


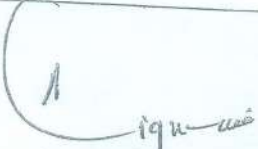
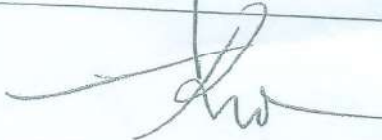


Bacha Khan University, Charsadda

Statutes-2016



Bacha Khan University, Charsadda

Signatures of the Senate Members Committee for the approval of the Bacha Khan University, Charsadda Statutes-2016

S. No.	Designation	Signature
1	Additional Secretary, HED, Peshawar, Khyber Pakhtunkhwa. (Chairperson)	
2	Additional Secretary, Establishment, Peshawar, Khyber Pakhtunkhwa (Member)	
3	Additional Deputy Additional Secretary, Finance, Peshawar, Khyber Pakhtunkhwa. (Member)	
4	Additional Secretary Deputy Secretary, Law, Peshawar, Khyber Pakhtunkhwa. (Member)	
5	Registrar, Bacha Khan University, Charsadda. (Member/Secretary)	

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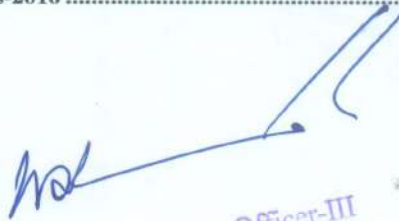


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Title, Commencement, Application and Definitions of Bacha Khan
University, Charsadda Statutes-2016

**Title, Commencement, Application
and Definitions of Bacha Khan
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Title, Commencement, Application and Definitions of Bacha Khan University, Charsadda Statutes-2016

1. Title

These statutes have been framed under the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016 and shall be called the Bacha Khan University Charsadda, Statutes-2016.

2. Commencement

These statutes shall come into force at once.

3. Application

1. The statutes shall apply to all persons in the service of the University, except:

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

4. Definitions

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

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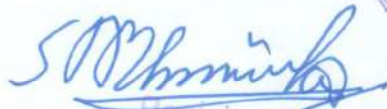
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Definitions used in Bacha Khan University, Charsadda Statutes-2016



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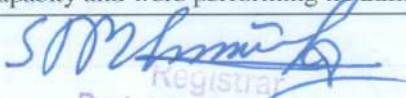
Title


- (i) The definitions expressed in the calendar of consolidated the Bacha Khan University, Charsadda Statutes-2016, unless the context otherwise requires, the following expressions shall have the meanings assigned to them in order of nomenclature of the statutes as under:

1.	"Academic Council" means Academic Council of the University.
2.	"Act" means The Khyber Pakhtunkhwa Universities Act No. X of 2012.
3.	"Adhoc Appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such manner.
4.	"Advanced Studies and Research Board" means Advanced Studies and Research Board of the University.
5.	"Affiliated college or Affiliated institution" means a college or institution affiliated to the University, but not maintained or administered by it.
6.	"Affiliation Committee" means the Affiliation committee constituted in terms of Section 27 of the Act.
7.	"Affiliation" means affiliation with The University.
8.	"Annual Report" means the Annual Report of the University.
9.	"Appellate Authority" means the Appellate Authority
10.	"Appointed Date" means a day within the working days of the University, so fixed by the Election Authority for nominations, withdrawal and election; or any other day for a particular objective in connection with the elections.
11.	"Appointing Authority" means an Officer/Authority as defined in these Statutes.
12.	"Admission Authority" means an authority, which exercises its powers to allow admission to Colleges and Institutions of the Khyber Pakhtunkhwa Province to the privileges of the University under the Statutes.
13.	"Authority" means any of the Authorities of the University specified in Section 18 of the Act.
14.	"Authorized Hospital" means treatment in the hospital(s) as approved by the Syndicate.
15.	"Authorized Medical Attendant" means a qualified doctor as defined in MAR-2016.
16.	"Authorized Medical Officer" means Medical officer of the University or as defined in MAR-2016.
17.	"Authority" means an officer, specified in the Appendix, who is authorized to function as such under the Statutes.
18.	"Chairperson" means Chairperson of a Teaching Department
19.	"Chancellor" means the Chancellor of the University
20.	"Competent" Authority means the Vice-Chancellor, the Syndicate or Senate of the University, as the case may be.
21.	"Constituent College" means Constituent College of the University
22.	"Constituent Institution" means Constituent Institution of the University
23.	"Coordinator" means Coordinator of the University Campus

Definitions used in Bacha Khan University, Charsadda Statutes-2016

24.	“Dean, Chairperson /Director/Principal” mean the Head of a Faculty, Teaching Department/ Institute or Head of Department/Principal of Constituent Institutions, Constituent Colleges and Other Academic Divisions of The University.
25.	“Defendant” means an employee against whom action is initiated under the Statutes.
26.	“Director” means Director of a Constituent Institution of the University
27.	“Election Agent” means an election agent, appointed by a candidate under Section 28(1) (g) of the Statutes; and where no such appointment is made, the candidate acts as his own agent.
28.	“Election Authority” Means authority that conducts and supervises the elections.
29.	“Election” means election of a member or members of the University Syndicate and other authorities.
30.	“Election Tribunal” means election tribunal of the university;
31.	“Elector” means a person who is on the electoral list for purposes of elections to the Syndicate or other Authorities under the Act.
32.	“Emoluments” means the amount drawn monthly by an employee as pay or allowances of any description.
33.	“Employee” means a person who is in the whole time regular employment of the University.
34.	“Family” means as defined in pension rules of the Government of Pakistan
35.	“Fee” means Admission fee, Tuition fee, Examination fee, or any other charges decided as Fee by the Syndicate.
36.	“HEAL” means the Higher Education, Archives and Libraries Department, Government of Khyber Pakhtunkhwa.
37.	“HEC” means the Higher Education Commission Islamabad.
38.	“Hospital” means the hospital of the Government (Provincial /Federal), Combined Military Hospital and those approved by the Syndicate of the University for all types of treatments and surgeries.
39.	“Initial Appointment” means appointment made otherwise than by promotion or transfer.
40.	“Inspection Committee” means the Committee executing inspection of the institutes/colleges.
41.	“Institution/College” means Institutions and Colleges of the Khyber Pakhtunkhwa Province seeking Affiliation.
42.	“Insurance” means the Group Insurance of Employees.
43.	“Non-Refundable Fee” means any Fee or Charge made to University by a person which cannot be returned even if the purpose for which the payment was made is not met/fulfilled.
44.	“Other Charges” means the dues other than fee demanded by the University from a person
45.	“Pay” means the amount drawn monthly by a university employee as pay and includes technical pay, special, personal pay and other emoluments declared by the Syndicate.
46.	“Penalty” means a penalty which may be imposed under the Statutes.
47.	“Pension Fund” means the fund established under Statute 8.
48.	“Permanent Post” means a post sanctioned without limit of time.
49.	“Presumptive Pay of a post” means the pay to which an employee would be entitled if he held the post in a substantive capacity and were performing its duties.


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Definitions used in Bacha Khan University, Charsadda Statutes-2016

50.	"Principal/ Director" means the Head of the College or the Chief Executive of the institution/college seeking Affiliation.
51.	"Professor Emeritus" means the Professor who retires from the University service in BS-21 or BS-22 and is given the status of Professor Emeritus by the Syndicate.
52.	"Registrar" means the Registrar of the University.
53.	"Regular Appointment" means an appointment made in accordance with the prescribed procedure against a clear vacancy.
54.	"Selection Board" means Selection Board of the University
55.	"Senate" means Senate of The University.
56.	"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.
57.	"Syndicate" means Syndicate of The University.
58.	"Teacher" as per Act-2012
59.	"The Powers and Duties of Officers and Teachers" means the Powers and duties of Officers and Teachers respectively assigned to them under Section 8 (d) (e) (f) (j) (k) (l) (m) , and 17 of the Act and those assigned to them by the Syndicate under the power vested in it under Section 23 (2) (o) of the Act.
60.	"The pronoun He" refers to male or female employee, as the case may be.
61.	"Treasurer" means the Treasurer of the University.
62.	"University Employee" means a person who holds a permanent post in the university service and who is paid from the University Fund.
63.	"University" the University included in the Schedule appended to The Khyber Pakhtunkhwa Universities Act No. X of 2012 and subsequent amendments made thereto.

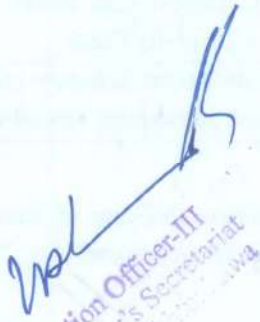
All other terms and expressions shall have the same meanings as assigned to them under Section 2 of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2012.


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Service Statutes-2016

1. Title

These Statutes shall be called Bacha Khan University, Charsadda Service Statutes-2016.

2. Terms and Conditions of Service of University Employee

1. The terms and conditions of service of a University employee shall be as provided under these Statutes and such rules as may be made by the Syndicate from time to time.
2. All appointments to the posts in the University shall be made in accordance with the Appointment and Scales of Pay Statutes of the respective cadres.
3. No person may be substantively appointed to a post under the University without a medical certificate of health to be issued by the authorized medical officer/medical superintendent or equivalent of DHQ hospital.

Note:

- i. Two or more employees cannot be appointed substantively to the same permanent post at the same time.
- ii. An employee cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.
- iii. An employee cannot be appointed substantively to a post on which another employee holds a lien.

3. Probation

1. Probation, in the case of an initial appointment to a permanent post in the University service, shall be for a minimum period of one year, extendable for further one year.
2. Appointments by promotion or transfer shall also be made on probation for a minimum period of one year, extendable by a further period of one year.
3. If in the opinion of the Appointing Authority the work or conduct of an employee, during the period of probation, has not been satisfactory, it may, notwithstanding that the period of probation has not expired, dispense with his services;

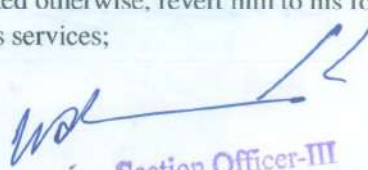
Provided that if the employee was holding another post before his appointment, he shall be reverted to his former post.

4. Confirmation

- a. On completion of the period of probation of an employee, the Appointing Authority may confirm his appointment, against a permanent/substantive 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 services; or
- ii. In case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services;


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- iii. Extend the period of probation by a period not exceeding one year and, during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of the initial probationary period.
 - iv. On the expiry of the maximum period of probation, an employee shall be deemed to have been confirmed in service against a permanent post unless there is an order to the contrary or his services have been dispensed with earlier.
- b. No employee shall be confirmed in a post in the University service unless he successfully completes such training, course, or research assignment, or passes such test, as was applicable at the time of his appointment to the post where applicable.

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:
 - i. in the case of persons appointed by initial recruitment, in accordance with the order of merit as assigned by the Selection Board/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
 - ii. in the case of persons appointed otherwise, with reference to the dates of their continuous regular appointment in the post;
Provided that the employees selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post.

Explanation - I

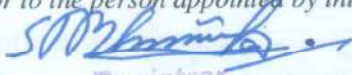
If a junior person in a lower post is promoted to a higher post by superseding a senior person, and subsequently that senior person is also promoted, the person promoted first shall rank senior to the person promoted subsequently.

Explanation - II

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

- iii. 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.


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- iv. 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.

6. Lien

1. If 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:
 - i. While holding a temporary post other than a post in a service or cadre against which he was originally appointed;
 - ii. While working on another post in an officiating capacity for a period of three years, which is extendable by the Syndicate up to five years, for reasons to be recorded;
 - iii. While on joining time or transfer to another post;
 - iv. While on leave; and
 - v. While under suspension.

7. Transfers

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

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

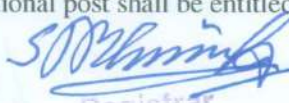
8. Bar to Engage in Other Employment

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

9. Pay

1. Notwithstanding anything to the contrary, contained in the Statutes, all employees shall be placed in the Pay Scales as provided under relevant Statutes and shall be governed by the conditions mentioned therein.
2. An increment in the pay scales shall ordinarily be drawn as a matter of course, unless it is withheld under the Efficiency and Discipline Statutes-2016.
3. An employee appointed to hold charge of an additional post shall be entitled to additional pay as under:


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- i. Where an employee is formally appointed to the additional sanctioned post and discharges full duties of that post, he shall be allowed additional pay @ 20% of his initial basic, subject to a maximum limit fixed by the Government from time to time.
- ii. The duration of additional charge shall not normally exceed six months.
- iii. No additional pay will be admissible if the additional charge/current charge is held for a period of less than one month or more than six months.

10. Honorarium

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

11. Fee

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

Provided that 33% of any fee paid to the employee shall be credited to the University fund and any material/equipment or any moveable or immovable property acquired during such service shall be property of the University.

12. Retirement


The age of retirement of employees shall be sixty years.

An employee shall have the option of seeking voluntary retirement on completion of 25 years qualifying service.

13. Suspension

1. Subject to rules made under these statutes, an employee under suspension shall be entitled to subsistence grant, comprising of full pay and allowances last drawn by him immediately before his suspension, and all other benefits and facilities enjoyed by him as part of his service conditions prior to such suspension.
2. An employee committed to prison, either for debt or on a criminal charge, shall be considered under suspension so long as he is so committed and shall be allowed for that period only the payment laid down in Statute.
3. Where an employee, who has been dismissed or removed from service, is reinstated, the revising or appellate authority may grant him for the period of his absence from duty:


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- i. If he is honorably acquitted, the full pay to which he would have been entitled if he had not been dismissed or removed and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal/removal; or
 - ii. If otherwise, such portion of pay and allowances as the revising or appellate authority may prescribe.
 - iii. In a case falling under clause (i), the period of absence from duty shall be treated as a period spent on duty. But in a case falling under clause (ii), it will not be treated as a period spent on duty, unless the revising or appellate authority so directs.
4. Leave may not be granted to an employee under suspension, except casual leave and leave on medical grounds.

14. Resignation

1. An employee desirous of resigning from service shall give to the Vice Chancellor a prior notice of 30 days, or as provided in his special contract/offer of service:

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

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

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

15. Appointment on Acting Charge or Current Charge Basis

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

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

2. So long as an employee holds the acting charge appointment, an employee junior to him shall not be considered for regular promotion but may be appointed on acting charge basis to a higher post.

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

16. Retrenchment

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

17. Training

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

18. Right of Appeal or Representation

1. An appeal under Section 40 of the Khyber Pakhtunkhwa Universities Act 2012, shall be made within 15 working days of the impugned order.
2. Where no provision for appeal or review against an order exists in the Statutes, the employee may, within 15 working days of the communication of such order, make a representation against it to the authority next above the authority which passed the order;
3. As provided in Section 41(1) of the Act, all persons employed by the University in accordance with the terms and conditions of service prescribed by Statutes shall be persons in the service of Pakistan for the purposes of any court or tribunal set up by law in terms of Article 212 of the Constitution of the Islamic Republic of Pakistan:

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

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

19. Service History/Books

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

20. Performance Evaluation

1. Character Rolls of the non-gazetted employees including BPS-3 to BPS-16 shall be maintained by the Heads of Departments/Sections, under whom they are serving. The views in respect of work and conduct of an employee shall be recorded annually in his Character Roll by the Head of Department/Sectional Head.
2. Annual Performance Evaluation Report and Character Rolls shall be written for employees in BPS-17 and above by the Heads of Departments/Sections under whose administrative control they are working and record their performance on quarterly basis as part of the Performance Evaluation Report.
3. Annual Performance Evaluation Reports of all employees in BPS-20 and above and of all Academic and Administrative Heads shall be written and countersigned by the Vice Chancellor.
4. The Character Rolls and Performance Evaluation Reports shall be completed by end of February each year.
5. Any adverse remarks shall be communicated to the concerned employee by the officer who maintains the Character Rolls or Performance Evaluation Reports by 30 June at the latest.
6. Responsibility for the safe-custody and maintenance of the Performance Evaluation Reports shall rest with the Registrar.

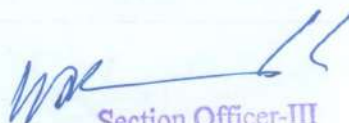
21. Residuary Provisions

1. The University employees' conduct shall be regulated by the rules framed by the Syndicate.
2. In all other matters, not specifically provided for in the Statutes, the employees shall be governed by such rules and orders as are for the time being in force and applicable to persons holding corresponding posts in Government service.

22. Removal of Difficulties

1. If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate may in individual cases make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty,

Provided that such a decision is not ultra vires of the Act.


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

Composition of the Anomaly Committee:

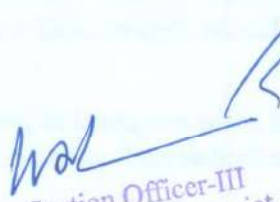
- | | | |
|------|---|-------------------|
| i. | Vice Chancellor | Convener |
| ii. | Two Deans/Senior most teachers to be nominated by the Vice Chancellor | Member |
| iii. | Relevant Chairperson/HoD/HoS | Member |
| iv. | Nominee of the HED, Khyber Pakhtunkhwa | Member |
| v. | Registrar | Member /Secretary |
3. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

24. Amendments in the Statutes

Any amendment/modification in these Statutes shall be made by the Syndicate on the recommendations of Anomaly Committee and shall be submitted for approval of the Senate and Chancellor as prescribed in Section 28 (2) of The Universities Act, 2012.

25. Rules and Regulations

The authorities and other bodies of the University may make rules and regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012 and Statutes made thereunder.

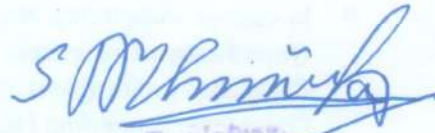

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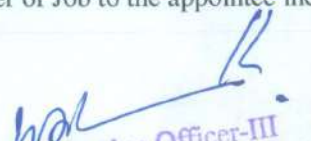
1. Title

These Statutes shall be called Bacha Khan University Charsadda Teacher Appointment & Scales of Pay Statutes-2016.

2. Method of Appointment

1. Identification of the need for new hiring by the Need Assessment Committee to be constituted by the Syndicate.
2. Confirmation of availability of sanctioned post
3. Appointment to various posts of Teachers shall be made by initial appointment, after due publicity
4. Teachers sent by the University for higher education/training abroad, shall be considered for appointment to higher scales of pay, provided they apply for the advertised post and compete in person/through visual electronic media in the Selection Board.
5. Floating of advertisement in minimum of three leading newspapers in addition to uploading on website
6. Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny & Quantification Committee.
7. Criteria for evaluation of the candidates for selection shall be such as appended to these Statutes.
8. Quantification of candidate score as per the quantification criteria appended to these Statutes.
9. In case of ineligibility, the candidate shall be informed of the decision of Scrutiny & Quantification Committee. Appeals against the decision may be submitted to the Vice Chancellor within a week of the decisions, who shall forward the appeal to the Appellate Committee, comprising Deans of all faculties and two external experts (to be nominated by the Vice Chancellor) for final decision.
10. Screening Test by a recognized testing agency and Demonstration by the University wherever applicable.
11. Test, interview or other method of evaluation of the candidates shall be such as prescribed by the Syndicate.
12. Evaluation of research publications by external referees wherever applicable
13. Interview through Selection Board
14. Appointment to these posts shall be made by the Syndicate on recommendations of the Selection Board, subject to fulfillment of the conditions of educational qualifications and experience, as shown in the Schedule appended to these Statutes.
15. Offer of Job to the appointee including job description


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16. The Scrutiny & Quantification Committee composition ;

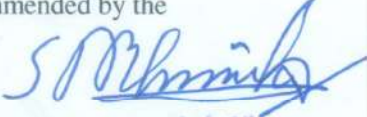
- i. Dean of the concerned faculty (Convener)
- ii. concerned Chairperson/Director/Principal, (Member)
- iii. Senior most faculty member of the concerned Department (Member)
- iv. two subject experts to be nominated by the Vice Chancellor (Member)
- v. Registrar/Deputy (Secretary).

Note: No applicant should be a member of the Scrutiny & Quantification Committee

3. Basic Pay Scales and Other Fringe Benefits

1. The pay scales of University Teachers shall be governed by the Schemes of Basic Pay Scales and other related benefits, as approved by the Syndicate.
2. The Syndicate may grant advance increments/allowances/honorarium to a University employee on such terms and conditions as it may determine as recommended by the Selection Board.
3. The following Basic Pay Scales shall be admissible to Teachers:

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

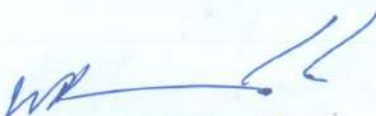

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4. Fixation of Pay on Appointment to Higher Post

1. When a Teacher is appointed from a lower post to higher post, where the stage in the scale of pay of the higher post, next above the Substantive Pay of the teacher concerned in the scale of pay of the lower post, gives a pay increase equal to or less than a full increment in the pay scale of higher post, the initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment in the scale of pay of the higher post.
2. On appointment to next higher post, the actual pay of the higher post shall be given to incumbent on the resumption of duty after training or higher studies or any other purpose.
3. 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.

5. Increments

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


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2. Provided that if an employee, before reaching the maximum of the pay scale, is appointed to a higher scale of pay, or is brought to a higher scale due to up gradation of his post, between 2nd June and 30th November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on 1st December of that year, with reference to his presumptive pay in his lower scale, if that is more beneficial to him.
3. Age limit for initial appointment in BPS-17 and above shall be from 21 to 45 years.

6. Advance Increments for Higher Qualifications

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

7. Allowances

1. The following monthly allowances shall be admissible.

i. **House Rent Allowance**

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

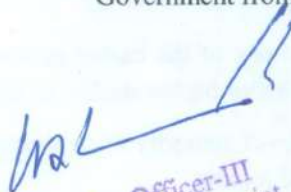
Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.

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

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

iii. **Medical Allowance**

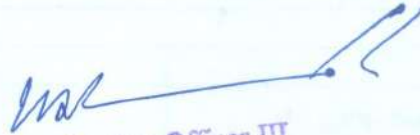
Medical allowance shall be admissible at the prescribed rate as determined by the Government from time to time.



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- iv. **Senior Post Allowance**
Senior Post Allowance shall be admissible to teachers in BPS-20 & above at the rates approved by the Syndicate.
- v. **Orderly Allowance**
All University employees in BPS-20 and above shall be entitled to orderly allowance at the rate of minimum wage as approved by the Syndicate.
- vi. **PhD Allowance**
PhD allowance shall be admissible at the rates approved by the Syndicate.
- vii. **MPhil Allowance**
MPhil allowance shall be admissible at the rates approved by the Syndicate/ according to Government Policy.
- viii. **Headship allowance**
Headship allowance may be admissible to Deans, HoDs, and Sectional Heads at the rates approved by the Syndicate.
- ix. **Telephone/DSL reimbursement facility.**
The telephone, DSL and mobile bills reimbursement will be permissible to the entitled faculty as approved by Syndicate.
- x. Any other allowance as approved by Syndicate.


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Evaluation/Quantification of Teaching Posts Criteria

Lecturer (BPS-18)

1. Eligibility

Eligibility of a candidate shall be determined according to the guideline provided by the HEC.

2. Quantification

The total marks in case of appointment of University Teachers in BPS-18 shall be 100 to be awarded on the basis of the following:

Particulars	BPS-18
1. Screening Test and Demonstration	20
2. Academics	40
3. Additional relevant higher qualification	5
4. Distinction	5
5. Research Publication	5
6. Experience	5
7. Interview	20
Total	100

1. Screening Test and Demonstration

- i. A screening test for teaching faculty shall be conducted in case of appointment in BPS-18 (Lecturer) by the screening committee or through some other organization as approved by the Competent Authority (Vice Chancellor).
- ii. The mode of screening test and demonstration shall be as follows:
 - a. Screening test 10 Marks
 - b. Demonstration 10 Marks
- iii. A candidate is required to obtain a minimum of 50% marks in each of the screening test and Demonstration and 60% marks in aggregate shall qualify for interview by the Selection Board.
- iv. The secured marks shall be counted for short-listing purposes as well as for total evaluation.

2. Academics

These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 40% marks are assigned to the academics for the post of Lecturer (BPS-18), and Quantification of academics shall be calculated as under.

- i. *Matric* = percentage of marks $\times 1 =$ score

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ii. <i>Intermediate</i>	= percentage of marks $\times 2$ = score
iii. <i>Bachelor (2 years)</i>	= percentage of marks $\times 3$ = score
iv. <u><i>Master (after 2 years bachelor)</i></u>	<u>= percentage of marks $\times 4$ = score</u>
<u>Total =</u>	<u>=10 = Total score</u>

Note:-

- a. The percentage of marks of Bachelor degree (4 years) will be multiplied by 7.
- b. 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.

% Score = Total Score divided by 10

Score obtained (for Lecturer (BPS-18)) = % score $\times 0.4$ = Net score

For instance, take the following example:

Candidate-A			Candidate-B		
Qualification	Marks/Total	Score	Qualification	Marks/Total	Score
Matric	660/850	$660/850 \times 100 \times 1 = 77.65$	Matric	660/850	$660/850 \times 100 \times 1 = 77.65$
Intermediate	725/1100	$725/1100 \times 100 \times 2 = 65.91 \times 2 = 131.82$	Intermediate	725/1100	$725/1100 \times 100 \times 2 = 65.91 \times 2 = 131.82$
Bachelor (2years)	365/550	$365/550 \times 100 \times 3 = 66.36 \times 3 = 199.09$	Bachelor (4years)	4325/6000	$4325/6000 \times 100 \times 0.9 \times 7 = 454.13$
Master (2 years)	892/1200	$892/1200 \times 100 \times 4 = 74.33 \times 4 = 297.33$	MSc(Hons)/MS/MPhil/LLM	Yes	2 additional marks shall be then added to the obtained score
Total Score		705.89	Total Score		663.60
% Score		=705.89/10	% Score		=663.60/10
Obtained Score		=705.89/10 $\times 0.4 = 28.24$			=663.60/10 $\times 0.4 = 26.54 + 2$ additional marks

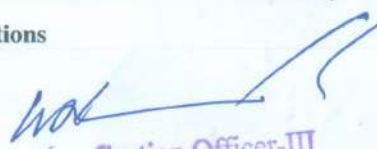
3. Additional relevant higher qualification

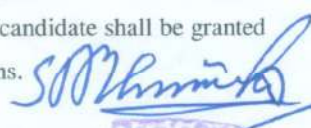
A candidate for the post of Lecturer shall be awarded 2 marks for possessing PhD or equivalent degree in the relevant field subject to a maximum of 5 marks.

4. 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 3 marks, 2nd position will be granted 2 marks and 3rd position will be given 1 mark. For instance, a candidate having first class first position in Bachelor degree and first class first position in Master degree shall be granted 5 marks instead of (3 + 3 = 6) marks. The credit assigned to the candidate shall be granted only after provision of authentic document issued by the controller of examinations.

5. Research Publications


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Publications are not required for appointment to the post of Lecturer, however, in order to encourage research, 5 marks (maximum) have been allocated for research publications in HEC recognized journals for the purpose. These marks shall be awarded as, 1 mark per publication, by the Quantification Committee.

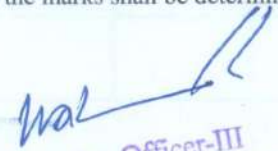
6. Experience

It shall mean the following:

- i. Teaching/research experience (BS-17 & above or its equivalent) in HEC recognized University/institution or a post graduate institution or professional experience in the relevant field in a National or International Organization.
- ii. Candidates for the post of lecturer (BPS-18) shall be awarded 1 mark for one year experience (BS-17 & above or its equivalent) up to the maximum of 5 marks subject to the provision of authentic documents. *The fraction of experience (in months and days) shall be calculated in fraction. For illustration,*
 - a. a candidate having 2 years, 5 months and 10 days over and above the required experience, he/she shall be awarded $2 + (5 \times 30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44$ marks. Similarly,
 - b. a candidate having 2 years and 6 months over and above the required experience shall be granted $2 + (6 \times 30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50$ marks.

7. Interview

Securing sixty percent (60%) qualifying marks *in the interview* by the Selection Board is a pre-requisite for selection of Lecturer (BPS-18). *For instance, a candidate must secure at least 12 marks out of 20 marks, otherwise he/she shall not be eligible for recommendation by the Selection Board.* Members of the Selection Board and Subject experts shall record their marks 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.


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Assistant Professor (BPS-19)

1. Eligibility

Eligibility of a candidate shall be determined according to the guideline provided by the HEC.

2. Evaluation/Marking System

The total marks in case of appointment of University Teachers in BPS-19 and above shall be 100 to be awarded on the basis of the following:

Particulars	BPS-19
1. Academics	35
2. Additional relevant higher qualification	5
3. Distinction	5
4. National/International Recognition in terms of Awards/Medals	5
5. Research Publications	10
6. Experience	10
7. Research Projects	10
8. Interview	20
Total	100

1. Academics

These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 35% marks are assigned to the academics for the post of Assistant Professor (BPS-19), and Quantification of academics shall be calculated as under.

- i. *Matric* = percentage of marks $\times 1$ = score
ii. *Intermediate* = percentage of marks $\times 2$ = score
iii. *Bachelor (2 years)* = percentage of marks $\times 3$ = score
iv. *Master (after 2 years bachelor)* = percentage of marks $\times 4$ = score
Total = 10 = Total score

Note:-

- a. The percentage of marks of Bachelor degree (4 years) will be multiplied by 7.
b. 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.

% Score = Total Score divided by 10

Score obtained (for Assistant Professor (BPS-19)) = % score \times 0.35 = Net score

For instance, take the following example:

Candidate-A	Candidate-B
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Qualification	Marks/Total	Score	Qualification	Marks/Total	Score
Matric	660/850	$\frac{660}{850} \times 100 \times 1 = 77.65$	Matric	660/850	$\frac{660}{850} \times 100 \times 1 = 77.65$
Intermediate	725/1100	$\frac{725}{1100} \times 100 \times 2 = 65.91 \times 2 = 131.82$	Intermediate	725/1100	$\frac{725}{1100} \times 100 \times 2 = 65.91 \times 2 = 131.82$
Bachelor(2years)	365/550	$\frac{365}{550} \times 100 \times 3 = 66.36 \times 3 = 199.09$	Bachelor (4years)	4325/6000	$\frac{4325}{6000} \times 100 \times 0.9 \times 7 = 454.13$
Master(2 years)	892/1200	$\frac{892}{1200} \times 100 \times 4 = 74.33 \times 4 = 297.33$	-----	-----	-----
MS/MPhil/LLM	Yes	-----	MSc(Hons)/MS/MPhil/LLM	Yes	-----
Total Score		705.89	Total Score		663.60
% Score		$\frac{705.89}{10}$	% Score		$\frac{663.60}{10}$
Obtained Score		$\frac{705.89}{10} \times 0.35 = 24.71$			$\frac{663.60}{10} \times 0.35 = 23.23$

2. Additional relevant higher qualification

A candidate for the post of Assistant Professor shall be awarded a maximum of 5 marks for possessing Post-Doc in the relevant field, and shall be granted by the Scrutiny & Quantification Committee, as following:

More than 6 months but less than one year = 2.5 marks

One year or above = 5.0 marks

3. Distinction

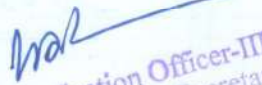
Maximum marks in this case shall not exceed 5. A candidate securing first class first position in any university examination (from Bachelor to 18 years of education) in the department/discipline shall be granted 3 marks, 2nd position will be granted 2 marks and 3rd position will be given 1 mark. For instance, a candidate having first class first position in Bachelor degree and first class first position in Master degree shall be granted 5 marks instead of (3 + 3 = 6) marks. The credit assigned to the candidate shall be granted only after provision of authentic document issued by the controller of examinations.

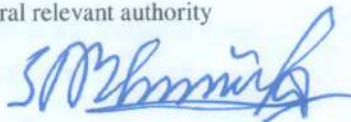
4. National/International Recognition

It shall mean the following:

- i. Sitara-i-Imtiaz, Tamgha-i-Imtiaz, or Higher Award
- ii. Any award by the relevant ministry or HEC in recognition of scientific work
- iii. A certificate/patent obtained on a Product/Invention/Technology
- iv. An approved variety by the provincial/federal relevant authority

5. Research Publications


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Research publications are not required for appointment to the post of Assistant Professor, however, in order to encourage research, 10 marks (with 1 mark per publication in HEC recognized journals for the purpose) shall be granted by the quantification committee.

