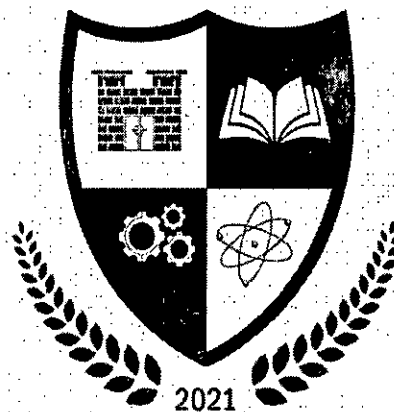


(Annex-I)

The University of Engineering and Applied Sciences, Swat Statutes,
2022

UNIVERSITY OF ENGINEERING
AND APPLIED SCIENCES, SWAT



**The University of
Engineering and Applied
Sciences, Swat
Statutes, 2022**

REGISTRAR
University of Engineering
and Applied Sciences, Swat

20.10.2023
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Governor's Secretariat
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**Title, Commencement, Application
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Swat Statutes, 2022**

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Title, Commencement, Application and Definitions of University of Engineering and Applied Sciences, Swat Statutes, 2022

1. Title

These Statutes shall be called The University of Engineering and Applied Sciences, Swat Statutes, 2022.

2. Commencement

These Statutes shall come into force at once.

3. Application

These Statutes shall apply to all authorities / faculties / departments/directorates / centers / institutes/ sections etc. and to the persons in the service of the University, except those whose appointments are governed by special or general orders or under the provisions of Contract Statutes such as: -

- a. a person appointed on contract / ad-hoc/ temporarily engaged on fixed pay or on daily wage basis;
- b. a person serving in the University on deputation; and
- c. the staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally or on need basis.

4. Definitions

In these Statutes unless the context otherwise requires, the definitions used, shall have the meanings as assigned to them in the Definitions Chapter of these Statutes.

5. Anomaly Committee

- (1) There shall be an Anomaly Committee, to be constituted by the Syndicate for consideration of:

- (i). removal of difficulties in giving effect to the provisions of these Statutes; or
- (ii). any amendment (addition, deletion or modification) in these Statutes.

- (2) The Anomaly Committee shall consist of:

- (i). Vice-Chancellor – Convener;
- (ii). One Dean or Senior teacher to be nominated by the Vice-Chancellor;
- (iii). One Senior Administrative Officer to be nominated by the Vice-Chancellor;
- (iv). Nominee of Higher Education Department, Khyber-Pakhtunkhwa (not below the rank of Deputy Secretary);
- (v). Nominee of Establishment Department, Khyber-Pakhtunkhwa (not below the rank of Deputy Secretary);
- (vi). One member of the Syndicate to be nominated by the Syndicate;
- (vii). Registrar (Member cum Secretary); and
- (viii). Any suitable person co-opted member to be nominated by the Vice Chancellor.

- (3) The Syndicate shall approve Rules of Business for conduct of Anomaly Committee.

- (4) In case of non-existence of any member in the University mentioned in clause (ii), (iii) and (vii), the Vice Chancellor may nominate another person of the same status from other public sector university of the Province.

Title, Commencement, Application and Definitions of University of Engineering and Applied Sciences, Swat Statutes, 2022

6. **Removal of Difficulties**

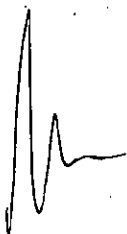
- (1) If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate, in individual cases, on the recommendations of the Anomaly Committee, may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be just and necessary for the purpose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

7. **Amendments in these Statutes**


Any amendment (addition, deletion or modification) in these Statutes shall be proposed by the Syndicate, on the recommendations of the Anomaly Committee to the Senate for approval.

8. **Residuary Provision**

In all other matters not specifically provided for in these Statutes, the Syndicate may adopt corresponding Government rules with such modifications as it may deem fit.

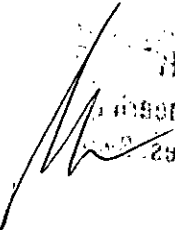


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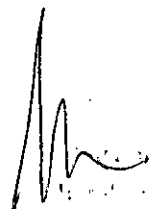

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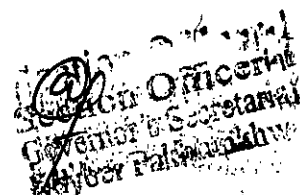
Definitions used in University of Engineering and Applied Sciences, Swat Statutes, 2022

Title

- (i) In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings here by respectively assigned to them, that is to say-

1.	Act means the Khyber Pakhtunkhwa Universities Act, 2012 (KP Act No. X of 2012).
2.	Adhoc or Ad-hoc appointment means appointment of a duly qualified person made otherwise than in accordance with the prescribed manner of recruitment, pending recruitment in accordance with such manner.
3.	Advanced Studies and Research Board (ASRB) means Advanced Studies and Research Board of the University.
4.	Affiliation Committee means the Affiliation Committee constituted in accordance with the Act.
5.	Affiliation means affiliation of a College or Institute with the University.
6.	Annual Report means the Annual Report of the University.
7.	Anomaly Committee Anomaly Committee constituted under the provisions of these Statutes.
8.	Appointing Authority means an authority, which is competent to make appointment to a post under the provisions of the Act or these Statutes.
9.	Appointment includes appointment by initial recruitment, appointment by promotion, and appointment by transfer within the University.
10.	Authorized Officer means an officer who is authorized to function as such under these Statutes or Rules made thereunder.
11.	Campus means Campus or Sub-campus of the University.
12.	Competent Authority means the authorities of the University and the officers of the University as empowered under the provisions of the Act or by these Statutes or by Rules or Regulations made thereunder.
13.	Constituency means an Electoral Unit of the University employees of their respective cadres.
14.	Coordinator means Coordinator of the University Campus.
15.	HoD means the Head of a Department appointed by the Vice-Chancellor.
16.	Accused means an employee against whom disciplinary action is initiated under these Statutes.
17.	Election Agent means an Election Agent, appointed by a candidate.
18.	Election Authority means authority that conducts and supervises the elections.
19.	Election means election of a member or members to the Authorities/bodies in the University.
20.	Election Tribunal means Election Tribunal of the University hearing petitions in connection with the conduct of elections in the University.
21.	elector means a person who is on the electoral list for purposes of elections to the Syndicate or other Authorities under the Act.
22.	emoluments means the amount drawn monthly by an employee as pay or allowances of any description.


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Definitions used in University of Engineering and Applied Sciences, Swat Statutes, 2022

23.	"Employee" means a person who is in the whole-time regular employment of the University including TTS employees but does not include either a contract employee or a part-time, casual or temporary employee, engaged on daily or monthly wage basis, adhoc, work charge or those who are reemployed or are on deputation from other organizations.
24.	"Faculties, Teaching Departments, Constituent Institutes, Constituent Colleges" means Faculties, Teaching Departments, Constituent Institutes, Constituent Colleges and other Academic Divisions of the University.
25.	"family" means an employee's spouse, children (sons up to the age of 25 years or till employment whichever is earlier, unmarried, divorced and widowed daughters), father, and mother dependent upon the employee (to be certified by the head of the concerned Department).
26.	"fee" means admission fee, tuition fee, examination fee, or any other charges classed as fee by the Syndicate.
27.	"Foreign Service" means service in which an employee receives emoluments, with the sanction of the University, from a source other than the University funds.
28.	"Higher Education Department" means the Higher Education, Archives and Libraries Department, Government of Khyber Pakhtunkhwa.
29.	"HEC" means the Higher Education Commission of Pakistan Islamabad.
30.	"Initial Appointment" means fresh appointment or appointment made otherwise than by promotion or by transfer.
31.	"Inspection Committee" means the Committee executing inspection of the institutes / colleges.
32.	"Institute / College" means Institutes and Colleges of the Khyber Pakhtunkhwa Province seeking admission to the Privileges of the University.
33.	"insurance" means the insurance scheme of the employees.
34.	"misconduct" by an employee includes- <ul style="list-style-type: none"> (i). conduct prejudicial to good order or service discipline of the University; or (ii). any act which amounts to an offence under any law for the time being in force; or (iii). conduct unbecoming of an officer and a gentleman; or (iv). any act on the part of an employee to bring, or attempt to bring political or other outside influence, directly or indirectly, to bear upon the University or any of its officer/official, in respect of any matter relating to his appointment, promotion, transfer, punishment, retirement or other conditions of his service; or (v). involvement or participation for personal 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 (vi). making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law or rules; or

Definitions used in University of Engineering and Applied Sciences, Swat Statutes, 2022

	<p>(vii). conviction for an offence involving moral turpitude; or</p> <p>(viii). avoiding submission of Annual Confidential Report/Performance Evaluation Report by an employee, or withholding such report by the Reporting Officer or the Counter Signing Officer, as the case may be, within the required period as provided in the instructions issued by the University, from time to time; or</p> <p>(ix). plagiarism beyond the permissible limit prescribed by the University from time to time; or</p> <p>(x). having entered into plea bargain under any law for the time being in force and has returned the assets or gain acquired through corruption or corrupt practices, voluntarily; or</p> <p>(xi). unauthorized use of social, print, or electronic media; or</p> <p>(xii). any other act on the part of the employee as may be declared misconduct by the Syndicate from time to time.</p>
35.	"non-refundable fee" means any fee or other charges paid to the University which cannot be refunded.
36.	"Other charges" means the dues other than fee demanded by the University.
37.	"pay" means the amount drawn monthly by the University employee as pay and it includes qualification pay, technical pay, special pay, personal pay and other emoluments declared/approved by the Syndicate as pay.
38.	"penalty" means a penalty prescribed in the Efficiency and Discipline Statutes.
39.	"Permanent post" means a post sanctioned without limit of time.
40.	"person" means any person to whom these Statutes apply.
41.	"Polling day" means the day on which the polling is conducted for the elections.
42.	"prescribed" means prescribed by these Statutes, Regulations and Rules under the Act.
43.	"Presiding Officer and Assistant Presiding Officer" means Presiding Officer and Assistant Presiding Officer so appointed by the Returning Officer.
44.	"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 was performing its duties.
45.	"Principal / Director" means the Head of the College or the Chief Executive of the Institute / College seeking affiliation.
46.	"Professor Emeritus" means the Professor who retires from the University service in BPS-21 or 22 and is given the status of Professor Emeritus by the Senate.
47.	"proforma" means the proforma appended to these Statutes.
48.	"program" means the course of study or research, which culminates in the final award of degree.
49.	"Refund of fee" means the amount required to be refunded to the payee in a prescribed manner.
50.	"Registrar" means the Registrar of the University as provided in the Act.


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Definitions used in University of Engineering and Applied Sciences, Swat Statutes, 2022

51.	"Regular appointment" means an appointment made in accordance with the prescribed procedure against a vacant sanctioned post under these Statutes.
52.	"Returning Officer" means a Returning Officer, so appointed by the Election Authority, exercising the powers and performing the functions assigned to him in connection with the elections.
53.	"Schedule" means a Schedule annexed to these Statutes.
54.	"Selection Board" means the Selection Board of the University.
55.	"Selection Committee" means the Selection Committee constituted under these Statutes.
56.	"Senate" means the Senate of the University.
57.	"student" means a student of the University to whom these Statutes apply.
58.	"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.
59.	"Syndicate" means the Syndicate of the University.
60.	"temporary post" means a post sanctioned for a limited time.
61.	"Terms & Conditions of Service" means the terms and conditions of service of the employees as assigned to them under provisions of the Act or these Statutes made thereunder.
62.	"The Powers and Duties of Officers and Teachers" means the Powers and Duties of Officers and Teachers respectively assigned to them under provisions of the Act and the Statutes made thereunder.
63.	"The pronoun He / His / him" whenever used shall include both male and female employee, as the case may be.
64.	"Treasurer" means the Treasurer of the University.
65.	"University" means The University of Engineering and Applied Sciences, Swat.
66.	"Vice-Chancellor" means the Vice-Chancellor of the University.

(ii) Words and expressions used in these Statutes but not defined shall have the same meanings as are assigned to them in the Act.



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The University of Engineering and Applied Sciences, Swat Service Statutes, 2022



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University of Engineering and Applied Sciences Swat Service Statutes, 2022

1. Terms and Conditions of Service of University Employees

An employee of the University shall be governed by the following terms and conditions of service, namely:

- (1) all appointments to the posts in the University shall be made in accordance with the Appointment and Scales of Pay Statutes of the respective cadre;
- (2) any person appointed by initial recruitment to a post in the University shall have to produce a medical fitness certificate and Police clearance certificate from respective Police Stations;
- (3) two or more employees cannot be appointed substantively to the same permanent post at the same time;
- (4) an employee cannot be appointed substantively, except as a temporary arrangement, to two or more permanent posts at the same time;
- (5) an employee cannot be appointed substantively to a post on which another employee holds a lien;
- (6) appointment in the University shall be conditional upon verification of personal data, educational and service/experience credentials;
- (7) while joining service of the University, an employee shall submit-
 - (i). an affidavit of his non- involvement in politics; and
 - (ii). declaration of maintaining secrecy and fidelity as may be prescribed by the University;
- (8) in-service candidates shall have to produce NOC from respective employer while joining University service;
- (9) any product or asset generated as a matter of service in the University shall be the property of the University to the extent as prescribed by rules or terms of such activity;
- (10) the service matters of TTS faculty shall be governed by their relevant Statutes; and,
- (11) any other provisions as may be prescribed by the Syndicate from time to time.

2. Probation

- (1) An employee appointed to a post in the University shall be on probation for a period of one year, extendable for another year on six months basis.
- (2) The period spent on leave, except casual leave, may be excluded for reckoning the period of probation;
- (3) If in the opinion of the Appointing Authority, the work or conduct of an employee during the period of probation, has not been satisfactory, it may, notwithstanding that the period of probation has not expired, dispense with his service:

Provided that on completion of probation period, whether initial or extended, the employee concerned shall be deemed to have completed his probation period successfully if any adverse action has not been taken against him:


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Provided further that if the employee was holding another post before this appointment, and his service during the probation period is considered unsatisfactory, he shall be reverted to his former post.

3. Age limit

- (1) The age limit for appointment against various positions shall be such as prescribed in the relevant Statutes:

Provided that the upper age limit for the persons in the service of the University or Government shall be 55 years for all pay scales.

Provided further that the relaxation of upper age limit shall be governed under the provisions of the Rules approved by the Syndicate.

- (2) No age limit for re-employment of superannuated/ retired teachers who have served under Government or the University.

4. Confirmation

- (1) On completion of the period of probation of an employee, the Appointing Authority may, subject to the provisions of these Statutes, confirm his appointment, against a permanent post, or if his work or conduct has, in the opinion of such authority, not been satisfactory:

- (i). in case of initial appointment, dispense with his service; or
- (ii). in case, he has been appointed otherwise, revert him to his former post, or
- (iii). 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 expiry of the initial probation period.

- (2) On expiry of the maximum period of probation, an employee shall be deemed to have been confirmed in service against a permanent post unless there is an order to the contrary or his services have been dispensed with earlier.

- (3) No employee shall be confirmed in a post in the University unless he successfully completes such training, course, research assignment or passes such test, as was applicable at the time of his appointment to the post.

5. Seniority

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

- (2) The seniority inter se of employees (appointed to a cadre or post) shall be determined:

- (3) In case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Board/Selection and Promotion Committee; provided that persons selected for appointment to a post in an earlier selection shall rank senior to the persons selected in a later selection; and

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

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

Explanation - I

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

Explanation - II

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

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

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

- (6) Seniority inter se of employees on subsequent appointments to posts in the higher scales of pay on the same date shall be determined on the basis of seniority inter se in lower scales of pay, unless otherwise prescribed.
- (7) Seniority of the persons, having same date of arrival for duty after initial recruitment shall be determined on the basis of age i.e., the employee older in age shall rank senior.

6. Lien

- (1) An employee, on substantive appointment to any permanent post, acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- (2) An employee holding substantively a permanent post retains a lien on that post:
- while holding a temporary post or officiating on another post, other than a post in a service or cadre against which he was originally appointed;
 - while performing duty on that post;
 - while on joining time or transfer to another post;
 - while on leave; and
 - while under suspension.

7. Transfers

University of Engineering and Applied Sciences Swat Service Statutes, 2022

As provided in the Act, the Vice Chancellor may, in consultation with the Head of the Department concerned, transfer any employee from one post to another, within the University, in the same pay scale:

Provided that such employee shall not suffer a loss in salary by such transfer.

8. Bar to engage in other employment

An employee shall not, except with the prior permission of the appointing authority in writing, engage in any profitable activity or business, other than his official duties in the University:

Provided that this prohibition shall not prevent him from accepting any examination/academic work, official meetings in other universities or Government and seminars or conferences as well as research work.

9. Pay and Scales

- (1) Notwithstanding anything to the contrary contained in these Statutes, all employees shall be placed in the Pay Scales as provided under relevant Statutes and shall be governed by the conditions mentioned therein.
- (2) Pay shall be admissible to the employee on the basis of rendering duty as well as for the period of leave other than Extra-ordinary Leave without pay.
- (3) Pay or service protection to the employee, appointed on regular basis, of contractual employment shall be admissible as prescribed by the Syndicate from time to time.

10. Honorarium

- (1) The Vice-Chancellor may grant efficiency honorarium, equal to or up to one month pay, to an employee as special 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.
- (2) Except when special reasons exist, it should be recorded in writing, for departure from this provision, sanction for the grant or permission to receive an efficiency honorarium, should not be given unless, the work has been undertaken with prior consent of the competent authority and its amount is settled in advance.
- (3) The Vice-Chancellor may grant honorarium for such special work as required special remuneration at the rate which he may deem fit.

11. Fee

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

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Provided that one third (1/3rd) of any fee paid to the employee shall be credited to the University fund and any material / equipment or any movable and immoveable property acquired during such service shall be the property of the University.

12. Residential Accommodation

- (1) Subject to availability, the employees may be allotted residential accommodation in the University, in order of merit to be maintained by the University.
- (2) The employee concerned shall keep the accommodation in good condition.
- (3) An employee proceeding on the Leave Preparatory to Retirement shall be entitled to retain the official accommodation during such leave.
- (4) An employee may retain the official accommodation at the most for six months after his retirement.
- (5) The rent for official accommodation shall be charged from the employee concerned at the rate determined by the Syndicate from time to time.
- (6) All other matters relating to official accommodation shall be governed by the rules prescribed for the purpose.

13. Retirement

- (1) The age of retirement on superannuation for all employees shall be sixty (60) years.
- (2) An employee shall have the option of seeking voluntary retirement on completion of 25 years qualifying service or attaining the age of fifty-five years whichever is later.
- (3) The office of Registrar, shall maintain a list of the employees due for retirement with in next twelve months. Such list shall be regularly updated.

14. Suspension

- (1) An employee shall be placed under suspension in case he is proceeded against under the Efficiency and Discipline Statutes or has been arrested and placed behind the bars by the law enforcing agencies or has become a fugitive to law.
- (2) Employee under suspension shall be entitled to subsistence grant comprising of full pay and allowances last drawn by him immediately before his suspension and all other benefits and facilities enjoyed by him as part of his service conditions prior to such suspension.
- (3) The employee under suspension when acquitted/exonerated from the charges leveled against him, the period under suspension shall be treated as the period spent on duty, if otherwise, the competent authority may decide the period under suspension as it may deem appropriate.
- (4) Leave may not be granted to an employee under suspension.

15. Resignation

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- (1) An employee desirous of resigning from service shall give to the competent authority, a prior notice of one month or for such period as provided in his appointment order:

Provided that in case of failure to give notice, the employee shall forfeit to the University the emoluments of the notice period:

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

- (2) When an employee gives a notice of resignation, he shall not be granted any leave other than Sick Leave or Casual Leave.
- (3) An employee on leave, other than Sick Leave or casual leave shall give a notice of resignation after expiry of such leave.
- (4) An employee who has submitted application for resignation may have the option to withdraw such application for resignation before its approval.

16. Retrenchment

When an employee is required to be retrenched on abolition of his post or reduction of office, he shall be entitled to the emoluments for the notice period.

17. Right of appeal or representation

- (1) An appeal under section 40 of the Act, shall be made within 30 working days against the order punishing any officer, other than the Vice Chancellor, teacher or other employee of the University or altering or interpreting to his disadvantage the prescribed terms and conditions of his service.

As provided in Section 41 (1) of the Act, all persons employed by the University in accordance with the terms and conditions of service prescribed by Statutes shall be persons in the service of Pakistan for the purposes of any Court or Tribunal set up by law in terms of Article 212 of the Constitution of the Islamic Republic of Pakistan:

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

- (2) The Vice Chancellor or the Syndicate, as the case may be, while acting in the capacity of Appellate Authority shall decide the appeal within ninety (90) days of its filing.

18. Increment

All regular employees in BPS shall be entitled to annual increment on 1st of December each year subject to fulfillment of the following conditions:

- (1) the employee concerned has rendered at least six (06) months service during that year i.e., up to 30th November in the same Scale of Pay.

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- (2) the increment has not been withheld as a result of penalty; and
- (3) annual increment shall not be admissible during suspension of the employee, however on event of re-instatement into service, he may be allowed increment retrospectively unless or until specifically mentioned in the restoration order.

19. Service History / Books

For Employees in BPS-17 and Above

- (1) A Service History/Book shall be maintained for each employee in BPS (17 and above) and be kept up to date.
- (2) Each event in his official career shall be recorded and indexed in the Service History/Book.
- (3) The service verification shall be carried out every year and the facts shall be recorded in the Service History/Book.

For Employees in BPS-1-16

- (1) A Service History/Book shall be maintained for each employee from BPS 1-16 (Support Staff) and kept up-to date.
- (2) Each event in his official career shall be recorded and indexed in the Service History/Book.
- (3) The service verification shall be carried out every year and all the facts shall be recorded in the Service History/Book.

20. Performance evaluation

- (1) The work and conduct of an employee shall be evaluated and recorded in the Performance Evaluation Reports by the Reporting Officer, countersigned by the Countersigning Officer and shall be maintained as follows:

S#	Categories of the Employees	Reporting Officer	1 st Counter Signing Officer	2 nd Counter Signing Officer where Applicable
a.	Deans, Heads of Teaching Departments, Sectional Heads and all other employees in BPS-20 and above	Vice Chancellor.	Vice Chancellor.	NA
b.	Faculty Members	The respective Heads of teaching Department / Institute / Center	The concerned Dean.	Vice Chancellor
c.	Administrative officers in BPS-17 and above	The respective Sectional Heads	The Registrar	Vice Chancellor

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d.	Staff in BPS-1 to 16	The respective Sub-sectional Heads with in the sections/ departments.	The respective Sectional Heads	The Registrar
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Provided that the Reporting Officer shall communicate to the concerned employee about the adverse remarks within two weeks;

Provided further that the Countersigning Officer and the second Countersigning Officer may expunge the adverse remarks as he may deem appropriate.

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1. Preparation of Annual Report

- (1) The University shall cause to be prepared an Annual Report for consideration of the Syndicate and the same shall be submitted to the Senate for approval.

Explanation: For the purpose of these Statutes, Annual Report means the Annual Report submitted by the Vice Chancellor under section 11(7) and (8) of the Act.

- (2) The Annual Report shall cover all areas of University governance, academic progress, research initiatives and achievements, finance and general administration.

2. Procedure for submission of Annual Report

- (1) The Annual Report after being prepared, shall be placed before the Syndicate for consideration within the meaning of section 23(2)(a) of the Act within thirty (30) days.
- (2) The Syndicate shall consider the Annual Report and may propose any changes or improvements in the same, if deemed necessary.
- (3) The changes (if any), proposed by the Syndicate under sub-section (2) above, shall be incorporated in the Annual Report and thereafter, the same shall be placed before the Senate for approval within three months of closure of the academic year.
- (4) The Senate after consideration of the contents of the Annual Report, may approve the same.

3. Layout of Annual Report

The layout of the Annual Report shall contain the following contents:

(1) Academics

A. Curricular Activities

- (i). Academic Activities.
- (ii). Quality Assurance.
- (iii). Faculty Development.
- (iv). Students enrolment and degrees awarded annually.
- (v). Ranking of the University.
- (vi). Any other activity.

(2) Co-Curricular Activities

- (i). Sports.
- (ii). Student Societies and activities.
- (iii). Community building and awareness.

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(iv). Leadership building and awareness.

(v). Any other activity.

(3) Research

(i). Research and Development.

(ii). Innovation and Commercialization.

(iii). University Liaison with Industry.

(iv). Universities Building Economies.

(v). Outreach Activities.

(vi). Any other activity.

(4) Administration

(i). University Governance.

(ii). Strengthening Physical Infrastructure.

(iii). Strengthening Technological Infrastructure.

(iv). Recruitment and Promotions.

(v). Meetings of Authorities and Statutory Bodies.

(vi). Litigation.

(vii). Progress achieved from Foreign Tours.

(viii). Any other activity.

(5) Finances

(i). Budget (Recurring and Development).

(ii). Funds Generation/Development/ Financial Sustainability Plan.

(iii). Performance Indicators.

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1-12-2022
12/12/2022
2022/12/12

1-12-2022
12/12/2022
2022/12/12

University of Engineering and Applied Sciences Swat, Fees and other Miscellaneous Charges; Statutes, 2022

1. Fee structure and its review

Rate of fee and other charges and its review shall be as under:

- (1) the nature and details of the fee and other charges shall be as may be determined by the Syndicate on the recommendations of the Finance and Planning Committee;
- (2) the Syndicate may, on the recommendations of the Finance and Planning Committee, revise the fee and other charges or amend any Policy with such conditions, as it may deem appropriate, in accordance with the provisions of the Act; and
- (3) ten percent (10%) annual increase may be made in the fee and other charges by the Syndicate on the recommendations of the Finance and Planning Committee:

Provided that the Syndicate may increase or decrease the rate of such annual charges;

Provided further that in case of increase, it shall be applicable to newly admitted students in fall semester each year, while the students once admitted shall continue to pay the fee and other charges prevalent at the time of their first admission.

2. Refund of fee

- (1) The Syndicate may describe the nature of fee and other charges as refundable and non-refundable.
- (2) A student who cancels his admission shall be entitled to receive back the refundable fee and other refundable charges as per following Schedule:

Percentage of refundable Fee/other charges	Timeline for Semester/ Trimester Semester	Timeline for Annual System
100%	Up to 15 th day of commencement of classes or deposit date of the fee / other charges whichever is later.	Up to 25 days of commencement of classes or deposit date of the fee / other charges whichever is later.
50%	From 16 th - 25 th day of commencement of classes or deposit date of the fee / other charges whichever is later.	From 26 th – 35 th day of commencement of classes or deposit date of the fee / other charges whichever is later.
0%	From 26 th day of commencement of classes or deposit date of the fee / other charges whichever is later.	From 36 th day of commencement of classes or deposit date of the fee / other charges whichever is later.

- (3) The refund and its time schedule of the refundable fee relating to examination, transport, degree/certificates etc. (if any), shall be decided by the Syndicate on the recommendations of the Finance and Planning Committee.

University of Engineering and Applied Sciences Swat, Fees and other Miscellaneous Charges; Statutes, 2022

3. Fee adjustment

- (1) If a student who has already been admitted in a Department, is further admitted in another discipline, program, or department, within 10 days after the first admission, the Fee he has already deposited shall stand transferred to the new Department.
- (2) If the fee for the new discipline, program or department to which the student has been admitted, is more than the fee deposited by him for the first admission, such student shall pay the difference of fee and other charges to the new department.
- (3) If the fee for the new discipline is less than the fee already deposited by the student, the excess amount shall be refunded to him.


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University of Engineering and Applied Sciences Swat, Maintenance of the Record of the Registered Graduates Statutes, 2022

1. Maintenance of Record of Registered Graduates


- (1) Record of the Registered Graduates shall be maintained by the Registrar through the Registration Section.
- (2) Report of the Registered Graduates shall be notified for information of all concerned.

2. Report to the Syndicate

The Annual Report of the Registered Graduates of the University shall be presented to the Syndicate through Academic Council.

3. The Annual Report of the Registered Graduates of the University shall be displayed on the University's website.


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The University of Engineering and Applied Sciences, Swat Teachers Appointment and Scales of Pay Statutes, 2022

1. Method of Appointment

The following steps shall be followed before initiating any appointment under these Statutes:

(1) Procedure before advertisement

- (i). Confirmation of availability of sanctioned/ budgeted post:

Provided that in case vacant post is not available and the post is necessary, proposal for creation of post shall be placed before the relevant forum.

- (ii). Identification of the need for new hiring by the Need Assessment Committee;
- (iii). The recommendations of Need Assessment Committee shall be approved by the Vice Chancellor before further process;
- (iv). Advertisement to be published in a minimum of two newspapers of nation-wide circulation, in addition to uploading the same on the University official website, clearly mentioning the essential criteria for eligibility against each post.

(2) Procedure after advertisement

- (i). The Registrar's office shall receive applications from candidates for advertised posts till last date of submission of applications as mentioned in the advertisement.
- (ii). The Registrar shall maintain complete record of the applications received and after the closing date, he shall compile the applications so received and submit the consolidated statement along with applications to the Scrutiny and Quantification Committee for determination of eligibility or otherwise of the candidates.
- (iii). For appointment in BPS-18 (Lecturers) screening/ability test and demonstration shall be conducted. Whereas, for the appointment of Assistant Professor, only demonstration shall be conducted.
- (iv). Evaluation of research publications wherever applicable, shall be carried out by the Scrutiny and Quantification Committee and verified by the Quality Assurance Cell.
- (v). Based on quantification/evaluation criteria as per Annexure-B, score of each candidate shall be recorded in order to prepare the merit list, in light of the guidelines provided in Annexure-F
- (vi). Interview through Selection Board.
- (vii). Appointment to the posts shall be made by the Syndicate on the recommendations of the Selection Board.
- (viii). Test, interview or other method of evaluation of the candidates shall be such as prescribed by these Statutes.


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2. Scrutiny of applications and quantification

- (i). Scrutiny of applications, shall be carried out by the Scrutiny and Quantification Committee as per eligibility criteria issued by the HEC for the time being in force:

Provided that the minimum eligibility criteria shall be subject to revision as per HEC guidelines issued from time to time and these Statutes shall be deemed to have been revised to the extent of such revised criteria.

- (ii). The criteria for scrutiny and quantification prescribed in these Statutes, shall be applicable to the applicants for both BPS and TTS.
- (iii). Quantification for evaluation shall be made by the Scrutiny and Quantification Committee as per criteria mentioned in Annexure-B and record such quantification marks, in order of merit and relevant Annexures-C to E duly signed by the convener of the Committee

3. Scrutiny and Quantification Committee

- (1) For the purpose of scrutiny and quantification of applications, there shall be a Scrutiny and Quantification Committee which shall consist of the following, namely:

S.No.		
a)	Dean of the concerned Faculty or in his absence the senior most teacher of the Faculty;	Convener
b)	Head of the concerned Department;	Member
c)	Three Senior Professors of the relevant field, two of whom shall be from outside the University, to be appointed by the Vice Chancellor from a standing list to be approved by the Syndicate; and	Member
d)	Additional / Deputy Registrar	Secretary

- (2) In case of non-existence of Dean or any other member of the Scrutiny and Quantification Committee in the University, the Syndicate may, on the recommendations of the Vice Chancellor, nominate a Dean or any other member from other public sector universities in the Province.
- (3) No applicant having any conflict of interest shall be the member of Scrutiny & Quantification Committee.
- (4) The Scrutiny and Quantification Committee shall follow the procedure provided hereinafter.
- (5) In case of ineligibility, the candidate shall be informed of such decision of Scrutiny and Quantification Committee within three days through registered post and email.

