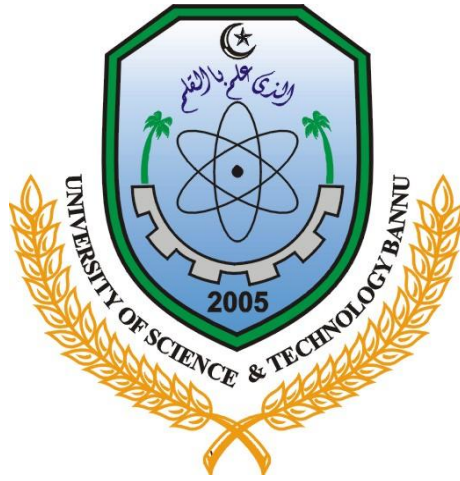


# **University of Science & Technology Bannu Statutes, 2018**



### Table of Contents

CONTENTS		Page No.
<b>A.</b>	<b>Statutes framed under the Provision of the Khyber Pakhtunkhwa Universities (Amendment) Act 2018</b>	
1	Title, Commencement, Application and Definitions of University of Science & Technology Bannu Statutes, 2018	5
2	University of Science & Technology Bannu Annual Report Statutes, 2018	12
3	University of Science & Technology Bannu Fees and other Miscellaneous Charges Statutes, 2018	15
4	University of Science & Technology Bannu Pension, Statutes, 2018	17
5	University of Science & Technology Bannu General Provident Fund (GPF) Statutes, 2018	48
6	University of Science & Technology Bannu Employees Welfare and Insurance Fund Statutes, 2018	69
7	University of Science & Technology Bannu Service Statutes, 2018	77
8	University of Science & Technology Bannu Teachers Appointment & Scales of Pay Statutes, 2018	88
9	University of Science & Technology Bannu Tenure Track System Statutes, 2018	110
10	University of Science & Technology Bannu Administrative Officers Appointment & Scales of Pay Statutes, 2018	136
11	University of Science & Technology Bannu Ministerial, Technical, Support and Other Staff Appointment & Scales of Pay Statutes, 2018	211
14	University of Science & Technology Bannu Affiliation and De-affiliation of Educational Institutions and Related Matters Statutes, 2018	169
15	University of Science & Technology Bannu Election to the University Authorities Statutes, 2018	192

<b>16</b>	University of Science & Technology Bannu Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions Statutes, 2018	<b>206</b>
<b>17</b>	University of Science & Technology Bannu Professor Emeritus Statutes, 2018	<b>208</b>
<b>18</b>	University of Science & Technology Bannu Meritorious Professors (BS -22), Statutes, 2018	<b>211</b>
<b>19</b>	University of Science & Technology Bannu Award of Honorary Degrees Statutes, 2018	<b>221</b>
<b>20</b>	University of Science & Technology Bannu Employees Efficiency and Discipline Statutes, 2018	<b>226</b>
<b>21</b>	University of Science & Technology Bannu Constitution, Functions and Powers of Authorities of the University Statutes, 2018	<b>235</b>
<b>23</b>	University of Science & Technology Bannu Form, Custody and use of University Common Seal Statutes, 2018	<b>245</b>
<b>24</b>	University of Science & Technology Bannu Medical Attendance Statutes, 2018	<b>255</b>

**SIGNATURE OF THE MEMBERS OF STATUTES  
COMMITTEE, UNIVERSITY OF SCIENCE AND  
TECHNOLOGY BANNU 2018**

<b>S#</b>	<b>Name/Designation/Deptt</b>	<b>Signature</b>
1	Additional Secretary, Higher Education Department, Khyber Pakhtunkhwa	
2.	Additional Secretary to Governor Khyber Pakhtunkhwa	
3.	Deputy Secretary (Regulation) Establishment Department Khyber Pakhtunkhwa	
4.	Dr. Khairullah Khan Associate Professor, UST Bannu	
5.	Nek Dara Jan, Director QEC, UST Bannu	

6.	Engr. Sulaiman Khan Lecturer, UST Bannu	
----	--	--

# **Title, Commencement, Application and Definitions of University of Science & Technology Bannu Statutes, 2018**

**1. Short title, Commencement and Application**

These statutes shall be called University of Science & Technology Bannu Statutes, 2018.

**2. Commencement**

These statutes shall come into force at once.

**3. Application**

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

**4. Removal of Difficulties**

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

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

**5. Anomaly Committee**

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

- |     |  |                   |
|-----|--|-------------------|
| (a) | Vice Chancellor  | Convener          |
| (b) | Pro-Vice Chancellor  | Member            |
| (c) | Two Senior most Deans/ Senior most Teachers                    | Member            |
| (d) | Director QEC   | Member            |
| (e) | Chairperson / HoS of the concerned department / section        | Member            |
| (f) | Registrar  | Member /Secretary |
| (g) | Treasurer  | Member            |
| (h) | Nominee of the Higher Education Department, Khyber Pakhtunkhwa | Member            |

**6. Amendments in the Statutes**

Any amendment / modification in these Statutes shall be made by the Syndicate on the recommendations of the Anomaly Committee and shall be submitted for approval of the Senate and Chancellor as prescribed in Section 28 (2) of The Universities Act No.X of 2012 (Amended vide Act No.XI of 2018)

# **Definitions used in University of Science & Technology Bannu Statutes, 2018**

The definitions expressed in the calendar of consolidated University of Science & Technology Bannu Statutes, 2018, unless the context otherwise requires, the following expressions shall have the meanings assigned to them in order of nomenclature of the statues as under:

1.	“Academic Council” means Academic Council of the University.
2.	“Act” means The Khyber Pakhtunkhwa Universities Act No. X of 2012 as amended through Act No XI of 2018.
3.	“ <u>Adhoc Appointment</u> ” means <u>appointment of a duly qualified person made otherwise than in accordance with the prescribed manner of recruitment, pending recruitment in accordance with such manner.</u>
4.	“Contract Appointment” means appointment of a duly qualified person made otherwise than in accordance with the prescribed manner of recruitment, pending recruitment in accordance with such manner.
5.	“Advanced Studies and Research Board” means Advanced Studies and Research Board of the University.
6.	“Affiliated college or Affiliated institution” means a college or institution affiliated to the University
7.	“Affiliation Committee” means the Affiliation committee constituted under these statutes.
8.	“Affiliation” means affiliation with The University.
9.	“Annual Report” means the Annual Report of the University.
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 Syndicate for appointments to the posts in BPS-17 and above and the Vice Chancellor for BPS-16 and below.
12.	“Authority” means any of the Authorities of the University specified in Section 18 of the Act.
13.	“Authorized Hospital” means the hospitals authorized by the Syndicate.
14.	“Authorized Medical Attendant” means a qualified doctor, who is registered and authorized under the law to do medical practice and designated as such by the University.
15.	“Authorized Officer” means an officer who is authorized to function as such under the Rules made hereunder.
16.	“Board” means the Board of Trustees of the Employees Welfare and Insurance Fund as established under these Statutes.
17.	“Campus” means Campus of the University
18.	“Chairperson” means Chairperson of a Teaching Department
19.	“Chancellor” means the Chancellor of the University
20.	“Competent Authority” means the authorities of the university and the officers of the

	University as authorized by the provisions of Act or by the Statutes or Rules and Regulation made there under.
21.	“Constituency” means a constituency delimited under the Act.
22.	“Constituent College” means Constituent College of the University
23.	“Constituent Institution” means Constituent Institution of the University
24.	“Coordinator” means Coordinator of the University Campus
25.	“Dean” “Chairperson /Director/Principal” means 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 as the case may be.
26.	“Defendant” means an employee against whom action is initiated under the Statutes.
27.	“Election Agent” means an election agent, appointed by a candidate under the provision of the Election Statutes.
28.	“Election Authority” Means authority that conducts and supervises the elections under the Election Statutes.
29.	“Election” means election of a member or members of the authorities of the University.
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 Authorities of the University.
32.	Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges means Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions of The University respectively to whom the Statutes apply in terms of Statute 3 above.
33.	“Fee” means Admission fee, Tuition fee, Examination fee, or any other charges classed as Fee by the Syndicate.
34.	“Foreign Service” means service in which an employee receives emoluments, with the sanction of the University, from a source other than the University Funds.
35.	“Government” means the Government of Khyber Pakhtunkhwa.
36.	“Head of Department” means Head of Administrative/ Teaching Department
37.	“Head of Section” means the person appointed as such to be the Head of Administrative Section.
38.	“HEC” means the Higher Education Commission Islamabad.
39.	“Initial Appointment” means appointment made otherwise than by promotion or transfer.
40.	“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.
41.	“Other Charges” means the dues other than fee demanded by the University from a person
42.	“Permanent Post” means a post sanctioned without limit of time.
43.	“Polling Day” means the day on which the polling is conducted for the elections.

44.	“Prescribed” means prescribed by Statutes, Regulations and Rules made under the Act.
45.	“Presiding Officer and Assistant Presiding Officer” means Presiding Officer and Assistant Presiding Officer so appointed by the Returning Officer.
46.	“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.
47.	“Principal/ Director” means the Head of the College or the Chief Executive of the institution/college seeking Affiliation.
48.	“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.
49.	“Proforma” means the Proforma appended to the Statutes.
50.	“Programme” means the Course of Study, which culminates in the final award of degree.
51.	“Registrar” means the Registrar of the University.
52.	“Regular Appointment” means an appointment made in accordance with the prescribed procedure against a clear vacancy.
53.	“Returning Officer” means a Returning Officer, so appointed by the Election Authority, exercising the powers and performing the functions assigned to him in connection with the elections.
54.	“Schedule” means the Schedule annexed to the Statutes.
55.	“Selection Board” means Selection Board of the University
56.	“Senate” means Senate of the University.
57.	“Special Selection Board” mean permanent members of the Selection Board one representative of Chairperson, HEC, and one representative of Chancellor.
58.	“Student” means a student define in these Statutes.
59.	“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.
60.	“Syndicate” means Syndicate of the University.
61.	“Temporary Post” means a post sanctioned for a limited time.
62.	“Terms & Conditions of Service” means respectively The terms and conditions of Teachers, Officers and Staff as assigned to them under the Statutes.
63.	“The pronoun He” refers to male or female employee, as the case may be.
64.	“Treasurer” means the Treasurer of the University.
65.	“University” means University of Science & Technology BannuUniversity of Science & Technology Bannu
66.	“Vice-Chancellor” means the Vice-Chancellor of the University.
67.	“Year” means the financial year, Calendar year or Academic year.
68.	All other terms and expressions shall have the same meanings as assigned to them under the Act and Statutes.

# University of Science & Technology Bannu Annual Report Statutes, 2018

**13**

University of Science & Technology Bannu  
**Statutes 2018**

**1. Title**

These statutes shall be called University of Science & Technology Bannu Annual Report Statutes, 2018.

**2. Commencement**

These statutes shall come into force at once.

**3. Presentation of Annual Report**

The Annual Report shall be presented as prescribed in Section 11 (7) & (8) of the Khyber Pakhtunkhwa Universities (Amendment) Act 2018, 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:-

**4. Layout of Annual Report**

- (1) Academics
  - A. Curricular
    - i. Academic Activities
    - ii. Quality Assurance
    - iii. Faculty Development
    - iv. Students Enrollment and Degrees Awarded annually
    - v. Ranking of the University
    - vi. Any other activity
  - B. Co-Curricular
    - i. Sports
    - ii. Student Societies and activities
    - iii. Community building and awareness
    - iv. Leadership building and awareness
    - v. Any other activity
- (2) Research
  - i. Research and Development
  - ii. Innovation and Commercialization

- iii. University Liaison with industry
- iv. Universities Building Economies
- v. Outreach activities
- vi. Any other activity
- (3) Administration
  - i. University Governance
  - ii. Strengthening Physical Infrastructure
  - iii. Strengthening Technological Infrastructure
  - iv. Recruitment and promotions
  - v. Meetings of Authorities and Statutory bodies
  - vi. Litigation
  - vii. Progress achieved from foreign tours
  - viii. Any other activity
- (4) Finances
  - i. Budget
  - ii. Funds Generation/Development
  - iii. Performance Indicators

**University of Science &  
Technology Bannu Fees and other  
Miscellaneous Charges Statutes,  
2018**

**1. Title**

These statutes shall be called University of Science & Technology Bannu Fees and other Miscellaneous Charges Statutes, 2018

**2. Commencement**

These statutes shall come into force at once.

**3. Fee Structure**

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

**4. Fee structure and its review**

- (i) The nature and details of the fee and other charges shall be as may be prescribed by the Syndicate.
- (ii) The Syndicate may, on recommendation of the Academic Council or Finance & Planning Committee revise the fee structure or amend any policy with such conditions as it may deem fit, in accordance with the provisions of the Act.
- (iii) A 10% annual increase shall be made in the fee.

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

**5. Fee Refund**

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

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

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

# University of Science & Technology Bannu Pension, Statutes, 2018

## 1. Short title, commencement and application

- (1) These Statutes may be called the University of Science & Technology Bannu Pension Statutes, 2018
- (2) It shall come into force at once
- (3) These Statutes are applicable to regular employees of the University

## 2. Terms used in the Pension Statutes and their Explanation

- (1) The various terms used in the Pension Statutes are explained below:—
  - (i) *Age*.—When an employee is required to retire, on attaining a specified age, the day on which he attains that age is reckoned as a *non-working day*, and the employee must retire, with effect from and including that day.
  - (ii) *Family*.—The ‘family’ for the purpose of entitlement of gratuity/ pension benefits under these Statutes includes the following relatives of the Employee:—
    - (a) wife or wives, in the case of a male employee (unless there is a judicial separation, wife continues to be a member of the employee’s family irrespective of the fact whether she has been living with him or not).
    - (b) Husband, in the case of female employee (a female employee can exclude her husband from being a member of her family).
    - (c) Minor son(s) of the employee unless they attain the age of 21 years and unmarried daughters.
    - (d) widow or widows and minor son(s) (unless they attain the age of 21 years) and unmarried daughters of a deceased son of the employee
    - (e) Children of the employee or children of the deceased son of the employee permanently incapacitated
    - (f) Widowed daughters of the employee or the widowed daughters of the deceased son
  - (iii) *Foreign Service*.—means service in which an employee receives his substantive pay with the sanction of the University from any source other than the Revenue of the University.

- (iv) *Revenue of the University.*—for the purposes of Pension include revenue from own resources of the University and Recurring Grants from the Higher Education Commission or the Government.
- (v) *Pension Fund.*—The pension Fund established, maintained and administered under these statutes:

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

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

- (xi) “Authority” means the Vice Chancellor of the University for approval of Pension and Gratuity of the Employee.

**3. Pension and gratuity**

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

**4. Classification of Pension**

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

- (i) of taking any compensation pension or gratuity to which he may be entitled for the service he has already rendered, or
- (ii) of accepting another appointment or transfer to another establishment even on a lower pay, if offered, and continuing to count his previous service for pension.
- (iii) An employee not employed in a substantive permanent capacity is granted Compensation Pension if he is discharged after completing qualifying service of 10 to 21 years or more owing to the abolition of his post or is replaced by a “qualified”

candidate.

(2) *Invalid Pension.*—(i) An invalid pension is awarded, on his retirement from the public service, to an employee who by bodily or mental infirmity is permanently incapacitated for the public service, or for the particular branch of it to which he belongs. The infirmity has, however, to be certified by a duly constituted Medical Board.

(ii) If a temporary employee is retired for inefficiency due to mental or physical infirmity he shall be allowed pension benefits as if he was required to retire under these Statutes.

(iii) In case an officer dies before his retirement, his pension is calculated, as if he was retired on Invalid Pension on the date following the date of his death.

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

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

(5) *Retiring Pension.*—

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

(ii) An employee other than an employee against whom a departmental proceeding is pending has the right to retire from service after completion of 25 years qualifying service. Such an employee shall, at least three months before the date on which he intends to retire, be required to submit a written intimation to the authority competent to fill the appointment by him at the time of submitting that intimation indicating the date on which he intends to retire. Such intimation, once submitted shall be final and shall not be allowed to be modified or withdrawn. However, before formal acceptance of the request he may, if so, desired, withdraw his application for premature retirement.

(iii) University has the right to retire any Employee after he has

completed 20 years qualifying service.

(iv) The term retirement includes “Compulsory Retirement” under the Employees Efficiency & Discipline Statutes.

(v) In case of voluntary retirement of employees the Registrar is responsible for ensuring verification of qualifying service within one month from the date of receipt of application for voluntary retirement after 25 years qualifying service. If the qualifying service comes out to be less than 25 years, the employee will have to continue in service till he completes that length of service. The fact of the shortfall in the qualifying service should be pointed out by the Registrar to the employee concerned before the expiry of the three months notice period.

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

---

Category of Officers	Authority competent to accept request for retirement
BPS-22	The Senate
B-17 to 21	The Syndicate
B-1 to 16	The Vice Chancellor

---

## 5. Conditions of Qualifying Service

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

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

- (3) The employment must be substantive and regular.
- (4) An Employee not employed in a substantive regular capacity who has rendered more than 5 years continuous temporary service counts such service for the purpose of pension or gratuity excluding broken periods of service, if any, rendered previously. Continuous temporary above and officiating service of less than five years immediately followed by confirmation shall also count for gratuity or pension, as the case may be.
- (5) Only the service paid from the Revenue of the University qualifies for pension. Foreign Service also counts for pension provided the pension contribution was paid as required under the Statutes.
- (6) All periods of leave, other than extraordinary leave, count as service qualifying for pension.
- (7) The period of suspension followed by reinstatement or superannuation count towards qualifying service for pension
- (8) In case where an employee is compulsorily retired following a period of suspension ordered under employees Efficiency and Discipline Statutes, pension or gratuity is admissible only for the period of service rendered excluding the period of suspension.
- (9) Resignation from the service, dismissal or removal on account of misconduct, insolvency or inefficiency or failure to pass an examination entails forfeiture of past service. Subject to any order of the competent authority made on compassionate grounds an employee who is removed or dismissed shall not be entitled to any compensation pension, gratuity or benefit accruing from University contribution to a Contributory Provident Fund.
- (10) Resignation of an appointment to take up another appointment in which the service counts for pension is not a resignation from the University service for the purpose of pension.
- (11) Any interruption in the service of an Employee entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed

by reinstatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.

- (12) The authority who sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.

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

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

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

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

- (i) The employee had died while in service, or has retired under circumstances beyond his control, such as on invalidation or the abolition of his post, or superannuated and would have completed another year of service if he had not died or retired.
- (ii) The service rendered by him had been meritorious.
- (iii) A deficiency of more than one year cannot be condoned.
- (iv) These provisions will not apply to Employees who have rendered less than five years continuous service.

- (3) Upon such conditions as it may think fit in each case, the appointing authority of an employee may condone all interruptions in his service, provided such interruption is not due to any fault or willful act of the employee, like unauthorised absence, resignation or removal from service.

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

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

## **7. Accrual of Financial Benefits**

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

### **A. RATE AND SCALE OF PENSION**

- (2) (i) Pension shall be calculated at the rate of 70% of emoluments on completion of 30 years qualifying service. Where qualifying service is less than 30 years but not less than 5 years, proportionate reduction in percentage shall be made in accordance to the Pension Table regulating all the four pensions, namely, Compensation Pension, Superannuation Pension, Invalid Pension and Retiring Pension appended to these statutes as Annex 1.
- (ii) The term “emoluments”, *i.e.* pensionable pay, shall include but not limited to, Basic pay, Special pay, personal pay, qualification pay, indexed pay, cash handling pay and any other pay to be classed as pay and Orderly Allowance, Senior Post Allowance.
- (iii) Any other emolument classed as emolument counted for calculation of pension

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

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

**(2) Calculation of Pension on last pay/emoluments drawn**

Pension shall be calculated on the basis of emoluments last drawn by the employee

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

- (3) The benefit of annual increments accrued during LPR be shall admissible.
- (4) Benefit for extra years of service after completion of 30 years
- (5) The extra years service benefits @ 2% for each extra year subject to 10% shall be admissible to the Employee who have served more than 30 years qualifying service for pension

**9. ANNEXURE I**

(1) PENSION TABLE

---

Completed years of qualifying service	Scale of pension expressed as fractions of average emoluments
10.....	70/300
11 .....	77/300
12 .....	84/300
13 .....	91/300

14 .....	98/300
15 .....	105/300
16 .....	112/300
17 .....	119/300
18 .....	126/300
19 .....	133/300
20 .....	140/300
21 .....	147/300
22 .....	154/300
23 .....	161/300
24 .....	168/300
25 .....	175/300
26 .....	182/300
27 .....	189/300
28 .....	196/300
29 .....	203/300
30 and above .....	210/300

---

## PENSION FORMULA

$$\text{RECONABLE EMULUMENTS} \times 70 \times \text{LENGTH OF QUALIFYING SERVICE} = \text{Gross Pension} \\ 30 \times 100 =$$

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

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

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

#### (i)\* Disability Pension/Gratuity

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

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

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

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

**11. ANNEXURE II**

**PART I**

**(1) CLASSIFICATION OF DISABILITY**

*Class 'A'*

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

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

*(2) Class 'B'*

- (i) Loss of a thumb or at least three fingers of hand.
- (ii) Partial loss of one or both feet at or beyond tarsometatarsal point.
- (iii) Loss of vision of one eye.
- (iv) Loss of all toes of one or both feet.

(3) Class 'C'

- (i) Limited restriction of movement of joint due to injuries.
- (ii) Disease of a limb restricting performance of duties.

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

## 12. PART II

### Principles and Procedure for Determining Attributability to Service Of Disability

#### (1) Casualties due to wound or injury

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

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

## (2) Casualties due to disease

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

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

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

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

#### **14. SECTION 3**

##### ***Family pension***

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

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

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

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

#### **15. Nominations**

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

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

- (4) Every nomination shall be in such form as may be prescribed for the purpose.
- (5) An employee may at anytime cancel a nomination by sending a notice in writing to the appropriate authority, provided that the employee along with such notice, send a fresh nomination.
- (6) Immediately on the death of a nominee the employee shall send to the appropriate authority a notice in writing formally cancelling the nomination together with a fresh nomination.
- (7) Every nomination made, and every notice of cancellation given, by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the authority.

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

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

Provided that no share shall be payable to:—

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

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

- 17. When the beneficiary is a minor and has no regularly appointed Manager or Guardian, the sanctioning authority may allow the payment of pension or shares of gratuity of minor children of a deceased employee to their mother. In case the mother is not alive or was judicially separated from the employee in his life time, the sanctioning authority may nominate any suitable person to be the Guardian of such minor children for the purpose of receiving payment of pension and/or shares of gratuity on their behalf.**

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

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

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

**21. Pension shall be allowed to the family**

- (1) Widow or Widower of the deceased for her life, if the deceased is a male employee. If the employee had more than one wife, and the number of his surviving widows and children does not exceed 4, the pension shall be divided equally among the surviving widows and children. If the number of surviving widows and children together is more than four, the pension shall be divided in the following manner, viz. each surviving widow shall get 1/4th of the pension and the balance if any shall be divided equally among the surviving children. For the purpose of this cause, the term “Children” exclude sons above the age of 21 year and married daughters whose husbands are alive.
  - (2) failing a widow or husband, as the case may be, to the eldest surviving son upto the age of 21 years;
  - (3) failing (1) and (2) to the eldest surviving unmarried daughter till her marriage if the eldest daughter marries or dies then the next eldest daughter till her marriage.
  - (4) failing (1) to (3) to the eldest widowed daughter.
  - (5) failing (1) to (4) to the eldest widow of a deceased son of the Employee.
  - (6) failing (1) to (5) to the eldest surviving son below 21 years of age of a deceased son of the Employee;
  - (7) failing (1) to (6) to the eldest un-married daughter below 21 years of age of a deceased son of the Employee;
  - (8) failing these, to the eldest widowed daughter of a deceased son of the employee.
22. If the event of no pension being payable under clause (I) the family pension may be granted:—
- (1) to the father;

- (2) failing the father to the mother;
- (3) failing the father and the mother to the eldest surviving brother below the age of 21;
- (4) failing (1) to (3) to the eldest surviving un-married sister for life or till her marriage, if the eldest un-married sister marries or dies the next eldest un-married sister for life or till her marriage.
- (5) failing (1) to (4) to the eldest surviving widowed sister.

**23. No pension will be payable under this Section:—**

- (1) to a person mentioned in para (22) without production of a reasonable proof that such person was dependent on the deceased employee for support;
- (2) to an unmarried female member of an employee's family in the event of her marriage;
- (3) to a widowed female member of an employee's family in the event of her re-marriage;
- (4) to the brother of an employee on attaining the age of 21 years;
- (5) to a person who is not a member of an employee's family.

**24. (1) A pension awarded under this section will not be payable to more than one member of an employee's family at the same time, except as provided for in para (1) above.**

(2) The family pension of the widow ceased to be payable from the date of her re-marriage, the next legal beneficiary should be allowed to draw the pension with effect from the date on which it ceased to be paid to the widow.

(3) Universities have discretion to make such modifications in the mode of allotment or conditions of tenure set forth in sub-paragraphs (2) to (5) above as they may consider desirable to suit the special circumstances of the beneficiaries.

(4) A pension sanctioned under this Section will be payable in addition to any extraordinary pension or gratuity that may be granted to the members of an employee's family under the existing Statutes.

(5) As in the case of a grant of an ordinary pension, future good conduct of the recipient is an implied condition of every grant of a pension under this Section.

**25. Payment of family pension in the case of employees who remain missing for 12 months**

(1) If an Employee remains missing or unheard of for a period of 12 months to the satisfaction of the Pension sanctioning authority, family pension may be allowed to his heirs as admissible under the prescribed Statutes provided that :—

- i. The spouse of the pensioner claiming to be entitled to the pensionary benefits of the missing person shall, before such benefits are paid, guarantee, through affidavit or as the pensionary authority may require, the repayment of

pensionary benefits to the missing person if subsequently he appears and makes any claim thereto.

- ii. The pensionary authority shall not be responsible for repayment of any pensionary benefits to the missing person which has already been paid to his spouse or family members who shall personally be responsible for satisfaction thereof on appearance of the missing person.

- (2) The concession admissible there under shall also be admissible in cases a pensioner remains missing or unheard of for a period of 12 months to the satisfaction of the pension sanctioning authority concerned, family pension may be allowed to his heirs as admissible under the prescribed Statutes.

## **26. Commutation of pension**

- (1) An Employee is entitled to commute for a lump sum payment of any portion, not exceeding 35% of pension.
- (2) Commutation is neither subject to medical certificate nor to administrative sanction if it is asked for within one year of the date of retirement. The date of application by the retired employee, in such a case, will be the date of commutation becoming absolute. Where commutation is applied for before retirement the commutation will become absolute on the date of retirement. An employee retiring after attaining the age of 60 years will be allowed commuted value of pension as applicable to age of sixty years instead of the age of 61 years, if he applies for commutation while in service.
- (3) In all other cases the commuted value of pension shall be admissible under the formula of “age next birthday”.
- (4) In the case of provisional pension, the commutation may be provisionally sanctioned on that basis. When the pension is finally sanctioned, the final payment order should be substituted for the provisional payment order for purpose of commutation as also for all other purposes. In the case of premature retirement on medical grounds the requirement of medical examination will not be waived.
- (5) Dispatching authority should ensure that while approaching the medical authorities for constituting medical boards, relevant papers *etc.*, are sent to them complete in all respects, well in advance of the next date of birth of the employee concerned.
- (6) The commuted amount of pension equal to 35% of the gross amount of pension shall be restored on completion of the number of years for which commuted value was paid. In restoring the commuted portion of pension fraction of a year shown in the commutation table which is less than six months will be ignored and that of six months and more will count as one year.
- (7) In calculating pension or restoring commuted portion thereof fraction of a Rupee which is less than 50 paise will be ignored and that of fifty paise and more will count as one rupee.

