Faculty Handbook

2012

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Any program approved from academic council may be modified by adopting the following process:

a)   The proposal for change is presented before the Board of Faculty. The Board discusses the proposed change in detail and makes recommendations accordingly.

b)   In case the proposed change is approved by the BoF the proposal is forwarded to the Academic council for approval.

c)   The Academic Council discusses the proposed changes in detail and makes it recommendations.

d)   The changes in program are implemented subject to approval from Academic Council.

Introduction

This handbook is designed to acquaint faculty members with UMT and provide them with information about working conditions, benefits, academic issues and other policies affecting their employment. The faculty member should read, understand, and comply with all provisions of the handbook. It describes many of their responsibilities as a faculty member and outlines the programs developed by UMT to benefit them. In fact one of our major objectives is to provide a work environment that is conducive to both personal and professional growth.

As UMT continues to grow, the need may arise and UMT reserves the rights to revise, supplement or rescind any policies or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

It is expected that Office of Human Resources (OHR) will administer these policies in a consistent and equitable manner. The provisions of the manual are not conditions of employment and may be modified, revoked, or changed by the University, with or without notice, at any time.

Questions, which cannot be answered by this manual or Policies and Procedures, should be referred to the OHR. We welcome your comments, suggestions, regarding this manual may be submitted to the OHR at ohr.hd@umt.edu.pk

Rector's Message

To be incorporated

Foreword by Head OHR

Human capital is the most important resource that an organization possesses. Effective and efficient management of this critical resource is imperative in attaining the goals, continuance of vision and achievement of mission of UMT.

Fair and uniform treatment of employees is paramount in encouraging and supporting service and professionalism in interactions of employees with each other and with the university. This policy manual is an effort in that direction and incorporates into one document university-wide and academic policies.

I look forward to your suggestions and contributions.

Regards,

Disclaimer

The Faculty Handbook 2012 contains University policies, procedures, and other related information in effect as of the date of issuance. Any subsequent changes in policies, procedures, or other information are effective as of the date of action or issuance by the Competent University Authority even though such changes have not been distributed as revisions or additions to the Faculty Handbook 2012. Revisions of, or additions to, the Faculty Handbook 2012 will be uploaded for information to all concerned.

The information in the Faculty Handbook 2012 is provided for the convenience of UMT faculty members. The Faculty Handbook 2012 cannot and is not intended to address all circumstances related to the faculty members' role in the University nor is the information contained in the Handbook intended to constitute an express or implied contract of employment with the University.

Due to ongoing process, there might be occasion where policy implemented is not yet uploaded or published.

Similarly, in an institution, policies and procedures are regularly in the process of review and revision.

1. About the University

Established in 1990 as a project of ILM Trust, the University of Management and Technology, then known as the Institute of Leadership and Management, has evolved into a premier institution of higher learning in the country. This success rests on the high teaching and research standards maintained by the University over the years. The Higher Education Commission (HEC) recognizes all degree programs offered by UMT. In September 2007, the HEC awarded "W" category to the University, placing it among the few select universities in the country in this category. UMT is also among those universities that are eligible for grants under the National Research Program for Universities (NRPU) by the HEC.

At present, six schools and three institutes are operating under the umbrella of UMT, namely:

   I.   School of Business and Economics (SBE),
  II.   School of Science and Technology (SST),
 III.   School of Social Sciences and Humanities (SSSH),
  IV.   School of Professional Advancement (SPA),
   V.   School of Law and Policy (SLP),
  VI.   School of Textiles and Design (STD),
 VII.   Institute of Audit and Accountancy (IAA),
VIII.   Institute of Islamic Banking (IIB), and
  IX.   Institute of Applied Sciences (IAS).

A wide range of doctoral, masters and bachelors degree programs are offered in many disciplines such as Commerce, Accounting, Business Administration, Banking and Finance, Business and IT, Computer Science, Economics, Education, Electrical Engineering, Management, Supply Chain, Textile Engineering, Industrial Engineering, Information Systems, Applied Linguistics, Media and Communication, Agri-business, School Management, Social Sciences, Educational Leadership Management, Law, and English Language Teaching. Our BS Electrical Engineering program is accredited by the Pakistan Engineering Council (PEC). All the academic programs offered by UMT are recognized by the HEC, conform to international standards and the credits can be transferred worldwide.

The University has been in the forefront in international education, accreditation and quality. It has international linkages with the European Foundation of Management Development (EFMD), Association of Management Development Institutions in South Asia (AMDISA) while the University was founder and currently member of the Association of Management Development Institutions in Pakistan (AMDIP). UMT is also member of The Association to Advance Collegiate Institutions of Business (AACSB), USA. It has become an institutional member of the Asia Pacific Quality Network (APQN).

UMT distinguishes itself with more than 245 full-time faculty members including 30 PhDs, 10,000 alumni and almost 4500 students from 48 districts of Pakistan and 11 countries across the globe. The University has state of the art science and engineering laboratories, computer network with more than 1300 nodes, well-stocked library with over 50,000 books, bound periodicals and digital resources to facilitate learning and research.

The University is poised to make great strides in the future. It has already embarked upon an ambitious plan of development and expansion in terms of infrastructure, student enrollment and academic programs offered to them. Extensions to the existing academic block to cope with the increasing number of students and expansion in the academic programs and disciplines which were part of the original master plan are being carried out now. The proposed expansion in the UMT campus will create space for more laboratories and classrooms, and expedite the development that has been envisaged by the University management in terms of academics and physical infrastructure. The campus expansion will be carried out in two phases. With a management committed to bringing it at par with some of the best universities in the region and a faculty that shares this vision of academic excellence, UMT aims to become a leading provider of professional education in the coming years.

UMT Support offices are being run by highly competent, cordial and friendly staff members who are dedicated to provide services ranging from finance, accommodation, student affairs and academics to transport and IT. As such, the Support offices make a vital contribution in promoting the mission of the University i.e. provide world class learning and knowledge. List of Support offices at UMT is given below:

a) Office of Registrar (ORG)
b) Office of Controller Examination (OCE)
c) Office of Participant Affairs (OPA)
d) Office of Information Technology (OIT)
e) Office of Information and Admissions (OIA)
f) Office of Facilities Management (OFM)
g) Office of Communication and Media (OFM)
h) Office of Human Resources (OHR)
i) Office of Treasurer (OTR)
j) Learning Resource Center (LRC)
k) Quality Enhancement Cell (QEC)
l) Office of Career Services (OCS)

1.1 History

Institute of Leadership and Management (ILM) started working on June 16, 1990. A panel of management professionals, entrepreneurs, social scientists, and engineers got together with

missionary zeal and set upon themselves the goal of establishing a world class institution of higher learning. Guided by the noble mission of helping others in actualizing their limitless human potential to its finest shape, ILM sought to respond to the challenges of information-based economy, globalization, and ever changing complexity. Indeed, training and development of human resources is a necessary prelude to realizing economic growth and attaining competitive edge. ILM is an independent, autonomous and not-for-profit organization, working as a Trust and lead by the Board of Trustees. It is registered with the Registrar Joint Stock Companies under the Society Act of 1861. ILM has been awarded Charter from the Government of the Punjab as Institute of Management and Technology, IMT on April 10, 2002 and afterwards University of Management and Technology, UMT on June 16, 2004. Whereas UMT is lead by the Board of Governors.

UMT is a member of:

a) Association to Advance Collegiate School of Business (AACSB) International, USA
b) European Foundation for Management Development (EFMD), Belgium
c) Association of Management Development Institutions in South Asia (AMDISA), India
d) Association of Management Development Institutions in Pakistan (AMDIP), Pakistan.

1.2 Vision

Our Vision is... Learning - It defines our existence, inspires all stakeholders associated with us, creates a powerful momentum inside, and responds to the challenges outside. It continues to evolve as present captures new realities and foresight unfolds new possibilities. All in an incessant attempt to help individuals and organizations discover their God-given potentials to achieve Ultimate Success actualizing the highest standards of efficiency, effectiveness, excellence, equity, trusteeship and sustainable development of global human society.

1.3 Mission

Our Mission is .... Leading - We aspire to become a learning institution and evolve as the leading community for the purpose of integrated development of the society by actualizing strategic partnership with stakeholders, harnessing leadership, generating useful knowledge, fostering enduring values, and projecting sustainable technologies and practices.

1.4 Board of Governors

As ILM has been granted a Charter from the Government of the Punjab with the name of University of Management and Technology (UMT), the Board of Governors has been constituted for the supervision of UMT's day to day operations. It reviews the operation, discusses the future plans, consider the recommendations of the Selection Board and examine the annual budget of UMT. The composition of the Board of Governors (BOG) is given below:

a) The Chairman of the Trust;
b) Members of the board of Trustees of the Trust subject to a maximum of eight members;
c) The Chairman, Higher Education Commission or his nominee not below the rank of a Director
d) A Vice Chancellor of a public sector University in the Punjab nominated by the Patron;
e) The Rector; and
f) Secretary to Government of the Punjab, Education Department or his nominee not below the rank of Additional Secretary

The administration and management of the affairs of University vest's in the BOG. The BOG forwards draft of statutes to Patron for approval.

1.5 Board of Trustees - ILM

The Board of Trustees includes prominent business leaders and leading educationists in Pakistan. It gives policy directions and facilitates the acquisition of necessary resources.

1.6 Academic Committees

1.6.1   Academic Council

The academic council shall consist of

a) The Rector;
b) All the Deans;
c) All the Directors of Institutes;
d) All the Heads of Departments;
e) All the Professors and Associate Professors of the University;
f) Nominee of the Secretary education not below the rank of Deputy Secretary;
g) Two Assistant professors and two Lecturers to be nominated by the Board;
h) Three persons eminent in the fields of arts and sciences of whom at least one shall be from each category, to be nominated by the Board;
i) Director Academic, Higher Education Commission; and
j) The Registrar (Secretary)

Members of the council appointed by nomination hold office for three years.

The Academic Council shall be the academic body of the University and shall, by the statutes, have the powers to lay down proper standards of instruction, research, publication and examination and to regulate and promote the academic life of the University.

The academic council has the following powers:

a) Advise the Board on academic matters.
b) Regulate the conduct of teaching research and publication.
c) Regulate the admission of students to courses of studies and examination in the University.
d) Regulate the conduct and discipline of students of the University.
e) Propose to the Board scheme for the constitution and organization of Faculties and teaching departments.
f) Consider or formulate proposals for planning and development of research in the University.
g) Make regulation prescribing the courses of studies, the syllabi and the outlines of tests for all University examinations subject to the approval of the Board.
h) Regulate the award of studentships, scholarships, exhibitions, medals and prizes.
i) Frame Regulations for submission to the Board.
j) Appoint or nominate members to the various Authorities in accordance with the provisions of the Act and
k) Perform any other function as may be prescribed by the Board.

1.6.2   Board of Advanced Studies and Research

The Board of Advances Studies and Research consists of:

a) The Rector (Chairman)
b) All the Deans
c) One University Professor from each Faculty other than the Dean to be appointed by the Board of Governors
d) One member to be nominated by the Rector
e) Three members from the relevant field, research organization and Government departments, to be nominated by the Board of Governors and
f) The Registrar as Secretary

The Board of Advanced Studies and Research has the following functions:

a) Advise the authorities on all matters connected with the promotion of advanced studies and research publications in the University.
b) Consider and report to Authorities in the University of research degrees in the University.

c) Propose Regulations regarding award of research degrees
d) Appoint supervisors for postgraduate research students to approve titles and synopsis of their thesis/dissertations.
e) Recommend panel of names of examiners for evaluation of their other research examinations and
f) Any other functions as may be prescribed by the statutes.

1.6.3 Board of Faculty

The Board of Faculty consists of:

a) The Dean of the Faculty;
b) The Professors and heads of the teaching departments in the faculty;
c) One member other than Professors and the head of each teaching department to be nominated by the Head of Department;
d) Two teachers to be nominated by the Academic Council by reason of their specialized knowledge of the subject, which, though not assigned to the Faculty, have in the opinion of the Academic Council, important bearing on the subject assigned to the Faculty;
e) Two experts in the field from outside the University to be appointed by the Board of Governors; and
f) One member nominated by the Rector.

Members other than the ex-officio members shall hold office for a period of three years.

The Board of each Faculty shall, subject to the general control of the Academic Council have the following functions:

a) Coordinate the teaching and research work in the subjects assigned to the Faculty
b) Scrutinize the recommendations of the Board of Studies comprising the Faculty with regard to the appointment of paper-setters and examiners of graduate and post-graduate examinations and to forward the panels of suitable paper-setters and examiners for each examination to the Rector
c) Consider any other academic matter relating to the Faculty and to submit its report to the Academic Council.
d) Prepare a comprehensive report regarding performance of each department comprising the Faculty for presentation to the Academic Council and
e) Perform any other function as prescribed by the statutes.

1.6.4 Board of Studies

There shall be a Board of Studies for each such subject or group of subjects as may be prescribed.

Each Board of Studies shall consist of all the teachers in the department concerned.

The term of office of Members of the Board of Studies other than ex-officio members shall be three years.

The quorum for meeting of the Board of Studies shall be one half the number of members, a fraction being counted as one.

The Chairman of the University Teaching Department concerned shall be the Chairman and Convener of the Board of Studies. Where in respect of a subject there is no University Teaching Department, the Chairman shall be appointed by the BOG.

The functions of the Board of Studies shall be:-

a) to advise the Authorities on all academic matters concerned with instruction, publication, research and examination in the subject or subjects concerned;
b) to propose curricula and syllabi for all degree, diploma and certificate courses in the subject or subjects concerned;
c) to suggest a panel of names of paper setters and examiners in the subject or subjects concerned;
d) to perform such other functions as may be prescribed by Regulations.

1.7   Selection Board

Selection Board shall consist of;

a) The Rector;
b) The Dean of Faculty concerned;
c) The Head of Academic Department concerned;
d) One member of the Board of Governors to be nominated by the Board;
e) One eminent scholar to be nominated by the Board of Trustees; and
f) One expert in the subject to be nominated by the Secretary Education.

The Registrar shall be Secretary of the Selection Board. The members, other than ex-officio members shall hold office for a period of three years.

No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.

In selection of the candidates for the posts of Professors and Associate Professors, the Selection Board shall co-opt or consult three experts in the subject concerned, to be nominated by the Rector from a standing list of experts for each subject approved by the Board on the recommendation of the Selection Board and as revised from time to time.

The Selection Board has the following functions:

a) Consider the applications and recommend to the Board of Governors the names of suitable candidates for appointment to teaching and other posts, as the case may be, and recommend suitable salary for the candidate concerned;
b) Consider all cases of promotion or selection of officers of the University and recommend the names of suitable candidates for such promotion or selection to the Board of Governors.

1.8   Finance and Planning Committee

The Finance and Planning Committee shall consist of:

a) The Rector (Chairman)
b) All the Deans
c) One member of the Board of Governors to be nominated by the Board of Governors
d) One member of the Academic Council to be nominated by the Academic Council
e) One representative each from the Education Department and the Finance Department of the Government of the Punjab not below the rank of Deputy Secretary
f) Director Planning, Higher Education Commission
g) The Registrar
h) Head OHR and
i) One nominee of the Board of Trustees of the Trust.

The Treasurer shall be Secretary of the Finance and Planning Committee. The members, other than ex-officio members shall hold office for a period of three years.

The term of office for the nominated members of the finance and Planning Committee is three years.

The Finance and planning Committee has the following functions

a) Prepare the annual statement of accounts and propose the annual budget estimates and advise the Board of Governors thereon
b) Review periodically the financial position of the University
c) Advise the Board of Governors on all matters relating to finance, investments and accounts of the University and
d) Any other function as may be prescribed by the statutes.

1.9   University-wide Internal Committees

i.   Admissions Committee
ii.   Budget and Accounts Committee

iii. Campus Construction Committee
iv. Canteen Liaison Committee
v. Central Purchase Committee / Also for all Support Offices for the purchase of amount exceeding PKR 250,000/-
vi. Convocation Committee
vii. Dean's Committee
viii. Disciplinary Committee for Faculty/Staff
ix. Disciplinary Committee for Students
x. Employees Welfare Committee
xi. Financial Assistance Committee (FALC)
xii. Hostel Committee
xiii. Library Committee
xiv. Media and Advertising
xv. Performance Evaluation Committee for IAA, ITIS, SPA, SLP, CEL, IIB
xvi. Performance Evaluation Committee for SBE
xvii. Performance Evaluation Committee for SSSH
xviii. Performance Evaluation Committee for SST
xix. PhD Committee
xx. Promotion / Selection Committee for non academic
xxi. Rector Medal Award Committee
xxii. Research Grant Committee
xxiii. Resource Mobilization Committee
xxiv. Selection Committee for academic support staff
xxv. University Laboratories and Instructional Technologies Committee

1.10 University Organogram

University of Management and Technology
Organization Structure

Chairman BOG
Prof Dr Khurshid Ahmad

Rector
Dr Hasan Sohaib Murad

Director External Affairs
Abid H K Shirwani

Director CMD
Waqar Ahmed

Director CGRL
Muhammad Nazim

Acting Director CEL
Ms Maryem Iraj

Director Planning
Sohail Termizi

Director UMT Sialkot Campus
Asif Saeed Haider

Director Institutional Linkages
Asad ur Rehman

Director ITCS
Adnan Rasool

Academic Development
Centre

Manager
Coordination

University Professor &
Advisor
Dr Abdul Raouf

Director IAS / Head QEC
Dr A R Kausar

Director IAA
Mohyuddin Tahir

Director IIB
Dr Munawar A Anees

Director STD
Dr Nabeel Amin

Pro Rector
Vacant

Dean SBE
Dr Faheem ul Islam

Dean SST
Dr Abdul Aziz Bhatti

Dean SSSH
Dr Abdul Hameed

Director SPA
Dr Naveed Yazdani

Director SLP
Syed Imad uddin Asad

Controller of Examinations
Imran Zahid

Registrar
A G Ghaffari

Acting Director Finance /
Treasurer
Gulraiz Dar

Head OPA
Rana Iftikhar Ahmed

Head OHR
Ahmad Abdullah

Head OCM
Muhammad Taufeeq

Head OCS
Farzoq Ch

Acting Head OIA
Muhammad Taufeeq

Chief Library Officer
Sohail Aslam

Head OIT
Naveed Anwer

Head OFM
Noor Aslam Khan

Legend

OHR:	Office of Human Resources	SBE:	School of Business and Economics	
OPA:	Office of Participants Affairs	SST:	School of Science and Technology	
OCM:	Office of Communication and Media	SSSH:	School of Social Sciences and Humanities	
OIA:	Office of Information and Admissions	SPA:	School of Professional Advancement	
OIT:	Office of Information Technology	SLP:	School of Law and Policy	
OFM:	Office of Facilities Management	STD:	School of Textiles and Design	
CoE:	Controller of Examinations	IAA:	Institute of Audit and Accountancy	
CLO:	Chief Library Officer	IIB:	Institute of Islamic Banking	
OUD:	Office of University Development	CMD:	Centre of Management Development	
OSC:	Office of Career Services	CGRL:	Centre for Globally Responsible Leadership	
CEL:	Centre for English Language			Line function
QEC:	Quality Enhancement Cell			Supervision and Coordination
ITCS:	Institute of Trade and Competitiveness & Sustainability			Information and Evaluation
				Staff function

2. University Policies

2.1 Nondiscrimination Policy Statement (equal opportunity)

Objective: In order to provide equal employment and advancement opportunities to all Individuals, employment decisions at UMT are based on merit, qualifications, and abilities.

Scope: This policy is applicable to all faculty members and vacancies at UMT.

Policy: UMT is committed to providing equal employment opportunities and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law. Indeed it is the policy of UMT to promote diversity at workplace through actively seeking candidates from different backgrounds.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, promotion, training and access to benefits.

Process: It is the responsibility of managers and/or supervisors to ensure that all faculty members and job candidates are afforded a fair and competitive employment.

Faculty members with any questions or concerns about any type of discrimination at workplace are encouraged to bring these issues in writing to the attention of their immediate supervisor or the OHR. Faculty members can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.2 Sexual Harassment Policy

The HEC "Policy Guidelines Against Sexual Harassment in Institutions of Higher Learning" form an annexure to this manual. In UMT's context the words Head HR, (for faculty and staff cases), The Registrar (for student cases) may be read in place of Harassment Monitoring Officer (HMO) in the HEC policy.

2.3 Disability Policy

Objective: to provide equal opportunities and ensure safe working environment for disabled persons. They would be provided with equipment and facilities to enable them to carry out their duties.

Scope: this policy is applicable to all vacancies at UMT and faculty members of UMT.

Process: The duties and responsibilities of disabled faculty members will be reviewed periodically by their supervisor in the light of any changes in their condition. Special needs of disabled staff, arising directly or indirectly because of their work, would be met on a priority basis. Every vacancy will be open to suitably qualified disabled persons subject to safety consideration.

Any person who feels aggrieved under the provisions of this policy may inform OHR or his/her immediate supervisor about the details of such grievance. Appropriate action will be taken on such application.

2.4   Alcohol/ Drug Abuse Policy

Objective: Drug and alcohol use is not only prohibited in Islam but also poses an unacceptable risk and disregard for the health, safety and welfare of co-workers and students. UMT is committed to providing a healthy, alcohol and drug-free workplace for its faculty members.

Scope: This policy is applicable to all faculty members, guests and visitors of UMT.

Policy: Any person who engages in the possession, use, dispensation, distribution or manufacture of controlled substances (drugs) or alcohol, while on UMT property or on UMT business, or who is convicted of a criminal case involving drugs or alcohol is subject to disciplinary action up to, and including, termination of employment.

Any faculty member who reports for duty under the influence of alcohol or drugs, or uses drugs shall be suspended from duty pending investigation.

Process: The Head OHR, or his/her designee, in conjunction with the concerned faculty member's supervisor shall conduct an investigation and, based on factual information, determine whether there has been a violation of this policy or not. They will submit a report after initial inquiry to higher authorities. Head OHR will take appropriate action as per decision by higher authorities.

2.5   Tobacco Use Policy

Objective: To provide a "smoke-free" environment at UMT.

