

UNIVERSITY OF SWAT STATUTES, 2016



University of Swat

Khyber Pakhtunkhwa, Pakistan

Web: www.uswat.edu.pk

PREFACE

The Statutes Gazette is an executive and official anthology, that exemplifies University of Swat's comprehensive measures offering updated references to the officers, faculty members, student community and public at large. This is the first ever edition of statutes by University of Swat, which is duly approved by the University's honorable Chancellor/Governor **Engr. Iqbal Zafar Jhagra**, on May 17, 2017. Since the establishment of the University (July 07, 2010), *The Statutes Gazette* is a significant accomplishment of the Office of Registrar, and the result of determined efforts, extended by the Committee of experts in the light of the University of Swat Regulation 2010. The compilation includes laws related to appointments, service, efficiency, discipline, affiliation of educational institutions, job descriptions of officers, maintenance of accounts, utilization of funds, fee, pension and gratuity.

The University is deeply thankful to all those, who assisted in the development and compilation of this challenging task!

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University of Swat Service Statutes, 2016

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University of Swat Service Statutes, 2016

1. **Title**

Framed in pursuance of Section 29 (1) (d) of the University of Swat Regulation 2010 these statutes shall be called “University of Swat Service Statutes, 2016”.

2. **Commencement & Application**

These Statutes shall come into force at once and shall be applicable to all employees of The University of Swat, except;

- (1) A person appointed on contract or fixed pay;
- (2) A person serving in the University on deputation; and
- (3) Staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally, whose appointments are governed by the letters of their appointments.

3. **Definitions**

- (1) Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
 - (a) “Appellate Authority” means the authority next above the Competent Authority to which an appeal lies against the orders of the Competent Authority;
 - (b) “Competent Authority” means authority designated as such by The University of Swat Regulation 2010 or the Statutes made thereunder or by a decision of the Syndicate or by an order of the Vice Chancellor;
 - (c) “Campus” means Campus of the University;
 - (d) "Contract Appointment" means appointment of a duly qualified person made in accordance with the prescribed procedure of recruitment, for a specific period and terms & conditions of service.
 - (e) “Chairperson” means Chairperson of the University Teaching Department;
 - (f) “Director” means Director of Constituent Institute or administrative unit of the University;

- (g) “Dean” means Dean of a Faculty of the University;
 - (h) "Emoluments" means the amount drawn monthly by a University employee as pay or allowances of any description.
 - (i) “Head” means Head of Administrative Section of the University;
 - (j) “Initial Appointment” means appointment made against sanctioned vacant post under the prescribed procedure other than by promotion;
 - (k) “Principal” means Principal of Constituent College of the University;
 - (l) “Prescribed” means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;
 - (m) "Permanent Post" means a post sanctioned without limit of time.
 - (n) "Pay" means the amount drawn monthly by a University employee as pay, special pay, personal pay, technical pay, or any other emoluments, classed as pay by the Government of Khyber Pakhtunkhwa.
 - (o) “Senate” means Senate of the University;
 - (p) “Syndicate” means Syndicate of the University;
 - (q) “Selection Board” means Selection Board of the University;
 - (r) “Selection Committee” means Selection and Promotion Committee of the University;
 - (s) “Substantive Pay” means the basic pay, other than special pay, personal pay, etc., to which a University Employee is entitled on account of his substantive appointment to a post in a specified pay scale;
 - (t) “University” means University of Swat;
- (2) The pronoun "He", used in relation to an employee, refers to male or female, as the case may be.
- (3) All other terms and expressions shall have the same meanings as assigned to them under Section-2 of The University of Swat Regulation 2010.

4. 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 condition of citizenship shall not be binding in the appointment of foreign faculty.
- (3) After appointment, every employee shall produce Medical fitness certificate (physical and psychological) 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 of the University for the first pay bill.
- (4) Every employee shall submit Police Clearance Certificate before joining after initial appointment.
- (5) 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.
- (6) All appointments in the University shall be subject to verification of the related certificates of service/experience and educational credentials, references and any other information, antecedents, character or other particulars which the Selection Board or Selection Committee may require. If the information is found incorrect, the services of such an employee shall be liable to termination at any subsequent stage without notice.
- (7) 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.
- (8) Two or more persons cannot be appointed substantively against the same post at the same time.
- (9) A person shall not be appointed substantively against a post on which another employee holds a lien.
- (10) An employee shall not be appointed against two or more posts at the same time except in the cases of additional or dual charge assignment as a stop-gap arrangement.

- (11) Age Relaxation may be granted by the appointing authority up to 10 years.
- (12) The date of birth of a University employee shall be recorded in his service documents which should remain constantly in his knowledge. The date of birth once recorded cannot be altered except in the case of clerical error, without the previous orders of the Competent Authority. Request for an alteration in the recorded date of birth of a University employee may only be entertained by the Appointing Authority after special enquiry and only if the University employee applies for it within two years from the date of his entry into University service:
- (i) The Secondary School Certificate of an employee shall be considered authentic to determine the proof of age/ date of birth.
 - (ii) In case of non-Secondary School Certificate holder, the date of birth recorded in his Computerized National Identity Card shall be used for determination of age.
 - (iii) The date of birth determined by the authorized Medical Officer shall only be taken into consideration, if the same is more than the National Identity Card.

5. 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	Professor Emeritus	Senate
2	Meritorious Professor	Chancellor
3	All posts in BPS-22	Chancellor
4	All posts in BPS-17 to BPS-21	Syndicate
5	All posts in BPS-01 to BPS-16	Vice Chancellor

- (2) All appointments against sanctioned posts shall be made on the recommendation of properly constituted University Selection Board, Selection and Promotion Committee, as the case may be.
- (3) Initial appointment shall be made on the minimum of the pay scale. However, the Appointing Authority on the recommendation of the Selection Board or Selection and Promotion Committee, may allow, for reasons to be recorded in writing, a higher pay in the same pay scale.

- (4) On joining 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.

6. Disqualification

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

7. Probation

- (1) In the case of an initial appointment to a permanent post in the University, services of the employee concerned shall be placed 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 a further one year or as may be determined by the Appointing Authority.
- (3) After completion of the probation period, the confirmation shall be notified.
- (4) 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.

8. Confirmation

- (1) On completion of the period of probation of an employee, the Vice Chancellor may confirm his appointment against a permanent post or if his work and conduct has, in the opinion of the Competent authority, not been satisfactory:
- (a) in case of initial appointment, dispense with his services, or
- (b) in case he has been appointed otherwise, revert him to his former post,
- (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 / extended 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.

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

10. Lien

- (1) An employee on substantive appointment to any permanent post acquires a lien on that post while posted in another department or organization for a period of two years or on the confirmation of his services in the other department or organization whichever is earlier

and ceases to hold any lien previously acquired on any other post.

- (2) An employee holding substantively a permanent post retains a lien on that post:
- (i) While on duty in that post;
 - (ii) While working on another post in an officiating capacity for a period of three years, which is extendable by the Syndicate up to five years, for reasons to be recorded;
 - (iii) While on deputation to a foreign service;
 - (iv) While on joining time or transfer to another post;
 - (v) While on leave; and
 - (vi) While under suspension.
- (3) An employee holding substantively a permanent post, on approval of the Competent Authority, retains a lien on that post, while officiating on another post in any other department or organization.

11. Transfer

The Vice Chancellor may transfer an employee of the University from one Department or Section to another relevant post as per need in his own pay and scale. Likewise, the Vice Chancellor may transfer any University employee from one campus to another. However, in case of transfer concerned head of department may be consulted.

12. Resignation

- (1) An employee of the University desirous of resigning from his office shall give to the Competent Authority a notice of such period as provided below. In the event of his failure to do so, he shall pay to the University the basic pay due to him for the period of the notice:

S.No.	Category	Notice Period (Days)
1	BPS 17 and above	90
2	BPS 05 to 16	60
5	BPS 02 to 04	30
3	Probationers in BPS 17 & above	60
4	Probationers in BPS 05 to 16	30
6	Probationers in BPS 01 to 04	15

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

Provided further that if a University employee resigns without giving due notice for reasons of ill health, or due to circumstances beyond his control, the Vice Chancellor may waive whole or part of the notice period as the case may be.

- (2) In case the University terminates the services of an employee, due to retrenchment or otherwise, it shall give him a notice of such period provided in subsection (1) herein above, or shall pay emoluments for the notice period in lieu thereof.
- (3) No leave other than sick leave or causal leave shall be granted to the employee during the notice period of resignation.
- (4) Notice of resignation by an employee on leave other than sick leave or casual leave shall be given at least one month after the last day of his leave.
- (5) If, in the case of a University teacher, the period specified for resignation expires during the summer vacations or within one month after the last day thereof, the employee so resigning shall not be paid more than half salary otherwise payable to him for the summer vacations.
- (6) Provided that if the employee so resigning who at the time of giving such notice has served the University for less than one year or for less than the minimum period for which he was engaged, whichever is longer, shall forfeit the whole of the salary otherwise payable to him for the summer vacations.

13. Deputation

- (1) The Vice-Chancellor, in case of BPS 01 to BPS-16 and the Syndicate in case of BPS 17 and above may lend the services of an employee, teacher or officer of the University to a government department or any other pensionable autonomous or Semi-autonomous organization or borrow the services of an employee, teacher or officer from any other government department, pensionable Autonomous or Semi-Autonomous organization respectively on deputation for a period not exceeding three years extendable by further two years with mutual consent and prior approval of the Competent Authority.
- (2) The terms and conditions of the deputation shall be determined by the lending organization in consultation with the borrowing organization.

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.

15. Fee

The Competent Authority may permit an employee to perform a specified service or series of services for Government or a public body including a body administering a local fund and to receive as remuneration there for a non-recurring or recurring fee, if it is satisfied that this can be done without detriment to his normal duties provided that 20% of any fee paid to the employee shall be credited to the University fund.

16. Pay & Increments

- (1) All employees shall be placed in the Pay Scales as provided under relevant Statutes and shall be governed by the conditions mentioned therein.
- (2) An increment in the pay scales shall ordinarily be drawn as a matter of right, unless it is withheld under the Efficiency and Discipline Statutes, 2016.

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

- (1) Where an employee is formally appointed to the additional sanctioned post and discharges full duties of that post, he shall be allowed additional pay @ 20% of the initial basic pay of the post he is holding the additional charge of.
- (2) Where an employee holds the current charge of an additional sanctioned post, he shall be allowed additional pay @ 20% of the initial Basic pay of his substantive post.
- (3) The duration of additional charge shall not exceed one year.
- (4) No additional pay will be admissible if the additional charge/current charge is held for a period of less than one month.
- (5) Additional pay shall not be admissible without prior orders of the Appointing Authority.
- (6) Ex-post-facto sanction for the grant of remuneration for holding additional charge/current charge shall be given by the Appointing Authority on case to case basis.

18. Honorarium

An employee may be granted an honorarium from the University Fund by the Vice Chancellor as remuneration for work performed which is occasional in character and either so laborious in nature or of such special merit as to justify a special reward. The total amount of honorarium of an employee during a financial year shall not exceed his one month's pay.

19. 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 (Physical and Psychological) and police clearance certificate at the place and time intimated to him.

20. 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 so 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 for the period of his suspension:
 - (i) if he has been, in its opinion, 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
 - (ii) 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.

- (iii) Employee under suspension will not be entitled to any leave except Sick leave, Iddat leave, Maternity leave and leave for performance of Hajj.

21. 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.

22. 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.
- (3) Death during service.

23. Service Books

A service book / permanent register shall be maintained for each employee of the University and kept updated. Each event, such as appointments, promotions, increment, 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 duly signed by the Registrar or his nominee.

24. 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 BPS-1 to BPS-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 as under:
 - (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, Chairperson, Principals, Directors and Sectional Heads.
- (4) Character Rolls and Performance Evaluation Reports shall be completed by the end of December 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 November 30 of the respective calendar year.
- (5) Responsibility of the safe-custody and maintenance of Character Rolls and Performance Evaluation Reports shall rest with the office of the Registrar. Performance of the faculty shall be checked with the help of Quality Enhancement Cell.

25. Training, Workshops and Conferences

An employee, while on training, attending workshops and seminars shall be treated as on duty. The period of training shall be restricted to the limit actually required for the completion of the studies, subject to a maximum of five years during the whole service of the employee.

26. Residences

In matters of allotment of residence, the employees shall be governed by the University "Employees Residence & Accommodation Allocation Rules" as may be prescribed.

27. 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.

28. Benevolent Fund

Employees of the University shall be the beneficiaries of the Benevolent Fund envisaged in the University Employees Benevolent Fund Statutes 2016 and such other rules as the Syndicate may lay down for extending the benefits of Group Insurance to the employees of the University from time to time.

29. General Provident Fund

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

30. Medical Attendance

In the matters of Medical Attendance, the employees shall be governed by the University Medical Attendance Statutes.

31. 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 2016.

32. Leave

In matters of leave, the employees shall be governed by the University Leave Rules as may be prescribed.

33. Right of Appeal Or Representation

- (1) An appeal, or application for review shall be made as per provision in the University of Swat Regulation 2010, 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 in 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.

34. Residuary Provisions

In all other matters, not specifically provided for in these Statutes, the employees shall be governed by such rules and orders as are for the time being in force and applicable to persons holding corresponding posts in Government service; unless in any particular case the Syndicate decides otherwise.

35. 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 University of Swat Regulation 2010 and shall be subject to approval of Senate.

36. Anomaly Committee

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

- | | | |
|-----|---|--------------------|
| (1) | Dean to be nominated by the Vice Chancellor | Convener |
| (2) | One Administrative Officer to be nominated by the Vice Chancellor | Member |
| (3) | Member of the Syndicate to be nominated by the Syndicate | Member |
| (4) | Chairperson/Head of Law Department | Member |
| (5) | Treasurer | Member |
| (6) | 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.

37. By-Laws and Rules

The authorities and other bodies of the University may make By-laws and rules as the case may be in accordance with the provisions of University of Swat Regulation 2010.

38. Additions, Amendment and Repeal of Statutes and By-Laws

The procedure for adding, amending or repealing of the Statutes or By-laws shall be the same as prescribed for framing or making Statutes and By-laws in University of Swat Regulation 2010.

39. Relaxation

Any of these Statutes may, for the reasons to be recorded in writing, be relaxed in individual cases by the Syndicate, if the strict application of these Statutes will cause undue hardship to the individual concerned subject to approval of the Senate.

**Teachers Appointment & Scales of Pay
Statutes, 2016**

Teachers Appointment & Scales of Pay Statutes, 2016

1. Title

Framed in pursuance of Section 29 (1) (d) of University of Swat Regulation 2010, these statutes shall be called “Teachers Appointment & Scales of Pay Statutes, 2016”.

2. Commencement & Application

These Statutes shall come into force with immediate effect and shall apply to all the Teachers as prescribed in Section 2 (xxvii) of the University of Swat Regulation 2010.

3. Definitions

- (1) Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
- (a) “Board of Faculty” means Board of Faculty of the concerned Department/ Institute;
 - (b) “Chairperson” means Chairperson of the University Teaching Department;
 - (c) “Dean” means Dean of a Faculty of the University;
 - (d) “Director” means Director of constituent Institute of the University;
 - (e) “Head” means Head of any Administrative Section of the University by whatever name he is called;
 - (f) “Initial Appointment” means appointment made against vacant sanctioned post under the prescribed procedure other than by promotion;
 - (g) “Principal” means Principal of constituent College of the University;
 - (h) “Prescribed” means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;
 - (i) “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;
 - (j) “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;
 - (k) “Selection Board” means Selection Board of the University;
 - (l) “Senate” means Senate of the University;
 - (m) “Substantive Pay” means the basic pay, other than special pay, personal pay, etc., to which a University Employee is entitled

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on account of his substantive appointment to a post in a specified pay scale.

- (n) “Syndicate” means Syndicate of the University;
 - (o) “Teacher” means Professors, Associate Professors, Assistant Professors, Lecturers and Research staff engaged whole time by the University for teaching degree, honours or post-graduate classes, and such other persons as may be declared to be teachers by the By-laws;
 - (p) “University” means University of Swat;
- (2) The Pronoun “He” refers to both Male and Female employees.
 - (3) All other terms and expressions shall have the same meanings as assigned to them under Section-2 of University of Swat Regulation 2010; and Section-3 of the University Service Statutes.

4. Method of Appointment

- (1) Need for new hiring shall be identified by Office of the Registrar.
- (2) Treasurer Office shall Confirm the availability of sanctioned position(s).
- (3) Appointment to various posts of Teachers shall be made by initial appointment, after due publicity of the vacancies in the National Press as well as on the University website.
- (4) Age limit for initial appointment shall be from 18 to 45 years.
- (5) Scrutiny of the applications based on terms of eligibility shall be carried out by the Scrutiny Committee.
- (6) In case of ineligibility, the candidate may be informed of the decision of Scrutiny Committee and appeals against the decision may be made within ten days of the decisions communicated. The Vice Chancellor shall place the appeal before the Appellate Committee for final decision.
- (7) Screening Test(s) and Demonstration(s) shall be conducted wherever applicable.
- (8) Evaluation of research publications shall be done by external referees wherever applicable.
- (9) Interview/recommendation shall be made by the Selection Board.
- (10) Approval of these posts shall be made by the Syndicate, on recommendations of the Selection Board, subject to fulfillment of the conditions of educational qualifications and experience, as shown in the Schedule for teacher appointment appended to these Statutes.

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- (11) Teachers sent by the University for higher education/training abroad, shall be considered for appointment to higher scales of pay, provided they apply for the advertised post and compete in person/visual electronic media in the Selection Board.
- (12) Criteria for quantification of the candidates for selection shall be such as appended at **Annexure-B** to these Statutes while marks allocation/evaluation rules may be prescribed by the Syndicate.
- (13) Test, interview or other method of evaluation of the candidates shall be such as may be prescribed by the Syndicate.

5. Scrutiny/Screening Committee

There shall be a Scrutiny Committee consist of the following:

- (1) Dean of concerned Faculty Convener
- (2) Chairman/Director/Head of concerned Section Member
- (3) Two subject experts to be nominated by the Vice Chancellor Member
- (4) Registrar or his nominee Member/Secretary

6. Appellate Committee

There shall be an Appellate Committee consist of the following:

- (1) Senior Most Dean of the University Convener
- (2) Two Deans except the Dean/Convener of Scrutiny Committee Member
- (3) Two external Subject Experts to be nominated by Vice Chancellor Members
- (4) Registrar or his nominee Member/Secretary

7. Basic Pay Scales and other Benefits

- (1) The University Teachers shall be governed by the Schemes of Basic Pay Scales and other related benefits, sanctioned by the government for its employees from time to time subject to adoption by the Syndicate.
- (2) The Syndicate may grant advance increments/allowances/honorarium to a University employee on such terms and conditions as may be recommended by the Selection Board.

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- (3) The following Basic Pay Scales shall be admissible to Teachers:

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

8. Fixation of Pay on Appointment to a Higher Post

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

Provided that the order of merit for the purpose of seniority as determined by Selection Board shall stay intact irrespective of the date of joining.

9. Increments

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

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

10. Allowances

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

(1) **House Rent Allowance**

- (i) A Teacher who has not been provided residential

accommodation, in his name, by the University shall be entitled to House Rent Allowance at the rates notified by the Government and as revised by the Syndicate from time to time, irrespective of where he resides;

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

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

(2) **Conveyance Allowance**

Conveyance allowance shall be admissible to all teachers at the rates notified by the government subject to revision by the Syndicate from time to time.

(3) **Medical Allowance**

- (i) This allowance shall be admissible at @ 35% of the Basic Pay subject to revision by Syndicate from time to time.

Provided that reimbursement shall be allowed in case of indoor treatment in Government hospitals and those private hospitals listed on the University panel. In case of emergency referred to by the Senior Registrar of the Government hospitals, outdoor medical reimbursement shall also be allowed if approved by the Syndicate on the recommendation of the F&PC. In addition reimbursement of X-Rays, M.R.I, C.T. Scan, Ultrasound and other Laboratory tests would be admissible.

- (ii) Reimbursement of outdoor treatment for prolonged diseases or dental diseases or special diseases (declared as such by the Medical Board) shall also be admissible.

(4) **Senior Post Allowance**

Senior Post Allowance shall be admissible to teachers in BPS-20 & above at the rates admissible to employees in corresponding scales in government.

(5) **Orderly Allowance**

All University employees in BPS-20 and above shall be entitled to orderly allowance at the rate as notified by the Government.

(6) **Ph.D. Allowance**

Ph.D. allowance shall be admissible at the rates approved by the government.

(7) **M.Phil. Allowance**

M.Phil. allowance shall be admissible at the rates approved by the government.

(8) **Headship allowance**

Headship allowance shall be admissible to Deans, Chairpersons and Directors at the rates approved by the Syndicate.

(9) **Telephone/DSL re-imbursement allowance**

The telephone/DSL and mobile bills reimbursement shall be permissible to the entitled faculty as approved by the Syndicate.

(10) **Special Incentive**

Special incentive shall be admissible to all employees for attracting the talent subject to the approval of the Syndicate.

(11) **Unattractive Area Allowance**

Unattractive area allowance shall be admissible to all employees as approved by the Syndicate.

(12) Any other allowance as may be approved by the Syndicate.

11. Rehiring

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

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

12. Additions and Alterations to the Schedule

The Syndicate may, from time to time recommend additions/alterations in the Schedule, with such conditions as it may deem fit, in accordance with the provisions of University of Swat Regulation 2010.

13. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, addition, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

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<u>Schedule for Teacher Appointment</u>			
Eligibility Conditions for appointment of faculty in all disciplines excluding Engineering, Information Technology, Computing Sciences, Medical Sciences, Law and Arts & Design (Studio Practice) disciplines.			
<u>S.No.</u>	<u>Post</u>	<u>BPS</u>	<u>Minimum Required Qualification*</u>
<u>1</u>	<u>Professor</u>	<u>BPS-21</u>	<p>Ph.D. from an HEC recognized University/ Institution in the relevant field with 15-years teaching/research experience in HEC recognized University or a Post-Graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p>Ph.D. from an HEC recognized University/ Institution in the relevant field with 10-years post-Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><u>Research Publications:</u> 15 research publications (with at least 5 publications in the last 5 years) in the journals recognized by HEC.</p>
<u>2</u>	<u>Associate Professor</u>	<u>BPS-20</u>	<p>Ph.D. in the relevant field from an HEC recognized University/Institution with 10-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p>Ph.D. in the relevant field from an HEC recognized University/Institution with 5-years post-PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><u>Research Publications:</u> 10 research publications (with at least 4 publications in the last 5 years) in the HEC recognized Journals.</p>

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<u>S.No.</u>	<u>Post</u>	<u>BPS</u>	<u>Minimum Required Qualification*</u>
<u>3</u>	<u>Assistant Professor</u>	<u>BPS-19</u>	<p>(a) PhD in relevant field from HEC recognized University/Institution. OR</p> <p>(b)</p> <p>i. Masters degree (Foreign) awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution.</p> <p style="text-align: center;">OR</p> <p>ii. M.Phil. (Pakistan) awarded after 18 years of education in the relevant field from an HEC recognized University /Institution.</p> <p style="text-align: center;">OR</p> <p>iii. Equivalent degree awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution.</p> <p>(with 4-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization).</p>
<u>4</u>	<u>Lecturer</u>	<u>BPS-18</u>	<p>i. Masters degree (Foreign) awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution.</p> <p style="text-align: center;">OR</p> <p>ii. M.Phil. (Pakistan) awarded after 18 years of education in the relevant field from an HEC recognized University /Institution.</p> <p style="text-align: center;">OR</p> <p>ii. Equivalent degree awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution.</p> <p>(with no 3rd division in the academic career. Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in University provided that the candidate holds Ph.D. or equivalent degree with not more than one 3rd division in entire academic career).</p> <p>*Subject to revision by HEC from time to time.</p>

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Eligibility Conditions for appointment of faculty in Engineering, Information Technology, and Computing disciplines.			
<u>S.No.</u>	<u>Post</u>	<u>BPS</u>	<u>Minimum Required Qualification*</u>
<u>1</u>	<u>Professor</u>	<u>BPS-21</u>	<p>Ph.D. in the relevant field, recognized by HEC in consultation with PEC with 15 years teaching/research experience in a recognized Institution/College/University or 15 years professional experience in the relevant field in a National or International organization out of which 5 years must be teaching experience.</p> <p style="text-align: center;">OR</p> <p>Ph.D. in the relevant field, recognized by HEC in consultation with PEC with 10 years post Ph.D teaching/research experience in a recognized University or a post graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><u>Research Publications:</u> 15 research publications (with at least 5 publications in the last 5 years) in HEC/PEC recognized journals.</p>
<u>2</u>	<u>Associate Professor</u>	<u>BPS-20</u>	<p>Ph.D. in the relevant field from Institution recognized by HEC in consultation with PEC with 10 years teaching/research experience in a recognized Institution/ College/ University or 10 years professional experience in the relevant field in a National or International organization out of which 2 years must be teaching experience.</p> <p style="text-align: center;">OR</p> <p>Ph.D. in the relevant field from Institutions recognized by HEC in consultation with PEC with 5 years post Ph.D teaching/research experience in a recognized University or a post graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><u>Research Publications:</u> 10 research publications (with at least 4 publications in the last 5 years) in HEC/PEC recognized journals.</p>

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<u>S.No.</u>	<u>Post</u>	<u>BPS</u>	<u>Minimum Required Qualification*</u>
<u>3</u>	<u>Assistant Professor</u>	<u>BPS-19</u>	<p>(a) PhD in relevant field from HEC recognized University/Institution. OR</p> <p>(b)</p> <ol style="list-style-type: none"> i. Masters degree (Foreign) awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution. OR ii. M.Phil. (Pakistan) awarded after 18 years of education in the relevant field from an HEC recognized University /Institution. OR iii. Equivalent degree awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution. <p>(with 4-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization).</p>
<u>4</u>	<u>Lecturer</u>	<u>BPS-18</u>	<ol style="list-style-type: none"> i. Masters degree (Foreign) awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution. OR ii. M.Phil. (Pakistan) awarded after 18 years of education in the relevant field from an HEC recognized University /Institution. OR iii. Equivalent degree awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution. <p>(with no 3rd division in the academic career. Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in University provided that the candidate holds PhD or equivalent degree with not more than one 3rd division in entire academic career).</p> <p>*Note: Subject to revision by HEC from time to time.</p>

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Eligibility Conditions for appointment of faculty in Law/Sharia disciplines.			
<u>S.No.</u>	<u>Post</u>	<u>BPS</u>	<u>Minimum Required Qualification*</u>
<u>1</u>	<u>Professor</u>	<u>BPS-21</u>	<p>Ph.D. in Law/Sharia or equivalent degree from an HEC recognized University/Institution with 15-years teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p style="text-align: center;">OR</p> <p>Ph.D. in Law/Sharia or equivalent degree from an HEC recognized University/Institution with 10-years post-Ph.D. teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p style="text-align: center;">OR</p> <p>LL.M, JD in Law/Sharia or equivalent degree from an HEC recognized University/Institution with 17-years teaching/research experience (with at least 8 years experience after LL.M/J.D or equivalent degree in HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p><u>Research Publications:</u></p> <p>15 research publications (with at least 5 publications in last 5 years) in the journals recognized by HEC.</p>
<u>2</u>	<u>Associate Professor</u>	<u>BPS-20</u>	<p>Ph.D in law/Sharia or equivalent degree from HEC recognized University/Institution with 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.</p> <p style="text-align: center;">OR</p> <p>Ph.D in law/Sharia or equivalent degree from HEC recognized University/Institution with 5-years post-Ph.D. teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p style="text-align: center;">OR</p>

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			<p>LLM, J.D. in Law/Sharia or equivalent degree from an HEC recognized University/Institution with 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.</p> <p><u>Research Publications:</u> 10 publications (with at least 04 publications in last 5 years) in the journals recognized by HEC.</p>
<u>3</u>	<u>Assistant Professor</u>	<u>BPS-19</u>	<p>Ph.D. in Law/Sharia or equivalent degree from an HEC recognized University/Institution.</p> <p style="text-align: center;">OR</p> <p>LL.M/ J.D. having 18 years of education or equivalent degree 18 years of education from an HEC recognized University/Institution with 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.</p>
<u>4</u>	<u>Lecturer</u>	<u>BPS-18</u>	<p>i. Masters degree (Foreign) awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution.</p> <p style="text-align: center;">OR</p> <p>ii. M.Phil. (Pakistan) awarded after 18 years of education in the relevant field from an HEC recognized University /Institution.</p> <p style="text-align: center;">OR</p> <p>iii. Equivalent degree awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution.</p> <p>(with no 3rd division in the academic career. Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in University provided that the candidate holds PhD or equivalent degree with not more than one 3rd division in entire academic career). * Subject to revision by HEC from time to time</p>
Eligibility Conditions for appointment of faculty in Art & Design.			

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<u>S.No.</u>	<u>Post</u>	<u>BPS</u>	<u>Minimum Required Qualification*</u>
<u>1</u>	<u>Professor</u>	<u>BPS-21</u>	<p>Ph.D. from an HEC recognized University/ Institution in the relevant field with 15-years teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p>Ph.D. from an HEC recognized University/ Institution in the relevant field with 10-years post-Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p>Masters degree (foreign) or M.Phil or equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University/Institutions with 17 years teaching/research experience with at least 8 years experience after the Masters (Foreign) 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.</p> <p><u>Achievements:</u> Outstanding and substantial level of professional art activity (Demonstrated by participation in 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria)</p>
<u>2</u>	<u>Associate Professor</u>	<u>BPS-20</u>	<p>Ph.D. in the relevant field from an HEC recognized University/Institutions with 10-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p>Ph.D. in the relevant field from an HEC recognized University/Institutions with 5-years post-PhD teaching/ research experience</p>

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			<p>in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p>Masters degree (Foreign) or M.Phil OR equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University/Institutions with 12 years teaching/research experience with at least 4 years experience after the Masters (Foreign) 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.</p> <p><u>Achievements:</u> Outstanding and substantial level of professional art activity (Demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria)</p>
<u>3</u>	<u>Assistant Professor</u>	<u>BPS-19</u>	<p>(a) PhD in relevant field from HEC recognized University/Institution. OR</p> <p>(b)</p> <ol style="list-style-type: none"> i. Masters degree (Foreign) awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution. OR ii. M.Phil. (Pakistan) awarded after 18 years of education in the relevant field from an HEC recognized University /Institution. OR iii. Equivalent degree awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution. <p>(with 4-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or</p>

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			International organization).
<u>4</u>	<u>Lecturer</u>	<u>BPS-18</u>	<p>i) Masters degree (Foreign) awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution.</p> <p style="text-align: center;">OR</p> <p>ii) M.Phil. (Pakistan) awarded after 18 years of education in the relevant field from an HEC recognized University /Institution.</p> <p style="text-align: center;">OR</p> <p>iii) Equivalent degree awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University /Institution.</p> <p>(with no 3rd division in the academic career. Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in University provided that the candidate holds PhD or equivalent degree with not more than one 3rd division in entire academic career).</p> <p>*Subject to revision by HEC from time to time</p>

Provided that:

- i. After 30th June, 2020, 15 years' experience including at-least 08 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 shall be required for the position of Professor in all disciplines as per HEC.
- ii. After 30th June, 2020, 10 years' experience including at-least 04 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 shall be required for the position of Associate Professor in all disciplines as per HEC.
- iii. Experience certificate from the Competent Appointing Authority in case of National Organizations and HR Department in case of International shall be required.

