University of Haripur Statutes, 2016



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

University of Haripur, Hattar Road, Haripur
Khyber Pakhtunkhwa, Pakistan

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Title, Commencement, Application and Definitions of University of Haripur Statutes, 2016

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1. **Title**

These statutes shall be called University of Haripur Statutes, 2016.

2. **Commencement**

(1) These statutes shall come into force at once.

(2) These statutes shall replace existing statutes except those not covered and updated under this document

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 maters, 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)	Two Senior most Deans	Member
(c)	Chairperson / HoD of the concerned department / section	Member
(d)	Registrar	Member/Secretary
(e)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member

6. **Amendments in the Statutes**

Any amendment / modification in these Statutes will be proposed 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 2016)

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The definitions expressed in the calendar of consolidated University of Haripur Statutes, 2016, 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 2016.
3.	"Adhoc 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.
4.	"Advanced Studies and Research Board" means Advanced Studies and Research Board of the University to supervise and process Master, MPhil/MS, PhD and post-doctoral programs offered by the University.
5.	"Affiliated college or Affiliated institution" means a college or institution affiliated to the University
6.	"Affiliation Committee" means the Affiliation committee constituted under these statutes.
7.	"Affiliation" means affiliation with The University.
8.	"Annual Report" means the Annual Report of the University as per Subsection 7 of Section 11 of "The Act".
9.	"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.
10.	"Appointing Authority" means Syndicate for appointments to the posts in BPS-17 and above and the Vice Chancellor for BPS-16 and below.
11.	"Authority" means any of the Authorities of the University specified in Section 18 of the Act.
12.	"Authorized Hospital" means the hospitals authorized by the Syndicate.
13.	"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.
14.	"Authorized Officer" means an officer who is authorized to function as such under the Statutes or Rules made hereunder.
15.	"Board" means the Board of Trustees of the Employees Welfare and Insurance Fund as established under these Statutes.
16.	"Campus" means Campus of the University
17.	"Chairperson" means Chairperson of a Teaching Department
18.	"Chancellor" means the Chancellor of the University
19.	"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 by the Rules and Regulation made thereunder.
20.	"Constituency" means a constituency delimited under the Act.
21.	"Constituent College" means Constituent College of the University
22.	"Constituent Institution" means Constituent Institution of the University
23.	"Coordinator" means Coordinator of the University Campus

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24.	"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.
25.	"Defendant" means an employee against whom action is initiated under the Statutes.
26.	"Election Agent" means an election agent, appointed by a candidate under the provision of the Election Statutes.
27.	"Election Authority" Means authority that conducts and supervises the elections under the Election Statutes.
28.	"Election" means election of a member or members of the Authorities of the University.
29.	"Election Tribunal" means election tribunal of the University;
30.	"Elector" means a person who is on the electoral list for purposes of elections to the Authorities of the University.
31.	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.
32.	"Fee" means Admission fee, Tuition fee, Examination fee, or any other charges classed as Fee by the Syndicate.
33.	"Foreign Service" means service in which an employee receives emoluments, with the sanction of the University, from a source other than the University Funds.
34.	"Government" means the Government of Khyber Pakhtunkhwa.
35.	"Head of Department" means the person appointed as such in absence of the Chairperson of the Teaching Department
36.	"Head of Section" means the person appointed as such to be the Head of Administrative Section.
37.	"HEC" means the Higher Education Commission Islamabad.
38.	"Initial Appointment" means appointment made otherwise than by promotion or transfer.
39.	"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.
40.	"Other Charges" means the dues other than fee demanded by the University from a person.
41.	"Permanent Post" means a post sanctioned without limit of time.
42.	"Polling Day" means the day on which the polling is conducted for the elections.
43.	"Prescribed" means prescribed by Statutes, Regulations and Rules made under the Act.
44.	"Presiding Officer and Assistant Presiding Officer" means Presiding Officer and Assistant Presiding Officer so appointed by the Returning Officer.
45.	"Presumptive Pay of a post" means the pay to which an employee would be entitled if he would have held the post in a substantive capacity and would have performing its duties.
46.	"Principal/ Director" means the Head of the College or the Chief Executive of the institution/college seeking Affiliation.
47.	"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 under the provision of relevant Statutes
48.	"Proforma" means the Proforma appended to the Statutes.

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49.	"Programme" means the Course of Study, which culminates in the final award of degree.
50.	"Registrar" means the Registrar of the University, acting as Election Authority under these Statutes.
51.	"Regular Appointment" means an appointment made in accordance with the prescribed procedure against a clear vacancy.
52.	"Returning Officer" means a Returning Officer, so appointed by the Election Authority, exercising the powers and performing the functions assigned to him in connection with the elections.
53.	"Schedule" means the Schedule annexed to the Statutes.
54.	"Selection Board" means Selection Board of the University
55.	"Senate" means Senate of the University.
56.	"Special Selection Board" mean permanent members of the Selection Board one representative of Chairperson, HEC, and one representative of Chancellor.
57.	"Student" means a student defined in these Statutes.
58.	"Substantive Pay" means the basic pay, other than special pay, personal pay, etc., to which an employee is entitled on account of his substantive appointment to a post in a specified pay scale.
59.	"Syndicate" means Syndicate of the University.
60.	"Temporary Post" means a post sanctioned for a limited time.
61.	"Terms & Conditions of Service" means respectively the terms and conditions of Teachers, Officers and Staff as assigned to them under the Statutes.
62.	"The pronoun He" refers to male or female employee, as the case may be.
63.	"Treasurer" means the Treasurer of the University.
64.	"University" means The University of Haripur
65.	"Vice-Chancellor" means the Vice-Chancellor of the University.
66.	"Year" means the financial year, Calendar year or Academic year as the case may be.
67.	All other terms and expressions shall have the same meanings as assigned to them under the Act and Statutes.

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University of Haripur Annual Report
Statutes, 2016

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1. **Title**

These statutes shall be called University of Haripur Annual Report Statutes, 2016.

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 2016, 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

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(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

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University of Haripur Fees and other Miscellaneous Charges Statutes, 2016

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1. **Title**

These statutes shall be called University of Haripur Fees and other Miscellaneous Charges Statutes, 2016

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 as the case may be 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.

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

❖ *Provided that any student who has got re-admission, within 10 days of first admission, in another discipline, program, department shall transfer the deposited fee to such new department*

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Hostel Accommodation

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

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

   i. Students seeking admission to hostels shall apply for a seat on the prescribed form, available from the office of the Provost; however, admission in the hostel is a privilege and not a right.

   ii. Students must carefully study and observe the hostel rules.

Additions and Alterations to the Schedule

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

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University of Haripur Pension, Statutes, 2016

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1. Short title, commencement and application

(1) These Statutes may be called the University of Haripur Pension Statutes, 2016

(2) It shall come into force at once

(3) These Statutes are applicable to 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:

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Provided that this 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 signed by the pensioner in compliance with State Bank of Pakisan's 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

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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 24 years 5 months and 29 days 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

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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
B-21 and above	The Syndicate
B-1 to 20	The Vice Chancellor

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5. Conditions of Qualifying Service

(1) Unless it be otherwise provided by special rule or contract, the service of an employee 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 public 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 form 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.

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(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 10 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.

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(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 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

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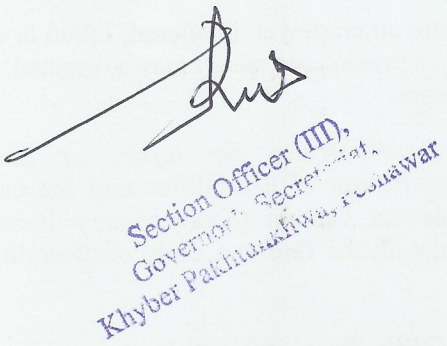
20	.....	140/300
21	.....	147/300
22	.....	154/300
23	.....	161/300
24	.....	168/300
25	.....	175/300
26	.....	182/300
27	.....	189/300
28	.....	196/300
29	.....	203/300
30 and above	.....	210/300



PENSION FORMULA

LAST PAY DRAWN X 70 X LENGTH OF QUALIFYING SERVICE = Gross pension

100X 30

(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, alongwith 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

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

Pension	Gratuity	Children's pension	
		Child without own mother	Child living with own mother
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.

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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.

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(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 under going 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.

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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.

(1) Every nomination shall be in such form as may be prescribed for the purpose.

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(2) 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.

(3) 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.

(4) 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.

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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 a employee's family in the event of her marriage;
(3) to a widowed female member of a employee's family in the event of her re-marriage;
(4) to the brother of a employee his attaining the case of 21 years;
(5) to a person who is not a member family of a employees.

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.

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(2) The family pension of the widow ceased to the 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) University have discretion to make such modifications in the mode of allotment or conditions of tenure set forth in sub-paras (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.

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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 paisas will be ignored and that of fifty paisas 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

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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.

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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)".

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(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.*—(l) 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 other organizations 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 pensionery 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

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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) *An employee proceeding on foreign service and recovery of 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 contribution in respect of officials on foreign service are effected and accounted for.

(17) *Recovery of pension contributions in respect of employees on deputation to foreign service within Pakistan or abroad.*—Recovery of pension contributions at 33-1/3% of the mean of minimum and maximum of the pay scale of the grade held by the employee concerned at the time of his proceeding on foreign service, plus other emoluments (reckonable for pension) which would have been admissible to him had he not been deputed on foreign service. The above prescribed rate of pension contributions shall apply to all employees whether on deputation to foreign service within Pakistan or abroad.

(18) The pension contributions in all cases shall be payable by the foreign employers. However, in the case of employees presently on deputation to Foreign Service within Pakistan or abroad, pension contributions shall be paid by the foreign employers or the employees concerned, as the case may be, according to the agreed terms of deputation.

(19) An employee sent on deputation to Foreign Service, who are granted leave and paid leave salary by the foreign employers, shall not count the period spent on Foreign Service for earning leave under the University.

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 pensionable service he had rendered with them.

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(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 the pension application 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, relevant of the pension form may be filled in by copying from the working copy.

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

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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 autlority 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 relevant section of the pension application form. 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.

xij. *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 a 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).

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c) Postal Address (3 copies).
d) List of surviving members of the family (3 copies).
e) Specimen signatures of widow/claimant(s).
f) Thumb and finger impressions of the widow(s)/claimant(s).
g) Non employment certificate (3 copies).
h) A certificate to the effect that the widow(s) had not judicially separated from her husband (3 copies).
i) A certificate that the widow(s) had not re-married after the death of her husband.

xiv. The sanctioning authority should fill in relevant Section of the Form. The full pension admissible under the Statutesis 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 relevant Section of the form the sanctioning authority should send the form to the Treasurer, alongwith a forwarding letter.

xvii. The Registrar, after scrutinizing the pension application form 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 of the form.

xviii. he Treasurer should issue the Pension Payment Order in case where all necessary documents/informations 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 State Bank of Pakistan's 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

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(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.

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, cannot 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.

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(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 shallbe 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:—

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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 employee entails forfeiture of his past service. The authorised 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 employee 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 employee 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.

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SECTION 7

PAYMENT OF PENSIONS

40. GENERAL STATUTES

(1) If, under special circumstances, a pension is granted long after an employee 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.

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University of Haripur General Provident Fund (GPF) Statutes, 2016

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University of Haripur General Provident Fund (GPF) Statutes, 2016

1. Short Title and Commencement

(i) These Statutes may be called the University of Haripur General Provident Fund statutes, 2016.
(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 Statutesof University of Haripur.
(f) *"Year"* means a financial year.
(g) *"Act"* means the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.
(h) "Employee" means the employee as defined in University of Haripur 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 Haripur 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 Haripur to an account named "The General Provident Fund".

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(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 Haripur shall subscribe to the Fund:

Provided that a temporary University of Haripur *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

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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 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 subscriber on deputation out of University of Haripur shall regularly contribute his due subscription towards GENERAL PROVIDENT FUND on monthly basis.

(b) The employee who joins University of Haripur 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 Haripur;

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(c) 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. Transfer to Foreign Service or Deputation out of University:

When a subscriber is transferred to Foreign Service or sent on deputation out of University of Haripur, he shall remain subject to the Statutes of the Fund in the same manner as if he were not so transferred or sent on deputation.

10. Realization of Subscriptions:

(1) When emoluments are drawn from a University of Haripur 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:
Provided that in the case of a subscriber on deputation to a body corporate, allowed by the competent authority, the subscriptions shall be recovered and forwarded to the Treasurer by such body.

(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

11. 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
Plus
monthly subscription
Less
Withdrawal from the account by the subscriber, if any,
Plus
the amount of recoveries(advances or arrears) during the month, if any
multiply
the total so arrived with the prescribed interest rate

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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 these Statutes, 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.

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(6) 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) above. The interest realized on the overdrawn amount shall be credited to the Fund.

12. 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 Haripur 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.

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Provided that 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) above.

(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) above 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.

13. 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 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 lumps 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 these Statute:

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.

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14. **Wrongful use of Advance**

Notwithstanding anything contained in these Statutes, if the sanctioning authority has reason to doubt that money drawn as an advance from the Fund under these Statute 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.

15. **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 these Statute, 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 á 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 Haripur;

(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.

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(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 the University of Haripur 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 a prescribed form.

16. 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.

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(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 Haripur in lieu thereof mortgaged the house or house-site to the University of Haripur 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 Haripur."

17. Conversion of an Advance into a Withdrawal

A subscriber who has already drawn or may draw in future an advance for any of the purposes specified in these Statute 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 these Statutes.

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.

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NOTE 2. 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.

18. 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 the University of Haripur, *repay any amount paid to him from the Fund in pursuance of this Statute, with interest thereon at the rate provided in these Statute. 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 Haripur, or

(b) to a new account if the new post is under University of Haripur.

NOTE. Transfers shall include cases of resignation from service in order to take up appointment in another Department of University of Haripur or in other institution outside the University of Haripur without any break and with proper permission of the University of Haripur. 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 Haripur.

19. **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 the University of Haripur *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 these Statute 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.*

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

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(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 these Statute 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 these Statute 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 Haripur.

21. 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 per procedure provided in these Statute.

(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.

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22. **Procedure on Transfer to** University of Haripur **Service of a Person from the Service under a Government or an Autonomous Organization /Sister Institutions**

If an 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.

23. **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.

24. **Annual Statement of Accounts to be Supplied to Subscriber**

1. As soon as possible after the 30th 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 30th June of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 30th 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.

25. **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.

26. **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.

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University of Haripur Employees Welfare and Insurance Fund Statutes, 2016

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Title

These statutes shall be called University of Haripur Employees Welfare and Insurance Fund Statutes, 2016.

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 the University of Haripur 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 them;

(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) The Controller of Examination;

(j) 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

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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.

g. 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

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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 Haripur **Employees Welfare and Insurance Fund:**

(i) There shall be established a Fund to be called the "University of Haripur 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 two percent 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

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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, 2016, 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

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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 Applicant (b) amount of available funds (c) stage or subject of child of members e.g. Art, Science, Medical, Engineering etc.

(iv) Death Grant:-

a) The legal heirs of a deceased member shall be paid compensation equal to 10 basic pays last drawn by the deceased member as death grant.

b) The member to be granted on the eve of death of his/her family member of Rs 25000/- subject to revision in the future.

c) **(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 Haripur due to:-

d) **Proceeding on Retirement at 60 years age** (superannuation) equal to 10 basic pays last drawn.

e) **Proceeding on retirement on completion of 25 years service** equal to 7 basic pays last drawn.

f) **Premature leaving of service**

g) Two basic pays last drawn for each 7 years spell of contribution

h) One Basic Pay for 5 years 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 syndicate 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

Grade Of Employee.	Amount of Retirement Benefit And Death Compensation.	Monthly Deduction (in rupees)..
BPS 02-04.	350,000/-.	300/-.
BPS 05-10.	400,000/-.	450/-.

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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.

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University of Haripur Service Statutes, 2016

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1. **Title**

These statutes shall be called University of Haripur Service Statutes, 2016.

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 / adhoc/ engaged on fixed pay;

b. a person serving in the University on deputation; and

c. the staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally, whose appointments are governed by the letters of their appointments.

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

a. The terms and conditions of service of an employee shall be as provided under these Statutes and by such rules as may be made by the Syndicate.

b. 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.

b) 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 relevant District Health Officer or authorized medical officer of the University.

c) Two or more employees cannot be appointed substantively to the same permanent post at the same time.

d) An employee cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.

e) An employee cannot be appointed substantively to a post on which another employee holds a lien.

The University may acquire the services of suitable person(s) on deputation from any Government or other organization on need basis.

5. **Probation**

a) 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 (on six months basis) on the recommendation of departmental head/Dean.

b) Appointments by promotion shall also be made on probation for a minimum period of one year, extendable by a further period of one year (on six months basis) on the recommendation of departmental head/Dean.

c) The period spent on leave, other than casual leave, may be excluded for reckoning the period of probation The period spent on leave, other than casual leave, may be excluded for reckoning the period of probation.

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d) 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

a. 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 :

i. in case of initial appointment, dispense with his services; or

ii. in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services; or

iii. extend the period of probation by a period not exceeding the prescribed limit and, during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of the initial probationary period.

b. 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.

c. 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

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.

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

i. in the case of persons appointed by initial recruitment, in accordance with the order of merit 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

ii. in the case of persons appointed otherwise, with reference to the dates of their continuous regular appointment in the post;

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

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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.

b) 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

c) 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

a) 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.

b) An employee holding substantively a permanent post retains a lien on that post:

i. While holding a temporary post other than a post in a service or cadre against which he was originally appointed;

ii. While working on another post in an officiating capacity for a period of three years, which is extendable by the Syndicate up to five years, for reasons to be recorded;

(c) While on *joining time* or transfer to another post;

(d) While on leave; and

(e) While under suspension.

9. Appointment on Acting Charge or Current Charge Basis.

a. 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

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b. 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.

c. 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.

d. 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.

e. Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.

f. 20% of his existing basic pay (Upto the maximum of 12000/- P.M) 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 promotion to various posts

S.#	Basic Pay Scale of the Post	Length of service
1	**BPS-17**	**5 Years of experience in BPS-16**
2	BPS-18	6 Years in BPS-17
3	BPS-19	a. 12 years in BPS-17 & above with at least 05 years service in BPS-18 b. 7 Years in BPS-18 for those who joined service directly in BPS-18.
4	BPS-20	a. 17 Years in BPS-17 & above at least 06 years service in BPS-18 and above. b. 12 years in BPS-18 and above in case of officer who joined service directly in BS-18 c. 5 years in BPS-19 for the officers who joined service in BPS-19 directly

In the case of the senior most officer upto BPS-18, half of the service in BPS-16 and one-fourth in BPS 1-15, if any, may be counted as service in BPS-17.

Provided that the ratio for promotion and initial recruitment shall be 60:40 respectively, unless mentioned otherwise in relevant schedules.

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11. Transfers

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

Provided that such employee does not suffer a loss in salary 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

a. 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.

b. An increment in the pay scales shall ordinarily be drawn as a matter of course, unless it is withheld under the Efficiency and Discipline Statutes, 2016.

c. An employee appointed to hold charge of an additional post shall be entitled to additional pay as under:

   i. Where an employee is assigned the additional charge of a sanctioned post and discharges full duties of that post, he shall be allowed additional pay @ 20% of his basic pay.

   ii. 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*

   iii. No additional pay will be admissible if the additional charge/current charge is held for a period of less than one month.

   iv. 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.

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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 for all employees:

(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.

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17. Suspension

a. 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.

b. 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.

c. 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:

   i. 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

   ii. if otherwise, such portion of such pay and allowances as the revising or appellate authority may prescribe.

   iii. In a case falling under clause (i) above, the period of absence from duty shall be treated as a period spent on duty. But in a case falling under clause (ii) above, it shall not be treated as a period spent on duty, unless the revising or appellate authority so directs.

d. Leave may not be granted to an employee under suspension except casual leave and Leave on medical grounds.

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e. Where employee remained out of the duty for reason not covered in above sections (a-d) then his/her case will be presented to syndicate for final decision.

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, 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 within 7 days of 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/postdoc, 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

a. An appeal, or application for review, under Section 40 of the Act, shall be made within 30 working days of the impugned order.

b. Where no provision for appeal or review exists in the Statutes, the employee may, within 30 working days of the communication to him of such order, make a representation against it to the authority next above the authority which passed the order;

c. 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:

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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

d. The appeal or revision as the case may be if made to the Vice Chancellor or the Syndicate 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

(i) Character Roll of the non-gazetted employees including BS-5 to BS-16/17 shall be maintained by the Heads of Departments, under whom they are serving. The views in respect of work and conduct of an employee shall be recorded annually in his Character Roll by the Head of Department/Sectional Head.

(ii) Annual Performance Evaluation Report shall be written for officers in BS-17 and above by the Heads of Departments under whose administrative control they are working.

(iii) Annual Performance Evaluation Report shall be written for faculty in BS-18 to BS-20 by the Heads of Departments and countersigned by the concerned Dean.

(iv) Annual Performance Evaluation Reports of all employees in BS-20 in case of administrative officers and BS-21 in case of faculty and of all Academic and Administrative Heads shall be written and countersigned by the Vice Chancellor.

(v) The Character Rolls and Performance Evaluation Reports shall be completed by the end of February each year. Any adverse remarks shall be communicated to the concerned employee by the officer who maintains the Character Rolls or Performance Evaluation Reports, as indicated in sub-clause (vi) below.

(vi) The Performance Evaluation Reports (PER) and Character Rolls proformae shall be amended to the required extent as the Syndicate may deem appropriate to accommodate all the categories of performance and conduct as mentioned in these Statutes as well as other relevant Statutes.

(vii) Responsibility for the safe-custody and maintenance of the Performance Evaluation Reports shall rest as under:

Name of officer	Sphere of Responsibility
I. **Registrar:**	(i) Performance Evaluation Reports of Deans, Chairmen and other Faculty Members in BS-21 and above. (ii) Performance Evaluation Reports of the officers of Administrative Cadre in BS-17 and above.
II. **Deans of Faculties:**	Performance Evaluation Reports of the teachers in BS-20 and below, serving under them.

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24. Residuary Provisions

a. 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.

b. 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.

25. Removal of Difficulties

a) 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.

b) 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.

26. Anomaly Committee

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

i. Vice Chancellor	Convener
ii Two Senior most Deans or teachers if deans are not available	Member
iii. Chairman / HOD of the concerned department / section	Member
iv. Registrar/Secretary	Member
v. Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member
vi. Treasurer or his nominee	member/secretary

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

27. 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 2016) 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."

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University of Haripur Teachers Appointment & Scales of Pay Statutes, 2016

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1. **Title**

These statutes shall be called University of Haripur Teachers Appointment & Scales of Pay Statutes, 2016.