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- (6) Scrutiny and Quantification Committee shall give in detail the reasons due to which the candidate has been declared ineligible.
- (7) The candidate may submit an appeal against the decision of Scrutiny and Quantification Committee to the Vice Chancellor within 15 days of the decisions so communicated.
- (8) The Vice Chancellor shall cause to be placed the appeal so received before the Appellate Committee, comprising of the following for final decision.

a.	Pro-Vice Chancellor/ senior most Dean;	Convener
b.	two senior teachers (other than the members of the Scrutiny and Quantification Committee) to be nominated by the Vice Chancellor; and	Members
c.	Registrar.	Member/ Secretary

- (9) In case of non-existence of Pro Vice Chancellor or Dean in the University, the Syndicate may, on the recommendations of the Vice Chancellor, nominate a Pro-Vice Chancellor or Dean from other public sector universities in the Province.
- (10) The quorum of Appellate Committee shall be three members including the Convener.
- (11) The Appellate Committee shall examine the appeals and may hear the appellants in person where deemed appropriate.
- (12) The decision of Appellate Committee shall be taken by majority of members. In case of a tie, the decision of Appellate Committee shall be expressed in terms of opinion of the Convener.
- (13) Demonstration shall be made before the Demonstration Evaluation Committee which shall consist of the following, namely

a)	Pro-Vice Chancellor or Dean of the concerned faculty. In case of non-availability of Pro-Vice Chancellor or Dean the Vice Chancellor may nominate a Dean of relevant subject from another public sector university;	Convener
b)	Chairperson/Director/HoD;	Members
c)	two seniors most teachers of the Department / Institute;	Members
d)	one subject expert to be nominated by the Vice Chancellor from the standing list of experts recommended by the Board of Studies of the concerned Department/ Institute;	Members

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e)	Registrar or his nominee not below the rank of Deputy Registrar	Member / Secretary
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- (14) In case of non-existence of Pro Vice Chancellor or Dean in the University, the Syndicate may, on the recommendations of the Vice Chancellor, nominate a Pro-Vice Chancellor or Dean from other public sector universities in the Province.
- (15) The Demonstration Evaluation Committee shall evaluate and award marks accordingly for the demonstration made by the candidates either in person or through video link, if the candidate is abroad and he has requested for the demonstration through video link at least two days prior to the date of demonstration.
- (i). The quorum of Demonstration Evaluation Committee shall be four members.
 - (ii). Qualifying marks in the screening test and demonstration for the post of Lecturer (BPS-18) shall be 50% each.
 - (iii). Qualifying marks in the demonstration for the post of Assistant Professor (BPS-19) shall be 50%.
 - (iv). The secured marks shall be counted for short-listing purposes as well as for total evaluation.
 - (v). Based on overall merit, the candidates shall be called for interview as follows, namely: -
 - a) for the post of Lecturer seven top most candidates for a post and three more for each additional post; and
 - b) for the post of Assistant Professor and above, five top most candidates for a post and three more for each additional post:

Provided that in case of less number of candidates, the available candidate(s) shall be interviewed.
 - (vi). The decision of Appellate Committee regarding eligibility or ineligibility shall be final.

4. Pay Scales and other fringe benefits

- (1) The Pay Scales of the University teachers shall be such as approved under these Statutes.
- (2) The Syndicate may grant advance increments/allowances/honorarium to a University teacher on such terms and conditions, as it may determine or as recommended by the Selection Board.
- (3) The Pay Scales of University teachers shall be as follows:

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S. No.	Post	BPS
a)	Lecturer	18
b)	Assistant Professor	19
c)	Associate Professor	20
d)	Professor	21
e)	Meritorious Professor	22

5. Fixation of Pay on Appointment to Higher Post

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

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.

6. Increments

Annual increment in Pay Scales shall fall due on the first day of December for teacher serving in BPS and 31st day of December for teachers in TTS 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. Advance increments

- (1) As provided in 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.
- (2) The Syndicate may devise a Policy for grant of advance increments to those fulfilling the criteria mentioned in such Policy.
- (3) The Selection Board may recommend up to four advance increments at the time of appointment under the provision of Policy approved by the Syndicate.

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The following monthly allowances shall be admissible to University teachers subject to revision by the Syndicate from time to time:

(1) House Rent Allowance

- (i). A Teacher who has not been provided residential accommodation in his name, by the University shall be entitled to House Rent Allowance as prescribed 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 in case of hired accommodation, the other one shall be entitled to get House Rent Allowance.

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

(2) Conveyance Allowance

Conveyance Allowance shall be admissible to all teachers as prescribed by the Syndicate from time to time:

Provided that such allowance shall not be admissible to the teacher who has been allotted official vehicle or availing pick and drop facility by the University or on leave.

(3) Medical Allowance

Medical Allowance shall be admissible to all teachers as prescribed by the Syndicate from time to time.

(4) Senior Post Allowance

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

(5) Orderly Allowance

All University employees in BPS-20 and above shall be entitled to Orderly Allowance at the rate approved by the Syndicate.

(6) Ph.D. Allowance

Ph.D. allowance shall be admissible to PhD or equivalent degree holders at the rate approved by the Syndicate, subject to verification of the degree from HEC.

(7) M.Phil./MS Allowance

M.Phil./MS Allowance shall be admissible to MPhil/MS or equivalent degree holders at the rate approved by the Syndicate, subject to verification of the degree from HEC.

(8) Headship Allowance

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

(9) Special Incentive Allowance to teachers appointed on TTS

Special Incentive Allowance shall be admissible to teachers appointed on TTS at the rates approved by the Syndicate from time to time.

(10) Focal Person/ Coordinator Allowance

Any faculty member in BPS-20 or above assign to work as Focal Person / Coordinator shall be entitled to monthly allowance at the rate of 10% of his initial basic pay.

(11) Entertainment Allowance

Entertainment Allowance shall be admissible to the entitled teacher at the rates approved by the Syndicate.

(12) Traveling Allowance and Daily Allowance


Traveling and Daily Allowance shall be admissible to the teachers at the rates approved by the Syndicate.

(13) Professional Allowance:

Professional Allowance shall be admissible to the teachers at the rates approved by the Syndicate.

(14) Any other allowance as approved by Syndicate.


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1-15-2022
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(Annexure-A)

AGE LIMIT OF TEACHERS

S.	Post	BPS	Maximum Age limit
i.	Lecturer	18	35
ii.	Assistant Professor	19	40
iii.	Associate Professor	20	45
iv.	Professor	21	50

Note: The upper age limit shall not be applicable on the internal employees/candidates of the University (including employees/candidates hired for initial project for establishment of the University).

(Annexure-B)

EVALUATION CRITERIA FOR SELECTION OF TEACHERS

S.No.	Evaluation Head	Marks Assigned		
		Faculty		
		Lecturer BPS-18	Assistant professor BPS-19	Associate professor BPS-20/ Professor BPS-21
1	Academic Qualification	30	30	30
2	Additional Relevant Higher Qualification	05	---	---
3	Screening/Ability Test	10	---	---
4	Demonstration	10	05	
5	Relevant Experience	05	10	10
6	Gold Medal/Distinction/Award	05	05	05

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7	Research Publications in HEC recognized Journals/Book Chapters	10	15	20
8	Research Projects	---	10	10
9	Selection Board	25	25	25
	Total	100	100	100

(Annexure-C)

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

1	2	3	4	5	6	7	8	9	10	11
S.#	Name of Candidate	Academic Qualification. (30)	Additional Higher Qualification (05)	Ability test (10)	Demonstration (10)	Relevant Experience (05)	Gold medal/ Distinction/Awards (05)	Research Publications/ Book Chapters (10)	Interview (25)	Grand Total (100)
1										
2										
Signature Convener of S & QC _____										

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(Annexure-D)

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

1	2	3	4	5	6	7	8	9	10
S.#	Name of Candidate	Academic Qualification. (30)	Demonstration (05)	Relevant Experience (10)	Gold Medal / Distinction / Awards (05)	Research Publications/ Book Chapters (15)	Research Projects (10)	Interview (25)	Grand Total (100)
1									
2									
Signature Convener of S & QC _____									

(Annexure-E)

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

1	2	3	4	5	6	7	8	9
S.#	Name of Candidate	Academic Qualification. (30)	Relevant Experience (10)	Gold Medal / Distinction / Awards (05)	Research Publications/ Book Chapters (20)	Research Projects (10)	Interview (25)	Grand Total (100)
1								
2								
Signature Convener of S & QC _____								

(Annexure-F)

PROCEDURE/POLICY GUIDELINES FOR QUANTIFICATION

1. Academic Qualification

These shall include all scholastic certificates/degrees from SSC to Masters/MS/M.Phil. or equivalent (18 years of education).

A total of 30% marks shall be assigned to the academics for various posts of faculty positions (BPS- 18-21). Quantification of academics shall be calculated as under:

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(a). Matric	= percentage of marks $\times 1$	= score
(b). Intermediate	= percentage of marks $\times 1.5$	= score
(c). Bachelor (2 years)	= percentage of marks $\times 2$	= score
Master (after 2 years bachelor)	= percentage of marks $\times 2.5$	= score
OR		
Bachelor degree (4 years' programs)	= percentage of marks $\times 4.5$	= score
(d). MPhil/MS (18 years of Education)	= percentage of marks $\times 3$	= score

Total = = Total score

- Note: - a).** The percentage of marks of Bachelor degree (4 years) shall be multiplied by 7.
- b).** The percentage of academic marks obtained in conventional / term system shall be treated as actual marks whereas, the percentage of semester system shall be multiplied with 0.9.

% Score = Total Score divided by 10

Score obtained (for Lecturer (BPS-18)) = % score $\times 0.3$ = Obtained score

For instance, take the following example:

Candidate-A			Candidate-B		
Qualification	Marks/Total	Score	Qualification	Marks/Total	Score
Matric	616/850	$616/850 \times 100 \times 1$ = 72.47	Matric	660/850	$660/850 \times 100 \times 1$ = 77.65
Intermediate	778/1100	$778/1100 \times 100 \times 1.5$ = 106.09	Intermediate	725/1100	$725/1100 \times 100 \times 1.5$ = 65.91 $\times 1.5$ = 98.86
Bachelor (2 years)	374/550	$374/550 \times 100 \times 2$ = 136.00	Bachelor (4 years)	4325/6000	$4325/6000 \times 100$ $\times 0.9 \times 4.5$ = 291.94
Master (2 years)	947/1200	$947/1200 \times 100 \times 2.5$ = 197.29	NA	NA	NA
MSc (Hons) / MS / MPhil / LLM	3.3/4.0	$3.3/4.0 \times 100 \times 4.5$ = 371.25	MSc (Hons) / MS / MPhil / LLM	3.3/4.0	$3.3/4.0 \times 100 \times 4.5$ = 371.25
Total Score		883.1	Total Score		839.69
% Score		$= 883.10/10$ = 88.31	% Score		$= 839.69/10$ = 83.97
Obtained Score		$= 88.31 \times 0.3$ = 26.49			$= 83.97 \times 0.3$ = 25.19

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Additional relevant higher qualification

PhD or equivalent in the relevant field. Maximum marks in this case shall not exceed 5. A candidate for the post of Lecturer shall be awarded 05 marks for having PhD or its equivalent qualification in the relevant field.

Screening/Ability Test

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Passing marks for the Screening/Ability Test (where applicable) shall be 50% of the total marks of the test. The Screening/Ability Test shall be used for the purpose of screening/shortlisting and the weightage of secured marks shall be counted for total evaluation as per breakup provided in Annexure-B above.

4. Gold Medal/Distinction:

Maximum marks in this case shall not exceed 5. A candidate securing first class first position in any university examination (from Bachelor to 18 years of education) in the department/discipline shall be granted 2 marks for first Gold Medal/Distinction, 01 mark for the second one. For instance, a candidate having first class first position in Bachelor degree and first class first position in Masters degree shall be granted 3 marks. The credit assigned to the candidate shall be granted only after provision of authentic documents issued by the Controller of Examinations.

5. National/International/Award Recognition:

It shall mean the following:

- (i). Sitara-i-Imtiaz, Tamgha-i-Imtiaz, or Higher Award (01 mark for each award up to maximum of 02 marks);
- (ii). any award by the relevant ministry or HEC in recognition of scientific work (01 mark for each award up to maximum of 02 marks);
- (iii). a certificate/patent obtained on a Product/Invention/Technology (01 mark for each award up to maximum of 02 marks);
- (iv). an approved variety by the provincial / federal relevant authority (01 mark for each award up to maximum of 02 marks); and
- (v). any other award of the same standing/status declared by the concerned authority:

Provided that the Syndicate may include/exclude any award to/from the above list.

Explanation: Variety for the purpose of clause (iv) above, means a research product successfully approved by the certifying agency of the Government or an international body.

6. Research Publications

Publication marks shall be awarded to the candidates for their papers published in HEC approved/recognized journals. Research Papers of the candidates shall be evaluated by the QEC. A candidate shall be awarded 01 mark for each paper, over and above the required publications, published in HEC approved journals. Maximum marks should not exceed 10, 15 or 20 marks respectively for various categories of Faculty as specified in Annexure-B.

Although, publications shall not be required for appointments of Lecturers and Assistant Professor, however, in order to encourage research, a candidate for the post of Lecturer or Assistant Professor, shall be awarded 01 mark for each paper published in HEC approved/recognized journals subject to a maximum of 10 and 15 marks respectively, as specified in Annexure-B.

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Marks allocated for publication of Book/Book Chapters shall be one (1) mark for single publication with a total of marks not exceeding two (2).

7. Research Projects

Research projects marks shall be granted to a candidate who has successfully completed research project(s), subject to a maximum of 10 marks, as per the following Table;

S.No.	Value of Research Project Completed as Principal Investigator	Marks
1	Less than Rs. 01 Million	0.5
2	Of Rs. 01 Million and above but less than Rs. 02 Million	01
3	Of Rs. 02 Million and above but less than Rs. 03 Million	02
4	Of Rs. 03 Million and above but less than Rs. 04 Million	03
5	Of Rs. 04 Million and above but less than Rs. 05 Million	04
6	Of Rs. 05 Million and above but less than Rs. 06 Million	05
7	Of Rs. 06 Million and above but less than Rs. 07 Million	06
8	Of Rs. 07 Million and above but less than Rs. 08 Million	07
9	Of Rs. 08 Million and above but less than Rs. 09 Million	08
10	Of Rs. 09 Million and above but less than Rs. 10 Million	09
11	Of Rs. 10 Million and above	10

8. Experience:

For the purpose of these Statutes, experience shall include the following:

- (1) post qualification experience as per HEC guidelines;
- (2) teaching/research experience (BPS-17 and above or its equivalent) in HEC recognized University/Degree Awarding Institution or a Post Graduate Institution or professional experience in the relevant field in a National or International Organization;

candidates shall be awarded 01 mark for one-year experience (BPS-17 and above or its equivalent) up to a maximum of 5 marks for BPS- 18, and 10 marks for BPS-19-21, subject to the provision of authentic documents. The fraction of experience (in months and days) shall be calculated in fraction. For illustration, a candidate having 2 years, 5 months and

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10 days over and above the required experience, he shall be awarded marks as per the following method:

$$2 + (5 \times 30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44 \text{ marks.}$$

Similarly, a candidate having 2 years and 6 months over and above the required experience shall be granted marks as per the following method:

$$2 + (6 \times 30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50 \text{ marks.}$$

9. Selection Board

- (1) Shortlisted candidate(s) having qualified the test or demonstration/presentation, where applicable, shall be interviewed by the Selection Board in person or through video link if the candidate is abroad and has requested for it at least two days prior to the date of interview.
- (2) In addition to meeting eligibility criteria and other conditions for eligibility, the candidates for the post of Associate Professor and Professor shall be evaluated through expert review report, confidentially submitted by the experts(referees), who have been appointed by the Syndicate from a panel recommended by the Vice Chancellor. For each candidate at least three confidential expert reviews shall be obtained out of which two shall be positive to qualify him for interview before the Selection Board.
- (3) Candidates shall be required to obtain at least sixty percent (60%) qualifying marks in the interview conducted by the Selection Board for consideration.
- (4) Members of the Selection Board and Subject experts shall record their marking independently.
- (5) After the interview, the final marks of candidate based on the assessment of the Members and subject experts shall be determined on the basis of average.
- (6) In case of a tie between the candidates, calculation of marks shall be carried out to more than two decimal points until a clear distinction is determined for consideration by the Selection Board.

10. Judgmental Marks

Judgmental marking such as marks awarded for demonstration and interview shall not be challengeable.


11. Rehiring

Rehiring of Teaching and Research Faculty beyond superannuation shall be made as per need of the University:

Provided that such rehired Faculty shall not be assigned any administrative positions.

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The University of Engineering and Applied Sciences, Swat Employees Welfare and Insurance Fund Statutes, 2022

1. University Employees Welfare and Insurance Fund

- (1) There shall be a fund to be known as The University Employees Welfare and Insurance Fund (hereinafter referred to as "Fund") in these Statutes.
- (2) The Fund shall consist of the following:
 - (i) all sums paid by the employees as subscription to the Fund;
 - (ii) all grants, donations, gifts, endowments made by the University, any Government, autonomous bodies, organizations and institutions, individuals or others for the purpose;
 - (iii) all income, profits or interest accruing from the assets belonging to the Fund or from investments made of the Fund;
 - (iv) any other profit or commission received by the University towards the Fund; and
 - (v) contributions of the University or portion thereof.
- (3) The moneys credited to the Fund shall be kept in such bank accounts as may be authorized by the Management Committee.
- (4) Investment of the Fund shall be made by the Management Committee and shall be reported to the ensuing meeting of the Syndicate through the Board.

2. Subscriptions to be paid by the employees

- (1) Subscription towards the fund shall be as under:
 - (i) for the welfare portion, the employees both in BPS and TTS shall pay a monthly subscription into the Fund at the rate of three percent (3%) of their basic pay:

Provided that the Syndicate may revise the subscription rate; and
 - (ii) subscription towards the insurance portion shall be such as approved by the Syndicate from time to time.
- (2) In case the required sum could not be deducted from the pay of the employee, such sum shall be recovered as arrears from the employee concerned from the first salary drawn from the University. In case the sum of such arrears is more than one third of basic salary then the recovery of such arrears shall be made in easy installments. In no case, the recovery or contribution may be condonable.
- (3) Default in the payment of the subscription either for the reason that the pay of the employee was not drawn or due to his inadvertence, negligence or fault of any other reasons whatsoever shall not affect his right or the right of his family to receive the grant or benefits to which he or his family would be entitled under these Statutes:

Provided that the sum of unpaid subscription shall be deducted / recovered from any dues of the employee outstanding against the University.


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3. Board of Directors / Stakeholders

- (1) There shall be a Board of Directors (referred to as Board in these Statutes) of The University of Engineering and Applied Sciences, Swat, constituted under these Statutes.
- (2) The Board shall consist of the following:
 - (i) the Vice Chancellor who shall be the Chairperson of the Board;
 - (ii) one Dean to be nominated by the Syndicate;
 - (iii) one expert (Preferably Finance Specialist) to be nominated by the Syndicate;
 - (iv) one member to be elected by the Faculty from amongst themselves;
 - (v) one member to be elected by the Administrative Officers from amongst themselves;
 - (vi) one member to be elected by the Support Staff from amongst themselves;
 - (vii) Registrar of the University;
 - (viii) Director Planning and Development of the University; and
 - (ix) The Treasurer who shall be member-cum-Secretary of the Board.
- (3) The nominated and elected members shall hold office for three years.

4. Functions and Powers of the Board.

The Board shall have functions and powers to:

- (1) oversee all matters regarding Fund including proper administration and management of the Fund;
- (2) settle specific issues referred by the Management Committee for advice under these Statutes;
- (3) frame rules for administration and management of the Fund for approval of the Syndicate;
- (4) approve rules of business for its function;
- (5) sanction expenditure connected with the administration and management of the Fund;
- (6) appoint or employ such person (s) as it considers necessary for the efficient performance of its operations on such terms and conditions as it may determine;
- (7) do or cause to be done all things ancillary or incidental to any of the aforesaid powers or to the purposes of the Fund; and
- (8) develop schemes for disbursement of any amount for the benefit of employees.

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5. Meetings of the Board

The meetings of the Board shall be conducted as may be prescribed in the Rules Of Business.

6. Board to be Body Corporate

The Board shall be a body corporate having perpetual succession and a common seal with power to recommend to the Syndicate, for acquisition, management, investment and profit of the Fund.

7. Delegation of Powers

The Board, as it may deem fit, may delegate its powers to the Management Committee or the Secretary or any other member/officer of the Board under such conditions and limitations, as it may prescribe.

8. Appeal against the decision of the Board

An appeal shall lie to the Syndicate against the decisions of the Board within 90 days of its decision and the decision of the Syndicate in such matter shall be final and binding on contributing employee.

9. Management Committee

- (1) There shall be a five members Management Committee to be constituted by the Board.
- (2) The Management Committee shall:
 - (i). recommend and/or approve the grants out of the Fund as prescribed under these Statutes;
 - (ii). authorize opening of bank account(s) for deposit of Fund;
 - (iii). invest the Fund in profitable schemes/ banks/ and other institutions and report the same to Syndicate through the Board;
 - (iv). meet at least once in each three months;
 - (v). admit any employee to the membership of the Fund;
 - (vi). prepare and submit Annual Report concerning all the affairs of the Fund to the Board;
 - (vii). refer any special case for consideration of the Board;
 - (viii). check and verify the accounts of the Fund;
 - (ix). consider the audit report of the Fund and to propose suitable action on it for consideration of the Board; and
 - (x). have any other powers and functions as may be delegated by the Board.

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- (3) The quorum for a meeting of Management Committee shall be three.

10. Audit and Accounts

- (1) The accounts of the Fund shall be maintained in such manner and form as may be prescribed by the Board from time to time.
- (2) The account of the Fund shall be audited by such person or authority or agency as the Syndicate may appoint from time to time.
- (3) The annual audited statement of accounts of the Fund shall be prepared in such form as the Board may prescribe from time to time.
- (4) The annual audited statement of accounts so prepared shall be considered by the Board and shall be placed before the Syndicate along with such annotation as the Board may deem appropriate.

11. Power to make rules

- (1) The Board shall prepare draft rules for administration and management of the Fund and forward it for approval of the Syndicate.
- (2) The rules framed under subsection (1) above, shall be considered the rules made under section 31 of the Act and shall continue to remain in force until and unless amended or repealed.

12. Grants from welfare portion of the Fund

(1) Farewell Grant:

The Farewell Grant shall be paid to the contributing Employee on the eve of his leaving the service at University due to:

- (i). proceeding on retirement (superannuation/retiring/invalid pension) equal to 10 Basic Pays last drawn:

Provided that such grant shall be at the rate of one Basic Pay for each year of subscription in case the subscription period at the time of retirement is less than ten years;

- (ii). premature leaving of service at the University:

- a. two Basic Pays last drawn for each spell of 4 years subscription;
- b. in case of less than four years subscription, the sum of the Grant shall be at the rate of half Basic Pay for each year of contribution;
- c. in case of six months or more contributions shall be counted as one year; and
- d. for contribution of less than six months, no benefits shall be admissible in case the employee leaves the service in the University

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13. Death Grant

- (1) The family of deceased employee shall be paid Death Grant equal to ten basic pays last drawn by him in the following sequence:
- i. spouse of the deceased employee;
 - ii. failing (a), children of the deceased employee;
 - iii. failing (a) and (b), parents of the deceased employee; or
 - iv. failing (a), (b) and (c) above, legal heirs of a deceased subject to the production of Succession Certificate issued by NADRA or a Court of competent jurisdiction.
- The employee shall be granted Rs. 50,000/- as Death Grant upon the death of his family members (spouse, children and parents):

Provided that the rate of Death Grant for family members may be subject to revision by the Syndicate from time to time.

14. Marriage Grant

The Marriage Grant at the rate of one basic pay subject to minimum Rs. 50,000/- in each case, shall be admissible to the employee on the eve of his own marriage or the marriage of his children:

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

Provided further that the Marriage Grant to the employee for his own marriage shall be admissible only once.

15. Education Grant

The Education Grant may be allowed to the employee for his children studying in various stages. The sum of such Educational Grant shall be decided by the Board on case-to-case basis keeping in view the following:

- (1) number of applicant(s);
- (2) amount of available funds; and,
- (3) stage / level or subject of child of the employee.

16. Health Grant

The Health Grant to contributing employee, shall be approved by the Syndicate on case-to-case basis keeping in view the sensitivity of the illness/accident of the contributing employee.

17. Special Grant

The Special Grant is subject to the approval of the Syndicate in special circumstances of epidemic diseases, natural calamities, fire, theft etc.

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- (1) In case where couple or brother/sisters (both) are contributing employees they shall be entitled to the above Grants, individually.
- (2) In order of preference, the Special Grant payable to legal heirs of the deceased employee shall be given preference followed by the Farewell Grants.

18. Insurance Fund

- (1) The rate of subscription towards the Fund (Insurance portion) and the sum insured to be paid to employee upon his retirement or to his legal heirs upon his death during the service shall be as under:

BPS of Employee	Sum Insured (in PKR)	Monthly Subscription (in PKR)
Up-to BPS-04	800,000/-	800/-
BPS-05 to BPS-16	1,000,000/-	1000/-
BPS-17	1,500,000/-	1800/-
BPS-18	2,000,000/-	2500/-
BPS-19	2,300,000/-	2950/-
BPS-20	2,500,000/-	3300/-
BPS- 21-22	3,000,000/-	4000/-

Provided that the above rates of subscription as well as sum insured shall be subject to revision by the Syndicate from time to time.

- (2) The sum insured as reflected in the Table in sub-section (1) above, shall be paid to the employee or his legal heirs on following conditions namely:
 - (i). the legal heirs of the employee shall be paid the sum Insured at the rate of his entitlement as mentioned in the Table above subject to the condition that the employee has contributed at least one contribution towards the Fund at the above prescribed rates;
 - (ii). on the eve of retirement on invalid pension, full sum insured; and,
 - (iii). upon retirement (superannuation/retiring pension), the employee shall be entitled to receive payment of sum insured as under:

Period of contribution towards Insurance Fund	Sum Insured Payable
Up to two (2) years	The actual sum of the contribution made during the period.
Above Two (2) years up to three years	The actual sum of contribution made during the period plus 10% profit over such sum contributed.
Above Three (3) years up to Four years	The actual sum of contribution made during the period plus 20% profit over such sum contributed.
Above Four (4) years up to Five years	The actual sum of contribution made during the period plus 30% profit over such sum contributed.

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Above Five (5) years up to Six years	The actual sum of contribution made during the period plus 40% profit over such sum contributed.
Above Six (6) years up to Seven years	The actual sum of contribution made during the period plus 50% profit over such sum contributed.
Above Seven (7) years up to Eight years	The actual sum of contribution made during the period plus 60% profit over such sum contributed.
Above Eight (8) years up to Nine years	The actual sum of contribution made during the period plus 70% profit over such sum contributed.
Above Nine (9) years less than Ten years	The actual sum of contribution made during the period plus 80% profit over such sum contributed.
Ten (10) years and above	The actual sum insured.

19. Determination of basic pay of the TTS with BPS employees:

- (1) The Basic Pay Scale (BPS) shall be determined based on relevant post such as Assistant Professor, Associate Professor and Professor.
- (2) The basic pay of TTS employee shall be equal to the initial basic pay of relevant BPS plus number of stages at the level of stages covered in the TTS.
- (3) In case an employee is dismissed or removed or terminated or compulsorily retired from service, his entitlement of Welfare Grant and sum insured shall be governed as per provisions of these Statutes based on period of his contribution.
- (4) The sum of this Fund shall be used for the purpose as mentioned in these Statutes and in no case other kind of payment/loan shall be made from this Fund.

20. Removal of Difficulties or Relaxation of Statutes

When the Syndicate is satisfied that the operation of any of the provision(s) of these Statutes causes or is likely to cause undue hardship to an employee, it may deal with the case of such employee in such manner as may appear to the Syndicate to be just and equitable on the recommendations of the Board.

21. Interpretation


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

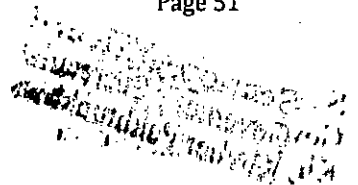


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The University of Engineering and Applied Sciences, Swat Administrative Officers Appointment and Scales of Pay Statutes, 2022

1. Composition of the Administrative Officers

The Administrative Officers shall include the officers against the posts specified in Schedule-I of these Statutes.

2. Procedure of Appointment

The following step-wise procedure shall be followed for making appointment under these Statutes:

(1) Procedure before advertisement

- (i). Confirmation of availability of sanctioned/ budgeted post:

Provided that in case, vacant post is not available and the post is necessary, proposal for creation of post shall be placed before the relevant forum.

- (ii). Identification of the need for new hiring by the Need Assessment Committee.
- (iii). The recommendations of Need Assessment Committee shall be approved by the Vice Chancellor before further process.
- (iv). Advertisement to be published in a minimum two newspapers of nation-wide circulation, in addition to uploading the same on University official website; clearly mentioning the number of post (s) to be filled and essential criteria for eligibility against the post (s).

(2) Procedure after advertisement

- (i). The Registrar's office shall receive applications from candidates for advertised posts till last date for submission of applications as mentioned in the advertisement.
- (ii). The Registrar shall maintain a complete record of the applications received and after the closing date, he shall compile the applications so received and submit the consolidated statement along with applications to the Scrutiny and Quantification Committee for determination of eligibility or otherwise of the candidates.
- (iii). For appointment in BPS-17 Screening/Ability Test shall be conducted.
- (iv). Based on quantification criteria, as per Annexure-E, score of each candidate shall be recorded in order to prepare the merit list.
- (v). Interview through Selection Board
- (vi). Appointment to the posts shall be made by the Syndicate, on the recommendations of the Selection Board.
- (vii). Test, interview or other method of evaluation of the candidates shall be such as prescribed by these Statutes.

3. Appointing and Transferring Authority

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- (1) Appointment of Administrative Officer shall be made by the Syndicate, on recommendations of the Selection Board.
- (2) Appointment shall be made in the prescribed manner subject to availability of budgeted / sanctioned post.
- (3) Transfer of the Administrative Officers within the University may be made by the Vice Chancellor in consultation with concerned Head of Department.

4. Age Limit:

- (1) Upper age limit for initial recruitment of Administrative Officers shall be as follows:

S. No.	BPS	Maximum Age limit
a.	17	35
b.	18	40
c.	19	45
d.	20	50

- (2) Upper age limit may be relaxed upon the request of an applicant, on case-to-case basis, in accordance with rules made by the Syndicate under sub-section (2) of section 31 of the Act.

Note: The upper age limit shall not be applicable on the internal employees/candidates of the University (including employees/candidates hired for initial project for establishment of the University).

5. Eligibility Criteria / Test

- (1) Appointment to posts of Administrative Officers in BPS-17 and above, by initial recruitment, shall be made as per eligibility criteria, qualification and experience provided in Schedule-I of these Statutes.
- (2) Appointment to posts of Administrative Officers in BPS-17 and above, by promotion, shall be made as per eligibility criteria, qualification, length of service as provided in Schedule-I of these Statutes and in accordance with procedures provided in section 9 of these Statutes
- (3) Wherever applicable, the candidate shall be required to obtain passing marks in the test as may be prescribed by the University.
- (4) The candidate shall be informed of his ineligibility.

6. Scrutiny and Quantification Committee

- (1) There shall be a committee for scrutiny and quantification of application of the candidates, which shall be known as the Scrutiny and Quantification Committee and which shall consist of the following:

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a.	An officer of the University (in BPS- 20 or equivalent) to be nominated by the Vice Chancellor	Convener
b.	One expert to be nominated by the Vice-Chancellor from the standing list of experts to be approved by the Syndicate	Members
c.	Concerned Sectional Head	Co-opted member
d.	Additional Registrar	Secretary

Provided that in case of non-availability of convener or members of the Security and Quantification Committee in the University due to vacancy, the Vice-Chancellor may appoint such convener or member from other public sector university of the Province.