*Subject to revision by HEC from time to time

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(Annexure-A)

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

S. No.	Recruitment Process	CADRE							
		BPS 2-5		BPS 5-16		BPS 18-21		BPS 17-21	
		Contract	Regular	Contract	Regular	Teaching		Non-Teaching	
						Contract	Regular	Contract	Regular
1	Advertisement	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	Scrutiny	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Screening / Written Test	Yes	Yes	Yes	Yes	Yes	Yes (Lecturer only)	Yes New entrants (BPS-17 only)	Yes New entrants (BPS-17 only)
4	Demonstration	No	No	No	No	Yes (Lecturers only)		No	No
5	Selection Committee	Yes	Yes	Yes	Yes	Yes	No	Yes	No
6	Selection Board	No	No	No	No	No	Yes	No	Yes
7	Report to Syndicate	No	No	No	No	No	Yes (for approval)	No	Yes (for approval)

**Quantification Criteria For Selection by Initial Appointment
of Faculty Positions**

S.No.	Evaluation Head	Marks Assigned		
		Faculty		
		BPS-18	BPS-19	BPS-20 & 21
1	Academic Qualification	40	40	35
2	Additional Higher Qualification in the relevant field	05	10	--
3	Distinction/Gold, Silver Medal (05, 03)	05	05	05
4	Research Publications over and above the required number of publications	05	12	20
5	National/ International recognition	---	05	05
6	Additional Relevant Experience	05	08	15
7	Screening Test	10	--	--
8	Demonstration	10	--	--
9	Negative Marks (up to 4 Marks)	04	04	04
10	Interview	20	20	20
	Grand Total	100	100	100

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(Annexure-C)

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

1	2	3	4	5	6	7	8	9	10	11	12
S. #	Name of Candidate	Academic Qualification (40)	Additional Higher Qualification in the relevant field (05)	Distinction /Gold Medal (05)	Research Publications (05)	Additional Relevant Experience (05)	Screening Test (10)	Demo (10)	Negative Marks (up to 4 Marks)	Interview (20)	Grand Total (100)
1											
2											
3											

(Annexure-D)

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

1	2	3	4	5	6	7	8	9	10	11
S. #	Name of Candidate	Academic Qualification (40)	Additional Higher Qualification in the relevant field (10)	Distinction /Gold Medal (05)	Research Publications (12)	National/ International recognition (05)	Additional Relevant Experience (08)	Negative Marks (up to 4 Marks)	Interview (20)	Grand Total (100)
1										
2										
3										

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(Annexure-E)

Selection Board Evaluation Proforma
For Initial Appointment of Faculty – Associate Professor (BPS-20) and Professor (BPS-21)

1	2	3	4	5	6	7	8	9	10
S.#	Name of Candidate	Academic Qualification (35)	Distinction/ Gold Medal (05)	Research Publications over and above the required number of publications (20)	National/ International recognition (05)	Additional Relevant Experience (15)	Negative Marks (up to 4 Marks)	Interview (20)	Grand Total (100)
1									
2									
3									

**Administrative Officers Appointment & Scales
of Pay Statutes, 2016**

1. Title

Framed in pursuance of Section 29 (1) (d) of University of Swat Regulation 2010, these statutes may be called “Administrative Officers Appointment & Scales of Pay Statutes, 2016”.

2. Commencement & Application

These Statutes shall come into force at once and shall be applicable to the Administrative officers of the University in BPS-17 and above, except;

- (1) A person appointed on contract / fixed pay;
- (2) A person serving in the University on deputation; and
- (3) Staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally, whose appointments are governed by the letters of their appointments.

3. Definitions

- (1) Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
 - (a) “University” means University of Swat;
 - (b) “Employee” means a member of the Administrative Officer of the University.
 - (c) “Government” means Government of Khyber Pakhtunkhwa.
 - (d) “Initial Recruitment” means appointment made otherwise than by promotion or transfer.
 - (e) “Pay” includes special pay, personal pay or any other emolument, which is specially classed as pay.
 - (f) “Presumptive Pay” of a post means the pay to which an employee would be entitled if he held that post in a substantive capacity and were performing its duties.
 - (g) “Schedule” means the schedule annexed to these Statutes.
 - (h) “Selection Board” means Selection Board of the University.
 - (i) “Substantive Pay” means the basic pay, other than special pay, personal pay, etc., to which a University Employee is entitled on account of his substantive appointment to a post in a specified pay scale.
- (2) The Pronoun “He” refers to both Male and Female employees.
- (3) All other terms and expressions shall have the same meanings as assigned to them under Section-2 of University of Swat Regulation

2010; and Section-3 of the University Service Statutes.

4. Composition of the Administrative Officers

Administrative Officers of the University shall consist of the members holding the posts specified in Schedule-I appended to these statutes.

5. Appointing Authority

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

6. Eligibility Criteria

Eligibility Criteria for appointment of Administrative Officers are prescribed in Schedule-I. In case of semester system CGPA-3.00 out of 04 or Grade-B Shall be considered in place of first division.

7. Method of Appointment

- (1) Identification of the need for new hiring shall be determined by office of the Registrar.
- (2) Treasurer Office shall confirm the availability of sanctioned post(s).
- (3) Advertisement shall be floated in at-least two reputed national dailies as well as on University website in case of initial appointment.
- (4) Age limit for initial appointment shall be from 18 to 45 years.
- (5) Scrutiny of applications in terms of eligibility shall be carried out by the Scrutiny Committee.
- (6) In case of ineligibility, the candidate may be informed of the decision of Scrutiny Committee and appeals against the decision may be made within ten days of the decisions communicated. The Vice Chancellor shall place the appeal before the Appellate Committee for final decision.
- (7) Screening Test shall be conducted wherever applicable.
- (8) Criteria for quantification of the candidates for selection shall be such as appended at **Annexure-B** to these Statutes while marks allocation/evaluation rules may be prescribed by the Syndicate.
- (9) Test, interview or other method of evaluation of the candidates shall be such as may be prescribed by the Syndicate.
- (10) Approval shall be made by the Syndicate, on recommendations of the Selection Board, subject to fulfillment of the conditions of educational qualifications and experience, as shown in the Schedule appended to these Statutes.

- (11) Appointment of Registrar, Treasurer, Controller of Examinations and Auditor shall be made as per Section 13, 14, 15, and 16, of University of Swat Regulation 2010, and as per prescribed qualification specified in Schedule-I.
- (12) 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.
- (13) 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.

8. Scrutiny/Screening Committee

There shall be a Scrutiny Committee consist of the following:

- | | | |
|-----|---|------------------|
| (1) | Senior Dean | Convener |
| (2) | Head of concerned Section | Member |
| (3) | Two subject experts in the relevant field | Member |
| (4) | Registrar or his nominee | Member/Secretary |

9. Appellate Committee

There shall be an Appellate Committee consist of the following:

- | | | |
|-----|--|------------------|
| (1) | Senior most Dean | Convener |
| (2) | Two Deans except the Dean/Convener of Scrutiny Committee | Member |
| (3) | Two Subject Experts in the relevant field | Member |
| (4) | Registrar or his nominee | Member/Secretary |

10. 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 as well as on University website.
- (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-I after observing the prescribed process and procedure for such appointments.

- (3) Qualification and Experience for appointment of Administrative officers in BPS-17 and above are prescribed in **Schedule-I**.

11. Conditions for Appointment by Promotion

- (1) **Appointment by Promotion in BPS-18** shall be made on the basis of selection on merit cum fitness 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 Schedule-I after observing the prescribed process and procedure for such appointments.
- (2) **Appointment by Promotion in BPS-19** shall be made on the basis of selection on merit cum fitness 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 Schedule-I after observing the prescribed process and procedure for such appointments.
- (3) **Appointment by Promotion in BPS-20** shall be made on the basis of selection on merit cum fitness from amongst the existing eligible qualified staff in BPS-19 in the relevant cadre as per prescribed qualification, eligibility criteria and experience laid down in Schedule-I after observing the prescribed process and procedure for such appointments. Appointment by promotion in BPS-21 shall be made by the Senate as per above mentioned procedure with no change of designation.

- (4) In case of promotion to BPS-18 and above the minimum service would be as under:

Promotion to:

BPS-18	05 years' Service in BPS-17
BPS-19	12 years' Service in BPS-17 & above
BPS-20	17 years' Service in BPS-17 & above out of which 3 years' service in BPS-19.
BPS-21	05 years' service in BPS-20 with no change in designation.

Provided that the term experience in schedule-I, shall be read as the University service in case of appointment by promotion.

- (5) **Computing length of service for higher posts;**

- (i) Service in the lower pay scales for promotion to BPS-17 and above shall be counted as half of service in BPS-16 and one fourth in Basic Scale lower than 16, if any, as service in Basic Scale 17.

- (ii) Where initial recruitment takes place in basic scale 18 and 19 the length of service prescribed for promotion to higher basic scales shall be reduced as indicated below:

Basic scale 19: 07 years' service in BPS 18

Basic scale 20: 10 years in BPS-17 and above or 3 years' service in BPS-19

- (6) While considering the cases of appointment by promotion on the basis of seniority-cum-fitness on merit from lower to higher posts besides prescribed eligibility criteria, the following shall also be observed that:
- (i) his Performance Evaluation Reports are free from adverse remarks.
 - (ii) neither any Departmental Enquiry / any criminal proceedings are pending against the officer nor has any penalty been imposed upon the officer during the last five years.
 - (iii) the officer has completed the minimum length of service as mentioned above.
 - (iv) the officer has the relevant qualification for the post as prescribed in Schedule-I.

12. Pay Scales and other Benefits

The Employees 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.

13. Fixation of Pay on Appointment by Promotion or Initial Appointment to a Higher Post

- (1) In case of appointment of an employee in Basic Pay Scale 17 to 21 from a lower to a higher post, his pay shall be fixed at the stage in the scale of pay of the higher post, next above the substantive pay of the employee concerned in the scale of pay of the lower post, 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.
- (3) In case of promotion after 31st of May and before 1st December an employee shall get his regular increment in the scale of pay from which he is promoted.

14. Increments

Increments in the relevant Scale of Pay shall fall due on the 1st Day of December, following the completion of at least six months service at a stage in the relevant scale of pay, provided that if an employee, before reaching the maximum of the pay scale, is promoted to a higher scale of pay, between the 2nd June and the 30th November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on the 1st December of that year, with reference to his presumptive pay in his lower scale.

15. 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

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

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

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

(2) Conveyance Allowance

Conveyance Allowance shall be admissible to all administrative Officers at the rates approved by the government subject to revision by the Syndicate from time to time.

(3) Medical Allowance

- (i) This allowance shall be admissible at @ 35% of the Basic Pay subject to revision by syndicate from time to time.

Provided that reimbursement will be allowed in case of indoor treatment in Government hospitals and those private hospitals listed on the University panel. In case of emergency referred to by the Senior Registrar of the Government hospitals, outdoor medical reimbursement is also allowed approved by the Syndicate on recommendation of the F&PC. In addition

reimbursement of X-Rays, M.R.I, C.T. Scan, Ultrasound and other Laboratory tests would be admissible.

- (ii) Reimbursement of outdoor treatment for prolonged diseases or dental diseases or special diseases (declared as such by the Medical Board) shall also be admissible.

(4) **Senior Post Allowance**

Senior Post Allowance shall be admissible to administrative Officers in BPS-20 & above as per rates notified by the government and approved by the Syndicate.

(5) **Orderly Allowance**

All University officers in BPS-20 and above shall be entitled to orderly allowance at the rate of minimum wage as approved by the Government.

(6) **Ph.D. Allowance**

Ph.D. allowance shall be admissible at the rates approved by the government.

(7) **M.Phil. Allowance**

M.Phil- shall be admissible at the rates approved by the government.

(8) **Headship allowance**

Headship allowance shall be admissible to Sectional Heads at the rates approved by the Syndicate.

(9) **Telephone/DSL reimbursement allowance**

The telephone/DSL and mobile bills reimbursement shall be permissible to the entitled officers as approved by the Syndicate.

(10) **Focal Person allowance**

Officers in BPS-19 and above holding the position of Director/ Focal Person shall be entitled to monthly allowance at the rate of 10% of his substantive pay.

(11) **Special Incentive**

Special incentive shall be admissible to all employees for attracting the talent subject to the approval of the Syndicate.

(12) **Unattractive Area Allowance**

Unattractive area allowance shall be admissible to all employees as approved by the Syndicate.

(13) Any other allowance as may be approved by the Syndicate.

16. Residuary Provisions

In all other matters, not specifically provided for in these Statutes, the employees shall be governed by such rules and orders as are for the time being in force and applicable to persons holding corresponding posts in Government service; unless in any particular case the Syndicate decides otherwise.

17. Additions and Alterations to the Schedule

The Syndicate may, from time to time recommend additions/alterations in the Schedule, with such conditions as it may deem fit, in accordance with the provisions of University of Swat Regulation 2010.

18. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
1	Registrar	20	Master degree with First division from an HEC recognized University/Institution with 17 years teaching/administrative experience in a University/Government or autonomous body in BPS-17 and above.	In accordance with University of Swat Regulation 2010
2	Controller of Examinations	20	First division degree (16 years education) from HEC recognized University/ DAI's with 17 years' relevant experience, in pay scale 17 or its equivalent or above.	In accordance with University of Swat Regulation 2010
3	Treasurer	20	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's or Member PIPFA (FPA) with 17 years' experience in financial management / Accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	In accordance with University of Swat Regulation 2010
4	Director Quality Enhancement Cell	20	First Division Degree (16 years education) from HEC recognized University / Institution with 17 years experience in the relevant field in a University or Autonomous bodies in pay scale 17 or above.	By Promotion

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
5	Auditor	20	First Class (B-Grade) degree in M.Com. /MBA (with specialization in Finance) or equivalent degree from HEC recognized University / Institution with 17 years relevant service in BPS-17 or above, in a recognized University/ government organization.	In accordance with University of Swat Regulation 2010
6	Provost	20	First division degree (16 years education) from HEC recognized University/ DAI's with 17 years' relevant experience in pay scale 17 or its equivalent and above.	By Promotion
7	Director Planning & Development	20	First division degree (16 years education) in Economics or Business Administration from HEC recognized University/ DAI's with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion
8	Director of Advanced Studies	20	First Class (B-Grade) Masters degree/LL.B or equivalent degree from HEC recognized University / Institution with 17 years' service in the relevant field in BPS-17 or above, in a recognized University.	By Promotion
9	Director of Research & Technological Development	20	First Class (B-Grade) Masters degree/LL.B or equivalent degree from HEC recognized University / Institution with 17 years' service in the relevant field in BPS-17 or above, in a recognized University.	By Promotion

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
10	Director Works	20	First division (16 years education) Civil Engineering from HEC recognized University/ DAI's with 17 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion
11	Librarian	20	First division M.L.S. with 17 years experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion
12	Director DORIC	20	Ph.D. with 10 years Teaching / Research/ Administrative experience at University level or National/International organization. OR i) First Class (B-Grade) Masters Degree OR Second Class Masters Degree with M.Phil./MS Degree awarded after 18 years of education. OR Equivalent degree awarded after 16 years of education (with no 3rd Division in the academic career from an HEC recognized University/ Institution with 18 years Teaching/ Research/ Administrative experience at University level or National/ International organizations).	By Promotion

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
13	Director IT	20	First Class (B-Grade) Masters Degree in Computer Science/IT or equivalent qualification with 17 years relevant service in BPS-17 or above, in a recognized University.	By Promotion
14	Additional Registrar	19	First division degree (16 years education) from HEC recognized University/ DAI's with 12 years' relevant experience in a University or Government Department or autonomous organization; in pay scale 17 or its equivalent and above.	By Promotion
15	Additional Controller of Examinations	19	First Division degree (16 years education) from HEC recognized University/ Institute with 12 years relevant experience in pay scale 17 or its equivalent and above.	By Promotion
16	Manager of Research Operations (DORIC)	19	First Class (B-Grade) Masters Degree OR Second Class Masters Degree with M.Phil./MS Degree awarded after 18 years of education. OR Equivalent degree awarded after 16 years of education (in M.Com/MBA/MPA/MA Economics with no 3rd Division in the academic career form an HEC recognized University / Institution with 10 years Teaching/ Research/ Administrative experience at University level or National/ International organizations).	By Promotion

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
17	University Industry Interlinkages & Technology Transfer/ Liaison Manager (DORIC)	19	First Class (B-Grade) Masters Degree OR Second Class Masters Degree with M.Phil./MS Degree awarded after 18 years of education. OR Equivalent degree awarded after 16 years of education (in Physics/ Electronics/ Computer Science/ Geology / Environmental Sciences/ Pharmacy/ Chemistry/ Economics/ Management with no 3rd Division in the academic career from an HEC recognized University/ Institution with 10 years Teaching/ Research/ Administrative experience at University level or National/ International organizations).	By Promotion
18	Additional Treasurer	19	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's with 12 years' experience in financial management / accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
19	Additional Provost	19	First division Master degree/LLB with 12 years' experience of Hostel Management/ Students' Affairs in a University in pay scale 17 or its equivalent and above.	By Promotion

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
20	Additional Director Quality Enhancement Cell	19	First division Masters from HEC recognized University / Institution with 12 years administrative experience in University or post graduate educational institution in pay scale 17 or its equivalent and above.	By Promotion
21	Additional Director Planning & Development	19	First Division degree (16 years education) from HEC recognized University/ Institute with 12 years relevant experience in pay scale 17 or its equivalent and above.	By Promotion
22	Additional Director Works	19	First division (16 years education) Civil Engineering from HEC recognized University/ DAI's with 12 years' relevant experience in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion
23	Additional Librarian	19	First division M.L.S. with 12 years' experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion
24	Manager Career Services	18	First Class (B-Grade) Masters degree in Counseling/HRM or equivalent degree from HEC recognized University / Institution with 05 years' service in the relevant field in reputed organizations.	By Promotion

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
25	Deputy Director Works (Civil/ Electrical)	18	First Class (B-Grade) B.Sc Engineering from HEC recognized University /Institution in the relevant field with 05 years' service in the relevant field in BPS-17 or above, in a recognized University/ Govt. / Semi Govt. Organizations. OR First Class (B-Grade) B.Tech. (Hons) in the relevant field from HEC recognized University/ Institute with 10 years service in the relevant field in BPS-17 or above, in a recognized University/ Govt. / Semi Govt. Organizations.	By Promotion
26	Manager University Advancement	18	First Class (B-Grade) Masters degree/LL.B or equivalent degree from HEC recognized University / Institution with 05 years' service in the relevant field in BPS-17 or above, in a recognized University.	By Promotion
27	Manager Financial Aid	18	First Class (B-Grade) degree in M.Com / MBA/MPA or equivalent degree from HEC recognized University / Institution with 05 years relevant service in BPS-17 or above, in a recognized University/Government/Se mi Government Organization	By Promotion
28	Deputy Director IT/Deputy Director Software House	18	First Class (B-Grade) Masters Degree in Computer Science/IT or equivalent qualification with 05 years relevant service in BPS-17 or above, in a recognized University.	By Promotion

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
29	System Analyst	18	First Class (B-Grade) degree in Computer Science/ IT or equivalent degree from HEC recognized University / Institution with 05 years' service in relevant field in BPS-17 or above, in a recognized University or Government / Semi Government Organization.	By Promotion
30	Deputy Registrar	18	First division degree (16 years education) with 5 years' experience in a University or Government Department or Autonomous Organization in pay scale 17 or its equivalent in relevant field.	By Promotion
31	Deputy Controller of Examinations	18	First division (16 years education) from HEC recognized University/ DAI's with 05 years' relevant experience, in a University or Board of Intermediate & Secondary Education in Pay Scale 17 or its equivalent.	By Promotion
32	Deputy Director Audit	18	First division (16 years education) in Business Administration with specialization in Finance); or Commerce from HEC recognized University/ DAI's with 05 years relevant experience in accounts in a University or a Government Department or an Autonomous Organization.	By Promotion

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
33	Deputy Treasurer	18	First division degree (16 years education) in Business Administration (with Specialization in Finance) or Commerce from HEC recognized University/ DAI's with 5 years' experience in financial management / accounts in a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
34	Deputy Provost	18	First division (16 years education); or from HEC recognized University/ DAI's with 05 years' relevant experience of Hostel Management/ Students' Affairs in a University or post graduate educational institution.	By Promotion
35	Medical Officer	18	MBBS from a recognized institution with 05 years professional experience in a recognized hospital/ institution in BS-17 or its equivalent.	By Promotion
36	Deputy Director Quality Enhancement Cell	18	First division (16 years education); or from HEC recognized University/ DAI's with 05 years' administrative experience in University/Government or autonomous body in BPS-17 or its equivalent.	By Promotion
37	Deputy Librarian	18	First division M.L.S. with 5 years experience of Library work in a Public Sector University or Government Department in pay scale 17 or its equivalent.	By Promotion

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
38	Deputy Director P & D	18	First division (16 years education) from HEC recognized University/ DAI's with 5 years' experience, in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
39	Administrative Officer	18	First division Master's Degree from a recognized University or Degree awarded institute with 05 years administrative experience in a Public Sector University or Government Department in pay scale 17 or its equivalent.	By Promotion
40	Assistant Registrar	17	First Class (B-Grade) Masters degree or equivalent degree from HEC recognized University/Institution.	By Initial Appointment
41	Assistant Registrar Litigation	17	First Class (B-Grade) LL.B or equivalent degree from HEC recognized University/Institution.	By Initial Appointment
42	Assistant Controller of Examinations	17	First Class (B-Grade) Masters degree or equivalent degree from HEC recognized University/Institution.	By Initial Appointment
43	Assistant Treasurer	17	First Class (B-Grade) degree in M. Com / MBA or equivalent degree from HEC recognized University / Institution.	By Initial Appointment
44	Assistant Provost	17	First Class (B-Grade) Masters degree or equivalent degree from HEC recognized University/Institution.	By Initial Appointment

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
45	Assistant Director Audit	17	First Class (B-Grade) degree in M.Com / MBA or equivalent degree from HEC recognized University / Institution. OR 2nd Class degree in M.Com / MBA or equivalent degree from HEC recognized University / Institution with 05 years' service in BPS – 16 in the relevant field in the University.	By Initial Appointment
46	Resident Warden	17	First Class (B-Grade) Masters degree or equivalent degree from HEC recognized University/Institution.	By Initial Appointment
47	Assistant Director Sports/ Assistant Director Physical Education	17	First Class (B-Grade) Masters degree in Physical Education or equivalent degree from HEC recognized University/Institution.	By Initial Appointment
48	Assistant Director Quality Enhancement Cell	17	First Class (B-Grade) Masters degree or equivalent degree from HEC recognized University/Institution.	By Initial Appointment
49	Assistant Director Planning & Development	17	First Class (B-Grade) Masters degree or equivalent degree from HEC recognized University/Institution.	By Initial Appointment
50	Assistant Director International Affairs	17	First Class (B-Grade) Masters degree or equivalent degree from HEC recognized University/Institution. (preference will be given to the applicant having relevant experience)	By Initial Appointment

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
51	Network / Database Administrator/ Programmer/ Web Administrator	17	First Class (B-Grade) Masters degree in Computer Science/IT or equivalent degree from HEC recognized University/Institution. OR 2nd Class Masters degree in Computer Science/IT or equivalent degree from HEC recognized University/Institution with 05 years' service in BPS – 16 in the relevant field in the University.	By Initial Appointment
52	Lab Engineer (Software/ Electrical/ Telecom)	17	First Class (B-Grade) B.Sc in Software / Electrical / Telecom Engineering from HEC recognized University / Institution, duly registered with PEC. OR 2nd Class B.Sc in Software / Electrical / Telecom Engineering, from HEC recognized University / Institution, duly registered with PEC and 05 years' service in BPS – 16 in the relevant field in the University.	By Initial Appointment
53	Lab Engineer (Mechanical/Chemical)	17	First Class (B-Grade) B.Sc in Mechanical / Chemical Engineering from HEC recognized University / Institution, duly registered with PEC. OR 2nd Class B.Sc in Mechanical / Chemical Engineering, from HEC recognized University / Institution, duly registered with PEC and 05 years' service in BPS – 16 in the relevant field in the University.	By Initial Appointment

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
54	PS to Vice Chancellor	17	First Class (B-Grade) Masters degree or equivalent degree from HEC recognized University/Institution.	By Initial Appointment
55	Public Relations Officer	17	First Class (B-Grade) Masters degree Journalism and Mass Communication or equivalent degree from HEC recognized University/Institution. OR 2nd Class Masters degree in Journalism and Mass Communication or equivalent degree from HEC recognized University/ Institution with 05 years' experience in the relevant field.	By Initial Appointment
56	Assistant Librarian	17	First Class (B-Grade) Masters degree in Library and Information Science or equivalent degree from HEC recognized University/Institution.	By Initial Appointment
57	Executive Producer/News Editor	17	First Class (B-Grade) Master degree in Journalism and Mass Communication with two years relevant experience in a Radio Station. OR Second Class Master degree in Journalism and Mass Communication with 05 years relevant service in a Radio Station in the University.	By Initial Appointment
58	Assistant Administrative Officer	17	First Class (B-Grade) Masters degree or equivalent degree from HEC recognized University/Institution.	By Initial Appointment

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
59	Assistant Director Works (Civil/ Electrical / Mechanical)	17	<p>First Class (B-Grade) B.Sc. Engineering from HEC recognized University /Institution in the relevant field. or</p> <p>First Class (B-Grade) B.Tech. (Hons) in the relevant field from HEC recognized University/ Institution with 5 years experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>2nd Class B.Sc Engineering from HEC recognized University /Institution in the relevant field with 5 years service in BPS-16 in the relevant field in the University. or</p> <p>2nd Class B.Tech (Hons) in the relevant field from HEC recognized University/ Institute with 10 years service in BPS-16 in the relevant field in the University.</p>	By Initial Appointment
60	Clinical Psychologist/ Counselor/ Psychologist	17	<p>First Class (B-Grade) Master degree in Psychology or equivalent degree in the relevant field and Postgraduate diploma in Clinical Psychology from HEC recognized University/Institution.</p> <p><i>(preference will be given to the applicants with relevant experience)</i></p>	By Initial Appointment

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
61	Education and Career Counselor	17	First Class (B-Grade) Master degree in Psychology / Human Resource Management or equivalent degree in the relevant field from HEC recognized University/Institution <i>(preference will be given to the applicants with relevant experience)</i>	By Initial Appointment
62	Publication Officer	17	First Class (B-Grade) Masters degree/LLB or equivalent degree from HEC recognized University/Institution. OR 2nd Class Masters degree/LL.B or equivalent degree from HEC recognized University / Institution with 05 years' service in BPS – 16 in the relevant field in the University.	By Initial Appointment
63	Research Officer (Social Sciences)	17	First Class (B-Grade) Masters Degree OR Second Class Masters Degree with M.Phil./MS Degree awarded after 18 years of education. OR Equivalent degree awarded after 16 years of education (in Sociology / Social Work / International Relations / Political Science / Psychology / Management Sciences/ Economics with no 3rd division in the academic career from an HEC recognized University / Institution).	By Initial Appointment

Administrative Officers Appointment & Scales of Pay Statutes, 2016

Schedule-I Administrative Officers				
Sr.#	Post	BPS	Minimum Qualification and Service/experience Required	Method of Appointment
64	Research Officer (Life & Environmental Sciences)	17	First Class (B-Grade) Masters Degree OR Second Class Masters Degree with M.Phil./M.S Degree in the relevant field awarded after 18 years of education OR Equivalent degree awarded after 16 years of education (in Chemistry / D-Pharmacy / Zoology / Botany / Biotechnology / Microbiology / Geology / Environmental Science with no 3rd division in the academic career from an HEC recognized University / Institution).	By Initial Appointment
65	Human Resource Officer	17	First Class (B-Grade) MBA/MPA/BBA (Hons) (with specialization in HRM) or equivalent degree from HEC recognized University/Institution.	By Initial Appointment
66	Research Officer (Numerical & Physical Sciences)	17	First Class (B-Grade) Masters Degree OR Second Class Masters Degree with M.Phil./MS Degree in the relevant field awarded after 18 years of education OR Equivalent degree awarded after 16 years of education (in Physics / Statistics / Electronics / Computer Science with no 3rd division in the academic career from an HEC recognized University / Institution).	By Initial Appointment

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

S. No.	Recruitment Process	CADRE							
		BPS 2-5		BPS 5-16		BPS 18-21		BPS 17-21	
		Contract	Regular	Contract	Regular	Teaching		Non-Teaching	
						Contract	Regular	Contract	Regular
1	Advertisement	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	Scrutiny	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Screening / Written Test	Yes	Yes	Yes	Yes	Yes	Yes (Lecturer only)	Yes New entrants (BPS-17 only)	Yes New entrants (BPS-17 only)
4	Demonstration	No	No	No	No	Yes (Lecturer only)		No	No
5	Selection Committee	Yes	Yes	Yes	Yes	Yes	No	Yes	No
6	Selection Board	No	No	No	No	No	Yes	No	Yes
7	Report to Syndicate	No	No	No	No	No	Yes (for approval)	No	Yes (for approval)

(Annexure-B)**Quantification Criteria for Selection by Initial
Appointment of Administrative Officers**

S.No.	Evaluation Head	Marks Assigned	
		Non-Teaching Positions	
		BPS-17	BPS-18 and above
1	Academic Qualification	30	25
2	Additional Higher Qualification in the relevant field	05	05
3	Distinction/Gold, Silver Medal (05, 03)	05	05
4	ACR for the last five years	---	20
5	Additional Relevant Experience	10	15
6	Screening Test	20	---
7	Negative Marks (up to 4 Marks)	04	04
8	Interview	30	30
	Grand Total	100	100

Provided that in case of adverse remarks in PER/ACR in the last 5 years or pending any disciplinary proceedings the candidate will not be considered for appointment.

Administrative Officers Appointment & Scales of Pay Statutes, 2016

(Annexure-C)

Selection Board Evaluation Proforma for Initial Appointment of administrative Officer in (BPS-17)

1	2	3	4	5	6	7	8	9	10
S.#	Name of Candidate	Academic Qualification (30)	Additional Higher Qualification in the relevant filed (05)	Distinction (05)	Screening Test (20)	Additional Relevant Experience (10)	Negative Marks (04)	Interview (30)	Grand Total (100)
1									
2									
3									

(Annexure-D)

Selection Board Evaluation Proforma for Initial Appointment of Administrative Officers in (BPS-18 and above)

1	2	3	4	5	6	7	8	9	10
S.#	Name of Candidate	Academic Qualification (25)	Additional Higher Qualification in the relevant filed (05)	Distinction (05)	ACRs for the last five years (20)	Additional Relevant Experience (15)	Negative Marks (04)	Interview (30)	Grand Total (100)
1					1 2 3 4 5				
2									
3									

**Support Staff Appointment & Scales of Pay
Statutes, 2016**

1. **Title**

Framed in pursuance of Section 29 (1) (d) of University of Swat Regulation 2010, these statutes may be called “Support Staff Appointment & Scales of Pay Statutes, 2016”.

2. **Commencement & Application**

These Statutes shall come into force at once and shall be applicable to all employees of University of Swat, except;

- (1) A person appointed on contract / fixed pay;
- (2) A person serving in the University on deputation; and
- (3) Staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally, whose appointments are governed by the letters of their appointments.

3. **Definitions**

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

- a) “University” means University of Swat;
- b) “Competent Authority” means Appointing Authority competent to make appointments in BPS-02 to BPS-16 and or an authority designated as such by these Statutes or University of Swat Regulation 2010.
- c) “Dean” means Dean of a faculty of the University;
- d) “HOD” means Head of a Department/ Section/ Directorate;
- e) “Initial Appointment” means appointment made against vacant post under the prescribed procedure other than by promotion;
- f) “Prescribed” means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;
- g) “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;
- h) “Syndicate” means Syndicate of the University;
- i) “Selection Committee” means Selection & Promotion Committee of the University;

Support Staff Appointment & Scales of Pay Statutes, 2016

- j) “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;
- k) “University Employee” means a person who holds a permanent post in the University service and who is paid from the University funds;
- (2) The Pronoun “He” refers to both Male and Female employees.
- (3) All other terms and expressions shall have the same meanings as assigned to them under Section 3 of the University Service Statutes.

4. Composition of Support Staff

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

(1)	Class-IV Staff	(Employees BPS 02 – 07)	Schedule-I
(2)	Ministerial Staff	(Employees BPS 11 – 17)	Schedule-II
(3)	Technical and other Staff	(Employees BPS 05 – 17)	Schedule-III
(4)	Laboratory Staff	(Employees BPS 05 – 17)	Schedule-IV

5. Appointments and Promotions of Support Staff

All Appointments by initial recruitment and promotion by selection on merit cum fitness basis in BPS 02 – 16 shall be made by the Vice Chancellor on the recommendation of the following Selection and Promotion Committee:

1.	Nominee of the Vice Chancellor	Convener
2.	Member of the Syndicate to be nominated by the Syndicate	Member
3.	An expert in the relevant field to be nominated by the Vice Chancellor	Member
4.	Head of the concerned department / section	Member
5.	Registrar	Member
6.	Deputy Registrar/Assistant Registrar	Secretary

6. Method of Appointment

(1) Selection / Appointment Criteria and Procedure:

- (i) All vacant positions, required to be filled in by initial appointment, shall be advertised in at least two leading newspapers as well as displayed on University website.
- (ii) All applications received for appointment shall be scrutinized by the Scrutiny Committee constituted by the Vice Chancellor.
- (iii) The candidates shall fulfill the prescribed qualification and experience as laid down in Schedule I, II, III & IV.
- (iv) Candidates having qualified the written screening test shall be called for the interview. The number of candidates for advertised positions shall be as per approved criteria of the University. The secured marks shall be counted for short-listing purposes as well as for evaluation.
- (v) Shortlisted candidates shall be interviewed by the Selection Committee.
- (vi) Evaluation of comparative merit shall be made in accordance with the prescribed criteria.
- (vii) Appointments shall be made by the Vice Chancellor on the recommendation of University Selection and Promotion Committee, determined as per evaluation criteria prescribed.

(2) Procedure for promotion through selection from amongst the existing eligible qualified staff shall be as under:

- (i) promotion through selection 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.
- (ii) all the eligible candidates will be considered and promotion of the best one(s) will be made purely on the basis of seniority cum fitness determined as per prescribed evaluation criteria and suitability of the employee for the higher responsibility.
- (iii) 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 University Selection and Promotion Committee, after determination of his suitability for the higher post.