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**

(a) Identification of the need for new hiring by the Need Assessment Committee comprising the following:

i. Dean of the concerned faculty

ii. Chairman/ 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 Vice Chancellor.

v. Registrar or his nominee (not bellow the rank of deputy registrar)

vi. Treasurer or his nominee (not bellow the rank of deputy treasurer)

(b) Confirmation of availability of sanctioned post.

(c) If not available the new post will be created.

(d) Appointment of Teachers shall be made by initial appointment, after advertisement

(e) Teachers sent by the University for higher education/training/postdoc 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 website

(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

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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 QEC or 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 Registrar or his nominee 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

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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.

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 or syndicate in certain cases may recommend up to four advance increments at the time of appointment.

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 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.

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

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/MS/LLM or equivalent degree Allowance**

MPhil/MS/LLM or equivalent degree allowance shall be admissible the teachers having MPhil/MS/LLM or equivalent degree at the rates approved by the Syndicate.

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

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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.

xiv. Any other allowance as approved by Syndicate.

(Annexure-A)

Appointments Criteria in University of Haripur

PROCESS-CADRE-EVENT– MATRIX
(How to Precede the Appointment on various Posts)

S. No.	Recruitment Process	BPS18-21	
		Teaching	
		Contract	Regular
1	Advertisement		Yes
2	Scrutiny (by committee mentioned in 3-r above)		Yes
3	Screening/ Written Test through any test conducting body		Yes (Lecturers only)
4	Demonstration(before the committee mentioned in 3-r above)		Yes (Lecturer and Assistant Professor only)
5	Selection Committee (committee mentioned in 3-r above)		No
6	Selection Board		Yes
7	Report to the Syndicate		Yes (for approval)

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(Annexure-B)

Evaluation Criteria for Selection by Initial Appointment of Faculty Positions

S.No.	Evaluation Head	Marks Assigned		
		Faculty		
		BPS (18)	BPS (19)	BPS (20-21)
1.	Academic Qualification	40	30	30
2.	Additional Relevant Qualification	05	05	--
3.	Distinction	05	05	05
4.	National/International Recognition	--	05	05
5.	Post Doc	--	05	05
6.	Research publications in HEC recognized Journals.	05	10	20
7.	Screening test (Result shall be online)	10	--	--
8.	Additional Relevant Experience	05	05	05
9.	Additional Research Projects completed	--	05	10
10.	Demonstration	10-	10	-
11.	Interview through Selection Board	20	20	20
	Total	100	100	100

Note: Qualifying score for screening test shall be 50% of the total marks allocated for the purpose, out of which top 10 candidates in test will be called for demonstration against each post. Only top 05 candidates based on overall merit (mentioned in S.NO 1-10 above) shall be called for interview against each post.

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

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(Annexure-C)

Selection Board Evaluation Proforma
For Initial Appointment of Faculty (Lecturers BPS-18)

1	2	3	4	5	6	7	8	9	10	11
S.#	Name of Candidate	Academic Qualification (40)	Additional Relevant Qualification (05)	Distinction (05)	Research Publications (05)	Screening test (10)	Additional Relevant Experience (05)	Demo (10)	Interview (0)	Grand Total (100)
1										
2										
3										

(Annexure-D)

Selection Board Evaluation Proforma
For Initial Appointment of Faculty (Assistant Professor (BPS-19)

1	2	3	4	5	6	7	8	9	10	11	12	13
S.#.	Name of Candidate	Academic Qualification (30)	Additional Relevant Qualification (05)	Distinction (05)	National/ International Recognition (05)	Research Publications (10)	Additional Relevant Experience (05)	Research Projects completed (05)	Post Doc (05)	Demonstration (10)	Interview (20)	Grand Total (100)
1												
2												
3												

(Annexure-E)

Selection Board Evaluation Proforma
For Initial Appointment of Faculty (Associate and Professor (BPS20 & 21)

1	2	3	4	5	6	7	8	9	10	11
S.#	Name of Candidate	Academic Qualification (30)	Distinction (05)	National/ International Recognition (05)	Additional Research Publications (20)	Additional Relevant Experience (05)	Research Projects completed (10)	Post Doc (05)	Interview (20)	Grand Total (100)
1										
2										
3										

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(Annexure-F)

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 40% marks shall be assigned to the academics for Lecturer posts in BPS-18 and 30% marks to the academics of faculty positions in (BPS-19-21). Quantification of academics shall be calculated as under:

For disciplines where 16 years education is required

a. Matric = percentage of marks ×1 = score
b. Intermediate = percentage of marks ×2 = score
c. Bachelor (2 years) = percentage of marks ×3 = score
d. Master (after 2 years bachelor) = percentage of marks ×4 = score
e. Bachelor degree (4 years programs after intermediate) =percentage of marks ×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 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 ×100=77.65×1= 77.65 (b) 725/1100 ×100= 65.91×2=131.82 (c) 365/550 ×100=66.36×3=199.09 (d) 892/1200×100=74.33×4=297.33. Now, 77.65+131.82+199.09+297.33 =705.89/10=70.58. Now, 70.58×0.3=21.17 net score out of 30 **OR** (a) 660/850 ×100=77.65×1= 77.65 (b) 725/1100 ×100= 65.91×2=131.82 (c) 4325/6000× 100=72.08×7=504.58. Now, 77.65+131.82+504.58=714.05/10=71.40×0.3=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 ×1 = score

Intermediate = percentage of marks ×2 = score

Bachelor (2 years) = percentage of marks ×3 = score

Master or equivalent (after 2 years bachelor) = percentage of marks ×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 ×7= score

(Because of c+d)

**Note: 17 years of education*

In case of semester system CGPA/Grade will be converted into percentage:

- *By multiplying percentage with 0.9, if percent marks are mentioned on the transcript.*

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- *If percent marks are not mentioned but percent range is defined on the transcript, then percentage will be calculated by taking an average of that range and then multiplied with 0.9.*
- *If neither range nor percent marks are mentioned on transcript then grade will be converted to percentage as per UoH CGPA rules and then multiplied with 0.9.*

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 for (BPS 18-19) 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: 05 marks for (BPS-18) as specified in **Annexure-B**.

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 $2 + (5\times30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44$ marks. Similarly, a candidate having 2 years and 6 moths over and above the required experience shall be granted $2 + (6\times30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50$ 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. National/International Awards: It shall mean the following:

a. Sitara-i-Imtiaz, Tamgha-i-Imtiaz, or Higher Award

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b. Any award by the relevant ministry/department or HEC in recognition of his work Awarded by International Research and Development/Development Organization/Department in recognition of contribution of significance.

6. Screening Test and Demonstration

a) Screening test shall be conducted for appointments in BPS-18 (Lecturer) by the Screening Test through some other organization (to conduct only test) as approved by the Competent Authority (Vice Chancellor). Demonstration will be conducted for BPS-18 & 19 by demonstration Committee as mentioned in section 3-r above.

b) Qualifying score for screening test shall be 50% of the total marks allocated for the purpose, out of which top 10 candidates in test will be called for demonstration against each post. Only top 05 candidates based on overall merit (mentioned in S.NO 1-10 of Annexure-B) shall be called for interview against each post.

7. Research Projects

Research projects marks for (BPS 19-21) shall be granted to candidate who has successfully completed/secured research projects of not less than 0.5 million as a Principal/co-principal Investigator. A candidate shall be awarded 0.5 marks for one project of 0.5 million, 01 mark for 01 million, 1.5 marks for 02 million, 02 marks for 03 million, 2.5 marks for 04 million, 03 marks for 05 million, 3.5 marks for 06 million, and 04 marks for 07 million, 04 marks for 08 million, 4.5 marks for 09 million and 05 marks for 10 or more than 10 million rupees projects. Maximum in all cases shall not exceed than 05 marks.

8. 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 02 marks for each paper, over and above of the required publications; published in HEC approved journals. Maximum marks should not exceed 20 marks (BPS-20-21) as specified in Annexure-B.

Although, publications shall not be required for appointments of Lecturers and Assistant Professor, 05 and 10 marks respectively shall be allocated for research publications in order to encourage research. A candidate shall be awarded 02 marks for each paper published in HEC approved/recognized journals. Maximum marks in both cases shall not exceed 05 and 10 marks respectively.

- ❖ Scrutiny and quantification of the candidates shall be displayed on the university website. The candidates will be provided a minimum time period of 15 working days for filing any grievances against the decision of the scrutiny and quantification committee.
- ❖ Judgmental marking such as demonstration and selection board shall not be challengeable.

9. Selection Board

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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. Maximum marks for Selection Board in all cases shall not exceed 20 as specified in Annexure-B

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.

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(Annexure-F)

FACULTY APPOINTMENT CRITERIA

1. Eligibility Conditions for appointment of faculty in law

Lecturer	
Minimum Qualification	LLB Degree (First Division) from an HEC recognized University/Institutions with no 3rd division in the academic career
Experience	Nil
Minimum Number of Publications	Nil
Assistant Professor	
Minimum Qualification	a. PhD in Law or equivalent degree from an HEC recognized University/Institutions b. L.L.M, J.D or equivalent degree from an HEC recognized University/Institutions. c. LLB degree (First division) from an HEC recognized University/Institutions.
Experience	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 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.
Minimum Number of Publications	Nil
Associate Professor	
Minimum Qualification	a. PhD in law or equivalent degree from an HEC recognized University/Institution. b. L.L.M, J.D in Law or equivalent degree from an HEC recognized University/Institution.

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Experience	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. **OR** 5-years post-PhD teaching/ research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International Organization. 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
Minimum Number of Publications	The applicant must have 10 research publications with at least 4 publications in the last 5 years in HEC recognized Journals.
Professor	
Minimum Qualification	a. PhD in Law or equivalent degree from an HEC recognized University/Institution b. L.L.M, J.D in Law or equivalent degree from an HEC recognized University/Institution.
Experience	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. **OR** 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. 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.
Minimum Number of Publications	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)

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

Lecturer	
Minimum Qualification	First Professional degree (5 years minimum or Master/Equivalent Degree (First Division) in the relevant field from an HEC recognized University / Institution with no 3rd Division in the academic career.
Experience	Nil
Minimum Number of Publications	Nil
Assistant Professor	
Qualification	a. Ph.D. in the relevant field from an HEC recognized University/Institution. b. Master's Degree (Foreign)/MS/M.Phil Or equivalent degree in the relevant field from an HEC recognized University/ Institution. c. First Professional degree (5 years minimum, First Division) from an HEC recognized University/ Institution.
Experience	a. Nil 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. 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
Minimum Number of Publications	Nil
Associate Professor	
Qualification	a. Ph.D. in the relevant field from HEC recognized University / Institution b. Master's Degree (Foreign)/MS/M.Phil or equivalent degree in the relevant field from HEC recognized University/Institution.

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Experience	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. **OR** 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. 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.
Minimum Number of Publications	**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 **OR** Recognition in at least 2 national/international architectural design competitions or design excellence awards **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 **OR** Recognition in at least 3 national/international architectural design competitions or design excellence award.
Professor	
Qualification	a. PhD in the relevant field from HEC recognized University/Institution. b. Master's (Foreign)/MS/MPhil or equivalent degree in the relevant field from an HEC recognizedUniversity/Institution
Experience	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 **OR** 10-years post-Ph.D teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization 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

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Minimum Number of Publications	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 **OR** Recognition in at least4 national/international architectural design competitions or design excellence awards 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 **OR** Recognition in at least 5 national/international architectural design competitions or design excellence awards

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

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

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Minimum Qualification	a. PhD in the relevant field from HEC recognized University/ Institution b. Master's degree (foreign) or MS/MPhil OR equivalent degree in the relevant field from HEC recognized University/Institution.
Experience	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. **OR** 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 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.
Minimum Number of Publications	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)
Professor	
Minimum Qualification	a. PhD from HEC recognized University/Institution in the relevant field b. Master's degree (foreign) or MS/M.Phil or equivalent degree in the relevant field from HEC recognized University/Institution.
Experience	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. **OR** 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. 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.

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Minimum Number of Publications	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 Information Technology, and Computing**

Lecturer	
Minimum Qualification	First Division Master's Degree/ BS (16 years of education) in the relevant field from HEC recognized University/Institution with no 3rd division in the academic career.
Experience	No Experience required
Minimum Number of Publications	Nil
Assistant Professor	
Minimum Qualification	a. PhD in the relevant field from HEC recognized University/Institution **OR** b. Master's degree (foreign) or MS/M.Phil or equivalent in relevant field.
Experience	a. No Experience required b. 2 years teaching/research experience in a recognized Institution/University/College **or** 2 years professional experience in the relevant field in a National or International organization.
Minimum Number of Publications	Nil
Associate Professor	
Minimum Qualification	PhD in the relevant field from Institution recognized by HEC

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Experience	10-years teaching/research experience in a recognized Institution/ College/University **or** 10-years professional experience in the relevant field in a National or International organization out of which 2-years must be teaching experience. **OR** 5-years post PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum Number of Publications	10 research publications with at least 4 publications in last 5 years in HEC recognized journals
Professor	
Minimum Qualification	Ph.D. degree in relevant field, recognized by HEC.
Experience	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. **OR** 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.
Minimum Number of Publications	15 research publications with at least 5 publications in last five years in HEC 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**

Lecturer	
Minimum Qualification	First Division Master's Degree OR equivalent degree in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career.
Experience	Nil
Minimum Number of Publications	Nil
Assistant Professor	

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Minimum Qualification	a. PhD in relevant field from HEC recognized University/Institution **OR** b. Master's degree (foreign) or MS/M.Phil or equivalent degree in the relevant field from an HEC recognized University /Institution
Experience	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
Minimum Number of Publications	Nil
Associate Professor	
Minimum Qualification	Ph.D. in the relevant field from an HEC recognized University/Institution
Experience	10-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization **OR** 5-years post-PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization
Minimum Number of Publications	The applicant must have 10 research publications with at least 4 publications in the last 5 years in HEC recognized Journals.
Professor	
Minimum Qualification	Ph.D. from an HEC recognized Institution in the relevant field
Experience	15-years teaching/research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization. **OR** 10-years post-Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.
Minimum Number of Publications	The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized journals.

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University of Haripur Tenure Track System Statutes, 2016

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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 the tenure decision is a separate matter. A copy of this statement of policy shall also he given to the faculty member before his appointment.

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

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

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

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) Consult course files.

(e) Gather reports on guidance and leadership in student activities.

(f) Gather reports on initiation and participation in curriculum development e.g. new courses, new programs, etc.

(g) Teaching load

1.3.2 Scholarship, Research, 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,

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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 / private Institution or Organization, except in the case that the candidate is incumbent of the same university.

(b) The following statements should be looked upon as firm but not absolute guidelines governing normal promotion. Special procedures are sometimes required in unusual circumstances, where too strict adherence to the rule could well be disadvantageous to the University. Also, qualifications differ in the various fields. Customary degrees or their equivalents should be required, recognizing that these requirements differ according to the standards in the various fields.

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

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

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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.

1.4.1.2Assistant 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 he 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.

1.4.2.1Associate 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

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

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group for a limited period. Such positions may be funded by other than Government-appropriated funds.

2. Tenure Track Appointments

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

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

2.1 The Tenure Track Process

(a) The tenure track process normally involves an initial term contract appointment of a faculty member for a period of three years. For a faculty member appointed at a junior rank (not higher than Assistant Professor) it will be followed by a second term contract appointment for an additional period of three years. A tenure decision must be made for such a faculty member in the third year of the second term contract appointment. Faculty members initially appointed at a junior rank will thus normally serve six years, before a final tenure decision is made. For a faculty member appointed at a senior rank (Associate and Full Professor) the probationary period shall normally be four years for associate and professors. The services of a faculty member having tenure shall be terminated only for adequate cause, except at the normal retirement age or under extraordinary circumstances discussed in these statutes.

(b) Each candidate who wishes to be considered for the Tenure Track Scheme should prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission.

(c) The dossier of each candidate from all applicants other than Assistant Professors should be sent to an independent Technical Review Panel (TRP) to be constituted by the University and composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. A copy of the dossier, along with names of the Technical Review Panel members should also be sent to the HEC. The following criteria should be followed while selecting members of the TRP:

i. Should not have served as Supervisor/Co-Supervisor of the candidate under review.
ii. Should not have been a student of the candidate.
iii. Should not have been a co-author of the candidate on any publication.
iv. Must have the rank of an Associate Professor or above in a recognized university or equivalent position in a recognized research organization. He/She also must not have a lower rank than the applicant.

(d) Upon receipt of application for appointment on the Tenure Track Scheme at the Associate / Full Professor level by eligible candidates, the respective institution is required to process the application

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by first obtaining the recommendation of the external Technical Review Panel. Upon receipt of a favorable recommendation from this panel the matter is to be placed for consideration by the Selection Board of the Institution. The application for the position of Assistant Professor will be placed directly before the Selection Board after internal review.

i. The Selection Board may make any of the following decisions on merit:

ii. Reject appointment on Tenure Track.

iii. Recommend "first term" appointment on Tenure Track at the level of **Assistant Professor** only, with the first review occurring after 3 – years, and the "second term" (Final Tenure review) occurring after 6 years.

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

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

vi. Recommend grant of tenure with immediate effect for exceptional cases, provided that their cases, in addition to being recommended by the external Technical Review Panel and Selection Board of the University, are also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

(e) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure prior to completion of the 4 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

2.2 First Term Review:

(a) During the latter part of the third year of the first term appointment, evaluation of the faculty member, with written reports, as provided for in 2.3.3 shall be conducted. In addition to conforming to the requirements and procedures in 2.3.3, the first term review shall also take into consideration the needs of the department, the college, and the University for flexibility.

(b) The department and/or college concerned shall no later than six weeks prior to the end of the third year make a decision-favorable or not favorable-with respect to the performance of the faculty member during the time served.

(c) A recommendation upon this decision shall be sent immediately by the Dean of the Faculty to the Vice Chancellor of the University who in turn shall at this time make the final decision with respect only to the faculty member's performance, and shall so notify the faculty member no later than two weeks prior to the end of the third year. If this decision by the Vice Chancellor about performance is favorable, the faculty member shall be notified that he or she will receive a second three-year appointment if the University's need for flexibility permits. If the decision about performance is negative, the faculty member shall be issued a terminal contract for the year following the decision.

(d) If the University's need for flexibility requires that a faculty member judged worthy of retention not be retained, the Vice Chancellor must explain to the Faculty Development,

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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,

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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 of not more than one year at the discretion of the department. A faculty member with tenure who resigns from the University and is rehired as a full-time member of another academic department may be required to serve a probationary period of not more than one year at the discretion of the department. Decision dates and dates of notice shall be according to the provisions of Section 2.5 of this Policy.

(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.

(ii) Till such time as there are less than five Tenured Faculty members, the committee shall consist of:

(iii) All Professors of the department

(iv) If the number of Professors in the department is less than five then all the professor and Associate Professors shall comprise the committee.

(v) If the total number of Professors and Associate Professors is less than 5 then the Vice-chancellor will appoint remaining members from the list of experts in that discipline on

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recommendation of the concerned Dean.

(vi) Any faculty member whose case is under review in the DTRC will not attend the meeting during the review of his/her case.

2.3.2 **Annual Review:**

(a) The progress toward permanent tenure of each faculty member on probationary status shall be reviewed annually by the DTRC, in consultation with at least those department members best acquainted with the probationary member's work. Such reviews shall evaluate the probationary member's progress in light of the section 1.2 "Bases for Appointment and Promotion," and of standards of excellence prevailing in that discipline, department, and college. The outcome of each review shall be discussed with the probationary member.

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

2.3.3. **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.

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2.3.4 Tenure Review:

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

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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 the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales. If the person is in occupancy of a university residence, the house rent deductions will be at ceiling for requisition of such houses in each BPS grade. In case of provincial University the requisition rates of equivalent category of house shall apply (see **Annexure-D** for clarification).

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

Predetermined probationary period. If the decision is positive, the faculty member shall have tenure effective July I of the fiscal year following the probationary period. If the decision is negative, the faculty member will be offered a terminal one-year appointment in the fiscal year immediately following the probationary period. If, for any reason, the decision date is not met in the case of a negative decision, the faculty member shall be offered an additional terminal one-year appointment beyond the one provided for above.

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

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

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2.4.2 Benefits of Existing Faculty Member on Tenure Track

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

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(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

Predetermined probationary period. If the decision is positive, the faculty member shall have tenure effective July I of the fiscal year following the probationary period. If the decision is negative, the faculty member will be offered a terminal one-year appointment in the fiscal year immediately following the probationary period. If, for any reason, the decision date is not met in the case of a negative decision, the faculty member shall be offered an additional terminal one-year appointment beyond the one provided for above.

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

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

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2.10.2 Annual Increase

2 10.2.1 Authority for Grant of Annual Increase

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

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

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

2.10.2.2 Determining the Date of Annual Increase for New Entrants

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

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

2.10.2.3 Self-Assessment Report

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

2.10.2.4 Procedure for Grant of Annual Increase

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

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

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

(d) Following allocation of budget to the University the Syndicate shall recommend to the Vice Chancellor the pay raise, if any, to be granted to the faculty members. The faculty member

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shall be entitled to a pay raise that may consist of three components.

i. One annual increment determined by the pay scale of the post to which the faculty member is appointed.
ii. Performance based pay increment determined by an evaluation of the performance report of the faculty member for the previous service year. The performance based pay increments may be based on the factors listed in the annual assessment report
iii. Honorarium to be given that may be based on factors listed in the annual assessment report. An honorarium is applicable only for a particular service year.

2.10.3 Salary Scale

The Salary Scales for the positions under the Tenure Track System will be as proposed/approved by the Higher Education commission/Federal government from time to time.

2.11 Retirement Age

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

2.11.1 Appeals

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

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Annexure- A

Subject: **A Faculty Member on Tenure Track cannot assume the Rresponsibility 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.

Only tenured faculty members will be eligible for appointments against positions of Directors of Institutes, Deans of Faculties, Head of Departments/ Sections. Regardless of the above mentioned responsibilities, a faculty member on Tenure Track is expected to be actively involved in research.

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Annexure- B

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

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

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Annexure-C

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, before being considered for promotion to the next cadre, must first secure Tenure in accordance with the prescribed Tenure Track procedures.

It is further clarified that the above conditions shall not prohibit a faculty member on TTS to apply for an advertised higher position in BPS.

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Annexure-D

Note:

Annexure D-is omitted with the approval of competent authority as decided in the meeting held on 26-10-2011 at Higher Education Commission (HEC) Islamabad.

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Annexure-E

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

This is to clarify that for the existing faculty who opted for TTS and were eligible for sabbatical leave on BPS basis may be allowed to avail this facility even after joining TTS.

However, the payment during leave should be equivalent to BPS. This period of Sabbatical leave will however, be counted against the probationary period on TTS.

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

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

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

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

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

The faculty members working under TTS are strongly discouraged to resign from TTS.

