

CHAPTER - 1
ABDUL WALI KHAN UNIVERSITY MARDAN
SERVICE STATUTES-2013

1. TITLE

These Statutes, framed in pursuance of Section 28(1) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called “Abdul Wali Khan University Mardan Service Statutes-2013”.

2. COMMENCEMENT

These Statutes shall come into force with immediate effect.

3. APPLICATION

These Statutes shall be applicable to all employees of Abdul Wali Khan University Mardan, except:

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

4. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. “Selection Committee” means Selection and Promotion Committee of the University

- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University
- i. "Constituent College" means Constituent College of the University
- j. "Constituent Institution" means Constituent Institution of the University
- k. "Dean" means Dean of a faculty of the University
- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made thereunder
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post
- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale

- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun "He" refers to both Male and Female employees / students.

5. TERMS AND CONDITIONS OF SERVICE OF THE UNIVERSITY EMPLOYEES

- (1) All appointments to the posts in the University shall be made in accordance with the University's Appointment and Scales of Pay Statutes of the respective cadres.
- (2) Appointments in the University shall be open to all citizens of Pakistan. However, the conditions of citizenship shall not be binding in the appointment of foreign faculty.
- (3) After appointment, every employee shall produce a medical fitness certificate from an authorized Medical Officer of the University or Medical Superintendent or Civil Surgeon of Government Civil Hospital as may be prescribed by the University. The certificate shall be placed on record after being duly scrutinized by the Audit Officer.
- (4) No person shall be appointed to any post in the University unless he possesses the required educational, technical or professional qualification as specified in Schedules appended to these Statutes.
- (5) All appointments in the University shall be subject to verification of the related personal certificates of service and qualification, references and any other informations, antecedents, character or other particulars which the Selection Board or Selection Committee may require, is carried out. If the information is found incorrect, the services of such an employee shall be liable to termination at any subsequent stage without notice.
- (6) All employees of the University shall be governed by the terms and conditions as provided under these statutes and such rules and regulations as may be notified by the competent authorities from time to time.
- (7) No two or more persons can be appointed substantively against the same post at the same time.
- (8) A person shall not be appointed substantively against a post on which another employee holds a lien.

- (9) An employee shall not be appointed against two or more posts at the same time except in the cases of additional or dual charge arrangement as a stop gap or temporary measure.
- (10) No person of less than 18 years and more than 35 years of age shall be appointed against any permanent post in the University. Age limit may, however, be relaxed in special cases by the Syndicate upon the recommendation of the Vice Chancellor for the posts in BPS-01 to BPS-16 and by the Senate on the recommendation of the Syndicate for BPS-17 and above.
- (a) The sole authentic document upon which the proof of age could be determined is the SSC of an employee.
- (b) In case the SSC certificate is not available then the date recorded in his Computerized National Identity Card.

6. PROCEDURE FOR APPOINTMENTS

- (1) Appointments to all posts in the University shall be made by the authorities specified for the purpose, as mentioned below:

S.No	Name of Post	Appointing Authority
1	Vice Chancellor	Chancellor
2	All posts in BPS-22	Chancellor
3	All posts in BPS-17 to BPS-21	Syndicate
4	All posts in BPS-01 to BPS-16	Vice Chancellor

- (2) All appointments and promotions against sanctioned posts shall be made on the recommendation of properly constituted University Selection Board or Selection and Promotion Committee.
- (3) Appointments may be made on regular or temporary basis and on contract or on deputation with terms and conditions approved by the Competent Authority.
- (4) The Vice Chancellor may appoint faculty, advisors, consultants, officers and other employees on adhoc, contract, temporary and fixed pay basis, as may be necessary for a period not exceeding one year within the age limit of 60 years.
- (5) Initial appointment shall be made on the minimum of the pay scale. However, the Appointing Authority on the recommendation of the University Selection Board / Selection and Promotion Committee, may allow, for reasons to be recorded in writing, a higher pay in the same pay scale.
- (6) Upon entry into the service of the University every employee shall submit a declaration on stamp paper, duly countersigned by a Magistrate, of non-affiliation with any political party and non-involvement in any kind of politics and that he shall abstain from all such activities, as long as he remains in the service of the University.

- (7) On joining the service of the University every employee shall be required to submit declaration of assets and liabilities (moveable and immovable) held by him or his dependents. He shall submit such declaration(s) on annual basis.

7. DISQUALIFICATION

No person shall be appointed to any post of the University, who has once been dismissed or removed from the service of the University or dismissed from the service of any Government Department, Public Sector Organization, Autonomous Body, whether Federal or Provincial, for reason of misconduct or who has been convicted of any criminal offence by any court of law, including moral turpitude.

8. PROBATION

- (1) In the case of an initial appointment to a permanent post in the University Service, the employee concerned shall be on probation for a period of one year, extendable for further one year.
- (2) Appointments by promotion shall also be made on probation for a minimum period of one year, extendable for further one year or as determined by the Appointing Authority.
- (3) If in the opinion of the Appointing Authority the work and 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.

9. CONFIRMATION

- (1) On completion of the period of probation of an employee, the Appointing Authority may confirm his appointment against a permanent post or if his work and conduct has, in the opinion of such authority, not been satisfactory:
 - (a) in case of initial appointment, dispense with his services,
 - (b) in case he has been appointed otherwise, revert him to his former post,
 - (c) extend the period of probation by a period not exceeding the prescribed limit and during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of the initial probationary period.
- (2) On the expiry of the maximum period of probation, an employee shall be deemed to have been confirmed in service against a permanent post unless there is an order to the contrary or his services have been dispensed with earlier.

10. SENIORITY

- (1) For the purpose of making appointments, seniority shall have relevance only within the group or cadre.
- (2) Seniority in a scale of pay shall be determined from the date of initial appointment to a post in that scale.
- (3) Inter se-seniority on first appointment shall be determined by order of merit assigned by the Selection Board or Committee.
- (4) Inter se-seniority of the University employees on subsequent appointments to posts in the higher scale of pay on the same date shall be determined on the basis of their inter se-seniority in the lower scale of pay unless otherwise prescribed.
- (5) If a junior employee in a lower post is promoted to a higher post by superseding a senior employee, and subsequently that senior employee is also promoted, the employee promoted first shall rank senior to the employee promoted subsequently.
- (6) If a junior employee in a lower post is promoted to a higher post by deferring a senior employee, and subsequently that senior employee is also promoted, he shall regain his inter se-seniority.
- (7) Seniority in various cadres of employees appointed by initial recruitment vis-à-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.

11. LIEN

- (1) An employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- (2) An employee holding substantively a permanent post retains a lien on that post, while officiating on another post.
- (3) A regular employee of the University appointed in another organization, shall cease to retain lien on the post after the expiry of one year.

12. TRANSFER

The Vice Chancellor may transfer an employee of the University from one Department or Section to another as per need in his own pay scale. Likewise, the Vice Chancellor may transfer any University employee from one campus to another.

13. RESIGNATION

- (1) An employee of the University desirous of resigning from his office, shall give to the Competent Authority a notice of one month, or as specified in his special contract of service. In the event of his failure to do so, he shall pay to the University one month salary or for the time mentioned in his special contract.
- (2) The University may, in lieu of any notice herein provided for, pay a lump sum amount equal to the amount of one month salary for the period of notice or in case of notice shorter than the prescribed period, equal to the amount of pay for the period by which such notice falls short of.
- (3) If a University employee is to resign for reasons of ill health or if the Appointing Authority is satisfied that his resignation is due to circumstances over which he had no control and he could not have, under the circumstances given a timely notice, may forfeit or a part of it may be waived off by the appointing authority.
- (4) When an employee of the University gives a notice of resignation he shall not be granted any leave other than sick leave.
- (5) Notice of resignation given by an employee on leave other than sick leave or casual leave shall become effective on the expiry of one month period after the date of notice.

14. BAR FROM ENGAGEMENTS TO OTHER EMPLOYMENTS

- (1) The whole time of an employee of the University shall be at the disposal of the University and he may be employed by the University without claim for additional remuneration.
- (2) No whole-time employee shall, except with the prior permission of the Competent Authority in writing, engage himself in any trade, occupation or business.
- (3) The Competent Authority may permit an employee to perform a specified service or series of services for Government or body or for a public body including a body administering a local fund and to receive as remuneration there for a non-recurring or recurring fee, provided it is not detrimental to his normal duties.

15. PAY AND ALLOWANCES

All employees shall be placed in the revised Basic Pay Scales-2011 (Annex – A) or as revised by the Government from time to time, adopted by the University.

(1) FIXATION OF PAY OF THE EMPLOYEES

On entry into the Service of the University the basic pay of an employee shall be fixed at minimum of the Basic Pay Scale.

(2) HOUSE RENT ALLOWANCE

House Rent Allowance @ 45% shall be admissible with reference to the Revised Basic Pay Scales, 2011 as per Rules.

(3) **MEDICAL ALLOWANCE**

(i) A University employee shall, in addition to reimbursement of hospitalization charges, be entitled to medical allowance at the following rates.

(a) **For married employees in BPS-1 to 22**

@ 35 % of the basic pay subject to a minimum of Rs. 2,000/- and maximum of Rs. 8,320/- per month.

(b) **For unmarried employees in BPS-1 to 22**

@ 17.5 % of the basic pay subject to a minimum of Rs. 1,000/- and maximum of Rs. 4,160/- per month.

(c) Medical allowance is subject to enhancement from time to time with the approval of the Competent Authority.

(4) **CONVEYANCE ALLOWANCE**

(i) Conveyance Allowance shall be admissible at the following rates:

BPS	RATES (RS.PM)
01 – 04	1700
05 – 10	1840
11 – 15	2720
16 – 19	5000
20 – 21	7000

(ii) Conveyance Allowance shall not be admissible to employees on leave for a month or more.

(iii) Conveyance Allowance shall not be admissible to those officers who have been allotted official vehicles.

(iv) Conveyance allowance shall not be admissible to all those employees who reside on the campus.

(5) **OTHER ALLOWANCES**

(i) The rates of other Allowances shall be admissible as below:

(a) **Entertainment Allowance**

BPS – 19	Rs.500/-P.M
BPS – 20	Rs.600/ P.M
BPS – 21	Rs.700/ P.M
BPS – 22	Rs.975/ P.M

(b) Daily Allowance

BPS	Ordinary	Special*
BPS 01 – 04	Rs. 310	Rs. 500
BPS 05 – 11	Rs. 390	Rs. 550
BPS 12 – 16	Rs. 700	Rs. 900
BPS 17 – 18	Rs. 1250	Rs. 1600
BPS 19 – 20	Rs. 1500	Rs. 2050
BPS – 21	Rs. 1750	Rs. 2500
BPS – 22	Rs. 1750	Rs. 3000

* Specified stations for special rates are Hyder Abad, Karachi, Sakkur, Bahawalpur, DG Khan, Multan, Quetta, Sargodha, Northern Areas, Lahore, Sialkot, Gujranwala, Rawalpindi, Islamabad, Faisalabad, Peshawar, Muzaffar Abad and Mirpur AJK.

(c) Hotel accommodation charges

Actual Hotel accommodation charges within the prescribed limit shall be admissible only on production of receipts as per existing rules.

(d) Travelling and Mileage Allowance

(i) Transportation	
Motor Car	Rs. 5/- per km
Motor Cycle / Scooter	Rs. 2.5/- per km
(ii) Mileage Allowance	
Personal Car/Taxi	Rs.10/- per km
Motor Cycle /Scooter	Rs.4/- per km
Bicycle	Rs.2/- per km
Public Transport	Rs. 2.5/- per km
Travel by Air	The University employees in BPS-17 and above will be entitled to travel by Air with the prior approval of the Competent Authority. Head of the Institution may travel in other than economy class.
Carriage of Personal effects on Transfer / Retirement	As per Government approved rates.

(e) **Qualification Pay**

SAS Accountant	Rs. 800 P.M.
Part 111(ICMA/ICWA)	Rs. 800 P.M.
ICMA/ICWA	Rs. 2100 P.M.
Chartered Accountant	Rs. 2300 P.M.
Staff College/NDC	Rs. 2000 P.M.
Advanced Course in NIPA	Rs. 1000 P.M.
Mid Career Mgt. Course	Rs. 500 P.M.
PhD Allowance	Rs. 7500/- P.M.

(f) **Senior Post Allowance**

BPS – 20	Rs.1250/-P.M.
BPS – 21	Rs.1350/-P.M.
BPS – 22	Rs.1750/-P.M.

(6) **DEPUTATION**

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

(7) **ADDITIONAL CHARGE ALLOWANCE**

- (i) An employee appointed to hold additional charge of a post shall be entitled to additional charge allowance where an employee of the University is formally appointed to hold additional charge of a sanctioned post and discharges full duties of that post. Additional charge allowance should not exceed 20 percent, upto a maximum of 6000/- p.m. of the basic pay of the incumbent.
- (ii) The duration of additional charge shall not normally exceed six months; provided that it is not feasible to fill the vacancy, the Vice Chancellor may allow the extension of additional charge without additional charge allowance, as he may consider necessary.
- (iii) No additional charge allowance should be sanctioned if the additional charge is held for a period of less than one month.
- (iv) Additional charge allowance shall not be admissible without prior orders, in writing, of the Competent Authority. The authority has to clarify whether the employee would be incharge of the current duties or full charge of the additional post.

REVISED BASIC PAY SCALE – 2011

BPS	Min	Inncr	Max	Stg
1	4, 800	150	9, 300	30
2	4, 900	170	10, 000	30
3	5, 050	200	11, 050	30
4	5, 200	230	12, 100	30
5	5, 400	260	13, 200	30
6	5, 600	290	14, 300	30
7	5, 800	320	15, 400	30
8	6, 000	350	16, 500	30
9	6, 200	380	17, 600	30
10	6, 400	420	19, 000	30
11	6, 600	460	20, 400	30
12	7, 000	500	22, 000	30
13	7, 500	550	24, 000	30
14	8, 000	610	26, 300	30
15	8, 500	700	29, 500	30
16	10, 000	800	34, 000	30
17	16, 000	1200	40, 000	20
18	20, 000	1500	50, 000	20
19	31, 000	1600	63, 000	20
20	36, 000	2, 350	68, 900	14
21	40, 000	2, 600	76, 400	14
22	43, 000	3, 050	85, 700	14

Note: In addition to the pay in the relevant scale, the incumbents of the posts, administrative as well as teaching, are eligible to receive admissible allowances and fringe benefits / special allowances announced by the government from time to time.

(8) INTEGRATED ALLOWANCE

A Special Allowance @ Rs. 300/- p.m. shall be allowed to all Malis of the University.

(9) HONORARIUM

The Competent Authority may grant an employee an honorarium from the University funds to a maximum of one month basic pay in a year for work of such special merit as to justify a special reward.

16. SALARY ON COMMENCEMENT OF SERVICE

Pay and allowances shall accrue from the date on which an employee reports for duty in writing along with all documents including Medical Fitness Certificate, at the place and time intimated to him.

17. INCREMENTS

- (1) Annual increment shall be payable on the first of December each year, provided that the employee has rendered at least six months service during that calendar year.
- (2) The Syndicate, on the recommendations of the Competent Authority, may grant advance increment(s) / allowance / honorarium to an employee of the University on such terms and conditions as it may determine.

18. PAYMENT OF SALARY DURING SUSPENSION

- (1) An employee under suspension is entitled for subsistence allowance in accordance with the rules.
- (2) An employee committed to prison either for debt or on a criminal charge shall be considered as under suspension as long as he is so committed and shall be allowed subsistence allowance, provided that on the termination of the proceedings against him, adjustment of his pay and allowances shall be made according to the circumstances of the case, the full amount being given only in the event of the employee being acquitted of blame or if the imprisonment was for debt and being proved that the employee's liability arose from circumstances beyond his control.
- (3) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable; or when an employee who has been dismissed, removed, or suspended, is reinstated, the Appellate or Competent Authority may grant him salary for the period of his suspension:
 - (a) if he has been, in its opinion, honorably acquitted, the full pay to which he would have been entitled if he had not been dismissed, removed, or suspended and, by an order to be separately recorded, any allowance of

which he was in receipt prior to his dismissal, removal or suspension, the period of absence from duty being treated as period spent on duty; or

- (b) if otherwise such proportion of such pay and allowances as the appellate or Competent Authority may decide and the period from absence in his case shall not be treated as period spent on duty unless the Appellate or Competent Authority so directs.
- (4) Employee under suspension will not be entitled to any leave except leave for performance of Hajj or Umra.

19. RETRENCHMENT

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

20. RETIREMENT

- (1) The maximum age for superannuation of employees shall be 60 years.
- (2) An employee shall have the option of seeking pre-mature retirement on completion of 25 years qualifying service, or as may be prescribed by the Government from time to time.

21. EMPLOYEMENT AFTER RETIREMENT

- (1) The Competent Authority may, in the public interest and subject to physical fitness, appoint an officer in Basic Pay Scale 17 and above against a post normally on package fixed by the Vice Chancellor, beyond the age of sixty years, on year to year basis, subject to the condition that any such appointment shall be done only under very special circumstances with the approval of the Chancellor on case to case basis. In certain cases, officers may be employed on fixed package by the Vice Chancellor and will be brought to the notice of the forth-coming meeting of the Syndicate.
- (2) The pay of an employee on appointment after retirement shall be fixed in accordance with the principles laid down below:
 - (a) he shall ordinarily be employed on the last substantive pay drawn, provided that he may be employed on the officiating pay (exclusive of special pay) last drawn; in case it is certified that he would have continued to officiate in the post held by him at the time of his retirement, had he not been retired, for a period not less than that for which he is employed; provided further that where such employee is appointed to a post which carries special pay, the same be given to him in addition to the pay.
 - (b) the fixation of pay, in the manner indicated above, is subject to the condition that no retired employee of the University may be allowed pay which is less

than the minimum of the scale of the post to which he is appointed, or more than the maximum of the scale.

- (3) The Authority Competent to sanction the employment of a retired employee is also competent to fix his pay and allowances in accordance with the principles laid down in these Statutes.

22. SERVICE BOOKS

A service book / permanent register shall be maintained for each employee of the University in BPS 01 – 22 and kept up-to-date. Each event, such as appointments, promotions, leave, suspension, fine, etc., in the official career of an employee, shall be recorded in the service book. The service verification shall be conducted every year and the facts recorded in the service book.

23. CHARACTER ROLLS AND PERFORMANCE EVALUATION REPORTS

- (1) Performance of every employee shall be assessed at least once in a year according to the performance appraisal procedure as laid down from time to time. The annual assessment shall be made, in the first instance, by his immediate officer and reviewed by the higher authority nominated for this purpose.
- (2) Character Rolls of employees in Grade 01 to Grade 16 shall be recorded by the Heads of Departments / Sections under whom they are serving. Views in respect of work and conduct of an employee shall be recorded annually in their Character Rolls.
- (3) Performance Evaluation Report (PER) shall be maintained for each employee of the University in BPS-17 and above. Views in respect of work and conduct shall be recorded annually.
 - (a) by the Principals / Heads of Institutions / Sectional Heads in the case of officials in BPS-17 and above working under them;
 - (b) by the Chairperson of the Departments in respect of faculty who are junior to him in pay scales and by the Dean of Faculty concerned in case of faculty senior to the Chairperson.
 - (c) by the Vice Chancellor in case of Deans, Chairpersons, Principals, Directors and Sectional Heads in Administration.
- (4) 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, latest by June 30.
- (5) Responsibility of the safe-custody and maintenance of Character Rolls and Performance Evaluation Reports shall rest with the Registrar.

24. TRAINING, SHORT STUDIES, WORKSHOPS AND CONFERENCES

An employee, while on training, short studies, workshops and conferences, shall be treated as on duty for the purpose of service only. They will be entitled to salary and other allowances during their training / study programme. The period of training shall be subject to a maximum of four months.

25. RESIDENCES

- (1) Employees of the University so far as may be practicable, may be provided University residence.
- (2) An employee, who retires from service, shall be eligible to retain the accommodation during the leave preparatory to retirement and at the most for six months after retirement.
- (3) Accommodation shall be allotted by the Vice-Chancellor on the recommendation of House Allotment Committee. The category of accommodation allotted to an employee shall not, except at the employee's own request, be less than that which is appropriate to the status of the employee.
- (4) The employee concerned will neither sublet nor permit a student or person other than his own dependent(s) to live with him.
- (5) The house allotment committee shall be constituted by the Vice Chancellor and shall consist of the following:
 - (i) Registrar Convener
 - (ii) Two Professors to be nominated by the University Member
 - (iii) Provost Member
 - (iv) Treasurer Member
 - (v) Administrative Officer Member
 - (vi) Director P & D Member
 - (vii) State Officer Secretary

26. PENSION AND GRATUITY

In the matters of pension and gratuity, employees of the University shall be governed by the University Statutes relating to Pension and Gratuity.

27. BENEVOLENT FUND

Employees of the University shall be the beneficiaries of the Benevolent Fund envisaged in the University Employees Benevolent Fund Statutes-2013 and such other rules as the Syndicate may lay down for extending benefit of Group Insurance to the employees of the University.

28. GENERAL PROVIDENT FUND

In the matters of General Provident Fund, the employees shall be governed by the University Statutes relating to General Provident Fund.

29. CONDUCT

The conduct of the employees of the University shall be regulated by the conduct rules framed by the Syndicate under these Statutes.

30. EFFICIENCY AND DISCIPLINE

In the matters of efficiency and discipline, the employees shall be governed by the University Statutes relating to Efficiency and Discipline Statutes-2013.

31. LEAVE

In matters of leave, the employees shall be governed by the University Leave Statutes-2013.

32. RIGHT OF APPEAL OR REPRESENTATION

- (1) An appeal, or application for review shall be made as per provision in the Khyber Pakhtunkhwa Universities Act, 2012, within 30 days after issuance of the impugned order.
- (2) Where no provision for appeal or review exists in the University Statutes, the employee may, within 30 days of the communication of such order, make a representation against it to the Authority next above the Authority that passed the order, provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or scale of pay.

33. RESIDUARY PROVISIONS

1. In matters not provided for by these Statutes, the Syndicate may adopt the rules or instructions issued by the Government from time to time in respect of Government servants.
2. In a case where the operation of these Statutes involves undue hardship to an employee of the University, the Competent Authority may, for reason to be recorded in writing, relax any of these Statutes in his favour.

34. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

35. 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 Deans to be nominated by the Vice Chancellor	Member
(c)	Director Academics	Member
(d)	Chairman / Head of Section of the concerned department / section	Member
(e)	Treasurer	Member
(f)	Director P & D	Member
(g)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member
(h)	Nominee of the Establishment Department, Khyber Pakhtunkhwa	Member
(i)	Nominee of the Finance Department, Khyber Pakhtunkhwa	Member
(j)	Registrar	Member /Secretary

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

36. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

37. AMENDMENTS IN THE STATUTES

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

CHAPTER – 2 AUTHORITIES OF THE UNIVERSITY

The following authorities have been established as provided in section 18(1)(b) of the Khyber Pakhtunkhwa Universities Act, 2012:

- i. Board of Faculty
- ii. Board of Studies
- iii. Selection Board
- iv. Advanced Studies and Research Board
- v. Finance and Planning Committee
- vi. Affiliation Committee
- vii. University Discipline Committee for students

38. Board of Faculties. --- (1) There shall be a Board of each Faculty, which shall consists of the following:

- (i) Dean of the concerned faculty who shall be the convener;
 - (ii) Director Academics / Quality Enhancement Cell (QEC);
 - (iii) all Chairpersons of the Teaching Departments of the concerned faculty;
 - (iv) one Professor or Associate Professor of each Department of the concerned Faculty;
 - (v) two subject experts from other universities / organizations to be nominated by the Vice Chancellor;
 - (vi) Director, Office of Research, Innovation and Commercialization (ORIC).
- (2) The members mentioned at sub-clauses (iv) & (v) 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.

39. 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 Board of Studies in regard to the scheme of studies, syllabi and courses offered by various departments in the faculty;
- (iii) recommend appointments of paper setters and examiners;
- (iv) consider any other academic matter relating to report thereon to the Academic Council; and
- (v) perform such other functions as may be assigned to it.

40. Dean. --- (1) There shall be a Dean of each Faculty, who shall be the Chairperson and Convener of the Board of Faculty.

- (2) Dean shall be the academic and administrative head of the faculty.
- (3) The Dean of each Faculty shall be appointed by the Chancellor from amongst the three senior most Professors in the Faculty for a period of three years and shall be eligible for re-appointment; provided that if no Professor is available in a Faculty, a Professor from some other Faculty may act as a Dean till appointment of a Professor in the faculty concerned.
- (4) Dean shall present candidates for admission to degrees, except honorary degrees, in the course falling within the purview of the Faculty.
- (5) Dean shall exercise such administrative, academic and financial powers as may be delegated to him.

41. Board of Studies. --- (1) There shall be a Board of Studies of each teaching department which shall consist of:

- (i) the Chairperson of the Teaching Department who shall be the convener;
 - (ii) all Professors and Associate Professors in the Teaching Department;
 - (iii) two University Teachers, other than Professors and Associate Professors, to be appointed by the Vice Chancellor;
 - (iv) two subject experts from other Universities / Organizations, to be appointed by the Vice Chancellor;
 - (v) one subject expert from the affiliated institutions to be nominated by the Vice Chancellor;
- (2) The term of office of members of the Board of Studies, other than ex-officio members, shall be three years.

- (3) The quorum for meetings of the Board of Studies shall be one-half of members, a fraction being counted as one.
- (4) Functions of the Board of Studies shall be to-
 - (i) advice the Authorities on all academic matters concerning instructions, publications, research and examinations in the subjects concerned;
 - (ii) propose the scheme of studies, curricula and syllabi for all degree, diploma and certificate courses in the subjects concerned;
 - (iii) suggest panels of names of paper setters and examiners in the subjects concerned; and
 - (iv) to perform such other functions as may be prescribed by Regulations.

42. Teaching Department / Institution and Chairperson / Director. --- (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 recommendation of the Vice Chancellor from amongst the three senior most Professors/Associate Professors of the Department/Institute for a period of three years and shall be eligible for re-appointment:

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

- (3) The Chairperson of Department/Director of the Institute shall plan, organize and supervise the work of the Department/Institute and shall be responsible to the Dean for the work of his Department/Institute.
- (4) The Chairperson / Director shall be the academic and administrative head of the department / institution.
- (5) Chairperson / Director shall exercise such administrative, academic and financial powers as may be delegated to him.

43. Selection Board. --- (1) There shall be a Selection Board which shall consist of the following:

- (i) the Vice-Chancellor who shall be the Chairperson;

- (ii) one Vice-Chancellor of a Public Sector University to be appointed by the Chancellor;
 - (iii) the Chairman or a member of the Khyber Pakhtunkhwa Public Service Commission;
 - (iv) one member of the Syndicate to be nominated by the Syndicate;
 - (v) the Dean of the Faculty concerned;
 - (vi) Director Academics / Quality Enhancement Cell (non-voting member);
 - (vii) the Chairperson of the Teaching Department / Director of the Institute concerned;
 - (viii) head of the concerned section (in case of appointment of administrative staff); and
 - (ix) the Registrar of the University (Secretary).
- (2) The members, other than ex-officio members, shall hold office for three years.
 - (3) The quorum of Selection Board shall be sixty percent of the notified members.
 - (4) In case of selection of officers other than teachers, the Selection Board shall consist only of members mentioned at sub-clauses (i), (ii), (iii),(iv), (viii) and (ix) and the quorum shall be four.
 - (5) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.
 - (6) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall co-opt or consult two experts in the subject concerned, to be nominated by the Vice Chancellor from a standing list of experts for each subject approved by the Syndicate on the recommendations of the Selection Board and revised from time to time by the respective authorities.

44. Functions of the Selection Board. --- (1) The Selection Board for teaching and other posts shall consider the applications received in response to an advertisement and recommend to the Syndicate the names of suitable persons for appointment to teaching or other posts, as the case may be and may also recommend-

- (i) the grant of a higher initial pay in suitable cases for reasons to be recorded;

- (ii) the appointment of an eminent qualified person to a position in the University on terms and conditions other than those prescribed; and
 - (iii) cases of award of increments or cash award on the basis of research contribution;
 - (iv) recommend list of experts and examiner for each subject to the Syndicates.
- (2) In the event of unresolved difference of opinion between the Selection Board and the Syndicate, the matter shall be referred to the Chancellor whose decision shall be final;

45. 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 (Chairperson);
 - (ii) all Deans;
 - (iii) Chairpersons concerned;
 - (iv) Supervisors concerned;
 - (v) one Professor / Subject Expert in the concerned discipline from other Universities / Organizations to be appointed by the Vice Chancellor;
 - (vi) Director Office of the Research Innovation and Commercialization (ORIC);
 - (vii) Director Advanced Studies and Research Board/Academics; and
 - (viii) The Registrar (Secretary).
- (2) The term of office of members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.
- (3) The quorum for a meeting of the Advanced Studies and Research Board shall be sixty percent of the notified members.

46. 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 postgraduate research students and to approve titles of their synopses and theses / dissertations;
- (v) recommend panels of names of examiners for evaluation of thesis and other examinations; and
- (vi) approval of synopsis and thesis of Higher Research Degrees;
- (vii) perform such other functions as may be prescribed by Statutes.

47. Finance and Planning Committee. --- (1) There shall be a Finance and Planning Committee which shall consists of the following:

- (i) the Vice-Chancellor (Chairperson);
 - (ii) a representative of the Higher Education Commission (HEC);
 - (iii) one member of the Syndicate to be appointed by the Syndicate on the recommendation of the Vice Chancellor;
 - (iv) one member of Academic Council to be nominated by the Academic Council on the recommendation of the Vice Chancellor;
 - (v) the Secretary to Government, Higher Education Department or his nominee not below the rank of an Additional Secretary;
 - (vi) the Secretary to Government, Finance Department or his nominee not below the rank of an Additional Secretary;
 - (vii) one Dean to be nominated by the Vice-Chancellor;
 - (viii) the Registrar;
 - (ix) the Director P & D; and
 - (x) the Director Finance/Treasurer (Secretary).
- (2) The term of office members of the Finance and Planning, other than ex-officio members, shall be three years.
- (3) The quorum for a meeting of the Finance and Planning Committee shall be five members.

48. Functions of Finance and Planning Committee. --- Functions of Finance and Planning Committee:

- (i) consider 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; and
- (iv) perform the function of Departmental Accounts Committee (DAC) and such other functions as may be prescribed.
- (v) In case of the DAC meeting, the representative of DG Audit will participate as member of the committee.

49. Affiliation Committee. --- (1) Affiliation Committee shall consists of the following:

- (i) the Vice Chancellor (Chairperson);
 - (ii) one member of the Syndicate to be nominated by the Syndicate on the recommendation of the Vice Chancellor;
 - (iii) all Deans;
 - (iv) the Director of Higher Education (Colleges), Khyber Pakhtunkhwa;
 - (v) Controller of Examinations;
 - (vi) Director Academics; and
 - (vii) 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 one-half of the total number of members.

50. Function of the Affiliation Committee. --- Functions of the Affiliation Committee:

- (i) To recommend to the Syndicate Affiliation and disaffiliation of the Institution / Colleges.

- (ii) constitute an inspection committee to inspect the educational institution seeking affiliation with or admission to the privileges of the University and to advise the Syndicate thereon; provided that the Affiliation Committee may itself inspect the institution concerned and advise the Syndicate accordingly;
- (iii) inquire into the complaints alleging breach of conditions of affiliation by affiliated colleges / institutions and to advise the Syndicate thereon; and
- (iv) perform such other functions as may be prescribed by Regulations.

51. University Discipline Committee. --- (1) University Discipline Committee shall consist of the following:

- (i) a Chairperson to be nominated by the Vice-Chancellor;
- (ii) two Deans to be nominated by the Vice Chancellor;
- (iii) Registrar;
- (iv) Controller of Examinations;
- (v) Chief Proctor;
- (vi) Administrative Officer
- (vii) Provost (Secretary).