## **27. Grant of Commutation to the family of employee Retired on Superannuation but Expired before Signing his Pension/ Commutation Claims**

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

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

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

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

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

**30. Anticipatory Pension**

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

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

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

- (3) The payment of the anticipatory pension should be so arranged that it is not delayed beyond the first day of the month following the month in which employee is due to retire.
- (4) Pension sanctioning authority must exercise the power to sanction anticipatory pension, whenever required, to avoid any delay in the payment of pension.
- (5) If for any reason it is apprehended that the pension payment order cannot be issued within the prescribed time—in the case of normal retirement, one month before retirement and in the case of premature, voluntary or compulsory retirement or death, within three months of the date of event—a provisional order authorizing payment of 80% of the admissible pension may be issued by the competent authority within one month of the expiry of the prescribed time.

## **SECTION 4**

### **31. PROCEDURE FOR SANCTION OF PENSION**

#### **Steps for speedy finalization of Pension Cases**

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

writings, all corrections being, neatly made and properly attested. The second copy of the Service-Book should be kept in the custody of the employee concerned who should ensure that all entries in his Service Book are recorded and attested in time. The employee should in his own interest, examine his, Service Book occasionally in order to see that it is not only properly maintained but the entries made therein are complete in all respects. The head of the office should permit an employee to examine his Service Book should he at any time desire to do so. For the purpose of the grant of pension/gratuity, increment, etc., to the employees, only the original copy of the Service Book will be consulted, the duplicate copy of the Service Book would serve as a means for completion of the original Service Book or its reconstruction in the event of its being lost or destroyed.

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

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

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

- ii. The computerised pay slip is required to indicate up-to-date qualifying service and the status of employee, *i.e.*, “regular”, “contract graded pay”, “ad-hoc” or “contract fixed pay”. These entries are considered as duly audited.
  - iii. The establishment section of Registrar office shall issue an up-to-date qualifying service certificate to each employee and, thereafter, such a certificate be issued every. The establishment section of Registrar office shall also give a certificate that valid nomination papers regarding gratuity are held by them.
- (10) *Allocation of pension between different Departments.*—(a) The establishment section of Registrar office should take steps to obtain pension contribution from the Governments, Universities and others the in respect of service rendered under them by an employee.
  - (11) Finalization of pension cases shall not be held up on this account. If there is any dispute with regard to the apportionment of pensionary liability, the matter should be sorted out by the pension sanctioning authority.
  - (12) *List of officers and staff due to retire.*—With a view to ensuring timely action in pension cases the establishment section of the Registrar office shall maintain a list showing the dates of retirement of all the officers and staff who are due to retire in a calendar year and review it quarterly.
  - (13) *Employment of officers and staff on pension work.*—Depending on the volume of work, at least one officer and staff should be employed exclusively on pension work. He should be required to make himself conversant with pension procedures and the method of preparation of pension papers.
  - (14) *Observance of Statutes relating to grant of secured advances.*—It shall be ensured that all secured advances made to employees are properly and adequately secured with mortgage deeds, agreements, etc, as prescribed under the Statutes. It should be ensured that suitable steps are taken at the appropriate time so as to complete the recovery of other University dues before the date of retirement. If the amount of advance is not fully repaid, the retiring employee should be asked to give his consent to any recoveries due from him being effected from the pension/gratuity payable to him. In case, he fails to give such consent, the recoveries be effected from the pension or gratuity.
  - (15) *Grant of un-secured advances.*—No unsecured advances should ordinarily be granted to any employee within six months of the date of his retirement. If any such advance or other dues are already outstanding, these should be recovered from his pay or leave salary. If, for special reasons, it becomes necessary to grant an advance to any employee within six months of his retirement, he should be required to furnish security of a regular employee, who is not due to retire within one year before the advance is paid to him.
  - (16) *Employees proceeding on foreign service and recovery of leave salary and pension contribution.*—Full particulars of the officers and staff proceeding in foreign service must be kept in record and it should be ensured that the recoveries on account of pension and leave salary contribution in respect of officials on foreign service are effected and accounted for.
  - (17)

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

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

**33. Grant of Usual Increment in the year of Retirement**

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

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

- (1) With a view to ensuring that a retiring employee begins to draw his pension on the date it becomes due, the following procedure should be followed by the authorities concerned;
  - i. The Establishment section of the Registrar office should start the preparation of pension papers in each case one year before the expected date of retirement without waiting for the formal application from the employee concerned, which is to be submitted not earlier than six months before the date of retirement.
  - ii. The Establishment section of the Registrar office responsible for initiating the case should start filling of the Pension Application Form one year before the expected date of retirement.
  - iii. Simultaneously, with the starting of preparation of pension papers of an employee, the department authorities should consult the records and see whether any recoveries are due from him. If there are any such dues, early steps should be taken to complete the recoveries of the dues before the date of retirement, if any disciplinary action in this behalf has to be initiated, this should be done at once, so that it may be possible to finalize the case and complete the recoveries before the date of retirement. In case such action has already been initiated steps should be taken to finalize it as quickly as possible

- so that recoveries may be completed well in time. If any other disciplinary action is pending, it should also be finalised.
- iv. Six months before the expected date of retirement, the would-be pensioner should be asked to fill in and sign Part I in a fresh copy of the form and submit it alongwith three specimen signatures, three photographs and two sets of thumb and finger impressions on the prescribed form, all duly attested. The photographs and thumb and finger impressions are not required in the case of B-16 and above officers.
  - v. Part I of the working copy should then be filled in by copying from the signed copy received from the applicant. Similarly, Sections (2) to (5) of Part II of the signed copy should be filled in by copying from the working copy. Section I of Part II of both the forms should then be filled in.
  - vi. Requests for furnishing 'No Demand Certificate' should be made to all concerned at least six months before the date of retirement of the employee. If any demand is outstanding against the employee, it must be intimated not later than 15 days after the date of retirement (which should be specified in the request for 'No Demand Certificate'). In case the demand is not intimated within the above time limit the finalisation of pension cases should not be held up on that account and the Department/Office which has failed to intimate an outstanding demand by the due date should be held responsible.
  - vii. The payment of pension should not be held up merely for want of 'NO DEMAND CERTIFICATE'. In cases in which 'No Demand Certificate' is not available P.P.O. may be issued subject to the production of an undertaking, at the time of the first payment of the pension/gratuity, by the pensioner, or his family (in the case of his death) to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recoverable from the pension. Failure to intimate recoveries during this extended period should result in the amount involved being recovered from the official responsible for the delay. If any University dues are found to be outstanding against pensioner within one year from the date of issue of the P.P.O. the matter shall be referred to the Pension sanctioning authority for orders before any recoveries are actually effected from the pensioner.
  - viii. In cases where employees had retired with less than 10 years service and were entitled to service gratuity only, it would not be possible to recover University dues coming to light afterwards when the gratuity had been paid to them. The payment of such gratuity could, therefore, be made only after the 'No Demand Certificates' have been issued by the authorities concerned. In order to avoid hardship in such cases the payment of gratuity should not be withheld for more than six months after the date of retirement. The onus of furnishing the certificate or intimating the outstanding dues, as the case may be, within this period will rest on the department concerned. The outstanding dues coming to light within this period may be recovered from the amount of gratuity which should be paid after six months of the date of retirement without insisting on the 'No Demand Certificate' and the responsibility for University dues if any, coming to light thereafter should rest with the officials responsible for the delay.

- ix. “No Demand Certificates” in respect of all University accommodations occupied by an employee throughout his service are not necessary. Such a certificate should be necessary in respect of only for the last year of University accommodation occupied by him before retirement.
- x. The signed copy of the Pension Form should be forwarded to the sanctioning authority after filling up and signing Section (6) of Part II. The working copy may be retained in the initiating office as an office copy.
- xi. Pension Application Form must be supported by such requisite documents as can be issued before the actual date of retirement. In case of Invalid Pension, invalidity certificate should be enclosed in original. Documents which cannot be issued till the date of retirement such as the Last Pay Certificate and the No Demand Certificate should be sent afterwards separately.
- xii. *Last Pay Certificate.*—It shall be mandatory for the Establishment section of the Registrar office to issue Last Pay Certificate within 15 days of the date of retirement of an employee.
- xiii. Where an employee is deceased and family pension is payable to the family the following documents have to be sent alongwith the Pension Application Form :—
  - a) Application (in original) from the widow/claimants.
  - b) Death Certificate (in original).
  - c) Postal Address (3 copies).
  - d) List of surviving members (3 copies).
  - e) Specimen signatures of widow/claimant(s).
  - f) Thumb and finger impressions of the widow/claimant.
  - g) Non employment certificate (3 copies).
  - h) A certificate to the effect that the widow had not judicially separated from her husband (3 copies).
  - i) A certificate that the widow had not re-married after the death of her husband.
- xiv. The sanctioning authority should fill in Section (6) or Part II of the Form. The full pension admissible under the Statutes is not to be given as a matter of course, unless the service rendered has been really approved. If the service rendered has not been thoroughly satisfactory, the authority sanctioning the pension/gratuity should make such reduction in the amount of pension/gratuity as it thinks proper. However no reduction in the amount of any pension can be made without affording to the person concerned, by means of a notice in writing, an opportunity to show cause against the proposed reduction.
- xv. an employee compulsorily retired under the employees Efficiency and Discipline STATUTES, shall be entitled to pension or gratuity as admissible under normal Statutes and the certificate of ‘thoroughly satisfactory service’ is not required in his case.”
- xvi. After completion of Section (6) of Part II of the form the sanctioning authority should send the form to the Treasurer, alongwith a forwarding letter.

- xvii. The Registrar, after scrutinizing Part I and Part II and arriving at his own findings about the correct length of qualifying service and the amount of Pension and Gratuity admissible, record a gist of his findings from his working papers into Part III of the form.
- xviii. he Treasurer should issue the Pension Payment Order in case where all necessary documents/ information are available with him, a fortnight before the expected date of retirement.
- xix. When the preparation of a pension case is started a Progress Sheet in the following form should be attached with it showing the dates by which specific action should be completed. This sheet should move with the pension case from the to the Treasurer and should be kept in record.
- xx. Indemnity bond in compliance with SBPs instructions for payment of pension through your bank branch, I agree to indemnify you and keep you indemnified about liabilities with all sums of money whatsoever, including marks up of my pension account. I further undertake that my legal heirs, successors, executioners shall be liable to refund excess amount, if any, Credit to my pension account either in full or in installment equal to such amount.

## **SECTION 5**

### **35. EMOLUMENTS RECKONED FOR PENSION**

#### **(1) Definition of terms ‘Emoluments and Average Emoluments**

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

- i) Orderly Allowance (for BPS-20 and above)

## SECTION 6

### 36. PROCEDURE FOR PAYMENT OF PENSION

#### (1) Payment of Pension in Pakistan

- (i) *Beginning of payment of pension.*—The ordinary pension is payable from the date on which the pensioner ceases to be borne on the establishment.
- (ii) *Payment of Gratuity.*—A gratuity is paid in a single sum, and not by installments.
- (iii) *Payment of Pensions.*—A pension is payable monthly on and after the first day of the following month.
- (iv) *Death of a Pensioner.*—A pension is payable for the day on which the pensioner dies, the hour at which death takes place has no effect on the claim.
- (v) On receipt of the Pension Payment Order, the disbursing officer should deliver one-half to the pensioner, and keep the other half carefully in such a manner that the pensioner, can not have access thereto. All payments should be entered on both the halves and attested by the disbursing officer.
- (vi) A pensioner can draw his pension from a any branch of the National Bank of Pakistan.
- (vii) *Personal appearance of pensioners and payment through life certificate.*—As a rule, a pensioner must take payment in person after identification by comparison with the Pension Payment Order. A pensioner specially exempted by the University from personal appearance, or a female pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in public in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a LIFE CERTIFICATE signed by a responsible officer of University or by some other well-known and trust worthy person. A pensioner of any description, who produces a life certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code, or by any pensioned officer who before retirement held a B-16 and above are exempted from personal appearance. In all such cases the disbursing officer must take precaution to prevent impositions and must, at least once a year, require proof independent of that, furnished by the life certificate, of the continued existence of the pensioner.
- (viii) *Drawal of pensions through Agents.*—A pensioner of any description, resident in Pakistan is exempted from personal appearance if he draws his pension through a duly authorised agent approved by University who must execute a bond to refund overpayments and produce at least once a year a life certificate signed by any of the persons authorised in para (vii) above. Such pensions should not be paid on account of period of more than a year after the date of life certificate last received.

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

### **37. Disposal of cases of Overpayment of Pension**

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

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

- i. The entire amount, if a pensioner/widow is more than 75 years of age on 30;
- ii. Half of the amount if a pensioner/widow is between 70 and 75 years' of age;

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

### **38. Statutes Regarding Qualifying Services**

- (1) Any interruption in the service of an officer entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed by reinstatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
- (2) The Pension Sanctioning Authority the pension may commute retrospectively periods of absence without leave into extraordinary leave.
- (3) Last Pay Certificate:— it shall be mandatory for the Registrar to issue Last Pay Certificate within 10 days of the date of retirement of a employee.

### **39. Combination of Appointments**

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

## **SECTION 7**

### **PAYMENT OF PENSIONS**

#### **40. GENERAL STATUTES**

- (1) If, under special circumstances, a pension is granted long after an officer has retired, retrospective effect should not to be given to it without the special orders of the pension

sanctioning authority which granted it; in the absence of special orders such a pension takes effect only from the date of sanction.

- (2) In case where considerable delay has occurred in making application for a Wound or Injury pension, it will be granted only from the date of report by the Medical Board, and no application for a gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury.

#### **RELAXATION OF STATUTES-**

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

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

#### **INTERPRETATION**

If any question arises relating to the interpretation of these Statutes, it shall be referred to the Syndicate which decision thereon shall be final.

**University of Science & Technology  
Bannu General Provident Fund (GPF)  
Statutes, 2018**

**1. Short Title and Commencement**

- (i) These Statutes may be called University of Science & Technology Bannu General Provident Fund statutes, 2018.
- (ii) These shall come into force at once.

**2. Definitions**

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

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

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

[(c) "*Family*" means:

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

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

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

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

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

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

(e) "Leave" means any kind of leave as defined in the Leave Rules of University of Science & Technology Bannu.

(f) "Year" means a financial year.

(g) "Act" means the Khyber Pakhtunkhwa Universities (Amendment) Act 2018.

(h) "Employee" means the employee as defined in University of Science & Technology Bannu Service Statutes

- (2) Any other expression used in these Statutes which is defined either in the Act or in Provident Funds Act, 1925 (19 of 1925) or in the Service Statutes of University of Science & Technology Bannu is used in the sense therein defined.
- (3) Nothing in these Statutes shall be deemed to have the effect of terminating the existence of the General Provident Fund as heretofore existing or of constituting any new Fund.

### **3. Constitution of the Fund**

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

### **4. Conditions of Eligibility**

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

*Provided that a temporary University of Science & Technology Bannu employee may apply in writing to subscribe towards the General Provident Fund*

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

### **5. Nominations**

- (1) A subscriber shall, at the time of joining the Fund, send to the Treasurer through the Registrar a nomination conferring on one or more persons the right to receive the amount that may stand to

his credit in the Fund in the event of his death, before that amount has become payable or having become payable has not been paid:

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

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

- (2) If a subscriber nominates more than one person under sub-Statute (1) above, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) Every nomination shall be made in the Form as may be prescribed.
- (4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Treasurer. The subscriber may, along with such notice or separately, send a fresh nomination made in accordance with the provisions of this Statute.
- (5) A subscriber may provide in a nomination:
  - (a) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members. Where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee.
  - (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein:

*Provided that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the*

*alternate nominee under Clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.*

- (6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under Clause (a) of sub-Statute (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of Clause (b) of sub-Statute (5) or the proviso thereto, the subscriber shall send to the Treasurer a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this Statute.
- (7) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Treasurer.

**6. Subscriber's Account**

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

- (i) his subscriptions;
- (ii) interest, as provided by Statute 11, on subscriptions;
- (iii) bonus (if any ) as provided by Statute 11- (2)(iii)on subscriptions; and
- (iv) advances and withdrawals from the Fund.

**7. Conditions of Subscription**

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

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

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

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

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

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

- (3) A subscriber who has under Statute 32 withdrawn the amount standing to his credit in the Fund shall not subscribe to the Fund after such withdrawal unless he returns to duty.
- (4) Notwithstanding anything contained in sub-Statute (1) a subscriber shall not subscribe to the Fund for the month in which he quits service unless, before the commencement of the said month, he communicates to the Treasurer in writing his option to subscribe for the said month.

## **8. Rates of Subscription**

- (1) The amount of subscription shall be fixed by the Syndicate
  - (a) The employee who joins University of Science & Technology Bannu service for the first time the deduction of GENERAL PROVIDENT FUND at the prescribed rates shall start from his first pay bill for the month during which he joins the duty at University of Science & Technology Bannu;
  - (b) A subscriber if on leave without pay for a part of a calendar month and has elected not to subscribe during such leave, the amount of subscription payable for the fraction of that month shall be at the rates prescribed for the whole month.

## **9. Realization of Subscriptions:**

- (1) When emoluments are drawn from University of Science & Technology Bannu treasury, recovery of subscriptions shall be made from the salary on monthly basis.
- (2) When emoluments are drawn from any other source, the subscriber shall forward his dues monthly to the Treasurer.
- (3) If a subscriber fails to subscribe with effect from the date on which he is required to join the Fund or is on default in any month or months during the course of a year otherwise than is provided in Statute 7, the total amount due to the Fund on account of arrears of

subscription shall, with interest thereon at the rate provided in these Statute forthwith be paid by the subscriber to the Fund or in default be ordered by the Treasurer to be recovered by deduction from the emoluments of the subscriber by installments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under sub-Statute (2) of Statute 12:

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

**10. Interest**

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

*Balance carried forward from preceding year*  
*Add*  
*monthly subscription*  
*Less*  
*Withdrawal from the account by the subscriber, if any,*  
*Add*  
*the amount of recoveries(advances or arrears) during the month, if any*  
*multiply*  
*the total so arrived with the prescribed interest rate*  
*sum*  
*of interest for twelve months or actual permissible period whichever is less*

- (ii) the total amount of interest in a year shall be rounded to the nearest whole rupee (fifty *paisas* counting as the next higher rupee):

- (iii) In addition to the Interest, bonus(if any) calculated on the basis of difference of total earnings on the Fund less the amount of interest granted to the subscribers, shall be added to the account of the subscriber.

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

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

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

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

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

- (4) *In addition to any amount to be paid under Statutes 31, 32 or 33, interest thereon up to the end of the month preceding that in which the payment is made, or up to the end of the sixth month after the month in which such amount, became payable whichever of these periods be less, shall be payable to the person to whom such amount is to be paid:*

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

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

- (5) Interest shall not be credited to the account of a subscriber if he informs the Treasurer that he does not wish to receive it; but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it.
- (6) The interest on amounts which under sub-Statute (3) of Statute 10, Statute 31 or Statute 32 are replaced to the credit of the subscriber in the Fund, shall be calculated at such rates as may be successively prescribed under sub-Statute (1) of this Statute and so far as may be in the manner described in this Statute.
- (7) In case a subscriber is found to have drawn from the Fund an amount in excess of the amount standing to his credit on the date of the drawal, the overdrawn amount, irrespective of whether the overdrawal occurred in the course of an advance or a withdrawal or the final payment from the Fund, shall be repaid by him with interest thereon in one lump sum or in default, be ordered to be recovered, by deduction in one lump sum, from the emoluments of the subscriber. If the total amount to be recovered is more than half of the subscriber's emoluments, recoveries shall be made in monthly installments from his emoluments till the entire amount together with interest is recovered. For this sub-Statute, the rate of interest to be charged on overdrawn amount would be the normal rate on Provident Fund balance under sub- Statute (1). The interest realized on the overdrawn amount shall be credited to the Fund.

## **11. Advances from the Fund**

- (1) The appropriate sanctioning authority may sanction the payment to any subscriber of an advance consisting of a sum of whole rupees and not exceeding in amount three months' pay or half the amount standing to his credit in the Fund, whichever is less, for one or more of the following purposes:-

- (a) to pay expenses in connection with the illness, (confinement) or a disability, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him;
- (b) to meet cost of higher education, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him in the following cases, namely:-
  - (i) for education outside Pakistan for academic, technical, professional or vocational course beyond the High School stage; and
  - (ii) for any medical, engineering or other technical or specialized course in Pakistan beyond the High School stage,  
*Provided that the course of study is for not less than three years;*
- (c) to pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with betrothal or marriages, funerals or other ceremonies;
- (d) to meet the cost of legal proceedings instituted by or against the subscriber, any member of his family or any person actually dependent upon him, the advance in this case being available in addition to any advance admissible for the same purpose from any other University of Science & Technology Bannu source.
- (e) to meet the cost of the subscriber's defense where he engages a legal practitioner to defend himself in an enquiry in respect of any alleged official misconduct on his part.
- (f) to purchase consumer durables such as TV, washing machines, cooking range, geysers computers, etc.
- (g) to meet the expenses for visiting places which, to the satisfaction of the sanctioning authority, are considered as places of pilgrimage or places of eminence of any religion.

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

- (2) An advance shall not, except for special reasons to be recorded in writing, be granted to any subscriber in excess of the limit laid down in sub-Statute (1) or until repayment of the last installment of any previous advance.
- (3) When an advance is sanctioned under sub-Statute (2) before repayment of last installment of any previous advance is completed, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to the consolidated amount.
- (4) After sanctioning the advance, the amount shall be drawn on an authorization from the Treasurer in case where the application for final payment had been forwarded to the Treasurer under Clause (ii) of sub-Statute (3) of Statute 34.

## **12. Recovery of Advances**

- (1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects and more than twenty-four. In special cases where the amount of advance exceeds three months' pay of the subscriber under sub-Statute (2) of Statute 12, the sanctioning authority may fix such number of installments to be more than twenty-four but in no case more than thirty-six. A subscriber may, at his option, repay more than one installment in a month. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installments.
- (2) Recovery shall be made in the manner prescribed in Statute 10 for the realization of subscriptions, and shall commence with the issue of pay for the month following the one in which the advance was drawn. Recovery shall not be made, except with the subscriber's consent while he is in receipt of subsistence grant or is on leave in a calendar month which either does not carry any leave salary.

- (3) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the Treasurer to be recovered by deduction from the emoluments of the subscriber in a lump sum or in monthly installments not exceeding twelve as may be directed by the authority competent to sanction an advance for the grant of which, special reasons are required under sub-Statute (2) of Statute 12:

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

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

### **13. Wrongful use of Advances**

Notwithstanding anything contained in these Statutes, if the sanctioning authority has reason to doubt that money drawn as an advance from the Fund under Statute 12 has been utilized for a purpose other than that for which sanction was given to the withdrawal of the money, he shall communicate to the subscriber the reasons for his doubt and require him to explain in writing and within fifteen days of the receipt of such communication whether the advance has been utilized for the purpose for which sanction was given to the withdrawal of the money. If the sanctioning authority is not satisfied with the explanation furnished by the subscriber within the said period of fifteen days, the sanctioning authority shall direct the subscriber to repay the amount in question to the Fund forthwith or, in default, order the amount to be recovered by deduction in one lump sum from the emoluments of the subscriber even if he be on leave. If, however, the total amount to be repaid be more than half the subscriber's emoluments, recoveries shall be made in monthly installments of moieties of his emoluments till the entire amount is repaid by him.

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

### **14. Withdrawals from the Fund (for special reasons)**

- (1) Subject to the conditions specified therein, withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under sub-Statute (2) of Statute 12, at any time-
- (A) after the completion of fifteen years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund, for one or more of the following purposes, namely:-
- (a) meeting the cost of higher education, including where necessary, the travelling expenses of the subscriber or any child of the subscriber in the following cases, namely:-
- (i) for education outside Pakistan for academic, technical, professional or vocational course beyond the High School stage; and
- (ii) for any medical, engineering or other technical or specialized course in Pakistan beyond the High School stage;
- (b) meeting the expenditure in connection with the betrothal/ marriage of the subscriber or his sons or his daughters, and any other female relation actually dependent on him;
- (c) meeting the expenses in connection with the illness, including where necessary, the travelling expenses of the subscriber and members of his family or any person actually dependent on him;
- (d) building or acquiring a suitable house or ready-built flat for his residence including the cost of the site 4[or any payment towards allotment of a plot or flat by any Housing Development Authority, State Housing Board or a House Building Society];
- (e) repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready-built flat for his residence;
- (f) purchasing a house-site for building a house thereon for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose;
- (g) reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber;

- (h) renovating, additions or alterations or upkeep of an ancestral house or a house built with the assistance of loan from University of Science & Technology Bannu;
- (i) within twelve months before the date of subscriber's retirement on superannuation from the amount standing to the credit in the Fund, without linking to any purpose.
- (j) Once during the course of a financial year, an amount equivalent to one year's subscription paid for by the subscriber towards the Staff Welfare and Insurance Fund for University of Science & Technology Bannu employees on self-financing and contributory basis.

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

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

- (2) Whenever a subscriber is in a position to satisfy the Competent Authority about the amount standing to his credit in the General Provident Fund Account with reference to the latest available statement of General Provident Fund Account together with the evidence of subsequent contribution, the Competent Authority may itself sanction withdrawal within the prescribed limits, as in the case of a refundable advance. In doing so, the Competent Authority shall take into account any withdrawal or refundable advance already sanctioned by it in favour of the subscriber. Where, however, the subscriber is not in a position to satisfy the Competent Authority about the amount standing to his credit or where there is any doubt about the admissibility of the withdrawal applied for, a reference may be made to the Treasurer by the Competent Authority for ascertaining the amount standing to the credit of the subscriber with a view to enable the Competent Authority to determine the admissibility of the amount of

withdrawal. The sanction for the withdrawal should prominently indicate the General Provident Fund Account Number and the Treasurer maintaining the accounts and a copy of the sanction should invariably be endorsed to the Treasurer. The sanctioning authority shall be responsible to ensure that an acknowledgement is obtained from the Treasurer that the sanction for withdrawal has been noted in the ledger account of the subscriber. In case the Accounts Officer reports that the withdrawal as sanctioned is in excess of the amount to the credit of the subscriber shall forthwith be repaid in one lump sum\* by the subscriber or otherwise inadmissible, the sum withdrawn by the subscriber to the fund and in default of such repayment, it shall be ordered by the Sanctioning Authority to be recovered from his emoluments either in a lump sum or in such number of monthly installments as may be determined by the Vice Chancellor.

- (3) After sanctioning the withdrawal, the amount shall be drawn on an authorization from the Treasurer in cases where the application for final payment had been forwarded to the Treasurer under Clause (ii) of sub-Statute (3) of Statute 34.

**15. Conditions for Withdrawal**

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

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

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

in a lump sum or in such number of monthly installments, as may be determined by the Vice Chancellor.

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

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

**NOTE.** A subscriber who has taken loan from University of Science & Technology Bannu in lieu thereof mortgaged the house or house-site to the Abdul Wali Khan University Mardan shall be required to furnish the declaration to the following effect, namely:-

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

## **16. Conversion of an Advance into a Withdrawal**

A subscriber who has already drawn or may draw in future an advance under Statute 12 for any of the purposes specified in sub-Statute (1) of Statute 15 may convert, at his discretion by written

request addressed to the Treasurer through the sanctioning authority, the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in Statutes 15 and 16.