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

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

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Annexure-H

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 having minimum two years of experience at the same University vide above Annexure-H

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University of Haripur Administrative Officers Appointment & Scales of Pay Statutes, 2016



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1. **Title**

These statutes shall be called University of Haripur Administrative Officers Appointment & Scales of Pay Statutes, 2016

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**

a. 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.

b. Transfer of any administrative staff (BPS-2 to 22) within the University or university campuses shall be made by the Vice Chancellor.

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**

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

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

7. **Conditions for Initial Recruitment**

a) 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.

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

c) Evaluation Criteria for initial appointment of Administrative Officers in BPS-17 and above are prescribed in quantification criteria (Annexure A to D).

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

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

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The initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment.

9. Increments

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

Provided that if an employee, before reaching the maximum of the pay scale, is promoted to a higher scale of pay, between the 2nd June and the 30th November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on the 1st day of December of that year, with reference to his presumptive pay in his lower scale.

10. 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 or as revised by the Syndicate from time to time, irrespective of where he resides,

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

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

ii. **Conveyance Allowance 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.

a) For all employees in BPS 2 to 22

For married employee @ 35% of the basic pay subject to a minimum of Rs. 2000/- and maximum of Rs. 8320/- per month, while .for un-married employee @ 17.5% of the basic pay subject to limit and revision by Syndicate from time to time.

Note:- Reimbursement will be allowed in case of indoor treatment in Government hospitals and those private hospitals listed on the University panel. In case of emergency referred to by the Medical officer of the university for, outdoor medical reimbursement is also

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allowed as approved by the Syndicate on the recommendation of the F&PC. In addition reimbursement of X-Rays, M.R.I, C.T. Scan, Ultrasound and other Laboratory tests would be also admissible.

b) Reimbursement of outdoor treatment for prolonged diseases or dental diseases or special diseases shall also be admissible in manner prescribed in UoH medical policy under rules.

iv. **Senior Post Allowance**

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

v. **Orderly Allowance**

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

vi. **PhD Allowance**

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

vii. **MPhil/MS/LLM or equivalent degree Allowance**

MPhil/MS/LLM or equivalent degree allowance shall be admissible at the rates approved by the Syndicate.

viii. **Headship allowance**

Headship allowance shall be admissible to Sectional Heads (of administrative units) at the rates approved by the Syndicate.

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.

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.

xi. **Professional Allowance**

This allowance shall be admissible to officers concerned for holding specific professional qualification at the rate approved by the Syndicate.

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.

xiii. **Deputation allowance**

Deputation Allowance shall be admissible at the rate of 20% of the running Basic Pay subject to a maximum of Rs.6000/- per month or as per Government Policy

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xiv. Additional Charge Allowance

(a) Vice Chancellor may assign additional duties to any employee when and where deemed necessary. An employee appointed to hold additional charge of a post shall be entitled for additional charge allowance where an employee of the University is formally appointed to hold additional charge of a sanctioned/created post and discharges full duties of that post, additional charge allowance should not exceed 20 percent of the running Basic Pay subject to a maximum of 6000/-per month or as per Government Policy.

(b) The duration of additional charge shall not normally exceed six months (except not contrary to the Act); provided that it is not feasible to fill the vacancy, the Vice Chancellor may allow the extension of additional charge, as he may consider necessary.

(c) No additional charge allowance should be sanctioned if the additional charge is held for a period of less than one month.

xv. Any other allowance as approved by Syndicate.

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	**2**	**3**	**4**	**6**
1.	Registrar	20	First Division Masters degree (16 years of education) with 17 years' experience in Teaching, Administration/Management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above, with at least 5 years' experience in BPS-18 or above.	In accordance with the provisions of the Act (section 13 (2))
2.	Treasurer	20	First Division Masters degree (16 years of education) in finance, commerce, business administration (with specialization in finance) with 17 years' vide ranging experience in financial management, accounting and auditing, administration in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above, with at least 5 years' experience in BPS-18 or above. Or Second Division Masters degree (16 years of education) in finance, commerce, business administration (with specialization in finance) with 20 years' vide ranging experience in financial management, accounting and auditing, administration in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above, with at least 5 years' experience in BPS-18 or above.	In accordance with the provisions of the Act (section 14 (1))
3.	Controller of Examination	20	First Division Masters degree (16 years of education) with 17 years' experience in Teaching, Administration/Examination in HEC recognized university/institution or any government or autonomous	In accordance with the provisions of the Act (Section 15(1))

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	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
			national or international organization in pay scale 17 or above, with at least 5 years' experience in BPS-18 or above. Or Second Division Masters degree (16 years of education) with 20 years' experience in Teaching, Administration/Examination in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above, with at least 5 years' experience in BPS-18 or above.	
4.	Director Planning & Development	20	First Division Masters degree (16 years of education) in any discipline preferably in Economics or Business Administration or BSc engineering with 17 years' experience in Teaching, Administration/Planning & Development in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above, with at least 5 years' experience in BPS-18 or above.	By Promotion or By Initial Appointment
5.	Director of Works	20	Masters in Electrical/civil/structural engineering (18 years of education) with 14 years' experience of construction building, road etc in HEC recognized university/institution or *any government or autonomous* national or international organization in pay scale 17 or above, with at least 5 years' experience in BPS-18 or above. Or First Division Bachelor in Electrical/civil engineering (16 years of education) with 17 years' experience of construction building, road etc in HEC recognized university/institution or any	By Promotion or By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
			government or autonomous national or international organization in pay scale 17 or above, with at least 5 years' experience in BPS-18 or above.	
6.	Librarian	20	First Division Masters degree in MLS (16 years of education) with 17 years' experience in teaching library science, Library management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above.	By Promotion or By Initial Appointment
7.	Provost	20	First Division Masters degree (16 years of education) with 17 years' experience in hostel management, student affairs or DAI administration in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above.	By Promotion or By Initial Appointment
8.	Director Administration	20	First Division Masters degree (16 years of education) with 17 years' experience in Administration/Management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above.	By Promotion or By Initial Appointment
9.	Director Quality Enhancement Cell (QEC)	20	First Division Masters degree (16 years of education) with 17 years' experience in Teaching and academic research in HEC recognized university/institution or any	By Promotion or By Initial Appointment

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	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
			government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above.	
10.	Director Financial Aid & Development (FAD)	20	First Division Masters degree (16 years of education) with 17 years' relevant experience (preferably in fund raising, scholarship management etc.) in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above.	By Promotion or By Initial Appointment
11.	Director IT	20	First Division Masters degree (16 years of education) in IT/Computer related Sciences with 17 years' relevant experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above.	By Promotion or By Initial Appointment
12.	Director ORIC	20	First Division Masters degree (16 years of education) with 17 years' experience teaching/industry/academic research, university- industry linkages etc in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above.	By Promotion or By Initial Appointment
13.	Director Academics/ASRB	20	First Division Masters degree (16 years of education) with 17 years' experience teaching/academic research in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5	By Initial Appointment

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	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
			years' experience in BPS-18 or above.	
14.	Director Admissions	20	First Division Masters degree (16 years of education) with 17 years' experience teaching/academic, admissions in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above.	By Promotion or By Initial Appointment
15.	Director Sports	20	First Division Masters degree (16 years of education) in health and physical education with 17 years' experience in administration and sports management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above.	By Promotion or By Initial Appointment
16.	Senior Medical Officer	18	FCPS or equivalent degree in Medicine from PMDC registered and recognized university/institution with 10 years' experience as MO/Medical Practitioner in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above. Or MBBS from PMDC registered and recognized university/institution with 14 years' experience as MO/Medical Practitioner in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above.	By Promotion or By Initial Appointment

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	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
17.	Director Diagnostic and Research Centre	20	Ph.D in Clinical Sciences or Medical Laboratory Technology with 12 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above. Or MS/M.Phil in Clinical Sciences or Medical Laboratory Technology with 14 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above with at least 5 years' experience in BPS-18 or above. Or First Division Masters degree (16 years of education) in Clinical Sciences or Medical Laboratory Technology with 17 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
18.	Director Career Development Center	20	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, and Management Sciences (16 years) from HEC recognized University/ Institution or Second Class above relevant Master's degree with 12 years relevant experience.	By Promotion or By Initial Appointment
19.	Director University Advancement Center	20	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/	By Promotion or By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
			Institution or Second Class above relevant Master's degree with 12 years relevant experience.	
20.	Additional Registrar	19	First Division Masters degree (16 years of education) with 12 years' experience or 2nd division Masters degree with 15 years' experience in Teaching, administration/management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
21.	Additional Treasurer	19	First Division Masters degree (16 years of education) in finance, commerce, business administration (with specialization in finance), (preferably having professional degree in ACA/ACMA/FCA/ FCMA/ACCA) with 12 years' experience or 2nd division Masters degree with 15 years' vide ranging experience in financial management, accounting and auditing, administration in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
22.	Additional Director of Works	19	First Division Masters in Electrical/civil/structural engineering (18 years of education) with 12 years' experience or 2nd division Masters degree with 15 years' experience of construction building, road etc in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. Or First Division Bachelor in Electrical/civil engineering (16 years of education) with 15 years' experience or 2nd division engineering degree with 17 years' experience of	By Promotion or By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
			construction building, road etc in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	
23.	Additional Director Planning & Development	19	First Division Masters degree (16 years of education) with 12 years' experience or 2nd division masters degree with 15 years' experience in Teaching, Administration/Planning & Development in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
24.	Additional Controller of Examination	19	First Division Masters degree (16 years of education) with 12 years' experience or 2nd division masters degree with 15 years' experience in Teaching, administration/Examination in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
25.	Additional Director Administration	19	First Division Masters degree (16 years of education) with 12 years' experience or 2nd division masters degree with 15 years' experience in teaching, Administration/Management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
26.	Additional Provost	19	First Division Masters degree (16 years of education) with 12 years' experience or 2nd division masters degree with 15 years' experience in hostel management, student affairs, in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
27.	Additional Librarian	19	First Division Masters degree in MLS (16 years of education) with 12 years' experience or 2nd division masters degree in MLS with 15 years' experience in teaching, library science, Library management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
28.	Senior Medical Officer	19	MBBS (preferably postgraduate medical qualification in medicine) from PMDC registered and recognized university/institution, with 12 years' professional experience as MO/Medical practitioner HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
29.	Additional Director (QEC)	19	First Division Masters degree (16 years of education) with 12 years' experience in Teaching and academic research in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
30.	Additional Director Financial Aid & Development (FAD)	19	First Division Masters degree (16 years of education) with 12 years' or 2nd division masters degree with 15 years' relevant experience (fund raising, financial management, scholarship management) in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
31.	Additional Director Diagnostic and Research Centre	19	Ph.D in Clinical Sciences or Medical Laboratory Technology with 08 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay	By Promotion or By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
			scale 17 or above. Or MS/M.Phil in Clinical Sciences or Medical Laboratory Technology with 10 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. Or First Division Masters degree (16 years of education) in Clinical Sciences or Medical Laboratory Technology with 12 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	
32.	Additional Director IT/ Data Processing	19	Ph.D in IT/Computer Sciences with 08 years' relevant experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. Or MS/M.Phil with 10 years' relevant experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. Or First Division Masters degree (16 years of education) with 12 years' relevant experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
33.	Additional Director ORIC	19	Ph.D with 08 years' experience in teaching/academic research, university- industry linkages, collaboration etc in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. Or MS/M.Phil with 10 years' experience in teaching/academic research, university- industry linkages, collaboration etc in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. Or First Division Masters degree (16 years of education) with 12 years' experience teaching/academic research, university- industry linkages, collaboration etc in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
34.	Additional Director Sports	19	First Division Masters degree (16 years of education) in health and physical education with 12 years' experience in administration and sports management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
35.	Additional Director Horticulture	19	First Division Masters degree (16 years of education) in Horticulture or equivalent with 12 years' experience in administration and management in HEC recognized university/institution or any government or autonomous national or international organization	By Promotion or By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
			in pay scale 17 or above.	
36.	Additional Director Career Development Center	19	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, and Management Sciences (16 years) from HEC recognized University/ Institution or Second Class above relevant Master's degree with 12 years relevant experience.	By Promotion or By Initial Appointment
37.	Additional Director University Advancement Center	19	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/ Institution or Second Class above relevant Master's degree with 12 years relevant experience.	By Promotion or By Initial Appointment
38.	Deputy Registrar	18	First Division Masters degree (16 years of education) with 05 years' experience in Teaching, Administration/Management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. OR 2nd division masters degree with 10 years' research experience in in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
39.	Deputy Treasurer	18	First Division Masters degree (16 years of education) in finance, commerce, business administration (with specialization in finance)/Economics (preferably having professional degree in ACA/ACMA/FCA/ FCMA/ACCA) with 05 years' vide ranging experience in financial management, accounting and auditing, administration in HEC recognized university/institution or any government or autonomous	By Promotion or By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
			national or international organization in pay scale 17 or above. OR 2nd class masters degree in finance, commerce, business administration (with specialization in finance) (preferably having professional degree in ACA/ACMA/FCA/ FCMA/ACCA) with 10 years' vide ranging experience in financial management, accounting and auditing, administration in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	
40.	Deputy Director Planning & Development	18	First Division Masters degree (16 years of education) with 05 years' experience in Teaching, Administration/Planning & Development in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. OR 2nd class masters degree with 10 years' vide ranging experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
41.	Auditor (Section 16 (1) of Act	18	First division M.Com/M.B.A. (with specialization in Finance) with 05 years' experience in accounts and auditing; or Second Class M.Com/M.B.A. (with specialization in Finance) with 10 years' experience in accounts and auditing in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	As per act.
42.	Deputy Controller of Examination	18	First Division Masters degree (16 years of education) with 05 years'	By Promotion or By

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
			experience in Teaching, Administration/Examination in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. OR 2nd class masters degree with 10 years' experience in teaching, administration/examination in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	Initial Appointment
43.	Deputy Librarian	18	First Division Masters degree (16 years of education) in Library Sciences with 05 years' experience in Teaching, Administration in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. OR 2nd class masters degree with 10 years' experience in teaching, administration in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
44.	Deputy Director Works (Civil)	18	Masters in civil/structural engineering (18 years of education) with 05 years' experience of construction building, road etc in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. Or First Division bachelor in civil engineering (16 years of education) with 12 years' experience of construction building, road etc in HEC recognized university/institution or	By Promotion or By Initial Appointment

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	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
			any government or autonomous national or international organization in pay scale 17 or above. OR 2nd class masters degree with 10 years' experience of construction building, road etc in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	
45.	Deputy Director Works (electrical)	18	Masters in Electrical engineering (18 years of education) with 03 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. Or First Division bachelor in Electrical engineering (16 years of education) with 12 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. OR 2nd class masters degree in Electrical engineering with 10 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By initial appointment or by promotion
46.	Medical Officer	18	MBBS from PMDC recognized and registered institution with 05 years professional experience in addition to one year house job in HEC recognized university/institution or any government or autonomous national or international organization/hospital in pay scale 17, equivalent or above. .	By Promotion or By Initial Appointment
47.	Deputy Provost	18	First Division Masters degree (16 years of education) with 05 years' experience in student affairs, hostel management in HEC recognized university/institution or any	By Promotion or By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
			government or autonomous national or international organization in pay scale 17 or above. OR 2nd class masters degree with 10 years' experience in student affairs, hostel management.	
48.	Deputy Director (QEC)	18	First Division Masters degree (16 years of education) with 05 years' experience in in teaching, academic research in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. OR 2nd class masters degree with 10 years' experience in teaching, academic research in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
49.	Deputy Director Financial Aid & Development (FAD)	18	First Division Masters degree (16 years of education) with 05 years' relevant experience in (fund raising, scholarship management) in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. OR 2nd class masters degree with 10 years' experience relevant experience in (fund raising, scholarship management) in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
50.	Deputy Director, Diagnostic Research Centre	18	MS/M.Phil in Clinical Sciences or Medical Laboratory Technology with 03 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
			Or First Division Masters degree (16 years of education) in Clinical Sciences or Medical Laboratory Technology with 05 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	
51.	Deputy Director Administration	18	First Division Masters degree (16 years of education) with 05 years' experience or 2nd division masters degree with 10 years' experience in teaching, Administration/Management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Promotion or By Initial Appointment
52.	Information Officer	18	First Division Masters degree (16 years of education) preferably in journalism, English with 05 years' relevant experience or 2nd division masters degree in journalism, English with 10 years' relevant experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	By Initial Appointment
53.	Deputy Director/ Manager IT/ Network Manager	18	MS/M.Phil in IT/computer science/software engineering with 03 years' experience in IT, Networking in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. Or First Division Masters degree (16 years of education) with 05 years' experience or 2nd division masters degree with 10 years' experience in IT, networking in HEC recognized university/institution or any	By Promotion or By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
			government or autonomous national or international organization in pay scale 17 or above.	
54.	Deputy Director Horticulture	18	First Division Masters degree (16 years of education) with 05 years' experience or 2nd division masters degree with 10 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above in Horticulture.	By Promotion or By Initial Appointment .
55.	Deputy Director Sports	18	First Division Masters degree (16 years of education) in health and physical education with 05 years' experience in administration and sports management in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	Initial appointment or by Promotion
56.	Deputy Director BIC-ORIC (Business Incubation Center)	18	MPhil/MS in the fields of Marketing or Economics or Biochemistry or Pharmacology or Molecular Bio-sciences or any other relevant field with minimum 3 years of marketing / administrative /research or consultancy/business startups etc experience in organizations of good repute, with a proven track record of proposal development and attracting funding from public and private sectors. Preference shall be given to the candidates having experience of doing/establishment of business or startups. Excellent communication and interpersonal skills	By initial appointment .
57.	Deputy Director ORIC (Research & industrial linkage)	18	MS/M.Phil with 03 years' experience in teaching/academic research, university- industry linkages, collaboration or consultancy experience etc in HEC recognized university/institution or any	By initial appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
			government or autonomous national or international organization in pay scale 17 or above. Or First Division Masters degree (16 years of education) with 05 years' experience teaching/academic research, university- industry linkages, collaboration or consultancy experience etc in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above.	
58.	Senior Laboratory engineer	18	MS/M.Phil in Electronics (18 years of education) with 03 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. Or First Division in Master in Electronics (16 years of education) with 05 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above. OR 2nd class masters degree with 10 years' experience in HEC recognized university/institution or any government or autonomous national or international organization in pay scale 17 or above	By Initial Appointment or By Promotion
59.	Deputy Director Career Development Center	18	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, and Management Sciences (16 years) from HEC recognized University/ Institution or Second Class above relevant Master's degree with 05 years relevant experience.	By Initial Appointment
60.	Deputy Director University	18	First division Master's degree in Agricultural Economics, Agriculture,	By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
	Advancement Center		Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/ Institution or Second Class above relevant Master's degree with 05 years relevant experience.	
61.	Assistant Controller Examination	17	First division Master's degree, or Second Class Master's degree with 05 years' experience of examination work in a University or a Board of Intermediate & Secondary Education.	By Initial Appointment or By Promotion
62.	Assistant Registrar (Establishment)	17	First division Master's degree Or Second Class Master's degree with 05 years' experience of personnel management in a University or a Government Department or an Autonomous Organization.	By Initial Appointment
63.	Assistant Registrar (Meetings)	17	First division Master's degree Or Second Class Master's degree with 05 years' experience of personnel management in a University or a Government Department or an Autonomous Organization.	By Initial Appointment
64.	Assistant Registrar (Academics)	17	First division Master's degree Or Second Class Master's degree with 05 years' experience of personnel management in a University or a Government Department or an Autonomous Organization.	By Initial Appointment
65.	Assistant Treasurer (Budget & Accounts)	17	First division M.Com/M.B.A. (with specialization in Finance)/Economics (preferably having professional degree in ACA/ACMA/FCA/ FCMA/ACCA) or Second Class Master's degree with 05 years' experience in accounts (preferably having professional degree in ACA/ACMA/FCA/ FCMA/ACCA) in a University or Government Department or an Autonomous Organization as Superintendent of Accounts.	By Promotion or By Initial Appointment
66.	Assistant Librarian	17	First division M.L.S or Second Class	By Promotion or By

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	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
			M.L.S. with 05 years' experience of library work in a University or a Government Department or an Autonomous Organization.	Initial Appointment
67.	Secretary to Vice Chancellor	17	First division Master's degree in Human Resource Management/ Business Administration/IR or Economics, or Agricultural Economics or English.	By Promotion or By Initial Appointment
68.	Law Officer	17	BA/LLB First division with 05 year experience in handling court cases having registered as Advocate with Bar Council. or BA/LLB 2nd division with 07 years relevant experience in handling court cases having registered as Advocate with Bar Council.	By Promotion or By Initial Appointment
69.	Estate Officer	17	First division Master's or Second Class Master's degree with 05 years relevant experience in a University or a Board of Intermediate & Secondary Education or a Government Organization.	By Promotion or By Initial Appointment
70.	Assistant Director works (Electrical)	17	First division Bachelor of Engineering degree in Electrical Engineering or Second Class Bachelor of Engineering degree in Electrical Engineering with 05 years professional experience or 03 years post Matric diploma of Associate Engineer in Electrical Engineering with 10 years' experience in the line.	By Initial Appointment
71.	Assistant Director works (Civil)	17	First division Bachelor of Engineering degree in Civil Engineering or Second Class Bachelor of Engineering degree in Civil Engineering with 05 years professional experience in construction	By Initial Appointment

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	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	6
			or 03 years post Matric diploma of Associate Engineer in Civil Engineering with 10 years' experience in construction.	
72.	Store Officer	17	First division Master's degree or 2nd division Master's degree with 05 years relevant experience in a Government Department or an Autonomous Organization.	By Promotion or By Initial Appointment
73.	Sub Editor	17	First division Master's degree in Journalism/ Computer Science/ English Or Second Class Master's degree with 05 years' experience in the relevant field in a University or a Government Department or an Autonomous Organization in BPS-16.	By Promotion or By Initial Appointment
74.	Assistant Director Financial Aid & Development (FAD)	17	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences, Economics, Commerce (16 years) from HEC recognized University/ Institution or Second Class Master's degree with 05 years relevant experience.	By Initial Appointment
75.	Assistant Director Horticulture	17	First division Master's degree in Horticulture or equivalent (16 years) from HEC recognized University/ Institution or Second Class Master's degree in Horticulture with 05 years relevant experience.	By Initial Appointment
76.	Assistant Director Database	17	First division Master's Degree (16 years) in Computer Science/IT/MB IT OR First division BCS (04years)/ BIT (04 years) degree / Bach (Hons) from HEC recognized University/ Institution with five year relevant experience Or Second Class Master's degree in	By Initial Appointment