Scope: this policy is applicable to all faculty members, their guests and visitors, in all buildings, offices and busses owned or operated by UMT.

Policy: Tobacco use is inherently an injurious activity that affects not only its users but also those around them. It is therefore expedient to ban all indoor and vehicular tobacco use at UMT.

It is the responsibility of faculty members to ensure compliance of this policy from persons visiting them.

In situations where nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

Process: OFM will make arrangements for designated smoking spaces in open areas where smoking will be permitted. Such designated areas will be located where there is adequate ventilation to ensure that there is no contamination of air in the non smoking area.

Cigarette butts should be carefully and properly extinguished and saved in an ashtray or trash can. Those who fail to do so will be fined up to Rs. 500.

2.6 Solicitation Policy

Objective: To maintain a disruption free work and study environment at UMT.

Scope: This policy is applicable to UMT faculty members and their visitors/guests.

Policy: "Solicitation" shall include, canvassing or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, and the like of any kind on UMT property or using UMT resources (including without limitation notice boards, computers, mail, e-mail and telecommunication systems, photocopiers and telephone lists and databases).

"Commercial Solicitation" means peddling or otherwise selling, purchasing or offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interests or for profit or personal economic benefit on UMT property or using UMT resources.

Solicitation and commercial solicitation, either by the public in general or among faculty members is not allowed on the premises of UMT. Prohibited solicitations during scheduled working hours include, the general public selling retail goods to faculty members or any faculty member trying to sell any item or service to another faculty member or any other solicitation determined to be inappropriate by the UMT.

UMT approved solicitation, is exempt from this policy. Prior written permission in this regard should only be taken from the OFM.

2.7 Advertising and Distribution Policy

Objective: To lay down rules regarding printed posters, signs, notices, to ensure that physical appearance of the campus is kept tidy and to protect against damage to building surfaces.

Scope: This policy is applicable to the whole UMT campus.

Policy: Designated notice boards are the primary means for displaying printed material on campus. Notice boards in University buildings are intended for notices and other materials related to the programs and goals of the University, Commercial advertisements and publicity may not be displayed on bulletin boards. Only University departments/schools and registered students bodies are authorized to post materials on their designated notice boards in University buildings with prior approval from concerned authorities.

The University retains the exclusive right for promotion of University activities through advertisement and endorsement by commercial enterprises and products.

Non-University businesses, agencies, and individuals may advertise their products or events on campus through paid advertisements with prior permission from concerned authorities.

Process:

a) Posted materials are usually limited to a maximum size of 11x17 inches (exceptions to this limitation must be specifically requested), and must include the name of the responsible person or department (student/office) and a visible expiration date.

b) Posting of materials in locations other than designated bulletin boards is not permissible. Exception being officially sanctioned events. Violations for improperly posting materials will subject the, individual, or department to the costs of removal, repair of damages (if any), and/or disciplinary action.

c) Outdated materials will to be removed by OFM. Individuals or departments that fail to remove their outdated items may be denied use of those notice boards in the future. Academic departments and administrative offices have the right to remove outdated material without contacting the sponsoring person or department.

d) Individuals or organizations not affiliated with the University must bring posting materials to the OFM for display after getting necessary approval from the competent authorities.

Items posted in violation of this policy will be removed, and the concerned individual may be subject to disciplinary action and/or a monetary fine

2.8 Teaching and Other Activities Outside UMT

Objective: To regulate faculty members' activities and employment outside UMT in order to ensure protection of interest of all concerned.

Scope: This policy is applicable to all fulltime/regular faculty members of UMT.

Policy: The concept of full time employment at UMT, for that matter in any organization, entails lending holistic commitment, investing total knowledge assets, deploying 100% of skills, and endeavoring not only to satisficing by doing the minimum, but striving for beyond to set new

standards in a competitive environment. It also requires continuous improvement and adaptation for development of roles and responsibilities within the organization.

The distraction due to conspicuous parallel engagements of professional nature, over and above the fulltime commitment severely disrupts the letter and spirit of fulltime commitment.

Outside employment means holding an office or working fulltime or part-time outside UMT for earning financial, material and other benefits. Outside employment of any kind is not permitted and would attach disciplinary consequences i.e., change in employment status or termination from employment.

Some activities like honorary positions and other engagements on pro bono basis may be permitted subject to approval from the Rector for a specified period of time. Failure to obtain prior approval for such engagements or when such approval has been denied will also result in disciplinary action. Such faculty member must make sure that the name, property, and facilities of the university are not used or at stake.

If UMT determines that a faculty member's outside work interferes with performance or the ability to meet the requirements of UMT as they are modified from time to time, the faculty member may be asked to terminate the outside engagements if he or she wishes to remain with UMT.

Process: The permission to hold outside engagements has to be taken from the Rector through OHR on prescribed form duly recommended by the concerned supervisor/head. Each faculty member's request for outside engagements is to be decided on its own merits, considering such factors such as the approximate amount of time to be given, the faculty member must undertake that his/her outside engagement will not impair the time and energy the individual devotes to his or her regular university duties.

2.9   Conflict of Interest

Objective: To protect the interests and reputation of UMT from situations arising due to conflict of interest.

Scope: This policy is applicable to all UMT faculty members

Policy: Conflicts of interest can be defined as any situation in which a faculty member is in a position to exploit a professional or official capacity in some way for his/her personal benefit.

Faculty members and others acting on UMT's behalf must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the university in conducting UMT business activities and assignments.

An actual or potential conflict of interest occurs when a faculty member is in a position to influence a decision that may result in a personal gain for that faculty member or for a friend/relative as a result of UMT's business dealings. A relative is any person who is related by blood or marriage.

No presumption of guilt is created by the mere existence of a relationship with outside firms or individuals. As a general rule faculty members should avoid actions or relationships that might conflict or appear to conflict with his/her job responsibilities or the interests of UMT.

Process:

As soon as a faculty member receives knowledge of a University transaction or proposed University transaction:

a)   to which such faculty member or a member of his/her immediate family is a party, regardless of the amount of the transaction, or
b)   with an organization in which such faculty member or a member of his/her family member has a financial interest,

Such faculty member shall disclose the nature of his/her or the family member's interest in the transaction.

Example: a faculty member's brother is in negotiations with the university to become a vendor of UMT. The faculty member should disclose this relationship in writing to the HR department.

Failure to report conflict of interest or involving in such activity that can be deemed as conflict of interest will result in disciplinary action.

2.10   Receipt of Gifts Policy

Objective: This policy provides a framework to enable University faculty members to consider the giving and receiving of gifts and benefits in the course of their official duties.

Scope: this policy is applicable to all faculty members of UMT.

Policy: Giving and receiving gifts is routinely done to promote and strengthen business relationship, however such transactions may have the potential to turn into conflict of interest situations. Therefore it is the policy of UMT that no faculty member shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, reward, promise of future employment or

any other thing of monetary value that might influence or appear to influence the judgment or conduct of the faculty member vis-a-vis University business. Receiving illicit gratification such as lunch/dinner etc. is prohibited under this policy.

Coffee, soft drinks and similar refreshments of nominal value provided other than as part of a meal are not considered to be gifts under this policy. Therefore, these types of nominal refreshments may be accepted. However if such gratification appears to influence the judgment of faculty member regarding university business then such refreshments/meal will be treated as a bribe.

The faculty members should at all time desist from:

a) Giving or receiving money or other cash equivalent as a business gift.
b) Giving any gift to reward a government employee.
c) Offering a gift if he/she knows it would violate the recipient's policy to accept it.
d) Giving or offering to give bribes.

Process: Faculty members must report receipt of gifts to their supervisors. Any deviation from this policy must be reported to the OHR and would be liable to disciplinary action if proven.

2.11 Employment of Relatives

Objective: To ensure that UMT employs the most qualified, specialized, and technically competent individuals for all positions.

Scope: This policy is applicable to all UMT faculty members.

Policy: UMT seeks to foster an environment of merit and performance. Good talent is welcome from all sources therefore employment of relatives may be considered in appropriate cases. Relative means close family i.e., spouse, parents, son, daughter, brother and sister. However, no faculty member is permitted to work within "the chain of command" when one relative's work responsibilities, salary, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Faculty members, who marry while employed, are treated in accordance with this policy.

2.12 Zero Tolerance of Workplace Violence and Threats

Objective: To maintain a zero tolerance standard of violence in the workplace.

Scope: This policy applies to all faculty members of UMT

Policy: Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site.

Workplace violence can be inflicted by an abusive faculty member, a manager, supervisor, co-worker, customer, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated.

Process: It is up to each faculty member to help make UMT a safe workplace. The expectation is that each faculty member will treat all other faculty members, as well as students and potential students of, with dignity and respect.

Every faculty member is responsible for questioning and/or reporting strangers at workplace to security staff. In case a faculty member becomes aware of any threats, physical or verbal, and/or any disruptive behavior of any individual he/she must report the same to the security staff.

It is the responsibility of the heads of departments/schools that faculty members must know specific procedures for dealing with workplace threats and emergencies, and how to contact security officials.

Faculty members are directed to avoid handling violent situations themselves and instead report the same to Head OFM.

Whenever violent behavior of any faculty member is reported it is the responsibility of OHR to determine whether sufficient evidence exists to justify taking disciplinary action. If there is sufficient evidence of violence on part of the perpetrator, disciplinary action up to and not limited to termination form service shall be taken. Also a faculty member who exhibits violent behavior may be subject to criminal prosecution

All faculty members are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to their heads of departments or to the OHR.

2.13   Possession of Firearms Policy

Objective: It is the policy of UMT to maintain a safe weapons free environment at UMT

Scope: This policy extends to all faculty members, premises and vehicles of UMT.

Policy: The possession, wearing, carrying, transporting, or use of a firearm is strictly forbidden on university premises or vehicles. This prohibition also extends to any person who may have acquired a government-issued permit or license.

Violation of this policy will result in disciplinary action and sanctions up to and including termination of employment.

University security officials, sanctioned to carry firearms by the Rector/Pro-Rector, are exempt from this policy and they may carry licensed weapons openly or in a concealed manner.

Process: Disciplinary action for violations of this policy will be the responsibility of OHR.

2.14   Communications Policy

Objective: Access to computing and networking resources is a privilege to which all concerned faculty and staff are entitled. Accompanying that privilege is an obligation, on the part of users, to understand and abide by the responsibilities and regulations that govern the computing environment at UMT.

Scope: This policy is applicable to all faculty members using computer and network, computers and networks of UMT

Policy: This policy outlines the UMT guidelines concerning the use of University owned networks and computer facilities. Following guidelines reflect the general ethical principles of the University community and indicate the responsibilities inherent in the University computing environment.

2.14.1 Institutional Purposes

The use of computing and networking resources is for purposes related to the University's mission of education, research, and public service. Members of the UMT community may use computing resources only for purposes related to their research, instruction, the discharge of their duties as faculty members, official business with the University, and other University sanctioned activities. In the interest of making the use of computing and information technology resources a natural part of the day-to-day learning and work of all members of the University community, incidental personal use is tolerated. However, one should not use non-University sources of e-mail, Internet access, and other information technology services for activities of an extensive nature that are not related to University purposes. The use of university computing and networking resources for University-related commercial purposes is permitted only by special arrangement with the OCM and OIT.

2.14.2 Security

The user is responsible for correct and sufficient use of the tools each computer system provides for maintaining the security of stored information. A summary of the security procedures relevant to the users of University computing and networking resources is given below:

a) Computer and/or network access accounts are assigned to individual users for their exclusive use and should not be shared with others. The use of an account by anyone other than the assigned user is expressly prohibited. Users are expected to exercise diligence in preventing their accounts from being used by others and are required to report to university authorities any suspected breach of account security. Violation of these regulations governing the use of accounts by others will result in the immediate revocation of the account.

b) Users should secure their accounts by using an obscure account password. Passwords should be changed frequently.

c) The user should understand the level of protection each computer system automatically applies to files and supplement that protection, if necessary, for sensitive information.

d) The computer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being either their victim or propagator.

2.14.3 Confidentiality

In general, information stored on University computers is considered confidential, whether protected by the computer system or not, unless the owner intentionally makes that information available to other groups or individuals. The University of Management and Technology will assume that computer users wish the information they store on central and campus shared computing resources to remain confidential. University faculty members will maintain the confidentiality of all information stored in University computing resources in accordance with the University of Management and Technology.

Separate email accounts for tenured positions have been created with the sole purpose of ensuring easy maintenance of email records. It is the duty of incumbents to these positions to ensure that they maintain all records (archives, emails, files and folders) in both soft and hard copy.

Failure to maintain proper records or deletion / tempering with the records may result in disciplinary action up to and including termination from service.

The University will not seek access to email or electronic documents stored or transmitted on University-owned equipment except where necessary to:

a) Protect the integrity of the University's information technology resources, and the rights and other property of the university;
b) Allow system administrators to perform routine maintenance and operations, and respond to emergency situations; or

Protect the rights of individuals working in collaborative situations where information and files are shared. All computer files and data transmissions shall be free from access by any but the authorized users of the data. It is inappropriate and unacceptable for any person to search, browse, alter or view the content of any file, directory or transmission for which they are not directly responsible. To do so is a serious misuse of authority. Violations may lead to discipline up to and including dismissal from the University. Faculty members may search, browse, alter or view the content of files, directories or transmissions only with the express consent of the person responsible for those files, directories or transmissions. The technical aspects of electronic communications and storage require that files and transmissions be backed up, logged and occasionally analyzed. When such things are done as part of the normal business of maintaining an efficient computing and networking environment, Faculty members will maintain strict confidentiality of the information.

2.14.4 Academic Freedom

Free expression of ideas is central to the academic process. University of Management and Technology computer system administrators will not remove any information from individual accounts or from electronic bulletin boards maintained in individual accounts unless it is determined that:

a) The presence of the information in the account or on the bulletin board involves illegality (e.g., copyrighted material, software used in violation of a license agreement).
b) The information in some way endangers computing or networking resources, or the information of other users (e.g., a computer worm, virus, or other destructive program).
c) The information is not in compliance with University of Management and Technology policy.

Users whose information is removed, for any of the reasons indicated above, will be notified of the removal and may appeal any such action by contacting the Rector/Pro-Rector.

2.14.5 Inappropriate Usage

Computing and networking resources should be used only in accordance with the guidelines indicated herein. Examples of inappropriate and unacceptable use of computing and networking resources include:

a) Harassment of other users (e.g., continuing to send electronic communications when the recipient has requested that you cease, sending threatening messages).
b) Destruction of or damage to equipment, software, or data belonging to the University of Management and Technology or other users.
c) Accessing or attempting to access computer networks or computer systems that you do not have permission to use.
d) Violations of computer system security.
e) Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
f) Use of computer and/or network facilities in ways that impede the computing activities of others (e.g., randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, overuse of network accessible bulletin boards or conferences, and the "off topic" posting of material bulletin boards and conferences).
g) Use of computing facilities for personal or business purposes unrelated to the mission of the University.
h) Violation of copyrights and software license agreements.
i) Violation of the usage policies and regulations of the networks that the UMT is a member of or has authority to use.
j) Violation of another users privacy.
k) Academic dishonesty (e.g., plagiarism or cheating).
l) The downloading, storage, and/or display of sexually explicit material (pornography) on University owned equipment.
m) Operating server systems or other network services without prior authorization from the Head OIT.
n) E-mailing to large numbers of recipients without following the concerned policies.

2.14.6 Data storage and backup

Faculty members are directed to keep backup of all official data (files, folders, emails etc.) to preempt the loss of such information in case of computer/network breakdown. Supervisors and/or OIT department are responsible for implementation of this rule. Timely and routine backup of data is essential to ensure smooth operation of university functions in case a faculty member decides to resign or is terminated. It is imperative in this context that job-critical information is kept in specific folders that are routinely backed up by the faculty member. Faculty members are required to inform OIT of job critical information so that OIT staff can take backup. It is the responsibility of OIT to take backup on regular basis of all computer users.

2.14.7 Sanctions

Violation of the policies described herein for use of computing resources are dealt with seriously and may result in the immediate revocation of computer and/or network access pending initial investigation.

The Head OHR, or his/her designee, in conjunction with the faculty member's supervisor shall conduct an initial investigation and, based on factual information, determine whether there has been a violation of this policy. In case the faculty member is found to be in contravention of this policy appropriate disciplinary action will be taken against him under the disciplinary policy.

2.14.8 Phone usage guidelines

Faculty members should be judicious and not make excessive use of their telephones for personal purposes, including local calls. This is allowed with the understanding that primary use will be for work purposes.

Direct landline numbers are provided to designated faculty members. Nation-wide and international calls for personal purposes are not allowed. Use of direct lines for dial up internet on the computer is not allowed and would be liable to appropriate disciplinary action.

Each department is responsible for monitoring the use of telephones under its jurisdiction. OFM will provide monthly report to Heads of departments outlining the phone usage by their department. Heads of Departments must review phone usage of their departments and discourage any excessive, wasteful use among his/her team members.

2.15 University Signature Policy

Objective: To maintain quality of correspondence, sanctity and upkeep of important data/information.

Scope: This policy is applicable to all faculty members of UMT

Policy: All official correspondence on UMT letterhead being initiated from the departments/schools/institutes should only be signed by the Deans/Directors/CoD/Head personally. Where the Deans/Directors/CoD/Head is on leave officiating officer may sign the documents on his/her behalf.

A faculty member of the rank of Assistant Professor or above (may be authorized by the Deans/Directors/CoD/Head, to sign UMT letterhead depending upon his/her job responsibilities.

Process: Unauthorized use of UMT letterheads and unauthorized correspondence on part of faculty members will tantamount to misrepresentation and would lead to disciplinary action.

2.16 Non-Disclosure

Objective: To set out expectations and obligations on faculty members regarding confidentiality of information.

Scope: This policy applies to all staff members of UMT.

Policy: The protection of confidential business information and secrets is vital to the interests and the success of UMT. Such confidential information includes, but is not limited to, the following examples:

Compensation data	Students lists
Customer preferences	Financial information
Labor relations strategies	Marketing strategies
New materials research	Pending projects and proposals
Student confidential information	Research and development strategies
Scientific data	Scientific formulae
Scientific prototypes	Technological data
Technological prototypes	Any other classified information

A faculty member depending upon his/her position may be required to sign a non-disclosure agreement as a condition of employment.

Faculty members are not authorized to make copies (photographs, records, photocopy etc.) of official data of the university without proper authorization.

Process: Faculty members who improperly use or disclose organizational secrets or confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

2.17 Timekeeping and Attendance

Objective: To lay guidelines for maintenance of attendance record, to ensure safety and security of the faculty members.

Scope: This policy is applicable to all UMT faculty members.

Policy: Marking of attendance is the responsibility of every faculty member. Keeping in view the administrative financial and security reasons, it is mandatory that all faculty members must record their time in / time out regularly on the attendance machine installed at multiple locations at UMT.

All those not marking attendance will be dealt with the relevant policies of the university which may include:

1. 50% of remaining leaves will stand revoked

2. Salary deduction of days on which no attendance was marked

3. Disciplinary action as per UMT policy

Marking attendance is an individual responsibility. Groups/departmental opinion must not come in the way of marking attendance.

2.18 Working Hours

Objective: UMT maintains work hours that are compatible with applicable law, departmental functions and the maintenance of effective work schedules.

Scope: This policy is applicable to all faculty members of UMT.

Policy: Offices of UMT will remain open for six days a week. Keeping in view the job responsibilities and university needs various categories of faculty members may have different work timings and off days. The intent here is not to discriminate but to strike a balance between operational requirements and work life balance.

a) Faculty members must be at work a minimum of 40 hours per week. These 40 hours must be spread over 5 days a week. Duty timings will be decided through the consent of the Chairperson of the Department and approval by the Dean.
b) One hour lunchtime break from 1 pm to 2 pm is admissible during working hours except for Friday for which two hours are allowed for lunch and prayer i.e. 1:00 pm to 3:00pm.

c) The chairperson of department reserves the right to require any or all faculty members of his/her department to work over and above the normal working hours and or on their weekly off day(s), depending on the exigencies of work.

d) As a general rule Part time faculty members will report to work a minimum of 4 hours per day five days a week, or as per the provisions of contract between the university and the faculty member.

2.19 Consulting Policy

Objective:

The university recognizes that outside consulting plays a valuable role in the professional development of the faculty, and thus may benefit the University as well as the faculty member. Such benefit may be, but is not limited to, enhancement of faculty professional expertise, establishing and maintaining professional contacts, associations and relationships, and developing opportunities for sponsored research. UMT encourages the faculty to engage in outside consulting provided such activities present no conflicts of interest and are kept within reasonable bounds.

Scope: This policy is applicable to all faculty members of UMT

Policy:

1. The faculty member is required to secure advance approval on the prescribed 'Consulting Approval Form' for consulting activities through the appropriate channels (department chairperson, dean, and the Rector) to ensure that the activity is beneficial to the University in that no conflicts of interest exist, and no conflict with University duties and responsibilities is present. Non-compensated consulting (i.e., public service in one's area of professional expertise) must also receive prior approval. All paid and non-paid corporate, social and public sector consultancies by UMT faculty are to be provided from Center for Management Development platform only.

2. During regular semesters (Fall and Spring) a faculty member can spend 1 day per week on their consultancy project, provided all of their assigned university tasks have been completed.

3. During summer break, there is no limit on faculty members to provide consultancies, given that they have completed the tasks assigned by the university.

4. Prior approval must be obtained for consulting use of University equipment or facilities, or the employment of University faculty, staff, and students. The inconsequential use of office-based computing equipment and telephone equipment (e.g. the exchange of e-mails or local telephone calls with a consulting client) is permitted without prior approval.

5. The consulting contract would be made in the name of UMT. From UMT the contract should be signed by the concerned Faculty member along with Head OHR or Director Finance. Copy of the contract must be put in the consulting file, personnel file, and Office of Treasurer record.

6. The distribution of consulting amount would be:
   A. UMT portion: 30 % of the gross amount
   B. Faculty portion: 70% of the gross amount (all direct expenses pertaining to consulting assignment/project would be charged to the Faculty member portion)

7. During the regular semesters (i.e Fall & Spring) the maximum time a faculty member could spend on the consulting project should not exceed eight hours per week.
8. In case of forced termination of the consulting project due to any reason what so ever, all tangible and intangible losses (if any) would be borne by the concerned faculty member.
9. During consulting assignment sharing of any confidential information with the client pertaining to UMT about its programs and projects are strictly prohibited and subject to liable of disciplinary action against the concerned faculty member.

