FACULTY/EMPLOYEE HAND BOOK – LAHORE GARRISON UNIVERSITY

THE GUIDE TO BETTER PERFORMANCE

"NURTURING THE FUTURE OF PAKISTAN IN EXCELLENT ENVIRONMENT"

Disclaimer

This handbook has been prepared for general information and to guide the incumbent/ newly appointed faculty members at an initial stage. The guidelines are just to acquaint/ orientate them whereas; detailed procedures/ policies/ rules may be consulted in the LGU Human Resource Handbook.

MESSAGE FROM VICE CHANCELLOR LGU

Year 2016/17 has been yet another fulfilling session in which by the grace of Allah Almighty LGU has made monumental strides in terms of running advanced academic programmes, infrastructural development and faculty enrichment. Today LGU boasts of having 4000+student enrollment, holding 50+ PhD faculty and creating facilities that of a smart Campus. Annual report 2016/17 bears glimpses of above claims and testifies to LGU's remarkable journey of progress during the period under reference. Our approach here is to provide top of the line facilities, qualified and dedicated faculty, research culture and conducive environment for students and staff alike. Fee structure is kept at the minimal possible level, besides, substantial budgetary amount is allocated for merit and need based scholarships suiting scholars' convenience to receive education without constraints.

The year that passed has been a period of massive development of physical infrastructure. In this short period alone we have made available exclusive offices to 48 senior faculty; 8 branch offices have been added for smooth functioning of university's routine, while 32 new classrooms 6 seminar halls and an auditorium too have been constructed. Work on construction of huge parking facility with two basements and sports complex with swimming pool and gym is continuing. Hopefully soon LGU will be vying to possess compact but qualitatively highly rich and smart campus.

LGU has marked its visibility at national horizon in sports and extracurricular activities winning many a laurel in diverse fields. It has also emerged as a praiseworthy competitor in several International contests. I feel truly redeemed to observe that in a short span of last two years LGU has evolved from an academic intuition to a research university and is already on its way to becoming an entrepreneurial university. Furthermore, it is to inform with a great sense of achievement that LGU's long outstanding issues of Depts' regularization and degree recognition stand resolved to the entire satisfaction and pride of parents, students and the university. My advice to the students is to get involved in their academic pursuits with devotion and commitment, while I also urge the faculty to acquit themselves with honour in the line of their onerous duty. God speed !

Maj Gen (R) Obaid Bin Zakriya, HI (M)

Table of Contents

Message from Vice Chancellor LGU 1

Organogram of LGU 5

Chapter 1 6

Introduction to LGU 6

1.1 Background 6

1.2 About University 6

Vision 7

Mission 7

1.3 University Governance 7

1.3.1 Board of Governors 7

1.3.2 Academic Council 8

1.3.3 Board of Advanced Studies and Research: 8

1.4 LGU Certifications/Accreditations 9

Chapter 2 10

Organizational Tasks of LGU Offices 10

HIERARCHY CHART OF LGU 10

2.1 Vice Chancellor's Secretariat 10

2.1.1 Registrar Office 10

2.1 Director Academics 10

2.2 Director HR 11

2.3 Deans Office 12

2.4 Internal Auditor Office 13

2.5 Admission Office 13

2.6 Student Affairs and Career Development Office 13

2.7 QEC Office 13

2.8 Procurement & Local Purchase (P&LP) Directorate 14

2.9 Finance Office 14

2.10 ORIC Office 15

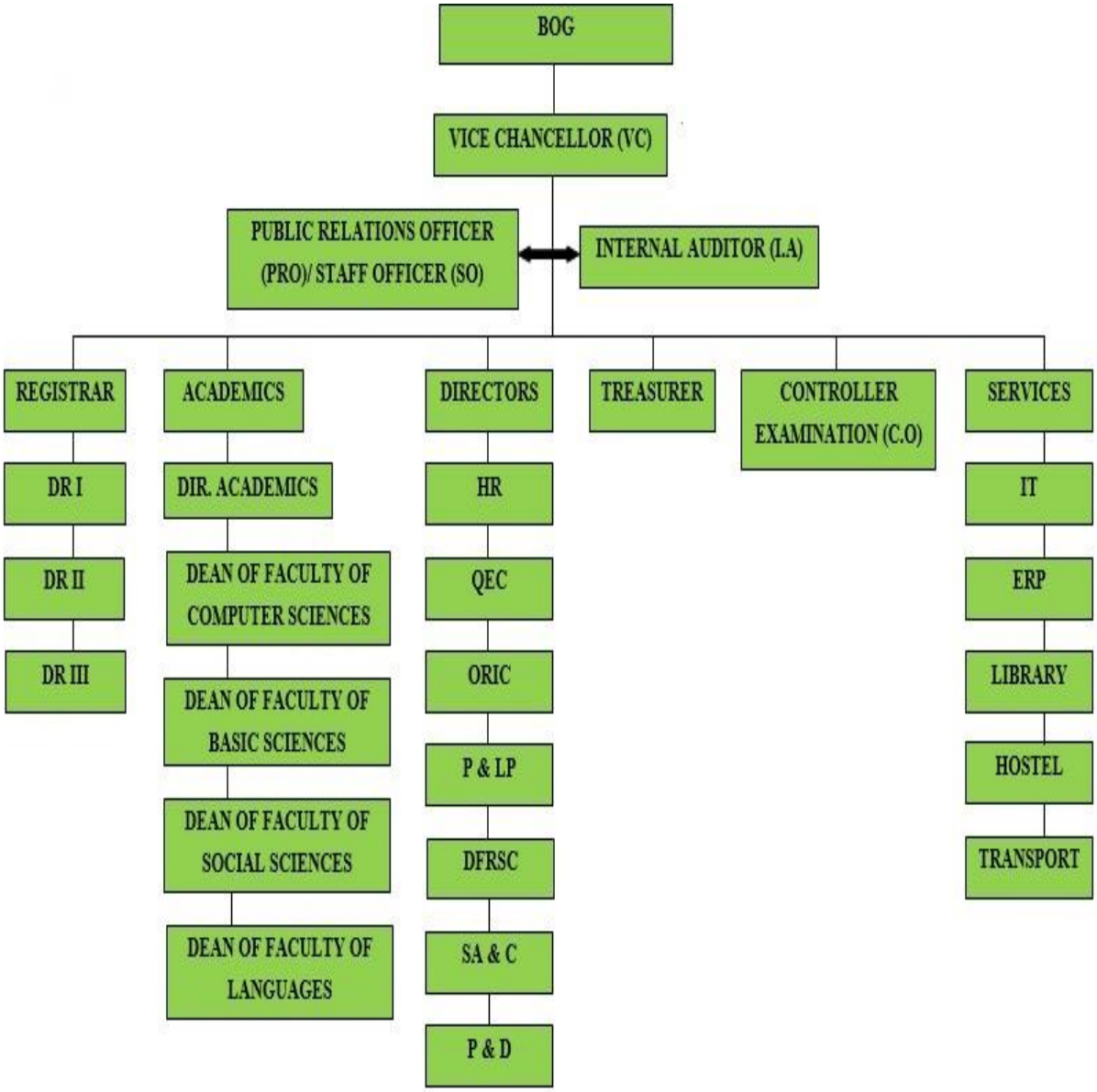
2.11 Sports Office 15

2.12 Exam Office 15

Chapter 3 16
Faculties And Departments 16
3.1 Faculty of Social Sciences 17
3.1.1 Departments of Social Sciences 17
3.2 Faculty of Basic Sciences 20
3.2.1 Department of Basic Sciences 20
3.3 Faculty of Computer Sciences 21
3.4 Faculty of Languages 22
Chapter 4 23
Appointment, Promotion And Service Regulations 23
4.1 Appointments 23
4.2 Service Regulation 26
4.2.1 Leave 27
4.2.2 Annual Appraisal Report 30
Chapter 5 31
Academic Responsibilities 31
5.1 Teaching Staff Responsibilities 31
5.2 HOD/Chairperson Responsibilities 33
5.3 Dean of Faculty Responsibility 34
5.4 Starting a New Academic Program 35
5.5 Types of Examinations 35
5.5.1 Quiz/Assignments 36
5.5.2 Mid-Term 36
5.5.3 Final-Term 36
5.6 Conduct of Examinations 36
5.7 Student Handbook 36
5.8 Grading Policy 36
5.9 Make-up Exams 37
Chapter 6 38
Conduct and Discipline 38
6.1 Faculty Code of Conduct in LGU 38
6.2 Major Breaches of Conduct 38

6.3 Inquiry Procedure. 40
6.4 Penalties 41
6.5 Appeals 42
Chapter 7 43
Perks and Privileges 43
7.1 Incentive for Faculty/Researchers 43
7.1.1 Annual Research Awards 43
7.2 Library 44
7.3 Cafeteria 44
7.4 Security & Safety 44
7.5 Clubs and Societies 44
7.6 Telecom and Internet Services 45
7.7 Pakistan Education and Research Network (PERN) 46
7.8 Transport Services 46
7.9 Education Subsidy and other Incentives 46
7.9.1 Financial Perks 46
7.9.2 Medical Insurance (Optional) 47
7.9.3 Gratuity/Benevolent Fund 47
7.9.4 Scholarship for Higher Studies (Faculty Development) 47
Chapter 8 48
Employees Welfare Policy Revise 48
8.1 General 48
8.2 Aim 48
8.3 Source of Income 48
8.4 Beneficiaries 48
8.5 Occasions 48
8.6 Award Committee 49
8.6 Procedure 49
8.7 Suggested Amount 49

ORGANOGRAM OF LGU



CHAPTER 1
INTRODUCTION TO LGU

1.1 Background

Garrison Postgraduate College for Women was established in August 1983 and in 2000 stepped into the Postgraduate degree programs by starting the first batch of MA English Literature and the later started two more masters programs in Applied Psychology (2005) and Mass Communication (2009) more recently have been included 3 more subjects viz, Mathematics, Economics and Statistics.