**NOTE 1.** The Head of Office in the case of non-Gazetted subscribers and the Registrar in the case of Gazetted subscribers may be asked by the authority to stop recoveries from the pay bills when the application for such conversion is forwarded to the Treasurer by that authority. In the case of Gazetted subscribers, the authority shall endorse a copy of the letter forwarding the subscriber's intimation to the Treasury Officer from where he draws his pay in order to permit stoppage of further recoveries.

**NOTE 2.** For the purposes of sub-Statute (1) of Statute 16, the amount or subscription with interest thereon standing to the credit of the subscriber in the account at the time of conversion *plus* the outstanding amount of advance shall be taken as the balance. Each withdrawal shall be treated as a separate one and the same principle shall apply in the event of more than one conversion.

#### **17. Final Withdrawal of Accumulations in the Fund**

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

*Provided, that a subscriber, who has been dismissed from the service and is subsequently reinstated in the service shall, if required to do so by University of Science & Technology Bannu, repay any amount paid to him from the Fund in pursuance of this Statute, with interest thereon at the rate provided in Statute 11. The amount so repaid shall be credited to his account in the Fund.*

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

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

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

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

**18. Retirement of Subscriber -When a subscriber:-**

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

*Provided that the subscriber, if he returns to duty, shall, except where University of Science & Technology Bannu decides otherwise, repay to the Fund for credit to his account, the amount paid to him from the Fund in pursuance of this Statute with interest thereon at the rate provided in Statute 11 by recovery from his emoluments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which, special reasons are required under sub-Statute (2) of Statute 12.*

**19. Procedure on Death of a Subscriber**

- (1) On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made:
- (2) When the subscriber leaves a family-

- (a) if a nomination made by the subscriber in accordance with the provisions of Statute 5 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
- (b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares:

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

*(i) sons who have attained the age of 25 years;*

*(ii) Sons of a deceased son who have attained the age of 25 years;*

*(iii) married daughters whose husbands are alive;*

*(iv) married daughters of a deceased son whose husbands are alive;*

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

- (3) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Statute 5 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.
- (4) any amount pending unclaimed in the account of the subscriber for a period of two years from the date of death of the subscriber shall be credited to Staff Welfare and Insurance Fund of the employees of University of Science & Technology Bannu.

**20. Manner of Payment of Amount in the Fund**

- (1) When the amount standing to the credit of a subscriber in the Fund becomes payable, it shall be the duty of the Treasurer to make payment as provided in sub-Statute (3).
- (ii) The Head of Office/Department shall forward the details of the subscriber retiring or quitting service to the Treasurer on the prescribed form at least three months before retirement of the subscriber.
- (iii) The Treasurer shall, after verification with the ledger account, issue an authority for the amount payable to the subscriber at least a month before the date of superannuation or retirement as the case may be.

**21. Procedure on Transfer to University of Science & Technology Bannu Service of a Person from the Service under a Government or an Autonomous Organization /Sister Institutions**

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

**22. Transfer of amount to the Contributory Provident Fund**

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

**23. Annual Statement of Accounts to be Supplied to Subscriber -1**

As soon as possible after the 30<sup>th</sup> September of each year, the Treasurer shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the 30<sup>th</sup> June of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 30<sup>th</sup> June of the year and the closing balance on that date. The Treasurer shall attach to the statement of accounts an enquiry whether the subscriber-

- (a) desires to make any alteration in any nomination made under Statute 5;
- (b) has acquired a family in cases where the subscriber has made co nomination in favour of a member of his family under the proviso to sub-Statute (1) of Statute 5.

- (2) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Treasurer within three months from the date of the receipt of the statement.
- (3) The Treasurer shall, if required by a subscriber once, but not more than once, in a year inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

**24. Removal of Difficulty(s) or Relaxation of Statutes**

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

**25. Interpretation**

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

# **University of Science & Technology Bannu Employees Welfare and Insurance Fund Statutes, 2018**

## **Title**

These statutes shall be called University of Science & Technology Bannu Employees Welfare and Insurance Fund Statutes, 2018.

## **Commencement**

- (1) These statutes shall come into force at once.
- (2) These statutes shall replace existing statutes/rules on the subject.

### **1. Board of Trustees:**

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

### **3. Duties and Powers of Board:**

- i. The Board shall have powers to:
  - a) Oversee all matters connected with the Fund;
  - b) Settle specific claims sent by the Management Committee for advice under these Statutes;

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

**4. Meetings of the Board:**

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

*Provided that any members of the board may request for the convening of the meeting of the board after having ascent of at least one third of other members*

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

**5. Management Committee:**

- (1) There shall be a Management Committee to be constituted by the board
- (2) The Management Committee shall:

- ii. have the power to approve the grants out of the fund;
- iii. meet at least once in each three months;
- iv. admit any employee to the membership of the Fund ;
- v. prepare and submit annual report concerning all the affairs of the fund to the Board; and
- vi. have any other powers and functions to be delegated by the Board

**6. Delegation of Powers**

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

**7. Appeal against the decision of the Board**

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

**8. Establishment of University of Science & Technology Bannu Employees Welfare and Insurance Fund:**

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

**9. Subscriptions to be paid by the employees**

- i. Every employee in service shall be liable to pay to the fund a monthly subscription at the rates of 2% of the Basic Pay for welfare part of the fund and the fixed amount as per schedule annexed to these statutes for insurance part of the fund and the amount of such subscription shall, as far as possible, be deducted at the source from the pay of the employee and credited or remitted to the Fund.
- ii. Where the amount of subscription cannot for any reason be deducted from the pay of the employee, the employee shall remit to the Fund through a designated officer as may be prescribed, the sum of subscription payable by him and any amount of subscription remaining unpaid due to inadvertence negligence of the employee or otherwise shall be recoverable from him in such manner as may be prescribed.
- iii. Default in the payment of the subscription either for the reason that the pay of the employee was not drawn or due to his inadvertence, negligence or fault of any other reasons whatsoever shall not affect his right or the right of his family to receive the grant or benefits to which he or his family would be entitled under these Statutes

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

**10. Audit and Accounts:**

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

**11. Exemption from Taxes:**

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

**12. Power to make rules:**

- i. The Board may make rules for the purpose of giving effect to all or any of the provisions of these Statutes.
- ii. Notwithstanding anything to the contrary contained in these Statutes, the Rules set out in the Schedule appended to the these Statutes shall be deemed to be the Rules made under Section 31 of the Khyber Pakhtunkhwa Universities (amendment) Act, 2018, and shall continue to remain in force until amended or repealed.

### 13. Subscription and Benefit

(1) The rate of contribution to the Fund by an employee (Welfare portion) shall be two percent of the Basic pay each month and the amount of benefit and compensation to be paid to employee on retirement or to his family on the eve of death during the service shall be as under:

(i) Marriage Grant:- The Marriage Grant @ Rs 50000/ in each case ,shall be admissible to the subscribing employee on the eve of his own marriage or the marriage of his children.

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

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

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

#### **(iv) Grant due to Death:-**

a) The legal heirs of a deceased member shall be paid compensation equal to 36 ?????basic pays last drawn by the deceased member as death grant.

The member to be granted compensation equal to one basic pay last drawn by him/her on the eve of death of his/her family member subject to minimum of Rs 25000/- and maximum Rs. 50,000/- subject to revision in the future.

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

- a) **Proceeding on Retirement at 60 years age** (superannuation) equal to 10 basic pays last drawn.
- b) **Proceeding on retirement on completion of 25 years service** equal to 7 basic pays last drawn.
- c) **Premature leaving of service**
- d) Two basic pays last drawn for each 5 years spell of contribution  
*Provided that such grant shall not be admissible to the subscriber in case he had less than five years subscription towards the Fund*
- (v) **Special Grant:** - this grant be allowed subject to the approval of the Board in special circumstances of epidemic diseases, natural calamities, fire, theft etc. Such be decided upon by the Syndicate and the committee would act upon the advice of the Syndicate only.
- (2) The rate of contribution to the Fund by an employee (Insurance portion) and the amount of benefit and compensation to be paid to employee on his retirement or to his family on the eve of his death during the service shall be as under:

(i) **Schedule**

<b>Grade Of Employee.</b>	<b>Amount of Retirement Benefit And Death Compensation.</b>	<b>Monthly Deduction (in rupees).</b>
BPS 01-04.	350,000/-.	300/-.
BPS 05-10.	400,000/-.	450/-.
BPS 11-15.	450,000/-.	600/-.
BPS 16.	500,000/-.	650/-.
BPS 17.	600,000/-.	900/-.
BPS 18.	875,000/-.	1,350/-.
BPS 19.	10,50,000/-.	1,600/-.
BPS 20 and above.	12,50,000/-.	2,000/-.

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

**14. Removal of Difficulty(S) or Relaxation of Statutes**

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

**15. Interpretation**

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

# University of Science & Technology

## Bannu Service Statutes, 2018

### 1. Title

These statutes shall be called University of Science & Technology Bannu Service Statutes, 2018.

### 2. Commencement

These statutes shall come into force at once.

### 3. Application

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

- a. a person appointed on contract / engaged on fixed pay; and
- 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.

### 3. Method of Appointment

- (1)
  - (a) Identification of the need for new hiring as per HEC policy/ guidelines by the Need Assessment Committee as prescribed in the relevant Statutes.
  - (b) Confirmation of availability of sanctioned post.
  - (c) If not available the new post will be created through F&P C and Syndicate.
  - (d) Appointment of Staff shall be made by initial appointment, after advertisement
  - (e) Staff sent by the University for higher education/training abroad, shall be considered for appointment to higher scales of pay, provided they apply for the advertised post and compete in person/visual electronic media in the Selection Board.
  - (f) Floating of advertisement in minimum of three leading newspapers in addition to uploading on university and HEC websites.

- (g) Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny and Quantification Committee as given in the relevant section.
- (h) In case of ineligibility, the candidate shall be informed of the decision of scrutiny committee and appeals against the decision may be made to the Vice Chancellor within a week of the decisions communicated. The VC shall refer the appeal to the appellate committee, as prescribed in the relevant Statutes.
- (i) No applicant shall be the member of Scrutiny and Quantification Committee
- (j) Screening Test and Demonstrations wherever applicable
- (k) Quantification of candidate score
- (l) Interview through Selection Committee or Selection Board
- (m) Offer of Job to the appointee including job description
- (n) Test, interview or other method of evaluation of the candidates shall be such as prescribed in the Statutes.
- (o) There shall be a scrutiny and quantification committee as prescribed in the relevant Statutes.
- (p) The above

#### **4. Terms and Conditions of Service of University Employee**

- (1) The terms and conditions of service of an employee shall be as provided under these Statutes and by such rules & regulations as may be prescribed hereunder by the Syndicate/ Senate.
- (2) All appointments to the posts in the University shall be made in accordance with the Appointment and Scales of Pay Statutes of the respective cadres.
- (3) (i) Any person appointed by initial recruitment (fresh entry) to a post in the University shall have to produce a medical fitness certificate at the time of his joining. Such medical certificate shall be issued by the Medical Superintendent of District Headquarter Hospital (DHQ) Bannu or Khalifa Gul Nawaz Hospital (KGN), Bannu.
  - (ii) (a) Two or more employees cannot be appointed substantively to the same permanent post at the same time.
  - (b) An employee cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.
  - (c) An employee cannot be appointed substantively to a post on which another employee holds a lien.
- (4) Age limit for initial appointment from BPS-1 to BPS 10 shall be 18 to 45 years; from BPS-11 to BPS 17, 35 years age; BPS-18 shall be up to 40 years; the upper age limit for BPS-19 shall be 45 years; for BPS-20 50 years; and for BPS-21 & above 55 years.

#### **5. Probation**

- (1) Probation, in case of an initial appointment to a permanent post in the University service, shall be for a period of one year, extendable for further one year, subject to valid

justification recorded in written by the Head of the Department/Section/Institution and communicated on time to the concerned employee.

1. Appointments by promotion shall also be made on probation for a minimum period of one year, extendable by a further period of one year, subject to valid justification recorded in written by Head of the Department/Section/Institution and communicated on time to the concerned employee.
2. If in the opinion of the Appointing Authority the work or conduct of an employee, during the period of probation, has not been satisfactory, it may, notwithstanding that the period of probation has not expired, dispense with his services;

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

## **6. Confirmation**

- (1) On completion of the period of probation of an employee, the Appointing Authority may, subject to the provisions of Section 8 of these statutes, confirm him in his appointment, against a permanent/substantive post, or if his work or conduct has, in the opinion of such authority, not been satisfactory :
  - (a) in case of initial appointment, dispense with his services; or
  - (b) in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services; or
  - (c) extend the period of probation by a period not exceeding the prescribed limit and, during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of the initial probationary period.
- (2) On the expiry of the maximum period of probation, an employee shall be deemed to have been confirmed in service against a permanent post unless there is an order to the contrary or his services have been dispensed with earlier.
- (3) No employee shall be confirmed in a post in the University service unless he successfully completes such training, course, or research assignment, or passes such test, as was applicable at the time of his appointment to the post where applicable.

## **7. Seniority**

- (1) For the purpose of making appointments, seniority shall have relevance only within the cadre which is eligible for the position to which appointment is being made.
  - (2) (i) The seniority inter se of employees (appointed to a cadre or post) shall be determined:

(a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Board or Selection Committee, as the case may be;

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

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

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

#### **Explanation - I**

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

#### **Explanation - II**

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

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

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

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

### **8. Lien**

- (1) An employee, on substantive appointment to any permanent post, acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

- (2) An employee holding substantively a permanent post retains a lien on that post:

- (a) While holding a temporary post other than a post in a service or cadre against which he was originally appointed;

- (b) While working on another post in an officiating capacity for a period of three years, which is extendable by the Syndicate up to five years, for reasons to be recorded;
- (c) While on deputation to any government department, organization, educational institution and research organization;
- (d) While appointed in another organization
- (e) While on *joining time* or transfer to another post;
- (f) While on leave; and
- (g) While under suspension.

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

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

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

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

**10. Minimum Length of Service for Appointment to Various Posts:**

**(a) Initial Appointment to various Administrative Officer posts:**

S.#	Basic Pay Scale of the Post	Length of service
1.	BPS-17	5 Years in BPS-16/17 as a Superintendent/Accountant or equivalent
2.	BPS-18	5 Years in BPS-17 or equivalent, as Administrative Officer
3.	BPS-19	a. 12 years in BPS-17 or equivalent & above b. 07 Years in BPS-18 or equivalent for officers who joined service directly in BS-18.
4.	BPS-20	a. 17 Years in BPS-17 or equivalent & above or b. 12 years in BPS-18 or equivalent and above in case of officer who joined service directly in BPS-18 c. 05 years in BPS-19 or equivalent for officer who joined service directly in BPS-19

**(b) Appointment by Promotion to various posts:**

For promotion of Administrative Officers to the next higher grade, at least 05 years' service in BPS-17 for promotion to BPS-18; 07 years' service in BPS-18 for promotion to BPS-19; 05 years' service in BPS-19 for promotion to BPS-20.

**11. Transfers**

Under provision of the Act, the Vice Chancellor may transfer an employee from one post to another, within the University/Campus, with prior consent of the concerned Head of Department/Section, in the same pay scale in the relevant cadre;

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

**12. Bar to Engage in Other Employment**

An employee shall not, except with the prior permission of the Vice Chancellor in writing, engage in any trade, occupation, business, or calling, other than his official duties under the

University; provided that this prohibition shall not prevent him from accepting any examination work, official meetings in other universities or government and seminars or conferences as well as research.

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

**13. Pay**

- (1) Notwithstanding anything to the contrary, contained in the Statutes, all employees shall be placed in the Pay Scales as provided under relevant Statutes and shall be governed by the conditions mentioned therein.
- (2) An increment in the pay scales shall ordinarily be drawn as a matter of course, unless it is withheld under the Efficiency and Discipline Statutes, 2018.
- (3) An employee appointed to hold charge of an additional post shall be entitled to additional pay as under:
  - (a) Where an employee is formally appointed to the additional sanctioned post and discharges full duties of that post, he shall be allowed additional pay @ 20% of his basic pay.
  - (b) The duration of additional charge or current charge shall be for six months.  
*Provided that the Vice Chancellor may extend such period as he deems necessary.*
  - (c) No additional pay will be admissible if the additional charge/current charge is held for a period of less than one month.
  - (d) Ex-post-facto sanction for the grant of remuneration for holding additional charge/current charge shall be given by the Vice Chancellor on case to case basis.

**14. Honorarium**

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

**15. Fee**

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

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

**16. Retirement**

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

**17. Suspension**

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

**18. Resignation**

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

*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 of at least two months, or in lieu thereof, shall pay him emoluments for the notice period.*

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

#### **19. Retrenchment**

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

#### **20. Training**

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

#### **21. Right of Appeal or Representation**

- (1) An appeal, or application for review, under Section 40 of the Act, shall be made within 30 working days of the impugned order to the authority which passed the order.
- (2) Where no provision for appeal or review exists in the Statutes, or first appeal or application for review is not considered, the employee may, within 30 working days of the communication to him of such order or first appeal/ application, make a representation against it to the authority next above the authority which passed the order;
- (3) As provided in Section 41 (1) of the Act, all persons employed by the University in accordance with the terms and conditions of service prescribed by these Statutes shall be persons in the service of Pakistan for the purposes of any court or tribunal set up by law in terms of Article 212 of the Constitution of the Islamic Republic of Pakistan:

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

- (4) The appeal or revision as the case may be if made to the Vice Chancellor or the Syndicate or the Chancellor shall be decided within 06 months of the filing of such appeal.

**22. Service Books**

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

**23. Performance Evaluation**

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

**25. Residuary Provisions**

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

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

**26. Removal of Difficulties**

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

**27. Anomaly Committee**

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

- |     |   |                   |
|-----|---|-------------------|
| (a) | Vice Chancellor   | Convener          |
| (b) | Two Senior most Deans/ Senior most Teachers                       | Member            |
| (d) | Chairman / HoS of the concerned department / section              | Member            |
| (e) | Director QEC  | Member            |
| (f) | Registrar   | Member /Secretary |
| (g) | Nominee of the Higher Education Department,<br>Khyber Pakhtunkhwa | Member            |

**28. Amendments in the Statutes**

Any amendment/ modification in these Statutes shall be proposed by the Syndicate on the recommendations of Anomaly Committee and shall be submitted for approval of the Senate and Chancellor as prescribed in Section 28 (2) of The Universities Act No.X of 2012.(Amended vide Act No.XXII of 2018) which states:-“Provided also that the draft of Statutes concerning any of the matters mentioned in clauses (c) and (d) of sub-section (1), shall be forwarded to the Chancellor and shall not be effective until it has been approved by the Chancellor.”

**University of Science & Technology Bannu  
Teachers Appointment & Scales of Pay  
Statutes, 2018**

**1. Title**

These statutes shall be called University of Science & Technology Bannu Teachers Appointment & Scales of Pay Statutes, 2018.

**2. Commencement**

- (1) These statutes shall come into force at once.
- (2) These statutes shall replace all previous statutes, Rules and Regulations

**3. Method of Appointment**

- (1) (a) Identification of the need for new hiring as per HEC policy/ guidelines by the Need Assessment Committee comprising the following:
  - i. Dean of the concerned faculty
  - ii. Chairperson/ HoD
  - iii. Two teachers of the concerned department to be nominated by Dean.
  - iv. One member of the Syndicate from faculty to be nominated by the Syndicate.
  - v. Director QEC
  - vi. Registrar or his nominee not below the rank of Deputy Registrar
  - vii. Treasurer or his nominee not below the rank of Deputy Treasurer
- (b) Confirmation of availability of sanctioned post.
- (c) If not available the new post will be created through F&P C and Syndicate.
- (d) Appointment of Teachers shall be made by initial appointment, after advertisement
- (e) Teachers sent by the University for higher education/training abroad, shall be considered for appointment to higher scales of pay, provided they apply for the advertised post and compete in person/visual electronic media in the Selection Board.
- (f) Floating of advertisement in minimum of three leading newspapers in addition to uploading on university and HEC websites.
- (g) Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny and Quantification Committee as per Annexure-A to F.
- (h) In case of ineligibility, the candidate shall be informed of the decision of scrutiny committee and appeals against the decision may be made to the Vice Chancellor within a week of the decisions communicated. The VC shall refer the appeal to

the appellate committee, headed by the Vice Chancellor, comprising Deans of all faculties and two external experts (to be nominated by the VC) for final decision.

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

**4. Basic Pay Scales and Other Fringe Benefits**

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

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

**5. Fixation of Pay on Appointment to Higher Post**

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

**6. Increments**

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

*Provided that if an employee, before reaching the maximum of the pay scale, is appointed to a higher scale of pay, or is brought to a higher scale due to upgradation of his post, between 2nd June and 30th November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on 1st December of that year, with reference to his presumptive pay in his lower scale, if that is more beneficial to him.*

- (2) Age limit for initial appointment from BPS-1 to BPS- 05 shall be 18 to 45 years; for Assistant Professor (BPS-19) 40 years; for Associate Professor (BPS-20) 45 years; and for Professor (BPS-21) 50 years.

**7. Advance Increments / Higher Start of Pay**

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

**8. Allowances**

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 rate of 45% of Basic Pay.

- (b) In case of University accommodation, additional 5% of the basic pay will be charged for house maintenance subject to exemption granted by the Syndicate subject to be recorded.
- ii. **Conveyance Allowance or Amount of POL**  
Conveyance Allowance or amount of POL as the case may be, shall be admissible to all teachers at the rates approved by the Syndicate from time to time.
- iii. **Medical Allowance**  
Medical Allowance shall be admissible to all teachers at the rates approved by the Syndicate from time to time.
- v. **Senior Post Allowance**  
Senior Post Allowance shall be admissible to teachers in BPS-20 & above at the rates approved by the Syndicate.
- vi. **Orderly Allowance**  
Orderly Allowance shall be admissible to teachers in BPS-20 & above at the rates approved by the Syndicate.
- vii. **PhD Allowance**  
PhD allowance shall be admissible to the teachers having PhD degree at the rates approved by the Syndicate.
- viii. **MPhil degree Allowance**  
MPhil degree allowance shall be admissible to the teachers having MPhil/MS/LLM or equivalent degree at the rates approved by the Syndicate in pursuance to notification from Government from time to time.
- ix. **Headship allowance**  
Headship allowance shall be admissible to Deans, Directors of the Centers / Chairpersons /HoDs, and Sectional Heads (of administrative units) at the rates approved by the Syndicate.
- xi. **Telephone Allowance.**  
The Telephone Allowance, including DSL and mobile phone shall be permissible to the Professors, Deans, Directors of the Centers / Chairpersons and Sectional Heads (of administrative units) at the rates approved by Syndicate.
- xii. **Hard Area /Unattractive Area / Special Incentive / Local compensatory Allowance**  
This allowance shall be admissible to all teachers at the rate approved by the Syndicate.
- xiii. **Professional Allowance**  
This allowance shall be admissible to teachers concerned holding specific professional qualification at the rate approved by the Syndicate.
- xiv. **Focal Person/ Coordinator allowance**

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

- xvi. Any other allowance as approved by Syndicate.

**EVALUATION CRITERIA FOR SELECTION OF FACULTY POSITIONS**

S.No.	Evaluation Head	Marks Assigned		
		Faculty		
		BPS (18)	BPS (19)	BPS (20-21)
1	Academic Qualification	30	30	30
2	Additional Relevant Higher Qualification	05	05	
3	Screening Test	10	---	---
4	Demonstration	05	---	
5	Relevant Experience	15	15	15
6	Gold Medal/Distinction	05	05	05
7	Research Publications in HEC recognized Journals	05	10	15
8	Research Projects	---	10	10
9	Selection Board	25	25	25
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

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

**(Annexure-B)**

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

1	2	3	4	5	6	7	8	9	10	11
S.#	Name of Candidate	Academic Qualification. (30)	Add'l Higher Qualification (05)	Screening test (10)	Demonstration (05)	Relevant Experience (15)	Distinction (05)	Research Publications (5)	Interview (25)	Grand Total (100)
1										
2										
3										

**(Annexure-C)**

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

1	2	3	4	5	6	7	8	9	10
S.#	Name of Candidate	Academic Qualification. (30)	Add'l Higher Qualification (05)	Relevant Experience (15)	Distinction (05)	Research Publications (10)	Research Projects (10)	Interview (25)	Grand Total (100)
1									
2									

**(Annexure-D)**

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

1	2	3	4	5	6	7	8	9
S.#	Name of Candidate	Academic Qualification. (30)	Relevant Experience (15)	Distinction (05)	Research Publications (15)	Research Projects (10)	Interview (25)	Grand Total (100)
1								
2								
3								

**PROCEDURE/POLICY GUIDELINES FOR QUANTIFICATION****1. Academic Qualification**

These shall include all scholastic certificates/degrees from SSC to Master or equivalent (16 years of education). A total of 30% marks shall be assigned to the academics for various posts of faculty positions (BPS-18-21). Quantification of academics shall be calculated as under:

**For disciplines where 16 years education is required**

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

(Because of c+d)

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

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

Sum of all percentage scores shall then be divided by 10. The outcome shall be multiplied by 0.3 in order to obtain net score of a candidate out of the total of 30% marks reserved for academics.

For example: (a)  $660/850 \times 100 = 77.65 \times 1 = 77.65$  (b)  $725/1100 \times 100 = 65.91 \times 2 = 131.82$  (c)  $365/550 \times 100 = 66.36 \times 3 = 199.09$  (d)  $892/1200 \times 100 = 74.33 \times 4 = 297.33$ . Now,  $77.65 + 131.82 + 199.09 + 297.33 = 705.89/10 = 70.58$ . Now,  $70.58 \times 0.3 = 21.17$  net score out of 30 **OR** (a)  $660/850 \times 100 = 77.65 \times 1 = 77.65$  (b)  $725/1100 \times 100 = 65.91 \times 2 = 131.82$  (c)  $4325/6000 \times 100 = 72.08 \times 7 = 504.58$ . Now,  $77.65 + 131.82 + 504.58 = 714.05/10 = 71.40 \times 0.3 = 21.42$  net score out of 30.

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

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

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

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

(Because of c+d)

*\*Note: 17 years of education*

## **2. Additional Relevant Higher Qualification**

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

## **3. Relevant Experience**

It shall mean teaching/research experience in HEC recognized university/institution or a postgraduate institution or professional experience in the relevant field in a National or International Organization. A candidate shall be awarded 01 mark for each year of experience over and above of the required experience. Experience of 06 months or above will be considered as 01 year. The maximum marks shall not exceed than 10 marks as specified in **Annexure-A**.

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

## **4. Gold Medal/Distinction**

A candidate shall be awarded maximum 5 marks for Gold Medal in any university examination (from Bachelor to 16 years of education in the relevant field). Moreover, a candidate securing first class first position in any university examination (from Bachelor to 16 years of education in the relevant field) in the department/discipline shall be granted 3 marks, 2nd position shall be granted 2 marks and 3rd position shall be awarded 01 mark. Maximum marks in this case shall not exceed 05 marks. For instance, a candidate having first class first position in Bachelor degree and first class first position in Master degree or equivalent (16 years of education) 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. Screening Test and Demonstration**

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

1. Dean of the faculty concerned (Convener)
  2. Chairperson/Director/HoD
  3. Two senior most teachers of the Department/Institute
  4. One subject expert to be nominated by the Vice Chancellor from the proposed list of experts approved by the Board of Studies of the concerned Department/Institute
  5. Registrar or his nominee
2. A candidate shall obtain 50% marks in the screening test to qualify for the demonstration and 50% marks in aggregate in the screening test and demonstration as a whole (7.5 marks out of 15) to qualify for interview by the Selection Board. The secured marks shall be counted for short-listing purposes as well as for total evaluation.

