 50%.

Section Officer (II),
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Khyber Pakhtunkhwa, Peshawar

CHAPTER-29

**UNIVERSITY OF ENGINEERING &
TECHNOLOGY, PESHAWAR
ANNUAL REPORT STATUTES, 2016**



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

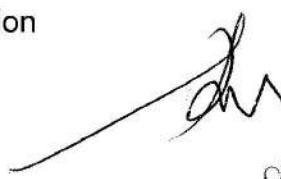
29.0 UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR: ANNUAL REPORT STATUTES, 2016

29.1 Presentation of Annual Report

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:-

29.2 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. Strengthening Physical Infrastructure
- j. Strengthening Technological Infrastructure
- k. Sports
- l. Finance
- m. Funds Generation/Development
- n. University Liaison with industry.
- o. Recruitment and promotions
- p. Meetings of Authorities and Statutory bodies
- q. Outreach activities
- r. Progress achieved from foreign tours
- s. Litigation



Dr. Shahid Naseer (I.I.T.)
Government Secretary,
Khyber Pakhtunkhwa, Peshawar