The Garrison Degree College was founded by Lt. Gen Humayun Khan Bangash, HI (M), TBt. Commander 4 Corps in December 1994. The college became an established center of learning for sons and wards of military and civil personnel.

Since the commencement of regular intermediate classes in 1995, the college made great strides in education BSc degree classes affiliated with the University of the Punjab were introduced in 1997. In January 2000, the management took an important step by introducing a professional course i.e. B.Sc (Hons) Computer Science affiliated with University of Engineering and Technology (UET) Lahore. Humanities and Commerce groups were introduced with effect from the academic session of 2005-06. In October 2008 the college was upgraded to Garrison Postgraduate College for the classes of MA Economics, English and Mass Communication.

The following worthy Principals/Directors served Garrison Colleges (Men & Women) and contributed towards transforming these institutions into set of higher learning:

Dr. Mrs. Najma Salim Metla, Brig (R) Hafeez ullah Khan, Brig (R) Muhammad Iqbal, Brig (R) Muhammad Amjad (Late), Lt. Col (R) Zafar Iqbal, Maj (R) Majid Hussain Rana, Dr.Younas Bhatti, Prof. Maqsood-Ul-Hassan Bukhari, Col (R) Zafar Mahmood Khawar, Col (R) Khawar Munir Haroon, Ms. Fauzia Yaqub and Prof. Tahir Hamid Ch.

1.2 About University

The Corps Commander, Lt. Gen Ejaz Bakhshi very kindly consented to the idea of laying down the foundation and establishing LGU, under Headquarter 4 Corps. Maj Gen (R) Nazakat Hussain was given the task to make LGU a reality. The following members performed their role during preparation of feasibility on the basis of which accreditation committee paid visit and gave its initial approval.

Prof. Maqsood-Ul-Hassan Bokhari (Principal Postgraduate College for Men), Assistant Prof. Muhammad Tahir (Economics Department), Assistant Prof. Shahzad A. Sheikh (English Department).

The Accreditation Committee of HEC visited the campuses. The Committee was constituted as follows:

LT Gen (R) M. Asrhad (VC, PU), Dr. Shahid Amjad Chaudhry (LSE) (Chairman), Dr. Shaista Sono (Head English Deptt. PU), and other representatives of HEC

The management of LGES declared as both Garrison Postgraduate College for Men Walton and Women College Tufail Road, Jinnah Campus as Lahore Garrison University on 17 May 2011.

Vision

To be a renowned university in teaching, research, innovation and commercialization providing congenial environment for acquisition of latest knowledge so that students may contribute towards community support and national development.

Mission

To play a leading role in technical and socioeconomic development through academic and research excellence, while maintaining international quality standards. The university would produce multidisciplinary, values oriented, morally sound, creative and entrepreneurial leaders.

1.3 University Governance

The university governing bodies are responsible for guiding the administration as well as the faculty and ensuring congenial atmosphere for the achievement of short- and long-term objectives.

1.3.1 Board of Governors

The university's 'Board of Governors' is responsible for taking active measures to provide quality services to stakeholders, enabling them to pursue the University's vision and mission. The board has the power to lay down policies for general supervision/control of the University; hold the University authorities accountable for all its functions; approve the proposed annual plan of work, the annual and revised budget, the annual report, the annual statement of accounts, the quality and relevance of the University's academic programs; review the academic affairs of the University; approve the appointment of all officers, faculty and other employees; and approve the strategic plans.

1.3.2 Academic Council

According to LGU Act, the Academics Council acts as an advisory as well as an implementing body on all matters related to the conduct of examinations, revision and updating of course syllabi, quality of education, duration of all courses including conduct of postgraduate classes in specified disciplines and quality of research. The Academic Council is the principal academic body of the University and has the power to lay down proper standard for instruction, research and examination.

a. The Academic Council shall be the academic body of the University and may, subject to the statutes, lay down proper standards of instruction, research, publication and examination and to regulate and promote the academic life of the University.
b. Without prejudice to the generality of the foregoing powers and subject to the provisions of this Acts, rules, statutes and regulations, the Academic Council may:
    i. Advise the Board on academic matters.
c. Regulate the conduct of teaching, research and publications.
d. Regulate the admission of students to the courses of studies and examinations in the University.
e. Regulate the conduct and discipline of the students of the University.
f. Propose to the Board, scheme for the constitution and organization of faculties, teaching departments, constituent colleges and institutions.
g. Consider or formulate proposals for the planning and development of teaching and research in the University.
h. Recommend regulations prescribing the courses of studies, the syllabi and the outlines of tests for the University examinations to the Board.
i. Regulate the award of studentships, scholarship, exhibitions, medals and prizes.
j. Frame Regulations for submission to the Board.
k. Appoint or nominate members to the various Authorities in accordance with the provision of this Act.
l. Perform such other functions as may be prescribed by the statutes.

1.3.3 Board of Advanced Studies and Research:

The competent authority is pleased to constitute following Adhoc Board of Advanced Studies and Research:-

1. Functions of the Board of Advanced Studies and Research. The Board of Advanced Studies and Research shall:

a. Advise an Authority on all matters connected with the promotion of advanced studies and research publications in the University.

b. Consider and report to an Authority with regard to a research degree of the University.

c. Propose regulations regarding the award of a research degree.

d. Appoint supervisors for a postgraduate research student and to approve title and synopses of thesis or dissertation.

e. Recommend panels of names of examiners for evaluation of a research examination.

f. Perform such other functions as may be prescribed by the statutes.

1.4 LGU Certifications/Accreditations

LGU interacts and is on the way of accreditation process with the following organizations/ bodies for its programs:-

- Higher Education Commission (HEC)
- National Business Education Accreditation Council (NBEAC)
- National Computing Education Accreditation Council (NCEAC)

CHAPTER 2
ORGANIZATIONAL TASKS OF LGU OFFICES

HIERARCHY CHART OF LGU

LGU has organized its diverse functioning in such a way that it not only ensures friendly relation between staff and students but also stays conveniently accessible to all. General charter and responsibilities of various offices are mentioned as follows:

2.1 Vice Chancellor's Secretariat

2.1.1 Registrar Office

The Registrar office is responsible for all administrative measures of the University and responsible for the provision of secretariat support to the Board and the Vice Chancellor, custodian of the common seal and the academic records of the University. The major responsibilities are documentations, financial matters, convocations, examination, results, student matters, executive committee and BOG meetings. Its objectives are:

- To manage all exam related matters
- To arrange the academic council, other academic meetings and
- To arrange the meetings of Board of Governors

2.1 Director Academics

Academic Director is directly responsible to Vice Chancellor and is a member of the management team. The Academic Director is responsible for reviewing the forward academic plan in consultation with the Deans/ HODs, and for planning and costing proposed new curriculum components, including staffing requirements. Academic Director has overall responsibility for the quality of the academic program. He/ She is liable to perform the following tasks:

To prepare annual academic plan as according to the LGU strategic plan.

To create and manage academic timetable.

Allocation of teaching staff;

Room allocations;

Academic deadlines;

Scheduling of faculty meetings;

Responsibility for the LGU calendar to ensure a balance between academic deadlines, co-curricular and other activities.

2.1.1.1 Deputy Registrar Academics

Office of Academics is responsible for managing the academic programs, policies, regulations, and procedures. According to approved curricula and mission of the university. Some of the key responsibilities of Academics office are:

- Preparation of yearly academic calendar of the university
- Development and review of curriculum programs
- Policy making regarding teaching and administrative load

2.2 Director HR

The Director HR, LGU is responsible to perform the following Duties:

3 Be responsible for compliance and implementation of actions related to HR matters;

4 Ensure monitoring, supervision and guidance for efficient working of the HR Directorate;

5 Ensure handling of matters related to faculty, administrative and technical staff personnel like recruitment, selection, employment, deputation, attachment, postings, transfers, fixation of pay & allowances, additional remuneration, advance increments, promotion, benefits, compensations, leave, security clearance, contracts, bonds, under-takings, move sanctions, attachments, secondments, resignations, termination of service etc.