#### 6. **Research Projects**

Research projects marks shall be granted to candidate who has successfully completed/secured research projects of not less than 0.5 million as a Principal Investigator. A candidate shall be awarded 0.5 marks for one project of 0.5 million, 01 mark for 01 million, 02 marks for 02 million, 03 marks for 03 million, 04 marks for 04 million, 05 marks for 05 million, 06 marks for 06 million, and 07 marks for 07 million, 08 marks for 08 million, 09 marks for 09 million and 10 marks for 10 or more than 10 million rupees projects. Maximum in all cases shall not exceed than 10 marks.

#### 7. **Research Publications**

Publication marks shall be awarded to candidates for their papers published in HEC approved/recognized journals. Candidates for the post of Associate Professor and Professor shall be evaluated by the Subject Experts (Referees), who are co-opted for the purpose from the approved list of experts by the concerned Board of Studies. A candidate shall be awarded 01 mark for each paper, over and above of the required publications; published in HEC approved journals. Maximum marks should not exceed 15 marks as specified in Annexure-A.

Although, publications shall not be required for appointments of Lecturers and Assistant Professor, 10 and 15 marks respectively shall be allocated for research publications in order to encourage research. A candidate shall be awarded 01 mark for each paper published in HEC approved/recognized journals. Maximum marks in both cases shall not exceed 10 and 15 marks respectively.

#### 8. **Selection Board**

Candidates for the posts of Lecturer and Assistant Professor shall be evaluated through Presentation/Demonstration/Discussion and Interview or interview only. While candidates for the post of Associate Professor and Professor shall be evaluated through interview only. Candidates abroad shall present their demonstration or interview online through SKYPE and/or any other media and shall make a request to the Registrar at least 01 day prior to the commencement of Selection Board.

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

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

**9. Rehiring**

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

*Provided that such retired faculty shall not be assigned any administrative positions.*

**FACULTY APPOINTMENT CRITERIA****1. Eligibility Conditions for appointment of faculty in law**

<b>Lecturer</b>	
<b>Minimum Qualification</b>	LLB Degree (First Class) from an HEC recognized University/Institutions with no 3 <sup>rd</sup> division in the academic career
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>a. PhD in Law or equivalent degree from an HEC recognized University/Institutions</li> <li>b. L.L.M, J.D or equivalent degree from an HEC recognized University/Institutions.</li> <li>c. LLB degree (First division) from an HEC recognized University/Institutions.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>a. Nil</li> <li>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</li> <li>c. 6-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.</li> </ul>
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>a. PhD in law or equivalent degree from an HEC recognized University/Institution.</li> <li>b. L.L.M, J.D in Law or equivalent degree from an HEC recognized University/Institution.</li> </ul>

<b>Experience</b>	<p>a. 10 years teaching/research experience in HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>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.</p> <p>b. 12-years teaching/research experience (with at least 4 years experience after the post-terminal degree level) in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International Organization</p>
<b>Minimum Number of Publications</b>	The applicant must have 10 research publications with at least 4 publications in the last 5 years in HEC recognized Journals.
<b>Professor</b>	
<b>Minimum Qualification</b>	<p>a. PhD in Law or equivalent degree from an HEC recognized University/Institution</p> <p>b. L.L.M, J.D in Law or equivalent degree from an HEC recognized University/Institution.</p>
<b>Experience</b>	<p>a. 15 years teaching/research experience in an HEC recognized University or postgraduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>10 years post-PhD 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.</p> <p>b. 17 years teaching/research experience (with at least 8 years experience after LLM/J.D or equivalent degrees in HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization.</p>
<b>Minimum Number of Publications</b>	8/12/15 research publications in journals recognized by HEC by calendar year 2009/2011/2013 (with at least 2 / 3/5 publications in the last 5 years)

**2. Eligibility Conditions for Appointment of Faculty in Architecture & Town Planning disciplines in HEIs/DAIs**

<b>Lecturer</b>	
<b>Minimum Qualification</b>	First Professional degree (5 years minimum or Master/Equivalent Degree (First Class) in the relevant field from an HEC recognized University / Institution with no 3rd Division in the academic career.
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Qualification</b>	<ul style="list-style-type: none"> <li>a. Ph.D. in the relevant field from an HEC recognized University/Institution.</li> <li>b. Master's Degree (Foreign)/MS/M.Phil Or equivalent degree in the relevant field from an HEC recognized University/ Institution.</li> <li>c. First Professional degree (5 years minimum, First Division) from an HEC recognized University/ Institution.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>a. Nil</li> <li>b. 3 years teaching/research experience from an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International Organization.</li> <li>c. 5 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</li> </ul>
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	
<b>Qualification</b>	<ul style="list-style-type: none"> <li>a. Ph.D. in the relevant field from HEC recognized University / Institution</li> <li>b. Master's Degree (Foreign)/MS/M.Phil or equivalent degree in the relevant field from HEC recognized University/Institution.</li> </ul>

<b>Experience</b>	<p>a. 9 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.</p> <p style="text-align: center;"><b>OR</b></p> <p>4 years post-Ph. D teaching/ research experience in HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International Organization will be required.</p> <p>b. 10 years teaching/ research experience (with at least 3 years experience after the Masters (Foreign) or equivalent degree in HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization.</p>
<b>Minimum Number of Publications</b>	<p>a. 8/10 research publications (with at least 2/4 publications in last five years by the calendar years 2008/2012, respectively) in HEC/PCATP recognized Journals <b>OR</b></p> <p>Recognition in at least 2 national/international architectural design competitions or design excellence awards</p> <p>b. 8/10 research publications (with at least 2/4 publications in last five years by the calendar years 2008/2012, respectively) in HEC/PCATP recognized Journals <b>OR</b></p> <p>Recognition in at least 3 national/international architectural design competitions or design excellence award.</p>
<b>Professor</b>	
<b>Qualification</b>	<p>a. PhD in the relevant field from HEC recognized University/Institution.</p> <p>b. Master's (Foreign)/MS/MPhil or equivalent degree in the relevant field from an HEC recognized University/Institution</p>
<b>Experience</b>	<p>a. 12 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</p> <p style="text-align: center;"><b>OR</b></p> <p>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</p> <p>b. 15-yearsteaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization</p>

<b>Minimum Number of Publications</b>	<p>a. 12/15 research Publications (with at least 3/5 publications in last five years by the Calendar years 2008/2012, respectively) in HEC/PCATP recognized Journals <b>OR</b></p> <p>Recognition in at least 4 national/international architectural design competitions or design excellence awards</p> <p>b. 12/15 research Publications (with at least 3/5 publications in last five years by the Calendar years 2008/2012, respectively) in HEC/PCATP recognized Journals <b>OR</b></p> <p>Recognition in at least 5 national/international architectural design competitions or design excellence awards</p>
---------------------------------------	---

### 3. Eligibility Conditions for appointment of faculty in Arts & Design (Studio Practice) disciplines

<b>Lecturer</b>	
<b>Minimum Qualification</b>	First professional degree (4 years minimum, First Division) from HEC recognized University/Institution with no third division in the academic career
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Minimum Qualification</b>	<p>a. PhD in the relevant field from HEC recognized University/ Institution</p> <p>b. Master's degree (foreign) or MS/M.Phil or equivalent degree in the relevant field from HEC recognized University/Institution</p> <p>c. First professional degree (4 Years minimum, First Division) with no 3<sup>rd</sup> division in the academic career from HEC recognized University/Institution</p>
<b>Experience</b>	<p>a. Nil</p> <p>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.</p> <p>c. 6 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.</p>
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	

<b>Minimum Qualification</b>	<p>a. PhD in the relevant field from HEC recognized University/ Institution</p> <p>b. Master’s degree (foreign) or MS/MPhil OR equivalent degree in the relevant field from HEC recognized University/Institution.</p>
<b>Experience</b>	<p>a. 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.</p> <p style="text-align: center;"><b>OR</b></p> <p>5 years post-PhD level experience in an HEC recognized University or a Postgraduate Institution or professional experience in the relevant field in a National or International organization</p> <p>b. 12 years teaching/research experience (with at least 4-years’ experience after the Masters (Foreign) orequivalent degree in an HEC recognized University or a Postgraduate Institution or professional experience in the relevant field in a National or International organization.</p>
<b>Minimum Number of Publications</b>	<p>Outstanding and substantial level of professional art activity (Demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria)</p>
<b>Professor</b>	
<b>Minimum Qualification</b>	<p>a. PhD from HEC recognized University/Institution in the relevant field</p> <p>b. Master’s degree (foreign) or MS/M.Phil or equivalent degree in the relevant field from HEC recognized University/Institution.</p>
<b>Experience</b>	<p>a. 15 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.</p> <p style="text-align: center;"><b>OR</b></p> <p>10 years post Ph.D level experience in an HEC recognized University or a Postgraduate Institution or professional experience in the relevant field in a National or International organization.</p> <p>b. 17 yearsteaching/researchexperience(withatleast8-years’experienceafter Master’s degree(foreign)or MPhil or equivalent degree in HEC recognized University or a Postgraduate Institution or professional experience in the relevant field in a National or International organization.</p>

<b>Minimum Number of Publications</b>	Outstanding and substantial level of professional art activity and a national or international contribution to the development of Arts and Design in general (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria)
---------------------------------------	--

#### 4. Eligibility conditions for appointment of faculty in Engineering, Information Technology, and Computing

<b>Lecturer</b>	
<b>Minimum Qualification</b>	Master's Degree/ B.Sc.(Engr.) (First Class) in the relevant field from HEC recognized University/Institution with no 3 <sup>rd</sup> division in the academic career.
<b>Experience</b>	No Experience required
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Minimum Qualification</b>	a. PhD in the relevant field from HEC recognized University/Institution <b>OR</b> b. Master's degree (foreign) or MS/M.Phil or equivalent in relevant field.
<b>Experience</b>	a. No Experience required b. 2 years teaching/research experience in a recognized Institution/University/College <b>or</b> 2 years professional experience in the relevant field in a National or International organization.
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	
<b>Minimum Qualification</b>	PhD in the relevant field from Institution recognized by HEC in consultation with PEC.

<b>Experience</b>	<p>10-years teaching/research experience in a recognized Institution/ College/University <b>or</b> 10-years professional experience in the relevant field in a National or International organization out of which 2-years must be teaching experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>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.</p>
<b>Minimum Number of Publications</b>	10 research publications with at least 4 publications in last 5 years in HEC/PEC recognized journals
<b>Professor</b>	
<b>Minimum Qualification</b>	Ph.D. degree in relevant field, recognized by HEC in consultation with PEC.
<b>Experience</b>	<p>15-Yearsteaching/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.</p> <p style="text-align: center;"><b>OR</b></p> <p>10-years post-Ph.D 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.</p>
<b>Minimum Number of Publications</b>	15 research publications with at least 5 publications in last five years in HEC/PEC recognized journals

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

<b>Lecturer</b>	
<b>Minimum Qualification</b>	First Class Master's Degree OR equivalent degree in the relevant field from an HEC recognized University/Institution with no 3 <sup>rd</sup> division in the academic career.
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Minimum Qualification</b>	a. PhD in relevant field from HEC recognized University/Institution <b>OR</b> b. Master's degree (foreign) or MS/M.Phil or equivalent degree in the relevant field from an HEC recognized University /Institution
<b>Experience</b>	a. Nil  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
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	
<b>Minimum Qualification</b>	Ph.D. in the relevant field from an HEC recognized University/Institution
<b>Experience</b>	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  <b>OR</b>  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
<b>Minimum Number of Publications</b>	The applicant must have 10 research publications with at least 4 publications in the last 5 years in HEC recognized Journals.
<b>Professor</b>	
<b>Minimum Qualification</b>	Ph.D. from an HEC recognized Institution in the relevant field

<b>Experience</b>	<p>15-years teaching/research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;"><b>OR</b></p> <p>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.</p>
<b>Minimum Number of Publications</b>	<p>The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized journals.</p>

**University of Science & Technology  
Bannu Tenure Track System  
Statutes, 2018**

## **General Introduction**

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

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

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

This booklet has been adapted from the Tenure Track Statues published in the University of New Mexico faculty handbook.

### **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 Senate initial recommendations, however, are made at the departmental level (or college level where colleges are not divided into departments), although a recommendation may be submitted by any member of the faculty. These recommendations are then reviewed by the administrative officers most directly involved and are forwarded with their recommendations to the Vice Chancellor of the University who transmits them to the Senate. Recommendations at the departmental level will be given most serious consideration in this procedure.
- (b) Recommendations for appointment also involve decisions regarding temporary or probationary status. The precise terms and conditions of every new appointment to the faculty shall be stated in writing and given to the faculty member before the appointment is made. In cases of reduction of the length of the probationary period, the matter should be clearly stated in writing and agreed to at the time of appointment. In the case of promotions

of faculty members not already having tenure, tenure expectations may need to be considered, although tenure decision is a separate matter. A copy of this statement of policy shall also be given to the faculty member before his appointment. In the case 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 tenure decision is a separate matter. A copy of this statement of policy shall also be given to the faculty member before his appointment. The University may make the following types of appointments of new faculty members:

- I. Temporary Appointments.
  - II. Tenure Track Appointments
    - (i) First term Appointments.
    - (ii) Second term (Probationary) Appointments
    - (iii) Tenured Appointments
- (c) A faculty member on Tenure Track may be appointed to any academic administrative post in the university such as Director Research, Chairman, Dean, etc. (see **Annexure-A** for clarification).
- (d) 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.
- (e) 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.
- (f) 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 after terminal degree for at least 3 years following his/her graduation. This condition is relaxed until Dec. 31, 2009 (See Annexure "H" for clarification).

## **1.2 Bases for Appointment and promotion**

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

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

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

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

### **1.2.1 Teaching**

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

### **1.2.2 Scholarship, Research, or Other Creative Work**

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

### **1.2.3 Service**

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

### **1.2.4 Personal Characteristics**

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

## **1.3 Sources of Information**

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

### **1.3.1 Teaching**

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

- e) (e)Gather reports on guidance and leadership in student activities.
- f) (f)Gather reports on initiation and participation in curriculum development e.g. new courses, new programs, etc.
- g) Teaching load

### **1.3.2 Scholarship, Research, or Other Creative Work**

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

### **1.3.3 Service**

- a) An indication of service sometimes appears in biographical records that are to be submitted by each faculty member at the end of each year of service. This, however, may not be the case because degrees of modesty vary.
- b) In the case of new appointments, one must depend primarily upon the information obtained from letters of recommendation or other such sources.
- c) For promotions, the biographical record with its annual supplements collected in the office of the Registrar of the University should constitute a fairly complete record. However, one should also consult the candidate's colleagues for additional information.

### **1.3.4 Personal Characteristics**

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

## **1.4 Specific Qualifications for Appointment and promotion**

- (a) To be considered for appointment on Tenure Track the candidate is required to resign or retire from any position held previously in any public I 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/M.Phil 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 M.Phil Pakistan).
- (e) A faculty member appointed under the Tenure Track scheme may not take up any other paid assignment with any other organization, without the approval of the Vice Chancellor.

#### **1.4.1 The Junior Ranks**

##### **1.4.1.1 Lecturer (On Contract)**

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

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

##### **1.4. 1.2 Assistant Professor**

- (a) To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a Ph.D./Relevant terminal qualification from a recognized institution and excellent written communication skills as well as excellent presentation skills. An Assistant Professor should be demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the field has been acquired. As the Assistant Professor continues in this rank an effort to increase knowledge and improve teaching ability should be demonstrated, and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.
- (b) As a general rule, the length of service in the rank of Assistant Professor before being considered for promotion to the rank of Associate Professor is six years. Recommendations for promotion after first term review should be carefully weighed and justified by the administrative officer making such recommendation.

### **1.4.2 The Senior Ranks**

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

#### **1.4.2.1 Associate Professor**

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

#### **1.4.2.2 Professor**

- (a) A faculty member appointed to the rank of Professor is expected to have had an impact on the state of knowledge. It is expected that the professor will continue to develop and mature with regard to teaching, research, and other qualities that contributed to earlier appointments. Consideration for this appointment should

include particular attention to the quality and significance of contributions to the candidate's field, sensitivity and interest in the general problems of university education and their social implications, and ability to make constructive judgments and decisions in regard thereto. It should be kept in mind that the full professors are likely to be the most enduring group in the faculty and are those who will give leadership and set the tone for the entire University.

- (b) To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 11 years post Ph.D./Relevant terminal degree or minimum of 7-years of post-PhD experience with at least 12 years of experience prior to the PhD' The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization In addition 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.
- (c) As a general rule, the length of service in the rank of Associate professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.

### **1.5 Temporary Appointments**

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

### **2. Tenure Track Appointments**

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher' or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its 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 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
  - i. members of the TRP:
  - i. Should not have served as Supervisor/Co-Supervisor of the candidate under review.
  - ii. ii. Should not have been a student of the candidate.
  - iii. iii. Should not have been a co-author of the candidate on any publication.
  - iv. 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 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 period of 4 years.
  - v. Recommend "probationary" appointment on Tenure Track at the level of Professor with a final tenure review occurring after 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 from technologically advanced countries constituted for this purpose, and recommended by them.

## **2.2 First Term Review:**

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

there is a need for Flexibility regarding this particular position, and show that the administration's plans for the academic and fiscal nature of that position are reasonable.

- e. If the Vice Chancellor decides that the University's need for flexibility requires that the faculty position in question must be eliminated, shifted within the department, or shifted to another department or Faculty, and/or if the Vice Chancellor determines that because the percentage of

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

### **2.2.1 Level of Initial Term Appointment**

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

### **2.2.2 Second three-year Appointment**

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

### **2.3 Probationary Period**

- (a) The probationary period shall constitute the time during which a person's fitness for permanent tenure is under scrutiny. For faculty members appointed at a senior rank, their entire period of appointment shall be considered as a probationary period. Probationary appointments shall normally lead to permanent tenure. Initial probationary appointments are normally made only at the associate and full professor level. The probationary period shall be four years for associate and full professors. This period will be increased by one-half year for appointments commencing during the second half of the academic year.
- (b) Once established, the duration of the probationary period shall not normally be extended, except that the running of the probationary period will normally be suspended when the faculty member goes on a leave of absence without pay.
- (c) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure upon completion of a 2 - year probationary period may apply to the University to be considered early. This case will be treated as an exceptional

case and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

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

### **2.3 .1 Probationary Reviews:**

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

- i. The Chairman of the department will be head of the DTRC.
- ii. The committee shall consist of all Tenured Faculty members of the department.
- iii. Till such time as there are less than five Tenured Faculty members, the committee shall consist of:
- iv. All Professors of the department
- v. If the number of Professors in the department is less than five then all the professor and Associate Professors shall comprise the committee.

- vi. If the total number of Professors and Associate Professors is less than 5 then the Vice chancellor will appoint remaining members from the list of experts in that discipline on recommendation of the concerned Dean.
- vii. Any faculty member whose case is under review in the DTRC will not attend the meeting during the review of his/her case.

### **2.3.2 Annual Review:**

- (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. In addition to annual reviews, more thorough and formal written evaluations shall be conducted as outlined below.

### **2.3.3 Mid - Probationary Review:**

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

the Faculty. The review process shall be considered complete only when copies, of the full report have been received by the probationary member and the department chairperson. It is not anticipated that probationary members will necessarily have attained the standards required for the award of tenure by the time of their mid-probationary review. The aim of the required identification of the strengths and weaknesses of the probationary member is to give that member a clear picture of the. Performance levels by which she or he is to be judged and to offer the opportunity to correct deficiencies in the second half of the probationary period. The existence of some identified deficiencies in this review shall be considered normal,-and this alone shall not be the basis for action against the probationary member.

#### **2.3.4 Tenure Review:**

- (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 conduct a thorough review of the member's fitness for tenure 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 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 Senate shall make the final decision on the award of tenure. The Senate shall normally abide by the recommendations of the DTRC forwarded by the dean and finally by the Vice Chancellor. If the Senate considers not following the recommendation in which the Vice Chancellor, the dean of the college, and the chairperson have concurred, or if there is a conflict in the recommendations made by these officers, the Senate shall immediately and in writing inform the probationary member and the officers involved in the decision and shall include a written statement of reasons. The probationary member and the officers involved shall have ten working days to present their cases to the Senate before the final decision is made.

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

### **2.4.1 Salary of Existing Faculty Member on Tenure Track**

- (a) If the faculty member is approved by the Institution for appointment on Tenure Track, as per process outlined in Section 2-1, as an existing faculty member, and wishes to obtain the higher Tenure Track salary from his first day of appointment, then it is necessary that his case has been evaluated and approved by an independent panel of experts of international repute approved by the HEC.

### **2.4.2 Benefits of Existing Faculty Member on Tenure Track**

- (a) The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose if 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 deduction of such houses in each BPS grade. In case of provincial University the requisition rates of equivalent category of house shall apply (see Annexure-D for clarification).

### **2.4.3 Rejection of Grant of Tenure to Existing Faculty Members**

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

## **2.5 Decision Dates and Dates of Notice:**

- (a) Written notice that a faculty member in probationary status is or is not to be continued in service will be given to the faculty member not later than June 30 of the final year of the Pre-determined 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.

- (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 not be 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 writing 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 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 (months) paid leave for every three year of service in the university. Towards the Tenure Track probationary period, if applicable. Sabbatical any other leave. (See Annexure-E for clarification)

## **2.7 Other Leaves:**

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

## **2.8 Resignation:**

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

## **2.9 Termination of services of Faculty Member with tenure**

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

## **2.10 Faculty Remuneration and Benefits**

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

### **2.10.1 Initial Pay**

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

### **2.10.2 Annual Increase**

#### **2.10.2.1 Authority for Grant of Annual Increase**

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

#### **2.10.2.2 Determining the Date of Annual Increase for New Entrants**

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

#### **2.10.2.3 Self-Assessment Report**

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

#### **2.10.2.4 Procedure for Grant of Annual Increase**

- (a) By 15th February each year every faculty member will complete and submit to the respective Department chairperson a self-assessment report.
- (b) Completed report will be reviewed and verified by the respective Department Chairperson and forwarded with comments to the Dean of the respective Faculty. The Dean shall look at the reports from the various departments to ensure parity of assessment methodology, and shall forward the reports to the Vice Chancellor after noting his observations. The Vice Chancellor will present the reports in a meeting of the Syndicate of the University and any observations and note of dissent in case of his disagreement with the views / assessment of Department Head and/or Dean of Faculty shall be recorded.
- (c) The Vice Chancellor shall make the final decision on assessment of the faculty members and shall forward the reports for record purposes to the Senate.
- (d) Following allocation of budget to the University the Syndicate shall recommend to the Vice Chancellor the pay raise, if any, to be granted to the faculty members. The faculty member shall be entitled to a pay raise that may consist of three components.
1. One annual increment determined by the pay scale of the post to which the faculty member is appointed.
  2. 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
  3. Honorarium to be given that may be based on factors listed in the annual assessment report. An honorarium is applicable only for a particular service year.

#### **2.10.3 Salary Scale**

The Salary Scales for the positions under the Tenure Track System will be approved by the HEC from time to time.

#### **2.11 Retirement Age**

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

##### **2.11.1 Appeals**

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

**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 June, 2014. After June 30, 2014, only tenured faculty members will be eligible for such appointments. Regardless of administrative responsibilities a faculty member on Tenure Track is expected to be actively involved in research.

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

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

**Subject: CLARIFICATION**

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

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

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

**Note:**

Annexure D-is omitted with the approval of competent authority as decided in the meeting held on 26-L0-2011 at Higher Education Commission (HEC) Islamabad.

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.

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.

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.

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**

**Version 2.0 clause 1.1 (g) is relaxed for faculty of the University minimum two years of experience at the same University vide above Annexure-H.**

# University of Science & Technology

## Bannu Administrative Officers

### Appointment & Scales of Pay Statutes,

### 2018

1. **Title**

These statutes shall be called University of Science & Technology Bannu Administrative Officers Appointment & Scales of Pay Statutes, 2018

2. **Commencement**

These statutes shall come into force at once.

3. **Composition of the Administrative Officers**

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

**4. 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 with prior consent of the concerned Head of the Department/ Section, in the same pay scale in the relevant cadre;

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

**5. 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.

**6. Method of Appointment**

- (1) (a) Appointment to posts in BPS17 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.*
- (b) Identification of the need for new hiring as per HEC policy/ guidelines by the Need Assessment Committee comprising the following:
  - i. Registrar
  - ii. Two Senior Officers of the university not below the rank of Director (BPS-20) to be nominated by the Syndicate
  - iii. Director QEC
  - iv. Director P&D
  - v. Head of the relevant Administrative Department/Section
  - vi. Treasurer
- (b) Confirmation of availability of sanctioned post.
- (c) If not available the new post shall be created through F&P C and Syndicate under prescribed Rules & Regulations.
- (d) Appointment of Officers shall be made by initial appointment, after advertisement
- (e) Floating of advertisement in minimum of three leading national newspapers in addition to uploading on university and HEC websites.
- (f) Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny and Quantification Committee.
- (g) In case of ineligibility, the candidate shall be informed of the decision of

scrutiny committee and appeals against the decision may be made to the Vice Chancellor within a week of the decisions communicated. The VC shall refer the appeal to the appellate committee, headed by the Vice Chancellor, comprising Heads of All Administrative Departments/Sections and two external administrative experts (to be nominated by the Syndicate) for final decision.

(h) No applicant shall be the member of Scrutiny and Quantification Committee

(i) There shall be a Screening Test (of national level) for initial appointment in BPS-17.

(j) Interview through Selection Board

(k) Appointment to these posts shall be made by the Syndicate, on recommendation of the Selection Board.

(l) Offer of Job to the appointee including Terms & Conditions of Service shall be issued by the Registrar.

(2) There shall be a scrutiny and quantification committee comprising of concerned Head of Administrative Department/Section, two senior Administrative officers of the university not below the rank of Director (BPS-20) to be nominated by the Vice Chancellor, two administrative experts not below the rank of Director (BPS-20) from a panel recommended by the Syndicate, and Deputy or Assistant Registrar meetings will be secretary of the committee.

**7. Conditions for Initial Recruitment**

(1) Initial recruitment shall be made through open competition after due publicity through advertisement of the vacancies in at least three National daily newspapers as well as on University's website.

(2) No person shall be appointed by initial recruitment unless he fulfills the prescribed qualification, eligibility criteria and experience as laid down in Schedule-I.

(3) Evaluation Criteria for initial appointment of Administrative Officers in BPS-17 and above are prescribed in quantification criteria as prescribed in the Rules & Regulations framed hereunder.

**8. Conditions for Appointment by Promotion**

**Conditions:**

i. Appointment by promotion shall be made on the basis of seniority-cum-fitness.

ii. Evaluation of comparative merit shall be made in accordance with the quantification criteria as may be prescribed in the Rules & Regulations framed hereunder.

- iii. The conditions for appointment by promotion of the employee shall be as under:
  - a. That he has completed the minimum length of service in his present post at the University, as mentioned in the Service Statues, 2018.
  - b. The cases of promotion shall be processed through the Selection Board and approved by Syndicate.
  - c. That no major penalty has been imposed on him under the Efficiency & Discipline Statutes during the last three years.
  - d. That the vacancy in the upper position exists in the budget.