- (2) Where the Scrutiny and Quantification Committee declares a candidate ineligible for certain post(s), it shall record, in clear terms, the reasons for such decision.
- (3) Where a candidate is found ineligible after scrutiny, he shall be informed of his ineligibility along with reasons so recorded, within three working days through registered post and email.
- (4) The quantification of eligible candidates shall be carried out from the information provided by him in his application on the basis of criteria given in Annexures A to E (including its narration/explanations) of these Statutes.
- (5) The quantification made under sub-section 4 of section 6 of these Statutes, shall be displayed on University website for information of the candidates.
- (6) The candidate who is aggrieved of the decision of the Scrutiny and Quantification Committee regarding his ineligibility or quantification, may make an appeal to the Vice Chancellor within fifteen days from the decision so communicated.
- (7) The Vice Chancellor shall refer such appeal to the Appellate Committee for decision comprising the following, namely:

a.	Vice Chancellor	Convener
b.	Three experts, one of whom to be from outside of the University to be nominated by the Vice Chancellor from a standing list of experts approved by the Syndicate	Members
c.	Registrar	Secretary

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Provided that, except the Registrar, none of the above shall be member of the Scrutiny and Quantification Committee.

- (8) The quorum of the Appellate Committee for a meeting shall be three.
- (9) The Appellate Committee shall decide appeals by majority.
- (10) In case of a tie, the decision of the Appellate Committee shall be expressed in terms of opinion of the convener.
- (11) The decision of the Appellate Committee shall be final.

7. Method of Appointment

Appointment of Administrative Officers shall be made by promotion or by initial recruitment in the manner as provided in these Statutes.

8. Initial Recruitment

- (1) Initial recruitment shall be made through open competition after publishing advertisement of the vacancies in at least two daily newspapers of nationwide circulation as well as on University's official website.
- (2) No person shall be appointed by initial recruitment unless and until he fulfills the eligibility criteria, qualification, and experience as laid down in Schedule-I:

Provided that in addition to eligibility criteria, the candidate shall also be required to pass the prescribed Test where applicable.

- (3) Quantification and evaluation criteria for initial appointment of Administrative Officers in BPS-17 and above shall be such as prescribed in Annexure - A under these Statutes.
- (4) Selection Board Evaluation Proforma for initial appointment of Administrative Officers in BPS-17 shall be as prescribed in Annexure - B under these Statutes.
- (5) Selection Board Evaluation Proforma for initial appointment of Administrative Officers in BPS-18 and above shall be as prescribed in Annexure - C under these Statutes.
- (6) Selection Board Evaluation Proforma for promotion of Administrative Officers in BPS-17 and above shall be as prescribed in Annexure - D under these Statutes.
- (7) The detailed guidelines for evaluation and quantification are prescribed under Annexures A to E in these Statutes.

9. Appointment by Promotion

- (1) Promotion of the Administrative Officers from BPS-17-20 shall be made on the basis of selection on merit from the Administrative Officers appointed in the relevant cadre as mentioned in Schedule-I.

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- (2) Promotion of officials in BPS 16/17 to Administrative Officers cadre in BPS-17 shall be made on the basis of selection on merit from the existing feeding cadre as mentioned in Schedule-I.
- (3) Passing of written test with at-least 50% marks shall be mandatory for promotion.
- (4) The posts mentioned in the Schedule-I of these Statutes shall be pooled for the purpose of promotion as General Cadre and Specialized Cadre. The General Cadre shall include all posts other than Specialized Cadre. The Specialized Cadre shall include Medical, Works, Sports, Finance and Audit, Library, IT cadres and any other cadre as may be declared as Specialized Cadre by the Syndicate.
- (5) The Administrative Officer considered for promotion:
 - (i). shall stand on merit list of the concerned cadre;
 - (ii). has successfully completed probation period;
 - (iii). has not availed leave without pay for such period which makes him junior from the next senior officer standing on merit list of the concerned cadre;
 - (iv). has Performance Evaluation Reports for the last five years not having any adverse remarks and not below average. In case of below average or with adverse remarks, his promotion shall be deferred till he earns at-least two consecutive good Performance Evaluation Reports:

Provided that an officer promoted who has successfully completed the probation period and has earned at-least two consecutive Good Performance Evaluation Reports after his previous promotion, shall be considered for further promotion subject to fulfilment of other conditions.

- (v). shall possess the prescribed qualifications (academic and professional) of the higher posts as mentioned in Schedule-I;
- (vi). has completed the minimum length of service as mentioned in these Statutes;
- (vii). has not been punished under the Efficiency and Discipline Statutes during the last five years, nor any criminal proceedings have been pending against such officers;
- (viii). In case of major penalty of reduction to lower post or pay scale or reduction to a lower stage in a time scale imposed on an Administrative Officer, he shall stand barred for promotion during the subsistence period of such penalty:

Provided that in case of departmental inquiry pending against the employee concerned, his case of promotion shall be withheld till he is exonerated from the charges. In such a case his junior shall not be considered for promotion against that vacancy till the outcome of the said inquiry;

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(ix). has successfully completed the mandatory training as prescribed for the relevant cadre.

(6) The cases of promotion shall be processed through the Selection Board for its recommendations to the Syndicate.

(7) A panel of up-to three Administrative Officers shall be placed before the Selection Board for consideration of promotion against each vacancy:

Provided that the condition of panel shall not be applicable where less than three officers are available in the cadre.

(8) Promotion shall be made to a post one step above the existing post.

(9) The Syndicate may devise an upgradation and award of personal grade Policy and may consider the grant of upgradation or personal grade to the officers in light of that Policy.

(10) The minimum length of service for promotion to various post(s) shall be as follows:

(i). for posts in BPS – 17 (Officer cadre) Five Years' Service on post in BPS-16 or BPS -17 in case of Office Superintendent;

(ii). for post BPS-18 Five Years' Service on post in BPS-17;

(iii). for post BPS-19 Twelve Years' Service on posts in BPS-17 and above;

(iv). in case the officer concerned was appointment by initial recruitment in BPS-18, the length of service for promotion to BPS-19 shall be seven years;

(v). for BPS-20 Seventeen Years' Service on posts in BPS-17 and above;

(vi). in case the officer concerned was appointment by initial recruitment in BPS-18, the length of service for promotion to BPS 19 shall be seven years in BPS-19 and length of service for promotion to BPS-20 shall be twelve years in BPS-19 and above;

(vii). in case the officer concerned was appointment by initial recruitment in BPS-19, the length of service for promotion to BPS-20 shall be Five years in BPS-19; and

(viii). half of the service rendered in BPS-16 and one fourth of the service rendered up-to BPS-14 shall be counted as length of service in BPS-17 for the purpose of promotion only.

(11) In order of preference, promotion cases shall be finalized first followed by initial recruitment.

In case of non-availability of eligible officers for post(s) meant for promotion, the same may be advertised for initial appointment subject to need of the University duly endorsed by the Need Assessment Committee.

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- (13) The scrutiny of application of the officers considered for promotion and its quantification shall be carried out by the Scrutiny and Quantification Committee as mentioned in these Statutes.

10. Fixation of Pay on Appointment by Upgradation / Initial Appointment to a Higher Post

- (1) In case of appointment of an Administrative Officer 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 existing pay of the employee concerned. In case such next above stage in pay increase gives an equal to or less than a full increment of the pay scale of higher post, the employee shall be allowed a premature increment in the higher scale.
- (2) Personal pay, if any, shall be counted as part of pay for the purpose of fixation.

11. Annual increments

- (1) Annual 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 in that Scale of Pay.
- (2) An employee appointed to a higher post, between the 2nd June and the 30th November of a calendar year, may at his option, get his pay re-fixed in the higher scale on 1st day of December of that year.
- (3) Annual increment beyond maximum ceiling of the Scale of Pay shall be admissible as Personal Pay.

12. Allowances

The following monthly allowances shall be admissible to the Administrative Officers, subject to revision of its rates by the Syndicate from time to time.

(1) House Rent Allowance

- (i). an officer who has not been provided residential accommodation, in his name, by the University, shall be entitled to House Rent Allowance at the rate prescribed by the Syndicate, irrespective of where he resides:

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

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

Provided that such 5% of the basic pay shall not be charged on accommodation consisting two rooms.

(2) Conveyance Allowance:

Conveyance allowance shall be admissible at the rate prescribed by the Syndicate:

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Provided that such allowance shall not be admissible to the officer who has been allotted official vehicle or availing pick and drop facility. Furthermore, no Conveyance Allowance shall be allowed to employees on leave.

(3) Medical Allowance

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

(4) Utility Allowance.

This allowance shall be admissible to officers at the rate prescribed by the Syndicate.

(5) Senior Post Allowance

As approved by the Syndicate.

(6) Orderly Allowance

All University Officers in BPS-20 and above shall be entitled to Orderly Allowance at the rate approved by the Syndicate.

(7) Ph.D. Allowance

Ph.D. Allowance shall be admissible to Ph.D. or equivalent degree holders at the rate approved by the Syndicate, subject to verification of the degree from HEC.

(8) M.Phil. Allowance

M.Phil. Allowance shall be admissible to M.Phil. degree holders at the rate approved by the Syndicate, subject to verification of the degree from HEC.

(9) Headship Allowance

Headship Allowance may be admissible to Deans, HoDs, and Sectional Heads.

(10) Focal Person/ Coordinator Allowance

Officers in BPS-19 and above holding the position of Director/Focal Person/Coordinator shall be entitled to this allowance.

(11) Telephone/DSL reimbursement facility.

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

(12) Entertainment Allowance

The Entertainment Allowance shall be permissible to the entitled officers as approved by the Syndicate from time to time.

(13) Professional Qualification Allowance

The Professional Qualification Allowance shall be permissible to the entitled officers as approved by the Syndicate from time to time.

(14) Additional Charge Allowance

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Additional Charge Allowance shall be admissible to the Officer holding dual charge @ 20% of his basic pay which shall not exceed rupees 12000/ per month.

(15) Utility Allowance


Utility Allowance shall be admissible to the employees at the rates approved by the Syndicate.


(16) Professional Allowance

This allowance shall be admissible to Specialized Cadre employees at the rates prescribed by the Syndicate.

(17) Any other allowance as approved by Syndicate.

As approved by the Syndicate.


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(Annexure -A)

Quantification Criteria for Evaluation of Administrative Officer for Initial appointment

1. The total marks in case of initial appointment of Administrative Officers BPS-17-20 shall be 100 to be awarded as per the following breakup:

S	Evaluation Head	BPS-17	BPS- 18	BPS-19	BPS-20
1	Academics	40	40	40	40
2	Screening/Ability Test by a recognized testing Agency	10	-		
3	Additional Relevant Experience	10	10	10	10
4	Additional Relevant Qualification	10	10	10	10
5	Distinction	05	05	05	05
6	Awards	05	10	10	10
7	Interview/ Selection Board	20	25	25	25
	Total Marks	100	100	100	100

2. Passing marks for the Screening/Ability Test (where applicable) shall be 50% of the total marks of the test. The Screening/Ability Test shall be used for the purpose of screening/shortlisting and the weightage of secured marks shall be counted for total evaluation as per above breakup.
3. Top five candidates on the basis of overall score of headings of the above Table except the interview shall be called for interview for the first vacancy followed by three next top candidates for the additional vacancy.

(Annexure -B-1)

**SELECTION BOARD EVALUATION PROFORMA
FOR APPOINTMENT OF ADMINISTRATIVE OFFICERS IN BPS-17**

1	2	3	4	5	6	7	8	9	10
S.#	Name of Candidate	Academic Qualification (40)	Ability test (10)	Additional Relevant Experience (10)	Additional Relevant Qualification (10)	Distinction (05)	Awards (05)	Interview (20)	Grand Total (100)
1									
2									

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Signature
Convener of FS & QC
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(Annexure -C)

**SELECTION BOARD EVALUATION PROFORMA FOR APPOINTMENT OF
ADMINISTRATIVE OFFICERS IN BPS-18-20**

1	2	3	4	5	6	7	9	10
S.#	Name of Candidate	Academic Qualification. (40)	Additional Relevant Experience (10)	Additional Relevant Qualification (10)	Distinction (05)	Award (10)	Interview (25)	Grand Total (100)
1								
2								
Signature Convener of S & QC _____								

(Annexure -D)

Quantification Criteria for Evaluation for promotion of Administrative Officers

The total marks in case of promotion of Administrative Officers BPS- 17-20 shall be 100 to be awarded as Follows:

S. No		BPS-17	BPS-18	BPS-19	BPS-20
a.	Ability Test	25	25	25	25
b.	Experience over and above the prescribed length of service	05	05	05	05
c.	ACRs/PERs for last 5 years	20	20	20	20
d.	Additional higher qualification (relevant)	05	05	05	05
e.	Training	25	25	25	25
f.	Interview/Selection Board	20	20	20	20
g.	Total	100	100	100	100

For the purpose of evaluation, the distribution of marks for experience, PERs/ACRs, additional higher qualification and interview, the criteria set forth in (Annexure-D) to these Statutes shall apply.

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(Annexure -E)

PROCEDURE/POLICY GUIDELINES FOR QUANTIFICATION

1. Academic Qualification (only for initial recruitment)

These shall include all scholastic certificates/degrees from SSC to Masters or equivalent (16 years of education). A total of 40% marks shall be assigned to the academics for various posts of Administrative Officers (BPS-17-20). Quantification of academics shall be calculated as under:

(a). Matric	= percentage of marks $\times 1$	= score
(b). Intermediate	= percentage of marks $\times 2$	= score
(c). Bachelor (2 years)	= percentage of marks $\times 3$	= score
(d). Master (after 2 years bachelor)	= percentage of marks $\times 4$	= score
Total = (sum of the above four categories)		= Total score

Note: -

- In case of semester system CGPA-3.00 out of 4.00 will be considered in place of first division
- The percentage of marks of Bachelor degree (4/5 years) will be multiplied by 7.
- The percentage of academic marks obtained in conventional /term system will be treated as actual marks whereas, the percentage of semester system will be multiplied with 0.9.

In case of any discrepancy, the Syndicate may decide upon equivalency of CGPA or qualification % Score = Total Score divided by 10

Score obtained (for BPS-17-20) = % score $\times 0.4$ = Obtained score

Illustration of quantification of Academic Qualifications:

Candidate-A			Candidate-B		
Qualification	Marks obtained/ Total marks	Score	Qualification	Marks obtained/ Total marks	Score
Matric	616/850	$616/850 \times 100 \times 1$ = 72.47	Matric	660/850	$660/850 \times 100 \times 1$ = 77.65
Intermediate	778/1100	$778/1100 \times 100 \times 2$ = 141.45	Intermediate	725/1100	$725/1100 \times 100 \times 2$ = 65.91 $\times 2$ = 131.82
Bachelor (2 years)	374/550	$374/550 \times 100 \times 3$ = 204.00	Bachelor (4/5 years)	4325/6000	$4325/6000 \times 100 \times 0.9 \times 7$ = 454.125
Masters (2 years)	947/1200	$947/1200 \times 100 \times 4$ = 315.67	NA	NA	NA
Total Score		733.59	Total Score		663.60
% Score		$= 883.10/10$ = 73.36	% Score		$= 663.60/10$ = 66.36
Obtained Score		$= 88.31 \times 0.3$ = 29.34			$= 83.97 \times 0.3$ = 26.54

- 2. Additional Higher Qualification:** Ph.D./MS/M.Phil. or equivalent or any professional qualification of the relevant field. Maximum marks in this case shall not exceed 05. A candidate having MS/M.Phil. or equivalent or any professional

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qualification in the relevant field shall be given 02 marks and shall be awarded 05 marks for having PhD or equivalent in the relevant field.

3. Distinction (in case of initial appointment only)

A candidate having BS or Bachelor (2 years) and Masters (02 years) degree with distinction shall be granted distinction marks as follows:

- (1) In case, a candidate having first class first position in Bachelors degree (02 years) and first class first position in Masters degree shall be granted 05 marks instead of $3 + 3 = 6$.
- (2) In case of BS degree or its equivalent (04/05 years) 05 marks shall be awarded to the candidates having first class first position, 03 marks with second position and 02 marks with third position.

4. Award (National/International/Recognition)

It shall mean the following:

- (1) Sitara-i-Imtiaz, Tamgha-i-Imtiaz, or Higher Award (02 marks for each award up to maximum of 04)
- (2) Any other award of the same standing/status declared by the concerned authority:

Provided that the Syndicate may include/exclude any award to/from the above list.

5. Experience

Experience for the purpose of these Statutes shall include:

- (1) post-qualification relevant experience in a University or Government Department or National or International Organization in BPS-17 and above.
- (2) a candidate claiming relevant experience shall produce experience certificate to this effect issued by the appointing authority.
- (3) marks for additional relevant experience over and above the required experience shall be awarded (where applicable) as follows:

- i. 01 mark for 01 year experience up to a maximum of 05 marks. The fraction of experience (in months and days) shall be calculated in fraction. For example, a candidate having 02 years 05 months and 10 days experience over and above the required experience shall be awarded as

$$2 + (5 \times 30 + 10) / 360 = 2 + (160) / 360 = 2 + (4/9) = 2.444 \text{ say } 2.5$$

2. Quantification of PERs

The performance (as per ACR's / PER's) of candidates for the last five years shall be evaluated in terms of following grades and score.

(i).	Outstanding	=02 Marks
(ii).	Very Good	=1.8 Marks
(iii).	Good	=1.5 Marks

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(iv). Satisfactory/Average =1.2 Marks

Explanation: The first three grades/ categories of the performance (with whatever nomenclature may be) shall be evaluated as per marks mentioned above against the grades/ categories.


3. Selection Board


- (1) Candidates for the posts of BPS-17-20 shall be evaluated through Interview by the Selection Board, either in person or online through any media. In case of opting for online interview, the candidate shall make a request to the Registrar at least 03 days before Selection Board proceedings.
- (2) The minimum qualifying marks in interview for standing on the merit list for selection shall be 60%. For instance, a candidate must secure at least 15 marks out of 25 marks, otherwise he shall not be eligible for recommendation by the Selection Board. Each member of the Selection Board shall record his assessment of each candidate separately in the shape of marks in the given Column of the Evaluation Sheet at Annexure-B to C.
- (3) After the interview, the final marks of candidate based on the assessment of the members shall be determined on the basis of average (sum of marks assigned by members divided by the total number of members). In case of tie, calculation of marks shall be carried out to more than two decimal points and then the marks shall be determined for final decision about the recommendation of a candidate.

4. Assessment made by Selection Board shall not be challengeable

The assessment made by members of the Selection Board shall be final and irrevocable and shall not be questioned in any Court of law or Tribunal whatever the case may be.


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Administrative Officers

THE UNIVERSITY OF ENGINEERING AND APPLIED SCIENCES, SWAT

SCHEDULE-I

Part-A (General Cadre Posts)

Sr. No	Designation	BPS	Minimum Qualification and Experience	Method of appointment
1.	Registrar	20	Masters or equivalent degree (16 years education) in the field of Social/Management Sciences/English/Law or equivalent from an HEC recognized University/Degree Awarding Institution with at least 17 years post qualification experience in Administration / Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or requisite length of relevant administrative/managerial experience in a reputed national/international organization.	In accordance with provisions of the Act
2.	Controller of Examination	20	Masters or equivalent degree (16 years education) from an HEC recognized University/Degree Awarding Institution with at least 17 years post qualification relevant experience in Examination /Administration / Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or requisite length of equivalent experience in a reputed national/international organization.	In accordance with provisions of the Act

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3.	Director QEC	20	<p>Masters or equivalent degree (16 years education) from an HEC recognized university/Degree Awarding Institution with at least 17 years post qualification experience in Teaching/Administration / Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 or equivalent and above or requisite length of equivalent experience in a reputed national/international organization.</p>	<p>By promotion from amongst the officers in BPS-19 of the General cadre with at least 17 years' service in BPS-17 and above or 5 years' service in BPS-19 (in case of initial appointment in BPS-19) or 12 years' service in BPS-18 (in case of initial appointment in (BPS-18), as per laid down criteria in Section-9 of these Statutes.</p> <p>Or</p> <p>if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:</p>
4.	Director ORIC	20	<p>Ph.D. or equivalent in the field of Engineering and Applied Sciences from an HEC recognized university/Degree Awarding Institution with at least 15 years relevant administrative / academic / research post qualification experience, preferably in a reputed university / industry. Excellent oral and written communication skills, a team builder and having demonstrative record of achievements in his current or past progressively responsible positions are core requirements. He should preferably have experience of conducting or managing research programs in higher education or Research and Development institutions. The individual should have demonstrated ability to work constructively and productively with all stakeholders in the university and the community at large.</p>	<p>By promotion from amongst the officers in (BPS-19) of the General cadre with at least 17 years' service in BPS-17 and above or 5 years' service in BPS-19 (in case of initial appointment in (BPS-19) or 12 years' service in BPS-18 (in case of initial appointment in (BPS-18) as per laid down criteria in Section-9 of these Statutes.</p> <p>or</p> <p>if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:</p>

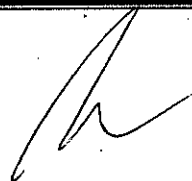
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5.	Director Administration	19	Masters or equivalent degree (16 years education) from an HEC recognized university/Degree Awarding Institution with at least 17 years post qualification experience in Administration / Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 or equivalent and above or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-18 of the General cadre with at least 12 years' service in BPS-17 and above or five years' service in BPS-18 (in case of initial appointment in BPS-18) as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:
6.	1. Additional Registrar 2. Additional Director Academics 3. Additional Director Advance Studies and Research 4. Additional Director ORIC 5. Additional Director QEC	19	Masters or equivalent degree (16 years education) in the field of Social/Management Sciences/English or equivalent from an HEC recognized university/Degree Awarding Institution with at least 12 years post qualification experience in Administration / Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or requisite length of relevant administrative/managerial experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-18 of the General cadre with at least 12 years' service in BPS-17 and above or 7 years' service in BPS-18 (in case of initial appointment in BPS-18) as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:
7.	Additional Controller of Examination	19	Masters or equivalent degree (16 years education) from an HEC recognized University/Degree Awarding Institutions with at least 12 years relevant post qualification experience in Examination /Administration / Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or requisite length of relevant experience in reputed national/international organization.	By promotion from amongst the officers in BPS-18 of the General cadre with at least 12 years' service in BPS-17 and above or 7 years' service in BPS-18 (in case of initial appointment in BPS-18 as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:

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8.	Director Communication	19	Master or equivalent degree (16 years' education) in Journalism/Mass Communication/ MBA/MPA/ International Relations/Engineering or equivalent from an HEC recognized university/Degree Awarding Institution with at least 12 years post qualification experience in the fields of Media/ Protocol/ Public Relations/ Information in a University/Government/ autonomous body or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-18 of the General cadre with at least 12 years' service in BPS-17 and above or 7 years' service in BPS-18 (in case of initial appointment in BPS-18) as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:
9.	Provost	19	Masters degree (16 years education) from an HEC recognized university/Degree Awarding Institution with at least 12 years' relevant post qualification experience in a University/Government/ Corporate/autonomous body or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-18 of the General cadre with at least 12 years' service in BPS-17 and above or 7 years' service in BPS-18 (in case of initial appointment in BPS-18) as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:
10.	1. Deputy Registrar 2. Deputy Director Admin 3. Deputy Director Procurement	18	Masters or equivalent degree (16 years education) in the field of Social/Management Sciences or equivalent from an HEC recognized university/Degree Awarding Institution with at least 5 years relevant post qualification experience in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-17 of the General cadre with at least 5 years' service in BPS-17 and above as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promote on, then by initial recruitment as per mentioned criteria:

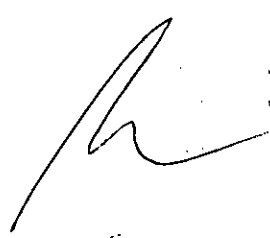
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11	1. Deputy Controller Examination 2. Deputy Provost 3. Deputy Director QEC	18	Masters or equivalent degree (16 years' education) from an HEC recognized university/Degree Awarding Institution with at least 05 years' relevant post qualification experience in a University/Government/Corporate/autonomous body or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-17 of the General cadre with at least 5 years' service in BPS-17 and above as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:
12	Manager Research Development	18	Masters or equivalent degree (16 years education) from an HEC recognized university/Degree Awarding Institution with at least 5 years of research / administrative post qualification experience in organizations of good repute, with a proven track record of proposal development and attracting funding from public and private sectors. Preference will be given to those who have experience of working in research settings. Excellent communication and interpersonal skills. Proficiency in MS Office and SPSS is must	By promotion from amongst the officers in BPS-17 of the General cadre with at least 5 years' service in BPS-17 as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:
13	Manager Research Operations	18	Masters or equivalent degree (16 years education) in Engineering/Applied Sciences/Management Sciences from an HEC recognized university/Degree Awarding Institution with at least 05 years post qualification experience in Research /Administration in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 or equivalent or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-17 of the General cadre with at least 5 years' service in BPS- as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:

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14	Manager University Industry Linkages	18	Masters or equivalent degree (16 years education) in Engineering or Applied Sciences or Management Sciences or any other relevant field from an HEC recognized university/Degree Awarding Institution with at least 05 years marketing /administrative /research or consultancy post qualification experience in organizations of good repute, with a proven track record of proposal development and attracting funding from public and private sectors. Preference will be given to the candidates having experience of working in research settings, excellent communication and interpersonal skills	By promotion from amongst the officers in BPS-17 of the General cadre with at least 5 years' service in BPS as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.
15	Deputy Director Communication	18	Masters or equivalent degree (16 years' education) in Journalism/Mass Communication/ MBA/MPA/ International Relations/Engineering or equivalent from an HEC recognized University/Degree Awarding Institution with at least 5 years' relevant post qualification experience in the relevant field i.e., Media/ Protocol/ Public Relations/ Information in a University/Government/ autonomous body or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-17 of the General cadre with at least 5 years' service in BPS-17 as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.
16	Private Secretary	18	Masters or equivalent degree (16 years education) from an HEC recognized university/ Degree Awarding Institution with Typing Speed of at least 30 words per minute in English and working knowledge of MS Office, with at least 05 years relevant experience as a Personal Assistant /or equivalent / Personal Secretary in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst Junior Private Secretaries with at least 05 years' service in BPS-17 or if no candidate is available for promotion, then by initial recruitment as per mentioned criteria.

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17	Junior Private Secretaries	17	Masters or equivalent degree (16 years education) from an HEC recognized university/Degree Awarding Institution with Shorthand Speed of at least 80 words per minute and Typing Speed of at least 30 words per minute in English. Working knowledge of MS Office.	By initial recruitment as per mentioned criteria.
18	Assistant Registrar Litigation	17	Master's degree (16 years' education) in law/LLB from HEC recognized University/ /Degree Awarding Institution. Relevant post qualification experience is preferable in a university/Government/ autonomous body or in a reputed national/international organization.	By promotion from amongst the officials in BPS-16 (or BPS-17 upgraded positions) of the General cadre (Schedule-II) with at least 5 years' service in BPS-16 and above as per laid down criteria in Section-9 of these Statutes. or if no suitable official is available for promotion, then, by initial recruitment as per mentioned criteria.
19	1. Assistant Registrar 2. Assistant Controller Examination 3. Assistant Director Provost, 4. Assistant Director QEC 5. Assistant Director ORIC 6. Assistant Director Procurement 7. Assistant Director Admin 8. Assistant Director Inventory 9. Assistant Director Admission	17	Master's degree (16 years' education) from HEC recognized University / Degree Awarding Institution. Relevant post qualification experience is preferable in a university/ Government /autonomous body or in a reputed national/international organization.	By promotion from amongst the officials in BPS-16 (or BPS-17 upgraded positions) of the General cadre (Schedule-II) with at least 5 years' service in BPS-16 and above as per laid down criteria in Section-9 of these Statutes or if no suitable official is available for promotion, then, by initial recruitment as per mentioned criteria.

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20	Assistant Director Media and Publication	17	Masters or equivalent degree (16 years education) in Journalism/Mass Communication from an HEC recognized university/ Degree Awarding Institution. Relevant post qualification experience in a University/ Government/Corporate/autonomous body or in a reputed national/international organization is preferable.	By promotion from amongst the officials in BPS-16 (or BPS-17 upgraded positions) of the General cadre (Schedule-II) with at least 5 years' service in BPS-16 and above as per laid down criteria in Section-9 of these Statutes. or if no suitable official is available for promotion, then, by initial recruitment as per mentioned criteria.
21	Security officer	17	Bachelor's degree (14 years education) from an HEC recognized university/Degree Awarding Institution with at least 3 years relevant post qualification experience. Preference will be given ex-service men having relevant experience.	By initial recruitment as per mentioned criteria.

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SCHEDULE-I				
Part-B (Specialized Cadre Posts)				
Part B-(i) Finance and Audit				
Sr. No	Designation	BPS	Minimum Qualification and Experience	Method of Appointment
1	Treasurer	20	<p>Masters or equivalent degree (16 years education) in the fields of Finance/Accounting/ Commerce from an HEC recognized university/Degree Awarding Institution with at least 17 years post qualification experience (CA Article-ship duly completed from ICAP recognized audit firms, shall be considered as post qualification experience) in Finance/Accounting/Audit/ Financial Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or requisite length of relevant experience in a reputed national/international organization. Preference will be given to candidates having ERP experience.</p> <p>or</p> <p>Chartered Accountant (CA) from relevant regulatory body with at least 14 years' experience in Finance/Audit/Accounting/Financial Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or requisite length of relevant experience in a reputed national/international organization. Preference will be given to candidates having ERP experience.</p>	In accordance with provisions of the Act

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2	Additional Treasurer	19	<p>Masters or equivalent degree (16 years education) in the fields of Finance/Accounting/ Commerce from an HEC recognized university/Degree Awarding Institution with at least 12 years post qualification experience (CA Article-ship duly completed from ICAP recognized audit firms, shall be considered as post qualification experience) in Finance/Accounting/Audit/ Financial Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or requisite length of relevant experience in a reputed national/international organization. Preference will be given to candidates having ERP experience.</p> <p>or</p> <p>Chartered Accountant (CA) from relevant regulatory body with at least 8 years' experience in Finance/Audit /Accounting/Financial Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or requisite length of relevant experience in a reputed national/international organization. Preference will be given to candidates having ERP experience.</p>	<p>By promotion from amongst the officers in BPS-18 of the Finance and Audit cadre with at least 12 years' service in BPS-17 and above or 5 years' service in BPS-18 in case of initial appointment in BPS-18) as per laid down criteria in Section-9 of these Statutes</p> <p>or</p> <p>if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.</p>
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3	Deputy Director Audit	18	Masters or equivalent degree (16 years education) in the field of Finance /Accounting/ Commerce from an HEC recognized university/Degree Awarding Institution with at least 05 years relevant post qualification experience (CA Article-ship duly completed from ICAP recognized audit firms, shall be considered as post qualification experience) in Finance/Accounting/ Financial Management/ Audit in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 or equivalent or requisite length of relevant experience in a reputed national/international organization. Preference will be given to candidates having ERP experience.	By promotion from amongst the officers in BPS-17 of the Finance and Audit cadre with at least 5 years' service as such in BPS-17 as per laid down criteria in Section-9 of these Statutes. or If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.
4	Deputy Treasurer	18	Masters or equivalent degree (16 years education) in the fields of Finance/Accounting/ Commerce from an HEC recognized university/Degree Awarding Institution with at least 5 years post qualification experience in Finance/ Accounting/Audit/ Financial Management in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or requisite length of relevant experience in a reputed national/international organization. Preference will be given to candidates having ERP experience.	By promotion from amongst the officers in BPS-17 of the Finance and Audit cadre with at least 5 years' service in BPS-17 as per laid down criteria in Section-9 of these Statutes. or If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.


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5	Assistant Director Audit	17	Masters or equivalent degree (16 years education) in Finance/ Commerce/ Accounts from an HEC recognized university/ Degree Awarding Institution, Candidates with relevant post qualification experience in a university/Government/Corporate/autonomous body or in a reputed national/international organization. Preference will be given to candidates having ERP experience.	By promotion from amongst the officials in BPS-16 (or BPS-17 upgraded positions) of the Finance and Audit cadre (Schedule-II) with at least 5 years' service in BPS-16 and above as per laid down criteria in Section-9 of these Statutes. or If no suitable official is available for promotion, then, by initial recruitment as per mentioned criteria.
6	Assistant Treasurer	17	Masters or equivalent degree (16 years education) in Finance/ Accounts/ Commerce from an HEC recognized university/Degree Awarding Institution. Preference will be given to candidates having relevant post qualification experience in a public sector university/ Government /autonomous body or in reputed national/ international organization. Preference will be given to candidates having ERP experience.	By promotion from amongst the officials in BPS-16 (or BPS-17 upgraded positions) of the Finance cadre (Schedule-II) with at least 5 years' service in BPS-16 and above as per laid down criteria in Section-9 of these Statutes or If no suitable official is available for promotion, then, by initial recruitment as per mentioned criteria.