6 Recruit administrative/technical staff (BPS 16 & below) by conducting Selection Committee meetings;

7 Ensure creation, updating and maintenance of various forms (Performance appraisal, Leave etc.);

8 Issue experience certificates, No Objection Certificates (NOC) etc.To employees for official visits abroad, studies abroad etc.

9 Ensure career planning and counseling of LGU employees, publication of Office Orders, timely issuance of reports and returns etc.

10 Work on the aspects related to HR planning such as determining present & future HR needs, demand & supply aspects, career planning / management / placement, training and development, discipline / redressals /representation /statutory complaints / legal matters, vetting / processing of cases concerning performance appraisal, Channel of Reporting, courses / visits / tours (local / abroad) etc.

11 Ensure preparation/conduct of selection board /Sub - Selection Board / selection committee meetings;

12 Perform such other duties as may be prescribed;

12.1.1.1 Deputy Registrar HR

HR office develops and implements human resource policies; administers staff and faculty employment and development, keeps maintenance and update of their records and matters related to their career progression/ development/ training. Its mission is to attract, recruit, develop and retain the valued academic/ support staff members by adopting best HR practices.

12.1.1.2 Deputy Registrar Admin

Administration office makes efforts to provide the following support to the university:-

- Share the responsibilities with Competent Authority
- Create conducive atmosphere to support academic activities
- Provide administrative equilibrium to campus growth
- Cater to the furnishing demand of the University
- Handle and control the transport of the University
- Look after the hostel accommodation of students
- Essential monitoring of the campus through deliberate security measures
- Arrange messing for dignitaries, delegations, visitors and employees
- Ensure daily upkeep of the university

12.2 Deans Office

Deans are the head of a faculty of the University. They're in a continuous coordination under the guidance of Vice Chancellor with all departments and provide support to the faculty as;

- Share the responsibilities with Competent Authority
- Lead the way to elaborate the Campus Order
- Create conducive atmosphere to support academic activities
- Provide administrative equilibrium to campus growth
- Arrange messing for dignitaries, delegations, visitors and employees
- Put constant efforts to uplift the academic and research activities

12.3 Internal Auditor Office

The Internal Audit office is responsible to carry out all the necessary audits of the University accounts.

12.4 Admission Office

Admission Office is responsible to plan, formulate and implement admissions policy for all programs. This office is also responsible to attract and select high quality students from all over the vicinity to ensure fairness in conducting the entrance exams and maintain the merit according to admission policy.

12.5 Student Affairs and Career Development Office

Student affair and career development office is responsible:

- To provide the students with an understanding of their abilities, aptitudes, and interests by administrating various psychological tests along with formal and informal interviews,
- To share knowledge on the contemporary social and environmental trends and analysis with local, national and international market forces, current and futuristic outlook of jobs, industries and entrepreneurship,
- To share an understanding of developing their specific, measurable, achievable, realistic, timely, evaluative and reviewable (SMARTER) goals,
- To realize students to seek and enhance their relevant knowledge, skills and abilities,
- To provide information of the relevant sources of knowledge to remain updated for career induction with professional competencies,
- To provide soft skills training along with hard skills, if required,
- To counsel and guide students for the best quality career decision with the most suitable fit of their personality disposition, interests, aptitudes and abilities with healthy work force in local, national and international perspectives.

12.6 QEC Office

Quality Enhancement Cell has been established at Lahore Garrison University in 2016 under the directives of HEC with a mission to enhance quality of education through a well-organized mechanism. The team is responsible to overall look after HEC policy at the institute and develops quality assurance processes and evaluation methods to achieve program objectives.

The QA office works in conjunction with quality assurance organizations at national and international levels for enhancing quality of education in LGU. It deals with the matters related to the following:

a. Annual monitoring and evaluation including
    1) Program monitoring
    2) Faculty monitoring
    3) Students perception
b. Departmental review
c. Subject review
d. QA of Master's, M Phil and PhD degree programs
e. Collection of department-wise data and set benchmark
f. Analysis of data and formulation of recommendation in consultation with concerned Head
g. Institutional Assessment with the following objectives:
    1) Maintain and improve academic standards
    2) Enhance student's learning
    3) Verify that the existing programs meet their objectives and institutional goals
    4) Provide feedback for quality assurance of academic programs

12.7 Procurement & Local Purchase (P&LP) Directorate

Procurement and local purchase office undertakes all major purchases and procurements needed for the smooth functioning of the University. Its main objectives are:

- To ensure that procurement process is carried out according to the SOP
- To prepare a 'short list' of suitable Suppliers / Firms
- To arrange timely initiation of advertisement and preparation of Tender Documents according to the specifications by the concerned department
- To arrange signing of 'Contract Agreement' between LGU and the Suppliers
- To maintain proper records of receipt/deposit and purchase

12.8 Finance Office

Finance Office implements the financial policies and manages the University's finances.

12.9 ORIC Office

ORIC Office is responsible for the following points;

- Gauge industry needs and process
- Provide support for building research capacity and capability of the university
- Explore and evaluate market potential for technologies and inventions
- Nurture relationships with industry and bring knowledge about industry's problem to researchers at LGU
- Determine the patentability of a technology and provide assistance with protection of intellectual property
- Assess commercial potential and successfully transfers technology for commercial applications

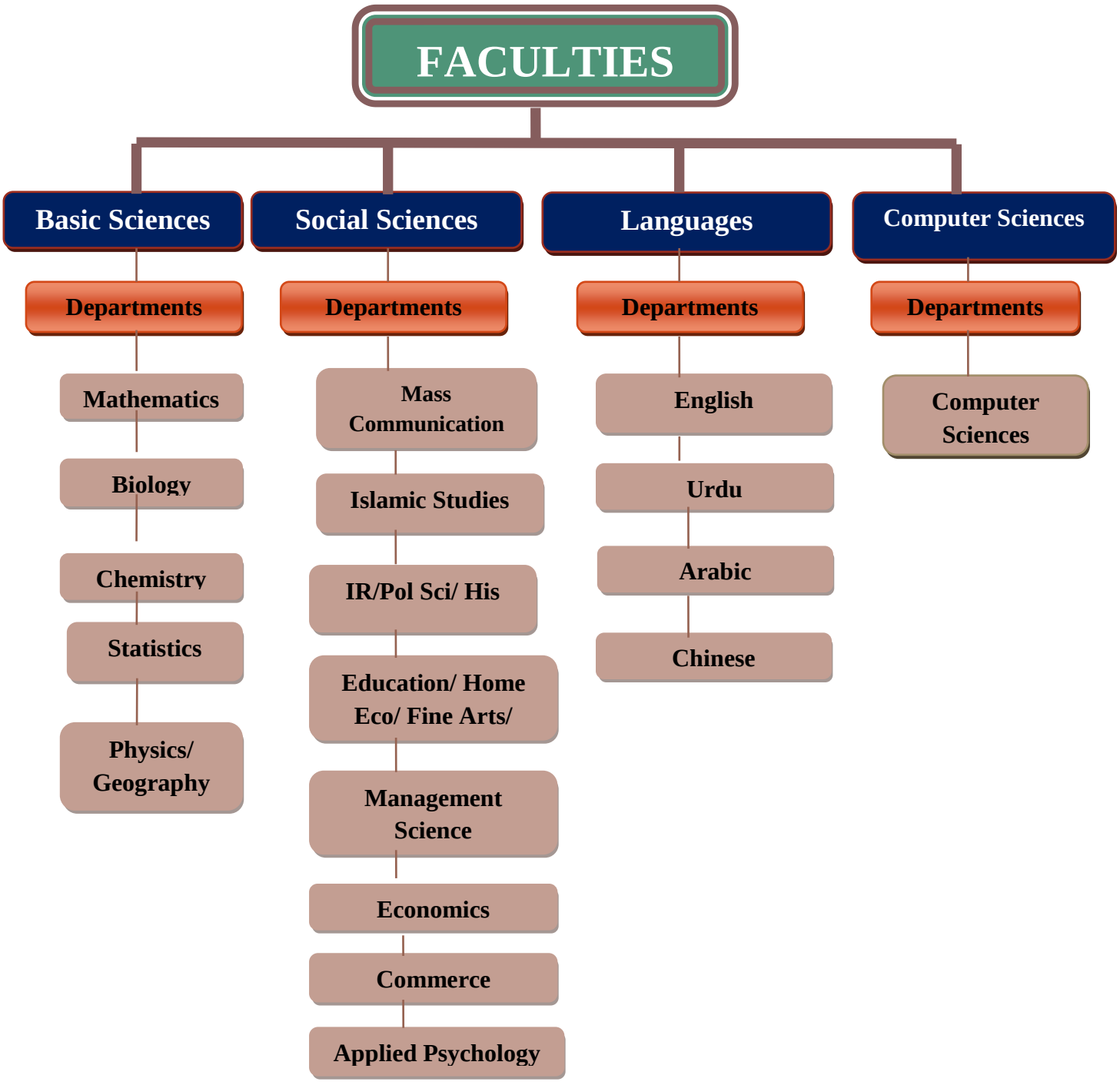
12.10 Sports Office

LGU offers great diversity and high quality sports activities. LGU also going to construct a mega project of sports complex to facilitate the students within campus. This office boosts up the students to compete in national or international games.