**9. Rehiring**

Rehiring of the Administrative Officers beyond the age of superannuation shall be made on the prior approval of the Chancellor on case to case basis.

**10. 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 21 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.

**11. Increments**

Increments in the relevant Scale of Pay shall fall due on the 1<sup>st</sup> 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 2<sup>nd</sup> June and the 30<sup>th</sup> November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on the 1<sup>st</sup> December of that year, with reference to his presumptive pay in his lower scale.*

**12. Allowances**

**i. House Rent Allowance**

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

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

- (b) In case of University accommodation, additional 5% of the basic pay will be charged for house maintenance subject to exemption granted by the Syndicate
- ii. **Conveyance Allowance or Amount of POL**  
Conveyance Allowance or amount of POL as the case may be, shall be admissible to all officers at the rates approved by the Syndicate from time to time.
- iii. **Medical Allowance**  
Medical Allowance shall be admissible to all officers at the rates approved by the Syndicate from time to time.
- iv. **Senior Post Allowance**  
Senior Post Allowance shall be admissible to officers in BPS-20 & above at the rates approved by the Syndicate from time to time.
- v. **Orderly Allowance**  
Orderly Allowance shall be admissible to officers in BPS-20 & above at the rates fixed by the Federal Government from time to time; and shall be admissible after retirement.
- vi. **PhD Allowance**  
PhD allowance shall be admissible to the officers having PhD degree at the rates approved by the Syndicate from time to time.
- vii. **MPhil or equivalent degree Allowance**  
MPhil or equivalent degree allowance shall be admissible at the rates approved by the Syndicate from time to time.
- viii. **Headship allowance**  
Headship allowance shall be admissible to Sectional Heads (of administrative units) at the rates approved by the Syndicate from time to time.
- ix. **Telephone Allowance**  
The Telephone Allowance, including DSL and mobile phone shall be permissible to Sectional Heads (of administrative units) at the rates approved by Syndicate from time to time.
- x. **Hard Area/ Unattractive Area/ Special Incentive/ Local compensatory Allowance**  
This allowance shall be admissible to all officers at the rate approved by the Syndicate from time to time.
- xi. **Professional Allowance**  
This allowance shall be admissible to officers concerned for holding specific professional qualification at the rate approved by the Syndicate from time to time.

- xii. **Focal Person/ Coordinator allowance**  
Officers in BS-19 and above holding the position of Focal Person/ Coordinator of a campus/independent unit of the university shall be entitled to monthly allowance at the rate as may be prescribed by the Syndicate from time to time.
- xiii. Any other allowance/s as approved by Syndicate from time to time.

**Note:-**

The quantification criteria for appointment and promotion of Administrative officers is attached at Annex-A (**page No. 251**)

**Administration officers, University of Science & Technology Bannu**  
**Schedule – I**  
**(mentioned in statute 5)**

S. No	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
1.	Registrar	20	First division degree (16 years education) from HEC recognized University/ DAI with 17 years' experience in Administration/ Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	N/A	In accordance with the provisions of the Act (By Initial Appointment)
2.	Treasurer	20	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Economics or Commerce or Accounting from HEC recognized University/ DAI 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.	N/A	In accordance with the provisions of the Act (By Initial Appointment)
3.	Controller of Examination	20	First division degree (16 years education) from HEC recognized University/ DAI with 17 years' relevant experience, in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent or above.	N/A	In accordance with the provisions of the Act (By Initial Appointment)
4.	Director Quality Enhancement Cell (QEC)	20	PhD with 15 years of relevant experience or First Division Degree (16 years education) from HEC recognized University/ DAI 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.	N/A	By Initial Appointment
5	Director ORIC	20	PhD from HEC recognized Institute/ University with 15 years of relevant experience OR First division degree (16 years education) from HEC recognized University/ DAI with 17 years' Teaching /relevant experience in pay scale 17 or its equivalent and above.	N/A	By Initial Appointment
6	Director Academics	20	First division degree (16 years education) from HEC recognized University/ DAI with	From the officers in the	50% by Promotion and 50% by Initial

S. No	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	Administrative Cadre on the basis of Seniority cum fitness	Appointment
7	Director Administration	20	First division degree (16 years education) from HEC recognized University/ DAI with 17 years' relevant experience in pay scale 17 or its equivalent and above.	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
8.	Director Planning & Development	20	First division degree (16 years education) in Economics or Business Administration or Planning Management/Agriculture from HEC recognized University/ DAI 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.	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
9.	Director of Works	20	First division degree (16 years education) in Civil Engineering from HEC & PEC recognized University/ DAI 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, and registered with PEC.	From the officers in the relevant Technical Cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
10	Librarian	20	First division degree (16 years education) in Library Sciences/ Management from HEC recognized University/ DAI with 17 years' relevant experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	From the officers in the relevant cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
11	Director SSBC	20	PhD in Business/Management with 15 years relevant experience OR First division degree (16 years education) from HEC recognized University/ DAI with 17 years' relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.		By Initial Appointment

S. No	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
12	Additional Registrar	19	First division degree (16 years education) from HEC recognized University/ DAI with 12years' relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
13	Additional Treasurer/ Additional Treasurer (FAD)	19	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce or Economics or Accounting from HEC recognized University/ DAI or Member PIPFA (FPA), with 12 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.	From the officers in the relevant cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
14	Additional Director Administration	19	First Division degree (16 years education) from HEC recognized University/ Institute with 12 years relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	From the officers in the Administrative cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
15	Additional Director of Works	19	First division (16 years education) Civil Engineering from HEC recognized University/ DAI with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	From the officers in the relevant cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
16	Provost	19	First division degree (16 years education) from HEC recognized University/ DAI with 12 years' administrative experience in pay scale 17 or its equivalent and above in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
16	Additional Director Planning & Development	19	First division degree (16 years education) in Economics or Business Administration or Planning Management/Agriculture from HEC recognized University/ DAI with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment

S. No	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			and above.		
17	Additional Director SSBC	19	PhD in Business/Management with 10 years relevant experience OR First division degree (16 years education) from HEC recognized University/ DAI with 12 years' relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	By Initial Appointment
18	Manager Research & Development (ORIC)	19	First Division degree (16 years education) from HEC recognized University/ DAI with 12 years relevant experience in university or Government Department or autonomous organization in pay scale 17 or its equivalent and above.	N/A	By Initial Appointment
19	Manager University Linkages and Technology Transfer (ORIC)	19	First Division degree (16 years education) from HEC recognized University/DAI with 12 years relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	N/A	By Initial Appointment
20	Additional Director Academics	19	First Division degree (16 years education) from HEC recognized University/ DAI with 12 years administrative experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
21	System Analyst	18	First division (16 years education) in Computer Science/ IT from HEC recognized University/ Institution with 05 years relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	From the officers in the relevant cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
22	Deputy Registrar	18	First division degree (16 years education) with 05 years' relevant experience in a University or Government Department or Autonomous Organization in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
23	Deputy Treasurer	18	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce or Economics or Accounting from HEC recognized University/ DAI's with 05 years' experience in financial management/ accounts in a University or a	From the officers in the relevant Administrative cadre on the basis of	50% by Promotion and 50% by Initial Appointment

S. No	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
			Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	Seniority cum fitness	
24	Deputy Director Planning & Development	18	First division degree (16 years education) in Economics or Business Administration or Planning Management or Agriculture from HEC recognized University/ DAI with 05 years' experience, in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
25	Deputy Controller of Examination	18	First division degree (16 years education) from HEC recognized University/ DAI with 05 years' relevant experience, in a University or Board of Intermediate & Secondary Education in Pay Scale 17 or its equivalent.	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
26	Deputy Director (QEC)	18	First division degree (16 years education) from HEC recognized University/ DAI with 05 years' relevant experience, in a University or Board of Intermediate & Secondary Education in Pay Scale 17 or its equivalent.	From the officers in the relevant cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
27	Deputy Director Works (Civil/Electrical)	18	First division BSc/BE Civil/Electrical Engineering degree (16 years education) from HEC & PEC recognized University/ DAI with 05 years' relevant experience in a University or Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	From the officers in the relevant cadre on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
28	Senior Medical Officer	18	MBBS or equivalent qualification from HEC & PMDC recognized University/ DAI and registered with PMDC with 05 years clinical experience in a recognized hospital/institution in BS-17 or its equivalent.	From the officers in the University Medical Centre / BHU on the basis of Seniority cum fitness	By Initial Appointment
29	Senior PS to Vice Chancellor	18	First division degree (16 years education) from HEC recognized University/ DAI with 05 years' relevant experience in a University or a Government Department or an Autonomous Organization.	From the PS to VC/ PS to Registrar on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
30	Deputy	18	First division degree (16 years education)	From the	50% by Promotion and

S. No	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
.	Director Administration		from HEC recognized University/ DAI with 05 years' relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	officers in the Administrative Cadre on the basis of Seniority cum fitness	50% by Initial Appointment
31	Deputy Director SSBC	18	PhD in Business/Management with 05 years relevant experience OR First division degree (16 years education) from HEC recognized University/ DAI with 05 years' relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	From the officers in the Administrative Cadre on the basis of Seniority cum fitness	By Initial Appointment
32	Deputy Director Sports	18	First Division degree (16 years education) in Health & Physical Education or Sports Sciences from HEC recognized University/ DAI with 05 years relevant experience in BPS-17 in a university or a Government Department or an Autonomous Organization.	From the professionals in the relevant field on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
33	PS to Vice Chancellor	17	First division degree (16 years education) from HEC recognized University/ DAI with 05 years' relevant experience of secretarial job in a University or a Government Department or an Autonomous Organization.	From the Senior Scale Stenographers on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
34	Assistant Controller Examination	17	First division degree (16 years education) from HEC recognized University/ DAI's	From the Superintendent on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
35	Assistant Registrar	17	First division degree (16 years education) from HEC recognized University/ DAI.	From the Superintendent on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
36	Assistant Librarian	17	First division degree (16 years education) in Library Sciences/Management from HEC recognized University/ DAI.	From the relevant cadre on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
37	Assistant Director Works (Electrical)	17	First division in Bachelor of Engineering (Electrical) from HEC & PEC recognized University/ DAI and registered with PEC.	N/A	By Initial Appointment

S. No	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
38	Store Officer	17	First division Degree (16 years education) in Business Administration or Economics or First division Master's degree from HEC recognized University/ DAI with 03 years relevant experience in a university or Government or an Autonomous Organization.	From the relevant field on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
39	Database Administrator /Programmer / Webmaster / System Administrator / Network Administrator /Network Engineer/Assistant Director IT	17	First division Degree (16 years education) in Computer Science/ IT from HEC recognized University/ DAI.	N/A	By Initial Appointment
40	Assistant Director Works (Civil)	17	First division in Bachelor of Engineering (Civil) from HEC & PEC recognized University/ DAI and registered with PEC.	NA	By Initial Appointment
41	Assistant Treasurer	17	First division degree (16 years education) in Business Administration (with specialization in Finance) or Commerce or Economics or Accounting from HEC recognized University/ DAI.	From the Superintendent s/Accountants on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
42	Assistant Director (QEC)	17	First division degree (16 years education) from HEC recognized University/ DAI.	N/A	By Initial Appointment
43	Assistant Director Planning & Development	17	First division degree (16 years education) in Economics or Business Administration or Planning Management/Agriculture from HEC recognized University/ DAI.	From the Superintendent s on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
44	Assistant Provost	17	First division degree (16 years education) from HEC recognized University/ DAI.	From the relevant field on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
45	Medial Officer	17	MBBS or equivalent qualification from HEC & PMDC recognized University/ DAI with one year House Job experience in a recognized Hospital and registered with PMDC.	N/A	By Initial Appointment
46	Warden	17	First division degree (16 years education)	From the	50% by Promotion and

S. No	Designation	BPS	Minimum Qualification & Experience for Initial Recruitment	Feeding Cadre for Promotion	Method of Appointment
1	2	3	4	5	6
.			from HEC recognized University/ DAI's	relevant field on the basis of seniority cum fitness	50% by Initial Appointment
47	Administrative Officer	17	First division degree (16 years education) from HEC recognized University/ DAI.	From the relevant field on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
48	Internal Auditor	17	First division degree (16 years education) in Business Administration (with specialization in Finance) or Commerce or Economics or Accounting from HEC recognized University/ DAI. <b>OR</b> SAS qualified officer who has served in Accountant General Office.	N/A	In accordance with the provisions of the Act (By Initial Appointment)
49	Transport Officer	17	First division degree (16 years education) in Transport or Agricultural Mechanization or Automobile Engineering or Mechanical Engineering from HEC recognised university/ DAI.	From the relevant field on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
50	Protocol Officer/Security Officer	17	First division degree (16 years education) from HEC recognized University/ DAI.	From the relevant field on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
51	Procurement Officer	17	First division degree (16 years education) from HEC recognized University/ DAI.	From the relevant field on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment
52	Research Associate/ Research Officer	17	First division degree (16 years education) from HEC recognized University/ DAI in relevant field.	From the Research Assistants/ Professional staff in the relevant field on the basis of Seniority cum fitness	50% by Promotion and 50% by Initial Appointment
53	Assistant Director Sports	17	First Division degree (16 years education) in Health & Physical Education or Sport Sciences from HEC recognized University/ DAI.	From the Superintendents on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment

<b>S. No</b>	<b>Designation</b>	<b>BPS</b>	<b>Minimum Qualification &amp; Experience for Initial Recruitment</b>	<b>Feeding Cadre for Promotion</b>	<b>Method of Appointment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
54	Pay Officer	17	First division degree (16 years education) in Business Administration (with specialization in Finance) or Commerce or Economics or Accounting from HEC recognized University/DAI.	From the Superintendent s/Accountants on the basis of seniority cum fitness	50% by Promotion and 50% by Initial Appointment

## **University of Science & Technology** **Bannu Appointment & Scales of Pay of** **Ministerial, Technical, Support and** **Other Staff Statutes, 2018**

## TITLE

1. Framed in pursuance of Section, 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called “UST Bannu Support Staff Appointment and Scales of Pay Statute-2018”.

## COMMENCEMENT

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

## APPLICATION

3. These Statutes shall be applicable to the Support Staff (BPS 2-16/17) except the persons specified in Clause-3 of the Service Statutes 2018

## DEFINITIONS

4. (i) In the Statutes, unless the context otherwise requires, the following expression shall have the meanings assigned to them as under:
  - a) “Government” means Government of Khyber Pakhtunkhwa.
  - b) “Initial recruitment” means the first appointment in the University.
  - c) “Salary” means the amount drawn monthly by a University employee as pay and includes other emoluments approved/revised by the Syndicate from time to time.
  - d) "Selection Board" means Selection Board of the University.
  - e) “Selection Committee” means Selection and Promotion Committee of the University.
  - f) "Schedule" means the schedules annexed to the Statutes.
  - g) “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.
  - h) The pronoun “He” refers to male or female employee, as the case may be.

(ii) All the expressions shall have the same meanings as assigned to them in Section 2 of the Act.

### **Composition of Support Staff**

5. The Support Staff shall consist of four different Cadre Groups as follows and specified in Schedule I-IV appended to Schedules Statutes:

(1)	Ministerial Staff	(BPS 11-16/17)	Schedule-I
(2)	Technical and others Staff	(BPS 05 – 16/17)	Schedule-II

(3)	Laboratory Staff	(BPS 05 – 16/17)	Schedule-III
(4)	Class-IV Staff	(BPS 02 – 05)	Schedule-IV

### **Appointment and Promotions of Support Staff**

6. All Appointments by initial recruitment, promotion by selection and promotion by seniority cum fitness of employees in BPS 02 – 16 shall be made by the Vice-Chancellor on the recommendation of the following Selection and Promotion Committee or the selection board as the case may be:

- |  |           |
|--|-----------|
| (a) Vice Chancellor  | Convener  |
| (b) One member of the Syndicate to be nominated by the Syndicate                                 | Member    |
| (c) Two Administrative Officers/teachers not below the rank of BPS-18 to be nominated by the VC  | Member    |
| (d) Registrar  | Member    |
| (e) Concerned Chairperson/ Head of the department/ Section (In case of initial recruitment only) | Member    |
| (f) Assistant Registrar  | Secretary |

### **Note:**

- I. Quorum of the meeting will be 2/3<sup>rd</sup> of the existing members, fraction being counted as one.
- II. Dean will be nominated if Vice Chancellor is not appointed or away from the university for more than three months.
- III. Members mentioned at 'b' and 'e' shall be nominated for a period of three years.

### **Methods of Appointment**

7. There shall be three methods of appointment:

- I) **Appointment by initial recruitment.**
- II) **Appointment by promotion on seniority-cum-fitness.**

### **I. Conditions for Appointment by initial recruitment:**

- a. Justification for new hiring.
- b. Confirmation of availability of sanctioned post.

- c. Initial recruitment shall be made through open competition after advertising the vacancies in at least 2 leading daily newspapers as well as on the website of the university.
- d. Age limit for initial recruitment shall be 40 years where not specifically mentioned.
- e. The candidates shall be required to fulfill the prescribed qualification and experience as laid down in Schedule I, II, III & IV of the relevant cadre as the case may be.
- f. Candidates having qualified the Screening/Written test/ Demonstration, where applicable, shall be shortlisted for interview before the Selection Committee at the ratio of eight top most candidates in order of merit for single vacancy and three for each additional vacancy. The secured marks shall be counted for short-listing purposes as well as for evaluation. Provided that a minimum of 50% marks shall be considered as qualifying score in each step of evaluation.
- g. The selection criteria will be as per Annexure-A and relevant Schedule.
- h. All the short listed candidates shall be interviewed by the Selection Committee or Selection Board as the case may be.

**II. Conditions for Appointment by Promotion on the basis of seniority-cum-fitness.**

- a. Appointment by promotion shall be made on the basis of seniority-cum-fitness.
- b. The criteria for eligibility of the employees shall be as under:
  - i. That they have completed the minimum length of service as prescribed by the Statutes.
  - ii. Support staff shall be awarded promotion, on the recommendation of the Selection and Promotion Committee or Selection Board on the basis of performance as per breakup given below subject to the condition that their Character Roll for the last five years are free from below average/adverse remarks. In case an employee fails to fulfill these conditions, he shall wait for award of higher grade until he earns in succession the required number of reports without below average/adverse entry.
  - iii. The candidate(s) should not have been punished under the efficiency & Discipline Statutes, 2018 during the last five years nor should the employee be under enquiry at the time of promotion.
  - iv. Promotion/up-gradation of support staff to BS-17 shall be approved by the Syndicate on the recommendation of Selection Board as per relevant terms and conditions.

**III. Conditions for Appointment by Promotion on the basis of selection**

Evaluation of comparative merit shall be made in accordance with the prescribed criteria as at Annexure-B appended to the Quantification criteria.

### **Promotion of Technical and Laboratory Cadres**

8. Technical and Laboratory Cadres shall be promoted to next grade upon completion of the required length of service in a particular scale, on the recommendation of the Selection and Promotion Committee or Selection Board on the basis of performance subject to the condition that their character Roll for the last five years are free from below average/adverse remarks and no disciplinary action has been taken or in process against an employee. In case an employee fails to fulfill these conditions, he shall wait for promotion until he earns in succession the required number of reports without below average/adverse entry and penalty requirement if any imposed has been satisfied. Provided that education requirements as provided in the relevant schedule are fulfilled.

### **Award of Higher Pay Scale to Class-IV Employees**

9. Class-IV Employees shall be awarded higher pay scales after completion of the required length of service in a particular scale, on the recommendation of the selection and Promotion committee on the basis of performance, as per table given below:

<b>BPS</b>	<b>Qualification</b>
03	Matriculate with 07 years satisfactory service in BPS-02 OR literate with 10 years satisfactory service in BPS-02 and 12 years satisfactory service in BPS-02 for illiterate.
04	Matriculate with 07 years satisfactory service in BPS-03 OR literate with 10 years satisfactory service in BPS-03 and 12 years satisfactory service in BPS-03 for illiterate.
05	Matriculate with 05 years satisfactory service in BPS-04 OR literate with 08 years satisfactory service in BPS-04 and 10 years satisfactory service in BPS-04 for illiterate.

Note:

- i. Two years' experience shall be condoned for award of higher scale in lieu of higher qualifications.
- ii. Literacy will be satisfied through reading/ writing by the selection and promotion committee.

### **Pay Scales and other fringe Benefits**

10. The employees shall be governed by the scheme of basic scales and other related benefits, as sanctioned by the government for its employees from time to time and adopted by the university.

## **Fixation of Pay on appointment by promotion/ up-gradation or initial appointment to a higher post**

11. In case of appointment of an employee in basic scale 02 to 16/17 from a lower to higher post, his pay shall be fixed at the stage in the scale of pay of the higher post, next above the substantive pay of the employee concerned in the scale of pay of the lower post, which gives a pay increase equal to or less than a full increment of the pay scale of higher post. The initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment.
12. In case of promotion/ up gradation or appointment of an employee, who is already drawing pay in the same scale to which he has been promoted/ up graded or appointed, he shall be allowed one premature increment in that scale with effect from the date of his promotion/ up gradation/ appointment provided the fixation of pay gives him/her benefit equal to or less than one increment.

### **Increments**

13. Increments in the relevant Scale of Pay shall fall due on the 1<sup>st</sup> 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 2<sup>nd</sup> June and the 30<sup>th</sup> November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on the 1<sup>st</sup> December of that year, with reference to his presumptive pay in his lower scale.
14. In case of promotion after 31<sup>st</sup> of May and before 1<sup>st</sup> December an employee shall get his regular increment in the scale from which he is promoted.

### **Allowances**

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

#### **i. House Rent Allowance**

- (a) 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.*

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

ii. **Conveyance Allowance**

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

iii. **Medical Allowance**

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

iv. **Integrated Allowance**

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

v. **Uniform Allowance**

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

**Removal of Difficulties, anomaly committee and amendments in the statutes** shall be dealt in the same manner as provided in clause-25(2), to clause-27 of the service statutes.

## SCHEDULE-I

### Ministerial Support Staff Appointment & Scale of Pay Statutes, 2018

Ministerial Staff Schedule				
S.#	Nomenclature of Posts	Minimum qualification for appointment by initial recruitment	Method of recruitment	Age limit
1	2	3	4	5
1	Office Superintendent (BS-17)	First division Master degree from a recognized University with five years relevant experience.	<p>a) For existing employees by promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Office Assistant with at least Five years' service as such.</p> <p>b) For employee who will be inducted as junior clerk or Office Assistant w.e.f 1-1-2017, the promotion will be on the basis of selection from amongst the eligible Office Assistants.</p>	-
2	Office Assistant (BS-16)	First division Bachelor's degree from a recognized University or 2 <sup>nd</sup> division Bachelor's degree with two years relevant experience in a government/ university and subject to securing 50% marks in written test comprising, English, Maths, Analytical, Pak Study, Islamiyat and General Knowledge followed by interview (For initial recruitment)	<p><b>a)</b> Sixty percent by promotion, on the basis of seniority-cum-fitness from amongst senior clerks with at least 03 years' service as senior clerk.</p> <p><b>b)</b> Forty percent by initial Recruitment</p>	20 to 32 years
3	Senior Clerk (BS-14)	<p>i) Bachelor Degree with 2<sup>nd</sup> division or equivalent qualification from a recognized University with 2 years service experience as junior clerk</p> <p>ii) Typing test with minimum speed of 40 words per minute.</p>	By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Junior Clerks with at least two years' service as such	-
4	Junior Clerks (BS-11)	<p>iii) Bachelor Degree with 2<sup>nd</sup> division or equivalent qualification from a recognized University, and</p> <p>iv) Typing test with minimum speed of 30 words per minute (by initial recruitment).</p>	<p>a) 2/3<sup>rd</sup> by initial recruitment subject to securing 50 % marks in written test with minimum speed of 30 words per minute.</p> <p>b) 1/3<sup>rd</sup> by promotion on the basis of selection (as per criteria described under part-a above) from class-iv as</p>	20 to 30 years

			well as holders of other equivalent/higher post in University having two years' service as such with intermediate 2 <sup>nd</sup> division or equivalent from recognized board.	
--	--	--	---	--

## SCHEDULE-II

### Technical and other Staff Appointment & Scale of Pay Statutes, 2018

S#	Name of Post	BPS	Qualification	Method
1.	Accountant	16	MBA/M.Com in at least 2 <sup>nd</sup> division from a recognized University OR BBA/ B.Com in at least 2 <sup>nd</sup> division from a recognized University with 3 years' experience in the relevant field.	50%o By Promotion from employees who have rendered minimum 05 years satisfactory service as Accounts/Audit Assistant in the University.  50% By Initial Appointment and
2.	Assistant Warden (Female)	16	Master's Degree/LLB in at least 1 <sup>st</sup> division from a recognized University OR equivalent degree with 3 years' experience in hostel management and administration.	Initial recruitment.
3.	Book Binder	03	Matric 1 <sup>st</sup> division with relevant Certificate.	Initial recruitment.
4.	Cataloguer	17	Master's Degree in Library & Information Sciences in at least 1 <sup>st</sup> division from a recognized University OR Bachelor Degree in Library & Information Sciences in at least 2 <sup>nd</sup> division from a recognized University with 3 years' experience of Library work.	50%o By Promotion from employees who have rendered minimum 05 years satisfactory service as Library Assistant in the University.  50% By Initial Appointment
5.	Cleaner /	03	Matric in at least 2 <sup>nd</sup>	Initial recruitment.

S#	Name of Post	BPS	Qualification	Method
	Conductor/Helper			
6.	Computer Operator	16	Bachelor 1 <sup>st</sup> division in diploma in Computer Science from institution recognized by the relevant Board/ University.	Initial recruitment.
7.	Dispenser	08	Matric Science in at least 2 <sup>nd</sup> division with Dispenser Certificate and 3 years' experience in the relevant field.	Initial recruitment.
8.	Junior Driver	06	Matric 2 <sup>nd</sup> division with valid HTV and PSV license.	Initial recruitment.
9.	Driver	07	05 years' experience as junior driver	By promotion on the basis of seniority cum fitness
10.	Machine Operator /Generator Operator	06	Matric 1 <sup>st</sup> division with relevant Certificate.	Initial recruitment.
11.	Electrician	06	Matric 2 <sup>nd</sup> division with Certificate of at least 6 months duration in relevant field from an Institution recognized by the relevant board/ university.	i) 3/4 <sup>th</sup> by initial recruitment. ii) 1/4 <sup>th</sup> by promotion through selection from Helper with 05 years relevant experience with matric 2 <sup>nd</sup> division.
12.	Helper	04	Matric 2 <sup>nd</sup> division	Initial recruitment.
13.	Mechanic	08	Matric in at least 2 <sup>nd</sup> division with 3 years Diploma in Electrical/ Mechanical Engineering in at least 2 <sup>nd</sup> division.	Initial recruitment.
14.	Library Assistant	12	Bachelor of Library & Information Sciences in at least 2 <sup>nd</sup> division from a recognized University with three 3 years relevant experience OR Diploma	Initial recruitment.