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Part B-(ii) Information Technology (IT)				
7	Director IT	19	Masters or equivalent degree (16 years education) in the field of Computer Sciences/ Information Technology from an HEC recognized university/Degree Awarding Institution with at least 12 years relevant post qualification experience in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or equivalent or requisite length of experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-18 of the Information Technology cadre with at least 12 years' service in BPS-17 and above or 5 years' service in BPS-18 in case of initial appointment in BPS-18) as per laid down criteria in Section-9 of these Statutes or If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:
8	Deputy Director IT	18	Masters or equivalent degree (16 years education) in the field of Computer Sciences/ Information Technology from an HEC recognized university/Degree Awarding Institution with at least 5 years relevant post qualification experience from an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 or its equivalent or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-17 of the Information Technology cadre with at least 5 years' service in BPS-17 as per laid down criteria in Section-9 of these Statutes. or If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.

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9	Assistant Director IT	17	Masters or equivalent degree (16 years education) in Computer Science/ Information Technology from an HEC recognized university/ Degree Awarding Institution Preference will be given to candidates having relevant post qualification experience in a public sector university/ Government/autonomous body or in a reputed national/international organization.	<p>By promotion from amongst the officials in BPS-16 (or BPS-17 upgraded positions) of the Information Technology cadre (Schedule-II) with at least 5 years' service in BPS-16 and above as per as per laid down criteria in Section-9 of these Statutes.</p> <p>or</p> <p>If no suitable official is available for promotion, then, by initial recruitment as per mentioned criteria.</p>
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Part B-(iii) Library				
1	Librarian	19	Masters or equivalent degree (16 years education) in the field of Library/ Information Science from an HEC recognized University/Degree Awarding Institution with at least 12 years post qualification experience in Library Administration from an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or its equivalent or requisite length of relevant experience in a reputed national/international organization.	<p>By promotion from amongst the officers in BPS-18 of the Library cadre with at least 12 years' service in BPS-17 and above or 5 years' service in BPS-18 in case of initial appointment in BPS-18) as per laid down criteria in Section-9 of these Statutes.</p> <p>or</p> <p>If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria:</p>

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2	Deputy Librarian	18	Masters or equivalent degree (16 years education) in the field of Library/ Information Science from an HEC recognized university/Degree Awarding Institution with at least 5 years post qualification experience in Library Administration from an HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 or its equivalent or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-17 of the Library cadre with at least 5 years' service as such in BPS-17 as per laid down criteria in Section-9 of these Statutes. or If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.
3	Assistant Director Library	17	Master's degree (16 years' education) in the field of Library Science or equivalent from an HEC recognized university/ Degree Awarding Institution. Relevant post qualification experience from a Government /university/ autonomous body or in a reputed national/international organization will be preferred.	By from amongst the officials in BPS-16 of the Library cadre (Schedule-II) with at least 5 years' service as such in BPS-16 as per laid down criteria in Section-9 of these Statutes. or If no suitable official is available for promotion, then, by initial recruitment as per mentioned criteria.

Part B-(iv) Medical				
1	Principal Medical Officer	19	MBBS with valid PMDC registration certificate with at least 12 years relevant post qualification experience in Government sector/HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17 and above or its equivalent.	By promotion from amongst the officers in BPS-18 of the Medical cadre with at least 12 years length of service in BPS-17 and above or 7 years' service in BPS-18 in case of initial appointment in BPS-18), as per laid

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				down criteria in Section-9 of these Statutes. or If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.
2	Senior Medical Officer	18	MBBS with valid PMDC Registration Certificate with at least 05 years relevant post qualification experience in Government sector /HEC recognized public sector university / Degree Awarding Institution or a public sector organization in BPS-17.	By promotion from amongst the officers in BPS-17 of the Medical cadre with at least 5 years' service in BPS-17 and above as per laid down criteria in Section-9 of these Statutes. or if no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.
3	Medical Officer	17	MBBS with valid PMDC Registration Certificate	By Initial appointment

Part B-(v) Sports				
1	Additional Director Sports	19	Master's degree (16 years' education) in Physical Education or its equivalent from HEC' recognized university/ Degree Awarding Institution with at least 12 years' relevant post qualification experience in a University/Government/Corporate/autonomous body or requisite length of relevant experience in a reputed national/international organization.	By promotion from amongst the officers in BPS-18 of the Sports cadre with at least 12 years' service in BPS-17 and above or 5 years' service in BPS-18 (in case of initial appointment in BPS-18) as per laid down criteria in Section-9 of these Statutes.

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				<p>or</p> <p>If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.</p>
2	Deputy Director Sports	18	<p>Master's degree (16 years' education) in Physical Education or its equivalent from HEC' recognized university/ Degree Awarding Institution with at least 05 years' relevant post qualification experience in a university/ Government/Corporate/autonomous body or requisite length of relevant experience in a reputed national/international organization.</p>	<p>By promotion from amongst the officers in BPS-17 of the Sports cadre with 5 years' service in BPS-17 and above as per laid down criteria in Section-9 of these Statutes.</p> <p>or</p> <p>If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.</p>
3	Assistant Director Sports	17	<p>Master's degree (16 years' education) in Physical Education or its equivalent from HEC' recognized university/ Degree Awarding Institution. Candidates with relevant post qualification experience in a university/ Government/Corporate/autonomous body or in a reputed national/international organization is preferred.</p>	<p>By initial appointment.</p>

Part B-(vi) Planning and Works

1	Director Planning and Works	20	<p>Master (16 years' education) B.Sc./B. E Civil Engineering from an HEC recognized university/Degree Awarding Institution, having at least 17 years' relevant post qualification experience in a university/Government /autonomous body or requisite length of equivalent experience in a reputed national/international organization. Preference will be given to candidates having additional qualification of</p>	<p>By promotion from amongst the officers in BPS-19 of the Planning and works cadre with at least 17 years' service in BPS-17 and above or 7 years' service in BPS-19 (in case of initial appointment in BPS-</p>
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			MBA/Master in Project Management or its equivalent.	19) or 12 years' service in BPS-18 (in case of initial appointment in BPS-18) as per laid down criteria in Section-9 of these Statutes. or If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.
2	Additional Director Planning and Works	19	Masters (16 years' education) B.Sc./B. E Civil Engineering an HEC recognized university/ Degree Awarding Institution, having at least 12 years' relevant post qualification experience in a university/Government /autonomous body or requisite length of equivalent experience in a reputed national/international organization. . Preference will be given to candidates having additional qualification of MBA/Masters in Project Management or its equivalent.	By promotion from amongst the officers in BPS-18 of the Planning and Works cadre with at least 12 years' service in BPS-17 and above or 5 years' service in BPS-18 in case of initial appointment in BPS-18) as per laid down criteria in Section-9 of these Statutes. or If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.

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3	Deputy Director Planning and Works	18	Masters (16 years' education) B.Sc./B. E Civil Engineering from an HEC recognized university/ Degree Awarding Institution, having at least 5 years' relevant post qualification experience in a university/ Government/Corporate/autonomous body or equivalent and above or requisite length of equivalent experience in a reputed national/international organization. Preference will be given to candidates having MBA/Masters in Project Management or equivalent qualification.	By promotion from amongst the officers in BPS-17 of the Planning and Works cadre with at least 5 years' service in BPS-17 and above as per laid down criteria in Section-9 of these Statutes. or If no suitable officer is available for promotion, then, by initial recruitment as per mentioned criteria.
3	Assistant Director Planning and Works (Civil)	17	Masters or equivalent degree (16 years education) in Civil Engineering from an HEC recognized university/Degree Awarding Institution. Preference will be given to candidates having relevant post qualification experience in a public sector university/Government/autonomous body or in a reputed national/international organization.	By initial appointment.
4	Assistant Director Planning and Works (Electrical)	17	Masters or equivalent degree (16 years education) in Electrical Engineering from an HEC recognized university/Degree Awarding Institution. Preference will be given to candidates having relevant post qualification experience in a public sector university/ Government/autonomous body or in a reputed national/international organization.	By initial appointment.

Part B-(vii) Laboratory				
S. No	Nomenclature of Post	BPS	Qualification/ Experience	Method of Appointment

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1	Senior Lab Engineer / Senior Lab Demonstrator	18	First division bachelor's degree in the relevant field or 2.5 CGPA out of 4.0 or Masters degree in the relevant field with no 3rd division in the academic career from an HEC recognized University/Degree Awarding Institution. Additional Qualification M.Phil./MS in relevant field or equivalent degree awarded after 18 years of education in the relevant field with no 3rd division in the academic career from HEC recognized university/ Degree Awarding Institution, having 05-year post qualification experience in BPS-17 government/semi-government or autonomous organization in the relevant field.	(i). 50% by promotion from amongst the Lab Engineer/Lab Demonstrators (BPS-17 as per laid down criteria in Section-9 of these Statutes; and (ii). 50% by initial recruitment.
2	Lab Engineer/Lab Demonstrator	17	First Division bachelor's degree in the relevant field or 2.5 CGPA out of 4.0 or Master's degree in the relevant field with no 3rd division in the academic career from an HEC recognized University/Degree Awarding Institution.	By initial recruitment.
3	Sr. Laboratory Superintendent / Sr. Lab Technician / Sr. Lab Technologist/Research Assistant	17	Post-Matric 3-Years diploma in the relevant field with at least 7 years post qualification experience; or BS/B.Sc./B-Tech (16 Years of Education) in the relevant field from an HEC recognized university/Degree Awarding Institution with at least 3 years' experience in the relevant field; or BS/B.Sc./B-Tech with first division (16 Years of Education) from an HEC recognized university/Degree Awarding Institution in the relevant field. Additional Qualification M.Phil./MS in relevant field or equivalent degree awarded after 18 years of education in the relevant field with no 3rd division in the academic career from an HEC recognized university/Degree Awarding Institution, having at least 05 years post qualification experience in BPS-16 government/semi-government or autonomous organization in the relevant field.	(i). 50% by promotion from amongst the Laboratory Superintendent / Lab Technician / Lab Technologist (BPS-16) as per laid down criteria in section----- --; and (ii). 50% by initial recruitment.

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Provided that the Syndicate may make any changes in post and its eligibility criteria according to the need of the University:

Provided further that the Syndicate may add or delete any post required as deemed necessary.

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(Annexure-A)

Quantification and Evaluation Criteria for Initial appointment of Administrative Officers

1. Total marks in case of initial appointment of Administrative Officers BPS- 17-20 shall be 100 to be awarded as follows:

S.No.	Evaluation Head	BPS-17	BPS- 18	BPS-19	BPS-20
1	Academics	40	40	40	40
2	Ability Test (by a recognized testing Agency)	10	-		
3	Additional Relevant Experience	10	10	10	10
4	Additional Relevant Qualification	5	5	5	5
5	Distinction	5	5	5	5
6	Awards	-	10	10	10
7	Interview/ Selection Board	30	30	30	30
	Total Marks	100	100	100	100

2. Passing marks for the Ability Test (where applicable) shall be 50% of the total marks of the test. The weightage of secured marks shall be counted for total evaluation as per above break-up.
3. Top five candidates on the basis of overall score of headings of the above Table except the interview shall be called for interview for the first vacancy followed by three next top candidates for each additional vacancy.

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(Annexure-B)

SELECTION BOARD EVALUATION PROFORMA
FOR APPOINTMENT OF ADMINISTRATIVE OFFICERS IN BPS-17

1	2	3	4	5	6	7	8	9
S.#	Name of Candidate	Academic Qualification. (40)	Ability test (10)	Additional Relevant Experience (10)	Additional Relevant Qualification (5)	Distinction (05)	Interview (30)	Grand Total (100)
1								
2								
Signature Convener of S&QC _____								

(Annexure-C)

SELECTION BOARD EVALUATION PROFORMA
FOR APPOINTMENT OF ADMINISTRATIVE OFFICERS IN BPS-18-20

1	2	3	4	5	6	7	9	10
S.#	Name of Candidate	Academic Qualification. (40)	Additional Relevant Experience (10)	Additional Relevant Higher Qualification (5)	Distinction (05)	Award (10)	Interview (30)	Grand Total (100)
1								
2								
Signature Convener of S&QC _____								


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(Annexure-D)

PROCEDURE/POLICY GUIDELINES FOR QUANTIFICATION

1. Academic Qualification

These shall include all scholastic certificates/degrees from SSC to Masters level or equivalent (16 years of education). A total of 40% marks shall be assigned to the academics for various posts of Administrative Officers (BPS-17-20). Quantification of academic qualification shall be calculated as under:

a. Matric	= percentage of marks $\times 1$	= score
b. Intermediate	= percentage of marks $\times 2$	= score
c. Bachelor (2 years)	= percentage of marks $\times 3$	= score
d. Master (after 2 years bachelor)	= percentage of marks $\times 4$	= score
Total = (sum of the above four categories)		= Total score

Note: -

- In case of semester system CGPA-3.00 out of 4.00 shall be considered in place of first division.
- the percentage of marks of Bachelor degree (4/5 years) shall be multiplied by 7.
- the percentage of academic marks obtained in conventional / term system shall be treated as actual marks whereas the percentage of semester system shall be multiplied with 0.9.

% Score = Total Score divided by 10 /

Score obtained (for BPS-17-20) = % score $\times 0.4$ = Obtained score

Illustration of quantification of academic qualifications:

Candidate-A			Candidate-B		
Qualification	Marks obtained/ Total marks	Score	Qualification	Marks obtained/ Total marks	Score
Matric	616/850	$616/850 \times 100 \times 1$ = 72.47	Matric	660/850	$660/850 \times 100 \times 1$ = 77.65
Intermediate	778/1100	$778/1100 \times 100 \times 2$ = 141.45	Intermediate	725/1100	$725/1100 \times 100 \times 2$ = 65.91 $\times 2$ = 131.82
Bachelor (2 years)	374/550	$374/550 \times 100 \times 3$ = 204.00	Bachelor (4/5 years)	4325/6000	$4325/6000 \times 100 \times 0.9 \times 7$ = 454.125
Master (2 years)	947/1200	$947/1200 \times 100 \times 4$ = 315.67	NA	NA	NA
Total Score		733.59	Total Score		663.60
% Score		$= 883.10/10$ = 73.36	% Score		$= 663.60/10$ = 66.36
Obtained Score		$= 88.31 \times 0.3$ = 29.34			$= 83.97 \times 0.3$ = 26.54

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Ph.D./MS/M.Phil. or equivalent or any professional qualification in the relevant field. Maximum marks in this case shall not exceed 05. A candidate having MS/MPhil or equivalent or any equivalent professional qualification in the relevant field shall be given 02 marks and shall be awarded 5 marks for Ph.D. or equivalent.

3. Distinction

A candidate having BS (04/05 years) or Bachelor 2 years and Masters (02 years) degree with distinction shall be granted distinction marks as follows:

- (1) Candidate having first class first position in Bachelor degree (02 years) or first class first position in Masters degree shall be awarded a total of 05 marks; in case of BS degree or its equivalent (04/05 years), marks shall be awarded as follows
 - a) 05 marks shall be awarded to the candidates having first class first position;
 - b) 03 marks with second position; and
 - c) 02 marks with third position:

4. Award (National/International/Recognition): It shall mean the following:

- (1) Sitara-i-Imtiaz, Tamgha-i-Imtiaz, or Higher Award (04 marks for each award up to maximum of 02)
- (2) Any award by the relevant ministry or HEC in recognition of scientific work (02 marks for each award up to maximum of 02)
- (3) A certificate/patent obtained on a Product/Invention/Technology (02 marks for each award up to maximum of 02)
- (4) Any other award of the same standing/status declared by the concerned authority.

Provided that the Syndicate may include/exclude any award to/from the above list.

5. Experience:

- (1) Experience always mean Post-qualification experience.
- (2) Experience means relevant experience in a University or Government Department including autonomous/semi-autonomous Govt. organizations or in National or International Organization of good reputation and registered from relevant authorities in /BPS-17 and above or equivalent.
- (3) Experience certificate shall be required from the appointing authority.
- (4) Marks for additional experience over and above the required experience shall be awarded (where applicable) as follows: 02 marks for 01-year experience up to a maximum of 10 marks. The fraction of experience (in months and days) shall be calculated in fraction. For example, a candidate having 02 years 05 months and 10 days' experience over and above the required experience shall be awarded as

$$4+2 (5 \times 30 +10) /360 = 4 +2 (160)/360 = 4 +2 (4/9) = 4.89$$

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6. Seniority cum fitness

The performance (as per ACR's / PER's) of candidates for the last five years shall be evaluated in terms of following grades and score.

- a. Very Good =10 Marks
- b. Good =08 Marks
- c. Average =07 Marks

Explanation:

The first three grades/ category of the performance (with whatever nomenclature may be) shall be evaluated as per marks mentioned above against the grades/ categories.

7. Selection Board

Candidates for the posts of BPS-17-20 shall be evaluated through interview by the Selection Board, either in person or online through any media. In case of opting for online interview the candidate shall make a request in writing to the Registrar at least 03 day prior to the commencement of Selection Board.

Sixty percent (60%) qualifying marks *in the interview* by the Selection Board is pre-requisite for standing on final merit list for selection. *For instance, a candidate must secure at least 15 marks out of 25 marks, otherwise he shall not be eligible for recommendation by the Selection Board.* Members of the Selection Board and Subject experts shall record their marking independently. After the interview, the final marks of candidate based on the assessment of the Members and Subject Experts shall be determined on the basis of average. In case of tie, calculation of marks shall be carried out to more than two decimal places and then the marks shall be determined for final decision about the recommendation of a candidate.

8. Judgmental Marks

Judgmental marking such as marks awarded for interview shall not be challengeable.

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1. Composition of Support Staff

The Support Staff shall consist of the Cadres/ Groups as mentioned in Schedule II.

2. Method of Appointment

The following steps shall be followed before initiating any appointment under these Statutes:

(1) Procedure before advertisement

- i. Confirmation of availability of sanctioned/ budgeted post:

Provided that in case vacant post is not available and the post is necessary, proposal for creation of post shall be placed before the relevant forum.

- ii. Identification of the need for new hiring by the Need Assessment Committee.
- iii. The recommendations of Need Assessment Committee shall be approved by the Vice Chancellor before further process.
- iv. Advertisement to be published in a minimum two newspapers of nation-wide circulation, in addition to uploading the same on University official website, clearly mentioning the essential criteria for eligibility against each post.

(2) Procedure after advertisement

- (i) The Registrar's office shall receive applications from candidates for advertised posts till last date for submission of applications as mentioned in the advertisement.
- (ii) The Registrar shall maintain a complete record of the applications received and after the closing date, he shall compile the applications so received and submit the consolidated statement along with applications to the Scrutiny and Quantification Committee for determination of eligibility or otherwise of the candidates.
- (iii) Based on quantification criteria, as per Annexure-E, score of each candidate shall be recorded in order to prepare the merit list.
- (iv) Interview through Selection Board.
- (v) Appointment to the posts shall be made by the Syndicate, on recommendations of the Selection Board.
- (vi) Test, interview or other method of evaluation of the candidates shall be such as prescribed by these Statutes.

3. Appointment and Promotion of Support Staff

- (1) All Appointments by initial recruitment and promotion by selection on merit cum fitness of employees in BPS 02 – 17 shall be made by the Vice Chancellor on the recommendation of the Selection and Promotion Committee consisting of the following:

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1.	Senior most Dean	Convener
2..	One member of the Syndicate (other than employee of the University) to be nominated by the Syndicate	Member
3.	Treasurer	Member
4.	Concerned HOD	Member
5.	Registrar or his nominee not below the rank of Deputy Registrar	Member/ Secretary

Provided that for Technical cadre posts, the Vice Chancellor shall nominate a person of relevant technicality as additional member of the Selection and Promotion Committee.

- (2) All appointments to Technical posts in the Support Staff (BPS1 to 16 including upgraded posts in BPS 17), by initial recruitment or by promotion, shall be made by the Vice Chancellor on the recommendations of the following Selection and Promotion Committee namely;

Technical positions as appended in Schedule-IV		
1.	Dean Faculty of Engineering/ Applied Sciences;	Convener
2.	Expert in the relevant field;	Member
3.	Concerned HOD/Chairman; and	Member
4.	Registrar/Deputy Registrar Establishment.	Member/ Secretary

- (1) All Appointments by initial recruitment or by promotion of Support Staff in BPS 1 – 16 shall be made by the Vice-Chancellor on the recommendations of the Selection and Promotion Committee.

- (2) Scrutiny of applications and quantification shall be carried out by the Scrutiny and Quantification Committee constituted by the Vice-Chancellor. In case of grievances of the applicants against the decision of the Scrutiny Committee the cases shall be referred by the Vice Chancellor to Appellate Committee constituted by the Vice-Chancellor.

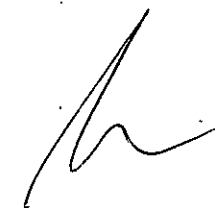
4. Methods of Appointment

There shall be two methods of appointment:

- (1) Appointment by Initial Recruitment; and
- (2) Appointment by Promotion.

a. Appointment by Initial Recruitment Conditions:

- i. Justification for initial hiring.



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- ii. Confirmation of availability of sanctioned and budgeted posts.
- iii. Initial recruitment shall be made through open competition after advertising the vacancies in at least two leading daily newspapers as well as on the website of the University.
- iv. Age limit for initial recruitment shall be 18 to 45 years:
Provided that the appointing authority may relax in suitable cases the upper age limit up to 05 years for reasons to be recorded in writing..
- v. The contesting candidates shall require to fulfill the prescribed qualification and experience as laid down in respective Schedule of the relevant cadre.
- vi. Candidates having qualified the Screening/Written Test, where applicable, shall be shortlisted for interview before the Selection Committee at the ratio of five (05) topmost candidates in order of merit for single vacancy and three (03) candidates for each additional vacancy. The secured marks shall be counted for short-listing purposes as well as for evaluation.
- vii. All the short-listed candidates shall be interviewed by the Selection Committee.
- viii. Evaluation of comparative merit shall be made in accordance with the prescribed criteria as per Annexures D & E appended to the Quantification Criteria.
- ix. Evaluation of comparative merit shall be made in accordance with the quantification criteria as prescribed by the Syndicate.

b. Appointment by Promotion

- (i). Promotion of the Support Staff from BPS -1-16 (including upgraded post in BPS-17) shall be made as per criteria mentioned in Schedule-II of these Statutes.
- (ii). In case of promotion on the basis of selection on merit, the candidate shall:
 - (a). meet the eligibility criteria i.e., requisite qualification and length of service as provided in Schedule-II;
 - (b). pass the requisite test with at least fifty percent (50%) marks; and
 - (c). successfully complete mandatory training.
- (iii). The Support Staff considered for promotion:
 - (a). shall stand on merit list of the concerned cadre;
 - (b). has successfully completed probation period;
 - (c). has not availed leave without pay for such period which makes him junior from the next senior officer standing on merit list of the concerned cadre;

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- (d). has Performance Evaluation Reports/Character Rolls for the last five years not having any adverse remarks and not below average. In case of below average or with adverse remarks, his promotion shall be deferred till he earns at least two consecutive Good Performance Evaluation Reports:

Provided that an official of Support Staff cadre promoted who has successfully completed the probation period and has earned at least two consecutive Good Performance Evaluation Reports/Character Roll after his previous promotion, shall be considered for further promotion subject to fulfilment of other conditions.

- (e). shall possess the prescribed qualification (Academic and Professional) of the higher posts as mentioned in Schedule-II;
- (f). has completed the minimum length of service as mentioned in these Statutes;
- (g). has not been punished under the Efficiency and Discipline Statutes during the last five years, nor any criminal proceedings are pending against such employee;
- (h). in case of major penalty of reduction to lower post or pay scale or reduction to a lower stage in a time scale was imposed on an employee of Support Staff cadre, he shall stand barred for promotion during the subsistence period of such penalty;

Provided that in case of departmental inquiry pending against the employee concerned, his case of promotion shall be withheld till he is exonerated from the charges. In such case his junior shall not be considered for promotion against that vacancy till the outcome of the said inquiry; and

- (i). has successfully completed the mandatory training as prescribed in the relevant cadre where applicable.
- (iv). The cases of promotion shall be processed through the Selection and Promotion Committee for its recommendations to the Vic Chancellor.
- (v). A panel of up-to three officials of the Support Staff shall be placed before the Selection and Promotion Committee for consideration of promotion against each vacancy:

Provided that the condition of panel shall not be applicable where less than three officials of the Support Staff are available in the cadre.

- (vi). Promotion shall be made to a post one step above the existing post.
- (vii). The Syndicate may devise an upgradation and award of personal grade Policy and may consider the grant of upgradation or personal grade to the officials of Support Staff cadre in light of that Policy.

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- (viii). The minimum length of service for promotion to various post(s) in different cadres of the Support Staff shall be three years.
- (ix). In order of preference, promotion cases shall be finalized first followed by initial recruitment.
- (x). In case of non-availability of eligible officials of Support Staff cadre for post(s) meant for promotion, the same may be advertised for initial appointment subject to need of the University duly endorsed by the Need Assessment Committee.
- (xi). The scrutiny of application of the officials of Support Staff cadre considered for promotion and its quantification shall be carried out by the Scrutiny and Quantification Committee as mentioned in these Statutes.

c. Appointment by Promotion

Conditions:

- (a). Appointment by promotion shall be made on the basis of selection on seniority-cum-fitness.
- (b). At least two-week time shall be given to the employees for submission of application on a prescribed Application Form supported by all relevant documents duly certified and forwarded by the concerned Head of Section to the office of Registrar within prescribed time.
- (c). Evaluation of comparative merit shall be made in accordance with the prescribed criteria as per Annexures A appended to the Quantification criteria. / Criteria prescribed by the Syndicate.
- (d). The cases of promotion shall be processed through the Selection and Promotion Committee.
- (e). The evaluation criteria for fitness shall be determined by the Syndicate
- (f). The applicants have not been punished under the Efficiency & Discipline Statutes during the last five years.
- (g). The Annual Confidential / Performance Evaluation Reports of the last five years must not be below average/with adverse remarks otherwise he shall wait for the promotion till he earns required number of successive reports as average or above.
- (h). Promotion of Support Staff cadre to BPS-17 shall be approved by the Syndicate on the recommendations of Selection Board as per relevant terms and conditions.
- (i). The higher post to which promotion is being made shall be available in the Budget. In case a post is available but the employee(s) seeking promotion is/are in short of experience for more than one year then the post shall be advertised for initial recruitment.
- (j). The criteria for eligibility of the employees shall be as under:

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- I. That they have completed the minimum length of service as prescribed in these Statutes.
 - II. The same shall be processed through the Selection and Promotion Committee.
 - III. Fitness shall be determined in the manner as prescribed in the Annexures appended to the Quantification Criteria.
 - IV. That they have not been punished under the Efficiency & Discipline Statutes, 2022, during the last five years.
- (k). Two years experience shall be condoned for promotion to higher scale in lieu of higher qualification.

5. Allowances

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

(3) **House Rent Allowance**

- i) An employee who has not been provided residential accommodation, in his name, by the University shall be entitled to House Rent Allowance @ 45% of minimum of the pay-scale, 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 shall be entitled to get House Rent Allowance.

- ii) In case of University accommodation, additional 5% of the basic pay shall be charged for house maintenance subject to exemption granted by the Syndicate.

(4) **Conveyance Allowance:**

Conveyance allowance shall be admissible @ 10% of minimum of the pay-scale.

Provided that such allowance shall not be admissible to the employees who has been availing pick and drop facility by the University or on leave.

(5) **Medical Allowance**

This allowance shall be admissible to all employees @ 15% of the minimum of Pay scale subject to a minimum of Rs 5000/- PM and a maximum of Rs.15000/- PM.

(6) **Integrated Allowance**

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

(7) **Uniform Allowance**

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

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(8) Ph.D. Allowance

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

(9) M.Phil./MS Allowance

M.Phil./MS Allowance shall be admissible to all employees at the rates approved by the Syndicate from time to time.


(10) Computer Allowance

This Allowance shall be admissible to the employees approved by the Syndicate.

(11) Any other allowance as approved by the Syndicate.

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SCHEDULE – II				
Part-A (Ministerial Staff)				
S. No.	Nomenclature of Posts	BPS	Minimum qualification for appointment by initial recruitment	Method of recruitment
1	2	3	4	5
1	Superintendent	17	Masters or equivalent degree (16 years education) from an HEC recognized University/ Degree awarding Institution with typing speed of at-least 40 words per minute with 05 years length of service in BPS-11 and above.	By promotion on the basis of seniority cum fitness from amongst Office Assistants BPS-16 with 03 years length of service as such. If suitable candidate is not available then by initial recruitment as per mentioned criteria.
2	Office Assistant	16	Masters or equivalent degree (16 years education) from an HEC recognized university / Degree Awarding Institution. OR Bachler or equivalent degree (14 years education) from an HEC recognized University/ Degree Awarding Institution. with 02 years relevant post qualification experience in an HEC recognized university/Degree Awarding Institution. or a public sector organization or in a reputed national/international organization.	(i). Sixty percent (60%) by promotion on the basis of seniority cum fitness from amongst Senior Clerks BPS-14 with 03 years length of service as such; and (ii). forty percent (40%) by initial recruitment as per mentioned criteria:
3	Senior Clerk	14	Bachler or equivalent degree (14 years education) from an HEC recognized University/ Degree Awarding Institution.	By promotion on the basis of seniority cum fitness from amongst Junior Clerk BPS-11. If suitable candidate is not available then by initial recruitment as per mentioned criteria.