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SCHEDULE – I Administration officers, University of Haripur				
	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
			above subject with 05 years relevant experience.	
77.	Assistant Director Web	17	First division Master's Degree (16 years) in Computer Science /IT/ Electrical Engineering OR First division BCS (04years)/ BIT (04 years) degree from HEC recognized University/ Institution with five year relevant experience or Second Class Master's degree in above subject with 05 years relevant experience.	By Initial Appointment
78.	Assistant Director Networks/ Software Engineer/ Computer Programmer	17	First division Master's Degree (16 years) in Computer Science/ IT/ OR First division BCS/ B.Tech (Hons) (04years)/ BIT (04 years) degree from HEC recognized University/ Institution or Second Class Master's degree in above subject with 05 years relevant experience or Bachelor with 10 years relevant experience.	By Initial Appointment
79.	Assistant Treasurer (Finance)	17	First division M.Com/M.B.A. (with specialization in Finance/ Accounts)/M.A. Economics; (preferably having ACA/ACMA/FCA/ FCMA/ACCA) preferably having some relevant experience in accounts in a University or a Government Department or an Autonomous Organization.	By Promotion or By Initial Appointment
80.	Sub Editor	17	First division Master's degree in Journalism/ Computer Science/ English with 02 years' experience; or Second Class Master's degree with 05 years' experience in the relevant field in a University or a Government Department or an Autonomous Organization in BPS-16.	By Promotion or By Initial Appointment
81.	Assistant Director (QEC)	17	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) or 2nd class Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years)	By Promotion or By Initial Appointment

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	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
			from HEC recognized University/Institution with 05 years relevant experience.	
82.	Assistant Planning & Development Officer	17	First division M.A. (Economics)/ Agricultural Economics/M.B.A; or 2nd class M.A. (Economics)/ Agricultural Economics/M.B.A with 05 years' experience in the relevant field in a University or a Government Department or an Autonomous Organization.	By Promotion or By Initial Appointment
83.	Assistant Director Sports	17	First division Master's degree in Physical Education; or 2nd class master in Physical Education with five years' experience of organizing sports and games in an educational institution.	By Promotion or By Initial Appointment
84.	Assistant Provost	17	First division Master degree or 2nd class master with Five years' experience of Hostel Management/ Students' Affairs in a University or post graduate educational institution.	By Promotion or By Initial Appointment
85.	Junior Medical Officer	17	MBBS from PMDC recognized Institution, with one year House Job experience in a recognized Hospital.	By Initial Appointment
86.	Resident Assistant Warden	17	First division Master degree or 2nd class master with five years' experience of Hostel Management/ Students' Affairs in a University or post graduate educational institution.	By Initial Appointment
87.	Assistant Director Administration	17	First division Master's degree in Business Administration, Agriculture, Economics or its equivalent qualification with 05 years relevant experience in a Government Department or an Autonomous Organization.	By Promotion or By Initial Appointment
88.	Sub Auditor	17	First division M.Com/M.B.A. (with specialization in Accounts); or Second Class M.Com/M.B.A. (with specialization in Accounts with 05 years' experience in accounts in a University or a Government Department or an Autonomous Organization.	Initial Appointment

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	Designation	**Scale of Pay**	**Minimum Qualification & Experience for Initial Recruitment**	**Method of Appointment**
1	2	3	4	6
89.	Transport Officer	17	First division Master's degree in Agricultural Mechanization or its equivalent qualification with 05 years relevant experience in a Government Department or an Autonomous Organization.	By Initial Appointment
90.	Protocol Officer	17	First division Master's degree in HR Management or its equivalent qualification with 05 years relevant experience in a Government Department or an Autonomous Organization.	By Promotion or By Initial Appointment
91.	Procurement Officer	17	First division Masters or equivalent qualification. Or 2nd Class Maters or equivalent qualification with 05 years practical experience.	By Promotion or By Initial Appointment
92.	Laboratory engineer (Electronics)	17	First division Masters in Electronics or Second Class Masters in Electronics degree with 05 years professional experience or 03 years post Matric diploma of Associate Engineer in Electronics with 10 years' experience.	By Initial Appointment or by promotion
93.	Media/public Relations	17	Master's degree in Media Studies or English or IR with First division from an HEC recognized University/ Institution **OR** Master`s Degree with Second division in Media Studies or English or IR from an HEC recognized University/ Institution with 05 years relevant experience in a University/Government or autonomous body.	Initial recruitment

Note:

By Promotion implies 60%of the existing employee who meet the criteria in Schedule-II and 40% by initial appointment.

Provided further that the Syndicate may add or delete or modify any post, its eligibility criteria and the method of appointment to the above schedule

For initial appointments in BPS-20 and BPS 19, experience requirement with Ph.D. is 12 and 8 years, respectively. While, for initial appointments in BPS-20 and BPS-19, experience requirement with MS/M.Phil is 14 and 10 years, respectively. For appointments in BPS-18, 03 years of relevant experience is required with MS/M.Phil degree.

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SCHEDULE – II

Eligibility Criteria for the Posts to be Filled by Promotion

S. No.	Designation	BPS	Persons Eligible	Conditions of Eligibility
1	2	3	4	5
1.	Treasurer	20	As per act	As per act
2.	Registrar	20	As per act	As per act
3.	Controller of Examination	20	As per act	As per act
4.	Director Planning & Development	20	Additional Director Planning & Development OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-19	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
5.	Director of Works	20	Additional Director of Works OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-19	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
6.	Librarian	20	Additional Librarian OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-19	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
7.	Provost	20	Additional Provost OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-19	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
8.	Director Administration	20	Additional Director Administration OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-19	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
9.	Director Quality Enhancement Cell (QEC)	20	Additional Director (QEC) OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-19	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
10.	Director Financial Aid & Development (FAD)	20	Additional Director Financial Aid & Development (FAD) OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-19	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
11.	Director IT	20	Additional Director IT/ Data Processing	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
12.	Director ORIC	20	Additional Director ORIC	17 years service in BS-17 and above with at least 06

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SCHEDULE – II

Eligibility Criteria for the Posts to be Filled by Promotion

S. No.	Designation	BPS	Persons Eligible	Conditions of Eligibility
1	2	3	4	5
				years service in BPS-18 and above.
13.	Director Sports	20	Additional Director Sports	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
14.	Chief Medical Officer	20	Senior Medical Officer	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
15.	Director Diagnostic and Research Centre	20	Additional Director Diagnostic and Research Centre	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
16.	Director Career Development Center	20	Additional Director Career Development Center OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-19	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
17.	Director University Advancement Center	20	Additional Director University Advancement Center	17 years service in BS-17 and above with at least 06 years service in BPS-18 and above.
18.	Additional Registrar	19	Deputy Registrar	12 years service in BS-17 and above with at least 05 years service in BPS-18.
19.	Additional Treasurer	19	Deputy Treasurer/ Auditor	12 years service in BS-17 and above with at least 05 years service in BPS-18.
20.	Additional controller of examination	19	Deputy Controller of Examination OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-18	12 years service in BS-17 and above with at least 05 years service in BPS-18.
21.	Additional Director Planning & Development	19	Deputy Director Planning & Development OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-18	12 years service in BS-17 and above with at least 05 years service in BPS-18.
22.	Additional Director of Works	19	Deputy Director Works (Civil)/Deputy Director Works (electrical)	12 years service in BS-17 and above with at least 05 years service in BPS-18.
23.	Additional Librarian	19	Deputy Librarian	12 years service in BS-17 and above with at least 05 years service in BPS-18.
24.	Additional Provost	19	Deputy Provost OR	12 years service in BS-17 and above with at least 05

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SCHEDULE – II Eligibility Criteria for the Posts to be Filled by Promotion				
S. No.	Designation	BPS	Persons Eligible	Conditions of Eligibility
1	2	3	4	5
			Suitable candidate with relevant qualification/experience from administrative staff in BPS-18	years service in BPS-18.
25.	Additional Director Administration	19	Deputy Director Administration OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-18	12 years service in BS-17 and above with at least 05 years service in BPS-18.
26.	Additional Director (QEC)	19	Deputy Director (QEC) OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-18	12 years service in BS-17 and above with at least 05 years service in BPS-18.
27.	Additional Director Financial Aid & Development (FAD)	19	Deputy Director Financial Aid & Development (FAD) OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-18	12 years service in BS-17 and above with at least 05 years service in BPS-18.
28.	Additional Director IT/ Data Processing	19	Deputy Director/ Manager IT/ Network Manager	12 years service in BS-17 and above with at least 05 years service in BPS-18.
29.	Additional Director ORIC	19	Deputy Director BIC-ORIC (Business Incubation Center) / Deputy Director ORIC (Research & industrial linkage)	12 years service in BS-17 and above with at least 05 years service in BPS-18.
30.	Additional Director Sports	19	Deputy Director Sports	12 years service in BS-17 and above with at least 05 years service in BPS-18.
31.	Senior Medical Officer	19	Medical Officer	12 years service in BS-17 and above with at least 05 years service in BPS-18.
32.	Additional Director Diagnostic and Research Centre	19	Deputy Director, Diagnostic and Research Centre	12 years service in BS-17 and above with at least 05 years service in BPS-18.
33.	Additional Director Horticulture	19	Deputy Director Horticulture	12 years service in BS-17 and above with at least 05 years service in BPS-18.
34.	Additional Director Career Development Center	19	Deputy Director Career Development Center OR Suitable candidate with relevant qualification/experience from administrative staff in BPS-18	12 years service in BS-17 and above with at least 05 years service in BPS-18.
35.	Additional Director University Advancement Center	19	Deputy Director University Advancement Center OR Suitable candidate with relevant qualification/experience from	12 years service in BS-17 and above with at least 05 years service in BPS-18.

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SCHEDULE – II

Eligibility Criteria for the Posts to be Filled by Promotion

S. No.	Designation	BPS	Persons Eligible	Conditions of Eligibility
1	2	3	4	5
			administrative staff in BPS-18	
36.	Auditor (Section 16 (1) of Act	18	Sub Auditor (as per act)	6 years service in BS-17
37.	Information Officer	18	Media/public Relations Officer /Secretary to Vice Chancellor	6 years service in BS-17
38.	Deputy Registrar (Meetings/Estt./Acd.)	18	Assistant Registrar (Meetings/Estt./Acd.)	6 years service in BS-17
39.	Deputy Treasurer	18	Assistant Treasurer (Budget & Accounts/Finance)	6 years service in BS-17
40.	Deputy Controller of Examination	18	Assistant Controller Examination	6 years service in BS-17
41.	Deputy Director Works (Civil)	18	Assistant Director (Civil)	6 years service in BS-17
42.	Deputy Director Works (electrical)	18	Assistant Director works (Electrical)	6 years service in BS-17
43.	Deputy Librarian	18	Assistant Librarian	6 years service in BS-17
44.	Deputy Provost	18	Assistant Provost	6 years service in BS-17
45.	Senior Laboratory engineer	18	Laboratory engineer (Electronics)	6 years service in BS-17
46.	Deputy Director Administration	18	Assistant Director Administration	6 years service in BS-17
47.	Deputy Director (QEC)	18	Assistant Director (QEC)	6 years service in BS-17
48.	Deputy Director Financial Aid & Development (FAD)	18	Assistant Director Financial Aid & Development (FAD)	6 years service in BS-17
49.	Deputy Director/ Manager IT/ Network Manager	18	Assistant Director Networks/ Software Engineer/ Computer Programmer/ Database/ Web	6 years service in BS-17
50.	Deputy Director Sports	18	Assistant Director Sports	6 years service in BS-17
51.	Medical Officer	18	Junior Medical Officer	6 years service in BS-17
52.	Deputy Director Horticulture	18	Assistant Director Horticulture	6 years service in BS-17
53.	Assistant Director Sports	17	Head Sports Instructor/Physical Instructor	6 years service in BS-16
54.	Resident Assistant Warden	17	Superintendents/Teaching Assistant/(BPS-16/17) on the basis of seniority cum fitness bases.	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years as Superintendent/TA
55.	Protocol Officer	17	PA (BPS-16)	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years in BPS-16
56.	Procurement Officer	17	Superintendents/Teaching Assistant/(BPS-16/17) on the basis of seniority cum fitness bases.	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years as

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SCHEDULE – II Eligibility Criteria for the Posts to be Filled by Promotion				
S. No.	Designation	BPS	Persons Eligible	Conditions of Eligibility
1	2	3	4	5
				Superintendent/TA
57.	Law Officer	17	Legal Assistant (BPS-16)	Graduate with 10 years relevant experience, out of which 05 years service as Legal Assistant.
58.	Store Officer	17	Superintendents/Assistant Store officer (BPS-16/17)	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years in BPS-16/17
59.	Estate Officer	17	Superintendents/Teaching Assistant/computer operator/Computer Technologist (BPS-16/17) on the basis of seniority cum fitness bases.	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years in BPS-16
60.	Assistant Controller Examination	17	Superintendents/Teaching Assistant (BPS-16/17) on the basis of seniority cum fitness bases.	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years as Superintendent/TA/OA
61.	Assistant Treasurer (Budget & Accounts)	17	Accountant/Cashier/Assistant Auditor (BPS-16)	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years in BPS-16
62.	Assistant Librarian	17	Cataloguer (BPS-16)	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years in BPS-16
63.	Secretary to Vice Chancellor	17	PA (BPS-16)	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years in BPS-16
64.	Sub Editor	17	Superintendents/Teaching Assistant/computer operator/Computer Technologist (BPS-16/17) on the basis of seniority cum fitness bases.	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years in BPS-16/17
65.	Assistant Treasurer (Finance)	17	Accountant/Cashier/Assistant Auditor (BPS-16)	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years in BPS-16
66.	Assistant Director (QEC)	17	Superintendents/Teaching Assistant/computer operator/Computer Technologist (BPS-16/17) on the basis of seniority cum fitness bases.	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years in BPS-16
67.	Assistant Provost	17	Superintendents/Teaching Assistant/computer	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of

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SCHEDULE – II Eligibility Criteria for the Posts to be Filled by Promotion				
S. No.	Designation	BPS	Persons Eligible	Conditions of Eligibility
1	2	3	4	5
			operator/Computer Technologist (BPS-16/17) on the basis of seniority cum fitness bases.	which 05 years in BPS-16
68.	Assistant Director Administration	17	Superintendents/Teaching Assistant/computer operator/Computer Technologist (BPS-16/17) on the basis of seniority cum fitness bases.	Graduate with 10 years, or F.A./F.Sc. with 12 years relevant experience, out of which 05 years in BPS-16

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(Annexure-A)

Appointments Criteria in University of Haripur

PROCESS-CADRE-EVENT– MATRIX
(How to Precede the Appointment on various Posts)

S. No.	Recruitment Process	BPS17-21	
		Non-Teaching	
		Contract	Regular
1	Without Advertisement		No
2	Advertisement		Yes
3	Scrutiny		Yes
4	Screening/ Written Test		Yes New Entrants (BPS-17 only)
6	Selection Committee		No
7	Selection Board		Yes
8	Report to Syndicate		Yes

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(Annexure-B)

Process Cadre Event Matrix (BPS- 17 To 21)

Evaluation Criteria for Selection by Initial Appointment of Administrative Staff

S.No.	Evaluation Head	Marks Assigned	
		Administrative Staff	
		BPS (17)	BPS (18-21)
1	Academic Qualification	40	40
2	Additional Academic (MS/M. Phil/PhD)	05	05
3	Screening test	20	--
4	Additional Relevant Experience	05	10
5	Distinction	05	05
7.	Selection Board	25	40
	Total	100	100

. Note: Qualifying score for screening test shall be 50% of the total marks allocated for the purpose, out of which top 10 candidates in test will be called for demonstration against each post. Only top 05 candidates based on overall merit (mentioned in S.No 1-5 above) shall be called for interview against each post.

11. Screening Test and Demonstration

A screening test for Administrative Officers shall be conducted in case of appointment in BS-17 by third party as approved by the Syndicate from time to time.

The demonstration committee shall consist of the following:

a. Dean to be nominated by the Vice Chancellor (Convener)
b. Head/Director of concerned directorate/office
c. Two subject experts from outside the University to be nominated by the Vice-Chancellor
d. Registrar or his nominee as member cum secretary

12. Procedure for Quantification of Academics

a. Academics

These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 40% marks are assigned to the academics for the post of Administrative Officers (BS-17 & above), and Quantification of academics shall be calculated as under.

a. Matric = percentage of marks ×1 = score
b. Intermediate = percentage of marks ×2 = score
c. Bachelor (2 year = percentage of marks ×3 = score
d. Master (after 2 years bachelor) = percentage of marks ×4 = score
e. Bachelor degree (4 years programs after intermediate) =percentage of marks ×7= score (Because of c+d)

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

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1 + 2+3+4= 10 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 ×100=77.65×1= 77.65 (b) 725/1100 ×100= 65.91×2=131.82 (c) 365/550 ×100=66.36×3=199.09 (d) 892/1200×100=74.33×4=297.33. Now, 77.65+131.82+199.09+297.33 =705.89/10=70.58. Now, 70.58×0.3=21.17 net score out of 30 **OR** (a) 660/850 ×100=77.65×1= 77.65 (b) 725/1100 ×100= 65.91×2=131.82 (c) 4325/6000× 100=72.08×7=504.58. Now, 77.65+131.82+504.58=714.05/10=71.40×0.3=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 ×1 = score
Intermediate	= percentage of marks ×2 = score
Bachelor (2 years)	= percentage of marks ×3 = score
Master or equivalent (after 2 years bachelor)	= percentage of marks ×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 ×7= score (Because of c+d)

**Note: 17 years of education*

In case of semester system CGPA/Grade will be converted into percentage:

- *By multiplying percentage with 0.9, if percent marks are mentioned on the transcript.*
- *If percent marks are not mentioned but percent range is defined on the transcript, then percentage will be calculated by taking an average of that range and then multiplied with 0.9.*
- *If neither range nor percent marks are mentioned on transcript then grade will be converted to percentage as per UoH CGPA rules and then multiplied with 0.9.*

b. 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 for (BPS 18-19) 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.

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c. **Distinction:** Maximum marks in this case shall not exceed 5. A candidate securing throughout A-grade or above and obtain Gold, Silver or Bronze Medal in the university shall be granted 5, 4 or 3 marks respectively. Where a candidate has secured first position with throughout A-grade or above at the department level, will be granted 01 (one) mark. The credit assigned to the candidate shall be granted only after provision of authentic document issued by the controller of examinations.

d. **Experience:** It shall mean the following:

i. Experience (BS-17 and above or its equivalent) in the University, government or semi-government organization in the relevant field. Experience of a National or International Organization will be considered subject to provision of documentary proof of pay/tax.

ii. Candidates shall be awarded 01 mark for one year experience (BS-17 and above or its equivalent) up to the maximum of 05 marks for BPS-17 AND 10 marks for BPS 18-20 subject to the provision of authentic documents. In case the experience is 6 months or more will be counted as 01 year.

iii. Scrutiny and quantification of the candidates shall be displayed on the university website. The candidates will be provided a minimum time period of 15 working days for filing any grievances against the decision of the scrutiny and quantification committee.

iv. Judgmental marking such as selection board shall not be challengeable.

e. **Distinctions**

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.

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Interview Assessment Proforma

Applicant Name:
Position:

A. Personality, Manner, Attitude and impression **12% weightage**

Does the applicant make a good impression?

Marks	Indicator	Description
1 ☐	Poor	Does not project a good attitude and impression
2 ☐	Acceptable	Project a good attitude and impression
3 ☐	Very Good	Project a warm, open and accepting attitude and makes a very good impression
4 ☐	Out standing	Has charisma, seems to attract others

Marks X 0.12=

B. Bhutan Relations: **16% weightage**

How effective will the applicant be in working with others?

Marks	Indicator	Description
1 ☐	Poor	Seems unable to relate others
2 ☐	Acceptable	Indicates some ability to work with others
3 ☐	Very Good	Indicates significant ability to understand others with different viewpoints
4 ☐	Out standing	Indicates outstanding interpersonal relationship ability and perception

Marks X 0.16=

C. Decision-making skills and judgment: **24% weightage**

How effective will be the applicant in working with others?

Marks	Indicator	Description
1 ☐	Poor	Gives slow hesitant responses, gives unorganized, unacceptable responses
2 ☐	Acceptable	Responses are somewhat organized and acceptable, but indicate a lack of maturity and good judgment
3 ☐	Very Good	Gives well organized thoughts which lead from judgment
4 ☐	Out standing	Exceptional ability to organize thoughts and make decisions, which show evidence of sound judgment and common sense

Marks X 0.24=

D. Motivation **20% weightage**

Is the applicant a self-starter?

Marks	Indicator	Description
1 ☐	Poor	Not a self-starter. Not able to motivate others.
2 ☐	Acceptable	Some ability to work without supervision and motivate others
3 ☐	Very Good	Significant ability to work without supervision and motivate others
4 ☐	Out standing	Superior ability to work without supervision and motivate others

Marks X 0.20

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E. Experience **8% weightage**

Marks	Indicator	Description
1 ☐	Poor	Limited , volunteer or organization experience
2 ☐	Acceptable	Has demonstrated some work, volunteer or organization experience
3 ☐	Very Good	Has significant work, volunteer or organization experience
4 ☐	Out standing	Has superior work, volunteer or organization experience

Marks X 0.08=

E. Professional Knowledge **20% weightage**

Marks	Indicator	Description
1 ☐	Poor	Unaware
2 ☐	Acceptable	Acceptable
3 ☐	Very Good	Good
4 ☐	Out standing	Exceptionally knowledgeable

Marks X 0.20=

Name of interviewer:
Signature:
Date:

By Department:
*Weighted Average =
Weighted Average X 30/4=

* Weighted Average means; Sum of the Marks of categories A-F into their respective % weightage

(Annexure-C)

Selection Board Evaluation Proforma for Initial Appointment of Administrative Staff (BPS-17)

1	2	3	4	5	6	7	8	9
S.#	Name of Candidate	Acad. Qualif. (40)	Add. Acad. Qualif. (05)	Screening test (20)	Distinction (05)	Additional Relevant Experience (05)	Interview (25)	Grand Total (100)
1								
2								
3								

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(Annexure-D)

Selection Board Evaluation Proforma for Initial Appointment Of Administrative Staff (BPS-18 to BPS-21)

1	2	3	4	5	6	7	8
S.#	Name of Candidate	Acad. Qualif. (40)	Add. Acad. Qualif. (05)	Additional Relevant Experience (10)	Distinction (05)	Interview (40)	Grand Total (100)
1							
2							
3							

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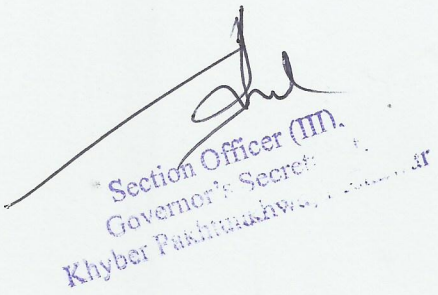
University of Haripur Appointment & Scales of Pay of Ministerial, Technical, Support and Other Staff Statutes, 2016



Title

1. Framed in pursuance of Section 28(1) (d) of the Khyber Pakhtunkhwa Universities Act 2012, these statutes shall be called "University of Haripur Appointment & Scales of Pay of Ministerial, Technical, Support and Other Staff Statutes, 2016".

