

SERVICE STATUTES

2006

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UNIVERSITY OF SARGODHA

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UNIVERSITY OF SARGODHA, SARGODHA

NOTIFICATION

NO. UOS/Admin/5113

Dated: 29.05.2006

It is, hereby, notified for information of all the concerned that the Governor/Chancellor, in exercise of the powers conferred upon him under Section 9(5) read with section 26 of the University of Sargodha Ordinance, 2002, has vide letter No. GS(B)9-4/2006-476 dated 25.05.2006, been pleased to approve the "University of Sargodha Employees Service Statutes, 2006" (Annexed 'A').


(Ch. Muhammad Yousuf)
Registrar

Distributions :-

1. All Deans of Faculties.
2. All Chairmen/Heads/Co-ordinators/Incharges of the teaching departments
3. All Administrative Heads
4. Treasurer
5. Resident Auditor
6. Secretary to the Vice-Chancellor
7. P.A to Registrar
8. Personnel file
9. Notification file



GOVERNOR'S SECRETARIAT
PUNJAB

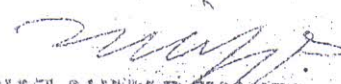
Subject: UPGRADATION OF THE POSTS OF UNIVERSITY TEACHERS

Kindly refer to your letter No.UOS/VC/128 dated 20.01.2007 on the subject.

2. The Governor/Chancellor in exercise of the powers vested in him under Section 26 of University of Sargodha Ordinance, 2002, has been pleased to approve the upgradation of the posts of University Teachers i.e. Lecturers, Assistant Professors, Associate Professors and Professors, one step above as detailed hereunder subject to the condition that the eligibility criteria and procedure prescribed by Higher Education Commission must be followed/ adhered to strictly before allowing the upgradation:-

Name of Post	Existing Scales	Upgraded Scales
Lecturers	BPS-17	BPS-18
Assistant Professors	BPS-18	BPS-19
Associate Professors	BPS-19	BPS-20
Professors	BPS-20	BPS-21

3. The University of Sargodha Service Statutes 2006 will be deemed to have been amended to that extent.


(RIAZ AHMADI TAHIR)
DEPUTY SECRETARY (B)

Vice Chancellor,
University of Sargodha,
Sargodha.

No. GS (B) 1-52/2006- III

Dated: 08.02.2007

PC:

Chairman,
Higher Education Commission,
Islamabad.

SERVICE STATUTES UNIVERSITY OF SARGODHA, SARGODHA

1. **Short Title and Commencement:-**

- (a) These statutes may be called the University of Sargodha Employees Service Statutes 2006.
- (b) These shall come in to force at once.

2. **Definitions.** In these statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

- (a) "Authority" means a person or a committee vested with the powers given by the Syndicate to act under these statutes.
- (b) "Appointing authority" means the appointing authority as given in the schedule of these statutes.
- (c) "Selection Committee" means committee constituted by the Vice-Chancellor, to make recommendations for appointment or promotion to various posts of the University in BS1-16.
- (d) "Basic Scale" means the scale of pay prescribed or adopted by the University and includes all allowances and other fringe benefits attached to the relevant post.
- (e) "Syndicate" means the Syndicate of the University.
- (f) "Appointment" means appointment made in accordance with the prescribed method of recruitment.
- (g) "Initial recruitment" means appointment made otherwise than by promotion or transfer.
- (h) "Committee" means Committee constituted by the University authority.
- (i) "Duty" means performance or functions of the post acquired as obligation of a service/ contract and includes any function assigned by the authority to any employee of the University.
- (j) "Employee" means a person employed in the prescribed manner to a post and includes a person engaged in special assignment in relation to the academic activities and paid out of the University fund.
- (k) "Government" means the Government of Punjab.
- (l) "Honorarium" means a payment made to an employee from the University funds as remuneration for the special work of the occasional character.
- (m) * "Officiating" means where a University employee is officiating against a vacant post or when he performs the duty of a post on which an other person holds a lien.
- (n) "Ordinance" means the University of Sargodha Ordinance 2002(LXXX of 2002) and as amended from time to time.
- (o) "Pay" means monthly pay drawn from the University fund or emoluments, which may be specifically classified as such;
- (p) "Permanent post" means a post sanctioned without limit of time;
- (q) "University" means the University of Sargodha.

*Explanation: an employee who is allowed to officiate shall not have a right to claim substantive appointment to that post and shall be liable to reversion to his substantive post when it is filled in the prescribed manner or the person holding lien resumes duty.

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- (r) "Vice-Chancellor" means the Vice-Chancellor of the University;
- (s) " Schedule" means schedule appended to these statutes;
- (t) "Selection Board" means a Board constituted under the provisions of the Ordinance/act to make recommendations for recruitment to various posts in BS-17 and above.
- (u) " Special pay" means an addition of the nature of the pay to the emoluments of a post or of an employee of the University granted inconsideration of
 - (i) The specially arduous nature of the duties; or
 - (ii) A specific addition to the work of responsibility;
- (v) → "Temporary post" means a post other than a permanent post; and
- (w) "Tenure post" means a post which an individual employee may hold for a fixed period.