2.20 Training Policy

Objective:
The university recognizes that outside training to corporate sector plays a valuable role in the professional development of the faculty, and thus may benefit the University as well as the faculty member. Such benefit may be, but is not limited to, enhancement of faculty professional expertise, establishing and maintaining professional contacts, associations and relationships with corporate world. UMT encourages the faculty to engage in outside training provided such activities present no conflicts of interest and are kept within reasonable bounds. All such activities must be done through the platform of Centre for Management Development (CMD).

Scope: This policy is applicable to all faculty members of UMT

Policy: For details, please refer to CMD Training Policy

2.21 Dress Code Policy

Objective: All faculty members represent UMT and should therefore dress accordingly.

Scope: This policy is applicable to all faculty members at UMT.

Policy: Faculty members are expected to present a clean and neat appearance and to dress appropriately according to the requirements of their positions and in line with Islamic social norms.

Faculty members must present a professional and well groomed look. As a general guideline faculty members are instructed to wear formal or semi formal business attire. Casual clothing is discouraged.

Given below is the preferred dress for male and female team members.

Male Team Members

a) Dress pants with a dress shirt
b) Shalwar Qamiz

Female Team Members

a) Shalwar Qamiz with Dupatta/shawl/scarf

The following should be taken into consideration when defining what is regarded as inappropriate clothing for the workplace:

a) t-shirts/tops, shorts and jeans
b) Slogans or pictures on shirts/tops/jackets etc. containing foul language
c) Revealing attire clothes made of see-through materials
d) Sleepers and Joggers etc.
e) Excessively tight clothing and sleeveless shirts

2.22 Disciplinary Policy

Objective: To provide faculty members with a fair, clear and useful tool for correcting problems impeding performance, as well as to provide a process to assist management in handling cases of unacceptable personal conduct.

Scope: This policy applies to all faculty members of UMT

Policy: UMT's own best interest lies in ensuring fair treatment of all faculty members and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the faculty member for satisfactory service in the future.

The following acts or omissions will be basis of disciplinary action

a) Disregard or disobedience of rules policies or orders
b) Loafing, loitering, sleeping or engaging in unauthorized personal business.
c) Unauthorized disclosure of confidential information or records and/or violation of non-disclosure policy.
d) Falsifying records or giving false information to other agencies or to employees responsible for record keeping.
e) Failure to comply with health, safety and sanitation requirements, rules, and regulations.
f) Unauthorized or improper use of University property or equipment including vehicles, telephone, internet or mail service.
g) Unauthorized entry to University property, including unauthorized entry during and after duty hours or entry to restricted areas.
h) Unauthorized religious or political activity of any form.
i) Inappropriate dress (Refer to UMT dress code) or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.

j) Failure to exercise good judgment, or being discourteous, in dealing with fellow faculty members, students or the general public.
k) Improper behavior e.g. threatening or doing bodily harm
l) Making false or misleading statements
m) Unauthorized usage of university stationery (violation of signature policy)
n) misconduct :

The following acts or omissions will be construed to be misconduct

a) willful insubordination or disobedience to any reasonable order of superior
b) theft fraud or dishonesty in connection with university property
c) tempering with records
d) deletion of official emails/records
e) willful damage or loss of UMT property (including intellectual property)
f) taking or giving bribes
g) habitual absence without leave
h) absence without leave for more than 10 days
i) habitual late
j) habitual breach of any law of regulatory authority applicable to university
k) riotous or disorderly behavior during work hours
l) habitual negligence or neglect of work
m) striking or inciting others to strike
n) negating Islamic ideology, Muslim cultural values or national integrity of Pakistan
o) inefficient working, tardiness or go slow
p) engage in practice considered as plagiarism under the HEC policy
q) act or omission that can be construed as sexual harassment
r) Improper relations with students
s) Physical violence
t) Criminal activities
u) Late submission of results without any reason
v) frequent repetition of any act or omission mentioned above

The above list is not exhaustive and only serves as a guideline.

Process: Head OHR after receipt of formal written complaint by the complainant will initiate the disciplinary proceedings within three working days.

2.22.1 Written explanation

The defendant will be asked to provide his explanation in writing regarding the allegations.

2.22.2 Suspension pending inquiry

After receiving the written explanation from the defendant Head OHR may deem it necessary to suspend the faculty member after consultation with the chairman Staff/Faculty disciplinary committee. Such suspension will not be more than four weeks and will not be administered for more than four days at a time. During the period of suspension the faculty member will be given full salary as per law.

2.22.3 Disciplinary Committee

The Head OHR will intimate the disciplinary committee of the proceedings against the defendant faculty member. The secretary of the staff/faculty disciplinary committee will call the meeting of the committee.

The committee will provide every opportunity to the defendant to defend himself/herself. A written record of minutes of proceedings of the committee will be kept. If the inquiry committee finds the faculty member guilty appropriate disciplinary action up to termination from employment may be taken against the defendant faculty member.

In case the defendant faculty member is found not guilty of allegations he/she will be reinstated to his/her position and would be considered to be on duty during the period of suspension.

2.22.4 Disciplinary Action

Depending upon the gravity of the act or omission disciplinary action may call for any of the following actions–

a)   written warning,
b)   Stoppage of increment
c)   Demotion to a lower rank
d)   Fine
e)   termination of employment

2.22.5 Written warning

A written warning will state the specific performance or conduct that is the basis for disciplinary action, specific performance or conduct corrections to be made, timeframe within which to demonstrate the corrections and consequences for failing to make corrections.

2.22.6 Stoppage of Increment

The annual increment of the faculty member may be stopped for that particular year provided his/her actions/omissions warrant such a punishment.

2.22.7 Fine

Depending upon the act/omission an faculty member may be fined up to 3 percent of his her salary.

2.22.8 Demotion to a Lower Rank

A faculty member may be demoted to a lower rank in consequence of disciplinary proceedings against him. His/her salary may or may not be adjusted depending upon the severity of act/omission.

2.22.9 Termination of Employment

A faculty member may be terminated form service after conducting a formal enquiry.

2.23 Grievance Resolution Policy

Under preparation

2.24 Communication with Authorities *(Board of Governors and Other Statutory Bodies - HEC/Patron/Secretary of Education / Accreditation Bodies)*

Objective: To lay down guidelines for official communication by the University Employees.

Scope: This policy is applicable to all faculty members at UMT.

Policy: It is to be noted that direct communication to any authority on personal matter without in advance information and permission of Reporting Officer and Office of Rector is strictly prohibited.

a) All communication to the Board or any member of the Board or Chairperson would be the responsibility of the Rector.

b) Rector may assign concerned officials for various tasks.

c) No employee can communicate to the Board or Chairperson directly without due process through Office of Rector.

d) Any direct communication would be liable to automatic termination.

e) If communication pertaining to personal matter or organizational decisions, it would be considered breach of discipline, mala fide and a basis for automatic termination.

2.25 Use of University Vehicles

Objective: To ensure optimal use and maintenance of University maintained vehicles provided to faculty members as perk cars.

Scope: This policy is applicable to all university maintained cars given to faculty members as perk cars.

Policy: University maintained vehicles are given to faculty members in recognition of their outstanding achievements in their careers. It is the responsibility of the faculty member to maintain the vehicle in good working order at all times. University maintained vehicles are provided to faculty members under the premise of normal business usage. Therefore faculty member shall inform OHR if he/she wishes to take the car out of city.

All university maintained vehicles should keep a log of, in/out time and mileage, fuel consumption and routine maintenance e.g., oil change etc.

The vehicle should be driven preferably by the faculty member him/herself or the university provided driver. In either case possession of valid driver's license is necessary. Use of vehicle by relatives etc. will be considered as unauthorized usage.

Routine maintenance expenditure would be reimbursed as per entitlement. However, special maintenance like tyre change, engine work etc. would have to be approved by the OFM and sanctioned by the Rector.

All major accidents must be reported to OFM. OFM will prepare an accident report and submit to rector for major repairs due to accident.

Use of seatbelts is mandatory condition of vehicle use.

2.26 Officer on Special Duty (OSD)

Objective: To establish regulations regarding Officer on Special Duty positions

Scope: This policy is applicable to all faculty positions in the University.

Policy:

1. Rector may declare a person OSD because of non-availability of a suitable position.
2. A new contract will be issued to OSD.
3. The maximum duration of OSD would be three months.
4. The person given the status of OSD would receive only gross salary without any perks.
5. The person given the status of OSD may be given assignments by the Rector or may be sent on leave as may be the case.

6. On expiry of three months, the employment status would be considered terminated if not renewed or reassigned.

3 Academic Policies

3.1 Faculty Development

Objective: In order to maintain a high quality learning environment UMT strives for the professional grooming and continuous professional development of its faculty members.

Scope: This policy is applicable to all faculty members at UMT.

Policy: It is the responsibility of all faculty members to continue their professional growth while at UMT. The faculty members' plans for professional development must be incorporated into their yearly goal setting activities. Faculty members should discuss their plans with the department Chairperson so that sufficient resources may be made available in the departmental budgets to fund all approved estimates.

3.1.1 Professional Development:

The university encourages each faculty member to participate in a variety of professional development activities. To support this, the university will provide support to cover costs for participation in short courses, seminars, training workshops, and professional conferences. The university will also fund the yearly membership of each full-time faculty member in one professional organization of his/her choice.

All activities must be judged to be beneficial to the department and the university.

3.1.2 Qualification Enhancement (In-house):

The faculty members are strongly encouraged to improve their qualifications. Improvement from MS / MPhil/PhD is highly desirable. Permanent faculty members are eligible to enroll in UMT degree programs. Given below are the policy and process for faculty members for applying for further study at UMT:

Faculty members may enroll in the MS / MPhil/PhD programs being offered at UMT subject to the following conditions:

a) Minimum service period at UMT (without discontinuation): 1 year
b) Maximum study load as a student: 6 credits per semester.
c) Admission will be on merit. Full admission fee has to be paid by the faculty member.
d) Tuition fee is charged at the rate of 25% of the admissible tuition fee.
e) *A maximum of two faculty members from each School/Institute/Center may be given financial assistance in a UMT MS/MPhil/PhD program each year.*

1. Selection from the faculty members, if more than two are desirous of enrolling in a program, will be based on seniority of service, direct impact of degree on the performance of the faculty member's duties and demonstrated scholarship.
2. A service/commitment bond will be signed by the faculty member.

Process:

1. The desirous faculty member seeking admission in higher degree program shall apply on a proscribed form through his / her respective chairperson duly recommended by the Dean. The Chairperson after evaluating the need justification shall forward the application to the Dean. The Dean shall after verification of the budgetary provision and number of seats available in the program recommend and forward the application to OHR for Rector's approval. OHR shall get approval from the Rector and inform the applicant.

2. After approval, the candidate will apply to the Office of Admissions on the prescribed form. The admission in program shall be purely on merit.

3. Faculty member shall sign a service bond on a Rs 100/= stamp (court) paper duly attested by a first class judicial magistrate. The pledged service duration after completion of the MS/MPhil degree would be two years and four years for PhD degree. The university will, however, not guarantee a job for the pledged service duration.

4. The Chairperson will inform OHR of the candidate's semester-wise progress which will be recorded in his/her personal file.

5. In case the faculty member opts to quit UMT due to any reason, whatsoever, he/she may continue the degree at UMT:

   a) by paying the admission charges and full tuition fee of the remaining program;

   b) If he/she does not want to continue the degree, he/she can get the Progress Report / Transcript by paying admission charges plus 50% fee of the completed courses of the program.

6. During the post completion period, if for any reason, whatsoever, the faculty member opts to quit UMT, he/she can only do so by paying full admission charges plus 50% of the program fee to get his/her Final Transcript.

7. During the post completion period, if UMT terminates the services of the employee either in the case of misconduct, inefficiency, negligence or failure in the performance of duties, he/she has to pay full admission charges plus 50% of the program fee to get his/her Final Transcript.

3.1.3   Qualification Enhancement (Outside UMT):

Faculty members can enroll in courses offered by other universities provided they get approval from the concerned chairperson of the department and the Dean.

The University shall not bear any expenses in case the faculty member gets admission in another university, however to facilitate the educational process he/she may be granted relaxation in work hours of up to six hours per week after approval from the concerned CoD and Dean.

3.2 Student Teacher Interaction

3.2.1   Introduction

Higher Education aims to extend knowledge, provide conditions that simulate to explore and learn, and provide an environment of understanding, good will and toleration of diverse views. Such an environment requires faculty, students and administration to accept their responsibilities to maintain the conditions essential to a learning university.

There is need to create a goal integration mechanism of the three stakeholders – students, teachers and administration. In order to make such integration effective students should be given the right to voice in determining and applying the rules of community order, planning facilities and activities which determine the quality of social life and cultural life on campus.

Secondly, teachers are required to set and maintain the best possible standards of education; embody these values in their teaching and counseling and be responsive to students needs. Thirdly, administration should develop procedures to facilitate communication at all the three levels and respond to their concerns.

3.2.2   Classroom Interaction

Teachers need to promote a sense of community and social cohesion in the classroom. Going to class prepared and writing the questions to be asked in the class will help to maintain the order in the class.

It is advisable that after asking a question, teacher should give a wait time of more than ten seconds to respond to these questions. It is advisable that complex questions are broken into simpler ones. Choosing questions which have more than one answers, can also encourage students' participation.

When students answer a question, their non-verbal language should be watched as an evidence of their confidence and learning. Students that do not participate can be called on and students can also be asked to write an answer to a problem or question.

3.2.3   Teaching strategies: creating an effective learning climate

When a resource person strive to create inclusive college classrooms, they need to consider multiple factors, including course content, class preparation, their own classroom behavior, and their knowledge of students' backgrounds and skills.

Following are some concrete strategies to address these factors and improve the learning climate for all students.

The first measure that should be taken in this regards is establishing academic integrity by pursuing scholarly activity in an honest and responsible manner. In the classroom, academic integrity involves a range of issues, including – but not limited to – cheating, plagiarism, and facilitating acts of academic dishonesty by others. It requires that teacher makes his/her expectations clear from the start of the term – both orally and in writing.

3.2.4   Creating Conditions that foster learning outside the classroom

The following institutional conditions encourage students to use their out-of-class experiences to educational advantage:

The students should be delivered clear, coherent, and consistently expressed educational purposes. It implies that a guiding institutional philosophy that values talent development as a primary goal of education must be communicated with students. Use of effective teaching approaches and setting high expectations of students' performance are equally important during opportunities provided for student involvement in meaningful out-of-class activities. It will create a culture of learning that pervades all aspects of the institution.

3.2.5   Teacher's Interest and office-hour availability

Student learning is the goal for both parties in an educational partnership, so faculty is justified in expecting their students to do their best in the course. They are justified in expecting of the teacher to be sincerely interested in their individual academic problems and progress. If students realize that teacher is a friendly, understanding person who is aware of their needs and interests, they will feel much more confident in approaching them for clarification of communication problems. Frequent announcement of willingness to meet with students during your office hours will reassure them of teacher's accessibility. Likewise, arriving a few minutes early for classes will provide an informal opportunity to get acquainted with students.

3.2.6   Mutual Respect

As the teacher, you are expected to be knowledgeable about your subject, but your students also recognize that you are human. However, in order to secure the prestige more thorough teacher's preparation is necessary to maintain student confidence in his/ her mastery of the subject.

On the other hand the students will also appreciate teacher's being understanding and helpful with regard to their occasional intellectual shortcomings. If they cannot answer a question, they should not be humiliated in front of their peers. Consequently, a balance of tact and firmness is the key to effective management of most classroom situations.

Generally, students like to know their progresses during the semester. They should be responded immediately and enthusiastically. Teachers need to give constructive criticism that will be an evidence of teacher's interest in student's personal progress. In most cases, such feedback is best offered on an individual basis rather than in a classroom situation. Such consideration for your students as individuals will greatly enhance their appreciation of you as a person. This sort of acceptance of the teacher is often as important to the learning process and results from teacher's expertise in his subject and social skills.

Teachers should allow students to express their concerns so that they are less likely to nurse grudges and react. In cases when student makes a statement that challenges a teacher's world view, the instructor must try to handle it as an argument rather than an attack on his personal beliefs. It should be taken as an opportunity to help the student think through the evidence and the structure of the argument instead of attaching the student for holding different beliefs.

3.2.7   Grade Complaints

Students' grade complaints should be minimized by making the expected standards clear from the beginning with regard to assignment, tests and exams. They can be given guidelines for good essay or a model exam answer. While checking assignment the teacher should add weak or strong points on graded assignment. Besides, students can be allowed to hand in first draft for critique before the final draft to be graded.

Keeping the best attempted assignments and papers to explain to the students why they lost the marks can be helpful in managing their concerns. An understandable grading schemes and clear grading criteria, clear policy about   attendance, late assignments and make-up exams for over all grades and compact course pack will also reduce ambiguities.

3.2.8   Social Cohesion

In order to enhance social cohesion in the classroom, students need to become acquainted with each other and with the instructor. This process should begin on the first day of class with activities that facilitate introductions and promote a sense of community. The more the students feel that they are members of the same group the less likely they will be to violate the group's social norms. The teacher must also reach out to students and reduce the "psychological distance" between instructor and student. How much the teacher chooses to tell them about him / her is a matter of individual choice, but it is clear that the teacher's identity as a human being — with attendant feelings and emotions — can be enhanced by revealing some personal information (e.g., taste in movies, hobbies, favorite vacation spots).

3.2.9   Classroom Challenges

3.2.9.1 Exclusion of Disruptive Students

The successful conduct of courses depends upon a basic spirit of mutual respect and cooperation among the participants. If a student disrupts a class, in such a way that it seriously compromises the educational experience of the course for the students and/or prevents the instructor from accomplishing the goals of the course as outlined in the syllabus, the instructor may require the student to leave the class meeting. The student's academic dean/director will be notified of this action. Subsequent to this action, as necessary and appropriate, the following process will be implemented.

A. It is expected that the instructor and the student will meet to discuss and agree in writing the conditions under which the student may return to the course. The student may not return to the course until the matter has been resolved. The student's academic dean/director will receive a copy of this written agreement. If the instructor and the student fail to reach an agreement, then the matter is referred to the student's academic dean/director who will begin the process of removing the student from the course. If the student is permanently excluded from the course, a grade of W will be assigned.

B. If an agreement is reached but the disruptive behavior continues, the instructor may again require the student to leave the class meeting and refer the matter to the student's academic dean who will begin the process of removing the student from the course. If the student is permanently excluded from the course, a grade of W will be assigned.

C. If the student wishes to appeal the decision of the permanent removal, an appeal is to be directed to the academic dean or a specific committee responsible for such cases. The decision of the dean/committee in such a case is final.

D. In addition, the academic dean/director may determine that the matter should also be referred to the concerned authority for consideration of formal charges in violation of university policies including "Classroom Disruption," "Disorderly Conduct," and/or "Failure to Comply."

E.   Faculty should use evidence when disagreeing with a student and ask students to provide evidence for their positions. You may ask other students to evaluate the evidence that you or the student provide, if the argument is related to course content.

The challenges of dealing with hot moments are: to manage ourselves so as to make them useful and to find the teaching opportunities to help students learn in and from the moment. Therefore handling should not be avoided or postponed otherwise students might learn that such behavior is OK and that they are not protected from it. They miss the opportunity to learn about their own behavior and its consequences. It is, of course, almost always useful to talk about the moment outside of class with the individuals involved, to give them support, and help them to learn from the experience.

Responding to such situations faculty should remain calm and nonjudgmental so that emotional response may not further fuel student's anger. This is especially true if the student makes a personal attack. This is not a point where teacher should use authority or simply claim superior knowledge or logic; it will almost never convince students, and it discourages their learning and amending their behavior.

3.2.9.2 Having a fallback position

If you are unable to find a workable position in the moment, defer. Tell students that this is an important issue and that you will take it up at a later time. You then have time to plan strategies. This approach lets all the students in the room know that you take such occurrences seriously.

3.2.9.3 Examining assumptions

In the classroom, the teacher can encourage students to examine their own assumptions, especially if stereotypes or other negative comments come up in class discussion. You can help your students become more informed, more sensitive, and more conscious about ethnic, racial, and gender issues, as well as other issues unique to a college population (for example, attitudes about student athletes, nontraditional students, and students in different majors).

Sometimes, particular students may cause you problems in class, without warranting major negotiation or intervention. A few common situations, and ways to work with them, are discussed below.

3.2.9.4 When Students Remain Silent

In case there are students who never answer a question, offer an opinion, or participate in a demonstration, try these strategies for involving them in the classroom:

The teacher should try to remember the names of your students and make sure that all the members of a class know each other by name. Creating a safe environment by responding positively to all student feedback, even if you need to correct a statement may be beneficial. Thanking each student for his or her contribution and trying to find the seed of a correct or more developed answer in the student's response might help students revise their response. Moreover, group discussion by having them first discuss the topic in pairs or by spending a few minutes writing out their response to a question can make it easier for a shy student to open up.

It is advisable not to put a silent student on the spot unless you have established a norm of calling on students who have not volunteered. This makes it more likely that students will be able to answer your question without feeling embarrassment or resentment.

The teacher should require all students in your class to stop by office hours at the beginning of the semester in order to know each student. It may encourage them to participate in class.

3.2.9.5 Order in the Classroom

In the classroom, order is generally the rule when teacher and student are engaged in meaningful learning activities; therefore, teachers who are well-prepared, receptive to their students' needs and interests, and confident of the worth and relevance of the subject they teach should have little cause for concern about the classroom atmosphere. Despite the best preparations, however, some class sessions will fail to hold all the students' interest; but this inattentiveness seldom results in serious problems--unless the teacher overreacts to the situation.

3.2.9.6 Student Excuses

I was locked out of my dorm all night. I had to visit my grandmother, who was having surgery. I slept through my alarm clock because I was up all night studying. I had the flu, then I had bronchitis, then I had a bad reaction to the antibiotics they gave me. I had two other exams the day the paper was due. I need to miss the exam in order to go to a national cricket tournament.