Commencement

2. These Statutes shall come into force at once.

Application

3. These Statutes shall be applicable to the support staff (BS 2-16/17) except the persons specified in Section 3 of the Service Statutes 2016.

Definitions

4. (i) In the Statutes, unless the context otherwise requires, the following expressions 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) Pay 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 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.

All other expressions shall have the same meanings as assigned to them in Section 2 of the Act and Section 4 of the Service Statutes.

5. Composition of Support Staff

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

1.	Ministerial Support staff	(BPS 11 – 17)	Schedule-I
2.	Technical and others	(BPS 05 – 16)	Schedule-II
3.	Laboratory/Library staff	(BPS 05 – 16)	Schedule-III
4.	Class-IV	(BPS 02– 07)	Schedule-IV

6. Appointment and Promotions of Support Staff

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

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Syndicate, however the following is proposed for the purpose of uniformity:

Proposed Selection and Promotion Committee for support staff (BPS 2-16/17):

1	The Vice Chancellor	Convener
2	Senior most Dean or any Dean in his absence or a senior most Professor in absence of above both.	Member
3	One member of the Syndicate to be nominated by syndicate	Member
4	Concerned Chairperson/ Head of the Department / Section	Member
5	Treasurer or his nominee	Member
6	Registrar or his nominee	Member/ Secretary
7	One expert to be nominated by the vice Chancellor on need basis	Member

Note: (i) Quorum of the meeting will be 2/3rd of the existing members, fraction being counted as one.

(ii) Pro-Vice Chancellor will convene the committee if VC is not appointed or away from the University for more than three months.

7. Methods of Appointment

There shall be two methods of appointment:

A. **Appointment by initial recruitment**

B. **Appointment by promotion**

A. Appointment by initial recruitment

Conditions:

i. Initial recruitment shall be made through open competition after advertising the vacancies in at least 2 leading daily newspapers as well as on the website of the university.

ii. Age limit for initial recruitment shall be 18 to 45 years

iii. The contesting candidates shall require to fulfill the prescribed qualification and experience as laid down in Schedule I, II, III & IV of the relevant cadre.

v. Candidates having qualified the Screening/Written test, where applicable, shall be shortlisted for interview before the Selection

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Committee at the ratio of ten topmost candidates in order of merit for single vacancy and three for each additional vacancy. The secured marks shall be counted for short-listing purposes as well as for evaluation.

iv. Top Eight short listed candidates against one post shall be interviewed by the Selection Committee.

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

B. Conditions for appointment by Promotion on the basis of seniority-cum-fitness

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

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

iii. The criteria for eligibility of the employees shall be as under:

a. That they have completed the minimum length of service as prescribed in the Statutes.

b. The same shall be processed through the Selection Committee.

c. Fitness shall be determined in the manner prescribed in the Annexure appended to the Quantification Criteria.

d. That they have not been punished under the Efficiency & Discipline Statutes, 2016 during the last five years.

e. Promotion/up-gradation of support staff to BS-17 shall be approved by the Syndicate on the recommendation of Selection Board/Selection Committee or up-gradation committee as per relevant terms and conditions, as the case may be.

Promotion of Technical and Laboratory Cadres

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.

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C. Award of Higher Pay Scales to Class-IV Employees

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:

BPS	Qualification for promotion
03	Matriculate with 07 years satisfactory service in BS-02 OR Literate with 10 years satisfactory service in BS-02 and 12 years satisfactory service in BS-02 for illiterate.
04	Matriculate with 07 years satisfactory service in BS-03 OR Literate with 10 years satisfactory service in BS-03 and 12 years satisfactory service in BS-03 for illiterate.
05	Matriculate with 05 years satisfactory service in BS-04 OR Literate with 08 years satisfactory service in BS-04 and 10 years satisfactory service in BS-04 for illiterate.
07	05% of the class-IV shall be awarded BPS-07 subject to fulfillment of requisite qualification of that higher grade after having served in BPS-05 for 05 years.

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

8. 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

9. In case of appointment of an employee in Basic Scale 02 to 16/17 from a lower to a higher post, his pay shall be fixed at the stage in the scale of pay of the higher post, next above the substantive pay of the employee concerned in the scale of pay of the lower post, which gives a pay increase equal to or less than a full increment of the pay scale of higher post. The initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment.

10. 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/upgraded 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

11. Increments in the relevant Scale of Pay shall fall due on the 1st Day of December, following the completion of at least six months service at a stage in the relevant scale of pay, provided that if an employee, before reaching the maximum of the pay scale, is promoted to a higher

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scale of pay, between the 2nd June and the 30th November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on the 1st December of that year, with reference to his presumptive pay in his lower scale.

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

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
    ii. Medical Allowance
    iii. Conveyance Allowance
    iv. Livery/dress allowance
    v. Any other allowance announced by the Government from time to time and adopted by the University.

16. **Removal of Difficulties, Anomaly Committee and Amendments in the Statutes** shall be dealt in the same manner as provided in Section 24 to Section 27 of the Service Statutes.

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(Annexure-A)

Process Cadre Event Matrix (BS- 02 To 16)
Evaluation Criteria for Selection by Initial Appointment of Support Staff

S.No.	Evaluation Head	Marks Assigned Support Staff	
		BS (2-5)	BS (5-16)
1	Academic Qualification	40	40
2	Additional Academic Qualification	10	10
3	Professional Test/Demonstration (Where applicable) *	20	20
4	Relevant Experience (02 marks per year above the required year of service)	10	10
5	Selection Committee/Selection Board interview	20	20
	Total	**100**	**100**

* where no test/demo is performed then total marks will be 30 for selection committee/board interview (BPS 2-16).

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(Annexure-B)

Process Cadre Event Matrix (BS- 02 To 16/17)
Evaluation Criteria for Promotion

S.No.	Evaluation Head	Marks Assigned Support Staff	
		BS (2-5)	BS (5-16/17)
1	Academic Qualification	40	40
2	Additional Academic Qualification	20	20
4	Character Roll (last five years)	15	15
5	Selection Committee/Selection Board*	25	25
	Total	**100**	**100**

Note: In case of below average/adverse remarks in Character Roll in the last 5 years or pending any disciplinary proceedings the candidate will not be considered for appointment.

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SCHEDULE – I
Ministerial Support Staff Appointment & Scales of Pay Statutes, 2016

S No.	Post	BPS	Minimum qualification for appointment by initial recruitment	Minimum qualification for appointment by promotion
1	2	3	4	5
1.	Junior Clerk	11	Bachelor degree with at least 2nd division or equivalent qualification with a speed of 30 words per minute in typing and adequate computer literacy (MS Office).	40% by initial appointment and 60% by promotion on the basis of seniority-cum-fitness, from amongst Daftaris , Photocopier Operators, Qasids, Naib Qasid and other Class-IV including holders of other equivalent Posts in the University with two years' service on last held position as such who have passed S.S.C. Examination (2nd division). A speed of 25 words per minute in typing and adequate computer literacy (MS Office) for Promotion.
2.	Senior Clerk	14	1st class Bachelor's Degree from a recognized University OR Second class Bachelor's Degree from a recognized University with 01 years relevant experience in a University or a Government Department or an Autonomous Organization in BPS-11 or above. Preferably having certification in computer.	40% by initial appointment and 60% by promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Junior Clerks with at least five years' service as JC.
3.	Office Assistant	16	1st class Bachelor's Degree from a recognized University Preferably having certification in computer OR Second class Bachelor's Degree from a recognized University with 03 years relevant experience in a University or a Government Department or an Autonomous Organization in BPS-11 or above. Preferably having certification in computer	60% by promotion, on the basis of seniority-cum-fitness, from amongst Senior Clerks with at least five years' service as Senior Clerk. 40% by initial appointments

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4.	Superintendent	17	N.A.	Promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Office Assistant (BPS-16) with at least five years' service in BPS-16 and who has passed BA/BSC.
5.	Accounts Assistant	**14**	At least 2nd division BBA (4 years program), B.Com with 01 years or D.Com with 02 years experience in the relevant field. Preferably having computer skills.	Initial appointment
6.	Audit Assistant	**14**	At least 2nd division BBA (4 years program) OR B.Com with 01 years or D.Com with 02 years experience in Audit. Audit report writing, maintenance or service books and history sheets. Preferably having computer skills.	Initial appointment
7.	Computer Technologist	17	N.A.	Hundred present by Promotion on the basis of seniority cum fitness from amongst the holders of the post of Computer Operator who has 1. A speed of 40 words per minute in typing. 2. DIT diploma from Board of Technical Education, Peshawar. 3. Five years experiences in BPS-16 (as computer operator) in the University.

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8.	Computer Operator	**16**	1. Second Class Bachelors' Degree from a recognized University. 2. A speed of 40 words per minute in typing. 3. DIT diploma from relevant Board of Technical Education. 4. 3 years relevant experiences OR BCS/BIT degree from a recognized University 1. A speed of 40 words per minute in typing.	Initial Appointment
9.	Accountant	16	MBA/M.Com/BBA (Hons) (16 years of education) in at least 2nd division from a recognized University OR BBA (16 years of education) in at least 2nd division from a recognized University with 3 years' experience in the relevant field.	60% by promotion on the basis of seniority cum fitness from amongst the holders of the post accounts assistant or Audit Assistant who have served for 5 years on last lower post.
10.	Cashier	**16**	At least 2nd division BBA (4 years program), B.Com with 01 years or D.Com with 02 years experience in Audit/finance/banking. Preferably having computer skills.	60% by promotion on the basis of seniority cum fitness from amongst the holders of the post accounts assistant or Audit Assistant who have served for 5 years in university.
11.	PA	**16**	Bachelor Degree in 2nd Division with 05 years relevant experience. Having certificate in computer skills.	By initial appointment or by promotion form suitable cadre in BPS-14 having suitable degree/qualification.
12.	Assistant Auditor	**16**	MBA/M.Com/BBA (Hons) (16 years of education) in at least 2nd division from a recognized University OR BBA (16 years of education) in at least 2nd division from a recognized University with 3 years' experience in the relevant field.	60% by promotion on the basis of seniority cum fitness from amongst the holders of the post accounts assistant or Audit Assistant and who have served for 5 years on that post.

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Note: Voice Chancellor may arrange Test through some external testing body or by internal arrangements for the post BPS-14 and above.

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SCHEDULE III

Technical Staff

S.No.	Name of Post	BPS	Qualification for initial appointment	Qualification for Promotion
1.	Book Binder	5	Matric in at least 2nd division with 2 years' experience in the binding work OR literate with 10 years' experience in the relevant field.	Initial appointment
2.	Carpenter	5	Matric in at least 2nd division with 2 years relevant experience OR literate with 10 years' experience in the relevant field.	Initial appointment
3.	Jr. Driver	5	Matric in at least 2nd division with a valid HTV/LTV license and having 5 years' experience of driving heavy transport OR Literate with a valid HTV/LTV license and having 10 years' experience of driving heavy transport.	40% initial appointment and 60% by promotion from Cleaner/ Conductor with 05 years relevant experience and have Matric with HTV.
4.	Jr. Electrician	5	Matric in at least 2nd division with Electrician's Certificate (at least 1 year duration) from a recognized Institution and 2 years relevant experience OR literate with 10 years' experience as electrician.	Initial appointment
5.	Jr. Diesel Mechanic/Workshop Mechanic	5	Matric 2nd division with a Certificate in mechanical/ auto works (at least 1 year duration) for a recognized institute.	Initial appointment
6.	Jr. Gardener/Budder /Nursery Supervisor	5	Matric 1st division with relevant certificate	Initial appointment
7.	Jr. Generator Operator	5	Matric 2nd division with a Certificate in mechanical/ auto/electrical works from a recognized institute.	Initial appointment
8.	Jr. Painter/Polisher/ White Washer /Carpenter	5	Matric 2nd division with a Certificate (minimum 6 months duration) from a recognized institute preferably having relevant experience.	Initial appointment
9.	Jr. Plumber/Sui Gas Mechanic/Pipe Fitter	5	Matric 2nd division with a Certificate (minimum12 months duration) from a recognized institute preferably having relevant experience.	60% promotion from plumber helper (BPS-2) and has served for 07 years. 40% by initial appointment.
10.	Jr. Refrigeration Mechanic	5	Matric 2nd division with a Certificate (minimum 6 months duration) from a recognized institute preferably having relevant experience.	Initial appointment
11.	Jr. Spray Operator/ Insect Collector	5	Matric 2nd division preferably having relevant experience.	Initial appointment
12.	Jr. Work Supervisor	5	Matric 2nd division preferably having relevant experience.	60% by promotion from Class-IV with relevant experience

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				and has served 7 year in BPS-2
13.	Jr. Workshop Assistant	5	Matric 2nd division with a Certificate (minimum 6 months duration) from a recognized institute preferably having relevant experience.	Initial appointment
14.	Jr. Dispenser	5	F.Sc 2nd division with a Certificate (minimum 6 months duration) from a recognized institute preferably having relevant experience.	Initial appointment
15.	Jr. Meter Reader/Complain t Receiver	5	Matric in at least 2nd division with Electrician Certificate from a recognized Institute	Initial appointment
16.	Jr.Telephone Operator	5	Matric in at least 2nd division with Electrician's Certificate (at least 6 month duration) from a recognized Institution.	Initial appointment
17.	Lineman	5	Matric in at least 2nd division with Electrician Certificate from a recognized Institute and 2 years relevant experience.	Initial appointment
18.	Machine Operator	5	Matric in at least 2nd division with knowledge of machinery and 2 years relevant experience.	Initial appointment
19.	Jr. Mason	5	Matric in at least 2nd division with 2 years' experience in Masonry OR literate with 10 years' experience in Masonry.	60% promotion from helper (BPS-2) and has served for 07 years. 40% by initial appointment.
20.	Weaving Technician	5	Matric in at least 2nd division OR equivalent qualification and two years' experience in Weaving of Woolen Fabrics.	Initial appointment
21.	Welder	5	Matric in at least 2nd division with relevant certificate from a recognized Institute and 2 years relevant experience OR literate with 10 years' experience in the relevant field.	Initial appointment
22.	Wireman	5	Matric in at least 2nd division and Electrician's certificate from a recognized Institute.	60% promotion from wireman helper (BPS-2) and has served for 07 years. 40% by initial appointment.
23.	Compounder	7	F.Sc in at least 2nd division and Dispenser certificate from a recognized Institution with 5 years' experience.	100% promotion from Jr. Dispenser (BPS-5) and has served for 07 years. Initial appointment if no suitable candidate is not available
24.	Mason	7	Matric in at least 2nd division with 4 years' experience in Masonry.	60% promotion from Jr. Mason (BPS-5) and has served for 07 years in BPS-5. 40% by initial appointment.
25.	Diesel Mechanic/Works hop Mechanic	7	Matric 2nd division with a Certificate in mechanical/ auto works (at least 1 year duration) for a recognized	60% promotion from Jr. Diesel/works Mechanic (BPS-5) and has served for 07 years.

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			institute and have 5 years relevant experience.	40% by initial appointment.
26.	Driver	7	Matric in at least 2nd division with a valid HTV/LTV license and having 7 years' experience of driving heavy transport.	60% promotion from Jr. Driver (BPS-5) and has served for 07 years. 40% by initial appointment.
27.	Plumber/Painter/ Tracer/White Washer	7	Matric 2nd division with a Certificate (minimum12 months duration) from a recognized institute preferably having 05 years relevant experience.	60% promotion from Jr. Jr. Plumber/Sui Gas Mechanic/Pipe Fitter (BPS-5) and has served for 07 years. 40% by initial appointment.
28.	Gardener/Binder/ Budder/Nursery Supervisor	7	Matric 2nd division having 05 years relevant experience.	60% Promotion from Sr. Mali (BPS-5) who has served 07 years. 40% initial appointment
29.	Generator Operator	7	Matric 2nd division with a Certificate in mechanical/ auto/electrical works from a recognized institute and have 2 years experience.	100% promotion from Jr. Generator Operator (BPS-5) and has served for 07 years. Initial appointment if no candidate is available
30.	Meter Inspector	7	FA/FSc in at least 2nd division with Electrician Certificate from a recognized Institute and 5 years of relevant experience.	100% promotion from Jr. Meter Reader/Complaint Receiver (BPS-5) and has served for 07 years. Initial appointment if no candidate is available
31.	Refrigeration/AC Mechanic	7	Matric 2nd division with a Certificate (minimum 6 months duration) from a recognized institute having 2 years of relevant experience.	100% promotion from Jr. Refrigeration Mechanic (BPS-5) and has served for 07 years in BPS-5. Initial appointment if no candidate is available
32.	Rock Cutter	7	Matric in at least 2nd division with three years' experience in a thin Section preparation laboratory in a Geological organization. Persons with higher qualification will be preferred.	Initial appointment
33.	Electrician	7	Matric in at least 2nd division with Electrician's Certificate (at least 1 year duration) from a recognized Institution and 5 years relevant experience	100% promotion from Jr. Electrician (BPS-5)/wireman and has served for 07 years in BPS-5. Initial appointment if no candidate is available
34.	Spray Operator/ Insect Collector	7	FA/FSc 2nd division preferably having 2 years of relevant experience.	100% promotion from Jr. Spray Operator/ Insect Collector (BPS-5) and has served for 05 years in BPS-5. Initial appointment if no candidate is available
35.	Telephone Operator /Lineman/ wireman	7	Matric in at least 2nd division with Electrician's Certificate (at least 6 month duration) from a recognized Institution and have 02 years of relevant experience.	100% promotion from Jr. Telephone Operator/Lineman/ wireman (BPS-5) and has served for 05 years in BPS-7. Initial appointment if no candidate is available
36.	Work Supervisor	7	Matic with at least 2n division and	Initial appointment

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	(Civil)		Diploma in civil from recognized institution.	
37.	Workshop Assistant	7	Matric 2nd division with a Certificate (minimum 6 months duration) from a recognized institute preferably having relevant experience.	60% by promotion from J.r workshop assistant (BPS-5) and has served 7 year in BPS-05. 40% initial appointment.
38.	Muazzin	5	1. Certificate from any recognized Dar-ul-Uloom having completed funoon level courses. 2. Sweet voiced person 3. Hafiz of parts of Al-Quran.	Initial appointment
39.	Auto Electrician	11	Matric 2nd division with a Certificate in auto electrician (at least 6 months duration) from a recognized institute and have 5 years relevant experience.	Initial appointment
40.	CCTV Operator	11	A retired NCO from Signal Corps of Armed Forces	Initial appointment
41.	Draftsman	11	Matric in at least 2nd division with Diploma in Architecture OR Diploma in Draftsmanship in at least 2nd division from a Polytechnic Institute with 2 years relevant experience.	Initial appointment
42.	Hardware Technician	11	Diploma of Associate Engineer in Hardware in 2nd Division from a Polytechnic Institute with 02 years' experience in the relevant field.	Initial appointment
43.	Instrument Mechanic	11	Matric in at least 2nd division with 3 years Diploma in Mechanical Engineering from recognized institution in at least 2nd division with 05 year experience.	60% promotion from Generator operator (BPS-7) and has served for 07 years in BPS-7. 40 % Initial appointment
44.	IT Assistant	11	Intermediate with at least division, Diploma in Information Technology from BTE and having 02 years relevant experience.	Initial appointment
45.	Data Entry Operator/ Key Punch Operator	11	i. Intermediate in at least 2nd division with Computer Certificate from a recognized Institution.. ii. A minimum speed of ten thousand key depressions per hour for punching data entry/verification. iii. At least three years relevant experience.	Initial appointment
46.	Jr. Photographer	11	i. Matric in at least 2nd division ii. Certificate in Photography from a recognized Institute iii. Three years' experience in Portrait/ Landscape photography with appropriate knowledge and practice of commercial photography.	Initial appointment
47.	Printing & Publication Assistant	11	Bachelor 2nd division with 02 years experience in printing/press	Initial appointment
48.	PTI / Coach	11	Intermediate in at least 2nd division with Junior Diploma in Physical Education.	Initial appointment

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49.	Sr.Diesel Mechanic/Workshop Mechanic	11	Matric 2nd division with a Certificate in mechanical/ auto works (at least 1 year duration) for a recognized institute and have 07 years relevant experience.	60% promotion from Diesel/works Mechanic (BPS-07) and has served for 07 years in BPS-07. 40% by initial appointment.
50.	Sr. Dispenser	11	F.Sc in at least 2nd division and Dispenser certificate from a recognized Institution with 07 years' experience.	100% promotion from Compounder (BPS-07) and has served for 07 years in BPS-07. Initial appointment if no suitable candidate is available
51.	Sr. Driver	11	Matric in at least 2nd division with a valid HTV/LTV license and having 10 years' experience of driving heavy transport.	60% promotion from Driver (BPS-7) and has served for 07 years in BPS-07. 40% by initial appointment.
52.	Sr. Electrician/ Plumber/Painter/ Tracer/White Washer/Carpenter/Polisher	11	Matric in at least 2nd division with Diploma in relevant field in at least 2nd division from a recognized Institute with 5 years relevant experience.	100% promotion from Electrician/Plumber/Tracer/white washer/carpenter/polisher (BPS-7) and has served for 07 years in BPS-7. Initial appointment if no suitable candidate is available
53.	Sr.Gardener/Binder/Budder/Nursery Supervisor	11	Matric 2nd division having 07 years relevant experience.	60% promotion from .Gardener/Binder/Budder/Nursery Supervisor who has served 07 years in BPS-7. 40% initial appointment.
54.	Sr. Generator Operator	11	Matric 2nd division with a Certificate in mechanical/ auto/electrical works from a recognized institute and have 05 years experience in generator operation and repair.	100% promotion from Generator Operator (BPS-5) and has served for 07 years in BPS-5. Initial appointment if no candidate is available
55.	Sr. Machine Operator	11	Matric in at least 2nd division with knowledge of machinery and 05 years relevant experience.	100% promotion from Machine Operator (BPS-5) and has served for 07 years in BPS-5. Initial appointment if no candidate is available
56.	Sr. Meter Reader/Complaint Receiver	11	FA/FSc in at least 2nd division with Electrician Certificate from a recognized Institute and 07 years of relevant experience.	100% promotion from Meter Reader/Complaint Receiver (BPS-7) and has served for 07 years in BPS-7. Initial appointment if no candidate is available
57.	Sr. Refrigeration/AC Mechanic	11	Matric 2nd division with a Certificate (minimum 6 months duration) from a recognized institute having 4 years of relevant experience.	100% promotion from Jr. Refrigeration Mechanic (BPS-7) and has served for 07 years in BPS-7. Initial appointment if no candidate is available
58.	Sr. Spray Operator/ Insect Collector	11	FA/FSc 2nd division preferably having 4 years of relevant experience.	100% promotion from Spray Operator/ Insect Collector (BPS-7) and has served for 07 years in BPS-7. Initial appointment if no candidate is available

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59.	Sr. Telephone Operator/Linema n/ wireman	11	Matric in at least 2nd division with Electrician's Certificate (at least 6 month duration) from a recognized Institution with 2 years experiance.	100% promotion from Telephone Operator/Lineman/ wireman (BPS-7) and has served for 07 years in BPS-7. Initial appointment if no candidate is available
60.	Studio Assistant	11	i. Master of Fine Arts in at least 2nd division from a recognized University OR Bachelor of Fine Arts in at least 2nd division from a recognized University with 3 years relevant experience. ii. Knowledge of Computer in working MS Word and MS Excel (Certificate in Computer from a recognized Institution will be Preferred).	Initial appointment
61.	Taxidermist	11	MSc in Zoology in at least 2nd division from a recognized University OR BSc in Zoology in at least 2nd division from a recognized University and 3 years relevant experience.	Initial appointment
62.	Naib Imam	7	Certificate in Daura-e-Hadith and Qirrat from a recognized Dar-ul-Uloom with 7 years relevant experience in a Mosque. Hafiz of parts of Al-Quran.	60% promotion from Muazzin who has served 07 years in BPS-5 and meet the qualification mentioned here for initial appointment. 40% initial appointment.
63.	Qari	11	i. Matric in at least 2nd division. ii. Sanad in Qirat-wa-Tajweed from a recognized Madrassa.iii. AT least 7 years Teaching experience at secondary School / College / University level. Preference will be given to experience at higher-level Qirat / Teaching.	60% promotion from Naib Imam who has served 07 years in BPS-7. 40% initial appointment.
64.	Computer Technician	13	Diploma of Associate Engineer in Electronics in at least 2nd division from a Polytechnic Institute OR one year Diploma in Computer Science from a Technical Board with five years' experience in computer repair.	Initial appointment
65.	Assistant Security Supervisor/Garde n Supervisor	07	Retired Defense Forces personnel with good physique.	60% promotion from Security Guard (BPS-02) and has served 07 years in BPS-2. 40% Initial appointment.
66.	Sr. Mason	14	Matric in at least 2nd division with 7 years' experience in Masonry	60% promotion from Mason (BPS-7) and has served for 07 years. 40% by initial appointment.