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4	Junior Clerk	11	1. Intermediate with at least 2 nd division or equivalent qualification from a recognized Board, and 2. A speed of 25 words per minute in typing	i). Forty percent (40%) by promotion on the basis of selection on merit from amongst the holders of the posts below BPS-11 with 03 years length of service as such; and ii). sixty percent (60%) by initial recruitment as per mentioned criteria:
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SCHEDULE – II Part-B				
Laboratory Staff				
Sr. No	Designation	BPS	Minimum Qualification and Experience	Method of Appointment
1	Laboratory Superintendent / Lab Technician / Lab Technologist/CAD Operator/Forman	16	Post-Matric 3-Years Diploma in the relevant field plus 7-years' post qualification experience OR BS/B.Sc./B-Tech (16 Years of Education) in the relevant field from HEC recognized University /Degree Awarding Institution plus 3-years' post qualification experience in the relevant field OR BS/B.Sc./B-Tech with first division (16 Years of Education) in the relevant field from HEC recognized University /Degree Awarding Institution.	By initial recruitment
2	Lab Assistant	07	Matric in Science with at least 2nd division and 7 years' experience in the relevant field in BPS-5 F.Sc/DAE with at least 2nd division (for fresh appointments)	By initial recruitment
3	Lab Attendant	05	Matric in Science with at least 2nd division	By initial recruitment


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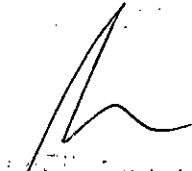
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SCHEDULE – II Part-C (Others Technical Staff)					
S. No.	Name of Post	BPS	Qualification	Method of Appointment	Cadre
1.	Law Assistant	16	LLB or equivalent degree (16 years education) from an HEC recognized University/ Degree Awarding Institution.	By Initial Recruitment	General
2.	Cataloguer /Library Assistant	16	Masters or equivalent degree (16 years education) in Library & Information from an HEC recognized University / Degree Awarding Institution OR Bachelor or equivalent degree (14 years education) in Library & Information Sciences from a recognized University / Degree Awarding Institution with 3 years 'post qualification experience of Library work.	By Initial Recruitment	Library
3.	Senior Store/Inventor y In-charge	16	Masters or equivalent degree (16 years education) from an HEC recognized university / Degree Awarding Institution. OR Bachelor or equivalent degree (14 years education) from an HEC recognized University/ Degree Awarding Institution with 02 years relevant post qualification experience in an HEC recognized public sector university / Degree Awarding Institution or a public sector organization or in a reputed national/international organization.	By promotion on the basis of selection on merit from amongst the Store In-charge (BPS-14) with 03 years' service as such. If no suitable candidate is available then by initial recruitment as per mentioned criteria.	General


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4.	Sub-Engineer	16	Three years Diploma in Civil/ Electrical/Electronic Engineering/ from recognized institution/Board of Technical Education with 03 years relevant post qualification experience.	By promotion on the basis of selection of merit from amongst the Senior Technician (BPS-14) with 03 years' service as such. or If suitable candidate is not available then by initial recruitment as per mentioned criteria.	Plannin g and works
5.	Senior Auditor	16	Masters or equivalent degree (16 years education) in Finance / Accounts/ Commerce from an HEC recognized University/ Degree Awarding Institution.	By promotion on the basis of selection on merit from amongst the Junior Auditor (BPS-14) with 03 years' service as such. If no suitable candidate is available then by initial recruitment as per mentioned criteria.	Finance and Audit
6.	Personal Assistant	16	Masters or equivalent degree (16 years education) from an HEC recognized University/ Degree Awarding Institution with Shorthand Speed of at least 80 W.P.M. and Typing Speed of at least 30 words per minute in English and working knowledge of MS Office.	By Initial Recruitment	General
7.	Research Associate	16	Masters or equivalent degree (16 years education) from an HEC recognized university / Degree Awarding Institution.	By Initial Recruitment	General

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8.	1. Accountant 2. Finance Assistant	16	Masters or equivalent degree (16 years' education) in Finance / Accounts/ Commerce from an HEC recognized University/ Degree Awarding Institution.	By promotion on the basis of selection on merit from amongst the Accounts Assistant (BPS-14) with 03 years' service as such. or If no suitable candidate is available then by initial recruitment as per mentioned criteria.	Finance and Audit
9.	Account Assistant	14	Masters or equivalent degree (16 years education) in Finance / Accounts/ Commerce from an HEC recognized university/ Degree Awarding Institution.	By Initial Recruitment	Finance and Audit
10.	Senior Technician	14	03 years Diploma in Civil/ Electrical/Electronic Engineering from Board of Technical Education.	By Initial Recruitment	Planning and works
11.	Assistant Store In-charge	14	Bachelor or equivalent degree (14 years education) from an HEC recognized university/ Degree Awarding Institution.	By Initial Recruitment	General
12.	Junior Auditor	14	Masters or equivalent degree (16 years education) in Finance / Accounts/ Commerce from an HEC recognized university/ Degree Awarding Institution OR B. Com or equivalent degree (14 years education) from an HEC recognized University/ Degree Awarding Institution with two years' experience.	By Initial Recruitment	Finance and Audit

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13.	Computer Technician	13	Diploma of Associate Engineer in Electronics with at least 2 nd division from a Polytechnic Institute and one year Diploma in Computer Science from Board of Technical Education with at least 05 years' experience in the relevant field.	By Initial Recruitment	IT
14.	Qari	12	i. Matric with at least 2 nd division; ii. Sanad in Qirat-wa-Tajweed ul Quran from a recognized Madrassa; and iii. At least 7 years Teaching experience at Secondary School / College / university level. Preference will be given to experience at higher-level Qirat / Teaching.	By Initial Recruitment	General
15.	Electrical Supervisor	11	FA/FSc with Electrical Supervisor Certificate from the Technical Board (BTE), OR Matric with at least 2 nd division having 03 years Diploma in Electrical Technology from Board of Technical Education with at least 05 years' experience in the relevant field.	By promotion on the basis of selection on merit from amongst the Senior Electricians (BPS-7) with at least 03 years' service as such. or If no suitable candidate is available for promotion, then, by initial recruitment as per mentioned criteria.	Planning and Works
16.	Instrument Mechanic	11	Matric with at least 2 nd division with 3 years Diploma in Electrical/ Mechanical Engineering with at least 2 nd division from a recognized Board of Technical Education.	By Initial Recruitment	Planning and Works

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17.	Store Keeper	11	Bachelor 's degree from an HEC recognized university / Degree Awarding Institution with at least 01-year relevant experience OR Intermediate with 2 nd division having at least 2 years relevant experience OR Matric with at least 2 nd division having 03 years relevant experience in Store keeping.	By Initial Recruitment	General
18.	Senior Technician / Maintenance Technician (Plumber / Pipe Fitter / Gas Mechanic)	11	Matric with at least 2 nd division having the relevant certificate from Board of Technical Education with at least 07 years' experience in the relevant field.	(i). Forty (40%) by promotion on the basis of seniority cum fitness from amongst Junior Technician/Maintenance Technician (Plumber / Pipe Fitter / Gas Mechanic) with at least 03-years' service as such; and ii). Sixty percent (60%) by initial recruitment as per mentioned criteria.	Planning and Works
19.	Caretaker (Guest House)	11	Bachelor 's degree (14 year of education) from an HEC recognized university / Degree Awarding Institution with at least 2 years relevant experience.	By Initial Recruitment	General

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20.	Curator	11	Bachelor 's degree from an HEC recognized university / Degree Awarding Institution with at least 2 years 'experience in the relevant field.	By Initial Recruitment	General
21.	Lady Health Visitor	09	Matric with Science with at least 2 nd division having at least 2 years LHV Course from Public Health Centre recognized by Nursing Council.	By Initial Recruitment.	Medical
22.	Compounder / Dispenser	07	Matric with at least 2 nd division having Dispenser Certificate from a recognized Institution with at least 3 years' experience.	By Initial Recruitment.	Medical
23.	Senior Electrician	07	Matric with at least 2 nd division with Electrician Certificate from Board of Technical Education and 07 years' experience in the relevant field. OR Matric with 2 nd division along with three years diploma in Electronics /Electrical Technology from Board of Technical Education with at least 05 years practical experience in the relevant field.	(i). 40% by promotion on the basis of seniority cum fitness from amongst Electrician BPS-5 with at least 03 years' service; and (ii). 60% by initial recruitment.	Planning and Works


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24.	Senior Store Assistant	07	Matric with 2 nd division with at least 2 years relevant experience in Store keeping.	By promotion on the basis of seniority cum fitness from amongst the Store Assistants with at least 03 years' service in BPS-05 on seniority cum fitness basis. or If no suitable candidate is available then by initial recruitment as per mentioned criteria.	General
25.	Videographer	07	Matric with at least 2 nd division with 2 years relevant experience.	By Initial Recruitment.	General
26.	Book Binder	05	Matric with at least 2 nd division having at least 02 years 'experience in the binding work OR literate with at least 07 years 'experience in the relevant field.	By Initial Recruitment.	General
27.	Carpenter	05	Matric with at least 2 nd division along with Certificate from a recognized Institution with at least 02 years' relevant experience OR literate with at least 10 years 'experience in the relevant field.	By Initial Recruitment.	Planning and Works


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28.	Electrician	05	Matric with at least 2 nd division having Electrician Certificate from an institution/ Board of Technical Education with at least 05 years' experience in the relevant field. OR Matric with at least 2 nd division along with 03 years diploma in Electronics /Electrical Technology from Board of Technical Education with at least 03 years practical experience in the relevant field.	(i). (40%) by promotion on the basis of seniority cum fitness from amongst Cable man/Light man with at least 05 years' service as such and; (ii). (60%) by initial recruitment.	Planning and Works
29.	Receptionist	05	Matric with at least 2 nd division having at least 02 years' relevant experience.	(i). (50%) by promotion on the basis of seniority-cum-fitness, from amongst Daftari, Helper, Photostat Machine Operator, Qasid, Library Attendant and Naib Qasid including holders of other equivalent posts in the university with 05 years 'service; and (ii). (50%) by initial recruitment.	General
30.	Store Assistant	05	Matric with at least 2 nd division having at least 02 years' relevant experience.	By Initial Recruitment.	General
31.	Jr. Plumber/ Pipe Fitter / Gas Mechanic	05	Matric with at least 2 nd division having relevant certificate from Board of Technical Education having 03 years' experience in the relevant field.	By Initial Recruitment.	Planning and Works
32.	Mail Rider	05	Matric with at least 2 nd division along with valid LTV driving license and having 02 years relevant experience.	By Initial Recruitment.	General

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The University of Engineering and Applied Sciences, Swat (Support Staff Appointment and Scales of Pay) Statutes,

33.	Photographer	05	F.A/FSc with at least 2 nd division, Certificate in Photography from a recognized Institution, having at least 03 years 'experience in Portrait/Landscape photography with appropriate knowledge and practical experience of commercial photography.	By Initial Recruitment.	General
34.	Photostat/Duplicating Machine Operator	05	Matric with at least 2 nd division having at least 2 years 'experience in the relevant field OR literate with at least 07 years relevant experience.	By Initial Recruitment	General
35.	Driver	05	Matric with at least 2 nd division having a valid HTV/LTV License, with at least 5 years 'experience of driving heavy transport OR Literate with a valid HTV/LTV License and having at least 10 years' experience of driving Heavy Transport Vehicle.	By Initial Recruitment	General
36.	Daftari /Record Keeper	05	Matric with at least 2 nd division having at least 02 years 'experience in the relevant field.	By Initial Recruitment.	General
37.	Security Guards	4	Matric with at least 2 nd division OR Literate having at least 05 years' relevant experience in a university/Government/Corporate/autonomous body or any other organization. Preference will be given to Ex-Army personal.	By Initial Recruitment.	General
38.	Gardner	4	Matric with at least 2 nd division OR Literate having at least 03 years 'experience in the relevant field.	By Initial Recruitment.	General

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Domestic Secretariat
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39.	Dak Runner /Naib Qasid	4	Matriculate with at least 2nd division OR Literate. Preference will be given to relevant experience in a university/Government/Corp orate/autonomous body or any other organization.	By Initial Recruitment.	General
40.	Tube Well Operator	4	Basic education, preferably up to Metric. Preference will be given to the candidates having relevant experience in a university/Government/Corp orate/autonomous body or any other organization.	By Initial Recruitment.	Plannin g and Works
41.	Sanitation Staff	4	Basic education, preferably up to Metric. Preference will be given to the candidates having relevant experience in a university/Government/Corp orate/autonomous body or any other organization.	By Initial Recruitment.	Plannin g and Works
42.	Helper	03	Matric with at least 2 nd division OR Literate having at least 03 years 'experience in the relevant field.	By Initial Recruitment.	General
43.	Janitor	03	Matric with at least 2 nd division having at least 02 years 'experience in the relevant field.	By Initial Recruitment	General
44.	Cable man/ Light man	02	Matric with at least 2 nd division having 03 years' experience in the relevant field.	By Initial Recruitment	Plannin g and Works
45.	Cleaner / Conductor	03	Matric with at least 2 nd division OR Literate having at least 03 years relevant experience.	By Initial Recruitment	General

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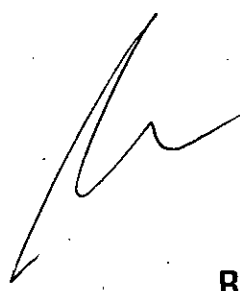
**The University of Engineering and Applied Sciences, Swat (Support
Staff Appointment and Scales of Pay) Statutes,**

46.	Dai /Aya	03	Matric with at least 2 nd division having Traditional Birth Attendant (TBA) Course (01 year) from the Health Department OR Literate with at least 03 years relevant experience.	By Initial Recruitment	Medical
47.	Library Attendant	03	Matric with at least 2 nd division OR Literate having at least 03 years relevant experience in a Library.	By Initial Recruitment	Library
48.	Lab Attendant	03	Matric with at least 2 nd division OR Literate having at least 03 years relevant experience in a Laboratory.	By Initial Recruitment	Laborat ory

Note:

- (1) The Syndicate may add to or delete any post from the Schedule II for reasons to be recorded in writing and report thereof to the Senate.
- (2) In case of addition of new posts to Schedule II, the Syndicate shall lay down the eligibility criteria, method of appointment, cadres and other essentials pertaining to the posts and report it to the Senate for approval.
- (3) In case of upgradation of a post, the BPS of the said post mentioned in Schedule II shall be considered upgraded from the date of approval of such upgradation by the Syndicate.

**SECRETARY-1
Governor's Secretariat
Rhyber Pakhtunkhwa**



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1. Definitions

Unless anything is repugnant to the provisions of the Act or Statutes, the following terms shall have the meanings hereby assigned to them, namely:

- **"Authority"** means the authority empowered to grant leave.
- **"Authorized Medical Officer"** means an authorized medical practitioner.
- **"Leave"** means any kind of leave specified in these Statutes.
- **"Leave Salary"** means the monthly emoluments charged to such head in the Budget and paid by the University to its employees during leave.
- **"Duty"** for the purpose of earning leave means the period during which an employee performs the duties against a post including:
 - Service rendered on probation or on ad-hoc basis, provided that such service is immediately followed by confirmation or regularization respectively.
 - The period spent in an authorized training, refresher course, study tour, including absence from headquarter in connection with official work expressly allowed for by the authority and exchange program outside or within Pakistan up-to a maximum period of 3 months at a time.
- **"Medical Certificate"** means the medical certificate issued by any of the Authorized Medical Officer.
- **"Vacations"** means vacations declared as such by the authority.
- All other terms shall have the same meanings as assigned to them in the Act.

2. General Provisions of Leave

- (1) Employee shall earn leave by performing duty;
- (2) Leave shall be a privilege and cannot be claimed as a matter of right. Grant of leave shall be governed under provisions of these Statutes;
- (3) Grant of leave or refusal to it shall be the discretionary powers of the authority and if the exigencies of duty so require, the application for grant of leave can be refused or if leave has already been granted or being availed, the remaining portion of it can be revoked and the employee may be recalled to join duty;
- (4) An employee, who remains absent without leave, shall be liable to disciplinary proceeding against him, and shall not be entitled to any pay and allowances or subsistence grant for the period of his absence without leave;
- (5) Leave applied for shall be expressed and sanctioned, in terms of days;
- (6) An employee on leave may not return to duty before the expiry of the period of leave granted to him unless permitted to do so by the competent authority;
- (7) Leave applied for on medical grounds shall not ordinarily be refused;

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Provided that the Authority may, at its discretion, secure a second medical opinion to have the applicant medically examined.

- (8) no employee who has been granted leave on Medical grounds may return to duty without first producing a medical fitness certificate from the Authorized Medical Officer.
- (9) Holidays falling within the period of any kind of leave shall be counted as leave. These may be prefixed or suffixed to the leave with the permission of the sanctioning authority.
- (10) An employee may apply for any type of leave admissible to him and it shall not be refused on the ground that another type of leave may be taken in the particular circumstances.
- (11) One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the employee:

Provided that no leave, except Extra-ordinary Leave (leave without pay) shall be combined with Casual Leave, Leave Preparatory to Retirement, Study Leave and Sabbatical Leave.

- (12) It shall be the duty of the applicant to make sure that the leave applied for has expressly been sanctioned and no leave shall be availed unless it is expressly granted:

Provided that in special circumstances, the authority, if it deems appropriate, may grant leave in absentia or may grant the leave retrospectively.

Provided further that the leave once sanctioned shall be valid for 21 days from the date of sanction. In case such leave is not availed within 21 days from the date of its sanction, it shall automatically expire.

- (13) While proceeding on leave except Causal Leave, the concerned employee shall submit departure report and hand over the charge of his post and submit such report to his immediate officer;
- (14) It shall also be the duty of the employee to leave behind, where applicable, all the record, cash and keys in his custody in the manner determined by his immediate officer.
- (15) Leave shall be applied for on the form prescribed by the University. In case of leave on medical grounds, a medical certificate issued by Authorized Medical Officer shall be required.
- (16) Application for grant of leave, except leave on medical grounds, shall be submitted at least 15 days in advance of the date from which leave is sought to be availed except in extraordinary situations;
- (17) Application for grant of leave shall be submitted to the immediate Supervisor or Controlling Officer, who shall sanction the leave applied for or forward through-proper channel to the authority for sanction.

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- (18) The forwarding officer shall record in writing his remarks and the arrangements proposed during the absence of the applicant.
- (19) An employee on return from leave shall report for duty to the Registrar or any other officer empowered to accept such arrival.
- (20) Leave account in respect of each employee shall be maintained as a part of his permanent service record attached to his Service Book or Personal File, in such form, as may be prescribed by the University.
- (21) Unless the leave is extended, an employee who remains absent after the expiry of his sanctioned leave, shall not be entitled to any remuneration for the period of such absence and without prejudice to any disciplinary action that may be taken against such employee, the period of such absence shall be debited double against his leave account. If sufficient credit in his leave account is not available, it shall be adjusted against future earning of leave.
- (22) Leave of the kind due shall be granted to an employee whose services are terminated by the University owing to abolition of his post as long as leave at his credit is available subject to title. In such a case, a leave reserve post shall be created to accommodate the employee as a stop-gap arrangement:

Provided that such facilitation shall not be available to the employee compulsorily retired, removed or dismissed from service under "Employees Efficiency and Discipline Statutes".

- (23) Leave may be granted retrospectively by the Competent Authority in special circumstances for reasons to be recorded in writing.
- (24) In case an employee is compulsorily retired, removed or dismissed from service under "Employees Efficiency and Discipline Statutes", the balance leave at his credit shall lapse.
- (25) Pay admissible during leave, except Extra Ordinary Leave, shall be the pay the employee would have drawn during the duty.
- (26) Instead of indicating whether leave starts or ends in the forenoon, leave shall commence from the day on which the employee hands over the charge of the post and shall end on the day on which he resumes duty.
- (27) The employee would be entitled to encash his leave accumulated in the leave account at the time when the employee:
 - (i). decides to quit the University during his service or tenure period;
 - (ii). quits the University after the expiry of his temporary appointment;
 - (iii). The University discontinues an employee's service during his service or tenure period; and
 - (iv). Proceeding on retirement:

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Provided that such encashment shall be admissible for a maximum period of three hundred and sixty-five days or the leave balance available at his credit whichever is less;

Provided further that such encashment shall not be admissible to employee proceeding on Leave Preparatory to Retirement.

- (28) If an employee accepts employment elsewhere during leave, except Leave Preparatory to Retirement, from the University, without the prior sanction of the appointing authority, he shall be liable to forfeit his leave salary from the date of his accepting such appointment.
- (29) In matters not provided for by these Statutes, the Syndicate may adopt the Leave Rules or instructions concerning the leave issued by the Government from time to time.
- (30) In case, where the operation of these Statutes causes undue hardship to an employee, the Syndicate may for reasons to be recorded in writing, relax any of these Statutes and report the same to the Senate for its concurrence.
- (31) All employees who were in service before the commencement of these Statutes, including those who were on leave on that date, shall be governed by these Statutes.

3. Authority to sanction leave

- (1) The Vice Chancellor, on recommendations of the Head of the Department, may grant leave (other than Casual Leave and Study Leave) to the employee.
- (2) Leave to Chairperson of the Department shall be granted by the Vice Chancellor on the recommendations of the concerned Dean.
- (3) Casual Leave to all Deans and Heads of the Departments, shall be granted by the Vice Chancellor.
- (4) Head of the Department, shall have the power to grant Casual Leave up-to five days at a time to the employee(s) in their respective Department/Section.

4. Casual Leave

- (1) Employee(s) shall be entitled to Casual Leave as follows;
 - (i) Employee availing vacation for 13 days in a calendar year; and
 - (ii) Employee not availing vacation for 25 days in a calendar year.
- (2) Casual Leave may not be granted for more than 5 days at a time.
- (3) Casual Leave shall not be combined with any other leave or joining time.
- (4) Casual Leave may be prefixed or suffixed to a closed or optional holiday.
- (5) Casual Leave shall not be credited to the leave account of the employee.

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- (6) Any balance not availed shall lapse on the termination of the calendar year.

5. Recreation Leave:

- (1) Recreation Leave may be granted for fifteen days once in a calendar year, the debit to the leave account may, however, be for ten days leave on full pay. The remaining five days shall be treated as extra casual leave:

Provided that such leave shall not be admissible to employee(s) of the vacation Department.

6. Earning and accumulation of leave

- (1) All services rendered by employee including the period spent on Casual Leave and duty leave qualifies him to earn leave in accordance with the provisions of these Statutes:

Provided that no leave shall be earned by the employee proceeded on deputation from the University;

Provided further that period spent on any sort of leave (other than Casual Leave) shall not be treated as the period of duty rendered for the purpose of earning leave.

- (2) Subject to provisions of these Statutes, an employee shall earn leave only on full pay as follows:
- (i). Employee availing vacation, one day for duty rendered in a calendar month; and
 - (ii). Employee not availing vacation, four days for duty rendered in a calendar month.
- (3) Duty period of fifteen days or less in a month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.
- (4) If an employee proceeds on leave during a month and returns from it during another month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full month pay.
- (5) Accumulation of leave on full pay shall be without limit.
- (6) The leave so earned shall be credited to the leave account of the employee as "Leave on Full Pay".
- (7) Any employee who avails vacation may earn leave on full pay in the following manner:
- (i). when an employee avails full vacation in a calendar year at the rate of one day for every month of duty rendered;
 - (ii). when during any year he is prevented from availing full vacation as for any employee who does not enjoy vacation for that year four days per month; and

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- (iii). when he avails only a part of the vacation as in clause (b) above plus such portion of thirty days as the number of days of vacation not be taken as full vacation.

7. Grant of Leave

Leave on Full Pay

- (1) The powers to grant leave shall vest in the authority mentioned in these Statutes. The authority may delegate these powers to the Heads of Departments or any subordinate officer by a general or special order in writing.
- (2) It shall not be necessary to specify the reasons for which leave has been applied for so long as it is admissible to an employee.
- (3) The maximum period of Earned Leave on full pay that may be granted at one time shall be as follows:
 - (i). without Medical Certificate ----- 120 days
 - (ii). with Medical Certificate ----- 180 days
 - (iii). on medical grounds from leave account once in entire service ----- 365 days
- (4) Medical Leave, on production of medical certificate shall be granted against the Earned Leave account of the employee.
- (5) Leave on medical certificate may be granted to an employee at any time, subject to such limitations and conditions as the authority may deem fit:

Provided that leave on medical certificate sanctioned under these Statutes may be combined with vacation or any other type of leave subject to the condition that total leave and vacation shall not cross the maximum permissible limit.

8. Disability Leave:

- (1) Disability Leave may be granted, outside the leave account on the eve of disability due to injury, ailment or disease contacted in course or in consequence of duty or in official position. Such leave may be granted for a maximum period of seven hundred and thirty days on medical advice. Such leave shall be repeated on each such occasion and with such conditions as mentioned above:

Provided that leave salary during Disability Leave, shall be equal to full pay for the first 180 days and half pay for the balance period.

9. Leave on Half Pay:

- (1) Leave on full pay may, at the option of the employee, be converted into leave on Half Pay. The debit to the leave account shall be at the rate of one day on full pay for every two days on half pay, fraction of one-half counting as one full day's leave on full pay.

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- (2) The request for conversion of leave referred to above shall be specified by the employee in his application for grant of leave.
- (3) There shall be no limit on the grant of leave on half pay as long as it is available by conversion in the leave account.

10. Anti-Rabies Leave:

Leave for Anti-Rabies treatment may be granted to the employees for one month on production of a certificate from an authorized Medical Officer. Such employee shall be considered on duty and shall draw his actual pay and allowances as such.

11. Quarantine Leave

If an employee or any member of his family living with him is suffering from any infectious disease such as measles, smallpox, cholera, plague, COVID-19 etc. Quarantine Leave may be granted up-to a limit of one month on production of a certificate from the Authorized Medical Officer. Such employee shall be considered on duty and shall draw his actual pay and allowances at the rate he would have drawn while on duty.

12. Study Leave

- (1) Study Leave means leave granted with or without pay to an employee for the purpose of pursuing higher education or study or research in a manner approved by the University.
- (2) Study Leave may be granted to an employee who has rendered at least three years regular service in the University. It shall be granted to an employee up-to the age of 55 years.
- (3) The Study Leave shall be granted to the employee by the Syndicate on the recommendations of Study Leave Committee on such terms and conditions as it may deem fit.
- (4) Study Leave may normally be granted by the Syndicate to an employee for a maximum of 24 months for pursuing M. Phil / MS and for a maximum of 48 months for pursuing Ph.D. on year-to-year basis on the receipt of progress report from the Advisor/Supervisor of the concerned scholar.
- (5) The Study Leave without pay may be granted to an employee beyond the permissible limit for reasons to be recorded in writing:

Provided that in no case, the period of Study Leave shall exceed 60 months.

- (6) Before proceeding on Study Leave, the employee shall execute a surety bond on stamp paper, with surety of two guarantors (Preferably University regular employee in BPS 17 or above) of known credibility and financial status to the effect that he shall serve the University after successful completion of his studies for a period of 03 consecutive years in case of M.Phil. / MS and 05 years in case of Ph.D. In case, the scholar fails to join the University and serves the University for the period mention above, he shall pay an amount equal to the bond money, the fringe benefits, the total amount of scholarship received, the

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pay benefits, other payments received during the period of the Study Leave and a penalty to be fixed by the Syndicate.

- (7) In case he fails to complete the studies successfully within the approved duration, he shall pay such amount etc. spent on his studies to the University as liquidated damages as specified under these Statutes.
- (8) No bond shall be required in case of training or study program for less than six months. Employees who proceed abroad on a scholarship or a stipend etc. but not for obtaining a degree shall not require to sign an agreement:

Provided that the period of their stay abroad shall not exceed six months.

- (9) An employee on Study Leave shall submit his/her progress report with comments of his Supervisor after each semester/term to the Vice Chancellor or the Head of the constituent Institute, and in case of unsatisfactory report he/she shall be liable to be recalled and all payments received by him shall either be refunded by him or by his guarantors or both or such a portion of it as the authority may determine.
- (10) If the employee on Study Leave does not show satisfactory progress in his/her studies, the Syndicate may at its discretion, cancel the Study Leave granted to him and withdraw all other privileges. This, however, shall not apply to a person, who is unable to show satisfactory progress on account of illness or because of other circumstances beyond his control.
- (11) In case, the scholar fails to successfully complete his studies, he shall pay the amount of the scholarship, fringe benefits, pay benefits and all other payments received by him during the study period / leave and a penalty shall also be fixed by Syndicate.

Such person shall immediately report for duties otherwise shall be liable for disciplinary action as per University of Engineering and Applied Sciences, Employees Efficiency and Discipline Statutes, 2022.

- (12) The period of Study Leave with pay shall be counted for earning annual increments.
- (13) An Employee shall be allowed to retain residential accommodation allotted to him, provided his "family" actually resides in the residential accommodation or continue to receive House Rent Allowance during the period of Study Leave.
- (14) Any change in the course of study or field of research, or change of university may be allowed by the Syndicate on the recommendations Of Supervisor and/or the university where he is studying or on his personal request as the case may be. However, it shall be necessary to revalidate the Study Leave provided that the duration of his degree shall not exceed the stipulated period.

- (15) Applications for Study Leave may be submitted two months prior to the date of departure:

Provided that the Vice Chancellor may relax the provision of two months for submission of application as he may deem fit

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- (16) Study Leave may be granted twice in the entire service but the total period shall not exceed more than five years.
- (17) Study Leave shall not be admissible to an employee against whom disciplinary proceedings are under process.
- (18) Study Leave may not be credited to the Leave Account of the employee.

13. Extraordinary Leave (EOL) / Leave Without Pay

- (1) The grant of Extraordinary Leave is subject to the condition that it can be granted without detriment to the business of the University.
- (2) Extra-Ordinary Leave may be granted to an employee in special circumstances: -
 - (i). When other leave is not admissible under these Statutes.
 - (ii). When other leave is admissible but the employee concerned applies in writing for the grant of Extra-Ordinary Leave.
 - (iii). The authority empowered to grant leave may commute retrospectively, the period of absence without leave into Extra-ordinary Leave.
 - (iv). No leave salary is admissible in the case of Extra-Ordinary Leave.
 - (v). EOL once sanctioned shall not be converted to other kind of leave unless warranted as such by a valid reason to be recorded in writing and got approved by the Syndicate.
- (3) Extra-ordinary Leave may be granted under special circumstances to an employee up to a maximum period of five years during the whole period of service in the University:

Provided that Extra-ordinary Leave may be granted for two years if the employee has not completed 10 years of service.
- (4) In 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 with any other kind or kinds of leave shall not exceed five years.
- (5) "Leave for study may be granted in shape of EOL for persons proceeding abroad on scholarships granted by the Provincial/Federal/Foreign Government/Agency": The Syndicate may, at its discretion, grant leave with pay for study to an employee falling under this category subject to the condition laid down in these Statutes. For the rest of the period, however, the request of the employee would be considered Extra-ordinary Leave without pay.
- (6) Leave without pay for purpose of serving elsewhere shall not be ordinarily granted for a period of more than one thousand & ninety-five days. Extension beyond the period of one

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thousand & ninety-five days be given very sparingly in such cases in which the Head of the Department certifies that the work would not suffer in such cases.

- (7) Employees who were selected for employment in International Agency / Foreign Countries may be granted leave without pay by the Syndicate for the period as the circumstances may warrant but not exceeding one thousand & ninety-five days at one time, but in special circumstances, it could be extended up-to five years.

14. Ex-Pakistan Leave

- (1) Ex-Pakistan Leave may be granted on full pay for a maximum of one hundred and twenty days to an employee who applied for such leave or who proceeds abroad during leave and makes a specific request to that effect. The maximum amount of leave salary may be determined and approved by the authority at the time of sanctioning leave.
- (2) Such leave pay shall be payable for the actual period of leave spent abroad subject to maximum of 120 days at a time.
- (3) Ex-Pakistan Leave shall be debited to Leave Account of the employee.

15. Hajj Leave and Umra Leave

- (1) Forty-Five days each for Ex-Pakistan Hajj or Umra Leave as the case may be, on full pay, only once during the entire service may be granted to an employee.
- (2) Hajj Leave and Umra may not be debited to the Leave Account of the employee.

16. Maternity/ Paternity Leave

- (1) Maternity Leave may be granted on full pay, outside the leave account, to a female employee to the extent of ninety (90) days in all from the date of its commencement or sixty (60) days from the date of her confinement, whichever is earlier.
- (2) Maternity Leave may be granted in continuation of or in combination with any other kind of leave including Extraordinary Leave as may be due and admissible to a female employee.
- (3) Maternity Leave may be granted to a female employee only thrice in her whole service in the University:
- Provided that the female employee may avail leave on full pay debatable to her Leave Account in case, she had already availed Maternity Leave for three times in her service.*
- (4) Paternity Leave may be granted to the male employee for a maximum of 10 working days whose wife is expecting a child at the time of birth of the child.

17. (Iddat) Leave / Special Leave on "Death of husband of female Muslim employee"

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- (1) A Muslim female employee on the death of her husband may be granted leave on full pay for a period not exceeding one hundred and thirty days (130). This leave shall not be debited to her leave-account.
- (2) Such leave shall commence from the date of death of her husband and for this purpose, she shall have to produce Death Certificate issued by the Competent Authority either along with her application for Special Leave or if that is not possible, then, the said certificate may be furnished to the leave sanctioning authority, separately:

Provided that such employee shall not have less than three years-service at her credit.

18. Leave Not Due

- (1) Leave not Due may be granted on full pay to an employee, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five (365) days in the entire period of service, subject to the condition that during the first five years of service, it shall not exceed ninety days in all and shall only be granted for emergencies.
- (2) Such leave may be converted into leave on half pay.
- (3) Such leave shall be granted only when there are reasonable chances of the employee's resuming duty on the expiry of the leave.
- (4) Leave not Due is a privilege, not a right and its approval shall depend upon the prevailing staff position and exigencies of duty.
- (5) Leave not Due may not be admissible during probation.