Not having a proper policy for allowing student excuses some deserving students will be unfairly punished for life's inconveniences and some manipulative students will be unfairly rewarded for creative excuses. The best you can do is to have a policy, let students know about it at the beginning of the semester, and retain the right to be accommodating if the situation merits it. For late submission of assignments offer all students some flexibility to use at their discretion, e.g., one "grace day" for a single major assignment or one missing assignment if you have frequent assignments. Students don't need to provide an excuse, but they get only one free pass.

A standard grade penalty for late assignments can also be helpful. It should be strict enough to encourage on-time assignments but not so harsh that it discourages students from turning in work at all (one-half of a letter grade per day late is probably just right). All excuses related to other courses, athletic travel, or other events that students know about in advance need to be discussed before the due date/exam. Recognize that not all students feel comfortable giving excuses, even for valid and serious problems. You might invite your students to include a note with each major assignment or exam if they think that the work is not a reflection of their abilities or preparation. Let them know that it won't influence the grade they receive for that assignment or exam, but it may be taken into account in the final grading.

3.2.9.7 Handling Students' Emergencies

We are all a part of the broad network of support for our students. Teacher's willingness and ability to recognize and respond to students who appear to be distressed or who have an emergency is invaluable to the university.

Following tips may help a student in distress:

The teacher can arrange a quiet time and place to talk with students. He/she can discuss the observation that led to your concern. Keeping the tone supportive, reassuring and empathetic may help.

Students must know that there are people on campus who can help and offer to assist the students in handling their concerns. Students must be assured of strict confidentiality for receiving such services.

3.2.10 Student-Faculty Interaction

The level and quality of students' interactions with faculty members can be enhanced by discussing grades or assignments with a teacher; encouraging students to talk about career plans with a faculty member or advisor and discuss ideas from their readings or classes with faculty members outside of class. Opportunities of working with faculty members on activities other than coursework (committees, orientation, community work, research projects outside of course and student-life activities, etc.) can also strengthen out of class student-teacher interaction.

3.2.11 Counseling Students

Whether you are a professor, instructor, or graduate student, many students will look up to you. At times, you may find yourself in the position of counseling a student about matters beyond the scope of your official academic relationship. For some teachers, this is an uncomfortable role, with murkier boundaries than intellectual mentorship. For all teachers, it is a challenging balance between respecting the limits of your position and wanting to offer as much support to a student as possible. The following suggestions are offered as guidelines for effective counseling.

3.2.11.1 Know Your Limits

Although you are not expected to act as an amateur psychologist, you can function as a concerned and understanding support person. In cases where you are uncertain about your ability to help a student, however, it is best to be honest about this. Trust your intuition when you think an individual's problem is more than you can handle and the assistance of a professional is warranted. There should be provided Counseling and Psychological Services for advice or help in teacher's efforts to assist a student.

3.2.11.2 Clarify Your Role

When you assume or are placed in the counseling role, role conflicts are possible. Some students will see you as an authority figure, which may make it difficult for them to be totally straightforward. It may also give your advice or opinion added "baggage," if a student thinks it

will influence his or her outcome in your course. Other students will see you as a friend, complicating things when you need to evaluate their performance in your class. If you feel role confusion or conflict, address it clearly by letting your student know how you see your role.

3.2.11.3   Listen

Listening has frequently been called an art, but it is also a skill that can be acquired with practice. While a student shares a problem or questions, refrain from immediately imposing your own point of view. Withhold advice unless it is requested; concentrate instead on understanding the feelings and thoughts of your student (rather than your own). Allow the student enough time and latitude to express thoughts and feelings as fully as possible.

3.2.11.4   Help Clarify

Sometimes students simply need the opportunity to figure out what is bothering them without being directly advised. You can help a student clarify his concerns by "mirroring" the feelings and thoughts you heard expressed and by helping him define the area of concern as precisely as possible. Once both you and the student understand the nature of the problem, you may then want to provide honest and considerate feedback, if it is desired by the student.

3.2.11.5   Offer Support

Offer support by directly expressing concern, understanding, and empathy, and conveying an attitude of personal acceptance and regard for the student. Support does not mean you have to endorse every action, thought, or feeling that a student shares with you; it simply shows that you care about her/his well-being.

3.2.11.6   Suggest Alternatives for Action

Students will often generate the best plans of action themselves, but you can help student to assess and use both personal resources and outside support for solving problems. If requested, you can also suggest alternatives. Try to do so, however, only after the person in need has exhausted his or her ability to generate ideas. However, if the problem is merely a need for information, provide it or point the student to someone who can.

3.2.12 Learning in Action

Faculty influence out-of-class learning environments by the nature and amount of academic work they assign. To link the curriculum and academic goals more closely with a students' lives outside the classroom, faculty can structure assignments that require students to illustrate how they are using class material in other areas of their lives, use active learning and other effective pedagogical strategies, hold students to high expectations, and indicate clearly what they must do to succeed academically.

3.2.12.1   What Conditions Foster Student Learning Out-side the Class room

The following institutional conditions encourage students to use their out-of-class experiences to educational advantage:

1. Clear, coherent, and consistently expressed educational purposes;

2. A guiding institutional philosophy that values talent development as a primary goal of undergraduate/graduate education;

3. Complementary institutional policies and practices congruent with students' characteristics and needs;

4. High, clear expectations for student performance;

5. Use of effective teaching approaches;

6. Systematic assessment of student performance and institutional environments, policies, and practices;

7. Ample opportunities for student involvement in meaningful out-of-class activities;

8. Human scale settings characterized by ethics of membership and care; and

9. An ethos of learning that pervades all aspects of the institution

3.2.12.2   Follow Up Your Efforts

If a student has made a decision or approached a conflict with your help, politely and non-intrusively check back a few days or weeks later to get feedback on what has happened. Such information can be rewarding if your help has been useful, and corrective if it has not.

3.2.13 Laboratory Teaching

Lab is a place where a student reaches a deeper understanding of the course material by putting it to work; students commit to the processes of investigation, analysis, and reflection.

Therefore it is important to design and supervise effective lab sections requires thoughtfulness and strategy proper guidance of students to enable them make sense of their results. There should clearly defined goals and objectives for activities which take place in labs.

3.2.13.1   Main goals for lab teaching

a. to make the students better understand what they have learnt in the lecture class.
b. to enable students to work in small teams

3.2.13.2   The objectives to achieve these goals

a. to give hands-on exposure to a variety of important test and measurement equipment used in the Electrical Engineering field.
b. to ensure that in the lab students implement various concepts and analyze the results obtained
c. to observe their mutual human interaction while doing the practical

3.2.13.3   Responsibilities of Teachers regarding their Interaction with Students in Labs

The teacher will be responsible for the following:

a. Familiarize   students with the laboratory equipment and the practical/experiment to perform.
b. Guide the students about rules and regulations of the lab, safety and precautionary measures for the equipment as well as personal safety aspects.
c. Inform the students about the grading policy of the lab
d. Communicate with the students in a polite and professional manner at all times and to ensure fairness during the practical session.

3.2.13.4   Defined Rules to Guide Teacher's Interaction with Students in Labs

The University has the following defined rules to guide teacher's interaction with students in labs which should be clearly communicated with students:

a. grading policy and safety precautions are written in the lab manuals. Safety rules are also displayed in the lab.
b. it is understood that the lab course instructor will be present in the lab throughout the length of the session in order to answer any student queries on technical or theoretical aspects.
c. He/she is also tasked with maintaining discipline during the ongoing practical.

3.2.13.5   The expectations of teachers from the students while working in labs

The following are the expectations regarding students performance in the lab:

a. to perform the lab tasks seriously and diligently, according to the manual and show the results obtained, and also ask reasonable questions about the equipment and the practical being performed.
b. to take care of the lab equipment, their fellows and also their own safety.
c. a decent and polite behavior towards the teacher and lab staff is also expected from the students.

3.2.13.6   Monitoring and Evaluating Goals and Objectives

The following measures should be taken in order to manage monitoring and evaluating goals and objectives:

a. A dedicated lab engineer should be in charge of each laboratory and is responsible for its logistics and upkeep along with other lab staff.

b. Each lab course instructor has to continuously monitor the progress of his/her assigned lab course, guide the student in every weekly practical and finally evaluate them according to the tasks performed.

c. He/she should regularly grade the student in each lab experiment performed. At the end of the semester, there is a comprehensive viva/voce exam

3.2.13.7   Responsibilities of Teachers regarding their interaction with students in Computer labs

Resource persons and faculty members are requested to advise and teach their students the following:

Advise your participants how to use IPC computing resources like Internet, Printing, Hardware and Software Applications effectively and efficiently.

a.   Faculty is requested to ask students to avoid disrupting and removing any hardware during computing classes in 2N-09 & 2N-10 and in IPC

b.   Guide your class to following instructions given by IPC-staff and ask them to seek help from IPC staff in any sort of troubleshooting.

c.   Appreciate and advise your students to behave gently with IPC-Staff and follow IPC-Rules, displayed in IPC

d.   be responsible and take care of University property, keep an eye on backbenchers and

3.2.13.8   Defined rules to guide students about how to use computer lab

While using IPC computing facilities every person is advised and appreciated to follow IPC-Rules written or oral.

a.   For entry to computer Lab possession of I.D Card by each Student is mandatory

b.   Lab users must log into their own accounts. Logon Account/password sharing is strictly prohibited. It may be cause of their data deletion and some other major damages.

c.   Lab users must log out after finishing their work

d.   Unauthorized visitors are not allowed

e.   One Person per workstation is allowed

f.   NETSEND utility/command is not allowed in computer lab

g.   Mishandling of Internet: - Unethical sites, playing games on internet are not permitted in IPC.

h.   Food or drinks is not allowed in IPC at any time

i.   Smoking is not permitted in IPC.

j.   Headphones are allowed only for study only

k.   Refrain from disruptive behavior such as loud talking, using mobile phones

l.   Students found responsible for damage to the lab equipment will be liable for such damages

m. Do not reboot, turn off, or move any workstation, PC or Any Devices. Do not load any software on any lab computer. Only lab operators and technical support personnel are authorized to carry out these tasks

n. Everyone including students and staff are informed that no personal devices can be brought in or taken out of IPC. You should get a gate pass against it

o. Personal systems (Laptops) will not be permitted to mount in lab

p. The violation of any of the above mentioned rules may incur a fine up-to Rs. 5000.

q. Hacking is strictly watched while participant stay at UMT. Anyone found involved will be fined heavily and may result in expulsion or semester drop out penalty

r. Students should be ethical towards their university fellows especially on social networks. Anyone found involved will be dealt accordingly.

3.2.13.9 Expectations of teachers from the students while working in labs

Students should respect and follow the directions given by both either teaches or IPC-Staff members to make IPC healthy and dream leaning environment.

3.2.13.10 Objectives and goals that guide this interaction – facilitate research process for students

To provide world-class learning computing facilities and services to all participants from all schools and institutes of UMT with ultra-modern hardware & software resources and a qualified & cooperative team of IT professionals.

3.3 Teaching Load

Objective: To ensure effective and efficient utilization of faculty resources.

Scope: This policy is applicable to all faculty members of UMT

Policy: The normal teaching load per academic year of a faculty member varies from 12 to 21 credit hours according to faculty ranks distributed over the fall, spring and summer semesters. It is incumbent upon the faculty members of UMT to follow course load guidelines given in table below.

Rank	Annual Course load	Annual Credit hours
Professor	4	12
Associate Professor	6	18
Assistant Professor	7	21
Lecturer	7	21

Note: For SPA, there is a trimester system therefore, their course load and credit hours will calculated in consultation with the Director SPA.

Although distribution of course load is left at the discretion of the respective chairperson, and the required course load must be completed during fall and spring semesters. However, wherever, necessary CoDs must ensure that their departments must be open for teaching during summer semester.

Class hours and office hours must be distributed over five days during the week; i.e., faculty members must be on campus for five days every week.

After approval of the department Chairperson, the faculty member may accept additional students into a closed class. The Chairperson, in consultation with the faculty member, will allocate courses to a faculty member.

In case a faculty member resigns from service or is terminated, deductions will be made from the final settlement amount if the course load is falling short.

3.4 Management of Faculty Resources

3.4.1 Report of course allocation:

The courses of full-time faculty should be assigned by the Chairperson of the Deptt (CoD) / Incharge of the Deptt and supervised by the Dean and reported to Rector by Dean with a copy to Office of Human Resources (OHR) on semester basis. To ensure optimal use of available resources the tentative report of course allocation should be sent to the Office of Rector and OHR before the start of the semester preferably after the finalization of course registration activity for the upcoming semester.

3.4.2 Faculty Performance Benchmarks:

All faculty members from Professor to Lecturer will be responsible for teaching, batch advising, research, students counseling, faculty counseling and administrative assignments.

In this regard following minimum benchmarks / standards have been laid down to measure the performance of a faculty member:

Batch advising: 40-50 students / semester
Students / faculty counseling: 10-12 hrs / week
Research: One submission / year in a peer reviewed journal or two conference submissions / year in international conferences of repute
MS / PhD thesis supervision: 2-4 thesis / semester
Undergraduate project supervision: 2-3 groups / semester
Committee Work: Max 2 UMT wide committees, excluding statutory / departmental operational committees

3.4.3   Research Output and Course Load:

Qualitative and quantitative enhancement of research output is highly desirable. UMT strives to ensure fair treatment of all its faculty members as per rules and policies of the university. Research and teaching form the basic responsibilities of the faculty. It is, therefore, in the interest of fairness that course load, of faculty members who have no significant research output over a period of one year, be enhanced by one course in the next academic year. The intent here is not to curtail individual freedom or impose sanction but to foster a culture of research.

3.4.4   Administrative Post Allowance:

Program Director, CoD, Director of the Institute, Dean, and Pro Rector will be entitled for additional compensation in the form of Administrative Post Allowance rather than reduction in course load during their tenure period. Therefore, there would be no course reduction/waiver merely because he/she has administrative responsibilities.

3.4.5   Extra courses:

Extra courses to Dean, Associate Dean, CoD, and Director should not be assigned as a matter of principle without permission from Rector.

Compensation for Extra Courses: Those faculty members given extra courses should be limited to only one course per semester and compensated as per approved rates for extra workload in lieu of that particular type of course. All payments will be disbursed at the end of academic year and it will be verified by OHR before processed by OTR. Revised rates of extra course load have been provided to the Deans/Directors/CoDs. Permanent faculty members from main campus (Lahore) teaching courses at Sialkot Sub Campus are advised to consult their Deans/Directors/CoDs for details of extra course-load rates. For any further query please contact OHR.

3.4.6   Imbalanced Class Division/Visiting Faculty:

Imbalanced class division and handing over classes to external faculty when internal resources are available constitutes wasteful allocation of resources and such decisions are against the interest of the University. It is the responsibility of Deans to have an oversight upon the exercise of authority of CoD and guide them and if possible to reverse any wrong decision for the sake of efficiency and effectiveness. In order to dispel confusion it is desirable to lay down objective criteria for class/section size.

    BS / Master   15 students
    MS / MPhil / MBA   10 students

In cases where the student strength is less then than afore-mentioned number the course will not be offered. If for any reason whatsoever the course was offered the payment to the faculty will be made as per following:

For MS/MPhil/MBA degree programs where;

a) student strength is ten (10) or more, full course payment will be made
b) student strength is five (5) or more but less than ten (10), 90% of the approved rate will be paid
c) student strength is less than five (5), 75% of the approved rate will be paid

For BS/Master degree programs where;

a) student strength is fifteen (15) or more, full course payment will be made
b) student strength is ten (10) or more but less than fifteen (15), 90% of the approved rate will be paid
c) student strength is five (5) or more but less than ten (10), 80% of the approved rate will be paid
d) student strength is less than five (5), 70% of the approved rate will be paid

3.4.7 Merit:

All faculty appointments will be made on merit and as per UMT rules. Due regard would be given in visiting faculty appointments, with respect to their qualification, experience, and remunerations paid to them. For appointment process of visiting faculty please refer to recruitment process of faculty.

3.4.8 Graders and Teaching Assistants:

Faculty resource is a precious resource and is here to essentially teach and research. And should be compensated and facilitated rather than reduction of course load. Therefore all CoD are advised to maintain a pool of teaching assistants to facilitate faculty in conduct course. A grader will be provided to a faculty member if in one semester he has 100 or more students in his courses. For appointment of grader please refer to Grader Policy.

3.4.9 Fulltime to visiting Faculty Ratio:

Attempt would be made to attain a fulltime to visiting faculty ratio of 80:20 in morning programs. In evening programs, the choice is up to Chairpersons and Programs Advisors to engage full-time or part-time as per need.

3.4.10 Credit Hour Weightage:

All courses would have a three credit hour weightage unless mentioned otherwise in the curriculum structure.

3.4.11 Class Schedule:

All classes will be held in two or three alternate days as per the faculty requirement. The objective is to provide participants sufficient time in between to do homework related to previous and advance preparation for the next class.

3.4.12 Class Duration:

At no time, more than two classes of 75/90 minutes can be scheduled for a course as makeup or in normal course.

3.5 Examinations and Grading Policy

3.5.1 Grading System

The following are the major/prevalent grading systems:

- Relative Grading System
- Absolute Grading System

3.5.1.1 Relative Grading System:

Relative grading system is common in the semester system. Relative grading allows for screening students according to their performance relative to their peers. In relative grading system grading will be dependent on the highest score in the class (topper of the class).
Histogram of total marks obtained by all students is taken and ranges for assigning various grades are decided for awarding the grades. If any student takes 100 out of 100 score then grading of the rest of the students will be will be compared with that student and the subsequent grades will be worked out accordingly.
This has many advantages for example:
Sometime strict teachers give tough time to the students in assignments, quizzes, mid/final term etc… that most of the students could not do well in these formative assessments. There is a possibility that composite score shows that highest marks secured by any student is 80 out of 100. So according to relative grading system, the whole of the class will be compared with this highest score instead of 100. This provides opportunity to the students to get good grades despite of overall low score by the whole class. Hence topper will get "A" grade even at 80 marks. The real beauty of this system is that the system enables the students to obtain higher grade in the class in the class. It rules out the potential of teacher strictness or difficult paper, as most of the aggrieved student generally complaint about.
Consider an example where highest score of any student in the class is 95 out of 100 then grades of the class will be compared to 95 and there is a probability that you get lowest grade like C- / D despite your score is 70 out of 100.

So, everything in this system depends on class average. If class average is good then you can achieve good grades!!!

Relative Grading System

Marks Range			Grade	Grade Points
85	-	above	A	4.00
80	-	84	A-	3.70
75	-	79	B+	3.30
70	-	74	B	3.00
65	-	69	B-	2.70
61	-	64	C+	2.30
58	-	60	C	2.00
55	-	57	C-	1.70
50	-	54	D	1.00
0	-	49	F	0.00

Some real examples of relative grading are as follows:

University of Management and Technology
School of Business and Economics
GRADE SUMMARY

Control No. 74

Resource Person: Mr. Mangoosh ur Rehman   Course Code: MG 365   Semester: Fall 2011
Program: BBA (H)

Contact / Email: mangoosh.rehman@umt.edu.pk Course Title: Entrepreneurship   Section: C

Highest	Passing	Difference	Range
66.8	40.0	26.8	3.4

Max	66.91	63.55	60.18	56.82	53.45	50.09	46.72	43.36	39.00			
Min	63.56	60.19	56.83	53.46	50.10	46.73	43.37	40.00	0.00			
Grades	A	A-	B+	B	B-	C+	C	C-	F	I	SA	W
Number of Students	5	7	10	9	7	4	3	1	0	0	4	0

University of Management and Technology
School of Business and Economics
GRADE SUMMARY

Program: MBA(E)   Semester: Fall 2011   Section: E

Course Code: MG 550   Course Title: Entrepreneurship

Resoruce Person / Instructor: _____

Contact No. : _____

Max	49	54.0	59.0	64.0	69.0	74.0	79.0	84.0	Above			
Min	0	50.0	55.0	60.0	65.0	70.0	75.0	80.0	85.0			
Grades	F	C-	C	C+	B-	B	B+	A-	A	SA	I	W
Number of Students	0	0	1	5	4	1	3	3	1			

Highest	85
Min Passing	50
Difference	35
Divided By 8 =	4.0

Resource Person /Instructor   Chairperson   Dean

3.5.1.2 Absolute Grading system

Absolute grading system is another form of grading system. In this system all of the grades are given on the basis of pre-determined scale. For example if your marks are between 75-79 then you will get A- grade, if your marks are between 70 -74 then you might get some other grade. So in this system every grade is specified on level of your marks which does not change no matter what is the turnover of the overall class performance. In absolute grading system if the teacher makes a difficult paper then even toppers can get lower grades or may be fail in the course because score and grades are already defined and can not be adjusted on relative grades.

Absolute Grading System (HEC)

Marks Range			Grade	Grade Points
85	-	above	A	4.00
80	-	84	A-	3.70
75	-	79	B+	3.30
70	-	74	B	3.00
65	-	69	B-	2.70
61	-	64	C+	2.30
58	-	60	C	2.00
55	-	57	C-	1.70
50	-	54	D	1.00
0	-	49	F	0.00

3.5.2 What is GPA & CGPA?

1. A system of recording achievement based on a numerical value of the grades attained in each course.
2. The GPA is determined by dividing the total grade points earned by the total number of earned credit hours.
3. The Cr Hrs for each subject is multiplied by grade points achieved for each subject is totaled, and then divided by the total number of credit hours registered in all semesters.
4. The results are computed in terms of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA);

3.5.3 Grading Scheme

Participants are awarded numeric grade which is then converted into grade point. The letter grade is converted into grade points. Table-2 given below shows the relation between letter grade and grade points.