(2) The quorum for a meeting of University Discipline Committee shall be half of the total members.

52. Functions of the University Discipline Committee. --- 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 maintenance of peaceful academic and conducive environment of the University;
- (ii) to recommend to the Vice Chancellor minor / major penalties for violation of rules and regulations of the University.
- (iii) perform such other functions as may be assigned to it;

CHAPTER – 3
ABDUL WALI KHAN UNIVERSITY MARDAN
SUPPORT STAFF APPOINTMENT AND SCALES OF PAY STATUTES-2013

53. SHORT TITLE AND APPLICATION

- (1) These Statutes, framed in pursuance of Section, 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called “Abdul Wali Khan University Mardan Support Staff Appointment and Scales of Pay Statute-2013”.
- (2) These Statutes shall apply to all employees in BPS 1-16 of the University except:
 - (a) a University employee on contract for specified period;
 - (b) a person serving in the University on deputation; and
 - (c) 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.

54. COMMENCEMENT

These Statutes shall come into force with immediate effect.

55. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. “Selection Committee” means Selection and Promotion Committee of the University
- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University

- i. "Constituent College" means Constituent College of the University
- j. "Constituent Institution" means Constituent Institution of the University
- k. "Dean" means Dean of a faculty of the University
- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made thereunder
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post
- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds

- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun “He” refers to both Male and Female employees / students.

56. COMPOSITION OF SUPPORT STAFF

The Support Staff of the University shall consist of four different Cadre Groups specified in Schedule I-IV as under:

(1)	Class-IV Staff	(Employees BPS 01 – 04)	Schedule-I
(2)	Ministerial Staff	(Employees BPS 05 – 16)	Schedule-II
(3)	Technical Staff	(Employees BPS 05 – 16)	Schedule-III
(4)	Laboratory Staff	(Employees BPS 05 – 16)	Schedule-IV

57. APPOINTMENTS AND PROMOTIONS OF SUPPORT STAFF

All Appointments by initial recruitment and promotion by selection on merit of employees in BPS 01 – 16 shall be made by the Vice Chancellor on the recommendation of the following Selection and Promotion Committee.

(i)	Registrar	Convener
(ii)	Member of the Syndicate to be appointed by the Vice Chancellor	Member
(iii)	Director Academics	Member
(iv)	Head of the concerned department / section	Member
(v)	Treasurer	Member
(vi)	Director Administration	Member
(vii)	Provost	Member
(viii)	Director P & D	Member
(ix)	Deputy Registrar (Establishment)	Secretary

58. APPOINTMENTS OF CLASS-IV EMPLOYEES

Appointment of all Class-IV employees shall be made initially in BPS-01 by the Vice Chancellor on the recommendation of the Selection and Promotion Committee as per prescribed procedure, qualification and experience mentioned in Schedule-I.

59. AWARD OF HIGHER PAY SCALES TO CLASS-IV EMPLOYEES

1. Class-IV employees shall be awarded Higher Scales after completion of the required regular service in a particular scale, on the recommendation of the Selection and Promotion Committee on the basis of performance and evaluation, as per prescribed qualification and experience mentioned in the attached schedules.

2. A Class-IV employee in BPS-01 will be eligible for grant of BPS-02 after completion of 05 years, employees in BPS-02 will be eligible for grant of BPS-03 after completion of 08 years and employees in BPS-03 will be eligible for grant of BPS-04 after completion of 12 years.
3. Appointment and Promotion through selection on merit of Class-IV employees in BPS – 05 and above shall be made as per prescribed procedure, qualification and experience mentioned in their respective Schedules at the following ratio:
 - (a) 75% by initial appointment
 - (b) 25% by promotion through selection on merit from amongst the existing eligible qualified staff

60. APPOINTMENT AND PROMOTION OF TECHNICAL, MINISTERIAL AND LABORATORY STAFF

- (1) Recruitment of all Ministerial Staff shall be made by initial appointment in BPS – 07 in accordance with prescribed procedure, qualification and experience mentioned in Schedule-II.
- (2) Recruitment of all Technical Staff shall be made by initial appointment in BPS-05 as per prescribed procedure, qualification and experience mentioned in Schedule-III.
- (3) Recruitment of all Laboratory Staff shall be made by initial appointment in BPS-05 as per prescribed procedure, qualification and experience mentioned in Schedule-IV.
- (4) Appointment and Promotion through selection on merit of Technical and Laboratory Staff in BPS 05-16 and Ministerial Staff in BPS 07 – 16 shall be made as per prescribed procedure, qualification and experience mentioned in their respective Schedules at the following ratio:
 - (a) 75% by initial appointment
 - (b) 25% by promotion through selection on merit from amongst the existing eligible qualified staff
- (5) Criteria and Procedure for initial appointment:
 - (a) All vacant positions, required to be filled in by initial appointment, shall be advertised in at least two leading daily newspapers.
 - (b) All applications received for initial appointment shall be scrutinized by the Selection and Promotion Committee.

- (c) Initial appointments shall be made by the Vice Chancellor on the recommendation of Selection and Promotion Committee purely on merit, determined as per evaluation criteria prescribed in Annex-A. Selection and Promotion Committee Evaluation Form for initial appointment of Support Staff is attached as Annex-B.
- (6) Procedure for promotion through selection on merit from amongst the existing eligible qualified staff is as under:
 - (a) promotion through selection on merit from amongst the eligible qualified staff to higher posts shall be made as per prescribed procedure, qualification and experience mentioned in Schedules-II, III and IV.
 - (b) all the eligible candidates will be considered and promotion through selection on merit of the best one(s) will be made purely on merit determined as per evaluation criteria prescribed in Annex-C.
 - (c) where only a single candidate is available for promotion to a particular post, thereby involving no element of competition, his selection will be made on the recommendation of the Selection and Promotion Committee, after determination of his suitability for the higher post.
 - (d) the Vice Chancellor may recommend the existing staff, appointed before March 31, 2012 under University of Peshawar Statutes, for promotion to the Syndicate only once, with reasons to be recorded.
- (7) Selection and Promotion Committee Evaluation Form for promotion through selection of Support Staff is attached as Annex-D.

61. CREATION OF POSTS

All new posts in various cadres will be created by the Syndicate on the recommendation of Finance and Planning Committee of the University as per provisions of Khyber Pakhtunkhwa Universities Act, 2012. However the Vice Chancellor may create new posts in various cadre in BPS 01 – 16 in anticipation to the approval by the Syndicate, on the recommendation of Selection and Promotion Committee.

62. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

63. 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 Deans to be nominated by the Vice Chancellor	Member
(c)	Director Academics	Member
(d)	Chairman / Head of Section of the concerned department / section	Member
(e)	Treasurer	Member
(f)	Director P & D	Member
(g)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member
(h)	Nominee of the Establishment Department, Khyber Pakhtunkhwa	Member
(i)	Nominee of the Finance Department, Khyber Pakhtunkhwa	Member
(j)	Registrar	Member /Secretary

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

64. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

65. AMENDMENTS IN THE STATUTES

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

**EVALUATION CRITERIA FOR SELECTION BY
INITIAL APPOINTMENT OF SUPPORT STAFF**

Sr#	Evaluation Head	Marks
1	Academic Qualification	50
2	Professional Training	10
3	Additional Relevant Experience	10
4	Test	10
5	Interview	20

PROCEDURE / POLICY GUIDELINES FOR QUANTIFICATION

1. Academic Qualification (Maximum 50 Marks)

These include all scholastic certificates / degrees from SSC to Master level.

(a)	Matric	=	% mark x 1	= score
(b)	Intermediate	=	% mark x 2	= score
(c)	Bachelor	=	% mark x 3	= score
(d)	Master	=	% mark x 4	= score
	Total		10	=T. Score

% Score = Total Score divided by 10

Net Score obtained = % score x 0.5

2. Professional Training (Maximum 10 Marks)

- (a) 03 marks for a three months training course in the relevant field
- (b) 05 marks for a six months training course in the relevant field
- (c) 05 marks for a one year training course in the relevant field
- (d) 05 marks for one year Computer Certificate

3. Additional Relevant Experience

02 marks per year for experience over and above the required experience. Experience of 06 months and above will be considered as 01 year.

4. Test (Maximum 10 Marks)

Score out of 10

5. Interview (Maximum 20 Marks)

Score out of 20

**SELECTION AND PROMOTION COMMITTEE EVALUATION PROFORMA FOR
INITIAL APPOINTMENT OF SUPPORT STAFF**

Sr#	Name of Candidate	1	2	3	4	5	6	7
		Academic Qualification (50)	Professional Training (10)	Experience (10)	Test (10)	Sub-total (80)	Interview (20)	Grand Total (100)
1								
2								
3								
4								
5								

**EVALUATION CRITERIA FOR PROMOTION ON THE BASIS
OF SELECTION FROM AMONGST THE EXISTING ELIGIBLE QUALIFIED STAFF**

Sr#	Evaluation Head	Marks
1	Academic Qualification	50
2	Professional Training	10
3	Additional Relevant Experience	10
4	Character Roll	10
5	Interview	20

PROCEDURE / POLICY GUIDELINES FOR QUANTIFICATION

1. Academic Qualification (Maximum 50 Marks)

These include all scholastic certificates / degrees from SSC to Master level.

(a)	Matric	=	% mark x 1	= score
(b)	Intermediate	=	% mark x 2	= score
(c)	Bachelor	=	% mark x 3	= score
(d)	Master	=	% mark x 4	= score
	Total		10	=T. Score

% Score = Total Score divided by 10

Net Score obtained = % score x 0.5

2. Professional Training (Maximum 10 Marks)

- (a) 03 marks for a three months training course in the relevant field
- (b) 05 marks for a six months training course in the relevant field
- (c) 05 marks for a one year training course in the relevant field
- (d) 05 marks for one year Computer Certificate

3. Additional Relevant Experience (Maximum 10 Marks)

02 marks per year for experience in the existing pay scale over and above the experience required. Experience of 06 months and above will be considered as 01 year.

4. Character Roll (Maximum 10 Marks)

Excellent	=	02.0 Marks per year
V. Good	=	01.5 Marks per year
Good	=	01.0 Marks per year
Satisfactorily	=	00.5 Marks per year

Sum of score of Character Roll for the last 05 years will be taken into account.

5. Interview (Maximum 20 Marks)

Score out of 20

**SELECTION AND PROMOTION COMMITTEE EVALUATION PROFORMA FOR
PROMOTION THROUGH SELECTION FROM AMONGST THE ELIGIBLE
QUALIFIED STAFF**

Sr#	Name of Candidate	1	2	3	4	5	6	7
		Academic Qualification (50)	Professional Training (10)	Additional Relevant Experience (10)	Character Roll (10)	Sub-total (80)	Interview (20)	Grand Total (100)
1								
2								
3								
4								
5								

SCHEDULE-I
CLASS-IV STAFF

Sr#	Post	BPS	Minimum Qualification and Experience Required
1	Naib Qasid	01	Matric 2 nd Division
2	Valve Man	01	Matric 2 nd Division
3	Daftari	01	Matric 2 nd Division
4	Bearer	01	Matric 2 nd Division
5	Head Bearer	01	Matric 2 nd Division
6	Water Carrier	01	Matric 2 nd Division
7	Cook Helper	01	Matric 2 nd Division or Literate with 05 years relevant experience.
8	Mali	01	Matric 2 nd Division
9	Chowkidar	01	Matric 2 nd Division
10	Sweeper	01	Matric 2 nd Division or Literate with 05 years relevant experience.
11	Conductor/Cleaner	01	Matric 2 nd Division with LTV License.
12	Helper	01	Matric 2 nd Division
13	Inker	01	Matric 2 nd Division
14	Library Attendant	01	Matric 2 nd Division
15	Tube Well Attendant	01	Matric 2 nd Division.
16	Laboratory Attendant	01	Matric 2 nd Division
17	Field Attendant	01	Matric 2 nd Division
18	Museum Attendant	01	Matric 2 nd Division
19	Herbarium Attendant	01	Matric with Science in 2 nd Division
20	Store Attendant	01	Matric 2 nd Division.
21	Dai	01	Matric 1 st Division with Traditional Birth Attendant (TBA) one year course from the Health Department or Literate with Traditional Birth Attendant (TBA) one year course from the Health Department with 05 year relevant experience.
22	Mate	01	Matric 2 nd Division
23	Qasid	01	Matric 2 nd Division

SCHEDULE-II

MINISTERIAL STAFF

Sr#	Post	BPS	Minimum Qualification and Experience Required
1	Junior Clerk	07	2 nd Class Graduate with a Certificate in Computer Skills.
2	Proof Reader	07	2 nd Class Graduate with 03 years experience in the relevant field.
3	Senior Clerk	09	2 nd Class Graduate with Certificate in Computer Skills with 05 years experience as Junior Clerk.
4	Accounts Assistant	11	B.Com in 2 nd Division with 03 years or D.Com in 2 nd Division with 07 years, experience in the relevant field. Having Certificate in Computer Skills.
5	Audit Assistant	11	BA / B.Sc / B.Com in 2 nd Division with at least 03 years experience in Audit. Audit report writing, maintenance or service books and history sheets. Having Certificate in Computer Skills.
6	Computer Operator	11	2 nd Division Graduate with 01 years Computer Certificate from a B.T.E. recognized Institution and having 03 years Computer experience.
7	Cashier	11	B.Com in 2 nd Division with 03 years or D.Com in 2 nd Division with 07 years, experience in the relevant field. Having Certificate in Computer Skills.
8	Stenotypist	14	Bachelor Degree in 2 nd Division with a speed of 80 words per minute in shorthand and 35 words per minute in typing.
9	Office Assistant	14	2 nd Class Graduate with 03 years experience in BPS-11 and having 01 year Computer Certificate from an Institution recognized by B.T.E.
10	Stenographer	16	Bachelor Degree in 2 nd Division with a speed of 100 words per minute in shorthand and 40 words per minute in typing and 05 years experience as Stenotypist.
11	PA	16	Bachelor Degree in 2 nd Division with 05 years relevant experience. Having certificate in computer skills.
12	Assistant Store Officer	16	Master 2 nd Division or equivalent with 03 years experience in the relevant field in BPS-11 or above.
13	Pay Officer	16	Master in 2 nd Division or equivalent with 03 years relevant experience in Govt. / Semi Govt. / Autonomous Organization.
14	Accountant	16	MBA / M.Com 2 nd Division or equivalent from a recognized University with 01 year experience in Accounts or BBA / B.Com in at least 2 nd Division from a recognized University with 03 years experience in book keeping.

Sr#	Post	BPS	Minimum Qualification and Experience Required
15	Assistant Warden	16	Master 2 nd Division or equivalent from a recognized University.
16	Assistant Auditor	16	M.Com / MBA in 2 nd Division with 03 years experience in the relevant field.
17	Office Superintendent	16	Master 2 nd Division or equivalent with 03 years experience as Office Assistant in Govt. / Semi Govt. / Autonomous Organization.

SCHEDULE-III
TECHNICAL STAFF

Sr#	Post	BPS	Minimum Qualification and Experience Required
1	Muazzin / Naib Imam	05	Matric 2 nd Division and Hafiz-ul-Quran, Certificate in Daura-e-Hadith and Qirrat from a recognized Dar-ul-Uloom with 02 years relevant experience.
2	Book Binder	05	Matric 2 nd Division with 02 years experience.
3	Cane Maker	05	Matric 2 nd Division with 02 years experience in the relevant field.
4	Carpenter	05	Matric 2 nd Division with Certificate from a recognized Institution with 02 years relevant experience or Literate with 05 years experience in the relevant field.
5	Driver	05	Matric 2 nd Division with a valid HTV license and Having 02 years experience of driving heavy transport.
6	Machine Operator	05	Matric 2 nd Division with 02 years experience in the relevant field.
7	Electrician	05	Matric 2 nd Division with Electrician's Certificate from a B.T.E. recognized Institution and 02 years relevant experience.
8	Head Cook	05	Matric 2 nd Division with 02 years experience.
9	Mail Rider	05	Matric 2 nd Division with LTV / Motorcycle driving license and 02 years relevant experience.
10	Mason	05	Matric 2 nd Division with 02 years experience in Masonry.
11	Meter Reader	05	Matric 2 nd Division with 02 years relevant experience.
12	Painter	05	Matric 2 nd Division with 02 years experience in Painting.
13	Pipe Fitter / Plumber	05	Matric 2 nd Division with 02 years experience in the relevant field and having relevant Certificate from TTC.
14	Tube-Well Operator	05	Matric 2 nd Division with 02 years experience in Operating Tube-Wells.
15	Welder	05	Matric 2 nd Division with Electrician's Certificate from a recognized Institute and 02 years relevant experience.
16	Wireman	05	Matric 2 nd Division with Electrician' Certificate from a recognized Institute with 02 years experience in the relevant field.
17	Generator Operator	05	Matric 2 nd Division with 01 year Certificate from T.T.C. and having 02 years relevant experience.
18	Bee Keeper	05	Matric 2 nd Division with Science and having 02 years experience in the relevant field.
19	Photocopier Operator	05	Matric 2 nd Division with 02 years experience of operating of duplicate machine.

Sr#	Post	BPS	Minimum Qualification and Experience Required
20	Store Keeper	07	Intermediate 2 nd Division with 02 years experience in the relevant field.
21	Telephone Operator	07	Intermediate 2 nd Division with 02 years experience in the relevant field.
22	Dispenser	07	Intermediate 2 nd Division and Dispenser Certificate from a recognized Institution with 02 years relevant experience.
23	Senior Electrician	07	Intermediate 2 nd Division with one year Electrician Certificate from a B.T.E. recognized Institution and 02 years relevant experience or Diploma of Associate Engineering (Electrical) in 2 nd Division with 02 years practical experience.
24	Meter Inspector	07	Intermediate 2 nd Division with 02 years relevant experience.
25	Rock Cutter	07	Intermediate 2 nd Division with 02 years experience in a thin Section Preparation Laboratory in a Geological Organization. Persons with higher qualification will be preferred.
26	Automobile Mechanic	07	Diploma of Associate Engineering (Automobile) in 2 nd Division with 02 years practical experience.
27	Electrical Supervisor	09	Diploma of Associate Engineer in Electrical Technology in 2 nd Division from BTE recognized Institute with 05 years experience.
28	Draftsman	09	Diploma of Associate Engineering in Architecture in 2 nd Division with 05 years relevant experience.
29	Lady Health Visitor	09	F.Sc 2 nd Division plus 02 years LHV course from Public Health Centre recognized by Nursing Council with 05 years relevant experience.
30	Press Man	09	Bachelor 2 nd Division with 02 years experience in Composing and Printing / Plate copy and copy pasting.
31	Calligrapher	11	Bachelor 2 nd Division from a recognized University with high-level skill in Calligraphy and 05 years relevant experience.
32	Computer Technician	11	Diploma of Associate Engineer in Hardware in 2 nd Division from a Polytechnic Institute with 05 years experience in the relevant field.
33	Instrument Mechanic	11	Diploma of Associate Engineer in Electrical / Mechanical Engineering in at least 2 nd Division with 05 years relevant experience.
34	PTI	11	Bachelor 2 nd Division plus Junior Diploma in Physical Education with 05 years experience in the relevant field.
35	Assistant Coach	11	Bachelor 2 nd Division with i. Medal winner in the concerned sports at National level.

Sr#	Post	BPS	Minimum Qualification and Experience Required
			or ii. Participation at International level competitions. or iii. Coaching courses in the concerned sports of at least level-II or equivalent courses at National or International level. 05 years Coaching experience at University / National / International level.
36	Networking Assistant	11	BCS (Grade B) or 2 nd Class B.Sc Computer Science with 05 years experience in the relevant field.
37	Lab Supervisor Information Technology	11	B.Sc 2 nd Division with 01 year Diploma in Software Hardware with 05 years experience in a reputed organization.
38	Studio Assistant	11	Bachelor of Fine Arts 2 nd Division from a recognized University
39	Taxidermist	11	B.Sc with Zoology 2 nd Division from a recognized University and 05 years relevant experience.
40	Library Assistant	11	2 nd Class BLIS with 05 years experience of Library Works.
41	Sub Engineer	11	Diploma of Associate Engineering in 2 nd Division with minimum 03 years experience in the relevant field.
42	Generator Technician	11	Diploma of Associate Engineering (Mechanical) in 2 nd Division with minimum 03 years experience in the relevant field.
43	Security Assistant	11	Retired J. C. O.
44	CAD Operator	11	2 nd Division Graduate with 03 years Computer Certificate from a B.T.E. recognized Institution and having 03 years AutoCAD experience.
45	Security Supervisor	13	Retired J. C. O. with Graduation.
46	Caretaker	14	Bachelor Degree 2 nd Division from a recognized University with 05 years relevant experience.
47	Coach	14	Bachelor 2 nd Division with i. Medal winner in the concerned sports at National level. or ii. Participation at International level competitions. or iii. Coaching courses in the concerned sports of at least level-II or equivalent courses at National or International level. 07 years Coaching experience at University / National / International level.

Sr#	Post	BPS	Minimum Qualification and Experience Required
48	Research Investigator	14	MA in Economics / Statistics in at least 2 nd Division from a recognized University or BA with Economics / Statistics in at least 2 nd Division from a recognized University with 05 years relevant experience.
49	Research Assistant	14	MA / M.Sc 2 nd Division from a recognized University or Bachelor Degree in at least 2 nd Division from a recognized University with 03 years relevant experience in literary organizations.
50	Cartographer	16	M.Sc in Geography in 1 st Division from a recognized University or M.Sc 2 nd Division with 03 year relevant experience or Bachelor Degree with Geography in at least 2 nd Division from a recognized University and 05 years experience in the relevant field.
51	Cataloguer	16	BLIS 2 nd Division in Library and Information Sciences from a recognized University.
52	Photogramist	16	M.Sc in Geography 2 nd Division from a recognized University or B.Sc 2 nd Division with Geography from a recognized University with Certificate / Diploma in remote sensing and 03 years experience in the relevant field.
53	Photographer	16	Graduate 2 nd Division with 05 years experience of Photography, Developing and Printing of Photographs in a Govt. Department / Autonomous body and having knowledge and experience of digital mixing and editing of text and image on computer.
54	Security Officer	16	An Ex-Military Man, not below the Rank of JCO with at least 10 years service experience.
55	Senior Research Investigator	16	Master Degree in Economics / Statistics in at least 2 nd Division from a recognized University or Bachelor Degree 2 nd Division from a recognized University with Economics / Statistics with 07 years experience as Junior Research Investigator.
56	Khateeb	16	MA 2 nd Division in Islamic Studies and Hafiz-ul-Quran Sanad of Shahadat-ul-Alamia from a recognized Wifaq-ul-Madaris with at least 05 years experience as Imam / Naib Imam in a Mosque.

Sr#	Post	BPS	Minimum Qualification and Experience Required
57	Junior Programmer	16	M.Sc in Computer Science minimum 2 nd division or BCS (Hons) 4-years with at least C+ CGPA.
58	Web Engineer	16	M.Sc in Computer Science minimum 2 nd division or BCS (Hons) 4-years with at least C+ CGPA.
59	Web Designer	16	M.Sc in Computer Science minimum 2 nd division or BCS (Hons) 4-years with at least C+ CGPA.
60	Networking Engineer	16	M.Sc in Computer Science minimum 2 nd division or BCS (Hons) 4-years with at least C+ CGPA.
61	Software Engineer	16	M.Sc in Computer Science minimum 2 nd division or BCS (Hons) 4-years with at least C+ CGPA.
62	System Engineer	16	M.Sc in Computer Science minimum 2 nd division or BCS (Hons) 4-years with at least C+ CGPA.
63	Teaching Assistant	16	Master Degree in at least 2 nd Division from a recognized University with 03 years teaching experience.
64	Supervisor Works	16	Master Degree in at least 2 nd Division with 03 years experience in the relevant field.
65	Purchase Officer	16	Master Degree in at least 2 nd Division with 03 years experience in the relevant field.
66	Litigation Officer	16	LLB with 03 years experience in the relevant field.
67	Head Coach	16	Master 2 nd Division with i. Medal winner in the concerned sports at National level. or ii. Participation at International level competitions. or iii. Coaching courses in the concerned sports of at least level-II or equivalent courses at National or International level. 05 years Coaching experience at University / National / International level.

SCHEDULE-IV

LABORATORY STAFF

Sr#	Post	BPS	Minimum Qualification and Experience Required
1	Laboratory Technician	05	F.Sc 2 nd Division
2	(i) Laboratory Assistant (ii) Field Assistant (iii) Museum Assistant (iv) Herbarium Assistant (v) Store Assistant	07	F.Sc 2 nd Division with 03 years experience in the relevant field in BPS – 05.
3	(i) Sr. Laboratory Assistant (ii) Sr. Field Assistant (iii) Sr. Museum Assistant (iv) Sr. Herbarium Assistant (v) Sr. Store Assistant	11	BA / B.Sc 2 nd Division or F.Sc 2 nd Division with 05 years relevant experience in BPS-07.
4	(i) Laboratory Supervisor (ii) Field Supervisor (iii) Museum Supervisor (iv) Herbarium Supervisor (v) Store Supervisor	14	MA / M.Sc 2 nd Division with 03 years relevant experience in BPS-11. or BA / B.Sc 2 nd Division with 05 years relevant experience in BPS-11.
5	(i) Laboratory Superintendent (ii) Field Superintendent (iii) Museum Superintendent (iv) Herbarium Superintendent (v) Store Superintendent	16	BS (Hons) / MA / M.Sc 2 nd Division with 02 years relevant experience in BPS–14. or BA / B.Sc 2 nd Division with 05 years relevant experience in BPS-14.

CHAPTER – 4
ABDUL WALI KHAN UNIVERSITY MARDAN
ADMINISTRATIVE STAFF APPOINTMENT AND
SCALES OF PAY STATUTES-2013

66. TITLE

These Statutes, framed under Section, 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called “Abdul Wali Khan University Mardan Administrative Staff Appointment and Scales of Pay Statutes-2013”.

67. COMMENCEMENT

These Statutes shall come into force with immediate effect.

68. APPLICATION

These Statutes shall be applicable to the Administrative Staff of the University in BPS-17 and above, except;

- (a) a person appointed on contract / fixed pay
- (b) a person serving in the University on deputation
- (c) 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.

69. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. “Selection Committee” means Selection and Promotion Committee of the University

- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University
- i. "Constituent College" means Constituent College of the University
- j. "Constituent Institution" means Constituent Institution of the University
- k. "Dean" means Dean of a faculty of the University
- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made thereunder
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post
- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale

- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun "He" refers to both Male and Female employees / students.

70. COMPOSITION OF THE ADMINISTRATIVE STAFF

The Administrative Staff of the University shall consist of the members, holding the posts specified in Schedule-V.

71. APPOINTING AUTHORITY

Appointment to the post of Administrative Staff shall be made by the Syndicate, on the recommendation of the Selection Board, in the prescribed manner.

72. ELIGIBILITY CRITERIA

Eligibility Criteria for appointment of Administrative Staff are prescribed in Schedule-V.

73. METHOD OF APPOINTMENT

- (1) Appointment to all posts in BPS – 17, 18, 19 & 20 other than Registrar, Treasurer, Controller of Examination and Auditor, shall be made as per prescribed qualifications and experience mentioned in Schedule-V on the following basis.
 - (a) 75% by Initial Appointment.
 - (b) 25% Appointment by Promotion on the basis of selection on merit from amongst the existing qualified staff.
- (2) Appointment of Registrar, Treasurer, Controller of Examinations and Auditor shall be made as per Section 13, 14, 15 and 16, respectively, of the Khyber Pakhtunkhwa Universities Act, 2012, and as per prescribed qualification specified in Schedule-V attached.
- (3) Where a post is reserved for appointment by promotion on the basis of selection on merit and no suitable person from amongst the eligible employees is available, the appointment to such post(s) shall be made by initial recruitment, subject to fulfillment of the prescribed qualification and experience.

- (4) Where a post is reserved for appointment by initial recruitment, the Syndicate may, in exceptional cases, allow appointment to such post(s) to be made by transfer till the availability of regular selectee, provided that the employee concerned is holding appointment on a regular basis in the same pay scale in which the vacancy exists, and possesses the qualification and experience prescribed for initial recruitment to the post.

74. CONDITIONS FOR INITIAL RECRUITMENT

- (1) Initial recruitment shall be made through open competition after public advertisement of the vacancies in at least two leading daily newspapers.
- (2) No person shall be appointed by initial recruitment unless he fulfills the prescribed qualification, eligibility criteria and experience as laid down in column-04 of Schedule-V after observing the prescribed process and procedure for such appointments.
- (3) Evaluation Criteria for initial appointment of Administrative Staff in BPS-17 are prescribed in Annex – A.
- (4) Selection Board Evaluation Proforma for initial appointment of Administrative Staff in BPS-17 is attached as Annex – B.
- (5) Evaluation Criteria for initial appointment of Administrative Staff in BPS-18, 19 and 20 are prescribed in Annex – C.
- (6) Selection Board Evaluation Proforma for initial appointment of Administrative Staff in BPS-18, 19 & 20 is attached as Annex – D.

75. CONDITIONS FOR APPOINTMENT BY PROMOTION ON THE BASIS OF SELECTION ON MERIT FROM AMONGST THE EXISTING ELIGIBLE QUALIFIED STAFF

- (1) Appointment by Promotion in BPS – 17 shall be made on the basis of selection on merit from amongst the existing eligible qualified staff in BPS-16 in the relevant cadre as per prescribed qualification, eligibility criteria and experience laid down in column-05 of Schedule-V after observing the prescribed process and procedure for such appointments.
- (2) Appointment by Promotion in BPS-18 shall be made on the basis of selection on merit from amongst the existing eligible qualified staff in BPS-17 in the relevant cadre as per prescribed qualification, eligibility criteria and experience laid down in column-05 of Schedule-V after observing the prescribed process and procedure for such appointments.
- (3) Appointment by Promotion in BPS-19 shall be made on the basis of selection on merit from amongst the existing eligible qualified staff in BPS-18 in the relevant

cadre as per prescribed qualification, eligibility criteria and experience laid down in column-05 of Schedule-V after observing the prescribed process and procedure for such appointments.

- (4) In case of appointment by promotion on the basis of selection on merit, all the eligible candidates are considered, and the selection of the best one(s), from among the whole lot, is to be made purely on merit, as determined in the light of their performance evaluation reports, educational qualification, experience, and performance before the Selection Board.
- (5) The Vice Chancellor may recommend the existing staff, appointed before March 31, 2012 under the University of Peshawar Statutes, for promotion to the Syndicate only once, with reasons to be recorded.
- (6) While considering the cases of appointment by promotion on the basis of selection on merit from lower to higher posts besides prescribed eligibility criteria, the following shall also be observed:
 - (a) that his Performance Evaluation Reports are free from adverse remarks.
 - (b) that neither any Departmental Enquiry / any criminal proceedings are pending against the officer nor has any major penalty been imposed upon the officer during the last five years
 - (c) that the officer has completed the minimum length of service as prescribed in column-05 of the Schedule-V.
- (7) Evaluation Criteria for appointment by promotion on the basis of selection on merit of Administrative Staff in BPS - 17 & 18 are prescribed in Annex – E.
- (8) Selection Board Evaluation Proforma for appointment by promotion on the basis of selection on merit of Administrative Staff in BPS - 17 & 18 is attached as Annex – F.
- (9) Evaluation Criteria for appointment by promotion on the basis of selection on merit of Administrative Staff in BPS - 19 & 20 are prescribed in Annex – G.
- (10) Selection Board Evaluation Proforma for appointment by promotion on the basis of selection on merit of Administrative Staff in BPS - 19 & 20 is attached as Annex – H.

76. PAY SCALES AND OTHER FRINGE BENEFITS

The Employee shall be governed by the Scheme of Basic Pay Scales and other related benefits, sanctioned by the Government for its employees from time to time, subject to their adoption by the University.

77. FIXATION OF PAY ON APPOINTMENT BY PROMOTION OR INITIAL APPOINTMENT TO A HIGHER POST

- (1) In case of appointment of an officer in Basic Pay Scale 17 to 20 of an employee 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.
- (2) In case of promotion of an employee, who is already drawing pay in the same scale to which he has been promoted, he shall be allowed one premature increment in that scale with effect from the date of his promotion.

78. 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 refixed in the higher scale on the 1st December of that year, with reference to his presumptive pay in his lower scale.

79. ALLOWANCES

The following monthly allowances shall be admissible to the Employees, subject to their revision by the Government / Syndicate from time to time.

(1) House Rent Allowance

- (a) An employee who has not been provided accommodation by the University shall be entitled to House Rent Allowance @ 45% per month of the minimum of the relevant Scale of Pay, irrespective of where he resides, the spouse will be treated as per Government Rules.
- (b) In case the employee is provided residential accommodation he will not be entitled for house rent allowance and in addition a recovery of house rent for residential accommodation shall be made at the rate of 5% per month.

(2) Medical Allowance

As per Clause 15(3) of Abdul Wali Khan University Mardan Service Statutes-2013.

(3) Conveyance Allowance

As per clause 15(4) of the Abdul Wali Khan University Mardan Statutes, 2013.

(4) **Entertainment Allowance**

As per Government Rules, adopted by the University.

(5) **Senior Post Allowance**

As per Government Rules, adopted by the University.

(6) **Orderly Allowance**

Employees in BPS-20 shall be entitled to an orderly allowance of Rs. 7000/- per month.

80. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

81. 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 Deans to be nominated by the Vice Chancellor	Member
(c)	Director Academics	Member
(d)	Chairman / Head of Section of the concerned department / section	Member
(e)	Treasurer	Member
(f)	Director P & D	Member
(g)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member
(h)	Nominee of the Establishment Department, Khyber Pakhtunkhwa	Member
(i)	Nominee of the Finance Department, Khyber Pakhtunkhwa	Member
(j)	Registrar	Member /Secretary

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

82. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

83. AMENDMENTS IN THE STATUTES

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

SCHEDULE-V

ADMINISTRATIVE STAFF

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
1	Resident Warden	17	First Class Master or equivalent Degree.	First Class Master or equivalent Degree. or 2 nd Class Master or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
2	Assistant Librarian	17	First Class Master or equivalent Degree in Library Science.	First Class Master or equivalent Degree. or 2 nd Class Master or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
3	Assistant Provost	17	First Class Master or equivalent Degree.	First Class Master or equivalent Degree. or 2 nd Class Master or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
4	Store Officer	17	First Class M.Com / MBA / MA Economics.	First Class M.Com / MBA / MA Economics. or 2 nd Class M.Com / MBA / MA Economics with 05 years experience in BPS – 16 in the relevant field.
5	Procurement Officer	17	First Class M.Com / MBA / MA Economics.	First Class M.Com / MBA / MA Economics. or 2 nd Class M.Com / MBA / MA Economics with 05 years experience in BPS – 16 in the relevant field.
6	Auditor	17	First Class M.Com / MBA / MA Economics.	First Class M.Com / MBA / MA Economics. or 2 nd Class M.Com / MBA / MA Economics with 05 years experience in BPS – 16 in the relevant field.

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
7	Press Manager	17	First Class Master or equivalent Degree with Diploma in Printing.	First Class Master or equivalent Degree with Diploma in Printing. or 2 nd Class Master or equivalent Degree with Diploma in Printing with 05 years experience in BPS - 16 in the relevant field.
8	Information Officer	17	First Class Master in Mass Communication and Journalism.	First Class Master in Mass Communication and Journalism. or 2 nd Class Master in Mass Communication and Journalism with 05 years experience in BPS - 16 in the relevant field.
9	Assistant Director Physical Education	17	First Class M.Sc in Physical Education.	First Class M.Sc in Physical Education. or 2 nd Class M.Sc in Physical Education with 05 years experience in BPS - 16 in the relevant field.
10	Assistant Registrar	17	First Class Master or equivalent Degree.	First Class Master or equivalent Degree. or 2 nd Class Master or equivalent Degree with 05 years experience in BPS - 16 in the relevant field.
11	Assistant Registrar Legal	17	First Class LLB.	First Class LLB. or 2 nd Class LLB or equivalent Degree with 05 years experience in BPS - 16 in the relevant field.
12	Assistant Controller of Examinations	17	First Class Master or equivalent Degree.	First Class Master or equivalent Degree. or 2 nd Class Master or equivalent Degree with 05 years experience in BPS - 16 in the relevant field.

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
13	Assistant Treasurer	17	First Class M. Com / MBA (Finance).	First Class M. Com / MBA (Finance). or 2 nd Class M. Com / MBA (Finance) with 05 years experience in BPS – 16 in the relevant field.
14	Assistant Director QEC	17	First Class M.Sc or MBA (HR).	First Class M.Sc or MBA (HR). or 2 nd Class M.Sc or MBA (HR) with 05 years experience in BPS – 16 in the relevant field.
15	Assistant Director ASRB	17	First Class M.Sc or equivalent Degree.	First Class M.Sc or equivalent Degree. or 2 nd Class M.Sc or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
16	Assistant Director IT / Networks Administrator	17	MCS (at least 3.00 CGPA) with 02 years experience in the relevant field, in a national or international organization. or M.Sc in Computer Science / BCS (Hons) 4-years (at least 3.00 CGPA) with 05 years experience in the relevant field, in a national or international organization.	MCS (at least 3.00 CGPA) with 02 years experience in the relevant field. or M.Sc in Computer Science / BCS (Hons) 4-years (at least 3.00 CGPA) with 05 years experience in the relevant field.
17	Assistant Director (Data Base)	17	MCS (at least 3.00 CGPA) with 02 years experience in the relevant field, in a national or international organization. or M.Sc in Computer Science / BCS (Hons) 4-years (at least 3.00 CGPA) with 05 years experience in the relevant field, in a national or international organization .	MCS (at least 3.00 CGPA) with 02 years experience in the relevant field. or M.Sc in Computer Science / BCS (Hons) 4-years (at least 3.00 CGPA) with 05 years experience in the relevant field.
18	Assistant Director (Development & Programming)	17	MCS (at least 3.00 CGPA) with 02 years experience in the relevant field, in a national or international	MCS (at least 3.00 CGPA) with 02 years experience in the relevant field.

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			organization. or M.Sc in Computer Science / BCS (Hons) 4-years (at least 3.00 CGPA) with 05 years experience in the relevant field, in a national or international organization.	or M.Sc in Computer Science / BCS (Hons) 4-years (at least 3.00 CGPA) with 05 years experience in the relevant field.
19	Assistant Director (Web)	17	MCS (at least 3.00 CGPA) with 02 years experience in the relevant field, in a national or international organization. or M.Sc in Computer Science / BCS (Hons) 4-years (at least 3.00 CGPA) with 05 years experience in the relevant field, in a national or international organization.	MCS (at least 3.00 CGPA) with 02 years experience in the relevant field. or M.Sc in Computer Science / BCS (Hons) 4-years (at least 3.00 CGPA) with 05 years experience in the relevant field.
20	Protocol Officer	17	First Class Master or equivalent Degree.	First Class Master or equivalent Degree. or 2 nd Class Master or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
21	Personal Staff Officer	17	First Class Master or equivalent Degree	First Class Master or equivalent Degree. or 2 nd Class Master or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
22	Assistant Director P & D	17	First Class Master Degree in Business / Public Administration / Economics / Statistics or equivalent degree	First Class Master Degree in Business / Public Administration / Economics / Statistics or equivalent degree or 2 nd Class Master Degree in Business / Public Administration / Economics / Statistics or equivalent with 05 years experience in the relevant field in BPS-16 or above.

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
23	Public Relations Officer	17	First Class Master in Journalism / Mass Communication.	First Class Master in Journalism / Mass Communication. or 2 nd Class Master in Journalism / Mass Communication with 05 years experience in BPS – 16 in the relevant field.
24	Accounts Officer	17	First Class Master Degree in Economics / Commerce / Statistics / Business Administration / Public Administration.	First Class Master Degree in Economics / Commerce / Statistics / Business Administration / Public Administration or 2 nd Class Master Degree in Economics / Commerce / Statistics / Business Administration / Public Administration with 05 years experience in BPS – 16 in the relevant field.
25	Printing and Publication Officer	17	First Class Master Degree in the relevant field.	First Class Master Degree in the relevant field or 2 nd Class Master or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
26	Estate Officer	17	First Class Master or equivalent Degree.	First Class Master or equivalent Degree or 2 nd Class Master or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
27	PS to Vice Chancellor	17	First Class Master or equivalent Degree.	First Class Master or equivalent Degree or 2 nd Class Master or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
28	Curator	17	First Class Master from a recognized University in the relevant subject.	First Class Master from a recognized University in the

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
				relevant subject. or 2 nd Class Master in the relevant subject or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
29	Assistant Director Administration	17	First Class Master or equivalent Degree.	First Class Master or equivalent Degree or 2 nd Class Master or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
30	Assistant Director Works (Civil)	17	First Class Graduate in Civil Engineering.	First Class Graduate in Civil Engineering. or 2 nd Class Graduate in Civil Engineering with 05 years experience in BPS – 16 in the relevant field.
31	Assistant Director Works (Electrical)	17	First Class Graduate in Electrical Engineering.	First Class Graduate in Electrical Engineering or 2 nd Class Graduate in Electrical Engineering with 05 years experience in BPS – 16 in the relevant field.
32	Medical Officer	17	First Class MBBS Degree or equivalent from HEC recognized University / Institution & registered by PMDC with 03 years clinical experience.	First Class MBBS Degree or equivalent from HEC recognized University / Institution & registered by PMDC with 03 years clinical experience. or 2 nd Class MBBS Degree or equivalent from HEC recognized University / Institution & registered by PMDC with 05 years clinical experience.
33	Assistant Director Media	17	First Class Master in Mass Communication and Journalism or	First Class Master in Mass Communication and Journalism

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			equivalent Degree.	or equivalent Degree or 2 nd Class Master in Mass Communication and Journalism or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
34	Assistant Director Vice Chancellor Secretariat	17	First Class Master or equivalent Degree.	First Class Master or equivalent Degree or 2 nd Class Master or equivalent Degree with 05 years experience in BPS – 16 in the relevant field.
35	Deputy Controller of Examinations	18	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.
36	Deputy Registrar (Establishment)	18	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master or equivalent

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
				Degree with 08 years experience in the relevant field in BPS-17 or above.
37	Deputy Registrar (Academics)	18	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.
38	Deputy Registrar (Meeting and Coordination)	18	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.
39	Deputy Provost	18	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above or

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			<p>or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2nd Class Master or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.</p>
40	Deputy Treasurer	18	<p>Ph.D in Economics / Commerce / Statistics / Business Administration / Public Administration or MS / M.Phil in Economics / Commerce / Statistics / Business Administration / Public Administration or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master Degree in Economics / Commerce / Statistics / Business Administration / Public Administration with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D in Economics / Commerce / Statistics / Business Administration / Public Administration or MS / M.Phil in Economics / Commerce / Statistics / Business Administration / Public Administration or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class Master Degree in Economics / Commerce / Statistics / Business Administration / Public Administration with 06 years experience in the relevant field in BPS-17 or above. or 2nd Class Master Degree in Economics / Commerce / Statistics / Business Administration / Public Administration with 08 years experience in the relevant field in BPS-17 or above.</p>
41	Deputy Librarian	18	<p>Ph.D in Library Science or MS / M.Phil in Library Science or equivalent qualification with 04 years relevant experience in BPS-17</p>	<p>Ph.D in Library Science or MS / M.Phil in Library Science or equivalent qualification with 04 years relevant experience in</p>

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			/ equivalent and above, in a national or international organization. or First Class Master Degree in Library Science with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	BPS-17 and above or First Class Master Degree in Library Science with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master Degree in Library Science with 08 years experience in the relevant field in BPS-17 or above.
42	Deputy Director Sports	18	Ph.D in Physical Education or MS / M.Phil in Physical Education or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master Degree in Physical Education with 06 years experience in relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D in Physical Education or MS / M.Phil in Physical Education or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class Master Degree in Physical Education with 06 years experience in relevant field in BPS-17 or above. or 2 nd Class Master Degree in Physical Education with 08 years experience in relevant field in BPS-17 or above.
43	Deputy Director QEC	18	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class M.Sc / MBA (HR) with 06 years experience in relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class M.Sc / MBA (HR) with 06 years experience in relevant field in BPS-17 or above. or 2 nd Class M.Sc / MBA (HR) with 08 years experience in

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
				relevant field in BPS-17 or above.
44	Deputy Director ASRB	18	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class M.Sc or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class M.Sc or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class M.Sc or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.
45	Deputy Director IT (Web)	18	Ph.D in Computer Science or MCS / M.Phil in Computer Science or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master in Computer Science or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D in Computer Science or MCS / M.Phil in Computer Science or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class Master in Computer Science or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master in Computer Science or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.
46	Deputy Director IT Networks	18	Ph.D in Computer Science or MCS / M.Phil in Computer Science or equivalent qualification with 04 years relevant experience in BPS-17	Ph.D in Computer Science or MCS / M.Phil in Computer Science or equivalent qualification with 04 years

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			<p>/ equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master in Computer Science or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master in Computer Science or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above.</p> <p>or</p> <p>2nd Class Master in Computer Science or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.</p>
47	Deputy Director IT (Data Base)	18	<p>Ph.D in Computer Science</p> <p>or</p> <p>MCS / M.Phil in Computer Science or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master in Computer Science or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D in Computer Science</p> <p>or</p> <p>MCS / M.Phil in Computer Science or equivalent qualification with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master in Computer Science or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above.</p> <p>or</p> <p>2nd Class Master in Computer Science or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.</p>
48	Deputy Director IT (Development)	18	<p>Ph.D in Computer Science</p> <p>or</p> <p>MCS / M.Phil in Computer Science or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master in Computer</p>	<p>Ph.D in Computer Science</p> <p>or</p> <p>MCS / M.Phil in Computer Science or equivalent qualification with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master in Computer</p>

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			Science or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Science or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master in Computer Science or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.
49	Deputy Director IT (System Analyst)	18	Ph.D in Computer Science or MS in Computer Science or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master in Computer Science or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D in Computer Science or MS in Computer Science or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class Master in Computer Science or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master in Computer Science or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.
50	Senior PS to Vice Chancellor	18	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master or equivalent Degree with 08 years experience

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
				in the relevant field in BPS-17 or above.
51	Deputy Director P & D	18	<p>Ph.D in Business / Public Administration / Economics / Statistics</p> <p>or</p> <p>MS / M.Phil in Business / Public Administration / Economics / Statistics or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master in Business / Public Administration / Economics / Statistics or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D in Business / Public Administration / Economics / Statistics</p> <p>or</p> <p>MS / M.Phil in Business / Public Administration / Economics / Statistics or equivalent qualification with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master in Business / Public Administration / Economics / Statistics or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above.</p> <p>or</p> <p>2nd Class Master in Business / Public Administration / Economics / Statistics or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.</p>
52	Deputy Director Administration	18	<p>Ph.D</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization..</p>	<p>Ph.D</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above.</p> <p>or</p> <p>2nd Class Master or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.</p>

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
53	Senior Medical Officer	18	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MBBS with 06 years experience as Medical Officer.	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above or MBBS with 06 years experience as Medical Officer.
54	Deputy Director Works (Civil)	18	Ph.D in Civil Engineering or MS in Civil Engineering or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or B.Sc Civil Engineering with 06 years experience in building and road works in BPS-17 / equivalent and above, in a national or international organization.	Ph.D in Civil Engineering or MS in Civil Engineering or equivalent qualification with 04 years relevant experience in BPS-17 and above or B.Sc Civil Engineering with 06 years experience in building and road works in BPS-17 or above.
55	Deputy Director Works (Electrical)	18	Ph.D in Electrical Engineering or MS in Electrical Engineering or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or B.Sc Electrical Engineering with 06 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.	Ph.D in Electrical Engineering or MS in Electrical Engineering or equivalent qualification with 04 years relevant experience in BPS-17 and above or B.Sc Electrical Engineering with 06 years relevant experience in BPS-17 or above.
56	Deputy Director Media	18	Ph.D in Mass Communication and Journalism or MS / M.Phil in Mass Communication and Journalism or equivalent qualification with 04 years relevant experience in BPS-17	Ph.D in Mass Communication and Journalism or MS / M.Phil in Mass Communication and Journalism or equivalent qualification with 04 years relevant experience in

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			/ equivalent and above, in a national or international organization. or First Class Master in Mass Communication and Journalism or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	BPS-17 and above or First Class Master in Mass Communication and Journalism or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master in Mass Communication and Journalism or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.
57	Deputy Director Vice Chancellor Secretariat	18	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization..	Ph.D or MS / M.Phil or equivalent qualification with 04 years relevant experience in BPS-17 and above or First Class Master or equivalent Degree with 06 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master or equivalent Degree with 08 years experience in the relevant field in BPS-17 or above.
58	Additional Registrar	19	Ph.D with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master or equivalent Degree with 12 years experience in	Ph.D with 04 years relevant experience in BPS-17 and above or MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 and above or First Class Master or equivalent Degree with 12 years experience in the relevant field in BPS-17 or above. or

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			the relevant field in BPS-17 / equivalent and above, in a national or international organization.	2 nd Class Master or equivalent Degree with 15 years experience in the relevant field in BPS-17 or above.
59	Additional Director P & D	19	<p>Ph.D in Business / Public Administration / Economics / Statistics or equivalent with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil in Business / Public Administration / Economics / Statistics or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class M.Sc in Business / Public Administration / Economics / Statistics or equivalent Degree with 12 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D in Business / Public Administration / Economics / Statistics or equivalent with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil in Business / Public Administration / Economics / Statistics or equivalent or equivalent qualification with 08 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class M.Sc in Business / Public Administration / Economics / Statistics or equivalent Degree with 12 years experience in the relevant field in BPS-17 or above.</p> <p>or</p> <p>2nd Class M.Sc in Business / Public Administration / Economics / Statistics or equivalent Degree with 15 years experience in the relevant field in BPS-17 or above.</p>
60	Additional Controller of Examinations	19	<p>Ph.D with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master or equivalent</p>	<p>Ph.D with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master or equivalent Degree with 12 years experience in the relevant field in BPS-17 or above.</p>

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			Degree with 12 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	or 2 nd Class Master or equivalent Degree with 15 years experience in the relevant field in BPS-17 or above.
61	Additional Director QEC	19	Ph.D with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class M.Sc or equivalent Degree with 12 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D with 04 years relevant experience in BPS-17 and above or MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 and above or First Class M.Sc or equivalent Degree with 12 years experience in the relevant field in BPS-17 or above. or 2 nd Class M.Sc or equivalent Degree with 15 years experience in the relevant field in BPS-17 or above.
62	Additional Director ASRB	19	Ph.D with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class M.Sc or equivalent Degree with 12 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D with 04 years relevant experience in BPS-17 and above or MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 and above or First Class M.Sc or equivalent Degree with 12 years experience in the relevant field in BPS-17 or above. or 2 nd Class M.Sc or equivalent Degree with 15 years experience in the relevant field in BPS-17 or above.
63	Additional Director IT	19	Ph.D in Computer Science with 04 years relevant experience in BPS-17 / equivalent and above, in a national	Ph.D in Computer Science with 04 years relevant experience in BPS-17 and above

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			<p>or international organization.</p> <p>or</p> <p>MS in Computer Science or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master in Computer Science or equivalent Degree with 12 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>or</p> <p>MS in Computer Science or equivalent qualification with 08 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master in Computer Science or equivalent Degree with 12 years experience in the relevant field in BPS-17 or above.</p> <p>or</p> <p>2nd Class Master in Computer Science or equivalent Degree with 15 years experience in the relevant field in BPS-17 or above.</p>
64	Additional Director Vice Chancellor Secretariat	19	<p>Ph.D with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master Degree with 12 years experience in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master Degree with 12 years experience in BPS-17 or above in the relevant field.</p> <p>or</p> <p>2nd Class Master Degree with 15 years experience in BPS-17 or above in the relevant field.</p>
65	Additional Treasurer	19	<p>Ph.D in Commerce / Economics / Business Administration (majors in Finance / Accounting) with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil in Commerce / Economics / Business Administration (majors in Finance /</p>	<p>Ph.D in Commerce / Economics / Business Administration (majors in Finance / Accounting) with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil in Commerce / Economics / Business Administration (majors in Finance / Accounting) with 08</p>

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			Accounting) with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master in Commerce / Economics / Business Administration (majors in Finance / Accounting) with 12 years experience in Audit / Finance / Planning in BPS-17 / equivalent and above, in a national or international organization.	years relevant experience in BPS-17 and above or First Class Master in Commerce / Economics / Business Administration (majors in Finance / Accounting) with 12 years experience in Audit / Finance / Planning in BPS-17 or above. or 2 nd Class Master preferably in Commerce / Economics / Business Administration (majors in Finance / Accounting) with 15 years experience in Audit / Finance / Planning in BPS-17 or above.
66	Additional Director Administrations	19	Ph.D with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master or equivalent Degree with 12 years experience in the relevant field in BPS-17 / equivalent and above, in a national or international organization.	Ph.D with 04 years relevant experience in BPS-17 and above or MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 and above or First Class Master or equivalent Degree with 12 years experience in the relevant field in BPS-17 or above. or 2 nd Class Master or equivalent Degree with 15 years experience in the relevant field in BPS-17 or above.
67	Additional Director Sports	19	Ph.D in Physical Education with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil in Physical Education or equivalent qualification with 08	Ph.D in Physical Education with 04 years relevant experience in BPS-17 and above or MS / M.Phil in Physical Education or equivalent qualification with 08 years

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			<p>years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master Degree in Physical Education with 12 years experience in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master Degree in Physical Education with 12 years experience in BPS-17 or above in the relevant field.</p> <p>or</p> <p>2nd Class Master Degree in Physical Education with 15 years experience in BPS-17 or above in the relevant field.</p>
68	Additional Director Works (Civil)	19	<p>Ph.D in Civil Engineering with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS in Civil Engineering or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>B.Sc Engineering (Civil) with minimum 12 years experience in building and road works in Govt. / Semi Govt. organization in BPS-17 / equivalent and above, in a national or international organization..</p>	<p>Ph.D in Civil Engineering with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>MS in Civil Engineering or equivalent qualification with 08 years relevant experience in BPS-17 and above</p> <p>or</p> <p>B.Sc Engineering (Civil) with minimum 12 years experience in building and road works in Govt. / Semi Govt. organization in BPS-17 or above.</p>
69	Additional Director Works (Electrical)	19	<p>Ph.D in Electrical Engineering with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS in Electrical Engineering or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>B.Sc Engineering (Electrical) with</p>	<p>Ph.D in Electrical Engineering with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>MS in Electrical Engineering or equivalent qualification with 08 years relevant experience in BPS-17 and above</p> <p>or</p> <p>B.Sc Engineering (Electrical) with minimum 12 years experience in building and road works in Govt. / Semi Govt.</p>

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Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			minimum 12 years experience in building and road works in Govt. / Semi Govt. organization in BPS-17 / equivalent and above, in a national or international organization.	organization in BPS-17 or above.
70	Additional Librarian	19	<p>Ph.D in Library & Information Science with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil in Library & Information Science or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master Degree in Library & Information Science with 12 years experience in Govt. / Semi Govt. organizations in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D in Library & Information Science with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil in Library & Information Science or equivalent qualification with 08 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master Degree in Library & Information Science with 12 years experience in Govt. / Semi Govt. organizations in BPS-17 or above in the relevant field.</p> <p>or</p> <p>2nd Class Master Degree in Library & Information Science with 15 years experience in Govt. / Semi Govt. organizations in BPS-17 or above in the relevant field.</p>
71	Additional Provost	19	<p>Ph.D with 04 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master or equivalent Degree with 12 years experience in the relevant field in BPS-17 /</p>	<p>Ph.D with 04 years relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 08 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master or equivalent Degree with 12 years experience in the relevant field in BPS-17 or above.</p> <p>or</p> <p>2nd Class Master or equivalent</p>

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			equivalent and above, in a national or international organization.	Degree with 15 years experience in the relevant field in BPS-17 or above.
72	Director ASRB	20	<p>Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class M.Sc Degree with 18 years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class M.Sc Degree with 18 years Teaching / Administrative experience in BPS-17 and above.</p> <p>or</p> <p>2nd Class M.Sc Degree with 20 years Teaching / Administrative experience in BPS-17 and above.</p>
73	Director IT	20	<p>Ph.D in Computer Science with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS in Computer Science or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master Degree in Computer Science with 18 years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D in Computer Science with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international.</p> <p>or</p> <p>MS in Computer Science or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international.</p> <p>or</p> <p>First Class Master Degree in Computer Science with 18 years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international.</p> <p>or</p> <p>2nd Class Master Degree in Computer Science with 20 years Teaching / Administrative</p>

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
				experience in BPS-17 / equivalent and above, in a national or international.
74	Director Vice Chancellor Secretariat	20	Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international organization.	Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above or MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 and above or First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 and above. or 2 nd Class Master Degree with 20 years Teaching / Administrative experience in BPS-17 and above.
75	Director Administrations	20	Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international organization.	Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above or MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 and above or First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 and above. or 2 nd Class Master Degree with 20 years Teaching / Administrative experience in BPS-17 and above.
76	Director Sports	20	Ph.D in Physical Education with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization.	Ph.D in Physical Education with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above or

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			<p>or MS / M.Phil in Physical Education or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or First Class Master Degree in Physical Education with 18 years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>MS / M.Phil in Physical Education or equivalent qualification with 15 years relevant experience in BPS-17 and above</p> <p>or First Class Master Degree in Physical Education with 18 years Teaching / Administrative experience in BPS-17 and above.</p> <p>or 2nd Class Master Degree in Physical Education with 20 years Teaching / Administrative experience in BPS-17 and above.</p>
77	Director Works	20	<p>Ph.D in the relevant field with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or MS in the relevant field or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>Or First Class Master Degree in the relevant field with 18 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D in the relevant field with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above</p> <p>or MS in the relevant field or equivalent qualification with 15 years relevant experience in BPS-17 and above</p> <p>or First Class Master Degree in the relevant field with 18 years relevant experience in BPS-17 and above.</p> <p>or 2nd Class Master Degree in the relevant field with 20 years relevant experience in BPS-17 and above.</p>
78	Librarian	20	<p>Ph.D in Library & Information Science with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or MS / M.Phil in Library &</p>	<p>Ph.D in Library & Information Science with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above</p> <p>or MS / M.Phil in Library & Information Science or equivalent qualification with 15</p>

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			<p>Information Science or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master Degree in Library & Information Science with 18 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master Degree in Library & Information Science with 18 years relevant experience in BPS-17 and above.</p> <p>or</p> <p>2nd Class Master Degree in Library & Information Science with 20 years relevant experience in BPS-17 and above.</p>
79	Provost	20	<p>Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 and above.</p> <p>or</p> <p>2nd Class Master Degree with 20 years Teaching / Administrative experience in BPS-17 and above.</p>
80	Registrar	20	<p>Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master Degree with 18</p>	<p>Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 and above.</p>

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
			years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international organization.	or 2 nd Class Master Degree with 20 years Teaching / Administrative experience in BPS-17 and above.
81	Director Academics	20	Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization. or MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization. or First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 / equivalent and above, in a national or international organization.	Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above or MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 and above or First Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 and above. or 2 nd Class Master Degree with 20 years Teaching / Administrative experience in BPS-17 and above.
82	Treasurer	20	Chartered Accountant or FCMA with 10 years experience in Planning, Investment and Financial Management in BPS-17 / equivalent and above, in a national or international organization. or First Class Master in Commerce / Economics / Business Administration (majors in Finance / Accounting) and 18 years experience in Audit / Finance / Planning in BPS-17 / equivalent and above, in a national or international organization.	Chartered Accountant or FCMA with 10 years experience in Planning, Investment and Financial Management in BPS-17 and above or First Class Master in Commerce / Economics / Business Administration (majors in Finance / Accounting) and 18 years experience in Audit / Finance / Planning in BPS-17 and above. or First Class Master in Commerce / Economics / Business Administration (majors in Finance / Accounting) and 20 years experience in Audit / Finance / Planning in BPS-17 and above.

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
83	Director Planning and Development	20	<p>Ph.D in Business / Public Administration / Economics / Statistics with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil in Business / Public Administration / Economics / Statistics or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master Degree in Business / Public Administration / Economics / Statistics with 18 years experience in Finance / Planning in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D in Business / Public Administration / Economics / Statistics with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil in Business / Public Administration / Economics / Statistics or equivalent qualification with 15 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master Degree in Business / Public Administration / Economics / Statistics with 18 years experience in Finance / Planning in BPS-17 and above.</p> <p>or</p> <p>2nd Class Master Degree in Business / Public Administration / Economics / Statistics with 20 years experience in Finance / Planning in BPS-17 and above.</p>
84	Director QEC	20	<p>Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master Degree with 18 years experience in Teaching / Administration in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master Degree with 18 years experience in Administration, Teaching, in BPS-17 and above.</p> <p>or</p> <p>2nd Class Master Degree with 20 years experience in Administration, Teaching, in BPS-17 and above.</p>

1	2	3	4	5
Sr#	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Minimum Qualification and Experience for Appointment by Promotion
85	Controller of Examinations	20	<p>Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 / equivalent and above, in a national or international organization.</p> <p>or</p> <p>First Class Master Degree with 18 years Teaching / Administration / Examination experience in BPS-17 / equivalent and above, in a national or international organization.</p>	<p>Ph.D with 10 years (at least 04 years Post-Ph.D) relevant experience in BPS-17 and above</p> <p>or</p> <p>MS / M.Phil or equivalent qualification with 15 years relevant experience in BPS-17 and above</p> <p>or</p> <p>First Class Master Degree with 18 years Teaching / Administration / Examination experience in BPS-17 and above.</p> <p>or</p> <p>2nd Class Master Degree with 20 years Teaching / Administration / Examination experience in BPS-17 and above.</p>

**EVALUATION CRITERIA FOR INITIAL APPOINTMENT OF
ADMINISTRATIVE STAFF IN BPS-17**

Sr#	Evaluation Head	Marks
1	Academic Qualification	50
2	Additional Academic Qualification	10
3	Additional Relevant Experience	10
4	Test	10
5	Interview	20

PROCEDURE / POLICY GUIDELINES FOR QUALIFICATION

1. Academic Qualification (Maximum 50 Marks)

These include all scholastic / academic certificates / degrees from SSC to Master level.

(a)	Matric	=	% mark x 1	=	score
(b)	Intermediate	=	% mark x 2	=	score
(c)	Bachelor	=	% mark x 3	=	score
(d)	Master	=	% mark x 4	=	score
	Total		10	=	T. Score

% Score = Total Score divided by 10

Net Score obtained = % score x 0.5

2. Additional Academic Qualification (Maximum 10 Marks)

04 Marks for MS/M.Phil degree in the relevant field

06 Marks for PhD degree in the relevant field

02 Mark for a period of 3-6 months local training in the relevant field

03 Marks for a period of 3-6 months foreign training in the relevant field

05 Marks for M.Phil in the relevant field

10 Marks for PhD in the relevant field

3. Additional Relevant Experience (Maximum 10 Marks)

01 mark per year for experience in BPS-17 and above, over and above the required experience. Experience of 06 months and above will be considered as 01 year.

4. Test (Maximum 10 Marks)

Score out of 10

5. Interview (Maximum 20 Marks)

Selection Board Marks obtained out of 20.

Note: Where instead of marks, letter grades are assigned in a given examination, such grades shall be converted into percentage.