(3) The eligibility criteria for promotion of the existing employees shall be as under:

- (i) That they have completed the minimum length of service as prescribed by the Statutes.
- (ii) The cases of promotions shall be processed through the Selection Committee.
- (iii) That Character Rolls of the concerned employees (in case of Class-III Employees and Reports from the concerned Head of department in case of Class-IV Employees on plain paper) for the last five years are free from adverse remarks. In case an employee fails to fulfill these conditions, he shall wait for promotion/award of higher grade till he has earned in succession the required number of reports without adverse entry.
- (iv) That they have not been punished under the Efficiency & Discipline Statutes during the last five years.

7. Award of Higher Pay Scales to Laboratory Staff

Laboratory staff shall be awarded Higher Pay Scales after completion of the required length of service in a particular scale, on the recommendation of the Selection and Promotion Committee on the basis of performance as per breakup given below subject to the condition that their Character Roll for the last five years are free from adverse remarks. In case an employee fails to fulfill these conditions, he shall wait for award of higher grade until he earns in succession the required number of reports without adverse entry.

- (1) Laboratory Staff in BPS-05 shall be awarded BPS-11 on completion of 07 years' satisfactory service in BPS-05 and re-designated as specified in Schedule-IV.
- (2) Laboratory Staff in BPS-11 shall be awarded BPS-14 on completion of 06 years' satisfactory service in BPS-11 and re-designated as specified in Schedule-IV.
- (3) Laboratory Staff in BPS-14 shall be awarded BPS-16 on completion of 06 years' satisfactory service in BPS-14 and re-designated as specified in Schedule-IV.
- (4) Laboratory Staff in BPS-16 shall be awarded BPS-17 on completion of 07 years' satisfactory service in BPS-16 and re-designated as specified in Schedule-IV.

8. Award of Higher Pay Scales to Technical and other Staff

Technical and other staff shall be awarded Higher Pay Scales after completion of the required length of service in a particular scale, on the recommendation of the Selection and Promotion Committee on the basis of performance as per breakup given below subject to the condition that their Character Rolls for the last five years are free from adverse remarks. In case an employee fails to fulfill these conditions, he shall wait for award of higher grade until he earns

in succession the required number of reports without adverse entry.

- (1) Technical and other staff BPS-05 shall be awarded BPS-07 after rendering 7-years satisfactory service in BPS-05.
- (2) Technical and others staff shall be awarded BPS-11 after rendering 7-years satisfactory service in BPS-07.
- (3) Technical and other staff BPS-11 shall be awarded BPS-14 after rendering 6-years satisfactory service in BPS-11.
- (4) Technical and other staff shall be awarded BPS-16 after rendering 6-years satisfactory service in BPS-14.
- (5) Technical and other staff directly appointed in BPS-9 shall be awarded BPS-11 on completion of 7-years satisfactory service in BPS-9, and BPS-14 on completion of 6-years satisfactory service in BPS-11, and BPS-16 on completion of 6-years satisfactory service in BPS-14.
- (6) Technical and other staff directly appointed in BPS-11, shall be awarded BPS-14, after rendering 10-years satisfactory service in BPS-11.
- (7) Technical and other staff directly appointed in BPS-12, shall be awarded BPS-14, after rendering 7-years satisfactory service in BPS-12, and BPS-16 on completion of 6-years satisfactory service in BPS-14.
- (8) Technical and other staff directly appointed in BPS-13 shall be awarded BPS-16 after rendering 10-years satisfactory service in BPS-13.
- (9) Technical and other staff directly appointed in BPS-14 shall be awarded BPS-16, after rendering 6-years satisfactory service in BPS-14.

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

Class-IV employees shall be awarded Higher Pay Scales after completion of the required length of service in a particular scale, on the recommendation of the Selection and Promotion Committee on the basis of performance, as per table given below:

BPS	Qualification
03	Matriculate with 06-years satisfactory service OR Literate with 10-years satisfactory service in the relevant field.
04	Matriculate with 10-years satisfactory service OR Literate with 15-years satisfactory service in the relevant field.

10. Appointment and Promotion Through Selection on Merit of Class-IV Employees To BPS-05 and Above

Appointment and Promotion through selection on merit of Class-IV employees to BPS-05 and above shall be made as per prescribed procedure, qualification and experience mentioned in their respective Schedules at the following ratio:

- (1) 25% by initial appointment.
- (2) 75% by promotion through selection on merit from amongst the existing eligible qualified staff as per prescribed procedure.

11. Appointment and Promotion of Ministerial, Laboratory, Technical and Other Staff

Appointment and Promotion through selection on merit of Ministerial, Laboratory, Technical and other Staff shall be made as per prescribed procedure, qualification and experience mentioned in their respective Schedules at the following ratio:

- (1) 75% by initial appointment
- (2) 25% by promotion through selection on merit from amongst the existing eligible qualified staff

12. 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 University of Swat Regulation 2010.

13. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

Support Staff Appointment & Scales of Pay Statutes, 2016

(Annexure-A)

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

S. No.	Recruitment Process	CADRE							
		BPS 2-5		BPS 5-16		BPS 18-21		BPS 17-21	
		Contract	Regular	Contract	Regular	Teaching		Non-Teaching	
						Contract	Regular	Contract	Regular
1	Advertisement	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	Scrutiny	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Screening / Written Test	Yes	Yes	Yes	Yes	Yes	Yes (Lecturer only)	Yes New entrants (BPS-17 only)	Yes New entrants (BPS-17 only)
4	Demonstration	No	No	No	No	Yes (Lecturers only)		No	No
5	Selection Committee	Yes	Yes	Yes	Yes	Yes	No	Yes	No
6	Selection Board	No	No	No	No	No	Yes	No	Yes
7	Report to Syndicate	No	No	No	No	No	Yes (for approval)	No	Yes (for approval)

(Annexure-B)

**Evaluation Criteria for Selection by Initial Appointment of
Support Staff in (BPS-02 to BPS-16)**

S.No.	Evaluation Head	Marks Assigned	
		Support Staff Positions	
		BPS-02 to 04	BPS-05 to 16
1	Academic Qualification	30	30
2	Additional Higher Qualification	06	06
3	Distinction (Gold Medal, Silver Medal) (04,02)	04	04
4.	Additional Relevant Experience	10	10
5	Screening Test	20	20
6	Negative Marks (up to 4 Marks)	04	04
7	Interview	30	30
	Grand Total	100	100

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(Annexure-C)

Selection and Promotion Evaluation Proforma for Initial appointment of support staff (BPS - 02 to 04)

1	2	3	4	5	6	7	8	9	10
S.#	Name of Candidate	Academic Qualification (30)	Additional Higher Qualification (06)	Additional Experience (10)	Distinction (04)	Screening test (20)	Negative Marks (04)	Interview (30)	Grand Total (100)
1									
2									
3									

(Annexure-D)

Selection and Promotion Evaluation Proforma for Initial Appointment of Support & Aadministrative Staff (BPS 05-16)

1	2	3	4	5	6	7	8	9	10
S.#	Name of Candidate	Academic Qualification (30)	Additional Higher Qualification (06)	Additional Experience (10)	Distinction (04)	Screening test (20)	Negative Marks (04)	Interview (30)	Grand Total (100)
1									
2									
3									

Schedule-I CLASS-IV STAFF			
Sr.#	Post	BPS	Minimum Qualification and Experience Required
1.	Bearer	02	Matric OR Literate with 05 years relevant experience.
2.	Khala	02	Matric OR Literate with 05 years relevant experience.
3.	Security Guard	02	Retired Defense Forces personnel with good physique. (<i>Preference will be given to Educated personnel</i>)
4.	Conductor/Cleaner	02	Matric OR Literate with 05 years relevant experience.
5.	Assistant Cook	02	Matric OR Literate with 05 years relevant experience.
6.	Helper	02	Matric OR Literate with 05 years relevant experience.
7.	Mali	02	Matric OR Literate with 05 years relevant experience.
8.	Naib Qasid	02	Matric OR Literate with 05 years relevant experience.
9.	Ball Picker	02	Matric OR Literate with 05 years relevant experience.
10.	Sweeper	02	Matric OR Literate with 05 years relevant experience.
11.	Tube well Operator	02	Matric OR Literate with 05 years relevant experience.

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Schedule – II MINISTERIAL STAFF				
S #	Post	BPS	Minimum Qualification and Experience Required for Initial Recruitment	Method of appointment
1.	Junior Clerk	11	i. Matric in 1 st division OR Intermediate in Second Division or equivalent qualification. ii. A speed of 40 words per minute in computer typing.	by initial recruitment.
2.	Senior Clerk	14	Matric in 1 st division OR Intermediate in Second Division or equivalent qualification with 06 years relevant experience in BPS-11 in HEC recognized University.	by promotion from amongst Junior Clerks on the basis of seniority cum fitness subject to the availability of post(s) with 06 years satisfactory service in BPS-11 in the University.
3.	Assistant	16	Bachelor degree in 1st Division or Masters Degree in at-least second division or equivalent qualification from HEC recognized University / Institution with 10 years relevant experience in an HEC recognized University.	i. 25% by promotion from amongst Senior Clerks with 10 years satisfactory service in the University on the basis of seniority cum fitness. ii. 75% by initial recruitment.
4.	Superintendent	17	-----	By promotion from amongst Assistants having at-least 07 years' satisfactory service as Assistant in BPS-16 at the University on the basis of seniority cum fitness subject to the availability of post.

Schedule – III TECHNICAL AND OTHER STAFF				
S#	Post	BPS	Qualification/experience	Method of Appointment
1.	Assistant Warden	16	Masters degree/LLB in at least 2 nd division from a recognized University OR Bachelor's degree in at least 2 nd division from a recognized University with 3 years' experience in hostel Management/Administration.	By initial recruitment
2.	Cartographer	16	Masters degree in Geography in at least 2 nd division from a recognized University OR Bachelor's degree with Geography in at least 2 nd division from a recognized University and 3 years' experience in the relevant field.	By initial recruitment
3.	Cataloguer	16	Masters degree in Library & Information Sciences in at least 2 nd division from a recognized University OR Bachelor's degree in Library & Information Sciences in at least 2 nd division from a recognized University with 3 years' experience of Library work.	By initial recruitment
4.	Curator	16	Masters degree in Geology/Archaeology in at least 2 nd division from recognized University OR Bachelor's degree in Geology / Archaeology in at least 2 nd division from a recognized University with 3 years' experience in the relevant field.	By initial recruitment
5.	Litigation Officer	16	LLB in at-least second division from a recognized University with three years relevant experience.	By initial recruitment

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Schedule – III TECHNICAL AND OTHER STAFF				
S#	Post	BPS	Qualification/experience	Method of Appointment
6.	Store Officer	16	Masters Degree/LLB in at-least 2 nd division from a recognized University OR Bachelor's Degree in at-least 2 nd division with 03 years' experience in the relevant field.	By initial recruitment
7.	Data Analyst/Research Assistant	16	Masters Degree/LLB in at-least 2 nd division from a recognized University OR Bachelor's Degree in at-least 2 nd division with 03 years' experience in the relevant field.	By initial recruitment
8.	Assistant Engineer (Civil / Electrical/ Electronics/ Mechanical)	16	B.Sc. (Civil / Electrical / Electronics/ Mechanical) in at-least 2 nd division from a HEC/PEC recognized institution OR Three years Diploma in Civil/Electrical /Electronic/ Mechanical Engineering from a recognized Institution with 05 years relevant experience.	By initial recruitment
9.	PS to Registrar / Controller / Treasurer/	16	Masters Degree in at least 2 nd division with a speed of 40 words per minute in Typing and at least 03 years' relevant experience. 2. Adequate knowledge of Computer in using MS Office.	By initial recruitment
10.	Pesh Imam	16	Sanad of Shahadat-ul-Alamia from a recognized Wifaq in at least 2 nd division with at least 05 years experience as Imam/Naib Imam in a Mosque and Hafiz of parts of Al-Quran. OR Certificate of Dars-e-Nizami from a recognized Dar-ul-Uloom with 10 years' experience as Khateeb/Imam in a Mosque.	By initial recruitment
11.	Cashier/	16	MBA/M.Com/BBA (Hons) in at-	By initial recruitment

Support Staff Appointment & Scales of Pay Statutes, 2016

Schedule – III TECHNICAL AND OTHER STAFF				
S#	Post	BPS	Qualification/experience	Method of Appointment
	Senior Auditor		least 2 nd division from a recognized University. OR BBA/B.Com in 2 nd division from a recognized University with 03 years experience in the relevant field.	
12.	Security Officer	16	Masters Degree in at-least 2 nd division with 03 years relevant experience in a recognized university. OR Retired JCOs from Armed forces with 2 nd Class Bachelor's Degree from a recognized University.	By initial recruitment
13.	Assistant Programmer/ Assistant Web Admin	16	Masters in Computer Science/IT or equivalent qualification in at least 2 nd division with 03 years relevant experience.	By initial recruitment
14.	Assistant Network Engineer/ Admin	16	Masters in Computer Science/IT or equivalent qualification in at least 2 nd division with 03 years relevant experience.	By initial recruitment
15.	Stenographer	16	1. Masters degree in at least 2 nd division with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and 03 years' experience as Steno Typist. 2. Adequate knowledge of Computer in using MS Office.	By initial recruitment
16.	Sports Coach	14	Masters Degree in Health and Physical Education OR B.A/B.Sc in 2 nd Division with Senior Diploma in Physical Education and 02 years relevant experience. <i>(Preference will be given to the medal winner in the concerned sports at National /International level)</i>	By initial recruitment
17.	Caretaker	14	Masters degree/LLB from a recognized University OR	By initial recruitment

Support Staff Appointment & Scales of Pay Statutes, 2016

Schedule – III TECHNICAL AND OTHER STAFF				
S#	Post	BPS	Qualification/experience	Method of Appointment
	(Guest House)		Bachelor's degree in at least 2 nd division from a recognized University with 03 years' relevant experience.	
18.	Accounts Assistant	14	MBA/M.Com/BBA (Hons) from a recognized University. OR BBA/B.Com in 2 nd division from a recognized University with 03 years experience in the relevant field.	By initial recruitment
19.	Library Assistant	14	Masters Degree in Library & Information Sciences from a recognized University. OR Bachelor's Degree in Library & Information Sciences in at least 2 nd division from a recognized University with 03 years relevant experience.	By initial recruitment
20.	Computer Operator	12	1. Intermediate in at least 2 nd division with one year diploma in Computer from a recognized Institution/ Board. 2. Speed of 40 words per minute in computer typing. 3. Three years relevant experience.	By initial recruitment
21.	Broadcasting Technician	12	B.Sc. Degree (in Electrical/Electronics Engineering) from an HEC recognized University / Institution. OR 03 years Diploma in Electrical/Electronics Engineering from Board of Technical Education with 03 years experience in the relevant field.	By initial recruitment

Support Staff Appointment & Scales of Pay Statutes, 2016

Schedule – III TECHNICAL AND OTHER STAFF				
S#	Post	BPS	Qualification/experience	Method of Appointment
22.	Instrument Mechanic	11	Matric in least 2 nd division with 03 years Diploma in Electrical/ Mechanical Engineering in at least 2 nd division.	By initial recruitment
23.	Photographer	11	Intermediate in at least 2 nd division with Certificate in Photography from a recognized Institute and 03 years' experience in Portrait/Landscape photography with appropriate knowledge and practice of commercial photography.	By initial recruitment
24.	PTI-cum-Coach	11	Intermediate in at least 2 nd division with Junior Diploma in Physical Education. (<i>preference will be given to the candidates having experience of coaching teams on national / international level</i>)	By initial recruitment
25.	Junior Auditor	11	DBA/D.Com/Intermediate in at-least 2 nd division from a recognized University with 03 years experience in the relevant field.	By initial recruitment
26.	Taxidermist	11	B.Sc. with Zoology in at least 2 nd division from a recognized University.	By initial recruitment
27.	LAN Technician	11	Bachelors Degree with Computer Science from recognized University and 02 years experience of networking/ manage switching and Strong Knowledge of TCP/IP protocols and LAN/WAN design.	By initial recruitment
28.	Sub Engineer (Civil/Electrical)	11	Diploma of Associate Engineering in at-least 2 nd Division in the relevant field with 03 years' experience.	By initial recruitment

Support Staff Appointment & Scales of Pay Statutes, 2016

Schedule – III TECHNICAL AND OTHER STAFF				
S#	Post	BPS	Qualification/experience	Method of Appointment
29.	Automobile Mechanic	09	Diploma of Associate Engineering (Automobile) in at-least 2 nd Division from a B.T.E. recognized Institution with 02 years practical experience.	By initial recruitment
30.	LAN/Network Assistant	07	Diploma in IT from a recognized Technical Board/Microsoft certification in the relevant field with at-least 02 years relevant experience.	By initial recruitment
31.	Senior Electrician	07	Matric in at-least 2 nd division and Electrician's Diploma from a recognized Institution with 03 years relevant experience OR literate with 10 years' experience as electrician.	By initial recruitment
32.	Draftsman	07	Matric in at-least 2 nd division with Diploma in Architecture OR Diploma in Draftsmanship in at least 2 nd division from a Polytechnic Institute with 02 years relevant experience.	By initial recruitment
33.	Dispenser/ Health Technician	07	Matric (Science) in at-least 2 nd division with one year dispenser certificate/medical technology from a recognized board/faculty/council and 03 years relevant experience.	By initial recruitment
34.	Rock Cutter	07	Matric in at least 2 nd division with 03 years' experience in a thin Section preparation laboratory in a Geological organization. <i>(Persons with higher qualification will be preferred)</i>	By initial recruitment
35.	Store Keeper	07	Matric in at-least 2 nd division with 03 years relevant experience or intermediate with one year relevant experience.	By initial recruitment

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Schedule – III TECHNICAL AND OTHER STAFF				
S#	Post	BPS	Qualification/experience	Method of Appointment
36.	Telephone Operator	07	Matric in at least 2 nd division with 03 years' experience as Telephone Operator.	By initial recruitment
37.	Carpenter	05	Matric in least 2 nd division with certificate from a recognized Institution and 02 years relevant experience OR literate with 10 years' experience in the relevant field.	By initial recruitment
38.	Driver	05	Matric in least 2 nd division with a valid HTV/LTV license and having 5 years' experience of driving heavy / light transport OR Literate with a valid HTV/LTV license and having 07 years' experience of driving heavy / light transport.	By initial recruitment
39.	Electrician	05	Matric in least 2 nd division and Electrician's certificate from a recognized Institution with 02 years relevant experience. OR literate with 07 years' experience as electrician.	By initial recruitment
40.	Mason	05	Matric in least 2 nd division with 02 years' experience in Masonry OR Literate with 10 years relevant experience in Masonry.	By initial recruitment
41.	Painter	05	Matric in at least 2 nd division with 02 years' experience in painting OR Literate with 10 years' experience in painting.	By initial recruitment
42.	Plumber/Pipe fitter	05	Matric in at-least 2 nd division with 02 years' experience in the relevant field OR Literate with 10 years' experience in the relevant field.	By initial recruitment

Schedule – III TECHNICAL AND OTHER STAFF				
S#	Post	BPS	Qualification/experience	Method of Appointment
43.	Welder	05	Matric in at-least 2 nd division and Electrician's certificate from a recognized Institute with 02 years relevant experience OR literate with 10 years' experience in the relevant field.	By initial recruitment
44.	Cook	05	Matric in at least 2 nd division with 02 years relevant experience OR literate with 10 years' experience in the relevant field.	By initial recruitment

Support Staff Appointment & Scales of Pay Statutes, 2016

SCHEDULE – IV LABORATORY STAFF				
S#	Nomenclature of Post	BPS	Qualification/ Experience	Method of appointment
1.	i. Laboratory Attendant ii. Field Attendant iii. Museum Attendant iv. Herbarium Attendant v. Store Attendant	05	Matric with Science in at least 2 nd division	By initial recruitment
2.	i. Laboratory Assistant ii. Field Assistant iii. Museum Assistant iv. Herbarium Assistant v. Store Assistant	11	Matric with Science in at least 2 nd division with 07 years' satisfactory service as Laboratory Attendant in BPS-05. OR F.A/F.Sc. with 05 years experience in the relevant field. (<i>in case of initial recruitment</i>).	50% By promotion From amongst: i. Laboratory Attendant ii. Field Attendant iii. Museum Attendant iv. Herbarium Attendant v. Store Attendant 50% by initial recruitment
4.	i. Laboratory Supervisor ii. Field Supervisor iii. Museum Supervisor iv. Herbarium Supervisor v. Store Supervisor	14	06 years' satisfactory service in the relevant field in BPS-11 in the University.	By promotion from amongst: i. Laboratory Assistant ii. Field Assistant iii. Museum Assistant iv. Herbarium Assistant v. Store Assistant
5.	i. Laboratory Superintendent ii. Field Superintendent iii. Museum Superintendent iv. Herbarium Superintendent v. Store Superintendent	16	06 years' satisfactory service in the relevant field in BPS-14 in the University.	By promotion from amongst: i. Laboratory Supervisor ii. Field Supervisor iii. Museum Supervisor iv. Herbarium Supervisor v. Store Supervisor
6.	i. Laboratory Superintendent ii. Field Superintendent iii. Museum Superintendent iv. Herbarium Superintendent v. Store Superintendent	17	07 years' satisfactory service in the relevant field in BPS-16 in the University.	By Promotion

**Meritorious Professor Basic Pay Scale-22
Statutes, 2016**

1. Title

Framed in pursuance of Section 29 (1) (d) of the University of Swat Regulation 2010, these statutes may be called “Meritorious Professors Basic Pay Scales-22, Statutes 2016”.

2. Commencement & Applications

These Statutes shall come into force at once and shall apply to the University Professors, holding posts in BPS-21 on regular basis.

3. Definitions

- (1) Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
- (a) “Chancellor” means the Chancellor of the University;
 - (b) “Competent Authority” means the Chancellor of the University;
 - (c) “Constituent College” means Constituent College of the University;
 - (d) “Constituent Institute” means Constituent Institute of the University;
 - (e) “Chairperson” means Chairperson of the University Teaching Department;
 - (f) “Dean” means Dean of a faculty of the University;
 - (g) “Director” means Director of Constituent Institute of the University;
 - (h) “Head” means Head of Administrative Section of the University by whatever name he is called;
 - (i) “Proforma” means the Proforma appended to these Statutes;
 - (j) “Professor” means the Professor who is a whole time employee of the University in BPS-21;
 - (k) “Principal” means Principal of Constituent College of the University;
 - (l) “Prescribed” means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;
 - (m) “University” means University of Swat;
 - (n) “University Teacher” means a whole time teacher paid by the University or recognized by the University as such and includes a person borne on research establishment of the University;
 - (o) “Regulation” means the University of Swat Regulation 2010.
 - (p) “Senate” means Senate of the University;

- (q) "Syndicate" means Syndicate of the University;
- (r) "Special Selection Board" mean permanent members of the Selection Board, one representative of Chairperson, HEC, and one representative of Chancellor.

(2) The Pronoun "He" refers to both Male and Female employees.

4. Provision of Posts

The number of Professors to be promoted to BPS-22 shall be calculated on the basis of 12.5% of the filled posts of the Professors in BPS-21 provided that at least 08 professors in BPS-21 exists in the University.

5. Eligibility

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

6. Procedure of Promotion

- (1) 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 Chairperson, HEC and one representative of the Chancellor) for the award of BPS-22.
- (2) 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 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. Recommendations of the Syndicate shall be

submitted to the Chancellor through the Senate for approval.

7. Grading Procedure (Total 100 Marks)

- (1) **Length of Service:** (maximum 15 Marks), Refers Proforma “A”

03 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”

- (i) 02 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science Citation Index;
- (ii) 0.5 mark per paper published in local HEC recognized journals;
- (iii) 2 marks per Patent / Crop Variety (approved), subject to a maximum of 06 marks;
- (iv) 02 marks per book authored or edited internationally, subject to a maximum of 4 marks; and
- (v) 01 mark per book authored or edited locally, subject to a maximum of 02 marks.

- (3) **Academic Performance:** (Maximum 30 Marks) , Refers Proforma “C”

(i)	No. of M. Phil* produced	01 mark per M. Phil, maximum of 06 marks
(ii)	No. of PhD produced	05 marks per PhD, 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.

- (iii) 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).

- (4) **Awards / Honours (Maximum 06 Marks).**

- (i) National Awards (Civil/President) Izaz-e-Kamal, Izaz-e-

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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).

(5) Post-PhD Qualification: (Maximum 05 Marks), Refers Proforma “D”

- (i) Two marks for 06 to 12 months post-doctorate from a foreign University / Institute (Maximum of 04 Marks)
- (ii) 05 marks for 01 year post-doctorate from a foreign University / Institute.

(6) Performance Evaluation Reports: (Maximum 10 Marks), Refers Proforma “E”

(i)	Outstanding	2.0
(ii)	Excellent	1.5 marks
(iii)	Good	1 marks

- Note:
- (1) Sum score of PERs for the last 5-year shall be taken into account.
 - (2) Top 3 categories irrespective of nomenclature shall be considered.
 - (3) In case the candidate is a serving Vice Chancellor, PERs of the last 05 years preceding to his appointment as Vice Chancellor shall be considered.

(7) Educational Administration: (Maximum 10 Marks), Refers Proforma “E”

(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

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(iv)	Principal of Constituent College /Chairperson of the Department//Director of institute.	01 mark per year upto maximum of 03 marks
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(8) Miscellaneous

- (i) In case of numbers in fraction, 0.50 or above will be considered as 1 (e.g. 59.5 or above will be 60.00 whereas 59.49 or less will be 59.00).
- (ii) A Professor appointed as Vice Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he relinquishes the charge of the office of Vice Chancellor, 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.

8. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

PROFORMA-A**LENGTH OF SERVICE****Maximum Marks-15**

<u>Type</u>	<u>No. of Years</u>			<u>Marks</u>
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	<u>Year</u>	<u>Month</u>	<u>Days</u>	
Total marks obtained:				

PROFORMA-B**RESEARCH PUBLICATION****Papers / Books / Monograph / Patents / Crop Varieties****Maximum Marks-30**

<u>Type</u>	<u>No.</u>	<u>Marks</u>
(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**

<u>Type</u>	<u>No.</u>	<u>Marks</u>
(1) 01 Mark per M.Phil / MS / M.Sc (Hons) Agr / An Husb produced (Maximum of 06 Marks).		
(2) 05 Marks per PhD produced (Maximum of 15 Marks).		
(3) Research Grant Awards (Maximum 10 Marks):		
(i) 03 Marks for less than 01 million as Principal Investigator other than the research grant given by the parent University.		
(ii) 05 Marks for more than 01 million as Principal Investigator other than the research grant given by the parent University.		
(4) Award / Honors (Maximum of 06 Marks):		
(i) National Awards (Civil / President) Izaz-e-Kamal, Izaz-e-Fazilat, Sitara-i-Imtiaz: 04 Marks per award (Maximum of 04 Marks).		
(ii) International Awards: 02 Marks per Award, Honors recognized by HEC (Maximum of 04 Marks).		
(iii) 01 Mark per HEC Best Teacher Award.		
Total marks obtained:		

PROFORMA-D**POST PhD QUALIFICATION****Maximum Marks-05**

<u>Type</u>	<u>No.</u>	<u>Marks</u>
(1) 03 Marks for a 06 months to 01 year Post Doctorate from a Foreign University / Institute .		
(2) 05 Marks for more than 12 months to a minimum of 18 months Post Doctorate from a Foreign University / Institution.		
Total marks obtained:		

Note: Only Post Doctorate of at least 06 months duration will be counted. The period of 20 days or more shall be considered as full month.

PROFORMA-E
ANNUAL CONFIDENTIAL REPORT
PERFORMANCE EVALUATION REPORT

Maximum Marks-10

<u>Type</u>	<u>No.</u>	<u>Marks</u>
(1) Very Good (2.0 Marks per year).		
(2) Good (1.5 Marks per year).		
(3) Average (1.0 Mark per year).		
Total marks obtained:		

- Note: (1) Sum of score of PERs of 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.

PROFORMA-F**EDUCATION ADMINISTRATION****Maximum Marks-10**

<u>Type</u>	<u>No.</u>	<u>Marks</u>
(1) Vice Chancellor: (04 Marks per year up to Maximum of 10 Marks).		
(2) Pro Vice Chancellor: (03 Marks per year up to Maximum of 08 Marks).		
(3) Dean: (02 Marks per year up to Maximum of 06 Marks).		
(4) Principal of Constituent College, Chairman of the Department: (01 Mark per year up to Maximum of 03 Marks).		
Total marks obtained:		

PROFORMA-G
OVER ALL GRADING

Name of Professor: _____

<u>S.No</u>	<u>Type</u>	<u>Maximum marks</u>	<u>Marks obtained</u>
1	DETAILS OF LENGTH OF SERVICE (PROFORMA-A)	15	
2	RESEARCH PUBLICATION (PROFORMA-B)	30	
3	ACADEMIC PERFORMANCE (PROFORMA-C)	30	
4	POST PHD QUALIFICATION (PROFORMA-D)	05	
5	PERFORMANCE EVALUATION REPORT (PROFORMA-E)	10	
6	EDUCATIONAL ADMINISTRATION (PROFORMA-F)	10	
	TOTAL	100	

Emeritus Professor Statutes, 2016

1. **Title**

These Statutes, framed in pursuance of Section, 29(1) (k) of the University of Swat Regulation 2010, may be called “Emeritus Professor Statutes, 2016”.

2. **Commencement & Application**

These Statutes shall come into force at once and shall apply to all Professors Emeritus of University of Swat.

3. **Definitions**

- (1) Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
 - (a) “Chancellor” means the Chancellor of the University.
 - (b) “Government” means as defined in the University of Swat Regulation 2010.
 - (c) “HEC” means the Higher Education Commission Islamabad.
 - (d) “HEAL” means the Higher Education, Archives and Libraries Department, Government of Khyber Pakhtunkhwa.
 - (e) “Proforma” means the Proforma appended to the Statutes.
 - (f) “Professor Emeritus” means the Professor Emeritus who retires from the University service in BS-21 or BS-22 and is given the status of Professor Emeritus by the Syndicate.
 - (g) “Senate” means Senate of the University;
 - (h) “Syndicate” means Syndicate of the University;
 - (i) “Syndicate” means the Syndicate of the University.
 - (j) “University” means University of Swat;
- (2) The Pronoun “He” refers to both Male and Female employees.

4. **Eligibility**

- (1) All Meritorious Professors retired in BPS-22 who has served the University for a minimum period of 10 years as Professor.
- (2) Vice Chancellor of a Public Sector University who has been a regular employee in University of Swat and retired after completing at least one tenure of four years as Vice Chancellor of a public sector university.

5. **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 Professorship. Only two Professors Emeritus will be appointed at a time.

6. 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 caliber 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.
 - (e) Perform advisory functions to the Vice Chancellor in academic administration.
- (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.

7. Financial Benefits / Facilities

- (1) Professor Emeritus shall be eligible to draw honorarium 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 or the syndicate as the case may be.
- (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.
- (4) Where residential accommodation, after fulfilling the needs of regular faculty is available on the University Campus, it may be offered

free to the Professor Emeritus. In case of non-availability of residential accommodation, an amount equivalent to the status of Vice Chancellor accommodation will be given as Housing Allowance.

8. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

Tenure Track Statutes, 2016

1. **Title**

Framed in pursuance of Section 29 (1) (d) of the University of Swat Regulation 2010, these statutes may be called "Tenure Track Statutes 2016".

2. **Commencement & Application**

These Statutes shall come into force at once and shall apply to all Faculty Members of University of Swat appointed on Tenure Track under these Statutes. Any amendments made by the HEC in the TTS Statutes from time to time shall be considered as amendments or addition made in the Statutes.

3. **Definitions**

- (1) Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
- (a) "University" means University of Swat.
 - (b) "Academic Council" means Academic Council of the University.
 - (c) "Basic Pay Scale" means the Basic Pay Scales, 2016.
 - (d) "Chairperson" means Chairperson of the University Teaching Department.
 - (e) "Coordinator" means Coordinator of a campus of the University.
 - (f) "Coordinator" means Coordinator of a campus of the University.
 - (g) "Contract Appointment" means Contract Appointment made under these Statutes.
 - (h) "Director" means Director of Constituent Institution of the University.
 - (i) "Departmental Technical Review Committee (DTRC)" means Departmental Technical Review Committee constituted under these Statutes.
 - (j) "First Three-Year Term Contract Appointment" means First Three-Year Term Contract Appointment made under these Statutes.
 - (k) "First Three-Year Term Contract Appointment" means First Three-Year Term Contract Appointment made under these Statutes.
 - (l) "Head" means Head of Administrative Section of the University by whatever name he is called;
 - (m) "Principal" means Principal of Constituent College of the University.
 - (n) "Prescribed" means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made

thereunder;

- (o) "Probationary Appointment" means Probationary Appointment made under these Statutes.
- (p) "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.
- (q) "Pay Protection" means permitting pay not less than the last pay drawn by him before appointed against the same or a higher post.
- (r) "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.
- (s) "Second Three-Year Term Probationary Appointment" means Second Three-Year Term Probationary Appointment made under these Statutes.
- (t) "Senate" means Senate of the University.
- (u) "Syndicate" means Syndicate of the University.
- (v) "Selection Board" means Selection Board of the University.
- (w) "Schedule" means Schedule appended to these Statutes.
- (x) "Technical Review Committee (TRC)" means Technical Review Committee constituted under these Statutes.
- (y) "Tenured Appointment" means Tenured Appointment made under these Statutes.