19. Sabbatical Leave

- (1) An employee engaged in teaching or research may be granted Sabbatical Leave up to one year on full pay for undertaking research in a university or research organization of good standing twice in the entire service. Sabbatical Leave not granted or not availed can be carried forward.
- (2) Sabbatical Leave shall be granted to an employee who has put in at least 06 years confirmed service in the University.
- (3) The period of Study Leave or leave without pay shall not count towards the period prescribed for entitlement to Sabbatical Leave.
- (4) The Sabbatical Leave may not be combined with any other kind of leave.
- (5) An employee who availed Sabbatical Leave once shall not be eligible for another Sabbatical Leave within next 06 years of his service.
- (6) In case, the employee receives salary from other sources during Sabbatical Leave, the University may pay only fifty percent of his salary.

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- (7) Sabbatical Leave shall ordinarily be granted only at the end of an academic term or semester and if it is applied for at least 03 months before the date it is proposed to be availed.
- (8) Sabbatical Leave is a privilege and not a right and its approval, when it falls due, shall depend upon the prevailing staff position and exigencies of duty.
- (9) Sabbatical Leave shall be granted to an employee only for undertaking such research assignment within or outside Pakistan as are related to his subject in respect of which he shall be required to give valid proof.
- (10) The employee on Sabbatical Leave may draw House Rent Allowance or retain the residential accommodation provided to him if his "family" actually resides in it.
- (11) He shall submit a report on the work done during the Sabbatical Leave for the perusal of the Chairman of the Department who shall forward it with his comments to the Vice Chancellor.
- (12) Sabbatical Leave shall not be debited to the Leave Account of the employee.

20. Duty Leave

- (1) The Vice Chancellor may grant Duty Leave on full pay to an employee for a maximum period of fifteen (15) days in a calendar year, if it is in the interest of the University.
- (2) An employee deputed by the University for attending conference, seminar or meeting shall be considered on duty for the period of such duration as well as for the specified period on journey to and from the venue.
- (3) An employee who is required to undertake examination duties within or outside the University shall be treated on duty up to a maximum of twenty-five days or duration of the examination; whichever is less:
Provided that no person shall be appointed to supervise more than one 'complete examination in a year and in no case, the period of such appointment during a year shall exceed twenty-five days of absence from duty.
- (4) In case of practical thesis/oral examination duties within or outside the University, such duty leave at once shall not exceed five days at a time and the whole period for various examinations shall remain 25 days of absence from duty per annum at the maximum, as described.
- (5) If an employee avails such Duty Leave over and above the prescribed limit of 25 days, such over leave shall be debited against the Casual Leave or Leave Account of the individual as the case may be.

21. Leave Preparatory to Retirement (LPR)

- (1) The maximum period up to which an employee may be granted Leave Preparatory to Retirement shall be 365 days or the available balance at the credit of the employee

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whichever is less. It may be taken subject to availability in the Leave Account, either on full pay or partly on full pay and partly on half pay or entirely on half pay at the discretion of the employee. Such leave shall not extend beyond the age of superannuation.

Provided that Leave Preparatory to Retirement shall not be combined with any other kind of leave.

- (2) Where an employee opts not to avail the Leave Preparatory to Retirement or due to refusal of the LPR by the authorities, he shall be allowed encashment of LPR for the period for which Leave Preparatory to Retirement is admissible, subject to a maximum of 365 days.
- (3) Refusal of/Recalling from LPR: Ordinarily Leave Preparatory to Retirement shall not be refused. All orders refusing Leave Preparatory to Retirement to an employee and recalling of an employee from Leave Preparatory to Retirement shall be passed only by the authorities specified below:

a.	For employee in BPS 17 and above	the Syndicate or the Vice Chancellor if delegated with powers as such by the Syndicate
b.	For employee in BPS 16 and below	Vice Chancellor

Provided that the above powers shall not further be delegated to another authority.

22. Encashment of Leave Preparatory to Retirement (LPR)

- (1) An employee may, twelve months before the date of superannuation or with twenty-five years qualifying service, whichever is later at his option, be allowed to encashment for Leave Preparatory to Retirement, if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible.
- (2) In lieu of such leave, leave pay be claimed for the actual period of leave subject to a maximum of three hundred sixty-five (365) days.
- (3) If at any time during such period, leave is granted on account of ill health supported by Medical Certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for half the period of leave so granted.
- (4) The employee shall submit the option to the authority, competent to sanction Leave Preparatory to Retirement, which may accept the option and issue formal sanction for the payment of each compensation.
- (5) For the purpose of payment in lieu of such leave:

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- (i). The rate of pay shall be the (basic pay last drawn) rate admissible at the time the leave encashment is drawn;
- (ii). The encashment of leave pay may be drawn at any time (at the end of each month or in lump sum on the day of retirement at the discretion of the employee,) for the period for which duty has already been rendered; and
- (iii). Only the "Senior Post Allowance" shall be included in the encashment of leave pay as admissible.

23. Death during service or retirement due to permanent incapacitation/invalidation

In case, an employee dies or is declared permanently incapacitated/invalidated for further service by a designated hospital or doctor while in service, a lump-sum payment equal to full pay for the number of days of Earned Leave but not exceeding 365 days, shall be paid by the University to his family or to the employee as the case may be.

24. Overstay beyond Leave:

If an employee overstays his leave, he shall forfeit all his salary during the time of his absence, and if he overstays his leave for more than one week, his office shall be liable to be declared vacant.

25. Leave status in case of Resignation:

Notwithstanding anything to the contrary contained in the Statutes regarding the grant of leave to the employees, all leave earned by an employee during the tenure of his service shall lapse if he resigns or if his services are terminated or dismissed on any ground or if he is retired compulsorily.

26. Late coming/leaving office before time:

For every three days an employee comes late to the University or leaves his seat before closing time without prior approval of the Head of the Department / Incharge of the Branch concerned, one Casual Leave shall be debited from his Leave Account. In case, he has no Casual Leave on his credit, such one-day leave shall be debited to his Leave Account.

27. Study Tour

Only senior teachers may be permitted to proceed on Study Tour subject to following conditions: -

- (1) Study Tour would normally be for a period of four months but in no case the same shall exceed six months;
- (2) persons proceeding on Study Tour shall be permitted to visit only one country. However, in case an officer desired to avail himself of the facilities offered by various airlines he might do so and break the journey whichever is permissible, but shall have to meet additional expenditure from his own pocket;


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Provided that such conditions shall not apply to the tours specifically allowed for, by the University.

- (3) In special circumstances, the Syndicate may, at its discretion, grant Study Leave to an officer who has been sent abroad on Study Tour and also permit him to combine this with summer/winter vacations.
- (4) Persons, proceeding on Study Tour, would be treated on duty and paid full salary in Pakistan. (Excluding conveyance and hard area allowances).
- (5) Payment of compensatory allowance during stay abroad shall be governed by the rates approved by the Federal Government/Provincial Government for its employees from time to time.
- (6) They would be paid actual fare from the University to port of embarkation and would not be entitled to draw Daily Allowance or extra fare.


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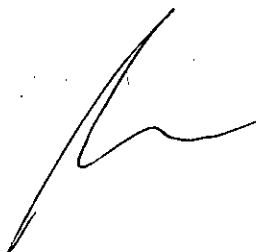
1. Procedure for conferment of Honorary Degree

- (1) The Academic Council may propose nominees to the Syndicate for its recommendations to the Chancellor for conferment of Honorary Degree.
- (2) The proposal to confer an Honorary Degree on a person shall be made by the Syndicate.
- (3) The recommendations of the Syndicate shall be placed before the Chancellor for confirmation as per provisions of the Act.
- (4) The cases for conferring Honorary Degree shall be submitted as per the guidelines on the Nomination Form provided in Annexure-I and Annexure II respectively.
- (5) The Syndicate may modify the guidelines and the Nomination Form at Annexure-I and Annexure-II respectively from time to time.
- (6) After confirmation by the Chancellor, the Vice Chancellor shall inform the nominee(s).
- (7) The format of the Honorary Degree shall be such as determined by the Syndicate.

2. Conditions for conferment of Honorary Degree

- (1) The candidate considered for conferment of an Honorary Degree shall have to his credit outstanding contribution in his discipline or field of work for the advancement or benefit of the community, country or society at large.
- (2) Posthumous Honorary Degrees shall not be recommended. However, if the candidate accepts the invitation of the University, but dies before the Convocation, the Honorary Degree shall be conferred.
- (3) Ordinarily, an Honorary Degree shall not be awarded in absentia. However, in exceptional circumstances, the same may also be awarded in absentia.
- (4) An individual can receive only one Honorary Degree from the University.
- (5) In selecting the candidates for the award of an Honorary Degree, it shall be ensured that no discrimination is made on the basis of race, color, religion, gender, caste, creed and disability.
- (6) In case the nominee for an Honorary Degree is unable to accept/receive the degree in the year the degree is awarded, his name shall be re-submitted for approval in a later year.
- (7) Honorary Degree shall not be used for professional promotion and the recipients shall not be entitled to write 'Doctor' with their names.

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Annexure-I

Guidelines:

1. Introduction

Any person is eligible to make a nomination.

2. Selection Criteria

- (1) Outstanding contribution to discipline or field of work, to community and to society in general.
- (2) Nominee may be from any country.

3. Eligibility Guidelines

- (1) Faculty or Staff of the University is not eligible for nomination until at least three years after leaving the University.
- (2) An active politician is not eligible.
- (3) The person must be alive.
- (4) Diversified nominations without discrimination are desirable.

4. Selection Process

- (1) The recommendations of the nominees shall be made by the Vice Chancellor in consultation with the Academic Council.
- (2) Recommendations shall be placed before the Syndicate for approval.
- (3) After approval of Syndicate, the case(s) shall be submitted to the Chancellor for confirmation.
- (4) Invitation to candidate(s) shall be sent after the approval by the Chancellor.
- (5) Name(s) of honoree(s) shall be made public.

5. Nomination Form

A complete Nomination Form is necessary for the information of the Syndicate.

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Annexure - II

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Nomination Form for an Honorary Degree

1. Name of Nominee (in Full) _____
2. Permanent Address _____
3. Current Address _____
4. Current Telephone Number and E-mail Address _____
5. Education, Honors Received (degrees or honor, institution, date) _____
6. Career Summary (titles, organizations, dates) _____
7. Reasons for recommending award of an Honorary Degree

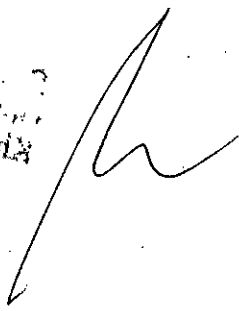
(This is the most important section for making decision)

Nominator- 1 (Name and address)

Relationship to Nominee

Nominator- 2 (Name and address)

Relationship to Nominee


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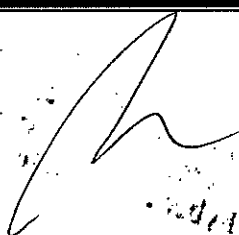
1. Board of Faculties

- (1) There shall be a Board of each Faculty, which shall consist of the following, namely:

(a)	Dean of the concerned faculty;	Convener
(b)	all Chairpersons /HoDs of the Teaching Departments, Directors of the Institutes/ constituents Centers, Principals of constituents colleges of the concerned Faculty;	Members
(c)	two seniors most Teachers/Professors of each Department of the concerned Faculty;	Members
(d)	one member of each Board of Studies to be nominated by Board of Studies of each Department;	Member
(e)	two teachers to be nominated by the Academic Council for 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;	Members
(f)	two subject experts from other universities / organizations to be nominated by the Vice Chancellor;	Members
(g)	Director Academics or his nominee;	Member
(h)	Director QEC; and	Member
(i)	Director, Office of Research Innovation and Commercialization (ORIC).	Member

- (2) The Assistant Registrar (Academics) shall be Secretary of the Board of Faculty.
- (3) The members mentioned at sub-clauses (e) and (f) of sub-section (1) above shall hold office for three years.
- (4) The quorum for a meeting of the Board of Faculties shall be one-half of the total number of members, a fraction being counted as one, excluding non-existent categories where applicable.

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- (5) The decisions of the meeting of the Board of Faculties shall be taken by majority. In case of tie, the convener shall have a casting vote.
- (6) In case of non-availability of the convener or any member in the University, the Vice Chancellor may nominate such convener or member from other public sector university of the Province.

2. Powers and functions of the Board of Faculties

The Board of Faculties shall, subject to the general control of the Academic Council and the Syndicate, have the powers to-

- (1) coordinate teaching, research and publication work in the subjects assigned to the Faculty;
- (2) scrutinize the recommendations of the Board of Studies with regard to the scheme of studies, syllabi and courses offered by various departments in the Faculty;
- (3) recommend appointment of paper setters and examiners;
- (4) consider any other academic matters and report thereon to the Academic Council;
- (5) prepare a comprehensive Annual Report regarding the performance of each Department of the Faculty for presentation to the Academic Council; and
- (6) perform such other functions as may be assigned to it by the Academic Council and Syndicate, as the case may be.

3. Board of Studies

- (1) There shall be a Board of Studies for each subject or a group of subjects which shall consist of the following:
 - (i) the Chairperson/HoD or Principal or Director of the Teaching Department/Institute or a constituent College or Center, as the case may be, who shall also act as convener of the Board of Studies;
 - (ii) Professors and Associate Professors in the Teaching Departments:

Provided that if the total number of University Teachers under sub-clause (i) and (ii) is less than five, then in that case, the Dean of the Faculty concerned shall nominate Assistant Professors or Lecturers of the Department preferably Faculty members having Ph.D., to complete the number;

- (iii) three Teachers from outside the University to be nominated by the Dean of Faculty concerned from the panel recommended by the concerned Chairperson/HoD;
- (iv) Director QEC of the University or his nominee;
- (v) The Board of Studies may co-opt any expert(s) on need basis for technical or expert opinion;

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Provided that the expert so co-opted shall participate in the meetings of the Board of Studies but shall have no right of vote:

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

- a. the Dean of the Faculty concerned, who shall act as convener of the Board of Studies;
 - b. one of the Principal(s) of the college(s) concerned to be nominated by Vice Chancellor who shall act as Secretary of the Board of Studies;
 - c. two teachers of the colleges, to be nominated by Vice Chancellor from a panel presented by the Dean of the Faculty;
 - d. two teachers of the University to be nominated by the Vice Chancellor;
 - e. Director/Head of QEC of the University or his nominee; and
 - f. Controller of Examination of the University.
- (2) The quorum for a meeting of the Board of Studies shall be one-half of the total number of members, a fraction being counted as one, excluding non-existent categories where applicable.
- (3) The decisions of the meeting of the Board of Studies shall be taken by majority. In case of tie, the convener shall have a casting vote.
- (4) In case of non-availability of the convener or any member in the University, the Vice Chancellor may nominate such convener or member from other public sector university of the Province as he may deem appropriate.

4. Functions of the Board of Studies

The Board of Studies shall perform the following functions, namely:

- (1) advise the Authorities on all academic matters connected with instructions, research and examination in the subject;
- (2) propose curricula and syllabi for all degrees, diplomas and certificates courses in the subject;
- (3) suggest a panel of names of Paper-setters and Examiners in the subject; and
- (4) perform such other functions, as may be assigned by the Syndicate or Academic Council, as the case may be.

5. Selection Board

The Selection Board shall consist of the following:

- (1) **Permanent members of the Selection Board**
 - (i). the Vice Chancellor who shall be the Chairperson;

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- (ii). nominee of the Secretary to the Government of Khyber Pakhtunkhwa, Higher Education Department, (member);
 - (iii). the Chairman of the Khyber Pakhtunkhwa Public Service Commission or his nominee, (member);
 - (iv). a Psychologist to be nominated by the Vice Chancellor, (member);
 - (v). Registrar, (member cum secretary)
- (2) **Additional members (in addition to members at sub-section (1) above) of the Selection Board for appointment of teachers**
- (i). Dean of the Faculty concerned or in absence of Dean the senior most teacher of the Faculty concerned (member);
 - (ii). the Chairperson/HoD of the Teaching Department / Director of the Institute/Center concerned, as the case may be, (member);
 - (iii). two subject experts from the standing list of subject experts approved by the Syndicate for teaching positions (members);
- (3) **Additional members (in addition to members at sub-section (1) above) of the Selection Board for appointment of Administrative Officers**
- (i). head of the concerned Section (member); and
 - (ii). two subject experts from the standing list of subject experts approved by the Syndicate (members).
- (4) The members, other than ex-officio members, shall hold office for three years.
- (5) The quorum of Selection Board shall be seventy-five percent of the total members, excluding the vacant categories where applicable, fraction of 0.5 and above being counted as one (1).
- (6) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.
- (7) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall consider reports from three reviewers in the subject concerned, to be nominated by the Vice Chancellor from a standing list of experts, recommended by the relevant Board of Studies, and revised from time to time.
- 6. Functions of the Selection Board.**
- (1) The Selection Board shall consider short-listed candidates for teaching and other posts in case of initial appointment and shall recommend the names of suitable candidates for approval of the Syndicate.

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- (2) The Selection Board may recommend the grant of higher initial pay in a suitable case for reasons to be recorded in writing.
- (3) The Selection Board shall consider all cases of promotions of Officers and Faculty Members on TTS of the University and recommend the names of suitable candidates to the Syndicate for approval.
- (4) The Syndicate may, for reasons to be recorded, refer a case back to the Selection Board for reconsideration.
- (5) In case of unresolved difference of opinion between the Selection Board and the Syndicate regarding appointment matter of a candidate, the case shall be referred to the Chancellor, whose decision in this regard shall be final.

7. Advanced Studies and Research Board (ASRB)

- (1) There shall be an Advanced Studies and Research Board which shall consist of the following:
 - (i). the Vice Chancellor who shall be the Chairperson of the ASRB;
 - (ii). all Deans;
 - (iii). two University Professors (in case there is no Professor in the Department, one of the senior teachers from each Faculty other than the Dean);
 - (iv). three nominees of the Academic Council from amongst its members;
 - (v). Director Science and Technology Khyber Pakhtunkhwa or nominee not below the rank of Deputy Director;
 - (vi). Director Quality Enhancement Cell (QEC)
 - (vii). Director Office of the Research, Innovation and Commercialization (ORIC); and
 - (viii). Director Advanced Studies and Research Board / Academics whichever is applicable. (Member-cum-Secretary)
- (2) The term of office of members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.
- (3) The quorum for a meeting of the Advanced Studies and Research Board shall be two-third of its total members.
- (4) Decision of Advanced Studies and Research Board shall be made by majority of members present. In case of tie, the convener shall have a casting vote.

8. Functions of the Advanced Studies and Research Board:

The Advanced Studies and Research Board shall perform the following functions, namely:

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- (1) advise the authorities on all matters connected with the promotion of Advanced Studies and Research in the University;
- (2) consider and report to the next higher authorities of the University on the initiation of research degrees in the University;
- (3) propose Regulations regarding the award of research degrees;
- (4) appoint supervisors for research students and to determine the subjects of their research thesis upon the recommendations of the Board of Studies of the concerned departments;
- (5) recommend panels containing names of examiners for evaluation of thesis and other research papers etc.;
- (6) approval of research proposal / synopsis / thesis / dissertation of higher research degrees (MS/M.Phil. or equivalent and Ph.D.); and
- (7) perform such other functions as may be prescribed by these Statutes.

9. Finance and Planning Committee

- (1) There shall be Finance and Planning Committee of the University which shall consist of the following:
 - (i). the Vice-Chancellor (Chairperson);
 - (ii). a representative of the Higher Education Commission (HEC);
 - (iii). the Secretary to Government, Higher Education Department or his nominee not below the rank of a Deputy Secretary;
 - (iv). the Secretary to Government, Finance Department or his nominee not below the rank of a Deputy Secretary;
 - (v). one member of the Syndicate to be appointed by the Syndicate;
 - (vi). Deans of Faculty of the University;
 - (vii). the Registrar of the University;
 - (viii). the Director Planning and Development;
 - (ix). one expert to be nominated by the Chancellor;
 - (x). one member of the Academic Council to be nominated by the Academic Council; and
 - (xi). the Treasurer / Director Finance (Member-cum-Secretary).

The Finance and Planning Committee shall function as Departmental Accounts Committee (DAC) of the University with the inclusion of Director General Audit Khyber Pakhtunkhwa or his nominee.

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- (3) The quorum for a meeting of the Finance and Planning Committee shall be seventy five percent excluding the non-existent categories.
- (4) The members, other than ex-officio members, shall hold office for a period of three (03) years.

10. Powers and Functions of Finance and Planning Committee

- (1) The Finance and Planning Committee shall have powers to:
 - (i). consider the annual statement of accounts, 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). prepare human resource development plans.
 - (v). chalk-out plans for increasing own sources for attaining financial sustainability
 - (vi). The Finance and Planning Committee, in capacity of Departmental Accounts Committee (DAC), shall consider the Advance para of Audit Report and recommend its settlement or other suitable action, as the case may be, as it may deem fit; and
 - (vii). perform such other functions as may be prescribed by these Statutes or referred to by the Syndicate.
- (2) The minutes of the DAC shall be reported to the Syndicate.

11. Affiliation Committee

- (1) There shall be an Affiliation Committee which shall consist of the following:
 - (i). the Pro Vice-Chancellor, who shall be the Chairperson of the Affiliation Committee;
 - (ii). one member of the Syndicate to be nominated by the Syndicate;
 - (iii). all Deans;
 - (iv). nominee of the Academic Council;
 - (v). the Director Higher Education (Colleges) or his nominee not below the rank of BPS-18, Government of Khyber Pakhtunkhwa;
 - (vi). one nominee of Higher Education Commission not below the rank of Director;
 - (vii). Chairman Higher Education Regulatory Authority or his nominee not below the rank of a Member;

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- (viii). Controller of Examinations;
 - (ix). Director QEC or his nominee;
 - (x). The Registrar; and
 - (xi). Director Academics (Secretary cum Member).
- (2) The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be three years.
- (3) The Affiliation Committee may co-opt experts not exceeding three.
- (4) The quorum for a meeting of the Affiliation Committee shall be seventy-five percent of the total number of members, excluding the non-existent categories.

12. Functions of the Affiliation Committee.

The Affiliation Committee shall perform the following functions, namely;

- (i). constitute Inspection Committee for the College/Institute seeking affiliation;
- (ii). consider the reports of Inspection Committee and recommend or otherwise the grant of affiliation of educational institutes to the Syndicate under the provisions of the Act:

Provided that the Affiliation Committee may itself inspect the institute/college concerned and advise the Syndicate accordingly;

- (iii). inquire into the complaints alleging breach of conditions of affiliation by affiliated colleges/ institutes and to advise the Syndicate thereon;
- (iv). monitor the academic performance of the colleges/institutes;
- (v). recommend to the Syndicate the suspension or withdrawal of privileges of the University to an institute/college; and
- (vi). perform such other functions as may be assigned to it by the higher authorities of the University.

13. University Discipline Committee

- (1) There shall be a University Discipline Committee which shall consist of the following, namely:

a.	a Dean to be nominated by the Vice Chancellor who shall be the convener (in absence of Dean, a senior teacher shall be nominated by the Vice Chancellor;	Convener
b.	Controller of Examinations or his nominee;	Member

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c.	Provost;	Member
d.	Chairperson / HOD of the relevant department;	Member
e.	Director Administration;	Member
f.	Chief Proctor; and	Member
g.	Chief Proctor Head/ Incharge Students Affairs of whatever designation may be.	Member cum Secretary

- (2) The quorum for a meeting of University Discipline Committee shall be seventy five percent of the total members excluding non-existent categories.
- (3) Decisions of the University Discipline Committee shall be taken by majority of members present. In case of tie, the Convener shall have a casting vote.

14. Functions of the University Discipline Committee.

The University Discipline Committee shall perform the following functions, namely;

- (i). propose Regulations to the Academic Council relating to the conduct of University students and maintenance of discipline;
- (ii). impose minor / major penalties including suspension, expulsion, rustication of students or imposition of fine on students on the basis of inquiry conducted for violation of rules and regulations of the University; and
- (iii). perform such other functions as may be assigned to it by the higher authorities of the University.

15. Appeal against the decisions of the University Discipline Committee

- (i). Appeal against the decisions of the University Discipline Committee shall lie to the Vice Chancellor.
- (ii). Appeal against the decisions of the University Discipline Committee shall be made with in thirty (30) days form the date of communication of such decision.
- (iii). The decision of Vice Chancellor on appeal shall be final.


16. Departmental Discipline Committee

- (1) Each Officer In-charge of the Hostel or Head of a University Teaching Department shall appoint a Discipline Committee consisting of three teachers of the Department concerned to deal with cases of indiscipline of its students.

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- (2) The Departmental Discipline Committee shall deal and decide petty nature cases of discipline on its own.
- (3) In case, the matter is grave or serious in nature, the Departmental Discipline Committee shall refer the same to the University Discipline Committee for decisions.

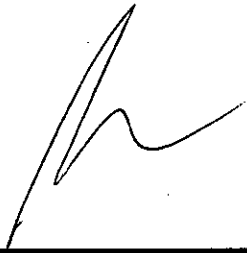

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Teaching Departments, Constituent
Institutes, Constituent Colleges and
Other Academic Divisions Statutes,
2022**


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University of Engineering and Applied Sciences Swat
Establishment of Faculties, Teaching Departments,
Constituent Institutions, Constituent Colleges and Other Academic
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1. Faculties

The University shall include the following Faculties:

- (1) Faculty of Engineering
- (2) Faculty of Applied Sciences
- (3) Any other Faculty to be established by the Syndicate on the recommendations of the Academic Council.

2. Procedure for establishment of Faculties etc.

The Syndicate may, from time to time, on the recommendations of the Academic Council:

- (1) approve establishment of other Faculties/Departments/Institutes and constituent Institutes/Colleges/Schools/Museums in the University and its Sub-Campuses; and
- (2) amend the nomenclature of Departments/Institutes/Centers/Museums and constituent Institutes/Colleges and Schools.

3. Teaching Department / Institute / Center

- (1) The Syndicate, on the recommendations of the Academic Council, may approve the establishment of Teaching Department/ Institute / Center for each subject or a group of subjects.
- (2) The Chairperson/Director of a Teaching Department/ Institute / Center shall be appointed by the Syndicate on the recommendations of the Vice Chancellor from amongst the three seniors most Professors/Associate Professors of the Department/ Institute / Center for a period of three years and may be eligible for re-appointment:


Provided that in a Department/ Institute / Center in which there is no Professor or Associate Professor, no such appointment shall be made and the Dean of the Faculty concerned shall exercise power of the Chairman in addition to his own powers:

Provided further that in case the Dean is exercising the powers of the Chairman, he shall be assisted by the senior most teacher of the Department/ Institute /Center as HoD.

- (3) The Chairperson of Department or Director of the Institute / Center shall plan, organize and supervise the work of the Department/Institute/Center and shall be responsible to the Dean for the working of his Department/Institute/Center.
- (4) The Chairperson of a Department or Director of an Institute /Center may be removed by the Syndicate upon recommendations of the concerned Dean or in his absence, by the Vice Chancellor on account of unsatisfactory performance:


Provided that, before removing the Chairperson from the position, he shall be provided an opportunity of personal hearing before the Syndicate.

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Affiliation and Dis-affiliation of Educational Institutions and Related
Matters Statutes, 2022

**The University of Engineering and
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and Dis-affiliation of Educational
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1. Affiliation Committee of the University

- (1) There shall be an Affiliation Committee of the University for the purpose of making recommendations to the Syndicate for granting or withdrawing of affiliation to colleges/institutes etc.
- (2) The Affiliation Committee shall consist of the following:
 - (i). the Pro Vice-Chancellor, who shall be the Chairperson of the Affiliation Committee;
 - (ii). one member of the Syndicate to be nominated by the Syndicate;
 - (iii). all Deans;
 - (iv). nominee of the Academic Council;
 - (v). the Director Higher Education (Colleges) or his nominee not below the rank of BPS-18, Government of Khyber Pakhtunkhwa;
 - (vi). one nominee of HEC not below the rank of Director;
 - (vii). Chairman HERA or his nominee not below the rank of a Member;
 - (viii). Controller of Examinations;
 - (ix). Director QEC or his nominee;
 - (x). The Registrar; and
 - (xi). Director Academics (Secretary cum Member).
- (3) The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be three years.
- (4) The Affiliation Committee may co-opt experts not exceeding three.
- (5) The quorum for a meeting of an inspection by the Affiliation Committee shall be seventy five percent of the total number of members excluding the non-existent categories.

2. Inspection Committee of the University

- (1) There shall be an Inspection Committee of the University for the purpose of carrying out inspection(s) in connection with affiliation, to be constituted by the Vice Chancellor on the recommendations of Affiliation Committee and shall consist of the following:
 - (i). Dean or senior Faculty member of the relevant Faculty (Convener)
 - (ii). Chairperson/ HoD or his nominee of the concerned discipline;
 - (iii). Controller of Examinations or his nominee;

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- (iv). At least two subject experts of the relevant discipline to be nominated by the Vice Chancellor;
- (v). Librarian;
- (vi). Director QEC or his nominee; and
- (vii). Director Academics or his nominee (Member/Secretary)


3. Procedure for Affiliation:

The following procedure shall be adopted for disposal of applications for affiliation: -

- (1) An educational institute applying for affiliation shall send/submit a formal application to the Secretary Affiliation Committee clearly mentioning therein, all the requisite information as mentioned in Annexure-A of these Statutes.
- (2) Application shall be submitted at least three (03) months before the commencement of admissions/ academic program of the University, along with application fee as determined by the Syndicate from time to time.
- (3) The Affiliation Committee shall examine the application for Affiliation.
- (4) If the Affiliation Committee is satisfied that the application is accompanied by the required documents, it shall, with the approval of Vice Chancellor, authorize the Inspection Committee of the University to visit the Institute/ College concerned to satisfy itself that the prescribed requirements have been actually fulfilled.
- (5) If upon inspection, any deficiency is observed, the concerned Institute/College shall be informed of such deficiency and asked in writing to remove the same within a time period determined by the Affiliation Committee:

Provided that the time period determined by the Affiliation Committee may be extended if the deficiency cannot be removed within the given time period.

- (6) The Inspection Committee shall examine the education institute in light of provisions of the Act and Statutes of the University and other information acquired through questionnaire or provided in the Application.
- (7) The Inspection Committee, after satisfying itself that the prescribed requirements have actually been fulfilled by the Institute/College, may recommend the affiliation of the Institute/College in specific discipline(s) to the Affiliation Committee. The Inspection Committee shall submit its report to the Affiliation Committee on the prescribed format (Annexure-B) for each discipline separately.
- (8) The Affiliation Committee may co-opt the convener of the Inspection Committee as a member so that he could reply to their queries.


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- (9) The Affiliation Committee may call the Head of the Institute/College seeking affiliation so that he could reply to the queries. No T.A. /D.A. shall be borne by the University in this regard.
- (10) If the Affiliation Committee is satisfied with the statements, it may recommend affiliation of the Institute/College concerned.
- (11) The recommendations of the Affiliation Committee shall be placed before the Syndicate for approval. However, in order to avoid delay, the Vice Chancellor may grant affiliation in anticipation of the approval by the Syndicate. The order so passed by the Vice Chancellor, shall be reported to the ensuing meeting of the Syndicate.
- (12) After approval of affiliation by the Syndicate, the affiliated Institute/College shall deposit affiliation fee for each of the affiliated programs.
- (13) No educational institute, desirous of seeking affiliation, shall conduct admission to the course of study or impart instructions in the subject, until and unless it has been granted affiliation. Furthermore, it shall not be permissible to start any class in any subject in anticipation of the acceptance of application for affiliation.
- (14) The educational institute affiliated to the University shall be governed by these Statutes, Rules and Regulations 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 instructions 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 examinations;
 - (vii). the discipline of the students, supervision, control over their residence and co-curricular activities;
 - (viii). health and general welfare of the students;
 - (ix). the ratio between teachers and students and the total workload of a teacher;
 - (x). quality of academic activities
- (15) Every educational institute affiliated to the University shall promptly report to the University regarding transfer or change in the management or any circumstances affecting the adequacy of its financial resources.