12.11Exam Office

Exam office makes sure the conduction of exam smoothly in the university. It conducts final exams, makes invigilation plans, grading policy, and also makes sure the timely display of result. This office also ensures the issuance of DMC, transcripts and degree after thorough verification.

CHAPTER 3
FACULTIES AND DEPARTMENTS



According to the Charter of LGU, there are four faculties in LGU i.e. Faculty of social Sciences, Basic Sciences, Computer Sciences and Languages.

3.1 Faculty of Social Sciences

Business, management, and administration education are major academic disciplines and professional fields in Pakistan. Many educational institutions offer degree programs in Commerce & Business Administration in public & private sector. It has therefore, become essential to start business education in LGU to cope with the needs of students as well as to compete with other institutions.

3.1.1 Departments of Social Sciences

- Commerce
- Management Sciences
- Economics
- Mass Communication
- Applied Psychology
- Islamic Studies
- International Relations
- Political Science
- Education
- Home Economics

3.1.1.1 Department of Commerce

Commerce Department of LGU is running under graduate and graduate programs. Its mission is to serve the society by equipping the upcoming generations with valuable knowledge and latest professional skills through education and research. It also aims to evolve new realities and foresight by unfolding new possibilities. This department is committed to help individuals and organizations in discovering their God-gifted potentials to achieve ultimate success actualizing the highest standards of efficiency, effectiveness, excellence, equity, trusteeship and sustainable development of global human society. We intend to promote the ethical, cultural and human values in our participants to make them educated and civilized members of society.

3.1.1.2 Department of Management Sciences

Management Sciences courses provide the aspiring students to know about the competitive business environment in which both the private and public sectors operate. The course mainly focuses to provide the students about the analytical and operational talents required to solve a business problem in any sector. It also offers flexibility for the students to specialize in particular areas. Once they pursue this course, the study in these areas offers them a wide range of career opportunities. Through these courses they will get a foundation in the business operations in all aspects.

3.1.1.3 Department of Economics

The department of Economics was established in 2002 with the aim to equip students to meet the ever increasing demand in the country for people who possess sound knowledge of economics theory. For meeting that goal department took a great step by starting master degree program in 2009. M Phil economics program started in 2011 which has proven as a leap in history of department result in creating research environment and expansion of department.

3.1.1.4 Department of Mass Communication

Understanding media in today's world is more than a scholarly exercise; it is a necessary survival skill in a world that has been utterly changed by mass communication. Accepting its importance, Department of Mass Communication has been established in LGU. Students whether they're practitioners, critics or consumers have to be able to analyze the ways in which mass media being used to change the world. The broad parameters are available here, dealing respectively with the sociology of communication revolution, media and the challenges of the change and some global perspectives on communication dynamics with particular reference to journalism. It is its earnest hope that it'll provide an understanding of the basics structure of the media oriented age.

3.1.1.5 Department of Applied Psychology

Psychology-the study of mind and behavior, is one of today's most exciting and rapidly advancing scientific frontiers. The department of Applied Psychology is dedicated to provide students with high-quality and rigorous education in the classroom and beyond. The mission of the Department of Applied Psychology is to prepare students for the study and service of psychology.

3.1.1.6 Department of Islamic Studies

The department of Islamic Studies is the centre of Islamic ideology and religious theology in order to provide a central point to the scholars of Islamic Studies who esteem high to teaching, value and culture of Islam, who can utilize their knowledge and wisdom to resolve the contemporary issues & introduce Islam as a religion of peace, tolerance & mutual harmony. Since the inception of Lahore Garrison University, the department of Islamic Studies has been catering honorary courses of Islamic Studies of multifarious departments. The department of Islamic Studies is offering M.A, M.Phil and Ph.D in Islamic Studies.

3.1.1.7 Department of IR/ Political Sciences/History & Pakistan Studies

The department of International Relations (IR) is the most dynamic department of its kind in the university. The IR department offers a range of multidisciplinary courses tailored to provide students with skill and abilities essential for variety of professional career in public and private sector under the guidance of highly qualified academician. The faculty of IR is dedicated to excellence in teaching, learning, research and providing conducive environment numerous opportunities for students to participate in intensive research, critical discourse, scholarly seminars which will from the core activities of this dynamic program.

3.1.1.8 Department of Education

Teachers are perhaps the most critical component of an education system. How well they teach depends on motivation, qualification, experience and training. Training is the process of acquiring specific skills to perform a job better. Training helps people to become qualified and proficient in doing some jobs. Usually an organization facilitates the employees' learning through training so that their modified behavior contributes to the attainment of the organization's goals and objectives.

3.1.1.9 Department of Home Economics

The discipline of Home Economics is a blend of Sciences &Humanities. Home-Economics education focuses on the skilled management, development and well-being of individuals, families and communities. It promotes development and use of personal, social, material and natural resources to meet human needs as producers/consumers of goods and services. Home-Economics education aims to prepare professionals for the development of community and environment.

3.2 Faculty of Basic Sciences

Education in modern age demands a balance among applied sciences, social sciences and languages. The technological leaps and the consequences there of have overtaken the old educational paradigms and new concepts have emerged in the world of learning. It is the demand of the time that learning should be modernized. LGU has established the departments of science and their laboratories which can fulfill the requirements of modern learning. Class rooms and labs of departments of chemistry, physics, biology, etc are well equipped with multimedia, overhead projectors, new and latest apparatus and other science models to help the learning process.

3.2.1 Department of Basic Sciences

- Biology
- Chemistry
- Mathematics
- Statistics
- Physics
- Geography

3.2.1.1 Department of Biology

Department of Biology is the union of Microbiology, Botany, Zoology, Biotechnology, Biochemistry and Genetics. With a mission to strive for scientific excellence, the Department offers various programs with detailed overview into each area of Microbiology, Botany, Zoology, Biochemistry and Genetics. Department is provided with extensive research facilities to help students in pursuing their research work. Exposure of students to modern advancements is increased by poster presentations, attending conferences and seminar series. This department also offers PhD in microbiology.

3.2.1.2 Department of Chemistry

Chemistry department is striving for excellence. It has a newly established, well equipped lab with updated instruments, multimedia, air conditioned atmosphere and provides the students with a practical opportunity of learning.

3.2.1.3 Department of Physics

The department of physics consists of qualified faculty, state of the art facilities; air conditioned laboratory and modern equipment. It has ideal and congenial work environment. It is running courses in four years BS Physics, MSC Physics, MS Physics and four years BS programs, which will provide an opportunity to the students to enhance their skill and knowledge in the field of Physics. It will produce scientists and physicists who will be able to contribute towards the progress and prosperity of Pakistan.

3.2.1.4 Department of Geography/Environmental Sciences

To create new vistas and impart knowledge and enhance awareness of the earth as a living planet with reference to Man-environment interaction and resulting physical and human phenomena amongst the students, the graduates will learn to address the challenges of maintenance of environmental integrity for sustainable development in relation to human activities.

3.2.1.5 Department of Mathematics

Mathematics is a methodical application of matter. It is so said because the subject makes a man methodical or systematic. Mathematics makes our life orderly and prevents chaos. Certain qualities that are nurtured by mathematics are power of reasoning, creativity, abstract or spatial thinking, critical thinking, problem-solving ability and even effective communication skills.

3.2.1.6 Department of Statistics

The Department of Statistics is one of the pioneer departments offering BS (Hons), M.SC and MPhil Programs in Statistics. The faculty members actively involved in teaching and research activities. As statistical tools are essential part of any research so it also offering services to other departments such as Biology, Applied Psychology, Economics, Management studies and Computer Science. The aim of this department is to develop research oriented teaching of statistics.

3.3 Faculty of Computer Sciences

The Computer Science Department is the largest department at LGU, composing more than one fifth of the student population. The department offers a range of degree programs in computer science such as BSCS (hons), MCS and M.Phil.

3.4 Faculty of Languages

Faculty of Humanities and Languages offer different programs like B.A, M.A, M.Phil and Ph.D. It is committed to produce individuals who can acquire knowledge and communicate it effectively. The programs have been designed to produce professionals capable of meeting the challenges of new era.

The faculty encourages the students to re-conceptualize learning in given context through critical thinking, co-operative learning and action research. Interaction among teachers and students is key ingredient of the Faculty of Humanities and Languages.

3.4.1.1 Department of English Language & Literature

These are just a few of the qualities that characterize the students who pass out from our department every year. Through diverse, challenging courses and an array of opportunities for research, creative work, internships and other co curricular activities, we produce students who are outstanding writers, critical thinkers, problem solvers and 21st century global citizens. An education in languages provides the essential tools everyone needs to succeed in a complex and rapidly shifting world.

CHAPTER 4
APPOINTMENT, PROMOTION AND SERVICE REGULATIONS

4.1 Appointments

HR office issues the appointment/ offer letters to the selected faculty members, specifying the departments and date of joining.