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

		1	2	3	4	5	6	7
Sr#	Name of Candidate	Academic Qualification (50)	Additional Academic Qualification (10)	Additional Relevant Experience (10)	Test (10)	Sub-total 1-4 (80)	Interview (20)	G.Total (100)
1								
2								
3								
4								
5								

**EVALUATION CRITERIA FOR INITIAL APPOINTMENT OF
ADMINISTRATIVE STAFF IN BPS-18, 19 & 20**

Sr#	Evaluation Head	Marks
1	Academic Qualification	50
2	Additional Academic Qualification	15
3	Additional Relevant Experience	15
4	Interview	20

PROCEDURE / POLICY GUIDELINES FOR QUALIFICATION

1. Academic Qualification (Maximum 50 Marks)

These include all scholastic / academic certificates / degrees from SSC to Master level.

(a)	Matric	=	% mark x 1	= score
(b)	Intermediate	=	% mark x 2	= score
(c)	Bachelor	=	% mark x 3	= score
(d)	Master	=	% mark x 4	= score
	Total		10	=T. Score

% Score = Total Score divided by 10

Net Score obtained = % score x 0.5

2. Additional Academic Qualification (Maximum 15 Marks)

04 Marks for MS/M.Phil degree in the relevant field

06 Marks for PhD degree in the relevant field

02 Mark for a period of 3-6 months local training in the relevant field

03 Marks for a period of 3-6 months foreign training in the relevant field

01 Mark for a period of 2 months to less than 3 months foreign training in the relevant field

3. Additional Relevant Experience (Maximum 15 Marks)

01 mark per year for experience in BPS-17 and above, over and above the required experience. Experience of 06 months and above will be considered as 01 year.

4. Interview (Maximum 20 Marks)

Selection Board Marks obtained out of 20.

Note: Where instead of marks, letter grades are assigned in a given examination, such grades shall be converted into percentage.

**SELECTION BOARD EVALUATION PROFORMA
FOR INITIAL APPOINTMENT OF ADMINISTRATIVE STAFF IN BPS-18, 19 & 20**

		1	2	3	4	5	6
Sr#	Name of Candidate	Academic Qualification (50)	Additional Academic Qualification (15)	Additional Relevant Experience (15)	Sub-total 1-4 (80)	Interview (20)	G.Total (100)
1							
2							
3							
4							
5							

**EVALUATION CRITERIA FOR APPOINTMENT BY
PROMOTION FOR ADMINISTRATIVE STAFF IN BPS-17 & 18**

Sr#	Evaluation Head	Marks
1	Academic Qualification	50
2	Additional Academic Qualification	10
3	Additional Relevant Experience	10
4	Performance Evaluation Report (PER)	10
5	Interview	20

PROCEDURE / POLICY GUIDELINES FOR QUALIFICATION

1. Academic Qualification (Maximum 50 Marks)

These include all scholastic certificates / degrees from SSC to Master level.

(a)	Matric	=	% mark x 1	=	score
(b)	Intermediate	=	% mark x 2	=	score
(c)	Bachelor	=	% mark x 3	=	score
(d)	Master	=	% mark x 4	=	score
	Total		10	=	T. Score

% Score = Total Score divided by 10

Net Score obtained = % score x 0.5

2. Additional Academic Qualification (Maximum 10 Marks)

04 Marks for MS/M.Phil degree in the relevant field

06 Marks for PhD degree in the relevant field

02 Mark for a 3-6 months local training

03 marks for a 3-6 months foreign training

3. Additional Relevant Experience (Maximum 10 Marks)

01 mark per year for experience in BPS-17 and above, over and above the required experience. Experience of 06 months and above will be considered as 01 year.

4. Performance Evaluation Report (PER) (Maximum 10 Marks)

(a) Very Good 2.0 Marks

(b) Good 1.5 Marks

i. Sum of score of PER of the last five years shall be taken into account.

ii. Top 02 categories irrespective of nomenclature will be considered.

5. Interview (Maximum 20 Marks)

Selection Board Marks obtained out of 20

**SELECTION BOARD EVALUATION PROFORMA
FOR APPOINTMENT BY PROMOTION OF ADMINISTRATIVE
STAFF IN BPS-17 & 18**

		1	2	3	4	5	6	7
Sr#	Name of Candidate	Academic Qualification (50)	Additional Academic Qualification (10)	Additional Relevant Experience (10)	PER (10)	Sub-total 1-4 (80)	Interview (20)	Grand Total (100)
1								
2								
3								
4								
5								

**EVALUATION CRITERIA FOR APPOINTMENT BY
PROMOTION FOR ADMINISTRATIVE STAFF IN BPS-19 & 20**

Sr#	Evaluation Head	Marks
1	Academic Qualification	50
2	Additional Academic Qualification	10
3	Additional Relevant Experience	10
4	Performance Evaluation Report	10
5	Interview	20

PROCEDURE / POLICY GUIDELINES FOR QUALIFICATION

1. Academic Qualification (Maximum 50 Marks)

These include all scholastic / academic certificates / degrees from SSC to Master level.

(a)	Matric	=	% mark x 1	= score
(b)	Intermediate	=	% mark x 2	= score
(c)	Bachelor	=	% mark x 3	= score
(d)	Master	=	% mark x 4	= score
	Total		10	=T. Score

% Score = Total Score divided by 10
Net Score obtained = % score x 0.5
2. Additional Academic Qualification (Maximum 10 Marks)

04 Marks for MS/M.Phil degree in the relevant field
06 Marks for PhD degree in the relevant field
02 Mark for a period of 3-6 months local training in the relevant field
03 Marks for a period of 3-6 months foreign training in the relevant field
01 Mark for a period of 02 months to less than 3 months foreign training in the relevant field
3. Additional Relevant Experience (Maximum 10 Marks)

01 mark per year for experience in BPS-17 and above, over and above the required experience. Experience of 06 months and above will be considered as 01 year.
4. Performance Evaluation Report(PER) (Maximum 10 Marks)

(a)	Very Good	2.0 Marks
(b)	Good	1.5 Marks

 - (i) Sum of score of PER of the last five years shall be taken into account.
 - (ii) Top 02 categories of PER irrespective of nomenclature will be considered.
5. Interview (Maximum 20 Marks)

Selection Board Marks obtained out of 20.

Note: Where instead of marks, letter grades are assigned in a given examination, such grades shall be converted into percentage.

**SELECTION BOARD EVALUATION PROFORMA
FOR APPOINTMENT BY PROMOTION OF ADMINISTRATIVE
STAFF IN BPS-19 & 20**

		1	2	3	4	5	6	7
Sr#	Name of Candidate	Academic Qualification (50)	Additional Academic Qualification (10)	Additional Relevant Experience (10)	PER (10)	Sub-total 1-3 (80)	Interview (20)	G.Total (100)
1								
2								
3								
4								
5								

CHAPTER – 5
ABDUL WALI KHAN UNIVERSITY MARDAN
TEACHERS APPOINTMENTS AND SCALES OF PAY STATUTES-2013

84. TITLE

These Statutes, framed in pursuance of Section, 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, may be called “Abdul Wali Khan University Mardan Teachers Appointment and Scales of Pay Statutes-2013”.

85. COMMENCEMENT

These Statutes shall come into force with immediate effect.

86. APPLICATION

These Statutes shall apply to all the Teachers of the University which term has been defined in Section, 2 (aa) of the Khyber Pakhtunkhwa Universities Act, 2012, as under:

“teachers include Professors, Associate Professors, Assistant Professors, Lecturers and Research Staff, engaged whole time by the University for teaching at the University and such other persons as may be declared to be Teachers by the regulations”.

87. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. “Selection Committee” means Selection and Promotion Committee of the University
- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University

- i. "Constituent College" means Constituent College of the University
- j. "Constituent Institution" means Constituent Institution of the University
- k. "Dean" means Dean of a faculty of the University
- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made thereunder
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post
- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds

- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun “He” refers to both Male and Female employees / students.

88. METHOD OF APPOINTMENT

- (1) Appointment of faculty shall be made by initial recruitment, after due publicity of the vacancies in at least two National daily newspapers.
- (2) Eligibility criteria for appointment of faculty have been provided in Schedule-VI to IX.
- (3) Appointments shall be made by the Syndicate, on the recommendations of the Selection Board, subject to fulfillment of the eligibility criteria, as shown in the Schedules attached to these Statutes.
- (4) Faculty sent by the University for higher education/training abroad, shall be considered for appointment to higher scales of pay, provided they apply for the advertised post, and compete in the Selection Board.
- (5) Evaluation Criteria for faculty selection are provided in Annex-A.
- (6) Selection Board Evaluation Forms for selection of Lecturer, Assistant Professor, Associate Professor and Full Professor are attached as Annex-B1, B2, B3 and B4, respectively.

89. BASIC PAY SCALES AND OTHER FRINGE BENEFITS

- (1) Faculty of the University shall be governed by the Scheme of Basic Pay Scales and other related benefits, sanctioned by the Government for its employees from time to time, subject to their adoption by the University.
- (2) The following Basic Pay Scales will be admissible to faculty:

Sr#	Post	BPS
i.	Lecturer and equivalent	18
ii.	Assistant Professor	19
iii.	Associate Professor	20
iv.	Professor	21

90. FIXATION OF PAY ON APPOINTMENT TO A HIGHER POST

Where a faculty is appointed to a higher post from a lower post, his salary shall be fixed at the stage in the scale of pay of the higher post, next above the Substantive Pay of the faculty concerned in the scale of pay of the lower post, which gives a pay increase equal

to or less than a full increment in the pay scale of the higher post. The initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment in the scale of pay of the higher post.

91. INCREMENTS

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

92. ALLOWANCES

The following monthly allowances shall be admissible to the Teacher, subject to their revision by the Government/Syndicate from time to time.

(1) House Rent Allowance

- (a) A Teacher who has not been provided residential accommodation in his name by the University shall be entitled to House Rent Allowance @ 45% per month of the minimum of the relevant Scales of Pay, irrespective of where he resides, provided that if one of the spouses has been allotted accommodation by the University / other Government Organization, the other one will not be entitled to get House Rent Allowance.
- (b) In case the employee is provided residential accommodation he will not be entitled for house rent allowance and in addition a recovery of house rent for residential accommodation shall be made at the rate of 5% per month.

(2) Medical Allowance

As per Clause 15(3) of Abdul Wali Khan University Mardan Statutes-2013.

(3) Conveyance Allowance

As per Clause 15(4) of Abdul Wali Khan University Mardan Statutes-2013.

(4) Entertainment Allowance

Entertainment allowance shall be admissible to all Head of Sections, Chairpersons of Teaching Departments and Professors at the rate of Rs. 700/- p.m.

(5) Senior Post Allowance

Senior Post Allowance shall be admissible at the rate of Rs. 1,200/- to the University Professors.

(6) Orderly Allowance

All Professors shall be entitled to an orderly or an allowance equivalent to the Pay and Allowances of BPS-01 p.m.

93. ADDITIONS AND ALTERNATIONS TO THE SCHEDULE

- (1) The Syndicate may, from time to time, create a new post, re-designate an existing post or make other additions/alterations in the Schedule, with such conditions as it may deem fit, in accordance with the provisions of the Khyber Pakhtunkhwa Universities Act, 2012.
- (2) The Vice Chancellor may recommend the existing faculty appointed before March 31, 2012 under University of Peshawar Statutes for promotion to the Syndicate only once, with reasons to be recorded.

94. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

95. 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 Deans to be nominated by the Vice Chancellor | Member |
| (c) | Director Academics | Member |
| (d) | Chairman / Head of Section of the concerned department / section | Member |
| (e) | Treasurer | Member |
| (f) | Director P & D | Member |
| (g) | Nominee of the Higher Education Department, Khyber Pakhtunkhwa | Member |
| (h) | Nominee of the Establishment Department, Khyber Pakhtunkhwa | Member |
| (i) | Nominee of the Finance Department, Khyber Pakhtunkhwa | Member |
| (j) | Registrar | Member /Secretary |

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

96. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

97. AMENDMENTS IN THE STATUTES

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

SCHEDULE-VI

**ELIGIBILITY CRITERIA FOR APPOINTMENT OF FACULTY IN ALL DISCIPLINES
EXCLUDING ENGINEERING, INFORMATION TECHNOLOGY, COMPUTING
SCIENCES, MEDICAL SCIENCES, LAW AND ARTS and DESIGN
(STUDIO PRACTICE).**

Position	Minimum Qualification	Experience	Minimum Number of publications
Lecturer	<p>First Class Master Degree OR equivalent degree awarded after 16 years of education in the relevant field with no 3rd Division in the academic career from an HEC recognized University/ Institution.</p> <p>Condition of no 3rd division shall not be applicable in the appointment as Lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viza-viz. Ph.D / MS / M.Phil or equivalent degree with not more than one 3rd division in entire academic career.</p> <p>Furthermore, the candidate with 2nd Division in the Master Degree but holding higher degree i.e. Ph.D / MS / M.Phil or equivalent degree with 18 years of education could be Considered.</p>	No experience required.	Nil
Assistant Professor	PhD in relevant field from an HEC recognized University / Institution.	No experience required	Nil
	OR		
	Master Degree (foreign) OR M.Phil (Pakistan) OR equivalent degrees awarded after 18 years of education as determined by HEC in the relevant field from an HEC recognized University / Institution.	4-years teaching / research experience in a recognized University or a post-graduation Institution or professional experience in the relevant field in a National or International organization.	Nil

Associate Professor	Ph.D in the relevant field from an HEC recognized University / Institution.	10-years teaching / research experience with at least 4-years Post-Ph.D level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization.	The applicant must have 10 publications (with at least 4 publications in the last five years in the HEC recognized Journals.
		OR	
		5-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.	
Professor	Ph.D in the relevant field from an HEC recognized University / Institution.	15-years teaching / research experience with at least 8 years Post Ph.D level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization.	The applicant must have 15 research publications (with at least 5 publications in the last 5 years) in HEC recognized Journals.
		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.	

SCHEDULE-VII

**ELIGIBILITY CRITERIA FOR APPOINTMENT OF FACULTY IN ENGINEERING,
INFORMATION TECHNOLOGY, AND COMPUTING DISCIPLINES**

Position	Minimum Qualification	Experience	Minimum Number of publications
Lecturer	Master Degree in the relevant field / B.Sc(Engr.) (First Class) in the relevant field with no 3rd Division in the academic career from HEC recognized University / Institution.	No experience required.	Nil
Assistant Professor	Master Degree in the relevant field.	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.	Nil
	OR		
	PhD in the relevant field from HEC recognized University/Institution	No Experience is required for Ph.D degree holders.	Nil
Associate Professor	Ph.D in the relevant field from HEC recognized University in consultation with PEC	10-years teaching experience with at least 4-years experience at the Post- Ph.D level in HEC recognized University or a post-graduate institution or professional experience in the relevant field in a National or International Organization will be required.	10 research publications (with at least 4 publications in the last 5 years) in HEC / PEC recognized journals.
		OR	
		5-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.	
Professor	Ph.D degree in relevant field, recognized by HEC in consultation with PEC.	15-years teaching / research experience with at least 8 years Post Ph.D level experience in an HEC recognized University or	15 research publications (with at least 5 publications in the last 5 years) in HEC / PER

		<p>post-graduate institution or professional experience in the relevant field in a National or International organization will be required.</p>	<p>recognized Journals.</p>
		<p>OR</p>	
		<p>10-years post-Ph.D teaching / research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p>	

SCHEDULE-VIII

ELIGIBILITY CRITERIA FOR APPOINTMENT OF FACULTY IN ALL LAW DISCIPLINES

Position	Minimum Qualification	Experience	Minimum Number of publications
Lecturer	LL.B Degree (First Class) with no 3 rd division in the academic career from an HEC recognized University / Institutions.	Nil	Nil
Assistant Professor	Ph.D in Law or equivalent degree from an HEC recognized University / Institution.	Nil	Nil
	OR		
	LL.M, J.D or equivalent degree from an HEC recognized University / Institution.	4-years Teaching / research experience in a recognized University or a Post-graduation institution or professional experience in the relevant field in a National or International organization.	Nil
	OR		
	LL.B degree (First Class) from an HEC recognized University / Institution.	6-years teaching / research experience in a recognized University or a Post-graduation institution or professional experience in the relevant field in a National or International organization.	Nil
Associate Professor	Ph.D in law or equivalent degree from HEC recognized University / Institution.	10-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, with at least 04 years Post-PhD level experience in an HEC recognized University or	The applicant must have 10 publications (with at least 04 publications in the last five years), in HEC recognized Journals.

		Post-graduate Institution or Professional experience in the relevant field in a National or International organization will be required.	
		OR	
		05 years Post-PhD 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	
	LL.M., J.D in Law or equivalent degree from an HEC recognized University / Institution.	12 years teaching / research experience (with at least 4 years experience after the Post-terminal degree level) in an HEC recognized University or a Post-graduate Institution or Professional experience in the relevant field in a National or International Organization.	The applicant must have 10 publications with at least 04 publications in the last 05 years, in HEC recognized journals.
Professor	PhD in Law or equivalent degree from an HEC recognized University / Institution.	15 years teaching / research experience in an HEC recognized University or Post-graduate Institution or Professional experience in the relevant field in a National or International organization, with at least 08 years Post-PhD level experience in an HEC recognized University or Post-graduate Institution or Professional experience in the relevant field in a National or International organization will be required.	The applicant must have 15 research publications with at least 05 research publications in the last 05 years, in HEC recognized journals.
		OR	

		10 years Post-PhD teaching/research experience in a recognized University or a Post-graduate Institution or Professional experience in the relevant field in a National or International Organization.	
OR			
	LL.M., J.D or equivalent degrees from an HEC recognized University / Institution.	17 years teaching / research experience (with at least 8 years experience after LLM / J.D or equivalent degrees in HEC recognized University or a Post-graduate Institution or Professional experience in the relevant field in a National or International Organization.	The applicant must have 15 research publications with at least 05 research publications in the last 05 years, in HEC recognized journals.

SCHEDULE-IX

**ELIGIBILITY CRITERIA FOR APPOINTMENT OF FACULTY IN
AGRICULTURE DISCIPLINES**

Position	Minimum Qualification	Experience	Minimum Number of publications
Lecturer	<p>First Class M.Sc (Hons) Agriculture in the relevant field with no 3rd Division in the academic career from an HEC recognized University/ Institution.</p> <p>Condition of no 3rd division shall not be applicable in the appointment as Lecturer, provided that the candidate holds a higher degree viza-viz. MS / M.Phil / Ph.D or equivalent degree with not more than one 3rd division in entire academic career.</p>	No experience required.	Nil
Assistant Professor	PhD in relevant field from HEC recognized University/Institution.	No experience required	Nil
	OR		
	M.Sc (Hons) Agriculture OR Master Degree (foreign) OR M.Phil (Pakistan) in the relevant field from an HEC recognized University / Institution.	4-years teaching / research experience in a recognized University or a post-graduation Institution or professional experience in the relevant field in a National or International organization.	Nil
Associate Professor	Ph.D in the relevant field from an HEC recognized University / Institution.	10-yers teaching / research experience with at least 4-years Post-Ph.D level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization will be required.	The applicant must have 10 publications (with at least 4 publications in the last five years in the HEC recognized Journals.

		OR	
		5-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.	
Professor	Ph.D from an HEC recognized Institution in the relevant field.	15-years teaching / research experience with at least 8 years Post Ph.D level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization will be required.	The applicant must have 15 research publications (with at least 5 publications in the last 5 years) in HEC recognized Journals.
		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.	

SCHEDULE-X

ELIGIBILITY CRITERIA FOR APPOINTMENT OF FACULTY IN ARTS AND DESIGN (STUDIO PRACTICES) DISCIPLINES

Position	Minimum Qualification	Experience	Minimum number of Publications / Achievements
Lecturer	First professional degree (4 Years minimum, First Division) with no third division in the academic career from HEC recognized University / Institution.	Nil	Nil
Assistant Professor	PhD in the relevant field from HEC recognized University / Institution	Nil	Nil
	OR		
	Master Degree (foreign) or M.Phil OR equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University / Institution	04-years 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.	Nil
	OR		
	First professional degree (4 Years minimum, First Division) with no third division in the academic career from HEC recognized University / Institution.	6-years 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.	Nil
Associate Professor	Ph.D in the relevant field from HEC recognized University / Institution	10-years teaching research experience with at least 04-years post Ph.D level experience in a recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization will be required.	Outstanding and substantial level of professional art activity (Demonstrated by participation in 06 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

		<p style="text-align: center;">OR</p> <p>05-years post PhD level experience in a recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization</p>	campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria)
	OR		
	Master Degree (foreign) or M.Phil OR equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University/Institution	12-years teaching research experience (with at least 04-years experience after the Masters (Foreign) or equivalent degree in a HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization.	Outstanding and substantial level of professional art activity (Demonstrated by participation in 06 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	Ph.D from HEC recognized Institution in the relevant field.	<p>15-years teaching / research experience with at least 08-years post Ph.D level experience in a recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p>10-years post Ph.D level experience in a recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.</p>	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 08 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)

	OR		
	Master Degree (foreign) or M.Phil or equivalent degree in the relevant field from HEC recognized University / Institution.	17-years teaching/ research experience (with at least 08-years experience after LL.M/J.D or equivalent degree in HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.	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 08 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)

EVALUATION CRITERIA FOR FACULTY SELECTION

Sr#	Evaluation Heads	Points Assigned		
		Lecturer (BPS-18)	Asstt. Prof. (BPS-19)	Associate and Full Professor (BPS-20&21)
1	Academic Qualification	40	40	40
2	Additional Academic Qualification	05	05	----
3	Medals (Gold, Silver, Bronze)	05 (5,3,2)	----	----
4	Nat/International Recognition	----	05	05
5	Research Publications	----	15	20
6	Experience	----	05	05
7	Research Projects	----	10	10
8	Test	15	----	----
9	Evaluation as Teacher	15	----	----
10	Interview	20	20	20
Total		100	100	100

Quantification Procedure

Academics: These include all scholastic certificates/degrees from SSC to Master. A total of 40 marks have been assigned to the academic qualification.

Procedure for Quantification of academic shall be as under:

1.	Matric	=	percentage of marks x 1	=	Score
2.	Intermediate	=	percentage of marks x 2	=	Score
3.	Bachelor	=	percentage of marks x 3	=	Score
4.	Master	=	percentage of marks x 4	=	Score
			Total = 10	=	Total Score

% Score = Total Score divide by 10

Net Score = % Score x 0.4

Note: Where instead of marks, letter grades are assigned in a given examination, such grades will be converted into percentage marks.

(2) Additional Academic Qualification (Maximum 05 Marks):

Additional Academic Qualification means M.Sc (Hons), MS, M.Phil, Ph.D and Post-Doc in the relevant field.

- (a) Candidates for the post of Lecturer and Assistant Professor shall be awarded five points on account of Ph.D and two marks for possessing M.Sc (Hons), MS or M.Phil. However, in case a candidate possesses Ph.D, M.Sc (Hons), MS and M.Phil, he shall be awarded marks only for Ph.D
- (b) Candidates for the positions of Associate Professor and Professor, shall be awarded 05 marks for Post Doc of at least 06 months duration.
- (3) **Medals (Maximum 05 Marks):** Medal means Gold, Silver and Bronze Medals awarded at University level. 05 marks are assigned to Gold Medal, 03 to Silver and 02 to Bronze Medal. A candidate having more than one medals, shall be awarded upto maximum of 05 marks.
- (4) **National / International Recognition:** 05 marks are assigned for the post of Associate Professor and Full Professor, it shall mean the following;
- (i) Civil Awards.
- (ii) An approved variety by the provincial Seed Council.
- (iii) Patent, Product / Invention / Technology
- (iv) Any award by Ministry of Science and Technology, Ministry of Food and Agriculture and HEC in recognition of scientific work.
- (5) **Research Publications:** Candidates for the post of Associate Professor and Professor will be evaluated by the Subject Experts (Referees) out of 20 marks, who are co-opted for the purpose from an approved list. Although, publications are not required for appointment to the post of Assistant Professor, however, in order to encourage research, 15 marks have been allocated for the post of Assistant Professor. One mark per publication will be awarded.
- (6) **Experience (Maximum 05 Marks):** 01 mark for each year of experience (BPS-18 and above) over and above of the required experience for the post of Assistant Professor, Associate Professor and Full Professor shall be awarded. Experience of 06 months or above will be considered as 01 year.
- (7) **Test:** Score out of 15 for the post of Lecturer (BPS – 18 only).
- (8) **Research Projects (Maximum 10 Marks):** 05 marks per project shall be granted to candidates for the post of Assistant Professor, Associate Professor and Professor who has successfully completed / secured research projects of not less than 0.5 million as Principal Investigator.
- (9) **Evaluation as Teacher (Maximum 15 Marks):** Candidates will be evaluated by a committee of subject experts through presentation / demonstration / discussion, for the post of Lecturer only.
- (10) **Interview (Maximum 20 Marks):** Marks out of 20.

**SELECTION BOARD EVALUATION FORM
FOR THE POST OF LECTURER**

Sr#	Name of Candidate	1 Academic 40	2 Additional Qualification 05	3 Medals (Gold, Silver, Bronze) 05 (5-3-2)	4 Test 15	5 Demonstration 15	Sub total (1-5) 80	8 Interview 20	Grand Total 100
1									
2									
3									
4									
5									

**SELECTION BOARD EVALUATION FORM
FOR THE POST OF ASSISTANT PROFESSOR**

Sr#	Name of Candidate	1 Academic	2 Additional Qualification	3 Medals (Gold, Silver, Bronze) 05 (5-3-2)	4 Publications	5 Experience	6 Res. Project	Sub. Total (1 – 6)	7 Interview	Grand Total
		40	05		15	05	10	80	20	100
1										
2										
3										
4										
5										

**SELECTION BOARD EVALUATION FORM
FOR THE POST OF ASSOCIATE PROFESSOR**

Sr#	Name of Candidate	1 Academic 40	2 Medals (Gold, Silver, Bronze) 05 (5-3-2)	3 Research Publication 20	4 Experience 05	5 Res. Project 10	6 Sub. Total (1 – 5) 80	7 Interview 20	Grand Total 100
1									
2									
3									
4									
5									

**SELECTION BOARD EVALUATION FORM
FOR THE POST OF PROFESSOR**

Sr#	Name of Candidate	1 Academic 40	2 Medals (Gold, Silver, Bronze) 05 (5-3-2)	3 Research Publication 20	4 Experience 05	5 Res. Project 10	6 Sub. Total (1 – 5) 80	7 Interview 20	Grand Total 100
1									
2									
3									
4									
5									

CHAPTER – 6
ABDUL WALI KHAN UNIVERSITY MARDAN
MERITORIOUS PROFESSORS (BPS-22) APPOINTMENT AND
SCALES OF PAY STATUES-2013

98. TITLE

These Statutes, framed in pursuance of Section, 28(1) (l) of the Khyber Pakhtunkhwa Universities Act, 2012, may be called “Abdul Wali Khan University Mardan Meritorious Professors Pay of Scales Statues-2013.

99. COMMENCEMENT

These Statutes shall come into force with immediate effect.

100. APPLICATION

These Statutes shall apply to the University Professors, holding posts in BPS-21 on regular basis.

101. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. “Selection Committee” means Selection and Promotion Committee of the University
- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University
- i. “Constituent College” means Constituent College of the University
- j. “Constituent Institution” means Constituent Institution of the University

- k. "Dean" means Dean of a faculty of the University
- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made thereunder
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post
- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun "He" refers to both Male and Female employees / students.

102. PROVISION OF POSTS

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

103. ELIGIBILITY

- (1) Minimum service in BPS-17 / equivalent and above should be 20 years.
- (2) Only those Professors who have served at least for 02 (two) years in BPS-21 in the University with Ph.D degree/equivalent terminal degree as determined by HEC are eligible.
- (3) Should have 05 research publications in the past 5 years with at least three (3) research publications in the past 02 years in HEC recognized journals.
- (4) Must have produced two Ph.Ds or one Ph.D and five (5) M.Phil in the last 05 years.

104. PROCEDURE OF PROMOTION

- (1) Requirement for advertisement of posts as provided in the relevant section of the University Act will be dispensed with.
- (2) Each eligible University Professor will be invited to submit a comprehensive application dossier for consideration by the Special Selection Board (permanent members of the Selection Board, one representative of the Chairman, HEC and one representative of the Chancellor) for the award of BPS-22.
- (3) The Vice-Chancellor shall prepare the cases of Professors in BPS-21 for the award of BPS-22 and present the record of each such Professor on the proforma designed for this purpose and approved as a part of the statutes along with (a) Performance Evaluation Report (PER) for the last five years in BPS-21 and (b) a resume of the Professor and his achievements in research, teaching and educational administration.
- (4) The University shall calculate total score of each eligible applicant according to the parameters mentioned in Clause-105 below (Grading Procedure). Those who secure a minimum score of 60 will be presented before the Special Selection Board for consideration.
- (5) A meeting of the Special Selection Board will be called to consider cases for award of BPS-22 and the recommendations will be placed before the Syndicate. Finally, the recommendations of the Syndicate shall be sent to the Chancellor for approval.
- (6) All promotions to BPS-22 shall be effective from the date of recommendations by the Syndicate.

105. GRADING PROCEDURE (Total 100 Marks)

- (1) **Length of Service:** (maximum 15 Marks), Refers Proforma “A”.
 - (a) 05 marks for service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 2-years in BPS-21, subject to a maximum of 15 marks.
- (2) **Research Publications:** Papers / Books / Monographs / Patents / Crops Varieties (approved) (Maximum 30 Marks), Refers Proforma “B”.
 - (a) 02 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science Citation Index
 - (b) 0.5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).
 - (c) 2 marks per Patent / Crop Variety (approved), subject to a maximum of 06 marks.
 - (d) 02 marks per book authored or edited internationally, subject to a maximum of 4 marks.
 - (e) 01 mark per book authored or edited locally, subject to a maximum of 02 marks.
- (3) **Academic Performance:** (Maximum 30 Marks), Refers Proforma “C”.
 - (a) No. of M. Phil* produced 01 mark per M. Phil, maximum of 06 marks
 - (b) No. of Ph.D. produced 05 marks per Ph.D, maximum of 15 marks

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

 - (c) Research Grant Awards (03 Marks for less than 1 million and 05 marks for more than 1 million) as Principal Investigator other than the research grants given by the parent University (Maximum 10 Marks).
 - (d) Awards / Honours (Maximum 06 Marks).
 - (i) National Awards (Civil/President) Izaz-e-Kamal, Izaz-e-Fazeelat, Sitara-i-Imtiaz 04 marks per award (Maximum of 04 Marks).
 - (ii) International Awards / Honours recognized by HEC 02 marks per award (Maximum of 04 Marks).
 - (iii) HEC Best Teacher award 01 mark per award (Maximum 01 Mark)

- (4) **Post-PhD Qualification:** (Maximum 05 Marks), Refers Proforma “D”.
- (a) Two marks for 06 to 12 months post doctorate from a foreign University / Institute (Maximum of 04 Marks)
- (b) 05 marks for 15 to 18 months or more post-doctorate from a foreign University / Institute.
- (5) **Performance Evaluation Reports:** (Maximum 10 Marks), Refers Proforma “E”.
- (a) Very Good 2.0 marks
- (b) Good 1.5 marks
- (c) Average 1.0 mark
- Note:** 1. Sum of score of PERs for the last 05-years shall be taken into account.
 2. Top 03 categories irrespective of nomenclature shall be considered.
 3. In case the candidate is a serving Vice-Chancellor, PERs of the last 05 years preceding to his appointment as Vice-Chancellor shall be considered.
- (6) **Educational Administration:** (Maximum 10 Marks), Refers Proforma “F”.
- | | |
|--|--|
| (a) Vice-Chancellor: | 04 marks per year upto maximum of 10 marks |
| (b) Pro Vice-Chancellor: | 03 marks per year upto maximum of 08 marks |
| (c) Dean / Director
Centre of Excellence: | 02 marks per year upto maximum of 06 marks |
| (d) Principal of Constituent College
or Head / Chairman of
the Department: | 01 mark per year upto maximum of 03 marks |

106. MISCELLANEOUS

- (1) In case of numbers in fraction, then 0.50 or above will be considered as 01 (e.g. 59.5 or above will be 60.00 whereas 59.49 or less will be 59.00).
- (2) A Professor appointed as Vice-Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he relinquishes the charge of the office of Vice-Chancellor, provided he has completed one tenure of four years as Vice-Chancellor and has been a regular Professor in a Public Sector University prior to his appointment as Vice-Chancellor. The personal grade so granted to him shall not be counted towards the 12.5% quota of BPS-22.

107. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

108. 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 Deans to be nominated by the Vice Chancellor	Member
(c)	Director Academics	Member
(d)	Chairman / Head of Section of the concerned department / section	Member
(e)	Treasurer	Member
(f)	Director P & D	Member
(g)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member
(h)	Nominee of the Establishment Department, Khyber Pakhtunkhwa	Member
(i)	Nominee of the Finance Department, Khyber Pakhtunkhwa	Member
(j)	Registrar	Member /Secretary

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

109. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

110. AMENDMENTS IN THE STATUTES

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

**PROFORMA-A
LENGTH OF SERVICE**

Maximum Marks-15

Type	No of Years			Marks
	Years	Months	Days	
05-Marks for service per year rendered as Professor in BPS-21 over and above the minimum qualification requirement of 02 years in BPS-21				
Total Marks Obtained:				

PROFORMA-B
RESEARCH PUBLICATION
Papers / Books / Monograph / Patents / Crop Varieties

Maximum Marks-30

Type	No	Marks
(1) 02 Marks per paper published in HEC recognized journals with impact factor or journals cited in Social Sciences Citation Index.		
(2) 0.5 Marks per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).		
(3) 02 Marks per Patent / Crop Variety (Approved), (Maximum of 06 Marks).		
(4) 02 Marks per book authored or edited internationally, (Maximum of 4 Marks).		
(5) 01 Mark per book authored or edited locally, (Maximum of 2 Marks).		
Total Marks Obtained:		

**PROFORMA-C
ACADEMIC PERFORMANCE**

Maximum Marks-30

Type	No	Marks
i) 01 Mark per M.Phil / MS / M.Sc (Hons) Agr / An Husb produced (Maximum of 06 Marks).		
ii) 05 Marks per Ph.D produced (Maximum of 15 Marks).		
iii) Research Grant Awards (Maximum 10 Marks): (a) 03 Marks for less than 01 million as Principal Investigator other than the research grant given by the parent University. (b) 05 Marks for more than 01 million as Principal Investigator other than the research grant given by the parent University.		
iv) Award / Honours (Maximum of 06 Marks): (a) National Awards (Civil / President) Izaz-e-Kamal, Izaz-e-Fazilat, Sitara-i-Imtiaz: 04 Marks per award (Maximum of 04 Marks). (b) International Awards: 02 Marks per Award, Honours recognized by HEC (Maximum of 04 Marks). (c) 01 Mark per HEC Best Teacher Award.		
Total Marks Obtained:		

**PROFORMA-D
POST Ph.D QUALIFICATION**

Maximum Marks-05

Type	No	Marks
(i) 02 Marks for a 06 months to 01 year Post Doctorate from a Foreign University / Institute (Maximum of 04 Marks).		
(ii) 05 Marks 15 to 18 months Post Doctorate from a Foreign University / Institution.		
Total Marks		

Note: Only Post Doctorate of at least 06 months duration will be counted.

PROFORMA-F
EDUCATION ADMINISTRATION

Maximum Marks-10

Type	No	Marks
(i) Vice-Chancellor: (04 Marks per year upto Maximum of 10 Marks).		
(ii) Pro Vice-Chancellor: (03 Marks per year upto Maximum of 08 Marks).		
(iii) Dean: (02 Marks per year upto Maximum of 06 Marks).		
(iv) Principal of Constituent College, Chairman of the Department: (01 Mark per year upto Maximum of 03 Marks).		
Total Marks Obtained:		

**PROFORMA-G
OVER ALL GRADING**

Name of Professor: _____

Sr#	Type	Maximum Marks	Marks Obtained
1	DETAILS OF LENGTH OF SERVICE (PROFORMA-A)	15	
2	RESEARCH PUBLICATION (PROFORMA-B)	30	
3	ACADEMIC PERFORMANCE (PROFORMA-C)	30	
4	POST PH.D QUALIFICATION (PROFORMA-D)	05	
5	PERFORMANCE EVALUATION REPORT (PROFORMA-E)	10	
6	EDUCATIONAL ADMINISTRATION (PROFORMA-F)	10	
	Total	100	

CHAPTER – 7
ABDUL WALI KHAN UNIVERSITY MARDAN
PROFESSOR EMERITUS STATUTES-2013

111. TITLE

These Statutes, framed in pursuance of Section, 28(1) (l) of the Khyber Pakhtunkhwa Universities Act, 2012, may be called “Abdul Wali Khan University Mardan Professors Emeritus Statutes-2013.

112. COMMENCEMENT

These Statutes shall come into force with immediate effect.

113. APPLICATION

These Statutes shall apply to all Professors Emeritus of Abdul Wali Khan University Mardan.

114. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. “Selection Committee” means Selection and Promotion Committee of the University
- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University
- i. “Constituent College” means Constituent College of the University
- j. “Constituent Institution” means Constituent Institution of the University

- k. "Dean" means Dean of a faculty of the University
- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made thereunder
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post
- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun "He" refers to both Male and Female employees / students.

115. ELIGIBILITY

1. All Meritorious Professors retired in BPS-21 and BPS-22 who have served the University for a minimum period of 10 years as Professor.
2. Vice Chancellor of this University who has been a regular Professor in a Public Sector University and retired after completing at least one tenure of four years as Vice Chancellor of the University.

116. PROCEDURE

All cases of the eligible retired Meritorious Professors and Ex-Vice Chancellors of the University will be placed before the Senate, on the recommendations of the Syndicate, for the conferment of status of an Emeritus Professorships. Only two Professors Emeritus will be appointed at a time.

117. TERMS AND CONDITIONS

1. The conferment of Professor Emeritus status will be for life time.
2. The honour of Emeritus Professorship shall carry no formal administrative duties. However, Professor Emeritus shall contribute to the academic life of the University to a great extent in consonance with the status and calibre of the title.
3. The Professor Emeritus will have the following responsibilities:
 - (a) mandatory presence on the Campus for three working days a week.
 - (b) provide guidance or continue research with faculty and /or students.
 - (c) postgraduate students' supervision
 - (d) seminars and /or writing of textbooks in the field of his specialization.
4. He shall report progress of his achievements and contributions towards the academic life of the University by the end of each calendar year to the Vice Chancellor for information of the Syndicate.
5. The conferment of the status of Emeritus shall normally be for life time but can be terminated if the Professor so desires or the Syndicate terminates him by $\frac{3}{4}$ majority on grounds of inefficiency, moral turpitude or physical or mental incapacity or gross misconduct.

118. FINANCIAL BENEFITS / FACILITIES

1. Professor Emeritus shall be eligible to draw honorarium Rs. 135,000/- (all inclusive) p.m. as per HEC Rules.
2. The rate of increase in honorarium for Professor Emeritus will be decided after every year by the Higher Education Commission.
3. Such facilities (including medical) and services as exist in the University for teachers to carry on his intellectual pursuits will be open to the Professor Emeritus.

119. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

120. 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 Deans to be nominated by the Vice Chancellor	Member
(c)	Director Academics	Member
(d)	Chairman / Head of Section of the concerned department / section	Member
(e)	Treasurer	Member
(f)	Director P & D	Member
(g)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member
(h)	Nominee of the Establishment Department, Khyber Pakhtunkhwa	Member
(i)	Nominee of the Finance Department, Khyber Pakhtunkhwa	Member
(j)	Registrar	Member /Secretary

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

121. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

122. AMENDMENTS IN THE STATUTES

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

CHAPTER – 8
ABDUL WALI KHAN UNIVERSITY MARDAN
TENURE TRACK STATUTES-2013

123. TITLE

These Statutes, framed in pursuance of Section 28(1) (d) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called “Abdul Wali Khan University Mardan Tenure Track Statutes-2013”.

124. COMMENCEMENT

These Statutes shall come into force with immediate effect.

125. APPLICATION

These Statutes shall apply to all Faculty Members of Abdul Wali Khan University Mardan appointed on Tenure Tract under these statutes.

126. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. “Departmental Technical Review Committee (DTRC)” means Departmental Technical Review Committee constituted under these Statutes
- g. "Technical Review Committee (TRC)" means Technical Review Committee constituted under these Statutes
- h. “Schedule” means Schedule appended to these Statutes
- i. “Basic Pay Scale” means the Basic Pay Scales, 2011
- j. "Existing Statutes" means Existing Statutes of the University

- k. "Chairperson" means Chairperson of the University Teaching Department
- l. "Director" means Director of Constituent Institution of the University
- m. "Principal" means Principal of Constituent College of the University
- n. "Head" means Head of Administrative Section of the University
- o. "Coordinator" means Coordinator of a campus of the University
- p. "First Three-Year Term Contract Appointment" means First Three-Year Term Contract Appointment made under these Statutes
- q. "Prescribed" means prescribed by these Statutes
- r. "Permanent Post" means a post sanctioned without assigning any limit of time
- s. "Second Three-Year Term Probationary Appointment" means Second Three-Year Term Probationary Appointment made under these Statutes
- t. "Probationary Appointment" means Probationary Appointment made under these Statutes
- u. "Contract Appointment" means Contract Appointment made under these Statutes
- v. "Tenured Appointment" means Tenured Appointment made under these Statutes
- w. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- x. "Pay Protection" means permitting pay not less than the last pay drawn by him before appointed against the same or a higher post
- y. "Tenured Appointment" means Tenured Appointment made under these Statutes
- z. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- aa. "Temporary Post" means a post other than a permanent post
- bb. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- cc. The Pronoun "He" refers to both Male and Female employees / students.

127. APPOINTMENTS

1. The University will make the following Tenure Track Appointments of new faculty members:
 - (a) First three-year term contract Appointments (Assistant Professor)
 - (b) Second three-year term Probationary Appointments (Assistant Professor).
 - (c) Probationary Appointment (Associate Professor and Full Professor)
 - (d) Tenured Appointments
2. **Bases for Appointments**

For appointments on Tenure Track, a candidate will be evaluated in terms of effectiveness in the following four principal areas i.e. (i) Teaching (ii) Scholarship, Research, or other Creative work (iii) Service and (iv) Personal characteristics as per Schedule “A, B and C” attached to these Statutes.

(i) **Teaching**

It is commonly considered to include

- (a) A person knowledge of the major field of study
- (b) Awareness of the development in the major field of study
- (c) Skill in communicating to students and in arousing their interest
- (d) Ability to stimulate students to think critically
- (e) To make students understand to appreciate the interrelationship of fields of knowledge and
- (f) To be concerned with applications of knowledge to vital human problems

(ii) **Scholarship, Research, or other Creative Work**

A faculty member’s scholarship, research and other creative work should make a contribution to the particular field of interest and serve as 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.

(iii) **Service**

This term refers specifically to service to the University community such as:

- (a) In Committee assignments and to public service.
- (b) It also has reference to service to one's profession, usually identified by time and effort given to professional organization, whether of Provincial, Regional, National, or International character.
- (c) Services rendered concerning the local community in which the University is located and the country at large.
- (d) An outstanding service record should be a positive factor in making an evaluation.

(iv) **Personal Characteristics**

This category includes 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 thoughts and actions.

3. **Eligibility Criteria for Appointment of Faculty on Tenure Tract**

(i) **Assistant Professor**

Ph.D or Relevant Terminal Qualification in the relevant field from an HEC recognized University / Institution. The Relevant Terminal Qualification in case of Clinical Medical Science Discipline would be MS / MD / MDS / M.Phil / FCPS(Pakistan) / Membership of Royal Colleges (UK) / Diplomat of American Board and equivalent (as determined by HEC). In the case of Law the relevant terminal qualification would be LLM (law) or JD. In the case of Arts and Design (Studio Practice) and Architecture the relevant terminal qualification would be Master's (Foreign) or M.Phil or equivalent degree in the relevant field as determined by the HEC.

(ii) **Associate Professor**

- (a) Ph.D or Relevant Terminal Qualification in the relevant field from an HEC recognized University / Institution. The Relevant Terminal Qualification in case of Clinical Medical Science Discipline would

be MS / MD / MDS / M.Phil / FCPS(Pakistan) / Membership of Royal Colleges (UK) / Diplomat of American Board and equivalent (as determined by HEC). In the case of Law the relevant terminal qualification would be LL.M (law) or JD. In the case of Arts and Design (Studio Practice) and Architecture the relevant terminal qualification would be Master's (Foreign) or M.Phil or equivalent degree in the relevant field as determined by the HEC with either 06-years post-Ph.D./Relevant Terminal Degree or minimum of 04-years of post- Ph.D./Relevant Terminal Degree experience with at least 06 years of experience prior to the Ph.D, 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 05 years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission.

- (b) The length of service in the rank of Assistant Professor before being considered for appointment to the rank of Associate Professor is six years.
- (c) An Assistant Professor on tenure track / probation, before being considered for appointment to the post of Associate Professor, must first secure Tenure in accordance with the prescribed Tenure Track procedures. There is no provision where a faculty member can apply for an advertised position of Associate Professor without completing the procedure laid down for TTS.

(iii) **Professor**

- (a) Ph.D or Relevant Terminal Qualification in the relevant field from an HEC recognized University / Institution. The Relevant Terminal Qualification in case of Clinical Medical Science Discipline would be MS / MD / MDS / M.Phil / FCPS(Pakistan) / Membership of Royal Colleges (UK) / Diplomat of American Board and equivalent (as determined by HEC). In the case of Law the relevant terminal qualification would be LL.M (law) or JD. In the case of Arts and Design (Studio Practice) and Architecture the relevant terminal qualification would be Master's (Foreign) or M.Phil or equivalent degree in the relevant field as determined by the HEC with either 11-years post-Ph.D./Relevant Terminal Degree or minimum of 07-years of post- Ph.D./Relevant Terminal Degree experience with at least 12 years of experience prior to the Ph.D/Relevant Terminal Degree, 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 05 publications in the past 05 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission.

- (b) The length of service in the rank of Associate Professor before being considered for appointment to full professor is four years.
- (c) An Associate Professor on tenure track / probation, before being considered for appointment to the post of full Professor, must first secure Tenure in accordance with the prescribed Tenure Track procedures. There is no provision where a faculty member can apply for an advertised position of full Professor without completing the procedure laid down for TTS.
- (d) To be eligible for appointment on Tenure Track as full Professor the candidate's age shall not be more than 52 years.

4. General Conditions for appointment on Tenure Track:

- (i) 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 University or Organization, except in the case where the candidate is incumbent of this University.
- (ii) 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.
- (iii) A faculty member on Tenure Track may be appointed to any academic administrative post in the university such as Director Advanced Studies and Research, Director Academics, Director QEC, Director ORIC, Registrar, Principal of a College and Coordinator of a Campus.
- (iv) After the adoption of these statutes no further appointment of Ph.D degree holders will be made as Assistant Professors under the old (BS) system. Such faculty members will be recruited under the Tenure Track Scheme only.
- (v) 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 will be determined by the order of merit assigned by the Selection Board.
- (vi) No graduate of this University will be eligible for appointment on tenure track who has obtained his terminal degree from this University during the

last 03 years following his graduation, except a graduate who is an employee of this University.

- (vii) Only a tenured faculty member can assume responsibility in an administrative capacity of Vice-Chancellor.
- (viii) A faculty member with tenure who leaves an academic department to accept full-time employment by the University in an administrative capacity will retain tenured status in the academic department.

5. Tenure Track Appointment Procedure

- (1) Appointment on Tenure Track shall be made by initial recruitment after due publicity of vacancies in at least two Leading National News Papers.
- (2) Eligibility criteria for appointment of Tenure Track Faculty is given above.
- (3) Appointments shall be made by the Syndicate, on the recommendation of the Selection Board.
- (4) Faculty sent by the University for Higher Education / Training abroad will be considered for appointment on Tenure Track provided they apply for the advertised posts, and compete in Selection Board.

6. Assistant Professor Appointments

(1) First Three-Year Term Contract Appointment

- (a) Appointment of Assistant Professor is made for initial three years term contract. It will be followed by a second term (Probationary) contract appointment for an additional period of three years. The tenure decision will be made for such a faculty in the third year of the second term contract appointment.
- (b) Each candidate who wishes to be considered for appointment as Assistant Professor on Tenure Track should prepare a comprehensive application dossier that includes letters of reference from his Ph.D. supervisor as well as from at least three other eminent researchers in his area of specialization.
- (c) Applications of all candidates will be scrutinized by the University for the determination of the eligibility of the candidates.
- (d) All eligible candidates will be invited to appear before the University Selection Board.

- (e) After interview, the Selection Board may make any of the following decision on merit:
 - (i) Reject appointment on Tenure Track
 - (ii) Recommend “first three-years term contact appointment” on Tenure Track to the Syndicate.
 - (iii) The recommendations of the Selection Board will be placed before the Syndicate for final appointment.
 - (iv) Progress of the faculty will be reviewed each year by the Departmental Technical Review Committee (DTRC).
 - (v) First term review will be conducted after three years.

(2) **Second Three-Year Term Probationary Appointment**

- (i) Review and recommendations of the DTRC of the first three-year term will be forwarded to the Vice Chancellor for the award of second three-year term probationary appointment.
- (ii) If the decision is positive the faculty member will be awarded second three-year term (probationary) appointment.
- (iii) If the decision is negative the faculty member will be issued a termination notice.
- (iv) An Assistant Professor offered a second three-year term (probationary) appointment shall, from the beginning of the fourth year of service, become a faculty member in probationary status. The first three-year term review shall be considered as the mid-term review and the faculty member shall come under the appropriate provision and procedures of probationary period. Accordingly, a tenure review shall be conducted during the second third-year probationary appointment.
- (v) Progress of the faculty will be reviewed each year by the Departmental Technical Review Committee.
- (vi) Second term review (Final term review) will be conducted after six years.
- (vii) Recommendation of the second three-year term review will be placed before the Selection Board to recommend to the Syndicate for consideration of the award of tenure.

(3) **Associate Professor and Full Professor (Probationary) Appointments**

- (a) For appointments of Associate Professor and Full Professor on Tenure Track, posts will be advertised in at least two leading national newspapers.
- (b) Each candidate who wishes to be considered for appointment as Associate Professor and Full Professor on Tenure Track shall prepare a comprehensive application dossier that includes letters of reference from his Ph.D. supervisor as well as from at least three eminent academics and researchers in his 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) Applications of all candidates will be scrutinized by the University for the determination of eligibility of the candidates.
- (d) The application dossier of each eligible candidate for appointment as Associate Professors and Full Professor will be sent to an independent Technical Review Committee (TRC) to be appointed by the Vice Chancellor composed of eminent international academics and researchers in the relevant area from technologically advanced countries. A copy of the dossier, along with names of the Technical Review Committee members will be sent to the HEC. The following criteria will be followed in selecting members of the TRC:
 - 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 also must not have a lower rank than the applicant.
- (e) Upon receipt of a favorable recommendation from the TRC members, the matter will be placed for consideration to the Selection Board. The Selection Board may:
 - i. Reject appointment on Tenure Track.
 - ii. Recommend “probationary” appointment on Tenure Track at the level of Associate Professor and Full Professor with a final tenure review occurring after a period of 04 years.

- (f) The recommendation of Selection Board will be placed before the Syndicate for final appointment.
- (g) For faculty members appointed as Associate Professor and Full Professor the probationer period shall normally be four years.

128. REVIEWS / EVALUATIONS

(1) Annual Review

The progress of each faculty member appointed on Tenure Track shall be reviewed annually by the Departmental Technical Review Committee (DTRC) as per Schedules "A, B and C". The Departmental Review Committee shall consist of the following:

- (a) The Chairperson of the Department who will be the convener of the DTRC
- (b) All Tenured members of the Department
- (c) Till such time as there are less than five Tenured Faculty Members, the committee shall consist of all Professors of the Departments
- (d) If the number of Professor in the department is less than five then all Professor and Associate Professors shall comprise the committee
- (e) If the total number of Professors and Associate Professors is less than five then the Vice Chancellor will appoint remaining members from the list of experts in that discipline on the recommendation of the concerned Dean.

Note: Any member whose cases under review in the DTRC will not attend the meeting during the review of his case.

(2) First Term Review

- (a) In case of Assistant Professor first three-year term review will be conducted during the latter part of the third year of the first three-year term by the Departmental Technical Review Committee (DTRC).
- (b) The Departmental Technical Review Committee no later than six weeks prior to the end of the third year, shall make a decision-favorable or not favorable-with respect to the performance of the faculty member during the time served.
- (c) The recommendations will be sent to the Vice Chancellor who will make the final decision and will 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 will be

notified that he will receive a second three-year term (probationary) appointment. If the decision about performance is negative, the faculty member shall be issued a termination notice of contract.

- (d) An Assistant Professor offered a second three-year appointment will, from the beginning of the fourth year of service, become a faculty member in probationary status. The first term review will be considered as the mid-probationary review. A tenure review will be conducted during the third year of the second three-year probationary appointment.

(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 as Associate and Full Professor, 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) 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 without pay.
- (c) A faculty member may achieved tenure only through full time service, and part-time service shall not be considered as probationary service leading to possible tenure.
- (d) A faculty member with tenure who leaves an academic department to accept full-time employment of the University in an administrative capacity shall retain tenured status in the academic department.

(4) Probationary Reviews

(a) Annual Probationary Review

- (i) The progress toward permanent tenure of each faculty member on probationary status will be reviewed annually by the DTRC in the light of section 127 (2) of these Statutes "basis for appointments". The outcome of each review will be discussed with the probationary member.
- (ii) In addition to annual probationary reviews, more thorough and formal written evaluations shall be conducted as outlined below in the Mid-Probationary Review and Tenure Review by TRC.

(b) **Mid-Probationary Review**

- (i) For Assistant Professors completing their first three-year term, the first term review will be considered to be the mid-probationary review.
- (ii) For Associate and Full Professors directly appointed with probationary status, midway through the probationary period a full review report be made.
- (iii) The Vice Chancellor, on the recommendation of the concerned Dean, will form a Technical Review Committee (TRC) composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. The TRC will conduct a thorough review of the probationary member's progress along lines similar to those outlined for annual reviews. This review will identify, in reasonable detail, the areas of strength and weakness of the probationary member. The TRC will subsequently present a written review report to the Vice Chancellor.
- (iv) The faculty member can NOT be considered further for second term appointment if he receives a negative report from the Technical Review Committee.
- (v) The Chairperson of the Department shall sent 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.
- (vi) The Dean shall forward it to the Vice Chancellor. A full mid-probationary review report shall, therefore, consist of the evaluations of the Technical Review Committee, the Chairperson and the Dean of the Faculty.
- (vii) The review process shall be considered complete only when copies of the full report have been received by the probationary member and the Chairperson of the Department. The aim of the probationary review is to give a member a clear picture of the performance levels by which he is to be judged and to offer the opportunity to correct deficiencies in the second half of the probationary period.

(5) **Tenure Review / Tenured Appointment**

- (a) Six month before the final year of the faculty member's probationary period a full review report will be made.

- (b) The Technical Review Committee will conduct a thorough review of the member's fitness for tenure following the same procedure as outlined for the mid-probationary review for submission to the Vice Chancellor.
- (c) The recommendation of the TRC will be placed before the Selection Board for consideration for the award of Tenure.
- (d) 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.
- (e) If the decision is positive the faculty member will be awarded tenure.
- (f) Tenure shall be effective immediately upon the faculty member's acceptance of the award.
- (g) If the decision is negative the faculty member will be issued a termination notice at least months prior to the last day of his probation period.

129. TRANSFERRING OF EXISTING FACULTY MEMBERS TO TENURE TRACK SYSTEM

1. Existing faculty members who are eligible will be considered for appointment on Tenure Track by following the process for initial appointment on tenure track outlined in these statutes.
2. **Rejection of Grant of Tenure to the existing Faculty Members.**

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

130. SABBATICAL LEAVE

A faculty member on tenure track may proceed on Sabbatical Leave as per University rules. The leave period shall count towards the Tenure Track probationary period. Sabbatical leave may not be combined with any other leave. Faculty who opted for TTS and were eligible for sabbatical leave on BPS basis will 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.

131. OTHER LEAVES

Faculty member on tenure track may avail leaves, except study leave, as per existing rules for regular faculty. 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 BS. 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.

132. RESIGNATION

A faculty member on tenure track wishing to resign shall do so in accordance with the rules of the University. 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. An “existing faculty member” while on TTS cannot revert back to BPS on his own accord. Moreover, if a faculty member on tenure track chooses to apply against an advertised TTS/BPS position (before completing his track/probation period) in the University, he 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.

133. TERMINATION OF SERVICES OF FACULTY MEMBER WITH TENURE

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

134. FACULTY REMUNERATION AND BENEFITS

- (a) A faculty member appointed on tenure track will be entitled, in accordance with the rules, to the pay sanctioned for such post.
- (b) The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefits will be admissible to the concerned faculty members, except gratuity equal to one month’s pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales. The “existing faculty member” eligible for pension contribution under BPS may be considered for pension benefits provided he makes regular contribution on his own. “The ‘existing faculty members’ who was serving under BPS and has already, got entitled/eligible (as per Government Rules) for pension under BPS before joining TTS, and working now under Tenure Track System may be considered for pension provided the period of service under Tenure Track System will not be counted towards service qualifying for pension under BS, while such period of Tenure Track Service may be treated as extra ordinary leave”.

135. INITIAL PAY

- (a) The initial pay of a faculty member appointed to a post shall be determined as per salary scale mentioned in Section – 136(3).
A faculty member may be awarded advance increments that may be based on the following factors, subject to the approval by HEC.
 - (i) Quality and number of HEC recognized International refereed journal publications, conference presentations and publications, and reports.
 - (ii) Number of Ph.D. and MS thesis supervised.
 - (iii) The amount of funding received from sources other than ones own University.
 - (iv) Patents / Crop Varieties developed or approved.
- (b) Total number of advanced increments to be awarded can be a fractional number.

136. ANNUAL INCREASE

(1) Determining the Date of Annual Increase

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

(2) Self-Assessment Report

- (a) For the award of annual increase, a self-assessment report forms 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. Self-assessment will be backed by documented evidences such as (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 M.Sc, M.Phil and Ph.D students supervised, and (vii) advisory and administrative services rendered.
- (b) By 15th February each year every faculty member will complete and submit to the respective Department chairperson a self-assessment report.

(3) Salary Scale

The Salary Scales for the positions under the Tenure Track System will be as

approved by the Finance Division, Government of Pakistan and notified by the HEC vide HEC No.F.P.2-1 03/HE C/2007/72 6, dated 15th September, 2007.

Post	Salary Package			
	Min	Increment	Maximum	Stages
Professor	234,000	11,440	405,600	15
Associate Professor	156,000	9,100	292,500	15
Assistant Professor	104,000	7,150	211,250	15

(4) **Retirement Age**

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

(5) **Appeals**

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

Schedule “A”

**EVALUATION PROFORMA
TEACHING AND PEER EVALUATION**

By Students				
No.	Criteria	Number (a)	Weight (b)	Points (axb)
1.	The Faculty comes well prepared for the class		*	
2.	The Faculty provides guidance and leadership in student activities		*	
3.	The Faculty has completed the whole course		*	
4.	The Faculty communicates the subject matter Effectively		*	
By Peer Evaluation Committee				
1.	The course folder indicates a good quality course		*	
2.	The Faculty has developed new course / updating the course		*	
3.	The Faculty contributes towards departmental Development in his field		*	
4.	The Faculty contributing towards knowledge Development in his field		*	
5.	Quality of presentation is excellent in seminar / workshop / conferences etc. with respect to subject contents, organization and communication		*	
6.	Teaching Load Postgraduate per year	Courses Sections	03 01	
7.	Teaching Load Undergraduate per year	Courses Sections	04 01	
8.	Curriculum Development, New Programme, etc.		06	
	Total			

Average of all the respondents based on: 0=Strongly Disagree 2=Somewhat Agree 4=Agree 6=Strongly Agree

Schedule "B"

SCHOLARSHIP RESEARCH AND OTHER CREATIVE WORK

No.	Criteria		Nos (a)	Weight (b)	Total Points (axb)
1.	Ph.D Research Supervisor	Research Project in Progress Indigenous Ph.D sponsored by HEC or any other funding by external agency		06	
		Research Project Completed Indigenous Ph.D sponsored by HEC or any other funding by external agency		08	
2.	Faculty Research	Research Project in Progress Indigenous faculty research sponsored by AWKUM		06	
		Research Project in Completed Indigenous faculty research sponsored by AWKUM		08	
		Research Project in Progress Indigenous faculty research sponsored by HEC, or any other funding by external agency		06	
		Research Project Completed Indigenous faculty research sponsored by HEC, or any other funding by external agency		08	

No.	Research Type	Status		Nos. (a)	Weight (b)	Total Points (axb)
3.	Published Books	Graduate Level Research Oriented book (Authored)	Single Author	Int.	12	
				Nat.	08	
			Two or more Authors	Int.	08	
				Nat.	04	
			Additional points for Main Author	Int.	03	
				Nat.	03	
	Additional points for International Publisher	Int.	03			

		Graduate level Research oriented book (Edited)	Single Editor	Int.		06	
				Nat.		04	
			Two or more than two Editors	Int.		04	
				Nat.		02	
			Additional points for main Editor	Int.		02	
			Additional points for international Publishers	Int.		02	
4.	Approved Variety	Research Products	Solo	Int.		20	
				Nat.		05	
			Joint	Int.		10	
				Nat.		02	
5.	Patents	Research Products	Solo	Int.		20	
				Nat		05	
			Joint	Int.		10	
				Nat		02	
6.	Refereed Journals	Single Author		Int.		12	
					Nat		04
		Two or more Authors		Int.		08	
				Nat		02	
		Additional points for main Author		Int.		03	
				Nat		01	
		For current / last year Publication add per Publication		Int.		03	
				Nat		01	
7.	International Proceedings / Conference Paper	Single Author		Int.		08	
				Nat		03	
		Two or more Authors		Int.		05	
				Nat		01	
		Additional points for main Author		Int.		02	
				Nat		01	
For current / last year Publication add per Publication		Int.		02			
		Nat		01			
8.	Award Received	International				10	
		National				05	
9.	Research Grants Received / Grants for Planning and Development of advance centers of learning and	Rs. 0.1 M to Rs. 0.99 M				04	
		Rs. 1.0 M to Rs. 10 M				08	

	Research					
10.	Engagement as a Referee	In evaluation of Research Publication in National Journals			02	
		In evaluation of Research Publication in international Journals			04	
11.	Engagement as an External Examiner or REC member	In evaluation of M.Sc / M.Phil			02	
		In evaluation of Ph.D research work			04	
12.	Conducting Technical Seminars / Workshops / Conference (organized)	On National Level			05	
		On International Level			08	
13.	Participation in Technical Seminars / Workshops / Conference	On National Level			02	
		On International Level			05	
14.	Interaction with Industry (Consultancy and Advisory Services)	Project / Product Design	Designer / Planner with original concept	Int.	08	
				Nat.	05	
		Vetting of Design	Designer / Planner by applying existing concept. Feasibility Studies etc.	Int.	03	
				Nat.	01	
Total						

Schedule "C"

PERSONAL PROFILE AND SERVICE

No.	Criteria	No. (a)	Weight (b)	Points (axb)
1.	Experience (Teaching, Research, Industrial, Administrative, within the country (years)		01	
2.	Experience (Teaching, Research, Industrial, Administrative), outside the country (years)		03	
3.	Dean of Faculty (years)		03	
4.	Chairman of Department, Dir. Advance Studies and Research, Dir. Teaching, Dir. Institute, Provost, Chief Editor of Research Journal, Chief Proctor and Controller of Examinations (years)		02	
5.	Member on Syndicate, Selection Board, F & PC (years)		02	
6.	Club / Society Head (years)		01	
7.	Associate Editor of Research Journal, Addl. Dir. Teaching (years)		01	
8.	Proctor, Admn. Officer, Sr. Warden, Warden, Asstt. Warden (years)		01	
Total				

Evaluation Procedure:

1. Evaluation is based on 100 scale with following Weightages:
 - (a) Teaching and Peer Evaluation
 - (b) Scholarship Research and other Creative Work
 - (c) Personal Profiles and Services

2. Score Evaluation
 - (i) Professor:
 $\text{Score A} \times 120 \div 30, + \text{Score B} \times 300 \div 60, + \text{Score C} \times 80 \div 10$
 - (ii) Associate Professor:
 $\text{Score A} \times 90 \div 30, + \text{Score B} \times 200 \div 60, + \text{Score C} \times 60 \div 10$
 - (iii) Assistant Professor:
 $\text{Score A} \times 70 \div 30, + \text{Score B} \times 150 \div 60, + \text{Score C} \times 40 \div 10$

3. Total Score of A + B + C above = _____ out of 100

CHAPTER – 9
ABDUL WALI KHAN UNIVERSITY MARDAN
LEAVE STATUTES-2013

137. TITLE

These Statutes, framed in pursuance of Section, 28(1) (p) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called “Abdul Wali Khan University Mardan Leave Statutes-2013”.

138. COMMENCEMENT

These Statutes shall come into force with immediate effect.

139. APPLICATION

These Statutes shall apply to all the University Employees.

140. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. “Selection Committee” means Selection and Promotion Committee of the University
- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University
- i. “Constituent College” means Constituent College of the University
- j. “Constituent Institution” means Constituent Institution of the University
- k. "Dean" means Dean of a faculty of the University

- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made there under
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post
- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun "He" refers to both Male and Female employees / students.

141. ADMISSIBILITY OF LEAVE

- (1) Earned leave cannot be claimed as a matter of right when due.
- (2) However, in the exigencies of duty so require, earned / casual leave may be refused, and/or if leave has already been granted or being availed, the remaining portion of it can be revoked and the employee recalled to join forthwith.
- (3) Leave applied for shall be expressed and sanctioned, in terms of days.
- (4) An employee on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority, that sanctioned the leave.
- (5) Leave applied for on Medical grounds shall not be refused ordinarily, provided that the Competent Authority to sanction the leave, may at its discretion, secure a second medical opinion to have the applicant medically examined.
- (6) No employee who has been granted leave on Medical grounds may return to duty without first producing a Medical Fitness Certificate from the same authority.
- (7) Holidays falling within the period of any kind of leave shall be counted as leave. They may be prefixed or suffixed to the leave with the permission of the sanctioning authority.
- (8) An employee may apply for any 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 circumstances.
- (9) One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the employee, provided leave preparatory to retirement, sabbatical leave and casual leave shall not be combined with any kind of leave.
- (10) No leave shall be availed unless it is expressly granted, except leave applied for under emergent circumstances and so proved to the satisfaction of the sanctioning authority.
- (11) It shall be the duty of the applicant to make sure that the leave applied for has expressly been sanctioned. While proceeding on leave except causal leave, he shall submit departure report and hand over the charge of his post. A report to this effect shall be sent through his immediate officer. It shall also be the duty of the employee to leave behind all papers, cash and keys in his custody in the manner determined by his immediate officer. An Employee on return from leave shall report for duty to the authority, that sanctioned his leave.

- (12) Leave applied for must be on the prescribed form stating the kind of leave required. In addition, Medical Certificate issued by authorized Medical Officer of the University will be submitted, in case leave on medical grounds is required. Application shall be submitted sufficiently in advance of the date from which leave is sought to be availed.
- (13) Application for leave shall be submitted to the immediate officer, who shall forward the same to the Registrar, along with his remarks and the arrangements proposed during the absence of the applicant, if the period of leave applied for is a week or more.
- (14) Leave account in respect of each Employee shall be maintained as a part of his service book, in such form, as may be prescribed by the University.
- (15) Leave may be granted retrospectively by the Competent Authority in special circumstances and the period of absence may be treated as leave without pay.
- (16) An employee compulsorily retired, removed or dismissed under disciplinary action, the balanced leave at his credit shall cease.
- (17) Pay admissible during leave on full pay shall be based on last pay drawn.
- (18) Instead of indicating whether leave starts or ends in the forenoon, leave may commence from the day following on which an employee hands over the charge of the post and will end on the day preceding the day on which he resumes duty.

142. COMPETENT AUTHORITY

- (1) The Vice Chancellor, on recommendation of the Head of the Department / Institution / College or the Administrative Head, shall be empowered to grant all sorts of leave (other than casual leave) to the Employees of the University.
- (2) Head of the Constituent Institution shall be empowered to grant casual leave to Employees in BPS 01 – 16 under intimation to the Registrar.
- (3) The Registrar, on recommendation of the respective Chairperson of Departments / Administrative Heads, shall be empowered to grant casual leave to all employees / faculty members of the respective department.
- (4) Leave to all Deans / Head of the Institution / Principal of the College and Administrative Heads shall be sanctioned by the Vice Chancellor.
- (5) Leave to Chairperson of the Department shall be granted by the Vice Chancellor on the recommendation of Dean.
- (6) Leave granted for more than 15 days shall be reported to the Competent Authority.

143. CASUAL LEAVE

All vocational employees of the University shall be entitled to casual leave for 10 days and non-vocational employees for 25 days in a calendar year. Casual leave may not be granted for more than 5 days at a time in case of all Employees. It shall not be combined with any leave or joining time. It may be prefixed or suffixed to a closed or optional holiday. It shall not be credited to the leave account of the Employee. Any balance not availed shall lapse on the termination of the calendar year.

144. EARNING AND ACCUMULATION OF LEAVE

- (1) An employee shall earn leave only on full pay which shall be calculated at the rate of four days for non-vocational and one day for vocational employees 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. Period spent on any sort of leave or vacation (other than casual leave) shall not be treated as the period of duty rendered.
- (2) 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 pay.
- (3) Any Employee who enjoys vacation may earn leave on full pay:
 - (a) when an Employee avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
 - (b) when during any year he is prevented from availing himself of the full vacation as for any Employee who does not enjoy vacation for that year; and
 - (c) when he avails himself of only a part of the vacation as in (1) above plus such portion of thirty days as the number of days of vacation not taken bears to the full vacation.

145. LEAVE ON FULL PAY

- (1) The maximum period of earned 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) on Medical grounds from leave account in entire service ----- 365 days
- (2) Medical leave, on production of Medical Certificate shall be granted against the earned leave account of the Employee.

146. LEAVE ON HALF PAY

- (1) Leave on full pay may, at the option of the Employee, be converted into leave on Half Pay. The debit to the leave account will be at the rate of one day on full pay for every two days on half pay, fraction of one-half counting as one full day's leave on full pay.
- (2) The request for conversion of leave referred to above, shall be specified by the Employee in his application for grant of leave.
- (3) There shall be no limit on the grant of leave on half pay as long as it is available by conversion in the leave account.

147. STUDY LEAVE

- (1) Study Leave means leave granted with or without pay to an Employee for the purpose of pursuing higher education or study or research in a manner approved by the University.
- (2) Study Leave with pay may be granted to an employee who has put in at least three years confirmed service in the University or its constituent units. It shall be granted to an employee upto the age of 40 years for pursuing Higher Studies.
- (3) The Vice Chancellor 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 and for reasons to be recorded.
- (4) Study Leave may normally be granted to an employee for 24 months for M.Phil / MS and 48 months for Ph.D Degree on year to year basis on the receipt of progress report from the advisor of the concerned scholar. Any further extension will be granted on the recommendation of the Vice Chancellor by the Syndicate.
- (5) During study leave the Employee shall not engage himself in a job carrying remuneration.
- (6) Before proceeding on study leave the employee shall execute a surety bond on stamp paper, with surety of two guarantors (Preferably University Regular Employee in Grade 17 or above) of known credibility and financial status to the effect that he will serve the University after successful completion of his studies for a period of 03 consecutive years in the case of M.Phil / MS Degree and 05 years in case of Ph.D. In case the scholar fails to join the University and serve the University for the period mention above he shall pay an amount equal to the bond money, the fringe benefits, the total amount of scholarship received, the pay benefits, other payments received during the period of the study leave and a penalty to be fixed by the Syndicate.
- (7) In case the scholar fails to successfully complete his studies, he shall pay the

amount of the scholarship, fringe benefits, pay benefits, if any other payments received by him during the study period / leave and a penalty fixed by Syndicate. Such person shall immediately report for duties otherwise will be liable for disciplinary action as per University Employees Efficiency and Discipline Statutes-2013.

- (8) The period of study leave shall be counted for earning periodical increments when the Employee rejoins the University after successful completion of his studies.
- (9) An Employee shall be allowed to retain accommodation allotted to him, provided his "family" actually resides in the accommodation or continue to receive house rent allowance during the period of study leave.
- (10) For any change in the course of study or field of research may be allowed by the Competent Authority on the recommendation of the concerned Dean and Chairperson. However, it will be necessary to revalidate the study leave.
- (11) An Employee on study leave shall submit his progress report through his supervisor every semester / term to the Director P & D with a copy to Vice Chancellor and the Head of the concerned Department / Institution. In case of unsatisfactory report he will be liable to be recalled and all payments received by him will either be refunded by him or his guarantors or both or such a portion of it as the Syndicate may determine.
- (12) All applications for study leave shall be submitted at least 01 month prior to the date on which the leave is proposed to be availed.
- (13) Study leave combined with any other kind of leave may be granted twice in the entire service but the total period will not exceed more than five years.
- (14) Study leave may be granted to non-academic Employees for 24 months in the entire service and in combination with other leave upto 30 months on the condition that the Degree is relevant to his original discipline / post.
- (15) Study leave shall not be admissible to an employee against whom disciplinary proceedings are under progress.

148. EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY)

Extraordinary leave may be granted under special circumstances to a permanent employee up to a maximum period of five years during the whole period of service in the University, provided that the employee, to whom such leave is granted, has been in continuous service for at least five years of the University.

149. MATERNITY LEAVE

- (1) Maternity leave may be granted on full pay, outside the leave account, to a female employee to the extent of ninety days in all from the date of its commencement or sixty days from the date of her confinement, whichever is earlier.
- (2) Maternity leave may be granted in continuation of or in combination with any

other kind of leave including extraordinary leave as may be due and admissible to a female employee.

- (3) Maternity leave may be granted to a female employee only twice in her whole service in the University.

150. COORDINATE LEAVE

- (1) A Muslim Female Employee on the death of her husband, may be granted leave on full pay for a period not exceeding one hundred and thirty days.
- (2) Such leave shall not be debited to her leave account.
- (3) 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.

151. LEAVE NOT DUE

- (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.
- (2) Such leave may be converted into leave on half pay.
- (3) Such leave shall be granted only when there are reasonable chances of the Employee's resuming duty on the expiry of the leave.
- (4) Leave not due is a privilege and not a right and its approval will depend upon the prevailing staff position and exigencies of duty.
- (5) Before proceeding on leave not due the concerned employee shall execute a personal bond on stamp paper, with surety of two guarantors (preferably University Regular Employee in Grade 17 or above) of known credibility and financial status to serve the University on expiry of his leave. In case he fails to do so he shall pay an amount equal to the bond money, the fringe benefits, other payments received during the period of the leave and a penalty to be fixed by the Syndicate.

152. SABBATICAL LEAVE

- (1) An employee engaged in teaching or research may be granted sabbatical leave up to one year on full pay for undertaking research in a University or research organization of good standing twice in the entire carrier. Sabbatical leave not granted or not availed can be carried forward.

- (2) Sabbatical leave will be granted to an employee who have put in atleast 06 years confirmed service in the University.
- (3) The period of study leave or leave without pay shall not count towards the period prescribed for entitlement to sabbatical leave.
- (4) The sabbatical leave may not be combined with any other kind of leave.
- (5) An employee who availed sabbatical leave once will not be eligible for another sabbatical leave within 06 year.
- (6) In case the Employee receives salary from other sources during sabbatical leave, the University may pay only fifty percent of his salary.
- (7) Sabbatical leave shall ordinarily be granted only at the end of an academic semester. The faculty shall apply at least 03 months before the date it is proposed to be availed.
- (8) Sabbatical leave is a privilege and not a right and its approval, when it falls due, will depend upon the prevailing staff position and exigencies of duty.
- (9) The employee on sabbatical leave may draw house rent allowance or retain the residential accommodation provided to him if his "family" actually resides in it.
- (10) He will submit a report on the work done during the sabbatical leave for the perusal of the Chairman of the Department who will forward it with his comments to the Vice Chancellor.

153. ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

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

- (5) For the purpose of payment in lieu of such leave:
- (a) The rate of pay shall be the rate admissible at the time the leave is drawn
 - (b) The earned leave pay may be drawn at any time for the period for which duty has already been rendered; and
 - (c) Only the "Senior Post Allowance" will be included in the leave pay as admissible.

154. DEATH DURING SERVICE

In case an employee dies, or is declared permanently incapacitated for further service by a designated hospital or doctor while in service, a lump-sum payment equal to full pay for the number of days of earned leave but not exceeding 180 days due, shall be paid by the University.

155. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

156. 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 Deans to be nominated by the Vice Chancellor | Member |
| (c) | Director Academics | Member |
| (d) | Chairman / Head of Section of the concerned department / section | Member |
| (e) | Treasurer | Member |
| (f) | Director P & D | Member |
| (g) | Nominee of the Higher Education Department,
Khyber Pakhtunkhwa | Member |
| (h) | Nominee of the Establishment Department,
Khyber Pakhtunkhwa | Member |
| (i) | Nominee of the Finance Department,
Khyber Pakhtunkhwa | Member |
| (j) | Registrar | Member /Secretary |

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

157. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

158. AMENDMENTS IN THE STATUTES

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

CHAPTER – 10
ABDUL WALI KHAN UNIVERSITY MARDAN
EMPLOYEES EFFICIENCY AND DISCIPLINE STATUTES-2013

159. TITLE

These Statutes, framed in pursuance of Section, 28(1)(n) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called “Abdul Wali Khan University Mardan Efficiency and Discipline Statutes-2013”.

160. COMMENCEMENT

These Statutes shall come into force with immediate effect.

161. APPLICATION

These Statutes shall apply to every person in the employment of the University and its Constituent Colleges.

162. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. “Selection Committee” means Selection and Promotion Committee of the University
- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University
- i. “Constituent College” means Constituent College of the University
- j. “Constituent Institution” means Constituent Institution of the University

- k. "Dean" means Dean of a faculty of the University
- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made their under
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post
- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun "He" refers to both Male and Female employees / students.

163. GROUND OF PENALTY

Where a University Employee in the opinion of the authorized officer or authority, as the case may be, is:

- (1) inefficient or has ceased to be efficient
- (2) guilty of misconduct
- (3) indifferent to his duties
- (4) habitual in absenteeism or overstays sanctioned leave without sufficient cause acceptable to the appointing authority
- (5) disregards or disobeys the officials orders of the Competent Authority
- (6) corrupt or may be reasonably considered to be corrupt because:
 - (a) he, or any of his dependents or any other person through him or on his behalf is in possession (for which he cannot reasonably account for) pecuniary resources or of property dis-proportionate to his known sources or income
 - (b) he has assumed a style of living beyond his ostensible means
 - (c) he has a persistent reputation of being corrupt
- (7) engaged directly or indirectly in any trade, business or occupation (on his own account) which may in the opinion of the appointing authority, interferes with the due performance of his duties, without the prior permission of the appointing authority in writing
- (8) involved directly or indirectly in cases of harassment or moral turpitude
- (9) Absence from duty.

164. PENALTIES

- (1) The following are the minor and major penalties:
 - (a) Minor Penalties:
 - (i) censure
 - (ii) withholding of increment(s) for specified period
 - (iii) recovery from pay, for the whole or any part of the pecuniary loss

caused to the University by negligence or breach of orders, besides such fines / other penalties imposed upon him, as may be deemed appropriate.

- (b) Major Penalties:
 - (i) stoppage of promotion for specific period to be determined by the Competent Authority
 - (ii) reduction to a lower post / pay scale or to a lower stage in a pay scale;
 - (iii) compulsory retirement
 - (iv) removal from service
 - (v) dismissal from service.
- (2) In ordering the withholding of an increment or increments or imposing reduction to a lower post / pay scale or to a lower stage in a pay scale, the authority shall state the period for which withholding or reduction is proposed and whether it will have the effect of postponement of future increments.
- (3) Removal from service does not, but dismissal from service does, disqualify for future employment.
- (4) In these statutes 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
 - (b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiry of the period of appointment
 - (c) engage under a contract, in accordance with the terms of the contract.

165. INQUIRY PROCEDURE

- (1) In case where a University employee who is accused for committing the offences mentioned in clause 163 of this statutes will have to show cause by the Authorized Officer.
- (2) The Authorized Officer, if he thinks fit, upon the receipt of reply to explanation called under the above Section 165(1) may condone the explanation.
- (3) If the Authorized Officer is not satisfied with the reply of explanation called under the above Section 165(1) shall inquire the matter through an Inquiry Officer or Inquiry Committee.

- (4) In case where a University employee is accused of subversion, corruption 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 three months.
- (5) The Authorized Officer shall decide whether in the light of facts of the case or in 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 - 166 shall apply. The Inquiry Officer or members of Inquiry Committee, as the case may be, shall be the Officer(s) senior in rank to the defendant.
- (6) If the Authorized Officer is satisfied in view of the preliminary inquiry report of the Inquiry Officer or Inquiry Committee, the responsibility has been fixed on the defendant involved in the case and quantum of loss incurred by the University is also indicated therein, the Authorized Officer may dispense with formal inquiry and serve a show cause notice upon the defendant, stating therein the grounds of action to be taken and giving to the defendant a reasonable opportunity of written defense and personal hearing.
- (7) On receipt of the report of the Inquiry Officer or Inquiry Committee, or where no Inquiry Officer or Committee is appointed, on receipt of written defense or explanation of the defendant to the show cause notice, the Authorized Officer shall determine whether the charge has been proved, and if so, shall also tentatively decide the imposition of major or minor penalty in relation to the defendant in the light of the inquiry report or the defence/explanation of the defendant, as the case may be, and serve him with a final show cause notice, communicating to him the penalty to be imposed, alongwith a copy of the inquiry report, if any, giving him a reasonable opportunity, which shall not be less than seven days or more than fourteen days, to defend himself against the proposed action.
- (8) On receipt of the final Show-Cause notice, and after hearing the defendant if he so desired, it is proposed to impose a minor penalty, the Authorized Officer shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Authority along with the charges and statement of allegations served on the defendant, the explanation of the defendant to the show cause notice, 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 such orders as it may deem proper.
- (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, 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/Committee, he may order a fresh inquiry through another inquiry officer/committee as deemed appropriate.

- (10) Nothing in this Section shall apply to a case:
- (a) where the defendant is dismissed or removed from service or reduced in rank, on grounds of conduct which has led to a sentence of fine or of imprisonment
 - (b) where the Authorized Officer / Authority is satisfied, for reasons to be recorded in written, that it is not reasonably practicable to give the defendant an opportunity of showing cause
 - (c) notwithstanding anything to the contrary contained in these Statutes, in case of willful absence from duty by the defendant, a notice shall be issued by the Authorized Officer through registered acknowledgement due cover on his home address directing him to resume duty forthwith. If the same is received back as undelivered or no response is received from the absentee within the stipulated time, a notice shall be published in a leading newspaper directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision will be taken against him. On expiry of the stipulated period given in the notice, the Authorized Officer shall recommend his case to the Authority for imposition of major penalty of removal / dismissal from service.

166. PROCEDURE TO BE OBSERVED BY THE INQUIRY OFFICER AND INQUIRY COMMITTEE

- (1) Where an Inquiry Officer or Inquiry Committee is appointed, the authorized officer shall:
- (a) frame a charge and communicate it to the defendant together with the statement of the allegations explaining the charge and any other relevant circumstances which are proposed to be taken into consideration
 - (b) require the defendant within a reasonable time, which shall not be less than seven days or more than fourteen, from the day the charge has been communicated to him, to put in a written defence, and to state at the same time whether he desires to be heard in person.
- (2) The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the defendant as may be considered necessary and the defendant shall be entitled to cross examine witnesses against him.

- (3) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. Every adjournment, with reasons there for, shall be reported forthwith to the authorized officer. Ordinarily no adjournment shall be for more than a week. The Inquiry Officer / Committee, as the case may be, shall submit his / its reports within the shortest possible time which shall not be more than one month, after receipt of reply to the charge sheet / statement of allegations.
- (4) Where the Inquiry Officer or the Committee, as the case may be, is satisfied that the defendant is hampering, or attempting to hamper the progress of the enquiry, he or it shall administer a warning, and if thereafter he is satisfied that the defendant is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks best suited to be substantial justice.
- (5) The Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings and the grounds thereof to the authorized officer.

167. POWERS OF INQUIRY OFFICER AND INQUIRY COMMITTEE

- (1) For the purpose of an inquiry under these Statutes, the Inquiry Officer and the Inquiry Committee shall have the powers of a civil court, trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following matters, namely:
 - (a) summoning and enforcing the attendance of any person and examining him on oath
 - (b) requiring the discovery and production of documents
 - (c) receiving evidence on affidavits
 - (d) issuing commissions for the examination of witnesses or documents.
- (2) The proceedings under these Statutes shall be deemed to be judicial proceedings, within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

168. PROCEDURE OF INQUIRY AGAINST UNIVERSITY EMPLOYEES LENT TO OTHER AGENCIES

- (1) Where the services of a University employee to whom these statutes apply are lent to any other agency, hereinafter referred to as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of

placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these Statutes, provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings whatever the case may be.

- (2) If, in the light of the findings in the proceedings taken against the University employee in terms of Section - 167 (1) above, 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 as prescribed in these Statutes.

169. POWER TO ORDER MEDICAL EXAMINATION AS TO MENTAL OR PHYSICAL INFIRMITY

- (1) Where it is proposed to proceed against a University employee on the grounds of inefficiency by reason of infirmity of mind or body, the authority may at any stage, whether or not an Inquiry Officer or any Inquiry Committee has been appointed, require the University employee to undergo a medical examination by a Medical Board or a Medical Superintendent and the report of the Board or the Medical Superintendent shall form part of the proceedings.
- (2) If the University employee refuses to undergo such examination, his refusal may, subject to the consideration of any grounds he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of the examination would prove unfavourable to him.

170. PENSION, PROVIDENT FUND, GRATUITY ETC, OF UNIVERSITY EMPLOYEES COMPULSORILY RETIRED, REMOVED OR DISMISSED

- (1) The amount of pension, provident fund or gratuity to be paid to a University employee, on compulsory retirement shall be such as would have ordinarily been admissible to him on the date of retirement under the University Regulations/Statutes applicable to his services or post if he had been discharged from service on account of the abolition of the post without suitable alternative employment being provided.
- (2) Subject to any order of the authority or the officer, as the case may be, made on compassionate grounds, a University employee who is removed or dismissed shall not be entitled to the whole or any part of the amount of any contribution by the University to the provident fund as interest and increments thereon.

171. RE-INSTATEMENT

If a University employee proceeding on leave in pursuance of an order under Section – 151(4) of these Statutes is not dismissed, removed, reduced in rank, or compulsorily retired, he shall be re-instated in service, or as the case may be, restored to his rank or given an equivalent rank, and the period of such leave shall be treated as duty on full pay.

172. APPEAL

- (1) A University employee on whom a penalty is imposed shall have the right to prefer an appeal within fifteen days of the receipt by him of the order imposing the penalty, to the appropriate appellate authority specified in column four of the appendix; provided that the Syndicate or the Chancellor, as the case may be, is satisfied that there is sufficient grounds for extending the time, the Syndicate or the Chancellor may entertain the appeal or review petition at any time.
- (2)
 - (a) These University statutes superseding all University Regulations relating to the efficiency and discipline of the University employees.
 - (b) Notwithstanding the super session of the University Regulation referred to above, any departmental inquiry or proceeding pending immediately before coming into force of these University Statutes, shall be completed and orders passed thereon as if the said University Regulations had not been superseded.

173. PETITION OF APPEAL OR REVIEW

Every appeal or review petition preferred under these Statutes, shall be made in the form of a petition in writing and shall set forth concisely the grounds of objection to the order appealed for or sought to be reviewed and shall not contain disrespectful or improper language and shall be submitted to the Vice Chancellor and he shall forward the same along with comments, within a fortnight, to the Syndicate or the Chancellor as the case may be.

174. DETERMINATION OF APPEAL BY THE SYNDICATE

The Syndicate shall cause notice to be given to the appellant and the Competent Authority or the authorized officer, imposing penalty, of the time and place at which such appeal will be heard. The Syndicate shall send for the record of the case, if such record is not already with it. After perusing such record and hearing the appellant, if he appears and the representative of the punishing authority, if he appears, the Syndicate may, if it considers that there is no sufficient ground for interfering, dismiss the appeal or may:

- (1) Reverse the finding and acquit the defendant
 - (a) order and direct that further or fresh inquiry be made
 - (b) alter the findings maintaining the penalty or with or without altering the findings reduce the penalty
 - (c) subject to the provisions of Clause (2) hereunder, enhance the penalty.
- (2) Where the Syndicate proposes to enhance the penalty, it shall:
 - (a) by order, in writing, inform the defendant of the action proposed to be taken and the grounds of the action; and

- (b) give him a reasonable opportunity to show cause against that action.
- (3) In dealing with an appeal the Syndicate, if it thinks additional evidence to be necessary, may either take such evidence itself or direct it to be taken by the Authorized Officer and when such evidence has been taken the Syndicate shall thereupon propose to dispose of the appeal.

175. DETERMINATION OF REVIEW PETITION BY THE CHANCELLOR

The Chancellor, while determining the review petition may, in his discretion, exercise any of the powers vested in him under the Khyber Pakhtunkhwa Universities Act, 2012; provided that it shall not be necessary for the Chancellor to cause notice to be given to the defendant or punishing. Authority or to afford the defendant an opportunity to be heard in person except where the Chancellor proposes to increase the penalty, in which case, he shall, by order in writing inform the defendant of the action proposed to be taken and the grounds of the action and give him a reasonable opportunity to show cause against that action.

176. REVISION

- (1) The Chancellor may call for and examine the record of any proceedings before any Authorized Officer or Competent Authority for the purpose of satisfying himself as to the correctness, legality or propriety of any finding, penalty or order recorded or passed and as to the regularity of any proceeding of such Competent Authority or Officer.
- (2) On examining any record under this statute, the Chancellor may direct the Competent Authority or the Authorized Officer to make further inquiry into the charges of which the defendant has been acquitted and discharged and may, in his discretion, exercise any of the powers conferred on the Syndicate under the Statutes, provided an order prejudicial to the defendant shall not be passed unless he has been given an opportunity to show cause against the proposed action, provided further that an order imposing punishment shall not be revised suo-moto or otherwise after the lapse of a period of three months from the date of its communication to the defendant if no appeal is preferred.
- (3) No proceedings by way of revision shall be entertained at the instance of the defendant who has a right of appeal or review under these Statutes and has not brought the appeal or review or where the order sought to be reviewed was made by the Chancellor.

177. NO SECOND PETITION FOR REVIEW EXCEPT IN CERTAIN CASES

- (1) No appeal shall lie against any order made by the Syndicate except in case the Syndicate enhances the penalty.
- (2) In every case, in which the Syndicate enhances the penalty imposed by the

Competent Authority or the Authorized Officer, the defendant may positively within 30 days of the communication of the orders, apply to the Chancellor for the review of that order, provided if the Chancellor is satisfied that there is sufficient ground for extending the 30 days period, he may entertain the application for review beyond that period.

- (3) The application for review shall be filed in the manner indicated in Section-158 supra vide and the Chancellor shall determine the review petition in the manner provided in Section-161 vide supra and may, in his discretion, exercise any of the powers in the said statute.

178. APPEARANCE OF COUNSEL

No party to any proceedings under these Statutes, before the Authority, the Authorized Officer, an Inquiry Officer or any Inquiry Committee, shall be represented by a legal counsel.

179. POWER OF THE SYNDICATE TO ISSUE INSTRUCTIONS

For the purpose of these Statutes the Syndicate, may from time to time, issue instructions for maintenance of appropriate standards of efficiency, good conduct, discipline and integrity of the University Employees.

180. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

181. 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 Deans to be nominated by the Vice Chancellor | Member |
| (c) | Director Academics | Member |
| (d) | Chairman / Head of Section of the concerned department / section | Member |
| (e) | Treasurer | Member |
| (f) | Director P & D | Member |
| (g) | Nominee of the Higher Education Department,
Khyber Pakhtunkhwa | Member |
| (h) | Nominee of the Establishment Department,
Khyber Pakhtunkhwa | Member |
| (i) | Nominee of the Finance Department,
Khyber Pakhtunkhwa | Member |
| (j) | Registrar | Member /Secretary |

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

182. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

183. AMENDMENTS IN THE STATUTES

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

LIST OF AUTHORIZED OFFICER AND AUTHORITIES

Statutes of the Defendant Employee	Authorized Officer	Competent Authority	Appellate Authority
BPS 17 and above	Vice Chancellor	Syndicate	Chancellor
BPS 12-16	Vice Chancellor	Vice Chancellor	Syndicate
BPS 01-11	Vice Chancellor or his nominee	Vice Chancellor or his nominee	Vice Chancellor

CHAPTER – 11
ABDUL WALI KHAN UNIVERSITY MARDAN
PENSION STATUTES-2013

184. TITLE

These Statutes, framed in pursuance of Section, 28(1) (c) of the Khyber Pakhtunkhwa University Act, 2012, shall be called “Abdul Wali Khan University Mardan Pension Statutes-2013”.

185. COMMENCEMENT

These Statutes shall come into force with immediate effect.

186. EXTENT OF APPLICATION

These Statutes shall apply to:

1. All regular employees of the University except;
 - (a) a person appointed on contract
 - (b) a person serving in the University on deputation
 - (c) 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.
2. Former employees of the Federal and Provincial Government who acquired service in the University through proper channel and whose pension contribution is borne by the respective government.

187. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University

- f. "Selection Committee" means Selection and Promotion Committee of the University
- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University
- i. "Constituent College" means Constituent College of the University
- j. "Constituent Institution" means Constituent Institution of the University
- k. "Dean" means Dean of a faculty of the University
- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made thereunder
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post

- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun "He" refers to both Male and Female employees / students.

188. EXCEPTION

These Statutes shall not apply to:

- (1) University employees paid from contingencies or borne on work charge Establishment.
- (2) University employees engaged on contract with no stipulation for pension under these Statutes.
- (3) Any person for whose appointment and condition of service special provisions are made by or under any law, rule or regulation for the time being in force.
- (4) Any University employee or class of University employees who may be specifically excluded by the Syndicate from the application of these Statutes.
- (5) Any University employee who holds a post already declared by the Syndicate to be non-pensionable.
- (6) Any person whose whole time is not retained for the University service but is merely paid for work done, such as part-time faculty / other employees.
- (7) Any person who is not paid from the University Fund, but is paid from a fund held by the University as a Trustee, or from any other local fund or is remunerated by fees for grant of a tenure of land or of any other source of income or of a right to collect money.

189. APPLICATION OF GOVERNMENT SERVANTS' PENSION RULES TO UNIVERSITY EMPLOYEES

- (1) Save as otherwise provided in these Statutes, the existing Government Pension Rules, applicable to Government servants of the Khyber Pakhtunkhwa, shall mutatis mutandis apply to University employees.
- (2) If any difficulty or dispute arises regarding the application of the said Rules to the

University employees, the matter may be resolved by the decision of the Syndicate.

- (3) The orders of the Provincial Government allowing or disallowing any monetary benefits to the Government Pensioners may also apply to the University Pensioners with the approval of the relevant bodies.
- (4) Those Federal Employees, who have joined this University through proper channel and have transferred their pension contributions to the University, are entitled for pensionary benefits as admissible under these rules to other employee of this University.
- (5) If any question arises regarding the interpretation of these Statutes, the matter shall be referred to the Senate whose decision thereon shall be final.

190. QUALIFYING SERVICE FOR PENSION

Subject to these Statutes, a University employee will be entitled for pension after rendering a minimum of qualifying service of 25 years from the date of his joining University service or he has attained the age of superannuation.

191. PENSION FUND

A Pension Fund shall be maintained to the credit whereof shall be placed the amount to be transferred from the University Budget allocated under the pension fund head.

192. MAINTENANCE OF PENSION FUND

If the amount of pension fund is surplus to the requirements for the purpose of pension, the surplus funds may, with the approval of the Syndicate will be invested in profitable schemes with reputed financial institution / scheduled banks through Finance and Planning Committee of the University. In case the pension fund is running short of the requirements for purposes of pension, the Syndicate may require the University to raise its contribution to the pension fund accordingly.

193. PAYMENT OF PENSION

All sort of pension payments shall be made out of Pension Fund.

194. ANTICIPATORY PENSION IN DEFAULT OF EXPEDITIOUS PAYMENT

All formalities for the grant of pension shall be completed as expeditiously as possible, so that the University employee retiring on pension starts getting his pension regularly on the first day of his retirement; provided that due to unavoidable circumstances to be recorded on writing, the Competent Authority may grant / sanction anticipatory pension as per Pension Rules of the Government.

195. COMPETENT AUTHORITY FOR SANCTIONING PENSION

The Appointing Authority to grant pension shall be the Sanctioning Authority.

196. CONDONATION OF INTERRUPTIONS AND DEFICIENCIES IN QUALIFYING SERVICE FOR PENSION

- (1) The Syndicate, for purpose of pension, condone all gaps between the periods for qualifying service of a University employee.
- (2) A deficiency of period not exceeding six months in the qualifying service of an employee shall be deemed to have been condoned. A deficiency of more than six months but less than a year may be condoned by the Competent Authority subject to the conditions prescribed therein.

197. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

198. 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 Deans to be nominated by the Vice Chancellor | Member |
| (c) | Director Academics | Member |
| (d) | Chairman / Head of Section of the concerned department / section | Member |
| (e) | Treasurer | Member |
| (f) | Director P & D | Member |
| (g) | Nominee of the Higher Education Department,
Khyber Pakhtunkhwa | Member |
| (h) | Nominee of the Establishment Department,
Khyber Pakhtunkhwa | Member |
| (i) | Nominee of the Finance Department,
Khyber Pakhtunkhwa | Member |
| (j) | Registrar | Member /Secretary |

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

199. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

200. AMENDMENTS IN THE STATUTES

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

CHAPTER – 12
ABDUL WALI KHAN UNIVERSITY MARDAN
BENEVOLENT FUND STATUTES-2013

201. TITLE

These Statutes, framed in pursuance of Section, 28(1) (c) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called “Abdul Wali Khan University Mardan Benevolent Fund Statutes-2013”.

202. COMMENCEMENT

These Statutes shall come into force with immediate effect.

203. APPLICATION

These Statutes shall apply to all the University employees.

204. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. “Selection Committee” means Selection and Promotion Committee of the University
- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University
- i. “Constituent College” means Constituent College of the University
- j. “Constituent Institution” means Constituent Institution of the University
- k. "Dean" means Dean of a faculty of the University

- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made there under
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post
- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun "He" refers to both Male and Female employees / students.

205. ENTITLEMENT

All the contributing University employees shall be entitled to the benefits of this fund except:

- (1) the work charged establishment
- (2) part-time University employees
- (3) those employed on contract for a fixed short period
- (4) employees who have attained the age of 60 years; and
- (5) any category of University employees specifically excluded from the purview of these Statutes by the Syndicate.

206. ESTABLISHMENT OF FUND

- (1) A Fund shall be established called the University Employees Benevolent Fund.
- (2) To the credit of the Benevolent Fund shall be placed:
 - (a) all contribution paid by the employees as subscription to the Benevolent Fund
 - (b) all income, profits or interest accruing from the assets belonging to the Benevolent Fund or from investments made out of the Fund

207. SUBSCRIPTIONS TO BE PAID BY THE EMPLOYEES

- (1) Every regular employee shall subscribe to the Benevolent Fund regularly on monthly basis at the prescribed rate as per table below and the amount of such subscription shall, as far as possible, be deducted at source from his pay and credited to the Benevolent Fund.

Table

Sr#	BPS	Rate of Monthly Subscription
1.	01 – 04	Rs. 120/-
2.	05 – 10	Rs. 160/-
3.	11 – 15	Rs. 180/-
4.	16 – 22	Rs. 250/-

- (2) Where the amount of subscription cannot for any reason be deducted from the pay of the employee, the employee shall remit to the Treasurer the sum of subscription payable by him or her 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 by the Vice Chancellor.

- (3) Default in the payment of the subscription either for the reason that the pay of the employee was not drawn or due to his inadvertence, negligence or any other reasons whatsoever shall not affect his right or the right of his family to receive the Benevolent grant provided for in Clause 167 but the amount of unpaid subscription shall be deducted from the benevolent grant.

208. BENEVOLENT GRANTS TO BE PAID FROM THE BENEVOLENT FUND

If any employee:

- (1) is declared by the prescribed medical authority to have been permanently incapacitated physically or mentally to discharge the duties of his employment and is for that reason / removed / retired from service, or
- (2) dies during the continuance of his employment or if he has retired from service, within the prescribed period before attaining the age of sixty years; he or, in the event of his death, his family shall be entitled to receive a benevolent grant from the Benevolent Fund according to the scale prescribed by the Provincial Govt. from time to time, for a period of fifteen years or up to the date on which the employee attains or might have, if he was alive, attained the age of sixty years, whichever is earlier, provided that in the case of an employee who dies after having drawn benevolent grant under this section, the said period of fifteen years shall be reckoned from the date from which he began drawing such grant.

209. PAYMENT OF BENEVOLENT GRANT

- (1) On the death of an employee, the amount of benevolent grant payable under these Statutes shall be authorized by the Board of Trustees to be paid to such member or members of his family as he might have nominated in the prescribed form given in "Annexure 1" in full or in the shares specified by him at the time of making nominations.
- (2) Where no valid nomination made by the employee subsists at the time of his death, the amount of benevolent grant shall be paid to such member or members of his family, subject to such conditions imposed with a view to ensuring that the amount is justly and equitably utilized for the maintenance and benefit of all the members of the family, as may be prescribed or may, consistent with the rules, be determined by the Board of Trustees or any officer authorized by the Board of Trustees in this behalf.
- (3) The accounts of the Benevolent Fund shall be maintained in such manner and form as prescribed under the statutes relating to Maintenance of Accounts of the University as in force from time to time.

- (4) The account of the Benevolent Fund shall be audited by the Auditors of the University each year with their report published for general information.
- (5) The fund shall vest in Abdul Wali Khan University Mardan as a body corporate and managed by the following Board of Trustees:
 - (a) The Vice-Chancellor: Chairman
 - (b) Two members to be nominated by the Syndicate from among the Academic Staff
 - (c) Registrar
 - (d) Treasurer: Secretary
- (6) The nominated members shall hold office for two years at the pleasure of the Syndicate. Retiring members will be eligible for re-nomination.
- (7) Quorum for meetings shall be three.

210. DUTIES AND POWERS OF THE BOARD OF TRUSTEES

- (1) The Board shall have the power:
 - (a) to settle claims for benevolent grants under these Statutes and all matters connected with such claims
 - (b) to sanction grant from the Benevolent Fund to the employees or their families in accordance with the provision of these Statutes
 - (c) to do or cause to be done all acts and matters necessary for the proper administration and management of the money or properties in the Benevolent Fund
 - (d) to sanction expenditure connected with the administration and management of the Benevolent Fund
 - (e) to invest money held in the Benevolent Fund in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust, in the construction of buildings for purposes of raising rent income, and in other profitable ventures, the plans whereof having been previously approved by the Syndicate
 - (f) to do or cause to be done all matters ancillary or incidental to any of the aforesaid powers or to the purposes of the Benevolent Fund.

- (2) An appeal against the decisions of the Board of Trustees shall be made to the Syndicate within 90 days of its decision and the decision of the Syndicate shall be final and binding.

211. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

212. 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 Deans to be nominated by the Vice Chancellor | Member |
| (c) | Director Academics | Member |
| (d) | Chairman / Head of Section of the concerned department / section | Member |
| (e) | Treasurer | Member |
| (f) | Director P & D | Member |
| (g) | Nominee of the Higher Education Department,
Khyber Pakhtunkhwa | Member |
| (h) | Nominee of the Establishment Department,
Khyber Pakhtunkhwa | Member |
| (i) | Nominee of the Finance Department,
Khyber Pakhtunkhwa | Member |
| (j) | Registrar | Member /Secretary |

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

213. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

214. AMENDMENTS IN THE STATUTES

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

NOMINATION FORM

I, _____ son / daughter/wife / husband of _____ of the Institute / Department / Section _____ of Abdul Wali Khan University Mardan hereby nominate the person / persons mentioned below who is / are member / members of my family as defined in section – 94(1)(a) of the Statutes relating to Benevolent Fund to receive the assured sum in the event of my death:

Name and address of Nominee	Relationship	Age	Proportion of the amount to be paid	If the nominee is minor, name of the person/persons to whom payment is to be made on his/her behalf

Date the ____ day of __20__

Signature of subscriber

* Attested by _____

Seal of Office _____

* (Signatures of the subscriber should be attested by HOD / HOS of Abdul Wali Khan University Mardan who should affix his seal of office below his signatures).

CHAPTER – 13
ABDUL WALI KHAN UNIVERSITY MARDAN
GENERAL PROVIDENT FUND STATUTES-2013

215. TITLE

These Statutes, framed in pursuance of Section, 28(1) (c) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called “Abdul Wali Khan University Mardan General Provident Fund Statutes-2013”.

216. COMMENCEMENT

These Statutes shall come into force with immediate effect.

217. EXTENT OF APPLICATION

These Statutes shall apply to:

1. All regular employees of the University except;
 - (a) a person appointed on contract
 - (b) a person serving in the University on deputation
 - (c) 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.
2. Former employees of the Federal and Provincial Government who acquired service in the University through proper channel and whose pension contribution is borne by the respective government.

218. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University
- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University

- f. "Selection Committee" means Selection and Promotion Committee of the University
- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University
- i. "Constituent College" means Constituent College of the University
- j. "Constituent Institution" means Constituent Institution of the University
- k. "Dean" means Dean of a faculty of the University
- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made their under
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post
- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post

- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun "He" refers to both Male and Female employees / students.

219. THE FUND

Subject to the provisions of these Statutes the fund shall consist of all contributions collected from the members, interest that may accrue from the fund or securities/investments from the fund with benefits accruing therefrom.

220. RATE OF SUBSCRIPTION

GP Fund shall be deducted from the salaries of the employees as per prescribed rates of the Government as modified from time to time.

221. THE ACCOUNT

The account of the fund shall be opened in a Bank to be approved by the Vice Chancellor to which all deductions shall be credited before the 5th of each calendar month. Surplus amount shall be invested in a safe and profitable manner to ensure maximum rate of interest.

222. MAINTENANCE OF GENERAL PROVIDENT FUND ACCOUNT

All the subscriptions to the general provident fund with the approval of the Syndicate will be invested in profitable schemes with reputed financial institution / scheduled banks through Finance and Planning Committee of the University.

223. MARKUP

- (1) The University shall pay to the credit of the account of a subscriber, markup at such rate as may be determined and notified by the Government each year, according to the method of calculation prescribed from time to time.
- (2) Markup shall not be credited to the account of a Muslim subscriber if he informs the Accounts Office that he does not wish to receive it; but if he subsequently asks for markup, it shall be credited with effect from the first day of the year in which he asks for it.

224. NOMINATIONS

All subscribers or in case of their death their nominees or legal successors will be entitled to receive the full amount including markup accrued thereon at the end of his service or death whichever is earlier.

225. ADVANCES FROM THE FUND

- (1) A temporary advance upto 80 percent may be granted to a subscriber from the amount standing to his credit in the fund at the discretion of the Sanctioning Authority.
- (2) A subscriber may be granted any subsequent advance subject to the condition that amount of the previous advance has been repaid in full or the outstanding balance of previous advance is adjusted in advance being sanctioned so that only one advance remain outstanding at one time, provided a period of 12 months has been elapsed on the previous advance(s) drawn.
- (3) A non-refundable advance may be granted to a subscriber upto 80 percent of the amount standing to credit of the subscriber in the fund at the discretion of the Sanctioning Authority after attaining the age of 45 years. There would be no bar on the grant of any subsequent non-refundable advance or advances, provided a period of 12 months has been elapsed on the previous advance(s) drawn.
- (4) Disclosure of purpose for drawal of advances from the fund either refundable or non-refundable shall not be required.
- (5) A refundable 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 12 unless the subscriber so elects, or in any case more than 36. 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 the fixation of such installments.
- (6) When a subscriber quits service, the amount standing to his credit in the fund shall become payable to him:-

Provided that a subscriber, who has been dismissed from service and is subsequently reinstated in service shall, if required to do so by government, repay any amount paid to him from the fund in pursuance of his rule, with markup thereon. The amount so repaid shall be credited to his account in the fund.

Provided further that a subscriber shall on application made by him be permitted to withdrawal finally the amount standing to his credit in the funds six months before his retirement.

226. UNCLAIMED MARKUP:

If a subscriber gives it in writing that he would not claim markup or if any amount of markup remains unclaimed for more than six months, it shall remain in the GP fund account of the University.

227. MAINTENANCE OF LEDGERS / ACCOUNTS FOR SUBSCRIBERS

Separate ledgers / accounts shall be maintained for all the subscribers in accordance with laid down procedure for maintenance of such accounts of the Provincial Civil Servants.

228. AUDIT

The account shall be internally audited bi-annually and report of the audit shall be placed before the Syndicate.

229. DECLARATION

Every employee of the University entitled to membership of the fund shall hand in for registration in the office of the Treasurer, the names of person/persons to whom he would like the balance at his credit in the fund to be paid in the event of his death. These declarations shall be entered in a Register in Treasurer's office and all entries shall be attested by him. A subscriber may, at any time amend his declaration regarding the names of person/persons to whom he would like to be paid, the balance at his credit in the fund in the event of his death.

230. SUBSCRIBER NOT CLAIMING INTEREST

Notwithstanding anything to the contrary contained in these Statutes, a subscriber who has given it in writing that he would not claim interest, shall not be charged any interest, service charge on a loan given to him (loan from General Provident Fund /other loans).

231. INTERPRETATIONS

In case of any ambiguity or doubt in the application or interpretations of these Statutes the decision of the Syndicate shall be final.

232. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

233. 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 Deans to be nominated by the Vice Chancellor	Member
(c)	Director Academics	Member
(d)	Chairman / Head of Section of the concerned department / section	Member
(e)	Treasurer	Member
(f)	Director P & D	Member
(g)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member
(h)	Nominee of the Establishment Department, Khyber Pakhtunkhwa	Member
(i)	Nominee of the Finance Department, Khyber Pakhtunkhwa	Member
(j)	Registrar	Member /Secretary

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

234. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

235. AMENDMENTS IN THE STATUTES

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

CHAPTER – 14
ABDUL WALI KHAN UNIVERSITY MARDAN
EMPLOYEES WELFARE FUND STATUTES-2013

236. TITLE

These Statutes, framed in pursuance of Section, 28(1) (c) of the Khyber Pakhtunkhwa Universities Act, 2012, shall be called “Abdul Wali Khan University Mardan Employees Welfare Fund Statutes-2013”.

237. COMMENCEMENT

These Statutes shall come into force with immediate effect.

238. UNIVERSITY EMPLOYEES TO WHOM APPLICABLE

(1) All University employees shall be entitled to the benefits of this Welfare Fund, except:

- (a) the staff paid from contingencies
- (b) the work-charged establishment
- (c) part-time University employee
- (d) those employed on contract
- (e) those employed on deputation to the University
- (f) the employees who have attained the age of 60 years; and
- (g) any other class of University employees excluded by the Syndicate

(2) Nothing in sub-section (1) shall affect the provision of section-129 of these Statutes.

239. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:

- a. "University" means Abdul Wali Khan University Mardan
- b. "Senate" means Senate of the University
- c. "Syndicate" means Syndicate of the University

- d. "Academic Council" means Academic Council of the University
- e. "Selection Board" means Selection Board of the University
- f. "Selection Committee" means Selection and Promotion Committee of the University
- g. "Advanced Studies and Research Board" means Advanced Studies and Research Board of the University
- h. "Campus" means Campus of the University
- i. "Constituent College" means Constituent College of the University
- j. "Constituent Institution" means Constituent Institution of the University
- k. "Dean" means Dean of a faculty of the University
- l. "Chairperson" means Chairperson of the University Teaching Department
- m. "Director" means Director of Constituent Institution of the University
- n. "Principal" means Principal of Constituent College of the University
- o. "Head" means Head of Administrative Section of the University
- p. "Coordinator" means Coordinator of the University Campus
- q. "Initial Appointment" means appointment made under the prescribed procedure other than by promotion
- r. "Prescribed" means prescribed by the Khyber Pakhtunkhwa Universities Act, 2012 or Statutes made thereunder
- s. "Permanent Post" means a post sanctioned without assigning any limit of time
- t. "Pay" means the emoluments drawn monthly by an employee of the University as pay including special pay, qualification pay, technical pay, personal pay, or any other emoluments, classified as pay by the Government
- u. "Presumptive Pay" means the pay of a post to which a University employee is entitled subject to his holding the same in a substantive capacity and performing its functions
- v. "Pay Protection" means permitting pay not less than the last pay drawn by an employee before appointment against the same or a higher post

- w. "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post
- x. "Substantive Pay" means the basic pay other than special pay, personal pay, technical pay etc. to which an employee is entitled on account of substantive appointment to a post in a specified scale
- y. "Temporary Post" means a post other than a permanent post
- z. "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds
- aa. All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the Khyber Pakhtunkhwa Universities Act, 2012
- bb. The Pronoun "He" refers to both Male and Female employees / students.

240. ESTABLISHMENT OF WELFARE FUND

A fund shall be established, to be called Abdul Wali Khan University Mardan Welfare Fund, for the purpose of General Welfare of the University's employees.

241. SOURCE AND UTILIZATION OF THE FUND

- (1) To the credit of the Welfare Fund shall be placed:
 - (a) all contributions received from University employees under Section-125 and Section-126 of these Statutes
 - (b) all contributions made by the University; and
 - (c) all interest of profit accruing on such contributions.
- (2) The Welfare Fund shall be utilized for meeting the expenses on arrangements to be made with Insurance Company or other Insurer for the insurance of the University employees.
 - (a) Out of the profit realized from Insurance Companies, 50 percent of such profit shall be credited to the Welfare Fund Account. The Board may utilize it in accordance with the provision of these Statutes.
 - (b) The remaining 50 percent of profit shall be payable to the employees with earnings. This amount shall be invested in profitable schemes. The employees on death or retirement shall receive their share of profit based on the ratio of their respective contributions to the premium alongwith the earnings accruing on it.

242. CONSTITUTION OF BOARD FOR MANAGEMENT OF WELFARE FUND

- (1) As soon as possible, the Syndicate shall constitute a Board consisting of the Chairman and four members as under to administer and manage the Welfare Fund.

- | | | |
|--------|--|-----------|
| (i). | Vice Chancellor | Chairman |
| (ii). | One Dean to be nominated by the Vice Chancellor | Member |
| (iii). | Three Professors / Associate Professors to be nominated by the Vice Chancellor | Member |
| (iv) | Treasurer | Secretary |

- (2) The Treasurer of the University shall be the Secretary of the Board.
- (3) A new Board shall be constituted after every three years.

243. FUNCTIONS AND POWERS OF THE BOARD

The Board shall:

- (1) from time to time arrange for the insurance of the University employees in the sums specified in the following table and arrange its investment in the profitable schemes in the financial institutions / scheduled banks.

TABLE

Basic Pay Scale	Sum Assured	Amount of Half Yearly Premium Payable
BPS 01 – 04	Rs. 50, 000/-	Rs. 240.00
BPS 05 – 10	Rs. 10, 0000/-	Rs. 360.00
BPS 11 – 15	Rs. 20, 0000/-	Rs. 720.00
BPS 16 – 17	Rs. 40, 0000/-	Rs. 1080.00
BPS – 18	Rs. 80, 0000/-	Rs. 1800.00
BPS – 19	Rs. 100, 0000/-	Rs. 2880.00
BPS – 20 and above	Rs. 120, 0000/-	Rs. 3600.00

- (2) have the power to sanction expenditures connected with the administration and management of the Welfare Fund; and
- (3) do or cause to be done all other things ancillary or incidental to any of the aforesaid or to the purpose of the Welfare Fund.

244. CONTRIBUTION TOWARDS WELFARE FUND BY THE UNIVERSITY EMPLOYEES

Subject to the provisions of these Statutes every University employee drawing pay in BPS shall be liable to contribute monthly towards the Welfare Fund @ 1% of the initial basic pay. This rate may vary with the approval of the Syndicate on the recommendations of the Board.

245. CONTRIBUTIONS BY EMPLOYEES IN FOREIGN SERVICE

- (1) When a University employee is transferred to Foreign Service he shall continue to be governed by these University Statutes in the same manner as if he had not been

so transferred and he shall remit to the Treasurer his contribution to Welfare Fund during the period he remains in Foreign Service.

- (2) If for any reason contribution to the Welfare Fund has not been deducted from the pay bill of a University employee, the same shall in lump-sum be:
 - (a) deducted from his subsequent pay bill, and
 - (b) remitted to the Treasurer.

246. ASSISTANCE TO THE FAMILY OF DECEASED EMPLOYEE

The Board is authorized to extend financial assistance to the family of the deceased employee of the University on case to case basis from the fund on the approval of the Chairman.

247. NO BENEFIT ADMISSIBLE ON DISMISSAL, TERMINATION AND REMOVAL

If a University employee, for any reason whatsoever, leaves the University service or is discharged or dismissed from service, or his services are terminated, he shall be entitled neither to any benefit from the Welfare Fund, nor to the refund of the contributions made by him toward the said Welfare Fund during the period of his service.

248. MEETING OF THE BOARD

- (1) The Board constituted under Section-242 of these Statutes shall hold at least one meeting in every six months.
- (2) The Chairman may however, call a special meeting of the Board at any time he may deem necessary.
- (3) The Chairman and any two members of the Board shall form a quorum at the meeting.
- (4) Decisions by the Board shall be taken by majority of votes. In case of equality of votes, the Chairman shall have a second or casting vote.
- (5) All decisions of the Board shall be recorded in writing by the Secretary and in his absence by such other member of the Board as may be authorized in this behalf by the Chairman.
- (6) Subject to the general supervision and control of the Chairman, the Secretary shall be responsible for:
 - (a) the conduct of correspondence on behalf of the Board
 - (b) the maintenance of the records of the Board

- (c) the disbursement of the money from the Welfare Fund
- (d) the maintenance of the accounts
- (e) preparation of the agenda of the meetings of the Board and giving advance notice of such meeting to the members of the Board
- (f) performance of such other functions as may be specified by the Chairman.

249. GRANTS TO RETIRED UNIVERSITY EMPLOYEES

The Board may make to a University employee, who has retired from service or has completed the age of sixty years, such grants out of the Welfare Fund not exceeding Rs.50,000/- (Rupees fifty thousand only) as it may consider appropriate or feasible.

250. WITHDRAWALS FROM WELFARE FUND

Any amount required to be drawn from the Welfare Fund shall be drawn on a bill signed by the Treasurer.

251. MAINTENANCE OF WELFARE FUND AND ITS AUDIT

- (1) The accounts of the contributions to and of the withdrawals from the Welfare Fund shall be maintained by the Treasurer.
- (2) The accounts maintained under sub-section (1) above shall be audited by the University Auditor at least once every year.

252. FUNDS TO BE KEPT IN APPROVED BANK

All funds credited into the Welfare Fund shall be kept in Scheduled Bank in the name of the Board.

253. ACCOUNTS AND PAYMENTS IN RUPEES

The account of the Welfare Fund shall be kept in rupees and all payments from it shall be made in rupees.

254. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

255. 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 Deans to be nominated by the Vice Chancellor	Member
(c)	Director Academics	Member
(d)	Chairman / Head of Section of the concerned department / section	Member
(e)	Treasurer	Member
(f)	Director P & D	Member
(g)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member
(h)	Nominee of the Establishment Department, Khyber Pakhtunkhwa	Member
(i)	Nominee of the Finance Department, Khyber Pakhtunkhwa	Member
(j)	Registrar	Member /Secretary

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

256. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

257. AMENDMENTS IN THE STATUTES

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

CHAPTER – 15
ABDUL WALI KHAN UNIVERSITY MARDAN
AFFILIATION STATUTES-2013

258. TITLE, COMMENCEMENT AND APPLICATION

1. These Statutes, framed in pursuance of Section 28(1) (f) of the Khyber Pakhtunkhwa Universities Act, 2012, may be called Abdul Wali Khan University Mardan Affiliation Statutes.
2. These Statutes shall come into force with immediate effect and shall be applicable to all higher education institutions in Public and Private Sectors affiliated / to be affiliated with Abdul Wali Khan University Mardan.

259. DEFINITIONS

1. In these Statutes unless there is anything repugnant in the subject or context
 - (a) “University” means Abdul Wali Khan University Mardan.
 - (b) “Affiliation” means affiliation with Abdul Wali Khan University Mardan.
 - (c) “Affiliation Committee” means the Affiliation Committee of Abdul Wali Khan University Mardan.
 - (d) “Inspection Committee” means committee appointed by the Vice Chancellor under these statutes for inspection of the educational institutions seeking affiliation with Abdul Wali Khan University Mardan as provided under section 260(8) of Affiliation Statutes.
 - (e) “Syndicate” means Syndicate of the Abdul Wali Khan University Mardan.
 - (f) “Commission” means Higher Education Commission Islamabad.
 - (g) All other terms and expressions shall have the same meanings as assigned to them under Chapter 1, section 2, of the Khyber Pakhtunkhwa Universities Act, 2012.
 - (h) Anything not mentioned or covered by these statutes regarding affiliation shall be interpreted and decided by the University, as and when such need arises. The University’s decision shall be final.

A. PRIVATE SECTOR EDUCATIONAL INSTITUTIONS

260. PROCEDURE FOR SEEKING AFFILIATION WITH ABDUL WALI KHAN UNIVERSITY MARDAN

1. Any educational institution in private sector seeking affiliation with Abdul Wali Khan University Mardan, the Principal / Head, shall apply on the prescribed **proforma (A)** complete in all respect, along with the registration certificate issued by Higher Education Regulatory Authority, Khyber Pakhtunkhwa and also registration from the concerned Accreditation Council of HEC where required with a complete statement and shall satisfy the conditions mention under Section 32 of the Khyber Pakhtunkhwa Universities Act, 2012.
2. All Such applications shall be submitted along with a Bank Draft of **Rs. 85,000/-** (Rupees eighty five thousand) per discipline / degree program as application processing fee and **Rs. 30,000/-** (Rupees Thirty Thousand) as Inspection fee (Non-refundable).
 - (a) For any subsequent inspection after the first inspection, the institution shall be required to pay a sum of **Rs. 30,000/-** (Rupees Thirty Thousand) for each such inspection.
 - (b) Affiliation Application processing fee as well as Inspection fee is subject to 10% annual increase and change from time to time.
3. In case of subsequent application for affiliation in any additional subject(s) (in the same degree programme) the institution concerned shall deposit **Rs.30,000/-** (Rupees Thirty Thousand non-refundable) for each subject.
4. Application for affiliation shall be considered only when:
 - a) The fee prescribed under Section 260(2) above has been credited to the account of the University.
 - b) The educational institution is fulfilling all other requirements for affiliation as per section 32 of the Khyber Pakhtunkhwa Universities Act, 2012.
5. The Registrar, after satisfying himself with regard to the completion of the requirements as per provision of the Act shall, in consultation with the Vice-Chancellor, furnish a copy of the questionnaire, to the Head of the Institution seeking affiliation.
6. Head of the concerned Institution shall submit the questionnaire to the Registrar, duly filled-in and complete in all respect alongwith attested copies of supported documents where required.

7. The Registrar, after satisfactory examination of all the documents and other requirements may request the Vice Chancellor, to allow inspection committee to visit the concerned Institution.
8. Inspection Committee shall consist of the following by the Vice-Chancellor, which may include;
- | | | |
|-----|---|------------------|
| (a) | Director QEC / Academics or any senior officer of the University to be appointed by the Vice Chancellor | Convener |
| (b) | Chairman of the concerned department. | Member |
| (c) | Controller of Examinations or his nominee. | Member |
| (d) | Director Physical Education. | Member |
| (e) | Librarian | Member |
| (f) | Subject expert in the relevant field. | Member |
| (g) | Any other member of the University. | Member |
| (h) | Registrar. | Member/Secretary |
9. The Inspection Committee shall examine the educational institution in light of the provisions of Abdul Wali Khan University Mardan Statutes, 2012. The Inspection Committee shall submit its report to the Affiliation Committee on the prescribed format (**Annexure B**) within three days of the Inspection.
10. The recommendations of the Inspection Committee shall be placed before the Affiliation Committee, which may be accepted or send back to the Inspection Committee with comments for re-consideration.
11. The Affiliation Committee may call the Convener / Secretary of the Inspection Committee for any queries / clarification if necessary.
12. The Affiliation Committee, after 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 provisional affiliation in anticipation of the approval of the Syndicate, for reasons to be recorded.
13. After approval of affiliation, the affiliated institution will be informed to deposit an amount of **Rs. 110,000/-** (Rupees One Lac and Ten Thousand) as affiliation fee for under Graduate Program, **Rs. 132,000/-** (Rupees One Lac & Thirty Two Thousand) for Postgraduate Program and **Rs. 2,20,000/-** (Two Lac and Twenty Thousand) for Medical Colleges or Engineering Colleges (non-refundable), as the case may be. Affiliation letter shall be issued only after the institution has deposited the prescribed fee in the accounts of the University. All the Principals / Directors of the concerned college are required to collect their notification from the concerned office within three months otherwise the notification will be considered null and void after the lapse of the stipulated time.

- (a) Each educational institution affiliated with Abdul Wali Khan University Mardan shall pay the Annual Renewal Fee in the first week of September every year excluding only those students who are not promoted to the next higher class. The fee will be charged per student mentioned against each discipline as below:

S.No	Discipline	Annual Affiliation Renewal Fee. Per student	
1	BA	Rs. 1,210/-	Per Student
2	B.Sc	Rs. 1,810/-	Per Student
3	B.Com	Rs. 1,810/-	Per Student
4	B.Sc (Medical Technology)	Rs. 3,630/-	Per Student
5	BCS	Rs. 4,840/-	Per Student
6	Fine Arts (BFA)	Rs. 1,810/-	Per Student
7	D.P.Ed / B.P.Ed	Rs. 2,420/-	Per Student
8	LLB	Rs. 2,420/-	Per Student
9	B.Ed	Rs. 2,420/-	Per Student
10	BBA (Semester)	Rs. 3,630/-	Per Student
11	Homeopathic	Rs. 3,630/-	Per Student
12	MA	Rs. 1,810/-	Per Student
13	M.Sc	Rs. 2,420/-	Per Student
14	M.Com	Rs. 2,420/-	Per Student
15	MBBS / BDS	Rs. 24,200/-	Per Student
16	MCS	Rs. 4,840/-	Per Student
17	MFA	Rs. 2,420/-	Per Student
18	LLM	Rs. 4,840/-	Per Student
19	M.Ed	Rs. 3,630/-	Per Student
20	MBA	Rs. 4,840/-	Per Student
21	Pharm – D	Rs. 6,050/-	Per Student
22	Examination Fees	Rs. 3,630/-	Per Annum Per Candidate
23	Project Fee	Rs. 600/-	Per Project
	Thesis Fee	Rs. 1,200/-	Per Thesis

(Subject to change from time to time an 10% annual increase.)

- (b) Renewal fee shall be remitted through Bank Draft / Pay Order in favour of Treasurer, Abdul Wali Khan University Mardan, with the list of students showing year-wise enrolment (in duplicate), fee structure (all dues charged with a covering letter addressed to the Registrar, immediately after the closing date of admissions. Crossed cheques are not acceptable.
- (c) Examination forms shall be submitted complete in all respect, as required by Controller of Examinations.

- (d) Roll Numbers will be issued to the candidates when their Examination Forms and Annual Renewal Fee receipts are received by the Examination Section
- (e) If a student freezes a semester, he will pay 50% of the registration fee to the University.
14. Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require.
15. No educational institution, desirous of seeking affiliation, shall admit students to any course of study, unless it has been granted affiliation, for the subject(s) applied.
16. Institutions within the jurisdiction of Abdul Wali Khan University Mardan seeking affiliation with other University shall pay **Rs. 50, 000/-** (fifty thousand) as NOC processing fee (if allowed NOC).
17. The educational institution Affiliated with Abdul Wali Khan University Mardan shall be governed by the Statutes, Regulations and Rules framed by the University and will be subject to change from time to time regarding:
- (a) The general scheme of studies
 - (b) The duration of courses
 - (c) The medium of instruction and examinations
 - (d) The conditions of admission to the courses
 - (e) Detailed syllabus for the examinations held by the University
 - (f) The conditions under which students shall be admitted to the examination of the University
 - (g) The discipline of students and the supervision and control of their residence and co-curricular activities
 - (h) The Health and general welfare of the students
18. The ratio between teachers, students shall be;
1:12 for Science subjects involving laboratory Work and
1:20 for other subjects.
19. (a) The library shall have at least 50 books per subject as reference books and at least 200 books per subject for supplementary reading. The institution should spend at least Rs. 50,000/- per annum for updating the library by adding new editions and titles. The institution should subscribe 05 daily newspapers and 03 weekly periodicals;
- (b) The library shall have seating facility for 20% of the total number of students on roll;

- (c) The institution shall have internet connectivity with appropriate number of computers depending upon the student's population and the subject offered;
20. Every educational institution affiliated with the University shall promptly report to the University any transfer or change in the faculty or management or change of building or any circumstances affecting the adequacy of its financial resources.
21. The teaching staff of the affiliated educational institution shall be in possession of such qualification as may be prescribed by Abdul Wali Khan University Mardan.
22. Inspection of affiliated educational institution shall be done from time to time and action may be taken section 35 of the Khyber Pakhtunkhwa Universities Act, 2012 for any violation.
23. (a) That the institutions in Private Sector must possess 50% of its teaching members employed on permanent basis with minimum prescribed qualifications a Master's degree from an accredited/chartered University in relevant subjects;
- (b) The work load of the faculty should not exceed the limits prescribed by the government/affiliating Universities for affiliated institution in public sector;
24. **Co-curricular & Health Care facilities:**
- (a) That the sponsors shall promote the extracurricular and recreational activities of students, and to make arrangements for promoting their health and general welfare;
- (b) The institution shall ensure to provide co-curricular activities like debating contest, declamation contest Quran Khwani, Naat Khwani, Holding of Mushrahas, camp fire, boy scouts, girls guides activities etc. Excursions to places of historical importance and student's visits to factories, stock exchanges, chambers of commerce & industries and other educational trips etc, shall also be arranged for augmenting the development of students;
- (c) The indoor and outdoor facilities for games should be ensured to provide health out lets to the youngster for imbibing the sense of competition and tolerance. The students should be encouraged to participate in one/two of the games. If possible the facilities of gymnasium should also be made available;
- (c) The practice of providing necessary health care to the students has gradually dwindled and dispensed with in most of the institutions. Since,

the students work in groups and have to spend most of the time together the chances of catching the contagious/infectious diseases are greater than in any other gathering. That's why, it is advisable that quarterly medical checkup should be ensured and students be advised for health problems.

25. There shall be a Board of Governors of each institution, which shall meet twice a year. Following shall be ex-officio members of the Board of Governors of affiliated institution in addition to others:
- (a) Dean or Professor of the concerned Faculty to be nominated by the Vice Chancellor
 - (b) Registrar or his nominee
26. An institution seeking affiliation should have building consisting of offices, classrooms, library, laboratory, computer lab, staff room, Principal's Office, common rooms, bath rooms and such other facilities as are needed for an institution.
27. The building is to be owned or rented by the management of the institution. In case of a rented building, a lease deed for a period of not less than 10 years is required.

261. THE AFFILIATION COMMITTEE

1. The Affiliation Committee shall consist of the following members as per Chapter 2, clause 49 of the Abdul Wali Khan University Mardan Statutes, 2013.

(i)	Vice Chancellor;	Chairperson
(ii)	one member of the Syndicate to be nominated by the Syndicate on the recommendation of the Vice Chancellor;	Member
(iii)	all Deans;	Member
(iv)	the Director of Higher Education (Colleges), Khyber Pakhtunkhwa;	Member
(v)	Controller of Examinations;	Member
(vi)	Director Academics; and	Member
(vii)	The Registrar, Abdul Wali Khan University Mardan	Member/Secretary

2. The Term of Office of the members of Committee excluding ex-officio members shall be three years.
3. The Affiliation Committee may co-opt not more than three experts.
4. The quorum for a meeting of Affiliation Committee shall be three members.

262. OTHERS

1. Affiliation will be granted after having ensured all the requirements as prescribed in these Statutes. However, the continuation of affiliation will be subject to fulfillment of Section 32(1) of the Khyber Pakhtunkhwa Universities Act, 2012.
2. The Professional Institutions, such as Medical Colleges, Para Medical Institutions, Engineering Colleges and Institutions, Homoeopathic and Tibbia Colleges, Computer Science, Management Science and other Institutions, desirous of seeking affiliation with Abdul Wali Khan University Mardan, must register their institutions with their respective Councils such as Accreditation Councils, 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, Pakistan Bar Council and Pharmacy Council etc. before approaching Abdul Wali Khan University Mardan with their applications for affiliation.
3. An institution seeking affiliation with Abdul Wali Khan University, Mardan shall register the said institute with Higher Education Regulatory Authority (HERA) under Khyber Pakhtunkhwa Registration & Functioning of Private Educational Institutions Act No. XXXVII of 15th October, 2001, duly amended and notified by the Government of Khyber Pakhtunkhwa through Law Department, as per clause reproduced below.

“to streamline, supervise and regulate the functioning of all the private educational institutions in the Khyber Pakhtunkhwa. Such institutions are required to be registered by this Authority before they are affiliated by their respective Universities”.

B. PUBLIC SECTOR

263. PROCEDURE FOR SEEKING AFFILIATION WITH ABDUL WALI KHAN UNIVERSITY MARDAN.

1. Education Institutions, desirous of seeking affiliation, shall initiate the process for this purpose as soon as possible, at least six months before the commencement of admissions. Before or after the establishment of an educational institution by the Government, the Principal / Head, through the Directorate of Education, shall submit a formal application to the Registrar, on the prescribe 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 Act, 2012 the institutions in public sector already working under University of Peshawar, etc. shall automatically will be switched over to Abdul Wali Khan University Mardan.
2. An application for affiliation shall be considered only when:
 - (a) All Such applications shall be submitted along with a Bank Draft of **Rs. 20,000/-** (Rupees twenty thousand, Non-refundable) as a onetime fee for affiliation (no fee will be charged for subsequent affiliation in any other discipline).
 - (b) The educational institution has fulfilled all other requirements for affiliation alongwith approval from Directorate of Colleges, Government of Khyber Pakhtunkhwa.
3. In case of subsequent applications for affiliation in any additional subject(s), the procedure as laid down in Affiliation Statutes of Abdul Wali Khan University Mardan shall be followed.
4. The Registrar, after satisfying himself with regard to the completion of the application in all respects, shall furnish a copy of the questionnaire to the Head of the Institutions concerned.
5. After receiving replies to the questionnaire, the details shall be examined by the Registrar's office.
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 Institution concerned.
7. Inspection Committee shall consist of the following by the Vice-Chancellor, which may include;
 - (a) Director QEC / Academics or any senior officer of the University to be appointed by the Vice Chancellor Convener

(b)	Chairman of the concerned department.	Member
(c)	Controller of Examinations or his nominee.	Member
(d)	Director Physical Education.	Member
(e)	Librarian	Member
(f)	Subject expert in the relevant field.	Member
(g)	Any other member of the University.	Member
(h)	Registrar.	Member/Secretary

8. The Inspection Committee shall examine the educational institution in the light of the provisions of the Khyber Pakhtunkhwa Universities Act, 2012 and the information supplied through the questionnaire.
9. The Inspection Committee, after satisfying itself that the prescribed requirements have been actually fulfilled by the institution (s), may recommend the affiliation of the institution(s) to the Affiliation Committee. The Inspection Committee shall submit its report to the affiliation committee on the prescribed report format (Annexure B).
10. The Affiliation Committee may call the Head of the Institutions so that he could reply to the queries. No TA / DA shall be borne by the University.
11. If the Affiliation Committee is satisfied with the statements, it may recommend Affiliation of the institution concerned.
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.
13. The educational institution Affiliated with Abdul Wali Khan University Mardan 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 courses;
 - (c) The medium of instruction and examinations;
 - (d) The conditions of admission to the courses;
 - (e) Detailed syllabus for the examinations held by the University;
 - (f) The conditions under which students shall be admitted to the examination of the University.
 - (g) The discipline of students and the supervision and control of their residence and co-curricular activities;
 - (h) The Health and general welfare of the students;
 - (i) The ratio between teachers, students & the total workload of a teacher; 1:12 for Science subjects involving lab. Work & 1:20 for other subjects.

14. Every public sector institution affiliated with Abdul Wali Khan University Mardan shall regularly pay **Rs. 6,600/-** (Rupees Six Thousand and Six Hundred) annually as affiliation renewal fee each year.
15. The teaching staff of the affiliated educational institutions shall possess such qualifications as may be prescribed by the Government of Khyber Pakhtunkhwa. In case of Postgraduate Departments, M.Phil & Ph.D discipline, the HEC criteria will be followed.
16. Inspection of every affiliated educational institution shall be held time to time at least once a year by the Inspection Committee constituted by the Vice Chancellor of Abdul Wali Khan University Mardan. Action, if any, shall be taken against the institution under the Khyber Pakhtunkhwa Universities Act, 2012.

264. THE AFFILIATION COMMITTEE

1. The Affiliation Committee shall consist of the following members as per Chapter 2, Clause 49 of the Abdul Wali Khan University Mardan Statutes, 2013.

(i)	Vice Chancellor;	Chairperson
(ii)	one member of the Syndicate to be nominated by the Syndicate on the recommendation of the Vice Chancellor;	Member
(iii)	all Deans;	Member
(iv)	the Director of Higher Education (Colleges), Khyber Pakhtunkhwa;	Member
(v)	Controller of Examinations;	Member
(vi)	Director Academics; and	Member
(vii)	The Registrar, Abdul Wali Khan University Mardan	Member/Secretary

2. The Term of Office of the members of Committee excluding ex-officio members shall be two years.
3. The Affiliation Committee may co-opt not more than three experts.
4. The quorum for a meeting of Affiliation Committee shall be three members.
5. An Officer of the University to be designated by the Vice Chancellor for this purpose shall act as the Secretary of Affiliation Committee.

265. THE FUNCTIONS OF THE AFFILIATION COMMITTEE

1. To consider the reports received from Inspection Committee and if satisfied may recommend the affiliation of the institution to the Syndicate for approval.

2. To enquire in to complaints alleging breach of conditions of affiliation by affiliated colleges and to advise the Academic Council / Syndicate.
3. To perform such other functions as may be prescribed by Regulations.

266. CRITERIA OF AFFILIATION FOR PUBLIC SECTOR INSTITUTIONS

The objective of Affiliation / Inspection Committee is to monitor the academic activities of the Public Sector Institutions 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 institutions to ensure the organizational, legal, financial and other related formalities and requirements, which need to be fulfilled and adhered to for bringing about uniformity of educational standards in public / private institutions. Private Universities, which have been indulging in malpractices and granting affiliation without any justification to the private institutions are debarred to grant affiliation. Abdul Wali Khan University Mardan has its own affiliation statutes for public and private institutions as provided under section 32 and 35 of the Khyber Pakhtunkhwa Universities Act, 2012. 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.

267. OTHERS

1. The affiliation will be granted basis after having ensured the fulfillment of all affiliation requirements in fulfillment of these Statutes. However, the continuation of affiliation will be subject to Section 32(1) (2) and 33 of the Khyber Pakhtunkhwa Universities Act, 2012.
2. The management of the private institutions, desirous of seeking affiliation with Abdul Wali Khan University Mardan will be asked to add the following phrase in the advertisement for admissions, etc., of their institutions:

“The admissions of the students to provisionally affiliated institutions in the Private Sector shall be subject to the continued affiliation of the institutions with Abdul Wali Khan University Mardan and the applications for admissions will be entertained at the risk and cost of the students, seeking admissions.”
3. The Professional Institutions, such as Medical Colleges, Para Medical Institutions, Engineering Colleges and Institutions, Homoeopathic and Tibbia Colleges, Computer Science, Management Science and other Institutions, desirous of seeking affiliation with Abdul Wali Khan University Mardan, must register their institutions with their related Councils, Accreditation 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, Pakistan Bar Council and Pharmacy Council etc. before approaching Abdul Wali Khan University Mardan with their applications for affiliation.

C. DISAFFILIATION

268. THE AFFILIATION OF AN EDUCATIONAL INSTITUTION MAY BE WITHDRAWN IF:

- (i) The affiliated institution fails to submit reports, returns and other information as the University may require to enable it to judge the efficiency of the institution;
- (ii) Admission to educational institution is granted / given in violation of the University rules or policy;
- (iii) The affiliated institution fails to report to the University of any change in the management or its venue;
- (iv) The qualifications of the teaching and other staff are not in accordance with the qualifications prescribed by the University;
- (v) The affiliated institution refuses or declines inspection of its premises;
- (vi) The affiliated institution fails to hold the meetings of the Board of Governors as per rules;
- (vii) The affiliated institution instigates or provokes its students to issue press statements or make agitation / protest against the University;
- (viii) The affiliated institution is involved in irregularities such as forcing the admitted students to pay more fees and dues on one pretext or other;
- (ix) Teaching is not conducted in accordance with the prescribed courses and syllabi and are not maintaining the complete record of attendance of students and teachers;
- (x) The affiliated institution transfers management to other persons without the previous approval of the University;
- (xi) The affiliated institution generally violates the University rules, regulations, and notifications;
- (xii) The affiliated institution is not paying the University dues / fees in time;
- (xiii) On any ground which the University deems appropriate.

269. PROCEDURE FOR THE WITHDRAWAL OF AFFILIATION

- (i) In case of change of venue, an Inspection Committee will visit the new premises and if found inadequate and improper, will submit its report to the Affiliation Committee. The Affiliation Committee shall withdraw the affiliation.
- (ii) If the affiliated institution after the final notice from the Registrar's office, does not deposit the prescribed fees, the Affiliation Committee shall recommend to the Syndicate, withdrawal of affiliation.
- (iii) On the receipt of any complaint, a notice or explanation will be sent to the Affiliated Committee.
- (iv) The reply of the affiliated institution, if any, will be placed before the Affiliation Committee.
- (v) The Affiliation Committee, if not satisfied with the reply of the affiliated institution, will recommend to the Syndicate withdrawal of the affiliation or direct a Special Enquiry Committee to investigate the matter.
- (vi) The Special Enquiry Committee will submit its report to the Affiliation Committee within the prescribed time and in case its finding are adverse, the Affiliation Committee will recommend to the Syndicate withdrawal of the affiliation.
- (vii) If the Affiliation Committee is of the opinion that any institution is found guilty of contravention of the affiliation rules and the University Policy, it may recommend its disaffiliation to the Syndicate.
- (viii) The affiliated institution will be informed about the decision of the Affiliation Committee with the note that if it wishes to make any representation against the decision, it may do so before the decision is placed for the consideration of the Syndicate.
- (ix) The Syndicate before taking a final decision will examine the reservation of the institution, if any, and may withdraw either in whole or in part the rights conferred on the educational institution by affiliation or modify them.
- (x) An educational institution feeling aggrieved may make an appeal to the Senate against the decision of the Syndicate.
- (xi) The Senate before taking a final decision will provide an opportunity to the institution concerned to explain its viewpoint and shall not pass any order adversely affecting the institution unless the institution concerned is properly heard.

CHAPTER – 16
ABDUL WALI KHAN UNIVERSITY MARDAN
ELECTION STATUTES-2013

270. TITLE

These Statutes, framed in pursuance of section 28(1)(g) of the Khyber Pakhtunkhwa Universities Act, 2012, may be called “Abdul Wali Khan University Mardan Election Statutes”.

271. COMMENCEMENT

These Statutes shall come into force with immediate effect.

272. DEFINITIONS

- a) “University” means Abdul Wali Khan University Mardan;
- b) “Appointed date” means a day within the working hours of the University Office so fixed by the Election Authority for nominations, withdrawal, election or any other day for a particular objective in connection with the elections;
- c) “Constituency” means a constituency determined under the Khyber Pakhtunkhwa Universities Act, 2012 and the statutes;
- d) “Election” means election of a member or members of any Authority or Body under the Khyber Pakhtunkhwa Universities Act, 2012 and the statutes;
- e) “Elector” means a person who is actually on the electoral list for any electoral constituency for purposes of elections under the Khyber Pakhtunkhwa Universities Act, 2012 and the statutes;
- f) “Election Agent” means an election agent appointed by a candidate under Section 293 of these statutes and where no such appointment is made, the candidate will act as his own agent;
- g) “Presiding Officer and Assistant President Officer” means Presiding Officer and Assistant Presiding Officer so appointed by the Returning Officer;
- h) “Polling Day” means the day on which the polling is conducted for the elections;
- i) “Registrar” means the Registrar of the Abdul Wali Khan University Mardan and election authority for the purposes of these Statutes.

- j) “Returning Officer” means Returning Officer so appointed by the Election Authority exercising the powers and performing the function assigned to him in connection with the elections’
- k) “Specified Authorities” means the Senate, Syndicate and Academic Council of the Abdul Wali Khan University Mardan.

All other expressions shall have the same meanings as assigned to them and as defined under section 2 of the Khyber Pakhtunkhwa Universities Act, 2012.

273. ELECTION AUTHORITY:

- (1) The Registrar shall conduct the elections and deal with all other relevant matters as the Election Authority of the University and subject to these Statutes regulate his own procedure.
 - (i) The Registrar may require any University Officer/Teacher or any other University employee to perform such functions or render such assistance for the purpose of these Statutes as he may direct.
 - (ii) All the Officers of the University and allied institutions, Campuses and the Administrative Sections shall assist the Registrar in the performance of his function.
 - (iii) The Registrar shall determine the number of constituencies for general election in accordance with the provisions of these Statutes.
 - (iv) The Registrar will appoint a Returning Officer to conduct the Elections as per this statutes.

274. GENERAL ELECTIONS TO FILL VACANCIES

Once in three years general elections shall be held on the appointed date to fill vacancies in the specified authorities of the University as provided in the Khyber Pakhtunkhwa Universities Act, 2012. In case of any causal vacancy a bye-election may be held on the appointed date.

275. NOTICE OF ELECTION

- (i) The Election Authority shall by a general notification announce the program of elections to the various constituencies showing the appointed dates for the various stages of the elections as specified in Schedule – I to these Statutes. Provided that the Returning Officer may, with the approval of the Election Authority, make such changes in the Schedule of dates as the circumstances may require.

- (ii) The Election Authority shall also notify the election schedule to the Teaching Departments, Campuses, constituent colleges and other institutions, as the case may be.

276. APPROPRIATE DAY IN CASE OF A HOLIDAY

- (i) If any appointed date is a holiday the next working day shall be considered to be the appropriate day.

277. PUBLICATION OF ELECTORAL LISTS

- (i) The Election Authority on the appointed date shall publish the Electoral Lists of the Elections of the specified Authorities by a general notification to be circulated to the heads of all institutions and by affixing them at the University Notice Boards.

278. CLAIMS AND OBJECTIONS

All claims for entry in the aforesaid Electoral List and objections thereto shall be received by the Election Authority upto an appointed date and decided by him within five days of the appointed date and the decision so made shall be notified.

279. DECISION OF THE ELECTION AUTHORITY

The Election Authority shall be the Revising Authority and its decision with respect to the claims and objections, (unless objected to in writing and received within three days of the decision) shall be final.

280. DECISION BY COMMITTEE

If any objection is raised against the decision of the Election Authority it shall be decided within three days by a Committee consisting of four University Professors, to be appointed by the Vice-Chancellor, one of whom shall be nominated as the Chairman. The quorum shall be 03 and the decision shall be taken by the majority. In case of a tie, the Chairman shall have a casting vote.

281. CORRESPONDENCE WITH THE ELECTORS

- (i) All correspondence shall be addressed to the Electors by name. The Electoral and relevant lists shall be sent on their official address only. An elector shall notify any changes in his address to the Election Authority within the prescribed time.
- (ii) All final electoral lists shall be affixed at the University Notice Boards and copies thereof dispatched by the Election Authority to the Chairman of the University Teaching Departments, Coordinators of Campuses and Principals of the

Constituent Colleges and Institutions for the information of the Electors, as prescribed under Schedule-I.

282. QUALIFICATIONS FOR VOTING

No person, unless his name is on the Electoral list, shall be qualified to vote or be elected at any election held under these Statutes provided he fulfills the conditions prescribed in the Khyber Pakhtunkhwa Universities Act, 2012.

283. NOMINATION

- (i) Any elector of a constituency may propose or second the name of any qualified person to be a member of that constituency.
- (ii) Every nomination shall be made by a separate nomination paper on the prescribed form as given in Schedule – II, which shall be signed by the proposer and the seconder and shall contain;
 - (a) 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.
 - (b) each Elector shall be entitled to propose or second as many persons for election as there are vacancies in each constituency.
 - (c) nominations in excess of the number of vacancies in a constituency shall invalidate all nominations made by an elector as proposer or seconder.
- (iii) Every nomination paper shall be delivered personally by the candidate or his proposer or seconder to the Returning Officer.
- (iv) The Returning Officer shall give a serial number to every nomination paper and record therein the name of the person presenting it and the date of its receipt.
- (v) The Returning Officer shall notify a list of nomination papers received by him containing the particulars of the candidates and the name of the proposer and seconder.

284. SCRUTINY

- (i) On the appointed date the Returning Officer shall scrutinize the nomination papers received by him.
- (ii) The Returning Officer shall give the candidates their election agents, seconders and proposers reasonable opportunity for examining the nomination papers and

objections, raised if any, shall be considered and decided on the spot, by the Returning Officer.

- (iii) The Returning Officer shall reject after a summary enquiry if necessary in his opinion a nomination paper on one or any of the following:
 - (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 these statutes have not been complied with or that the signatures of the proposer or the seconder do not seem to be genuine or are alleged as such provided.
 - (d) The rejection of any nomination paper shall not invalidate the nomination of a candidate by any other valid nomination paper.
 - (e) The Returning Officer shall not reject a nomination paper on the ground 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, accepting or rejecting it, stating reasons in case of rejection.
- (v) In case of rejection of a nomination paper the candidate may file an appeal within three days, to the Committee appointed under rule (ii), whose decision shall be final.

285. PUBLICATION OF LIST OF CANDIDATES

- (i) The Returning Officer shall after the scrutiny of the nomination papers prepare and publish in the prescribed form a list of candidates validly nominated.
- (ii) In case of objections against the rejection of a nomination paper are accepted by the committee, the Returning Officer shall accordingly revise the list of validly nominated candidates.

286. WITHDRAWALS

- (i) Any nominated candidate may withdraw his candidature by a notice in writing, signed by himself and delivered to the Returning Officer either by himself.
- (ii) A notice of withdrawal shall in no circumstance be open to revocation or cancellation.
- (iii) Copies of such notices of withdrawal shall be notified for general information and a copy placed on the University Notice Board.

287. UN-CONTESTED ELECTION

Where after scrutiny only one person remains as 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.

288. ELECTION AGENT

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

289. POLLING AGENT

- (i) The contesting candidate or his Election Agent may, before the commencement of the poll, appoint for each polling station a polling agent and shall give notice thereof in writing to the presiding officer.
- (ii) The appointment of the polling agent may be revoked at any time by the candidate or his Election Agent.
- (iii) Where any act or thing is authorized under these Statutes to be done in the presence of the candidate or any Election or Polling Agent, the failure of such person to attend shall not invalidate any act or thing otherwise validly done.

290. POLLING HOURS

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

291. STOPPING OF THE POLL

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

292. VOTING

- (i) The elections under these Statutes shall be contested by secret ballot:
 - (a) by tendering ballot papers by hand.
 - (b) by post in case of under registered seal double cover as prescribed under Schedule – V and shall reach not later than the polling day and hour fixed or receiving the ballot papers by the Presiding Officer.
- (ii) Polling of votes shall start at the notified time and terminate at the notified time. No electoral shall be allowed to poll vote before or after the specified time.
- (iii) The ballot papers shall be issued after identification and comparison with the Electoral List to the satisfaction of the Returning Officer or the Presiding Officer at the polling stations.
- (iv) Any ballot papers bearing any cutting, scratching or over-writing or do not bear the official mark shall be rejected, as invalid.
- (v) Ballot papers / votes received by post shall be opened by Returning Officer or Presiding Officer in the presence of the polling agents.

293. COUNTING OF VOTE

- (i) The Presiding Officer shall record on the conclusion of polling the number of votes polled and note down the total number of votes cast and total number of votes rejected and strike the balance.
- (ii) Counting of votes shall start immediately after striking the correct balance.
- (iii) All Polling Agents shall be allowed to be present at the time of counting of votes.

294. DECLARATION OF RESULTS

- (i) The candidate/candidates who get the highest number of valid votes shall be reported by the Presiding Officers to the Returning Officer for total counting and notifying the success of the candidate.
- (ii) In case of equality of votes between two or more than two candidates the Returning Officer shall record the process of drawing lots in the presence of the contesting candidates or their agents, and obtain signatures of such persons as having been witness to the proceedings.
- (iii) If any candidate, election agent or polling agent objects to the counting and the objection is reasonable in the opinion of the Presiding Officer he may order recounting of the votes in the presence of these persons.

- (iv) Before declaration of results, it shall be signed by Returning Officer or Presiding Officer and Polling Agents.

295. ELECTION TRIBUNAL

- (i) All petitions in case of disputes in election shall be addressed to the election tribunal consisting of a nominee of the Chief Justice of Peshawar High Court appointed as a member of the Syndicate, as Chairman, the Education Secretary as member of the Syndicate and a nominee of the Vice-Chancellor within three days of the declaration of the results.
- (ii) The Election Tribunal may examine the petitioner and other candidates and also examine the records of the election and upon the conclusion make an:-
 - (a) Order
 - (1) Rejecting the petition.
 - (2) Declaring the election of the returned candidate void or and the petitioner or other contesting candidates to have been duly elected, or
 - (3) Declaring the elections as a whole void.
 - (b) The decision of the Election Tribunal shall be final and binding on all parties to the dispute.

296. CUSTODY OF ELECTION RECORD

The Returning Officer shall retain until the expiry of 03 months from the date of election, all the papers connected with the election. After 03 months the documents may be destroyed.

- 297.** For carrying into effect the purpose of these Statutes, rules, if necessary may be framed with the approval of the Syndicate.

298. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

299. 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 Deans to be nominated by the Vice Chancellor Member

(c)	Director Academics	Member
(d)	Chairman / Head of Section of the concerned department / section	Member
(e)	Treasurer	Member
(f)	Director P & D	Member
(g)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member
(h)	Nominee of the Establishment Department, Khyber Pakhtunkhwa	Member
(i)	Nominee of the Finance Department, Khyber Pakhtunkhwa	Member
(j)	Registrar	Member /Secretary

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

300. RULES AND REGULATIONS

The authorities and other bodies of the University may make Rules and Regulations in accordance with the provisions of Khyber Pakhtunkhwa Universities Act, 2012.

301. AMENDMENTS IN THE STATUTES

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

SCHEDULE – I

Schedule of Dates

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

Date

1. Publication of electoral lists.....
2. Claims for & objections to entries in the Electoral lists
.....
3. Issuing of notice inviting nominations.....
4. Receipt of nomination paper.....
5. Scrutiny of nomination paper.....
6. Publication of lists of nominated candidates.....
7. Withdrawal of nominations.....
8. Issue of ballot papers in case of ballot by post.....
9. Elections.....
10. Announcement of election results in the prescribed form.....

SCHEDULE – II

**Nomination
Form**

Election to the.....
(to be filled by the proposer)

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

Signature of Proposer

(to be filled in by the seconder)

- (i) I.....(name of the seconder) registered as an elector at Serial No..... in the electoral list, do hereby second the nomination of whose address is as a candidate from constituency.

Date:.....

Signature of Seconder

(Declaration by the person nominated)

I, son/daughter/wife of registered as an elector at Serial No..... in the electoral list for 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

Date:.....

Signature of the person nominated

(to be filled in by the 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.

Date:.....

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
..... of the Abdul Wali Khan University Mardan Election Statutes,
and decide as follows

.....
.....

(in case of rejection, state brief reasons)

Date:.....

Returning Officer

SCHEDULE – III

Abdul Wali Khan University Mardan

List of Contesting Candidates

Election to the from
constituency.

Serial No.	Name of the contesting candidates in alphabetical order	Designation of the contestng candidates
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Notice is hereby given that the poll shall be taken between the hours of
on (date)

Place

Date

Returning Officer

Insert the number and name of the Constituency.

SCHEDULE – IV
Secret Ballot Paper
Abdul Wali Khan University Mardan

		Constituency No
Serial No	Name of the Candidates	Choice Cross Marked
1.		
2.		
3.		
4.		
5.		

NOTE: To be put in a sealed cover to be enclosed in another closed cover to be cast in polling box or to be sent by post in the manner prescribed.

ABDUL WALI KHAN UNIVERSITY MARDAN
List of Valid Nominated Candidates

Election to the

From Constituency

Serial No	Name of Candidate	Designation	Present/Postal address of the candidate
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Place

Date

Returning Officer

Insert the number and name of the Constituency.

SCHEDULE –V

Declaration by Elector Casting Vote by Post

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number Has been issued at the above election.

Signature of elector

Date

Address

(Attesting of Signature)

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

Signature of identifier if any.....

Designation.....

Address

Date

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 (as 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 to sign the above declaration on his behalf;
4. The ballot paper was marked and the declaration signed by me on his behalf, in his presence and in accordance with his wishes.

Signature of identifier, if any

Address.....

Signature of Attesting Officer.....

Designation.....

Address.....

Date.....

Instructions for Electors

Voting by Postal Ballot

The persons whose names are printed on the ballot paper sent herewith are candidates for the Constituency mentioned in the ballot paper. If you desire to vote, you should record your vote with pen by putting a cross mark within the space containing the name of the contesting candidate for whom you wish to vote. Thereafter, you should follow the instructions detailed below:

- (a) After you have recorded your vote on the ballot paper, place the ballot paper in the smaller envelop marked (A) sent herewith. Close the envelop and secure it by seal or otherwise.
- (b) You have then to sign the declaration form also sent herewith in the presence of a Government Officer or a Commissioned Officer who is competent to attest your signature.
- (c) After your declaration has been signed and your signature has been attested in accordance with item (b) above, put the declaration form and the smaller envelop marked (A) containing the ballot paper, in the larger envelop marked (B). After closing the larger envelop send it to the Returning Officer by Post.
- (d) You must ensure that the envelop reaches the Returning Officer before the date of the poll. Please note that (a) if you fail to get your declaration attested or certified in the manner indicated above, your ballot paper will be rejected, and (b) if the cover reaches the Returning Officer after the date of the poll your vote will not be counted.