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- (16) The Teaching staff of the educational institute shall possess such qualification as may be prescribed by the University.
- (17) Inspection of every affiliated educational institute shall be held from time to time and in case of violation by the affiliated Institute/College, action may be initiated under University Act/Statutes
- (18) In case of a complaint received by the University against an affiliated Institute/College or if the Vice Chancellor feels that the situation so warrants, may cause an inspection of the Institute/College concerned in order to check/verify the standard of the requirements of affiliation. In case of adverse report against an affiliated Institute/College, the matter shall be reported to the Affiliation Committee and Syndicate for further course of action.
- (19) An affiliated Institute/College may, from time to time, apply for the recognition of further courses and programs. Such application for recognition shall be accompanied by the same details as are required for initial affiliation and shall be dealt with as provided in these Statutes.
- (20) Affiliated Institute /College shall be required to inform the University authorities of any changes in management, teaching staff, their qualification, scope or standard of teaching/ courses or programs. [Refers Section 32(2) of the Act]
- (21) Every Institute/College affiliated to the University shall furnish such reports, returns and other information to the University as it may require to enable it to judge the efficiency of such affiliated Institute/College.

4. Formal Agreement:

- (1) All arrangements of affiliation between Institute/College and the University shall be reduced to writing and shall be duly signed by both the parties.
- (2) The arrangements of affiliation shall include:
 - (i). the scope of the arrangements;
 - (ii). responsibilities of both the parties;
 - (iii). financial arrangements;
 - (iv). quality control mechanism;
 - (v). mode and means of payment;
 - (vi). validity period;
 - (vii). procedure for resolution of differences; and
 - (viii). termination of agreement (if needed) etc.

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- (3) The agreement shall clearly spell out the provisions for quality control mechanism which shall include:
 - (i). monitoring;
 - (ii). assessment procedures;
 - (iii). review; and
 - (iv). visitation.
- (4) The validity period of the agreement shall expressly be mentioned. Any provision or extension should specify the requirements for review.
- (5) Termination of affiliation shall safeguard the interests of the students and the same shall be duly notified for information of the general public and the Higher Education Commission.

5. Affiliation and Annual Affiliation Renewal Fee

- (1) Every affiliated Institute/College shall regularly pay Annual Affiliation Renewal Fee to the University, at the rate prescribed by the Syndicate, well before 31st December of each calendar year.
- (2) The Annual Affiliation Renewal Fee, as prescribed by the Syndicate, is an auditable entity which is neither refundable nor relax-able /exemptible and hence, each affiliated Institute/College shall deposit the same by 31st December each year positively.
- (3) In case of delay in depositing the Annual Affiliation Renewal Fee by an Institute/College by 31st December of the year, a fine to the tune of one percent (1%) of the total amount of affiliation fee per day shall be imposed on the defaulting Institute/College:

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

Provided further that if an Institute/ College fails to deposit the Annual Affiliation Renewal Fee up to 30th June, the affiliation of such Institute/College may be suspended forth with and a notice for disaffiliation shall be issued on the basis of financial incompetency.

- (4) Objectives of Affiliation/Inspection Committee regarding the criteria of affiliation of Public Sector Institute/College shall be:
 - (i). Monitoring of the academic activities.
 - (ii). Regulate performance of the Institute/College.

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- (iii). To implement a uniform system of affiliation as per the Higher Education Commission. guidelines issued from time to time.

6. General

Professional institutes, such as Institutes of Engineering, Architecture, Arts and Design and any other related institute, desirous of seeking affiliation with University, shall register their institutes with their respective Councils or Bodies or Government/semi-Government Authorities constituted to this effect, such as Pakistan Engineering Council, Pakistan Council for Architects and Town Planners etc. before approaching the University for affiliation.

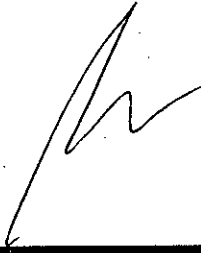
7. Disaffiliation

The cases of disaffiliation shall be dealt as per the provisions of Section 35 of the Act:

Provided that the detailed procedure for affiliation/disaffiliation shall be such as may be determined by the Syndicate from time to time;

Provided further that the Syndicate may revise/amend the Affiliation Form (Annexures A-C) from time to time.


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Annexure - A

APPLICATION FORM FOR AFFILIATION

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

(1) General:

- (i) Name of Institute/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 Institute/College.
- (v) Name of registered society/body, trust, foundation (if applicable).
- (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 building(s).
- (ii) Total number and size of class rooms and capacity for students.
- (iii) Details of the laboratories, workshops and equipments appropriate to the courses.
- (iv) Details of the office equipment, furniture and fixtures.
- (v) Number of quarters/residences at the campus for teaching staff.
- (vi) Details of sports grounds and other facilities.
- (vii) Status of gas, water and electricity fitting and availability.
- (viii) Transport vehicles for official use and for students.
- (ix) Details of student's hostels buildings.

(3) Academic facilities:

- (i) Current academic programs presented at the Institute/ College.
- (ii) Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups.
- (iii) Subjects to be offered at Master's level.

(4) Faculty/Staff:

- (i) Faculty strength, names of members of teaching staff, their qualification, trainings and skills, designations, experience and Scale of Pays.

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(ii) Mode of appointment of teaching staff and criteria of selection.

(iii) Total number of Non-teaching, Administrative and Supporting Staff, their designations, qualification and experience.

(iv) Details of medical services for students and employees.

(5) Library:

(i) Number of books, textbooks, journals (national and international), periodicals, newspapers, reference books etc. in library.

(ii) Information regarding number of students accommodated in reading rooms.

(6) Facilities regarding Information Technology:

(i) Details of computer systems and their integration with networking, visualization of normal institutional activities and student computer ratio.

(ii) Internet connectivity and its availability to the students.

(7) Students:

(i) Total number of students enrolled in the Institute/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 Institute/College and sources of income to meet the recurring/operational and developmental expenses of the Institution/College duly audited by the Auditors of the University and Director Finance or his nominee on nominal audit fee to be paid by the concerned Institute/College.

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


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(iii) Recurring/operational expenditure in terms of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.

(11) Additional information, if any

The template of the Inspection Proforma is subject to revision by the Syndicate from time to time.


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Annexure-B

(For Public & Private Sector Institute/ College)

INSPECTION REPORT

Name of Institute: _____

Address: _____

Date of Inspection: _____

**HIGHER EDUCATION COMMISSION'S GENERAL CRITERIA / NORMS FOR
THE AFFILIATION OF AN INSTITUTE**

Component	Nature of Requirement	Standards / Norms for affiliation of Institute		Remarks of Inspection Committee
Department	Departments (Physics, Chemistry etc.)	One Department		
	Teacher Student Ratio (desirable)	1:12	Maximum for Science subjects involving Lab work	
		1:20	For others	
	No. of Administrative Staff including Laboratories	Equal to teaching staff		

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Teaching Faculty	Teachers	50% full time Faculty members with minimum prescribed qualification as Masters degree in relevant subject.	
	No. of teachers (full-time) required (cadre-wise) per Department	Six teachers per Department.	
	Associate Professor and Professor	At least 20-25% Faculty with M.Phil. degree particularly in Basic Sciences, Computer and IT subjects.	
Libraries	Journals	Subscription to Daily newspaper and 5 weekly periodicals.	
Facilities	Hall / Lecture theatres (desirable)	16'x32, for each section of class (not exceeding 40 students).	
	No. of rooms required (desirable)	2 Lecture rooms, 1 Seminar room, 1 Library cum Reading room and 1 Committee room.	
Teaching and Administrative Staff Offices	Required for each University (desirable)	1 Staff room. 1 Faculty office.	
Laboratories / workshops	No. of Laboratories required (desirable)	At least 1 Lab per Department with appropriate space (in case of Science subject).	
	Workshops (desirable)	20 to 40 sq. ft. per student.	
	PC (Desirable)	1 for 3 students in case of IT courses.	

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PC / Internet service	Internet Service (Desirable)	256 Kbytes access rate shall be provided.	
Gross Area	Area in acres	'1/2 acre (04 kanals) at least (depending upon the location having potential for further development).	
	Built in / covered Area (desirable)	Minimum 100 sq. ft. per student.	
General facilities	Office, Staff rooms, Cafeteria, Reading room Auditorium, Committee room, Conference room, Housing for staff, Parking space and Toilets etc.		
Hostels Desirable	Cubicles (desirable) Dormitories (Desirable) Dinning (Desirable) Gross space (desirable)		
Scholarships	Scholarships	At least 10% of the students to be given scholarships.	
Inspection	Peer Review	One Scientist having an impact factor of 100 shall be associated in the inspection of the Institute/College for NOC clearance.	

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Finance	Endowment Fund secured in the name of Trust / Society)	Rs. 1.0 million (not applicable in case of public sector Institute/College).	
	Tangible assets in the form of Land / Building(s) etc.	Rs. 5.0 million.	
	Working capital	Rs. 2.0 million (not applicable in case of public sector Institute/College).	
	Total:	Rs. 8.0 million.	


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Annexure-C

EVALUATION PROFORMA

Institute / College: _____

Date of Inspection: _____

S#	Particulars	Poor	Fair	Good	V. Good	Excellent
1.	Teaching Staff	1	2	3	4	5
2.	Staff Attendance	1	2	3	4	5
3.	Financial Status	1	2	3	4	5
4.	Library	1	2	3	4	5
5.	Lab. Facilities	1	2	3	4	5
6.	Maintenance	1	2	3	4	5
7.	Students Attendance	1	2	3	4	5
8.	Teaching Quality based on Class Observations	1	2	3	4	5
9.	Students Satisfaction Index	1	2	3	4	5
10.	Recreational / Canteen (Male / Female)	1	2	3	4	5
11.	Evaluation of Internal Assessment of examination	1	2	3	4	5
12.	Admission Verification (Entry Test and Academic Record of the students)	1	2	3	4	5
13.	Verification of registered students	1	2	3	4	5
14.	Discipline	1	2	3	4	5

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15.	Sports (indoor and outdoor) for students	1	2	3	4	5
16.	Hostel Facilities	1	2	3	4	5
17.	Students / Staff Transport Facilities	1	2	3	4	5
18.	Health and Safety	1	2	3	4	5
19.	Co-curricular Activities	1	2	3	4	5
20.	Others / over all	1	2	3	4	5

Minimum qualifying marks shall be 60%

Total Marks: 100

Remarks:

Signature of the Inspection Committee


(i).	Name	Signature
(ii).		
(iii).		
(iv).		
(v).		
(vi).		
(vii).		

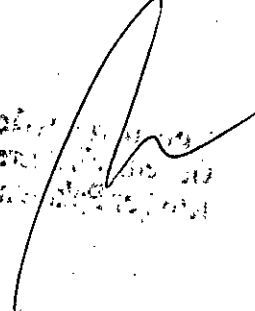
Note: The Syndicate may, from time to time, revise the above format as it may deem fit.

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The University of Engineering and Applied Sciences, Swat Tenure Track Statutes, 2022


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Registrar
University of Engineering
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REGISTRAR
University of Engineering
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UNIVERSITY OF ENGINEERING AND APPLIED SCIENCES SWAT, Tenure Track Statutes, 2022

1. Tenure Track Statutes

The University of Engineering and Applied Sciences, Swat shall follow the Tenure Track Statutes of Higher Education Commission for the time being in force.


2. Application

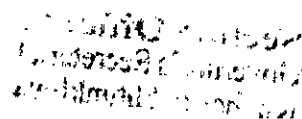
Tenure Track Statutes of Higher Education Commission, Islamabad as amended from time to time shall be applicable to the TTS Faculty of the University.

3. Evaluation / Quantification System for Initial Appointment


The evaluation/quantification for appointment of teachers on TTS shall be such as provided in the "Teachers Appointment & Scales of Pay Statutes, 2022".


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The University of Engineering and Applied Sciences, Swat Employees Efficiency and Discipline Statutes, 2022


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UNIVERSITY OF ENGINEERING AND APPLIED SCIENCES SWAT,

Employees Efficiency and Discipline Statutes, 2022


1. Definitions

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:

- **"Accused"** means an employee against whom proceedings are initiated under these Statutes;
- **"Misconduct"** by an employee includes:
 - (i). conduct prejudicial to good order or service discipline of the University; or
 - (ii). any act which amounts to an offence under any law for the time being in force; or
 - (iii). conduct unbecoming of an officer and a gentleman; or
 - (iv). any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear upon the University or any University officer/official, in respect of any matter relating to his appointment, promotion, transfer, punishment, retirement or other conditions of his service; or
 - (v). involvement or participation for personal 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 which may compromise the performance of official duties or functions; or
 - (vi). making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law or rules; or
 - (vii). conviction for a moral offence by Court of law; or
 - (viii). avoiding submission of Annual Confidential Report/Performance Evaluation Report by an employee or withholding such report by the Reporting Officer or the Counter-signing Officer, as the case may be, within the required period as provided in the instructions issued by the University, from time to time; or
 - (ix). Plagiarism beyond the permissible limit prescribed by the University from time to time; or
 - (x). Unauthorized use of social, print, or electronic media; or
 - (xi). any other act on the part of the employee as may be declared misconduct by the Syndicate from time to time.
 - (xii). having entered into plea bargain under any law for the time being in force and has returned the assets or gains acquired through corruption or corrupt practices, voluntarily.

"Penalty" means a penalty which may be imposed under these Statutes;

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- All other expressions and terms used in these Statutes shall have the same meanings as are assigned to them under section 2 of the Act and any other law or rules of the Government for time being in force.

2. Grounds for Proceedings

An employee shall be liable to be proceeded against under these Statutes, if he is-

- (1) inefficient or has ceased to be efficient for any reason; or
- (2) guilty of plagiarism; or
- (3) guilty of misconduct; or
- (4) guilty of corruption or may reasonably be considered as corrupt because-
 - (i) he is or any of his dependents or any other person through him or on his behalf is, in possession of pecuniary resources (for which he cannot reasonably account for) or of property disproportionate to his known sources of income; or
 - (ii) he has assumed a style of living beyond his ostensible means; or
 - (iii) he has a persistent reputation of being corrupt corroborated with solid evidence;
- (5) engaged or is reasonably believed to be engaged in subversive activities or is reasonably believed to be associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any un-authorized person and his retention in service is prejudicial to the national security or the University;
- (6) entered into plea bargain under any law for time being in force and has voluntarily returned the assets or gains acquired through corruption or corrupt practices;
- (7) willful absence from duty; and
- (8) involved in any other illegal activities.

3. Penalties

The following are the minor and major penalties, namely;

(1) Minor penalties:

The following are the minor penalties:

- (i) Censure;
- (ii) with-holding, for a specific period, promotion or increment up-to a maximum of three (03) years, otherwise than for unfitness for promotion or financial advancement, in accordance with these Statutes or orders pertaining to the service or post:

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Provided that the penalty of withholding increments shall not be imposed on an employee who has reached the maximum of his pay scale; and

- (iii). Recovery from pay of the whole or any part of the pecuniary loss caused to the University due to negligence or breach of orders by the employee, besides such fine as may be deemed appropriate.

(2) Major penalties:

The following are the major penalties:

- (i). "Reduction to a lower post or pay scale or to a lower stage in a time scale for a maximum period of five (05) years:

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

- (ii). Compulsory retirement;
(iii). Removal from service;
(iv). Dismissal from service:

Provided that in case of embezzlement or misappropriation, the authorized officer may, besides the major penalties mentioned above, order recovery of embezzled money in accordance with the laws and rules for the time being in force.

Explanation

- (i). The order of withholding an increment or increments or imposing penalty of reduction to a lower stage in a time scale, shall indicate the period for which the withholding or reduction is proposed.
- (ii). Removal from service does not, but dismissal from service does, disqualify for future employment.
- (iii). In this section, removal or dismissal from service shall not include the discharge of a person:
- (a) appointed on probation, during the period of probation or in accordance with the probation or training rules applicable to him; or
- (b) appointed otherwise than under a contract, to hold a temporary appointment on expiry of the period of such appointment; or
- (c) engaged under a contract, in accordance with the terms of the Contract Act.

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- (iv). any penalty under these Statutes, shall not absolve an employee from liability to any other punishment to which he may be liable for an offence under any other law, committed by him while in service.

(3) Initiation of Proceedings:

If on the basis of his own knowledge or information placed before him, the Competent Authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under these Statutes, he shall either-

- (i). proceed against the accused by issuing a Show Cause Notice under the provision of these Statutes and for reasons to be recorded in writing, dispense with the inquiry:

Provided that no opportunity of showing cause or personal hearing shall be given where-

(a) The competent authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or

(b) An employee has entered in to plea bargain under any law for the time being in force or has been convicted on the charges of corruption which have led to a sentence of fine or imprisonment and such sentence has gained finality;

(c) An employee is involved in subversive activities; or

(d) It is not reasonably practicable to give such an opportunity to the accused;

- (ii). dispense with the inquiry under section 6 of these Statutes and issue a Show Cause Notice to the accused and give him an opportunity of being heard before imposition of a penalty under these Statutes; or
- (iii). get an inquiry conducted into the charge or charges against the accused, by appointing an inquiry officer/inquiry committee under the provisions of these Statutes.

The Charge Sheet, Statement of Allegations or Show Cause Notice, as the case may be, shall be duly signed by the Registrar-

- (i). on behalf of the Syndicate for posts in BPS-17 and above; and
- (ii). on behalf of the Vice Chancellor for posts in BPS-16 and below.

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4. Suspension:

- (1) An employee against whom an action is proposed to be initiated under section 4 of these Statutes, may be placed under suspension for a period of ninety days, if in the opinion of the Competent Authority, suspension is necessary or expedient.
- (2) The period of suspension may be extended by the Competent Authority for another period of ninety days only once. If the period of suspension is not extended, within thirty days of the expiry of initial period of suspension, the employee shall be deemed to have been reinstated:

Provided that the Competent Authority may, in appropriate cases, for reasons to be recorded in writing, instead of placing the employee under suspension, require him to proceed on such leave as may be admissible to him, from such date as may be specified by the Competent Authority.

5. Procedure where Inquiry is dispensed with:

If the authority decides that it is not necessary to hold an inquiry against the accused, it shall-

- (1) inform the accused, by an order in writing, of the grounds for proceedings against him, clearly specifying the charge(s) therein, along with apportionment of responsibility and penalty or penalties proposed to be imposed upon him;
- (2) give him a reasonable opportunity of showing cause against the proposed action, which should not be less than 10 days and more than 14 days, from the receipt of the order or within such extended period, as the authority may allow;
- (3) on receipt of reply of the accused, within the stipulated period or after the expiry thereof, if no reply is received, on the basis of available record or facts of the case, as the case may be, determine whether the charge or charges have been proved against the accused or not:

Provided that after receipt of reply to the Show Cause Notice from the accused or in case, where no reply is received, the authority shall decide the case within a period of thirty (30) days;

Provided further that if the case is not decided by the Competent Authority within the period of thirty (30) days, the accused may file an application before the Appellate Authority for early decision of his case and upon such application, the Appellate Authority may direct the Competent Authority to decide the case within a period specified by the Appellate Authority.

- (4) afford an opportunity of personal hearing before passing any order of penalty under clause (f), if the charge or charges leveled have been proved against him;

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- (5) exonerate the accused, by an order in writing, if it is determined that the charge or charges leveled have not been proved against him; and
- (6) impose any one or more penalties, mentioned in section 3 of these Statutes, by an order in writing, if the charge or charges leveled have been proved against the accused.

6. Action in case of Conviction or Plea Bargain

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 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 the facts of the case, shall-

- (1) dismiss the employee where he has been convicted on charges of corruption or moral turpitude or has entered in to plea bargain and has returned the assets or gains acquired through corruption or corrupt practices voluntarily:

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

- (2) proceed against the employee under section 4 of these Statutes, where he has been convicted of charges other than corruption or moral turpitude.

7. Inquiry procedure

- (1) The procedure for inquiry shall be as follows:

- (i). Where an employee is accused of corruption, subversion or misconduct, the Authorized Officer may suspend such employee or require him to proceed on leave:

Provided that the Authorized Officer may extend the period of such leave or suspension once for another ninety (90) days.

- (ii). The Authorized Officer shall decide whether, in the light of facts of the case or the interests of justice, an inquiry should be conducted through an Inquiry Officer/Committee. If he so decides, the procedure indicated in these Statutes shall apply:

Provided that in case of complaint on account of Plagiarism, procedure laid down under these Statutes shall apply.

- (a) The Authorized Officer may, for reasons to be recorded in writing, substitute an inquiry officer with the inquiry committee and vice versa and shall frame a charge, supported by statement of allegations, and communicate it to the

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accused, informing him of the action proposed to be taken against him and the grounds of the action; and

(b) give him a reasonable opportunity of showing cause against that action:

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

- (iii). On receipt of the report of the inquiry officer or Inquiry Committee as the case may be or where no such Officer or Committee is appointed, on receipt of written defense/reply or explanation of the accused to the Show Cause Notice, the Authorized Officer shall determine whether the charge(s) has been proved, as the case may be, and if so, shall also tentatively recommend the imposition of major or minor penalty upon the accused in the light of the inquiry report or the defense/explanation/reply of the accused, as the case may be, and serve him with a final Show Cause Notice, communicating 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 and not more than fourteen days, to defend himself against the proposed action.
- (iv). If on receipt of the final Show Cause Notice and after hearing the accused, if he so desires, it is proposed to impose a minor penalty, the Authorized Officer shall pass orders accordingly. If it is proposed to impose a major penalty, the inquiry officer/inquiry committee shall forward the case to the Authority along with the charges and statement of allegations served upon the accused, the defense/reply explanation of the accused to the Show Cause Notice, the findings of the inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed, the Authority, shall pass such orders as it may deem appropriate.
- (v). While imposing a penalty under these Statutes, the Authorized Officer, or the Authority, as the case may be, shall ensure that the penalty corresponds to the degree of involvement of the accused with particular reference to the nature of guilt, i.e., corruption, negligence, inefficiency or misconduct and shall make a judicious decision, according to the facts of the case and the extent of involvement of the accused in it:

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Provided that if the Authorized Officer or the Authority is not in agreement with the findings of the Inquiry Committee shall record the reasons and may order a fresh enquiry through another Inquiry Officer/Inquiry Committee as deemed appropriate.

8. Procedure to be observed by the Authorized Officer and Inquiry Officer or Inquiry Committee

- (1) Where an Inquiry Officer or Inquiry Committee is appointed, the Authorized Officer shall:
 - (i) frame a charge and communicate it to the accused, together with the statement of allegations explaining the charge(s) and of any other relevant circumstances which are proposed to be taken into consideration;
 - (ii) the accused is required, within a reasonable time, which shall not be less than fourteen days from the day the charge(s) has been communicated to him, to put in a written defense/reply and to state at the same time whether, he desires to be heard in person.
- (2) The Inquiry Officer or Committee, as the case may be, shall inquire into the charge(s) and may examine such oral or documentary evidence in support of the charge(s) or in defense of the accused as may be considered necessary and the accused shall be entitled to cross examine the witness(es) against him.
- (3) The Inquiry Committee shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons, shall be reported forthwith to the Authorized Officer. Ordinarily no adjournment shall be for more than a week:

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

- (4) The accused shall have the right to information of every stage of proceedings during the inquiry and such information if demanded by the accused shall be provided to him.
- (5) Where the Inquiry Officer/Inquiry Committee is satisfied that the 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 accused is acting in disregard of the warning it shall record a finding to that effect and proceed to complete the inquiry in such a manner as it thinks best suited to do substantial justice;

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- (6) The Inquiry Committee, shall within 15 days of the conclusion of the proceedings or such longer period as may be allowed by the Authorized Officer, submit its findings to the Authorized Officer.

9. Powers of Inquiry Officer/Inquiry Committee

For the purpose of an inquiry under these Statutes, the Inquiry Officer/Inquiry Committee shall have the powers in respect of the following matters, namely: -

- (1) summoning and enforcing the attendance of any person and examining him on oath;
- (2) requiring the discovery and production of documents;
- (3) receiving evidence on affidavits;

10. Willful Absence

- (1) In case of willful absence from duty for seven or more days, a notice shall be issued to the concerned employee by the Competent Authority through registered post, acknowledgement due on his home address directing him to resume duty within fifteen days of the issuance of the notice.
- (2) If the notice is received back as undelivered or no response is received from the absentee within stipulated time, a notice shall be published in at least two leading newspapers directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision shall be taken against the absentee.
- (3) On expiry of the period given in above sub-sections, major penalty of removal from service may be imposed upon such employee.

11. Procedure to be observed when Complaint is received on account of Plagiarism

The following procedure shall be adopted in Plagiarism cases, namely:

- (1) A written complaint of Plagiarism is to be made by letter, email, post, fax or by any other means to Registrar Office of the University containing the following information:
 - (i) citation of the original paper or document or idea which is alleged to be plagiarized including paper, title, author(s), publication title, month and year of publication, if available and the journal in which it is published:

Provided that if the original paper is unpublished (e.g., an institutional technical report or an on-line paper), the complainant shall provide as much information as possible to ensure authenticity of the claim/allegation;
 - (ii) the citation of the alleged plagiarized paper (paper title, author(s), publication title, month and year of publication if available and the Journal with details in which published:

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Provided that if the paper is unpublished (e.g., An Institutional Technical Report/ an online paper), the complainant shall provide the exact and authentic information to ensure proper investigation.

- (iii) copies of both papers;
- (iv) any other information that would help the University to further enquire the matter;
- (v) the complainant shall mention his name, designation, organization, address, e-mail address and contact number/details.

explanation: "Plagiarism" for the purpose of these Statutes includes presenting someone else work or ideas as one's own, with or without his consent, by incorporating it into one's own work without full acknowledgment:

Provided that in cases, where false attribution of thought or idea is reported to have been committed, reasons shall be recorded as to how the allegation does not otherwise constitute the genuine and legitimate possibility of being original but coincidentally independent conception, invention or creation of ideas and thoughts of identical nature;

Provided further that where the reported incident of Plagiarism involves a scientific work of collaboration with many co-authors, contributing from diverse scientific backgrounds, using diverse methods or techniques of specialized nature, reasons shall be recorded as to how part of work independently contributed by one co-author does or does not affect the ethical obligations of another.

- (2) Upon receipt of an allegation of Plagiarism, the University shall adopt the following procedure:
 - (i) **The Vice Chancellor** may prefer not taking any action on anonymous complaints.
 - (ii) Constitute a "Plagiarism Committee" consisting of 3 senior Faculty members, a Subject Specialist in that particular field is to be co-opted. The seniority of the members of Committee shall be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.
 - (iii) Provide clear terms of reference to the Committee for their investigation. (Like the guidelines, prepared by HEC for the functioning of the "Plagiarism Committee).
 - (iv) The members of the "Plagiarism Committee" shall sign a confidentiality statement to the effect that during the investigation they shall, under no circumstances,

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disclose any individual author's name, paper titles, referees or any other personal or specific information concerning the Plagiarism complaint under investigation nor shall they reveal the names of the committee members.

- (v) Provide opportunity to the author(s) under investigation to justify the originality of their concepts and research work. Similar opportunity shall also be provided to the author whose paper is alleged to have been plagiarized. The complainant shall also be given an opportunity to justify his complaint.
 - (vi) Take all other actions and use all foreseeable means which the Plagiarism Committee deems necessary to properly investigate the Plagiarism complaint.
- (3) The Plagiarism Committee shall investigate the case/complaint which may, depending on the nature of the complaint, include any or all of the following steps:
- (i) manual or automated tests for content similarity;
 - (ii) determination of the extent and quantum of significant material plagiarized;
 - (iii) soliciting comments to the claim from the Editor-in-Chief (of a Journal) or Program Chair (of conference proceedings) and referees of either or both papers;
 - (iv) consultation with legal counsel; and
 - (v) consult / contact witnesses and record statements thereof if so required.
- (4) Upon conclusion of the proceedings, the Plagiarism Committee shall submit its report along with its findings and recommendations to the Competent Authority within a period not exceeding sixty (60) days.
- (5) Where it is proved as a result of investigation that an act of Plagiarism has been committed, the Plagiarism Committee shall, depending on the gravity of offence, recommend to the Competent Authority, any one or a combination of the following penalties, namely.
- (i) **Major Penalty:**
Major penalty includes dismissal from service which shall be awarded in cases where most of the paper or key results thereof have been exactly copied from any published work of other people without giving the reference to the original work.
 - (ii) **Moderate Penalty:**
Moderate penalty includes demotion to the next lower grade which may be awarded in cases where some paragraphs including some key results have been copied without citation.
 - (iii) **Minor Penalty:**
Minor penalty includes the following, namely:

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- (a) warning;
- (b) freezing of all research grants;
- (c) stoppage of increment or promotion of the accused for a specified period not exceeding three years; and
- (d) debarring the accused from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellow-ship or any other funded program for a period as deemed appropriate by the Competent Authority.

Minor penalty may be awarded in cases where a few paragraphs have been copied from an external source without giving reference of that work.

Notwithstanding anything contained in the complainant or any witness whose testimony against the accused has proven to be false shall be liable to be imposed upon the same penalty which could have been imposed upon the accused if the complaint has otherwise proven to be true.

12. Procedure of Inquiry against employees lent to other Agencies

- (1) Where the services of an employee to whom these Statutes apply are lent to any other organization, hereinafter referred to as the borrowing authority, the borrowing authority shall have the powers of the Authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these Statutes;

Provided that the borrowing authority shall forthwith inform the Authority, which has lent his services, hereinafter referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

- (2) If, in light of the findings of the proceedings initiated against the employee, in terms of the preceding Sub-Section, the borrowing authority is of the opinion that any penalty shall be imposed upon him, it shall transmit to the lending authority, the record of the proceedings and thereupon the lending authority may take such action under these Statutes, as it may deem appropriate.

13. Re-instatement

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

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14. Appeal

An employee on whom a penalty is imposed under these Statutes, shall have the right to prefer an appeal, within thirty days of the receipt of such order to the appropriate Appellate Authority, specified in Column-4 of the Appendix:


15. Appearance of Counsel

An accused shall have the right to be represented through his legal Counsel in the proceedings of inquiry at any stage.

16. Powers of the Syndicate or Senate to Issue Instructions

- (1) For the purpose of these Statutes, the Syndicate or Senate, as the case may be, from time to time, issue such instructions for the maintenance of appropriate standards of efficiency, good conduct, discipline and integrity of the employees, as deemed appropriate.
- (2) The proceedings under these Statutes shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).


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

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Appendix: Appellate Authorities

List of Authorities and Authorized Officers in light of Section 11(5) (e) and 23 (2) (m-i) of the Act.


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


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of Educational Institutes/Colleges to
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1. Conditions for admission to the Privileges of the University

Admission to the Privileges of the University shall be governed by the following conditions, namely:

- (1) The ownership of the Institute/College seeking admission to the Privileges of the University shall vest in the Government of Khyber Pakhtunkhwa.
- (2) The Institute/College seeking admission to the Privileges of the University, shall secure prior consent of the University within whose jurisdiction such Institutes/Colleges is situated, as well as of the Higher Education Department.

Explanations: for the purpose of this section, the territorial limits of the University shall be such as may be determined by Government from time to time

2. Procedure for Admission to the Privileges of the University:

An Institutes/Colleges seeking admission to the Privileges of the University shall submit an application to Director Teaching/Secretary Admission Committee of the University on the Form provided in Annex-A annexed to the "Affiliation and Dis-affiliation of Educational Institutes/Colleges and Related Matters Statutes, 2022", at least eight months prior to the date from which admission is sought.

The Application shall contain:

- (1) The application shall, inter alia, be accompanied by application fee as may be determined by the Syndicate from time to time.
- (2) On receipt of application, the Admission Committee shall examine the application and the documents attached therewith. In case of any deficiency, the Institute/College shall be notified promptly with the direction to remove the deficiency within a period as may be specified by the Admission Committee.
- (3) The Institute/College shall remove the deficiency pointed out by the Admission Committee within the specified time.
- (4) If the Admission Committee is satisfied with the application or any further clarification submitted by the Institute/College, it may, with the approval of Vice Chancellor send an Inspection Committee to visit the Institute/College concerned in order to ascertain as to whether the Institute/College meets the prescribed standards and requirements or otherwise.
- (5) If the Inspection Committee is satisfied that the prescribed requirements have been fulfilled, it may recommend to the Admission Committee to grant Privileges of the University to the Institute/College.


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- (6) Upon receipt of recommendations of the Inspection Committee, the Admission Committee may hold further inquiry, if necessary, before forwarding the recommendations to the Syndicate.
- (7) After approval of the Syndicate, the concerned Institute/ College shall be admitted to the Privileges of the University. Upon being so admitted, the Institute/ College shall deposit admission fee for each of the program and shall be governed by the relevant Rules and Regulations framed by the University from time to time.


3. Powers of the University

The University shall have the powers vested in it by section 6 (xvi) of the Act, to accept the examinations passed and the period of study spent by students of the University at other universities and places of learning equivalent to such examinations and periods of study in the University, as it may prescribe and to withdraw such acceptance.


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1. Provision of Posts

The number of Professors to be promoted in BPS-22 in the University shall be calculated on the basis of 10 % of the filled posts of the Professors in BPS-21.

2. Eligibility

- (1) Minimum service in BPS-17/equivalent and above shall be 22 years.
- (2) Professors having PhD degree/equivalent terminal degree as determined by HEC with at least five (05) years' service as such rendered in the University in BPS 21 shall be eligible.
- (3) At least five (5) research publications in the last 5 years out of which three (3) research publications shall be made in the last 2 years in HEC recognized journals.
- (4) Must have produced two PhDs or one PhD and five (5) MPhil in the last 5 years.

3. Procedure for Promotion

- (1) Each eligible University Professor shall be invited to submit papers for consideration by the Special Selection Board which shall include permanent members of the Selection Board and one representative of Chairman, Higher Education Commission, for the award of BPS-22.
- (2) Office of the Registrar under the supervision of the Vice Chancellor shall determine the eligibility for the Meritorious Professor on the proforma prescribed by the Syndicate from time to time for the award of BPS-22. The Registrar shall present the record of each such Professor along with:
 - (i) Performance Evaluation Reports (PERs) for the last five years; and
 - (ii) a resume of the Professor and his achievements in research, teaching and educational administration.
- (3) The University shall calculate total score of each eligible applicant according to the parameters given in the grading criteria provided in these Statutes.
- (4) The applicants securing a minimum score of 60 shall be presented before the Special Selection Board for consideration.
- (5) 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.
- (6) The Syndicate, after examining the case, shall submit its recommendations to the Senate for consideration and approval.
- (7) The grant of BPS-22 shall be effective from the date of approval of the Senate.

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4. Grading Criteria (Total 100 marks) (Proformas Appended)

(1) Length of service (Maximum 15 marks)

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

(2) Research Publications: Papers/books/monograph/patents/Crop varieties (approved) (Maximum 30 marks).

a.	One mark per paper published in the last ten years in HEC recognized journals with impact factor or journals cited in Social Science Citation Index, subject to a maximum of 18 marks.	
b.	Two marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.	
c.	Two marks per book authored or edited internationally, subject to a maximum of 4 marks.	
d.	One mark per book authored or edited locally, subject to a maximum of 2 marks.	

(3) Academic Performance (Maximum 30 marks)

a.	No. of M.Phil.* produced	1 mark per M.Phil. (Maximum of 6 marks).
b.	No. of Ph.D. produced	3 marks per Ph.D., Maximum of 15 marks.
c.	Research Grant Awards	3 Marks for less than 1 million and 4.5 marks for more than 1 million) as Principal Investigator (other than the research grants given by the University) (Maximum of 09 marks).

*M.Phil. or equivalent qualification of 18 years of schooling with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree.

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(4) Awards/Honors (Maximum 6 marks)

	Awards/Honors	(Maximum 6 marks)
a.	National Awards (Civil/President)	2 marks per award Maximum of 2marks.
b.	International Awards/Honors	2 marks per award recognized by HEC (Maximum of 2 marks).
c.	HEC Best Teacher Award	1 mark per award Izaz-e-Kamal / Izaz-e-Fazeelat (maximum of 2 marks).

(5) Post-Ph.D. Qualification (Maximum 5 marks)

- (i) Two marks for 6 months to 1 year post doctorate at foreign University/ Institute.
- (ii) Three marks for one year or more post-doctorate at foreign institute/university.

Note: Only Post-doctorate of at least 6 months duration shall be counted.

(6) Performance Evaluation Reports (PERs) of the last five years (Maximum 10 marks)

a.	Outstanding	2.0 marks
b.	Excellent	1.5 marks
c.	Good	1.0 mark

Note: Sum score of PERs for the last 5 years shall be taken into account.

(7) Educational Administration (Maximum 10 marks)

a.	Pro-Vice Chancellor	2 marks per year up to maximum of 4 marks.
b.	Dean	2 marks per year up to maximum of 4 marks.
c.	Principal of Constituent College/Chairperson of the Department/Director of Institute	1 mark per year up to maximum of 2 marks.

(8) General Provisions / Miscellaneous

- (i) In case of numbers in fraction, 0.50 or above shall be counted as 1 (e.g., 59.5 or above shall be 60.0 whereas 59.49 or less shall be 59).
- (ii) A Professor appointed as Vice Chancellor in BPS-22 shall be allowed Personal Grade of BPS-22 as Professor after he relinquishes the charge of the office of Vice Chancellor.

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Provided that he has successfully 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 shall not be counted towards the 10 % quota of BPS-22.

- (iii) Award of BPS-22 to a Professor shall be personal to him and shall not be upgradable. Such pay scale shall be floating and shall be carried with the incumbent in case of his transfer.


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**APPENDIX – A,
Grading Proformas**

- | | |
|----------------------------------|---------------------|
| (a) Details of length of service | (Maximum Marks: 15) |
| (b) Research publications | (Maximum Marks: 30) |
| (c) Academic performance | (Maximum Marks: 30) |
| (d) Post-PhD qualification | (Maximum Marks: 5) |
| (e) Annual Confidential Reports | (Maximum Marks: 10) |
| (f) Educational administration | (Maximum Marks: 10) |

(a) Details of Length of Service **Maximum Marks: 15**

Designation of Post Held	Pay Scale	Appointment Held		Calculation		Obtained Marks
		From	To	Years	Months	
	BPS-21					

Explanation for Awarding Marks:

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

(b) Research Publications **Maximum Marks: 30**

S. No	Description of Entitlement of Marks	Papers/Books/Monograph/Patents /Crop Varieties (approved)	Year of Publication	Obtained Marks
a.	One mark per paper published in the last ten years in HEC recognized journals with impact factor or journals cited in Social Science Citation Index, subject to a maximum of 18 marks.			
b.	Two marks per Patent (approved), subject to a maximum of 6 marks.			
	Two marks per Book authored or edited			

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	internationally, subject to a maximum of 4 marks.			
d.	One mark per Book authored or edited locally, subject to a maximum of 2 marks.			

(c) Academic Performance

(Maximum 30 marks)

S. #.	Description of Entitlement of Marks	At credit of Professors:	Obtained Marks
a.	No. of M.Phil.* produced 1 mark per M.Phil., (Maximum of 6 marks)		
b.	No. of Ph.D. produced 3 marks per Ph.D., (Maximum of 15 marks)		
c.	Research Grant Awards (3 Marks for less than 1 million and 5 marks for more than 1 million) as Principal Investigator (other than the research grants given by the University) subject to a maximum of 9 marks.		

*M.Phil. or equivalent qualification (18 years of schooling) with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree.

(d) Post-PhD

(Maximum 5 marks)

S. #.	Description of Entitlement of Marks	At credit of Professors:	Obtained Marks
a.	2 marks for 6 months to 1 year post doctorate at foreign university/ Institute (Maximum 2 marks).		
b.	3 marks for 1 year or more post-doctorate at foreign institute/university (Maximum 3 marks).		

Note: Only Post-doctorate of at least 6 months duration shall be counted.

(e) Annual Confidential Reports

(Maximum 10 marks)

S. #.	Description of Entitlement of Marks	At credit of Professors:	Obtained Marks
a.	Outstanding 2.0 marks		
b.	Excellent 1.5 marks		
c.	Good 1.0 mark		

NOTE:

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1. Sum of 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 serving as Vice Chancellor, ACRs/PERs of the last five years preceding to his appointment as Vice Chancellor shall be considered.

(f) Educational Administration

(Maximum 10 marks)

S. #.	Description of Entitlement of Marks	Period		At credit of Professors:	Obtained Marks
		From	To		
a.	Pro Vice Chancellor; 2 marks per year (up to Maximum of 4 marks).				
b.	Dean 2 marks per year (up to Maximum of 4 marks).				
c.	Principal of constituent College/Chairman of the Department/ Director of Institute: 1 mark per year (up to maximum of 2 marks).;				

APPENDIX – B, Overall Grading

Overall Grading

Name of Professor: _____

S. No.		Maximum Marks	Marks Obtained
a.	Length of Service	15	
b.	Research/Publications	30	
c.	Academic Performance	30	
d.	Post PhD Qualification	05	
e.	Performance Evaluation Reports	10	
f.	Educational Administration	10	
	Total: -	100	

Particulars of Professors Proposed for Grant of BS-22:



a.	Name of the Professor	
b.	Date of birth.	

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c.	Qualification including technical qualification possessed by the Professor.	
d.	Present posting.	
e.	Date of regular appointment to a post in BPS 21.	
f.	Total length of service in post in BPS 17 and above possessed by the Professor.	
g.	Analysis of Confidential Reports/PERs.	
h.	Overall Grading.	
i.	State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration.	
j.	State the reasons for which his case is considered to be a "Special Meritorious" case.	




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The University of Engineering and Applied Sciences, Swat Professor Emeritus Statutes, 2022



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University Of Engineering and Applied Sciences Swat, Professor Emeritus Statutes, 2022

1. Provision of Posts

The number of Professor Emeritus to be appointed shall be decided by the Senate of the University depending on its size and excellence/expertise.

2. Eligibility

Besides the eligibility criteria for Meritorious Professor, the following shall also be the eligibility criteria for a person to be appointed as Professor Emeritus:

- (i) he shall be a retired Meritorious Professor; BPS-22 and
- (ii) has served the University or any of its constituent Institute or a Center for at least 10 years as Professor; BPS-21.

3. Procedure

All cases of the eligible retired Meritorious Professors of the University shall be placed before the Senate for consideration upon the recommendations of Syndicate.

4. Terms and conditions

- (1) The conferment of Professor Emeritus status shall be for life time, however, the financial benefits shall be for a maximum period of 5 years from the date of conferment of the status of Professor Emeritus.
- (2) The Emeritus Professorship honor shall carry no formal administrative duties. However, Professor Emeritus is expected to contribute to the academic life of the University to a great extent in consonance with the status and caliber of the title.
- (3) The Professor Emeritus, at least for the period during which he/she enjoys financial benefits from the University, shall have the following responsibilities:
 - (i) mandatory presence on campus for three working days a week;
 - (ii) provide guidance or continue research with faculty and students;
 - (iii) postgraduate student's supervision; and
 - (iv) seminars and writing textbooks in the field of his/her specialization.

5. Financial Benefits and Facilities

- (1) The Professor Emeritus shall be given financial benefits as per the table below:


S. No	Category	Emolument/Financial Benefits
1	Professor Emeritus having served as Vice Chancellor for a minimum period of three years'	Rs.135, 000 (all inclusive)

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2	Professor Emeritus retired' in BPS-22	Rs.112, 000 (all inclusive)
3	Professor Emeritus retired in BPS-21	Rs.90, 000

- (2) The honorarium for Professor Emeritus shall be determined by the Senate at the time of award of Emeritus Professorship on case-to-case basis subject to a maximum of Rs.135,000/- per month as approved by HEC from time to time.
- (3) The Professors Emeritus shall be eligible to draw financial benefits up to a period of five years.
- (4) Professor Emeritus, during his tenure in the 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:
Provided that when a Professor Emeritus engages in another paid job/assignment, his emoluments as Professor Emeritus shall be discontinued from the date of joining that job/assignment.
- (5) Honorarium for Professor Emeritus may be enhanced in proportion to the increase in salary of the BPS employees by the Government of Khyber Pakhtunkhwa.
- (6) The facilities and services as available in the University for teachers to carry on their intellectual pursuits shall be open to the Professor Emeritus.
- (7) Professor Emeritus shall be treated at par with other University Professors on ceremonial occasions, without conferring any right on him to contest or vote in elections to different statutory bodies of the University.
- (8) Furnished office along with telephone facility at par with Professor shall be provided to all Professor Emeritus.


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1. Election Authority

- (1) The Registrar shall conduct the elections and deal with all relevant matters in the capacity of Election Authority of the University in accordance with the provision of these Statutes.
- (2) The Election Authority may require any employee of the University to perform such functions or render such assistance in the conduct of elections as he may direct.
- (3) The Election Authority shall determine the number of constituencies for the elections in accordance with the provisions of the Act.

2. Elections to Fill Vacancies

Election shall be held once in three years, on the date appointed by the Election Authority, to fill vacancies in the University Syndicate, as provided in the Act and are required to be filled up by election. In case of any casual vacancy, a bye-election shall be held to fill in the vacancy for the left-over period.

3. Notice of Election

The Election Authority shall, by a general notification, announce the schedule of elections in various constituencies, showing the appointed dates for the various stages of the elections, as specified in Schedule-I of these Statutes:

Provided that the Returning Officer may, with the approval of Election Authority, make such changes in the schedule of dates as the circumstances may require.

4. Appropriate date in case of a Holiday

If any date appointed for any stage of election, falls on a holiday, the next working day shall be considered to be the appointed date.


5. Publication of Electoral Lists

- (1) Prior to announcement of election schedule, the Election Authority shall prepare electoral lists in the manner provided in Schedule-II of these Statutes.
- (2) The Election Authority shall, on the appointed date, publish the electoral lists of the elections by a general notification, which shall be circulated to Heads of Teaching Departments and Institutes as well as Administrative Sections and affixed on the University Notice Board and uploaded on the University website.

6. Claims and Objections

- (1) All claims for any error or entry in the electoral lists and objections thereto shall be received by the Election Authority up to an appointed date as specified in Schedule-I, which shall be decided by him within ten days and the decision so made shall be notified/ uploaded on the website of the University.

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- (2) Any person, aggrieved from an order issued by the Election Authority, may file an appeal within five days of passing of such order with the Election Committee.

7. Election Committee

- (1) There shall be an Election Committee to hear appeals against the order of Election Authority. The Election Committee shall consist of four University teachers to be appointed by the Vice Chancellor and one of whom shall be nominated as the Chairperson of the Committee.
- (2) The quorum of the Committee shall be three members.
- (3) The decisions of the Election Committee shall be taken by majority. In case of a tie, the Chairperson shall have a casting vote.
- (4) The Election Committee shall decide the appeals within three days and the decision of the Committee shall be final.

8. Correspondence with Electors

- (1) Correspondence shall be addressed to the electors by name and the same shall be sent on their official address only. Any change in his address shall be notified by the elector to the Election Authority within a time as specified by the Election Authority.
- (2) Final electoral lists shall be affixed on the University notice boards and copies thereof shall be dispatched by the Election Authority to the Chairpersons of the Teaching Departments, Deans of Faculties and Directors of Institutes and Administrative Sectional Heads for the information of the electors.

9. Qualifications for memberships and vote

Any person, whose name is on the electoral list, shall be qualified to vote or become a candidate to be elected as member of the Authority at any election held under these Statutes, subject to fulfillment of the conditions prescribed in the Act.

10. Nomination for Election

- (1) An elector of a constituency may propose or second the name of only one qualified person to be a candidate for that constituency.
- (2) Every such proposal shall be made by a separate Nomination Paper/Form as given in Schedule-III of these Statutes, which shall be signed by the proposer and the seconder and shall contain a declaration signed by the candidate that he has consented to the nomination and that he is not subject to any disqualification for being elected as a member.
- (3) Nominations exceeding the number of vacancies in a constituency shall invalidate all nominations made by an elector as proposer or seconder.

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- (4) Every nomination form/paper shall be delivered personally by the candidate or his proposer or seconder to the Returning Officer, so as to reach him well before the appointed date as specified in the Schedule-I.
- (5) The Returning Officer shall give serial number to every Nomination Paper/Form and record therein the name of the person presenting it and the date of its receipt.
- (6) The Returning Officer shall notify a list of Nomination Papers/Forms received by him containing particulars of the candidates and names of the proposers and seconders.

11. Scrutiny of Nomination Papers/Forms

- (1) On the appointed date, the Returning Officer shall scrutinize the Nomination Papers/Forms received by him. The candidates, their election agents, proposers or seconders may attend proceedings of the scrutiny of Nomination Papers/Forms.
- (2) The Returning Officer shall give the candidates, their election agents, seconders and proposers a reasonable opportunity for examining the Nomination Papers/Forms and in case, any objection is received, the Returning Officer shall consider and decide the same on the spot.
- (3) The Returning Officer shall, after a summary inquiry, if necessary, reject a Nomination Paper/Forms on any one of the following grounds:
 - (i) The candidate is not qualified to be elected as a member;
 - (ii) The proposer or seconder is not qualified to subscribe to the Nomination Papers/Forms;
 - (iii) The provisions of these Statutes have not been complied with or that the signatures of the proposer or the seconder do not seem to be genuine or are alleged as such:

Provided that the rejection of any Nomination Paper/Forms of a candidate shall not invalidate his nomination by any other valid Nomination Paper/Forms;

- (4) The Returning Officer shall not reject a nomination paper/Forms on the grounds of any defect which is not of a substantial nature and may allow any such defect to be removed forthwith;
- (5) The Returning Officer shall endorse on each nomination paper/Forms his decision about accepting or rejecting it, stating reasons in case of rejection; and
- (6) In case of rejection of a nomination paper/Form, the candidate may file objections within three days with the Election Authority or to the Election Committee appointed under these Statutes, whose decision shall be final.

12. Publication of list of candidates

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- (1) The Returning Officer shall, after scrutiny of the Nomination Papers/Forms, prepare and publish a list of valid nominated candidates on the Form provided in Schedule-IV of these Statutes.
- (2) In case the objections against the rejection of a Nomination Paper/Forms are accepted by the Election Committee as constituted under these Statutes, the Returning Officer shall accordingly revise the list of nominated candidates by including the name of the candidate whose nomination has been accepted by the Election Committee.

13. Withdrawal of Candidature

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

14. Un-contested Election

Where, after scrutiny of Nomination Papers/Forms, only one person remains a validly nominated candidate for election in a constituency or where after withdrawal only one person is left as a contesting candidate, the Returning Officer shall notify such candidate to have been elected unopposed:

Provided that no appeal is pending against the rejection of any Nomination Paper/Forms.

15. Election Agent

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

16. Polling Agent

- (1) The contesting candidate or his Election Agent may, before the commencement of the polls, appoint for each Polling Station a Polling Agent and shall give notice thereof in writing to the Presiding Officer.
- (2) The appointment of the Polling Agent may be revoked at any time by the candidate or his Election Agent.

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- (3) Where any act or thing is authorized under these Statutes to be done in the presence of the candidate or any Election or Polling Agent, the failure of such person to attend shall not invalidate any act or thing otherwise validly done.

17. Polling Hours

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

18. Stopping of the Polling

- (1) The Presiding Officer of a Polling Station may stop the polling and inform the Returning Officer that he has done so, if the polling at the Polling Station is at any time so interrupted and obstructed that it cannot, in the opinion of the Presiding Officer, be carried on.
- (2) When the polling has been stopped, the Returning Officer shall immediately report the circumstances to the Election Authority, who shall direct a fresh poll on a date to be fixed by him. The over-all result of the polling in a constituency shall not be announced until the results of the fresh polling are declared.

19. Voting

- (1) The elections shall be conducted through secret ballot, by tendering the ballot papers by hand or by post on the Form as provided in Schedule-V of these Statutes.
- (2) Postal ballot papers, shall be issued 10 days before the election date by the Returning Officer through registered post, acknowledgement due.
- (3) Ballot papers shall be issued, after identification and comparison with the electoral list, to the satisfaction of the Returning Officer, in case of postal ballot or the Presiding Officer at the polling stations.
- (4) Any ballot paper bearing cutting, scratch and over-writing which does not bear the official mark, shall be rejected as invalid and the record of the same shall be kept by the Presiding Officer.
- (5) If an elector, who has inadvertently spoiled the ballot paper or the declaration form, requests for the issue of a duplicate ballot paper, the Returning or Presiding Officer may, after satisfying himself, issue him another ballot paper or declaration form. The spoiled ballot paper and declaration form, together with their counterfoils, shall be marked as duplicate.

20. Counting of Votes

- (1) Upon conclusion of the polling process, the Presiding Officer shall count and record the number of votes polled for contesting candidates, note down the total number of votes casted and rejected and strike the balance.

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- (2) The candidate or his Polling or Election Agent shall be allowed to be present at the time of counting of votes.
- (3) All the ballots and a copy of record shall be sealed by the Presiding Officer immediately after counting in presence of staff and Polling Agents.

21. Declaration of Results

- (1) The candidate who gets the highest number of valid votes shall be reported by the Presiding Officer to the Returning Officer for total counting, including postal ballots, in the presence of the candidate(s) or his/her Polling/Election Agent(s) and notifying the name(s) of successful candidate(s).
- (2) In case of equality of votes between two or more candidates, the Returning Officer shall report the situation to the Election Authority who shall announce the schedule of re-election for that particular constituency.
- (3) If any candidate, Election Agent or Polling Agent objects to the counting and the objection is found reasonable in the opinion of the Presiding Officer, he may order recounting of votes in the presence of the contesting candidates or his Polling/Election Agents.

22. Election Tribunal

- (1) In case of dispute(s) in elections, all petitions shall be addressed, within three days of the declaration of the results, to the Election Tribunal, which shall consist of-
 - (i) nominee of Chief Justice of Peshawar High Court, appointed as a member of the Syndicate (Chairperson);
 - (ii) nominee of Secretary Higher Education Department (Member); and
 - (iii) nominee of the Vice-Chancellor (Member).
- (2) The Election Tribunal after hearing the petitioner(s), other candidates and examining the record of election, make any one or a combination of the following orders in writing namely:
 - (i) rejecting the petition; or
 - (ii) declaring the election of the returned candidate void; or
 - (iii) declaring the petitioner or other contesting candidate(s) to have been duly elected; or
 - (iv) declare the election void as a whole.
- (3) The decision of the Election Tribunal shall be final and binding on all parties to the dispute.
- (4) The Election Tribunal shall decide the election petition within a fortnight;


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*Provided that above said period may be extended for reasons to be recorded in writing
but such extension shall in no case be more than fifteen days.*

23. Custody of Election Record

The Election Authority shall retain the election record for a period of three months or till the decision of the Election Tribunal, if an election petition has been preferred, whichever is later.


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SCHEDULE – I

University of Engineering & Applied Sciences, Swat

Schedule of Appointed Dates

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

Schedule	Date
1. Publication of electoral lists	
2. Claims for and objections to entries in the electoral lists	
3. Publication of final electoral lists	
4. Notification of Election Schedule	
5. Receipt of nomination papers	
6. Scrutiny of nomination papers	
7. Publication of lists of validly nominated candidates	
8. Withdrawal of nominations	
9. Objections/claims against rejection of nominations.....	
10. Publication of lists of contesting candidates	
11. Issue of ballot papers in case of ballot by post	
12. Elections	
13. Announcement of election results in the prescribed form	

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SCHEDULE – II

University of Engineering & Applied Sciences, Swat

(List of Contesting Candidates)

Election to the Senate/Syndicate/Academic Council for the period from.....to.....

For the Constituency of

S. No.	Name of the Contesting Candidates in Alphabetical Order	Designation of the Contesting Candidates

Notice is hereby given that the polls shall be taken between the hours of

to..... on (date) at (Place)

Dated

Returning Officer

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SCHEDULE - III

The University of Engineering and Applied Sciences, Swat

NOMINATION FORM

(To be filled in by the Proposer)

Election to the Constituency of

I, (Name of the Proposer), registered as an elector at Serial No
....., in the electoral list, do hereby propose the name of, at Serial
No....., in the electoral list, for the constituency of

Dated

Signature of Proposer

(To be filled in by the Seconder)

I, (Name of the seconder), registered as an elector at Serial No.....in the
electoral list, do hereby second the nomination of, at Serial
No....., in the electoral list, for Constituency of

Dated

Signature of Seconder.

(To be filled by the person nominated)

DECLARATION

I,son/daughter/wife of registered as an elector at
Serial No....., in the electoral list for the constituency of, do hereby
declare that I have consented to the above-mentioned nomination and that I am not subject to any
disqualification for being elected as a member.

Signature of the person nominated

Dated

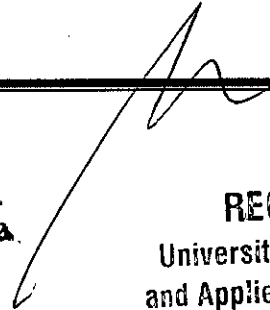
(To be filled by Returning Officer)

Serial Number of nomination paper This nomination paper was delivered to me at
my office at (Hours) on (Date) by being the
candidate/proposer/seconder.

Dated

Returning Officer

(Decision of Returning Officer accepting or rejecting the nomination paper/Form on the day fixed
for scrutiny).


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I have examined this nomination paper in accordance with the provision of the Section
of "The Khyber Pakhtunkhwa Universities Act 2012 (Act No. X of 2012 as amended up to date)."
Election Statutes and decide as follows.

(In case of rejection, state brief reasons)

Dated

Returning Officer


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SCHEDULE – IV

The University of Engineering and Applied Sciences, Swat

List of Validly Nominated Candidates


Election to the Senate/Syndicate/Academic Council for the period from to
..... for the constituency of

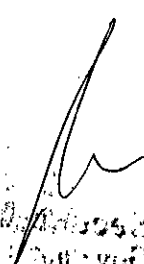
S. No.	Name of Candidates	Designation	Present Postal Address of the Candidate

Place:

Dated:

Returning Officer


**Section Officer-
Governor's Secretariat
Khyber Pakhtunkhwa**


**REGISTRAR -
University of Engineering
and Applied Sciences, Swat**

University of Engineering and Applied Sciences Swat, Election to the
University Authorities Statutes, 2022

SCHEDULE - V

The University of Engineering and Applied Sciences, Swat

Secret Ballot Paper

For the election to the Senate / Syndicate / Academic Council for the period from.....
to..... for the constituency of

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

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University of Engineering
and Applied Sciences, Swat

Section Officer-I
Governor's Secretariat
Khyber Pakhtunkhwa

University of Engineering and Applied Sciences Swat, Election to the
University Authorities Statutes, 2022

SCHEDULE - VI

The University of Engineering and Applied Sciences, Swat

Declaration by Elector Casting Vote by Post

I hereby declare that I am the elector at Serial No. to whom the postal ballot paper
Serial Number has been issued for the above election.

Signature of Elector

Dated:

Address

(Attestation of Signature)

The above has been signed in my presence by who is personally known
to me/has been identified to me to my satisfaction by
..... (Identifier) who is personally
known to me as well.

Signature of Identifier

Name.....

Designation

Address

Dated

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Khyber Pakhtunkhwa

REGISTRAR
University of Engineering
and Applied Sciences, Swat

University of Engineering and Applied Sciences Swat, Election to the
University Authorities Statutes, 2022

Certificate

I hereby certify that:

1. The above-named elector is personally known to me/has been identified to my satisfaction by (identifier) who is personally known to me as well;
2. I am satisfied that the elector suffers from (infirmity) and is unable to record his vote himself or sign his declaration;
3. I was requested by him to mark the ballot paper and sign the above declaration on his behalf; and
4. The ballot paper was marked and the declaration signed by me on his behalf, in his presence and in accordance with his wishes.

Signature of identifier, if any

Address


Signature of Attesting Officer

Designation

Address

Dated


REGISTRAR
University of Engineering
and Applied Sciences, Swat


Section Officer-i
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Khyber Pakhtunkhwa

RECEIVED
GOVERNOR'S SECRETARIAT
KHYBER PAKHTUNKHWA
ISLAMABAD
2022-07-14

The University of Engineering and Applied Sciences, Swat Superannuated Employees Statutes, 2022

Section Officer-I
Governor's Secretariat
Khyber Pakhtunkhwa

REGISTRAR
University of Engineering
and Applied Sciences, Swat

**University of Engineering and Applied Sciences Swat, Superannuated Employees
Statutes, 2022**

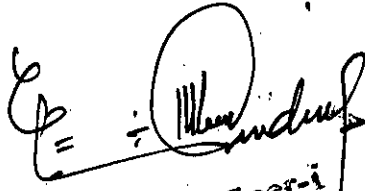
1. Procedure for engagement of superannuated employee

- (1) In the larger interests of the University, the Syndicate may appoint a superannuated/retired teacher who is physically, mentally and academically fit.
- (2) The candidate shall have no disciplinary action taken against him during the last five years.
- (3) A superannuated/ retired teacher for engagement is advertised in two leading newspapers and University website.
- (4) The maximum age for engaging a superannuated/retired teacher, may not exceed 70 years in ordinary circumstances for teachers. The ultimate decision shall be made by the Syndicate.

2. Selection Committee

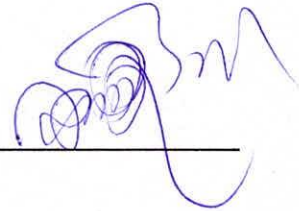
- (1) There shall be a Selection Committee which shall be constituted by the Syndicate, consisting of concerned Dean and Chairman. In case there is no Dean and Chairman, then two Senior teachers of the concerned faculty shall be members of the Selection Committee. The Registrar shall be the Member-cum Secretary of the Selection Committee.
- (2) The Selection Committee shall evaluate a candidate and his dossier and shall record reasons, in writing for recommendations of the teacher for engagement.
- (3) The quorum of the Selection Committee shall be two-third of its total members.
- (4) The recommendations of the Selection Committee shall be sent to the Syndicate for approval.


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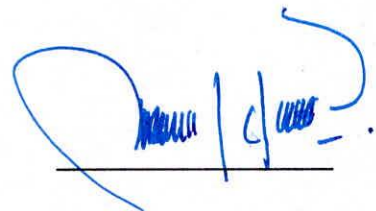

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Standing Committee Constituted by Senate for examining the Statute

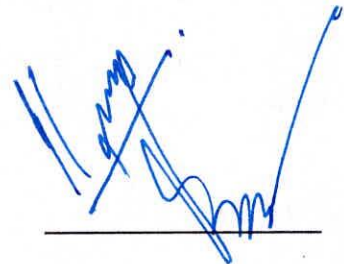
1. Javed Iqbal
Additional Secretary
Higher Education Department Khyber Pakhtunkhwa.



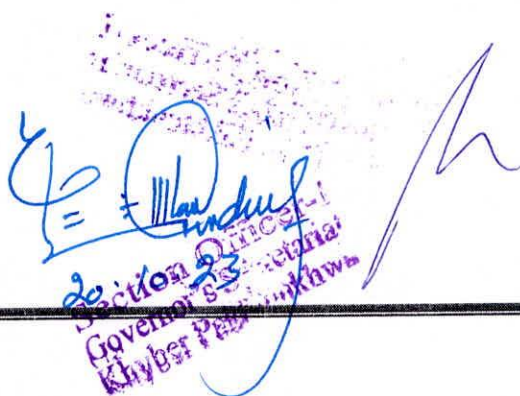
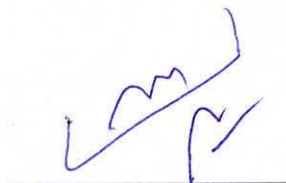
2. Syed Habib Ul Hassan Gillani
Deputy Secretary, Departmental
Rep. of Establishment Khyber Pakhtunkhwa.



3. Kamran Khan
Deputy Secretary
Rep. of Finance Department Khyber Pakhtunkhwa.



4. Imran Khan
Deputy Legislation Officer
Rep. of Law Department Khyber Pakhtunkhwa.



20-11-2022
Section 23
Governor's Office
Khyber Pakhtunkhwa

REGISTRAR
University of Engineering
and Applied Sciences, Swat

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