- The selected faculty are expected to join the department on the given date and submit following documents through respective institution:
- Joining report
- Appointment letter duly signed
- Contract duly countersigned by registrar
- Degree duly verified by HEC if not already submitted

HR office will issue the Office Order on receipt of above documents and service at LGU commences and paid released by Finance office on 1st of next month.

4.1.1 Eligibility for Appointments

Following points are considered for the hiring process

- Nationality
- Qualification
- Verification of documents
- Medical fitness
- Age

4.1.2 Probation & Confirmation

1. All initial appointments shall be placed on probation for a minimum period of one year.
2. After the expiry of probation period the respective Dean / Principal Staff Officer/ Chairperson will initiate a written performance report of the employee and recommend it to the Vice Chancellor:
    a. In case of satisfactory performance, confirmation of service of the employee; and
    b. In case of unsatisfactory performance, confirmation of service or extension in the probation period for another six months.

3. The extension in probation period will be notified by an order in writing and copy will be provided to the employee and respective reporting officer. After the completion of 2nd probation, the services of the employee will be either confirmed if his / her performance is satisfactory or terminated in case of unsatisfactory performance on the recommendation of reporting officer.
4. Upon such confirmation, the employee shall be deemed to be in the contractual services of the University and shall be entitled to all the privileges and rights accruing to him from the date of his joining the services, except as may be specially provided in any relevant rules of the University.
5. **Visiting Faculty.** Visiting Faculty shall be treated as contractual employee. Visiting faculty shall be appointed on the recommendations of the Chairperson and Dean concerned for a specific duration approved by the Vice Chancellor.

4.1.3 Increments and Promotions

1. Every employee shall be entitled to the increment(s) in his pay in accordance with annual increment(s) stated by annual budget announcement by Federal Government. Final decision regarding the increase will be by VC.
2. The University through a properly constituted Selection Board may in deserving cases, where recommended by any Chairperson of the department in writing, grant an employee one or more special increment(s).
3. Any employee reaching the ceiling within the salary group shall not be entitled to promotion in the next higher group automatically. His performance shall be reviewed by the Competent Authority who may at his discretion grant an increase not exceeding the maximum increment of the scale.
4. Selection is the function of the Selection Board / Committee and cannot be claimed as of right.
5. For fixation of salary on promotion / upgrading, if benefit is less than half the rate of increment in the new grade, one advance increment shall be added.
6. All Faculty are entitled to one increment each for a Gold Medal at undergraduate, graduate and postgraduate level.

4.1.4 Transfers

1. Employees of the University can be transferred from one department/campus to another

generally in their normal line of duty in the services of the University. Transfer of employees shall, to the extent possible be in consultation with the Chairpersons of the department/Director concerned and the Competent Authority depending upon the availability of vacancy in the department/section in which transfer is being made.

2. Employee shall be transferred based on the following:
    i. Need of the University
    ii. Availability of vacancy
    iii. Career growth of the individual
    iv. Optimal utilization of skills and knowledge
    v. Need for experience
    vi. Administrative reasons

4.1.5 Resignations and Terminations

- An employee may resign from the services of the University, at any time, by giving three months notice in writing or make payment of a sum equivalent to gross pay in lieu of the notice period as per provision of his/her contract. For faculty members, no notice will be accepted during semester. However, it will be accepted before and at the end of semester. On immediate leaving of LGU by the employee, three months' salary will have to be deposited. Notice will be served on either side. However, he will be required to complete all his responsibilities and duties, before his/her relieving. This includes, finishing any course being taught during the semester. For administrative staff one month notice is required to resign the services by either side. Termination due to gross misconduct as determined by the LGU would at any time be immediate without notice period.
- The Competent Authority may, however, waive such notice period completely or partly in exceptional cases on the basis of outstanding performance and contribution of the employee and recommendations by respective Deans/Chairpersons/Directors. The reasons are to be recorded for such a decision.
- In case the services of an employee are being terminated by the University on account of unsatisfactory performance and ill-discipline, the record of counseling/warnings/ evaluations etc. shall be provided fair opportunity to explain his / her position in front of a committee constituted for the purpose.
- The competent authority of the University may at its sole discretion, waive or reduce the

amount due by an employee in lieu of notice period in extreme exceptional circumstances subject to employees outstanding performance and contribution.

- All benefits with regards to permissible leaves and retirement benefits etc. of an employee shall ceased as soon as the resignation is tendered and accepted, regardless of the notice period being served.
- In either of the aforementioned cases, any employee who leaves with or without notice, or whose services are terminated by the University with or without notice (as the case may be) shall not be absolved of the obligations to obtain proper clearance from the University in writing.
- In all cases of resignation, Registrar Office will conduct a formal exit interview with the departing staff. The objective is to get a candid assessment of how the University is perceived and what can be done for improvement. The exit interview notes will be filed with HR for further action, if needed.

4.1.6 Resignation Process

- Employee submits the resignation to his her respective Dean / Chairperson.
- Dean / Chairperson Will forward the resignation to the VC through the channel of reporting with his/her recommendations on the basis of evaluation.
- After formal approval by the Vice Chancellor, Registrar Office will issue the notification as regards the relinquishment or charge to relevant offices including the outgoing employee, concerned Dean / Chairperson, Treasurer, with a copy to the Vice Chancellor.
- Outgoing employee will seek the clearance from all departments on clearance certificate and submit to the Registrar Office.
- Completion of handing / taking over formalities by Chairpersons.
- Conduct of exit interview by Registrar Office.

4.2 Service Regulation

LGU HR Handbook (available with all departments of theUniversity) covers the LGU service rules in detail. Faculty is expected to read LGU statutes and HR Handbook to get acquainted with administrative and academic regulations.

4.2.1 Leave

4.2.1.1 Types of Leaves

LGU employees will be entitled to following types of leave

Casual Leave

Casual leave up to 10 days in calendar year may be allowed to the faculty/non-faculty employees to meet the urgent and pressing needs.

Sick Leave

Sick leave may be availed on production of medical certificate from a Government Hospital, CMH and any registered Private Hospital. Maximum period of sick leave that can be availed is 30 days. All sick leave cases will be forward by the respective department's head for approval by competent authority.

Sick Leave on Temporary Disability

Three month sick leave (one and a half month with full pay and the rest with half pay) can be availed by all types of staff with 3 years of service in case of an employee is hospitalized or is temporarily disabled. All leave sanctioning authorities while making a recommendation of leave shall ensure that hospitalization and disability is genuine. Employees with more than 5 years of service shall be entitled to two (03) month sick leave with two month gross pay and one month with half gross pay during the year.

Hajj / Umrah Leave

All type of staff is entitled to 30 days of Hajj and 15 days of Umrah with pay when travelling by air if he/she has put in 2 years' service.

Maternity Leave

45 days of maternity leave shall be granted to female employees with full pay with more than 1 year in service with LGU. The leave shall not be granted for more than 3 times in entire service. Leave beyond three times may be sanctioned without pay.

Paternity Leave

Similarly, the male admin/non-admin employees can avail 05 days leave shall be granted with full pay with more than 1 year in service with LGU. The leave shall not be granted for more than 3 times in entire service. Leave beyond three times may be sanctioned without pay.

Family Leave

All employees should be entitled to get 10 days leave with pay on death of wife/husband,

wife/husband parents, and children. In case of a Muslim female *iddat* leave of 4 months and 10 days with full pay can be availed.

Earned Leave (EAR)

Employees in addition to other types of leave will be entitled to 15 earned leave annually in accordance with the following regulations given in the succeeding sub paragraphs. For each calendar of service earned leave with pay may be granted in full or in parts during the calendar year as under:

1. Vice Chancellor and Registrar for 15 days: During this period the duties will be mutually adjusted between the authorities
2. Academic and Non-Academic Heads& faculty members15 days during summer Vacation: During the vacations duties would be adjusted mutually.
3. Administrative Staff / Class-IV staff 15 days: The duties shall be adjusted mutually decided by their superiors.

Study Leave

Study leave for the purpose of enhancing qualifications may be allowed with no pay &with an undertaking to join back LGU on completion of study. However, the period of study leave will only be counted towards promotion / seniority, if the leave is for completing PhD or Post-Doctoral Degree. The higher qualification obtained must be in one of the subjects being taught at LGU. The employee will produce original degree / certificates as soon as he/she obtains the required qualification before joining back LGU. In order to eligible for study leave, the applicant should follow the following procedure:

a. Document evidence in form of admission letter/enrollment letter should be provided by the applicant.
b. Requires approval of Academic Council (as and when constituted). It is the duty of respective Chairman / Chairperson and deans to put it into academic council through Director Academics / Registrar Office.
c. Director Academics/Registrar Office will process the leave after consulting concerned members of Academic Council.
d. Study leave shall not be granted to a University employee/faculty member who is due to retire within next 3 years of the date on which he is expected to return to duty after the expiry of leave.

e. Leave should be sanction for total years initially mentioned on the admission letter, and require prior approval by providing evidence of continued education for cases where the time period exceed more than that stated in the admission letter.