S#	Name of Post	BPS	Qualification	Method
			in Library Science from a recognized Institute/ University with 5 years relevant experience.	
15.	Library Attendant	04	Matric 2 <sup>nd</sup> division	Initial recruitment.
16.	Mason	06	Matric 2 <sup>nd</sup> division with Certificate in the relevant field.	By promotion through selection from helper with 05 years relevant experience and matric 2 <sup>nd</sup> division.
17.	MEP Inspector	12	2 <sup>nd</sup> Class Bachelor Degree with 3 years relevant experience.	Initial recruitment.
18.	Painter	04	Matric 2 <sup>nd</sup> division with Certificate in the relevant field.	By promotion through selection from helper with 05 years relevant experience and matric 2 <sup>nd</sup> division.
19.	Plumber	06	Matric 2 <sup>nd</sup> division with Certificate in the relevant field.	By promotion through selection from helper with 05 years relevant experience and matric 2 <sup>nd</sup> division.
20.	Security Supervisor	15	Retired personnel of Armed Forces not below the rank of Subedar	Initial recruitment.
21.	Store keeper	12	Matric 1 <sup>st</sup> division with relevant Certificate.	By initial recruitment.
22.	Sub-Engineer	12	03 years Diploma of associate engineer in relevant trade from an institution recognized by relevant Board/ University.	By initial recruitment.
23.	Telephone Operator	7	Matric in at least 2 <sup>nd</sup> division with 05 years' experience as Telephone Operator in Govt./Semi Govt./Autonomous organization. OR Intermediate with atleast 45% marks having 03 years experience as Telephone Operator in Govt./Semi	i) 3/4 <sup>th</sup> by initial recruitment. ii) 1/4 <sup>th</sup> by promotion through selection from Helper with 05 years relevant

S#	Name of Post	BPS	Qualification	Method
			Govt/Autonomous organization.	experience and matric 2 <sup>nd</sup> division.
24.	Tube-Well Operator	06	Matric 2 <sup>nd</sup> division	By initial recruitment.
25.	Press and Graphic Designer	08	2 <sup>nd</sup> Class Master Degree with 3-years' experience in Composing, Designing and Printing in a Govt. /Autonomous Organization.	By initial recruitment.
26.	LAN Technician	12	Bachelor 2 <sup>nd</sup> Division in computer science from recognized university with at least 2 years' experience of networking/manage switching and Strong Knowledge of TCP/IP protocols and LAN/WAN design.	By initial recruitment.
27.	Assistant Career Placement Officer	16	First division degree (16 years education) from HEC recognized University/ DAI	By initial recruitment.
28.	Assistant Quantity Surveyor	12	Three years Diploma in Civil/Electrical Engineering with 3 years relevant experience.	By initial recruitment.
29.	Telephone Operator	7	B.A /B.Sc with atleast 45% marks and 03 years' experience	50%by Promotion from the employees who have rendered 05 years satisfactory services to the University as Telephone Operator and 50% by Initial Appointment.
30.	Quantity Surveyor	16	Three years Diploma in Civil/Electrical Engineering with 8 years relevant experience	By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Assistant Quantity Surveyor with at least five years' service as such
31.	Data Analyst	16	Master degree in atleast 2 <sup>nd</sup> division in Economics, MBA, M.Com/Statistics or equivalent degree with 3 years'	By initial recruitment.

S#	Name of Post	BPS	Qualification	Method
			experience	
32.	Assistant Web Master	16	Master Degree (16 years education) or equivalent with atleast 45% marks or CGPA 2.0/4.0 or equivalent in Computer Science/IT with 02 years' experience in web developing.	By initial recruitment.
33.	Assistant Programmer	16	First division Degree (16 year's education) in Computer Science/IT from. HEC recognized University Institution	By initial recruitment.
34.	Site Supervisor	16	Diploma of Associate Engineering (Civil) from a recognized Board with 08 years' experience in the relevant field.	By promotion on the basis of seniority-cum-fitness with at least five years' service in the relevant field as such
35.	Works Supervisor	16	Diploma of Associate Engineering (Civil) from a recognized Board with 08 years' experience in the relevant field.	By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Sub Engineer with at least five years' service as such
36.	Assistant Site Supervisor	12	Diploma of Associate Engineering (Civil) from a recognized Board with 03 years' experience in the relevant field.	By initial recruitment.
37.	Cashier	12	Master degree in atleast 2 <sup>nd</sup> division in Economics, MBA, M.Com or equivalent degree  OR  Bachelor degree in atleast 2 <sup>nd</sup> division in BBA, B.Com or equivalent degree with 3 years' experience.	By initial recruitment.
38.	Budget Assistant	15	Master degree in atleast 2 <sup>nd</sup> division in Economics, MBA, M.Com or equivalent degree with 3 years' experience.	50%o By Promotion from employees who have rendered minimum 05 years satisfactory service as such in the

S#	Name of Post	BPS	Qualification	Method
				University. 50% By Initial Appointment
39.	Auditor	15	First division (16 years education) in Business Administration with specialization in Finance); or Commerce from HEC recognized University/ DAI	By initial recruitment.
40.	Billing Assistant	15	Master Degree in Commerce/Business Administration in Finance/Economics or equivalent (16 years Education) with at least 45% marks/CGPA 2.00/4.00 or equivalent and 02 years relevant experience in a Govt./Semi Govt./Autonomous organization and command on computer applications (Office automation tools and word processers). OR Bachelor Degree in Commerce/Business Administration in Finance/Economics or equivalent (14 years Education) with at least 45% marks and 04 years relevant experience in a Govt. /Semi Govt. Autonomous organization and command on computer applications (Office automation tools and word processers). OR D.Com or equivalent with at least 45% marks with 08 years relevant experience in a Govt./Semi Govt./Autonomous organization and command on computer	50% By Promotion from employees who have rendered minimum 08 years satisfactory service as Senior Clerk in the University and  50% By Initial Appointment.

S#	Name of Post	BPS	Qualification	Method
			applications (Office automation tools and word processors).	
41.	PA to Vice Chancellor	15	Bachelor Degree in 2nd Division with 05 years relevant experience. Having certificate in computer skills	By initial recruitment.
42.	Account Assistant	15	Master degree in atleast 2 <sup>nd</sup> division in Economics, MBA, M.Com or equivalent degree  OR  Bachelor degree in atleast 2 <sup>nd</sup> division in BBA, B.Com or equivalent degree with 03 years relevant experience	By initial recruitment.
43.	PS to Registrar	16	First class Master's or equivalent degree. OR Second Class Master's or equivalent degree with 5 years' experience in a University or a Government Department or an Autonomous Organization.	By initial recruitment.
44.	Pesh Imam	7	Sanad of Shahadat-ul-Alamia from a recognized institute of Wifaq ul madaris in at least 2 <sup>nd</sup> division, Hafiz of a parts of Quran with 10 years' relevant experience as Naib Pesh Imam BPS-11	50 % By Promotion on the basis of seniority cum fitness and  50% by initial appointment

### **SCHEDULE-III**

#### **Laboratory Staff \*:**

<b>S.No.</b>	<b>Nomenclature of Post</b>	<b>BPS</b>	<b>Qualification/ Experience</b>
1.	Laboratory Attendant	04	Matric with Science in at least 2 <sup>nd</sup> Division.
2.	Laboratory Assistant	12	Matric with Science and 5 years' service in the relevant field in BPS-5 in the University  OR  F.Sc in at least 2 <sup>nd</sup> Division (for fresh appointments)  OR  F.Sc and 03 years' service in the relevant field in BPS-05 in the University
4.	Laboratory Supervisor	14	03 years' service in the relevant field in BPS-12 in the University.  OR  B.Sc with 02 years' Service in the relevant field in BPS-11 in the University
5.	Laboratory Superintendent	17	05 years' service in the relevant field in BPS-14 in the University.  OR  B.Sc with 02 years' Service in the relevant field in BPS-14 in the University

- \* *In case of all new inductions, the requisite qualification shall be as per proposed in the Draft Statutes whereas for the existing Laboratory Staff having been appointed per old criteria the old practice will continue.*
- \* *On the recommendations of F&P Committee the Syndicate may add any other post to the above schedules as it may deem fit and may make rules for appointment against such posts.*

**University of Science & Technology  
Bannu Affiliation and De-affiliation  
of Educational Institutions and  
Related Matters Statutes, 2018**

## CHAPTER – 1

### A. STATUTES FOR GRANTING AFFILIATION BY UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU TO PUBLIC SECTOR INSTITUTIONS/COLLEGES

#### 1. Short title, commencement and application

1.1 These Statutes shall be called University of Science & Technology Bannu Affiliation Statutes, 2018 for education institutes / colleges in Public Sector, framed under Section 28 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2018 and in consonance with Section 32 of the Act *ibid*.

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

#### 2. Applicability

Subject to the provisions contained in the Khyber Pakhtunkhwa Universities (Amendment) Act 2018, these statutes shall be applicable to;

2.1 Educational Institutes/ Colleges in Public Sector within the territorial jurisdiction of University of Science & Technology Bannu.

#### 3. Definitions

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

(a) “University” means “University of Science & Technology Bannu”;

(b) “Affiliation” means affiliation with University of Science & Technology Bannu;

(c) “Affiliation Committee” means the Affiliation Committee of University of Science & Technology Bannu;

(d) “Inspection Committee” means a Committee constituted by the Vice Chancellor for inspecting the Educational Institutes established by the Government;

(e) All other terms and expressions shall have the same meanings as assigned to them under Chapter I section 2 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018.

#### 4. Objectives

These statutes provide for;

a. grant of affiliation to the colleges and institutes imparting higher/ professional education falling within the territorial jurisdictions of the University.

- b. addition of new programme or increase in intake/ number of seats.
  - c. withdrawal of affiliation or reduction in intake / number of seats
5. Eligibility Criteria
- 5.1 The College(s) and Educational Institute(s) as prescribed in Section 2 above, imparting higher/professional education in one or more disciplines may be admitted to the University as its affiliated colleges/institutes.  
  
*Provided requirements for affiliation are fulfilled by the Educational Institute/ College.*
  - 5.2 In addition to fulfillment of Section 32 of the Act, all other requirements as prescribed in these statutes shall be fulfilled by the applicant college/institute prior the inspection day.
  - 5.3 There shall be no conditional affiliation if any of the requirements regarding faculty/teachers, laboratories, library, financial liabilities or suitability of building or feasibility of the premises are not fulfilled by the inspection day or the Inspection Committee considers these requirements as deficient and in-adequate.
  - 5.4 In case of any deficiency among that prescribed above in Subsection 5.3, the case shall stand deferred by the Affiliation Committee and shall give reasonable time frame to the college/institute for fulfilling the requirement before a re-inspection after depositing of due fee for such visit.
6. Procedure for seeking affiliation with University of Science & Technology Bannu
- 6.1 Educational Institution, desirous of seeking affiliation, shall initiate the process for this purpose as soon as possible, at least 03 months before the commencement of admissions. Before or after the establishment of an educational institution by the Government, the Principal/Head shall submit a formal application to the Registrar on the prescribed proforma/questionnaire (Annexure A) to be obtained from the office of the Registrar, complete in all respects, as required under sub sections and clauses of Section 32 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018.
  - 6.2 All such applications shall be submitted along with application and Inspection Fee (non-refundable), remitted to University of Science & Technology Bannu Account.  
  
*Provided that no application for affiliation shall be entertained, unless the required fee is credited to the University*
  - 6.3 In case of subsequent applications for affiliation in any additional subject(s), the College / Institute shall deposit Re-Inspection fee at the rate prescribed by Syndicate for each subject and the procedure in section 6.1 of the Statutes shall be followed.

- 6.4 No application for affiliation shall be entertained unless the prescribed fee has been credited to the University.
- 6.5 The Head of Institution seeking affiliation shall submit the questionnaire (Annexure-A) to the Registrar duly filled-in all respects supported by attested copies of all the relevant documents along with formal request on the institutional letter head.
- 6.6 If the Registrar, after examining the documents, is satisfied that the prescribed requirements have been fulfilled, he may propose to the Vice Chancellor, the appointment of an Inspection Committee for visiting the College/Institute concerned.
- 6.7 The members of Inspection Committee shall be appointed by the Vice Chancellor, which shall include:
- a. Dean or Professor of the relevant Faculty;
  - b. Chairperson/ Head of the Department, or Professor or Associate Professor of the concerned discipline;
  - c. Registrar or his nominee not below the rank of Additional Registrar;
  - d. Director QEC or his nominee not below the rank of Deputy Director;
  - e. Controller of Examinations or his nominee not below the rank of Deputy Controller;
  - f. One Member of the Affiliation Committee
  - g. At least two subject experts (of the relevant discipline)
  - h. Librarian;
  - i. Director Sports
  - j. Treasurer or his nominee not below the rank of Deputy Treasurer
  - k. Any other member(s) from the University nominated by the Vice Chancellor or Registrar as per requirement.
- 6.8 The Inspection Committee shall examine the educational Institute in the light of the provisions of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018 and the information supplied through the questionnaire.
- 6.9 The Inspection Committee, after satisfying itself that the prescribed requirements have been actually fulfilled by the Institute(s), may recommend the affiliation of the Institute(s) in specific discipline(s) to the Affiliation Committee. The Inspection Committee shall submit its report to the Affiliation Committee on the prescribed format (Annexure B) for each discipline separately.

- 6.10 The Affiliation Committee may call the Head of the Institute so that he could reply to the queries. No T.A./D.A. shall be borne by the University.
- 6.11 If the Affiliation Committee is satisfied with the statements, it may recommend affiliation of the Institute concerned.
- 6.12 The recommendation of the Affiliation Committee shall be placed before the Syndicate for approval. However, to avoid delay, for reasons to be recorded, the Vice Chancellor may grant affiliation in anticipation of the approval of the Syndicate.
- 6.13 The Educational Institute affiliated to the privileges of the University shall be governed by the Statutes, Regulations and Rules, framed by the University from time to time regarding:
- a. The general scheme of studies;
  - b. The duration of the courses;
  - c. The medium of instruction and examinations;
  - d. The conditions of admission to the courses;
  - e. Detailed syllabi for the examinations held by the University;
  - f. The conditions under which students shall be admitted to the examination of the University;
  - g. Students discipline, their supervision and control of their residence and co-curricular activities;
  - h. Health and general welfare of the students;
  - i. The ratio between teachers and students and the total workload of a teacher.
- 6.14 The teaching staff of the affiliated educational Institute shall possess such qualifications as may be prescribed by the Government of Khyber Pakhtunkhwa.
- 6.15 Inspection of every affiliated educational institute shall be held from time to time at least once a year by the Inspection Committee constituted by the Vice Chancellor of University of Science & Technology Bannu. Action, if any, shall be taken against any institute under Section 32 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2018.

- 6.16 The Registrar/ Director QEC is empowered to send a surprise inspection team to any institution at any time on a complaint or by himself in order to check and judge the standard of any of the requirements of the affiliation in general or specific to a special one.
- 6.17 An affiliated institute may, from time to time, apply for the recognition of further courses, programmes. Such application shall be accompanied by the same details as are required for initial affiliation and shall be dealt with as provided in section 6.1 [Refer section 33 of the Act].
- 6.18 Affiliated institutions shall be required to inform the University Authority of any relevant staff changes and of any change in the scope or standard of teaching courses or programs. [Refers Section 32(2) of the Khyber Pakhtunkhwa Universities (Amendment) Act 2018]
- 6.19 No educational Institution, desirous of seeking affiliation, shall conduct admission to any course of study and impart instruction in any subject, unless it has been granted the affiliation, for the subject(s) applied nor will it be permissible to start any class in any subject in anticipation of the grant of affiliation.
- 6.20 Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require to enable it to judge the efficiency of the educational institution. [Refers Section 34 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2018]

## **7. Affiliation and Annual Renewal Fee**

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

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

*Provided further, if a college/ Institute fails to deposit the Annual Renewal fee up to 30<sup>th</sup> June, the Affiliation may be suspended and a notice for de-affiliation shall be issued on basis of Financial Incompetency*

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

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

**9. General**

-The practice of granting provisional affiliation will be stopped forthwith. Affiliation will be granted on regular basis after having ensured the fulfillment of all requirements for affiliation under these Statutes.

**10. DE-AFFILIATION**

The cases of De-affiliation shall be dealt as per provision of Section 35 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2018.

**B. STATUTES FOR GRANTING AFFILIATION TO EDUCATIONAL INSTITUTIONS IN PRIVATE SECTOR BY UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU**

**1. Short title, commencement and application**

1.1 These Statutes shall be called University of Science & Technology Bannu affiliation Statutes for education institutes in private sector, framed under Section 28 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018.

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

**2. Applicability**

Subject to the provisions contained in the Khyber Pakhtunkhwa Universities (Amendment) Act 2018, these statutes shall be applicable to;

2.1 Education Institutions in private sector within the territorial jurisdiction of University of Science & Technology Bannu.

2.2 Colleges and institutes falling within the territorial jurisdiction of other universities of the Province.

*Provided that they opt for affiliation with University of Science & Technology Bannu and provide NOC from University of its jurisdiction.*

2.3 existing educational institutes / colleges of the Province in Private Sector

Provided they opt for affiliation with University of Science & Technology Bannu and get delinked from other university to which they were affiliated earlier and was/were in their jurisdiction.

**3. Definitions**

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

(a) “University” means “University of Science & Technology Bannu”;

(b) “Affiliation” means affiliation with University of Science & Technology Bannu;

(c) “Affiliation Committee” means the Affiliation Committee of University of Science & Technology Bannu;

(d) “Inspection Committee” means a Committee constituted by the Vice Chancellor for the purpose;

- (e) All other terms and expressions shall have the same meanings as assigned to them under Chapter I section 2 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018.

#### **4. Objectives**

The statutes provide for;

- a. grant of affiliation to the educational institutes / colleges imparting higher education
- b. addition of new programme or increase in intake/ number of seats.
- c. withdrawal of affiliation or reduction in intake/ number of seats.

#### **5. Eligibility Criteria**

- 5.1 The Educational Institutes / Colleges as prescribed in clause-2 imparting/ intend to impart higher education in one or more disciplines, may be admitted to the University as its affiliated college/institutes.

*Provided the requirement for affiliation are fulfilled by the College/Institute concerned.*

- 5.2 In addition to fulfillment of requirements under section 32 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2018, all requirements as prescribed in the Statutes shall be fulfilled by the applicant college/institute prior to inspection day.
- 5.3 No College/ Institute shall be granted conditional affiliation.
- 5.4 In case of any deficiency, the Affiliation Committee may defer the case and shall give reasonable time to the college/institute for fulfilling the requirement before a re-inspection after depositing of due fee for the such visit.

#### **6. Applications for Affiliation**

Any private college/Institute as prescribed in clause-2 above may apply for affiliation with University of Science & Technology Bannu.

#### **7. Procedure for seeking affiliation with University of Science & Technology Bannu**

- 7.1 Educational Institution, desirous of seeking affiliation, shall initiate the process for this purpose as soon as possible, at least 03 months before the commencement of admissions. Before or after the establishment of an educational institution in the Private Sector, the Principal/Head shall submit a formal application to the Registrar on the prescribed proforma/questionnaire (Annexure A) to be obtained from the office of the Registrar, complete in all respects, as required under sub sections and clauses of Section 32 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018 along with Registration Certificate from Higher Education Regulatory Authority.
- 7.2 All such applications shall be submitted along with Application and Inspection Fee, as prescribed by the Syndicate to be credited to the University account.

- 7.3 In case of subsequent application for affiliation in any additional subject(s) (in the same degree programme) the institution concerned shall deposit Re-inspection Fee as prescribed by the Syndicate (non-refundable), for each subject, which shall be different for new degrees in Emerging Sciences. The procedure in clause 7.1 of these statutes shall be followed.
- 7.4 No application for affiliation shall be entertained unless the prescribed fee has been credited to the University.
- 7.5 The Head of Institution seeking affiliation shall submit the questionnaire (Annexure-A) to the Registrar duly filled-in all respects supported by attested copies of all the relevant documents along with formal request on the institutional letter head.
- 7.6 If the Registrar, after examining the documents, is satisfied that the prescribed requirements have been fulfilled, he may propose to the Vice Chancellor, the appointment of an Inspection Committee for visiting the College / Institute concerned.
- 7.7 The members of Inspection Committee shall be appointed by the Vice-Chancellor, which shall include;
- a. Dean or Professor of the relevant Faculty;
  - b. Chairperson/Head, or Professor or Associate Professor of the concerned discipline;
  - c. Registrar or his nominee not below the rank of Additional Registrar;
  - d. Controller of Examinations or his nominee not below the rank of Deputy Controller of Examinations;
  - e. Director QEC or his nominee not below the rank of Deputy Director;
  - f. One member of the Affiliation Committee
  - g. Two subject experts (of the relevant discipline)
  - h. Director Sports
  - i. Treasurer or his nominee not below the rank of Deputy Treasurer;
  - j. Librarian;
  - k. Any other member from the University nominated by the Vice Chancellor or Registrar as per requirement.
- 7.8 The Inspection Committee shall examine the educational Institute in the light of the provisions of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018 and the information supplied through the questionnaire (Annexure-A). The Inspection

Committee shall submit its report to the Affiliation Committee on the prescribed format (Annexure B) for each discipline separately.

- 7.9 The inspection Committee after satisfying itself that the prescribed requirements have been actually fulfilled, may recommend the grant of affiliation of College/Institute.
- 7.10 The recommendations of the Inspection Committee shall be placed before the Affiliation Committee, which may accept the recommendations or reject or send the case back with comments to the Inspection Committee for re-examination.
- 7.11 The Affiliation Committee may call the Convener of the Inspection Committee for any queries /clarification if necessary.
- 7.12 The Affiliation Committee, after such further inquiry, if any, as it might consider necessary, shall forward its recommendation to the Syndicate for approval. However, to avoid delay, the Vice Chancellor may grant approval for notifying the affiliation in anticipation of the approval of the Syndicate, for reasons to be recorded.
- 7.13 No educational Institution, desirous of seeking affiliation, shall conduct admission to any course of study and impart instruction in any subject, unless it has been granted affiliation, for the subject(s) applied, nor will it be permissible to start any class in any subject in anticipation of the grant of affiliation.
- 7.14 Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require to enable it to judge the efficiency of the educational institution. [Refers Section 34 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018]
- 7.15 The educational institution affiliated to University of Science & Technology Bannu shall be governed by the Statutes, Regulations and Rules framed by the University from time to time regarding:
  - a. The general scheme of studies;
  - b. The duration of the courses;
  - c. The medium of instruction and examinations;
  - d. The conditions of admission to the courses;
  - e. Detailed syllabi for the examinations held by the University;
  - f. The conditions under which students shall be admitted to the examination of the University;
  - g. Students discipline, their supervision and control of their residence and co-curricular activities;
  - h. Health and general welfare of the students;
  - i. The ratio between teachers and students and the total workload of a teacher.

7.16 Every educational Institute shall promptly report to the University regarding any transfer or change in the Management, teaching staff or any circumstances affecting the adequacy of its financial resources. An undertaking to this effect be submitted by each educational Institute.

[as contained in Section 32(2) of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018]

7.17 All appointments of Administration and Faculty/Teachers must be approved by the Board of Governors of the institute.

7.18 The teaching staff of the affiliated educational institution shall be in possession of such qualifications as may be prescribed by University of Science & Technology Bannu.

7.20 Inspection of affiliated educational institution shall be held from time to time and action can be taken under Section 34(1) (2) and 35 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018 for violation of these Statutes.

7.21 There shall be a Board of Governors of each institution, which shall meet twice a year. The following shall be ex-officio members of the Board of Governors of the affiliated institution in addition to others:

- a. Dean or Professor of the concerned Faculty to be nominated by the Vice Chancellor;
- b. Head or Professor or Associate Professor of the concerned discipline to be nominated by the Vice Chancellor;
- c. Registrar or his nominee not below the rank of Additional Registrar;

7.22 An affiliated institution may from time to time apply for the recognition of further courses, programmes. Such application shall be accompanied by the same details as are required for initial affiliation and shall be dealt with as provided in sub section 7.1. &7.2

## **8. Affiliation and Annual Renewal Fee**

8.1 After approval of affiliation from the Competent Authority, the affiliated institution shall be required to deposit Affiliation Fee at the rate prescribed by the Syndicate.

*Provided that the Affiliation shall be notified only after the institution has deposited the prescribed fee*

8.2 Each educational institution affiliated with University of Science & Technology Bannu shall pay the Annual Renewal Fee per student as the rate prescribed by the Syndicate.

- (a) Excluding only those who earn compartment and are not promoted to the next higher class.
- (b) Renewal fee shall be remitted to the University Account along with the list of students showing year-wise enrolment (in duplicate), fee structure (all dues charged) addressed to the Registrar. Crossed cheque shall not be acceptable.
- (c) Examination forms of the institutions failing to comply with the instructions issued, shall not be entertained by the Controller of Examinations.
- (d) The Academic/Affiliation Section will receive the above mentioned fee alongwith examination admission forms of the candidates and will not issue Roll Numbers to the institutions unless the renewal fee is cleared.

8.3 a. The Annual Renewal Fee prescribed by University of Science & Technology Bannu is an auditable entity which is neither refundable nor relaxable/exemptable and hence, each affiliated college/ institute must deposit the same by 31<sup>st</sup> December each year.

b. For any delay not depositing the Annual Renewal Fee by an institution/college by 31<sup>st</sup> December of the year, a fine @ 1% per day will be imposed on the defaulting Institute .

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

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

- 9. 9.1 Building of an institution (seeking affiliation) should consist of offices, classrooms, library, staff room, Principal's office, common rooms, bath rooms, and such other facilities e.g. labs., as are needed for an institution of this nature in accordance with the criteria set out by the Higher Education Commission.
- 9.2 The building is to be owned or rented by the management of the institution. In case of a rented building, a lease deed / rent deed for a period of at least 5 years must be produced.
- 9.3 If an institution, after submission of such deed for 05 years, fails to maintain its running of the college in the same building, it shall apply to the University as per "initial procedure of affiliation" for inspection of the new building/premises atleast 03 months before the planned shifting. The college must not shift until approval for the new building/premises' clearance and suitability is granted by the Statutory

Body/Competent Authority. Further, the institute/college must pay Inspection Fee at the rate as prescribed by the Syndicate.

- 9.4 If a college/institute is affiliated in more than one discipline the new building and its premises will be inspected according to that requirement.

## **10. Suspension of Affiliation and De-Affiliation of a college/institution**

- 10.1 If in the opinion of the Affiliation Committee/Syndicate, an affiliated college/institute (Administration or Board of Governors) has failed to comply with these Statute, the Affiliation Committee or in case of urgency of the matter the Vice Chancellor may suspend the affiliation of an affiliated College / Institute.
- 10.2 The Affiliation Committee shall give the governing body of an affiliated college/Institute, two months notice in writing that it intends to recommend de-affiliation of the defaulted college/institute.
- 10.3 Before giving notice under sub-section 10.2 above, the Affiliation Committee shall:
- a. notify through the Principal to the governing body of the affiliated college/institution of the matters regarding which it is alleged that the college has failed to comply with this Statute;
  - b. give the management of the affiliated college an opportunity to show cause why the college/institution should not be de-affiliated.

## **11. General**

- 11.1 The practice of granting provisional affiliation shall be stopped forthwith. Affiliation shall be granted on permanent basis after having ensured the fulfillment of all affiliation requirements under the provision of these Statutes. However, the continuation of affiliation shall be subject to Section 34(1) (2) and 35 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2018.
- 11.2 Any educational institutions in Private Sector, seeking affiliation with University of Science & Technology Bannu, shall be required to have been registered with Higher Education Regulatory Authority (HERA) and accredited with or recognized relevant Council or Accreditation Authority established by the Federal or Provincial Government.

## **12. De-Affiliation**

The cases of De-Affiliation shall be dealt as per provision of Section-35 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2018.