6. Experience

It shall mean the following:

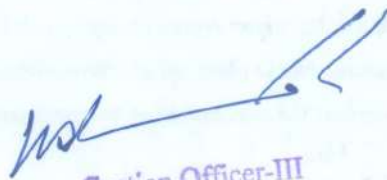
- a. Teaching/research experience (BS-17 & above or its equivalent) in HEC recognized University/institution or a post graduate institution or professional experience in the relevant field in a National or International Organization.
- b. Candidates for the post of Assistant Professor (BPS-19) shall be awarded 1 mark for one year over and above the required experience (BS-17 & above or its equivalent) up to the maximum of 10 marks 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 10 days over and above the required experience, he/she shall be awarded $2 + (5 \times 30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44$ marks. Similarly, a candidate having 2 years and 6 months over and above the required experience shall be granted $2 + (6 \times 30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50$ marks.*

7. Research Projects

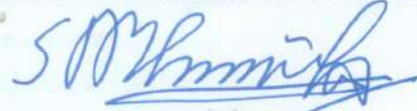
Five marks per project shall be granted to the candidates for the post of Assistant Professor who has successfully completed research projects of not less than Rs. 1.0 million in the University as Principal Investigator, subject to a maximum of 10 marks.

8. Interview

Securing sixty percent (60%) qualifying marks *in the interview* by the Selection Board is a pre-requisite for selection of Assistant Professor (BPS-19). *For instance, a candidate must secure at least 12 marks out of 20 marks, otherwise he/she shall not be eligible for recommendation by the Selection Board.* Members of the Selection Board and Subject experts shall record their marks 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.



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Associate Professor (BPS 20) & Professor (BPS-21)

1. Eligibility

Eligibility of a candidate shall be determined according to the guideline provided by the HEC.

2. Evaluation/Marking System

The total marks in case of appointment of University Teachers in BPS-20 and above shall be 100 and be awarded on the basis of the following:

Particulars	BPS-20&21
1. Academics	30
2. Distinction	5
3. National/International Recognition in terms of wards/Medals	5
4. Research Publication	15
5. Experience	5
6. Research Projects	8
7. Post-Doc	4
8. Research Supervision of /M.Phil/MS/ PhD Scholar	8
9. Interview	20
Total	100

1. Academics

These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 30% marks are assigned to each of the academics of Associate Professor (BPS-20) and Professor (PBS-21), and Quantification of academics will be calculated as follow:

- i. *Matric* = percentage of marks $\times 1 = \text{score}$
 - ii. *Intermediate* = percentage of marks $\times 2 = \text{score}$
 - iii. *Bachelor (2 years)* = percentage of marks $\times 3 = \text{score}$
 - iv. *Master (after 2 years bachelor)* = percentage of marks $\times 4 = \text{score}$
- Total = _____ 10 = Total score

Note:-

- a). The percentage of marks of Bachelor degree (4 years) will be multiplied by 7.
- b). 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.

% Score = Total Score divided by 10

Score obtained = % score $\times 0.3 = \text{Net score}$

For instance, take the following example:

Candidate-A	Candidate-B
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Qualification	Marks/Total	Score	Qualification	Marks/Total	Score
Matric	660/850	$\frac{660}{850} \times 100 \times 1 = 77.65$	Matric	660/850	$\frac{660}{850} \times 100 \times 1 = 77.65$
Intermediate	725/1100	$\frac{725}{1100} \times 100 \times 2 = 65.91$ $\times 2 = 131.82$	Intermediate	725/1100	$\frac{725}{1100} \times 100 \times 2 = 65.91$ $\times 2 = 131.82$
Bachelor(2years)	365/550	$\frac{365}{550} \times 100 \times 3$ $= 66.36 \times 3 =$ 199.09	Bachelor (4years)	4325/6000	$\frac{4325}{6000} \times 100 \times 0.9 \times 7 =$ 454.13
Master(2 years)	892/1200	$\frac{892}{1200} \times 100$ $\times 4 = 74.33 \times 4 =$ 297.33	-----	-----	-----
MSc(Hons)/MS/M.Phil./LLM	Yes	-----	MSc(Hons)/MS/M.Phil./LLM	Yes	-----
PhD	Yes	-----	PhD	Yes	-----
Total Score		705.89	Total Score		663.60
% Score		$\frac{705.89}{10}$	% Score		$\frac{663.60}{10}$
Obtained Score		$\frac{705.89}{10} \times 0.3 = 21.18$			$\frac{663.60}{10} \times 0.3 = 19.91$

2. 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 3 marks, 2nd position will be granted 2 marks and 3rd position will be given 1 mark. For instance, a candidate having first class first position in Bachelor degree and first class first position in Master degree shall be granted 5 marks instead of (3 + 3 = 6) marks. The credit assigned to the candidate shall be granted only after provision of authentic document issued by the controller of examinations.

3. National/International Recognition

It shall mean the following:

- i. Sitara-i-Imtiaz, Tamgha-i-Imtiaz, or Higher Award
- ii. Any award by the relevant ministry or HEC in recognition of scientific work
- iii. A certificate/patent obtained on a Product/Invention/Technology
- iv. An approved variety by the provincial/federal relevant authority

4. Research Publications


A maximum of 15 marks are allocated for research publications for each of the appointment of Associate Professor and Professor. The research publications of a candidate for the post of Associate Professor & Professors be evaluated and assigned average of the marks by the Subject Expert (Referee), who are co-opted for the purpose of selection from an approved list, under the required criteria.

5. Experience


It shall mean the following:

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- a. Teaching/research experience (BS-17 & above or its equivalent) in HEC recognized University/institution or a post graduate institution or professional experience in the relevant field in a National or International Organization.
 - b. Candidates for the post of Associate Professor (BPS-20) & Professor (BPS-21) shall be awarded 1 mark for one year over and above the required experience (BS-17 & above or its equivalent) up to the maximum of 5marks 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 10 days over and above the required experience, he/she shall be awarded $2 + (5 \times 30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44$ marks. Similarly, a candidate having 2 years and 6 months over and above the required experience shall be granted $2 + (6 \times 30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50$ marks.*
- 6. Research Projects**
- Four marks per project shall be granted to the candidates for each of the post of Associate Professor & Professor who has successfully completed research projects not less than Rs. 1.0 million in the University as Principal Investigator, subject to a maximum of eight marks.
- 7. Post Doc**
- Candidates for the post of Associate Professor and Professor shall be awarded a maximum of 4 marks for possessing Post-Doc in the relevant field, and shall be granted by the Scrutiny & Quantification Committee, as following:
- | | |
|---|-----------|
| More than 6 months but less than one year | = 2 marks |
| One year or above | = 4 marks |
- 8. Research Supervision of MS/M.Phil/PhD student**
1. 0.5 marks per M.Phil/MS student supervised
 2. 1 mark per PhD student supervised
- 9. Interview**
- Sixty percent (60%) qualifying marks in the interview is pre-requisite for selection of each of Associate Professor (BPS-20) and Professor (BPS-21). *For instance, a candidate must secure at least 12 marks out of 20 marks, otherwise he/she 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.

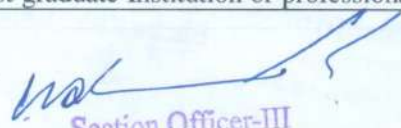

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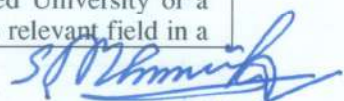
Faculty Appointment Criteria


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Disciplines	Eligibility conditions for appointment of faculty in All disciplines excluding Engineering, Information Technology, Computing Sciences, Medical Sciences, Law and Arts & Design (Studio Practice) disciplines in all HEIs/DAIs
Lecturer	
Minimum Qualification	First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/Institution with no 3 rd division in the academic career. Condition of no 3 rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz PhD or equivalent degree with not more than one 3 rd division in entire academic career.
Experience	Nil
Minimum No. of Publications	Nil
Assistant Professor	
Minimum Qualification	a. PhD in relevant field from HEC recognized University/Institution b. Master's degree (foreign) or M.Phil. (Pakistan) or equivalent degrees awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution with no 3 rd division in the academic career
Experience	a. No experience required b. 4-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization
Minimum No. of Publications	Nil
Associate Professor	
Minimum Qualification	PhD in the relevant field from an HEC recognized University/Institution.
Experience	10-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization OR 5-years post-PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization
Minimum No. of Publications	The applicant must have 10 research publications (with at least 4 publications in the last 5 years in the HEC recognized Journals).
Professor	
Minimum Qualification	PhD from an HEC recognized Institution in the relevant field.
Experience	15-years teaching/research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a

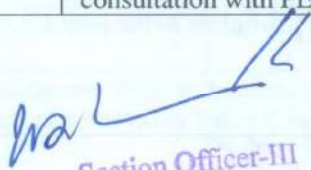

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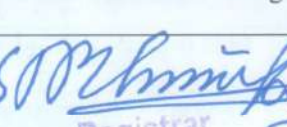

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	National or International organization. OR 10-years post-Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum No. of Publications	The applicant must have 15 research publications (with at least 5 publications in the last 5 years in the HEC recognized Journals).

Disciplines	Eligibility conditions for appointment of faculty in Engineering, Information Technology, and Computing disciplines in all HEIs/DAIs
Lecturer	
Minimum Qualification	First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/ Institution with no 3 rd division in the academic career. Condition of no 3 rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz PhD or equivalent degree with not more than one 3 rd division in entire academic career.
Experience	No Experience required
Minimum No. of Publications	Nil
Assistant Professor	
Minimum Qualification	a. PhD in relevant field from HEC recognized University/Institution b. Master's degree (foreign) or M.Phil. (Pakistan) or equivalent degrees awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution with no 3 rd division in the academic career.
Experience	a. No experience required b. 4-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization
Minimum No. of Publications	Nil
Associate Professor	
Minimum Qualification	PhD in the relevant field from Institution recognized by HEC in consultation with PEC



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Experience	10-years teaching/research experience in a recognized Institution/ College/University or 10-years professional experience in the relevant field in a National or International Organization out of which 2-years must be teaching experience. OR 5-years post PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum No. of Publications	10 research publications with at least 4 in the last 5 years in HEC/PEC recognized journals
Professor	
Minimum Qualification	Ph.D. degree in relevant field, recognized by HEC in consultation with PEC.
Experience	15- Years teaching/ research experience in a recognized Institution/College/ University or 15-years professional experience in the relevant field in a National or International organization out of which 5-years must be teaching experience OR 10-years post-Ph.D. teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum No. of Publications	15 research publications with at least 5 in the last five years in HEC/PEC recognized journals

Note: The eligibility criteria for the appointment of Teachers as revised from time to time by Higher Education Commission, Islamabad shall be applicable automatically.

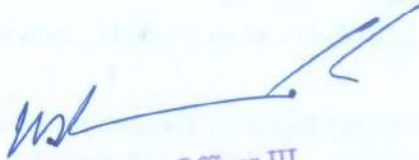


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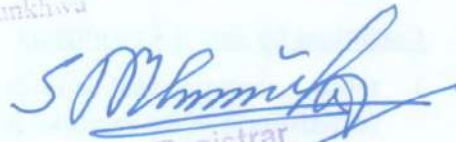


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Administrative Officers Appointment & Scales of Pay Statutes-2016

1. Title

These statutes shall be called Bacha Khan University, Charsadda Administrative Officers Appointment & Scales of Pay Statutes-2016.

2. Composition of the Administrative Officers

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

3. Appointing Authority

1. Appointment by initial recruitment or promotion of Administrative Officers shall be made by the Syndicate, on the recommendation of the Selection Board, in the prescribed manner.
2. Transfer of Administrative Officer within the University shall be made by the Vice Chancellor.

4. Eligibility Criteria

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

5. Method of Appointment

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

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

6. Conditions for Initial Recruitment

1. Initial recruitment shall be made through open competition after due publicity through advertisement of the vacancies in at least three National daily newspapers as well as on University's website.
2. No person shall be appointed by initial recruitment unless he fulfills the prescribed qualification, eligibility criteria and experience as laid down in Schedule-I.
3. Evaluation Criteria for initial appointment of Administrative Officers in BPS-17 and above shall be as prescribed in these Sstatutes.
4. In case of ineligibility, the candidate shall be informed of the decision of Scrutiny Committee and appeals against the decision may be made to the Vice-Chancellor within 10 days of the issuance of the ineligibility letter. The appeal shall be placed before the Appellate Committee to be constituted by the Vice Chancellor for final decision.

7. Scrutiny & Quantification Committee

1. Scrutiny of application and quantification shall be carried by a Committee comprising following to be nominated by Vice Chancellor;
2. Dean/Senior faculty as Convener
3. Registrar of a General University or his as nominee not below the rank of Deputy Registrar as member

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4. Registrar of the University as Member/Secretary

8. **Conditions for Promotion**

1. The posts mentioned in the schedule annexed to the statutes shall be pooled for the purpose of promotion as and when created or becomes vacant and the Registrar shall circulate the same for the information of all concerned.
2. At least two-week time shall be given to the officers to apply for the posts on the prescribed form through proper channel.
3. The application supported by bio-data and all relevant testimonials of qualification and experience duly certified by the concerned Head of Sections shall be submitted to the office of the Registrar within the prescribe time.
4. The office of the Registrar shall prepare a list of the eligible candidates in order of their respective seniority and place it before the Selection Board for scrutiny and recommendations of the suitable candidate(s) for promotion without their personal appearance before the Selection Board;
5. The Selection Board will scrutinize and assess the suitability of the candidates on the basis of seniority-cum-fitness by evaluating their comparative Comprehensive Efficiency Index for promotion to various grades;
6. Recommendations of the Selection Board to this effect shall be placed before the Syndicate for approval;
7. In case of non-availability of eligible Administrative Officer(s) from within the existing Administrative officers of the University for a post, the same may be advertised;
8. The officers who are under departmental enquiry shall not be considered for promotion.
9. The minimum length of service for promotion to various grades shall be as per following:


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For Grade 18	5 year service in grade 17
For Grade 19	13 year service in grade 17 and above
For Grade 20	17 year service in grade 17 and above

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

For Grade 19	08 years in grade 18
For Grade 20	10 year service in grade 18 or 06 year service in grade 19.

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


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

11. A panel of two senior most Administrative Officers shall be placed before the Selection Board for each vacancy in respect of promotion to BPS-18 & BPS 19. Similarly, a panel of three senior most Administrative Officers shall be submitted to the Selection Board for each position in respect of promotion to BPS-20 and the senior Administrative Officer (s) with the requisite score on the Efficiency Index shall be recommended for promotion.
12. The senior most Administrative Officer (s) on the panel securing the requisite threshold of the Efficiency Index shall be recommended by the Selection Board for promotion unless otherwise deferred with reasons to be recorded. In case of failure to attain the requisite threshold, he shall be superseded and the next Administrative Officer on the panel shall be considered for promotion. Such Administrative Officers shall not be considered for promotion until he earns one CR for the ensuing one full year;
13. The performance of Administrative Officers shall be evaluated in terms of the following grades and scores;

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

14. The quantification formula and instruction for working out quantified score shall be as prescribed in these Statutes.

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

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

10. **Increments**

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

Provided that if an employee, before reaching the maximum of the pay scale, is promoted to a higher scale of pay, between the 2nd June and the 30th November of a calendar year, he

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may, at his option, get his pay re-fixed in the higher scale on the 1st day of December of that year, with reference to his presumptive pay in his lower scale.

11. Allowances

1. **House Rent Allowance**

- a. An officer who has not been provided residential accommodation, in his name, by the University shall be entitled to House Rent Allowance at the rates approved by the Syndicate or as revised by the Syndicate from time to time, irrespective of where he resides,
- b. *Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.*
- c. In case of University accommodation, additional 5% of the basic pay will be charged for house maintenance.

2. **Medical Allowance**

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

3. **Senior Post Allowance**

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

4. **Orderly Allowance**

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

5. **PhD Allowance**

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

6. **MPhil Allowance**

- a. MPhil allowance shall be admissible at the rates approved by the Syndicate.

7. **Headship allowance**

- a. Headship allowance shall be admissible to Dean, Chairperson, HoDs and Sectional Heads (of administrative units) at the rates approved by the Syndicate.

8. **Telephone Allowance**

- a. Telephone Allowance shall be permissible to Sectional Heads (of administrative units) at the rates approved by Syndicate.

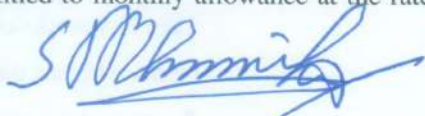
9. **Focal Person/ Coordinator allowance**

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

10. Any other allowance as approved by Syndicate.



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12. Evaluation Criteria for Initial Appointment and Promotion

a. Evaluation Criteria for Initial Appointment of Administrative Staff

No.	Evaluation Head	Marks	
		BPS 17	BPS 18-20
1	Academic Qualification	40	40
2	Additional Academic Qualification	10	10
3	Additional Relevant Experience	10	25
4	Screening test by a recognized testing agency/Demonstration	20	-
5	Interview	20	25
Total		100	100

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

No.		1	2	3	4	5	6	7
	Name of Candidate	Academic Qualification (1)	Additional Academic Qualification	Additional Relevant Experience	Test	Sub-total 1-4	Interview	G. Total
		40	10	10	20	80	20	100

c. Selection Board Evaluation Proforma for Initial Appointment of Administrative Staff in BPS-18-20

No.	Name of Candidate	Academic Qualification (1)	Additional Academic Qualification (2)	Additional Relevant Experience (3)	Sub-total 1-3	Interview	G. Total
		40	10	25	75	25	100

13. Grading Criteria for award of marks:

1. The marks of Academic Qualification shall be awarded to all scholastic certificates/degree from SSC to Master/ equivalent as per following:

- SSC : % age of Marks x 1 = score
- Intermediate: % age of Marks x 2 = score
- Bachelor (02 years) : % age of Marks x 3 = score
- Master (after 02 years Bachelor) : % age of Marks x 4 = score

Total= 10=total score

2. In case of Bachelor Degree (04 Years) the % age of marks will be multiplied by 7.

The % of marks obtained in conventional / term system will be treated as actual marks whereas the % of marks in semester system will be multiplied by 0.9.

% score =total score/10

Score Obtained = %age score x 0.4= Net score

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3. In Screening test a candidate obtaining 50% marks shall only stand qualified for interview by the selection board. The secured marks shall be counted for short listing purpose as well as for total evaluation.
4. Additional Higher Qualification means the Academic qualification over and above the required minimum qualification mentioned in the Schedule annexed to the Statutes. In case, of MPhil/MS/ equivalent 05 marks, in case of PhD 10 marks and in case of both degrees only the marks of PhD degree shall be awarded.
5. In interview by Selection Board 60% qualifying marks is prerequisite for selection of a candidate
6. A candidate securing first class first position in a University examination (Bachelor 2 years and Master 02 years) shall be granted 03 marks, second position shall be granted 02 marks and third position shall be granted 01 marks'.
7. A candidate having first class first position in Bachelor degree (02 years) and first class first position in Master degree (02 years) shall be granted 05 marks instead of 3 +3 = 6. In case of Bachelor degree (04 years) 05 marks will be awarded to the candidates having first class first position, 03 marks with second position and 02 marks with third position'.
8. Experience marks shall be awarded to the relevant experience over and above the required experience to the post as mention in the Schedule annexed to the Statutes. Candidates shall be awarded 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, five months and 10 days experience over and above the required experience shall be awarded
 $2 + (5 \times 30 + 10) / 360 = 2 + 160 / 360 = 2 + 0.44$ marks.

14. QUANTIFICATION OF CEI

a. First Step

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

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

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

Ny = Number of CRs recorded in year 'y'

\sum =stands for summation

b. Second Step

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

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




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Where M =Marks for CRs
 T =Total number of CRs in posts at that level
 Σ =stands for summation

c. Third Step

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

i	To post carrying basic pay scale 18	$10 \times A$
ii.	To post carrying basic pay scale 19	$(6 \times B) + (4 \times A)$
iii.	To post carrying basic pay scale 20	$(5 \times C) + (3 \times B) + (2 \times A)$

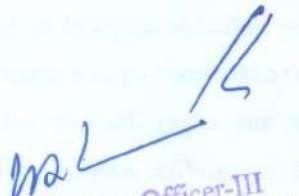
Where

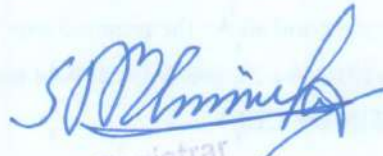
- A =Average marks for reports in posts carrying basic pay scale 17
B =Average marks for reports in posts carrying basic pay scale 18
C =Average marks for reports in posts carrying basic pay scale 19
D =Average marks for reports in posts carrying basic pay scale 20

d. Fourth step

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

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



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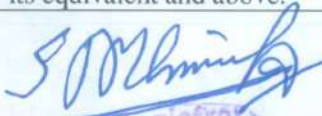

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Administration Officers Schedule – I

S. No.	Designation	BPS	Proposed statute	Method of Appointment
1.	Registrar	20	Master degree with First division from an HEC recognized University/Institution with 17 years teaching/administrative experience in a University/Government or autonomous body in BPS-17 or its equivalent and above	In accordance with the provisions of the Act
2.	Treasurer	20	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's or Member PIPFA (FPA) with 17 years' experience in financial management / Accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above	In accordance with the provisions of the Act
3.	Controller of Examination	20	First division degree (16 years education) from HEC recognized University/ DAI's with 17 years' relevant experience, in pay scale 17 or its equivalent or above.	In accordance with the provisions of the Act
4.	Director Planning & Development	20	First division degree (16 years education) in Economics or Business Administration from HEC recognized University/ DAI's with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
5.	Director of Works	20	First class BE (16 years education) in Civil Engineering from HEC recognized University and Pakistan Engineering Council with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above OR Second class BE (16 years education) in Civil Engineering from HEC recognized University and Pakistan Engineering Council with 20 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career	By Promotion or by initial Appointment
6.	Provost	20	First division degree (16 years education) from HEC recognized University/ DAI's with 17 years' relevant experience in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
7.	Director Quality Enhancement Cell (QEC)	20	PhD from HEC recognized University/Institution with 15 years of experience or First Division Degree (16 years education) from HEC recognized University/Institution with 17 years relevant experience in University relating to teaching, research and management in pay scale I 7 or its equivalent and above.	By Promotion or by initial Appointment
8.	Director Sports	20	First division Master in Physical Education with 17 years' experience in the relevant field in a University or Autonomous bodies in pay scale 17 or above.	By Promotion or by initial Appointment
9.	Director Administration	20	First division degree (16 years education) from HEC recognized University/ DAI's with 17 years' relevant experience in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment


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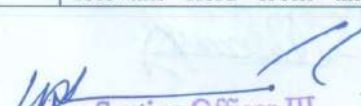

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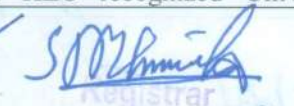
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S. No.	Designation	BPS	Proposed statute	Method of Appointment
10	Director Admission	20	First Division Master degree(16 years education) with 17 years' relevant experience in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
11	Librarian	20	First division M.L.S. with 17 years' experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
12	Director IT	20	First Class Master Degree or equivalent qualification (16 years of Education) in Computer Science / Information Technology from an HEC Recognized University / Institution, with 17 years relevant experience in a National/Multinational organization.	By initial appointment
13	Director ORIC	20	PhD from HEC recognized University/Institution with 15 years of relevant experience or First Division Degree (16 years education) from HEC recognized University/ Institution with 17 years relevant experience in University relating to teaching, research and management in pay scale I 7 or its equivalent and above.	By promotion from amongst the Administrative Officers in accordance with the prescribed Statutes; or ii. In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
14	Director Advance Studies and Research	20	PhD from HEC recognized University/Institution with 15 years' experience in teaching, research & university administration with at least 5 years' experience in the relevant field	By Promotion or by initial Appointment
15	Additional Registrar	19	First division degree (16 years education) from HEC recognized University/ DAI's with 13 years' relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
16	Additional Treasurer	19	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's with 13 years' experience in financial management / accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion or by initial Appointment
17	Additional Director of Works	19	First Class BE (16 years education) in Civil Engineering, from HEC recognized University and Pakistan Engineering Council with 13 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above OR Second Class BE (16 years education) in Civil Engineering, from HEC recognized University and Pakistan Engineering Council with 15 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career	By Promotion or by initial Appointment

Administrative Officers Appointment & Scales of Pay Statutes-2016

S. No.	Designation	BPS	Proposed statute	Method of Appointment
18	Additional Director IT	19	First Class Master Degree or equivalent qualification (16 years of Education) in Computer Science/ Information Technology from an HEC Recognized University / Institution, with 13 years relevant experience	By Promotion
19	Associate Librarian	19	First division M.L.S. with 13 years' experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
20	Senior Medical Officer	19	MBBS from a recognized institution, with 13 years professional experience in a recognized hospital/institution in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
21	Additional Director Sport	19	First division MSc. In Physical Education with 13 years of relevant experience in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
22	Additional Director Administration	19	First division Master degree/ LLB with 13 years of administrative experience of University or post graduate educational institution in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
23	Additional Director P&D	19	First Division degree (16 years education) in Economics or Business Administration from HEC recognized University/ DAI's /Institute with 13 years relevant experience in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
24	Additional Controller of Examination	19	First division degree (16 years education) from HEC recognized University/ DAI's with 13 years' relevant experience, in pay scale 17 or its equivalent or above.	By Promotion or by initial Appointment
25	Additional Director Admission	19	First division Master's degree with 13 years' experience of Admission in a University or in other Institutions in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
26	Additional Director (QEC)	19	PhD from HEC recognized University/Institute with 10 years of experience or First Division Degree (16 years education) from HEC recognized University /Institution with 13 years relevant experience in University relating to teaching, research and management in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
27	Additional Provost	19	First division Master degree/LLB with 13 years' experience of Hostel Management/ Students' Affairs in a University in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
28	Manager of Research Operations& Development (ORIC)	19	PhD from HEC recognized University/Institute with 10 years' experience or First Division degree (16 years education) from HEC recognized University/ DAI with 13 years relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By promotion from amongst the Administrative Officers in accordance with the prescribed Statutes; or In case there is no suitable candidate amongst the Administrative Officers, the post then be filled through initial recruitment
29	Liaison Manager	19	PhD with 10 years' experience or MS/M.Phil in the relevant field from an HEC recognized University/	By transfer from amongst the faculty


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S. No.	Designation	BPS	Proposed statute	Method of Appointment
	University-Industry Interlink ages & Technology Transfer		Institution with 13 years' teaching/ administrative experience in a University/Government or autonomous body in BPS- 17 and above.	members within the University or by initial appointment
30	Additional Director Sports	19	First division MSc. In Physical Education with 12 years of relevant experience in pay scale 17 or its equivalent and above.	By Promotion or by initial Appointment
31	Deputy Registrar	18	First division degree (16 years education) with 5 years' experience in a University or Government Department or Autonomous Organization in pay scale 17 or its equivalent;	By Promotion or by initial Appointment
32	Deputy Treasurer	18	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's with 5 years' experience in financial management / accounts in a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion or by initial Appointment
33	Deputy Librarian	18	First division M.L.S. with 5 years' experience of Library work in a Public Sector University or Government Department in pay scale 17 or its equivalent.	By Promotion or by initial Appointment
34	Deputy Director Networks/Web/ System/IT	18	First Class Master Degree or equivalent qualification (16 years of Education) in Computer Science/ Information Technology from an HEC recognized University / Institution with 05 years relevant experience in a public sector university or government institution in BPS-17 or equivalent	By Promotion
35	Deputy Director Planning & Development	18	First division (16 years education) from HEC recognized University/ DAI's with 5 years' experience, in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion or by initial appointment
36	Dy. Director Audit	18	First division (16 years education) in Business Administration with specialization in Finance); or Commerce from HEC recognized University/ DAI's with 05 years relevant experience in accounts in a University or a Government Department or an Autonomous Organization.	By Promotion or by initial appointment
37	Deputy Controller of Examination	18	First division (16 years education) from HEC recognized University/ DAI's with 05 years' relevant experience, in a University or Board of Intermediate & Secondary Education in Pay Scale 17 or its equivalent.	By Promotion or by initial appointment
38	Medical Officer	18	MBBS from a recognized institution with 05 years professional experience in a recognized hospital/ institution in BS-17 or its equivalent.	By promotion or by Initial Appointment
39	Deputy Provost	18	First division (16 years education); or from HEC recognized University/ DAI's with 05 years' relevant experience of Hostel Management/ Students' Affairs in a University or post graduate educational institution.	By promotion or by Initial Appointment
40	Deputy Director (QEC)	18	PhD from HEC recognized University/ DAI's with 02 years' administrative/teaching experience in	By promotion or by Initial Appointment


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S. No.	Designation	BPS	Proposed statute	Method of Appointment
			University/Government or autonomous body in minimum BPS-17 or its equivalent or First division (16 years education); from HEC recognized University/ DAI's with 05 years' administrative experience in University/Government or autonomous body in BPS-17 or its equivalent.	
41	Deputy Director Sports	18	First Division degree (16 years education) in Health & Physical Education from HEC recognized University/ Institute with 05 years relevant experience in a Public Sector University or Government Department in pay scale 17 or its equivalent.	By promotion or by Initial Appointment
42	Deputy Director Admission	18	First division Master degree/LLB with 05 years administrative experience in a Public Sector University or Government Department in pay scale 17 or its equivalent.	By promotion or by Initial Appointment
43	Manager Research & Development (ORIC)/ Deputy Director (ORIC)/ Deputy Director Research and development	18	PhD from HEC recognized University/ Institute with good research record OR First Division degree (16 years education from HEC recognized University / Institution with 05 years relevant experience.	By promotion or by Initial Appointment
44	Manager University Linkages and Technology Transfer (ORIC)	18	PhD from HEC recognized University/ Institute with good research record OR First Division degree (16 years education from HEC recognized University / Institution with 05 years relevant experience.	By transfer from amongst the faculty members within the University or by initial appointment
45	Deputy Director Works	18	First Class BE (16 years education) in Civil Engineering, from HEC recognized University and Pakistan Engineering Council with 05 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above OR Second Class BE (16 years education) in Civil Engineering, from HEC recognized University and Pakistan Engineering Council with 07 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. No third division in entire academic career.	Initial Appointment or by promotion
46	PS to Vice Chancellor	18	First division degree (16 years education) from HEC recognized University/ DAI's with 6 years' relevant experience of a secretarial job in a University or a Government Department or an Autonomous Organization.	By promotion or by Initial Appointment
47	Assistant Controller Examination	17	First division degree (16 years education) from HEC recognized University/ DAI's	By Initial Appointment
48	Assistant Registrar	17	First division degree (16 years education) from HEC recognized University/ DAI's	By Initial Appointment

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S. No.	Designation	BPS	Proposed statute	Method of Appointment
49	Assistant Librarian	17	First division degree (16 years education) in Library Sciences from HEC recognized University/ DAI's	By Initial Appointment
50	Assistant Registrar Litigation	17	First division degree in LLB from HEC recognized University/ DAI's	By Initial Appointment
51	Assistant Engineer	17	First division B.Sc. degree in Civil Engineering from a recognized University or equivalent qualification.	By Initial Appointment
52	Assistant Director Admission	17	First division Master's Degree from a recognized University or Degree awarding institute.	By Initial Appointment
53	Secretary to Vice Chancellor	17	First division Master's Degree from a recognized University or Degree awarding institute or DAI.	By Initial Appointment
54	Assistant Treasurer	17	First division degree (16 years education) in Business Administration (with specialization in Finance) or Commerce from HEC recognized University/ DAI's	By Initial Appointment
55	Assistant Director (QEC)	17	First division degree (16 years education) from HEC recognized University/ DAI's	By Initial Appointment
56	Assistant Director Planning & Development	17	First division degree (16 years education) from HEC recognized University/ DAI's	By Initial Appointment
57	Assistant Director Sports	17	First division degree (16 years education) in Health and Physical Education	By Initial Appointment
58	Assistant Provost	17	First division degree (16 years education) from HEC recognized University/ DAI's	By Initial Appointment
59	Junior Medial Officer	17	MBBS from a recognized Institution, with one year House Job experience in a recognized Hospital.	By Initial Appointment
60	Resident Warden	17	First division degree (16 years education) from HEC recognized University/ DAI's	By Initial Appointment
61	Administrative Officer	17	First division degree (16 years education) from HEC recognized University/ DAI's	By Initial Appointment
62	Auditor	17	First division (16 years education) in Business Administration with specialization in Finance); or Commerce from HEC recognized University/ DAI's OR In service SAS qualified officer served in Accountant General Office.	By Initial Appointment
63	Transport Officer	17	First division 16 years education in Automobile engineering/Mechanical Engineering or B.Tech (Hons) in Automobile/Mechanical Engineering from a recognized University or Degree awarding institute.	By Initial Appointment
64	Estate Officer	17	First division Master degree in Business Administration/ Economics /Commerce /LLB.	By Initial Appointment
65	Network Administrator /Network Eng./ System Administrator /Web Administrator/ Assistant Director IT	17	First Class Master Degree or equivalent qualification (16 years of Education) in Computer Science/ Information Technology from an HEC recognized University / institution	By Initial Appointment or By promotion

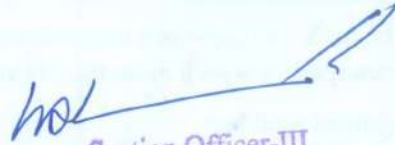
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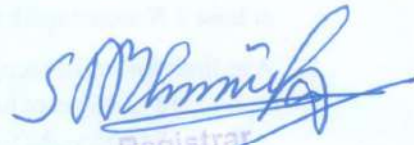
S. No.	Designation	BPS	Proposed statute	Method of Appointment
66	Assistant Director Sports	17	First Division degree (16 years education) in Health & Physical Education from HEC recognized University/ Institute	By Initial Appointment or By promotion
67	Assistant Director Works	17	First division in Bachelor of Engineering (Electrical) from HEC recognized University/ DAI's	By Initial Appointment or By promotion
68	Store Officer	17	First division Master's degree in Business Administration, Economics or First division Master's degree from HEC recognized University/ DAI's with 05 years relevant experience in a Government Department or an Autonomous Organization.	By Initial Appointment or By promotion
69	Procurement Officer	17	First division degree (16 years education) from HEC recognized University/ DAI's	By Initial Appointment or By promotion


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Ministerial, Technical, Support and Other Staff, Support Staff Appointment & Scales of Pay Statutes-2016


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Support Staff Appointment & Scales of Pay Statutes-2016

1. Title

These statutes shall be called Bacha Khan University, Charsadda Appointment & Scales of Pay of Ministerial, Technical, Support and Other Staff Statutes-2016

2. Composition of Staff

The Staff shall consist of four different Cadres as per following table and Schedules appended to these Statutes:-

1	Support Staff	Up to BPS-07
2	Ministerial Staff	BPS 11 – 17
3	Technical staff and others	BPS 03 – 16
4	Laboratory / Library staff	BPS 05 – 16
5	Any other	BPS 03 – 16

3. Appointment and Promotions of Staff

All Appointments by initial recruitment or promotion of staff in BPS-03 to 16 shall be made by the Vice-Chancellor on the recommendation of the Selection and Promotion Committee constituted by Syndicate. The Committee shall consist of at least 05 members including 02 members of the Syndicate and shall be headed by the Vice Chancellor.

4. Methods of Appointment

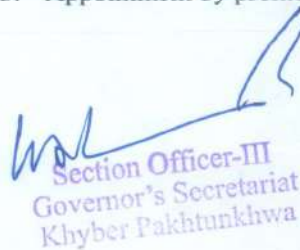
There shall be two methods of appointment:


5. Appointment by initial recruitment Conditions:

1. Initial recruitment shall be made through open competition after advertising the vacancies in at least 2 National daily newspapers as well as on the website of the university.
2. Age limit for initial recruitment shall be:
 - i. 18 to 45 years for employees in BPS 1-5; and
 - ii. 18 to 35 years for employees in BPS 6-16
 - iii. *Relaxation in upper age limit shall be granted as per rules of the Government.*
3. The contesting candidates shall require fulfilling the prescribed qualification and experiencing as laid down in these statutes.
4. Ten top most candidates in order of merit having qualified the Screening/Written test, where applicable, shall be shortlisted for interview before the Selection Committee for single vacancy and three candidates for each additional vacancy. The secured marks shall be counted for short-listing purposes as well as for evaluation.
5. All the short listed candidates shall be interviewed by the Selection Committee.
6. Evaluation of comparative merit shall be made in accordance with the quantification criteria as may be prescribed.

6. Appointment by Promotion

1. Appointment by promotion shall be made on the basis of seniority-cum-fitness.
2. Evaluation of comparative merit shall be made in accordance with the quantification criteria as may be prescribed.
3. Appointment by promotion shall be subject to the availability of post.


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4. The conditions for appointment by promotion of the employee shall be as under:
 - i. That he has completed the minimum length of service of three years in his present cadre.
 - ii. The cases of promotion shall be processed through the Selection Committee.
 - iii. That no major penalty has been imposed on him under the Efficiency & Discipline Statutes during the last three years.
 - iv. That the vacancy in the upper position exists.
 - v. That the three tier formula, as laid down in the Rules to be framed hereunder, shall be used for upward movement of the cadres for which service structure does not exist.

7. Allowances

1. **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 at the rates approved by the Syndicate as revised by the Syndicate from time to time, irrespective of where he resides,
Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.
- ii. In case of University accommodation, additional 5% of the basic pay will be charged for house maintenance.

2. **Conveyance Allowance**

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

3. **Medical Allowance**

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

4. **Integrated Allowance**

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

5. **Uniform Allowance**

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

6. **PhD Allowance**

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

7. **MPhil degree Allowance**

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

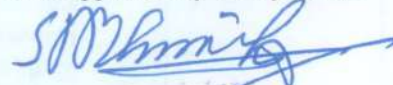
8. **Computer Allowance**

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

9. Any other allowance as approved by Syndicate.



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SCHEDULE – I

Ministerial, Technical, Support and other Staff

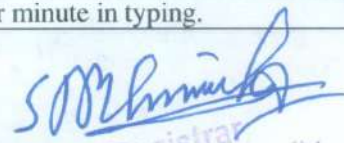
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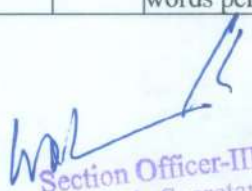
A. Ministerial Staff:

S #	Post	BPS	Qualification / Experience
1.	Junior Clerk/L.D.C	11	Matric in at least 2 nd division or equivalent qualification with a speed of 30 words per minute in typing and adequate computer literacy.
2.	Senior Clerk/U.D.C	14	Intermediate in at least 2 nd division with 4 years satisfactory service. Or Matric in at least 2 nd division with 6 years satisfactory service.
3.	Assistant/Office Assistant	16	Bachelor in at least 2 nd division with 9 years satisfactory service Or Matric in at least 2 nd division with 12 years satisfactory service in the University.
4.	Superintendent	17	Master's Degree in at least 2 nd division and 15 years satisfactory service with at least 5 years' service as Assistant in the University. OR Bachelor's Degree in at least 2 nd division and 17 years satisfactory service with at least 5 years' service as Assistant in the University. OR Intermediate in at least 2 nd division and 19 years satisfactory service with at least 5 years' service as Assistant in the University. OR Matric in at least 2 nd division and 21 years satisfactory service with at least 5 years' service as Assistant in the University.

B. Steno Typist / Stenographer / PA:

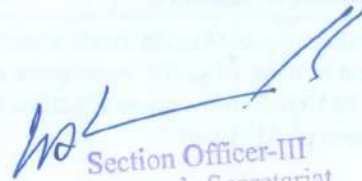
S.No.	Post	BPS	Qualification/ experience
1.	Steno typist	12	Bachelor's Degree in at least 2 nd division with a speed of 80 words per minute in Shorthand and 40 words per minute in Typing. Adequate knowledge of Computer in working MS Office (Certificate in Computer from a recognized Institution will be required).
2.	Stenographer	15	Bachelor's Degree in at least 2 nd division with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and 5 years' experience as Steno Typist. Adequate knowledge of Computer in using MS Office.
3.	PA	16	Master degree or equivalent (16 years education) with at least 45% marks/CGPA 2.0/4.00 or equivalent and 02 years relevant experience in a Govt/semi Govt/ autonomous organization and command on computer application (office automation tools and word processors with a speed of 100 words per minute in shorthand and 40 words per minute in typing OR Bachelor degree (14 years education) with at least 45% marks and 04 years relevant experience in a Govt/semi gov't/ autonomous organization and command on computer application (office automation tools and word processors with a speed of 100 words per minute in shorthand and 40 words per minute in typing.


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			OR Intermediate with at least 45% marks having 05 years relevant experience in a Govt/semi govt/ autonomous organization with a speed of 80 words per minute in shorthand and 35 words per minute in typing.
4	PS to Vice Chancellor	17	Bachelor's Degree in at least 2 nd division with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and at least 3 years' experience as Stenographer. or Master Degree in at least 2 nd Division with 40 words per minutes in typing and two years' experience in relevant field. Adequate knowledge of Computer in using MS Office.

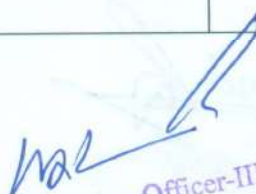

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C. Mosques Staff:

S.#	Name of Post	BPS	Qualification/ Experience
1	Khadim	2	Matric with basic Islamic knowledge and proficiency in Nazira or literate with 5 years relevant experience.
2	Muazzin	8	Certificate from any recognized Dar-ul-Uloom having completed funoon level courses. Sweet voiced person Hafiz of parts of Al-Quran.
3	Naib Imam/Naib Khateeb	11/09	Certificate in Daura-e-Hadith and Qirrat from a recognized Dar-ul-Uloom with 7 years relevant experience in a Mosque. Hafiz of parts of Al-Quran.
4	Pesh Imam	16	Sanad of Shahadat-ul-Alamia from a recognized Wifaq in at least 2 nd division and at least 10 years' experience as Imam/ Naib Imam in BPS-10/11 in a Mosque (New entrants shall be exempted of the bar of BPS). Hafiz of parts of Al-Quran. OR Certificate of Darse Nizami from a recognized Dar-ul-Uloom with 20 years' experience as Khateeb/ Imam in a Mosque.


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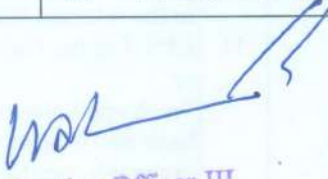
Schedule - II

Laboratory Staff*:

S. #	Existing Nomenclature of Post	Proposed Nomenclature of Post	BPS	Qualification/ Experience
1.	i. Laboratory Attendant ii. Field Man iii. Museum Attendant iv. Herbarium Attendant v. Animal Attendant vi. Store Attendant vii. Gasman viii. Gas Room Attendant ix. Lab. Technician	i. Laboratory Attendant ii. Field Attendant iii. Museum Attendant iv. Herbarium Attendant v. Field Attendant vi. Store Attendant vii. Laboratory Attendant viii. Laboratory Attendant ix. Laboratory Attendant	05	Matric with Science at least 2 nd division.
2.	i. Laboratory Assistant ii. Field Man iii. Museum Assistant iv. Herbarium Assistant v. Animal Assistant vi. Store Assistant vii. Gasman viii. Gas Room Assistant ix. Lab. Technician	i. Laboratory Assistant ii. Field Assistant iii. Museum Assistant iv. Herbarium Assistant v. Field Assistant vi. Store Assistant vii. Laboratory Assistant viii. Laboratory Assistant ix. Laboratory Assistant	07	Matric with Science and 5 year service in the relevant field in BPS-5 in the University. or F.Sc. in at least 2 nd Division (for fresh appointments) or F.Sc and 3 years' service in the relevant field in BPS-05 in the University.
3.	i. Sr. Laboratory Assistant ii. Sr. Field Man iii. Sr. Museum Assistant iv. Sr. Herbarium Assistant v. Sr. Animal Assistant vi. Sr. Store Assistant vii. Gasman viii. Sr. Gas Room Assistant ix. Sr. Lab. Technician	i. Sr. Laboratory Assistant ii. Sr. Field Assistant iii. Sr. Museum Assistant iv. Sr. Herbarium Assistant v. Sr. Field Assistant vi. Sr. Store Assistant vii. Sr. Laboratory Assistant viii. Sr. Laboratory Assistant ix. Sr. Lab. Assistant	11	Matric with Science and 3 years' service in the relevant field in BPS-07 or F.Sc. with 3 years' service in the relevant field in BPS-7 in the University. or Fresh appointee on F.Sc basis and 6 years' service in the relevant field in BPS-7 in the University.
4.	i. Laboratory Supervisor ii. Field Supervisor iii. Museum Supervisor iv. Herbarium Supervisor v. Animal Supervisor vi. Store Supervisor vii. Gasman viii. Gas Room Supervisor ix. Lab. Technician	i. Laboratory Supervisor ii. Field Supervisor iii. Museum Supervisor iv. Herbarium Supervisor v. Field Supervisor vi. Store Supervisor vii. Laboratory Supervisor viii. Laboratory Supervisor ix. Laboratory Supervisor	14	03 Years' Service in the relevant field in BPS-11 in the University. or B.Sc with 02 Years' Service in the relevant field in BPS-11 in the University.

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S. #	Existing Nomenclature of Post	Proposed Nomenclature of Post	BPS	Qualification/ Experience
5.	i. Laboratory Superintendent ii. Field Superintendent iii. Museum Superintendent iv. Herbarium Superintendent v. Animal Superintendent vi. Store Superintendent vii. Gasman viii. Gas Room Superintendent ix. Lab. Technician	i. Laboratory Superintendent ii. Field Superintendent iii. Museum Superintendent iv. Herbarium Superintendent v. Field Superintendent vi. Store Superintendent vii. Laboratory Superintendent viii. Laboratory Superintendent ix. Lab. Superintendent	16	03 Years' service in the relevant field in BPS-14 in the University. or B. Sc with 02 years' experience in the relevant field in BPS-14 in the University.
6.	i. Sr. Laboratory Superintendent ii. Sr. Field Superintendent iii. Sr. Museum Superintendent iv. Sr. Herbarium Superintendent v. Sr. Animal Superintendent vi. Sr. Store Superintendent vii. Sr. Gasman viii. Sr. Gas Room Superintendent ix. Sr. Lab. Technician	i. Sr. Laboratory Superintendent ii. Sr. Field Superintendent iii. Sr. Museum Superintendent iv. Sr. Herbarium Superintendent v. Sr. Field Superintendent vi. Sr. Store Superintendent vii. Sr. Laboratory Superintendent viii. Sr. Laboratory Superintendent ix. Sr. Lab. Superintendent	17	5 years' service in relevant field in BPS-16 in the University or M.Sc. 3 years' service in the relevant field in BPS-16 in the University.


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Schedule - III


Technical* & Other Staff:

S#	Name of Post	BPS	Qualification
1	Accountant/Superintendent accountant	16	MBA / M. Com in at least 2 nd division from a recognized university OR BBA /B.Com in at least 2 nd division from a recognized university with 03 years' experience in the relevant field.
2	Assistant Warden (Female)	16	Master's Degree/LLB in at least 1 st division from a recognized University OR equivalent degree with 03 years' experience in Hostel management and Administration.
3	Book Binder	05	Matric in at least 2 nd division with 2 years' experience in the binding work OR literate with 10 years' experience in the relevant field.
4	Calligrapher	11	Bachelor's Degree in at least 2 nd division from a recognized University with high-level skill in Calligraphy and three years relevant experience.
5	Cane Maker	05	Matric in at least 2 nd division with 2 years' experience in the relevant field OR literate with 10 years' experience in the relevant field.
6	Caretaker (Grave yards)	02	Matric in at least 2 nd division OR Literate with 5 years relevant experience.
7	Caretaker (Guest House)	16	Master's Degree/ LLB in at least 1 st division from a recognized University with 2 years relevant experience OR Bachelor's Degree in at least 2 nd Division from a recognized University with 4 years relevant experience.
8	Carpenter	05	Matric in at least 2 nd division with Certificate from a recognized Institution with 2 years relevant experience OR literate with 10 years' experience in the relevant field.
9	Cartographer	16	MSc in Geography in at least 1 st division from a recognized University OR Bachelor's Degree with Geography in at least 2 nd division from a recognized University and 3 years' experience in the relevant field.
10	Cataloguer	17	Master's Degree in Library & Information Sciences in at least 1 st division from a recognized University OR Bachelor Degree in Library & Information Sciences in at least 2 nd division from a recognized University with 3 years' experience of Library work.
11	Cleaner / Conductor	02	Matric in at least 2 nd division OR literate with 5 years relevant experience.
12	Compounder	07	Matric with Science in at least 2 nd division and Dispenser certificate from a recognized Institution with 3 years' experience.
13	Assistant IT Officer/Computer Operator	16	Second Class Bachelors' Degree from a recognized University. A speed of 40 words per minute in typing with DIT diploma from Board of Technical Education, Peshawar OR BCS/BIT degree from a recognized University having speed of 40 words per minute in typing.
14	Computer/ Electronic Technician	05	Matric with at least 2 nd division with Certificate Course in Computer from a recognized Institution
15	Computer Technician	13	Diploma of Associate Engineer in Electronics in at least 2 nd division from a Polytechnic Institute and one year Diploma in Computer Science from a Technical Board with five years' experience in the relevant field.
16	Coolie	02	Matric in at least 2 nd division OR literate with 5 years' experience in the relevant field.
17	Curator	16	Master's Degree in at least 2 nd division from a recognized University OR Bachelor's Degree in at least 2 nd division from a recognized University with 5 years' experience in the relevant field.

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S#	Name of Post	BPS	Qualification
18	Dai	02	Matric in at least 2 nd division with Traditional Birth Attendant (TBA) Course (one year) from the Health Department OR literate with Traditional Birth Attendant (TBA) Course (one year) from the Health Department with 5 years relevant experience.
19	Dispenser	07	Matric Science in at least 2 nd division with Dispenser Certificate and 3 years' experience in the relevant field.
20	Driver	05	Matric in at least 2 nd division with a valid HTV/LTV license and having 5 years' experience of driving heavy transport OR Literate with a valid HTV/LTV license and having 10 years' experience of driving heavy transport.
21	Duplicating Machine Operator	02	Matric in at least 2 nd division with 2 years' experience in the relevant field OR literate with 7 years relevant experience.
22	Electrician	05	Matric in at least 2 nd division with Electrician's Certificate from a recognized Institution and 2 years relevant experience OR literate with 10 years' experience as electrician.
23	Senior Electrician	07	Matric in at least 2 nd division with Electrician's Certificate from a recognized Institution and 7 years relevant experience OR literate with 15 years' experience as electrician.
24	Electricity Supervisor	11	Matric in at least 2 nd division with Diploma in Electrical Technology from a recognized Institute. At least 03 years practical experience of repair, maintenance and handling of electric supply lines/equipment.
25	Driver Helper	04	Matric in at least 2 nd division with HTV/LTV driver license OR literate with HTV/LTV driver license and 5 years' experience in the relevant field.
26	Inker	05	Matric in at least 2 nd division with 2 years' experience in the relevant field OR literate with 10 years' experience in the relevant field.
27	Instrument Mechanic/ Mechanic	10	Matric in at least 2 nd division with 3 years Diploma in Electrical/ Mechanical Engineering in at least 2 nd division.
28	Draftsman	11	Matric in at least 2 nd division with Diploma in Architecture OR Diploma in Draftsmanship in at least 2 nd division from a Polytechnic Institute with 2 years relevant experience.
29	Lady Health Visitor	09	Matric with Science in at least 2 nd division. 2 years LHV Course from Public Health Centre recognized by nursing council.
30	Library Assistant	11	Bachelor of Library & Information Sciences in at least 2 nd division from a recognized University with three 3 years relevant experience OR Diploma in Library Science from a recognized Institute/ University with 5 years relevant experience.
31	Library Attendant	05	Intermediate in at least 2 nd division OR Matric with 03 years relevant experience in a Library.
32	Lineman	05	Matric in at least 2 nd division with Electrician Certificate from a recognized Institute and 2 years relevant experience.
33	Machine Man	05	Matric in at least 2 nd division with 2 years' experience in the trade and knowledge of machinery OR literate with 10 years relevant experience.
34	Machine Operator	05	Matric in at least 2 nd division with knowledge of machinery and 2 years relevant experience OR literate with knowledge of machinery and 10 years relevant experience.


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S#	Name of Post	BPS	Qualification
35	Mail Rider	05	Matric in at least 2 nd division with LTV driving license and two years relevant experience.
36	Media Officer	16	Master Degree in Journalism/Mass Communication with 5 years relevant experience.
37	Mason	05	Matric in at least 2 nd division with 2 years' experience in Masonry OR literate with 10 years' experience in Masonry.
38	Mate	02	Matric in at least 2 nd division OR literate with 5 years' experience in the relevant field.
39	Meter Inspector	07	Intermediate in at least 2 nd division with 3 years relevant experience.
40	Meter Reader	05	Matric in at least 2 nd division and 2 years relevant experience.
41	Nursery Teacher	16	Bachelor's Degree in at least 2 nd division from a recognized University with B.Ed. in at least 2 nd division from a recognized University. Preference will be given to those having experience in child development.
42	Oriental Assistant	11	Dars-e-Nizami or Farigh-ul-Tehsil from Wafaq-ul-Madaris Pakistan. Preference will be given to those who: Hold Bachelor of Library & Information Sciences degree from a recognized University. Have command over oriental languages i.e. Arabic, Urdu, Pashto and Persian.
43	Painter/plumber	02	Matric in at least 2 nd division with 2 years' relevant experience OR literate with 10 years' relevant experience
44	Photograms	11	MSc in Geography in at least 2 nd division from a recognized University OR BSc in at least 2 nd division with Geography from a recognized University with Certificate/ Diploma in remote sensing and 3 years' experience in the relevant field.
45	Photographer	11	Matric in at least 2 nd division Certificate in Photography from a recognized Institute Three years' experience in Portrait/ Landscape photography with appropriate knowledge and practice of commercial photography.
46	Picker	02	Matric in at least 2 nd division OR literate with 5 years' experience in the relevant field.
47	Pipe Fitter	05	Matric in at least 2 nd division with 2 years' experience in the relevant field OR literate with 10 years' experience in the relevant field.
48	Press Man	09	Matric in at least 2 nd division with 10 years' experience in Composing and printing/ plate copy and copy pasting. ii. Working knowledge of Word Processing.
49	Proof Reader	05	Matric in at least 2 nd division with experience of proof reading in a reputable press.
50	Coach	16	Master in Physical Education (MPED) in at least 2 nd division with Coaching Certificate from a recognized Sports Board / Pakistan Cricket Board (PCB) in case of Cricket only.
51	PTI	14	Intermediate in at least 2 nd division with Junior Diploma in Physical Education.
52	Qari	12	Matric in at least 2 nd division Sanad in Qirat-wa-Tajweed from a recognized Madrassa. AT least 7 years Teaching experience at secondary School / College / University level.

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S#	Name of Post	BPS	Qualification
			Preference will be given to experience at higher-level Qirat / Teaching.
53	Research Assistant	11	MA/MSc in at least 2 nd division from a recognized University OR Bachelor's degree in at least 2 nd division from a recognized University with 3 years relevant experience in literary/Research organizations.
54	Rock Cutter	07	Matric in at least 2 nd division with three years' experience in a thin Section preparation laboratory in a Geological organization. Persons with higher qualification will be preferred.
55	Sanitary / Sui Gas Fitter	05	Matric in at least 2 nd division with certificate in plumbing and 2 years professional experience OR literate with 10 years relevant experience.
56	Security Officer	16	Master in Public Administration/ LLB in at least 2 nd division from a recognized University
57	Senior Technician	13	Three years diploma in Electronics in at least 2 nd division and one year diploma in Computer Science from a Technical Board with five years practical experience in the relevant field.
58	Storekeeper	07	Bachelor's degree in at least 2 nd division from a recognized University with one year relevant experience OR Intermediate in at least 2 nd division with 2 years relevant experience OR Matric in at least 2 nd division with 3 years relevant experience in Store keeping.
59	Studio Assistant	11	Master of Fine Arts in at least 2 nd division from a recognized University OR Bachelor of Fine Arts in at least 2 nd division from a recognized University with 3 years relevant experience. Knowledge of Computer in working MS Word and MS Excel (Certificate in Computer from a recognized Institution will be required).
60	Sub-Engineer	14	Three years Diploma in Civil/Electrical Engineering with 3 years relevant experience.
61	Taxidermist	11	MSc in Zoology in at least 2 nd division from a recognized University OR BSc in Zoology in at least 2 nd division from a recognized University and 3 years relevant experience.
62	Telephone Operator	11	Matric in at least 2 nd division with 3 years' experience as Jr. Telephone Operator.
63	Tanner	02	Matric in at least 2 nd division with 2 years' experience in the relevant field OR literate with 5 years' experience in the relevant field.
64	Tube Well Greaser	02	Matric in at least 2 nd division OR literate with 5 years' experience in the relevant field.
65	Tube-Well Operator	05	Matric in at least 2 nd division with 2 years' experience in Operating Tube-Wells OR literate with 10 years' experience in Operating Tube-Wells.
66	Transport Supervisor/Security supervisor	11	Matric in at least 2 nd division with 05 years relevant service in BPS-07 or equivalent.
67	Weaving Technician	05	Matric in at least 2 nd division OR equivalent qualification and two years' experience in Weaving of Woolen Fabrics.
68	Welder	05	Matric in at least 2 nd division with Electrician's certificate from a recognized Institute and 2 years relevant experience OR literate with 10 years' experience in the relevant field.
69	Wireman	05	Matric in at least 2 nd division Electrician's certificate from a recognized Institute and 2 years' experience in the relevant field.
70	Work Mistry	05	Matric in at least 2 nd division with 2 years' experience in the relevant field OR literate with 10 years' experience in the relevant field.
71	Gymnasium Attendant	05	Matric in least 2 nd division.

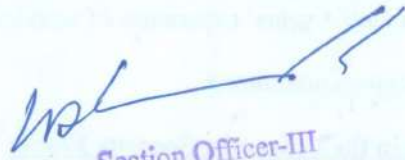
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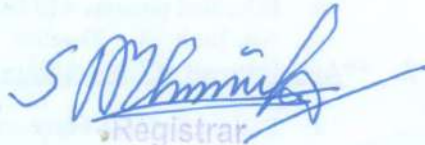
Support Staff Appointment & Scales of Pay Statutes-2016

S#	Name of Post	BPS	Qualification
72	Photocopier	05	Matric in least 2 nd division with relevant experience

- i. Appointment of Class-IV Technical Staff shall be made initially in BPS-3 and considered at par with other Class-IV employees with regard to award of higher pay scales BPS-3 & 4 on completion of prescribed length of service.
- ii. The technical staff (matriculate with 2nd division) in BPS-5 shall be awarded BPS-7 after rendering 3 years' service and non-matric be placed in BPS-7 after 5 years' service subject to prescribed selection procedure.
- iii. Technical staff (matriculate with 2nd division) shall be awarded BPS-11 after rendering 3 years' service in BPS-7 and non-matric be placed in BPS-11 after rendering 5 years' service in BPS-7 subject to prescribed selection procedure.
- iv. Technical staff (matriculate with 2nd division) in BPS-11 shall be awarded BPS-14 after rendering 3 years' service and non-matriculate be placed in BPS-14 after rendering 5 years' service in BPS-11 subject to prescribed selection procedure.
- v. Technical staff (matriculate with 2nd division) shall be awarded BPS-16 after rendering 5 years' service in BPS-14 subject to prescribed selection procedure.
- vi. Technical staff directly appointed in BPS-9 shall be awarded BPS-11 on completion of 7 years' service in BPS-9, and BPS-14 on completion of 5 years' service in BPS-11, and BPS-16 on completion of 5 years' service in BPS-14, subject to prescribed selection procedure.
- vii. Technical Staff directly appointed in BPS-11, shall be awarded BPS-14, after rendering 10 years' service in BPS-11 subject to prescribed selection procedure.
- viii. KPO's / Computer Operators / DEO's/Assistant IT Officers and Accountants directly appointed in BPS-16, shall be awarded BPS-17, after rendering 5 years' service in the University provided they are Graduate(at least 2nd division) from recognized institutions
- ix. *Provided further in case of up gradation to BPS-16, shall be awarded BPS-17 after rendering 05 years' service, if they are Graduate (at least 2nd Division).*
- x. technical staff directly appointed in BPS-12 shall be awarded BPS-16 on completion of 10 years' service in BPS-12 subject to prescribed selection procedure.
- xi. technical staff directly appointed in BPS-13 shall be awarded BPS-16 after rendering 7 years' service in BPS-13 subject to prescribed selection procedure.
- xii. technical Staff directly appointed in BPS-14 shall be awarded BPS-16, after rendering 5 years' service in BPS-14 subject to prescribed selection procedure.
- xiii. After rendering 7 years' service in BPS-13 as Computer Technician and Senior Technician, the technical staff shall be awarded BPS-16 subject to prescribed procedure.



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Schedule - IV

A. Sanitation Staff:

Post	BPS	Qualification
Sweeper / Drain	03	Matriculate in at least 2 nd division with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field.
Coolie	04	Matriculate in at least 2 nd division with 15 years satisfactory service OR Literate with 20 years satisfactory service in the relevant field.
	05	Matriculate in at least 2 nd division with 20 years satisfactory service OR Literate with 25 years satisfactory service in the relevant field.

B. Class-IV Staff:

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

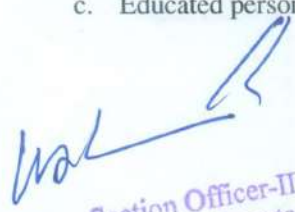
Provided that Class-IV staff shall include Aya, Naib Qasid/ Qasid, Daftari, Bearer/ Head Bearer, Water Carrier, Assistant Cook, Cook/Head Cook*, Khadim, Mali, Chowkidar**, Havildar/ Jamadar Chowkidar, security guard/senior security guard and other staff included in the Technical Criteria.

1. *Appointment of Assistant Cooks / Cooks:

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

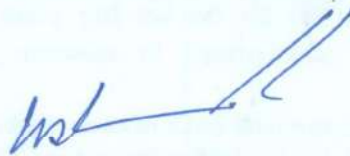
2. **Appointment of Chowkidars in the University Security Force:

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

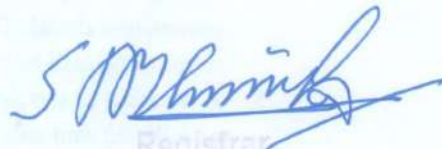

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**Meritorious Professors
Basic Pay Scales-22, Statutes-2016**



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Meritorious Professors Basic Pay Scales-22, Statutes-2016

1. Title

These Statutes shall be called Bacha Khan University, Charsadda Meritorious Professor Basic Pay Scale-22 Statutes-2106.

2. Provision of Posts

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

3. Eligibility

1. Minimum service in BPS-17/equivalent and above should be 20 years.
2. Only those Professors who have served at least for 05 (five) years in BPS-21 in the University with PhD degree/equivalent terminal degree as determined by HEC.
3. Should have five (5) research publications in the past 5 years with at least three (3) research publications in the past 2 years in HEC recognized journals.
4. Must have produced two PhDs or one PhD and five (5) MPhil in the last 5 years.

4. Procedure of Promotion

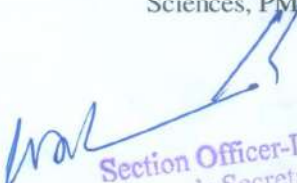
1. Requirement for advertisement of posts as provided in the relevant section of the University Act will be dispensed with.
2. Each eligible University Professor shall be invited to submit papers for consideration by the Special Selection Board (permanent members of the Selection Board, one representative of Chairperson, HEC and one representative of Chancellor) for the award of BPS-22.
3. The Vice Chancellor shall prepare the cases of Professors in BPS-21 for the award of BPS-22 and present the record of each such Professor on the proforma designed for this purpose, and approved as a part of the Statutes along with (a) Annual Confidential Reports (ACRs) for the last five years, and (b) a resume of the Professor and his/her achievements in research, teaching and educational administration.
4. The University shall calculate total score of each eligible applicant according to the parameters detailed in Clause 6 (Grading Procedure). Those who secure a minimum score of 60 will be presented before the S.B. for consideration.
5. A meeting of the Special Selection Board shall be called to consider cases for award of BPS-22 and the recommendations shall be placed before the Syndicate. Finally, the recommendations of the Syndicate shall be sent to the Senate for approval.
6. The grant of BS-22 will be effective from the date of approval of the Senate.

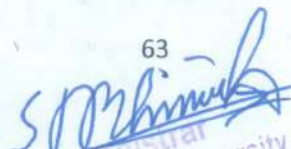
5. Grading Procedure (Total 100 marks) (Proforma Appended as A to E)

1. Length of service (maximum 15 marks)
2. 3 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 5 (five) years in BPS-21, subject to a maximum of 15 marks.

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


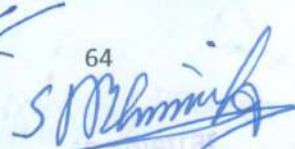
1. 2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index.
2. 0.5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).


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3. 2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.
 4. 2 marks per book authored or edited internationally, subject to a maximum of 4 marks.
 5. 1 mark per book authored or edited locally, subject to a maximum of 2 marks.
- 7. Academic Performance (maximum 30 marks)**
1. No. of M.Phil.* produced 1 mark per M.Phil. maximum of 6 marks
 2. No. of Ph.D. produced 5 marks per Ph.D., maximum of 15 marks M.Phil. or equivalent qualification of 18 years of schooling with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree.
 3. Research Grant Awards (3 Marks for 1 million and 5 marks for more than 1 million) as Principal Investigator (other than the research grants given by the university).
- 8. Awards/Honors (maximum 6 marks)**
1. National Awards (Civil/ President) 2 marks per award maximum of 4 marks
 2. International Awards/ Honors, 2 marks per award recognized by HEC maximum of 4 marks
 3. HEC Best Teacher Award, 1 mark per award Izaz-e-Kamal / Izaz-e-Fazeelat maximum of 4 marks
- 9. Post-Ph.D. Qualification (maximum 5 marks)**
1. Two marks for 6 months to 1 year post doctorate at foreign University/ Institute to a maximum of 4 marks
 2. 5 marks for one year or more post-doctorate at foreign institute/university.
- Note: Only Post-doctorate of at least 6 months duration will be counted.*
- 10. Annual Confidential Reports (maximum 10 marks)**
1. Outstanding 2.0 marks
 2. Excellent 1.5 marks
 3. Good 1.0 mark
- Note:**
- I. Sum score of ACRs for the last 5 years shall be taken into account.
 - II. Top 3 categories irrespective of nomenclature shall be considered.
 - III. In case the candidate is a serving Vice Chancellor, ACRs of the last five years preceding to his appointment as Vice Chancellor shall be considered.
- 11. Educational Administration (maximum 10 marks)**
1. Vice Chancellor: 4 marks per year up to maximum of 10 marks
 2. Pro-Vice Chancellor: 3 marks per year up to maximum of 8 marks
 3. Dean 2 marks per year up to maximum of 6 marks
 4. Principal of Constituent College/Chairperson of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks
- 12. General Provisions**
1. In case of numbers in fraction, then 0.50 or above shall be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).
 2. A Professor appointed as Vice Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he/she relinquishes the charge of the office of Vice Chancellor, provided he/she has completed one tenure of three years as Vice


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Chancellor and has been a regular Professor in a Public Sector University prior to his/her appointment as Vice Chancellor. The personal grade so granted to him/her shall not be counted towards the 12.5 % quota of BPS-22.

3. Award of BS-22 to a Professor shall be personal to him and there should be no need to upgrade the post. He will carry the scale in the event of his transfer to another post.

APPENDIX - A Details of Length of Service Maximum Marks: 15

Designation of Post Held	Pay Scale	Appointment Held		Calculation		Marks Scored
		From	To	Years	Months	
	BS-17					
	BS-18					
	BS-19					
	BS-20					
	BS-21					
	BS-22					

Explanation for Awarding Marks:

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

Research Publications Maximum Marks: 30

6.2	Research Publications: Papers/books/monograph/patents /Crop varieties (approved) (maximum 30 marks).	Marks Admissible
6.2.1.	2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index.	
6.2.2.	0.5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).	
6.2.3.	2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.	
6.2.4.	2 marks per books authored or edited internationally, subject to a maximum of 4 marks.	

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6.2.5.	1 mark per book <i>authored</i> or edited <i>locally</i> , subject to a maximum of 2 marks.	
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APPENDIX - C

MISCELENEOUS
Maximum Marks: 55

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

S.#.	Description of Entitlement of Marks	At credit of Professors:	Marks Admissible
6.3	Academic Performance (maximum 30 marks)		
6.3.1.	No. of M.Phil.* produced 1 mark per M.Phil., maximum of 6 marks		
6.3.2.	No. of Ph.D. produced 5 marks per Ph.D., maximum of 15 marks *M.Phil.or equivalent qualification of 18 years of schooling with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree.		
6.3.3.	Research Grant Awards (3 Marks for less than 1 million and 5 marks for more than 1 million) as Principal Investigator (other than the research grants given by the university).		
6.3.4.	Awards/Honors (maximum 6 marks)		
6.3.4.1	National Awards (Civil/President) 2 marks per award maximum of 4 marks		
6.3.4.2	International Awards/Honours, 2 marks per award recognized by HEC maximum of 4 marks		
6.3.4.3.	HEC Best Teacher Award, 1 mark per award maximum Izaz-e-Kamal of 4 marks Izaz-e- Fazeelat		
6.4	Postdoc (maximum 5 marks).		
6.4.1.	Two marks for a 6 months to 1 year post doctorate at foreign University/ Institute to a maximum of 4 marks		
6.4.2	5 marks for one year or more post-doctorate at foreign institute/university.		
	Note: Only Post-doctorate of at least 6 months duration will be counted.		
S.#.	Description of Entitlement of Marks	At credit of Professors:	Marks Admissible
6.5	Annual Confidential Reports (maximum 10 marks)		
6.5.1.	Outstanding 2.0 marks		
6.5.2.	Excellent 1.5 marks		
6.5.3.	Good 1.0 mark		
NOTE			
1.	Sum score of ACRs for the last 5 years shall be taken into account.		
2.	Top 3 categories irrespective of nomenclature shall be considered.		
3.	In case the candidate is a serving Vice Chancellor, ACRs of the last five years preceding to his appointment as Vice Chancellor shall be considered.		
6.6	Educational Administration (maximum 10 marks)	See Appendix-D	

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6.6.1	Vice Chancellor: 4 marks per year up to maximum of 10 marks		
6.6.2	Pro Vice Chancellor: 3 marks per year up to maximum of 8 marks		
6.6.3	Dean 2 marks per year up to maximum of 6 marks		
6.6.4	Principal of Constituent College/Chairperson of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks		
6.7	General provisions		
6.7.1	In case of numbers in fraction, then 0.50 or above shall be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).		
6.7.2.	A Professor appointed as Vice Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he/she relinquishes the charge of the office of Vice Chancellor, provided he/she has completed one tenure of three years as Vice Chancellor and has been a regular Professor in a Public Sector University prior to his/her appointment as Vice Chancellor. The personal grade so granted to him/her shall not be counted towards the 12.5 % quota of BPS-22.		
6.7.3	Award of BS-22 to a Professor shall be personal to him and there should be no need to upgrade the post. He will carry the scale in the event of his transfer to another post.		

APPENDIX - D Educational Administration Maximum Marks: 10

Type	Period	
	From	To
Vice Chancellor: 4 marks per year up to maximum of 10 marks		
Pro Vice Chancellor: 3 marks per year up to maximum of 8 marks		
Dean 2 marks per year up to maximum of 6 marks		
Principal of Constituent College/Chairperson of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks		

Note: It is clarified that person working on more than one administrative job simultaneously will be graded only for the job carrying higher marks

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Meritorious Professors Basic Pay Scales-22, Statutes-2016

APPENDIX - E

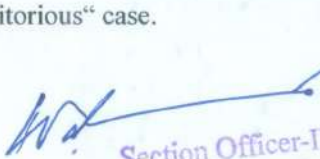
Overall Grading

Name of Professor: _____

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


Particulars of Professors Proposed for Grant of BS-22:


1. Name of the Professor _____
2. Date of Birth. _____
3. Qualification including technical qualification possessed by the Professor. _____
4. Present Posting. _____
5. Date of regular appointment to a post in BS-21. _____
6. Total length of service in post in Basic Pay Scale 17 and above possessed by the Professor (Appendix-A). _____
7. Analysis of Confidential Reports (Appendix-B). _____
8. Overall grading (Appendix -F). _____
9. State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration. _____
10. State the reasons for which his case is considered to be a "Special Meritorious" case. _____


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Professor Emeritus Statutes- 2016

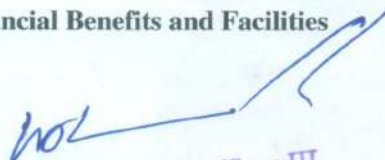

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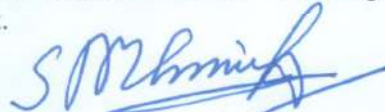
Professor Emeritus Statutes-2016

1. **Title**
These Statutes shall be called Bacha Khan University, Charsadda Professor Emeritus Statutes-2106.
2. **Eligibility Criteria and Terms & Conditions for Appointment of Professor Emeritus in the Universities**
 - 1) **Provision of Posts**
The number of Professor Emeritus to be appointed is to be decided by the respective University depending on its size and excellence/expertise.
3. **Eligibility**
 1. University Senate may confer status of an Emeritus Professor to a retired Meritorious Professor or tenured status in recognition of his/her scholarship and service to university education who has served University or a constituent institute or a Centre of Excellence of the University for minimum period of 10 years as Professor.
 2. Vice-Chancellors, if he/she was a Professor of a University and retired after completing at least one full tenure as per the Act as Vice-Chancellor in Parent University or in any other public sector University, shall be conferred the status of Professor Emeritus in the parent university.
4. **Procedure**
All cases of the eligible retired Meritorious Professors of the university at that time will be placed before the Syndicate for consideration.
5. **Terms & Conditions**
 1. Whereas the conferment of Professor Emeritus status will be for life time, the financial benefits will be for maximum period of 10 years from the date of conferment.
 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, will have the following responsibilities:
 4. Mandatory presence on campus for three working days a week.
 5. Provide guidance or continue research with faculty and/or students.
 6. Postgraduate student's supervision
 7. Seminars and/or writing or textbooks in the field of his/her specialization.
6. **Procedure**
 1. All cases of the eligible retired Meritorious Professors of the university at that time will be placed before the Senate for consideration
 2. "Proforma" means the Proforma appended to the Statutes.
 3. "Professor Emeritus" means the Professor Emeritus who retires from the University service in BS-21 or BS-22 and is given the status of Professor Emeritus by the Senate.
 4. "Chancellor" means the Chancellor of the University.

Note: All other expressions herein used shall have the same meaning as assigned to them in Section 2 of the Act.
7. **Financial Benefits and Facilities**

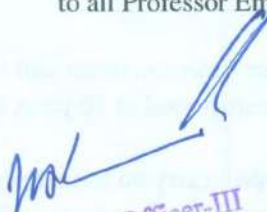

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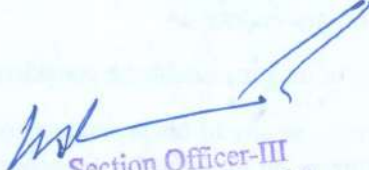
Professor Emeritus Statutes-2016


1. The honorarium of a "Professor Emeritus having served as Vice Chancellor for a minimum period of three years' shall be consolidated amount of Rs.135, 000 per month (all Inclusive).
2. The honorarium of a "Professor Emeritus retired' in BPS-22" shall be the consolidated amount of Rs.112,000 per month (all inclusive).
3. The honorarium of "Professor Emeritus retired in BPS-21" shall be the consolidated amount of Rs.90,000 per month (all inclusive).
4. The Professors Emeritus shall be eligible to draw financial benefits for a period of ten years.
5. Professor Emeritus during his tenure in university when gets himself engaged in another paid job/assignment shall be eligible for payment of honorarium for the remaining eligible period on resumption of his service as Professor Emeritus.
6. Honorarium for Professor Emeritus shall be enhanced in proportion to the increase in salary of the BPS employees by the Government of Pakistan.
7. Such facilities and services as exist in the University for Teachers to carry on his intellectual pursuits shall be open to the Professor Emeritus.
8. Professor Emeritus shall be treated at par with other University Professors on ceremonial occasions, without conferring any right on him to contest/vote elections to various university statutory bodies.
9. Furnished office along with Telephone facility at par with Professor will be provided to all Professor Emeritus


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Employees Efficiency and Discipline Statutes-2016


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Employees Efficiency and Discipline Statutes-2016

Title


These Statutes shall be called Bacha Khan University Charsadda Employees Efficiency & Discipline Statutes-2016

Grounds of Penalty

- 1 Where an employee, in the opinion, based on cogent reasons to be recorded, by the Authorized officer, or, Authority, as the case may be:
- (a) is inefficient or has ceased to be efficient; or
 - (b) is guilty of plagiarism; or
 - (c) is guilty of misconduct; or
 - (d) is corrupt, or may reasonably be considered as corrupt because;
 - i he is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
 - ii he has assumed a style of living beyond his ostensible means; or
 - iii he has a persistent reputation of being corrupt corroborated with cogent evidence
 - e. is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his retention in service is, therefore, prejudicial to the national security; shall be liable to be proceeded against under these statutes and one or more of the penalties, hereinafter mentioned may be imposed on him by the Authority or Authorized Officer, as the case may be.
 - f. Entered into plea bargaining under any law for the time being in force and has returned the assets or gains acquired through corruption or corrupt practices voluntarily.

Penalties

- 2 (1) The following are the minor and major penalties;
- (a) Minor penalties:
 - i. Censure;


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Employees Efficiency and Discipline Statutes-2016

- ii. with-holding, for a specified period, promotion or increment, otherwise than for unfitness for promotion subject to a maximum of three years or financial advancement, in accordance with the Statutes, or orders pertaining to the service or post; and
- iii. recovery from pay of the whole or any part of the pecuniary loss caused to the University by negligence or breach of orders.

(b) Major penalties:

- i. "Reduction to a lower post, or pay scale or to a lower stage in a time scale which shall in no case for a maximum period of three years:

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

- ii. compulsory retirement;
- iii. removal from service; and
- iv. dismissal from service.

Explanation

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

Inquiry Procedure

- 3 (1) Where an employee is accused of corruption, subversion or misconduct, the Authorized Officer may require him to proceed on leave or, with the approval of the Authority, suspend him;

provided that any continuation of such leave or suspension shall require the approval of the Authority after every 90 days.

Employees Efficiency and Discipline Statutes-2016

- (2) The Authority shall decide whether, in the light of facts of the case or the interests of justice, an inquiry should be conducted through an Inquiry Officer or Committee. If he so decides, the procedure indicated in the section, "Procedure to be observed by the Authorized Officer and Inquiry Officer/Committee" of these Statutes.

Provided that in case of complaint on account of Plagiarism, procedure laid down in the Section, "Procedure to be observed when complaint is received on account of plagiarism" of these statutes.

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

- (a) by order in writing inform defendant of the action proposed to be taken against him and the grounds of the action; and
(b) give him a reasonable opportunity of showing cause against that action:

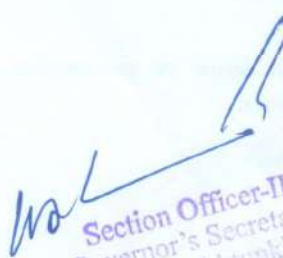
Provided that no such opportunity shall be given where the Authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such an opportunity;


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

- (4) On receipt of the report of the Inquiry Officer/Committee, as the case may be or where no such officer or committee is appointed, on receipt of the explanation of the defendant, if any, the Authorized Officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he shall pass order accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Authority along with the charge and statement of allegations served on the defendant, the explanation of the defendant, the findings of the Inquiry Officer/Committee and his own recommendation regarding the penalty to be imposed. The Authority shall pass order as it may deem proper.

Procedure to be observed by the Authorized Officer, Inquiry Officer/Committee

- 4 (1) Where an Inquiry Officer/Committee is appointed, the Authorized Officer shall:
- (a) frame a charge sheet and statement of allegations and communicate it to the defendant, explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration;


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(b) require the defendant within a reasonable time, which shall not be less than fourteen days from the day the charge has been communicated to him, to put in a written defense, and to state at the same time whether he desires to be heard in person.

(2) The Inquiry Officer/Committee shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the defendant as may be considered necessary and the defendant shall be entitled to cross examine the witnesses against him.

The Inquiry Officer/Committee shall within one month of the conclusion of the proceedings submit its findings to the Authorized Officer.

(3) Where the Inquiry Officer/Committee, is satisfied that the defendant is hampering, or attempting to hamper, the progress of the inquiry, he or it shall administer a warning, and if thereafter it is satisfied that the defendant is acting in disregard of the warning, he/it shall record a finding to that effect and proceed to complete the inquiry in such manner as it thinks best suited to do substantial justice;

(4) Order of Authority

While imposing a penalty under these Statutes, the Authorized Officer, or the Authority, as the case may be, shall ensure that the penalty corresponds to the degree of involvement of the defendant with particular reference to the nature of guilt, i.e., corruption, negligence, inefficiency, plagiarism or misconduct, and shall make a judicious decision, according to the facts of the case and the extent of involvement of the defendant in it.

Provided that if the Authorized Officer or the Authority is not in agreement with the findings of the Inquiry Officer or Inquiry Committee as the case may be, he may order a fresh enquiry through another Inquiry Committee as deemed appropriate.

(5) Procedure in case of willful absence

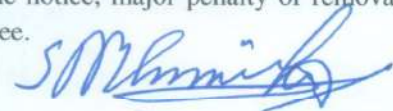
Notwithstanding anything to the contrary contained in these rules, in case of willful absence from duty by an employee for seven or more days, a notice shall be issued by the competent authority through registered acknowledgement on his home address directing him to resume duty within fifteen days of issuance of the notice. If the same 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. On expiry of the stipulated period given in the notice, major penalty of removal from service may be imposed upon such employee.

Powers of Inquiry Committee



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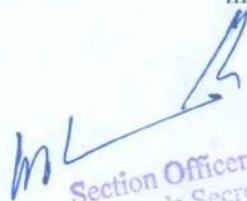
Employees Efficiency and Discipline Statutes-2016

- 5 (1) For the purpose of an inquiry under the Statutes, the Inquiry Committee shall have the powers, in respect of the following matters, namely:-
- (a) summoning and enforcing the attendance of any person and examining him on oath;
 - (b) requiring the discovery and production of documents;
 - (c) receiving evidence on affidavits;
- (2) the inquiry officer or the inquiry committee, as the case may be shall have the power of a civil court trying a suit under the Code of Civil Procedure, 1908 in respect of the following matters, namely ;
- a) Summoning and enforcing the attendance of any person and examining him on oath;
 - b) Requiring the discovery and production of documents, and receiving evidence on affidavit; and
 - (c) Issuing commission for the examination of witnesses or documents
- (3) The proceedings under these statutes shall be deemed to be judicial proceeding within the meaning of section 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

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

- 6 (1) A written complaint of the plagiarism may be made by a complainant who must be a regular employee of the University in BPS 17 or above to the Registrar Office of the University. The following information is to be provided:
- (a) Citation of the original paper or thesis/dissertation/document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide exact information as to ensure authenticity of the allegation.
 - (b) The citation of the alleged plagiarizing paper (paper, title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, a non-line paper), the complainant is to provide as much information as possible to ensure proper investigation.
 - (c) Copies of both original and plagiarized papers or thesis/dissertation/document or idea.
 - (d) Any other information that would help the University to efficiently resolve the complaint.
- (2) Upon receipt of an allegation of Plagiarism, the University will follow the following procedure.
- (a) Constitute a "Plagiarism Committee" consisting of 3 senior faculty members, a subject specialist in that particular field. The seniority of


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the members of Committee should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.

- (b) Provide clear terms of reference to the Committee for their investigation.
- (c) The members of the "Plagiarism Committee" are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
- (d) Provide opportunity to the author/authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been Plagiarized and the complainant, to justify the complaint.
- (e) Provide every opportunity to the "Plagiarism Committee" to use all foreseeable means to investigate the plagiarism claim.

(3) The Plagiarism Committee shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:

- (a) Manual and automated tests for content similarity.
- (b) Determination of the extent and quantum of significant material plagiarized.
- (c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
- (d) Consultation with legal counsel.
- (e) Consult/contact witnesses and record statements there-of if so required.

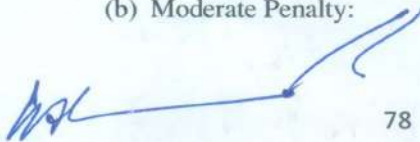
(4) The "Plagiarism Committee" will submit its report with clear cut findings and recommendations to the Authority within a specified period not exceeding sixty days.

(5) When an act of plagiarism, is found to have occurred, the "Plagiarism Committee" in its recommendations, depending upon the seriousness of the proven offence, will advise the Authority, to take any one or a combination of the following disciplinary action(s) against the concerned employee found guilty of the offence:

(a) Major Penalty:

In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then a major penalty of dismissal from service may be prescribed.

(b) Moderate Penalty:



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In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving any one or both of the following needs to be imposed demotion to the next lower grade.

(c) Minor Penalty:

In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving any one or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the University may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Committee".

- (6). The complainant whose testimony against the defendant has proved to be false shall be liable to be imposed upon the same penalty which could have been imposed upon the defendant if the complaint has otherwise proven to be true.

Procedure of Inquiry against Employees Lent to other Agencies

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

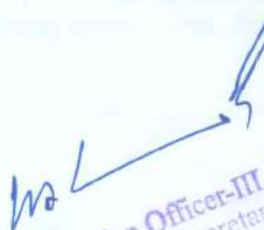
Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

- (2) If, in the light of the findings in the proceedings initiated against the employee, in terms of the preceding Sub-Section, the borrowing authority is of the opinion that any penalty shall be imposed on him it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action accordingly.

Re-Instatement

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


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Employees Efficiency and Discipline Statutes-2016

Appeal

- 9 An employee on whom a penalty is imposed under these statutes shall have the right to prefer an appeal, within thirty days of the receipt by him of the order imposing the penalty, to the Appellate Authority, specified in column 4 of the Appendix.

Appearance of Counsel

- 10 A defendant shall have the right to seek legal advice, guidance and assistance of a council during any stage of the inquiry.


Powers of the Syndicate or Senate to Issue Instructions

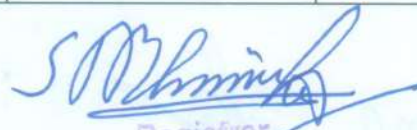
- 11 For the purpose of the Statutes, the Syndicate or Senate, as the case may be, from time to time, issue such instructions for the maintenance of appropriate standards of efficiency, good conduct, discipline and integrity of the employees, as deemed appropriate.

Appendix

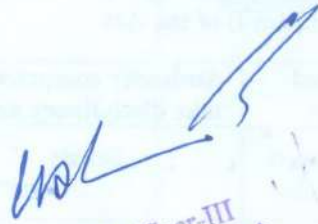
List of Authorities/Authorized Officers in the light of Section 11(5)(g), 20(2)(n) and 23 (2)(m-i) of the Act

Status of Defendant Employee	Authorized Officer	Authority competent to take disciplinary action	Appellate Authority
BPS-22	To be appointed by the Senate	Senate	Chancellor
BPS-17 to 21	Syndicate	Syndicate	Chancellor
BPS-3 to 16	Vice Chancellor	Vice Chancellor	Syndicate


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General Provident Fund Statutes-2016



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General Provident Fund Statutes-2016

1. Title

These Statutes shall be called Bacha Khan University, Charsadda General Provident Fund Statutes-2016.

2. Constitution of the Fund

1. Subject to the provisions of the Statutes, the Fund shall consist of all contributions made by the Subscribers, whether lying in the bank or invested in securities, and the interest/profit, accrued thereon.

2. Contributions to the Fund shall be compulsory in case of all employees, which shall be made at the minimum rate 6%;

Provided that these rates are subject to revision by Syndicate;

3. The account of the Fund shall be kept in a scheduled bank and/or Schemes approved by the syndicate;

4. Every Subscriber shall be supplied with a pass-book, which shall show the amount at his credit from time to time. The pass-book shall be in such form as the Syndicate may from time to time prescribe. The pass-book shall be supplied to each Subscriber on payment of a fee as may be determined by Syndicate. Entries in the pass-book shall be made at the end of each fiscal year, which shall be attested by the Treasurer.

5. Contributions shall be deducted from the monthly pay bills of the Subscribers. No deduction shall, however, be made for the period of leave without pay, equal to one month or more.

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

3. Individual Accounts of Subscribers

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

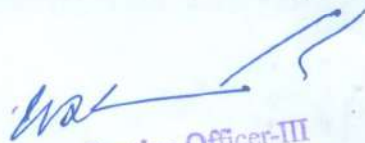
4. Interest

1. Interest shall be credited to the G.P. Fund accounts of the subscribers annually, at such rate as may be prescribed by the Board of Trustees, referred to in Statute 16; provided that such rate shall not exceed the rate of interest actually earned on investment of the Fund. In fixing such rate of interest, the loss, if any, due to depreciation of securities, and the expenses on their purchase, sale or realization, shall also be taken into account.

2. Interest shall be calculated with effect from the last day in each fiscal year, in the following manner:

a. interest shall be allowed for twelve months on the amount at the credit of a Subscriber on the last day of the preceding year less any sums withdrawn during the current year;

b. interest shall be allowed from the beginning of the current year up to the last day of the month preceding the month of withdrawal, on all sums withdrawn during the current year;


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- c. interest shall be allowed from the date of deposit up to the end of the current year, on all sums credited to the Subscriber's account after the last day of the preceding year;

Provided that when the amount standing at the credit of a Subscriber has become payable, interest shall be allowed only up to the date on which the amount standing at the credit of the Subscriber became payable.

3. If a Subscriber opts to forego interest on his accumulations in the Fund, such interest shall be credited to the University's Benevolent Fund. However, if at a subsequent stage, he opts again for charging interest on his accumulations, the interest shall be allowed to him only from the 1st July of the financial year in which he submits his formal option to that effect. He shall have no claim for the past interest.

5. Investment of the Fund

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

6. Temporary Withdrawals from the Fund

1. Temporary advances may be granted to the subscribers, out of the balance at their credit in the Fund, subject to 80% of the balance.
2. The advance shall be recoverable in 36 equal monthly installments.

7. Non-refundable Advances

1. Non-refundable advance up to 80% shall be admissible to a Subscriber out of the balance at his credit on attaining the age of 45 years; such advance being treated as part of final payment.
2. A second non-refundable advance shall be admissible after the expiry of one year of the previous advance.

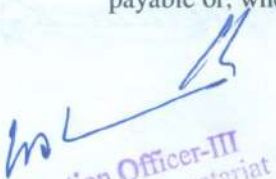
8. Nomination

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

9. Final Payment

1. When a Subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him after obtaining clearance from Head of Departments, Deans office, Director of Works, Library, Store Section, Transport Section, Registrar Office and Treasurer of the University.
2. On the death of a Subscriber, before the amount standing to his credit has become payable or, where the amount has become payable, before payment has been made;


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General Provident Fund Statutes-2016

I. When the Subscriber leaves a family:

- a. If there exists a nomination in favour of family member(s), the amount shall become payable to the nominee(s) in the specified proportion,
- b. If no nomination exists in favour of family member(s), the amount shall become payable to the members of his family in equal shares,

II. When the Subscriber leaves no family:

- a. If there is a nomination in favour of any person(s), the amount shall become payable to the nominee(s) in the specified proportion.
- b. If there is no nomination, the payment shall be made to such claimants as can produce a legal authority

3. When a Subscriber has proceeded on leave preparatory to retirement or, while on leave, has been permitted to retire or retired on medical grounds, the amount standing to his credit in the Fund shall become payable, upon an application made by him in that behalf.

10. Audit

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

11. Management of the Fund


1. The Fund shall be managed by a Board of Trustees, consisting of the following members:

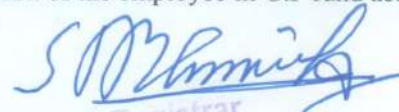
S. No.	Nomenclature of Membership	Status
1.	Senior Most Dean	Convener
2.	Elected Member of the Senate from the constituency of Professors	Member
3.	Elected Member of the Syndicate to be elected by the Syndicated Member	Member
4.	President or nominee from all Welfare Associations of the University.	Member
5.	Treasurer	Member/Secretary

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

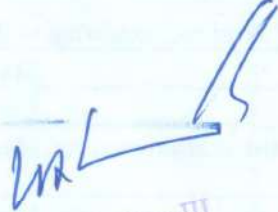
12. Sanctioning Authority of advance and final withdrawal;


The treasurer shall sanction temporary or non-refundable advance and final payment up to the specified amount standing at the credit of the employee in G.P fund accounts


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Benevolent Fund Statutes-2016


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Benevolent Fund Statutes-2016

1. Title

These Statutes shall be called Bacha Khan University, Charsadda Benevolent Fund Statutes-2016.

2. Board of Trustees:

1. There shall be setup a board to be known as the Board of Trustees of the Bacha Khan University, Charsadda Employees Benevolent Fund which shall consist of the following namely:
 - i. The Vice-Chancellor, who shall be the Chairperson of the Board;
 - ii. Two members to be nominated by the Syndicate from amongst the Academic Staff;
 - iii. One member to be nominated by the Syndicate from amongst the Administrative Staff;
 - iv. The Treasurer, who shall be member-cum-Secretary of the Board.
2. The nominated members shall hold office up to three years at the pleasure of the Syndicate. Retiring members will be eligible for re-nomination.

3. Board to be Body Corporate:

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

4. Duties and Powers of Board:

1. The Board shall have power:
 - i. to settle claims for benevolent grants under these Statutes and all matters connected with such claims;
 - ii. to sanction grant from the Benevolent Fund to the employees or their families in accordance with the provision of these Statutes and Rules made there under;
 - iii. to do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties in the Benevolent Fund;
 - iv. to sanction expenditure connected with the administration and management of the Benevolent Fund;
 - v. to invest moneys held in the Benevolent Fund in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust, in the construction of buildings for proposes of raising rent income, and in other profitable ventures the plans whereof having been previously approved by the Syndicate.
 - vi. to appoint or employ such persons as it consider necessary for the efficient performance of its operations on such terms and conditions as it may, subject to rules, determine;
 - vii. to do or cause to be done all things ancillary or incidental to any of the aforesaid powers or to the purposes of the Benevolent Fund.
 - viii. to make schemes for disbursement of any amount for the benefit of employees, including retired employees and their families where it considers expedient and keeping in view the availability of funds after discharging its liability under these Statutes.


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Benevolent Fund Statutes-2016

5. Meeting of the Board

1. The meetings of the Board shall be held at such times and places as may be prescribed, but the Chairperson may convene the meetings of the Board at any other time and place.
2. To constitute a quorum at a meeting of the Board, the number of members present shall be three.
3. Each member of the Board shall have one vote and in the event of equality of votes the Chairperson shall have a second and casting vote.
4. The meetings of the board shall be presided over by the Chairperson and in the absence of the Chairperson by the person elected for the purpose by the members present from amongst themselves.
5. All orders and decisions of the Board shall be authenticated by the signature of the Chairperson or of such other member as may have been authorized by the Board by a resolution.

6. Delegation of Powers:

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

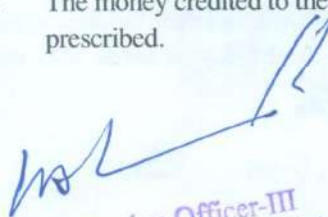
7. Appeal against the decision of the Board

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

8. Establishment of University Employees Benevolent Fund:

1. There shall be established a Fund to be called the "Bacha Khan University, Charsadda" Employees Benevolent Fund".
2. To the credit of the Benevolent Fund shall be placed:
 - i. all sums paid by the employees as subscription to the Benevolent Fund;
 - ii. all benevolent grants, donations, gifts, endowments etc., made by the Federal Government, autonomous bodies, organizations and institutions or others for the purpose;
 - iii. all income, profits or interest accruing from the assets belonging to the Benevolent Fund or from investments made out of the Fund;
 - iv. profit commission received by the University towards the Group Insurance from the Insurance Company;
 - v. contributions of the University or portion thereof credited to the Provident Fund Account of an employee which on closing his account remains un-refundable;
 - vi. the unclaimed amount of interest on Provident Fund of an employee
 - vii. any amount which remains unclaimed for a period of six years after the Provident Fund Account of an employee has been closed.
3. The money credited to the Benevolent Fund shall be kept in such bank as may be prescribed.


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9. Subscriptions to be paid by the Employees:

1. Every employee in service shall be liable to pay to the Benevolent Fund a monthly subscription at the rates as may be prescribed and the amount of such subscription shall, as far as possible, be deducted at the source from the pay of the employee and credited or remitted to the Benevolent Fund.
2. Where the amount of subscription cannot for any reason be deducted from the pay of the employee, the employee shall remit to the officer as may be prescribed the sum of subscription payable by him and any amount of subscription remaining unpaid due to inadvertence negligence of the employee or otherwise shall be recoverable from him in such manner as may be prescribed.
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 Benevolent grant provided for in Section 12 of these Statutes but the amount of unpaid subscription shall be deducted from the benevolent grant.

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

If any employee:


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

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

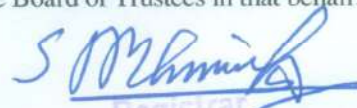
Provided further that such period of fifteen years shall be reckoned from the date from which the deceased employee or, as the case may be, the spouse became eligible for such grant.

11. Payment of Benevolent Grant

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


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12. **Audit and Accounts**


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


13. **Exemption from Taxes**

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

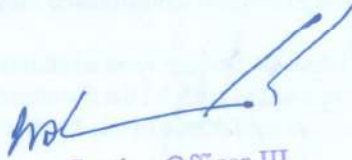
14. **Power to make rules**

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


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Pension and Gratuity Statutes-2016



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Pension and Gratuity Statutes-2016

1. Title

These Statutes shall be called Bacha Khan University, Charsadda Pension and Gratuity Statutes-2016.

2. Extent of Application

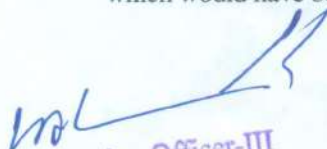
1. Unless otherwise provided, the Statutes shall apply to all the University employees who are paid from the University Funds, except:
 - i. Contingent-paid or work-charged establishment.
 - ii. Persons employed on contract
 - iii. Employees whose conditions of service are governed by special provisions made under any law, rules or regulations for the time being in force.
 - iv. Any employee or class of employees, who may specifically be excluded by the Syndicate from the purview of the Statutes, or who hold(s) post(s) which have been declared by the Syndicate as non-pensionable.
 - v. Person who is not a whole-time employee, but is merely engaged for casual or occasional work, such as part-time Lecturer, scrutinizer, etc.
 - vi. A person who is not paid from the University Fund but is paid from a fund held by the University as a Trustee, or from any other local fund, or is remunerated by fees for the grant of a tenure of land or of any other source of income or of a right to collect money.

3. Application of Government Servants' Pension Rules to University Employees:

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

4. Pension and gratuity

1. On retirement a pensionable employee shall be entitled to receive such pension or gratuity as may be prescribed.
2. In the event of death of an employee, whether before or after retirement, his family shall be entitled to receive such pension or gratuity, or both, as may be prescribed.
3. No pension shall be admissible to an employee who is dismissed or removed from service for reasons of discipline, but the university may sanction compassionate allowance to such an employee, not exceeding two-third of the pension or gratuity which would have been admissible to him had he been invalided from service on the


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date of such dismissal or removal.

4. If the, determination of the amount of Pension or gratuity admissible to an employee is delayed beyond one month of the date of his retirement or death, he or his family as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, according to the length of service of the university employee who qualifies for pension or gratuity, and any overpayment on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such an employee or his family:

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

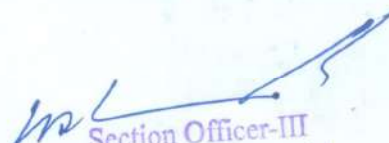
5. In case any difficulty arises in giving effect to any of the provisions of this section, the case will be referred to anomaly committee for removal of the difficulty.

5. Qualifying Service for Pension

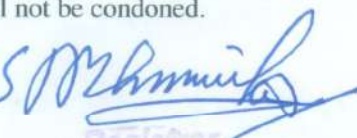
1. Subject to the Statues; the service of an employee shall qualify for pension from the beginning, viz from the date of initial joining in the University.
2. Service rendered by a University employee in a Government Department, or an autonomous body, before joining service of the University, shall be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

6. Condonation of interruptions and deficiencies

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


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7. Pension Fund

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

8. Authority Competent to Grant Pension

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

9. Payment

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

10. Maintenance of Pension Fund

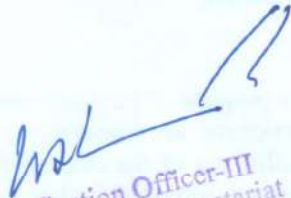
If the amount in the Pension Fund is surplus to the requirements for the purposes of pension, the surplus amount may, with the previous sanction of the Syndicate, be invested in such manner as may be necessary. But if the Pension Fund is running short of requirements for the purposes of pension, the Syndicate may require the University to raise its contribution to the Pension Fund, payable in terms of Clause (b) of Statutes 8, to such extent as may be deemed fit.

11. Orderly Allowance

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

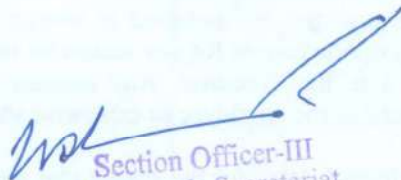
12. Rate of Pension/Gratuity

Pension/ Gratuity will be payable at the rate as approved by Syndicate from time to time.


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Insurance Statutes-2016


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Insurance Statutes-2016

1. **Title**

These Statutes shall be called Bacha Khan University, Charsadda Insurance Statutes-2016.

2. **Entitlement to the Benefits from the Group Insurance**

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

3. **Subscriptions by the Employees**

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

Pay Scale of Employees	Monthly Rate of Contribution in Rupees,
BPS 1 to 4	40 (Payable by University)
BPS 05 to 10	47 (Payable by employees)
BPS 11 to 15	80 -----do-----
BPS-16	120 -----do-----
BPS-17	160 -----do-----
BPS-18	233 -----do-----
BPS-19	280 -----do-----
BPS-20 & above	333 -----do-----

2. The subscription shall, as far as possible, be deducted at source from the pay bills of the employees. Where the amount of subscription cannot for any reason be deducted from the pay of an employee, the employee shall remit it to the Treasurer. Any amount of subscription remaining unpaid, due to inadvertence or negligence of the employee or otherwise shall be recoverable from his General Provident Fund account.

3. Default in the payment of subscription, either for the reason that the pay of the employee was not drawn due to his inadvertence, negligence or fault, or any other reason, whatsoever, shall not affect his right, or the right of his family, to receive the Group Insurance Grant, provided for in Statute 8. However, the amount of unpaid subscription shall be deducted from his General Provident Fund.

4. **Grants out of the Group Insurance Revenue;** If any employee:

1. due to accident is declared by the prescribed medical authority to have been completely incapacitated physically or mentally, to discharge the duties of his employment, or
2. dies during the continuance of his employment, his family shall be entitled to receive a Group Insurance Grant by the Insurance Company, according to the following scale.

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

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BPS-16	Do
BPS-17	Do
BPS-18	Do
BPS-19	Do
BPS-20 & above	Do

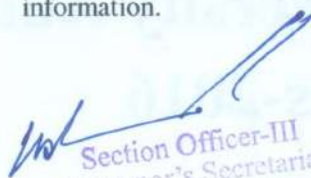
Provided that these rates are subject to revision by the Syndicate as notified.

5. Assistance Package for Families of Employees who die In Service

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

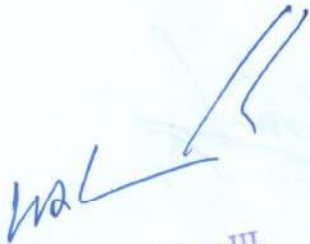
6. Audit & Accounts of the Insurance Premium

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


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Election to the University Authorities Statutes-2016



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Election to the University Authorities Statutes-2016

1. **Title**

These statutes shall be called Bacha Khan University, Charsadda Election to the University Authorities Statutes, 2016

2. **Election Authority**

- i. The Registrar shall conduct the elections, and deal with all relevant matters, as the Election Authority of the University and, subject to the Statutes, regulate his procedure of work.
- ii. The Election Authority may require any University Officer/Teacher or any other University employee to perform such functions or render such assistance for the purpose of the Statutes as he may direct.
- iii. The Election Authority shall determine the number of constituencies for the elections in accordance with the provisions of the Act.

3. **Elections to Fill Vacancies**

Once in three years, elections shall be held on the appointed date to fill vacancies in the University Statutory Authorities, as provided in the Act and are required to be filled up by election. In case a seat falls vacant due to any reason before the completion of the whole term, a bye-election may be held on the appointed date, for the remaining period.

4. **Notice of Election**

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


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

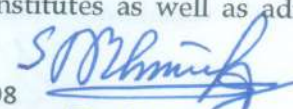
5. **Appropriate Date in case of a Holiday**

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

6. **Publication of Electoral Lists**

The Election Authority shall, on the appointed date, publish the Electoral Lists (as per schedule-II of the rules made under these Statutes) of the elections by a general notification, which shall be circulated to Heads of Teaching Departments and Institutes as well as administrative sections


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Election to the University Authorities Statutes-2016

and affixed on the University Notice Board and uploaded on the University website.

7. **Claims and Objections**

All claims for entry in the aforesaid electoral lists and objections thereto shall be received by the Election Authority up to an appointed date, which shall be decided by him within ten days, and the decision so made shall be notified/ uploaded on the university website.

8. **Decision of the Election Authority**

The Election Authority shall be the Appellate Authority and its decision in respect of claims and objections shall be final.

Provided that a written objection thereto is filed within three days

9. **Decision by Committee**

If any objection is taken to the decision of the Election Authority, it shall be decided within three days by a Committee, consisting of four University teachers, to be appointed by the Vice-Chancellor, one of whom shall be nominated as the chairperson of the meeting. The quorum shall be three, and the decision shall be taken by majority. In case of a tie, the Chairperson shall have a casting vote.

10. **Correspondence with Electors**

- i. Correspondence shall be addressed to the Electors by name. The electoral lists, etc. shall be sent on their official address only. An Elector shall notify any change in his address to the Election Authority within the prescribed time.
- ii. Final electoral lists shall be affixed on the University notice boards and copies thereof dispatched by the Election Authority to the Chairpersons of the Teaching Departments, Deans of Faculties, Directors of Institutes and Administrative Sectional Heads for the information of the Electors.

11. **Qualifications for Membership and Vote**

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

12. **Nomination for Election**

- i. An Elector of a constituency may propose or second the name of only one qualified person to be a candidate for that constituency.
- ii. Every such proposal shall be made by a separate nomination paper on the prescribed form as given in schedule-III of the rules made under these Statutes, which shall be signed by the proposer and the seconder and shall contain a declaration signed by the candidate that he has consented to the


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nomination and that he is not subject to any disqualification for being elected as a member.


- iii. Nominations exceeding the number of vacancies in a constituency shall invalidate all nominations made by an Elector as proposer or seconder. •
- iv. Every nomination paper shall be delivered personally by the candidate or his proposer or seconder, to the Returning Officer, so as to reach him not later on the appointed date.
- v. The Returning Officer shall give serial number to every nomination paper and record therein the name of the person presenting it and the date of its receipt.
- vi. The Returning Officer shall notify a list of nomination papers received by him, containing particulars of the candidates and names of the proposers and seconders.

13. Scrutiny of Nomination Papers

- (1) On the appointed date the Returning Officer shall scrutinize the nomination papers received by him. The candidates, their election agents, proposers or seconders may attend the scrutiny of nomination papers.
- (2) The Returning Officer shall give the candidates, their election agents, Seconders and Proposers a reasonable opportunity for examining the nomination papers; and the objections raised, if any, shall be considered and decided by him on the spot.
- (3) The Returning Officer shall, after a summary inquiry, if necessary, reject a nomination paper on any one of the following grounds:
 - i. the candidate is not qualified to be elected as a member;
 - ii. the Proposer or Secunder is not qualified to subscribe to the nomination papers;
 - iii. the provisions of the Statutes have not been complied with, or that the signatures of the Proposer or the Secunder do not seem to be genuine or are alleged as such;

Provided that the rejection of any nomination paper of a candidate shall not invalidate his nomination by any other valid nomination paper

- iv. the Returning Officer Shall not reject a nomination paper on the grounds of any defect which is not of a substantial nature, and may allow any such difficulty to be removed forthwith;
- v. The Returning Officer shall endorse on each nomination paper his decision about accepting or rejecting it, stating reasons in case of rejection; and


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- vi. In case of rejection of a nomination paper, the candidate may file objections within three days with the Election Authority or to the Committee appointed under Section-8, whose decision shall be final.

14. **Publication of List of Candidates**

- (1) The Returning Officer shall, after scrutiny of the nomination papers, prepare and publish in the prescribed form (as per schedule-IV of the rules made under these Statutes) a list of candidates validly nominated.
- (2) In case the objections against the rejection of a nomination paper are accepted by the Committee as constituted under Section-8, the Returning Officer shall, accordingly, revise the list of validly nominated candidates.

15. **Withdrawal of Candidature**

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

16. **Un-Contested Election**

Where, after scrutiny of nomination papers, only one person remains a validly nominated candidate for election in a constituency, or where after withdrawal only one person is left as a contesting candidate, the Returning Officer shall notify such candidate to have been elected un-opposed,

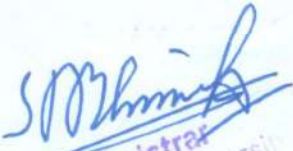
provided no appeal is pending against the rejection of any nomination paper.


17. **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.

18. **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.


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- (2) The appointment of the Polling Agent may be revoked at any time by the candidate or his Election Agent.
- (3) Where any act or thing is authorized under the 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.

19. **Polling Hours**

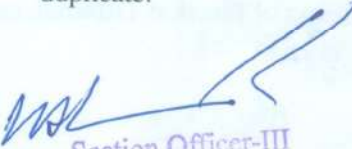
The Returning Officer shall notify the day and hours of polling.


20. **Stopping of the Polling**

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

21. **Voting**

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


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22. Counting of Votes

- i. On the conclusion of polling, the Presiding Officer shall record the number of votes polled for contesting candidates and note down the total number of votes carted and rejected, and strike the balance.
- ii. The candidate or his Polling or Election Agent shall be allowed to be present at the time of counting of votes.
- iii. All the ballots and a copy of record shall be sealed by Presiding Officer immediately after counting in presence of staff and Polling Agents.

23. Declaration of Results

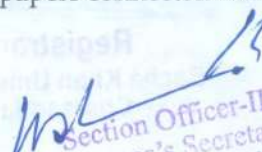
- i. The candidate(s) who get(s) the highest number of valid votes shall be reported by the Presiding Officer(s) to the Returning Officer for total counting, including postal ballots, in the presence of the candidate(s) or his/their Election Agent(s), and notifying the name(s) of successful candidate(s).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


24. Election Tribunal

- (1) In case of dispute(s) in elections, all petitions shall be addressed, within three days of the declaration of the results, to the Election Tribunal, consisting of the nominee of Chief Justice of High Court, appointed as a member of the Syndicate, who shall act as Chairperson; the Secretary as member of the Syndicate, and a nominee of the Vice-Chancellor.
- (2) The Election Tribunal may examine the petitioner(s) and other candidates and also examine the records of election and, upon the conclusion, make an order:
 - i. Rejecting the petition;
 - ii. declaring the election of the returned candidate void, or/and declaring the petitioner or other contesting candidate(s) to have been duly elected, or
 - iii. declaring the election as a whole void.
- (3). The decision of the Election Tribunal shall be final and binding on all parties to the dispute(s).

25. Custody of Election Record

The Returning Officer shall retain, until the expiry of three months from the date of election, or the decision of Election Tribunal, as the case may be, all the papers connected with the election.

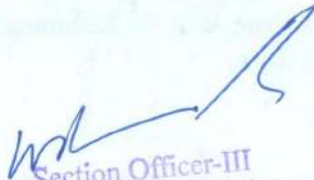

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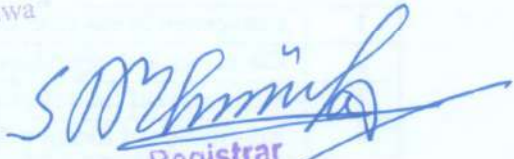

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26. **Framing of Rules**

For carrying into effect the purpose of the Statutes, rules may be framed with the approval of the syndicate.


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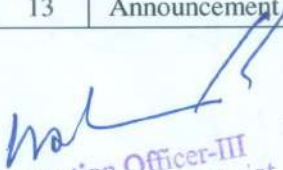
Election to the University Authorities Statutes-2016

SCHEDULE — I

Bacha Khan University, Charsadda
Schedule of Dates

The dates given below may be changed by the Returning Officer as the circumstances may require (within the limit of 15 days):-

S.No	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 Bacha Khan University, Charsadda (List of Contesting Candidates)

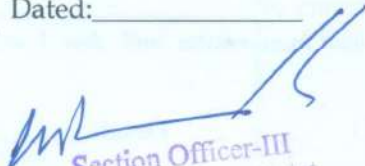
Election to the _____ (Senate/Syndicate/ Academic Council) _____ for the period
from _____ to _____ for the Constituency of _____

S.No.	Name of Contesting Candidates (Alphabetical Order)	Designation of the Contesting Candidates

Notice is hereby given that the poll shall be taken between the hours of
_____ to _____ on..... (date) at ... (Place)

Dated: _____

Returning Officer


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Election to the University Authorities Statutes-2016

SCHEDULE - III
Bacha Khan University, Charsadda
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 electorate serial No _____, in the electoral list for the Constituency of _____ do hereby declare that I have consented to the above mentioned nomination and that I am not subject to any disqualification for being elected as a member.

Signature of the Person Nominated

Dated: _____

(To be Filled by Returning Officer)

Serial number of nomination paper _____. This nomination paper was delivered to me at my office at _____ (hours) on _____ (date) by _____ being the candidate/proposer/seconder.

Dated : _____

Returning Officer

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

I have examined this nomination paper in accordance with the provision of the Section _____ "The Khyber Pakhtunkhwa Universities (Amendment) Act 2016." Election Statutes, and decide as follows.

(in case of rejection, state brief reasons)

Dated: _____

Returning Officer

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SCHEDULE-IV Bacha Khan University, Charsadda List of Validly Nominated Candidates


Election to the _____ (Syndicate/Senate/Academic Council) _____ for the period
from _____ to _____ For the Constituency of _____

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

Place: _____

Dated: _____

Returning Officer


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Schedule-V

Secret Ballot Paper

For the Constituency of _____

S No	Name of the Candidates	Put a Stamp against Choice Candidates


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SCHEDULE-VI

Declaration by Elector Casting Vote by Post

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

Signature of Elector

Dated: _____

Address _____

Attestation of Signature)

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

Signature of Identifier

Any _____

Designation _____

Dated : _____

Address _____

Certificate

I hereby certify that:-

- 1. The above named elector is personally known to me/has been identified to my satisfaction by _____ (Identifier) _____ who is personally known to me;
2. I am satisfied that the elector suffers from _____ (infirmity) _____ and is unable to record his vote himself or sign his declaration;
3. I was requested by him to mark the ballot paper and sign the above declaration on his behalf; and
4. The ballot paper was marked and the declaration signed by me on his behalf, in his presence and in accordance with his wishes.

Signature of Identifier, if any _____ Address _____

Signature of Attesting Officer

Designation: _____

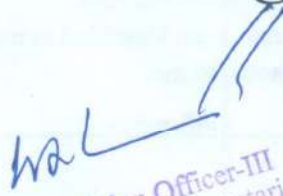
Dated: _____

Address: _____

Handwritten signature and stamp: Section Officer-III, Governor's Secretariat, Khyber Pakhtunkhwa

Handwritten signature and stamp: Registrar, Bacha Khan University, Charsadda

Fees and other Miscellaneous Charges; Statutes-2016



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Fees and other Miscellaneous Charges; Statutes-2016

1. Title

These Statutes shall be called Bacha Khan University, Charsadda Fee and other Miscellaneous Charges Statutes-2016.

2. Fee Structure

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

3. Fee Refund

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

4. Hostel Accommodation

Hostel accommodation will be provided as a privilege/facility in accordance with rules subject to availability of seats.

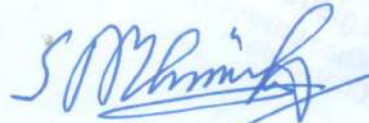
1. Students seeking admission to hostels shall apply for a seat on the prescribed form, available from the office of the Provost; however, admission in the hostel is a privilege and not a right.
2. Students must carefully study and observe the hostel rules.

5. Additions and Alterations to the Schedule

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



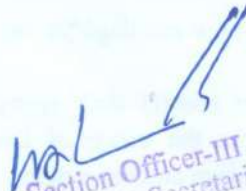
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Maintenance of the Register
of the Registered Graduates Statutes-2016

**Maintenance of the Register of the
Registered Graduates Statutes-2016**


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Maintenance of the Register of the Registered Graduates Statutes-2016

1. Title

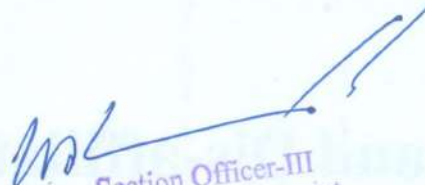
These Statutes shall be called Bacha Khan University, Charsadda Maintenance of the Register of the Registered Graduates Statutes-2016.

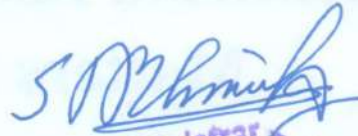
2. Maintenance of the Register

The Register of the registered graduate shall be maintained by the Registrar and provide its copies to all concerned.

3. Report to the Syndicate

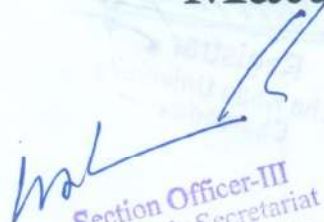
The Academic Council shall report enrolment of graduates to the Syndicate annually.



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

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


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

1. Title

These Statutes shall be called Bacha Khan University, Charsadda Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes-2016

2. Procedure for Affiliation

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


1. An educational institution applying for affiliation shall send a formal application to the Secretary Affiliation Committee, with reasonable time prior to commencement of academic programme of the University, along with application fee as determined by the Syndicate from time to time.
2. The Affiliation Committee shall examine the information contained therein as well as the statements submitted along with the original application.
3. If the Affiliation Committee is satisfied with the information and the statements, it may, with the approval of Vice Chancellor, send an Inspection Committee to visit the institute/ college concerned to satisfy itself that the prescribed requirements have been actually and physically fulfilled.
4. If the Inspection Committee is satisfied, it may recommend grant of affiliation of the institute/ college to the Affiliation Committee.
5. The Affiliation Committee after further inquiry, which might be considered necessary, forwards its recommendations to the Syndicate.
6. After approval of affiliation by the Syndicate, the affiliated institute/collage shall deposit affiliation fee for each of the affiliated programmes.
7. The educational institutions affiliated to the University shall be governed by the relevant regulations & rules framed by the University from time to time.

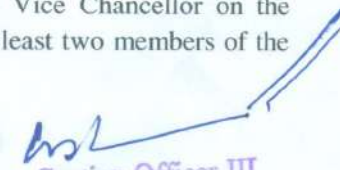
3. Formal Agreement

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

4. Inspection Committee

1. There shall be an Inspection Committee constituted by Vice Chancellor on the recommendation of Affiliation Committee, comprising at least two members of the



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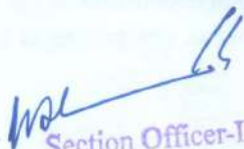

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Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes-2016

Affiliation Committee, two subject experts in the relevant field and Secretary Affiliation Committee. One of the members of Affiliation Committee shall be appointed as convener.

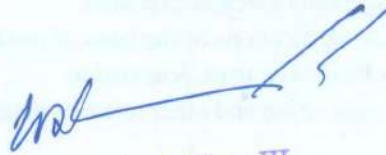
2. The Inspection Committee shall examine the Education Institution in the light of the provision of Statutes of the University and the information supplied through the questionnaire.
3. If the Inspection Committee is satisfied that the prescribed requirements have been fulfilled, it may recommend that the affiliation be granted.
4. The Inspection Committee may not recommend the affiliation if the prescribed requirements are not fulfilled, provided that in case of such deficiencies as, in the view of the Inspection Committee, do not impede the academic progress of the Institution, the Committee may recommend provisional affiliation.
5. The report of the Inspection Committee shall be placed before the Affiliation Committee which may accept the recommendations or refer the case back to the Inspection Committee with certain queries.
6. The Affiliation Committee may co-opt the convener of the Inspection Committee as a member so that he could reply to their queries.
7. The Affiliation Committee after such further inquiry, if any, as it might consider necessary, forward its recommendation to the Academic Council.
8. Educational Institution desirous of seeking affiliation shall not conduct admission to any course of study or impart instruction in any subject, unless it has been granted the affiliation, nor will it be permitted to start any class in any subject in anticipation of the acceptance of application for the affiliation.
9. The Educational Institution affiliated to the University shall be governed by the statutes, Regulations, Rules framed by the University from time to time regarding:-
 - i. the general scheme of studies;
 - ii. the duration of the courses;
 - iii. the medium of instruction and examinations;
 - iv. the conditions of admission to the courses;
 - v. detailed syllabi for the examinations held by the University.
 - vi. The conditions under which students shall be admitted to the examination of the University.
 - vii. The discipline of students and the supervision and control of their residence and extra-curricular activities;
 - viii. Health and general welfare of the students;
 - ix. The ratio between teachers and students and the total workload of a teacher.


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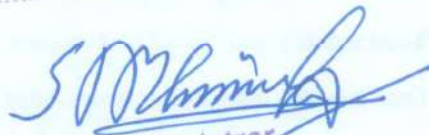

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Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes-2016

10. Every educational institution affiliated to the University shall promptly report to the University any transfer or change in the management or any circumstances affecting the adequacy of its financial resources.
11. The teaching staff of the educational institution shall possess such qualification as may be prescribed by the University
12. An Inspection of every affiliated educational institution shall be held from time to time and action can be taken against any institution under University Act/Statutes.



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

Annexure - I

APPLICATION FORM FOR AFFILIATION

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

1. General

1. Name of Institution/college, address with fax/ email /telephone numbers;
2. Year and objectives of establishment
3. Name of the controlling authority/chief executive
4. Name, designation and qualifications of the head of institution
5. Name of registered society/body, trust, foundation
6. Governing body, its composition and other relevant details

2. Physical facilities


1. Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the administration building
2. Total number and size of class rooms, capacity for students
3. Details of the laboratories, workshops and equipment's appropriate to the courses
4. Details of the office equipment, furniture and fixtures
5. Number of quarters/residences at the campus for teaching staff
6. Details of sports grounds and other facilities
7. Position of gas and water and electricity fitting
8. Transport vehicles for official use and students
9. Details of students hostels buildings

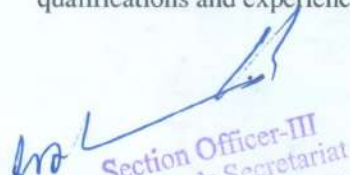
3. Academic facilities

1. Current academic programmers presented at institution/ College;
2. Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups
3. Subjects to be offered at Master's level

4. Faculty/staff

1. Faculty strength, names of members of teaching staff, their qualification, training and skill, designations, experience, pays scales;
2. Mode of appointment of teaching staff and criteria of selection;
3. Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience;

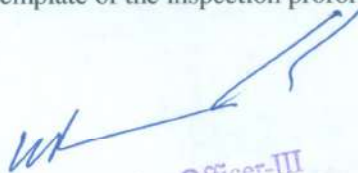

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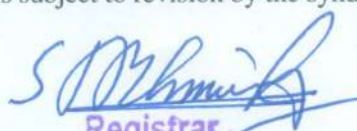

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Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes-2016

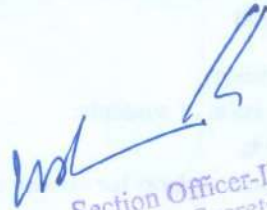
4. Details of medical services for students and employees
- 5. Library**
 1. Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
 2. Information regarding accommodated number of students in reading rooms.
- 6. Facilities Regarding Information Technology**
 1. Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
 2. Internet connectivity available to students.
- 7. Students**
 1. Total number of students enrolled in the institution/college;
 2. Enrolment of students level-wise
- 8. Admissions**
 1. General policy;
 2. Number of students to be enrolled, level-wise;
 3. Procedures and criteria of admission
- 9. Quality Assurance and Student Supervision**
 1. Arrangement for academic supervision of students;
 2. Arrangements for quality assurance;
 3. Level of administrative and technical support for quality assurance
- 10. Finances**
 1. Financial position of institution/college and sources of income to meet the recurring and developmental expenses of the institution/college duly audited by Assistant Director local fund Department of the University and Director Finance or his nominee on nominal audit fee to be paid by the concerned Institute/College.
 2. Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;
 3. Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.
- 11. Additional information, if any**

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


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**Establishment of Faculties, Teaching
Departments, Constituent Institutions,
Constituent Colleges and Other
Academic Divisions Statutes-2016**



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Annual Report Statutes-2016

1. Title

These Statutes shall be called Bacha Khan University, Charsadda Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions Statutes-2016

2. Faculties and Teaching Departments and other Academic Divisions within the Faculties

The University shall include the following Faculties, Teaching Departments and other Academic Divisions.

1. Faculty of Sciences

Faculty of Sciences includes the following teaching departments and other academic divisions;

- i. Department of Agriculture
- ii. Department of Bio-Technology
- iii. Department of Botany & Zoology
- iv. Department of Chemistry
- v. Department of Computer Sciences & Electronics
- vi. Department of Geology and Geo-Physics
- vii. Department of Mathematics, Physics & Statistics

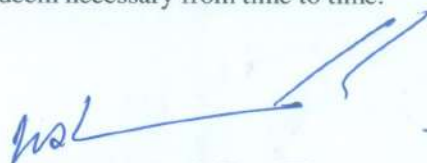
2. Faculty of Social Sciences, Arts and Humanities

Faculty of Social Sciences, Arts and Humanities include the following teaching departments and other academic divisions;

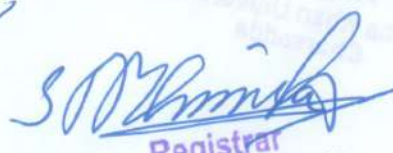
- i. Department of Economic
- ii. Department of English
- iii. Department of Management Sciences
- iv. Department of Sociology, Gender Studies & Education
- v. Pakhtunkhwa Study Center

Note: Such other Faculties as may be prescribed by Statutes.

3. The Syndicate may from time to time, on recommendation of the Academic Council approve establishment of new faculties/Departments/Institutes and Sub-Campuses when needed, or rename, merge or abolish any of the above.
4. Powers of the University
The University shall have the powers vested in it by Section 6 (xvi) of the Act to accept the examinations passed and the period of study spent by students of the University at other universities and places of learning equivalent to such examinations and periods of study in the University, as it may prescribe, and to withdraw such acceptance.
5. Regulations and Rules
Under provision of Section 2 (o) & (v), Section 29 and 31 of the Act, Regulations and Rules shall be made by the Academic Council for the purpose under provision of the Statutes as it may deem necessary from time to time.

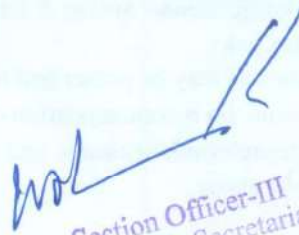


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1. **Title**

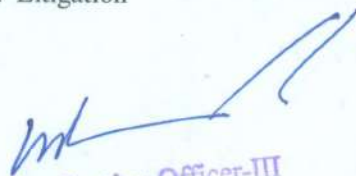
These Statutes shall be called Bacha Khan University, Charsadda Annual Report Statutes-2016.

2. **Presentation of Annual Report**

The annual report shall be presented as prescribed in Section 11 (7) & (8) of the Khyber Pakhtunkhwa Universities Act 2012, The Vice-Chancellor shall present the annual report before the Senate within three months of the closure of the academic year. The annual report shall comprise such information as regards the academic year under review as may be prescribed, including disclosure of all relevant facts pertaining to the following namely:-

3. **Layout of Annual Report**

1. University Governance
2. Academic Activities
3. Research and Development
4. Innovation and Commercialization
5. Quality Assurance
6. University Professional Ranking by the HEC
7. Faculty Development
8. Students Enrollment and Degrees Awarded annually
9. Universities Building Economies
10. Strengthening Physical Infrastructure
11. Strengthening Technological Infrastructure
12. Universities building Communities
13. Sports
14. Universities Building Leadership
15. Finance
16. Funds Generation/Development
17. University Liaison with industry
18. Recruitment and promotions
19. Meetings of Authorities and Statutory bodies
20. Outreach activities
21. Progress achieved from foreign tours
22. Litigation

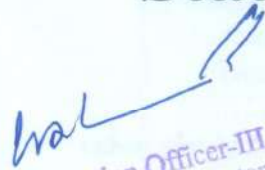


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Employees Medical Attendance Statutes-2016



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Employees Medical Attendance Statutes-2016

Title


These Statutes shall be called Bacha Khan University, Charsadda Employees Medical Attendance Statutes-2016.

Entitlement for Medical Treatment

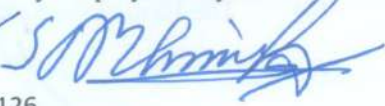
1. An employee shall be entitled to free of charge medical attendance by the authorized medical officer and also to receive the amount paid by him, if any, on account of such treatment on production of a certificate in writing by the authorized medical officer in this behalf subject to verification.
 - i. To get medical treatment from any private hospital/clinic in emergency anywhere in the country if in the opinion of the authorized medical officer it was necessary.
 - ii. If the authorized medical officer is of the opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, and such attendance or treatment which is not available at the place where the patient has fallen ill, he may, with the approval of the Medical Superintendent of the hospital (which will be obtained beforehand unless the delay involved entails danger to the health of the patient):?
 - a. Send the patient to the nearest specialist or other medical officer who in his opinion is required for the patient.
 - b. If the patient is unable to travel call due to the severing of his illness, officer to attend upon the patient?
 - iii. A patient sent under sub clause (i) of clause (3) shall on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to travelling allowance for him and attendant if recommended by authorized medical attendant for the journeys to and from the headquarters of the specialist or other medical officer or the place where he is sent for treatment.
 - iv. A specialist or other medical officer so called under sub clause (ii) of clause (3) shall, on production of certificate in writing by the authorized medical attendant in this behalf be entitled to travelling allowance for the journey to and from the place where the patient is.

Hospitalization

2. Hospitalization shall be allowed in the first instance in the hospitals specified at Schedule; treatment can be sought for in other hospitals in the province. If the treatment is not available in the province, hospitalization can be had in any other province of the country subject to the prior permission of the university authorities. A certificate to the effect of non-availability of the facilities shall have to be obtained from the local hospital lacking the facility.
 - i. If the authorized medical attendant is of opinion that a University employee cannot be given treatment due to the absence or remoteness of a suitable hospital or to the nature of the illness, the University employee may receive treatment at his / her residence.


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- ii. A university employee receiving treatment at his / her residence under sub rule (1) shall be entitled to receive towards the cost of such treatment incurred by him, a sum equivalent to the cost of such treatment that he / she would have been entitled for reimbursement, to receive under these statutes if he / she had not been treated at his / her residence.
- iii. Claims for sums admissible under sub rule (2) shall be accompanied by a certificate in writing by the Authorized Medical Attendant stating.
 - a. Reasons for the opinion referred to in sub-rule (1)
 - b. The cost of similar treatment referred to in sub-rule (2)


Free Medical Treatment

3. A University employee shall also be entitled for free of charge medical attendance by the authorized medical officer of the University.

Reimbursement

4. (1) A university employee and dependent family members detailed below shall be entitled to free-of-charge medical attendance by the Authorized Medical Attendant.
 - (a) dependent children when both the parents are working.
 - (b) dependent parents if other sons/ daughter are in Government service.?
 - (c) reimbursement of medical claim on account of treatment of parents of female married employees shall also be admissible.
- (2) If the Authorized Medical Attendant is of the opinion that the case of a patient is of a serious or special nature so as to require medical attendance of a specialist, he may, refer the patient to the nearest specialist as provided in clause (e) of Rule 2 or a hospital, by whom, in his opinion, medical attendance or treatment is required for the patient.
- (3) A University employee shall be entitled for reimbursement of any amount paid by him on account of his / her medical attendance by a specialist or treatment in a hospital under the provision of sub-rule (2) on production of a certificate in writing by the Authorized Medical Attendant in this behalf or the discharge book. Before claiming reimbursement he should obtain from the specialist or hospital authority, as the case may be, a copy, if possible of the printed tariff of the hospital, a bill in full detail and also a duly signed receipts in token of having made the payment, and present them to the Head of his / her Department. The head shall check the bill with the tariff, if provided so, and after obtaining the sanction of the Competent Authority, if necessary, make the amount payable on a Contingent Bill for which the hospital bill and the receipt will form the vouchers. The amount shall then be disbursed to the University employee.
- (4) The Head of the Section/Department/Institute or such officers to whom such powers



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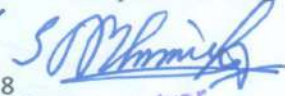

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are delegated by the relevant competent authority, shall be competent to order reimbursement under sub-rule (3) of an amount not exceeding Rs. 5000/- in each case.

- (5) The reimbursement of charges for services rendered in connection with, but not included in, medical attendance or treatment of a patient, shall be determined by the Authorized Medical Attendant and shall be made accordingly;
- (6) University employees and their families shall, ordinarily, be entitled for reimbursement of medical, surgical and nursing treatment as in-patient in a general ward or private room as may be the case.
- (a) The university shall provide advance to the concerned employee on his/her request with approval of the Vice Chancellor.
- (b) Employees and their family members shall be entitled for re-imburement of the amount spent on account purchase of medicine for the following medical treatment at OPD.
- i. Chronic pulmonary-cardiovascular and circulatory disorders.
 - ii. Tumors, malignancies, cancer and chronic blood disorders (Thalassemia etc.)
 - iii. Chronic hepato-renal disorders, organ failure, dialysis and transplants.
 - iv. Chronic neuro-psychiatric diseases, neuropathies, epilepsy, paralysis.
 - v. Chronic inflammatory-infectious diseases (rheumatoid arthritis, hepatitis, TB, tetanus etc.)
 - vi. Chronic endocrine disorder (diabetes/goiter pancreatitis etc.)
 - vii. Chronic degenerative disorders.
 - viii. Poisoning, dog and snake bite.
 - ix. Drug Abuse, STD, HIV/AIDS, VHF
 - x. Chronic skin diseases, allergies-chronic connective tissue and auto immune disorders.
 - xi. Injuries including orthopedics, burns, gunshot, blast and head injuries.
 - xii. Day surgery (obstetric-gyne disorders, deliveries cataract and eye/ENT day procedures).
 - xiii. Shock, cardiogenic shock, stroke and electrolyte disorders
 - xiv. Treatment for eye, ENT and disabilities/handicaps
 - xv. Dental treatment
- (7) Furthermore reimbursement will be allowed for the bills of tests, X-rays, ultrasound, M.R.I, C.T. Scan including all kind of tests required for diagnosing.


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Procedure for Indoor Medical Treatment

5. (a) The employee suspecting uncured ailment by himself or family shall approach the authorized medical officer to seek indoor treatment in an approved hospital. This procedure shall, however, not be applicable in case of real emergencies where information may be given to the authorized officer after the admission of the patient to the hospital within 24 hours.
- (b) The approved hospital, if necessary, may refer the case to other specialist consulting physician, surgeon, gynecologist etc. as it may deem fit, and also determine the eligibility for indoor treatment in their own hospital or any other specified hospital.
- (c) The approved hospital may refer the case for laboratory examinations/ tests as it may deem fit.

Home Treatment After Hospitalization

6. (a) Re-imburement on account of home treatment for employees and their family members suffering from Heart and Renal diseases may be allowed by the Syndicate.
- (b) At the time of discharge from the hospital the original prescription advised by the Medial Officer for home treatment shall also be allowed.
- (c) In case of Hepatitis, Cancer, Aids, Heart and Renal Diseases, Psychiatric and Epileptic cases where indoor treatment is not required, reimbursement of treatment at home will be allowed on the recommendation of authorized medical attendant.
- (d) Patient of Hepatitis (B&C) would be required to have Polymerized Chain Reaction (PCR) test done after every three months to ensure that injections are being administered regularly.

Laboratory Tests

7. (a) Employees and their families shall be entitled for laboratory tests in any government hospital/Laboratories, In case of non-availability of facilities, the test shall be carried out in other labs for which reimbursement shall be made with proper NOC from Government Hospital.
- (b) Payment on account of laboratory tests, if carried out from laboratories other than Government Hospital shall be made as per rates of the approved Laboratory / Hospital.

Medical Treatment

8. (a) The medical treatment chart from the hospitals would not be required or medical claims having financial involvement up to Rs. 10, 000/- however, for cases exceeding the above ceiling /limit, the production of the chart will be mandatory.

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- (b) Indoor treatment in private hospitals would only be allowed if the patient is referred by the administration of the Government hospital certifying non availability such facility in the Government hospital.
- (c) Reimbursement of medical claims on account of treatment of the spouse of retired employees is allowed. However, such treatment of retired employees and their spouse will be allowed only in Government hospitals and payment up to Rs.100,000/- (per annum) per case, will be made from Benevolent fund.
- (d) Instead of paying advance to the employee, payment will be made directly to hospital if patient is admitted for open Heart Surgery/Angiography / Angioplasty complete the list.
- (e) Patients of Hepatitis (B&C) would be required to have PCR test done after every three months to ensure that injections are being administered regularly provided that the cost of PCR shall be reimbursed.
- (f) The following facilities shall be provided to regular University employees:-
- i. Eye Lenses with a maximum Expenditure of Rs.5,000/-
 - ii. Eyes Laser Operation as per market rate.
 - iii. Stent in heart with a maximum of Rs. 2,50,000/- applicable as per market price whichever is less (one time only).


Medical Claim Committee

9. A standing 'Medical Claim Committee' consisting of the following to examine all cases (claims) of reimbursement and make recommendations for approval by the Competent Authority. Medical Superintendent or his nominee any of the approved hospitals will certify the disease and reimbursement claim thereof:
- a. Member of the Syndicate to be nominated by the Syndicate (Convener)
 - b. One Dean of to be nominated by the Vice-Chancellor. (Member)
 - c. Treasurer or his nominee. (Member/Secretary)

Panel Hospital

10. The Syndicate of the University may approve a panel of hospitals for specific diseases as well as for general treatment revised by the Syndicate from time to time. For treatment in panel hospitals a medical treatment card will be issued and payment will be made directly to the hospital through cross cheque. The hospital shall include a Government hospital or a hospital maintained by a local authority and any other hospital(s) with which arrangements have been made by university for the treatment of its employees as given in the schedule appended to these statutes which may be amended from time to time by the Vice Chancellor.

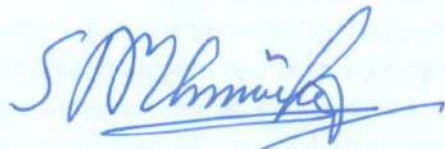

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Leave Statutes-2016



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Leave Statutes-2016

1. Title:

These Statutes shall be called Bacha Khan University, Charsadda Statutes-2016


2. Definitions

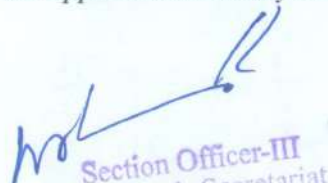
Unless anything is repugnant to the provision of the Act and Statutes the following terms shall mean:

1. "Leave" means any kind of leave admissible or allowed to an employee as specified in these Statutes.
 - i. "Leave Salary" means the monthly amount charged to such head in the budget and paid by the University to its employees during leave.
2. "Medical Certificate" means the medical certificate issued by any of the University Authorized Medical Attendants as mentioned in the Scheme for medical facilities to University employees.

3. General

1. Employees shall earn leave by *performing* duty.
2. Leave shall be a privilege and cannot be claimed as a matter of right.
3. Grant of leave or refusal to it shall be the discretionary powers of the authority and if the exigencies of duty so requires, 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 can be recalled to join forthwith.
4. A University employee, who remains absent without leave, shall be liable to disciplinary proceeding against him/her, and shall not be entitled to any pay and allowances for the period of his absence without leave.
5. Leave shall be earned, applied for, expressed, and sanctioned, in terms of days.
6. Leave shall be earned on full pay. It shall be calculated at the rate of four days for every calendar month of the period of duty rendered by the employee serving in non- vacation department and at the rate of one day for every month in the vacation department. Such leave shall be credited to the leave account of the employee concerned in terms of days as Leave on Full Pay.
7. 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.
8. Leave applied for on "Medical Certificate" shall not be refused, normally;
Provided that the Authority competent to sanction leave may, however, at its discretion, secure a second medical opinion to have the applicant medically examined.



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9. Employee who has been granted leave on Medical Certificate shall not resume the duty without first producing a Medical Certificate of fitness.
10. Holidays falling within the period of any kind of leave shall be counted as leave of that kind. However, holidays immediately before commencement of leave or expiry of leave may be suffixed or prefixed to leave with permission of the authority.
11. An employee may apply for the type of leave, which is due and admissible to the employee, and it shall not be refused on the ground that another type of leave should be taken in the particular circumstance (s).
12. 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 leave preparatory to retirement, study leave, sabbatical leave and casual leave.
13. The employee shall avail the leave *when it is granted/sanctioned.*
Provided that in special circumstances the sanctioning authority, if deem it fit, may grant leave in absentia or may grant the leave retrospectively. The leave once sanctioned shall be valid for 21 days. In case such leave is not availed within 21 days from the date of its sanction, it shall automatically expire.
14. An employee on return from leave shall report for duty to the Registrar.
15. Leave must be applied for on the prescribed proforma stating the kind of leave required. In addition, Medical Certificate will be submitted in case leave on medical grounds is required.
16. Application for grant of leave shall be submitted at least 15 days in advance of the date from which leave is sought to be availed except in extraordinary situation to be recorded in writing. Application for grant of leave shall be submitted to the immediate supervisory or controlling officer, who shall sanction the leave applied for or forward through proper channel to the authority for sanction. The forwarding officer shall record in writing his remarks and the arrangements proposed during the absence of the applicant.
17. Leave account in respect of each employee shall be maintained as a part of his permanent service record viz service book or personal file, in such form, as may be prescribed by the University.
18. Unless the leave granted so far 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


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- against his leave account. If sufficient credit in his leave account is not available, it will be adjusted against future earning of leave.
19. Leave of the kind due shall be granted to the employee whose services are terminated by the University owing to reduction in the office or abolition of the post as long as leave at his credit is available subject to title. In such case a leave reserve post shall be created to accommodate the employee as a stop gap arrangement.

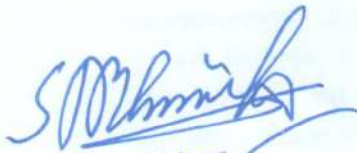
Provided that such facilitation shall not be available to the employee compulsorily retired, removed or dismissed under Employees Efficiency and Disciplinary Statutes.

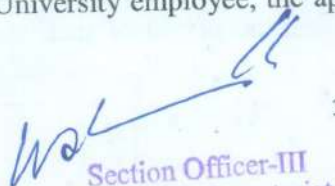
20. The Employee would be entitled to en-cash his leave accumulated in the leave account at the time when the employee:
- decides to quit the University during his/her service or tenure period;
 - quits the University after the expiry of his/her temporary appointment;
 - the University discontinues an employee's service during his/her service or tenure period. And
 - Proceeding on retirement.

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

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

21. Instead of indicating whether leave starts or ends in the forenoon, leave may commence from the day following that on which the employee hands over the charge of post and may end on the day preceding that on which the charge is resumed.
22. If an employee of the University accepting employment elsewhere during leave, except **leave preparatory** to retirement from the University, without the prior sanction of the appointing authority, shall be liable to forfeit his/her leave salary from the date of his accepting such appointment.
23. on matter not provided for by these statutes, the Senate on the recommendation of the Syndicate may adopt the statutes or instructions concerning the leave issued by the **Government** from time to time.
24. In case where the operation of these statutes causes hardship to a University employee, the appointing authority may for reasons to be


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recorded in writing, relax any of these statutes and report the same to the Senate for its concurrence.

25. All employees who were in service before the commencement of these statutes including those who were on leave on that date, and those to be appointed after the day of its commencement shall be governed by these Statutes.

4. Types of Leave

The following kinds of leave shall be admissible to the employees of BKUC;

1. Casual Leave;
2. Leave on full pay;
3. leave on half pay;
4. Leave on Medical grounds/Sick Leave;
5. Special Disability Leave;
6. Study Leave;
7. Extra Ordinary Leave (EOL);
8. Leave Ex-Pakistan;
9. Maternity Leave;
10. Special Leave;
11. Sabbatical Leave;
12. Duty Leave;
13. Leave Preparatory to Retirement;
14. Recreation Leave; and
15. any kind of leave declared as such by the Syndicate

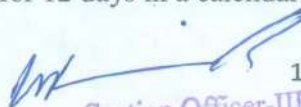
5. Authority to sanction leave

1. The Vice Chancellor shall have the authority to sanction all kinds of leave.
2. Head of the departments shall be empowered to grant casual leave to employees serving under his supervision under intimation to the Registrar.
3. Casual leave to all Deans and Administrative Heads shall be sanctioned by the Vice Chancellor.
4. Casual leave to Chairmen/Head of Academic Departments be granted by the concerned Dean with intimation to Registrar/Vice Chancellor.


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6. Casual Leave

1. All employees not availing vacation shall be entitled to casual leave for 25 days in a calendar year.
Provided that the casual leave plus extra casual leave of five days as portion of recreation leave under Statute 6.2 below, shall not exceed 30 days in all in a calendar year
- i. All employees availing vacation shall be entitled to casual leave for 12 days in a calendar year.


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- ii. Casual leave may not be granted for more than 5 days at a time in case of all employees, subject to relaxation up-to 10 days in special circumstances to be recorded in writing.
- iii. Casual Leave shall not be combined with any leave or joining time. It may be prefixed or suffixed to closed or optional holiday(s), provided the total period, including holidays, does not exceed ten days.
- iv. Casual Leave shall not be credited to the leave account of the employee. Any balance not availed shall lapse with the end of calendar year.

2. Recreation Leave

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.

7. Earning of leave

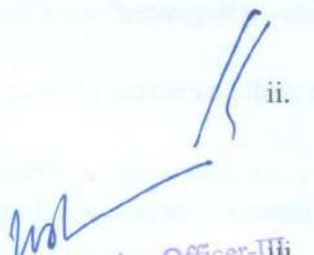
All services rendered by employee including the period spent on casual leave and duty leave qualifies him/her to earn leave in accordance with these statutes.

Provided 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.

1. An employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay"; duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.
2. Any employee who enjoys vacation (he/she a member of vacation staff) may earn leave on full pay in the following manner:
 - i. when an employee avails himself/herself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
 - ii. when during any year he/she is prevented from availing himself/herself of the full vacation as for any employee who does not enjoy vacation for that year then he/she will earn leave at the rate allowed to non-vacation staff; andWhen he/she avails himself/herself of only a part of the vacation as in (i) above plus such proportion of thirty days as


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the number of days of vacation not taken bears to the full vacation.

3. If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
4. Accumulation of leave *on full pay* shall be without limit provided that, subject to title, leave on Full pay may be granted up to a maximum of *one hundred and twenty days* at a time.
5. For the purpose of Sections 7.5 holidays/regular vacations (except those falling within a time an employee is absent on regular leave) shall count as duty.

GRANT OF LEAVE

8. Leave on Full Pay


1. The powers to grant leave shall vest in the authority mentioned in section 5 of 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 that it is due and admissible to a University employee.
3. The maximum period of 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. With Medical Certificate once in entire service : 365 days


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4. Medical leave, on production of Medical Certificate, may 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, in each instance in which such leave is applied for, determine.

Provided leave on medical certificate sanctioned under this Statute 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.

6. **Disability Leave:** Disability leave may be granted, outside the leave account on the eve of disability due to injury, ailment or disease contracted 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.


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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 will be at the rate of one day of the former for every two days of the later, fraction of one-half counting as one full day's leave on full pay.
2. The request for conversion of leave referred to in Statutes (9) (1) 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 so long as it is available by conversion in the leave account.

10. Anti-Rabid Leave

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


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, etc. quarantine leave may be granted up-to a limit of one month on production of a certificate from the Authorized Medical Officer. The employee shall be considered on duty and shall draw his actual pay and allowances.

12. Study Leave

1. Study Leave may be granted to an employee for the purpose of pursuing higher education or study or research in a manner approved by the University Syndicate.
2. In the case of teachers and professional experts like engineers and doctors, study leave may be granted subject to the usual conditions.
3. In the case of other employees study leave should be granted in exceptional cases, after it has been established that the proposed course of study shall be beneficial in relation to the functions of the University.
4. Study leave shall not be granted to an employee within three years of the date on which he/she has the option of retiring.
5. In case of an employee retiring from or otherwise leaving the service within five years of the expiry of the leave, an amount equivalent to the emoluments, the employee drawn during study leave shall be levied from him and the study leave availed by him shall, at the discretion of the Syndicate, be converted into the leave of the kind due.
6. The Syndicate may grant leave for study purposes to an employee who has not put in three years' service on such terms and conditions as it may deem fit.
7. Study leave, in the first instance may be granted for one year extendable on yearly basis, subject to receipt of satisfactory progress report from the supervisor or Professor under whose supervision the employee is,

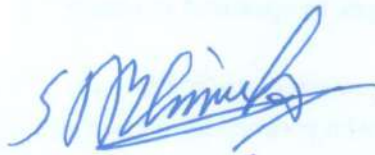

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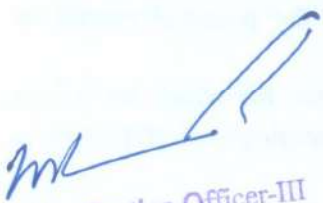
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pursuing the higher education, studies or research, and request of the employee for extension in leave.

8. In no case the period of study leave shall exceed one thousand eight hundred and twenty five days (five years) during the whole period of service of University employee.
9. On the 'satisfactory progress reports of work and a definite recommendation of the Supervisor', study leave may be extended for the third year or part thereof, by the Vice Chancellor. In special cases, the leave may be extended for the fourth year or part thereof on the basis of satisfactory progress report and definite recommendation by the Supervisor, subject to the approval of the Syndicate. Study leave for the fifth year may also be granted but under exceptional circumstances and on good reports, subject to the approval of the Syndicate. Request for extension for 4th and 5th year shall reach the Registrar Office three months before the expiry of previous leave.
10. In case of unsatisfactory report the employee will be liable to be recalled and all payments received by him/her will either be refunded by him/her or his/her guarantors or both or such a portion of it as the Syndicate may determine. This, however, will 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. An employee on study leave shall be allowed to retain accommodation allotted to him/her during the study leave provided his/her "family" actually resides in the accommodation.
12. For any change in the course of study or field of research fresh approval of the authority shall be necessary to revalidate the study leave.
 - i. All applications for study leave shall be submitted at least three (03) months prior to the date on which the leave is proposed to be availed.
 - ii. Application for study leave must clearly specify the course or courses of study contemplated and any examination which the applicant intends to take. No course of study shall qualify the applicant for study leave or leave salary thereof unless it is approved by the authority.
 - iii. The Head of Department concerned should lay down the course of study/degree program for which a University employee is recommended.
13. Study leave may be combined with vacation and extra ordinary leave.
Provided that study leave so combined shall be granted twice in the entire service but the total period shall not exceed one thousand four hundred and sixty days (four years).



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14. Before proceeding on study leave the University employee shall be required to execute a personal bond with surety of two (2) guarantors of known credibility and financial status on a stamped paper to the effect that on his return from study leave after completion of his studies (successfully), he/she shall serve the University for such period as specified in clause 12.14.(i) below and that in case of his failure to serve the University for this period he shall pay to the University as liquidated damages and not penalty the amount as specified in clause 12.14.(ii) below:
- i. If the duration of training facility/fellowship/scholarship/study leave is from six months to one year he/she should be required to sign an agreement to serve the University for two years; if it is from one to two years/ in the case of Master's Degree, he/she shall serve the University for three (03) years and if it is from two to three years or more/ in the case of Ph.D, he/she shall serve the University for five (05) years.
 - ii. If the employee does not resume duty on the expiry of the study leave granted to him or after resuming duty, leaves the University service before the expiry of the relevant period as specified in clause 12.14.(i) above, the amount of liquidated damages will be recovered from him/her, he/she shall be liable to pay to the University; such amount equal to the bond money, fringe benefits (which shall not be less than the amount approved by the Syndicate), the pay, and other payments he/she had received during the period of the study leave.
 - iii. In case he/she fails to complete the studies successfully within the approved duration, he/she shall pay such amount etc. spent on his/her studies to the University as liquidated damages as specified in clause 12.14.(ii) above.
 - iv. No bond will be required in case of training or study programme for less than six months. University employees who proceed abroad on a scholarship or a bursary etc. but not for obtaining a degree are not required to sign an agreement provided the period of their stay abroad does not exceed six months.
15. Only regular employees shall be treated on study leave if they were awarded scholarships or fellowships by an outside agency or by the University. All others should be treated on leave without pay. Normally temporary employees if they are awarded a scholarship / fellowship for training abroad which had not been specifically allotted to the University, should be required to resign. If, however due to special circumstances an exception had to be made, the proposal should be placed before the Syndicate.
16. The employee should stick to the course/degree for which he is sent abroad. After the completion of the course, the employee should return to


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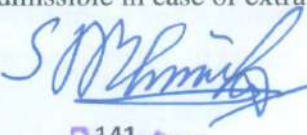
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- the University and should not prolong his stay abroad by joining another course.
17. The employee, who proceeds abroad (on scholarship, fellowship, bursary etc.) but not for obtaining a degree may be treated on study leave abroad and allowed to draw full salary if he has at least 15 years' service to his credit, three-fourth of his salary if he has at least 10 years' service to his credit and half of the salary if he has five years, or more but less than 10 years' service. He shall be granted leave without pay, if he has less than 5 years' service to his credit.
 18. Unless permitted to do so by the Syndicate, employment during study leave is strictly prohibited and is not allowed for whatever reasons it may be.
 19. During study leave the employee shall not engage himself/herself in a job carrying remuneration.
 20. If an employee of the University accepts employment elsewhere during Study Leave;
 - i. the appointing authority, shall forfeit his/her leave salary from the date of his/her accepting such appointment,
 - ii. Such leave period shall be debited against his/her leave account.
 - iii. Increment for the whole leave period availed will not be allowed to him/her.
 - iv. Such period must be forfeited from the seniority, or if the Syndicate decides the whole period of leave shall be forfeited from his/her seniority.
 - v. study leave shall not be allowed again to such an employee throughout his service.
 - vi. In case such an employee fails to complete the study program successfully, shall also be dealt with section 12.14.(ii) of these Statutes.

13. Extra Ordinary Leave (EOL)/Leave without pay

1. The grant of extra-ordinary 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 extraordinary leave. No leave salary is admissible in the case of extra-ordinary leave.
 - iv. No leave salary is admissible in case of extra-ordinary-leave.


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- 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. Leave without pay (EOL) may be granted under special circumstances to a permanent employee up to a maximum period of **five years** at a time.
Provided that the employee to whom such leave is granted has been in continuous qualifying service for at least 10 years.
*Provided further that the maximum period of **five years** shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.*
4. In case of a permanent University 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. Extra Ordinary leave (leave without pay) of 5 years is admissible to an employee for each spell of 10 years of continuous service. If, however an employee has not completed 10 years of continuous service. On each occasion time, extra-ordinary leave (leave without pay) for maximum period of five hundred and fifty days may be granted at the discretion of the Competent Authority.
6. Maximum leave availed after one continuous period of 10 years' service shall also not exceed **5 years**.
7. **"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 for study due to an employee falling under the category subject to the condition laid down in the Statutes. For the rest of the period, however, the employee would be entitled only to extraordinary leave without pay. Employees who have no leave at their credit would be granted only extraordinary leave without pay.
8. 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 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.
9. 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 any one time, but in special circumstances it could be extended up-to five years.

14. Leave Ex-Pakistan

1. Leave Ex-Pakistan may be granted on full pay for a maximum of one hundred and twenty days to employee who applied for such leave or who proceeds abroad during leave or takes leave while posted abroad or is


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otherwise on duty abroad 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.

15. Hajj Leave

Forty-Five days Ex-Pakistan Hajj Leave on full pay may be granted as special leave once during the entire service to employee

16. Maternity 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 be earlier.
2. The maternity leave shall be granted on medical certificate from authorized Medical practitioner in such a manner that the date of confinement falls within the leave period and the leave does not go on for more than sixty days beyond the date of confinement.
3. 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.
4. Maternity leave may be granted to a female employee thrice only in her whole service in the University.

17. Special Leave on "Death of Husband of Female Muslim Employee,

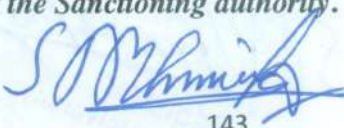
1. A Muslim female employee on the death of her husband, may be granted special leave on full pay, when applied, for a period not exceeding 130 days. This leave shall not be debited to her leave-account.
2. Such leave shall commence from the date of death of her husband and for this purpose she will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

18. Leave not due

1. Leave not due may be granted on full pay to *a regular and confirmed 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 (90) days in all.
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 resuming duty on the expiry of the leave.

Provided that such leave may be granted sparingly and to the satisfaction of the Sanctioning authority.


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4. When an employee of the service returns from leave which was not due and was debited against his leave account, no leave shall become due to him until the expiry of a fresh period spent on duty sufficient to earn credit of leave equal to the period of leave which he/she had took prior to return from leave not due.

19. Sabbatical Leave

1. Sabbatical leave is a privilege and not a right and its approval when it falls due shall depend upon the prevailing staff positions and exigencies of duty at the discretion of the authority.
2. An employee engaged in teaching or research may after every six years of active service in the University, be granted sabbatical leave up to 365 days on full pay (i.e. the 7th year) for undertaking research in a university or research organization of good standing, subject to a maximum of 730 days during the entire service.
3. The sabbatical leave may not be combined with any other kind of leave.
4. Subject to the exigencies of service sabbatical leave may be granted up to a maximum of 365 days at a time.
5. The period spent on study leave or leave without pay shall not count towards the period prescribed for entitlement to sabbatical leave.
6. In case the employee receives salary from other sources during sabbatical leave, the University may pay only 50 percent of the salary to which the employee concerned would be entitled in the University.
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 3 months before the date it is proposed to be availed of.
8. A University teacher shall not be allowed to proceed on sabbatical leave during a semester.
9. The employee on sabbatical leave may draw house rent allowance or retain the residential accommodation provided to him if his/her "family" actually resides in it. He/she will also be eligible to other fringe benefits except conveyance allowance and hard area allowance or any special allowances of whatever kind it may be.
10. Sabbatical leave will be granted to a regular and confirmed employee only for undertaking such research assignment within or outside Pakistan as are related to his subject in respect of which he/she will be required to give valid proof.
11. On return from sabbatical leave the employee shall submit a report on the work done during the sabbatical leave for the perusal of the Head of the constituent Department/ Institution who will forward it with his comments to the Vice Chancellor.

20. Duty leave


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

4. **Encashment of leave preparatory to retirement (LPR)**


- i. The Employee retiring at superannuation or on completion of *twenty-six* years qualifying service, at his option, be allowed to encash his leave preparatory to retirement if he/she 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.
- ii. In lieu of such leave, leave pay be paid for the period of leave standing at the credit of employee concerned subject to a maximum of three hundred and sixty-five (365) days.
- iii. All kinds of leave except granted on account of ill health supported by Medical Certificate or for performance of Hajj, shall be deductible from the amount of leave to be encashed.
- iv. The employee shall submit the option to the authority, who shall accept the option and issue formal sanction for the payment of such encashment. Such option may be submitted at least six months prior to the 'struck off duty day', otherwise the authority shall have its discretion to decide.
- v. For the purpose of payment in lieu of such leave:
 - a. The rate of pay shall be the basic pay last drawn/admissible at the time the leave encashment is drawn.
 - b. the encashment of leave pay may be drawn at the end of each month, or in lump sum on the day of retirement at the discretion of the employee, for which duty has already been rendered; and
 - c. only the "Senior Post Allowance" will be included in the leave pay as admissible.


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22. **Death during service or on retirement to permanently incapacitated:** In case an employee dies while in service, or an employee being in service is declared permanently incapacitated for further service by a medical board of designated hospital, a lump sum payment equal to full pay for the number of days of earned leave on his/her credit, but not exceeding 365 days, shall be paid by the University to his family or to the employee as the case may be.

23. **Overstay beyond Leave:** If an officer/employee overstays his/her leave, he/she shall forfeit all his salary during the time of his/her remaining so absent, and if he/she overstays his/her leave for more than one week, his/her office shall be liable to be declared vacant.

24. **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.


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25. **Late Coming/Leaving office before time:** For every three days an employee comes late to the University Office or leaves his seat before secure time without prior approval of the Head of the Department/In charge of the Branch concerned, one casual leave shall be debited against his/her leave account. In case he/she has no Casual Leave on his credit, such one-day leave shall be debited to his leave account.


26. **Study Tour**

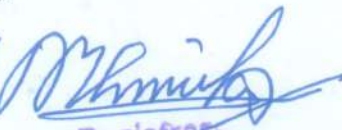
1. Only senior persons may be permitted to proceed on study tour subject to following conditions:-

- i. Study tour would normally be for a period of four months, but in no case should it exceed six months.
- ii. Persons proceeding on study tour will 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 permissible, but shall have to meet additional expenditure from his own pocket.

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

- iii. In very special circumstances, the Syndicate may, at its discretion, grant study leave to an officer who has been sent abroad on study tour and also permits him to combine this with summer/winter vacation.
- iv. Persons, proceeding on study tour, would be treated on duty and paid full salary in Pakistan. (excluding conveyance and hard area allowances).
- v. 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.
- vi. 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 (TA).

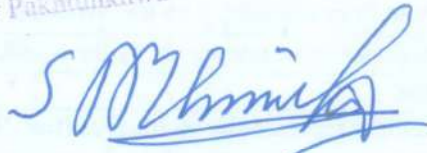

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EMPLOYEES WELFARE FUND STATUTES-2016



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Employees Welfare Fund Statutes-2016

1. Title

These Statutes shall be called Bacha Khan University, Charsadda Employees Welfare Fund Statutes-2016.

2. Establishment of the Welfare Fund

There shall be established a fund, to be called University Welfare Trust Fund, for the purpose of general welfare of the University's employees.

3. Sources and Utilization of the Fund

1. To the credit of the Welfare Fund shall be placed:
 - i. All contributions received from University employees under these Statutes;
 - ii. All contributions made by the University; and
 - iii. any donation contributed to the fund by philanthropists or an agency; and
 - iv. All markup/profit accruing on investment from the fund on such contributions.
2. The Welfare Fund shall be utilized for meeting the expenses on arrangements to be made with Insurance Company or other Insurer(s) for the insurance of the University employees in the following manner.
 - i. Out of the profit released from Insurance Companies, 50 percent of such profit shall be credited to the Fund Account. The Board may utilize it in accordance with the provision of these Statutes.
 - ii. The remaining 50 percent of profit shall be payable to the employees with profit. This amount shall be invested in long term schemes. The employees on death or retirement shall receive their share of profit based on the ratio of their respective contributions to the premium along with the profit accruing on it.

4. Constitution of Board for Management of the Fund

1. There shall be a Board consisting of the following members as under to administer and manage the fund.

i.	Vice-Chancellor	Chairperson
ii.	One Dean to be nominated by the Syndicate	Member
iii.	One Professor to be nominated by the Syndicate	Member
iv.	Registrar	Member
v.	One member representing employees from BPS-1 to BPS-16 to be nominated by the Vice Chancellor.	Member
vi.	Treasurer	Member/Secretary

2. Members of the Board mentioned on Serial No: ii, iii and iv, shall hold the office for three years.

5. Functions and Powers of the Board:

The Board shall have the power;

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1. From time to time arrange for the insurance of the employees in the sums specified in the following table and arrange its investment in the profitable schemes in the financial institutions /scheduled banks,
2. Monitor and oversee accounts of the fund;
3. Devise policy for investment of the fund and insurance in profitable schemes with the organizations registered with State Bank of Pakistan
4. Sanction expenditures connected with the administration and management of the Fund
5. Do or cause to be done all other things ancillary or incidental to any of the aforesaid or to the purpose of the fund;
6. Revise the rates from time to time;
7. Settle the claims in relation to the fund;
8. Report annual progress with regard to Fund, or in respect of any claim given to it by the Syndicate, to the Syndicate.

6. Contribution towards the fund by the Employee

1. Subject to the provisions of these Statutes, every employee shall be liable to contribute monthly towards the Fund @1% of the initial basic pay. This rate may vary with the approval of the Syndicate on the recommendations of the Board.
2. The annual contribution payable by each employee shall be deducted from his monthly pay and credited to the Fund.

7. Contributions by Employees in Foreign Service


1. When an employee is transferred to Foreign Service or deputed to other department/ organization he shall continue to be governed by these Statutes in the same manner as if he had not been so transferred or deputed and he shall remit to the Treasurer his contribution to the fund during the period he remains in Foreign Service/Deputation;
2. If for any reason contribution to the fund has not been deducted from the pay bill of a University employee or not paid in the manner prescribed, the same shall in lump-sum be deducted from his subsequent pay bill, and remitted to the Treasurer.

8. Assistance to the Family of Deceased Employee

1. The Board shall extend financial assistance to the family of the deceased employee of the University on case to case basis from the fund at the specified rates.
2. Notwithstanding the fact that an employee may have at different times belonged to different classes of service, in the event of his death, the legal heirs shall be entitled as specified in First Schedule, to the assured sum to be paid on his/her death to the member or members of his family, nominated by him in this behalf, or the other persons specified in appended schedule - I of these Statutes irrespective of the premium being paid before his death by the University to the Insurance Company or other Insurer.

9. Nomination of Legal Heirs

1. Within three months of coming into force of these Statutes, every employee who is entitled to the benefits of the fund shall nominate, in the form appended at schedule – II


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of these statutes, a member or members of his family to whom he desires the sum insured to be paid in the event of his death, specifying, in case the assured sum is to be paid to more than one member of his family, the proportion in which such sum is to be paid to them and forward the Nomination Form to the Treasurer for transmission to the Insurance Company concerned which shall assign a Nomination Number to the employee and furnish receipt thereof to be placed in his service book/File.

2. In case the nominee or one of the nominees is a minor(s) the employee shall nominate one or more persons through whom the payment of the sum assured, shall be paid by the Insurance Company to the minor(s).
3. An employee, may, at any time, cancel a nomination by sending a notice in writing to the Treasurer for transmission to the Insurance Company concerned and may also send a fresh nomination along with such notice.
4. If the nomination relates only to a part of the sum assured, the part to which it does not relate shall, in the event of the employee's death, be distributed in accordance with the provision of Section 10 of these Statutes.

10. Payment to relatives on employee's death

1. The arrangement to be made with an Insurance Company or other Insurer shall be to the effect that on the death of an employee of the class specified in column-I in Schedule-III the sum specified against that class of employee in column-II shall be paid:
 - i. to such member or members of his/her family as he may have nominated for the purpose in full or in the shares specified by him at the time of making the nomination
 - ii. where no valid nomination by the employee subsists at the time of his death, to his family; and
 - iii. in the absence of a family, to his surviving relatives, if any, in the manner and in the shares in which the Provident Fund or gratuity of a deceased employee is payable under the relevant Statutes for the time being in force.

11. Submission of claims for payment


Claims under these Statutes shall become payable only upon submission of claim by the by the nominee(s).

1. a certificate in the form appended at Schedule-III certifying the death of the employee concerned and indicating the class to which such employee belonged immediately before his death and his nomination number; and
2. where no valid nomination under Section 10 of these Statutes subsists in respect of an employee at the time of his death, a certificate specifying the names of the members of his family and in the absence of any member of his family the names of his surviving relatives to whom the sum assured is payable under the relevant provisions of these Statutes.

12. Payment of claim by the insurance company

On receipt of the documents referred to in these Statutes, the Treasurer shall make immediate


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arrangements for the payment of the amount of sum assured, to the person or persons mentioned in these Statutes.

13. No benefit admissible on Dismissal, Termination and Removal

If an employee, for any reason what so ever, is removed or dismissed from service, he shall not be entitled to any benefit from the fund, nor to their fund of the contributions made by him toward the said fund during the period of his service.

14. Meeting of the Board.-

1. The Board constituted under these Statutes shall hold meetings at least twice a year
2. Decisions by the Board shall be taken by majority of votes. In case of equality of votes, the Chairperson shall have a casting vote;
3. All decisions of the Board shall be recorded in writing by the Secretary and in his absence by such other member of the Board as may be authorized in this behalf by the Chairperson;
4. Subject to the general supervision and control of the Chairperson, the Secretary shall be responsible for:
 - i. The conduct of correspondence on behalf of the Board;
 - ii. The maintenance of the records of the Board;
 - iii. The disbursement of the money from the fund;
 - iv. The maintenance of the accounts;
 - v. Preparation of the agenda of the meetings of the Board and giving advance notice of such meeting to the members of the Board and recording and circulation of the minutes;
 - vi. Performance of such other functions as may be specified by the Syndicate;
 - vii. Preparation of Annual Report of the Board's proceedings and reporting it to the Syndicate

15. Grants to retired university employees


The Board shall make one-time payment to an employee, who has retired from service or has completed the age of sixty years as the case may be, such grants out of the fund up to Rs.50,000/-(Rupees fifty thousand only) as it may consider appropriate or feasible.


16. Withdrawals from Welfare Fund

Any amount required to be drawn from the fund shall be drawn on a bill signed by the Treasurer and issued in the form of crossed cheque.

17. Maintenance of the fund and its audit

1. The accounts of the contributions to, and of the with draws from, the fund shall be maintained by the Treasurer;
2. The accounts maintained shall be audited by the Auditor at least once every year.


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18. **Funds to be kept in a Scheduled Bank**

All contribution credited into the fund shall be kept in Scheduled Bank in the name of the Board.

19. **Accounts and Payments in Rupees**

The account of the fund shall be kept in Pakistani Rupees and all payments from it shall be made in Pakistani Rupees.

20. **Removal of Difficulties**

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not in consistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty,

Provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

21. **Anomaly Committee**


Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee provided under the University Statutes-2016. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

22. **Amendment in the Statutes**

Any amendment / modification in these Statutes shall be proposed by the Syndicate on the recommendations of the Anomaly Committee.

23. **Saving**

Everything done, action taken, obligations or liabilities incurred, rights and assets acquired, persons appointed or authorized, jurisdiction or powers conferred, endowments, bequests, funds or trusts created, donations or grants made, scholarships, studentship, or exhibitions instituted, affiliations or privileges granted and orders issued under any of the provisions of the repealed Act or adopted legislative instruments or the Statutes, the Regulations and the Rules made or deemed to have been made there under, shall, if not inconsistent with the provisions of the Act may deemed to have been respectively done, taken, incurred, acquired, appointed, authorized, conferred, created, made, instituted, granted and issued under these Statutes, and any documents referring to any of the provisions of the repealed Acts, Ordinances, other legislative instruments or the Statutes, the Regulations and the Rules first referred shall, so far as may be, be considered to refer to the corresponding provisions of the Ordinance or the Statutes, the Regulations and the Rules made under the Khyber Pakhtunkhwa Universities Act, 2012. Any Statutes, Regulations, or Rules made or deemed to have been made under the adopted legislative instruments shall, if not inconsistent with the provisions of the Act, be deemed to be Statutes, Regulations or Rules made under the Khyber Pakhtunkhwa Universities Act, 2012 and everything done and any


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action taken under those Statutes, Regulation and Rules shall have effect as if they were done under these Statutes.

SCHEDULE-I

BASIC PAY SCALE	AMOUNT OF HALF YEARLY PREMIUM PAYABLE
BPS 1 – 4	At the rate of 1% of the Basic Pay of each scale.
BPS 5 – 10	
BPS 11 – 15	
BPS 16 – 17	
BPS-18	
BPS-19	
BPS-20 and above	

SCHEDULE-II

FORM OF NOMINATION

I, son/daughter/wife of the Department of/Section faculty/office of Bacha Khan University, Charsadda hereby nominate the person/persons/mentioned below, who is a member/who are members of my family and defined in the University Employees Welfare Fund Statutes, 2016 to receive the assured sum in the event of my death under the Group Insurance Scheme.

Name and address of nominee	Relationship	Age	Proportion of the amount to be paid	If the nominee is minor, name of the person or persons to whom payments to be made
1	2	3	4	5

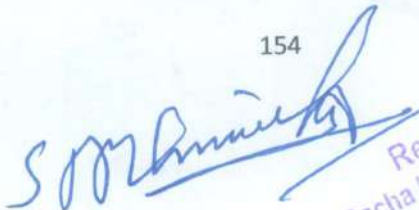
Attested by (Seal of the office)
Signature of the Subscriber

Note:

(The signature of subscriber should be attested by a Class "A" University Officer or Class I Government Officer, who should affix his/her seal of office above his/her signature.)

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SCHEDULE-III

Dated.....

To

.....

(Address of the Insurance Company)

REF: GROUP INSURANCE SCHEME

Respectable Sir/Madam,

With reference to the above noted Scheme, I have to report that Mr./Mrs./Miss Aged years, died on . It is, therefore, requested that the payment of Rs.(Rupees only), the amount for which the deceased was covered, may be made.

1. To his/her nominee or nominees. The nomination number assigned to the deceased was
2. (Where no nomination subsists) to the following members of his/her family:

S.No	Name	Father Name	Relationship with the deceased
i.			
ii.			

3. (In the absence of a family) to his/her surviving relatives mentioned below in the shares noted against each.

S.No	Name	Father Name	Shares	Relationship with the deceased
i.				
ii.				

It is hereby certified:

1. That the deceased was a subscriber to the Welfare Fund.
2. That at the time of the death the deceased was a class employee.

Wor
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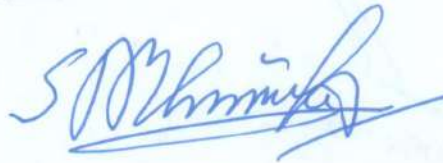
S. O. Chinn
Registrar
Bacha Khan University
Charsadda

Treasurer

Audit of Accounts Statutes-2016



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Audit of Accounts Statutes-2016

1. **Title**

These Statutes shall be called Bacha Khan University, Charsadda Audit of Accounts Statutes-2016.

2. Bills for payment to be made out of the University fund shall be checked by the Auditor of the University who shall see that:


1. Sanction of the competent authority exists for the payment;
2. The claim is in respect of services rendered or stores supplied and supported by a certificate of the competent authority;
3. budget provision exists to meet the expenditure, and that ;
4. In case of claims for payment of Provident Fund, verifications have been made with reference to the personal account of the subscriber.
5. No expenditure shall be made from the University fund, unless the bill for its payment has been audited by the Auditor of the University in conformity with the above procedure.
6. In case of difference of opinion between the Treasurer and the Auditor, the matter shall be referred to the Vice Chancellor whose decision shall be final for reasons to be recorded.

3. The statement of the Accounts of the University signed by the Treasurer and the Auditor shall be submitted to the authority federal or provincial as the case may be within six months of the closing of the financial year. The same will be uploaded on the University Website.

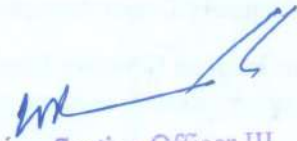
4. The accounts of the University shall be audited once a year in conformity with the Statutes and Regulations of the University, by the Auditor appointed by the Auditor General of Pakistan for this purpose.

5. The observation(s) of the Auditor, together with such annotations as the Treasurer may make, shall be presented to the Syndicate and the Commission.

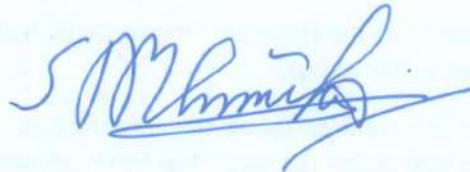

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Honorary Degrees Statutes-2016



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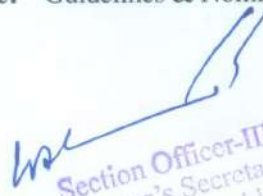
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Honorary Degrees Statutes-2016

Conferment of Honorary Degrees

1. The Vice Chancellor in consultation with the University Academic Council may recommend nominees to the Syndicate for Award of Honorary Degrees.
2. The authority to award an Honorary Degree shall rest with the Syndicate subject to the confirmation by the Chancellor.
3. The Syndicate's decision shall be made at a meeting held after proper notice and supported in each case by the opinion of a two third majority of the members present at the meeting.
4. The candidate to be considered for an Honorary Degree should have made outstanding contribution to the advancement of the candidate's discipline or field of work, or to the benefit of the community, to the country or to the society at large.
5. Active members of Faculty and Staff at University are not eligible to be considered for Honorary Degrees.
6. Posthumous Honorary Degrees shall not be recommended. However, if the candidate accepts the invitation of the University, but dies before the Convocation, the Honorary Degree shall be conferred.
7. Normally, an Honorary Degree shall not also be awarded in absentia. However, in exceptional circumstances, a degree may also be awarded in absentia.
8. An individual can receive only one Honorary Degree from the University.
9. In selecting the candidates for the award of an Honorary Degree, it should be ensured that no discrimination is made on the basis of race, colour, religion, gender, caste and disability.
10. The cases for consideration shall be submitted on a proper Nomination Form (Annex-II).
11. After confirmation by the Chancellor, the Vice Chancellor shall inform the nominee(s).
12. The format of the Honorary Degree itself shall be the same as that for degrees awarded to students on the campus.
13. In case the nominee for an Honorary Degree is unable to accept the degree in the year the degree is awarded, the name shall be re-submitted for approval in a later year.
14. Honorary Degree shall not be used for professional promotion, and the recipients are not supposed to write 'Doctor' with their names.

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


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Honorary Degrees Statutes-2016

Annexure-I

Guidelines:

1. Introduction

Any person is eligible to make a nomination.

2. Selection Criteria

- a. Outstanding contribution to discipline or field of work, to community, to society in general.
- b. Nominee may be from any country.

3. Eligibility Guidelines


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

4. Selection Process

- a. The recommendations of the nominees are made by the Vice Chancellor in consultation with the Academic Council.
- b. Recommendations are approved by the Syndicate.
- c. The case(s) are submitted to the Chancellor for confirmation.
- d. Invitation to candidate(s) are sent after the approval by the Chancellor.
- e. Name(s) of honoree(s) will be made public.

5. Nomination Form

A completed nomination form is necessary for the information of the Syndicate.


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Honorary Degrees Statutes-2016

Annexure - II

University Nomination Form for an Honorary Degree

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


(This is the most important section for making decision)

Nominator- 1 (Name and address)

Relationship to Nominee

Nominator- 2 (Name and address)

Relationship to Nominee


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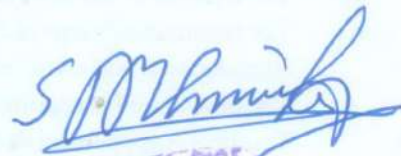

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Form and Manner for Maintenance of
University Accounts Statutes-2016

Superannuated Employees Statutes-2016



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Form and Manner for Maintenance of University Accounts Statutes-2016

1. Title


These Statutes are framed under Section 6(V) of the Act and shall be called Bacha Khan University Charsadda Appointment of Superannuated Teachers Statutes, 2018.

2. Procedure for Engagement

- i. In the larger interests of the University, the Syndicate may, under special/exceptional circumstances and with solid justification recommend appointment of a superannuated teacher who is physically, mentally and academically fit subject to production medical reports from standing medical board of the Government.
- ii. The University shall get prior consent of the Chancellor while making such appointments with solid justification.
- iii. The appointment shall subject to final approval of the Chancellor.
- iv. The candidate shall have no disciplinary action taken against him/her during the last five years.
- v. An advertisement shall be given in three leading newspapers and university website for re-engaging superannuated/ retired teachers.
- vi. The maximum age for engaging a superannuated teacher shall not exceed 65 years.
- vii. The superannuated faculty shall not be assigned any administrative responsibilities.

4. Selection Committee

- i. The Selection Committee shall be constituted by the Syndicate consisting of Vice Chancellor, concerned Dean and Chairperson (in case there is no Dean or Chairperson then two Senior teachers of the concerned faculty), one member of Syndicate to be nominated by the Syndicate and Registrar who shall be the member/ secretary of the committee.
- ii. The Selection Committee shall evaluate a candidate and his/her dossier and shall record reasons, in writing for recommendations of the teacher for engagement.
- iii. The quorum of the Selection Committee shall be two-third of its total members.
- iv. The recommendations of the Selection Committee shall be sent to the Syndicate for consideration and endorsement to the Chancellor for approval.
- v. The procedure for appointment provided in Bacha Khan University Charsadda Teachers Appointment & Scales of Pay Statutes, 2016 shall be followed.

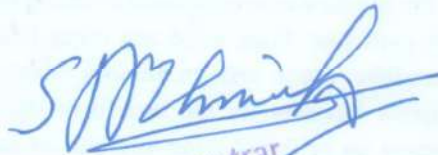

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Form and Manner for Maintenance of University Accounts Statutes-2016



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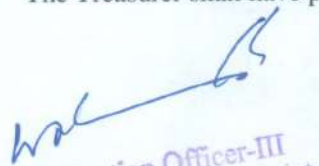


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Form and Manner for Maintenance of University Accounts Statutes-2016

1. **Title**
These Statutes shall be called Bacha Khan University, Charsadda Form and Manner for Maintenance of University Accounts Statutes-2016.
2. Accounts of the University shall conform to the financial year and shall be kept by the Treasurer.
3. Funds or moneys belonging to the University shall be kept in the name of the University in any scheduled Bank approved by the Syndicate under the following heads:
 1. Special Endowment Trusts;
 2. Provident Fund Account;
 3. Current Account; and
 4. Such other heads as the Syndicate may determine from time to time.
 5. No transfer shall be made from Accounts (a) and (b) to any other account.
4. Property belonging to the University and its constituent institutions shall be held in the name of the University
5. The Treasurer shall, with the prior approval of the Vice Chancellor and subject to the control of the Syndicate be competent to direct that any un-invested balance standing to the credit of any particular Trust or of any other University Account, shall be invested in Government Securities, Stock and Promissory Notes, Postal Development Cash Certificates and Fixed Deposit Account for the benefit of the Account concerned. For the purpose of drawing interest on or transferring any part of such Government Stock or Government Promissory Notes or Certificates as are held in the name of the University, the Vice Chancellor and the Treasurer shall, subject to the control of the Syndicate, be jointly authorized to do all acts necessary for that purpose.
6. It shall be the duty of the Treasurer, subject to the control of the Vice Chancellor and the Syndicate, to see that all sums given to the University for specific purposes, such as the Establishment of the University Chair, or for awarding a scholarship or Government Securities or any other form as given in Section 4 above and brought to credit under the proper head of account.
7. Sums payable into any account of the University shall be received by the Treasurer or an officer authorized by him with the prior approval of the Vice Chancellor, who shall enter them in Cash Book immediately and issue receipt for the sums received. Such sums as may be paid direct to the credit of an account of the University in Bank shall also be accounted for in the Cash Book. Expenditure incurred shall also be recorded in the Cash Book and properly discharged vouchers obtained thereof.
8. No sale, lease, mortgage, gift or exchange of any University property shall be made except under the prior orders of the Syndicate;
Provided that in the case of unserviceable stores and materials and perishable goods, the Vice Chancellor shall be competent to direct their disposal in the best possible prescribed manner through rules approved by the Syndicate.
9. The Treasurer shall maintain registers in appropriate form showing the property held in the name of the University, both movable and immovable, with the particulars and values of such properties. The disposal of such properties shall also be recorded in these registers.
10. The Treasurer shall have powers under the supervision and control of the Vice Chancellor:


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Form and Manner for Maintenance of University Accounts Statutes-2016

1. to pass and pay salary bills of the employees of the University, who may have been appointed from time to time by the competent authorities;
 2. to pass and pay all TA bills according to rules except that of himself which shall be passed for payment by the Vice Chancellor;
 3. to pass and pay all bills connected with the conduct of examinations according to rules;
 4. to incur expenditure against sanctioned allotments to the extent allowed under Financial Rules;
 5. to pass and pay other bills provided budget provision and sanction of the competent authority exist for it ; and
11. Bills for payment shall be audited by the University Auditor in accordance with the Audit of Accounts Statutes-2016.
12. Payments shall as a rule, be made by means of cross cheques but where this is not practicable, payment may be made in cash and accounted for in the appropriate registers. Cheques shall be signed by the Treasurer subject to proper sanction.
13. To meet petty expenditure, the Vice Chancellor may authorize such advance as he may from time to time consider necessary, to remain in the hands of the Treasurer, or Heads of the University Teaching Departments or sectional heads, and such other officers as he may think necessary. The person holding the advance shall be personally responsible for its proper use and accounting. The accounts shall be submitted in the prescribed form within financial year.
14. The Treasurer shall be competent to pass for adjustment of all transfer entries.
15. **Budget:**
1. The annual budget shall be prepared by the Treasurer in the prescribed form under the directions of the Vice Chancellor and shall be scrutinized and approved by the Finance and Planning Committee.
 2. The budget shall be passed by the Senate before the commencement of the next financial year.
16. **Accounts**
1. The Treasurer shall keep the accounts under the following heads :
 2. special Endowment Trust;
 3. current Account;
 4. provident Fund; and
 5. Such other heads as the Syndicate may determine from time to time.
17. The Treasurer shall prepare an annual general statement of accounts of the University showing detail of various accounts, which shall be submitted to the Syndicate.
18. **Books**
1. The Treasurer shall maintain among others the following books and form :
 - i. **For Special Endowment Trust**
 - a) A Cash Book
 - b) A Ledger with a separate account for each Trust.

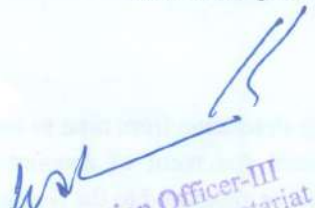

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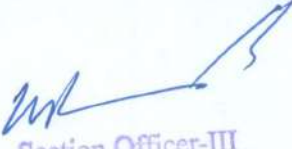
Form and Manner for Maintenance of University Accounts Statutes-2016

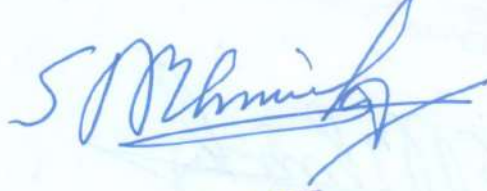
- c) A Bank Pass Book for each Trust / Bank Statement
2. **For the Current Account**
- i. Cash Book
 - ii. A Classified Register of Receipts
 - iii. A Classified Register of Expenditure
 - iv. A Bank Pass Book/ Bank Statement
3. **For the Provident Fund Account**
- i. A Cash Book
 - ii. A Ledger with a separate personal account for each subscriber
 - iii. A Bank Pass Book / Bank Statement
4. **For Such Other Heads**
- i. A Cash Book
 - ii. Pass Book / Bank Statement
 - iii. Such other Register as may be necessary in each case
5. The Treasurer or any officer authorized by him shall sign the Cash Book and other Accounts Books.
6. All receipts shall be acknowledged by the Treasurer himself or any officer authorized by the Vice Chancellor with the approval of the Syndicate.
7. All vouchers in support of items of expenditure shall be retained for a period of 12 years after the audit has been carried out. Vouchers more than 12 years old may be destroyed at the discretion of the Treasurer with the prior approval of the Vice Chancellor provided that all accounts and documents relating to Trusts, donations and subscriptions shall be preserved permanently.


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Form, Custody and use of University Common Seal Statutes-2016


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Form Custody and Use of University Common Seal Statutes-2016

1. **Title**

These Statutes shall be called Bacha Khan University, Charsadda Form, Custody and use of University Common Seal Statutes-2016.

2. **Application**

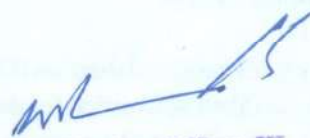
1. Certificates, Diplomas, Degrees, Souvenirs, letters of official correspondence, shields, cards; advertisements of the University shall bear the Common Seal of the University.
2. The Registrar shall be the custodian of the university common seal.
3. The following three signatories shall independently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

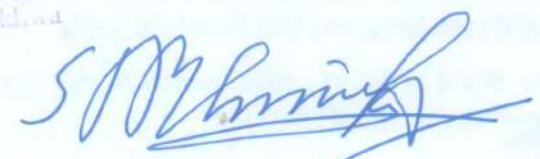

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Constitution, Functions and Powers of the
University Statutes-2016

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


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

1. Title

These Statutes shall be called Bacha Khan University Charsadda Constitution, Functions and Powers of Authorities of the University Statutes 2016

2. Commencement

These Statutes shall come into force at once,


3. Board of Faculties

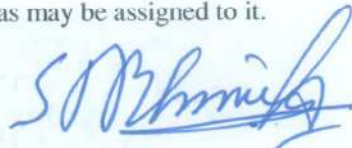
1. Composition

- i. There shall be a Board of each Faculty, which shall consist of the following:
 - ii. the Dean of the concerned faculty who shall be the convener;
 - iii. all Chairpersons of the Teaching Departments, Directors of the Institutes/ constituents Centers, Principals of constituents colleges of the concerned Faculty;
 - iv. Professors of each Department of the concerned Faculty;
 - v. Two members from each Board of Studies within in the Faculty to be nominated by Board of Studies concerned;
 - vi. Three teachers to be nominated by the Academic Council by reason of their specialized knowledge on the subject which though not assigned to the Faculty have, in its opinion, important bearing of the subjects assigned to the Faculty;
 - vii. Two subject experts from other universities / organizations to be nominated by the Vice Chancellor;
 - viii. Director Academics or nominee not below BPS18
 - ix. Director QEC; and
 - x. Director, Office of Research Innovation & Commercialization (ORIC)
2. The members mentioned at sub-clauses (v) & (vi) shall hold office for three years.
 3. The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, a fraction being counted as one, excluding non-existent categories where applicable.
 4. Powers and functions of the Board of Faculty

The Board of Faculty shall, subject to the general control of the Academic Council and the Syndicate, have the Powers to:

- i. coordinate teaching, research and publication work in the subjects assigned to the Faculty;
- ii. scrutinize the recommendations of the Boards of Studies in regard to the scheme of studies, syllabi and courses offered by various departments in the faculty;
- iii. recommend appointment of paper setters and examiners for annual system of examination;
- iv. consider any other academic matters relating to report thereon to the Academic Council; and
- v. perform such other functions as may be assigned to it.


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4. Board of Studies:

1. There shall be a Board of Studies for each subject or a group of subjects, as may be prescribed by Regulations.
2. Each Board of Studies shall consist of:
 - i. the Chairperson or Principal or Director of the Teaching Department/Institute or a constituent college or center as the case may be, who shall also act as convener;
 - ii. Professors and Associate Professors in the Teaching Departments;
 - iii. Provided that if the total number of University Teachers under sub-clause (i) and (ii) comes to less than five, then the Dean of the faculty concerned shall nominate Assistant Professors or Lecturers of the department preferably PhD or MS/MPhil to complete the number;
 - iv. three Teachers from outside the University to be nominated by the Dean of Faculty concerned from the panel presented by the Chairperson concerned. The number will be determined by the Syndicate according to the need of each Board; and
 - v. two experts to be nominated by the Dean of Faculty concerned from the panel presented by Chairperson concerned; and
 - vi. the Board of Studies may co-opt expert(s) on need basis.

Provided that in case of professional subjects such as Agriculture, Animal Husbandry, Commerce, Dentistry, Education, Engineering, Law, Medicine, Home Economics or any other subjects prescribed by Statutes, which are taught in the constituent colleges, the composition of the Board of Studies shall remain the same.

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

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

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

- aa. five teachers from the colleges doing teaching work in the subject to be appointed by the Vice Chancellor; and
- bb. two experts to be nominated by the Vice-Chancellor.
- vii. The term of office of members of the Board of Studies other than ex-officio members shall be three years.
- viii. The quorum for meetings of the Board of Studies shall be one-half of the total number of members excluding non-existent categories, a fraction being counted as one.
- ix. The Chairperson of the University Teaching Department concerned shall be the Chairperson and convener of the Board of Studies. Where in respect of a subject there is no University Teaching Department, the Chairperson shall be appointed by the Syndicate.
- x. The functions of the Board of Studies shall be:


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

4. Teaching Department / Institution


1. There shall be a Teaching Department/ Institute for each subject or a group of subjects, as may be prescribed by Regulations. Each Teaching Department/ Institute shall be headed by a Chairperson/Director.
2. The Chairperson of a Teaching Department/Director of an Institute shall be appointed by the Syndicate on the recommendations of the Vice Chancellor from amongst the three senior most Professors/Associate Professors of the Department/Institute for a period of three years and shall be eligible for re-appointment:

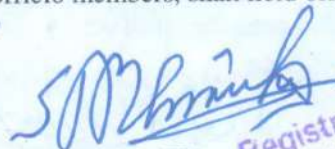
Provided that in a Department/Institute in which there is no Professor or Associate Professor, no such appointments shall be made and the Department/Institute shall be looked after by the Dean of the Faculty with the assistance of the senior most teacher of the Department/ Institute.

3. The Chairperson of Department/Director of the Institute shall plan, organize and supervise the work of the Department/Institute and shall be responsible to the Dean for the work of his Department/Institute.

5. Selection Board

1. The Selection Board shall consist of the following:
 - i. The Vice-Chancellor who shall be the Chairperson.
 - ii. Dean of the Faculty Concerned or in his absence, the senior most teacher of the Faculty concerned;
 - iii. the Chairperson of the Teaching Department or Director of the Institute/ Centre concerned as the case may be;
 - iv. the Chairman of the Khyber Pakhtunkhwa Public Service Commission or his nominee not below the rank of member of the Commission;
 - v. One member of the Syndicate and two persons of eminence in the field of education / administration / law to be nominated by the Chancellor; *Provided that none of the three shall be an employee of the University.*
 - vi. One eminent Researcher to be nominated by the Syndicate;
 - vii. Three Subject Experts from the Standing list of experts approved by the Syndicate for teaching positions while one of them has to be a Physiologist.
 - viii. Head of the concerned Section (in case of appointment of administrative staff); and
 - ix. the Registrar of the University (Secretary).
2. The members, other than ex-officio members, shall hold office for three years.


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3. The quorum of Selection Board shall be 2/3 of the notified members for faculty positions, excluding the non-existing categories where ever applicable.
4. In case of selection of officers other than teachers, the Selection Board shall consist all of the above members except those mentioned at sub-clauses (ii), (iii), and (vii) and the quorum shall be five.
5. No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.
6. In selecting candidates for the posts of Professors and Associate Professors, the 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 approved by the Syndicate and revised from time to time.
7. Functions of the Selection Board.
 - i. The Selection Board shall consider all applications for teaching and other posts received in response to an advertisement in case of direct appointments and shall recommend the names of suitable candidates for appointment to such posts.
 - ii. The Selection Board may under provision of Section 3(6) and Section 6 (iv) of the Khyber Pakhtunkhwa Universities Act, 2012 may recommend the grant of higher initial pay in a suitable case of reasons to be recorded.
 - iii. The Selection Board may recommend the appointment of eminently qualified person to a professorship in the University on terms and conditions which may differ in any particular case from those prescribed.
 - iv. The Selection Board shall consider all cases of promotions of officers of the University and recommend the names of suitable candidates for such promotions.

6. Advanced Studies and Research Board

1. There shall be an Advanced Studies and Research Board which shall consist of the following:
 - i. The Vice Chancellor (Convener);
 - ii. All the Deans;
 - iii. Three University teachers to be nominated by the syndicate other than Deans;
 - 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 Office of the Research, Innovation and Commercialization (ORIC); and
 - vii. Director Advanced Studies and Research Board/ Academics/ Quality Enhancement Cell, whichever is applicable, who shall be the Secretary of the Board
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 seventy five percent of the notified members
4. Functions of the Advanced Studies and Research Board:
 - i. advise the Authorities on all matters connected with the promotion of Advanced Studies and


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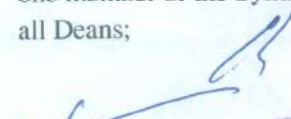
- Research in the University;
- ii. consider and report to the Authorities on the institution of research degrees in the University;
- iii. propose Regulations regarding the award of research degrees;
- iv. recommend panels of names of examiners for evaluation of thesis and other research examinations;
- v. approval of synopsis and thesis of Higher Research Degrees; and
- vi. perform such other functions as may be prescribed by Statutes.

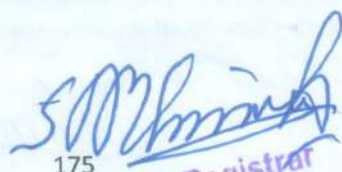
7. Finance and Planning Committee

1. Finance and Planning Committee shall consist of the following:
 - i. the Vice-Chancellor (Chairperson);
 - ii. a representative of the Higher Education Commission (HEC);
 - iii. one member of the Syndicate to be appointed by the Syndicate ;
 - iv. the Secretary to Government, Higher Education Department or his nominee not below the rank of a Deputy Secretary;
 - v. the Secretary to Government, Finance Department or his nominee not below the rank of a Deputy Secretary;
 - vi. Deans of Faculty of the university;
 - vii. the Registrar of the University;
 - viii. the Director P & D ;
 - ix. the Director Finance/ Treasurer (Secretary).
 - x. two experts to be nominated by the Chancellor; and
 - xi. two members of the Academic Council to be nominated by the Academic Council;
2. The member, other than ex-officio members, shall hold office for three years
3. The quorum for a meeting of the Finance and Planning Committee shall be seventy five percent excluding the non-existent categories.
4. Powers and Functions of Finance and Planning Committee
 - i. consider and recommend the annual statement of accounts and the annual and revised budget estimates and advise the Syndicate thereon;
 - ii. review periodically the financial position of the University;
 - iii. advise the Syndicate on all matters relating to planning, development, finance, investment and accounts of the University;
 - iv. to prepare staff and resource development plans; and
 - v. to perform such other functions as may be prescribed by Statutes.

8. Affiliation Committee

1. Affiliation Committee shall consist of the following:
 - i. the senior most Dean/ Teacher (Convener);
 - ii. one member of the Syndicate to be nominated by the Syndicate;
 - iii. all Deans;


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- iv. nominee of the academic council;
 - v. the Director of Higher Education (Colleges), Khyber Pakhtunkhwa;
 - vi. Chairperson HERA or nominee not below the rank of a Member;
 - vii. Controller of Examinations;
 - viii. Director Academics; and
 - ix. the Registrar (Secretary/Member).
 - x. The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be three years.
 - xi. The Affiliation Committee may co-opt experts not exceeding three.
2. The quorum for a meeting of an inspection by the Affiliation Committee shall be seventy five of the total number of members excluding the non-existent categories.
3. Functions of the Affiliation Committee.
- i. Subject to provision of section 32 of the Khyber Pakhtunkhwa Universities Act, 2012, the Committee shall recommend grant of affiliation of educational institutes to the Syndicate.
 - ii. inquire into the complaints alleging breach of conditions of affiliation by affiliated colleges/affiliated institution and to advise the Syndicate thereon; and
 - iii. perform such other functions as may be prescribed by Regulations

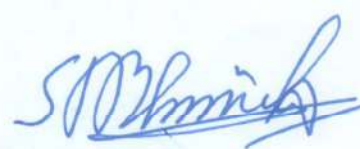
9. University Discipline Committee

1. University Discipline Committee shall consist of the following:
- i. two Deans to be nominated by the Vice Chancellor of which one shall be convener;
 - ii. Registrar or his nominee;
 - iii. Controller of Examinations or his nominee;
 - iv. Chief Proctor;
 - v. Provost (Secretary).
2. The quorum for a meeting of University Discipline Committee shall be seventy five percent of the total members excluding non-existent categories.
3. Functions of the University Discipline Committee.
- i. propose Regulations to the Academic Council relating to the conduct of University students, maintenance of discipline and breach of discipline;
 - ii. to impose minor / major penalties including to suspend, expel or rusticate students, on the basis of inquiry conducted on violation of rules and regulations of the University; and
 - iii. perform such other functions as may be assigned to it.

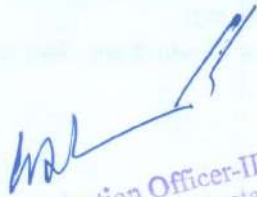
10. Appellate Authority:

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

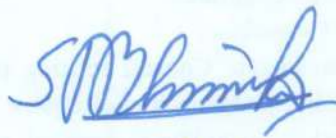

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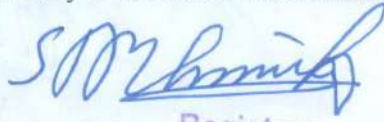
1 Appointment and Promotions

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

1.1 General Introduction

- (a) Ultimate decisions in matters of appointment and promotion in rank are made on the authority of the Syndicate. Initial recommendations, however, are made at the departmental level (or college level where colleges are not divided into departments), although a recommendation may be submitted by any member of the faculty. These recommendations are then reviewed by the administrative officers most directly involved and are forwarded with their recommendations to the Vice Chancellor of the University who transmits them to the Syndicate. Recommendations at the departmental level will be given most serious consideration in this procedure.
- (b) Recommendations for appointment also involve decisions regarding temporary or probationary status. The precise terms and conditions of every new appointment to the faculty shall be stated in writing and given to the faculty member before the appointment is made. In cases of reduction of the length of the probationary period, the matter should be clearly stated in writing and agreed to at the time of appointment. In the case of promotions of faculty members not already having tenure, tenure expectations may need to be considered, although the tenure decision is a separate matter. A copy of this statement of policy shall also be given to the faculty member before his appointment.
- (c) The University may make the following types of appointments of new faculty members:
 - i) Temporary Appointments.
 - ii) Tenure Track Appointments
 - i. First term Appointments.
 - ii. Second term (Probationary) Appointments
 - iii. Tenured Appointments
- (d) A faculty member on Tenure Track may be appointed to any academic administrative post in the university such as Director Research, Chairperson, Dean, etc. (see Annexure-A for clarification)
- (e) Once a University/Degree Awarding Institution has adopted the Tenure Track System of appointment no further appointment of PhD degree holders may be made as Assistant Professors under the old (BPS) system. Such faculty members must be recruited under the Tenure Track scheme.
- (f) The Seniority of a teacher in each cadre of the university shall be determined on the basis of the date of joining in each cadre irrespective whether the teacher has joined on BPS or TTS. In case of employees joining on the same date, seniority shall be determined on the basis of date of birth.
- (g) Any graduate of the University shall not be eligible for appointment on tenure track in the same department of that University where he/she has obtained his/her terminal degree for


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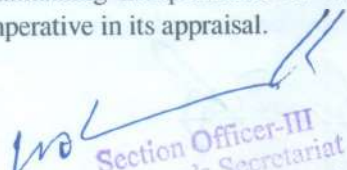
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at least 3 years following his/her graduation. This condition is relaxed until Dec. 31, 2009 (See Annexure "H" for clarification).

- (h) Bases for Appointment and Promotion
- (i) For appointment, or for promotion to a higher rank, a candidate is evaluated in terms of effectiveness in four principal areas:
 - (j) Teaching
 - (k) Scholarship, research, or other creative work
 - (l) Service
 - (m) Personal characteristics
 - (n) Not all faculty members excel in each of these areas, but distinction or promise, especially in either of the first two, constitute the chief basis for appointment and promotion. Even though teaching may be more difficult to evaluate than scholarship, research, or creative work, it should not therefore be given a place of secondary consideration in an overall rating.
- (o) The last two categories of Service and Personal Characteristics are of secondary importance and normally round out and complement the qualities presented in the first two areas.
- (p) Teaching
- (q) Teaching is admittedly difficult to define precisely or to assess accurately. It is commonly considered to include a person's knowledge of the major field of study, awareness of developments in it, skill in communicating to students and in arousing their interest, ability to stimulate them to think critically, to have them appreciate the interrelationship of fields of knowledge, and to be concerned with applications of knowledge to vital human problems.
- (r) Scholarship, Research, or Other Creative Work
- (s) A faculty member's scholarship, research, and other creative work should make a contribution to the particular field of interest and serve as an indication of professional competence. The result of this kind of activity normally finds expression in publication or other media appropriate to the field, and where appropriate, should be reflected in teaching. In no case, however, should a person's productive effort be measured by mere quantity.
- (t) Service
- (u) This term refers specifically to service to the University community, as in committee assignments, and to public service. It also has reference to service to one's profession, usually identified by time and effort given to professional organizations, whether of Provincial, regional, national, or international character. Not least of the services rendered are those that concern the local community in which the University is located, and the country at large. An outstanding service record should be a positive factor in making an evaluation, but the lack of such a record should not be regarded as sufficient cause for denying an appointment or promotion.

1.2.1 Personal Characteristics

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


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1.3 Sources of Information

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

1.3.1 Teaching

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

1.3.2 Scholarship, Research and Other Creative Work

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

1.3.3 Service

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


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

1.3.4 Personal Characteristics

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

For promotions, confidential reports from colleagues and others acquainted with the candidate will constitute the primary source of information regarding personal characteristics. Such reports must obviously be treated with great circumspection.

1.4 Specific Qualifications for Appointment and Promotion

- a. To be considered for appointment on Tenure Track the candidate is required to resign or retire from any position held previously in any public / private Institution or Organization, except in the case that the candidate is incumbent of the same university.
- b. The following statements should be looked upon as firm but not absolute guidelines governing normal promotion. Special procedures are sometimes required in unusual circumstances, where too strict adherence to the rule could well be disadvantageous to the University. Also, qualifications differ in the various fields. Customary degrees or their equivalents should be required, recognizing that these requirements differ according to the standards in the various fields.
- c. Possession of a Doctorate/relevant terminal qualification is required by a candidate to be appointed to the post of Assistant Professor, or above.
- d. The relevant terminal qualification in the case of a faculty member in the Clinical Medical Science discipline would be MS/MD/MD S/MPhil FCPS(Pakistan) / Membership of Royal Colleges (UK) /Diplomat of American Board and equivalent (as determined by HEC). In the case of Law the relevant terminal qualification would be LLM (law) or JD. In the case of Arts and Design (Studio Practice) the relevant terminal qualification would be Master's (Foreign) or MPhil or equivalent degree in the relevant field as determined by the HEC. (See Annexure-B for other subjects where terminal degree is Master (foreign) or MPhil Pakistan).
- e. A faculty member appointed under the Tenure Track scheme may not take up any other paid assignment with any other organization, without the approval of the Vice Chancellor of the respective Institution.

1.4.1 The Junior Ranks

1.4.1.1 Lecturer (On Contract)

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


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A person who is primarily a graduate student may not be given a faculty appointment. Such a person may be appointed as a teaching assistant or teaching associate, in accordance with University policies.

Lecturers are appointed with the understanding that they will not be promoted to professorial rank unless they obtain a Ph.D. degree or relevant terminal qualification.

1.4.1.2 Assistant Professor

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


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

1.4.2 The Senior Ranks

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

1.4.2.1 Associate Professor

The criteria for appointment or promotion to an associate professorship differ from those for a professorship in degree rather than in kind. The candidate for Associate Professor should offer evidence of knowledge of developments in the field of expertise and a conscientious interest in improving teaching methods. It is expected that an Associate Professor shall already have shown a basic general understanding with regard to a large part of the discipline. This condition implies postdoctoral research or creative work sufficient to indicate continuing interest and growth in the candidate's professional field.


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To be eligible for appointment or promotion to an associate professorship the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 6-years post-Ph.D./Relevant terminal degree or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 10 research publications (with at least 4 publications in the past 5 years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.

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

1.4.2.2 Professor

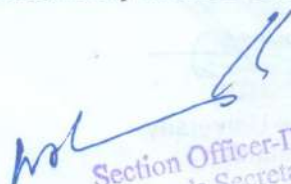
A faculty member appointed to the rank of Professor is expected to have had an impact on the state of knowledge. It is expected that the professor will continue to develop and mature with regard to teaching, research, and other qualities that contributed to earlier appointments. Consideration for this appointment should include particular attention to the quality and significance of contributions to the candidate's field, sensitivity and interest in the general problems of university education and their social implications, and ability to make constructive judgments and decisions in regard thereto. It should be kept in mind that the full professors are likely to be the most enduring group in the faculty and are those who will give leadership and set the tone for the entire University.

To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 11-years post-Ph.D./Relevant terminal degree or minimum of 7-years of post-PhD experience with at least 12 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.

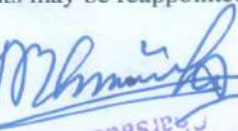
As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.

1.5 Temporary Appointments

Temporary one-year appointments may be made for faculty members appointed as visiting professors, to fill positions funded by other than Government-appropriated funds, to replace faculty members on leave, or whenever an appointment has to be made so late that normal search procedures cannot be followed. With the exception of appointments made without a normal search procedure, faculty members on such appointments may be reappointed for a second or third year if


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mutually agreeable to the faculty member and the department and Faculty involved, or they may be reappointed under a term appointment. Full-time, temporary appointments shall not normally lead to permanent tenure. They shall not exceed a total of three years except in the case of an explicit exception granted by the University Syndicate.

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


2. Tenure Track Appointments

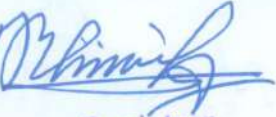
Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher' or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies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

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

2.1 The Tenure Track Process

- (a) The tenure track process normally involves an initial term contract appointment of a faculty member for a period of three years. For a faculty member appointed at a junior rank (not higher than Assistant Professor) it will be followed by a second term contract appointment for an additional period of three years. A tenure decision must be made for such a faculty member in the third year of the second term contract appointment. Faculty members initially appointed at a junior rank will thus normally serve six years, before a final tenure decision is made. For a faculty member appointed at a senior rank (Associate and Full Professor) the probationary period shall normally be four years for associate and professors. The services of a faculty member having tenure shall be terminated only for adequate cause, except at the normal retirement age or under extraordinary circumstances discussed in these statutes.
- (b) Each candidate who wishes to be considered for the Tenure Track Scheme should prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission.
- (c) The dossier of each candidate from all applicants other than Assistant Professors should be sent to an independent Technical Review Panel (TRP) to be constituted by the University and composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. A copy of the dossier, along with names of the Technical Review Panel members should also be sent to the HEC. The following criteria should be followed while selecting members of the TRP:


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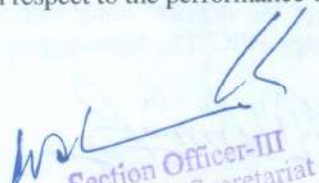

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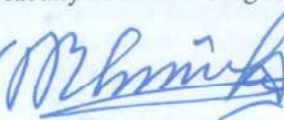
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- i. Should not have served as Supervisor/Co-Supervisor of the candidate under review.
 - ii. Should not have been a student of the candidate.
 - iii. Should not have been a co-author of the candidate on any publication.
 - iv. Must have the rank of an Associate Professor or above in a recognized university or equivalent position in a recognized research organization. He/She also must not have a lower rank than the applicant.
- (d) Upon receipt of application for appointment on the Tenure Track Scheme at the Associate / Full Professor level by eligible candidates, the respective institution is required to process the application by first obtaining the recommendation of the external Technical Review Panel. Upon receipt of a favorable recommendation from this panel the matter is to be placed for consideration by the Selection Board of the Institution. The application for the position of Assistant Professor will be placed directly before the Selection Board after internal review.
- i. The Selection Board may make any of the following decisions on merit:
 - ii. Reject appointment on Tenure Track.
 - iii. Recommend "first term" appointment on Tenure Track at the level of Assistant Professor only, with the first review occurring after 3 – years, and the "second term" (Final Tenure review) occurring after 6 years.
 - iv. Recommend "probationary" appointment on Tenure Track at the level of Associate Professor with a final tenure review occurring after a period of 4 years.
 - v. Recommend "probationary" appointment on Tenure Track at the level of Professor with a final tenure review occurring after a period of 4 years.
 - vi. Recommend grant of tenure with immediate effect for exceptional cases, provided that their cases, in addition to being recommended by the external Technical Review Panel and Selection Board of the University, are also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.
- (e) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure prior to completion of the 4 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

2.2 First Term Review

- (a) During the latter part of the third year of the first term appointment, evaluation of the faculty member, with written reports, as provided for in 2.3.3 shall be conducted. In addition to conforming to the requirements and procedures in 2.3.3, the first term review shall also take into consideration the needs of the department, the college, and the University for flexibility. The department and/or college concerned shall no later than six weeks prior to the end of the third year make a decision-favorable or not favorable-with respect to the performance of the faculty member during the time served.


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A recommendation upon this decision shall be sent immediately by the Dean of the Faculty to the Vice Chancellor of the University who in turn shall at this time make the final decision with respect

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

2.2.1 Level of Initial Term Appointment

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

2.2.2 Second three-year Appointment

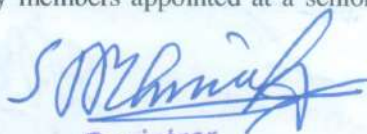
- (a) A faculty member offered a second three-year appointment shall, from the beginning of the fourth year of service, become a faculty member in probationary status. The first term review shall be considered the mid-probationary review, and the faculty member shall come under the appropriate provisions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

2.3 Probationary Period

- (a) The probationary period shall constitute the time during which a person's fitness for permanent tenure is under scrutiny. For faculty members appointed at a senior rank, their entire period of



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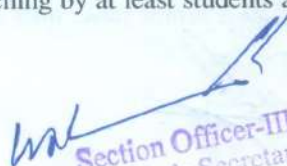
appointment shall be considered as a probationary period. Probationary appointments shall normally lead to permanent tenure. Initial probationary appointments are normally made only at the associate and full professor level. The probationary period shall be four years for associate and full professors. This period will be increased by one-half year for appointments commencing during the second half of the academic year.


Once established, the duration of the probationary period shall not normally be extended, except that the running of the probationary period will normally be suspended when the faculty member goes on a leave of absence without pay.

- (b) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure upon completion of a 2 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.
- (c) By written agreement with the appointee and with the consent of a majority of the tenured members of the department or non-departmentalized college, the probationary period may be reduced below the maximum periods given if the faculty member's qualifications warrant such reduction. In exceptional cases and with the consent of a majority of the tenured members of the department (or non-departmentalized college), tenure may be recommended on appointment.
- (d) A faculty member may achieve tenure only through full-time service, and part-time service shall not be considered as probationary service leading to possible tenure. A full-time faculty member with tenure, however, may at his or her request change to part-time service, either permanently or temporarily for a specified time, and retain tenure, provided that the department (or non-departmentalized college), the Dean of the Faculty, and the Vice Chancellor approve the terms in advance.
- (e) A faculty member with tenure who resigns from the University and is rehired within three years as a full-time member of the same department shall have tenure upon return. A faculty member with tenure who resigns from the University and is rehired by the same department after more than three years' absence may be required to serve a probationary period of not more than one year at the discretion of the department. A faculty member with tenure who resigns from the University and is rehired as a full-time member of another academic department may be required to serve a probationary period of not more than one year at the discretion of the department. Decision dates and dates of notice shall be according to the provisions of Section 2.5 of this Policy.
- (f) A faculty member with tenure who leaves an academic department to accept full-time employment by the University in an administrative capacity shall retain tenured status in the academic department.

2.3.1 Probationary Reviews

- (a) Tenured faculty members, especially department chairpersons, are reminded that their participation in all tenure review procedures, particularly in the two full, formal reviews (outlined in sections 2.2, 2.3.3, and 2.3.4), is one of the most serious of their duties and responsibilities. They are also reminded that tenure should be granted only to faculty members who have demonstrated excellence in the performance of their professional duties; mere adequacy or inoffensiveness do not constitute sufficient grounds for the award of tenure. All reviews should include evaluation of teaching by at least students and peers. Departmental Tenure Review Committee (DTRC) provide


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essential framework for the review. Composition of the DTRC is given below:

- (i) The Chairperson of the department will be head of the DTRC.
- (ii) The committee shall consist of all Tenured Faculty members of the department.
- (iii) Till such time as there are less than five Tenured Faculty members, the committee shall consist of:
 - (i) All Professors of the department
 - (ii) If the number of Professors in the department is less than five then all the professor and Associate Professors shall comprise the committee.
- (iv) If the total number of Professors and Associate Professors is less than 5 then the Vice-chancellor will appoint remaining members from the list of experts in that discipline on recommendation of the concerned Dean.
- (v) Any faculty member whose case is under review in the DTRC will not attend the meeting during the review of his/her case.

2.3.2 Annual Review

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


2.3.3. Mid - Probationary Review

- a. For faculty members completing their first term appointment the first term review described in section 2.2.1 shall be considered to be the mid-probationary review.
- b. For faculty members directly appointed with probationary status, midway through the probationary period, it is mandatory that a full review report be made for all probationary faculty members.

The faculty member shall prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in internationally abstracted journals.

The chairperson of the concerned department with the approval of the Dean shall form a Technical Review Panel (TRP) composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. The TRP shall conduct a thorough review of the probationary member's progress along lines similar to those outlined for annual reviews. This review shall identify, in reasonable detail, the areas of strength and weakness of the probationary member. The review panel shall subsequently present a written review report to the chairperson of the department.

- c. The faculty member can NOT be considered further for second term appointment if he/she receives a negative report from the Technical Review Panel.
- d. After discussion (written comments may or may not be employed) with at least the tenured members of the department the chairperson shall send a full written report on this


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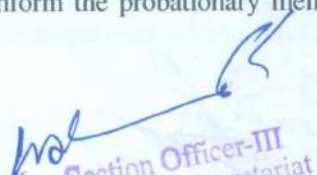
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review, including a summary of all the evaluations of the faculty members consulted, to the dean of the Faculty.

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

2.3.4 Tenure Review

- (a) In the final year of the faculty member's probationary period, it is mandatory that a full review report be made.
- (b) The Departmental Tenure Review Committee (DTRC) of the concerned department shall conduct a thorough review of the member's fitness for tenure following the same procedure as outlined for the mid-probationary review.
- (c) The chairperson, after approval of the DTRC shall recommend to the dean that the probationary member be given tenure or not. The DTRC recommendation shall be accompanied by a full, written evaluation report including at least a summary of the evaluations of all faculty members consulted.
- (d) Should the DTRC recommendation be negative while the Technical Review Panel has given a positive report, the probationary member shall be notified immediately and in writing by the chairperson and shall have ten working days to present a case for retention to the dean before the latter acts on the DTRC recommendation.
- (e) The dean shall normally abide by the DTRC recommendation. If the dean decides not to follow this recommendation, the dean shall immediately and in writing inform both the probationary member and the chairperson, including a written statement of reasons, so that both may have ten working days in which to present their cases to the Vice Chancellor.
- (f) Similarly, if the Vice Chancellor decides not to follow the recommendation of the DTRC or the dean, the Vice Chancellor shall provide a written statement of reasons to the faculty member, the DTRC, and the dean.
- (g) Tenure can NOT be granted to a faculty member who receives a negative report from the Technical Review Panel.
- (h) The Syndicate shall make the final decision on the award of tenure. The Syndicate shall normally abide by the recommendations of the DTRC forwarded by the dean and finally by the Vice Chancellor. If the Syndicate considers not following the recommendation in which the Vice Chancellor, the dean of the college, and the chairperson have concurred, or if there is a conflict in the recommendations made by these officers, the Syndicate shall immediately and in writing inform the probationary member and the officers involved in the decision and shall include a


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written statement of reasons. The probationary member and the officers involved shall have ten working days to present their cases to the Syndicate before the final decision is made.

- (i) The probationary member and/or the DTRC may use the statement of reasons, should either wish to appeal the final decision. The probationary member and/or department shall have ten working days from the receipt of any written reversal in which to initiate any appeal.
- (j) The tenure review process shall be considered complete only when the Vice Chancellor, in writing, informs the probationary member and the chairperson of the final decision. The final decision, or indeed any administrative action, may of course be appealed to the Vice Chancellor and/or Syndicate. The time of completion must conform to the provisions for notice in Section 2.5.
- (k) If awarded, tenure shall be effective immediately upon the faculty member's acceptance of the award.

2.4 Transferring of Existing Faculty Members to Tenure Track System:

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

Salary of Existing Faculty Member on Tenure Track

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

2.4.1 Benefits of Existing Faculty Member on Tenure Track

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

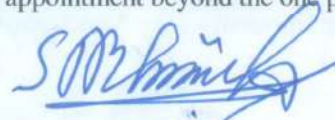
In case tenure is not granted after the final review, the faculty member would revert to his/her BPS posting (being held by the individual prior to TTS appointment.)

2.5 Decision Dates and Dates of Notice:

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



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- (b) Written notice that a faculty member on a first three-year term appointment is not to be continued in service will be given to the faculty member a minimum of three months prior to the last day of service of the faculty member.
- (c) At any point during the first term appointment or during the probationary period, a department chairperson may recommend that a term appointee or probationary faculty member not be continued in service. If, after consulting with at least the tenured members of the department (and usually also after obtaining data from experts outside the university), the chairperson decides to recommend to the dean that a faculty member in probationary or term status not be continued in service, the chairperson shall notify the faculty member in writing. If requested by the faculty member, the chairperson shall indicate in writing the reason for the decision. The faculty member shall have ten working days in which to request a reconsideration before the chairperson sends the recommendation to the dean. If no such request is made, or if the chairperson, after reconsideration, decides to forward a negative recommendation to the dean, the chairperson shall do so in writing, enclosing all materials relevant to the decision. Simultaneously, the chairperson shall notify the faculty member in writing that the negative recommendation has been sent to the dean and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the dean before the latter acts on the chairperson's recommendation. If no appeal is made to the dean, or if, despite an appeal, the dean concurs in the departmental recommendation, the dean shall forward the negative recommendation in writing to the Vice Chancellor, enclosing all materials relevant to the decision. Simultaneously, the dean shall notify the faculty member in writing that the negative recommendation has been forwarded and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the Vice Chancellor. If no appeal is made, or if, despite an appeal, the Vice Chancellor concurs with the chairperson's and dean's recommendation, the faculty member should be sent final notification regarding non-renewal of contract, such notification being within the time limits set forth in Section 2.5.

2.6 Sabbatical Leave


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

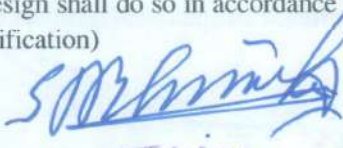
2.7 Other Leaves

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

Resignation:

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


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Termination of Services of Faculty Member with Tenure

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

Faculty Remuneration and Benefits

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

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

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

Initial Pay

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

(a) faculty member may be awarded advance increments that may be based on the following factors:

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

Number of Ph.D. and MS thesis supervised

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

Market factors

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

Annual Increase


2.10.2.1 Authority for Grant of Annual Increase


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

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

The Syndicate shall determine the honorarium as well as increase in basic pay of the Vice Chancellor.

2.10.2.2 Determining the Date of Annual Increase for New Entrants


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

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

2.10.2.3 Self-Assessment Report

(a) A self-assessment report shall be completed by every faculty member on tenure track. In this form the faculty member will document the teaching, research, advisory, consultative and administrative service rendered by him during the previous year. Where appropriate the self-assessment will be backed by documented evidence, that may include (i) course files, (ii) publications (published, submitted, in preparation), (iii) research project in progress and completed, (iv) report on industrial project undertaken (v) details of new courses developed or innovation introduced in course or laboratory work, (vi) requisite information about MSc, MPhil and PhD students supervised, and (vii) advisory and administrative services rendered.

2.10.2.4 Procedure for Grant of Annual Increase

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

Completed report will be reviewed and verified by the respective Department Chairperson and forwarded with comments to the Dean of the respective Faculty. The Dean shall look at the reports from the various departments to ensure parity of assessment methodology, and shall forward the reports to the Vice Chancellor after noting his observations. The Vice Chancellor will present the reports in a meeting of the Syndicate of the University and any observations and note of dissent in case of his disagreement with the views / assessment of Department Head and/or Dean of Faculty shall be recorded.

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

Following allocation of budget to the University the Syndicate shall recommend to the Vice Chancellor the pay raise, if any, to be granted to the faculty members. The faculty member shall be entitled to a pay raise that may consist of three components.


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

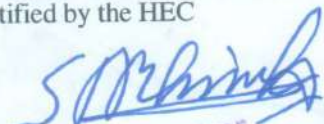
Performance based pay increment determined by an evaluation of the performance report of the faculty member for the previous service year. The performance based pay increments may be based on the factors listed in the annual assessment report.

Honorarium to be given that may be based on factors listed in the annual assessment report. An honorarium is applicable only for a particular service year.

Salary Scale

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


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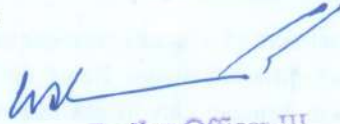
Tenure Track Statutes-2016

2.11 Retirement Age

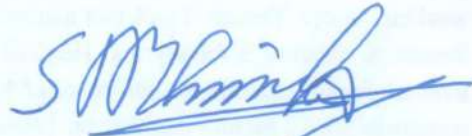
The retirement age of the persons on TTS will be 60 years.

2.11.1 Appeals

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



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Tenure Track Statutes-2016

Annexure-A

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


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

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

Annexure-B

Subject: Appointment of Assistant Professor in Architecture under TTS

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


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Subject: CLARIFICATION

Annexure-C

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

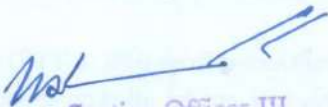
This is to clarify that said clause only provides opportunity to an Associate Professor to have their cases processed for review before completing 4 years as Associate Professor on Tenure Track, if they are otherwise eligible to be appointed as Professors.

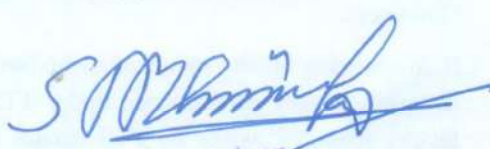
As a general, rule an Assistant Professor /Associate Professor on track/probation, before being considered for promotion to the next cadre, must first secure Tenure in accordance with the prescribed Tenure Track procedures. There is no provision where a faculty member can apply for an advertised higher position without completing the procedure laid down for TTS.

Annexure-D

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

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


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Annexure-E

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

The existing faculty who opted for TTS is allowed to proceed on Post Doctorate as per University rules for the BPS faculty. However, the payment during leave should be equivalent to BPS. This period of Post Doctorate leave will, however, be counted against the probationary period on TTS.

Those faculty members who are directly appointed on Tenure Track cannot avail long leave/sabbatical leave/study leave/deputation or any other leave. However, they could avail leave for Post-Doctorate studies up to one year. This period will be counted towards their probationary period.

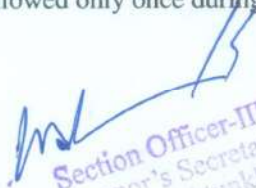
The Tenured faculty could avail all kinds of leave as per rules of the University.


Annexure-F

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

The faculty members working under TTS are strongly discouraged to resign from TTS. Nevertheless, the existing faculty after joining on TTS can join back on the respective substantive post only if the Tenure appointment is not approved after final review. If, in the meantime, a faculty member decides to resign from his/her Tenure Track position, s/he will have no right of absorption back in the University.

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


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Annexure-G

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

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

Note:

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


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