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67.	Caretaker (Guest House)	14	Master's Degree preferably in hotel management/ LLB in at least 2nd division from a recognized University with 2 years relevant experience OR Bachelor's Degree in at least 2nd Division from a recognized University with 4 years relevant experience preferably having diploma/certificate in hotel management.	Initial appointment
68.	Refrigeration/AC Supervisor	14	Matric 2nd division with a Certificate (minimum 6 months duration) from a recognized institute having 05 years of relevant experience.	100% promotion from Sr. Refrigeration Mechanic (BPS-11) and has served for 07 years in BPS-11. Initial appointment if no candidate is available
69.	Sports Instructor	14	At least 2nd class master in Physical Education with from recognized educational institution.	Initial appointment
70.	Studio Supervisor/Photo grapher	14	i. FA/FSc in at least 2nd division ii. Certificate in Photography from a recognized Institute iii. Five years' experience in Portrait/ Landscape photography with appropriate knowledge and practice of commercial photography.	100% promotion from Jr. Photographer (BPS-11) and has served for 07 years in BPS-11. Initial appointment if no candidate is available
71.	Pesh Imam	14	1. Sanad of Shahadat-ul-Alamia from a recognized Wifaq in at least 2nd division and at least 10 years' experience as Imam/ Naib Imam in BPS-10/11 in a Mosque. 2. Hafiz of parts of Al-Quran. OR Certificate of DarseNizami from a recognized Dar-ul-Uloom with 5 years' experience as Khateeb/ Imam in a Mosque.	60% by promotion from Qari provided if he meets the qualification of Pesh-imam and served in BPS-12 for 07 years. 40% initial appointment.
72.	Legal Assistant	16	BA/LLB First division with 01 year experience in handling court cases having registered as Advocate with Bar Council. or BA/LLB 2nd division with 03 years relevant experience in handling court cases having registered as Advocate with Bar Council.	Initial appointment
73.	Cartographer	16	MSc in Geography in at least 2nd division from a recognized University OR Bachelor's Degree with Geography in at least 2nd division from a recognized University and 3 years' experience in the relevant field.	Initial appointment

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74.	Cataloguer	16	Master's Degree in Library & Information Sciences in at least 2nd division from a recognized University OR Bachelor Degree in Library & Information Sciences in at least 2nd division from a recognized University with 3 years' experience of Library work.	Initial appointment
75.	Curator	16	Master's Degree in at least 2nd division from a recognized University OR Bachelor's Degree in at least 2nd division from a recognized University with 5 years' experience in the relevant field.	Initial appointment
76.	Head Sports Instructor/Physical Instructor	16	At least 2nd class master in Physical Education with from recognized educational institution with 5 years relevant experience.	100% promotion from sports instructor (BPS-14) and has served for 07 years in BPS-14. Initial appointment if no candidate is available
77.	Head Spray Operator/ Insect Collector	16	BSc (16 years of education) 2nd division preferably having relevant experience.	100% promotion from Jr. Spray Operator/ Insect Collector (BPS-7) and has served for 07 years in BPS-7. Initial appointment if no candidate is available
78.	Publication Superintendent	16	Bachelor 2nd division with 05 years experience in printing/press	60% Promotion from Printing & Publication Assistant (BPS-11) and who has served 07 years in BPS-11.
79.	Security Supervisor	14	Retired JCO with Gradation and having fifteen years continuous services of Armed Forces.	60% promotion from Assistant Security supervisor (BPS-07) and has served 05 years in BPS-7. 40% Initial appointment.
80.	Security Officer	16	Retired JCO with Gradation and having fifteen years continuous services of Armed Forces and served 02 years in any Government, semi-government or autonomous institution.	60% promotion from Assistant Security supervisor (BPS-14) and has served 05 years in BPS-14. 40% Initial appointment.
81.	Diesel Mechanic and supervisor	16	Matric 2nd division with a Certificate in mechanical/ auto works (at least 1 year duration) for a recognized institute and have 10 years relevant experience.	100% promotion from Sr. Diesel/works Mechanic (BPS-11) and has served for 07 years in BPS-11. If no suitable candidate is available then by initial appointment.
82.	Senior Sub-Engineer/software Engineer/Net Support Engineer/System Support Engineer	16	Master in Computer Science/IT/BSc (Electrical/Computer/Software/ Telecommunication Engineering)/(with 2nd division or equivalent qualification from a University recognized by HEC and/ or accredited by relevant bodies. OR	By initial recruitment

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			Bachelor (16 years of education) in relevant field with 5 years relevant experience.	
83.	Video conference engineer	16	At least 16 years master in Computer Science/Engineering/IT with at least three years' experience of handling video conference equipment's, conduct video conferencing session, basic network skill.	Initial appointment
84.	Khateeb	16	Shahad-ul-almia from HEC recognized Wafaq-ul-Madaris Pakistan. Preference will be given to those who: Has command over Arabic.	By initial appointment

Schedule-IV

Laboratory Staff Appointment & Scales of Pay

S.No.	Nomenclature of Post	BPS	Qualification/ Experience for initial appointment	Feeding cadre for promotions
1.	i. Jr. Laboratory Attendant ii. Jr. Museum Attendant iii. Jr. Herbarium Attendant iv. Jr. Store Attendant v. Jr. Field Attendant vi. Jr. Animal Attendant	05	Intermediate (Science) with Science in at least 2nd Division	i. Initial appointment ii. Initial appointment iii. Initial appointment iv to vi. 60% by promotion from Class IV who has passed F.Sc and served 5 years in University. 40% initial appointment.
2.	i. Laboratory Attendant ii. Museum Attendant iii. Herbarium Attendant iv. Store Attendant v. Field Attendant vi. Animal Attendant	07	FSc in at least 2nd Division	60% percent promotion from the post of Jr. Laboratory Attendant, Jr. Museum Attendant, Jr. Herbarium Attendant, Jr. Store Attendant, Jr. Field Attendant, Jr. Animal Attendant against the respective post and has served 7 years in BPS-5. 40% by initial appointment.
3.	i. Sr. Laboratory Attendant ii. Sr. Museum Attendant iii. Sr. Herbarium Attendant iv. Sr. Store Attendant	11	BSc in at least 2nd Division	60% percent promotion from the post of Laboratory Attendant, Museum Attendant, Herbarium Attendant, Store

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S.No.	Nomenclature of Post	BPS	Qualification/ Experience for initial appointment	Feeding cadre for promotions
	v. Sr. Field Attendant vi. Sr. Animal Attendant			Attendant, Field Attendant, Animal Attendant against the respective post and has served 7 years in BPS-07. 40% by initial appointment.
4.	i. Laboratory Supervisor ii. Museum Supervisor iii. Herbarium Supervisor iv. Store Supervisor v. Field Supervisor vi. Animal Supervisor	14	BSc (16 years of education) in at least 2nd Division with 01 year of relevant experience.	60% percent promotion from the post of Sr. Laboratory Attendant, Sr. Museum Attendant, Sr. Herbarium Attendant, Sr. Store Attendant, Sr. Field Attendant, Sr. Animal Attendant against the respective post and has served 7 years in BPS-11. 40% by initial appointment.
5.	vi. Laboratory Superintendent vii. Museum Superintendent viii. Herbarium Superintendent ix. Store Superintendent x. Field Superintendent vi. Animal Superintendent	16	BSc (16 years of education) in at least 2nd Division with 03 years of relevant experience. OR M.Sc (18 years of education) in at least 2nd Division.	60% percent promotion from the post of Laboratory Supervisor, Museum Supervisor, Herbarium Supervisor, Store Supervisor, Field Supervisor, Animal Supervisor against the respective post and has served 7 years in BPS-14. 40% by initial appointment.
Note: Voice Chancellor may arrange Test through some external testing body or by internal arrangements for the post BPS-14 and above.				

SCHEDULE – V
Class – IV Establishment

S. No.	Name of Post	BPS	Qualification/ Experience for initial appointment
1.	Naib Qasid	2	Matric 2nd division
2.	Security Guard	2	Retired Defense Forces personnel with good physique
3.	Mali	2	Matric 2nd division with 2 years relevant experience
4.	Gawala	2	Matric 2nd division with 2 years relevant experience
5.	Jr. Sweeper	2	Matric 2nd division
6.	Bearer	2	Matric 2nd division with 2 years relevant experience

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7.	Assistant Cook	2	Matric 2nd division with 2 years relevant experience
8.	Jr. Tube Well Operator	2	Matric 2nd division with 2 years relevant experience
9.	Cleaner	2	Matric 2nd division with 2 years relevant experience
10.	Water Carrier	2	Matric 2nd division
11.	Helper	2	Matric 2nd division
12.	Gutter man	2	Matric 2nd division
13.	Ploughman	2	Matric 2nd division
14.	Wireman Helper	2	Matric 2nd division with relevant certification
15.	Plumber Helper	2	Matric 2nd division with certification
16.	Classroom Attendant	2	Matric 2nd division
17.	Honey Bee Attendant	2	Matric 2nd division with 2 years relevant experience
18.	Greaser	2	Matric 2nd division with 2 years relevant experience
19.	Field Attendant	2	Matric 2nd division
20.	Library Attendant	2	F.Sc with at least 2nd division
21.	Spray Attendant	2	Matric 2nd division
22.	Animal House Attendant	2	Matric 2nd division with 2 years relevant experience
23.	Poultry Attendant	2	Matric 2nd division with 2 years relevant experience
24.	Dai	2	Matric in at least 2nd division with Traditional Birth Attendant (TBA) Course (one year) from the Health Department OR literate with Traditional Birth Attendant (TBA) Course (one year) from the Health Department with 5 years relevant experience.
25.	Khadim	2	Matric with basic Islamic knowledge and proficiency in Nazira or literate with 5 years relevant experience.
26.	Shop Attendant	2	Matric 2nd division
27.	Qasid	5	60% Promotion from Naib Qasid as prescribed for qualification for promotion of Class-IV above. 40% initial appointment who has FA/FSc with at least 2nd division.
28.	Sr. Qasid	7	60% Promotion from Qasid as prescribed for qualification for promotion of Class-IV above. 40% initial appointment who has FA/FSc with at least 2nd division and has 2 years relevant experience.
29.	Senior Mali	5	60% Promotion from Mali (BPS-2) as prescribed for qualification for promotion of Class-IV above. 40% initial appointment who has FA/FSc with at least 2nd division
30. .	Head Mali	7	60% Promotion from Senior Mali (BPS-5) as prescribed for qualification for

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			promotion of Class-IV above. 40% initial appointment who has FA/FSc with at least 2nd division and 2 years of relevant experience.
31.	Cook	5	60% Promotion from Assistant Cook (BPS-2) as prescribed for qualification for promotion of Class-IV above. 40% initial appointment who has FA/FSc with at least 2nd division
32.	Sr. Cook	7	60% Promotion from Senior Cook (BPS-5) as prescribed for qualification for promotion of Class-IV above. 40% initial appointment who has FA/FSc with at least 2nd division and has 2 years of relevant experiance.
33.	Tube Well Operator	5	60% Promotion from Jr. Tube well operator (BPS-2) as prescribed for qualification for promotion of Class-IV above. 40% initial appointment who has FA/FSc with at least 2nd division
34.	Sr. Tube Well operator	7	100% promotion as prescribed for qualification for promotion of Class-IV above.

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University of Haripur Maintenance of the Register of the Registered Graduates Statutes, 2016

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Maintenance of the Register of the Registered Graduates Statutes, 2016

1. **Title**

These statutes shall be called University of Haripur Maintenance of the Register of the Registered Graduates Statutes, 2016

2. **Commencement**

These statutes shall come into force at once.

3. **Maintenance of the Register:**

The Register of the registered graduate shall be maintained by the Registrar through the Registration Section under Controller of Examination. The information / lists of registered students will be provided to the concerned sections of the University.

4. **Report to the Syndicate:**

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

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University of Haripur Affiliation and Disaffiliation of Educational Institutions and Related Matters Statutes, 2016

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CHAPTER – 1

A. STATUTES FOR GRANTING AFFILIATION BY UNIVERSITY OF HARIPUR TO PUBLIC SECTOR INSTITUTIONS/COLLEGES

1. Short title, commencement and application

1.1 These Statutes shall be called University of Haripur Affiliation Statutes, 2016 for educational institutes / colleges in Public Sector, framed under Section 28 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016 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 2016, these statutes shall be applicable to;

2.1 Educational Institutes/ Colleges in Public Sector within the territorial jurisdiction of University of Haripur.

3. Definitions

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

(a) "University" means " University of Haripur";

(b) "Affiliation" means affiliation with University of Haripur;

(c) "Affiliation Committee" means the Affiliation Committee of University of Haripur;

(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 2016.

4. Objectives

These statutes provide for;

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

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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 Haripur

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 2016.

6.2 All such applications shall be submitted along with application and Inspection Fee (non-refundable), remitted to University of Haripur 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.

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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;

d. Controller of Examinations or his nominee;

e. One Member of the Affiliation Committee

f. At least two subject experts (of the relevant discipline)

g. Librarian;

h. Director Sports

i. Treasurer or his nominee

j. 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 2016 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 University of Haripur 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;

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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 Haripur. Action, if any, shall be taken against any institute under Section 32 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.

6.16 The Registrar 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 2016]

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 2016]

7. Affiliation and Annual Renewal Fee

7.1 a. Every Public Sector institution affiliated to University of Haripur shall regularly pay Annual Affiliation Renewal Fee, at the rate prescribed by the Syndicate, before 31st 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

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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 31st December each year.

7.3 For any delay in depositing the Annual Renewal Fee by an institution/college by 31st 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 30th June, the Affiliation may be suspended and a notice for disaffiliation 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 brining about uniformity of educational standards in public / private Institutes. In addition, University of Haripur has its own Affiliation Statutes for public and private institutions to regulate affiliation and disffiliation 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

9.1 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.

9.2 The Professional Institutions, such as Medical Colleges, Para Medical Institutions, Engineering Colleges and Institutions, Homoeopathic and Tibbia Colleges and any other institutions, desirous of seeking affiliation with University of Haripur, must register their institutions with their related Councils or Bodies or Government/semi Government Authority constituted to this effect, such as, Pakistan Medical and Dental Council, Pakistan Engineering Council, National Council for Homoeopathy, National Tib Council, etc, before approaching University of Haripur with their applications for affiliation.

10. DISAFFILIATION

The cases of disaffiliation shall be dealt as per provision of Section 35 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.

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B. STATUTES FOR GRANTING AFFILIATION TO EDUCATIONAL INSTITUTIONS IN PRIVATE SECTOR BY UNIVERSITY OF HARIPUR

1. Short title, commencement and application

1.1 These Statutes shall be called University of Haripur affiliation Statutes for education institutes in private sector, framed under Section 28 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016.

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 2016, these statutes shall be applicable to;

2.1 Education Institutions in private sector within the territorial jurisdiction of University of Haripur.

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 Haripur *and provide NOC from University of its jurisdiction.*

2.3 existing educational institutes / colleges of the Province

Provided they opt for affiliation with University of Haripur 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 Haripur";

(b) "Affiliation" means affiliation with University of Haripur;

(c) "Affiliation Committee" means the Affiliation Committee of University of Haripur;

(d) "Inspection Committee" means a Committee constituted by the Vice Chancellor for inspecting the Educational Institution 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 2016.

4. Objectives

The statutes provide for;

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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 2016, 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 Haripur.

7. Procedure for seeking affiliation with University of Haripur

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 2016 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.

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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;

d. Controller of Examinations or his nominee;

e. One member of the Affiliation Committee

f. Two subject experts (of the relevant discipline)

g. Director Sports

h. Treasurer or his nominee not below the rank of Deputy Treasurer

g. Librarian;

i. 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 2016 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

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efficiency of the educational institution. [Refers Section 34 of The Khyber Pakhtunkhwa Universities (Amendment) Act 2016]

7.15 The educational institution affiliated to University of Haripur 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 2016]

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 Haripur.

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 2016 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;

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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 Haripur 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 Haripur is an auditable entity which is neither refundable nor relaxable/exemptable and hence, each affiliated college/ institute must deposit the same by 31st December each year.

b. For any delay not depositing the Annual Renewal Fee by an institution/college by 31st 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 30th June, the Affiliation may be suspended and a notice for disaffiliation 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 01 years must be produced.

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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 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 disaffiliation 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 disaffiliation 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 disaffiliated.

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 2016.

11.2 The Professional Institutions, such as Medical Colleges, para Medical Institutions, Engineering Colleges and Institutions, Homoeopathic and Tibbia Colleges and other Institutions, desirous of seeking affiliation with University of Haripur, must register their institutions with their related Councils or Bodies or Government/semi Government Authority constituted to this effect, such as, Pakistan Medical and Dental Council, Pakistan Engineering Council, Pharmacy Council of Pakistan, National Council for Homoeopathy, National Tib Council, etc, before approaching University of Haripur with their applications for affiliation.

11.3 Any educational institutions in Private Sector, seeking affiliation with University of Haripur, 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.

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12. Disaffiliation

The cases of Disaffiliation shall be dealt as per provision of Section-35 of the Khyber Pakhtunkhwa Universities (Amendment) Act 2016.

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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

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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

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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 Committee** University of Haripur
Department	Departments (Physics, Chemistry etc.)	One department		
	Teacher Student Ratio (desirable)	1:12	Maximum for science subjects involving lab work	
		1:20	For others	
	No. of administrative staff including laboratories	Equal to teaching staff		

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Teaching Faculty	Teachers	50% full time faculty members with minimum prescribed qualification as Master degree in relevant subject	
	No. of teachers (full- time) required (cadre-wise) per department	Six teachers per department (Relaxable for Public Sector Colleges to hire faculty on Contract basis if regular faculty is deficient)	
	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	
Facilities	Hall / Lecture theatres (desirable)	16'x32, for each section of class (not exceeding 40 students)	
	No. of rooms required (desirable)	2 lecture rooms, 1 seminar room, 1 Library cum Reading room 1 committee room	
Teaching and Administrative Staff Offices	Required for each University (desirable)	1 Staff room 1 Faculty office	
	No. of Laboratories required (desirable)	At least 1 Lab per department with appropriate space (in case of science subject)	

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Laboratories / workshops / PC / Internet Service	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.	

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Finance	Endowment Fund Secured in the name of Trust / Society)	Rs. 1.0 million (not applicable in case of public sector 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)	
	Total:	**Rs. 8.0 million**	

Findings: _____

Reasons: _____

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_____

Member Inspection Committee

Sd

Sd

Sd

Sd

Sd

Sd

Sd

Sd

Sd

Sd

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University of Haripur Election to the University Authorities Statutes, 2016

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Khyber Pakhtunkhwa, Peshawar

Election to the University Authorities Statutes, 2016

1. **Title**

These statutes shall be called University of Haripur Election to the University Authorities Statutes, 2016

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.

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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.

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(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;

(iv) The Returning Officer shall endorse on each nomination paper his decision about accepting or rejecting it, stating reasons in case of rejection; and

(v) In case of rejection of a nomination paper, the candidate may file objections within three days with the Election Authority or to the Committee appointed under Section-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.

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(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

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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 ianvalid, 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).

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(2) In case of equality of votes between two or more candidates, the 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, consisting of the nominee of Chief Justice of High Court, appointed as a member of the Syndicate, who shall act as Chairperson; the Secretary as member of the Syndicate, and a nominee of the Vice-Chancellor.

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

(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

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.

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SCHEDULE – I

University of Haripur

Schedule of Dates

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

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

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SCHEDULE - II

University of Haripur **(List of Contesting Candidates)**

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

For the Constituency of.....……

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

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

..... to..... on (date) .....…… at

(Place) ……..…

Dated ……..

Returning Officer

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SCHEDULE - III
University of Haripur **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 2016)." Election Statutes, and decide as follows.

(in case of rejection, state brief reasons)

Dated ..... **Returning Officer**

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SCHEDULE - IV

University of Haripur 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

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SCHEDULE - VI

Declaration by Elector Casting Vote by Post

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

Signature of Elector

Dated: .....

Address .....

(Attestation of Signature)

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

Signature of Identifier

Any .....

Designation .....

Dated .....

Address .....

Certificate

I hereby certify that :-

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

Signature of identifier, if any ..... Address .....

Signature of Attesting Officer

Designation .....

Dated .....

Address .....

Dated .....

Address .....

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University of Haripur Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions Statutes, 2016

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

1. Title

These statutes shall be called University of Haripur Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions Statutes, 2016

2. Commencement

These statutes shall come into force at once.

3. Faculties

(1) The University shall include the following Faculties:

a.