3. **Extent of application:-**

- (a) Except as otherwise provided, these statutes shall apply to all employees of the University and constituent colleges but shall not apply in whole or in part to the Government employees deputed to serve in the University. Such persons shall continue to be governed by the Punjab Civil Servant Act, 1974 and the Rules and instructions of the Government till their absorption in the service of the University.
Deputation to, and repatriation from, the University of a Government employee shall be made by mutual consent of the Vice-Chancellor and the lending authorities.
- (b) An employee appointed on contract basis shall be dealt with in the same manner in case of mal-practice as other regular employees are to be dealt with.
- (c) A person engaged on lecture or part-time or assignment basis shall be governed by the specific conditions of his appointment or contract of service.

4. **Classification of service.** - The classification of teaching and non-teaching staff of the University shall be as follows.

- a) Teaching and non-teaching staff directly recruited or absorbed in the service of the University.
- b) Professors Emeritus;
- c) Teaching and non-teaching staff working on contract basis;
- d) Teaching and non- teaching staff working on lecture or assignment basis,
- e) Teaching and non-Teaching staff of Government or employees of other institutions and organizations working in the University on deputation with or without deputation allowance.

5. **Categories of posts:-**

- (a) * **Category-A:-** Teaching posts for the University.
- (b) **Category-B:-** Teaching posts for University Medical College (Constituent College).
- (c) * **Category-C:-** Teaching posts for University College of Agriculture (Constituent College).
- (d) **Category-D:-** All administrative posts for the University and its Constituent Colleges.

*All posts of Professors & Associate Professors shall be peer reviewed as per HEC criterion for determining suitability of academic merit of all eligible applicants, except for such appointments in Medical College which shall follow the PM&DC criterion. For appointments of Assistant Professors/ Lecturers, the Selection Board Shall consult two experts of the field.

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6. **Method of recruitment.**

- (a) The nomenclature of posts, the minimum qualifications required and method for appointment against the teaching and non-teaching posts in the university shall be such as is given in schedule (Categories A,B,C& D.)
- (b) The posts in BS-17 and above shall be filled in by the Syndicate on the recommendations of the Selection Board except the posts of Controller of Examinations, Registrar and Treasurer which shall be filled in by the Chancellor on the recommendations of the Government, and for posts in BS-1 to 16, the Vice-Chancellor shall be the Authority on the recommendations of the Selection Committee.

7. **Appointments.**

- (a) when a post is to be filled in through initial recruitment the Vice-Chancellor shall cause an advertisement to be published in at least two national dailies of wide circulation stating therein the number of vacancies, the scales of pay, the minimum qualification prescribed for recruitment and the date by which the applications may be received.
- (b) The applications of the eligible candidates, so received shall be considered by the Selection Board or Selection Committee, as the case may be which shall recommend to the Appointing Authority the names of suitable candidates for appointment to teaching or other posts following the prescribed procedure.
- (c) In case of Administrative posts (BS-17 and above) to be filled in by promotion, the Vice-Chancellor shall draw up a list of eligible candidates to be placed before the Selection Board and Syndicate, on the performance of candidates and seniority-cum-fitness basis.
- (d) In case of posts (below than BS-17) to be filled in by promotion, the Registrar shall draw up a list of eligible candidates and place it before the Selection Committee for recommendations to the appointing Authority.
- (e) The competent authority for appointment to a post shall also be competent to grant a high initial pay to persons directly recruited to a post in the service of the University or advance increments or qualification allowance in accordance with the criteria to be laid down by the Syndicate.
- (f) A person serving in a recognized educational or research institution, other than the University, may be appointed to an equivalent or a higher post in the University on payment of such deputation allowance in addition to the pay admissible to him in the parent Department or as may be mutually agreed upon between the University and the lending authority.

- (g) Such teaching and non-teaching staff working in the University on deputation with or without deputation allowance, who want to be absorbed in the University shall appear before the Selection Board or Selection Committee, as the case may be, for determining their suitability for absorption in the University Service.
- (h) In case, in opinion of Selection Board or Selection Committee, a member of teaching and non-teaching staff of the Education Department, Government of the Punjab, working on deputation without deputation allowance in the University is not considered suitable for the service of the University or his services are not more required by the University, he shall be sent back to the parent Department.
- (i) If considered necessary, in the interest of the University, a person may be appointed by the Vice-Chancellor on contract or lecture or assignment basis on such terms and conditions as may be determined by the Appointing Authority.