- (2) The Pronoun "He" refers to both Male and Female employees.

4. Appointments

- (1) The University will make the following Tenure Track Appointments of new faculty members:
 - (a) First Term Appointments
 - (b) Second Term Probationary Appointments
 - (c) 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.

(a) **Teaching**

Teaching is admittedly difficult to be defined precisely or to be assessed accurately. It is commonly considered to include:

- (i) a person's knowledge of the major field of study,
- (ii) awareness of developments in it,
- (iii) Skill in communicating to students and in arousing their interest,
- (iv) ability to stimulate them to think critically,
- (v) to have them appreciate the interrelationship of fields of knowledge, and
- (vi) to be concerned with applications of knowledge to vital human problems.

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

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

(c) **Service**

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

(d) **Personal Characteristics**

This category may be considered to include all traits which contribute to an individual's effectiveness as a teacher, as a leader in a professional area, and as a human being. Of primary concern here are intellectual breadth, emotional

stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be a sufficient degree of compassion and willingness to cooperate, so that an individual can work harmoniously with others while maintaining independence of thought and action. This category is so broad that flexibility is imperative in its appraisal.

(3) **Eligibility Criteria for Appointment of Faculty on Tenure Track**

(a) **Assistant Professor**

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

(b) **Associate Professor:**

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

- (ii) To be eligible for appointment or promotion to an associate professorship the faculty member shall be required to have Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 6-years post-Ph.D./Relevant terminal degree or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 10 research publications (with at least 4 publications in the past 5 years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.
- (iii) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.

(c) Professor

- (i) A faculty member appointed to the rank of Professor is expected to have had an impact on the state of knowledge. It is expected that the professor will continue to develop and mature with regard to teaching, research, and other qualities that contributed to earlier appointments. Consideration for this appointment should include particular attention to the quality and significance of contributions to the candidate's field, sensitivity and interest in the general problems of university education and their social implications, and ability to make constructive judgments and decisions in regard thereto. It should be kept in mind that the full professors are likely to be the most enduring group in the faculty and are those who will give leadership and set the tone for the entire University.
- (ii) To be eligible for appointment or promotion to the rank of Professor, the faculty member shall be required to have Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 11-years post-Ph.D./Relevant terminal degree or minimum of 7-years of post-PhD experience with at least 12 years of experience prior to

the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.

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

- (a) To be considered for appointment on Tenure Track the candidate is required to resign or retire from any position held previously in any Public / Private University or Organization, except in the case where the candidate is incumbent of this University.
- (b) 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.
- (c) A faculty member on Tenure Track may be appointed to any academic administrative post in the university such as Dean, Chairperson/Director of Institute.
- (d) 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.
- (e) 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 02 years following his graduation.
- (f) Only a tenured faculty member can assume responsibility in an administrative capacity of Vice Chancellor.
- (g) 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**

- (a) Appointment on Tenure Track shall be made by initial recruitment after due publicity of vacancies in at least two Leading National News Papers as well as on University Website.
- (b) Eligibility criteria for appointment of Tenure Track Faculty are given above.
- (c) Appointments shall be made by the Syndicate, on the recommendation of the Selection Board.
- (d) Faculty sent by the University for Higher Education / Training abroad shall be considered for appointment on Tenure Track provided that they apply for the advertised posts, and competes in Selection Board. In case of his selection financial benefits of the post shall be admissible only after joining duties of the post and subject to endorsement by the HEC.

(6) **Assistant Professor Appointments**

(a) **First Three-Year Term Contract Appointment**

- (i) Appointment of Assistant Professor shall be 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.
- (ii) 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.
- (iii) Applications of all candidates will be scrutinized by the University for the determination of the eligibility of the candidates BY THE DTRC of the Department concerned.
- (iv) All eligible candidates will be invited to appear before the University Selection Board.
- (v) After interview, the Selection Board may make any of the following decision on merit:
 - A. Reject appointment on Tenure Track
 - B. Recommend “first three-years term contract appointment” on Tenure Track to the Syndicate.
 - C. The recommendations of the Selection Board will be placed before the Syndicate for approval.
 - D. Progress of the faculty will be reviewed each year by the Departmental Technical Review Committee

(DTRC).

- E. First term review will be conducted after three years.

(b) Second Three-Year Term Appointment

- (i) Annual review of the DTRC and the recommendation of the first three-years term contract appointment will be placed before the Selection Board for its recommendation for the award of second three-years term appointment by the Syndicate.
- (ii) An Assistant Professor offered a second three-year appointment shall, from the beginning of the fourth year of service, become a faculty member in probationary status. The first term review shall be considered 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.
- (iii) Progress of the faculty will be reviewed each year by the Departmental Technical Review Committee.
- (iv) Second term review (Final term review) will be conducted after six years.
- (v) Recommendation of the second three-year term appointment will be placed before the Selection Board which may recommend to the Syndicate the award of tenure to the faculty.
- (vi) If the decision is positive, the faculty member will be awarded second three-year term (probationary) appointment.
- (vii) If the decision is negative the faculty member will be issued a termination notice.

(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 or 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 DTRC of the Department concerned 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 academicians 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 or Full Professor as the case may be 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 approval.
- (g) For faculty members appointed as Associate Professor and Full Professor the probationary period shall normally be four years.

5. 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”. Otherwise

proformas can also be developed and used, if approved by the Competent Authority. 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 Professors/Associate Professor and 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 Professors in the department is less than five then all Professors 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 case is 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 later 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 achieve 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 4(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 send a full written report on this review, including a summary of all the evaluations of the faculty members consulted, to the Dean of the Faculty.
 - (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.
- (c) **Tenure Review / Tenured Appointment**
- (i) In the final year of the faculty member's probationary period a full review report will be made.
 - (ii) 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.
 - (iii) The recommendation of the TRC will be placed before the Selection Board for consideration for the award of

Tenure.

- (iv) The recommendation of the Selection Board will be placed before the Syndicate for the approval of award of tenure.
- (v) The tenure review process shall be considered complete only when the Vice Chancellor, in writing, informs the probationary member and the Chairperson of the final decision.
- (vi) 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.
- (vii) If the decision is positive the faculty member will be awarded tenure.
- (viii) Tenure shall be effective immediately upon the faculty member's acceptance of the award.
- (ix) If the decision is negative, the faculty member will be issued a termination notice at least three months prior to the last day of his probation period.

6. 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.

7. Decision Dates

- (1) 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.
- (2) If the decision is positive, the faculty member shall have tenure effective from July 1 of the fiscal year following the probationary period.
- (3) If the decision is negative the faculty member will be offered a terminal one-year appointment in the fiscal year immediately following the probationary period.

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

8. Sabbatical Leave

A faculty member on tenure track may proceed on Sabbatical Leave as per University leave 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.

9. 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 BPS. This period of Post Doctorate leave will, however, be counted against the probationary period on TTS. Those faculty members who are directly appointed on Tenure Track cannot avail long leave/sabbatical leave/study leave/deputation or any other leave. However, they could avail leave for Post-Doctorate studies upto one year. This period will be counted towards their probationary period. The Tenured faculty may avail all other kinds of leave as per rules of the University. A faculty on TTS shall earn one semester (04 months) paid leave after completion of 03 years tenure.

10. Resignation

A faculty member on tenure track wishing to resign shall do so in accordance with the relevant statutes 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/selection 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.

11. Termination of Services of Faculty Member With Tenure

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

12. Faculty Remuneration and Benefits

- (1) A faculty member appointed on tenure track will be entitled, in accordance with the rules, to the pay sanctioned for such post.
- (2) 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 member" 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 BPS, while such period of Tenure Track Service may be treated as extra ordinary leave".

13. Initial Pay

- (1) The initial pay of a faculty member appointed to a post shall be determined as per salary scales sanctioned by the HEC for TTS faculty from time to time.

Provided that faculty member may be awarded advance increments that may be based on the following factors, subject to the approval by HEC.

- (a) Quality and number of HEC recognized International refereed journal publications, conference presentations and publications, and reports.
- (b) Number of Ph.D. and MS thesis supervised.
- (c) The amount of funding received from sources other than ones own University.
- (d) Patents / Crop Varieties developed or approved.
- (2) Total number of advanced increments to be awarded can be a fractional number. (An Assessment Proforma should be developed for it).

14. 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 form 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			
	Minimum	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

Revision in the salary package notified by the Higher Education Commission will be applicable accordingly.

(4) **Retirement Age**

The retirement age of the persons on TTS will be 60 years or as notified by the Government from time to time.

(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 Teacher and Peer evaluation

No.	Criteria	Number	Weight	Points
		(a)	(b)	(a x b)
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 courses		*	
3.	The Faculty contributes towards departmental Development in his field		*	
4.	The Faculty contributing towards knowledge Development in his field		*	
5.	The Faculty contributing towards knowledge Development in his field			
6.	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 Section	03 01	
7.	Teaching Load Undergraduate per year	Courses Section	01 04	
8.	Curriculum Development, New Programme, etc.	Courses Section	01 06	

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	Weight	Total Points
			(a)	(b)	(a x b)
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 University of Swat		06	
		Research Project in Completed Indigenous faculty research sponsored by University of Swat		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	

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			Single Editor	Int.		06	
				Nat.		04	
			Two or more than two Editors	Int.		04	
				Nat.		02	
		Graduate Level Research Oriented book (Edited)	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		Int.		02	

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		Publication add per Publication	Nat		01	
8.	Award Received	International			10	
		National			05	
9.	Research Grants	Rs. 0.1 M to Rs. 0.99 M			04	
	Received / Grants for Planning and Development of advance centers of learning and	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	In evaluation of M.Sc / M.Phil			02	
	External Examiner or REC member	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 /	On National Level			02	
		On International Level			05	

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	Conference					
14.	Interaction with Industry (Consultancy and Advisory Services)	Project / Product Design	Designer / Planner with original concept	Int. Nat.	08 05	
			Designer / Planner by applying existing concept	Int. Nat.	05 03	
		Vetting of Design	Designer / Planner	Int.	03	
			by applying existing concept. Feasibility Studies etc.	Nat.	01	
		Total				

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.	Chairperson 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, Administrative Officer, Sr. Warden, Warden, Assistant Warden (years)		01	
Total				

Evaluation Procedure:

- Evaluation is based on 100 scale with following Weightages:
 - Teaching and Peer Evaluation
 - Scholarship Research and other Creative Work
 - Personal Profiles and Services
- Score Evaluation
 - Professor:
 $\text{Score A} \times 120 \div 30, + \text{Score B} \times 300 \div 60, + \text{Score C} \times 80 \div 10$
 - Associate Professor:
 $\text{Score A} \times 90 \div 30, + \text{Score B} \times 200 \div 60, + \text{Score C} \times 60 \div 10$
 - Assistant Professor:
 $\text{Score A} \times 70 \div 30, + \text{Score B} \times 150 \div 60, + \text{Score C} \times 40 \div 10$
- Total Score of A + B + C above = _____ out of 100

General Provident Fund Statutes, 2016

1. **Title**

Framed in pursuance of Section 29(1) (c) of University of Swat Regulation 2010, these statutes shall be called "General Provident Fund Statutes, 2016".

2. **Commencement**

These Statutes shall come into force at once and shall apply to:

- (1) All employees of the University except:
 - (a) a person appointed on contract;
 - (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.

3. **Definitions**

- (1) Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
 - (a) "Employee" means a person who is in the whole time regular employment of the University. It does not include either a contract employee, or a part-time, casual or temporary servant, engaged on daily or monthly wage basis, Adhoc, Work Charge or those who are reemployed, or, are on deputation from another organization.
 - (b) "Fund" means the General Provident Fund of the employees, established under the Statutes.
 - (c) "Family" means:
 - (i) Wife or wives, in the case of a male subscriber, and husband in case of female subscriber.
 - (ii) children of the Subscriber,
 - (iii) widow(s) and children of a deceased son of a subscriber.

Note: The following, however, are not included in the "Family":

- (i) sons who have attained age of 22;
- (ii) sons of a deceased son who have attained age of 22;
- (iii) married daughters whose husbands are alive;
- (iv) married daughter(s) of a deceased son whose husband(s) are alive;

- (d) "Government" means Government of Khyber Pakhtunkhwa.
 - (e) "Subscriber" means an Employee who is required or permitted under the Statutes to contribute to the Fund.
 - (f) "Salary" means the basic pay of the subscriber.
 - (g) "Senate" means Senate of the University.
 - (h) "Syndicate" means Syndicate of the University.
 - (i) "University" means University of Swat.
 - (j) "Year" means the financial year, beginning on the 1st of July and ending on the 30th of June.
- (2) The pronoun "He" refers to male or female employee, as the case may be.
- (3) All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the University of Swat Regulation 2010.

4. The Fund

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

5. Rate of Subscription

GP Fund shall be deducted from the salaries of the employees as per prescribed rates reproduced in Section 18, revised by the Government from time to time.

6. The Account

The account of the Fund shall be opened in a scheduled Bank to be approved by the Vice Chancellor on the recommendation of Finance & Planning Committee to which all deductions shall be credited, preferably before the end of the first week of each calendar month. Surplus amount shall be invested in a safe and profitable manner to ensure maximum rate of interest.

7. 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 / banks (approved by the Vice Chancellor) through Finance and Planning Committee of the University.

8. 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

university each year according to the method of calculation prescribed from time to time.

- (2) The subscription shall be optional with or without markup/interest as per written will of subscriber.
- (3) Markup shall not be credited to the account of a subscriber if he informs the office of the Treasurer, that he does not wish to receive it; but if he subsequently requests, in writing, for markup, it shall be credited with effect from the first day of the year in which he asks for it.

9. 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.

10. Advances From The Fund

- (1) A temporary advance up to 80 percent may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the Vice Chancellor.
- (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 remains 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 Vice Chancellor after attaining the age of 50 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 disbursement 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 a number of equal monthly installments as the sanctioning authority may direct but such a number shall not be less than 12 unless the subscriber so opts, 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 subject to submission of clearance certificate.

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, in writing, made by him be permitted to withdraw the amount standing to his credit in the Funds six months before his retirement.

11. 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.

12. 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 University employees.

13. Audit

- (1) The accounts of the Fund shall be maintained by the Treasurer in such a manner and form as prescribed under the Statutes relating to Maintenance of Accounts of the University, as may be amended from time to time. The account of the General Provident Fund shall be audited by such person or authority or agency as the Syndicate may appoint from time to time. The annual audited statement of accounts of the General Provident Fund shall be prepared in conformity with the General Accepted Accounting Principles (GAAP) and signed by the Chairman and Secretary of the Board.
- (2) The annual audited statement of accounts so prepared shall be considered by the Syndicate through Finance & Planning Committee.
- (3) The Syndicate may make rules for the purpose of giving effect to all or any of the provisions of these Statutes.

14. 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(s) 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 on prescribed proforma and submit to Registrar Office. A subscriber may, at any time amend his declaration regarding the names of person(s) to whom he would like to be paid, the balance at his credit in the Fund in the event of his death.

15. 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 any kind of loan given to him.

16. Interpretations

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

17. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

18. Minimum Rates of Compulsory Contributions

<i>Basic Pay Scale of the Subscriber</i>	Minimum Rupee Rate of Monthly Contribution (on mean of RBPS-2015)
BPS-1	3%
BPS-2 to BPS-11	5%
BPS-12 to BPS-22	8%

Benevolent Fund Statutes, 2016

1. **Title**

Framed in pursuance of Section, 29(1) (c) of University of Swat Regulations 2012, these statutes shall be called “Benevolent Fund Statutes, 2016”.

2. **Commencement and Application**

These Statutes shall come into force at once and shall apply to all the University employees except:

- (1) the work charged employees;
- (2) part time University employees;
- (3) those employed on contract/adhoc and 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.

3. **Definitions**

- (1) Unless the context otherwise requires, the following expressions shall have the meanings assigned to them as under:
 - (a) “Board” means Board of Trustees set up under these statutes
 - (b) "Employee" means the University employees’ to whom the Statutes apply.
 - (c) "Fund" means the University Employees Benevolent Fund.
 - (d) "Family", in relation to Employee, means his:
 - (i) Spouse;
 - (ii) Sons and step sons up to the age of 22 years;
 - (iii) Unmarried/ widowed/ divorced daughters, parents, sisters, and minor brothers, if residing with and wholly dependent upon him.
 - (e) “Government” means Government of Khyber Pakhtunkhwa.
 - (f) “Regulation” means University of Swat Regulation, 2010.
 - (g) “Rules” means Rules made under these Statutes;
 - (h) "Senate" means Senate of the University.
 - (i) "Syndicate" means Syndicate of the University.
 - (j) "University" means University of Swat.

- (2) The Pronoun “He” refers to both Male and Female employees.
- (3) All other terms and expressions shall have the same meanings as assigned to them under University of Swat Regulation 2010; and Section 3 of the Service Statutes.

4. Retirement Benefits not to be Affected

The provisions of these Statutes and the Rules made thereunder shall have effect notwithstanding anything contained in any other law, rule, order, notification, contract or other document or instrument. Nothing herein contained shall affect the right to receive any pension, provident fund, gratuity or other benefits accruing to the employee on his retirement or invalidation or to his family upon his death, otherwise than under these Statutes.

5. Establishment of Fund

- (1) There shall be established a Fund, to be called the Employees’ Benevolent Fund.
- (2) To the credit of the Fund shall be placed;
 - (a) all sums paid by the employees as subscription to the Fund;
 - (b) all incomes, profits, or interests accruing from the assets belonging to the Fund or from investments made out of the Fund;
 - (c) unclaimed amount of interest on the General Provident Fund of an employee;
 - (e) General Provident Fund balance of an employee which remains unclaimed for a period of six years after the closing of his account.
- 3. The account of the Fund shall be kept in a scheduled bank as may be recommended by the Finance and Planning Committee duly approved by the Vice Chancellor.

6. Subscriptions to be Paid by the Employees

- (1) Every regular employee shall subscribe to the Fund regularly on monthly basis @ of 2.40 % of his basic pay to be deducted at source from his monthly pay and credited to the Fund.
- (2) Where the amount of subscription for any reason could not be deducted from the pay of the employee, the employee shall remit to the Treasurer the sum of due subscription payable by him in such a 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 Section 8 of these statutes but the amount of unpaid subscription shall be deducted from the benevolent grant.

7. 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 within 15 years from the date of his retirement, he or, in the event of his death, his family shall be entitled to receive a Benevolent Grant from the Fund, according to the following ratio, for a period of fifteen years, or up to the date on which the employee might have, if he were alive, attained the age of seventy five years, whichever is earlier:-

Basic Pay Scale in which the Employee was Drawing Pay	Monthly Rate of Benevolent Grant Rupees
BPS – 2 to 15	10,000
BPS – 16 & Above	12,000

Provided that these rates shall be subject to revision by the Syndicate on the recommendation of the Board of Trustees from time to time.

Provided further 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.

Provided further that where a grant under these Statutes has been sanctioned in favour of a widow/ widower, such grant shall be subject to the condition that the widow does not re-marry. Such widow/ widower shall furnish at the time of each drawl to the University a certificate, duly signed by a Gazetted Officer of the University or the Government or a Local Councilor to the effect that spouse is not re-married. The grant shall cease from the month following re-marriage of the spouse.

8. 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 these statutes, be determined by the Board of Trustees or any officer authorized by the Board of Trustees in this behalf.
- (3) The Fund shall vest in the University as a body corporate and shall be managed by the following Board of Trustees:
 - (i) The Vice Chancellor/Chairman
 - (ii) Four members to be nominated by the Vice-Chancellor from among the teaching, para teaching, ministerial and class-IV employees/Members
 - (iii) Registrar/Member
 - (iv) Treasurer/Secretary
- (4) The nominated members shall hold the office for two years at the pleasure of the Vice-Chancellor. Retiring members will be eligible for re-nomination for second time only.
- (5) Half of the members shall constitute the quorum for meetings with fraction being counted as one.

9. Duties and Powers of the Board of Trustees

- (1) The Board shall have the power:
 - (i) to settle claims for benevolent grants under these Statutes and all matters connected with such claims;
 - (ii) to sanction grants from the Benevolent Fund to the employees or their families in accordance with the provision of these Statutes;

- (iii) 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;
- (iv) to sanction expenditure connected with the administration and management of the Benevolent Fund;
- (v) to invest money held in the Benevolent Fund in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust, and in other profitable schemes at the scheduled banks, with the prior approval of the Syndicate; and
- (vi) 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.

10. Meetings of the Board

- (1) The meetings of the Board shall be held at such times and places as may be prescribed, but the Chairman may convene the meetings of the Board at any other time and place.
- (2) Each member of the Board shall have one vote and in the event of a tie, the Chairman shall have a second and casting vote.
- (3) The meetings of the Board shall be presided over by the Chairman and in the absence of the Chairman by the person nominated by the Chairman.
- (4) All orders and decisions of the Board shall be authenticated by the signature of the Chairman or of such other member as may have been authorized by the Board by a resolution.

11. Appeal against the Decision of The Board

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

12. Audit and Accounts

- (1) The accounts of the Fund shall be maintained by the Treasurer in such a manner and form as prescribed under the Statutes relating to Maintenance of Accounts of the University, as may be amended from time to time. The account of the Benevolent Fund shall be audited by such person or authority or agency as the Syndicate may appoint from time to time. The annual audited statement of accounts of the Benevolent Fund shall be prepared in conformity with the General

Accepted Accounting Principles (GAAP) and signed by the Chairman and Secretary of the Board. The annual audited statement of accounts so prepared shall be considered by the Syndicate through Finance & Planning Committee.

- (2) The Syndicate may make rules for the purpose of giving effect to all or any of the provisions of these Statutes.

13. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

Benevolent Fund Statutes, 2016

UNIVERSITY EMPLOYEES BENEVOLENT FUND

FORM "A"

(See rule 10)

FORM OF NOMINATION

1. Name: _____

2. Designation: _____

3. Department/Section: _____

I hereby nominate the person/persons mentioned below who is/are member/members of my family as defined in section 2(ii) of the University of Swat Benevolent Fund Statutes, 2016 to receive the benevolent grant in the event of my death.

PART-I

(For wife/husband only)

S.No.	Name of nominee/ nominees	Relationship	Age	Proportion of the share to be paid	If, the nominee is minor, name of the person/persons to whom payment is to made on his behalf

PART-II

(For members of family other than wife/husband)

S.No.	Name of nominee/ nominees	Relationship	Age	Proportion of the share to be paid	If, the nominee is minor, name of the person/persons to whom payment is to made on his behalf

Certified that the member or members of my family mentioned in Part-II are wholly dependent upon me. The earlier nomination made by me may kindly be treated as cancelled.

Date : _____

Signature and thumb impression of

Attested by
Name, Signature and Seal of a
Teacher/Officer of the University

UNIVERSITY EMPLOYEES BENEVOLENT FUND

FORM "B"

(See rule 12)

PART-I

PART-I.PERSONAL DETAIL.

1	a)	Name of the incapacitated/ deceased employee.																
	b)	CNIC No.						-									-	
	c)	Father/Husband Name.																
	d)	Date of birth.																
	e)	Date of death.																

PART-II.SERVICE DETAIL.

2	f)	Last appointment held Alongwith BPS (Gazetted/Non- Gazetted)																
	g)	Date of entry into service.																
	h)	Date of removal from service on account of																
		a)	Incapacitation															
		b)	Superannuation/Quali fying service.															
		c)	Dismissal from service.															
	i)	Pay per month.																
		a)	Basic Pay															
		b)	Special Pay															
		c)	Technical Pay															
		d)	Personal Pay															
		e)	Qualification Pay															
		Total																

4. Period of EOL or period for which contributions to Benevolent and Group Insurance Funds were not paid _____

PART-III.

Benevolent Fund Statutes, 2016

PROSPECTIVE BENEFICIARY DETAIL

4. Name of beneficiary (nominated or otherwise)

Name	CNIC	Date of Birth	Relationship with the deceased	Profession	Marital Status

5. Beneficiary address

- a. Present: _____
- b. Permanent: _____
- c. Contact No. _____

PART-II

CERTIFICATES BY THE REGISTRAR

1. Certified that the information contained above in respect of _____ is correct according to the University record.
2. Certified that the above named employee was neither a contingent/work charged/adhoc/contract employee nor a deputationist and he was a regular contributor of University Employees Benevolent Fund (in case of a deputationist from any Provincial/Federal Government Department, the case will be preferred by his parent department).
3. Certified that the employee died during the service/after retirement upto the age of 70 years.
4. Certified that the above claim has been preferred for the first time and has not been sent previously claimed from any office of this department.

Dated. _____
Registrar

Seal and Signature

Forwarded to the Secretary, University Employees Benevolent Fund Board

Dated. _____

Seal and Signature Registrar

PART-III

Following Documents must be submitted with claim duly attested by the Registrar/Deputy Registrar (Establishment)

- a) **Annex “A”**_ A copy of last pay certificate
- b) **Annex “B”**_ Photostat copies of first page of service book/PPO.
- c) **Annex “C”**_ Photostat copies of CNIC in respect of the aforesaid incapacitated/deceased employee and the beneficiaries.
- d) **Annex “D”**_ (Death Case only) three copies of death certificate duly attested. These may be in the form of office order notifying the death, certificate by a medical officer or extract from the register of birth/death of Union Council/Union Committee/Municipal Committee.
- e) **Annex “E”**_ Three copies of Notification/order under which the name of the said employee was struck off strength.
- f) **Annex “F”**_ (Incapacitated Case) A copy of the Medical Board proceedings duly attested by the Head of Department. Medical Board must comprise of three Medical Officers one of them being a specialist Medical Board proceedings must record the case history and the exact nature of disability.
- g) **Annex “G”**_ Nomination form duly attested.
- h) **Annex “H”**_ List of family members and dependent i.e. wife/wives, children, father, mother, minor brother and unmarried/divorced sisters/daughters. The list should indicate name, CNIC No., relationship, age, marital status, profession, monthly income and present address.
- i) **Annex “I”**_ wholly dependency certificate (other than spouse) issued by the Head of the Department.
- j) **Annex “J”**_ Envelope containing four copies of photographs duly attested in respect of each beneficiary or the incapacitated employee bearing the name of the person on the reverse of three photos and one on the face. In case of purdah observing ladies, photographs will not be required; A certificate that she is Purdah observing lady must be attached.
- k) **Annex “K”**_ Four signatures/thumb impressions on separate sheets (four on each sheet) of each beneficiary/dependents/incapacitated employee duly attested by a teacher/officer of the University.

Employees Welfare Fund Statutes, 2016

1. **Title**

Framed in pursuance of Section 29(1) (p) of University of Swat Regulation 2010, these statutes may be called “Employees Welfare Fund Statutes, 2016”.

2. **Commencement & Application**

These Statutes shall come into force at once and shall apply to all University employees entitled to the benefits of the Welfare Fund except:

- (1) the staff paid from contingencies;
- (2) the work charged employees;
- (3) part time University employee;
- (4) those employed on contract;
- (5) those employed on deputation to the University;
- (6) the employees who have attained the age of 60 years; and
- (7) any other class of University employees excluded by the Syndicate.

3. **Definitions**

- (1) Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
 - (a) "Board" means the Board of Management of the Welfare Trust Fund as established under Section 4 of these Statutes.
 - (b) "Family" in relation to a University employee means:
 - (i) In the case of a male subscriber, the wife or wives and children of a subscriber, and the widow and widows, and children of a deceased son of the subscriber. Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these statutes relate, unless the subscriber subsequently indicates by express notification in writing to the Treasurer that she shall continue to be so regarded.
 - (ii) in the case of a male employee, the wife or wives, and in the case of a female employee the husband of the employee;

- (iii) in the case of a female subscriber the husband and children of the subscriber, and the widower and children of a deceased son of the subscriber.
 - (iv) the natural sons up to the age of twenty-five years, provided that they are not handicapped or mentally retarded; and
 - (v) In cases i.e. male/female parents, minor brothers, unmarried, divorced or widowed daughters and sisters of the employee wholly dependent upon him.
 - (c) "Fund" means the Welfare Trust Fund established under these Statutes.
 - (d) "Pay" means the amount drawn monthly by a University employee as:
 - (i) the pay which has been sanctioned for the post held by him substantively, or in an officiating capacity, or to which he is entitled by reason of his substantive position in a cadre.
 - (ii) qualification pay, technical pay, personal pay and special pay; and
 - (iii) any other emoluments which may specifically be classified as pay by the Syndicate.
 - (e) "Syndicate" means the Syndicate of the University.
 - (f) "Treasurer" means the Treasurer of University.
 - (g) "University Employee" means a person who holds a permanent post in the university service and who is paid from the University Fund.
 - (h) "Government" means Government of Khyber Pakhtunkhwa.
- (2) The pronoun "He" refers to both Male and Female employee.
- (3) All other terms and expressions shall have the same meanings as assigned to them under Section 2 of the University of Swat Regulations 2010 or Section 3 of the University Service Statutes.

4. **Establishment of Welfare Fund**

A Fund shall be established, to be called University of Swat Welfare Fund, for the purpose of General Welfare of the University employees.

5. Sources and Utilization of The Fund

- (1) To the credit of the Welfare Fund shall be placed:
 - (i) all contributions received from University employees
 - (ii) all contributions made by the University; and
 - (iii) all interest or profit accruing on such contributions.
 - (iv) all donations received for purpose of this fund
- (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.
 - (i) 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.
 - (ii) 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 along with the earnings accruing on it.

6. 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.
- (2) There shall be a Board consisting of the following members as under to administer and manage the Fund:

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

- (3) Members of the Board mentioned on Serial No: ii, iii and v, shall hold the office for three years.

7. Functions and Powers of The Board

The Board shall:

- (1) From time to time arrange for investment in the profitable schemes.
- (2) Monitor and oversee accounts of the Fund;
- (3) Sanction expenditures connected with the administration and management of the Fund;
- (4) Do or cause to be done all other things ancillary or incidental to any of the aforesaid or to the purpose of the Fund;
- (5) Revise the rates from time to time;
- (6) Settle the claims in relation to the Fund;
- (7) Report annual progress with regard to Fund, or in respect of any claim given to it by the Syndicate.

8. Contribution Towards Welfare Fund By the University Employees

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

9. Contributions by Employees in Foreign Service

- (1) When a University employee is transferred to Foreign Service he shall continue to be governed by these 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.

10. Assistance to the Family of Deceased Employee

The Board shall be 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 of the board as follows:

- (1) Funeral Grant in the case of death of the employee BS-1 to BS-22, Rs.10,000.

- (2) Funeral Grant in the case of death of dependents of the employee BS-1 to BS-16, Rs.5,000.
- (3) Assistance in case of prolong illness to employees in BS-1 to BS-16.

11. 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 Fund, nor to the refund of the contributions made by him toward the said Fund during the period of his service.

12. Meeting of the Board

- (1) The Board constituted under Section-6 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 a majority of votes. In case of a tie, 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:
 - (i) the conduct of correspondence on behalf of the Board
 - (ii) the maintenance of the records of the Board
 - (iii) the disbursement of the money from the Fund
 - (iv) the maintenance of the accounts
 - (v) preparation of the agenda of the meetings of the Board and giving advance notice of such meeting to the members of the Board
 - (vi) performance of such other functions as may be specified by the Chairman.

13. 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.

14. Withdrawals from Welfare Fund

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

15. 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.

16. Funds to be Kept in Approved Bank

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

17. 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.

18. Interpretations

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

19. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

Employees Welfare Fund Statutes, 2016

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

SCHEDULE-II**FORM OF NOMINATION**

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

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

Dated...../20

Attested by (Seal of the office)

Signature of the Subscriber

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

SCHEDULE-III

Dated.....

To

.....

(Address of the Insurance Company)

REF: EMPLOYEES WELAFRE FUND

Respectable Sir/Madam,

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

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

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

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

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

It is hereby certified:

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

Treasurer

Pension & Gratuity Statutes, 2016

1. **Title**

Framed in pursuance of Section, 29(1) (c) of the University of Swat Regulation 2010, these statutes may be called “Pension & Gratuity Statutes, 2016”.

2. **Commencement & Application**

These Statutes shall come into force at once and shall apply to:

- (1) All regular employees of the University except:
 - (i) a person appointed on contract / adhoc/fixed pay basis
 - (ii) 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 or / and Provincial Government, autonomous bodies who acquired service in the University through proper channel and whose pension contribution is borne by the respective government.
- (3) University employees engaged on contract with no stipulation for pension under these Statutes.
- (4) Any person for whose appointment and condition of service special provisions are made by or under any law, rule, or by laws for the time being in force.
- (5) Any University employee or class of University employees who may be specifically excluded by the Syndicate from the application of these Statutes.
- (6) Any University employee who holds a post already declared by the Syndicate to be non-pensionable.
- (7) 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.
- (8) 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.