Table-2: Grading Scheme

Grading Scheme		
Letter Grade	Bachelors/Masters (equivalent to sixteen years of education)	
	Grade Points	rade Points
A+/A	**4.0**	**4.0**
A-	**3.7**	**3.7**
B+	**3.3**	**3.3**
B	**3.0**	**3.0**
B-	**2.7**	**2.7**
C+	**2.3**	**2.3**
C	**2.0**	**2.0**
C-	**1.7**	**1.7**
F	**0.0**	**0.0**
P (Pass)	**-**	**-**
I (Incomplete)	**-**	**-**
W (Withdrawal)	**-**	**-**
SA	**-**	**-**
S (Satisfactory)	**-**	**-**
US (Unsatisfactory)	**-**	**-**
NC (Non Credit)	**-**	**-**

3.5.4 Computation of Results

The results are computed in terms of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA);

3.5.4.1 Semester Grade Point Average (SGPA)

Table-3: SGPA Computation

Course	Cr. Hrs.	Grade	Grade Points
Mathematics-	**3**	**B**	**(3 x 3.00) =**
Physics	**4**	**C**	**(4 x 2.00) =**
Programming	**3**	**A**	**(3 x 4.00) =**
Total:	**10**		**29.00**
SGPA = 29.00 / 10 = 2.90			

A Semester Grade Point Average (SGPA) is computed for each participant at the end of each semester, dividing the total number of grade points earned by the total number of credit hours. It is illustrated in Table-3.

3.5.4.2 Cumulative Grade Point Average (CGPA)

Table-4: CGPA Computation

Semester – 1			
Course	Cr. Hrs.	Grade Earned	Grade Points
Mathematics-1	3	B	(3 x 3.00) = 9.00
Physics	4	C	(4 x 2.00) = 8.00
Programming	3	A	(3 x 4.00) = 12.00
Semester – 2			
Course	Cr. Hrs.	Grade Earned	Grade Points
Electronics-1	3	B+	(3 x 3.30) = 9.90
Digital Logic Design	4	C+	(4 x 2.30) = 9.20
Computer Structure Architecture	3	B-	(3 x 2.70) = 8.10
Object Oriented Programming	3	A	(3 x 4.00) = 12.00
Semester – 3			

Course	Cr. Hrs.	Grade Earned	Grade Points
Communication Skills-1	3	B+	(3 x 3.30) = 9.90
Network programming	3	A	(3 x 4.00) = 12.00
Assembly Language	3	B-	(3 x 2.70) = 8.10
Total	32		98.20
CGPA = 98.20 / 32 = 3.07			

A Cumulative Grade Point Average (CGPA) is computed over number of semesters attended in the University. It is obtained by dividing total number of grade points earned by total number of credit hours completed. It is illustrated in Table-4, given as above.

3.5.5   Invigilation Guidelines For Resource Persons / Invigilators
Invigilators shall carry out their responsibilities with the minimum of distraction and unnecessary harassment in the examination room. Instructions must be given to the students politely and prior to the commencement of examinations. A copy of the Examination Rules shall be posted on the examination hall and notice boards for information to students before the start of examinations.

3.5.5.1 General Instructions:
1. Invigilators shall report to the Office of Controller Examinations fifteen minutes (15) before the schedule time to collect the answer sheets, sealed envelope of the question papers and other examination material for the scheduled exam.
2. Admit the students in the examination room after checking their college ID cards. In case student does not have the ID card, he/she may be asked to obtain certificate of bona fide student from the Office of Registrar.
3. Shuffle students once they are seated in the examination room on their own.
4. Open the seal of question paper envelope in the examination room on the scheduled time in front of the students.
5. Write down start & end time of the exam on the white board legibly.
6. Do not let students go outside the examination room until attendance list is not duly signed by all students.
7. Invigilators must refrain from using their mobile phones in the examination hall.
8. Do not leave examination room for any reason without arranging a substitute.
9. Any student who commits any breach of academic honesty other than UMC will be subjected to action under Discipline statute.

3.5.5.2 During Examinations:
10. Do not let students lend / borrow of pen, pencil, calculator etc. during the examinations.

11. During the exam supervise strictly that there is no cheating or use of any unfair means or copying or any consultation between the examinees.
12. Students are not permitted to communicate by any means with another student or looking around. Even an attempt to do that will be considered cheating.
13. Invigilator will put his/her signature on the answer sheets / extra sheets of the students.
14. If a candidate is found with any unauthorized material in his possession, the material will be confiscated and resource person / invigilator will record all the facts on the "UMC Performa" and submit it to Controller Examinations.
15. No Student will be permitted to leave the examination room until after the expiry of thirty minutes from the commencement of the examination, except in special circumstances.
16. Students are not allowed to take the question paper out of examination room if he/she completes the paper before the prescribed time.
17. Only one student at a time will be allowed to go to washroom/toilet by submitting his/her answer sheet/extra sheet & question paper to the invigilator.
18. Ensure that extra sheets are immediately signed and stapled when issued to the students.

3.5.5.3 After the Examinations:
19. Resource Person/ Invigilator will collect and arrange answer books in accordance with the attendance list and fill up the required information printed at the bottom under his/her signature.
20. No student will leave his / her seat until all solved answer sheets have been collected and the announcement is made that students may now leave the examination room.

3.5.6 Examination Rules for Students
1. Reach Examination room at least 10 minutes before the schedule time. No additional time shall be given to students arriving late.
2. Students having short attendance in any of his/her course shall not be allowed to sit in the Examination room for that particular exam.
3. Students may only bring basic writing material or authorized material in the examination room as permitted by invigilator.
4. Students are not allowed to bring weapons of any kind in the campus and examination hall.
5. Personal belongings such as bags / books /files may be taken into examination room and kept at the front stage / dice
6. Switch of mobile phones / PDAs or any similar electronic gadgets that are prohibited inside the examination room.
7. Maintain complete silence in the examination room. Only raise your hand if any query and wait for the Invigilator to attend to you.
8. Lending / borrowing of pen, pencil, ruler, calculator etc. is strictly prohibited in the examination hall.
9. Produce UMT ID Card on the request of Resource person / Invigilator / Controller Examinations.
10. Students must immediately complete particulars mentioned on answer books /extra sheets and write down their ID No. on the question paper as well.
11. No rough work is to be done on the question paper. Any Student found writing anything other than own answer book will be considered as use of unfair means.
12. Don't forget to mark your attendance on the attendance sheet during the examinations. In case, your name is not listed, report to invigilator immediately.

13. Remain silent and seated while your papers are being distributed or collected.
14. Student found, chatting, gesturing or misbehaving in the examination room shall be dealt with under the UMC rules.
15. Any student using abusive or obscene language in the answer sheet shall be dealt with under disciplinary rules.
16. Do not leave the examination room without prior permission of the invigilator.
17. Students are requested to adhere with the examination rules prescribed by the university failing which strict action shall be taken as permissible under University rules.

3.5.7   Admission Test Guidelines for Invigilators

3.5.7.1 Important Note
1. Invigilators shall carry out their responsibilities with the minimum of distraction and unnecessary harassment in the examination hall.
2. All the necessary instructions must be given to the students politely and prior to the commencement of entry test.
3. Invigilators shall report to the Office of Controller Examinations at 10:00am and collect the test booklets, answer grids, pencils and other examination material from OCE.
4. Each invigilator will be allocated an examination hall and will be responsible to conduct entry test independently.

3.5.8   General Instructions for Invigilators
1. Admit candidates in the examination hall after verifying their admit cards, room no. and program.
2. In case, student does not have the admit card, he/she may be requested to get Permission Slip from the office of admissions.
3. Distribute envelope 10 min before the scheduled time and ask the candidates to read instructions printed on envelope, booklet and answer grid carefully.
4. Give them 5 minutes to write down their particulars on the answer grid only.

3.5.8.1 During Test
1. Student coming after 15 minutes from the start up time will not be allowed to sit in the entry test. However late comers will be allowed without any extra time.
2. Take the attendance of the candidates immediately after exam starts and verify reference number, program, picture before putting your initials on the answer grid only on the right top corner.
3. Mark ABSENT against those candidates who did not appear.
4. Do not leave examination hall for any reason without arranging a substitute.
5. Do not let candidates go outside the examination hall until attendance is done completely.

3.5.8.2 After Test
1. Make an announcement for inserting the test booklet, answer grid and pencil in the envelope.
2. Collect the envelopes yourself from the students and make sure it contains the booklet and answer grid mandatorily.

3. Do not let the students leave their seats until all the examination material is collected and counted.
4. Ask the candidates to leave the examination hall quietly.
5. Bring all the material (used/unused) back to OCE whereby it will be received after proper verification.

3.5.8.3 Instructions for Candidates
1. Ask the candidates to read the instructions given on envelope and answer grid carefully.
2. Students should switch off their mobile phones/ calculators/electronic devices and keep it in their pocket/bags.
3. Put your belongings / bags beneath your seats
4. Students are not allowed to lend or borrow of pen, pencil, calculator etc. during the test.
5. Students can only use pencil in the entry test
6. Students must write their name, reference no and program correctly on the answer grid only.
7. Do not write anything on the booklet. Answers shall be marked on the answer grid only.
8. Shade the circle for the answer you think is the correct one.
9. No Negative Marking.
10. Student will not be allowed to leave the Examination Hall if he/she completes the test before the end time.
11. Students are not permitted to communicate by any means with another candidate or if a candidate is found with any unauthorized material in his/her possession, his/her test will be disqualified hence with.
12. In case there is any clarification needed, the candidate will just raise his hand and wait for invigilator's attention.
13. Students are not allowed to take the test booklet or any other examination material out of Examination Hall.

3.5.9 Unfair Means in Examinations
Participants are expected to be honest, committed and dedicated to their cause. University does not believe in forced inculcation of these values, rather provides an atmosphere conducive to nourishing moral values. However, in order to keep a standardized code of conduct in examination, following are major manifestations of unfair means in examination;
1. A participant fails to part with or is found to have in his possession or accessible to him, papers, books or notes, in hard or soft copy, relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination,
2. A participant has access to, or is in possession of papers, books, or notes, in soft or hard copy, which might possibly be of assistance to him/her:-
    (a) but that his/her access to, or possession of such books, notes or papers was inadvertent, and was not mala fide, his/her answer-book shall be cancelled, as a disciplinary measure without any implication of moral turpitude, and
    (b) In other cases of possession be disqualified from passing the examination.
3. A participant is detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other participant to copy his answer-book, or using or attempting to use these or any other unfair means.

4. Notwithstanding any other law for the time being in force and without prejudice to any remedy open to the University under such Law:-

   (a) any participant found guilty of deliberate previous arrangement to cheat in the examination such as smuggling in another answer-book, impersonates or misconduct of a serious nature and the person who impersonate such participant, is on the rolls of UMT, shall be disqualified for a period of not less than three and not more than five years or declared as not a fit and proper person to be admitted to any future examination of the University, according to the seriousness of the offence and the other circumstances of the case.

   (b) If the impersonator is not on the rolls of UMT, the Controller of Examinations shall report the matter to the police and shall send intimation of the same to the Rector.

3.5.9.1 Using unfair means may lead to one or more of the following penalties:
i) Grade "F" in the course; and/or
ii) Fine upto Rs. 10,000/-; or
iii) Suspension from the Program; or
iv) Expulsion from the University.

3.5.10 Final Paper Review Policy
As per, Academic Council Meeting No.13 refers   7.2 and Academic Council Meeting No. 14 refers Para   4.2, final papers/answer sheets duly checked by the faculty member shall be returned to students.

Following guidelines should be adhered:

1. The resource person shall hold a paper review session after marking the Answer sheets of final examinations with the whole class.
2. The paper review session shall be announced well before time to avoid absentees.
3. The review session shall be conducted once before the Submission of Results date as per Academic Calendar and no further date /time shall be announced.
4. In case of Multiple Choices Questions (MCQs), the answer key shall be displayed in the paper review session. Answer key will be provided in Online Learning Management System.
5. The Answer sheets shall be handed over to each student for review purpose and if anomaly arises out shall be resolved then and there by the respective resource person.
6. The duration of the session shall be the same of a regular contact hour of study i.e. 90 minutes.
7. It would be mandatory for the resource person and the students as well to attend the paper review session.
8. The paper review session shall be conducted by the respective resource person and not any other person on his/her behalf.
9. Answer sheet of one student shall not be given to any other student for review purpose.
10. The answer sheets of the students marked absent in the paper review session shall be kept by the concerned resource person until after one month of the last day of examination as per Academic Calendar.
11. The student will have no right or claim on the result of his/her final Answer sheet after the expiry of one month of the last date of examination and the answer sheets shall be disposed-off by respective schools with the consultation of Office of Facilities Management.

3.6 Grader Policy

Objective: To lay down rules governing graders and teaching assistants.

Scope: This policy is applicable to all faculty members, graders and teaching assistants.

Policy:

3.6.1   Eligibility Criteria:

1. *For Faculty Members*
   A Teaching Assistant/Grader may be assigned to a faculty member if no. of students in his/her respective courses, in a semester, is more than 100. Furthermore only one TA will be assigned to a teacher.

2. *For Teaching Assistants/Graders*
   The student must be;

   1. enrolled in the MBA / MS / M.Phill. degree and studied the course(s) at undergraduate level and got 'A' grade for which he/she may be appointed as TA/Grader,
   2. having not less than 3.0 CGPA,
   3. having no disciplinary/unfair means case.

3.6.2   Total number:

Total no. of Teaching Assistants/Graders shall not exceed 50 in a semester which may be distributed among all the schools/Institutes. A student can only be a TA to one teacher only.

3.6.3   Teaching Responsibility:

Based upon a student's performance as TA and his/her potential for the task, teaching responsibilities may be given to a TA. He/she will be duly compensated for this effort and in cases where the TA is getting financial aid the scope of such aid may be enhanced.

3.6.4   Class participation:

Teaching Assistants must be encouraged to participate in the class this would help groom them to become better teachers.

3.6.5   Responsibilities of Teaching Assistants/Graders:

Teaching Assistants/Graders shall be responsible for;

1. grading quizzes, assignments, and tutorial for sessional evaluation (grading of presentations, case studies, end term, etc are excluded)
2. any other assignments, as and when required,
3. spending at least 10 hours per week.

3.6.6 Application Procedure:

a. The eligible student may submit application along with CV, copy of CNIC and recent photograph to the concerned faculty member/Department Chairperson,
b. The candidate will be interviewed by the Committee including concerned Chairperson, faculty member and Student Advisor. Upon selection of the candidate, the concerned faculty member shall forward his/her application to the Office of Human Resources duly approved by the concerned Chairperson and the Dean/Director by 3rd week after the start of the semester,
c. The concerned faculty member shall initiate the TA/Graders Contract/PAN Form duly approved by the concerned Chairperson and the Dean/Director and send it to the Office of Human Resources at least two weeks before the end of the semester,
d. The Office of Human Resources shall verify and send the PAN Form to the Office of Treasurer for payment.

3.6.7 Compensation:

Rs. 4,000/- per month at the end of the semester through crossed cheque. However, if a TA/Grader is getting financial aid than he/she is not eligible for compensation as he/she is already drawing benefit from the university.

3.7 Independent Study

Objective: To lay down rules governing independent study.

Scope: This policy is applicable to all faculty members of UMT.

Policy: Where a student has already studied a course and got 'F' grade and he/she is unable to retake the course due to graduation deadlines, required courses not being offered in a particular term, scheduling difficulties, to cover special areas, an independent study may be assigned to the student.

The Dean approves all cases of independent study and refers them to the concerned Chairperson who will assign the concerned Faculty member to conduct independent study assignment. When permission is given, the faculty member organizes the course requirements, including exams, homework and lab assignments, case study, project and research/position papers, to compensate for the absence of classroom participation. The student will complete and submit all the required work. Upon completion of independent

study the faculty member will grade the effort by the student and send the result to the examination department.

Conduct of Independent study means extra effort by the teacher that is duly compensated by provision of additional remuneration. The teacher will fill out the Personnel Action Notice form and get approval from the concerned chairperson and the dean submit the same to the HR department for verification and onward submission to the Accounts department of payment of dues to the teacher. The compensation for independent study will only be paid if the concerned faculty member has completed his / her quota of required course load.

3.8 Guided Study:

Objective: To lay down rules governing independent study.

Scope: This policy is applicable to all faculty members of UMT.

Policy: UMT offers a variety of programs from undergraduate to graduate to post graduate. In case of post graduate (PhD program) a high number of students may not be expected to join. The policy of waiting for a suitable number of students for a regular formal class may become an obstacle for future progression of PhD program. It is therefore necessary to have a mechanism governing the conduct of PhD program.

Minimum number of student for a regular class is five. If the number of students is less than five they will be guided through guided study.

1. The resource person will plan every week a meeting with students to discuss and guide the relevant topics to be studied, books articles to be read and assign the task of writing assignment/research paper/term paper for the next meeting. Total eight regular meetings are required for the completion of coursework in one semester.
2. Assignments/research papers must be evaluated by the recourse person and assessment must be conveyed to the student in the very next meeting.
3. The word limit of assignment/term paper is suggested to be between 20,000 to 30,000 words.
4. A student file shall be maintained by the resource person of all the work done by the student.
5. Resource person will also maintain the necessary record of the meetings i.e., what has been discussed and what supportive material has been given, what topic is assigned to write upon etc. A supervisory sheet will be provided to the resource person responsible for graduate studies/centre.
6. By the end of semester eight supervisory sheets with full record will be submitted to the concerned person/center along with the student file. If mid-term or end-term examination is to be taken, should be also mentioned.

7. By the end of semester final result should be submitted to the concerned person/center.
8. Approved remuneration rates will be given for guided study. It will only be paid if the concerned faculty has completed his / her quota of required teaching load.

3.9 Makeup Class Policy

Objective: To promote disciplined work environment and to ensure optimal use of university resources.

Scope: This policy is applicable to all faculty members of UMT.

Policy: Teaching requires dedication, commitment and discipline. Faculty members must be prompt in attendance, preferably for every class. It is, however understood that there may be cases of force majeure due to which absence from work may be necessitated. But, at the same time excessive absences are disruptive not only to the learning process but also to the work environment and university resources. Therefore faculty members must avoid taking excessive number of makeup classes.

In case a faculty member misses a scheduled class the concerned Dean will call for an explanation regarding the issue. Where the rescheduling is due to genuine reasons e.g. medical emergencies, traffic jams etc. no further action may be taken, but cases of deliberate absences without any just cause will be subject to appropriate disciplinary action. Faculty members must give advanced notice of class cancellations to the concerned university officials to ensure smooth planning.

Process: In case of gazzetted holiday or any holiday announced by the government the concerned teacher would fill in the Makeup Class Form and get it approved from the concerned CoD/Program Director. The teacher would confirm that there are no scheduled classes on the day of the makeup class. The approved form will be forwarded to the Class Coordinator. The Class Coordinator would ensure that the classroom is available on that day and duly inform the teacher. It is the responsibility of the teacher to clearly and promptly inform the students about the time and place of the makeup class.

3.10   Development of a New Degree Program

3.10.1 Program/Course Vision

Fostering Transformative Learning attitude in the faculty, staff and students of UMT and ensuring classroom culture which provides accurate and complete information, frees participants from coercion and distorting self-perceptions and gives them equal opportunity to participate in the learning discourse so that they are keenly sought after by the corporate sector for employment.

3.10.2   Program/Course Mission

This course encompasses a three-pronged Mission Strategy

3.10.2.1   Program/Course Instructional Mission (Related with course outlines, contents development)

1. To serve as a source of knowledge and expertise for the students' education and professional development through designing state of the art Programs and Courses
2. To continuously experiment in developing new programs and new instructional models which enhance educational quality for UMT students
3. To provide high quality action research-based degree programs at the master's level
4. To pitch same level of intensity by all faculty members (permanent and visiting) in all classes and all courses

3.10.2.2   Program / Course Pedagogical Mission (Related with students' learning methodology / philosophy employed)

1. To ensure that appropriate and contextualized learning methodology is reflected in the spirit of the Program/Course
2. To encourage students to think critically about their academic as well as personal frames of references and to provide them the skills and abilities to challenge their own and others' habits of mind and points of view
3. To ensure provision of technology supported learning environment in and off the classes

3.10.2.3   Program/Course Curricular Mission (Related with consistency with overall UMT Value System)

1. To transform UMT students with the aim to make them better individuals and members of society
2. Serving as a liaison and a resource between industry and academia
3. To enable all UMT faculty to increase their academic and professional knowledge as a way of constantly improving the University and all of its affiliated Schools and Centers and their activities

3.10.3   Process of Launching a new Program

The program to be launched shall be proposed, discussed and recommended in the concerned Board of Faculty meeting. This forum, before recommending, thrashes out, comprehensively, the following aspects:

a) The program is compatible both nationally and internationally. The program should be in line with well-reputed local and foreign universities. This includes the name of the program as well its general contents.
b) All core and elective subjects along with credit hours are to be decided by the BoF. Core subjects are usually same for the similar programs being run in other universities. Any deviation from this has to be justified and recorded in writing. However a large range of electives may be offered considering the demand of industry.
c) The Board of Faculty proposes resource for each course.
d) The Board also proposes basic criteria of admission in this program.

The proposal, besides thrashing out the abovementioned aspects, discusses and recommends the following:

i.	Mission statement of the program.
ii.	Objective of the program
iii.	Rationale
iv.	Career opportunities related to the program
v.	Fitness of existing programs, with a view to reduce/avoid overlapping with existing programs
vi.	Curriculum structure
vii.	Road map
viii.	Extended road map (participant continuing from existing program)
ix.	Brief description of the courses
x.	Resource persons
xi.	Provisions of facilities like book bank, journals, availability of classrooms etc.

The Dean of faculty/School would be responsible for recommendation from this forum:

1. Comments from Head OCM are invited. Evolution of market strategy would be responsibility of Head OCM. Head OCM shall submit a comprehensive report as regards launching of the new program that would serve as guideline for Deans committee meeting.
2. The recommendations of Board of Faculty are discussed in Deans Committee. The Deans Committee will grant initial approval after thoroughly discussing the matter. The Board of Faculty also discusses the same points and grants initial approval.
3. In case it is a MS/MPhil and/or PhD program, the BASAR looks into the program before recommending it to the Academic Council.
4. The accords approval and finally it is presented to the Board of Governors for formal approval.
5. After approval from BoG the program will be launched.

Expected time frame for completing this process is one semester.

3.10.4 Revision of Existing Degree Programs

Any program approved from academic council may be modified by adopting the following process:

a) The proposal for change is presented before the Board of Faculty. The Board discusses the proposed change in detail and makes recommendations accordingly.
b) In case the proposed change is approved by the BoF the proposal is forwarded to the Academic council for approval.
c) The Academic Council discusses the proposed changes in detail and makes it recommendations.
d) The changes in program are implemented subject to approval from Academic Council.

3.10.5 Academic Program Termination

The procedure for the termination of an academic program is the same as for the introduction of a new degree program. In reaching a decision to terminate an academic program, the Academic Council may consider enrollment history and projections, accreditation reports, financial viability of the program, the reputation of the program, the long-term plans of the university, outcomes of the program, employers' opinions of the program, or other pertinent measures of viability. In all cases, the Academic Council members' decisions will be based on their judgment of the best long-term interests of the entire university (and not only those of the individual program in question.)

4 Employment Policies and Procedures

4.1 Employment policy

Objective: It is the policy of UMT to attract and retain quality human resources.

Scope: This policy is applicable to all vacant faculty and staff positions at UMT.

Policy:

4.1.1 Position Authorization

Proper HR planning is necessary to attain organizational goals and objectives. Therefore all new hiring should preferably be preplanned at the start of academic year. Given below is the process of position authorization and hiring of new human resources.

a) The Head OHR shall request the Deans/Directors to send next year HR requirements on prescribed Faculty Requisition Form (FRF) stating the required positions to be filled along with the justification for the same.

b) Filled FRF will be sent by Deans/Directors to the Head OHR.

c) The Head OHR will in consultation with the Dean/Director will finalize the future requirements keeping in view new program offerings and students intake. Head OHR shall submit all proposed new positions to the Budget and Account Committee for subsequent recommendation from Finance and Planning Committee (F&PC) and final approval from BOG.

d) After getting approval from BOG, the Treasurer shall send copies of all budgeted sanctioned positions to the OHR and the respective Deans/Directors for intimation and record.

e) The Deans/Directors will send requisition for new hiring to the OHR as and when required.

f) In contingencies where it was not possible to foresee and plan for a new position as per process outlined above, OHR will get approval from the Rector for hiring on positions not budgeted (on six months ad hoc appointment).

4.1.2 Job Descriptions and Job Specifications

The OHR will maintain updated job descriptions and job specifications for all positions in the university. The job descriptions will accurately reflect all elements of the position. Job specifications will explain essential and desirable criteria in terms of skills, aptitudes, knowledge and experience that are required for the job.

4.1.3   Faculty Classification

Faculty classification at UMT is given below:

4.1.3.1 Permanent Faculty

Faculty members appointed through Selection Board are classified as Full-time Permanent Faculty.

4.1.3.2 Ad hoc Faculty

Faculty members, appointed through selection committees, but not regularized as yet by the Selection Board are classified as Ad hoc faculty. Ad hoc appointments are for a period of six months.

4.1.3.3 Adjunct Faculty

Faculty members appointed on contract specifying number of hours of duty per week are classified as adjunct faculty. Adjunct faculty is appointed through Selection Committee. Adjunct appointments are for a period of six months to one year. Adjunct appointments are necessary to tap into the resource pool of candidates who have good professional experience but are lacking in academic qualifications.

4.1.3.4 Visiting Faculty

Faculty members hired for such courses that require industry expertise and experience. Visiting Faculty has limited counseling responsibilities. A visiting faculty member shall not be assigned more than two courses per semester. Visiting faculty member shall be present for counseling for a time equal to the time allocated for their class.

4.1.3.5 Emeritus Faculty

Retired academics who have made excellent contributions in their field of research are hired into this category.

These individuals are expected to make special contributions to the intellectual advancement of their departments and schools, as well as to the university as a whole.

4.1.3.6 University Professor

Eminent Academics whose contribution to the field of teaching is universally acknowledged may be hired in advisory role to improve quality and number of programs offered by the University.

4.1.3.7 Professor of Practice

Faculty position held by a limited number of eminently qualified academic, business, or government leaders who have made major impacts on fields and disciplines important to UMT's programs.

4.1.4   Recruitment Process of Faculty

4.1.4.1 Process of Appointment of Permanent and Ad hoc Faculty

The process for appointment of permanent and ad-hoc faculty is similar but with only minor differences. Given below are the guidelines governing appointment of faculty on ad-hoc and permanent basis:

a) The concerned CoD/Dean/Director shall forward the requisition for a sanctioned faculty position on the Faculty Requisition Form (FRF) to OHR.
b) OHR will confirm from OTR whether the position is budgeted or not. In case the position is not budgeted OHR will get approval from Rector for hiring on Ad-hoc basis. If the position is budgeted applications are solicited by the OHR by advertising vacancies in the leading newspaper(s) and/or online. Applications must include a fresh CV, supporting documents/testimonials and a recent photograph.
c) OHR, after screening shall prepare a summary of all eligible and ineligible candidates. A School/department/institute wide short-listing committee will short-list candidates. The short-listing process may include test and/or presentation or as per the set criteria for particular position.
d) After short-listing OHR shall issue call letters to the shortlisted candidates stating the time and place of interview.
e)   The secretary of the selection board/committees shall send working papers to the chairman and members of the board/committee.
f)   The secretary shall conduct interviews of the selection board/committee.
g)   The secretary of the selection board/committee shall prepare minutes of meeting mentioning priority list of selected candidates ranking in the order of preference for the job. The approved minutes will be forwarded to the head OHR for negotiations and issuance of offer letter.
h)   The head OHR (or his nominee) upon receipt of merit list shall check references, negotiate salary and benefits with the candidate ranked number 1 on the merit list and issue appointment letter. In case that candidate declines the offer, offer shall be made to the next candidate and so forth. In case all selected candidates decline the offer, the head OHR will inform the chairman of the board for further action.

4.1.4.2 Process of Appointment of Adjunct Faculty

Keeping in view the university requirements it may be necessary to hire faculty on adjunct basis. Given below is a brief outline of process to be adopted for the appointment of adjunct faculty.

a) A school-wide committee comprising of concerned Dean, chairperson and senior professor will shortlist the candidates.
b) The committee will conduct interviews of the shortlisted candidates
c) The committee shall forward its recommendations to OHR for negotiation of salary for Rector's Approval.
d) OHR will issue the appointment letter to the successful candidate.

4.1.4.3 Process of Appointment of Visiting Faculty

The process of appointment of Visiting Faculty will start before the beginning of the semester. A school-wide committee comprising of the concerned Dean/Chairperson and senior professors shall interview the candidates. Candidates may be required to make a presentation about their field of expertise before the visiting faculty board of each school or institute. The criteria for hiring visiting faculty and other regulations are given below:

The Visiting Faculty Member will consist of such eminent Faculty / Professionals who excel in their field of Knowledge and may be appointed as Visiting Faculty Member for a specified period.

4.1.4.3.1 Assignment:

1. The visiting faculty member shall make himself / herself available for at least 3 hours in addition to his / her teaching hours or counseling and advising to the students during one week.
2. Contract for visiting faculty will be for one semester
3. The visiting faculty member will follow the course outline as finalized between himself / herself and the chairperson; will be responsible for conducting midterm examinations and grading course assignments, delivering final grades to the chairperson on the specified due date.
4. A visiting faculty member shall not be assigned more than two courses in one semester.
5. For assigning third course, Rector's prior approval shall be required.

4.1.4.3.2 Eligibility:

a) A regular / retired faculty member of Public / Private University / Degree Awarding Institution, Designated as Professor, Associate Professor, or Assistant Professor.

b) Senior executive - serving or retired with most degrees in the field and relevant experience.

4.1.4.3.3   Review of the Visiting Faculty Teachers:

Visiting Faculty program will be reviewed by the visiting faculty Board on the basis of punctuality, regularity and feedback from the participants and the Visiting Teacher will be informed accordingly.

4.1.4.3.4   Remuneration

The Visiting Faculty Assignment will carry an honorarium based on qualifications and experience. The maximum payment per semester course is given below:

a) These can be changed before the beginning of academic years if required by the Dean's Committee.
b) For granting higher payments, a prior approval from the Rector is invariably required. Chairman of the visiting faculty board will get the contract signed by the concerned Dean and the applicant. The signed contract will be sent to the Finance Department and the Human Resource Department for record purposes. Dean's office will submit the completed Personnel Action Notice Plan (PAN).to the concerned departments. The method of payment is outlined on the PAN (for visiting faculty)

4.1.4.4 Process of Appointment of Emeritus Faculty

In order to foster a culture of research and innovation UMT may require services of eminent scholars. The process of appointment of Emeritus faculty is outlined below:
a) Dean will send recommendation to OHR for approval by Rector.
b) OHR will issue the appointment letter to the successful candidate.

4.1.4.5 Process of Appointment of University Professor and Professor of Practice:

Distinguished professionals bring specialized knowledge and skills and also bring prestige for the organization. Rich and extensive experience in their fields spanning more than 15 years is a must for these professionals. Retired professionals may be hired in these categories. The following process will be adopted for hiring in these positions.
a) Dean will send recommendation to OHR for approval by Rector.
b) OHR will issue the appointment letter to the successful candidate.

4.1.5   Search Committee:

A search committee will be formed by the Dean of the School and headed by faculty seeking CoD. The committee includes two chairpersons, including the seeking chairperson and two faculty members and a representative of OHR.

4.1.6   Job Posting:

Job Advertisements of suitable positions would be displayed on internal notice boards, website and also via email to faculty and staff members. Faculty members who wish to apply for the position themselves may do so after getting approval from their supervisor.

4.1.7   Job Referrals:

Job referrals either by the faculty member or external sources are considered to be one of the most important sources of prospective candidates. Therefore faculty members or external sources would be encouraged to share resumes whenever there is a vacancy.

4.1.8   Academic Cadres

4.1.8.1 Teaching

TITLE	CADRE LEVEL
Professor	A-1
Associate Professor	A-2
Assistant Professor	A-3
Lecturer	A-4
Teaching Fellow / Lab Engineer cum Lecturer	A-5

4.1.8.2 Research

TITLE	CADRE LEVEL
Senior Research Fellow	R-1
Research Fellow	R-2
Senior Research Associate	R-3
Research Associate	R-4
Research Assistant	R-5

4.1.8.3 Laboratory

TITLE	CADRE LEVEL
Lab Engineer / Lab Instructor	L-1
Senior Lab Technician	L-2
Lab Technician	L-3

4.1.9   Eligibility Criteria as HEC / PEC

For all faculty appointments HEC / PEC criteria is being observed as a minimum benchmark. However, during short-listing process we can up-grade our internal criteria as per the response of applications for any particular position. Only short-listed candidate is called for interview.

4.1.9.1 Appointment of faculty in Engineering and IT and Computing disciplines

Name of Position	Qualification	Experience	Minimum Number of Publications
Teaching Fellow (Lab Engineer cum Lecturer)	1st Class BS Engineering in the relevant field from HEC recognized University/Institution with no 3rd division in the academic career provided that he/she must be enrolled in MS program.	No experience required.	Nil
Lecturer	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution.	No experience required.	Nil
Assistant Professor	PhD in relevant filed from HEC recognized University / Institution. OR Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education. After 2012, 60% should be PhDs and by the end of 2015, 100% should be PhDs in the relevant field from an HEC recognized University / Institution.	No experience required. OR 2-years teaching / research experience in a recognized university or a post-graduation institution or 2-years professional experience in the relevant field in a national or international organization of repute.	Nil
Associate Professor	PhD in relevant field from an HEC recognized University / Institution.	10-years teaching / research experience in an HEC recognized university or a post-graduation institution or 10-years professional experience in the relevant field in a national or international organization of repute out of which 2-year must be teaching experience. OR 5-years post PhD teaching / research experience in an HEC recognized university or a post-graduation institution or 5-years professional experience in the relevant field in a national or international organization of repute.	The applicant must have 10 research publications (with at least 4 publications in the last five years) in HEC / PEC recognized Journals.

| Professor | PhD in relevant field from an HEC recognized University / Institution. | 15-years teaching / research experience in an HEC recognized university or a post-graduation institution or 15-years professional experience in the relevant field in a national or international organization of repute out of which 5-year must be teaching experience.

OR

10-years post PhD teaching / research experience in an HEC recognized university or a post-graduation institution or 10-years professional experience in the relevant field in a national or international organization. | The applicant must have 15 research publications (with at least 5 publications in the last five years) in HEC / PEC recognized Journals. |

4.1.9.2 Appointment of faculty in all disciplines excluding Engineering, IT, Computing, Law, Arts & Design (Studio Practice) and Architecture & Town Planning

Name of Position	Qualification	Experience	Minimum Number of Publications
Lecturer	1st Class Master's Degree earned after 16 years of education in the relevant field with no 3rd division in the academic career from an HEC recognized University / Institution.	No experience required.	Nil
Assistant Professor	PhD in relevant filed from HEC recognized University / Institution. OR Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution.	No experience required. OR 4-years teaching / research experience in a recognized university or a post-graduation institution or 4-years professional experience in the relevant field in a national or international organization of repute.	Nil
Associate Professor	PhD in relevant field from an HEC recognized University / Institution.	10-years teaching / research experience in an HEC recognized university or a post-graduation institution or 10-years professional experience in the relevant field in a national or international organization of repute. OR	The applicant must have 10 publications (with at least 4 publications in the last five years) in the HEC recognized journals.

		5-years post PhD teaching / research experience in an HEC recognized university or a post-graduation institution or 5-years professional experience in the relevant field in a national or international organization of repute.	
essor	PhD in relevant field from an HEC recognized University / Institution.	15-years teaching / research experience in an HEC recognized university or a post-graduation institution or 15-years professional experience in the relevant field in a national or international organization of repute. OR 10-years post PhD teaching / research experience in an HEC recognized university or a post-graduation institution or 10-years professional experience in the relevant field in a national or international organization.	The applicant must have 15 research publications (with at least 5 publications in the last five years) in HEC recognized journals.

4.1.9.3 Appointment of faculty in Law disciplines

Name of Position	Qualification	Experience	Minimum Number of Publications
Lecturer	1st Class LLB Degree with no 3rd division in the academic career from an HEC recognized University / Institution.	No experience required.	Nil
Assistant Professor	PhD in Law or equivalent degree from HEC recognized University / Institution. OR LL.M.J.D. or equivalent degree from an HEC recognized University/Institution. OR 1st Class LLB Degree from an HEC recognized University/Institution.	No experience required. OR 4-years teaching / research experience in a recognized university or a post-graduation institution or 4-years professional experience in the relevant field in a national or international organization of repute. OR 6-years teaching / research experience in a recognized university or a post-graduation institution or 6-years	Nil

		professional experience in the relevant field in a national or international organization of repute.	
Associate Professor	PhD in Law or equivalent degree from HEC recognized University / Institution. OR LL.M.J.D. or equivalent degree from an HEC recognized University/Institution.	10-years teaching / research experience in an HEC recognized university or a post-graduation institution or 10-years professional experience in the relevant field in a national or international organization of repute. OR 5-years post PhD teaching / research experience in an HEC recognized university or a post-graduation institution or 5-years professional experience in the relevant field in a national or international organization of repute. OR 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-graduation institution or professional experience in the relevant field in a national or international organization of repute.	The applicant must have 10 publications (with at least 4 publications in the last five years) in the HEC recognized journals.
Professor	PhD in Law or equivalent degree from HEC recognized University / Institution. OR LL.M.J.D. or equivalent degree from an HEC recognized University/Institution.	15-years teaching / research experience in an HEC recognized university or a post-graduation institution or 15-years professional experience in the relevant field in a national or international organization. OR 17-year teaching/research experience (with at least 8-years experience after LLM/J.D or equivalent degree in an HEC recognized university or a post-graduation institution or professional experience in the relevant field in a national or international organization of repute.	The applicant must have 15 research publications (with at least 5 publications in the last five years) in HEC recognized journals

4.1.9.4 Appointment of faculty in Arts & Design (Studio Practices) disciplines

Name of Position	Qualification	Experience	Minimum Number of Publications

Lecturer	First professional degree (4 years minimum, 1st Division) with no 3rd division in the academic career from and HEC recognized University/Institution.	No experience required.	
Assistant Professor	PhD in relevant filed from HEC recognized University / Institution. OR Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution. OR First professional degree (4 years minimum, 1st Division) with no 3rd division in the academic career from and HEC recognized University/Institution.	No experience required. OR 4-years teaching / research experience in a recognized university or a post-graduation institution or 4-years professional experience in the relevant field in a national or international organization of repute. OR 6-years teaching / research experience in a recognized university or a post-graduation institution or 6-years professional experience in the relevant field in a national or international organization of repute.	
Associate Professor	PhD in relevant field from an HEC recognized University / Institution. OR Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution.	10-years teaching / research experience in an HEC recognized university or a post-graduation institution or 10-years professional experience in the relevant field in a national or international organization of repute. OR 5-years post PhD teaching / research experience in an HEC recognized university or a post-graduation institution or 5-years professional experience in the relevant field in a national or international organization of repute. OR 12-years teaching / research experience with at least 4-years experience after the Masters (Foreign) or equivalent degree in an HEC recognized university or a post-graduation institution or 12-years professional experience in the relevant field in a national or international organization of repute.	Outstanding and substantial level of professional art activity (Demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria.
Professor	PhD in relevant field from an HEC recognized University / Institution.	15-years teaching / research experience in an HEC recognized university or a post-graduation institution or 15-years professional experience in the relevant field in a national or international	Outstanding and substantial level of professional art activity and a national or international contribution to the development of Arts and

		organization of repute.	Design in general. (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria.
	OR	OR	
		10-years post PhD teaching / research experience in an HEC recognized university or a post-graduation institution or 10-years professional experience in the relevant field in a national or international organization of repute.	
		OR	
	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution.	17-years teaching / research experience with at least 8-years experience after the Masters (Foreign) or equivalent degree in an HEC recognized university or a post-graduation institution or 17-years professional experience in the relevant field in a national or international organization of repute.	

4.1.9.5 Appointment of faculty in Architecture & Town Planning disciplines

Name of Position	Qualification	Experience	Minimum Number of Publications
Lecturer	First Professional degree (5 years minimum or Master / Equivalent Degree (1st Class) in the relevant field with no 3rd division in the academic career from HEC recognized University / Institution.	No experience required.	Nil
Assistant Professor	Ph.D. in the relevant field from an HEC recognized University/Institution. OR Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 19 years of education in the relevant field from an HEC recognized University / Institution. OR First Professional degree (5 years minimum or Master / Equivalent Degree (1st Class) in the relevant field with no 3rd division in the academic career from HEC recognized University / Institution.	Nil OR 3-years teaching / research experience in a recognized university or a post-graduation institution or 3-years professional experience in the relevant field in a national or international organization of repute. OR 5-years teaching / research experience in a recognized university or a post-graduation institution or 5-years professional experience in the relevant field in a national or international organization of repute.	Nil
Associate Professor	Ph.D. in the relevant field from HEC recognized University / Institution.	9-years teaching/ research experience in an HEC recognized University or a post-graduate Institution or	10 research publications (with at least 4 publications in the last five years) in HEC /

		professional experience in the relevant field in a National or International organization. **OR** 4-years post- Ph.D. teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization of repute. OR	PCATP recognized Journals **OR** Recognition in at least 2 national international architectural design competitions or design excellence awards. OR
	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 19 years of education in the relevant field from an HEC recognized University / Institution.	10-years teaching / research experience (With at least 3-years' experience after the MS/MPhil 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 of repute.	10 research publications (with at least 4 publications in the last five years) in HEC / PCATP recognized Journals **OR** Recognition in at least 3 national international architectural design competitions or design excellence awards.
Professor	PhD from HEC recognized Institution in the relevant field. OR Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 19 years of education in the relevant field from an HEC recognized University / Institution.	12- years teaching research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or international organization. **OR** 10-years Post-Ph.D. teaching / research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization of repute. OR 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 of repute.	15 research Publications (with at least 5 publications in last five years in HEC / PCATP recognized Journals **OR** Recognition in at least 4 national international architectural design competitions or design excellence awards. OR 15 research Publications (with at least 5 publications in last five years in HEC / PCATP recognized Journals **OR** Recognition in at least 5 national international architectural design competitions or design excellence awards.

4.1.10 Research Publication requirement in HEC recognized journals: Status of Papers accepted for Publication

Appointment of faculty members as Associate Professor and Professor requires prescribed number of minimum publications in HEC approved journals. Senior faculty members may present "Papers Accepted for Publication" towards meeting minimum eligibility criteria subject to the following HEC guidelines:

a. Papers Accepted for publication from Editors/Publishers of HEC recognized journals can only made up to 2 papers of required minimum number of research papers for the said purpose.

b. The papers accepted for publication must be published within one year period from the date of issuance of Acceptance Letter.

c. The acceptance letter from the Editor/Publisher must give the expected volume number of the journal in which the journal in which the paper will be published.

d. If a journal publishes the papers accepted for publication in its online series in public access followed by formal publication in regular issues/volumes, the online publication will be accepted as a published paper.

4.2 Appointment on Administrative Positions (Department Chairpersons, Institute/School Directors, Faculty/School Deans)

Objective:

To lay down the criteria and process of appointment of Department Chairpersons, Institute/School Directors, and Faculty/School Deans.

Scope: This policy is applicable to all above mentioned faculty administrative positions.

Policy:

The positions of Department Chairpersons, Institute/School Directors, and Faculty/School Deans are leadership positions that require academic as well as administrative excellence with the agenda of building reputation and good governance in the academic institutions. It is the leadership that takes the organization to a higher level of performance. Hence, the criteria and process of appointment must be objective, rigorous and also clear. Therefore, it is important that senior scholars of repute with good administrative experience be appointed as Department Chairpersons, Institute/School Directors, and Faculty/School Deans. The persons considered for appointment to these senior positions fulfill the current requirements for appointment as a full Professor in the department, be active in research and have published the required number of papers in HEC recognized journals of international repute. UMT Charter and HEC have also issued its clear directives in this regard.

As per UMT Charter vide its section 2(6) *"The Dean shall be appointed by the Board of Governors from amongst the three most senior Professors of the Faculty on the recommendation of the Rector".*

While the section 3(2) of UMT Charter states that *"The head of an Academic Department (CoD) shall be appointed by the Board of Governors on the recommendations of the Rector from amongst three senior most Professors other than any Professor already working as Dean for a period of three years and shall be eligible for reappointment; provided that in a department where there are less than three eligible Professors, the appointment shall be made from amongst three senior most professors and Associate Professors of the department".*

As per HEC Directive number 4-7/HEC/CHR/10/212 *"Moving forward with the agenda of building reputation and good governance inside our academic institutions, it is important that senior scholars of repute with good administrative experience be appointed as Department Chairmen as well as Deans of Faculties. In this regards, it is important that the persons considered for appointment to these senior positions fulfill the current requirements for appointment as professor in the department i.e. they should have a minimum Ph.D. degrees, be active in research and have published at least 15 papers in HEC recognized journals of international repute. Only in cases where such qualified individuals are not available should the next level of position (i.e. Associate Professor with a PhD degree) be temporarily considered and efforts be made to recruit Professors to these positions."*

4.2.1 Appointment of Faculty/School Dean:

Criteria: The person being considered for appointment as Dean must be qualified for the position of Professor as per HEC / PEC criteria.

Process: The Dean of Faculty/School shall be appointed by Board of Governors from amongst the three most senior professors of faculty/school on the recommendation of the Rector.

Tenure: Once appointed the Dean shall hold office for three years and shall be eligible for reappointment for a maximum of two tenures.

4.2.2 Appointment of Institute/School Director:

Criteria: The person being considered for appointment as Institute/School Directors must be qualified for the position of Professor as per HEC / PEC criteria. Only in cases where such qualified individuals are not available should the next level of position (i.e Associate Professor as per HEC criteria) be temporarily considered and efforts should be made to appoint Professors to the said position. Once a fully qualified resource is appointed the temporarily appointed Director shall step down voluntarily.

Where fully qualified professional is not available for appointment as CoD, temporary appointment of a less qualified resource may be made subject to the approval of Rector.

Process: The Institute/School Director shall be appointed by the Board of Governors on the recommendations of the Rector from amongst three senior most Professors for a period of three years and shall be eligible for reappointment; provided that in an institute/school where there are less than three eligible Professors, the appointment shall be made from amongst three senior most professors and Associate Professors of the institute/school.

Tenure: Once appointed the institute/school Director shall hold office for three years and shall be eligible for reappointment for a maximum of two tenures.

4.2.3   Appointment of Department Chairperson (CoD):

Criteria: The person being considered for appointment as CoD must be qualified for the position of Professor as per HEC criteria. Only in cases where such qualified individuals are not available should the next level of position (i.e Associate Professor as per HEC criteria) be considered. In cases where both Professor and Associate Professor are not available should the next level of position (i.e Assistant Professor as per HEC criteria) be temporarily considered and efforts should be made to appoint Professors or Associate Professor to the said position. Once a fully qualified resource is appointed the temporarily appointed CoD shall step down voluntarily.

Process: The Chairperson of Department (CoD) shall be appointed by the Board of Governors on the recommendations of the Rector from amongst three senior most Professors other than any Professor already working as Dean for a period of three years and shall be eligible for reappointment; provided that in a department where there are less than three eligible Professors, the appointment shall be made from amongst three senior most professors and Associate Professors of the department.

Tenure: Once appointed the CoD shall hold office for three years and shall be eligible for reappointment for a maximum of two tenures.

Note: Retired faculty members would not be eligible for the position of CoD or Director or Dean.

4.3 Tenure System

Objective: To lay down rules governing tenure positions**.**

Scope: This policy is applicable to all tenure positions in the University.

Policy:

All positions (Department Chairpersons, Institute/School Directors, Faculty/School Deans), statutory and otherwise are tenured for three years unless specified otherwise. The said positions are leadership roles and obviously come with specific the duties and responsibilities. One of the key responsibilities is the duty to maintain records. The word record implies all kinds of records in hard copy as well as in soft form. Separate email accounts for tenured positions have been created with the sole purpose of ensuring easy maintenance of email records. It is the duty of incumbents to these positions to ensure that they maintain all records (archives, emails, files and folders) in both soft and hard copy. Failure to maintain proper records or deletion / tempering with the records may result in disciplinary action up to and including termination from service.

On completion of the tenure, all incumbents would be required to submit a comprehensive report. The following process will be followed:

1. OHR will write the incumbent to submit a comprehensive report before the completion of his/her tenure. The tenure report shall include the following areas:
   a. Efforts related to increase in efficiency, effectiveness, excellence, and empowerment;
   b. Attempts to develop systems, institutionalize service culture, and team-work;

c. Establish linkages with external stakeholders and internal constitutes;
d. Managerial and financial services, as relevant;
e. Improvement in comparison of previous years;
f. Graphic and numerical evidence and annexures, wherever applicable.

2. The incumbent will submit the report to OHR.
3. OHR would present the report to the Rector. Rector would make the decision in anticipation of the approval by the Board of Governors (BOG).
4. Unless otherwise informed by the OHR, tenure would be considered expired at the terminal date.
5. The incumbent may be granted second tenure on the same post. However, the third tenure in the same position shall only be granted after an extensive review and appropriate justifications of the need for such extension.
6. All academic position holders (Dean, Directors CoDs) who have attained 60 years of age would be granted maximum of 2-3 years of tenure for first time and 1-2 years of tenure for second time.
7. New appointment would be subject to the standard procedure of recruitment and selection of UMT.

4.4 Probation Period

Objective: UMT is committed to the fair, equal and consistent treatment of staff with regard to the probation period.

Scope: This policy is applicable to all UMT faculty members.

Policy: The probation period is intended to give new faculty members the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. UMT uses this period to evaluate faculty member's capabilities, work habits, and overall performance.

All new and rehired faculty members work on probation basis for the first 90 to 180 calendar days after their date of hire. Any significant absence will automatically extend probation period by the length of the absence. If UMT determines that the probation period does not allow sufficient time to thoroughly evaluate the faculty member's performance, the probation period may be extended once for duration of 30 days.

During the probationary period the onus is on the supervisor to provide the necessary information and training that will equip the individual to undertake all aspects of his/her role at UMT and on the faculty member, to demonstrate his/her suitability for the post. Supervisors must ensure systems are in place to support and monitor the probationer's work throughout the probationary period in order that he/she receives such assistance as is reasonable to fulfill the duties and responsibilities of the position.

In circumstances where problems arise during a period of probation, the supervisor should raise these with the faculty member in a timely manner. The faculty member must be given an opportunity to respond to any concerns. Supervisor should discuss the action required by the member of staff to address the problem and where necessary give clear, unambiguous warnings if standards are not met.

Upon satisfactory completion of the initial probation period, faculty members will be considered as confirmed faculty members. Confirmation does not mean regularization.

During probation period one week quit notice is required from either side or one week salary in lieu of notice. During the probation period, new faculty members are eligible for those benefits that are required by law. All leaves will be considered without pay during probation period.

Process: Upon joining the faculty member and his/her supervisor shall fill the part 1 of the probation period evaluation Report outlining the learning and job specific goals.

Upon completion of probation (90 to 180 days) the supervisor and the faculty member will fill in part 2 of the probation period evaluation Report. The supervisor shall forward the completed form recommending, confirmation, extension of probation period or termination, to OHR for record in the personnel file of the faculty member.

In case the filled Probation period evaluation Report is not submitted to OHR after 30 days of completion of probation period the faculty member would be considered as confirmed.

4.5 Transfer of Faculty

Objective: Professional moves within university may be necessary to advance not only objectives of the university but also the career aspirations of individual faculty members.

Scope: This policy is applicable to all faculty members of UMT.

Policy:

Transfers process may be initiated at the request of the faculty member. The guiding principle in this regard is optimal utilization of available human resources.

All transfers should be lateral, i.e., to the same level. Transfer to higher position or promotion is not allowed under this policy.

Process:

4.5.1   Transfer to another department/school/institute/center

Application for transfer to another department/school/institute/center will be made to the Dean/Director of the current school/institute/center with prior approval from the chairperson. The current dean/director in consultation with the concerned chairperson and dean/director will forward the case to OHR for Rector's approval. OHR will verify availability of vacancy, get Rector's approval and inform all concerned.

4.5.2   Change of Faculty Classification

Flexible work environment creates a culture of retention. It may be necessary to transfer a faculty member form one classification to another. Moves from part-time faculty to fulltime faculty would be considered as new appointments and would be covered under employment policy. However, a faculty member who wishes to become part-time faculty member form current appointment of full-time faculty member may apply to the concerned chairperson. The concerned dean/chairperson would send recommendation to OHR for onward approval from rector.

4.6 Rehire of Former Faculty Members

Objective: To lay down guidelines for rehire of former faculty members.

Scope: This policy is applicable to all former faculty members of UMT.

Policy: At UMT we are cognizant that business fluctuations may necessitate lay-offs. Former faculty members form an important resource pool to be tapped in period of growth. Laid off faculty members may be contacted to augment the workforce whenever required.

There may be instances of faculty members going on long study leaves. An improvement in qualification will not guarantee employment, per se, in these cases.

All rehire cases would be dealt with in accordance of merits of each particular case without prejudices to any party concerned. Previous performance will be the main yard-stick while deciding about rehiring former faculty members. Terminated faculty members will not be considered for reemployment.

All rehire cases will be considered as new appointment and will be dealt under the employment policy.

4.7 Promotion Policy for Faculty

Objective: It is the policy of UMT to ensure that all promotions are based on merit.

Scope: This policy is applicable to all faculty members

Policy: Promotion is not guaranteed and is in no way automatic. Faculty members aspiring for higher academic rank may apply against vacant positions as and when advertised by university and appear before selection board along with all other eligible candidates.

In other words, there is no automatic promotion to higher academic rank even if the applicant is eligible in terms of qualification, research and experience.

4.8 Tenure Review

Objective: To maintain the excellence of the faculty management, UMT focuses on thorough and rigorous academic personnel review process which spans the entire tenure of Directors of Institute, Chairpersons of Department and Deans.

Policy: All tenured faculty members are expected to maintain throughout their careers high standards of performance. Thus, the process of tenure review is carried out to ensure operational excellence as well as adherence to UMT values. Therefore it represents a supplement and a logical extension to the various systems of review that are currently in place at UMT.

Process: Incumbent to the tenured position (Director of Institute, Chairperson of Department or Dean) will be requested, by OHR, before the expiry of his/her tenure, to write a report. The report shall outline his/her efforts to increase efficiency, effectiveness, excellence and empowerment develop systems, institutionalize service culture, develop teamwork, establishment of linkages with external stakeholders and internal constitutes, as well as managerial and financial achievements. In particular the report would comment on comparison of previous years/good institutions in Pakistan and globally accepted best practices. All claims of achievements mentioned in the report should be backed up by graphic and numerical evidence and annexures where applicable.

Based upon this report the Rector will make recommendation to the Board of Governors for extension of tenure. It is the prerogative of BOG to decide whether or not to extend the tenure.

4.9 Access and Review of Personnel Record

UMT maintains a personnel file of each faculty member. The personnel file includes such information as the faculty member's job application, copy of identity card, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Changes of address, phone number, marital status, emergency contact information, etc., must be reported in writing in a timely manner to the Human Resources Department.

Personnel files are the property of UMT, and access to the information they contain is restricted. Generally, only supervisors and management personnel of UMT who have a legitimate reason to review information in a file are allowed to do so. All personal information, including medical information is confidential. It is against the policy to provide home phone number, address, or any other information of a personal nature to any unauthorized person. University employee Phone List contains home phone numbers, etc. of all employees. This list is published periodically as updates

are needed and distributed to all employees. If the faculty member does not wish his/her home phone number published, he should contact the Human Resources Department.

Faculty members who wish to review their own file (with reason as what exactly they want to review) should contact the Human Resources Department. This is possible with reasonable advance notice, and in the presence of an individual appointed by UMT to maintain the files.

Other organizations may request the University from time to time to verify the employment records. The OHR will reply this request and the verification will be limited to his Job Title and Date of joining, unless the faculty member authorizes in writing the release of other information, such as salary, etc.

4.10 Separation from Employment

Objective: To separate faculty members from employment, as appropriate and necessary, in conformance with law and rules and regulations of the university.

Scope: This policy is applicable to all faculty members of UMT.

Policy: A faculty member may separate from employment of UMT in one of the following ways:

4.10.1 Resignation

Resignation is a voluntary act initiated by the employee to end employment with UMT. As per law all employment in UMT is employment at will i.e., it can be ended through will of both parties, either by UMT or by the employee. One month notice or one month salary in lieu of notice shall be given from either side or mentioned otherwise, except in the case of misconduct, inefficiency, negligence or failure in the performance of duties.

However for teaching staff (Lab Engineer to Professor) during the commencement of semester three months notice or three months salary in lieu of notice will be required.

In case of resignation or termination of faculty member who has not taken up his/her full course load, 50 percent of the value of the shortfall in course load will deducted from his/her final settlement. The value of course will be the same as offered to visiting faculty members holding a similar rank.

4.10.2 Layoff

Layoff connotes involuntary employment separation initiated by the organization for non-disciplinary reasons. Layoffs may be necessary due to business reasons, such as restructuring or reorganization of a work unit, discontinuation or modification of a program, function, or job(s), material change in duties and/or financial reasons.

It may also be necessitated by increasing institutional requirements for higher quality work and efficiency i.e cost reduction, as well as effectiveness i.e right talent for right job.

One month notice or one month salary in lieu of notice shall be given from either side or mentioned otherwise.

4.10.3 Termination of Employment

Involuntary employment termination initiated by organization for any reason other than misconduct or disciplinary reason. One month notice or one month salary in lieu of notice shall be given by the employer.

However, in case of termination on misconduct or disciplinary reasons, benefits may be forfeited and loss of university property, if any, will be recovered from the employee's final settlement dues.

Employees terminated on misconduct or disciplinary reason shall not be considered for rehiring at any stage

4.10.4 Retirement

Please refer to the Retirement Policy for details.

4.10.5 Death

In the unfortunate event of faculty member's death the supervisor should immediately inform the OHR. OHR will contact the kin/heir of deceased for administration of applicable benefits.

4.11 Final Clearance

Faculty members are responsible for all property (including intellectual property), materials, or written information issued to them or in their possession or control. Faculty members must return all UMT property immediately upon request or upon termination of employment or completion of a project. Where permitted by applicable laws, UMT may withhold from the faculty member's payments or final settlement (provident fund, notice period pay etc.), the cost of any items that are not returned when required or at the end of last working day. UMT may also take all action deemed necessary to recover or protect its property.

4.12 Final Settlement

Whatever the mode of separation from employment OHR will initiate the final settlement of the faculty member. Administration of final salary and benefits according to the applicable policies would be done after necessary clearance from all departments.

OHR will forward clearance form to the supervisor of the concerned faculty member to initiate the handing-over/taking-over process.

No benefits will be applicable in case of termination. Final salary will be paid after deductions (if any) and would include provident fund payment (if applicable).

4.13 Retirement Policy

Objective: The University believes that having a normal retirement age has numerous benefits for the institution and its faculty members, including allowing faculty members to plan and prepare for retirement. A normal retirement age also enables the University to undertake workforce planning and ensures the creation of opportunities for promotion and career progression for all faculty members.

The University recognises that some faculty member may wish to work beyond their planned retirement date and that the University can gain from the retention of valuable skills, knowledge and experience that extending their employment can bring.

This policy details the procedure to be followed when Faculty member are approaching normal retirement age and how University may consider an employee to continue working beyond his/her planned retirement date.

The University is committed to creating a positive and inclusive environment, respecting equality and diversity and encouraging good relations between people of all ages. The University recognises the valuable contribution made by the employees of all ages and will work towards eliminating prejudice and discrimination irrespective of age.

Scope

This policy applies to all UMT faculty members and comes into effect whenever an faculty member is within three months of his/her normal retirement age.

This policy does not apply where retirement takes place before the normal retirement age. Where faculty members wish to retire before their normal retirement age, Office of Human Resources should be contacted to discuss the options for early retirement.

Policy:

4.13.1 Planned Retirement

For faculty members, the normal retirement age is 65 years for both male and female. However, performance review would be conducted when a faculty member reaches at the age of 60. On the basis of potential for contribution, the decision for the period of two to five years of employment would be made.

4.13.2 Planned Retirement Procedure

Office of Human Resources will write to the faculty member three months prior to normal retirement age informing him/her about the retirement date.

The faculty member will therefore retire on his/her planned retirement date.

4.13.3 Working Beyond Planned Retirement

If it can be demonstrated that it is in the best interest of University to continue the service of a faculty member to work beyond the planned retirement date, the following criteria will be taken into consideration:

a. the faculty member is in good health;
b. the skills, knowledge or experience that are key to the University meeting its objectives and which the University may have difficulty replacing;
c. Faculty member is employed in post that the University may experience difficulty in recruiting to;
d. an appropriate revised retirement date where applicable on Rector's discretion;
e. the maximum salary in this case would not be more than the level of an average salary of Associate Professor in the department.

4.13.4 Working Beyond Planned Retirement Procedure

In case University may consider a faculty member to work beyond the planned retirement date, Head OHR will take final approval from the Rector of the decision and write to the faculty member, informing him/her the outcome. This will be either:

a. that the University has considered him/her to work beyond the planned retirement date on such terms as may be agreed;
b. that the University has considered him/her to work beyond the planned retirement date, but for an alternative employment terms e.g. adjunct or visiting in case of faculty member or contract or part-time in case of staff member.

The faculty member will continue to be employed by the University on six months term period renewed for a maximum of four (4) terms or two (2) years.

All benefits will forfeit by the faculty member which he/she was getting prior to his/her planned retirement date.

4.13.5 Benefits on Retirement

Upon retirement, the faculty member will be paid Provident Fund, EOBI pension, one gross salary against seven years of service, leave encashment for the available earned leaves, and any other benefits in accordance with the UMT policy.

5. Classification and Compensation

5.1 Compensation Classification System

Objective: To pay salaries that are market competitive and internally equitable according to duties and responsibilities of the position and the amount and quality of the work performed in comparison with other University faculty members.

Scope: This policy is applicable to all faculty members of UMT

Policy: *under preparation*

5.2 Establishing Salary Ranges

The OHR develops compensation levels for different classifications and minimum and maximum rates for various salary ranges. OHR will forward these suggested pay ranges to the registrar. The Registrar will present these to the Board of Governors. The BOG has the ultimate authority to approve pay ranges.

5.3 Salary Administration

a) The Salary period of a faculty member shall not be more than one calendar month.

b) No faculty member can claim increase in salary or selection to a particular assignment as a matter of right.

c) The salary of all regular faculty members shall consist of basic salary and number of allowances, e.g. House rent, conveyance allowance, utilities allowance, and medical allowance. Besides these administrative positions holders will be entitled to Administrative Post Allowance.

d) Faculty members taking extra courses over and above their course load will be compensated according to their entitlement.

5.4 Deductions from Salary

The law requires that UMT make certain deductions from every faculty member's compensation. Among these are various taxes and provident fund etc. Any fines or deductions for unpaid leaves may be made as per the prevailing laws and policies of university.

5.5 Advance Salary

An faculty member may be granted one month's gross salary as an interest free advance. This advance will be recovered in three equal monthly installments starting from the monthly salary payable immediately after the release of this advance.

6. Performance Evaluations

6.1 Faculty Performance Evaluations

Objective: To establish a system for the appraisal, development, and documentation of all faculty members' performance.

Scope: This policy is applicable to all faculty members at UMT.

Policy:

6.1.1 Minimum Period for Evaluation:

At the end of each financial year, faculty members who have been appointed on or before December 31 are evaluated on the basis of their performance.

6.1.2 Annual Academic Record (Self Appraisal Form):

Faculty members would fill in the Annual Academic Record (Self Appraisal Form) and submit it to their respective CoD. The self appraisal form provides the faculty member with the opportunity to give his/her perspective regarding performance during the appraisal period. All CoD's will submit their forms to their respective Deans. All Deans and Director(s) of IAA, ITIS, SLP, CEL, SPA, and CMD will submit their self appraisal forms to the Rector.

6.1.3 Performance Evaluation Forms:

The supervisor will evaluate the faculty member's performance objectively and without bias. The supervisor will evaluate performance/verifies the scores on Performance Evaluation Form and assign a grade to the faculty member.

Performance Evaluation Form A is for Assistant Professor, Associate Professor and Professor Performance Evaluation Form B is for Lecturer, Lab Engineers cum Lecturer, Teaching Fellow, Research Associate (involved in teaching only).

The performance factors divided into four different sections which include Teaching, Research & Scholarship, Committees & Other Activities, and Personal Characteristics. While evaluating the individual's performance, the supervisors will arrange a meeting with the concerned faculty members where specific information/data is shared by the faculty member and both discuss the faculty member's performance and well as developmental needs. The filled Performance evaluation form shall be jointly signed by faculty member and the supervisor.

6.1.4 Summery Sheets:

After evaluating the performance, the supervisor will give final comments by comparing the current year's performance with the last year's performance and forward it to the Office of Human Resources for compilation and preparation of summary sheets.

6.1.5 Performance Evaluations Committee:

The OHR will forward the summary sheet to the school-wide performance evaluation committee. The committee will be headed by concerned Dean/Director and all CoD are its members. The committee shall review all evaluations with a focus on elimination of skewed grading and bias while ensuring impartiality. In case of any difference of opinion the CoD may have to justify his/her grading before the committee. After deliberating on the issue the performance evaluation committee shall assign a final grade to the faculty member. The grading is sent to Rector for endorsement.

6.1.6 Final Grade:

The OHR shall finalize and communicate the grade and improvement areas, if any, to the faculty member.

6.1.7 Appeals:

An aggrieved faculty member may challenge the grade awarded to him by the performance evaluation committee. Such an appeal will be heard by Performance Evaluation Board. The board is chaired by the Rector, Head OHR is its secretary while three members are selected from among deans.

After hearing the aggrieved faculty member the board will communicate its decision through OHR.

7. Research Administration

7.1 Research Policy

Objective: Free and open inquiry and unhindered circulation of ideas are fundamental aspects of academic work. UMT supports research projects to expand and disseminate knowledge.

Scope: This policy extends to all research work carried our by faculty members at UMT.

Policy

7.1.1   HEC Approved Journals:

Research articles should preferably be published in journals of good standing with impact factor. HEC approved journals, will take precedence over other non-indexed journals while assessing the quality of research effort. Faculty members would be entitled to receive publishing expenses of up to Rs. xxxxx for publishing article in journals of repute.

7.1.2   Sponsorship for International Conferences:

Researchers/Faculty members would be facilitated to the fullest extent by UMT. Faculty members seeking to make submissions in international conferences would be fully sponsored by UMT. Prior permission from Rector is necessary in this regard. Faculty members desirous of availing this facility may apply on the Research Grant Form

7.1.3   Research Grant Committee:

UMT is committed to achieving excellence in research. Necessary funding may be granted to scholars for conducting research.

7.1.3.1 Guidelines for Research Grant in an International Conference

a) Conference Classification
   o Conference must be sponsored by a professional body
   o The paper must be accepted by reviewing the full paper not on the basis of paper abstract
   o The paper must appear in reviewed proceedings
b) Applicants are advised to seek the HEC grant before applying to UMT for grant.
c) Applications for grant are reviewed on a case to case basis – an application may be refused without assigning any reason.
d) Faculty members desirous of attending conference abroad must submit application to their respective Dean. The concerned Deans must forward the applications to

committee at least one month before the start of conference; reimbursement cases will not be entertained.

e) Lecturers and PhD Scholars are not eligible for financial support from UMT, they are encouraged to avail the funding from HEC and other funding agencies

f) Financial support will be provided to the maximum of one faculty member per school in a given financial year i.e. July 01 to June 30. Those who have availed this facility once are not eligible for the support in the same year

g) Research meetings will be held twice in a year i.e. one in each semester

h) Foreign Daily Allowance
   o Actual/ Lump sum reimbursement as per UMT policy
   o Financial support will only be made for conference days only (additional one day will be reimbursed if the conference is being held in North America or Australia)

Following documents must be attached with application:

A	Initial Announcement
B	The official acceptance of the paper for presentation at conference/meeting
C	Copy of the abstract
D	A copy of complete manuscript
E	Final Announcement of the meeting as soon as it is available
F	Teaching load & arrangements made to cover classes, labs, exams etc
G	Updated research profile

7.1.4 Book Publishing:

To promote the scholarly endeavor of writing a text book UMT would pay honorarium of Rs. xxxxxx to the faculty member. For details please refer to the Research Manual.

8. Faculty Leaves Policy

Objective: To provide opportunities for rest, relaxation, and personal development to eligible faculty members.

Scope: This policy is applicable to all regular full time faculty members of UMT.

Policy:

A faculty member shall apply leave on the prescribed leave application form (available at UMT website or with OHR) duly signed by both the departmental chairperson and concerned Dean.

The faculty member should clearly mention the name and signatures of the person who would be officiating his/her duties in his/her absence.

A leave application of seven or more days must be presented at least seven days in advance.

It is the responsibility of each CoD to keep the leave record updated and transparent by having his/her own signature along with that of the concerned faculty member and Dean.

Leave record will be maintained by the Department concerned and provided to the OHR on fortnightly basis.

8.1 Leave Types

8.1.1   Leave with Pay:

Fulltime faculty members are entitled to a maximum of 30 days of leave or less depending on the length of service (i.e., on pro rata basis) in an academic year (Fall, Spring and Summer). The leave balance of one year cannot be carried forward to the next academic year.

All fulltime faculty members must report to work the Monday of the week before classes start each semester. It is the responsibility of the faculty member to inform the CoD of his/her intended leave plan during the academic year. Arrangements for such a leave must be recommended by the CoD, with final approval resting with the concerned Dean.

8.1.2   Sick Leave:

In case of a sick leave spanning 3 or more days medical certificated of a registered medical practitioner must be presented with the leave application. In case medical certificate is not presented the absence may be categorized as unpaid leave and salary may also be deducted.

8.1.3   Uninformed Leaves:

Every faculty member is expected to meet every scheduled class and to be punctual. In the event that a faculty member finds it impossible to meet a scheduled class, the department Chairperson must be notified as soon as possible so students can be informed of class cancellations. All uninformed laves will be considered as unpaid leave of absence and appropriate deductions will be made from the salary of concerned faculty member, unless he/she is able to show that the leave was due to unavoidable circumstances..

8.1.4   Long Leave:

In the event of a prolonged illness or any other valid reason other than covered in all kinds of leaves mentioned in this handbook, the faculty member may ask for extended leave without pay for up to a period of three years. However in order to be entitled for this leave the faculty member must have 5 years of prior service with UMT. Such cases will be forwarded to the OHR to get the final approval from the Rector. OHR will inform the concerned faculty member with a copy to his / her departmental Head and concerned Dean about the status of the leave application.

8.1.5   Study Leave:

Improvement of qualification from MS or MPhil to PhD is strongly encouraged. Full-time faculty members who have served full-time for at least three years at UMT may apply for study leave. The number of study leave cases are budgeted and planned by the respective department. Each department may allow study leave to one faculty member every two years. During study leave the faculty member will be granted scholarship allowance equal to 50 percent of his/her last drawn basic salary besides legally sanctioned benefits (EOBI etc.) the faculty member would only be entitled to life insurance and indoor medical facility. He/she would not be entitled to any other benefit. Maximum study leave period is three years. The faculty member availing study leave has to fill a bond to serve UMT upon completion of his/her degree for at least one year failing which he/she will have to pay a compensatory amount, specified in the bond, to the university. Those whose degree does not finish within the study leave period may ask for leave without pay on completion of their study leave. Only one study leave is allowed to a faculty member during his/her career at UMT.

A faculty member who qualifies and wishes to avail study leave must provide proof of his/her admission to the Chairperson. The Chairperson will assess the quality of the proposed program, its advantages to the department and the budgetary position. He/she would then send a recommendation to the Dean. The Dean in consultation with the Rector will approve the study leave.

8.1.6   Sabbatical Leave

All fulltime teaching faculty members, after completing seven years with UMT, are eligible for sabbatical leave. Only fulltime employment will be counted toward the seven years requirement. A faculty member requesting sabbatical leave must submit a proposal describing the detailed use of the sabbatical time. Appropriate use of sabbatical leave is: writing professional materials such as textbooks, obtaining industrial experience, and completing advanced degrees.

Process:
All proposals will be reviewed by a university committee. The committee members will submit their recommendations to the Rector or his/her nominee for approval. The committee will make recommendations on the appropriateness of each proposal and on a suggested schedule for the execution of the sabbatical leave. It is the responsibility of the faculty members to provide good documentation for their proposals. The proposal must be submitted at least nine months before the requested sabbatical leave would begin. When more than one sabbatical leave is requested for a given period of time, the value of the proposed work to the institution and the seniority of the applicant will be used to determine which faculty member will be granted sabbatical leave. Sabbatical leave will last one term and up to a maximum of two terms when the value to the institution warrants an extended leave. Normally one sabbatical leave is available every semester. The university is committed to the continuation of benefits and compensation for the faculty member during the sabbatical leave period. The university will ensure this continuation depending on the arrangements the faculty member has made for his/her sabbatical leave. The financial commitment of the outside institution/agency with the faculty member during the period of faculty member's sabbatical leave would form the basis of one of the following arrangements:
a) If the faculty member takes on a sabbatical leave project for which there is no compensation and benefits, the university will continue to pay compensation and benefits at the rate in effect during the last semester of on campus service.
b) If the faculty member receives a compensation and benefit package that is less than that currently provided by the university, the university will pay the difference between what is received and what was provided during the faculty member's last term of on campus service.

c) If the faculty member receives a compensation and benefit package greater than that currently provided by the university, the university will not pay compensation and benefits during the period of sabbatical leave. A letter of understanding detailing the terms for the sabbatical leave will be signed by the Concerned Dean and the faculty member. The letter of understanding will include a clause requiring the faculty member to continue fulltime with the university for one academic year following the sabbatical leave

8.1.7   Duty Leave:

Faculty members attending training or workshops etc. in line with their official responsibilities will be deemed on duty for the period of such activities. In such cases the faculty member must fill in the

leave application form stating the reason of such leave. After approval from the concerned CoD and dean the leave application must be submitted to OHR. The OHR shall mark the faculty member as present in the attendance record for the period of official leave.

8.1.8 Maternity Leave:

Female faculty members may avail maternity leave of 90 days (45 days pre-natal/45 days post-natal) after a minimum service period of one year with UMT. Doctor's certificate is a necessary pre-condition of availing this leave. The faculty member must at least give a 30 days prior notice to her supervisor before availing this leave.

8.1.9 Hajj Leave:

Faculty members desirous of performing Hajj will be facilitated by UMT by giving them a paid leave of 40 days. Hajj leave may be availed only once during the career of faculty member.

8.1.10 Leave during probation period:

All leaves during probation period would be treated as unpaid leaves unless the faculty member is able to show that the leave was due to extreme emergency (death of a blood relative, medical emergency etc.)

9. Benefits

Objective: To lay down the framework of various benefits available to UMT faculty members.

Scope: This policy is applicable to all faculty members of UMT

Policy:

9.1 Indoor Health Facility / (Group Health Insurance Scheme, GHIS)

All regular full time faculty members of the University, having age less than 65 after completing the probation period shall be entitled to become members of Group Health Insurance Scheme (GHIS). The university will bear the full cost of insurance premium to provide indoor medical cover for the eligible faculty members and their dependents (spouse & children).

Every faculty member shall be required to fill Family Health Questionnaire to get the health insurance cover. The form in available at the UMT website or from OHR.

The coverage of treatment would be as per entitlement of the faculty member according to the contract between UMT and Health Insurance Company.

9.2 Outdoor Health Facility

All regular full time faculty members of the University, having age less than 65 after completing the probation period shall be entitled to outdoor medical coverage *(Diagnostics and consultation)*, which covers doctors' consultation and medical tests at the panel hospitals. 15% of the outdoor medical expense except consultation of every faculty member and dependents (spouse, children & parents) will be deducted from his / her salary on actual basis.

Diagnostic tests and consultations at facilities other than the panel hospitals/lab, will only be reimbursed up to the rates settled with the panel hospital/lab.

Exclusions; 1) All types of medicines & vaccinations.
2) Medical tests like; CT scan, MRI, Angiography, Thallium Scan etc.

9.3 Life Assurance:

UMT provides life insurance facility to its all faculty members up to the age of 60 years for men and 55 years for women.

9.4 Marriage Bonus

A permanent employee may be granted one basic salary or Rs. 10,000 whichever is higher, up to maximum of Rs. 50,000 as marriage bonus on account of his/her own 1st marriage, his/her real children's 1st marriage. No more than two marriage bonuses can be claimed by an employee during his/her career at UMT.

Process:

The faculty member will provide the following documents to OHR for wedding bonus:
1. Application on plain paper dully recommended by the concerned head
2. Copy of Nikah Nama dully attested by the Nikah Registrar
3. Copy of CNIC of self/family member who got married and faculty member's father

9.5 Education Assistance Policy (Kinship)

Kin of all full time regular faculty members may be given educational assistance according to the following rules:

1. All regular full time faculty members having minimum two or more years of service may avail fee discount at the following rates:
   a) 50% of tuition fee waiver will be given to the faculty members' with minimum two years of service for their spouse and children.
   b) 75% of tuition fee waiver will be given to the faculty members' with minimum three years of service for their spouse and children.
   c) Full registration fee will have to be paid by the faculty member at the time of admission.
2. Financial Assistance could only be given to faculty member for his/her children and spouse.
3. Admission will be given on merit according to the UMT rules and regulations
4. Financial Assistance will be given to only three kin during faculty member's career at the UMT.
5. In case the faculty member resigns or is terminated for any reason, the kin shall pay all outstanding dues. The financial assistance will be continued in case of faculty member death during his/her stay at UMT.
6. A beneficiary (kin of the faculty member) can only complete one degree under this program.
7. The faculty member's kin is liable to discontinuation from discount, if he/she does not maintain the CGPA required for that particular program.
8. An applicant can avail benefit under one policy only i.e., either as kin or as alumni - multiple fee exemptions are not allowed.

Process:

The faculty member will provide the following documents to OHR:

1. Application dully recommended by the concerned head
2. Admission Form with all required documents and admission letter
3. OHR will get approval from the Rector and inform OTR and OIA

9.6 Employees old age benefits:

All male employees of less than 60, and female employees of 55 years of age would be registered with Faculty members Old Age Benefits Institution. Monthly contributions would be paid to EOBI. Faculty members or their kin would be entitled to claim benefits from EOBI after retirement or death of registered faculty member.

9.7 UMT Provident Fund:

UMT Provident Fund is a contributory plan e.g. monthly contributions are made by regular faculty members who automatically become member of the Fund. Contribution @ 5% of monthly basic salary is deducted from salary and an equal contribution is made by UMT. Fund is managed by the trustees of the fund.

9.8 Professional Membership:

All faculty members having a minimum of two years of service with UMT are eligible for membership of professional body relevant to their field of work. A faculty member claiming this benefit must get prior approval from his/her supervisor by showing that such membership would have good developmental impact on his/her professional grooming. The annual subscription for membership would be paid by UMT. In case of online subscription the faculty member would provide username and password to OHR for deactivation/reallocation of service in due to resignation or retirement.

Faculty members fulfilling the criteria may submit "Professional Membership Form" duly approved by their Department Head to OHR for further approval from Rector.

9.9 Hajj Draw:

Each year two lucky draws would be held to provide two lucky winners a chance to perform Hajj. The draws would be held in two categories. Only those employees who have not performed Hajj before will be eligible to be part of draws.

9.9.1 Category A:

All Muslim employees drawing salary less than or equal to Rs. 50,000 per month are eligible to participate in this draw. The lucky winner would be entitled to perform hajj as per hajj expenses as announced by federal government.

9.9.2 Category B:

All Muslim employees drawing salary from Rs. 50,000 to 150,000 per month are eligible to participate in this draw. The winner in this draw would be entitled to 50 percent of the hajj expenses as announced by federal government.

9.10 Mobile Phone/Blackberry:

UMT provides Blackberry facility to its all CoDs, Deans, Associate Deans, Directors of Institutes/Centers, Program Directors and Head of Departments after completing their probation period keeping in view their job requirements.

No faculty member can claim university provided mobile handset or mobile phone bill reimbursement as a matter of right. The main qualifying condition in this regards is organizational need and job requirement. University provided handsets would not be replaced before 2 years.

9.11 Vehicles Repair / Maintenance

The faculty members provided with a car by the university through lease policy may be entitled to vehicle maintenance expenses on actual basis up to the prescribed limits. This facility is also for the faculty members whose job requires extensive travel in line with official duties.

Reimbursements will be claimed through the Department Head concerned on Expense Claim Voucher accompanied with the actual receipt of fuel/maintenance bills up to the per month entitled limits.

9.12 University Maintained Car

In recognition of academic excellence and personal achievement some categories of faculty members are entitled to University maintained cars as perk cars.

9.13 Leasing/Ijara Of Vehicles for Personal Use

The University may offer a faculty member leasing of a vehicle preferably through Islamic mode of leasing (Ijara), at mutually agreed upon terms at the time of employment. Where leasing is not the preferred option for the faculty member a transport allowance may be given as per policy.

9.13.1 Process for lease of vehicle through UMT

The vehicle will be acquired through leasing company and will be comprehensively insured, all the expenses related to the vehicle will be shared on 50% basis among the faculty member and the university as per following terms and conditions;

9.13.2 Terms and conditions:

1. Faculty member should have completed the required service period as regular faculty member with UMT.
2. Faculty member will make an application to Rector UMT duly recommended by the concerned Department Head through Human Resource Department. He should explain how vehicle, if acquired will improve his working for UMT.
3. Leasing arrangements with leasing company will be made for 60 months. Lease installments will be payable on monthly basis.
4. Faculty member will manage and negotiate the lease of car with any car leasing company and the lease will be made in the name of faculty member.
5. Faculty member will pay in full the initial down payment to the leasing company as agreed by UMT.
6. UMT will transfer a lumpsum installment comprising of; 50% of monthly installment plus 50% down payment, 50% registration charges, and 50% comprehensive insurance charges in the salary of faculty member.
7. Repair maintenance and all running expenses will be exclusive responsibility of the faculty member.
8. In case of accident or theft all kind of gain or loss on insurance claims will be borne by the faculty member.

If the faculty member leaves UMT all the installments which were being shared by UMT will be automatically stopped.

9.14   TADA Policy

Scope: This policy is applicable to all faculty members of UMT

Policy:

9.14.1 Recommended rates for DA

Cadre	Boarding & Lodging on actual basis within specified limits (with receipts)		Board & Lodging on lumpsum basis (Own Arrangement, no receipts required)
	Accommodation	**Meals**	
M-1, M-2 & A-1, A-2	Rs 6500/- (per night, all inclusive)	Rs 2000/- (per day)	Rs 4500/- per night (all inclusive)

M-3, M-4 & A-3, A-4	Rs 5000/- (per night, all inclusive)	Rs 2000/- (per day)	Rs 3000/- per night (all inclusive)
M-5 & A-5	Rs 4000/- (per night, all inclusive)	Rs 2000/- (per day)	Rs 2500/- per night (all inclusive)
Other staff except drivers	Rs 3000/- (per night, all inclusive)	Rs 1500/- (per day)	Rs 2000/- per night (all inclusive)
Drivers only		Rs 1000/- (per day)	Rs 1000/- per night (all inclusive)

9.14.2 Travel allowance for Intra-city Travel – Current and recommended rates

Recommended Rates	**Car**	**Motorcycle**
	Rs. 12 Per Km	Rs. 6 Per Km

a. OHR/OFM should enter into alliances with reputed guest-houses/hotels to get better and safe services at bargain rates. The employee on official visit must stay in the designated guest houses/hotels. Employee will be provided the list of these guest houses/hotels by the OHR or OFM.
b. In order to ensure quality of service and ease of operations the employee must inform OHR through his/her supervisor at least one week in advance before traveling. The employee must also justify taking other employees along with him/her official trips.
c. In case of company provided accommodation, 25% of the lumpsum DA will be given.
d. In order to claim DA, an employee must spend the full working day in another city.
e. In case using personal conveyance for official outstation visits fuel claims will be reimbursed as per actual on the basis of receipts.
f. These rates will be effective from the date of approval from the Rector.

10. Recognition Rewards Policy

Objective: UMT recognizes the value of continued service, loyalty, and longevity among the dedicated and committed faculty members of the UMT. To express recognition for this service to the university and the community UMT presents various awards to the deserving.

Scope: This policy is applicable to all full time regular faculty members of UMT.

Policy:

10.1 Service Awards:

A certificate and cash award will be presented to faculty members who have served the university for the stipulated period of time. This award starts at five years and increment of five years as given below:

Service Length	Cash Award in PKR
5 Years	xxxx
10 Years	xxxx
15 Years	xxxx
20 Years	xxxx
25 Years	xxxx
30 Years	xxxx

Eligibility: The faculty member must have a continuous unbroken service period of 5 years without breaks/unpaid leave of absence of 1 or more year.

10.1.1 Community Service Award:

The Community Service Awards is presented annually in recognition of excellence in the area of volunteer work with charitable, nonprofit, or similar organizations within the community. UMT allocates Rs. 10,000 cash award, for its faculty members. All full time faculty and staff of the university are eligible for the award.

Nominations are received by the welfare committee in January each year. Awards are presented at an appropriate ceremony in June each year.

10.1.2 Best Teacher Award:

UMT strives to be the leader in tertiary learning. It is therefore imperative to recognize and reward excellence in academic endeavors. Best teacher award is given to those faculty members who show exemplary performance in, teaching and innovation.

Nominations for a particular year would be made before the start of fall semester. It is the responsibility of the nominee to provide all the necessary material supporting his/her claims. Best teacher award committee will review all nominations and forward its recommendations to Rector for final approval.

In total a teacher will be evaluated out of 100 marks.

10.1.2.1   Academic Work Performance

100 marks of Academic Work Performance will be divided as follows:

45 marks should be given to student evaluation

30 marks should be given to evaluation by superiors (i.e. Rector, Dean & Head of the Dept. from performance evaluation of the faculty member. Performance evaluation data of last two years would be analyzed, there should be no 'C' grade in the nominee's performance for the last two years.

25 marks should be given to peers review. The best teacher award committee will gather information from nominee's peers (from the same field).

There should be no disciplinary proceedings against the nominee during the last five years.

A teacher who has already received a Best Teachers Award will be reconsidered for the said award after 5 years intervening period.

The UMT Award Committee will review and will recommend the final names of the selected teachers for the "Best Teacher Award".

10.1.3 Best Researcher Award

Being a premier seat of learning UMT puts premium on research and rewards those who seek knowledge. Best researcher award is given to those faculty members who have a proven track record in broadening the horizons of knowledge.

Criteria: Nominees will be adjudged for a total of 100 marks.

60 marks shall be for Research Publications in HEC approved journals.

40 marks shall be for Student's Supervision

Research Work (100 Marks)			
Research Publications (60 marks)		**Student's Supervision (40 marks)**	
Research Category	**Marks Allocated**	**Students Supervision Category**	**Marks Allocated**
International Publication with impact factor	10 marks for each publication	**PhD Students**	8 marks for each student supervised
National Publications in HEC recognized Journals	5 mark for each publication	**M.Phil / M.Sc Students**	4 marks for each student supervised
National Publications in Journals not recognized by HEC	No credit shall be given	**BA / BS students**	2 marks for each student but teacher who has not supervised any post graduate level student shall not be given more than 5 marks

Award Nominee will provide face sheet of the research paper for verification. Only those papers will be considered which have been published during the previous three calendar years. No marks will be given to the papers which have only been accepted for publication and not yet been published.

There should be no disciplinary proceedings against the nominee during the last five years.

The UMT Award Committee will review and will recommend the final names of the selected teachers for the "Best Researcher Award".

10.2 Ceremony:

A service award ceremony will be held in June each year. Eligible faculty members would be presented the certificate and cash award at the ceremony by the Rector or his nominee.

Annexures