## **Annexure-B**

*(For Public & Private Sector Colleges/ Institutes)*

### **APPLICATION FORM FOR AFFILIATION**

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

#### **1. General:**

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

#### **2. Physical facilities:**

- i. Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the administration building;
- ii. Total number and size of class rooms, capacity for students;
- iii. Details of the laboratories, workshops and equipments appropriate to the courses;
- iv. Details of the office equipment, furniture and fixtures;
- v. Number of quarters/residences at the campus for teaching staff;
- vi. Details of sports grounds and other facilities;
- vii. Status of gas and water and electricity fitting;
- viii. Transport vehicles for official use and students;
- ix. Details of students hostels buildings.

#### **3. Academic facilities:**

- i. Current academic programmes presented at institution/ College;
- ii. Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups; ,
- iii. Subjects to be offered at Master's level

#### **4. Faculty/staff:**

- i. Faculty strength, names of members of teaching staff, their qualification, training and skill, designations, experience, pays scales;
- ii. Mode of appointment of teaching staff and criteria of selection;

- iii. Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience;
- iv. Details of medical services for students and employees

**5. Library:**

- i. Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
- ii. Information regarding accommodated number of students in reading rooms

**6. Facilities Regarding Information Technology:**

- i. Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
- ii. Internet connectivity available to students.

**7. Students:**

- i. Total number of students enrolled in the institution/college;
- ii. Enrolment of students level-wise

**8. Admissions:**

- i. General policy;
- ii. Number of students to be enrolled, level-wise;
- iii. Procedures and criteria of admission

**9. Quality Assurance and Student Supervision:**

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

**10. Finances:**

- i. Financial position of institution/college and sources of income to meet the recurring and developmental expenses of the institution/college duly audited by Assistant Director local fund Department of the University and Director Finance or his nominee on nominal audit fee to be paid by the concerned Institute/College.
- ii. Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;
- iii. Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.

**11. Additional information, if any**

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



**Annexure-B**

*(For Public & Private Sector Colleges/ Institutes)*

**INSPECTION REPORT**

Name of Institute: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

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

Component	Nature of Requirement	Standards / Norms for affiliation of Institutions		Remarks of Inspection <b>Committee University of Science &amp; Technology Bannu</b>
Department	Departments (Physics, Chemistry etc.)	One department		
	Teacher Student Ratio (desirable)	1:12	Maximum for science subjects involving lab work	
		1:20	For others	

	No. of administrative staff including laboratories	Equal to teaching staff	
Teaching Faculty	Teachers	50% full time faculty members with minimum prescribed qualification as Master degree in relevant subject	
	No. of teachers (full- time) required (cadre-wise) per department	Six teachers per department	
	Associate Professor and Professor	At least 20-25% faculty with MPhil degree particularly in Basic Sciences, Computer and IT subjects	
Libraries	Journals	Subscription to at least Daily newspaper and 5 weekly periodicals	
	Hall / Lecture theatres (desirable)	16'x32, for each section of class (not exceeding 40 students)	

Facilities	No. of rooms required (desirable)	2 lecture rooms, 1 seminar room, 1 Library cum Reading room 1 committee room	
Teaching and Administrative Staff Offices	Required for each University (desirable)	1 Staff room 1 Faculty office	
Laboratories / workshops / PC / Internet Service	No. of Laboratories required (desirable)	At least 1 Lab per department with appropriate space ( in case of science subject)	
	Workshops (desirable)	20 to 40 sq ft. per student	
	PC (Desirable)	1 for 3 students in case of IT courses	
	Internet Service (Desirable)	256 Kbytes access rate shall be provided	
Gross Area	Area in acres	1/2 acre (04 kanals) at least (depending upon the location having potential for further development)	
	Built in / covered Area (desirable)	Minimum 100 sq ft. per student.	
	General facilities: office, staff rooms, cafeteria, reading room auditorium, committee room, conference room, housing for staff parking space and toilets etc.		

Hostels Desirable	Cubicles (desirable) Dormitories (Desirable)  Dinning (Desirable)  Gross space (desirable)		
Scholarships	Scholarships and free ships.	At least 10% of the students to be given scholarships	
Inspection	Peer review	One scientist having an impact factor of 100 will be associated in the inspection of the institution for NOC clearance.	
Finance	Endowment Fund Secured in the name of Trust / Society)	Rs. 1.0 million (not applicable in case of public sector institution)	
	Tangible assets in the form of land / building etc.	Rs. 5.0 million	
	Working capital	Rs. 2.0 million (not applicable in case of public sector institution)	
	<b>Total:</b>	<b>Rs. 8.0 million</b>	

Findings: \_\_\_\_\_

Reasons: \_\_\_\_\_

\_\_\_\_\_  
**Member Inspection Committee**

**Sd**

---

**Sd**

---

**Sd**

---

**Sd**

---

**Sd**

---

**Sd**

---

**Sd**

---

**Sd**

---

**Sd**

---

**Sd**

---

**University of Science & Technology**  
**Bannu Election to the University**  
**Authorities Statutes, 2018**

**1. Title**

These statutes shall be called University of Science & Technology Bannu Election to the University Authorities Statutes, 2018

**2. Commencement**

These statutes shall come into force at once.

**3. Election Authority**

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

**4. Elections to Fill Vacancies**

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

**5. Notice of Election**

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

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

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

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

**7. Publication of Electoral Lists**

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

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

**8. Claims and Objections**

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

**9. Decision of the Election Authority**

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

*Provided that a written objection thereto is filed within three days*

**10 Decision by Committee**

If any objection is taken to the decision of the Election Authority, it shall be decided within three days by a Committee, consisting of four University teachers, to be appointed by the Vice-Chancellor, 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.

**11. Correspondence with Electors**

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

**12. Qualifications for Membership and Vote**

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

**13. Nomination for Election**

- (1) An Elector of a constituency may propose or second the name of only one qualified person to be a candidate for that constituency.
- (2) Every such proposal shall be made by a separate nomination paper 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 nomination and that he is not subject to any disqualification for being elected as a member.

- (3) Nominations exceeding the number of vacancies in a constituency shall invalidate all nominations made by an Elector as proposer or seconder.
- (4) 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 than the appointed date.
- (5) The Returning Officer shall give serial number to every nomination paper and record therein the name of the person presenting it and the date of its receipt.
- (6) The Returning Officer shall notify a list of nomination papers received by him, containing particulars of the candidates and names of the proposers and seconders.

#### **14. Scrutiny of Nomination Papers**

- (1) On the appointed date the Returning Officer shall scrutinize the nomination papers received by him. The candidates, their election agents, proposers or seconders may attend the scrutiny of nomination papers.
- (2) The Returning Officer shall give the candidates, their election agents, Seconders and Proposers a reasonable opportunity for examining the nomination papers; and the objections raised, if any, shall be considered and decided by him on the spot.
- (3) The Returning Officer shall, after a summary inquiry, if necessary, reject a nomination paper on any one of the following grounds:
  - (a) the candidate is not qualified to be elected as a member;
  - (b) the Proposer or Seconder is not qualified to subscribe to the nomination papers;
  - (c) the provisions of the Statutes have not been complied with, or that the signatures of the Proposer or the Seconder do not seem to be genuine or are alleged as such;  
*Provided that the rejection of any nomination paper of a candidate shall not invalidate his nomination by any other valid nomination paper;*
  - (d) the Returning Officer Shall not reject a nomination paper on the grounds of any defect which is not of a substantial nature, and may allow any such difficulty to be removed forthwith;
  - (e) The Returning Officer shall endorse on each nomination paper his decision about accepting or rejecting it, stating reasons in case of rejection; and

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

**15. Publication of List of Candidates**

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

**16. Withdrawal of Candidature**

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

**17. Un-Contested Election**

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

**18. Election Agent**

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

**19. Polling Agent**

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

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

**20. Polling Hours**

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

**21. Stopping of the Polling**

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

**22. Voting**

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

**23. Counting of Votes**

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

**24. Declaration of Results**

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

**25. Election Tribunal**

- (1) In case of dispute(s) in elections, all petitions shall be addressed, within three days of the declaration of the results, to the Election Tribunal.

The election tribunal shall consist of:

- (a) Nominee of Chief Justice of the Peshawar High Court/ member of the Syndicate, who shall act as Chairperson;
  - (b) Secretary Higher Education or his nominee not below the rank of Additional Secretary;
  - (c) Nominee of the Vice-Chancellor not below the rank of Associate Professor.
- (2) The Election Tribunal may examine the petitioner(s) and other candidates and also examine the records of election and, upon the conclusion, make an order:
    - (a) rejecting the petition;
    - (b) declaring the election of the returned candidate void, or/and declaring the petitioner or other contesting candidate(s) to have been duly elected, or

(c) declaring the election as a whole void.

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

**26. Custody of Election Record**

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

**27. Framing of Rules**

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

## SCHEDULE – I

### University of Science & Technology Bannu

#### Schedule of Dates

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

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

**SCHEDULE - II**

**University of Science & Technology Bannu**

**(List of Contesting Candidates)**

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

For the Constituency of.....

<b>S. No.</b>	<b>Name of the Contesting Candidates in Alphabetical Order</b>	<b>Designation of the Contesting Candidates</b>

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

Dated .....

Returning Officer

**SCHEDULE - III**  
**University of Science & Technology Bannu**

**NOMINATION FORM**  
**(To be Filled in by The Proposer)**

Election to the Constituency of .....

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

Dated .....

**Signature of Proposer**

**(To be Filled in by the Seconder)**

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

Dated .....

**Signature of Seconder.**

**(To be Filled by the Person Nominated)**

**DECLARATION**

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

**Signature of the Person Nominated**

Dated .....

**(To be Filled by Returning Officer)**

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

Dated .....

**Returning Officer**

(Decision of Returning Officer accepting or rejecting the nomination paper 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 2018." Election Statutes, and decide as follows.

(in case of rejection, state brief reasons)

Dated .....

**Returning Officer**

**SCHEDULE - IV**  
**University of Science & Technology Bannu**

**List of Validly Nominated Candidates**

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

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

Place: .....

Dated: .....

**Returning Officer**

**SCHEDULE - V**

**Secret Ballot Paper**

For the Constituency of.....

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



**SCHEDULE - VI**

**Declaration by Elector Casting Vote by Post**

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

**Signature of Elector**

Dated: .....

Address .....

(Attestation of Signature)

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

**Signature of Identifier**

Any .....

Designation .....

Address .....

Dated .....

**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 .....

Dated .....

Address .....

**University of Science & Technology  
Bannu Establishment of Faculties,  
Teaching Departments, Constituent  
Institutions, Constituent Colleges and  
Other Academic Divisions Statutes,  
2018**

**1. Title**

These statutes shall be called University of Science & Technology Bannu Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions Statutes, 2018

**2. Commencement**

These statutes shall come into force at once.

**3. Faculties**

(1) The University shall include the following Faculties:

- a. The Faculty of Arts & Humanities
- b. The Faculty of Social Sciences
- c. The Faculty of Business and Economics
- d. The Faculty of Physical and Numerical Sciences
- e. The Faculty of Engineering
- f. The Faculty of Computing & Information Technology
- g. The Faculty of Natural Sciences
- h. The Faculty of Agricultural & Environmental Sciences
- i. Such other Faculties as may be established through Statutes.

(2) The Syndicate may from time to time, on recommendation of the Academic Council propose establishment of some other Faculties/Departments/Institutes and constituent Institutes/ Colleges in the University, and its Sub-Campuses when needed.

**4. Powers of the University**

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

**5. Regulations and Rules**

Under provision of Section 2 (o) & (v), Section 29 and Section 31 of the Act, Regulations and Rules shall be made by the Academic Council and approved by the Syndicate for the purpose under provision of the Statutes as it deem necessary from time to time.

# University of Science & Technology Bannu Professor Emeritus Statutes, 2018

**1. Title**

These statutes shall be called University of Science & Technology Bannu Professor Emeritus Statutes, 2018

**2. Commencement**

These statutes shall come into force at once.

**3. Eligibility Criteria and Terms & Conditions for Appointment of Professor Emeritus in the Universities**

**(1) Provision of Posts**

The number of Professor Emeritus shall be not more than two at a time

**(2) Eligibility**

2.1. University Senate may confer status of an Emeritus Professor to a Professor retired in BPS or tenured status in recognition of his/her scholarship and service to university education who has served University or a constituent institute or a Centre of Excellence of the University for minimum period of 10 years as Professor

2.1.1 The Criteria for award of Emeritus Professorship shall be the criteria prescribed for the award of Professor Meritorious.

*Provided that the condition of service as Professor for 05 years and the criteria of 12.5% for Meritorious Professorship shall not apply for the award of Emeritus Professorship.*

2.2. Vice-Chancellor, if he/she was a Professor of a University and retired after completing at least one full tenure as per the Act as Vice-Chancellor in Parent University or in any other public sector University, shall be conferred the status of Professor Emeritus in the parent University.

**(3) Procedure**

3.1. All cases of the eligible retired Meritorious Professors of the university at that time will be placed before the Syndicate for consideration and onward submission to the Senate for approval.

**(4) Terms & Conditions**

4.1. Whereas the conferment of Professor Emeritus status will be for life time but the financial benefits will be for maximum period of 10 years from the date of conferment.

4.2. The Emeritus Professorship honor shall carry no formal administrative duties. However, Professor Emeritus will contribute to the academic life of the University to a great extent in consonance with the status and caliber of the title.

4.3. The Professor Emeritus, at least for the period during which he/she avails financial benefits from the University, will have the following responsibilities:

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

**(5) Procedure**

5.1 All cases of the eligible retired Professors of the university shall be placed before the Senate for consideration in the light of prescribed eligibility criteria on proforma appended to these statutes.

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

**(6) Financial Benefits and Facilities**

- 6.1 The honorarium "Professor Emeritus shall be determined by the Senate at the time of award of Emeritus Professorship on case to case basis subject to a maximum of Rs. 135,000/- PM or as approved by HEC from time to time.
- 6.2 The Professors Emeritus shall be eligible to draw financial benefits for a period of ten years.
- 6.3 Professor Emeritus during his tenure in university when gets himself engaged in another paid job/assignment shall be eligible for payment of honorarium for the remaining eligible period on resumption of his service as Professor Emeritus.
- 6.4 Such other facilities and services as exist in the University for Teachers to carry on his intellectual pursuits shall be open to the Professor Emeritus.
- 6.5 Professor Emeritus shall be treated at par with other University Professors on ceremonial occasions, without conferring any right on him to contest/vote elections to various university statutory bodies.
- 6.6 Furnished office along with Telephone facility at par with Professor will be provided to all Professor Emeritus.

**University of Science & Technology  
Bannu Meritorious Professors Basic  
Pay Scales-22 and Tenured  
Meritorious Professor, Statutes, 2018**

**1. Provision of Posts**

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

**2. Eligibility**

2.1 Minimum service in BPS-17/equivalent and above should be 20 years.

2.2 Only those Professors who have served at least for 05 (five) years in BPS-21 in the University with PhD degree/equivalent terminal degree as determined by HEC.

2.3 Should have five (5) research publications in the past 5 years with at least three (3) research publications in the past 2 years in HEC recognized journals.

2.4 Must have produced two PhDs or one PhD and five (5) MPhil in the last 5 years.

**3. Procedure of Promotion**

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

3.2 Each eligible University Professor shall be invited to submit papers for consideration by the Special Selection Board (permanent members of the Selection Board, one representative of Chairperson, HEC and one representative of Chancellor) for the award of BPS-22.

3.3 The Vice Chancellor shall prepare the cases of Professors in BPS-21 for the award of BPS-22 and present the record of each such Professor on the proforma designed for this purpose, and approved as a part of the Statutes along with (a) Annual Confidential Reports (ACRs) for the last five years, and (b) a resume of the Professor and his/her achievements in research, teaching and educational administration.

3.4 The University shall calculate total score of each eligible applicant according to the parameters detailed in Clause 6 (Grading Procedure). Those who secure a minimum score of 60 will be presented before the S.B. for consideration.

3.5 A meeting of the Special Selection Board shall be called to consider cases for award of BPS-22 and the recommendations shall be placed before the Syndicate. Finally, the recommendations of the Syndicate shall be sent to the Senate for approval.

3.6 The grant of BS-22 will be effective from the date of approval of the Syndicate.

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

**4.1 Length of service (maximum 15 marks)**

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

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

- 4.2.1. 2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index.
- 4.2.2. 0.5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).
- 4.2.3. 2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.
- 4.2.4. 2 marks per book authored or edited internationally, subject to a maximum of 4 marks.
- 4.2.5. 1 mark per book authored or edited locally, subject to a maximum of 2 marks.

**4.3 Academic Performance (maximum 30 marks)**

- 4.3.1. No. of M.Phil.\* produced 1 mark per M.Phil. maximum of 6 marks
- 4.3.2. No. of Ph.D. produced 5 marks per Ph.D., maximum of 15 marks.M.Phil. or equivalent qualification of 18 years of schooling with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree.
- 4.3.3. Research Grant Awards (3 Marks for less than 1 million and 5 marks for more than 1 million) as Principal Investigator (other than the research grants given by the university).
- 4.3.4. **Awards/Honors (maximum 6 marks)**
  - 4.3.4.1 National Awards (Civil/ President) 2 marks per award maximum of 4 marks
  - 4.3.4.2 International Awards/ Honours, 2 marks per award recognized by HEC maximum of 4 marks
  - 4.3.4.3. HEC Best Teacher Award, 1 mark per award Izaz-e-Kamal / Izaz-e-Fazeelat maximum of 4 marks

**4.4 Post-Ph.D. Qualification (maximum 5 marks)**

- 4.4.1. Two marks for 6 months to 1 year post doctorate at foreign University/ Institute to a maximum of 4 marks
- 4.4.2. 5 marks for one year or more post-doctorate at foreign institute/university.

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

**4.5 Annual Confidential Reports (maximum 10 marks)**

4.5.1. Outstanding 2.0 marks

4.5.2. Excellent 1.5 marks

4.5.3. Good 1.0 mark

Note:

1. Sum score of ACRs for the last 5 years shall be taken into account.

2. Top 3 categories irrespective of nomenclature shall be considered.

3. In case the candidate is a serving Vice Chancellor, ACRs of the last five years preceding to his appointment as Vice Chancellor shall be considered.

#### **4.6 Educational Administration (maximum 10 marks)**

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

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

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

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

#### **4.7 General Provisions**

4.7.1 In case of numbers in fraction, then 0.50 or above shall be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).

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

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

**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 <b>Professor</b> 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.
-----	--	----------------------

## Research Publications

Maximum Marks:

30

6.2	Research Publications: Papers/books/monograph/patents /Crop varieties (approved) (maximum <b>30 marks</b> ).	Marks Admissible
6.2.1.	2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index.	
6.2.2.	0.5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).	
6.2.3.	2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.	
6.2.4.	2 marks per books authored or edited internationally, subject to a maximum of 4 marks.	
6.2.5.	1 mark per book <i>authored</i> or edited <i>locally</i> , subject to a maximum of 2 marks.	

## 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	<b>Academic Performance (maximum 30 marks)</b>		
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.	<b>Research Grant Awards (3 Marks</b> for less than 1 million and <b>5 marks</b> for more than 1 million) as Principal Investigator (other than the research grants given by the university).		
6.3.4.	<b>Awards/Honors (maximum 6 marks)</b>		
6.3.4.1	National Awards (Civil/President) 2 marks per award maximum of <b>4 marks</b>		
6.3.4.2	International Awards/Honours, 2 marks per award <b>recognized by HEC</b> maximum of <b>4 marks</b>		
6.3.4.3.	HEC Best Teacher Award, 1 mark per award maximum <b>Izaz-e-Kamal</b> of <b>4 marks</b> <b>Izaz-e- Fazeelat</b>		
6.4	<b>Postdoc (maximum 5 marks).</b>		
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 <b>one year or more</b> 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	<b>Annual Confidential Reports (maximum 10 marks)</b>		
6.5.1.	Outstanding 2.0 marks		
6.5.2.	Excellent 1.5 marks		

6.5.3.	Good 1.0 mark		
<b>NOTE</b>			
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	<b>Educational Administration (maximum 10 marks)</b>	<b>See Appendix-D</b>	
6.6.1	Vice Chancellor: 4 marks per year up to maximum of 10 marks		
6.6.2	Pro Vice Chancellor: 3 marks per year up to maximum of 8 marks		
6.6.3	Dean 2 marks per year up to maximum of 6 marks		
6.6.4	Principal of Constituent College/Chairman of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks		
6.7	<b>General provisions</b>		
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 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.		

**Educational Administration**

Maximum Marks: 10

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

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

**APPENDIX - E**  
**Overall Grading**

Name of Professor: \_\_\_\_\_

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

**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. \_\_\_\_\_

# **University of Science & Technology Bannu Honorary Degrees Statutes, 2018**

**1. Title**

These statutes shall be called University of Science & Technology Bannu Honorary Degrees Statutes, 2018

**2. Commencement**

These statutes shall come into force at once.

**3. Conferment of Honorary Degrees**

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

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

**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.

**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

# **University of Science & Technology Bannu Employees Efficiency and Discipline Statutes, 2018**

## **Title**

1. These Statutes have been framed in pursuance of Section 28 (1) (n) of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2018 and shall be called “University of Science & Technology Bannu Employees Efficiency and Discipline Statutes, 2018”.

## **Commencement**

2. These Statutes shall come into force at once.

## **Application**

3. These Statutes shall apply to employees of the University.

## **Definitions**

4. (1) In these Statutes, unless there is anything repugnant in subject or context, the following expressions shall have the meanings hereby, respectively, assigned to them as under:
  - (a) “Act” means the Khyber Pakhtunkhwa Universities, (Amendment) Act 2018.
  - (b) "University" means University of Science & Technology Bannu.
  - (c) "Employee" means a person in the regular service of the University as defined in the service statutes of University of Science & Technology Bannu.
  - (d) "Authority" means an Officer or authority, specified in the Appendix to these statutes.
  - (e) "Authorized Officer" means an officer, specified in the Appendix, who is authorized to function as such under these Statutes.
  - (f) "Defendant" means an employee against whom proceedings is initiated under these Statutes.
  - (g) "Misconduct" means conduct prejudicial to good order or Service Discipline of the University, or any act which amounts to an offence under any Law for the time being in force, or unbecoming of a gentleman, and includes any act on the part of an employee to bring, or attempt to bring, political or other outside influence, directly or indirectly, to bear on the University or any University official, in respect of any matter relating to his appointment, promotion, transfer, punishment, retirement or other conditions of his service.
  - (h) "Penalty" means a penalty which may be imposed under these Statutes.
  - (i) The pronoun "He", used in relation to an employee, refers to any gender, as the case may be.
- (2). All other expressions and terms used in these Statutes shall have the same meanings as are assigned to them under Section 2 of the Act.

- (3). The Inquiry Officer or Members of Inquiry Committee, as the case may be, shall be the officer(s) senior in rank to the defendant.

### **Grounds of Penalty**

5. 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 solid evidence;
  - (f) is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his retention in service is, therefore, prejudicial to the university or national security; shall be liable to be proceeded against under these statutes and one or more of the penalties hereinafter mentioned may be imposed on him by the Authority or Authorized Officer, as the case may be.
  - (g) Is guilty of habitually absenting himself from duty without prior approval of leave; or
  - (h) Entered into Voluntary return (VR) or 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**

6. (1) The following are the minor and major penalties;
- (a) Minor penalties:
    - i. Censure;
    - ii. with-holding, for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the Statutes, or orders pertaining to the service or post; and

- iii. recovery from pay of the whole or any part of the pecuniary loss caused to the University by negligence or breach of orders;
- (b) Major penalties:
- i. “Reduction to a lower post, or pay scale or to a lower stage in a time scale which shall in no case exceed two years;
  - ii. compulsory retirement;
  - iii. removal from service; and
  - iv. dismissal from service.

**Explanation**

- (2) (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**

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

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

- (2) The Authorized Officer shall decide whether, in the light of facts of the case or the interests of justice, an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in Section 8 of these statutes shall apply.

*Provided that in case of complaint on account of Plagiarism, procedure laid down in Section 11 of these statutes shall apply.*

- (3) If the Authorized Officer decides, that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall:
  - (a) By order in writing inform the defendant of the action proposed to be taken against him and the grounds of the action; and
  - (b) give him a reasonable opportunity of showing cause against that action.
- (4) On receipt of the report of the Inquiry Officer or inquiry committee as the case may be or where no such officer or committee is appointed, on receipt of the explanation of the defendant, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along with the charge and statement of allegations served on the defendant, the explanation of the defendant, the findings of the Inquiry officer or Inquiry committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass orders as it may deem proper.

**Procedure to be observed by the Authorized Officer and Inquiry Officer or Inquiry Committee;**

8. (1) Where an inquiry officer or Inquiry Committee is appointed, the authorized officer shall:
  - (a) frame a charge and communicate it to the defendant together with statement of allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration;
  - (b) require the defendant within a reasonable time, which shall not be less than 14 days from the day the charge has been communicated to him, to put in a written defense and to state at the same time whether he desires to be heard in person.
- (2) (a) The Inquiry Officer or the committee, as the case may be shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the defendant as may be considered necessary and the defendant shall be entitled to cross examine the witness against him,
  - (b) the defendant shall have the right to information of every stage of proceedings during the inquiry and such information if demanded by the defendant shall be provided to him.
  - (c) the Inquiry officer or the Committee as the case may be shall within one month of the conclusion of the proceedings submit his or its findings and the grounds whereof to the Authorized officer.

**Order of Authority**

9. 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.*

#### **Powers of Inquiry Committee**

10. (1) For the purpose of an inquiry under these Statutes, the Inquiry Committee shall have the powers, in respect of the following matters, namely:-
- (a) Summoning and enforcing the attendance of any person and examining him on oath;
  - (b) Requiring the discovery and production of documents;
  - (c) Receiving evidence on affidavits;

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

- 11 (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 document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication and the journal, in which published, with details). If the original paper is unpublished (e.g.an institutional technical report, an on-line paper), the complainant is to provide the exact information as to ensure authenticity of the allegation.
  - (b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication and the journal with details in which published). If the paper is unpublished (e.g.an institutional technical report, an online paper), the complainant is to provide the exact and authentic information as to ensure proper investigation.
  - (c) Copies of both papers.
  - (d) Any other information that would help the University to efficiently resolve the complaint.

- (2) Plagiarism is defined as “false attribution of thoughts, writings, and inventions of another person to one’s self” and sufficient guidance may be taken from HEC plagiarism policy in respect to what constitutes plagiarism.

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

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

- (3) Upon receipt of an allegation of Plagiarism, the University will follow the following procedure.

- (a) Constitute a “Plagiarism Committee” consisting of 3 senior faculty members, a subject specialist in that particular field. The seniority of the members of Committee should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.
- (b) Provide clear terms of reference to the Committee for their investigation.
- (c) The members of the “Plagiarism Committee” are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
- (d) Provide opportunity to the author/authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been Plagiarized and/or the complainant, to justify the complaint.
- (e) Provide every opportunity to the “Plagiarism Committee” to use all foreseeable means to investigate the plagiarism claim.

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

- (a) Manual and/ or automated tests for content similarity.
- (b) Determination of the extent and quantum of significant material plagiarized.

- (c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
  - (d) Consultation with legal counsel.
  - (e) Consult / contact witnesses and record statements there-of if so required.
- (5) The “Plagiarism Committee” will submit its report with clear cut findings and recommendations to the Authority within a specified period not exceeding sixty days.
- (6) When an act of plagiarism, is found to have occurred, the "Plagiarism Committee" in its recommendations, depending upon the seriousness of the proven offence, will advise the Authority, to take any one or a combination of the following disciplinary action(s) against the concerned employee found guilty of the offence:
- (a) Major Penalty:  
In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then a major penalty of dismissal from service may be prescribed.
  - (b) Moderate Penalty:  
In case where some paragraphs including some key results have been copied without citation, then a moderate penalty of demotion to the next lower grade may be imposed.
  - (c) Minor Penalty:  
In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving anyone or more of the following: (a)warning, (b)freezing of all research grants,(c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the University may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the “Plagiarism Committee”.
- (7). Notwithstanding anything contained in section 17 the complainant or any witness whose testimony against the defendant has proved to be false shall be liable to be imposed upon the same penalty which could have been imposed upon the defendant if the complaint has otherwise proven to be true.

### **Procedure of Inquiry against Employees Lent to other Agencies**

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

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

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

### **Re-Instatement**

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

### **Appeal**

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

### **Appearance of Counsel**

15. A Defendant shall have the right to seek legal advice, guidance and assistance of a counsel of his choice during any stage of the inquiry proceedings.

### **Powers of the Syndicate or Senate to Issue Instructions**

16. 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.

17. The proceedings under these Statutes shall be deemed to be judicial proceeding within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

## **Appendix**

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

<b>Status of Defendant Employee</b>	<b>Authorized Officer</b>	<b>Authority competent to take disciplinary action</b>	<b>Appellate Authority</b>
BPS-22	Senate	Senate	Chancellor

BPS-17 to 21	Syndicate	Syndicate	Chancellor
BPS-1 to 16	Vice Chancellor	Vice Chancellor	Syndicate

**University of Science & Technology  
Bannu Constitution, Functions and  
Powers of Authorities of the University  
Statutes, 2018**

## **Title**

These statutes shall be called University of Science & Technology Bannu Constitution, Functions and Powers of Authorities of the University Statutes, 2018

## **Commencement**

These statutes shall come into force at once.

### **1. Board of Faculties**

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

- i. the Dean of the concerned faculty who shall be the Chairperson and convener;
- ii. all Chairpersons / HoDs of the Teaching Departments, Directors of the Institutes/ constituents Centers, Principals of constituents colleges of the concerned Faculty;
- iii. Two senior most Professors of each Department of the concerned Faculty;
- iv. the Director QEC or his nominee
- v. One member from each Board of Studies; within the Faculty to be nominated by Board of Studies concerned.
- vi. Two teachers to be nominated by the Academic Council by reason of their specialized knowledge on the subject which though not assigned to the Faculty have, in its opinion, important bearing of the subjects assigned to the Faculty;
- vii. Two experts from other universities / organizations to be nominated by the Vice Chancellor;

(2) The members mentioned at sub-clauses (v) & (vi) shall hold office for three years.

(3) The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, a fraction being counted as one, excluding non-existent categories where applicable.

### **2. Powers and Functions of the Board of Faculty**

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

- (i) coordinate teaching, research and publication work in the subjects assigned to the Faculty;
- (ii) scrutinize the recommendations of the Boards of Studies in regard to the scheme of studies, syllabi and courses offered by various departments in the faculty;
- (iii) recommend appointment of paper setters and examiners;
- (iv) consider any other academic matters relating to the faculty and report thereon to the Academic Council;
- (v) prepare a comprehensive Annual Report regarding the performance of each department comprising the faculty for presentation to the Academic Council; and

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

**3. Board of Studies:**

(1) There shall be a Board of Studies for each subject or a group of subjects, as may be prescribed by Regulations.

(2) Each Board of Studies shall consist of:

(i) The Chairperson or Principal or Director of the Teaching Department/Institute or a constituent college or center as the case may be who shall also act as convener of the Board of Studies;

*Provided that where the Dean performs the duty of Chairperson of the department, the HoD concerned shall also be the member of the Board of Studies*

(ii) the Director QEC or his nominee

(iii) Professors and Associate Professors in the Teaching Departments;

*Provided that if the total number of University Teachers under sub-clause (i) and (ii) comes to less than five, then the Dean of the faculty concerned shall nominate Assistant Professors or Lecturers of the department preferably PhD or MS/M. Phil 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.

(v) two experts to be nominated by the Dean of Faculty concerned from the panel presented by Chairperson concerned; and

(vi) An Alumni of the department to be nominated by the Head of the Department

(vii) the Board of Studies may co-opt expert(s) on need.

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

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

(a) *the Dean of the faculty concerned, who shall act as Convener of the Board of Studies*

(b) *the Director QEC or his nominee*

- (c) *the Principal(s) of the college(s) concerned or his nominee who shall act as Secretary of the Board of Studies;*
  - (d) *three teachers of the colleges, to be nominated by Vice Chancellor*
  - (e) *two teachers of the University to be nominated by the Vice Chancellor; and*
  - (f) *two experts to be nominated by the Vice-Chancellor;*
- (3) The term of office of members of the Board of Studies other than ex-officio members shall be three years.
- (4) The quorum for meetings of the Board of Studies shall be one-half of the total number of members excluding non-existent categories, a fraction being counted as one.
- (5) The Chairperson of the University Teaching Department concerned shall be the Chairperson and convener of the Board of Studies. Where in respect of a subject there is no University Teaching Department, the concerned Dean shall be the Chairperson of the Board of Studies of that subject.
- (6) The functions of the Board of Studies shall be:
- (a) to advise the Authorities on all academic matters connected with instruction, research and examination in the subject or subjects concerned;
  - (b) to propose curricula and syllabi for all degrees, diplomas and certificates courses in the subject or subjects concerned;
  - (c) to suggest a panel of names of Paper-Setters and Examiners and Subject Experts 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 or Assistant 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.

**5. Selection Board**

- (1) The Selection Board shall consist of the following:
  - (i) the Vice Chancellor who shall be the Chairperson;
  - (ii) the Dean of the Faculty Concerned or in his absence, the senior most teacher of the Faculty concerned;
  - (iii) the Chairperson of the Teaching Department or Director of the Institute/ Centre concerned as the case may be;
  - (iv) the Chairman of the Khyber Pakhtunkhwa Public Service Commission or his nominee not below the rank of member of the Commission;
  - (v) one member of the Syndicate and two persons of eminence in the field of Education/ Administration/ Law, to be nominated by the Chancellor;  
*Provided that none of these three shall be 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 shall be a psychologist;
  - (viii) Head of the concerned Section (in case of appointment of administrative staff); and
  - (ix) the Registrar of the University (Secretary).
- (2) In selecting candidates for the posts of Lecturers, Assistant Professors, Associate Professors and Professors, the Selection Board shall co-opt or consult up to three subjects experts to be nominated by the Vice Chancellor from the standing list of subject experts from the standing list of experts, recommended by the relevant Board of Studies.
- (3) The members, other than ex-officio members, shall hold office for three years.
- (4) The quorum for a meeting of the Selection Board shall be two-third of its members.
- (5) In case of selection of officers other than teachers, the Selection Board shall consist only of members mentioned at sub-clauses (i), (iv),(viii) and (ix) and the quorum shall be four.
- (6) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Selection Board.

- (7) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall consider reports from three reviewers in the subject concerned, to be nominated by the Vice Chancellor from a standing list of experts, recommended by the relevant Board of Studies, and revised from time to time.

#### **6. Functions of the Selection Board.**

- (1) The Selection Board shall consider eligible candidates for teaching and other posts in response to an advertisement in case of direct appointments and shall recommend the names of suitable candidates for appointment to such posts.
- (2) The Selection Board may under provision of Section 3(6) and Section 6 (iv) of the Khyber Pakhtunkhwa Universities (Amendment) Act-2018 recommend the grant of higher initial pay in a suitable case for reasons to be recorded.
- (3) The Selection Board may recommend the appointment of eminently qualified person to a Professorship in the University on terms and conditions which may differ in any particular case from those prescribed.
- (4) The Selection Board shall consider all cases of promotions of officers of the University and recommend the names of suitable candidates for such promotions.

#### **7. Advanced Studies and Research Board**

- (1) There shall be an Advanced Studies and Research Board which shall consist of the following:
  - i. the Vice Chancellor who shall be the Chairperson of the ASRB;
  - ii. Deans of all the faculties;
  - iii. One University Professor from each faculty other than the Dean to be appointed by the Syndicate;
  - iv. One University Teacher from each faculty other than Professor having experience in research to be appointed by the Academic Council;
  - v. Five Members from the society including Private Sector industries, education and research organizations, and government departments to be nominated by the Syndicate.
  - vi. Director QEC
  - vii. Director Office of the Research, Innovation and Commercialization (ORIC); and
  - viii. Director Academics and Research, who shall be the Secretary of the ASRB.
  - ix. Director Science and Technology, Government of Khyber Pakhtunkhwa or his nominee not below the rank of Deputy Director
  - x. Concerned Head of Department
- (2) The term of office of members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.
- (3) The quorum for a meeting of the Advanced Studies and Research Board shall be Fifty

percent of the total number of members

**8. Functions of the Advanced Studies and Research Board:**

- (i) Advise the Authorities on all matters connected with the promotion of Advanced Studies and Research in the University;
- (ii) Consider and report to the Authorities on the institution of research degrees in the University;
- (iii) Propose Regulations regarding the award of research degrees;
- (v) Appoint supervisors for research students of MS/MPhil and PhD or other equivalent degrees and to approve titles and synopses of their theses / dissertations;
- (vi) Approve examiners for evaluation of thesis and other research examinations;
- (vii) Perform such other functions as may be prescribed by Statutes.

**9. Finance and Planning Committee**

- (1) Finance and Planning Committee shall consist of the following:
  - (i) the Vice-Chancellor, who shall be the Chairperson of the F&PC;
  - (ii) a representative of the Higher Education Commission (HEC);
  - (iii) two members 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 Faculties of the University;
  - (vii) the Registrar of the University;
  - (viii) the Director QEC;
  - (ix) the Director P & D;
  - (x) the Treasurer (Secretary).
  - (xi) One member of the Academic Council to be nominated by the Academic Council;
- (3) The quorum for a meeting of the Finance and Planning Committee shall be 51% of the total number of members.

**10. Powers and Functions of Finance and Planning Committee**

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

**11. Affiliation Committee**

- (1) Affiliation Committee shall consist of the following:
  - (i) the Vice Chancellor, who shall be the Chairperson of the Affiliation Committee;
  - (ii) one member of the Syndicate to be nominated by the Syndicate;
  - (iii) Dean(s) of the concerned faculty(s);
  - (iv). one nominee of the Academic Council;
  - (v) the Director QEC or his nominee
  - (vi) the Director of Higher Education (Colleges), Khyber Pakhtunkhwa or his nominee not below the rank of BPS-19;
  - (vii) the Director General Commerce, Khyber Pakhtunkhwa or his nominee not below the rank of BPS-19;
  - (viii) Chairman HERA or nominee not below the rank of a Member;
  - (ix) Controller of Examinations;
  - (x) Director Academics; and
  - (xi) the Registrar (Secretary/Member).
- (2) The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be three years.
- (3) The Affiliation Committee may co-opt experts not exceeding three.
- (4) The quorum for a meeting of an inspection by the Affiliation Committee shall be one half of the total number of members.

**12. Functions of the Affiliation Committee.**

- (i) subject to provision of Section 32 the Khyber Pakhtunkhwa Universities (Amendment) Act-2018, 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 institutions and to advise the Syndicate thereon; and
- (ii) perform such other functions as may be prescribed by Regulations.

**13. University Discipline Committee**

- (1) University Discipline Committee shall consist of the following:
  - (i) All Deans amongst whom the Convener shall be nominated by the Vice Chancellor;
  - (ii) Registrar;
  - (iii) Chairperson / HoD of the relevant Department
  - (iv) Controller of Examinations;
  - (v) Provost;
  - (vi) Director Administration;
  - (ix) Chief Proctor (Secretary).
  - (x) Teacher/ Officer (concerned Department/Section)
- (2) The quorum for a meeting of University Discipline Committee shall be two third of the total members.

**14. Functions of the University Discipline Committee.**

- 1. **Functions of the University Discipline Committee shall be to:-**
  - (i) propose Regulations to the Academic Council relating to the conduct of University students, maintenance of discipline and breach of discipline;
  - (ii) to impose minor / major penalties including to suspend, expel or rusticate students, on the basis of the inquiry conducted for violation of rules and regulations of the University; and
  - (iii) perform such other functions as may be assigned to it.
- 2. **Appellate Authority: referred**

The Appellate Authority against the decisions of the Discipline Committee shall be the Vice Chancellor.

**15. Selection Committee**

The Selection Committee shall be constituted by the Syndicate consisting of:

- 1. Vice Chancellor (As convener)

2. Concerned Dean and Chairman (in case there is no Dean or Chairperson then two Senior teachers of the concerned faculty) for teaching positions (as members)
3. Concerned Head of the Administrative Department (if applicable) for administrative positions (member)
4. One member of the Syndicate (member)
5. Director QEC (member)
6. Registrar who shall be the member/secretary of the committee.

The quorum of the Selection Committee shall be two-third of its total members.

**University of Science & Technology  
Bannu Form, Custody and use of  
University Common Seal Statutes,  
2018**

**1. Title**

These statutes shall be called University of Science & Technology Bannu Form, Custody and use of University Common Seal Statutes, 2018

**2. Commencement**

These statutes shall come into force at once.

**3. Application**

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

**University of Science and  
Technology Bannu  
Employees Medical Attendance  
Statutes, 2018**

## **1. Title**

These statutes shall be called UST Bannu Employees Medical Attendance Statutes, 2018.

## **2. Commencement**

These statutes shall come into force with immediate effect.

## **3. Entitlement for Medical Treatment**

1. (i) An employee shall be entitled to free of charge medical treatment (subject to the maximum limit as fixed by the Syndicate from time to time) for himself and dependent family members (Spouses, unmarried daughters, sons till the age of 30 years if not employed and parents if not entitled for free medical treatment on their own) and also to receive the amount paid by him, if any, on account of such treatment on production of a certificate in writing by medical officer in this behalf subject to verification.

(ii) To get medical treatment for himself or dependent family members from any private hospital/clinic in emergency anywhere in the country. After treatment the opinion of a medical officer shall be necessary and shall be approved by the Vice Chancellor.

2. If a 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, take the patient to the nearest specialist or other medical /healthcare facility. The transportation charges in such cases shall be borne by the university.

## **4. Hospitalization**

(i) Hospitalization shall be allowed in the first instance in the hospitals specified at UST Bannu Panel, however treatment can be sought for in other hospitals in the country.

ii) If a Medical officer is of opinion that an employee of the University 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 residence.

iii) A university employee receiving treatment at his residence under sub rule (ii) shall be entitled to receive the cost of such treatment incurred by him, a sum equivalent to the cost of such treatment that he would have been entitled for reimbursement to receive under these statutes if he had not been treated at his residence.

## **5. Reimbursement**

(a) The university may provide advance to the concerned employee on his request from the Contingency not exceeding the maximum limit approved by the Syndicate from time to time.

(b). Employees shall be entitled for re-imburement of the amount spent on account of 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, 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-gyre 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

(c) Furthermore reimbursement will be allowed for the bills of tests, X-rays, ultrasound, M.R.I and C.T. Scan.

## **6. Home Treatment After Hospitalization**

(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.

## **7. Relaxation**

**8.** The University Senate may relax any provisions of these statutes in case of special hardships or circumstances.

## **Rules & Regulations**

1. Under the provision of these statutes, the University authorities shall make rules and regulations from time to time to run the affairs of the University.

## Annexure-A

### Criteria for Evaluation/ Quantification for Initial appointment of Administrative Officer

The total marks in case of initial appointment of administrative officers BPS-17 shall be 100 and in case of BPS-18, 19 & 20 shall be 90 to be awarded as per following:

S. No	Evaluation Head	Marks Assigned			
		BPS-17	BPS-18	BPS-19	BPS-20
1.	Academic Qualification	40	40	40	40
2.	Screening Test by a recognized testing	15	-	-	-
3.	Additional Relevant Experience	10	10	10	10
4.	Additional Qualification	10	10	10	10
5.	Distinction	5	5	5	5
6.	Interview/ Selection Board	20	25	25	25
	Total Marks	100	90	90	90

Note: (i). The marks of Academic Qualification shall be awarded to all scholastic certificates/degree form SSC to Master/ equivalent as per following:

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

Total = 10 = total score

- In case of Bachelor Degree (04 Years) the %age of marks will be multiply by 7.
- The %age of marks obtained in conventional/ term system will be treated as actual marks whereas the %age of marks in semester system will be multiply by 0.9

$$\%age\ score = total\ score / 10$$

$$Score\ Obtained = \%age\ score \times 0.4 = Net\ score$$

(ii). 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.

(iii). 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 degree only the marks of PhD degree shall be awarded.

(iv). In interview by selection board 60% qualifying marks is prerequisite for selection of a candidate.

(v). 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.

A candidate having first class first position in Bachelor degree (02 years) and first class first position in Master degree 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.

(vi) 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

$$4+2 (5 \times 30 +10) /360 = 4 +2 (160)/360 = 4 +2 (4/9) = 4 +2 (0.88)$$

### Criteria for Evaluation/ Quantification for Promotion of Administrative Officer

S.No	Evaluation Head	Marks Assigned		
		BPS-18	BPS-19	BPS-20
1.	Academic Qualification	40	40	40
2.	Additional Service	10	10	10
3.	Additional Qualification	10	10	10
4.	Distinction	5	5	5
5.	Performance Evaluation	15	15	15
	Total Marks	80	80	80

Note (i). 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

- c. Bachelor (02 years) : % age of Marks x 3 = score
- d. Master (after 02 years Bachelor) : % age of Marks x 4 = score
- e. Total = 10 = total score

- In case of Bachelor Degree (04 Years) the %age of marks will be multiply by 7.
- The %age of marks obtained in conventional/ term system will be treated as actual marks whereas the %age of marks in semester system will be multiply by 0.9

$$\%age\ score = total\ score / 10$$

$$Score\ Obtained = \%age\ score \times 0.4 = Net\ score$$

# Officers of the University and their Powers and Duties Statutes, 2018

1. The power and duties of the Chancellor, Pro-Chancellor, Vice Chancellor, Registrar, Treasurer, Controller of Examination and Auditor shall be the same as has been defined under Section 9, 10, 11, 12, 13, 14, 15, 16 and 17 of the Act.
2. The power and duties of other officers shall be as follows:-
3. **Dean of Faculty**
  - i. There shall be a Dean of each Faculty who shall be appointed by the Chancellor in the manner prescribed in the Act. The Dean shall be the Chairperson and convener of the Board of Faculty and shall hold office for three years.
  - ii. The Dean shall present candidates for admission to degree except honorary degrees, in the courses falling within the purview of the Faculty.
  - iii. The Dean shall exercise such other powers and perform such other duties as may be prescribed.
  - iv. In the absence of Dean from the office, the Vice Chancellor shall hold charge of the office of the Dean of Faculty.
4. **Chairperson / Director of Institute/ Principal of Constituent College**
  - i. There shall be a Teaching Department/ Institute for each subject or group of subjects, as may be prescribed by Regulations and each Teaching Department/ Institute shall be headed by a Chairperson / Director of Institute.
  - ii. The Chairperson of a Teaching Department or the Director of an Institute shall be appointed by the Syndicate from amongst the three most senior Professors and Associate Professors of the Department/ Institute for a period of three years:

Provided that in Department/Institute in which there is no Professor or Associate Professor, any of the three senior most teachers of Department shall be appointed as the chairperson for a period of three or till the arrival of Professor or Associate Professor whichever is earlier.
  - iii. The Chairperson of the Department shall plan, organize and supervise the work of the Department and shall be responsible to the Dean for the work of the Department.
  - iv. If the Chairperson of the Department/ Director of Institute is not functioning correctly, he may be removed by Syndicate on a report initiated by Dean or Vice Chancellor where there is no Dean.
  - v. In the absence of the Chairperson of the Department/ Director of Institute, the next senior most teacher shall hold charge of the respective office; provided that if the period of absence is more than six months then syndicate may appoint full time Chairperson/ Director.

5. **Librarian**

There shall be a librarian, who shall be incharge of the university central library and shall be appointed by the syndicate on the recommendation of the selection board; He shall be holding masters or equivalent degree in library and information science. The duties of librarian shall be as follows:-

1. to provide and make available books, periodicals, gray literature, publications of national and international institutions, organizations and govt. departments. To provide traditional services and computers for searching local, online databases, on CD-ROM, and photocopying facilities.
2. shall organize the Library as per following procedure:-

1. **Library Sections**

- i. Acquisition Section
  - ii. Cataloguing and Classification Section
  - iii. Circulation Section
  - iv. Exchange of Publications Section
  - v. Literature Search Section
  - vi. Readers Advisory Section
  - vii. Reference Section
  - viii. Serials (Journals) Section
  - ix. Library archives section
  - x. Reading room
  - xi. IT and digital library section
  - xii. theses and publication section
  - xiii. and any other section to be added .
2. to propose regulations regarding use of library.
  3. To provide services to the readers and members as follows:-
    - a) Current content service to maintain the profile of all the faculty members containing both their email and postal addresses;
    - b) To update faculty about arrival of new books in the Library.

- c) Circulation Services (Issue & Receipt)
- d) Reference services: to make databases available for Searching through computerize library activities.
- e) to maintain Library Regulations framed under Khyber Pakhtunkhwa Act 2012 (amended) and statutes made there under, and
- f) such other duties as may be prescribed by the Rules and Regulations.

#### **7. Director Quality Enhancement Cell (QEC)**

There shall be a Quality Enhancement Cell headed by Director with the status of Senior Dean reporting directly to Vice Chancellor. The Director shall be incharge of the university's Quality Enhancement Cell Secretariat. He shall be the correspondent with the outside bodies including the Higher Education Commission, Islamabad, the Higher Education Department, and the Chancellor. He shall be appointed by the Syndicate on the recommendation of the Selection Board.

The basic role of Quality Enhancement Cell (QEC) is quality assurance & enhancement of all the functions & services of the university. It involves planned and systematic review process of the university and its programmes & services to determine whether or not acceptable standards of education, scholarship, infrastructure & management are being met, maintained and enhanced.

The duties & powers of the Quality Enhancement Cell (QEC) shall be as follows:-

- (1) QEC is responsible for promoting public confidence that the quality and standards of the award of degrees are safeguarded and enhanced. In this regard, QEC will take appropriate measures including evaluation, intervention & implementation to enhance the standard of higher education.
- (2) QEC is responsible for institutional assessment including internal and external assessment of academic, administrative and financial services of the university.
- (3) QEC is to be actively involved in all matters related to the standards of quality of education including admissions, academics, scholarships, examinations, planning & development, recruitment, infrastructure, finances and other services. It aims to improve institutional performance & governance through ownership, innovation, growth, change & accountability.
- (4) QEC will insure that the university meets existing institutional standards of quality and effectiveness in terms of faculty members, teaching, research and service as well as infrastructure, financial viability, sustainability, outcomes and compliance with existing law.
- (5) Seeking collaboration in various fields of common interest with local, national and international bodies.
- (6) Performance appraisal of faculty and administrative staff on regular intervals for maximizing their professional output.

- (7) Taking measures for capacity building of faculty, administrative and supporting staff.
- (8) QEC is responsible for the review of quality standards and the quality of teaching and learning in each subject area.
- (9) QEC is responsible for the review of academic affiliations with other institutions in terms of effective management of standards and quality of programs.
- (10) QEC is responsible for defining clear and explicit standards as points of reference to the reviews to be carried out. It should also help the employees to know as to what they could expect from reviews.
- (11) QEC is responsible to develop qualifications framework by setting out the attributes and abilities that can be expected from the holder of a qualification i.e., Bachelor, Bachelor with Honours, Master, MS/MPhil, and Doctoral.
- (12) QEC is responsible to develop program specifications. These are standard set of information clarifying what knowledge, understanding, skills and other attributes a student will have developed on successfully completing a specific program.
- (13) QEC is responsible to develop quality assurance processes and methods of evaluation to affirm that the quality of provision and the standard of awards are being maintained and to foster curriculum, subject and staff development, together with research and other scholarly activities.
- (14) QEC is responsible to ensure that the university's quality assurance procedures are designed to fit in with the arrangements in place nationally for maintaining and improving the quality of Higher Education.
- (15) QEC is responsible to develop, implement and monitor procedures for the following:
  - 1) Approval of new academic programs
  - 2) Annual/Semester based monitoring and evaluation including program monitoring, faculty monitoring, and student's perception
  - 3) Departmental review
  - 4) Students feedback
  - 5) Employers feedback
  - 6) Quality assurance of Master, MPhil and PhD degree programs
  - 7) Subject review
  - 8) Institutional assessment
  - 9) Program specifications
  - 10) Qualifications framework
  - (11) Accreditation of all academic programs
  - 12) HEC's Faculty Appointment Criteria implementation

- 13) Plagiarism policy implementation
- 14) Data submission to HEC/ Government and other agencies
- 15) Implementation of laws, policies and procedures issued by University/ HEC/ Government from time to time.

7. **Director (ORIC)**

**Offices of Research, Innovation & Commercialization (ORIC)**

1. Directorate of ORIC shall consist of the following offices:-

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

2. There shall be a Director of the ORIC who shall be incharge of the university ORIC and shall be appointed by the syndicate on the recommendation of the selection board, B-19 and above.

3. The power and duties of the Directorate of ORIC are as follows:

1. **DIRECTOR ORIC:**

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

2. **MANAGER RESEARCH OPERATIONS**

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

3. **MANAGER RESEARCH DEVELOPMENT**

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

4. **MANAGER UNIVERSITY INDUSTRIAL LINKAGES AND TECHNOLOGY TRANSFER**

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

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

## **8. Objectives of ORIC establishment**

1. The objective of the establishment of the Offices of Research, Innovation and Commercialization (ORIC) is to develop, expand, enhance and manage the university's research programs and to link research activities directly to the educational, social and economic priorities of the university and its broader community. The ORIC is also responsible for assuring that the quality of research reflects the highest international standards and advances the stature of the university among the world's best research institutions.
2. In pursuit of this mission the ORIC has the responsibility of guaranteeing that all research programs and policies reflect the core values of academic freedom, professional integrity and ethical conduct and full compliance with all policies, legal requirements and operational standards of the university.
3. In short, the ORIC seeks to enhance the environment for all research and scholarship by:
  - Supporting the university's strategic research directions and policies
  - Increasing and diversifying external research funding
  - Improving recruitment and retention of top faculty
  - Improving integration of research and education at all levels of the university
  - Improving translation of research into the public benefit
  - Strengthening university-industry relationships
  - Promoting entrepreneurship, technology-transfer and commercialization activities that energize and support the local and national economy
  - Promoting and enhancing cross-cutting and multi-disciplinary research initiatives

## **9. Director Academics**

The Power and duties of the Director Academics shall be such as prescribed in the Graduate Prospectus. He shall oversee admission of all Master Programmes, M.Phil. and Ph.D. degree program with the obligations set out by the HEC. He shall also oversee admission of all Bachelor Programmes with the obligations prescribed in the Undergraduate Prospectus.

10. **The Provost**

Under provision of Section 8 (j) of the Act, the Provost shall be a full time Officer (BS-20). The Power and duties of the Provost shall be:

- i. the Chairperson of Students Affairs and shall maintain students discipline in the University with the help of Proctors.
- ii. propose plan for future need of Hostels etc. for students and staff members.
- iii. member of the University Discipline Committee (check in authorities) .
- iv. maintain Hostels Management with the help of Wardens and relevant staff.
- v. deal cases of students pertaining to the Police and Courts.
- vi. incharge of the Co/ extracurricular activities of the students
- vii. Convener of the food and market management committee
  - a. propose regulations relating to the conduct of University students, maintenance of discipline and action for breach of discipline to the Vice-Chancellor; and to
  - b. perform such other functions as may be prescribed by regulations.