3. **Definitions**

- (1) Unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:
 - (a) “Government” means Government of Khyber Pakhtunkhwa.

- (b) "Head of Department" means the Head of the University Teaching or Administrative Department and includes the Director of an Institute.
 - (c) "Medical Authority" means an authority appointed by the Director General Health, to conduct medical examination of University employees for the purpose of granting invalid pension, extra-ordinary pension or commutation of pension.
 - (d) In the case of BPS-1 to BPS-16 employees, the Standing Medical Board consisting of not less than three Medical Officers (including one MS/senior doctor at the level of Professor) to be appointed by the Syndicate on the recommendations of the Vice Chancellor; and
 - (e) In the case of BPS 17 and above employees, the standing Medical Board consisting of not less than four Medical Officers (including one MS/ Senior Doctor at the level of Professor) to be appointed by the Syndicate on the recommendations of the Vice Chancellor.
 - (f) "Pension Fund" means the Fund established under these Statutes.
 - (g) "Syndicate" means the Syndicate of the University.
 - (h) "Treasurer" means the Treasurer of the University.
 - (i) "University" means University of Swat;
 - (j) "University Employee" and "University Service", respectively, mean the employee to whom and the service to which these Statutes apply.
- (2) The pronoun "He", used in relation to an employee, refers to male or female, as the case may be.

4. 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, shall mutatis mutandis apply to University employees subject to the following conditions:
 - (i) any reference to Government shall be a reference to University;
 - (ii) any reference to Government servant shall be a reference to University employee;

- (iii) any reference to the Federal/Provincial Consolidated Fund shall be a reference to the University Fund constituted under these Statutes;
- (iv) any reference to service in a Basic Pay Scale shall be a reference to service in the corresponding Basic Pay Scale of the University.
- (2) If any difficulty or dispute arises regarding the application of the said Rules, the matter may be resolved by the Syndicate.
- (3) The orders of the Government, allowing or disallowing any monetary benefits to the Government Pensioners, shall also be applicable to the University Pensioners.

5. Qualifying Service for Pension:

- (1) Subject to the provision of these Statutes; the service of an employee shall qualify for pension from the beginning, viz from the date of initial joining in the University.
- (2) Service rendered by a University employee in a Government Department, or an autonomous body, before joining service of the University, shall be counted as qualifying for pension, provided that the said service was pensionable, and the proportionate share of pension for that service is borne by the former employer Departments/ Organizations undertaking the liability to pay the proportionate pensionary charges i.e. leave salary and pension contribution or the employee concerned is agreed to pay the required contribution from his own pocket.

6. Condonation of Interruptions and Deficiencies:

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

or on abolition of his permanent post (and his eventual selection for discharge) and, but for such contingencies, he would have completed another year of qualifying service; and

(ii) The service rendered by the employee was meritorious.

(4) A deficiency of one full year or more shall not be condoned.

7. Pension Fund

There shall be maintained a Pension Fund to the credit whereof shall be placed a contribution made by the University equivalent to 33.33% of the mean of the scale of each regular employee.

8. 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, 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.

9. Payment of Pension

All pension payments shall be made out of Pension Fund.

10. 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 gets his pension regularly on the first day of his retirement provided that due to unavoidable circumstances, to be recorded in writing, the Vice Chancellor may grant / sanction anticipatory pension as per Pension Rules of the Government.

11. Competent Authority for Sanctioning Pension

The Appointing Authority shall be the Sanctioning Authority to grant pension. However, the syndicate can authorize the Vice Chancellor to sanction payment of pension to the employees.

12. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

Insurance Statutes, 2016

1. **Title**

Framed in pursuance of Section 29(1) (c) read with Section 43 of the University of Swat Regulation 2010 and the rules made thereunder these Statutes may be called "Insurance Statutes, 2016".

2. **Commencement**

The Statutes shall come into force at once.

3. **Application**

The Statutes shall be applicable to the employees provided for in Section 3 of the Service Statutes, 2016.

4. **Definitions**

- (1) In the Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby, respectively, assigned to them:
 - (a) "University" means the University of Swat.
 - (b) "Family", in relation to an Employee, means his:
 - (i) wife or wives (in case of a male employee), or husband (in case of a female employee);
 - (ii) children and step children;
 - (iii) parents, sisters, and minor brothers, if residing with and wholly dependent upon him;
 - (c) "Employee" means the University employee to whom the Statutes apply.
 - (d) "Government" means Government of Khyber Pakhtunkhwa.
 - (e) "Insurance" means the Group Insurance of Employees.
- (2) The pronoun "He" or "His", used in relation to an employee refers to male or female employee, as the case may be.
- (3) All other expressions shall have the same meaning as assigned to them under Section 2 of the Regulations.

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

All employees shall be entitled to the benefits of Group Insurance, except;

- (1) work-charged/contingent-paid establishment;
- (2) part-time employees;

- (3) those employed on contract for a fixed period;
- (4) any category of employees specifically excluded by the Syndicate from the purview of the Statutes.

6. Subscriptions by the Employees

- (1) Every permanent/regular employee shall pay to the Group Insurance a monthly subscription at the following rates, subject to revision by the Syndicate as may be notified from time to time:

Pay Scale of Employees	Monthly Rate of Contribution in Rupees,
BPS-1 to 4	117 (Payable by University)
BPS-05 to 10	117 (Payable by employees)
BPS-11 to 15	233 -----do-----
BPS-16	233 -----do-----
BPS-17	350 -----do-----
BPS-18	350 -----do-----
BPS-19	350 -----do-----
BPS-20 & above	468 -----do-----

- (2) The subscription shall, as far as possible, be deducted at source from the pay bills of the employees. Where the amount of subscription cannot for any reason be deducted from the pay of an employee, the employee shall remit it to the Treasurer. Any amount of subscription remaining unpaid, due to inadvertence or negligence of the employee or otherwise shall be recoverable from his General Provident Fund account.
- (3) Default in the payment of subscription, either for the reason that the pay of the employee was not drawn due to his inadvertence, negligence or fault, or any other reason, whatsoever, shall not affect his right, or the right of his family, to receive the Group Insurance Grant, provided for in section 07. However, the amount of unpaid subscription shall be deducted from his General Provident Fund.

7. Grants out of the Group Insurance Revenue

If any employee:

- (1) due to accident is declared by the prescribed medical authority to have been completely incapacitated physically or mentally, to discharge the duties of his employment, or
- (2) dies during the continuance of his employment, his family shall be entitled to receive a Group Insurance Grant by the Insurance Company as per following agreement subject to revision by the Syndicate as may be notified from time to time:

Basic Pay Scale in which the Employee was Drawing Pay	Sum Assured per employee
BPS 1- 10	5,00,000
BPS 11 to 16	10,00,000
BPS-17 to 19	15,00,000
BPS-20 & above	20,00,000

8. Assistance Package for Families of Employees who die during Service

The employees shall be entitled to the in-service death package as approved and notified by Syndicate, keeping in view the agreement with insurance company.

9. Audit & Accounts of the Insurance Premium

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

10. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

Election to the Authorities Statutes, 2016

1. **Title**

Framed in pursuance of Section 29 (1) (p) of University of Swat Regulation 2010, these statutes may be called "Election to the Authorities Statutes, 2016"

2. **Commencement & Application**

These Statutes shall come into force at once and shall be applicable to relevant cadre employees.

3. **Definitions**

- (1) In these Statutes, unless there is anything repugnant in the subject or context of University of Swat Regulations, 2010, the following expressions shall have the meanings hereby respectively assigned to them:
- (a) "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;
 - (b) "Constituency" means a constituency delimited under University of Swat Regulations, 2010;
 - (c) "Election" means election of a member of an Authority or Body under University of Swat Regulations, 2010;
 - (d) "Elector" means a person who is actually a member of any constituency by virtue of his permanent designation for the purpose of election under the University of Swat Regulation 2010;
 - (e) "Election Agent" means an election agent appointed by a candidate under Section 19(i) of these Statutes and where no such appointment is made the candidate may act as his own agent;
 - (f) "Presiding Officer and Assistant Presiding Officer" means Presiding Officer and Assistant Presiding Officer so appointed by the Returning Officer;
 - (g) "Polling Day" means the day on which the polling is conducted for the election(s);
 - (h) "Registrar" means the Registrar of University of Swat and Election Authority for the purpose of these Statutes;
 - (i) "Returning Officer" means Returning Officer so appointed by the Election Authority exercising the powers and performing the

function (s) assigned to him in connection with the elections and those prescribed by the University Regulation 2010.

(j) "Specified Authorities" means the Senate, Syndicate and Academic Council of University of Swat and those prescribed by the University Regulations 2010.

(2) All other expressions shall have the same meanings as assigned to them and as defined under Section-2 of University of Swat Regulation 2010.

4. Election Authority

- (1) The Registrar shall be the Election Authority to conduct the elections to various authorities. 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.
- (2) All the Officers/Sections of the Constituent affiliated Colleges or allied institutions and the Administrative Sections shall assist the Registrar in the performance of his function.
- (3) The Registrar shall determine the number of constituencies for general election in accordance with the provisions of these Statutes and Regulation 2010.
- (4) The Registrar will appoint a Returning Officer to conduct the Elections as per these Statutes.
- (5) The Registrar shall notify election(s) for all constituencies falling vacant at least six weeks prior to expiry of the term for the existing elected member(s) of the authority / Authorities in accordance with the provisions of University of Swat Regulation 2010. In case of any causal vacancy a bye-election may be held on the appointed date.

5. By-Elections

A by-election may be held within six weeks immediately after a vacancy of the authority falls vacant under special circumstances.

6. Notice of Election

- (1) The Election Authority shall by a general notification announce the elections schedule in various constituencies showing dates for 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.

- (2) The Election Authority shall also notify the election schedule to the teaching departments, constituent colleges, affiliated colleges and other relevant offices/ institutions, as the case may be.

7. Appropriate Day in Case of Holiday:

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

8. Publication Of Electoral Lists

The Election Authority on the appointed date shall publish the Electoral Lists of the Elections of the specified Authorities by a general notification by circulation to heads of all institutions, by uploading them on the University official website and by affixing them at the University Notice Boards.

9. Claims and objections

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

10. Decision of The Election Authority

The Election Authority shall be the Revising Authority and its decision with respect to claims and objections, (unless objected to in writing and received within 24 hours of the decision) shall be final.

11. Decision By Committee

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

12. Correspondence With The Electors

- (1) All correspondence shall be addressed to the Electors by name other than University employees. The Electoral Lists etc. shall be sent on their official address only. An elector shall notify any change in his address to the Election Authority within the prescribed time.
- (2) All final electoral lists shall be uploaded on the University official website and copies thereof despatched by the Election Authority to the Heads of the University Teaching/Administrative Departments / Institutes / Centres / Academy, Principals of the Constituent and Affiliated Colleges

as the case may be for information of the Electors, as prescribed under Schedule-I.

13. Qualification 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 unless he fulfils the conditions.

14. Nomination for Election

- (1) Any elector of a constituency may propose or second the name of only one qualified person to be a member of that constituency.
- (2) Every proposal shall be made by a separate nomination paper in the prescribed form as given in Schedule-II, which shall be signed by the proposer, seconder and shall contain;
 - (i) 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.
 - (ii) each Elector shall be entitled to propose as many persons for election as there are vacancies in each constituency.
- (3) Every nomination paper shall be delivered personally by the candidate or his proposer to the Returning Officer.
- (4) The Returning Officer shall give a serial number to every nomination paper, record therein the name of the person presenting it and the date and time of its receipt.
- (5) 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. The Proposer and Secunder shall sign only one nomination form and shall not be eligible to contest election for the same constituency.

15. Scrutiny

- (1) On the appointed date the Returning Officer shall scrutinize the nomination papers received by him. The candidates or their election agent or proposer may attend the scrutiny of papers.
- (2) The Returning Officer shall give the candidates, their election agents and proposer's a reasonable opportunity for examining the nomination papers and objections, raised if any, shall be considered and decided on the spot, by the Returning Officer.

- (3) The Returning Officer shall reject the nomination paper(s) after a brief enquiry, if necessary in his opinion, for one or any of the following genuine reasons or are alleged as such, provided that:
- (i) the candidate is not qualified to be elected as a member.
 - (ii) the proposer or seconder is not qualified to subscribe to the nomination papers.
 - (iii) the provisions of these Statutes have not been complied with or that the signature(s) of the proposer(s) do not seem to be genuine or are alleged as such.
- Provided that the rejection of any nomination paper shall not invalidate the nomination of a candidate by any other valid nomination paper.
- (iv) the Returning Officer shall not reject a nomination paper of a candidate on the ground of any defect which is not of a substantial nature and may allow any such difficulty to be removed forthwith.
- (4) the Returning Officer shall endorse on each nomination paper his decision accepting or rejecting it, stating reasons in case of rejection.
- (5) in case of rejection of a nomination paper the candidate may file objections within three days, to the Committee appointed under rule 11, whose decision shall be final.

16. Publication of List Of Candidates

- (1) The Returning Officer shall, after the scrutiny of the nomination papers prepare, and publish in the prescribed form a list of candidates validly nominated.
- (2) In case 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.

17. Withdrawals

- (1) Any nominated candidate may withdraw his candidature by a notice in writing, signed by him and delivered to the Returning Officer on or before the appointed date and time.
- (2) A notice of withdrawal shall in no circumstances be opened to revocation or cancellation.
- (3) Copies of such notices of withdrawal shall be notified for general information and a copy placed on the University Website/Notice Board.

18. Un-Contested Election

Where after scrutiny, only one person each remains as a validly nominated candidate for election in a constituency or where after withdrawal only one person each is left as a contesting candidate, the Returning Officer shall notify such candidate(s) to have been elected un-opposed, provided no appeal is pending against the rejection of any nomination paper for the constituency concerned.

19. Election Agent

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

20. Polling Agent

- (1) 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.
- (2) The appointment of the Polling Agent may be revoked at any time by the candidate or his Election Agent.
- (3) Where any act or thing is authorized under 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.

21. Polling Hours

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

22. Stopping the Poll

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

23. Voting

- (1) The elections under these Statutes shall be contested by secret ballot:
 - (i) by tendering ballot papers by hand and
 - (ii) 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.
- (2) 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.
- (3) 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.
- (4) Any ballot paper bearing any cutting, scratching over-writing or does not bear the official mark shall be rejected, as invalid.
- (5) Ballot papers / votes received by post shall be opened by Returning Officer or Presiding Officer in the presence of the polling agents.
- (6) The University teachers/ Officer abroad or absent due to genuine reason(s), may cast their vote(s) by post in their respective constituencies under registered seal as prescribed under Schedule-IV not later than the polling day and hour fixed for receiving the ballot papers by the Presiding Officer. They can also send their casting vote/ postal ballot paper duly signed by them and the Returning Officer, followed by confirmation through telephonic or visual electronic media.
- (7) The ballot papers along with declaration form and other papers, for University teachers/ officers for the constituencies, under registered seal, as prescribed under Schedule-V, shall start on the appointed date. The ballot paper(s) will be issued 15 days before the election date by the Returning Officer in the prescribed form by hand against receipt or by post under registered cover.
- (8) 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.
- (9) An elector who has inadvertently spoiled the ballot paper or the declaration form and requests for the issue of a duplicate ballot paper, the Returning or Presiding Officers after satisfaction, issue him another ballot Paper or declaration form. The spoiled ballot paper and

declaration form prescribed together with their counter foil, shall be marked as duplicate.

24. Counting Of Vote

- (1) On the conclusion of polling, the Presiding Officer shall record the number of votes polled for contesting candidates and note down the total number of votes casted and rejected, and strike the balance.
- (2) The candidate or his Polling or Election Agent shall be allowed to be present at the time of counting of votes.

25. Declaration of Results

- (1) The candidate(s) who get the highest number of valid votes shall be reported by the Presiding Officer(s) to the Returning Officer for total counting and notifying the success of the candidate as laid down under clause 24(1).
- (2) In case of equality of votes between two or more than two candidates the Returning Officer shall record the basis of drawing lots in the presence of the contesting candidates or their agents, and obtain signatures of such persons as having been witnesses to the proceedings.
- (3) If any candidate, election agent or polling agent objects to the counting and the objection are reasonable in the opinion of the Presiding Officer, he may order recounting of the votes in the presence of these persons.
- (4) Before declaration of results, it shall be signed by Returning Officer or Presiding Officer and Polling Agents.

26. Election Tribunal

- (1) In case of disputes in election, all petitions shall be addressed to the Election Tribunal consisting of the Vice Chancellor as Chairman, the District and Sessions Judge Swat or his nominee, the Secretary to Government Higher Education Department or his nominee not below the rank of Deputy Secretary, and the Registrar, who shall also be the secretary, as members within three days of the declaration of the results.
- (2) The Election Tribunal may require personal hearing of the petitioner(s) and other candidate(s) and may also examine the records of the election and upon conclusion:
 - (i) issue an Order
 - (a) rejecting the petition.

- (b) declaring the election of the returned candidate void or and the petitioner(s) or other contesting candidates to have been duly elected, or
 - (c) declaring the election void as a whole.
- (ii) make a decision within fifteen days of the filing of the petition that shall be final and binding on all parties to the dispute.

27. Custody of Election Record

The Returning Officer shall retain until the expiry of three months from the date of election, all the papers connected with the election. After lapse of three months the documents will be disposed-off.

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

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. Issuance of revised list
4. Issuance of notice inviting nominations
5. Receipt of nomination papers
6. Scrutiny of nomination papers
7. Issuance of list of validly nominated candidates
8. Withdrawal of nomination papers
9. Issuance of ballot papers in case of ballot by post
10. Elections
11. Announcement of election results in the prescribed form

SCHEDULE - II
The University of Swat

NOMINATION FOR ELECTION TO THE CONSTITUENCY OF

.....
(To be Filled in by The Proposer)

Election to the Constituency of

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

Dated

Signature of Proposer

(To be Filled in by the Secunder)

I, (Name of the seconder), registered as an elector at serial No.....in the electoral list for the subject, electoral area in do hereby second the name of, from constituency.

Dated

Signature of Secunder

(To be Filled by the Person Nominated)

D E C L A R A T I O N

I,son/daughter/wife of registered as an elector at serial No....., in the electoral list for the subject Constituency of, do hereby declare that I have consented to the above mentioned nomination and that I am not subject to any disqualification for being elected as (Member of the relevant authority).

Signature of the Person Nominated

Dated

(To be Filled in by the Returning Officer)

Serial number of nomination paper in respect of Dr/Mr/Ms (No.....) This nomination paper was delivered to me at my office at (hours) on (date) by being the candidate/proposer.

Dated

Returning Officer

Election to the Authorities Statutes, 2016

(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(s) of the Section 13 of University of Swat Election Statutes, and decide as follows.....

(in case of rejection, state brief reasons)

Dated

Returning Officer

SCHEDULE - III University of Swat List of Contesting Candidates

Election to the _____ From _____ **
Constituency.

Serial No	Name of the Contesting Candidates in alphabetical order	Designation of the contesting
--------------	--	----------------------------------

candidates
1.
2.
3.
4.
5.

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

Returning Officer

Date.....

** Insert the number and name of the Constituency.

SCHEDULE - IV
Secret Ballot Paper

Constituency No. _____

Serial No	Name(s) of the Candidates	Choice
		Tick mark(✓)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Note: For ballot by post, the ballot paper shall be sealed and enclosed in another sealed cover and to be sent by post in case of University Teachers/Officers and Registered Graduate constituencies in the manner prescribed.

Election to the Authorities Statutes, 2016

UNIVERSITY OF SWAT

List of Validly Nominated Candidates

Election to the _____

Name and Number of the Constituency _____

Serial No	Name of Candidate	Designation	Present/Postal Address of the Candidate
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Place _____

Returning Officer

Date

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 for the above election.

Signature of Elector _____

Date _____

Address _____

Attestation

The above has been signed in my presence by _____ (elector) who is personally known to me.

Signature of Identifier* (available if any) _____

Name and Designation _____

CNIC Number						-								-	
-------------	--	--	--	--	--	---	--	--	--	--	--	--	--	---	--

Address: _____

Dated: _____

Note: For inland elector(s) verification is mandatory.

Certificate

I hereby certify that:-

- (1) The above named elector is personally known to me or 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 _____

Name and Address _____

CNIC Number						-								-	
-------------	--	--	--	--	--	---	--	--	--	--	--	--	--	---	--

Signature of Attesting Officer _____

Name and Designation _____

Address _____

Date _____

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

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

1. Title

Framed in pursuance of Section 29 (1) (h) read with Section 6 (xxii) of the University of Swat Regulations, 2010, these statutes may be called “Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions Statutes, 2016”.

2. Commencement

The Statutes shall come into force at once.

3. Application

The Statutes shall apply to the Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions of the University.

4. Definitions

- (1) In the Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them as under:
 - (a) “Regulation” means Regulation of the University of Swat 2010.
 - (b) "University" means The University of Swat.
 - (c) “Senate” means Senate of The University.
 - (d) “Syndicate” means Syndicate of The University.
 - (e) “Vice-Chancellor” means the Vice-Chancellor of The University.
 - (f) "Authority" means under Section 25 (2) (f) of the Regulation 2010, The Academic Council, to propose to the Syndicate the constitution of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions.
 - (g) "Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges” means Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions of The University respectively to whom the Statutes apply in terms of Statute 3 above.
 - (h) "Prescribed" means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;
 - (i) “Dean, Chairperson /Director/Principal” mean the Head of a Faculty, Teaching Department/ Institute or Head of

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

Department/Principal of Constituent Institutions, Constituent
Colleges and Other Academic Divisions of The University.

- (2) All other terms and expressions shall have the same meanings as assigned to them under Section 2 of the Regulation 2010.

5. Faculties

The University shall include the following Faculties:

- (1) The Faculty of Chemical Sciences.
- (2) The Faculty of Physical and Numerical Sciences.
- (3) The Faculty of Life Sciences.
- (4) The Faculty of Management and Social Sciences.
- (5) Faculty of Religious and Legal Studies
- (6) Faculty of Languages and Literature; and
- (7) Such other Faculties as may be prescribed by statutes.

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

The following shall be teaching departments/institutes/constituent college(s) of the University.

S.No.	Name of Teaching Departments/ Institutes/ Constituent colleges.
(1)	Institute of Chemical Sciences
(2)	Institute of Cultural Heritage, Tourism and Hospitality Management
(3)	Center for Agriculture Sciences and Forestry
(4)	Center for Animal Science and Fisheries
(5)	Center for Biotechnology & Microbiology
(6)	Center for Earth and Space Sciences
(7)	Center for Education and Staff Training
(8)	Center for Management & Commerce
(9)	Center for Plant Sciences and Biodiversity
(10)	Department of English and Foreign Languages
(11)	Department of Economics and Development Studies

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

(12)	Department of Applied Physical and Material Sciences
(13)	Department of Computer and Software Technology
(14)	Department of Environmental and Conservation Sciences
(15)	Department of Law & Shari'a
(16)	Department of Mathematics & Statistics
(17)	Department of Psychological Studies
(18)	Department of Social and Gender Studies
(19)	Department of Media & Communication Studies
(20)	College of Home Sciences

Provided that the Syndicate may from time to time, on recommendation of the Academic Council approve establishment of some other faculties/Departments/Institutes and constituent Institutes/Colleges/Schools in the University, and its Sub-Campuses when needed.

7. Powers of the University

The University shall have the powers vested in it by Section 6 (xvi) of the University of Swat Regulations 2010, to accept the examinations passed and the period of study spent by students of the University at other universities and places of learning equivalent to such examinations and periods of study in the University, as it may prescribe, and to withdraw such acceptance.

8. Regulations and Rules

In pursuance of Section 2 (xxii) & (v) and Section 29 - 32 of the Regulation 2010, Rules shall be made by the Academic Council for the purpose under provision of the Statutes as it deem necessary from time to time.

9. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

**Fee and other Miscellaneous Charges Statutes,
2016**

1. **Title**

Framed in pursuance of Section 29(1) (b) of the University of Swat Regulation, 2010, these statutes may be called “Fees and other Miscellaneous Charges Statutes, 2016”.

2. **Commencement**

These Statutes shall come into force at once.

3. **Application**

The Statutes shall apply to all persons admitted in the University or its constituent institutes/colleges/schools.

4. **Definitions**

- (1) In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them as under:
 - (a) "Fee" means Admission fee, Tuition fee, Examination fee, or any other charges classed as Fee by the Syndicate.
 - (b) "Non-Refundable Fee" means any Fee or Charge made to University by a person which cannot be returned even if the purpose for which the payment was made is not met.
 - (c) "Person" means any Person to whom these Statutes apply in terms of Statute 3 above.
 - (d) "Prescribed" means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;
 - (e) “Other Charges” means the dues other than fee demanded by the University from a person.
 - (f) "Refund of Fee” means the amount required to be returned to a person in a prescribed manner.
- (2) All other terms and expressions shall have the same meanings as assigned to them under Section 2 of the Act and Section 3 of the Service Statutes.

5. Fee Structure

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

6. Fee Refund

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

7. Hostel Accommodation

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

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

8. Additions and Alterations to the Schedule

The Syndicate may, on recommendation of the Academic Council/F&PC revise the fee structure or amend any policy with such conditions as it may deem fit, in accordance with the provisions of the University of Swat Regulation 2010.

9. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

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

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

1. Title

Framed in pursuance of Section 29(1) (f) and (g) of University of Swat Regulation 2010 these statutes may be called “Affiliation and Disaffiliation of Educational Institutions and related matters Statutes, 2016”.

2. Commencement & Application

These Statutes shall come into force at once and shall be applicable to all higher educational institutions in Public and Private Sectors affiliated / to be affiliated with University of Swat.

3. Definitions

(1) In these Statutes unless there is anything repugnant in the subject or context the following expressions shall have the meanings assigned to them as under:

- (a) “University” means University of Swat;
- (b) "Authority" means the Syndicate of the University
- (c) “Affiliation” means affiliation with The University.
- (d) “Affiliated college” or “Affiliated institution” means a college or institution affiliated to the University, but not maintained or administered by it;
- (e) “Affiliation Committee” means the Affiliation committee constituted in terms of Section 18(2) and Section 33 of the Regulation of University of Swat read with Section-14 of the Constitution, Functions and Powers of the Authorities Statutes 2016 of the University.
- (f) “HEC” means the Higher Education Commission Islamabad.
- (g) “HERA” means Higher Education Regulatory Authority,
- (h) “HEAL” means the Higher Education, Archives and Libraries Department, Government of Khyber Pakhtunkhwa.
- (i) “Inspection Committee” means the Committee executing inspection of the institutes/colleges.
- (j) "Institutes/Colleges" means institute/college to which the Statutes apply in terms of Statute 3 above.
- (k) "Prescribed" means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;

**Affiliation and Dis-affiliation of Educational Institutions
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- (l) “Principal/ Director” means the Head of the College or the Chief Executive of the institution/college seeking Affiliation.
- (m) “Programme” means the Course of Study, which culminates in the final award of a degree.

A. PRIVATE SECTOR EDUCATIONAL INSTITUTIONS

4. Procedure for Seeking Affiliation with University of Swat

Procedure for disposal of affiliation application shall be as follows:

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

5. Formal Agreement:

- (1) All arrangements of affiliation between institute/college and university shall be agreed upon and formally written down as approved legal agreement and signed by lawful authorized representative from the

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

affiliated Institute and Secretary of Affiliation Committee. Detailed arrangements for partnership shall be set out clearly in the agreement and memorandum of understanding;

- (2) The agreement shall take into account the scope of the arrangements, responsibilities, financial arrangements, quality control mechanism, mode and means of payment, validity period, procedure for resolution of differences and termination of agreement etc.;
- (3) The agreement should clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures and review, and visitation.
- (4) The validity period of the agreement should be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review.
- (5) Termination of affiliation should safeguard the interests of the students and should be duly notified to the general public and Commission.

6. Inspection Committee:

- (1) There shall be an Inspection Committee constituted by Vice Chancellor on the recommendation of Affiliation Committee, comprising at least two members of the Affiliation Committee, two subject experts in the relevant field and Secretary Affiliation Committee. One of the members of Affiliation Committee shall be appointed as convener.
- (2) Any educational institution in private sector registered with HERA seeking affiliation with University of Swat should apply through its Principal / Head on the prescribed **proforma (Annexure A)** complete in all respect, and also registration from the concerned Accreditation Council of HEC where required with a complete statement and shall satisfy the conditions mentioned under Section 33 of the University of Swat Regulation 2010.
- (3) All such applications shall be submitted along with processing and inspection fee (non-refundable in case of inspection done) as determined by the Syndicate from time to time
- (4) In case of subsequent application for affiliation in any additional subject(s) (in the same degree programme) the institution concerned shall be required to pay additional fee.
- (5) Application for affiliation shall be considered only when:

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- (i) The fee prescribed under Section 4 (1) and Section 6 (3) & (4) above has been credited to the account of the University as the case may be;
 - (ii) The educational institution fulfills all other requirements for affiliation as per section 33 of University of Swat Regulation 2010.
- (6) The Registrar, after thorough scrutiny of all the documents and other requirements shall put up the case to the Vice Chancellor, to allow or otherwise, inspection committee to visit the concerned Institution.

7. Inspection Committee

- (1) There shall be an inspection committee as provided for in section 18(2) of University of Swat Regulation 2010 consisting of the following:

(i)	Dean of concerned Faculty / teacher of the University to be appointed by the Vice Chancellor	Convener
(ii)	Chairperson of the concerned department	Member
(iii)	Controller of Examinations or his nominee	Member
(iv)	Director Quality Enhancement Cell or his nominee	Member
(v)	Librarian	Member
(vi)	Subject expert in the relevant field	Member
(vii)	Any other member of the University to be nominated by the Vice Chancellor	Member
(viii)	Registrar or his nominee	Member/Secretary

- (2) The Inspection Committee shall examine the educational institution and shall submit its report to the Affiliation Committee on the prescribed format (**Annexure B**) within five days of the Inspection.
- (3) 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.
- (4) 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.

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- (5) The recommendations of the Inspection Committee shall be placed before the Affiliation Committee, which may accept or send it back to the Inspection Committee with comments for re-inspection.
- (6) The Affiliation Committee may call the Convener of the Inspection Committee for any queries / clarification, if necessary.
- (7) The Affiliation Committee, after further inquiry, if any, as it may consider necessary, shall forward its recommendation to the Syndicate for approval or otherwise.
- (8) After approval of affiliation, the affiliated institution will be informed to deposit the required fee.
- (9) Affiliation letter shall be issued only after the institution has deposited the prescribed fee in the accounts of the University.
 - (i) Each educational institution affiliated with University of Swat 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 Semester fee shall be payable within 30 days of commencements of classes of new semester. The fee will be charged per student as may be prescribed by the University from time to time.
 - (ii) Renewal fee shall be remitted through Bank Draft / Pay Order in favor of Treasurer, University of Swat, with the list of students showing year-wise enrolment (in duplicate), fee structure (all dues charged with a covering letter addressed to the Registrar. Crossed cheques shall not be acceptable.
 - (iii) Examination forms shall be submitted complete in all respect to the Controller of Examinations.
 - (iv) Roll Numbers will be issued to the candidates through Head of Institution concerned. when their Examination Forms are received by the Exam Section. The Examination Section will issue the Roll Numbers slips to the Institutions, on provision of Clearance Certificate issued by Registrar Office (Academics Section)
 - (v) No educational Institution, desirous of seeking affiliation, shall conduct admission to any course of study and impart instruction in any subject, unless it has been granted the affiliation, for the subject(s) applied. Nor will it be permissible to start any class in any subject in anticipation of the grant of affiliation.

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- (vi) If a student freezes a semester, he will pay 50% of the registration fee to the University.
- (10) Every educational institution affiliated to the University shall furnish such reports, returns and other information as the University may require from time to time.
- (11) Institutions within the jurisdiction of university of Swat seeking affiliation with other University in the subjects not offered by the University shall pay the NOC fee as prescribed.
- (12) The educational institution Affiliated with University of Swat shall be governed by the Statutes, Regulations, By Laws and rules framed by the syndicate from time to time regarding:
 - (i) The general scheme of studies
 - (ii) The duration of courses
 - (iii) The medium of instruction and examinations
 - (iv) The conditions of admission to the courses
 - (v) Detailed syllabus for the examinations held by the University
 - (vi) The conditions under which students shall be admitted to the examination of the University
 - (vii) The discipline of students and the supervision and control of their residence and co-curricular activities
 - (viii) The Health and general welfare of the students
- (13) The ratio between teachers, students shall be at least 1:12 for Science subjects involving laboratory Work and at least 1:20 for other subjects.