S.No.	Name of Teaching Department/ Institute/Constituent Colleges
1.	Faculty of Basic and Applied Sciences
2.	Faculty of Social and Administrative Sciences
8.	Any Other Faculty as may be established by the 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

3. **Teaching Departments/ Institutes/ Constituent colleges or any other academic division.**

S.No.	Name of Teaching Department/ Institute/Constituent Colleges
1.	Department of Agricultural Sciences
2.	Department of Environmental Sciences
3.	Department of Forestry and Wildlife Management
4.	Department of Geology
5.	Department of Information Technology
6.	Department of Medical Lab Technology
7.	Department of Microbiology
8.	Department of Public Health
9.	Department of Economics
10.	Department of Education
11.	Department of Islamic and Religious studies
12.	Department of Management Sciences

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13.	Department of Psychology

5. 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.

6. 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 for the purpose under provision of the Statutes as it deem necessary from time to time.

Section Officer
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Khyber Pakhtunkhwa

University of Haripur Professor Emeritus Statutes, 2016

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

1. Title

These statutes shall be called University of Haripur Professor Emeritus Statutes, 2016

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 to be appointed is to be decided by the respective University depending on its size and excellence/expertise.

(2) Eligibility

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

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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,ooo P.M 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 Honorarium for Professor Emeritus shall be enhanced in proportion to the increase in salary of the employees by the University.

6.5 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.

6.6 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.

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

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University of Haripur Meritorious Professors Basic Pay Scales-22 and Tenured Meritorious Professor, Statutes, 2016

Section Officer (III),
Governor's Secre
Khyber Pakhtunkhwa,

Title

These statutes shall be called University of Haripur Meritorious Professors Basic Pay Scales-22 and Tenured Meritorious Professor Statutes, 2016

Commencement

These statutes shall come into force at once.

A. Criteria for Conferment of Meritorious Professor

1. Provision of Posts

1.1 The number of Professors to be promoted to the status of Meritorious Professor (BPS-22) in University shall be calculated on the basis of 12.5% of the sanctioned posts of the Professors in BPS-21.

2. Eligibility

2.1 Minimum service in BPS-17/equivalent and above should be 20 years.

2.2 Only those Professors who have served at least for 05 (Five) years in BPS-21 in the University with PhD degree/equivalent terminal degree as determined by HEC.

2.3 Should have five (5) research publications in the past 5 years with at least three (3) research publications in the past 2 years in HEC recognized journals.

2.4 Must have produced two PhDs or one PhD and three (03) M.Phil 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 Meritorious Professorship in BPS-22.

3.3 The Vice Chancellor shall prepare the cases of Professors in BPS-21 for the award of Meritorious Professorship in BPS-22 and present the record of each such Professor on the proforma (Annexure A-E) along with (a) Performance Evaluation Reports (PERs) 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 4 (Grading Procedure). Those who secure a minimum score of 60 will be presented before the Special Selection Board for consideration.

3.5 A meeting of the Special Selection Board shall be called to consider cases for award of Meritorious Professorship in 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 Meritorious Professorship in BPS-22 will be effective from the date of approval of the Syndicate.

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

4.1 Length of service (maximum 15 marks)

4.1.1. 03 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 2 (two) 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

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. *(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)*

4.3.2. No. of Ph.D produced 5 marks per Ph.D., maximum of 15 marks.

4.3.3. Research Grant Awards (3 Marks for up to 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.

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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 be counted towards the 12.5% quota of BPS-22.*

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

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B. Criteria for Conferment of Tenured Meritorious Professor

1. **Provision of Posts**

The number of Tenured Professors to be conferred as Tenured Meritorious Professor in each University shall be calculated on the basis of **12.5%** of the filled posts of tenured professors.

2. **Eligibility:**

For TTS faculty in the field of Sciences:

2.1. Professor who has served at least for 05 years as **Tenured Professor.**

2.2. Has at least 50 research publications with at least 10 publications in the last 5 years in HEC Recognized Journals (W Category with Impact Factor).

2.3. Has produced 5 PhDs including 2 in the last five years.

2.4. Has produced 40 MPhils/MS including 5 in the last five years.

2.5. Has 500 citations of the published articles

2.6. Has impact factor of 200 of the published articles

For TTS faculty in the field of Social Sciences

2.7. Professor who has served at least for 05 years as **Tenured Professor.**

2.8. Has at least 40 research publications with at least 5 publications in the last 5 years in HEC Recognized Journals (W, X, Y Category).

2.9. Has produced 5 PhDs including 2 in the last 5 years.

2.10. Has produced 40 MPhils including 5 in the last 5 years.

3. **Procedure of Promotion**

3.1. University shall advertise the posts by a circular within the University.

3.2. Each eligible Tenured Professor will be invited to submit documents for consideration by the Special Selection Board for the award of position of Meritorious Professor. The Special Selection Board may comprise of the following:

a. Vice Chancellor of the University,

b. Dean of the faculty concerned,

c. Permanent Members of the Selection Board,

d. Representative of Chairman HEC,

e. Representative of the Chancellor

3.3. In order to prepare the cases of Tenured Professors for the conferment of title of Tenured Meritorious Professor, the university shall present the record of each such Professor on the proforma designed for this purpose, along with resume of the Tenured Professor including his/her achievements in research, teaching and academic administration.

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3.4. The University shall calculate the total score of each eligible applicant according to the parameters detailed in Clause-4 (Grading Procedure). Those who secure a minimum score of 65 will be presented to the Selection Board for consideration.

3.5. A meeting of the Special Selection Board shall be called to consider cases for selection of Tenured Meritorious Professors. The recommendations of the Board shall be placed before the highest statutory body of the University (Senate/Syndicate/BoG) for approval.

3.6. **The conferment of title Tenured Meritorious Professor** shall be effective from the date of the recommendations by the highest statutory body of the University.

4. Grading Procedure **(Total 100 Marks)**

4.1 Length of Service as Professor on TTS (Maximum **15 Marks)**

4.1.1 3 marks of service per year rendered as TTS Professor over and above the minimum qualifying requirement of two years as TTS Professor, subject to a maximum of 15 marks.

4.2 Research Publications: research papers in HEC Recognized Journals/Patents/Crop Varieties etc. (Maximum **40 Marks)**

4.2.1. 2 marks per paper in HEC recognized journals [W category (impact factor) for Sciences, and W, X, Y categories for Social Sciences].

4.2.2. 2 marks per patent/crop variety (approved internationally), subject to maximum of six marks, **subject to condition that weightage to patent/crop variety has not been considered in terms of research publication.**

4.3 Academic Performance (Maximum **30 Marks)**

4.3.1. Number of MPhil/MS Produced: 1 mark for each MPhil/MS produced with maximum of 6 marks.

4.3.2. Number of PhD produced: 3 marks for each PhD produced with maximum of 12 marks.

4.3.3. Research Grants Awards: 2 marks for National 0.5-1.0 Million and 3 marks for more than 1.0 Million, and 5 marks for International as Principal Investigator. Grants awarded by the parent University will not be considered (Maximum **6 marks).**

4.3.4. Awards/Honors (Maximum **6 marks)**

National Awards (Civil/President):	2 marks per award (maximum of 4 marks).
International Awards/ Honors recognized by HEC:	2 marks per awar (maximum of 4 marks).
HEC-Best Teacher Award:	1 mark per award

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Izaz-e-Kamal,
Izaz-e-Fazeelat (maximum of 4 marks).

4.4 (Post-PhD Qualifications (Maximum **5 marks)**

Only continuous Post-doctorate of at least six-months shall be counted.

4.4.1. 2 marks **per year** post-doctorate at foreign University/Institute recognized by HEC to a maximum of **5 marks.**

4.5 **Educational Administration** (Maximum **10 Marks)**

President/Rector/Vice Chancellor: 3 marks per year up to a maximum of 10 marks

Dean of the Faculty: 2 marks per year up to a maximum of 6 marks

Chairman of the Department or equivalent: 1 mark per year up to a maximum of 3 marks

5. **Miscellaneous**

5.1. In case of numbers in fraction, then 0.50 or above will be considered as one (e.g. 64.5 or above will be 65.0 whereas 64.49 or less will be 64.0).

5,2. In case of applicants securing the same score, the one with higher age shall be selected

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APPENDIX - A

Details of Length of Service
Maximum Marks: 15

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

Explanation for Awarding Marks:

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

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APPENDIX - B

Research Publications

Maximum Marks: 30

6.2	Research Publications: Papers/books/monograph/patents /Crop varieties (approved) *(*maximum **30 marks***)*.	Marks Admissible
6.2.1.	2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index.	
6.2.2.	0.5 mark per paper published in local HEC recognized journals	
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 *authored* or edited *locally,* subject to a maximum of 2 marks.	

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APPENDIX - C

MISCELLANEOUS

Maximum Marks: 55

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

S.#.	Description of Entitlement of Marks	At credit of Professors:	Marks Admissible
6.3	**Academic Performance (maximum 30 marks)**		
6.3.1.	No. of M.Phil.* produced 1 mark per M.Phil., maximum of 6 marks		
6.3.2.	No. of Ph.D. produced 5 marks per Ph.D., maximum of 15 marks *M.Phil.or equivalent qualification of 18 years of schooling with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree.		
6.3.3.	**Research Grant Awards (3 Marks** for less than 1 million and **5 marks** for more than 1 million) as Principal Investigator (other than the research grants given by the university).		
6.3.4.	**Awards/Honors (maximum 6 marks)**		
6..3.4.1	National Awards (Civil/President) 2 marks per award maximum of **4 marks**		
6..3.4.2	International Awards/Honours, 2 marks per award **recognized by HEC** maximum of **4 marks**		
6.3.4.3.	HEC Best Teacher Award, 1 mark per award maximum **Izaz-e-Kamal** of **4 marks Izaz-e- Fazeelat**		
6.4	**Postdoc (maximum 5 marks).**		
6.4.1.	Two marks for a 6 months to 1 year post doctorate at foreign University/ Institute to a maximum of 4 marks		
6.4.2	5 marks for **one year or more** post-doctorate at foreign institute/university.		
	Note: Only Post-doctorate of at least 6 months duration will be counted.		
S.#.	Description of Entitlement of Marks	At credit of Professors:	Marks Admissible
6.5	**Annual Confidential Reports (maximum 10 marks)**		
6.5.1.	Outstanding 2.0 marks		
6.5.2.	Excellent 1.5 marks		
6.5.3.	Good 1.0 mark		
NOTE			
1.	Sum score of ACRs for the last 5 years shall be taken into account.		
2.	Top 3 categories irrespective of nomenclature shall be considered.		

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

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APPENDIX - D

Educational Administration

Maximum Marks: 10

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

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

APPENDIX - E

Overall Grading

Name of Professor: _____

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

Particulars of Professors Proposed for Grant of BS-22:

1.	Name of the Professor	_____
2.	Date of Birth.	_____
3.	Qualification including technical qualification possessed by the Professor.	_____
4.	Present Posting.	_____
5.	Date of regular appointment to a post in BS-21.	_____

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6.	Total length of service in post in Basic Pay Scale 17 and above possessed by the Professor (Appendix-A).	_____
7.	Analysis of Confidential Reports (Appendix-B).	_____
8.	Overall grading (Appendix -F).	_____
9.	State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration.	_____
10.	State the reasons for which his case is considered to be a "Special Meritorious" case.	_____



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University of Haripur Honorary Degrees Statutes, 2016

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

1. **Title**

These statutes shall be called **University of Haripur** Honorary Degrees Statutes, 2016

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.

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Annexure-I

Guidelines:

1. Introduction

Any person is eligible to make a nomination.

2. Selection Criteria

a. Outstanding contribution to discipline or field of work, to community, to society in general.

b. Nominee may be from any country.

3. Eligibility Guidelines

a. Faculty or Staff of the University is not eligible for nomination until at least three years after leaving the University.

b. An active politician is not eligible.

c. The person must be alive.

d. Diversified nominations without discrimination are desirable.

4. Selection Process

a. The recommendations of the nominees are made by the Vice Chancellor in consultation with the Academic Council.

b. Recommendations are approved by the Syndicate.

c. The case(s) are submitted to the Chancellor for confirmation.

d. Invitation to candidate(s) are sent after the approval by the Chancellor.

e. Name(s) of honoree(s) will be made public.

5. Nomination Form

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

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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

Section Officer (III),
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Khyber Pakhtunkhwa, Peshawar

University of Haripur Employees Efficiency and Discipline Statutes, 2016

Section Officer (III),
Gover... Secretariat,
Khyber Pa...shawar

Title

1. These Statutes have been framed in pursuance of Section 28 (1) (n) of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016 and shall be called "**University of Haripur** Employees Efficiency and Discipline Statutes, 2016".

Commencement

2. These Statutes shall come into force at once.

Application

3. These Statutes shall apply to employees of the University. The contract employees, DPL/CPL, etc. service will be governed according to the terms and conditions of appointment letter.

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 2016.

(b) "University" means theUniversity of Haripur.

(c) "Employee" means a person in the regular service of the University as defined in the service statutes of University of Haripur .

(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.

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(3). The Inquiry Officer 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;

(e) is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his retention in service is, therefore, prejudicial to the 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.

Penalties

6. (1) The following are the minor and major penalties;

(a) Minor penalties:

i. Censure, letter of warning;

ii. with-holding promotion (for 2 years) or increment (upto one), 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;

iv. transfer from the department as punishment/un-satisfactory services to other department.

(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;

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ii. with-holding promotion (for 5 years or more) or increment (three or more), otherwise than for unfitness for promotion or financial advancement, in accordance with the Statutes, or orders pertaining to the service or post

iii. compulsory retirement;

iv. removal from service; and

v. 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. (a) 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.

(b) 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.

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

(i) By order in writing inform the defendant of the action proposed to be taken against him and the grounds of the action; and

(ii) give him a reasonable opportunity of showing cause against that action.

(d) 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

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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. Furthermore, if inquiry officer/committee propose minor penalty but accuse has already five or more minor penalties on his/her record or two minor penalties during the last 12 months then authorized officer may forward his/her case for major penalty as mentioned in preceding sentences. If it is proposed by inquiry officer or inquiry committee as the case may be 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. (a) Where an inquiry officer or Inquiry Committee is appointed, the authorized officer shall:

i. 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;

ii. 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.

(b) (i)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,

(ii) 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.

(iii) 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.

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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

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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.

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(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.

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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 0f 1860).

Appendix

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

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

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

Section Officer (III),
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Title

These statutes shall be called University of Haripur Constitution, Functions and Powers of Authorities of the University Statutes, 2016

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. One member from each Board of Studies; within the Faculty to be nominated by Board of Studies concerned.
v. 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;
vi. 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 for annual system of examinations;

(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.

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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) 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;

(iii) three teachers from outside the University to be nominated by the Dean of Faculty concerned from the panel presented by the Chairperson concerned.

(iv) two experts to be nominated by the Dean of Faculty concerned from the panel presented by Chairperson concerned; and

(v) 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 Principal(s) of the college(s) concerned who shall act as Secretary of the Board of Studies;

(c) three teachers of the colleges, to be nominated by Vice Chancellor

(d) two teachers of the University to be nominated by the Vice Chancellor; and

(e) two experts to be nominated by the Vice-Chancellor;

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(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, 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

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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 person of eminence in the field of education / administration / law to be nominated by the Chancellor

Provided that none of these shall be an employee of the University.

(vi) One eminent Researcher to be nominated by the Syndicate;

(vii) Three Subject Experts from the Standing list of experts approved by the Syndicate for teaching positions while one of them has to be a 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 05.

(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-2016 recommend the grant of higher initial pay in a suitable case for reasons to be recorded.

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(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 Office of the Research, Innovation and Commercialization (ORIC); and
vii. Director Academics and Research, who shall be the Secretary of the ASRB.
viii. Director Science and Technology or his nominee now below the rank of Deputy Director.

(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;

(iv) Appoint supervisors for research students of MS/M.Phil and PhD or other equivalent degrees and to approve titles and synopses of their theses / dissertations;

(v) Approve examiners for evaluation of thesis and other research examinations;

(vi) 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;

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(ii) a representative of the Higher Education Commission (HEC);
(iii) one member of the Syndicate to be appointed by the Syndicate ;
(iv) the Secretary to Government, Higher Education Department or his nominee not below the rank of a Deputy Secretary;
(v) the Secretary to Government, Finance Department or his nominee not below the rank of a Deputy Secretary;
(vi) Deans of Faculties of the University;
(vii) the Registrar of the University;
(viii) the Director P & D ;
(ix) one expert to be nominated by the Chancellor
(x) the Director Finance/ Treasurer (Secretary).
(xi) one member of the Academic Council to be nominated by the Academic Council;

(2) The quorum for a meeting of the Finance and Planning Committee shall be 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 the Rules.

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 of the faculty concerned;
(iv) one nominee of the Academic Council;
(v) the Director of Higher Education (Colleges), Khyber Pakhtunkhwa or his nominee not below the rank of BPS-19;
(vi) Director General Commerce or his nominee not below the rank of BPS-19
(vii) Chairman or Member HERA ;
(viii) Controller of Examinations;
(ix) Director Academics; and
(x) 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 Affiliation Committee shall be 2/3rd of the total number of members excluding the nonexistent / vacant categories.

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12. **Functions of the Affiliation Committee.**

(i) Subject to provision of Section 32 of the Khyber Pakhtunkhwa Universities (Amendment) Act-2016, the committee shall recommend grant of affiliation of educational institutes to the Syndicate.

(ii) To inquire into complaints alleging breach of conditions of affiliation by institutions and to advise the syndicate thereon;

(iii) To monitor the academic performance of the institutions;

(iv) To recommend to the syndicate the suspension or withdrawal of privileges of the university to an institution;

(v) To perform such other functions as may be assigned from time to time

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 or his nominee;

(iii) Chairperson / HOD of the relevant department

(iv) Controller of Examinations or his nominee;

(v) Provost or his nominee;

(vi) Director Administration

(vii) Chief Proctor (Secretary).

(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, regulations of the University or any gross misconduct; and

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

2. **Appellate Authority:**

The Appellate Authority against the decisions of the Discipline Committee shall be the Vice Chancellor.

15. **Departmental discipline Committee:**

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

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

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1. **Title**

These statutes shall be called University of Haripur Form, Custody and use of University Common Seal Statutes, 2016

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

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University of Haripur Leave Statutes 2016

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1.1 Title:

These Statutes may be called the University of Haripur Leave Statues 2016

1.2 Commencement:

These Statutes shall come into force with immediate effect.

1.3 Application:

These Statutes shall apply to employee(s) of University of Haripur.

2. Definitions

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

a. "Authority" means the authority ***empowered by Act or Statutes, or delegated as such, the*** powers to grant leave.

b "Leave" means any kind of leave admissible or allowed to an employee as specified in these Statues.

c. "Syndicate" means the Syndicate of the University.

d. "University" means University of Haripur.

e. "Vice Chancellor" means the Vice Chancellor of the University.

f. "Registrar" means the Registrar of the University.

g. "Pay" means the amount drawn monthly by a University employee ***as basic pay, technical pay, qualification pay, personal pay or any other emoluments classed as pay at the rate of last drawn or otherwise he/she would have drawn but for proceeding on leave or appointment on TTS.***

h. "Employee" means a person who holds a post on ***regular basis*** in the University service and who is paid from the University funds. The employees ***appointed on Ad-hoc or on contract or daily wages or those on part time basis shall be governed by the terms and conditions of their appointment***. Persons on deputation shall be governed by the leave statues/rules of their parent organizations, unless otherwise provided in ***terms and condition of their deputation***.

i. "year" means calendar year

k. "Leave Salary" means the monthly amount charged to such head in the budget and paid by the University to its employees during leave.

m. "Duty" ***for the purpose of earning of leave*** means the period during which a University employee performs the duties of a post and it includes:

i. Service as a probationer or on ad-hoc provided such service, in both categories, is immediately followed by confirmation or regularization.

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ii. The period spent in an authorized training, refresher course, study tour, ***including absence from headquarter in connection with official work expressly allowed for by the authority*** and exchange program, outside or within Pakistan up-to a maximum period of 3 months at a time.

n. "Heads of Departments": includes:-

i. Chairmen/Chairpersons/***head of the department*** of the University Teaching departments.

ii. Director of Institute/Academics established as constituent institutions by the University.

iii. Principals of the Constituent Colleges.

iv. Heads of Administrative divisions viz the Registrar, the Treasurer, the Controller of examinations, and other officers designated as such by the Syndicate.

v. Principals of University School(s).

vi. Coordinator of the Campuses

o. "Medical Certificate" means the medical certificate issued by any of the University Authorized Medical Attendants as mentioned in the Scheme for medical facilities to University employees.

p. "Service" means the time spent on duty and on leave.

q. "Vacations" means vacations declared as such by the authority.

r. "Leave" means any of the leaves mentioned under Section 4 below.

s. "Existing Leave Statutes" means the leave Statutes which were in force immediately before the commencement of these Statutes.

t. All other items and expressions shall have the same meaning as assigned to them under Section 2 of Khyber Pakhtunkhwa Universities (University of Haripur) Act-2016.

u. "Appointing authority" means Vice Chancellor for employees in BPS 1-16 and the Syndicate for employees in BPS 17 and above.

3. General

3.1 Employee shall earn leave by ***performing*** duty.

3.2 Leave shall be a privilege and cannot be claimed as a matter of right.

3.3 Grant of leave or refusal to it shall be the discretionary powers of the authority and if the exigencies of duty so requires, the application for grant of leave can be refused, or if leave has already been granted or being availed, the remaining portion of it can be revoked and the employee can be recalled to join forthwith.

3.4 A University employee, who remains absent without leave, shall be liable to disciplinary proceeding against him/her, and shall not be entitled to any pay and allowances for the period of his absence without leave.

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3.5 Leave shall be earned, applied for, expressed, and sanctioned, in terms of days.

3.6 Leave shall be earned on full pay. It shall be calculated at the rate of four days for every calendar month of the period of duty rendered by the employee serving in non vacation department and at the rate of one day for every calendar month in the vacation department. Such Leave shall be credited to the leave account of the employee concerned in terms of days as Leave on Full Pay.

3.7 An employee on leave may not return to duty before the expiry of the period of leave granted to him unless permitted to do so by the ***competent*** authority.

3.8 Leave applied for on 'Medical Certificate' shall not be refused, normally;

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

3.9 Employee who has been granted leave on Medical Certificate shall not resume the duty without first producing a Medical Certificate of Fitness.

3.10 Holidays falling within the period of any kind of leave shall be counted as leave of that kind. However holidays immediately before commencement of leave or expiry of leave may be suffixed or prefixed to the leave with the permission of the authority.

3.11 An employee may apply for the type of leave, which is due and admissible to the employee, and it shall not be refused on the ground that another type of leave should be taken in the particular circumstance(s).

3.12 One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the employee.

Provided that no leave except extra ordinary leave (leave without pay) shall be combined with leave preparatory to retirement, study leave, sabbatical leave and casual leave.