8. Probation and confirmation.

- (a) (i) The member of Teaching Staff appointed to permanent vacancies shall ordinarily remain on probation for a period of two years, which may be extended upto two years. He shall be confirmed keeping in view his satisfactory performance in teaching/research work during the period of probation and the date of confirmation shall not be retrospective. The total period of probation shall not exceed four years. The period spent on leave, other than casual leave, shall not be counted for reckoning the period of probation.
- (ii) An employee who proceeds abroad for higher studies during the period of his probation shall be considered for confirmation only after he has completed the remaining part of the prescribed period of his probation after return from abroad. Notwithstanding anything herein before contained, the period of probation in such cases would be deemed to have been extended proportionately. Provided that officiating service in a corresponding or higher post may be reckoned as the period spent on probation in the post to which he was so appointed.
- (iii) If the work or conduct of a probationer was, during the initial or extended period of probation, not satisfactory, the Appointing Authority may without show cause notice or hearing :-
 - dispense with the services of the probationer who was appointed by initial recruitment; or
 - revert the probationer to his former post if appointed otherwise, and if there is no such post; the services of such probationer shall be dispensed with.
- (b) (i) Administrative, technical and library staff members of the service, who are appointed against permanent posts, shall, on appointment to any post, remain on probation ordinarily for a period of one year. The period spent on leave, other than casual leave, may be excluded for reckoning the period of probation. This statute shall apply to the members of the service in a corresponding or higher post may be reckoned as the period spent on probation in the post to which he was so appointed.

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- (ii) On the conclusion of the period of probation of any member of the service, the Syndicate, or the Vice-Chancellor, as the case may be, shall confirm such member in his appointment, and his date of confirmation shall not be retrospective.
 Provided that if his work or conduct, in the opinion of the Syndicate or Vice-Chancellor, has not been satisfactory they may dispense with his services, if he has been recruited by initial appointment, or may revert him to his previous post, if he has been recruited otherwise, or may extend the period of probation, provided that the total period of probation shall not exceed two years in the case of initial recruitment or otherwise.
- (iii) In case of an employee in BS-1 to BS-16 the Vice-Chancellor, in the case of an employee in BS-17 and above the Syndicate, on the basis of a report of the Vice-Chancellor, is of the opinion that the work or conduct of a probationer was, during the initial or extended period of probation, not satisfactory, the Appointing Authority may, without show cause notice or hearing,
 - dispense with the services of the probationer who was appointed by initial recruitment: or
 - revert the probationer to his former post if appointed otherwise, and if there is no such post, the services of such probationer shall be dispensed with.

9. **Annual Performance Evaluation Report (A.P.E.R)**

- (a) Annual Performance Evaluation Reports (1st January to 31st December of the calendar year) of all the University employees who are:-
 - (i) Deans, Heads of non-teaching departments, Registrar, Controller of Examinations, Treasurer, Chief Librarian, University Engineer and Director Sports, shall be written by the Vice-Chancellor.
 - (ii) Chairpersons of the teaching Departments shall be initiated by the concerned Dean and shall be countersigned by the Vice-Chancellor.
 - (iii) Teachers, shall be initiated by the concerned Chairpersons of the Departments, through Deans concerned, and shall be countersigned by the Vice-Chancellor.
 - (iv) Working in the non-teaching departments,
 - In BS-16 shall be initiated by their immediate officers and countersigned by the Registrar.
 - In BS-17 and above shall be initiated by their concerned Heads and shall be countersigned by the Vice-Chancellor.
- (b) The minimum period for assessment of work and conduct of an employee for the purpose of personal Evaluation Report shall be ninety days, in a calendar year. If an employee has served for a period of more than ninety days, under more than one reporting officer, his report shall be recorded by all the reporting officers.
- (c) The remarks considered adverse by the initiating or counter signing authority, shall be underlined in



red and communicated to the concerned employee within a period of thirty days.

- (d) All representations against adverse remarks shall be addressed within thirty days of the communication of the adverse remarks to the authority.

10. **Increments.** An annual increment in a scale of pay shall ordinarily be drawn as a matter of course on 1st December; provided that an employee has completed six months of service in that pay scale on 30th November, during the calendar year in question.

11. **Medical fitness.**

- (a) Every appointment in the University shall be subject to medical fitness of the appointee except in the following cases:-

- (i) An employee whose medical fitness was certified on his first appointment.
- (ii) An employee of a public authority, other than the University whose medical fitness was duly certified at the time of appointment in that authority; and

- (b) The medical fitness shall be determined by such medical consultant/consultants as may be appointed by the Vice-Chancellor for the purpose.

12. **Medical Charges/Re-irnbursemnt:-**

- (a) i) During hospitalization, the University will provide medical coverage including cost of medicine, surgery/operation/theater charges (if any), medical tests, diet charges, consultation fee, room rent (if entitled) etc., to only those who remained under the treatment in Government hospital, autonomous, Semi autonomous and all services hospitals controlled by Provincial, Federal Govt. and any other hospital, in special circumstances, on recommendations of the Medical Officer of the University with the permission of the Vice-Chancellor.
- ii) All the cases of reimbursement presented before the Medical Committee will be audited and paid by the Office of the Treasurer in accordance with the decision of the Medical Committee, approved by the Vice-Chancellor.
- iii) All the reimbursement claims will be vetted by the University Medical Officer with the help of Almoner Government Hospital, Autonomous, Semi Autonomous and all services hospitals controlled by Provincial, Federal Govt.
- iv) In case of an acute protracted disease, the claim for medical expenses shall be referred to the authority for approval.

- (b) Medical allowance will be paid as may be determined by the University.

13. **Post-dating of promotion to a higher post.** A University employee, on promotion, may have an option to postdate his promotion up to a date when it shall be to his benefit. This option may be exercised within six months from the date of order of promotion and the option once exercised, shall be final.

14. **Pay and allowances.**

Subject to any other provision of the statutes, an employee shall be entitled to such pay and allowances in Basic Scale as are specified in the schedule.

15. **Traveling allowance and daily allowance.**

- (a) Traveling allowance and daily allowance shall be paid to the University employees as is admissible to the Government employees.

(b) Teaching and non-teaching staff of other institutions attending the meetings of the University or Board of Studies or a Committee on the request of the Syndicate or the Vice-Chancellor or the Chairman of the Board of Studies, from out stations, shall be paid traveling allowance and daily allowance at Government rates. Local members attending the meeting may be paid honorarium.

16. **Seniority.** The inter-se seniority of the employees shall be determined as under :-

- (a) Seniority on initial appointment to a post shall be determined in the prescribed manner. An employee assigned higher merit by the Selection Board or Committee/ Appointing Authority at the time of selection shall rank senior to the employee placed in a lower merit in the same batch of selectees;
- (b) Seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post; provided that the employees who were selected for promotion to higher post in the batch on the same scale shall, on their promotion to higher posts, retain their inter-se seniority as in the lower posts;
- (c) For proper administration of the service, the Vice-Chancellor shall cause preparation and maintenance of separate and scale -wise seniority lists of employees;

17. **Whole time employee:-**

- (a) Except as otherwise provided a whole time employee shall be at the disposal of the university and he may be required to perform, without additional compensation, such duties as the competent authority may deem fit in the interest of the University.
- (b) An employee may be transferred from one post to another in the same scale of pay; provided that the employee shall not suffer monetarily due to such transfer.
- (c) No regular employee shall engage himself directly or indirectly in tuition, any business, trade or occupation other than that which may be incidental to the performance of his duties such as examination work , study tours etc. provided that no such work shall be undertaken without the permission of the Vice-Chancellor.

18. **Resignation and termination of service. -**

If a permanent employee wishes to resign from service, he shall have to give notice to the Appointing Authority for the period as may be laid down in his appointment order or deposit pay for that period in lieu of notice and if no such period has been mentioned in the appointment order three months notice shall be given or three months pay shall be deposited in lieu thereof.

19. **Termination of service other than as penalty. -** If the services of a temporary employee are no longer required, for reasons other than penalty under these statutes, the Appointing Authority may terminate his services by giving him quit service notice of one month or pay of one month in lieu thereof.

20. **Retirement:-**

- (a) A regular employee shall retire from service on attaining the age of sixty years.
- (b) An employee may opt for retirement from service on any such date after he has completed twenty-five years of service qualifying for pension.

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- (c) A retired employee shall be entitled to such pension, gratuity and other benefits as are admissible under the pension rules for the time being in force.
- (d) The date of birth as entered in the matriculation certificate of an employee or, in absence thereof, such other authentic documents as the competent authority may admit, shall be the basis for calculating the age of the employee. The document submitted at the time of appointment shall be considered final.

21. **Other benefits.** - Regular employees shall be entitled to such other benefits as may be prescribed by the authority, from time to time.

22. **LEAVE RULES**

(a) **Leave as a right:** Leave cannot be claimed as a matter of right.

(b) **CASUAL LEAVE:**

- i) In unavoidable circumstances, casual leave may be granted to the teaching staff by the Chairperson and to the Chairperson by the Dean and to, the Dean by the Vice Chancellor up to a maximum of three days at a time. The granting authority may sanction casual leave up to a maximum of twenty five days in a year, but not exceeding three days at a time. In exceptional circumstances, Vice-Chancellor will have the authority to sanction casual leaves upto fifteen days in one stretch.
- ii) Casual leave may be granted to the non-teaching staff by the Head of the Department and to the Head by the Vice Chancellor on special grounds up to a maximum of twenty-five days in a year.

(c) **Extraordinary Leave Without Pay:**

Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time, Provided that the member of the teaching and non-teaching staff, to whom such leave is granted, has been in continuous service for a period of not less than ten years in the University and in case he has not completed ten years of continuous service in the University, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the Authority.

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if requested in combination with the extra ordinary leave.

✓ (d) **Study Leave:-**

- i) A member of teaching faculty desiring to pursue higher studies abroad or within the country and holding a permanent teaching post in the University may, if he has been in service of University for not less than three years, be granted leave on full pay not exceeding four years:
- Provided that this facility shall be subject to the provision that not more than 25% of the teaching staff in the department shall avail this facility at a time.
- ii) The study leave shall initially be granted for one year and shall be extended on the satisfactory report of the Research Supervisor about the performance, after every six months. In case of unsatisfactory progress, the study leave shall be cancelled."

(e) **Earning And Accumulation Of Leave In The Case Of The Administrative Staff Of The University.**

- i) An employee shall earn leave only on full pay to be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay".
- ii) A duty period of fifteen days or less, in a calendar month, shall be ignored and that of more than fifteen days shall be treated as a full calendar month for the purpose of calculation of earned leave.

- iii) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
- iv) There shall be no maximum limit on the accumulation of such leave.

f) **Earning And Accumulation Of Leave In The Case Of The Teaching Staff Of The University**

A teacher may earn leave on full pay:

- i) when he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
- ii) when, during any year, he is prevented from availing himself of the full vacation, he will be entitled to leave as in the case of the administrative staff of the University for that year, and
- iii) when he avails himself of only a part of the vacation as in (i) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

g) **Conversion Of Leave On Half Pay:**

By conversion in the leave account, leave on half pay may be granted if leave on full pay is available. Fraction of one-half counting shall be considered as one full day's leave on full pay. This shall not apply to other categories of leave except earned leave.

h) **Medical Leave On Full Pay:**

The maximum period of medical leave on full pay that may be granted at one time, subject to entitlement, shall be as follows:

- i) Without medical certificate 120 days
- ii) With medical certificate 180 days

i) **Leave To Be Applied In Terms Of Days:**

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

j) **Special Leave:**

- i) A female University employee, on the death of her husband, may be granted special leave on full pay, when applied for, for a period not exceeding one hundred and thirty days.
- ii) Such leave shall not be debited to her leave account.
- iii) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce a death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be separately furnished to the leave sanctioning authority.

k) **Maternity Leave:**

- i) Maternity leave may be granted on full pay, outside the leave account, to a female employee to the extent of ninety days in all from the date of its commencement as specified in the application for leave or forty five days from the date of her confinement, whichever be earlier.
- ii) Such leave may not be granted for more than three times in the entire service of a female employee.
- iii) ↕ Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female employee.

l) **Ex-Pakistan Leave**

Leave ex-Pakistan may be granted on full pay, half pay or without pay, to an employee, who applies for such leave or who proceeds abroad during leave. The period of leave shall be determined by the Vice Chancellor. The period spent on leave shall be deducted from his leave account.

m) **Leave Preparatory To Retirement:-**

- i) The maximum period up to which an employee may be granted leave preparatory to retirement shall be three hundred and sixty five days.
- ii) Such leave may be taken subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the employee.
- iii) An employee may opt for encashment of leave in lieu of leave preparatory to retirement as admissible to Government Employees.

n) **In-Service Death**

In case a University employee dies or is invalidated, while in service, lump sum payment equal to full pay upto one hundred and eighty days, out of the leave at his credit, shall be made to his family as defined for the purpose of family pension.

o) **Over Stay After Sanctioned Leave:**

- i) Unless the leave of an employee is extended by the Vice Chancellor, an employee, who remains absent after the expiry of his leave, shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.
- ii) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning

p) **Combination Of Different Types Of Leaves:-**

- i) One type of leave may be combined, with permission of the competent authority, with any other type of leave otherwise admissible to an employee;
Provided that leave preparatory to retirement shall not be combined with any other kind of leave
- ii) A University employee, on leave, shall not resume duty before its expiry without permission.

q) **Leave To Lapse When A University Employee Quits Service:**

All leave at the credit of an employee shall lapse when he quits service.

r) **Quarantine Leave:**

An employee may be granted quarantine leave outside his leave account to the extent that the University Medical Officer recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

23. **Research facilities.**

- (a) Any department of the university may award, with the prior permission of the Vice-Chancellor, a medal or a prize to a student who has graduated from the University with distinction in the subject with the financial aid provided by a person or, national or international institutions.
- (b) Any department of the University may create, with the prior permission of the Vice-Chancellor, Research Fellowship leading to the Ph.D. degree with the financial aid provided by person or, national or international organizations/institutions.
- (c) Research projects and assignments offered by any national or international institution or organization shall not be accepted by a teacher or employee of the University without the prior permission of the Vice-Chancellor on the recommendations of the Advanced Studies and Research Board.
- (d) Research Fellowship may be created in the University Teaching Departments, which are properly equipped for Advanced Research. The Fellowship shall be of Rs. 5000/ to 8000/ per mensem or determined by the authority, according to the qualification of the fellow and the work required to be done by the University with the recommendations of the Chairman of the Department Concerned.

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Research Scholars, Research fellows and research publications.

- (a) The appointment of research scholars shall be for three years subject to a periodical satisfactory progress report approved by the Supervisor.
- (b) Chairman of the Department shall be invited to send definite projects for scrutiny to the Advanced Studies and Research Board and Fellowships shall be awarded only for the projects approved by it.
- (c) Fellowships shall be awarded on contract for three years subject to the satisfactory progress. This period may be reduced to two years; provided the project is completed to the satisfaction of the Advanced Studies and Research Board. Those who are awarded these Fellowships shall not be permitted to apply for any post during the contract period.
- (d) Efforts shall be made to ensure that the work of a Research Fellow leads to the Ph.D. Degree.
- (e) A part of the grant shall be spent on printing and publishing of approved research papers.
- (f) The appointment of a Research Assistant and Research Scholar shall be recommended in the prescribed manner, to the Vice-Chancellor.
- (g) Research Fellows and Research Scholars shall submit a broad outlines of their proposed plan of work alongwith their applications. They shall also state their special qualification to undertake research in that subject. When necessary, the University shall specify the subject for research through advertisement on the basis of the recommendations from the Chairman of the Department and the Advanced Studies and Research Board. The Research Fellows and Research Scholars may be permitted to change their subject of research with the approval of the Chairman of the Department and the Advanced Studies and Research Board.
- (h) If a Research Fellow or Research Scholar does not join within a fortnight of the receipt of the letter awarding him the University Scholarship, unless otherwise permitted by the Vice-Chancellor or Dean of the Faculty concerned, he shall lose his scholarship, which may be awarded to next best applicant.
- (i) The tenure of each fellowship or scholarship shall, in the first instance, be two years but it may be renewed by the Vice-Chancellor for a period not exceeding two years so that the entire period shall not in any case exceed four years.
- (j) Each Research Fellow or Research Scholar shall work under the direction of a supervisor nominated for the purpose.
- (k) The Vice-Chancellor may suspend, at any time, the payment of emoluments of a scholar and if, after inquiry, it appears that the conditions of appointment are not being satisfactorily fulfilled, may also terminate the appointment.
- (l) The Research Scholar shall be eligible for such casual leaves as may be permissible to the other teaching staff of the University.
- (m) In the event of any Research Scholar desiring to resign, before the expiry of six months, he shall refund all the sums received by him up to the date of his abandoning the appointment, but if he leaves, after the expiry of six months, he shall be required to submit the results of his research through the Supervisor for scrutiny to the Vice-Chancellor.

- (n) A Research Scholar shall not join any institution except for the purpose of attending lectures bearing on the subject of his work or for delivering lectures in the same or in an allied subject, as a part-time lecturer in an institution, nor shall he prepare for an examination in any other subject.
- (o) The results of each Research Scholar's work, if considered of sufficient merit, shall be published by the University. The Board of Advanced Studies may however, permit a Research Student to arrange for the publication of the research work.
- (p) It shall be the duty of every Research Scholar to write articles on the subject of his research studies.
- (q) Research Scholars applying for appointment elsewhere shall apply only with the prior permission of the authority.
- (r) Each Research Scholar shall be required to execute a Fidelity Bond.

25. **Procedure for accepting projects assigned to the University by outside agencies.** The procedure for accepting projects assigned to the University by outside agencies shall be as follows:-

- a) The draft agreement to be supplied by the agency, desiring research work, shall be signed by the Principal Investigator and countersigned by the Dean after obtaining permission of the Vice-Chancellor.
- b) Subject to the conditions laid down in the agreement, the Principal Investigator shall be authorized to appoint persons up to BS-17.
- c) The Principal Investigators of various projects in a department may jointly appoint a person, on part-time basis, to maintain books of accounts and his salary be paid down for each project on lump sum basis. In case of scheme, where no such provision exists, the Principal Investigator may make a request to the agency for allowing a provision to be made in the existing allocation for payment of salary to the part-time accountant.
- d) The Principal Investigators shall be authorized to sign all cheques.
- e) In case of expenditures on electricity, store supplies and other charges the cost shall be added to the project cost and recovered from the donor agencies.
- f) Formula for the distribution of income from the analytical work, chemical analysis, etc. undertaken by the University shall be as follows.

i)	University Fee	20%
ii)	Department Fee	40%
iii)	Principal Investigator's Fee	40%

26. **Procedure for sanctioning grants out of the Advancement of Research and Education Fund**

- (a) A standing Research Advisory Committee consisting of three University Professors from the Science side and three Professors from the Arts side, with Treasurer as Secretary, shall be set up to consider the research schemes received from various Teaching Departments.
- (b) The members of this committee shall be nominated by the Vice-Chancellor.
- (c) The Registrar shall act as advisor to the Research Advisory Committee.

- (d) If the total cost of a research scheme is less than Rs. 50000/, it shall be submitted to the Vice-Chancellor for sanction through the Research Advisory Committee, and if the cost is Rs. 50000/ or more, the scheme shall be placed before the Advanced Studies and Research Board for consideration after it is scrutinized by the Research Advisory Committee before presenting it to the Vice-Chancellor for approval.
- (e) The Vice-Chancellor shall have the powers to sanction suitable grants/ posts out of the Advancement of Research and Education fund on the recommendations of the Research Advisory Committee or, as the case may be, Advanced studies and Research Board and also to make all appointments against the temporary posts sanctioned for a particular research project.

27. **University employees on academic duties:-**

- (a) All University employees shall be treated on duty if;
- (i) they are called upon to act as examiners for the examination conducted by the University; or
 - (ii) they are invited to attend educational or academic conferences or meetings of the Boards of Studies of other institutions.
- (b) Provided that the total period for which a member of the academic staff could remain absent from duty for attending conferences, conducting practical examinations etc. shall not exceed twenty-five days in one academic year, except for conduct of Examinations.
- (c) No member of the Academic Staff or Chairman of the Department shall proceed abroad or leave station for the above-mentioned purposes without the prior permission of the Vice-Chancellor or authority failing which he shall be considered as absent from duty and be liable to action under the provisions of these statutes.

28. **Taking Part in Politics and Elections:**

- a) No teacher/employee shall take part or subscribe in or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.
- b) Formation of any Union, Academic Association or any such body by an employee is strictly forbidden.
- c) No teacher/employee shall make union, association or organize any body or become a member of any other society/association out side the University.
- d) In case of violation of the above clauses (a), (b) and (c), disciplinary action shall be taken against the defaulter, under the rules.

29. **Propagation of Sectarian Creeds etc:**

No teacher/employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality or favoritism as are likely to effect his integrity in the discharge of his duties or create feelings of discontent or displeasure among the employees of the University in particular and among the people in general. In case of violation, disciplinary action shall be taken against the defaulter, under the rules.

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30. **Use of Political or Other Influence:**

No teacher/employee shall bring or attempt to bring political or other outside influence, directly or indirectly, in support of any claim. In case of violation, disciplinary action shall be taken against the defaulter, under the rules.

31. **Interpretation of statutes:** In case of any doubt or dispute in respect of the Statutes, the decision of the Syndicate on the interpretation of the Statutes shall be final and binding on all concerned.



Schedule (Category-A)

ELIGIBILITY CRITERIA FOR APPOINTMENT OF FACULTY MEMBERS IN UNIVERSITY OF SARGODHA

(Already approved by the HEC and the Hon'ble Chancellor)

1. The Eligibility Conditions for appointment in all disciplines (excluding Engineering, Information Technology, Computing Sciences and Medical Sciences Disciplines):

Name of the Post	Pay Scale	Qualifications / Experience / Publications	Method of Recruitment	Appointing Authority
Lecturer	BS-17	Academic: Master's degree (First Class) in the relevant field with no 3 rd Division in the Academic Career from HEC recognized University/Institution.	By initial recruitment through Selection Board	Syndicate
		Experience: No experience required.		
Assistant Professor	BS-18	Academic: Ph.D. in the relevant field from HEC recognized University/Institution. No experience required.	By initial recruitment through Selection Board	Syndicate
		Experience: Master's degree (foreign) or M.Phil (Pakistan) in the relevant field from HEC recognized University/Institution. 4 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.		
Associate Professor	BS-19	Academic: Ph.D. in the relevant field from HEC recognized University/Institution.	By initial recruitment through Selection Board	Syndicate
		Experience: 10-Years teaching/research experience (with at least 4 years experience at the post-Ph.D level) in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.		
Professor	BS-20	Academic: Ph.D. from HEC recognized Institution in the relevant field.	By initial recruitment through Selection Board	Syndicate
		Experience: 15-Years teaching/research experience (with at least 8 years experience at the post-Ph.D level) in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. OR 10-Years post-Ph.D teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. OR 15 research publications (with at least 5 publications in last 5 years) in Internationally abstracted Journals recognized by the HEC.		
		Publications		
		Publications		

2. The Eligibility Conditions for appointment in Engineering, Information Technology and Computing Disciplines:

Name of the Post	Pay Scale	Qualifications / Experience / Publications	Method of Recruitment	Appointing Authority
Lecturer	BS-17	Academic: Master's degree (First Class) in the relevant field with no 3 rd Division in the Academic Career from HEC recognized University/Institution. Experience: No experience required.	By initial recruitment through Selection Board	Syndicate
Assistant Professor	BS-18	Academic: Ph.D. in the relevant field from HEC recognized University/Institution. No experience required. OR Master's degree (foreign) or M.Phil (Pakistan) in the relevant field from HEC recognized University/Institution. Experience: 4 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.	By initial recruitment through Selection Board	Syndicate
Associate Professor	BS-19	Academic: Ph.D in the relevant field from HEC recognized University/Institution. Experience: 10-Years teaching/research experience (with at least 4 years experience at the post-Ph.D level) in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. OR 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. Publications 10 research publications (with at least 4 publications in last 5 years) in Internationally abstracted Journals recognized by the HEC.	By initial recruitment through Selection Board	Syndicate
Professor	BS-20	Academic: Ph.D. from HEC recognized Institution in the relevant field. Experience: 15-Years teaching/research experience (with at least 8 years experience at the post-Ph.D level) in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. OR 10-Years post-Ph.D teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. Publications 15 research publications (with at least 5 publications in last 5 years) in Internationally abstracted Journals recognized by the HEC.	By initial recruitment through Selection Board	Syndicate

3. Eligibility Conditions for appointment of Faculty Members in Arts and Design (Studio Practice) Disciplines:-

Name of the Post	Pay Scale	Qualifications / Experience / Publications	Method of Recruitment	Appointing Authority
Lecturer	BS-17	<p>Academic: First Professional degree (4-year minimum, First Division) with no 3rd division in the academic career from HEC recognized University/Institution.</p> <p>Experience: Nil</p>	By Initial recruitment through Selection Board	Syndicate
Assistant Professor	BS-18	<p>Academic: a) Ph.D. in the relevant field from HEC recognized University / Institution OR b) Master's Degree (Foreign) or M.Phil or equivalent in the relevant field from HEC recognized University / Institution. OR c) First Professional Degree (4-year minimum, First Division) from HEC recognized University / Institution.</p> <p>Experience: a) Nil OR b) 4 years teaching / research experience in a recognized university or a post-graduation institution or professional experience in the relevant field in a National or International Organization. OR c) 6 years teaching / research experience in a recognized university or a post-graduation institution or professional experience in the relevant field in a National or International Organization.</p>	By Initial recruitment through Selection Board	Syndicate
Associate Professor	BS-19	<p>Academic: a) Ph.D in the relevant field from HEC recognized University / Institution. OR b) Master's Degree (Foreign) or M.Phil or equivalent in the relevant field from HEC recognized University / Institution.</p> <p>Experience: a) 10-Years teaching / research experience *with at least 4 years experience at the post-Ph.D level) in HEC recognized University or a post-graduate institution or professional experience in the relevant field in a National or International Organization. OR b) 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. OR c) 12 years teaching/research experience with at least 4 years experience after the master's (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>Publications a) 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) OR b) -do-</p>	By Initial recruitment through Selection Board	Syndicate

* Held in sequence for a period of five years i.e. up till 04.07.2010.

Professor	BS-20	Academic:		By Initial recruitment through Selection Board	Syndicate
		Experience:	<p>a) Ph.D. from HEC recognized Institution in the relevant field. OR b) Master's Degree (Foreign) or M Phil or equivalent in the relevant field from HEC recognized University / Institution.</p> <p>a) 15 years teaching / research experience with at least 8 years experience at the post-Ph.D level in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. OR 10-years post-Ph.D teaching / research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization OR 17-years teaching / research experience with at least 8 years experience after the Master's (Foreign) or equivalent degree from HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>b) Outstanding and substantial level of professional art activity and a national or international contribution to the development of Art and Design in general. (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Art and Design as specified in the research criteria). OR -do-</p>		
		Publications:	<p>a) Outstanding and substantial level of professional art activity and a national or international contribution to the development of Art and Design in general. (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Art and Design as specified in the research criteria). OR -do-</p> <p>b)</p>		

*Held in abeyance for a period of five years i.e. up till 01.07.2016.

4. Eligibility Conditions for appointment of Faculty Members in all Law Disciplines:

Name of the Post	Pay Scale	Qualifications / Experience / Publications	Method of Recruitment	Appointing Authority
Lecturer	BS-17	<p>Academic: LLB Degree (First Class) with no 3rd division in the academic career from HEC recognized University / Institutions.</p> <p>Experience: Nil.</p>	By initial recruitment through Selection Board	Syndicate
Assistant Professor	BS-18	<p>Academic: a) Ph.D in Law or equivalent degree from HEC recognized University / Institution OR b) LL.M, J.D or equivalent degree from HEC recognized University / Institution. OR c) LLB degree (First Class) from HEC recognized University / Institution.</p> <p>Experience: a) 4 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. b) 6 years teaching / research experience in a HEC recognized university or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. c) Nil</p>	By initial recruitment through Selection Board	Syndicate
Associate Professor	BS-19	<p>Academic: a) Ph.D in Law or equivalent degree from HEC recognized University / Institution. OR b) LL.M, J.D in Law or equivalent degree from HEC recognized University / Institution. a) 10 Years teaching / research experience at least 4 years experience at the post-Ph.D level in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. OR 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. OR 12 years teaching / research experience (with at least 4 years experience at the post-graduate level) in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>Publications: a) 10 research publications (with at least 4 publications in last 5 years) in Internationally abstracted Journals recognized by the HEC. OR b) -do-</p>	By initial recruitment through Selection Board	Syndicate

* Held in advance for a period of two years i.e. until 05.07.2019