8. Library

- (1) The library shall have at least 05 books per subject as reference books and other books for supplementary reading according to the number of students enrollment. The institution should update the library by adding significant number of new additions and titles. The institution should subscribe 05 daily newspapers and 03 weekly periodicals;
- (2) The library shall have seating facility for 20% of the total number of students on roll and;
- (3) The institution shall have internet connectivity with appropriate number of computers depending upon the student population and the subject offered;

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9. Co-curricular & Health Care facilities:

- (1) That the affiliated institutions shall promote the co-curricular, extracurricular and other recreational activities of students, and make arrangements for promoting their health and general welfare.
- (2) The indoor and outdoor sports facilities should be ensured to provide healthy outlets to students for promoting sense of competition and tolerance. Students should be encouraged to participate in sports. If possible, the facilities of gymnasium should also be made available;
- (3) Regular medical checkup of students should be ensured to promote personal hygiene, clean environment and healthy life style.

10. The institution seeking affiliation shall have a Board of Governors/ Management Committee on which the Dean, Professor or a senior faculty member (in case Dean or Professor are not available) to be nominated by the Vice Chancellor as member duly constituted for the academic, financial and general administration of the institution concerned.

11. Miscellaneous

- (1) Affiliation will be granted after having ensured all the requirements as prescribed in these Statutes. The Professional Institutions, such as, Computer Science, Management Science, law, Pharmacy and other Institutions, desirous of seeking affiliation with University of Swat, must register their institutions with their respective Councils such as Accreditation Councils, Government / Semi Government Authority constituted to this effect, such as, Pakistan Bar Council and Pharmacy Council etc. before approaching University of Swat with their applications for affiliation.
- (2) The admissions of the students to provisionally affiliated institutions in the Private Sector shall be subject to the continued affiliation of the institutions with University of Swat and the applications for admissions will be entertained at the risk and cost of the students, seeking admissions.
- (3) 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.
- (4) The teaching staff of the affiliated educational institution shall be in possession of such qualification as may be prescribed by University of Swat.

**Affiliation and Dis-affiliation of Educational Institutions
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- (5) Inspection of affiliated educational institution shall be done from time to time and action may be taken under section 33 of the University of Swat Regulation 2010 for any violation.
- (6) That the institutions in Private Sector must possess 50% of its teaching members employed on permanent basis with minimum prescribed qualifications as Masters degree from an accredited/chartered University in the relevant subjects.
- (7) The work load of the faculty should not exceed the limits prescribed by the University for Affiliated Institution in public sector.

B. PUBLIC SECTOR

12. Procedure for Seeking Affiliation with University of Swat.

- (1) Public Sector Educational Institutions, desirous of seeking affiliation, shall initiate the process for this purpose 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 prescribed form / questionnaire **(Annexure A)** to be obtained from the office of the Registrar, complete in all respects, as required under Sections 33 of the University of Swat Regulation 2010.
- (2) An application for affiliation/subsequent affiliation shall be considered only when:
 - (i) All Such applications shall be submitted along with the prescribed fee through Bank Draft or Pay Order as a one-time fee for affiliation.
 - (ii) The educational institution has fulfilled all other requirements for affiliation along with approval from Directorate of Colleges, Government of Khyber Pakhtunkhwa.
 - (iii) In case of subsequent applications for affiliation in any additional subject(s), the procedure as laid down in Affiliation Statutes shall be followed.
- (3) The Registrar, after thorough scrutiny of all the documents and other requirements shall put up the case to the Vice Chancellor, to allow or otherwise, inspection committee to visit the concerned Institution.
- (4) The Inspection Committee shall examine the educational institution in the light of the provisions of Section 33 of the University of Swat

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Regulation 2010 and the information supplied through the questionnaire.

- (5) 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)** within five days of the inspection.
- (6) 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 for visit of Head of the Institution.
- (7) If the Affiliation Committee is satisfied with the statements, it may recommend Affiliation of the institution concerned.
- (8) The recommendation of the Affiliation Committee shall be placed before the Syndicate for approval. However, to avoid delay, the Vice Chancellor may grant affiliation in anticipation of the approval of the Syndicate.
- (9) The educational institution Affiliated with University of Swat shall be governed by the Statutes, Regulations, by-laws and Rules framed by the University from time to time regarding:
 - (i) The general scheme of studies;
 - (ii) The duration of courses;
 - (iii) The medium of instruction and examinations;
 - (iv) The conditions of admission to the courses;
 - (v) Detailed syllabus for the examinations held by the University;
 - (vi) The conditions under which students shall be admitted to the examination of the University;
 - (vii) The discipline of students and the supervision and control of their residence and co-curricular activities; and
 - (viii) The Health and general welfare of the students.
- (10) The ratio between teachers, students & the total workload of a teacher; 1:12 for Science subjects involving lab. Work & 1:20 for other subjects.
- (11) Every public sector institution affiliated with University shall regularly pay the prescribed annual renewal fee.

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- (12) The teaching staff of the affiliated educational institutions shall possess such qualifications as may be prescribed by the Government. The HEC criteria for requirement of faculty in the Postgraduate, M.Phil & Ph.D. programmes will be followed.
- (13) Inspection of every affiliated educational institution shall be held time to time at least twice a year by the Inspection Committee constituted by the Vice Chancellor and action, if any, may be taken against the institution under University Regulation.

13. Library

- (1) The library shall have at least 05 books per subject as reference books and other books for supplementary reading according to the number of students enrollment. The institution should update the library by adding significant number of new additions and titles. The institution should subscribe 05 daily newspapers and 03 weekly periodicals;
 - (i) The library shall have seating facility for 20% of the total number of students on roll and;
 - (ii) The institution shall have internet connectivity with appropriate number of computers depending upon the student population and the subject offered;

14. Co-curricular & Health Care facilities:

- (1) The affiliated institutions shall promote the co-curricular, extracurricular and other recreational activities of students, and make arrangements for promoting their health and general welfare.
- (2) The indoor and outdoor sports facilities should be ensured to provide healthy outlets to students for promoting sense of competition and tolerance. Students should be encouraged to participate in sports. If possible, the facilities of gymnasium should also be made available;
- (3) Regular medical checkup of students should be ensured to promote personal hygiene, clean environment and healthy life style.

15. 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 33 of the University of Swat Regulation 2010.
- (2) The Professional Institutions, such as, Computer Science, Management Science and other Institutions, desirous of seeking

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affiliation with University of Swat, must register their institutions with their respective Councils such as Accreditation Councils, Government / Semi Government Authority constituted to this effect, such as, Pakistan Bar Council and Pharmacy Council etc. before approaching University of Swat with their applications for affiliation.

- (3) The affiliation will be granted after fulfillment of all affiliation requirements of these Statutes.

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C. DISAFFILIATION

16. The affiliation of an Educational Institution may be Withdrawn if:

- (1) 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;
- (2) Admission to educational institution is granted / given in violation of the University rules or policy;
- (3) The affiliated institution fails to report to the University of any change in the management or its venue; in case of private sector.
- (4) The qualifications of the teaching and other staff are not in accordance with the qualifications prescribed by the University;
- (5) The affiliated institution refuses or declines inspection of its premises;
- (6) The affiliated institution fails to hold the meetings of the Board of Governors as per rules in case of private sector.
- (7) The affiliated institution instigates or provokes its students to issue press statements or make agitation / protest against the University;
- (8) The affiliated institution is involved in irregularities such as forcing the admitted students to pay more fees and dues on one pretext or other;
- (9) 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;
- (10) The affiliated institution generally violates the University rules, regulations, and notifications;
- (11) The affiliated institution is not paying the University dues / fees in time; and
- (12) On any other ground which the University deems appropriate.

17. Procedure For the Withdrawal of Affiliation

- (1) 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.
- (2) If the affiliated institution after the final notice from the Registrar does not deposit the prescribed fees, the Affiliation Committee shall

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recommend to the Syndicate, withdrawal of affiliation.

- (3) On the receipt of any complaint, a notice or explanation will be sent to the Affiliated institution.
- (4) The reply of the affiliated institution, if any, will be placed before the Affiliation Committee.
- (5) 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 Inquiry Committee to investigate the matter. Special Inquiry Committee will be constituted by the Vice Chancellor.
- (6) The Special Inquiry 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 Vice Chancellor withdrawal of the affiliation.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) An educational institution feeling aggrieved may make an appeal to the Senate against the decision of the Syndicate.
- (11) 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.

**Affiliation and Dis-affiliation of Educational Institutions
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Annexure – A

APPLICATION FORM FOR AFFILIATION

Note: Please answer every question clearly and in detail

1. General:

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

2. Physical facilities:

Infrastructure available in shape of land, type of current building (owned / rented) and total covered area of the administration building

- i) Total number and size of class rooms, capacity for students
- ii) Details of the laboratories, workshops and equipment appropriate to the courses
- iii) Details of the office equipment, furniture and fixtures
- iv) Number of quarters/residence at the campus for teaching staff
- v) Details of sports grounds and other facilities
- vi) Position of gas and water and electricity fitting
- vii) Transport vehicles for official use and students
- viii) Details of hostel buildings

3. Academic facilities:

- i) Current academic programmes presented at institution
- ii) Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups
- iii) Subjects to be offered at Masters level

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4. Faculty / Staff:

- i) Faculty strength, names of members of teaching staff, qualification, designation, experience, pay scales.
- ii) Mode of appointment of teaching staff and criteria of selection.
- iii) Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience.
- iv) Details of medical services for students and employees.

5. Library:

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

- i) Information regarding accommodated number of students in reading room

6. Facilities regarding Information Technology:

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

7. Students:

Total number of students enrolled in the institution:

- i) Enrolment of students level-wise

8. Admissions:

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

9. Quality assurance and student supervision:

Arrangement for academic supervision of students:

- i) Arrangements for quality assurance
- ii) Level of administrative and technical support for quality assurance

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10. Finances:

Financial position of institution and sources of income to meet the recurring and developmental expenses of the institution:

- i) Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;
- ii) Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc;

11. Additional information, if any.

Name & Signature of
Controller / Nominee of the
Institution.

Note:

- i) *Please fill in all the relevant information with documentary evidence, in case of incomplete information / evidence the response will be considered invalid.*
- ii) *Five copies of the Application Form along with supported documents should be provided.*
- iii) *All copies of application form should be originally signed by the Chief Controlling Officer / Chief Executive Officer.*

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Annexure-B

STANDARD NORMS FOR THE AFFILIATION OF AN INSTITUTION

(As per Guidelines of Higher Education Commission of Pakistan)

Component	Nature of Requirement	Standards / Norms for affiliation of institutions	
Departments	Departments	Only one department	
	Teacher: Student ratio	1:12	Maximum for subjects involving Lab. Work
		1:20	For others
	No. of administrative staff including laboratories, library & other staff for miscellaneous duties.	Equal to teaching staff	
Teaching Faculty	Teachers	50 % full time faculty members with minimum prescribed qualification as Master's degree in relevant subject	
	No. of teachers (full-time) required (cadre-wise) per department	-	
Libraries	Journals	Subscription to at least 5 Daily newspapers and 5 weekly periodicals	
	Books required	At least 05 reference books per subject and at least 200 books per subject for supplementary reading	
Facilities	Hall / Lecture theatres	18' x 34' for each section of class (not exceeding 50 students)	
	No of rooms required	2 lecture rooms, 1 seminar room, 1 Library cum Reading room, 1 committee room	
Teaching & Administrative Staff Offices	Required for each University	1 Staff room 1 Faculty office	
Laboratories / Workshops / PC / Internet service	No. of laboratories required	At least 1 Lab. Per department with appropriate space (in case of science subject)	
	Workshops	20 to 40 sq ft. per student	
	PC	1 for 3 students in case of IT courses	
	Internet service	512 Kbytes access rate shall be provided	
Total Area	Area in acres	20 kanals at least (depending upon the location having potential for further development).	
	Built covered Area	Minimum 100 sq ft. per student.	
	General facilities: office, staff rooms, cafeteria, reading room, auditorium, committee room, conference room, housing for staff, parking space, and toilets etc.	Basic facilities for staff and students	

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Hostels (If need be)	Cubicles (If need be) Dormitories (If need be) Dinning (If need be) Total Area (If need be)	-
Scholarships	Scholarships and free-ships	At least 10% of the students to be given scholarships
Inspection	Peer review	One scientist having an impact factor of 100 will be associated in the inspection of the institution for NOC clearance.
Finance	Endowment Fund (Secured in the name of Trust / Society)	
	Immovable assets in the form of land / building etc.	
	Working Capital.	
	Total :	Rs. 8.0 million

Annual Report Statutes, 2016

1. Title

Framed in pursuance of Section 29(1) (a) of University of Swat Regulation 2010, these statutes may be called “Annual Report Statutes, 2016”.

2. Commencement

These Statutes shall come into force at once.

3. Application

These Statutes shall apply to The University and its constituent/ affiliated institutes.

4. Definition

- (1) In the Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby, respectively, assigned to them as under:
 - (a) “Annual Report” means the Annual Report of the University.
 - (b) "Authority" means any of the Authorities of the University specified in Section 18; of the University of Swat Regulation 2010.
 - (c) “Chancellor” means the Governor Khyber Pakhtunkhwa/ Chancellor of the University under Section 9 (1) & 9 (7) of the Regulations 2010.
 - (d) "Employee" means a University employee to whom the Statutes apply in terms of Section 3 of the Service Statutes, 2016.
 - (e) “Government” means the Government of Khyber Pakhtunkhwa.
 - (f) "Prescribed" means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;
 - (g) “Syndicate” means the Syndicate of The University.
 - (h) “Senate” means, the Senate of the University.
 - (i) "University" means The University of Swat.

5. Presentation of Annual Report

- (1) The annual report shall be presented as prescribed in Section 11 (7) & (8) of the University of Swat Regulation 2010. The Vice-Chancellor shall present the annual report before the Senate within three months of the closure of the academic year. The annual report shall comprise such information as regards the academic year under review as may be prescribed, including disclosure of all relevant facts under Section 23(2) (a) of the of the University of Swat Regulation 2010 as follows:

- (i) academics;
 - (ii) research;
 - (iii) administration; and
 - (iv) finances including audited statement of accounts and management letter.
- (2) The Vice-Chancellor's annual report shall be made available, prior to its presentation before the Senate to all Officers and Teachers and shall be published in such numbers as are required to ensure its wide circulation and uploaded on the University website.

6. Layout of Annual Report

- (1) Layout of Annual Report shall consist four major activities of the university i.e. (i) Academic, (ii) Research, (iii) Administration and (iv) Finance as provided under Section 11(7) of the University of Swat Regulation 2010.
- (2) The Annual Report shall also comprise of the following information:
- (i) table of contents;
 - (ii) executive summary;
 - (iii) In alphabetic order, the four major activities, with regard to facts and figures of all the departments of the university, wherever applicable.
 - (iv) University Governance
 - (v) Academic Activities
 - (vi) Research and Development
 - (vii) Innovation and Commercialization
 - (viii) Quality Assurance
 - (ix) University Professional Ranking by the HEC.
 - (x) Faculty Development
 - (xi) Students Enrollment and Degrees Awarded annually
 - (xii) Universities Building Economies
 - (xiii) Strengthening Physical Infrastructure
 - (xiv) Strengthening Technological Infrastructure
 - (xv) Universities building Communities
 - (xvi) Sports
 - (xvii) Universities Building Leadership
 - (xviii) Finance
 - (xix) Funds Generation/Development

- (xx) University Liaison with industry.
- (xxi) Recruitment and promotions
- (xxii) Meetings of Authorities and Statutory bodies
- (xxiii) Outreach activities
- (xxiv) Progress achieved from foreign tours
- (xxv) Litigation

- 7.** Amendments in the Statutes shall be dealt in the same manner as provided in Section 38 of the Service Statutes.

**Employees Efficiency & Discipline
Statutes, 2016**

1. **Title**

Framed in pursuance of Section, 29(1)(l) of University of Swat Regulation 2010 these statutes may be called “Employees Efficiency and Discipline Statutes, 2016”.

2. **Commencement & Application**

These Statutes shall come into force at once and shall apply to all employees of the University and its Constituent Colleges as defined in Section 2 of the University Service Statutes.

3. **Definitions**

- (1) Unless the context otherwise requires, the following expressions shall have the meanings assigned to them hereunder:
 - (a) “Accused” means a person in the service of the University against whom action is initiated under these Statutes.
 - (b) “Corruption” includes:
 - (i) Accepting, obtaining or offering a gratification or a valuable thing, directly or indirectly, or other than legal remuneration, as a reward for doing or for bearing to do any official act;
 - (ii) dishonestly or fraudulently misappropriating or indulging in embezzlement or misusing the university property or resources;
 - (iii) entering into plea bargaining under any law for the time being in force and return the assets or any part thereof acquired through misappropriation or corrupt practices voluntarily;
 - (iv) possession of pecuniary sources or property by an employee of the university, any of his dependents or any other person, through him or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income;
 - (v) maintaining a standard of living beyond known sources of income; and
 - (vi) having a reputation of being corrupt.
 - (c) “Appellate Authority” means the authority next above the Competent Authority to which an appeal lies against the orders

of the Competent Authority.

- (d) “Appointing Authority” means an authority declared or notified as such under the law or Statutes of the University for the time being in force.
- (e) “Authorized Officer” means an officer competent to initiate disciplinary proceedings.
- (f) “Charge” means such acts or omissions or commissions on part of the accused employees which render him liable to disciplinary action under these Statutes.
- (g) “Competent Authority” means an officer or authority Competent and appointed to award penalty as specified in the Appendix.
- (h) “Government” means Government of Khyber Pakhtunkhwa;
- (i) “Inefficiency” means failure to efficiently perform functions assigned to an employee of the University in discharging his duty;
- (j) “Inquiry committee” means a committee of two or more officers, headed by a convener, as may be appointed by the Competent Authority under these Statutes;
- (k) “Inquiry officer” means an officer appointed by the Competent Authority under these Statutes;
- (l) “Misconduct” includes:
 - (i) conduct prejudicial to good order or service, discipline; and
 - (ii) conduct contrary to the University of Swat, Employees Efficiency and Discipline Statutes 2016;
 - (iii) conduct unbecoming of an officer and a gentleman;
 - (iv) involvement or participation for gains, directly or indirectly, in business, trade or speculative transactions by abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to private institutions or persons as may compromise the performance of official duties or functions;
 - (v) any act to bring or attempt to bring outside influence, directly or indirectly, to bear on the Competent Authority, forums and the Syndicate for the appointment, promotion, transfer or other conditions of his service;

- (vi) making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law, Statutes or rules; and
- (vii) conviction for moral turpitude by a court of law.
- (viii) Disclosure of official secrets / documents to any unauthorized person.
- (m) "Prescribed" means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;
- (n) "Permanent Post" means a sanctioned post without assigning any limit of time.
- (o) "Regular Appointment" means an appointment made in accordance with the prescribed procedure, against a vacant permanent post.
- (p) "Senate" means Senate of the University.
- (q) "Syndicate" means Syndicate of the University.
- (r) "University Employee" means a person who holds a permanent post in the University service and who is paid from the University funds.
- (s) "Temporary Post" means a post other than a permanent post.
- (t) "University" means The University of Swat.
- (2) The Pronoun "He" refers to both Male and Female employees.
- (3) All other terms and expressions shall have the same meanings as assigned to them under Section 2 of The University of Swat Regulation 2010 and Section 3 of Service Statutes.

4. Grounds for 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 official orders of the Competent Authority;

- (6) corrupt or may be reasonably considered to be corrupt because:
 - (i) 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 disproportionate to his known sources or income;
 - (ii) he has assumed a style of living beyond his ostensible means; and
 - (iii) 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.

5. 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 or 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 or pay scale or to a lower stage in a pay scale;
 - (iii) compulsory retirement;
 - (iv) removal from service; and
 - (v) dismissal from service.
- (2) In ordering the withholding of an increment or increments or imposing reduction to a lower post or 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 the university service does not, but dismissal from service does disqualify from future employment in the university.
- (4) In these Statutes removal or dismissal from service does not include the discharge of a person:
- (i) appointed on probation, during the period of probation or in accordance with the probation or training rules applicable to him;
 - (ii) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiry of the period of appointment; and
 - (iii) engage under a contract, in accordance with the terms of the contract.

6. Inquiry Procedure

- (1) In case where a University employee is accused of committing the offences mentioned in Section 4 of these Statutes the Authorized Officer will serve on him a letter asking him to explain in writing why action as per these Statutes may not be taken against him.
- (2) The Authorized Officer, if he thinks fit, upon the receipt of reply to explanation called under the Section 6(1) may condone the explanation.
- (3) If the Authorized Officer is not satisfied with the reply of explanation called under the Section 6(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 7 shall apply.
- (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 defense 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, along with 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 writing, that it is not reasonably practicable to give the defendant an opportunity of showing cause; and
- (c) Notwithstanding anything to the contrary contained in the statutes, in case of willful absence from duty by the defendant, on 4th day of absence a notice shall be issued by the Authorized Officer through registered post on his home address directing him to resume duty forthwith and indicate cause of absence or apply for leave according to rules. If the same is received back as undelivered or no response is received from the absentee within 15 days' time, a notice shall be published in a leading newspaper on 16th day of the absence directing him to resume duty within fifteen days of the publication of that notice in accordance to Rule-8 A" of the Government Servants (E&AD) Rules, 1973, 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.

(Authority: E&AD Department No. E&A(FDS)2-2/2001 Dated Peshawar the 8th August,2001)

7. 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 allegations explaining the charge and any other relevant circumstances which are proposed to be taken into consideration; and
 - (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 defense 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 thereof, 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 a 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 long period as may be allowed by the Authorized Officer, submit his or its findings and the grounds thereof to the Authorized Officer.

8. Suspension

A university employee against whom action is proposed to be initiated may be placed under suspension for a period of ninety days. If in the opinion of the Competent Authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of ninety days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated.

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

9. 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:
 - (i) summoning and enforcing the attendance of any person and

- examining him on oath;
 - (ii) requiring the discovery and production of documents;
 - (iii) receiving evidence on affidavits; and
 - (iv) 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).

10. 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 - 7 (1), 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.

11. Power to Order Medical Examination as to Mental or Physical Infirmary

- (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 unfavorable to him.

12. 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) Notwithstanding any order of the authority or the officer to the contrary, 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.

13. Re-Instatement

If a University employee proceeding on leave in pursuance of an order under Section 6(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.

14. Appeal

A University employee on whom a penalty is imposed shall have the right to appeal within thirty 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.

15. 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 his comments, within

a fortnight, to the Syndicate or the Chancellor as the case may be.

16. 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 ask 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, 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, or:
 - (i) order and direct further proceeding or fresh inquiry be made;
 - (ii) alter the findings maintaining the penalty or with or without altering the findings reduce the penalty; and
 - (iii) subject to the provisions of Clause (2) hereunder, enhance the penalty.
- (2) Where the Syndicate proposes to enhance the penalty, it shall:
 - (i) by order, in writing, inform the defendant of the action proposed to be taken and the grounds of the action; and
 - (ii) 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.

17. 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 University of Swat Regulation 2010. 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.

18. 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 these Statutes, 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.

19. No Second Petition for Review Except in Certain Cases

- (1) No second 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 14 and the Chancellor shall determine the review petition in the manner provided in Section 17 and may, in his discretion, exercise any of the powers conferred on him by these Statutes/University Regulation 2010.

20. 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.

21. 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.

22. 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 University of Swat Regulation 2010.

23. Anomaly Committee

Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee as per its composition in Section 36 of The University of Swat Service Statutes 2016. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

24. By-Laws and Rules

The authorities and other bodies of the University may make By-laws and rules as the case may be in accordance with the provisions of University of Swat Regulation 2010.

25. Amendment and Repeal of Statutes and By-Laws

The procedure for adding to, amending or repealing the Statutes and By-laws shall be the same as that prescribed respectively for framing or making Statutes and By-laws.

Note Specimen Proforma of Charge Sheet, Statement of Allegation and Show Cause Notice are Annexed A, B and C.

LIST OF AUTHORIZED OFFICER AND AUTHORITIES

<u>Status of the Defendant Employee</u>	<u>Authorized Officer</u>	<u>Competent Authority</u>	<u>Appellate Authority</u>
BPS-22	Senate	Chancellor	Chancellor
BPS 17 - 21	Vice Chancellor	Syndicate	Chancellor
BPS 12 – 16	Vice Chancellor	Vice Chancellor	Syndicate
BPS-02 – 11	Registrar	Vice Chancellor	Syndicate

Annexure-A

UNIVERSITY OF SWAT

No. _____:

Dated. / ____ / ____

CHARGE SHEET

I, _____

as Authorized Officer, hereby charge you, Mr. _____

designation _____

department _____, as follows:-

(a) _____

(b) _____

(c) _____

(d) _____

2. By reasons of the above, you appear to be guilty of the above charge(s) under the provision of Section 4 of The University of Swat Employees Efficiency and Discipline Statutes 2016, and have rendered yourself liable to all or any of the penalties specified in Section 5 of the University of Swat Employees Efficiency and Discipline Statutes 2016.

3. You are, therefore, required to submit your reply within seven days of the receipt of this Charge Sheet to the Inquiry Officer/Convener, Inquiry Committee (as the case may be).

4. Your written defence, if any, should reach to the Inquiry Officer/Convener, Inquiry Committee (as the case may be), within the specified period, failing which it shall be presumed that you have no defence to put in and in that case ex-parte action shall be taken against you

5. Intimate whether you desire to be heard in person.

6. A Statement of Allegation is enclosed.

(AUTHORIZED OFFICER)

Annexure-B

UNIVERSITY OF SWAT

STATEMENT OF ALLEGATIONS

I, _____, as Authorized Officer, am of the opinion that Mr. _____, Designation _____

has rendered himself liable to be proceeded against him, as he committed the following acts/omission, within the meaning of Section 4 of the University of Swat, Employees Efficiency and Discipline Statutes 2016:-

- i. _____
- ii. _____
- iii. _____

2. For the purpose of inquiry proceeding against him with reference to the above allegations, the following Inquiry Officer/Inquiry Committee (as the case may be), is hereby appointed under the provision of Section 6 (3) of the University of Swat Employees Efficiency and Discipline Statutes 2016.

- i. _____
- ii. _____
- iii. _____

3. The Inquiry Officer/Inquiry Committee (as the case may be) shall, in accordance with the provisions of the Statutes *ibid*, provide reasonable opportunity of hearing to the accused; record its findings and make, within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.

4. The accused and a well conversant representative of the department shall join the proceedings on the date, time and venue fixed by the Inquiry Officer/Inquiry Committee (as the case may be).

(AUTHORIZED OFFICER)

UNIVERSITY OF SWAT

No. _____

Dated. / ____ / ____

SHOW CAUSE NOTICE

I, _____ as Competent Authority,
under the

University of Swat Employees Efficiency and Discipline Statutes 2016 do hereby

Serve you, Mr. _____ Designation _____

Department _____, as follows:-

2. (i) that consequent upon the completion of inquiry conducted against you by the Inquiry Officer/Inquiry Committee (as the case may be) for which you were given opportunity of hearing vide letter No. _____, dated _____; and

3. (ii) on going through the findings and recommendations of the Inquiry Officer/Inquiry Committee (as the case may be), the material on record and other connected papers including your defence before the said Inquiry Officer/Inquiry Committee (as the case maybe), I am satisfied that you have committed the following acts/omissions specified in Section 4 of The University of Swat Employees Efficiency and Discipline Statutes 2016:

- i. _____
- ii. _____
- iii. _____

4. As a result thereof, I, as Competent Authority, have tentatively decided to impose upon you the penalty of _____ under Section 5 of the University of Swat Employees Efficiency and Discipline Statutes 2016.

5. You are, therefore, required to show cause as to why the aforesaid penalty should not be imposed upon you and also intimate whether you desire to be heard in person.

6. If no reply to this notice is received within seven days or not more than fourteen days of its delivery, it should be presumed that you have no defense to put in in that case an ex-parte action shall be taken against you.

(AUTHORIZED OFFICER)

**Form & Manner for Maintenance of
University Accounts Statutes, 2016**

1. Title

Framed in pursuance of Section, 29(1) (p) of the University of Swat Regulations 2010, these statutes may be called “Form and Manner for Maintenance of University Accounts Statutes, 2016”.

2. Commencement

They shall come into force at once.

3. Application

It shall apply to all the accounts maintained by the University.

4. Definitions

(1) In these statutes unless the context otherwise requires, the following expressions shall have the meanings assigned to them as under:

- (a) "Authority" means Authorities prescribed under Section 18 (1) of the University of Swat Regulation 2010.
- (b) "Commission" means the Higher Education Commission Islamabad.
- (c) "Government" means the Government of Khyber Pakhtunkhwa.
- (d) "HEAL" means the Higher Education, Archives and Libraries Department, Government of Khyber Pakhtunkhwa.
- (e) "Prescribed" means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;
- (f) "Senate" means Senate of The University.
- (g) "Syndicate" means Syndicate of The University.
- (h) "Treasurer" means Treasurer of the University.
- (i) "University" means the University of Swat.
- (j) "Vice-Chancellor" means the Vice-Chancellor of the University.

(2) All other expressions shall have the same meanings as assigned to them in Section 2 of the University of Swat Regulations, 2010 and Section 3 of the Service Statutes.

5. Accounts of the University shall conform to the financial year and shall be kept by the Treasurer.

6. Funds or moneys belonging to the University shall be kept in the name of the University in any scheduled Bank approved by the Syndicate under the following heads:
 - (1) Special Endowment Trusts;
 - (2) Provident Fund Account;
 - (3) Current Account; and
 - (4) Such other heads as the Syndicate may determine from time to time.
 - (5) No transfer shall be made from Accounts (1) and (2) to any other account.
7. Property belonging to the University and its constituent institutions shall be held in the name of the University.
8. The Treasurer shall, with the prior approval of the Vice Chancellor and subject to the control of the Syndicate be competent to direct that any un-invested balance standing to the credit of any particular Trust or of any other University Account, shall be invested in Government Securities, Stock and Promissory Notes, Postal Development Cash Certificates and Fixed Deposit Account for the benefit of the Account concerned. For the purpose of drawing interest on or transferring any part of such Government Stock or Government Promissory Notes or Certificates as are held in the name of the University, the Vice Chancellor and the Treasurer shall, subject to the control of the Syndicate, be jointly authorized to do all acts necessary for that purpose.
9. It shall be the duty of the Treasurer, subject to the control of the Vice Chancellor and the Syndicate, to see that all sums given to the University for specific purposes, such as the Establishment of the University Chair, or for awarding a scholarship or Government Securities or any other form as given in Section 7 above and brought to credit under the proper head of account.
10. Sums payable into any account of the University shall be received by the Treasurer or an officer authorized by him with the prior approval of the Vice Chancellor, who shall enter them in Cash Book immediately and issue receipt for the sums received. Such sums as may be paid direct to the credit of an account of the University in Bank shall also be accounted for in the Cash Book. Expenditure incurred shall also be recorded in the Cash Book and properly discharged vouchers obtained thereof.
11. No sale, lease, mortgage, gift or exchange of any University property shall be made except under the prior orders of the Syndicate;

- 12.** Provided that in the case of unserviceable stores and materials and perishable goods, the Vice Chancellor shall be competent to direct its disposal in the best possible prescribed manner through rules approved by the Syndicate.
- 13.** The Treasurer shall maintain registers in appropriate form showing the property held in the name of the University, both movable and immovable, with the particulars and values of such properties. The disposal of such properties shall also be recorded in these registers.
- 14.** The Treasurer shall have powers under the supervision and control of the Vice Chancellor:
- (1) to pass and pay salary bills of the employees of the University, who may have been appointed from time to time by the competent authorities;
 - (2) to pass and pay all TA bills according to rules except that of himself which shall be passed for payment by the Vice Chancellor;
 - (3) to pass and pay all bills connected with the conduct of examinations according to rules;
 - (4) to incur expenditure against sanctioned allotments to the extent allowed under Financial Rules;
 - (5) to pass and pay other bills provided budget provision and sanction of the competent authority exist for it; and
- 15.** Bills for payment shall be audited by the University Auditor in accordance with the Audit of Accounts Statutes, 2016.
- 16.** Payments shall as a rule, be made by means of cross cheques but where this is not practicable, payment may be made in cash and accounted for in the appropriate registers. Cheques shall be signed by the Treasurer subject to proper sanction.
- 17.** To meet petty expenditure, the Vice Chancellor may authorize such advance as he may from time to time consider necessary, to remain in the hands of the Treasurer, or Heads of the University Teaching Departments or sectional heads, and such other officers as he may think necessary. The person holding the advance shall be personally responsible for its proper use and accounting. The accounts shall be submitted in the prescribed form within financial year.
- 18.** The Treasurer shall be competent to pass for adjustment of all transfer entries.
- 19. Budget:**

- (1) The annual budget shall be prepared by the Treasurer in the prescribed form under the directions of the Vice Chancellor and shall be scrutinized and approved by the Finance and Planning Committee.
- (2) The budget shall be passed by the Senate before the commencement of the next financial year.

20. Accounts

- (1) The Treasurer shall keep the accounts under the following heads:
 - (i) special Endowment Trust;
 - (ii) current Account;
 - (iii) provident Fund; and
 - (iv) such other heads as the Syndicate may determine from time to time.
- (2) The Treasurer shall prepare an annual general statement of accounts of the University having detail of various accounts, which shall be submitted to the Syndicate.

21. Books

The Treasurer shall maintain among others the following books and form:

- (1) For Special Endowment Trust:
 - (i) A Ledger with a separate account for each Trust.
 - (ii) A Bank Pass Book for each Trust / Bank Statement
- (2) A Cash Book
- (3) For the Current Account:
 - (i) A Cash Book
 - (ii) A Classified Register of Receipts
 - (iii) A Classified Register of Expenditure
 - (iv) A Bank Pass Book/ Bank Statement
 - (v) For the Provident Fund Account:
 - (vi) A Cash Book
 - (vii) A Ledger with a separate personal account for each subscriber
 - (viii) A Bank Pass Book / Bank Statement
- (4) For Such Other Heads:

- (i) A Cash Book
- (ii) Pass Book / Bank Statement
- (iii) Such other Register as may be necessary in each case

22. The Treasurer or any officer authorized by him shall sign the Cash Book and other Accounts Books.

23. All receipts shall be acknowledged by the Treasurer himself or any officer authorized by the Vice Chancellor with the approval of the Syndicate.

24. All vouchers in support of items of expenditure shall be retained for a period of 12 years after the audit has been carried out. Vouchers more than 12 years old may be destroyed at the discretion of the Treasurer with the prior approval of the Vice Chancellor provided that all accounts and documents relating to Trusts, donations and subscriptions shall be preserved permanently.

25. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.

Audit of Accounts Statutes, 2016

1. Title

Framed in pursuance of Section, 29(1) (p) of the University of Swat Regulation 2010. These statutes may be called “Audit of Accounts Statutes, 2016”.

2. Commencement

They shall come into force at once.

3. Application

It shall apply to all the accounts maintained by the University.

4. Definitions

(1) In these statutes unless the context otherwise requires, the following expressions shall have the meanings assigned to them as under:

- (a) "Authority" means Authorities prescribed under Section 18 (1) of the University of Swat Regulation 2010.
- (b) “Auditor” means head of Audit Section of the University.
- (c) “Commission” means the Higher Education Commission of Pakistan.
- (d) “Government” means the Government of Khyber Pakhtunkhwa.
- (e) “HEAL” means the Higher Education, Archives and Libraries Department, Government of Khyber Pakhtunkhwa.
- (f) "Prescribed" means prescribed by the University of Swat Regulation 2010 or Statutes, by-laws and Rules made thereunder;
- (g) “Senate” means Senate of the University.
- (h) “Syndicate” means Syndicate of the University.
- (i) “Treasurer” means Treasurer of the University.
- (j) "University" means the University of Swat.
- (k) “Vice-Chancellor” means the Vice-Chancellor of the University.

(2) All other expressions shall have the same meanings as assigned to them in Section 2 of the Regulations 2010 and Section 3 of the Service Statutes.

5. Forms of Audit

For the purposes of these statutes, the various forms of Audit shall be:

- (1) Day to day Audit or Pre-Audit
- (2) Annual Audit or Post-Audit

6. Object and Purpose of Audit

- (1) The object of Audit is the detection of frauds, embezzlements and misappropriations.
- (2) The purpose of Audit is to assist the University administration in the maintenance of proper accounts and the protection of University fund against frauds, embezzlements, misappropriations, other irregularities and wastage of fund.

7. Pre-Audit of Payments

No payment shall be made from the University fund unless the bill is pre-checked and passed in Audit. The bill shall be presented for pre-audit after it has been internally checked by the Treasurer and approved by the Competent Authority.

8. Provisional Payment

- (1) If payment is not passed in Audit the Auditor shall record his observation in writing specifying the reasons for not passing the bill in Audit.
- (2) If after considering the Audit observation under sub-clause (a) above, the Treasurer is of the opinion that the proposed payment should be incurred, he shall record his reasons if present the bill for Audit Scrutiny again.
- (3) If after considering the representation of the Treasurer under Sub-Clause (b) the Auditor withdraw the observation, the case will be referred to the Competent Authority and if the Competent Authority is also of the opinion that the proposed payment should be incurred, the bill may in urgent cases be passed provisionally upon the directives of the Competent Authority.
- (4) All provisional payments shall be entered in a register. The Competent Authority shall take immediate step to regularize the payments passed in Audit provisionally for want of compliance with some technical formality. A list of outstanding items shall be submitted to the Competent Authority at the end of each quarter for such action as it may consider necessary.

9. Payments

Bills for payment to be made out of University fund shall be pre-audited by the University Auditor. The Audit shall verify the following:

- (1) The expenditure is properly in accordance with sanction properly

- accorded by the Competent Authority.
- (2) The claim in respect of services rendered or store supplied supported by an inspection report of the committee if constituted for the purpose by the Competent Authority.
 - (3) Budget provision exist to meet the expenditure.
 - (4) In case of claims for payment of General Provident Fund, verification have been made with reference to the personal account of subscriber.
 - (5) In case of difference of opinion between the Treasurer and the Auditor, the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final for reasons to be recorded.

10. Audit of Income

With regard to the Audit of income, the Auditor shall verify that the following:

- (1) Every item of income received has been acknowledged under proper receipt.
 - (2) All demands have been raised and the amount received against such demand are duly recorded.
 - (3) There is no leakage of revenue.
- 11.** The statement of accounts of the University signed by the Treasurer and Auditor shall be submitted to the concerned Federal or Provincial Authorities as the case may be within six months of the closing of the financial year or on quarterly basis as they desire.
- 12.** The accounts of the University shall be Audited once a year in conformity with the statutes, regulation and financial rules appointed by Auditor General of Pakistan for the purposes.
- 13.** The observation of the Auditors, together with the annotated replies as the Treasurer may take, shall be placed before the departmental accounts committee constituted for the purpose.
- 14.** The Auditor shall be responsible to check and prepare pension cases of University retired employees and will forward pension cases to the Vice Chancellor for the issuance of pension payment orders, cases of restoration, pension revision and approval of increase in pension shall be prepared for approval of Vice Chancellor, in the light of government Notification issued from time to time.
- 15. Removal of difficulties**

Anomaly committee and amendments in the statutes shall be dealt with in the same manner as provided in section-35 to 39 of the Service Statutes.

**Powers & Duties of University Officers
Statutes, 2016**

1. **Title**

Framed in pursuance of Section, 29(1) (i) of University of Swat Regulation 2010, these statutes shall be called “Powers and Duties of the University Officers Statutes, 2016”.

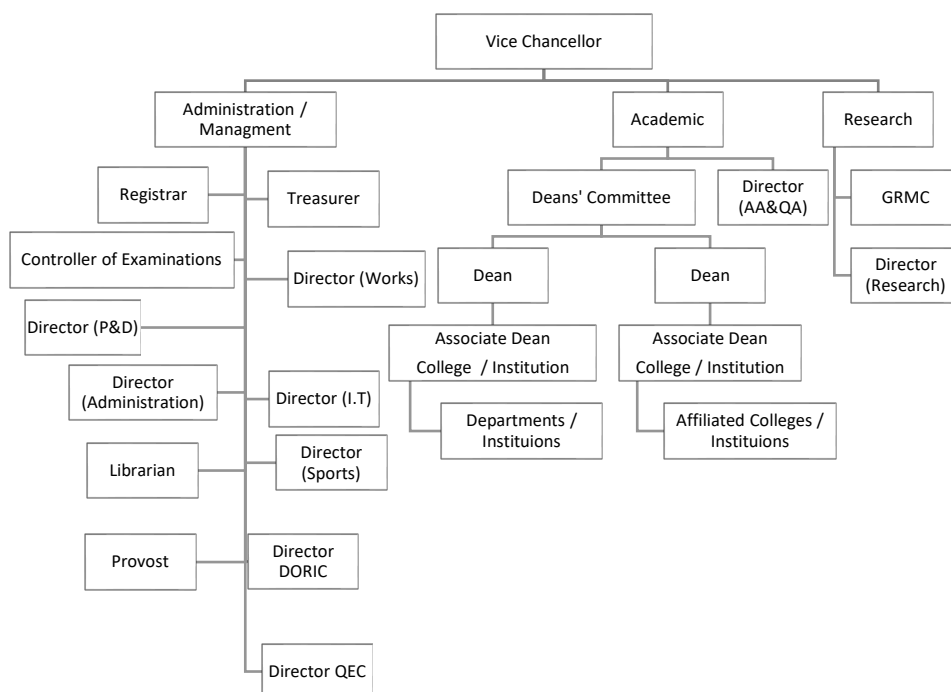
2. **Commencement**

These Statutes shall come into force at once and shall apply to all the University employees.

3. **Definitions**

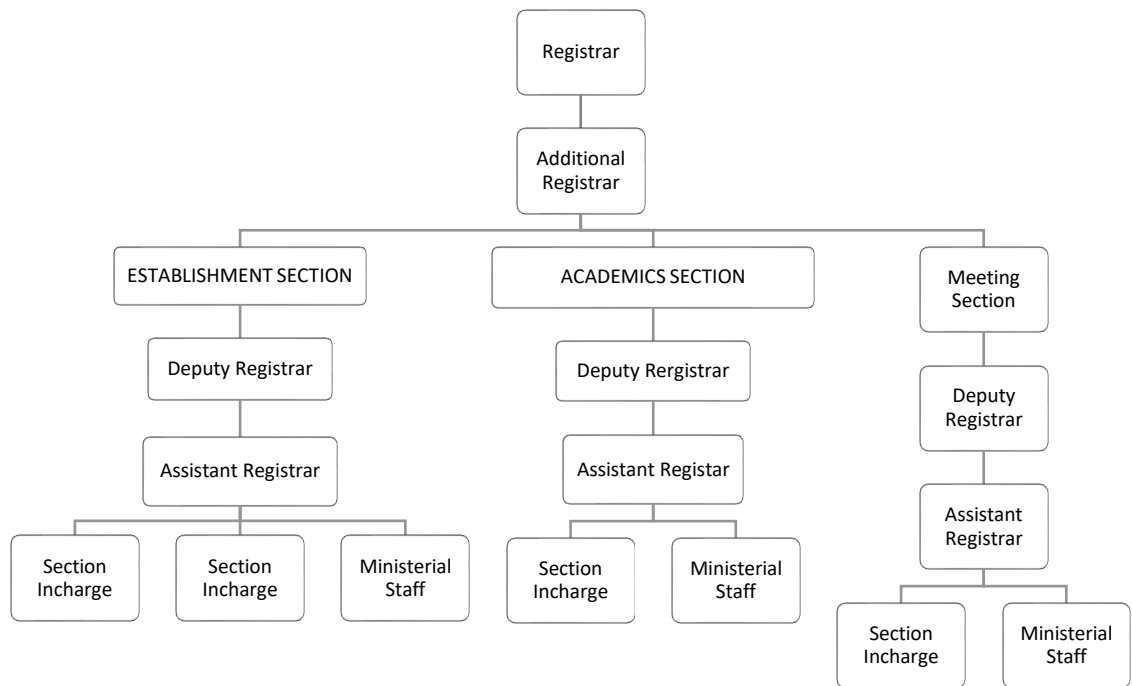
Unless the context otherwise requires, all terms and expressions shall have the same meanings assigned to them in Section 2 of the University of Swat Regulations 2010 and Section-3 of the Service Statutes.

4. In pursuance of **Sections 11, 13, 14, 15 and 16** of University of Swat Regulation 2010, powers and functions of the relevant officers shall be the same as prescribed therein. The administrative and academic hierarchy of the University of Swat shall be as follows:



5. Registrar

- (1) There shall be a Registrar who shall supervise the following Sections.



6. Additional Registrar

- (1) **Establishment Section:** Shall be responsible for processing all aspects of the establishment and these shall include the following:
- (i) Matters pertaining to appointments, confirmations, fixations of pay, seniorities, promotions, up-gradations and retirements.
 - (ii) Preparation of pension papers, transfers, grant of permissions and NOCs.
 - (iii) Disciplinary matters, grant of leave and honoraria etc.
 - (iv) Preparation of pay bills.
 - (v) Allotment of campus accommodation and requisitioning of houses, housing subsidy and correspondence of utility bills etc.
 - (vi) Matters relating to the service conditions of the employees with Federal Government, Provincial Government, the Higher Education Commission and the Universities within the country and other agencies.
 - (vii) Maintenance of individual personal files.

- (viii) shall perform such other duties as may be assigned by the Competent Authority.
- (2) **Academics Section:** Shall be responsible for processing all aspects of the academic matters of the University including the following:
 - (i) Formation of Bodies such as: Senate, Syndicate, Academic Council, Advanced Studies and Research Board, Boards of Faculties, Boards of Studies, Affiliation Committees, Finance and Planning Committee, Affiliation Inspection Committees etc.
 - (ii) Appointment of Deans, Director, Chairmen and Principals of constituent Schools and Colleges.
 - (iii) Selection of Members of Senate and Syndicate.
 - (iv) Dealing with amendments of various Statutes, By-Laws, Rules and Regulations and all Schemes of Studies pertaining to B.S, B.Sc, M.A, M.Sc, LL.B, B.Ed, M.Ed, Commerce, M.Phil and Ph.D etc.
 - (v) Proceedings and action on Khyber Pakhtunkhwa Vice Chancellors Committee meetings.
 - (vi) Affiliation of colleges.
 - (vii) Change of timings, vacations, holidays.
 - (viii) Conduction of meetings of various Bodies.
 - (ix) Incorporation of all additions and amendments in the Statutes and Regulations.
 - (x) Shall perform such other duties as may be assigned by the Competent Authority
- (3) **Meetings Section:** Shall be responsible for processing the conduct and organization of all aspects of the University meetings and related functions including the following:
 - (i) Advertisement of posts.
 - (ii) Scrutiny of applications.
 - (iii) Screening tests for various posts.
 - (iv) Processing research papers for appointment of Professors and Associate Professors.
 - (v) Organizing Selection Board and Syndicate meetings.
 - (vi) Shall perform such other duties as may be assigned by the Registrar.

7. Deputy Registrar Establishment-I: The Deputy Registrar Establishment-I under the control of the Registrar shall be assisting the Additional Registrar in dealing with all matters of the section and shall have the following duties mainly related to employees up to BPS-16:

- (1) To process confirmation cases of the University employees up to BPS 16.
- (2) To process cases of transfer of Class IV employees.
- (3) To process cases for grant of leave up to BPS-16 employees as per rules.
- (4) To process cases for grant permission to the employees up to BPS-16 to apply for jobs outside the University.
- (5) To process cases for obtaining permission of the employees up to BPS-16 to take admission or appear in the University examinations in the light of policy, directives and rules in vogue.
- (6) To process cases for annual increments of the employees in BPS-1 to BPS-16.
- (7) To process cases for grant of No Objection Certificate to all University employees for international passport.
- (8) To prepare agenda/summaries for all related meetings.
- (9) To make general correspondences with the Universities/Federal and Provincial Governments.
- (10) To process other related cases for action by the Registrar/the Vice Chancellor.
- (11) Shall perform such other duties as may be assigned by the university.

8. Deputy Registrar Establishment II: The Deputy Registrar Establishment-II under the control of the Registrar shall be assisting the Additional Registrar in dealing with all matters of the section and shall have the following duties mainly related to employees of BPS-17 and above.

- (1) To process the cases of allowing qualification allowance to the University employees working in BPS-17 and above.
- (2) To process requisition of houses/house subsidy allowance to the University employees working in BPS-17 and above.
- (3) To process the cases for grant of no objection certificate.
- (4) To process the cases for granting permission to employees in BPS-17 and above applying for jobs outside the University on the recommendation of the concerned authority.

- (5) To process the cases pertaining to the first annual increment and the crossing of efficiency bar to all employees on the recommendation of the concerned Heads.
- (6) To process the cases of study leave.
- (7) To prepare agenda/summaries for all related meetings.
- (8) To process other related cases for action by the Registrar/Vice Chancellor.
- (9) Shall perform such other duties as may be assigned by the Registrar.

9. Deputy Registrar Academics: Shall be assisting the Additional Registrar / Registrar as instructed and shall perform the following duties:

- (1) To supervise the Academic Section.
- (2) To handle all the academic matters of the University.
- (3) To handle all the affiliation matters.
- (4) To assist the Additional Registrar/Registrar in conduction of the meetings of Senate, Academic Council, Affiliation Committee, etc.
- (5) To take and prepare minutes of the above meetings.
- (6) Shall perform such other duties as may be assigned by the university.

10. Deputy Registrar Meetings: shall be assisting the Additional Registrar /Registrar in dealing with all matters of the Section as directed including the following:

- (1) Supervision of the Section.
- (2) Preparing agendas for the Syndicate and Selection Boards.
- (3) Collecting and compiling lists of subject experts.
- (4) Correspondence with the referees for evaluation of research papers, scrutiny of applications documents and credentials.
- (5) Assist the Additional Registrar / Registrar for conducting screening test for various teaching/administrative and project positions.
- (6) Official correspondence with outside authorities on required issues.
- (7) Shall perform such other duties as may be assigned by the university.

11. Deputy Registrar Admissions: shall be responsible for the collection and processing of admission forms/Data entry under the overall supervision of the Director Admissions and make sure strict compliance with the University Rules and By-Laws for admission.

- (1) To undertake responsibilities assigned by the Director Admissions promptly and regularly.
- (2) To assist in compilation, editing and revising the University prospectus for Undergraduate Studies, Postgraduate and Higher Studies in consultation with the Director Admissions.
- (3) To act as In-charge International Students office, and engaged in preparation of Leaflets, Brochures, Posters etc, for foreign students.
- (4) To serve on scholarship committee as secretary.
- (5) To look after general management and planning regarding admission under the auspices of the Director Admissions.
- (6) To guide and supervise the ministerial staff in completion of the tasks assigned by the Director Admissions.
- (7) Shall perform such other duties as may be assigned by the university.

12. Assistant Registrar Establishment: The Assistant Registrar Establishment shall assist the Deputy Registrar Establishment in performing the following duties:

- (1) To process the cases of confirmation of the University employees.
- (2) To process cases of transfer of the employees.
- (3) To process cases of leave of the employees
- (4) To process NOC cases of the employees to apply for jobs outside the University.
- (5) To process cases of the employees to take admission or appear in the University examinations in the light of policy, directives and rules in vogue.
- (6) To process cases of annual increments of the employees of the University.
- (7) To process cases of the employees for issuance of NOC for international passport.
- (8) To make general correspondences with the Universities/Federal and Provincial Governments.

- (9) To process other related cases for action by the Registrar/the Vice Chancellor.
- (10) Shall perform such other duties as may be assigned by the university.

13. Assistant Registrar Academics: Shall be assisting the Deputy Registrar Academic as instructed and shall perform the following duties.

- (1) To supervise the Academic Section.
- (2) To handle all the academic matters of the University.
- (3) To handle all the affiliation matters.
- (4) To assist the Registrar in conduction of the meetings of Senate, Academic Council, Affiliation Committee, etc.
- (5) To take and prepare minutes of the above meetings.
- (6) Shall perform such other duties as may be assigned by the university.

14. Assistant Registrar Admissions: Shall be assisting the Deputy Registrar Admission in all matters as directed and shall supervise all Higher, Post Graduate and Graduate Sections. His duties shall include the following:

- (1) To look after the collection and processing of admission forms/Data Entry under the overall supervision of the Director Admissions and make sure strict compliance with University Rules and By-Laws for admission are observed.
- (2) To undertake responsibilities assigned by the Director Admissions promptly and regularly.
- (3) To assist in compilation, editing and revising the University prospectus for Undergraduate Studies, Postgraduate and Higher Studies in consultation with the Director Admissions.
- (4) To act as In-charge International Students office, and engaged in preparation of leaflets, brochures, posters etc. for foreign students.
- (5) To serve on scholarship committee as secretary.
- (6) To undertake administrative responsibilities being a member of different committees and to deal with tasks assigned by the University of Swat.

- (7) To look after general management and planning regarding admissions under the auspices of the Director Admissions.
- (8) Responsible for general administrative support to the staff.
- (9) To guide and supervise the ministerial staff in completion of the tasks assigned by the Director Admissions.
- (10) To advise staff regarding day to day functioning and ensuring smooth running of official activities.
- (11) Shall perform such other duties as may be assigned by the university.

15. Assistant Registrar Meetings: shall be assisting the Deputy Registrar Meetings in dealing with all matters of the section as directed including the following:

- (1) Supervision of the section and assisting the Deputy Registrar.
- (2) In preparing agendas for the Syndicate and Selection Boards.
- (3) In collecting and compiling lists of subject experts.
- (4) Correspondence with the referees for evaluation of research papers, scrutiny of applications documents and credentials.
- (5) Conduct screening test for various teaching/administrative and project positions.
- (6) Official correspondence with outside authorities on required issues.
- (7) Shall perform such other duties as may be assigned by the university.

16. Assistant Registrar Litigations: shall be responsible to deal with all legal matters requiring the attention of the University including the following:

- (1) Engaging of legal counsels in cases.
- (2) Attending Supreme Court, High Court and Lower Courts on behalf of the University.
- (3) Preparing comments in legal cases with the help of legal counsels and signing affidavits in courts on behalf of the University.
- (4) Collecting and delivering of legal opinions in different cases, signing and sending drafts, notes, letters, etc to different departments of the University for Legal Requirements.

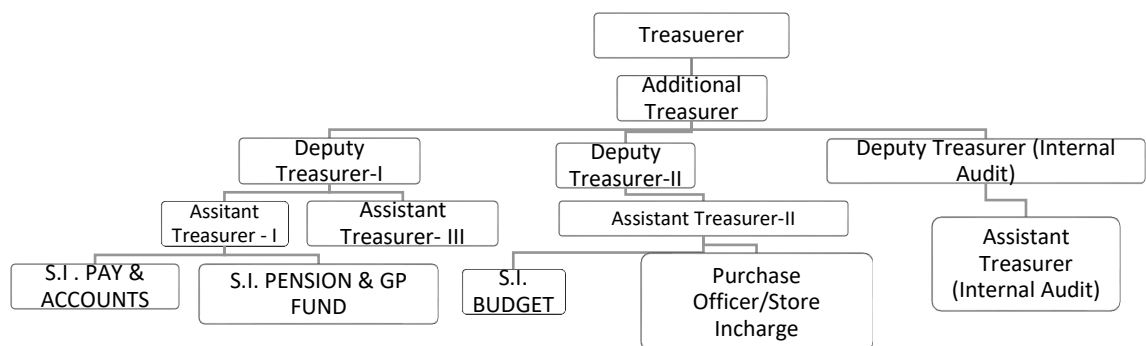
- (5) Attending chambers for preparation of comments.
- (6) Sending Court orders for implementation to different section/departments of the University.
- (7) Shall perform such other duties as may be assigned by the Registrar.

17. PS to the Registrar: Shall be responsible for all the affairs of Registrar's office including the following:

- (1) Arranging appointments for meetings.
- (2) Maintaining diary of the Registrar's engagements.
- (3) Typing and recording minutes of meetings chaired by Registrar
- (4) Supervision of the work of all the staff of the office.
- (5) Shall perform such other duties as may be assigned by the Registrar.

18. The Treasurer:

There shall be a Treasurer of the University to be assisted by at least two Deputy Treasurers (if available), three Assistant Treasurers, five Section In-charges and appropriate ministerial staff. The following Sections are placed under the Treasurer:



19. Additional Treasurer: Shall be keeping a watch over the functions of the Treasury including the following:

- (1) Enquire into reported instances of system failure or non-compliance, and take steps to prevent recurrence.
- (2) Supervise the matters relating to pension reserves and to General Provident Funds

- (3) Review monthly accounts of the University.
- (4) Ensure compliance with prescribed financial management and accounting policies and principles by all finance functionaries.
- (5) Oversee the process of budget preparation, review and approval, and enforcement of budgetary control mechanisms adopted by the University.
- (6) Review jointly with the Deputy Treasurer Finance monthly trial balance of the University.
- (7) Reconciliation of Bank statements.
- (8) Oversee operations of the University stores and ensure stock levels and consumption trends reflect operational needs.
- (9) Shall perform such other duties as may be assigned by the Treasurer.

20. Deputy Treasurer I (Budget & Accounts): Shall be responsible for various aspects of Budget & Accounts of the University including the following functions:

- (1) Be responsible for timely budget preparation and its control for the University and each of its Directorates.
- (2) Be responsible to point out the variance in the budgetary provision and provide for the reallocation/revision under different Heads.
- (3) Responsible for timely circulation of prescribed management reports.
- (4) Responsible for supervision of the research grants approved by ASRB.
- (5) Shall be responsible for supervision of the Internal Audit Cell.
- (6) Oversee preparation of the University's annual budget and secure controls over budget allocations for the University and its Directorate/Programme
- (7) Prepare analysis of spending variances and recommend remedial action to the Treasurer.
- (8) Pursue timely release of quarterly grants by the Higher Education commission.
- (9) Scrutinize Quarterly Utilization Reports and comment on the University's budgetary performance.
- (10) Review on monthly and cumulative basis the budgetary performance of the University, directorates, faculty Programmes, and research and development projects.
- (11) Identify reasons for cost over-runs and/or under-utilization of grants allocated to development and research projects.

- (12) Examine and recommend to Additional Treasurer cases for re-appropriations within budgeted heads.
- (13) Respond to budget related queries of the concern authorities.
- (14) Passing payment order on various bills up to the limit of Rs.100,000/-
- (15) Signing cheques of various accounts up to Rs.50,000/- jointly with the Additional Treasurer.

21. Deputy Treasurer II (Finance & Stores): Shall be responsible for all aspects of Finance & Stores including the following:

- (1) Responsible for efficient fund management, cash flow projections, utilization of investment opportunities, risk minimization, safe custody and proper accounting for investments.
- (2) Responsible for provision of timely financial management information to the authorities.
- (3) Responsible for supervision of all matters relating to pension and GP funds reserves.
- (4) Responsible for supervising the matters relating to store purchases and their management.
- (5) Review analyses of spending variances prepared by him and advise Treasurer on budgetary reallocations.
- (6) Co-ordinate the official audit of accounts of the University.
- (7) Co-ordinate and liaise between various sections of the Treasury.
- (8) Supervising the matters relating to funds and thereby recommend cases for investments to the Additional Treasurer.
- (9) Monitor the daily fund position and status of investments and take steps for optimizing return on surplus funds.
- (10) Review monthly Bank Reconciliation Statements, ensure these are prepared in time for all bank accounts and direct disposition of reconciling items.
- (11) Offer facilitator support for preparation of the University's annual budget for Treasurer's review.
- (12) Review capital expenditure proposals for Treasurer for vetting.
- (13) Review monthly Trial Balance of the University and ensure periodic receipts and payments adjustments have been incorporated.
- (14) Prepare cases for presentation to Finance and Planning Committee, through Additional Treasurer, on issues requiring recommendation of the Committee and Approval of the Syndicate.

- (15) Seeking permission of Competent Authority for purchase of various items of store
- (16) Entering into contracts with various standard suppliers of goods and services after approval of the Competent Authority.
- (17) Keeping record of the fixed assets of the University.
- (18) Opening of Letters of Credit.
- (19) Purchase / Procurement of all kinds of consumable and non-consumable articles of store such as furniture, machinery including stationary, vehicles, laboratory and other equipments, electrical goods, chemicals etc. for use in the university.
- (20) Preparation of inventory of stores including annual physical stock verification.
- (21) Shall perform such other duties as may be assigned.

22. Assistant Treasurer I (Budget & Accounts): shall be assisting the Deputy Treasurer (Budget & Accounts) and shall perform the following duties:

- (1) Prepare drafts Budget.
- (2) Prepare cases regarding budgeting, payrolls, projects, advances, TA and General Bills.
- (3) Passing payment orders on pay bills, TA general bills, telephone bills and advances.
- (4) Adjustment of advances.
- (5) Seek the approval for sanctions payments of the different expenditures through the Deputy Treasurer Budget and Accounts.
- (6) Prepare cases regarding adjustment of Advances.
- (7) Pass the pay bills TA general bills & telephone bills.
- (8) Prepare drafts for approval regarding the related matters.
- (9) Ensure timely payment of approved expenditure.
- (10) Ensure compliance by subordinate staff with the checking system in force for recording of payments; and
- (11) Shall perform such other duties as may be assigned by the Treasurer.

23. Assistant Treasurer II: shall be assisting the Deputy Treasurer (Budget & Accounts) and shall perform tasks as directed including the following:

- (1) Prepare cases regarding sanctions, cash books, medical, verifications and refund matters.
- (2) Prepare payment orders on verification/refunds and medical.
- (3) Recommend cases relating to sanctions for works, medical, telephone, gas and all other heads of expenditure from the Competent Authority through Deputy Treasurer.
- (4) Process the refund cases regarding examination, admission and pass payments orders on general contingency.
- (5) Ensure timely payment of approved expenditure.
- (6) Ensure compliance by subordinate staff with the checking system in force for recording of payments; and
- (7) Shall perform such other duties as may be assigned.

24. Assistant Treasurer (Finance, Pension, and GP Fund): shall be assisting the Deputy Treasurer (Finance & Stores) and perform following duties:

- (1) Preparing drafts for the Deputy Treasurer Finance and Stores Section
- (2) Recommend cases to the Deputy Treasurer regarding receipts, investments, pension and GP Fund reserves.
- (3) Supervision of all the receipts from all sources and its deposits to the respective accounts maintained at banks on the Campus.
- (4) Put drafts for approval to the Deputy Treasurer regarding matters like receipts of funds, calculation and investments of the GP fund and pension funds reserves.
- (5) Ensure the timely workout and payment of GP fund advance cases, pension claims and loans to the employees of the University.
- (6) Preparation of quarterly or bi-monthly bank reconciliation statements of accounts maintained at campus banks.
- (7) Shall perform such other duties as may be assigned to him.

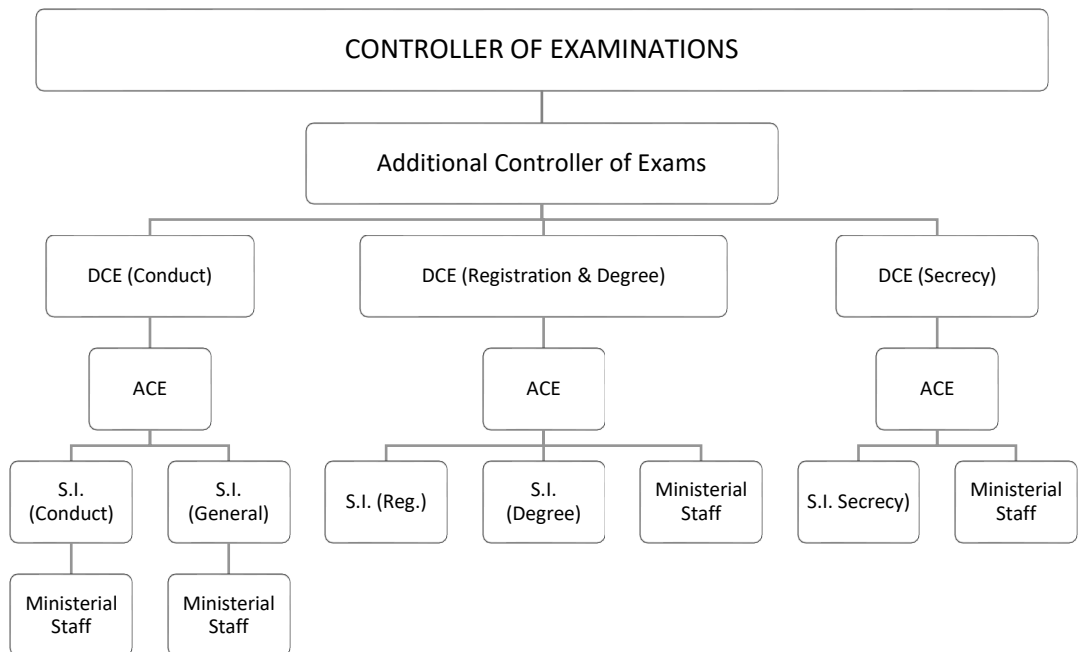
25. Assistant Treasurer Internal Audit: The Internal Audit Section is headed by an Assistant Treasurer assisted by a Section In-charge and ministerial staff. The Assistant Treasurer Internal Audit looks after the following assignments and works directly under the Treasurer:

- (1) Securing and watching compliance of the Auditee Institutions with the audit observations raised in pre-audit as well as post-audit by Resident Auditors and Government Auditors respectively.
- (2) Preparation of replies to the audit observations in the annotated form.

- (3) Carrying out internal audit and inspection of the private and university funds and stores maintained by departments and institutions and ensuring compliance with the internal audit observations.
- (4) Carrying out reconciliation of bank accounts.
- (5) Shall perform such other duties as may be assigned by the university.

26. The Controller of Examinations:

There shall be a Controller of Examinations to be assisted by at least three Deputy Controllers of Examinations (if available), three Assistant Controllers of Examinations and ministerial staff looking after the examination affairs of the University. The Controller of Examination shall operate through the following sections:



27. Additional Controller of Examinations: shall be responsible for the smooth running of all aspects of the University examinations as detailed below:

(1) Conduct:

- (i) Maintenance of Examination Registers.
- (ii) Constitution of Unfair Means Committee for Examinations.
- (iii) Appointment of Examination Supervisory Staff and payments of TA/DA.