EX-Pakistan Leave

When no other leave by rule is admissible, it may be granted up to a maximum period of 3 months (without pay) providing an employee has served LGU for 2 years. It can be availed by all employees/faculty members.

Extra-Ordinary Leave

Academic and non-Academic staff may be granted Extra-Ordinary leave:

1. When no other leave by rule is admissible.
2. When other leave is admissible but the Academic/non-Academic employee applied in writing for the grant of extra-ordinary leave.
3. Extra-ordinary leave shall always be without pay and allowances and it shall not be counted as service for increment of pay.
4. A teacher/employee may be granted Extra Ordinary Leave for a period of one year once in entire service.

Leave Sanctioning Authority

Following should be the leave sanctioning authority of LGU:

a. **For Academic Staff:**

(1) Chairman/Chairperson	casual and earned leave up to 3 days
(2) Deans	casual and earned leave up to 5 days
(3) Vice Chancellor	All other type of leaves/exceeding 5 days

b. **Non-Academic Staff:**

(1) Department Head	casual leave up to 3 days
(2) Registrar	casual leave up to 5 days
(3) Vice Chancellor	All other type of leaves/exceeding 5 days

Absence without Leave

Employee will be considered to have absented himself/herself if he/she arrives late for duty or during duty time leaves without prior permission of the concerned head of department. An exception however, to this rule will only be considered in the following circumstances:

1. The employee's child husband/wife or any other dependent is admitted in the

hospital.

2. The employee has to leave the city due to grave emergency.
3. For any such unforeseen situation the employee will ensure that the competent authority is informed within 24 hours of it occurrences.

4.2.2 Annual Appraisal Report

Faculty evaluation is well executed process at LGU to gauge faculty performance during each academic year done by Quality Enhancement Cell (QEC). Performance evaluation is based on the following tools namely self-assessment, student feedback and comments of HOD/Dean, etc.

- **Student Feedback:** Students evaluate the faculty through a computerized feedback which broadly assesses the faculty on teaching, knowledge, fairness and interpersonal skills twice in each semester. The average score forms part of SAR.
- **Performance Evaluation:** Assessment of faculty performance including aspects like personal qualities, teaching skills, research skills and number of publications, etc. The Registrar also endorses their remarks on the SAR. Remarks from the Vice Chancellor LGU may also be part of it.

Each institute completes its part and after endorsement of the head of institution, forwards it to the HR office by end of October each year. It scrutinizes the AAR and processes it for endorsement by Vice Chancellor.

Faculty member is responsible to:

- Ensure that maximum students (>80%) give timely feedback
- Timely initiation of SAR ensuring it reaches HR office on time.

CHAPTER 5
ACADEMIC RESPONSIBILITIES

5.1 Teaching Staff Responsibilities

The university considers primary and essential role of faculty members in teaching and educational commitments. Faculty members are expected to deliver the contents of approved course outlines. The faculty members also take part in developing the curriculum according to the need of the hour. The faculty members ensure to achieve the course objectives through academic activities such as quiz, assignment, and project and mid or final term examination.

The role of faculty members in teaching and educational engagements is considered primary and essential by the University. Following tasks are performed by the teaching faculty of LGU:

- Faculty members are supposed to prepare Scheme of Study (weekly distribution of the content) and course outline and get it approved by HOD of the department.
- The SOS and course outline must have all the contents to be delivered during the semester, learning outcomes, objectives, quizzes, project deadlines.
- Faculty members are expected to present content accurately and effectively in accordance with the approved objectives and course outlines.
- Faculty members are liable to administer coursework and examination for example preparing and distributing lecture notes, coursework grading, conduct of examination and grading of examination as per LGU policy.
- Departments have designated textbooks however; the adoption of textbook does not restrict the faculty member to use the particular book exclusively. He/ She can recommend any related book/ prepare lecture notes on his/her own and then aware the students.
- They also take part in course development and evaluate the learning level of students by taking quizzes, assignments and assigning them term project for practical learning.
- They evaluate the quizzes, mid and final marks. They prepare the grade sheets and timely submit it to HOD and Exam branch.
- Apart from that faculty members are liable to maintain discipline and punctuality in the class.

- Faculty members also act as thesis/research supervisors/advisors for students both at Undergraduate (UG) and Postgraduate (PG) levels.
- They also undertake project study / research work as assigned by the Head of the Department (HOD).
- A faculty member is expected to advise students in planning their academic program throughout the academic year.
- The course scheduling and any change in course scheduling are displayed on notice boards of the university containing location, timing, duration, and instructor of the course.
- Faculty members are expected to start and finish their classes strictly as per schedule.
- Faculty members are required to keep a record of class/laboratory attendance of all students through MIS. Students having less than 75% attendance are not allowed to sit n exams.
- A faculty member can cancel a class due to sickness, emergency leave, an official business trip or any other unforeseen/ unavoidable event. In such case he/she must inform the department regarding class cancellation and also notify the makeup class to students and department as well. Arranging makeup class in suitable time is responsibility of the faculty member.
- Substitute instructor may arranged by the department in case of continuous absence or any other reason.
- Faculty members bear the responsibility of maintaining the student conduct and supervising students on the matter. Matter of misconduct may be referred to Discipline Committee.
- Faculty members must ensure and protect the integrity of grades. He/ She may take appropriate action against any dishonesty in assignment, quiz and exams.

5.2 HOD/Chairperson Responsibilities

The HOD or Chairperson manages the academic and administrative tasks of his/her respective department and also monitors the faculty performance of his/her department. He/she is liable to perform the following tasks of the department:

- Supervise the work of all faculty members including planning, organizing, teaching and research work in the department
- Ensure that the syllabi are covered in time and research is carried out in accordance with the policies laid down by LGU.
- Ensure that the provisions of examination policy are correctly implemented and question papers/answer sheets are being managed appropriately with respect to the specified course contents to ensure quality and fairness
- Ensure that all faculty members in the department monitor and maintain the record of attendance of students.
- Recommend the names for appointment of Research/Teaching Assistants for approval of the Dean on the recommendations of concerned faculty in accordance with LGU policies.
- Keep the Dean regularly informed about all teaching and research activities and submit periodic reports.
- Submit reports regarding teaching, research and development, academic program planned and executed by the department to the Dean of the faculty concerned after each academic session.
- Arrange/manage counseling sessions for concerned students through faculty to assign independent projects/study topics to students and nominate project supervisors/ advisors for the same.
- Preside over the Departmental Board of Studies (DBS) meetings for finalizing semester results and consider the disposal of academically deficient students for making recommendations to the Faculty Board of Studies (FBS).
- Assign and oversee project work undertaken by the department.
- Make proposals for improvement and maintenance of facilities such as laboratories, libraries, teaching aids in the department.
- Prepare budget proposals with regard to the department for the consideration of the Dean.

- Ensure that all members of the teaching staff perform their duties in time and for full duration with dedication, motivation, and high quality of performance.
- Prepare proposals in respect of subjects and schemes of studies and research for consideration of the Dean.
- Prepare time schedule of different classes and their examinations in consultation with the Dean.
- Put up suggestions for visiting faculty and workout payment for the same at the specified rate for approval.
- Initiate AARs of all teaching staff of the department.
- Assist Dean in scrutinizing the applications of teaching/research staff for the departments
- Assist Dean in all other scholarly activities when so required.
- Attend Faculty Board of Studies (FBS) meetings of the respective faculty.
- Perform any other duty as may be assigned to him/her by the Dean and any other competent authority from time to time.

5.3 Dean of Faculty Responsibility

The Dean shall work under Vice Chancellor and will provide continuity, and heads the Academic Wing of the institution. He/ She shall be responsible for the academic growth of his institution through teaching, research and other scholarly activities. The Dean will have the following functions and duties:

- Plan, co-ordinate and supervise all academic activities including teaching, curriculum development, examinations, research, publications, workshops seminars/short courses, etc., in all departments of the academic wing, and supervise the work of HODs.
- Plan, scrutinize, prioritize and vet the proposals for improvement and maintenance of facilities such as laboratories, libraries, teaching aids, etc., in each department.
- Place the proposals in respect of all subjects and schemes of study received from the HODs before the FBS and prepare recommendations for onward submission to the VC through Deans.
- Mobilize resources for teaching and research such as laboratory, library and teaching staff.

- Consider cases of migration of students from other one department to another and make recommendations to the Commandant.
- Finalize the semester results after receipt from respective HODs for final approval by the FBS.
- Attend all Academic Council Meetings (ACM) conducted by Main Office LGU along with the Commandant.
- Draft the policies on academic issues for presentation before the FBS.
- Preside over the FBS meetings in the absence of Commandant.
- Assist the Commandant in scrutinizing the applications of teaching/ research staff for recruitment in LGU.
- Draft procedures and propose criteria for admission to various disciplines for consideration in the FBS / Academic Council.
- Initiate research project proposals / PC-1s for obtaining research funding from public / private sectors.
- Coordinate research activities within departments as well as those jointly undertaken by LGU and outside agencies.
- Build collaboration between LGU faculty, R&D organizations, industry / field organizations, LGU Consulting & Technology Incubation Center to generate funds

5.4 Starting a New Academic Program

In order to achieve LGU Vision, the University continues to introduce various new academic programs. The University has provided guidelines to facilitate the development and processing of proposals for starting new academic programs. The concept proposal is prepared and given to Head of Department who further presents it in the meeting of BASR and Academic Council. After their recommendations it is further forwarded to BOG for their approval and recommendations. HEC gives the final approval for starting new academic program in LGU.

5.5 Types of Examinations

A student's performance in a course is evaluated through assigned class-work, homework and assignments, and through scheduled examinations. A course is evaluated either by all or some combinations of oral and practical examinations, research, term papers, written tests and other activities.

5.5.1 Quiz/Assignments

The performance of students is evaluated through quizzes, assignments, mid and final terms. Course may be evaluated by oral and practical examination, research, term papers, written test and other activities.

Faculty members may schedule a number of quizzes/assignments in each course at irregular intervals. Minimum two quizzes/assignments are mandatory throughout the semester.

Faculty member schedules a 2-3 hour test that is conducted at mid-semester or a number of one-hour tests, normally one per credit hour, in each course that are to be conducted at regular intervals.

5.5.2 Mid-Term

Mid-semester/One-Hour Tests

There is a mid-term exam schedule by examination department of one hour comprises of 25 marks each.

5.5.3 Final-Term

Final-term exams are schedule by examination department at the end of the semester. The duration of final term exam is two hours, comprising 50 marks.

5.6 Conduct of Examinations

The examination department is responsible for collecting, printing and distribution of the papers. Examination department issues the mid and final terms examination with the help of faculty members. No student is allowed to sit in exam with the 15 minutes laps after the commencement of exam. No student is allowed to leave the examination room after the one hour of commencement of exam.

5.7 Student Handbook

New comers are issued with handbook which contains general rules of university and academic regulation.

5.8 Grading Policy

The performance of each student is assigned with a grade. A class with the strength of 20 students is dealt with absolute grading system whereas more than 20 students are entertained with relative grading system respectively.

5.9 Make-up Exams

A student who fails to attend the final examination will normally be given a zero and their course grade will be calculated on the basis of class work and other test scores earned. However, if the failure to attend the final examination was due to circumstances beyond the control of the student, make-up examination may be requested.

CHAPTER 6
CONDUCT AND DISCIPLINE

6.1 Faculty Code of Conduct in LGU

Faculty members have a general duty to execute all their responsibilities with integrity and honesty in order to maintain and strengthen the trust and dignity of the office that they hold. They should, under no circumstances, take any action that is contrary to the University's rules and where the university's rules do not apply, the rules of the Government of Pakistan. Expected code of conduct at LGU is as follows:

- Faculty members should avoid any unauthorized use of the University's resources for personal use
- Faculty members should not indulge themselves in any commercial, political or religious activities that adversely affect the University and its rules
- Faculty members should not take any step that threatens, harms or harass another member of the University
- No member of the University should be discriminated against on the basis of race, color, creed, gender, ethnic origin and similar aspects
- No faculty member should exploit any student for personal/other purpose and make sure that students' assessment should truly reflect their merits
- Faculty members should make all possible steps to preserve confidentiality of pertinent information of the University, which if leaked, may adversely affect the University

6.2 Major Breaches of Conduct

- **Conforming to rules and regulations**. Every employee shall conform to and abide by orders/ instruction which may be given, from time to time, by any person under whose jurisdiction, superintendence or control he/ she may for the time being be placed. Following are recognized as major breaches of conduct at LGU:
- **Lending and borrowing:** No employee shall lend money to, or borrow money from, or place himself under any pecuniary obligation to any person with whom he has any official dealings, provided that the above provision shall not apply to dealing in the ordinary course of business with insurance company, bank or other financing institutions.

- **Investment:** No employee shall make or permit his family to make any investment, which is likely to embarrass or influence him in the discharge of his official duty
- **Insolvency and Habitual Indebtedness:** Every employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent, he shall forthwith report his insolvency to LGU.
- **Unauthorized Communication:** No employee shall communicate directly or indirectly any official document or information to any other employee not authorized to receive it or to any other person or press, unless permitted by the authorized authority.
- **Use of Political or other Influences:** No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on LGU or any employee of LGU in support of any claim arising in connection with his employment.
- **Teaching/Research/Consultancy:** No teaching/research /consultancy activities are allowed outside LGU without prior approval/ information of Rector LGU.
- **Propagation of Sectarian Creeds:** No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such partiality and favoritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feelings of discontent or displeasure among other employees.
- **No Smoking Policy**. The University is committed to provide a smoke free work environment where every smoker / nonsmoker can work in good health. Accordingly, the employees are not allowed to smoke at the workplace. This policy applies to all premises of Lahore Garrison University during and after official working hours.
- **Dress Code**. The University maintains a professional working environment. All employees should follow the dress code that is appropriate for the office and students interaction as appended below:-
    - **Men:** Formal attire i.e. suits or formal trouser/ shirt and tie, polished shoes. On Friday formal neat shalwar kameez / Kurta is allowed with waist coat.
    - **Women:** Culturally appropriate/decent attire e.g shalwar kameez or Kurta suit, shoes (formal flat heels)
- **Late Sittings.** Academic block / library shall remain open till prescribed timings and the Secretariat offices till 4:00 pm. An employee may be required to sit late beyond office timing. However, in case where an employee sits beyond working hours during work

days, he/she will have to obtain approvals from Competent Authority.

- **Sexual Harassment.** The University exercises zero tolerance about sexual harassment.
- **Littering** It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the campus premises. The designated waste boxes should be used for the purpose.
- **Abuse, Assault Threatening Behavior** Intentionally endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.
- **Firearms, Explosives And Other Weapons** Illegal or unauthorized use, possession, or storage of firearms, explosives (including but not limited to fireworks), other weapons, or dangerous chemicals on University Premises, whether or not a license to possess the same has been issued to the possessor.
- **Furnishing False Information** Forgery or Unauthorized Use of Documents. Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency/services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and other non-academic records, signatures, seals or stamps thereof.
- **Alcohol/Drugs/Intoxicants** Distribution, possession and consumption of alcohol/drugs/ intoxicants on University premises or at University-sponsored activities.

6.3 Inquiry Procedure.

The following procedure shall be observed when an employee is proceeded against under these statues;

a. In case where an employee is accused of subversion, corruption, or misbehavior, the respective Chairperson/Director shall initiate a disciplinary case to the Registrar office.

b. Registrar shall issue a show cause notice to the employee to explain his / her position as regards the accusation/act.

c. After receipt of the reply of the employee, the registrar shall process the case to the Vice Chancellor for taking decision whether the case merits summary disposal or require the inquiry through an inquiry committee.

d. In case the Vice Chancellor decides to dispose off the case summarily, the registrar shall take action on the decision.

e. In case the competent authority decides to order an inquiry, the registrar shall constitute an inquiry committee.

f. The inquiry committee shall:

   (1) Record all the evidences related to the case.

   (2) Provide the accused a reasonable opportunity personal hearing to explain his / her before the inquiry committee.

   (3) Prepare the report including the findings, opinion and recommendations and submit to the registrar for obtaining the final decision by the Vice Chancellor.

g. The registrar shall notify the final decision to the employee, the Chairperson / Director concerned.

h. Vice Chancellor shall be the final authority in all such cases.

6.4 Penalties

The following types of minor and major penalties, or any other punishment as the competent authority may decide, depending on the nature of each offence / charge, may be imposed for misconduct / indiscipline

a. **Minor Penalties**

   (1) Censure

   (2) Withholding promotion or increment for specific period.

   (3) Recovery from pay of the whole or any part or any pecuniary loss caused to Lahore Garrison University by negligence or breach of orders.

b. **Major Penalties**

   (1) Demotion

6.5 Appeals

An employee shall have the right of appeals of making an application for review to the concerned inquiry committee of any of the penalties imposed upon him/her within 30 days of the date of orders conveying such penalties. The Vice Chancellor shall have final powers to accept or reject an appeal of above mentioned punishments as deemed appropriate.

CHAPTER 7
PERKS AND PRIVILEGES

7.1 Incentive for Faculty/Researchers

LGU always encourages its faculty / researchers to actively involve themselves in research and attain best teaching skills. In this context following incentives/benefits are provided to the faculty.

- Payment of registration fee for publication
- Sponsorship for international conferences/paper presentations
- Financial award for publications
- Best teacher award
- Best researcher award
- Provision of funding for projects thorough R&D LGU

7.1.1 Annual Research Awards

Any faculty or admin member will be awarded monetary and non-monetary benefits on paper publications as stated below;

Sr. No.	Nature	Non-Monetary Benefit	Monetary Benefit
1	Five or more publications in a year as Principal Author (If more than one authors the committee shall analyze quality/impact factor of the Journal)	Souvenir & Certificate	Rs. 25,000
2	Best paper of the session (Local Conference); only if principal author	Certificate	Rs. 5,000
3	Best paper of the conference (Local Conference) ; only if principal author	Souvenir & Certificate	Rs. 10,000
4	Best paper of the session (International Conference) ; only if principal author	Souvenir & Certificate	Rs. 25,000
5	Best paper of the conference (International Conference) ; only if principal author	Souvenir & Certificate	Rs. 50,000

- The benefit of above policy can be availed by the both faculty and Admin staff (if meeting all above eligibility Criteria's).
- A notification of DARC committees of each department for analyzing travel grants and research paper publication cases.
- For research award a Campus Research Committee (CRC) will consider the case.

7.2 Library

LGU has library equipped with up-to-date and substantive collection of literature for assisting in research and teaching purposes. The library is handled by skilled staff which provides assistance as required. HEC portal and digital libraries can also be accessed. Main central library is under construction next to the main office LGU.

7.3 Cafeteria

Aesthetically designed cafeteria, has been constructed within the premises of campus. The cafeteria is providing family environment to the faculty as well as students and their guests (visitors). Students are motivated to initiate any revenue generating idea by using cafeteria premises that is why it is named as "Students Owned Cafe".

7.4 Security & Safety

Security and safety of the whole campus is the responsibility of the Security & Safety Department. Apart from installation of CCTV cameras and assignment of security guards with required security equipment at all entries/exits, LGU has taken various security measures.

Security guards have been deployed at various locations throughout the campus for the safety and security of all LGU community members. The members are issued car stickers as well as employee cards. The possession of these is a must for all.

7.5 Clubs and Societies

Besides academic excellence, the LGU displays dynamic literary and artistic aptitudes for extra-curricular activities. Like-minded individuals pursue their passions through the platforms of

various clubs. The following clubs and societies provide the members an opportunity to exhibit their talents:

- Arts and Culture Society
- Blood Donation Society
- English Debating Society
- Dramatic Society
- English Literary Society
- Environmental Society
- Pakistan Ideological and Ethical Society
- Urdu Debating Society
- Urdu Literary Society
- Media Club Society
- Garrison Information and Technology Society
- Entrepreneurship Society
- Garrison University Music Society
- Business Media Club

7.6 Telecom and Internet Services

To provide state-of-the-art Information and Communication Technology (ICT) facilities, LGU has been developed as a Technology Smart university. It incorporates cutting-edge ICT infrastructure to provide triple-play services (data, voice and video). This includes Main Data Center, Campus-side Fiber Optic Network and Wi-Fi Mesh for High-speed Data Connectivity, Video Conferencing, IP-technology, IP Fax, Smart White Boards, Smart Podiums, Digital Bulletin Board System and various other interactive features. Under the project, the following IT facilities are established:

- Campus-wide optical fiber ring for connecting all academic
- Telephone with inward/outward calling facility
- High-speed bandwidth has been made available for the LGU community so that they are able to pursue their research collaborations with foreign counterparts, use HEC digital library resources and access other internet related services/facilities

7.7 Pakistan Education and Research Network (PERN)

Pakistan Education and Research Network (PERN), is a part of an IT Action Plan that was launched by Prof. Dr. Atta-ur-Rahman as Minister of Science and Technology, Government of Pakistan, in August 2002. LGU is providing same facility to its faculty members for the smooth and better outcomes in vast field of research and innovation.

7.8 Transport Services

LGU maintains an organized transportation network for the faculty, students and staff. LGU transport is also available to its employees for the pick/drop service on various routes of Lahore city. Furthermore, 50% subsidy will be offered in transport charges.

7.9 Education Subsidy and other Incentives

a. **Subsidy in Own Tuition Fee**. Faculty member can avail 75% fee concession in MS/M.Phil and Ph.D programs; if enrolled in LGU with the condition of three year bond for MS program and 5 Years bond for Ph.D program to serve in LGU.
b. **Fee concession to wards of Employees**. Wards of the employees of the University will be given 50% concession in the tuition fee of the University. (Not be combined with any other scholarship or concession to wards of any employee)

7.9.1 Financial Perks

a. **Personal Interest Free Loan**. All employees are entitled to loan equal to three months' salary without interest once in three years to meet their personal needs which shall be returned in 12 monthly installments. The employee will be required to provide the Treasurer Office 12 postdated cheques against the sanctioned loan. Extending this facility is not matter of right and will be extended subject to availability of funds.
b. **Loan for Purchase of Laptop.** All employees are entitled to interest free loan for the purchase of laptops which shall be returned in 12 monthly installments.

c. Car financing facility. There is a provision for the regular/ permanent employees of grade 18 and above (Academic, Nonacademic) to avail the facility of car financing.

7.9.2 Medical Insurance (Optional)

The Medical Insurance (indoor) will be provided to the employees. Additionally, maximum four family members (Spouse, Children, Father and Mother) will be insured at the part of the University. No encashment facility will be available to the employees.

7.9.3 Gratuity/Benevolent Fund

Any faculty or non-faculty member from the point of becoming permanent/Contractual cum Regular employee of the university will become eligible to receive gratuity at the retirement/ termination/ resignation of his/her service after 2 years. The gratuity amount will be the most recent gross pay of the respective employee and the total amount can be calculated using the formula below;

Gratuity Amount = Most recent gross pay per month x Total No. of years of service

7.9.4 Scholarship for Higher Studies (Faculty Development)

- Any faculty can avail the scholarship for the higher studies i.e. M.Phil, PhD or Post Doctorate after securing admission in a local or foreign University.
- Any faculty member securing admission in local university can avail maximum tuition fee scholarship.
- Any faculty member that has secured admission in foreign university can avail a monthly stipend of US$ 1500 per month for M.Phil. and US$ 1800 per month for PhD studies.
- Faculties securing foreign university admission will also be considered for leave of the whole period till he/she complete the degree.
- Any faculty member applying for the above stated scholarship will also have to sign a legal binding with the university. The terms of the legal binding will be considered by the competent authority.

CHAPTER 8
EMPLOYEES WELFARE POLICY REVISE

8.1 General

With ever increasing cost of living coupled with unprecedented price hike, ancillary staff of LGU is finding it difficult to make both ends meet. There is a requirement to assist them financially in the hour of need. However, no source/fund is available in the University for the purpose. Hence a requirement has been felt to establish a fund / scheme to extend financial assistance to such employees, who are in distress.

8.2 Aim

To lay down guidelines for fin assistance to all ancillary staff of LGU on need to need basis.

8.3 Source of Income

i. Initially Rs. 2 million will be contributed by LGU and onward Rs. 1 million annually.
ii. Income from fun fairs and such other activities held in LGU.
iii. Voluntary donations.
iv. Employees Contribution once in a year to be deducted at source (Rate of deduction max 5% of Initial Basic Pay).
v. To seek donations from Philanthropists.

8.4 Beneficiaries

Following employees of the University with minimum of six months/One year? Service is eligible to get assistance from this fund:

i. Employees from grade LGPS-4 to LGPS-20
ii. Under exceptional circumstances, case of any employee may be considered.
iii. Employees Annual Dinner

8.5 Occasions

Financial assistance may be provided on the following occasions:

i. Death of Employee
ii. Death of spouse / parents / children
iii. Health issue e.g. for investigation / treatment.
iv. Marriage of children.
v. Self-Marriage
vi. Other occasion of distress.

vii. Repair & Maintenance of house
viii. Welfare of employees etc.

8.6 Award Committee

a. President: Registrar
b. Members:
   i. Senior Most Dean
   ii. Senior Most HOD
   iii. Treasurer
c. Secretary: Deputy Registrar (HR),

8.6 Procedure

i. On eve of an obituary, concerned HOD / section Incharge to initiate claim on behalf of the affected employee.
ii. HOD/section Incharge will forward the case to the Registrar.
iii. After verification of facts to forward the case with recommendations to the committee through Registrar branch.
iv. Case will be processed by Registrar Branch for approval of the Vice Chancellor.
v. Accts Branch to maintain all record of income / exp.

8.7 Suggested Amount

Fin assistance may be given as one time measure. The amount may vary according to circumstances. Under mentioned amount is the max limit, to be reviewed every 3 years.

8.7.1 Death of Employee

8.7.1.1 On Duty Death

a. LGPS-4 to 10 10 Gross Salaries
b. LGPS-12 to 16 08 Gross Salaries
c. LGPS-17 to 20 06 Gross Salaries

8.7.1.2 Off Duty Death

d. LGPS-4 to 10 08 Gross Salaries
e. LGPS-12 to 16 06 Gross Salaries
f. LGPS-17 to 20 04 Gross Salaries

8.7.2 Serious injury / illness Rs. 40,000/- or 50% of hospital bills (Whichever is less)
8.7.3 Loan for Marriage of Son Max Rs. 100,000/- (Max Reimburse in 12 installments)

8.7.4	Loan for Marriage of daughter installments)	Max Rs. 200,000/- (Max Reimburse in 12
8.7.5	Repair & