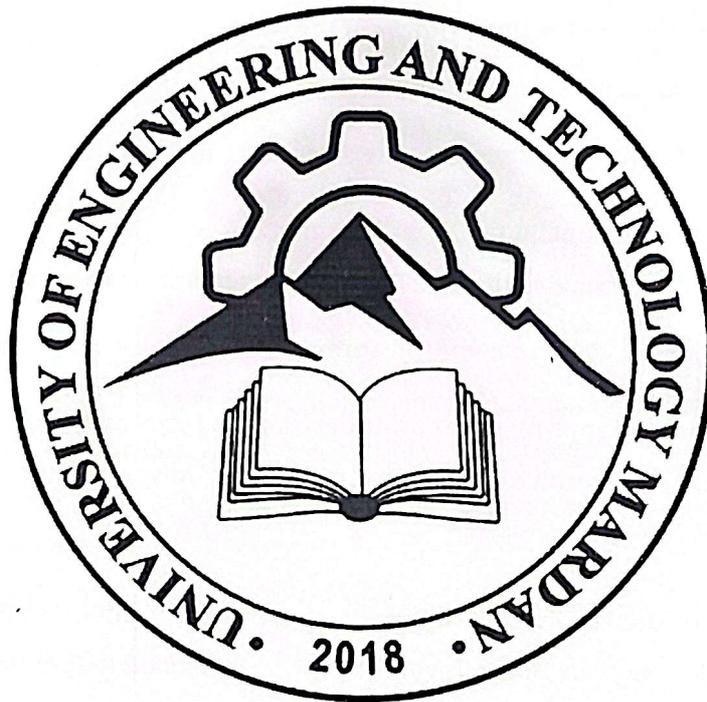


UNIVERSITY OF ENGINEERING & TECHNOLOGY,
MARDAN



JOB DESCRIPTIONS

Handwritten signature

1. Chancellor

The following statutory duties of the Chancellor are reproduced verbatim from the KP Universities Act, formatted into bullet points for clarity and compliance.

Section 10(1):

- The Chancellor shall be the Chief Officer of the University.
- The Chancellor shall preside over convocations of the University.

Section 10(2):

- The Chancellor shall appoint the Vice Chancellor.
- The Chancellor may remove the Vice Chancellor as per provisions of the Act.

Section 10(3):

- The Chancellor may approve or set aside decisions of the Senate or Syndicate.
- The Chancellor shall resolve disputes referred by the University authorities.

Section 10(4):

- The Chancellor shall be the final authority for approval of statutes and regulations.
- The Chancellor may call for any record, report, or information from the University.

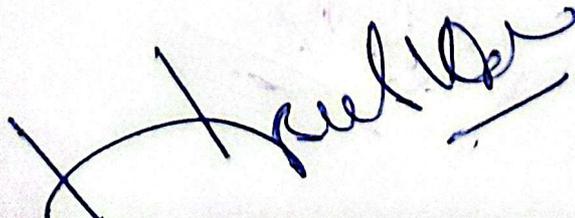
Policy Duties (Institutional Governance)

- Provide strategic direction and oversight for the University's long-term growth.
- Ensure compliance with national higher education policies and standards.
- Guide the Vice Chancellor and University bodies on governance matters.
- Support establishment of new academic programs and infrastructure expansion.
- Review annual performance reports submitted by the Vice Chancellor.

2. Pro-Chancellor

The following statutory duties of the Pro-Chancellor are reproduced from the KP Universities Act, presented in bullet format for clarity and compliance.

Section 10A(1):



- The Pro-Chancellor shall assist the Chancellor in governance matters of the University.
- The Pro-Chancellor shall exercise powers delegated by the Chancellor.

Section 10A(2):

- The Pro-Chancellor shall preside over meetings and convocations in the absence of the Chancellor.

Section 10A(3):

- The Pro-Chancellor shall oversee implementation of policies approved by the Chancellor.
- The Pro-Chancellor shall represent the University in official and governmental matters when required.

Policy Duties (Governance Support Role)

- Support the Chancellor in reviewing major University policies and regulations.
- Coordinate with the Vice Chancellor to ensure alignment of University operations with strategic priorities.
- Provide oversight and guidance to the Senate and Syndicate through the Chancellor's office.
- Represent the University in provincial and federal education forums.
- Monitor progress on Chancellor-directed initiatives and reforms.

3. Vice Chancellor

The following duties and powers of the Vice-Chancellor are reproduced verbatim from the Khyber Pakhtunkhwa Universities Act (amended 2024), broken into audit-safe bullet points for clarity and compliance.

Section 11(2):

- Be the Chief Executive and Principal Accounting Officer of the University.
- Be responsible for all administrative, academic, and financial functions of the University.



- Ensure that the provisions of the Act, Statutes, and Regulations are faithfully observed.
- Exercise all powers necessary for effective administration of the University.

Section 11(3):

- In an emergency requiring immediate action, take such action as deemed appropriate.
- Report emergency actions to the Syndicate at its next meeting.

Section 11(5):

- Direct any teacher, officer or employee to perform duties related to examinations, administration or other university activities.
- Sanction re-appropriation of budget within limits approved by the Senate.
- Make temporary appointments up to one year as necessary.
- Sanction contract appointments up to three years.

University Policy Duties Based on HEC-PEC Standards

- Ensure implementation of Outcome-Based Education (OBE) across all engineering programs.
- Oversee compliance with PEC/NCEAC accreditation requirements.
- Approve Self-Assessment Reports (SARs) and Continuous Quality Improvement (CQI) plans.
- Ensure functional Quality Enhancement Cell (QEC) processes and audits.
- Supervise program evaluation and attainment of Program Learning Outcomes (PLOs).

4. Pro-Vice Chancellor

The following statutory duties of the Pro-Vice Chancellor are reproduced verbatim from the Khyber Pakhtunkhwa Universities Act (amended 2024), presented as bullet points for clarity and audit-safe compliance.

[Handwritten signature]

Section 12(1):

- The Pro-Vice Chancellor shall be appointed by the Chancellor from amongst senior faculty members of the University.

Section 12(2):

- The Pro-Vice Chancellor shall perform such functions as may be delegated to him by the Vice Chancellor.

Section 12(3):

- The Pro-Vice Chancellor shall act as the Vice Chancellor when the office is vacant or the Vice Chancellor is unable to perform duties due to absence, illness, or any other reason.

University Policy Duties Based on Governance Standards

- Assist the Vice Chancellor in monitoring academic and administrative performance of all departments.
- Coordinate implementation of policies approved by the Senate, Syndicate, and Academic Council.
- Represent the University in official meetings and committees when authorized by the Vice Chancellor.
- Oversee academic quality assurance processes in collaboration with QEC.
- Support faculty development initiatives and training programs.

5. Dean

The following statutory duties of the Dean are extracted from the KP Universities Act and UET Statutes, formatted into bullet points for clarity.

Section 13A(1):

- The Dean shall be appointed by the Chancellor from amongst senior faculty members of the University.



Section 13A(2):

- The Dean shall head the Faculty and convene its meetings as per University Statutes.

Section 13A(3):

- The Dean shall present candidates for degrees to the Vice Chancellor as recommended by the Board of Studies of the respective department.

University Policy Duties Based on HEC-PEC Standards

- Supervise implementation of Outcome-Based Education (OBE) across all departments within the Faculty.
- Ensure timely preparation and submission of Self-Assessment Reports (SARs) for accreditation.
- Monitor attainment of Program Learning Outcomes (PLOs) and oversee Continuous Quality Improvement (CQI) processes.
- Coordinate faculty recruitment, workload distribution, and academic planning.
- Conduct faculty meetings and review departmental performance reports.
- Ensure compliance with PEC/NCEAC/NAB accreditation standards at Faculty level.

6. Registrar

The following statutory duties of the Registrar are reproduced verbatim from the KP Universities Act (amended 2024), formatted into bullet points for clarity and legal compliance.

Section 13(3)(a):

- Act as Secretary of the Senate, Syndicate, Academic Council, Selection Board, and other authorities as prescribed.

Section 13(3)(b):

- Enter into agreements, sign documents, and authenticate records on behalf of the University.



Section 13(3)(c):

- Serve as the custodian of University records, the common seal, and properties assigned by the Syndicate.

Section 13(3)(d):

- Conduct elections of various authorities of the University in the manner prescribed by Statutes.

Section 13(3)(e):

- Prepare and update the Handbook of Statutes, Regulations, and Rules, and ensure their availability to all concerned.

Section 13(3)(f):

- Perform any other duties assigned under the Act, Statutes, or by the Vice Chancellor.

University Policy Duties (Institutional)

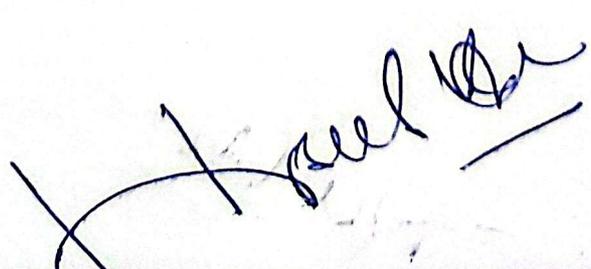
- Supervise all administrative sections functioning under the Registrar's Office.
- Ensure timely issuance of notifications, circulars, and office orders.
- Maintain accurate student and employee records.
- Ensure statutory bodies receive complete agenda files on time.
- Monitor performance of Assistant and Deputy Registrars.
- Oversee implementation of University policies approved by statutory bodies.

7. Treasurer

The following statutory duties of the Treasurer are extracted verbatim from the KP Universities Act (amended 2024), structured into bullet points for clarity, compliance, and audit purposes.

Section 14(a):

- Manage the assets, liabilities, receipts, expenditures, funds, and investments of the University as per rules.



Section 14(b):

- Prepare the annual budget estimates and revised budget for presentation to the Syndicate and Senate.

Section 14(c):

- Ensure that the funds of the University are spent only for the purposes approved by the competent authorities.

Section 14(d):

- Arrange annual audits and submit audited financial statements to the Syndicate and Senate.

University Policy Duties (Institutional)

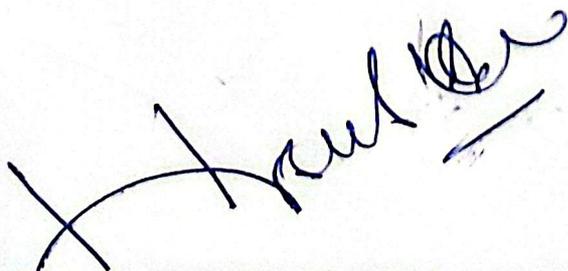
- Monitor and control financial operations of all departments and cost centers.
- Ensure compliance with government financial regulations, KPRA/PPRA procurement rules, and audit requirements.
- Oversee payroll processing, financial reporting, and expenditure tracking.
- Maintain financial transparency and ensure timely reconciliations of accounts.
- Prepare financial briefs, expenditure summaries, and forecasts for Vice Chancellor and Syndicate.
- Ensure proper maintenance of fixed asset registers and inventories.

8. Controller of Examinations

The following statutory duties of the Controller of Examinations are reproduced verbatim from the KP Universities Act (amended 2024), broken into bullet points for clarity and audit safety.

Section 15(1):

- The Controller of Examinations shall be responsible for all matters connected with the conduct of examinations.

A handwritten signature in blue ink, appearing to read 'X. S. S. S.', is written across the bottom of the page.

Section 15(2):

- The Controller of Examinations shall perform such duties as may be prescribed by the Statutes related to examinations and assessment processes.

University Policy Duties (Examination Operations)

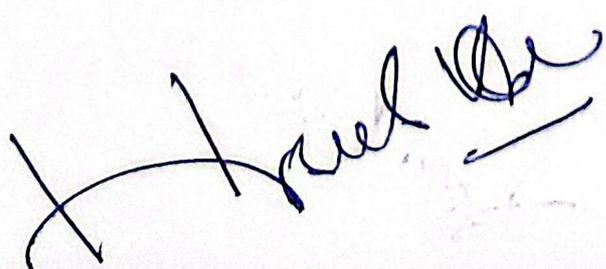
- Prepare and issue examination schedules for mid-term, final-term, and makeup exams.
- Ensure strict confidentiality of question papers, answer sheets, and examination records.
- Manage exam halls, invigilation duties, and seating plans.
- Ensure timely printing, sealing, and secure storage of examination papers.
- Supervise result compilation, tabulation, verification, and notification.
- Coordinate with departments for course assessment records and grade submissions.
- Ensure malpractice handling and disciplinary actions based on exam regulations.
- Maintain complete examination archives in secure record-keeping systems.
- Implement automation of examination processes where possible.

9. Faculty Members

This section outlines the statutory duties, academic responsibilities, research requirements, OBE responsibilities, and KPIs for faculty members based on UET Statutes, KP Universities Act, HEC policies, and PEC/NCEAC accreditation standards.

9.1 Professor (BPS-21)

- Teach undergraduate and postgraduate courses.
- Provide academic leadership and mentor junior faculty.
- Lead curriculum development and review committees.
- Supervise MS and PhD research.
- Publish in high-impact indexed journals.
- Secure national/international research funding.
- Lead departmental research projects and groups.
- Participate in accreditation and quality assurance processes.



9.2 Associate Professor (BPS-20)

- Teach undergraduate and postgraduate courses.
- Supervise MS theses and research.
- Publish in indexed national and international journals.
- Participate in curriculum revision and academic committees.
- Assist in accreditation documentation and SAR preparation.
- Mentor assistant professors and lecturers.

9.3 Assistant Professor (BPS-19)

- Teach undergraduate courses and labs.
- Supervise final year projects (FYPs).
- Publish research articles as per HEC criteria.
- Prepare OBE course files and assessments.
- Participate in SAR preparation and QA activities.
- Assist in departmental administration and committee work.

9.4 Lecturer (BPS-18)

- Teach undergraduate courses, tutorials, and labs.
- Prepare lesson plans and maintain course files.
- Assist senior faculty in research projects.
- Support accreditation and OBE documentation.
- Participate in departmental activities and meetings.

OBE & Accreditation Responsibilities (All Faculty)

- Develop CLOs aligned with PLOs for all assigned courses.
- Conduct direct and indirect assessments as per PEC/HEC requirements.
- Maintain complete OBE course files each semester.
- Collect and submit assessment data for PLO attainment.
- Implement CQI actions based on assessment analysis.
- Support PEC/NCEAC accreditation visits with documentation and presentations.



The following table defines the standard workload distribution of Faculty Members:

Rank	Teaching (%)	Research / Supervision (%)	Administrative / Service (%)
Professor	30%	50%	20%
Associate Professor	40%	40%	20%
Assistant Professor	50%	35%	15%
Lecturer	60%	25%	15%

10. Chairpersons (Heads of Department)

This section outlines the statutory, academic, administrative, and accreditation-related duties of Department Chairpersons, as well as their key performance indicators (KPIs), based on UET Statutes, KP Universities Act, and HEC-PEC standards.

Statutory Duties (UET Statutes)

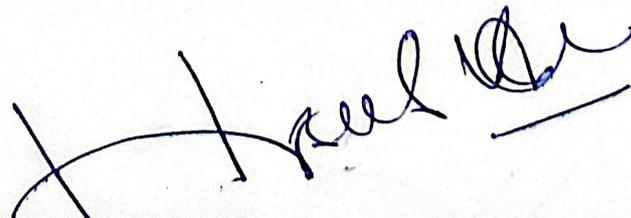
- Head of the teaching department and principal academic officer of the department.
- Convene and preside over meetings of the Board of Studies.
- Ensure implementation of approved curricula and academic calendar.
- Assign teaching duties to faculty members.
- Maintain discipline among staff and students.
- Supervise maintenance of departmental records and documentation.
- Ensure timely recommendations for appointments, promotions, and confirmations.
- Forward examination-related recommendations and results to Controller of Examinations.

Academic Leadership Duties

- Prepare and verify departmental timetables.
- Ensure syllabus completion for each course.
- Monitor quality of teaching and student feedback.
- Organize departmental meetings, seminars, and workshops.
- Implement faculty development strategies.
- Prepare departmental annual academic reports.

Engineering Accreditation Duties (HEC-PEC Requirements)

- Ensure implementation of Outcome-Based Education (OBE) framework.



- Monitor CLO–PLO mapping and assessment processes.
- Supervise preparation of Self-Assessment Reports (SARs).
- Ensure completion of OBE course files for all courses.
- Oversee PLO attainment reporting and Continuous Quality Improvement (CQI) actions.
- Coordinate PEC/NCEAC accreditation visits at the department level.
- Maintain department-wide documentation of labs, safety, and equipment.
- Ensure industry advisory board meeting records and feedback integration.

Administrative & Management Duties

- Monitor faculty attendance, punctuality, and performance.
- Prepare departmental budget proposals.
- Coordinate procurement of laboratory and departmental equipment.
- Supervise departmental staff including technicians and clerks.
- Ensure cleanliness, safety, and discipline within the department.
- Approve student requests, leaves, and academic matters.
- Maintain liaison with university administration, QEC, ORIC, and Controller's office.

11. Directors of the University

The following roles include Directors heading major functional units of the University. Duties are based on Statutes, KP Universities Act, and University policies.

11.1 Director Quality Enhancement Cell (QEC)

- Ensure compliance with HEC QA framework.
- Coordinate Program Self-Assessment Reports (SARs).
- Monitor PLO attainment and CQI processes.
- Conduct internal academic audits.
- Prepare accreditation documentation for PEC/NCEAC/NAB.
- Submit biannual QA progress reports to HEC.

11.2 Director ORIC (Office of Research, Innovation & Commercialization)

- Promote research culture across departments.

- Facilitate grant applications and funded projects.
- Manage research commercialization and patents.
- Organize conferences, seminars, and workshops.
- Ensure compliance with HEC research policies.
- Maintain research database and annual reports.

11.3 Director IT Services

- Maintain and upgrade IT infrastructure and networks.
- Ensure LMS, MIS, ERP system availability.
- Manage cybersecurity and data protection systems.
- Provide technical support to departments.
- Ensure $\geq 99\%$ uptime of critical systems.
- Plan IT expansion and automation projects.

11.4 Director Planning & Development (P&D)

- Prepare PC-1, PC-2, PC-3 and manage development projects.
- Coordinate with HEC, Government, and donors.
- Monitor construction and development progress.
- Prepare feasibility studies for new academic programs.
- Maintain infrastructure development plans.
- Ensure project compliance with rules and KP-PPRA.

11.5 Director Admissions

- Manage admission processes for all programs.
- Prepare admission schedules and prospectus.
- Coordinate entry tests and merit lists.
- Ensure transparent admission policy implementation.
- Maintain student admission database.
- Report statistics to HEC and relevant bodies.

11.6 Director Works & Maintenance

- Supervise civil, electrical, and mechanical maintenance.
- Manage construction works as per standards.

- Ensure preventive maintenance schedules.
- Prepare and verify BOQs and tenders.
- Ensure campus safety, utilities, and infrastructure functioning.

11.7 Director Student Affairs

- Provide counseling and support services.
- Manage student societies and extracurricular activities.
- Handle student disciplinary issues.
- Coordinate scholarships and financial aid.
- Maintain liaison with industry for internships and placements.

11.8 University Librarian (Officer Cadre)

- Manage all library operations and acquisitions.
- Ensure digital library systems and HEC e-resources access.
- Supervise cataloging and indexing activities.
- Ensure library automation and user support.
- Conduct orientation and training for students and faculty.

12. Administrative Officers

This section outlines the duties and KPIs of key administrative officers based on Statutes, KP Universities Act, and institutional policy requirements.

12.1 Deputy Registrar

- Assist Registrar in managing academic, legal, and administrative functions.
- Review and finalize meeting agendas, summaries, and minutes for statutory bodies.
- Supervise Assistant Registrars and support staff.
- Monitor implementation of notifications and decisions.
- Manage confidential files and record systems.
- Coordinate inter-departmental communication.

12.2 Assistant Registrar

- Draft meeting agendas, summaries, and minutes for statutory bodies.

Handwritten signature

- Prepare drafts, notifications, circulars, and official correspondence.
- Maintain academic and administrative records.
- Process leave requests, recruitment cases, and HR files.
- Assist in arranging meetings and preparing working papers.
- Implement administrative decisions in assigned sections.

12.3 Admin Officer

- Ensure smooth functioning of administrative operations.
- Manage staff attendance, office discipline, and workflow.
- Coordinate logistics for events, meetings, and official activities.
- Supervise office equipment, supplies, and facilities.
- Support Registrar office in administrative tasks.

12.4 Accounts Officer

- Process payments, payroll, and financial claims.
- Maintain financial records and ledgers.
- Prepare monthly and quarterly financial reports.
- Ensure compliance with financial rules and audit guidelines.
- Assist Treasurer in budgeting and reconciliation.

12.5 Audit Officer

- Conduct internal audits to ensure compliance with rules.
- Prepare audit observations and follow-up reports.
- Review financial statements, vouchers, and procurement cases.
- Ensure closure of audit paras with relevant departments.

12.6 Procurement Officer

- Procure goods and services according to KPRA/PPRA rules.
- Prepare tender documents, specifications, and BOQs.
- Evaluate bids and prepare comparative statements.
- Maintain procurement records and vendor database.
- Ensure transparency and compliance in all purchases.

[Handwritten signature]

12.7 HR Officer / Establishment Officer

- Maintain employee personal files, contracts, and service records.
- Assist in recruitment, promotion, confirmation, and performance evaluations.
- Process leave, increments, retirements, and disciplinary cases.
- Ensure confidentiality and integrity of HR data.
- Update HR policies and maintain employee database.

12.8 Transport Officer

- Manage university vehicles, drivers, and transport schedules.
- Ensure timely maintenance and logbook accuracy.
- Coordinate official transport for staff and students.
- Ensure compliance with safety and fuel usage norms.

12.9 Security Officer

- Supervise campus security operations.
- Ensure safety of buildings, equipment, and personnel.
- Prepare duty rosters for security guards.
- Coordinate incident reporting and emergency procedures.
- Monitor CCTV and access control systems.

13. Support Staff

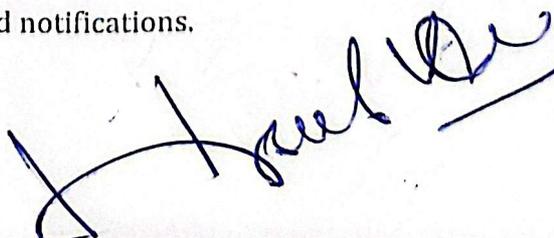
This section outlines the duties and KPIs for support staff based on UET Statutes, KP Government BPS rules, and University operational requirements.

13.1 Office Superintendent

- Supervise clerical staff and maintain office workflow.
- Sign routine correspondence on behalf of the office.
- Prepare summaries, drafts, and official communications.
- Maintain confidential files and record systems.
- Ensure departmental documentation is complete and updated.

13.2 Senior Clerk

- Draft office letters, notices, and notifications.



- Maintain registers and tracking systems.
- Assist in preparing meeting agendas and minutes.
- Process documentation for academic and admin functions.

13.3 Junior Clerk

- Assist senior clerks in drafting and documentation.
- Maintain attendance registers and filing systems.
- Operate photocopier, scanner, and assist in data entry.

13.4 Lab Technician

- Prepare lab equipment for classes and practical sessions.
- Maintain inventory of lab tools and instruments.
- Conduct safety checks and maintain calibration logs.
- Assist faculty during lab and project sessions.

13.5 Lab Attendant

- Support Lab Technician and faculty in lab operations.
- Maintain cleanliness and arrangement of lab resources.
- Ensure safe handling and storage of tools.

13.6 Workshop Technician

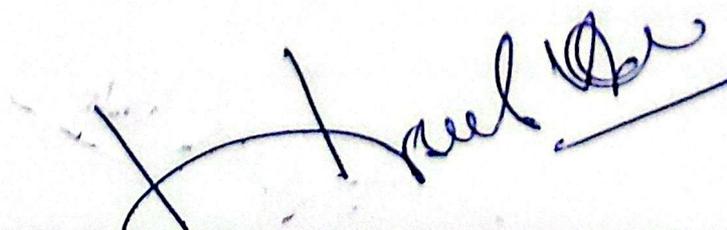
- Operate workshop machinery such as lathe, milling, and shaping machines.
- Perform routine maintenance and repair of tools.
- Assist students during workshop-based training.

13.7 Store Keeper

- Maintain stock registers for consumables and equipment.
- Issue items based on approved requisitions.
- Check and verify deliveries from vendors.
- Assist in annual stock audits.

13.8 Driver

- Drive University vehicles safely for official duties.



- Maintain vehicle logbook and daily inspection checklist.
- Ensure timely servicing and maintenance reports.

13.9 Dispatch Rider

- Deliver official letters and documents on time.
- Maintain dispatch and receipt logbooks.
- Collect and distribute interdepartmental mail.

13.10 Naib Qasid

- Maintain cleanliness of office spaces.
- Serve tea/water in meetings.
- Assist staff in carrying files and documents.

13.11 Security Guard

- Ensure security of campus buildings and assets.
- Monitor entry/exit points and maintain logs.
- Report security incidents immediately to supervisors.

13.12 Electrician

- Maintain and repair electrical systems and wiring.
- Perform preventive maintenance on electrical installations.
- Respond to electrical emergencies promptly.

13.13 Plumber

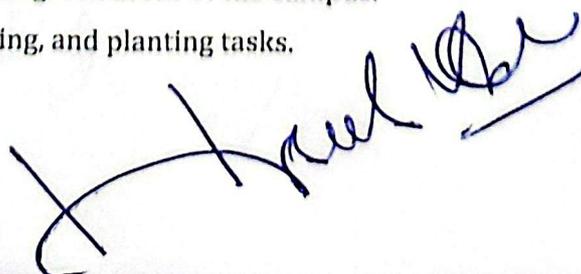
- Repair plumbing fixtures, leakages, and fittings.
- Ensure proper functioning of water supply and drainage systems.

13.14 Carpenter

- Repair doors, windows, furniture, and wooden structures.
- Assist in carpentry work during construction activities.

13.15 Gardener (Mali)

- Maintain lawns, plants, and green areas of the campus.
- Perform watering, trimming, and planting tasks.



13.16 Sanitary Worker

- Ensure cleanliness of offices, classrooms, labs, and washrooms.
- Dispose waste and maintain hygiene standards.

Handwritten signature