- (iv) Arrangement of Examination Stationery.

(2) Registration Section:

- (i) Maintenance of Examination Forms.
- (ii) Keeping an updated record of all the regular and private examinees.
- (iii) Dealing with migration cases.
- (iv) Correspondence with students on Examination and other related matters etc.

(3) Degree Section:

- (i) Issuance of Degrees, Duplicate Degrees, Duplicate Certificates and Change in Name cases.
- (ii) Preparation and issuance of Gold Medals, verification of Degrees and Merit Certificates.
- (iii) Preparation of Presidential Award lists etc.

(4) General:

- (i) General office correspondences in and outside the University i.e. with Government Offices, affiliated Colleges and Universities.
- (ii) Drafting and processing of all kinds of demand notes, general letters to the University authorities and allied institutions.
- (iii) Maintenance of examination record.

(5) Secrecy Section

- (i) Checking of the unfair means cases and their notification.
- (ii) Bills processing and payments of TA/DA to examiners.
- (iii) Distribution of advances to the superintendents of the various examinations/related record.
- (iv) Preparation of thesis and viva voce examiners' bills.

28. Deputy Controller of Examinations (Conduct): shall be responsible for all aspects of the conduct of examinations including the following:

- (1) To supervise all the staff working in the conduct section.
- (2) To make confirmation of the University of Swat examination centers falling under the jurisdiction of the university.
- (3) To make appointment of examiners and supervisory staff with the consultation of the Controller of Examinations for various examinations and to maintain a proper register of such staff.
- (4) Preparation of confidential lists of the candidates.

- (5) Allotments of roll numbers and centers to the candidates.
- (6) Preparation of subject wise and paper wise statement for secrecy section.
- (7) Preparation of theory and practical datesheets of various examinations..
- (8) Preparation of combined list for the secrecy section.
- (9) To deal with service matters of the staff working in the conduct section.
- (10) To ensure distribution of stationery to various examination centers.
- (11) Preparation of center documents.
- (12) To make out bank authority for superintendent for taking question papers from the designated banks.
- (13) Correspondence with all the affiliated colleges.
- (14) Shall perform such other duties as may be assigned to him.

29. Deputy Controller of Examinations (Degrees): shall be responsible for all aspects of the Degree Section of the examinations including the following:

- (1) To sign all type of papers / forms relating to degrees.
- (2) To sign verification of degrees.
- (3) To sign migrations.
- (4) To sign change of name notification.
- (5) To arrange the inspection duties.
- (6) Shall perform such other duties as may be assigned to him.

30. Deputy Controller of Examinations (Secrecy): shall be responsible for all aspects of the Secrecy Section of the examinations including the following:

- (1) To deal with all R.L cases.
- (2) To notify all the revised results.
- (3) To send offer for paper setting to various examiners.
- (4) To get the awards checked from the checker and sign all corrections.
- (5) To supervise tabulation work.
- (6) To arrange meetings of examination disciplinary and appellate committees.

- (7) To verify documents for local use on payment of fee.
- (8) Shall perform such other duties as may be assigned by the university.

31. Assistant Controller of Examinations: shall be assisting the Deputy Controller of Examinations (various sections) as directed and shall perform the following duties:

- (1) Preparation of datesheets for various examinations.
- (2) Preparation of stationary statement for all examinations.
- (3) Physical checkup of the examination centers for the purpose of allotment and feasibility of the centers.
- (4) Determination of the eligibility of the candidates intending to take examinations.
- (5) Guidance to the assistants in conduction of examination matters.
- (6) Deciding on the center change cases.
- (7) Signing papers / forms relating to ordinary/urgent degrees/migrations certificates and signing verification of documents in the absence of Deputy Controller of Examination (Degrees).
- (8) Writing note sheet / drafts and outside correspondence under the guidance of Deputy Controller/Controller of Examinations.
- (9) Shall perform such other duties as may be assigned by the university.

32. Director Admissions: Over all in-charge of all matters related to the University admissions and shall:

- (1) Take care of admissions and related matters of all categories.
- (2) Be responsible for periodically evaluating the prospectus.
- (3) Formulate policies and procedures for admission to all categories in consultation with the concerned authorities.
- (4) Arrange all meetings of the Advanced Studies and Research Board. Implements policies, plans and decisions established by the Board regarding the business of admission matters. Brief the Board on matter that may require approval of the Board.
- (5) Prepare Rules and Regulations for M.Phil/Ph.D, Post graduate and undergraduate admissions and revision of Handbook of Rules/Regulations.

- (6) Look after all matters related to thesis evaluation submitted for the award of M.Phil/Ph.D degrees.
- (7) Look after students scholarships, fee concession and financial support. Seeks out, negotiates and secures necessary funding from HEC, and the University for Appropriate Financial Support.
- (8) Present and pursue cases filed against the University in the court of Law regarding admissions.
- (9) Be Focal Person of Higher Education Commission for students' scholarships.
- (10) Deal with international student admissions cases.
- (11) Make correspondence without side organization on the related matters.
- (12) Shall perform such other duties as may be assigned by the Vice Chancellor.

33. Director Planning & Development: Director of Planning & Development shall be the over all in-charge of all matters relating to the University planning & development Programmes and include the following:

- (1) Development and execution of a strategic direction for the Directorate in line with the vision and mission of the University.
- (2) Overall planning for Human Resource Development and Management.
- (3) Devising strategies for developing new linkages, strengthening the existing ones, and make possible the achievement of underlying goals.
- (4) Establishment and Management of statistical base for the overall planning and development activities of the University.
- (5) Assessment of academic and infrastructural needs, devising the ways and means for generation of resources and realizing them for various constituent units of the University.
- (6) Shall be a nucleus for all developmental programmes.
- (7) Shall encourage all organs of the university through appropriate channels to participate in the overall developmental strategy of the university.
- (8) Shall put up determined efforts as a continuous process in securing funding.
- (9) Shall coordinate such activities involving deans/directors/principals.
- (10) Shall perform such other duties as may be assigned by the university.

- 34. Deputy Director (P&D):** shall be responsible for aspects of academic, infrastructure and human resource development plans of the University including the following:
- (1) Communicate the developed strategic direction to the employees of the Directorate and ensure its conformity.
 - (2) Facilitate the execution of the plans regarding Human Resource Development and Management
 - (3) Coordinate all the activities involved in the establishment of new linkages, enhancement of the existing ones and translating the objectives of the activities to the underlying goals.
 - (4) Organize the activities involved in collection, compilation, presentation and analysis of data pertaining to the academics and infrastructure.
 - (5) Preparation of developmental projects based on academic and infrastructural needs.
 - (6) Shall perform such other duties as may be assigned by the university.
- 35. Assistant Director (P&D / Technical):** shall be assisting the Deputy Director P&D in performance of his duties including the supervision of the following:
- (1) Assistants HRD and Linkages.
 - (2) Data Investigation (Statistics).
 - (3) Clerks and lower staff.
 - (4) Shall perform such other duties as may be assigned by the university.
- 36. Provost:** Provost shall be the over all in-charge of all matters relating to students welfare, and related activities of the University including the following:
- (1) Controlling and supervising the University employees in hostels, guest houses and female cottages.
 - (2) Maintaining peace and order in the hostels and on the Campus.
 - (3) Supervise the maintenance and the repair work of the above mentioned places.
 - (4) Management of the University Campuses (if any), regulating various academic, co-curricular and development activities.
 - (5) Convening Student Discipline Committee meetings.
 - (6) Supervising all financial matters of hostels, guest house and university's Campuses.

- (7) Shall perform such other duties as may be assigned by the university.
- 37. Deputy Provost:** shall be assisting the Provost in all matters relating to students welfare and related activities of the University including the following:
- (1) Controlling and supervising the University employees, hostels, guest houses and female cottages.
 - (2) Maintaining peace and order in the hostels and on the Campus.
 - (3) Supervise the maintenance and the repair work of the above mentioned places.
 - (4) Management of the University Campuses (if any), regulating various academic, co-curricular and development activities.
 - (5) Shall perform such other duties as may be assigned by the university.
- 38. Assistant Provost:** To assist the Deputy Provost in discharge of his duties and to perform such work as may be assigned to him by the Provost. His duties shall include the following:
- (1) Dealing with Wardens/Assistant Wardens and Managers responsible to implement/adopt instruction of the Provost to maintain check and balance in the hostels.
 - (2) To look after the allotment procedure of hostel accommodation.
 - (3) To supervise the hostel mess/food, ration supply and to ensure hygienic conditions.
 - (4) Shall perform such other duties as may be assigned by the university.
- 39. Chief Proctor:** shall be responsible for maintaining discipline in the University within the rules and By-Laws of the University. His main duties will include the following:
- (1) Make recommendation to the Vice Chancellor for the appointment of the staff proctors for the University.
 - (2) To appoint student proctors with the purpose to help the Chief Proctor/Staff Proctors/University Administration in efficiently performing the above stated duties.
 - (3) To supervise and allot duties to the staff and students proctors for the achievement of stated goals at different functions and rallies.
 - (4) To maintain a liaison between the office of the Vice Chancellor, and other related offices for the maintenance of discipline.
 - (5) Shall perform such other duties as may be assigned by the university.

40. Director of Sports: shall be responsible for all aspects of the physical education including sports for the University community and to coordinate when required such activities for the affiliated institutions. His duties will include the following:

- (1) Organize Inter-colleges annual tournaments (boys and girls) for constituent and affiliated colleges.
- (2) Convene meeting of the Executive Committees (boys and girls separately) of the University of Swat Sports Tournament Committee (USSTC) and General Body Meeting of Principals of constituent/affiliated colleges and shall take action of relevant decisions.
- (3) Hold annual election for constituting executive committee (boys and girls) of the University of Swat Sports Tournament Committee (USSTC).
- (4) Arrange umpires for the conduct of various tournament matches.
- (5) Hold trials for selection of players to participate in the Inter-University tournaments.
- (6) Make comprehensive arrangements for holding athletics meeting and celebration of annual final day sports. He shall also prepare annual report, trophies, prizes and certificates for the winners and runners up for such occasion.
- (7) Attend meetings of the HEC Sports Board.
- (8) Scrutinize applications of candidates seeking admissions in various constituent college/teaching departments on the basis of sports merit and shall make recommendations as per rules.
- (9) Shall perform such other duties as may be assigned by the university.

41. Deputy Director Sports

shall assist the Director Sports in all aspects of the physical education including sports for the University community and to coordinate when required such activities for the affiliated institutions under instructions from the Director of Sports. His duties shall include the following:

- (1) Organize Inter-colleges annual tournaments.
- (2) Convene meeting of the Executive Committees of the University of Swat Sports Tournament Committee (USSTC) and General Body

Meeting of the Principals of constituent/affiliated colleges and shall take action of relevant decisions.

- (3) Select outstanding players in various games during the Inter-Colleges Tournaments for participating in the Inter University Tournaments.
- (4) Arranging annual final day sports and annual reports.
- (5) Procurement of sports gears and maintenance of record of sports goods.
- (6) Look after sports grounds, courts and gymnasium.
- (7) Scrutinize applications of candidates seeking admissions in various constituent college/teaching departments on the basis of sports merit and shall make recommendations as per rules.
- (8) Shall perform such other duties as may be assigned by the university.

42. Assistant Director Sports

Shall assist the Deputy Director Sports, and his duties will include the following:

- (1) Finalize annual Inter-Colleges tournaments (boys and girls) for all the constituent/affiliated colleges.
- (2) Chalk out draws of various games (boys and girls) and allotment of venues of matches.
- (3) arrange umpires for the conduct of various tournament matches.
- (4) short listing of players in various games of the Inter-colleges tournaments for their selection to represent the University of Swat in the Inter-University tournaments.
- (5) Schedule trails for the selection of players to participate in the Inter-University tournaments.
- (6) Make comprehensive arrangement for holding athletics meeting and celebration of annual final day sports. He shall also prepare annual report, trophies, prizes and certificates for the winners and runners up for such occasions.
- (7) Arrange accommodation on the University campus for the teams of participating colleges in Inter-College and Universities participating in Inter-University tournaments at Swat.
- (8) Maintain proper record of sports goods.
- (9) Taking care of sports grounds, courts and gymnasium.
- (10) Form various committees at local level for the smooth conduct of matches, annual day function etc. and shall maintain proper record of accounts.

- (11) Short list the application for admission of those candidates who seek admission on sports basis in various constituent colleges/teaching departments.
- (12) Shall perform such other duties as may be assigned by the university.

43. Director Quality Enhancement Cell

Director Quality Enhancement Cell will be a contact person between HEC and the university and will be overall in-charge of quality improvement of all academic programmes of the university. His duties shall include the following:

- (1) Improvement of existing Programmes and approval of new Programmes in consultation with already existing body responsible for the task at Universities.
- (2) Annual monitoring and evaluation including Programme monitoring, faculty assessment, and student's perception.
- (3) Development of a data source for accurate information regarding quality assurance, which will be deliverable to all stakeholders.
- (4) Departmental review.
- (5) Student feedback.
- (6) Employer feedback.
- (7) Quality assurance of Master, M.Phil, Ph.D degree programmes.
- (8) Subject review.
- (9) Institutional audit.
- (10) Programme specification.
- (11) Qualification framework.
- (12) Overall quality improvement in institutional management/leadership.
- (13) Shall perform such other duties as may be assigned by the university.

44. PS to Vice Chancellor (VC Secretariat)

Shall be responsible for all the affairs of the Vice Chancellor's office including the following:

- (1) Maintain all Vice Chancellor's diary of appointments and engagements.

- (2) Organize Vice Chancellor's visits to departments and institutions both internal and external.
- (3) Coordinate social work activity of the University.
- (4) Assist the administration of the University when required.
- (5) Arrange meal, tea and refreshment for all official meetings.
- (6) Make all appointment arrangements for official meetings.
- (7) Handle routine mail and call to and from the Vice Chancellor's Office.
- (8) Coordinate with the Vice Chancellor's staff i.e drivers and guards.
- (9) Prepare official record of VC's meeting and coordinate with the office of the Treasurer.
- (10) Attend to the housekeeping arrangements in VC's office and Guest House(s).
- (11) Shall perform such other duties as may be assigned by the university.

45. Media Protocol Officer/ Public Relation Officer

To highlight and project all the academic and co-curricular activities on the campus for and shall be responsible for:

- (1) To make arrangements for media coverage of all official functions on the Campus.
- (2) To issue press releases to media about meetings, functions and other such activities related to the university.
- (3) To issue official statements to media about issues related to the university.
- (4) To liaison with media and other organizations about events, activities, functions etc. for coverage.
- (5) To coordinate with sections, offices, departments both on and off campus about issues relating to the university or/and Higher Education.
- (6) Shall perform such other duties as may be assigned by the university.

46. Librarian at Central Library

Librarian shall be the over all in-charge of the university library and shall perform the following functions:

- (1) To manage, administer and supervise the library staff and the library affairs.

- (2) To develop library policies and procedures.
- (3) To ensure timely access to library resources for users.
- (4) To facilitate the Library Advisory Committee.
- (5) To liaison with faculty, departments, colleges, institutes etc. for the development of the library in books, journals or any other matter.
- (6) To develop and maintain Digital library resources and to ensure the implementation of the HEC Digital library Programme in the university.
- (7) To organize training workshops for the University community to promote the online scholarly databases.
- (8) To represent the university in functions, meetings, activities pertaining to library or its development.
- (9) To initiate and maintain business relationships with publishers and book vendors, both foreign and domestic.
- (10) To deal with all administrative matters related to library staff and library.
- (11) Shall perform such other duties as may be assigned by the university.

47. Deputy Librarian

Shall be responsible for the smooth operation of all aspects of the affairs of the University Central Library including the following:

- (1) To assist the Librarian in day-to-day library affairs.
- (2) To report directly to the Librarian for the smooth functioning of the library system.
- (3) To develop, managing, and maintain etc. library services and record.
- (4) To organize library orientation Programmes for the newly inducted students of the University.
- (5) To liaison with departments, institutions, colleges etc. of the University under the direction of the Librarian.
- (6) To coordinate with various sections of the Library.
- (7) To correspond with the booksellers and other library related vendors.
- (8) To train/supervise the staff in library methods and techniques.
- (9) Shall perform such other duties as may be assigned by the university.

48. Director Administration

Over all in-charge of the Directorate of Administration and shall be responsible, for the following:

- (1) To maintain the security and safety on the campus(s).
- (2) To look-after shops, canteens and ensure quality and price control of eatable, stationary, beverages etc.
- (3) To ensure and maintain record of transport, lands and revenue matters.
- (4) To maintain contact with on and off campus offices, sections, organizations related to transport, lands, eatables, beverages etc.
- (5) Shall perform such other duties as may be assigned by the university.

49. Administrative Officer

Shall assisting the Director Administration and shall perform the following functions:

- (1) To deal with and supervise the affairs of the office of the Director of Administration.
- (2) To process establishment matters in the office of Director Administration.
- (3) To make and manage grounds, gardens and forest.
- (4) To manage housekeeping, cleanliness and sanitation on campus(s).
- (5) To arrange and help arrange functions, events, activities, protocol duties etc. in coordination with sections, offices and departments of the university.
- (6) Shall perform such other duties as may be assigned by the university.

50. Estate Officer

Shall be assisting the Director Administration to deal and supervise the affairs relating to estate matters including the following:

- (1) To maintain records and papers of lands, property revenue of the university.
- (2) To ensure quality supply and maintain price control of foods, beverages etc. on the campus(s).
- (3) To supervise transport and process bills pertaining to transport.

- (4) To perform such other duties as may be assigned by the university.

51. Security Officer

Security Officer shall be incharge of the Security Guards, shall assist the administration and be responsible for the following:

- (1) To make use of the Security Guards to ensure security of the university building, offices, property etc.
- (2) To coordinate with other offices, sections for maintaining peace and order on the campus(s).
- (3) To perform such other duties as may be assigned by the university.

52. Director Works

Director Works shall be responsible for all the University buildings and the utilities including the following:

- (1) To look-after the civil and electrical works in the university.
- (2) To ensure supply lines of electricity, gas, telephone, water etc.
- (3) To look-after and maintain the electric, sanitation, civil works, water supply, gas, tube-wells and telephone exchange etc.
- (4) To prepare estimates for civil, electrical or any other work, repairs etc. in accordance with standard procedure, bylaws of the university, Govt. and PPRA.
- (5) To prepare/help prepare advertisements/quotations inviting tenders for civil, electrical works etc. or/and procurement/maintenance of movable property like generators, air conditions etc.
- (6) To perform such other duties as may be assigned by the university.

53. Civil Engineer(s)

Shall assist the Director Works and shall be responsible for the following:

- (1) To monitor and supervise construction and maintenance activities in the university.
- (2) To maintain quality control as per requirement of PPRA, tender, TORs etc.
- (3) To ensure execution of work in accordance with the technical specifications.
- (4) To process invoices, bill etc. pertaining to construction/maintenance work.

- (5) To plan all sorts of technical activities required in the campus and to review the drawings and plans of the consultants hired for all sorts of technical job.
- (6) To assist the Director Works in execution of civil, electrical etc. works. in accordance with the needs and specification of the university.
- (7) To coordinate with Director Administration in the development, maintenance of gardens, grounds, drains etc.
- (8) To perform such other duties as may be assigned by the university.

54. Sub-Engineer

Shall assist the Director Works in management and maintenance of buildings and shall be responsible for the following:

- (1) To prepare drawings, proposals etc. for construction, maintenance of civil, electrical etc. works.
- (2) To prepare cost estimates of civil, electrical works and maintenance in accordance with the university needs and PPRA requirement.
- (3) To propose plans and cost estimates for repairs alterations in buildings in accordance with the needs of the university and PPRA requirements.
- (4) To perform such other duties as may be assigned by the university.

55. Supervisor (Civil/Electrical)

Shall assist the Sub-Engineer in all civil/electrical maintenance, repairs and shall be responsible for the following:

- (1) To look-after sanitary, civil, electrical appliances, wirings on campus(s).
- (2) To assistant Sub-Engineer or any other officer in the execution of repairs and maintenance.
- (3) To perform such other duties as may be assigned by the university.

56. Senior Warden

Shall assist the Provost in management and administration of the hostel(s) and shall be responsible to perform the following duties:

- (1) To make day to day affairs, needs of hostels, Mess (if any).
- (2) To ensure maintenance of civil, sanitary and electrical works and supply in the hostel(s).
- (3) To allot rooms to students in the hostel in accordance with the policy and bylaws of the university.
- (4) To maintain hostel accounts in coordination with Provost Office.

- (5) To perform such other duties as may be assigned by the university.

57. Resident Warden

A warden shall be the overall In-charge of hostel. He/she will manage the hostel affairs in accordance with the by-laws and in consultation with the Provost/or and Senior Warden and shall be responsible to perform the following duties:

- (1) To initiate all cases pertaining to hostel affairs and students living there in.
- (2) To be available in the hostel overnight unless granted permission/leave.
- (3) To be responsible for the safe custody of the hostel property and shall maintain a Stock Register for accessories, furniture, crockery etc. used in the hostel.
- (4) To be responsible for maintaining an account for the hostel and shall process debts and credits with intimation to the Provost.
- (5) To issue clearance certificate to resident students only after all the dues or any other fee outstanding against the students is cleared.
- (6) To impose a fine not exceeding the amount as determined by the university from time to time on a resident student for breach of by-laws or/and hostel discipline.
- (7) To maintain discipline in the hostel in accordance with the by-laws and university policy and use his/her judgment in cases requiring immediate attention.
- (8) To send a daily situation report to the Provost and help the Provost Office in preparing annual report on hostel affairs.
- (9) To ensure and control provision of good quality food at an affordable cost to the resident students in consultation with the office of the Provost.
- (10) To allot rooms in the hostel to the students in consultation with the office of the Provost.
- (11) To ensure processing and clearing of the hostel utility bills.
- (12) To ensure reasonable security and safety of the hostel and its residents.
- (13) To perform such other duties as may be assigned by the university.

58. Assistant Resident Warden

The Assistant Resident Warden shall assist the Resident Warden and shall be responsible for the following:

- (1) To ensure provision of quality food in the hostel in accordance with the university policy.
- (2) To process clear all hostel utility bills.
- (3) To prepare and maintain a Stock Register showing inventory of all the furniture, crockery etc.
- (4) To ensure reasonable security and safety of the hostel and its residents.
- (5) To perform such other duties as may be assigned by the university.

59. 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 decisions, 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 University of Swat Regulation 2010.

60. Anomaly Committee

Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee as per composition in Section 37 of University of Swat Service Statutes 2016. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

61. By-Laws and Rules

The authorities and other bodies of the University may make By-laws and rules in accordance with the provisions of University of Swat Regulation 2010.

62. Amendment and Repeal of Statutes and By-Laws

The procedure for adding to, amending or repealing the Statutes and By-laws shall be the same as that prescribed respectively for framing or making Statutes and By-laws.

Medical Attendance Statutes, 2016

1. **Title**

Framed in pursuance of Section, 29(1) (p) of the University of Swat Regulation 2010. These statutes may be called “Employees Medical Attendance Statutes, 2016”.

2. **Commencement**

These statutes shall come into force at once.

3. **Application**

- (1) These statutes shall be applicable to all regular employees, whether on duty, on leave or under suspension.
- (2) These Statutes shall apply to all University employees in Regular Service, full time and those are declared eligible as such.
- (3) These statutes shall not apply in case of contingent paid staff/project employees or contract employees.

4. **Definitions**

- (1) In these Statutes unless there is anything repugnant in the subject or context of the Regulation, the following expressions shall have the meaning of;
 - (a) “Authorized Medical Attendant” means a qualified doctor, who is registered and authorized under the law to do medical practice and designated as such to certify the justification for indoor admission of patient to a Government/Private or any other hospital, duly specified by the University.
 - (b) “Authorized Treatment” means treatment in an authorized hospital or as prescribed by the University.
 - (c) “Family” means wife(s) / husband, son(s), daughter(s), step children, parents and step parents of a University employee.
 - (d) “Government” means the Government of Khyber Pakhtunkhwa.
 - (e) “Hospital” means a Government hospital or a hospital maintained by a local authority and any other hospital(s) with which arrangements have been made by University for treatment of its employees as may be prescribed and amended from time to time by the Vice Chancellor.
 - (f) “Medical Attendance” means an attendance in a hospital or at the residence of the University employee, including all sorts of clinical procedures and tests for the purposes of diagnosis or

treatment as considered necessary by the Authorized Medical Attendant/Hospital Registrar; and such consultation with a Specialist(s) as recommended by Authorized Medical Attendant/Hospital Registrar and further necessary treatment advised by the Specialist(s);

- (g) “Patient” means a University employee or his / her family to whom these statutes apply and who has / have fallen ill.
- (h) “*Laboratory*” means a laboratory of the hospital as may be prescribed;
- (i) Home Treatment after Hospitalization:
 - (i) At the time of discharge from the hospital the original prescription advised by the Medical Officer for home treatment shall also be allowed.
 - (ii) In case of Hepatitis, Cancer, T.B, AIDS, Heart and Renal Diseases, Psychiatric and Epileptic cases where indoor treatment is not required, reimbursement of treatment at home will be allowed on the recommendation of authorized medical attendant.
 - (iii) Patient of Hepatitis (B&C) would be required to have Polymerized Chain Reaction (PCR) test done after every three months to ensure that injections are being administered regularly.

5. Entitlement for Medical Treatment

- (1) An employee shall be entitled to free of charge medical attendance by the authorized medical officer and also to receive the amount paid by him, if any, on account of such treatment on production of a certificate in writing by the authorized medical officer in this behalf subject to verification.
- (2) To get medical treatment from any private hospital/clinic in emergency anywhere in the country if in the opinion of the authorized medical officer it was necessary.
- (3) If the authorized medical officer is of the opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, and such attendance or treatment which is not available at the place where the patient has fallen ill, he may, with the approval of the Medical Superintendent of the hospital (which will be obtained beforehand unless the delay involved entails danger to the health of the patient):

- (i) Send the patient to the nearest specialist or other medical officer who in his opinion is required for the patient.
 - (ii) If the patient is unable to travel due to the severing of his illness, officer to attend upon the patient.
- (4) A patient sent under sub clause (i) of clause (3) above shall on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to travelling allowance for him and attendant if recommended by authorized medical attendant for the journeys to and from the headquarters of the specialist or other medical officer or the place where he is sent for treatment.
- (5) A specialist or other medical officer so called under sub clause (ii) of clause (3) above shall, on production of certificate in writing by the authorized medical attendant in this behalf be entitled to travelling allowance for the journey to and from the place where the patient is.

6. Hospitalization

Hospitalization shall be allowed in the first instance in the specified hospitals as prescribed by the University; treatment can be sought for in other hospitals in the province. If the treatment is not available in the province, hospitalization can be had in any other province of the country subject to the prior permission of the University authorities. A certificate to the effect of non-availability of the facilities shall have to be obtained from MS of the local hospital lacking the facility:

- (1) If the authorized medical attendant is of opinion that a University employee cannot be given treatment due to the absence or remoteness of a suitable hospital or to the nature of the illness, the University employee may receive treatment at his / her residence.
- (2) A University employee receiving treatment at his / her residence under sub rule (1) shall be entitled to receive towards the cost of such treatment incurred by him, a sum equivalent to the cost of such treatment that he / she would have been entitled for reimbursement, to receive under these statutes if he / she had not been treated at his / her residence.
- (3) Claims for sums admissible under sub rule (2) shall be accompanied by a certificate in writing by the Authorized Medical Attendant stating:
 - (i) Reasons for the opinion referred to in sub-rule (1)
 - (ii) The cost of similar treatment referred to in sub-rule (2)

7. Free Medical Treatment

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

8. Reimbursement

- (1) If the Authorized Medical Attendant is of the opinion that the case of a patient is of a serious or special nature so as to require medical attendance of a specialist, he may, refer the patient to the nearest specialist or a hospital, by whom, in his opinion, medical attendance or treatment is required for the patient.
- (2) A University employee shall be entitled for reimbursement of any amount paid by him on account of his / her medical attendance by a specialist or treatment in a hospital under the provision of sub-rule (2) on production of a certificate in writing by the Authorized Medical Attendant in this behalf or the discharge book. Before claiming reimbursement, he should obtain from the specialist or hospital authority, as the case may be, a copy, if possible of the printed tariff of the hospital, a bill in full detail and also a duly signed receipts in token of having made the payment, and present them to the Head of his / her Department. The head shall check the bill with the tariff, if provided so, and after obtaining the sanction of the Competent Authority, if necessary, make the amount payable on a Contingent Bill for which the hospital bill and the receipt will be form the vouchers. The amount shall then be disbursed to the University employee.
- (3) The Head of the Section/Department/Institute or such officers to whom such powers are delegated by the relevant Competent Authority, shall be competent to order reimbursement under sub-rule (3) of an amount not exceeding Rs. 5000/- in each case.
- (4) The reimbursement of charges for services rendered in connection with, but not included in, medical attendance or treatment of a patient, shall be determined by the Authorized Medical Attendant and shall be made accordingly;
- (5) University employees and their families shall, ordinarily, be entitled for reimbursement of medical, surgical and nursing treatment as in-patient in a general ward or private room as may be the case.
 - (i) Employees and their family members shall be entitled for reimbursement of the amount spent on account purchase of medicine for the following medical treatment at OPD.
 - (a) Chronic pulmonary-cardiovascular and circulatory disorders.

- (b) Tumors, malignancies, cancer and chronic blood disorders (Thalassemia etc)
- (c) Chronic hepato-renal disorders, organ failure, dialysis and transplants.
- (d) Chronic neuro-psychiatric diseases, neuropathies, epilepsy, paralysis.
- (e) Chronic inflammatory-infectious diseases (rheumatoid arthritis, hepatitis, TB, tetanus etc)
- (f) Chronic endocrine disorder (diabetes/goiter pancreatitis etc)
- (g) Chronic degenerative disorders.
- (h) Poisoning, dog and snake bite.
- (i) Drug Abuse, STD, HIV/AIDS, VHF
- (j) Chronic skin diseases, allergies-chronic connective tissue and auto immune disorders.
- (k) Injuries including orthopedics, burns, gunshot, blast and head injuries.
- (l) Day surgery (obstetric-gyne disorders, deliveries cataract and eye/ENT day procedures).
- (m) Shock, cardiogenic shock, stroke and electrolyte disorders
- (n) Treatment for eye, ENT and disabilities/handicaps
- (o) Dental treatment
- (ii) Furthermore, reimbursement will be allowed for the bills of tests, X-rays, ultrasound, M.R.I, C.T. Scan including all kind of tests required for diagnosing.

9. Procedure for Indoor Medical Treatment

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

- (3) The approved hospital may refer the case for laboratory examinations/ tests as it may deem fit.

10. Home Treatment After Hospitalization

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

11. Laboratory Tests

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

12. Medical Treatment

- (1) The medical treatment chart from the hospitals would not be required for medical claims having financial involvement up to Rs. 10, 000/- however, for cases exceeding the above ceiling /limit, the production of the chart will be mandatory.
- (2) Indoor treatment in private hospitals would only be allowed if the patient is referred by the MS of the Government hospital certifying non availability of such facility in the Government hospital.
- (3) Reimbursement of medical claims on account of treatment of the spouse of retired employees is allowed. However, such treatment of retired employees and their spouse will be allowed only in Government hospitals and payment up to Rs:100,000/- (per annum) per case, will be made from Benevolent fund.

- (4) Patients of Hepatitis (B&C) would be required to have PCR test done after every three months to ensure that injections are being administered regularly provided that the cost of PCR shall be reimbursed.
- (5) The following facilities shall be provided to regular University employees:
 - (i) Eye Lenses with a maximum Expenditure of Rs: 5,000/-.
 - (ii) Eyes Laser Operation as per market rate.
 - (iii) Stent in heart with a maximum of Rs. 2,50,000/- (one time only)

13. Medical Claim Committee

There shall be a standing “Medical Claim Committee” consisting of the following to examine anomalous cases (claims) of reimbursement and make recommendations for approval by the Competent Authority. Medical Superintendent or his nominee from any of the approved hospitals will certify the disease and reimbursement claim thereof:

- (1) Member of the Syndicate to be nominated by the Syndicate (Convener)
- (2) Dean/Senior most Officer to be nominated by the Vice-Chancellor (Member)
- (3) Treasurer or his nominee. (Member/Secretary)

14. Panel Hospitals

The Syndicate of the University may approve and revise a panel of hospitals for specific diseases as well as for general treatment from time to time. For treatment in panel hospitals a medical treatment card will be issued. The hospital shall include a Government hospital or a hospital maintained by a local authority and any other hospital(s) with which arrangements have been made by university for the treatment of its employees, which may be amended from time to time by the Vice Chancellor.

15. Removal of Difficulties

Anomaly Committee, By-Laws and Rules, additions, Amendment and Repeal of Statutes and By-Laws as well as Relaxation clauses shall be dealt in the same manner as provided in Section 35 to Section 39 of the Service Statutes.