3.13 *The employee shall avail the leave* ***when it is granted/ sanctioned.***

Provided that in special circumstances the sanctioning authority, if deem it fit, may grant leave in absentia or may grant the leave retrospectively. The leave once sanctioned shall be valid for 21 days. In case such leave is not availed within 21 days from the date of its sanction, it shall automatically expire.

3.14 An employee on return from leave shall report for duty to the Registrar.'

3.15 Leave must be applied for on the prescribed proforma stating the kind of leave required. In addition, Medical Certificate will be submitted in case leave on medical grounds is required.

3.16 Application for grant of leave shall be submitted at least 15 days in advance of the date from which leave is sought to be availed except in extraordinary situation to be recorded in writing. Application for grant of leave shall be submitted to the immediate supervisory or controlling officer, who shall sanction the leave applied for or forward through proper channel to the authority for sanction. The forwarding

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officer shall record in writing his remarks and the arrangements proposed during the absence of the applicant.

3.17 Leave account in respect of each employee shall be maintained as a part of his permanent service record v.z. service book or personal file, in such form, as may be prescribed by the University.

3.18 Unless the leave granted so for is extended, an employee who remains absent after the expiry of his sanctioned leave, shall not be entitled to any remuneration for the period of such absence and without prejudice to any disciplinary action that may be taken against such employee, the period of such absence shall be debited double against his leave account. If sufficient credit in his leave account is not available, it will be adjusted against future earning of leave.

3.19 Leave of the kind due shall be granted to the employee whose services are terminated by the University owing to reduction in the office or abolition of the post as long as leave at his credit is available subject to title. In such case a leave reserve post shall be created to accommodate the employee as a stop gap arrangement.

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

3.20 The Employee would be entitled to en-cash his leave accumulated in the leave account at the time when the employee:

a. decides to quit the University during his/her service or tenure period;

b. quits the University after the expiry of his/her temporary appointment;

c. the University discontinues an employee's service during his/her service or tenure period. And

d. Proceeding on retirement.

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

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

3.21 Instead of indicating whether leave starts or ends in the forenoon, leave may commence from the day following that on which the employee hands over the charge of post and may end on the day preceding that on which the charge is resumed.

3.22 If an employee of the University accepting employment elsewhere during leave, except **leave preparatory** to retirement from the University, without the prior sanction of the appointing authority, shall be liable to forfeit his/her leave salary from the date of his accepting such appointment.

3.23 In matter not provided for by these statutes, the Senate on the recommendation of the Syndicate may adopt the statutes or instructions concerning the leave issued by the ***Government*** from time to time.

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3.24 In case where the operation of these statutes causes hardship to a University employee, the appointing authority may for reasons to be recorded in writing, relax any of these statutes and report the same to the Senate for its concurrence.

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

4. Types of Leave

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

a. Casual Leave;

b. Leave on full pay;

c. leave on half pay;

d. Leave on Medical grounds/Sick Leave;

e. Special Disability Leave;

f. Study Leave;

g. Extra Ordinary Leave (Without pay);

h. Leave Ex-Pakistan;

i. Maternity Leave;

j. Special Leave;

k. Sabbatical Leave;

l. Duty Leave;

m. Leave Preparatory to Retirement;

n. Recreation Leave; and

o. any kind of leave declared as such by the Syndicate

5. Authority to sanction Leave

5.1 The Vice Chancellor shall have the authority to sanction all kinds of leave except Casual leave.

5.2 Head of the departments shall be empowered to grant casual leave to employees serving under his supervision under intimation to the Registrar.

5.3 Casual leave to all Deans and Administrative Heads shall be sanctioned by the Vice Chancellor.

5.4 Casual leave to Chairmen/Head of Academic Departments be granted by the concerned Dean with intimation to Registrar/Vice Chancellor.

6. Casual Leave

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6.1 All employees not availing vacation shall be entitled to casual leave for **25** days in a calendar year.

Provided that the casual leave plus extra casual leave of five days as portion of recreation leave under Statute 6.2 below, shall not exceed 30 days in all in a calendar year

6.1.1 All employees availing vacation shall be entitled to casual leave for **13** days in a calendar year.

6.1.2 Casual leave may not be granted for more than 5 days at a time in case of all employees, subject to relaxation upto 10 days in special circumstances to be recorded in writing.

6.1.3 Casual Leave shall not be combined with any leave or joining time. It may be prefixed or suffixed to closed or optional holiday(s), provided the total period, including holidays, does not exceed ten days.

6.1.4 Casual Leave shall not be credited to the leave account of the employee. Any balance not availed shall lapse with the end of calendar year.

6.2 Recreation Leave:

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

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

7. Earning of Leave

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

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

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

7.1 An employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay"; duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.

7.2 Any employee who enjoys vacation (he/she a member of vacation staff) may earn leave on full pay in the following manner:

a. when an employee avails himself/herself of full vacation in a calendar year at the rate of 1.09 day for every calendar month of duty rendered;

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b. when during any year he/she is prevented from availing himself/herself of the full vacation as for any employee who does not enjoy vacation for that year then he/she will earn leave at the rate allowed to non-vacation staff; and

c. When he/she avails himself/herself of only a part of the vacation as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation

7.3 If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

7.4 Accumulation of leave ***on full pay*** shall be without limit provided that, subject to title, leave on ***Full*** pay may be granted up to a maximum of ***one hundred and twenty days*** at a time.

7.5 For the purpose of Sections 7.5 holidays/regular vacations (except those falling within a time an employee is absent on regular leave) shall count as duty.

GRANT OF LEAVE

8. Leave on Full Pay

8.1 The powers to grant leave shall vest in the authority mentioned in section 5 of these Statutes. The authority may delegate these powers to the heads of Departments or any subordinate officer by a general or special order in writing.

8.2 It shall not be necessary to specify the reasons for which leave has been applied for so long as that it due and admissible to a University employee.

8.3 The maximum period of leave on full pay that may be granted at one time shall be as follows:

a.	Without Medical Certificate	: 120 days
b.	With Medical Certificate	: 180 days
c.	With Medical Certificate one in entire service	: 365 days

8.4 Medical leave, on production of Medical Certificate, may be granted against the earned leave account of the employee.

8.5 Leave on medical certificate may be granted to an employee at any time, subject to such limitations and conditions as the authority may, in each instance in which such leave is applied for, determine.

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

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

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

9. Leave on Half Pay

9.1 Leave on full pay may, at the option of the employee, be converted into leave on half pay. The debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.

9.2 The request for conversion of leave referred to in Statutes 9.1 above; shall be specified by the employee in his application for grant of leave.

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

10. Anti-Rabic Leave

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

11. Quarantine Leave

If an employee or any member of his family living with him is suffering from any infectious disease, such as measles, smallpox, cholera, plague, etc. quarantine leave may be granted upto a limit of one month on production of a certificate from the Authorized Medical Officer. The employee shall be considered on duty and shall draw his actual pay and allowances.

12. Study Leave

12.1 Study Leave may be granted to an employee for the purpose of pursuing higher education or study or research/postdoc in a manner approved by the University.

12.2 An employee desiring to pursue higher study abroad and holding permanently, not for a fixed period, a teaching, or an administrative post in the University, may, if he has served **in that capacity** for not less than three years be granted ***study leave*** on half pay for a period not exceeding seven hundred and thirty days in case of higher studies up-to MS/ MPhil and one thousand four hundred and sixty days in case of PhD/Postdoc.

Provided that he/she spends that period in study at a University or other approved manner out of Pakistan under conditions accepted by the Syndicate

12.3 Study leave shall not be granted to an employee within three years of the date on which he/she has the option of retiring.

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12.4 In case of an employee retiring from or otherwise leaving the service within five years of the expiry of the leave, an amount equivalent to the emoluments, the employee drawn during study leave shall be levied from him and the study leave availed by him shall, at the discretion of the Syndicate, **be converted into the leave of the kind due.**

12.5 The Syndicate may grant ***leave for study*** purposes to an employee who has not put in three years service on such terms and conditions as it may deem fit.

12.6 Study leave, in the first instance may be granted for one year. Further extension may be allowed on receipt of satisfactory progress report from the supervisor or Professor under whose supervision the employee is pursuing the higher education, studies or research. During study leave the employee shall not engage himself/herself in a job carrying remuneration.

12.7 A period of 1095 days (three years) at extended/ different time(s) shall be considered suitable maximum period for the grant of study leave for PhD but in no case the period of study leave shall exceed one thousand four hundred and sixty days (four years) during the whole period of service of University employee.

12.8 On the 'satisfactory progress reports of work and a definite recommendation of the Supervisor', study leave may be extended for the third year or part thereof, by the Vice Chancellor. In special cases, the leave may be extended for the fourth year or part thereof on the basis of satisfactory progress report and definite recommendation by the Supervisor. Study **leave without pay for the fourth year may also be granted under exceptional circumstances and on exceptional reports from advisor.**

12.9 An employee on study leave shall submit his/her progress report with comments of his superior every semester/term to the Vice Chancellor or the Head of the constituent Institution, and in case of unsatisfactory report he/she will be liable to be recalled and all payments received by him/her will either be refunded by him/her or his/her guarantors or both or such a portion of it as the authority may determine.

12.10 If the employee on study leave does not show satisfactory progress in his/her studies, the Syndicate, may at its discretion, cancel the study leave granted to him and withdraw all other privileges. This, however, will not apply to person, who is unable to show satisfactory progress on account of illness, or because of other circumstances beyond his control.

12.11 An employee on study leave shall be allowed to retain accommodation allotted to him/her during the study leave provided his/her "family" actually resides in the accommodation.

12.12 For any change in the course of study or field of research fresh approval of the authority shall be necessary to revalidate the study leave.

12.13 **a.** All applications for study leave shall be submitted at least three (03) months prior to the date on which the leave is proposed to be availed.

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b. Application for study leave must clearly specify the course or courses of study contemplated and any examination which the applicant intends to take. No course of study shall qualify the applicant for study leave or leave salary thereof unless it approved by the authority.

c. The Head of Department concerned should lay down the course of study/ degree program for which a University employee is sent abroad.

12.14 Study leave may be combined with vacation and extra ordinary leave.

Provided that study leave so combined shall be granted twice in the entire service but the total period shall not exceed one thousand four hundred and sixty days (four years).

12.15 Before proceeding on MSc/MS/PhD study leave the University employee shall be required to execute a personal bond with surety of two (2) guarantors of known credibility and financial status on a stamped paper to the effect that on his return from study leave after completion of his studies (successfully), he/she shall serve the University for such period as specified in clause (12.15.1) below and that in case of his failure to serve the University for this period he shall pay to the University as liquidated damages and not penalty the amount as specified in clause (12.15.2) below:

12.15.1 If the duration of training facility/fellowship/scholarship/study leave is from six months to one year he/she should be required to sign an agreement to serve the University for two years; if it is from one to two years/ in the case of Master's Degree, he/she shall serve the University for three (03) years and if it is from two to three years or more in the case of Ph.D, he/she shall serve the University for five (05) years.

12.15.2 If the employee does not resume duty on the expiry of the study leave granted to him or after resuming duty, leaves the University service before the expiry of the relevant period as specified in clause (12.15) above, the amount of liquidated damages will be recovered from him/her, he/she shall be liable to pay to the University; such amount equal to the bond money, fringe benefits (which shall not be less than the amount approved by the Syndicate), the pay, fringe benefits and other payments he/she had received during the period of the study leave.

12.15.3 In case he/she fails to complete the studies successfully within the approved duration, so he/she shall pay such amount etc spent on his/her studies to the University as liquidated damages as specified in clause 12.15.2 above.

12.15.4 No bond will be required in case of training or study programme for less than six months. University employees who proceed abroad on a scholarship or a bursary etc. but not for obtaining a degree be not required to sign an agreement provided the period of their stay abroad does not exceed six months.

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12.16 Only regular employees shall be treated on study leave if they were awarded scholarships or fellowships by an outside agency or by the University. All others should be treated on leave without pay. Normally temporary employees if they are awarded a scholarships / fellowship for training abroad which had not been specifically allotted to the University, should be required to resign. If however due to special circumstances an exception had to be made, the proposal should be placed before the Syndicate.

12.17 The employee should stick to the course/degree for which he is sent abroad. After the completion of the course, the employee should return to the University and should not prolong his stay abroad by joining another course.

12.18 Unless permitted to do so by the Competent Authority, employment during study leave is strictly prohibited and is not allowed for whatever reasons it may be.

12.19 If an employee of the University accepting employment elsewhere during Study Leave;

a. the appointing authority, shall forfeit his/her leave salary from the date of his/her accepting such appointment,

b. Such leave period shall be debited against his/her leave account.

c. Increment for the whole leave period availed will not be allowed to him/her.

d. Such period must be forfeited from the seniority, or if the Syndicate decides the whole period of leave shall be forfeited from his/her seniority.

e. study leave again to such employee will not be allowed in future.

f. In case such employee fails to complete his study successfully shall also be dealt with under statute 12.10 of these Statutes.

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13. Extraordinary Leave (EOL)/Leave without Pay

13.1 The grant of extra-ordinary leave is subject to the condition that it can be granted without detriment to the business of the University.

13.2 Extra-ordinary leave may be granted to an employee in special circumstances:

a. When other leave is not admissible under these Statutes.

b. When other leave is admissible, but the employee concerned applies in writing for the grant of extra-ordinary leave.

c. The authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.

d. No leave salary is admissible in the case of extra-ordinary leave.

e. EOL once sanctioned shall not be converted to other kind of leave unless warranted as such by a valid reason to be recorded in writing and got approved by the Syndicate.

13.3 Leave without pay (EOL) may be granted under special circumstances to a permanent employee up to a maximum period **of five years** at a time.

Provided that the employee to whom such leave is granted has been in continuous qualifying service for at least 10 years.

*Provided further that the maximum period of **five years** shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.*

13.4 In case of a permanent University employee, the period of absence from duty at one time on account of extra-ordinary leave or such leave in conjunction with any other kind or kinds of leave shall not exceed five years.

13.5 Extra Ordinary leave (leave without pay) of 5 years is admissible to an employee for each spell of 10 years of continuous service. If however an employee has not completed 10 years of continuous service. On each occasion / time, extra-ordinary leave (leave without pay) for maximum period of five hundred and fifty days may be granted at the discretion of the Competent Authority.

13.6 Maximum leave availed after one continuous period of 10 years service shall also not exceed **5 years.**

13.8 Leave without pay for purpose of serving elsewhere shall not be ordinarily granted for a period of more than one thousand & ninety five days. Extension beyond the period of one thousand & ninety five days be given very sparingly in such cases in which the Head of the Department certifies that the work would not suffer in such cases.

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

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14. Leave Ex-Pakistan

14.1 Leave Ex-Pakistan may be granted on full pay for a maximum of one hundred and twenty days to employee who applied for such leave or who proceeds abroad during leave or takes leave while posted abroad or is otherwise on duty abroad and makes a specific request to that effect. The maximum amount of leave salary may be determined and approved by the authority at the time of sanctioning leave.

14.2 Such leave pay shall be payable for the actual period of leave spent abroad subject to maximum of 120 days at a time.

15. Hajj Leave

Forty Five days Ex-Pakistan Hajj Leave and 20 days for Umra leave on full pay may be granted as *special leave* once during the entire service to employee.

16. Maternity Leave

16.1 Maternity leave may be granted on full pay, outside the leave account, to a female employee to the extent of Ninety (90) days in all from the date of its commencement or Sixty (60) days from the date of her confinement, whichever be earlier.

16.2 The maternity leave shall be granted on medical certificate from authorized Medical practitioner in such a manner that the date of confinement falls within the leave period and the leave does not go on for more than sixty days beyond the date of confinement.

16.3 Maternity/paternity leave may be granted in continuation of or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female Employee.

16.4 Maternity leave may be granted to a female employee thrice only in her whole service in the University.

16.5 Paternity leave may be granted to the male employees whose wife is expecting child for a maximum of ten working days at the time of birth, provided that such leave shall not be granted for more than 3 times in the entire service

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

17.1 A Muslim female employee on the death of her husband, may be granted special leave on full pay, when applied, for a period not exceeding 130 days. This leave shall not be debited to her leave-account.

17.2 Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the Competent Authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

17.3 Employee may be granted leave up to 5 working days for death of First-degree blood relatives i.e. parents, siblings and children.

18. Relaxation of statutes / grant of any Special Leave

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The Syndicate, in extra-ordinary circumstances to be communicated in writing may:-

a. Relax any of the provision of these Statutes; and
b. Grant special leave to an employee on such terms and conditions as it may deem proper, ***provided such employee has not less than three years service at his credit.***

19. Leave not due

19.1 Leave not due may be granted on full pay ***to a regular and confirmed employee,*** to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five (365) days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety (90) days in all.

19.2 Such leave may be converted into leave on half pay.

19.3 Such leave shall be granted only when there are reasonable chances of the employee resuming duty on the expiry of the leave.

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

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

20. Sabbatical Leave

20.1 Sabbatical leave is a privilege and not a right and its approval when it falls due shall depend upon the prevailing staff positions and exigencies of duty at the discretion of the authority.

20.2 An employee engaged in *teaching or research* may after every *six years* of active service in the University, be granted sabbatical leave up to 365 days on full pay (i.e. the 7th year) for undertaking research in a university or research organization of good standing, subject to a maximum of 730 days during the entire service.

20.3 The sabbatical leave may not be combined with any other kind of leave.

20.4 Subject to the exigencies of service sabbatical leave may be granted up to a maximum of 365 days at a time.

20.5 The period spent on study leave or leave without pay shall not count towards the period prescribed for entitlement to sabbatical leave.

20.6 In case the employee receives salary from other sources during sabbatical leave, the University may pay only 70 percent of the basic salary to which the employee concerned would be entitled in the University.

20.7 Sabbatical leave shall ordinarily be granted at the end of an academic term or semester and if it is applied for at least 3 months before the date it is proposed to be availed of.

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20.8 The employee on sabbatical leave may draw house rent allowance or retain the residential accommodation provided to him if his/her "family" actually resides in it. He/she will also be eligible to other fringe benefits except conveyance allowance.

20.9 Sabbatical leave will be granted to a regular and confirmed employee only for undertaking such research/teaching assignment within or outside Pakistan as are related to his subject in respect of which he/she will be required to give valid proof.

20.10 On return from sabbatical leave the employee shall submit a report on the work done during the sabbatical leave for the perusal of the Head of the constituent Department/Institution who will forward it with his comments to the Vice Chancellor.

21. Duty Leave

21.1 The Vice Chancellor may grant duty leave on full pay to an employee of the University for a maximum period of ten (10) days in a calendar year if it is in the interest of the University.

21.2 An employee deputed by the University for attending conference, trainings, workshops, seminar or meeting shall be considered on duty for the period of such duration as well as for the specified period on journey to and from the venue.

21.3 An employee who is required to undertake examination duties within or outside the University shall be treated on duty up to a maximum of twenty five days or one examination; whichever is less.

Provided that no person shall be appointed to supervise more than one 'complete examination' in a year and in no case the period of such appointment during a year shall exceed 25 days of absence from duty.

21.4 In case of practical/thesis/oral examination duties within or outside the University such duty leave at once should not exceed five days at a time and the whole period for various examinations will remain 25 days of absence from duty per annum at the maximum, as described in Section 21.3 above.

21.5 If an employee avails such duty leave 'over and above' the prescribed limit of 25 days mentioned in Section 21.3 & 21.4 above, such over leave shall be debited against the Casual or **leave** account of the individual as the case may be.

22. Leave Preparatory to Retirement (LPR)

22.1 The maximum period up to which an employee may be granted leave preparatory to retirement shall be 365 days ***or the available balance at the credit of the employee whichever is less***. It may be taken subject to availability ***in the leave account***, either on full pay or partly on full pay and partly on half pay, or entirely on half pay at the discretion of the employee. ***Such leave shall not extend beyond the age of superannuation.***

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

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22.2 Where an employee opts not to avail the leave preparatory to retirement, ***or due to refusal of the LPR by the authorities*** he/she shall be allowed ***encashment of the LPR*** for the period for which leave preparatory to retirement is admissible, up to a maximum of 365 days.

22.3 ***Refusal of/Recalling from LPR;*** ordinarily leave preparatory to retirement shall not be refused. All orders refusing leave preparatory to retirement to an employee and recalling of an employee from leave preparatory to retirement shall be passed only by the authorities specified below:

a. For employee of grade 17 and above: ***the Syndicate or the Vice Chancellor if delegated with powers as such by the Syndicate.***

b. For Employee of grade 16 and below: ***Vice Chancellor.***

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

22.4 Encashment of Leave Preparatory to Retirement (LPR)

22.4.1 The Employee retiring at superannuation or on completion of ***twenty six*** years qualifying service, at his option, be allowed to en-cash his leave preparatory to retirement if he/she undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible.

22.4.2 In lieu of such leave, leave pay be paid for the period of leave standing at the credit of employee concerned subject to a maximum of three hundred and sixty five (365) days.

22.4.3 All kinds of leave except granted on account of ill health supported by Medical Certificate or for performance of Hajj, shall be deductible from the amount of leave to be encashed.

22.4.4 The employee shall submit the option to the authority, who shall accept the option and issue formal sanction for the payment of such encashment. Such option may be submitted at least six months prior to the 'struck off duty day', otherwise the authority shall have its discretion to decide.

22.4.5 For the purpose of payment in lieu of such leave:

a. the rate of pay shall be the basic pay last drawn/ admissible at the time the leave encashment is drawn;

b. the encashment of leave pay may be drawn at the end of each month, or in lump sum on the day of retirement at the discretion of the employee, for which duty has already been rendered; and

c. only the "Senior Post Allowance" will be included in the leave pay as admissible.

23. Death during Service or on retirement due to permanently incapacitated: In case an employee dies while in service, or an employee being in service is declared permanently

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incapacitated for further service by a medical board of designated hospital', a lump sum payment equal to full pay for the number of days of earned leave on his/her credit, but not exceeding 365 days, shall be paid by the University to his family or to the employee as the case may be.

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

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

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

27. **<u>Study/research Tour</u>**

27.1 A persons may be permitted to proceed on study/research tour subject to following conditions:-

a. Study tour would normally be for a period of less than four months, but in no case should it exceed six months. It should be preferably during the vacations or semester break.

b. Persons proceeding on study tour will be permitted to visit only one country. However, in case an officer desired to avail himself of the facilities offered by various airlines he might do so and break the journey whichever permissible, but shall have to meet additional expenditure from his own pocket.

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

c. In very special circumstances, the Syndicate may, at its discretion, grant study leave to an officer who has been sent abroad on study tour and also permits him to combine this with summer/winter vacation.

d. Persons, proceeding on study tour, would be treated on duty and paid full salary in Pakistan (excluding conveyance).

e. Payment of compensatory allowance during stay abroad shall be governed by the rates approved by the Federal Government/Provincial Government for its employees from time to time.

f. They would be paid actual fare from the University to port of embarkation and would not be entitled to draw daily allowance or extra fare (TA).

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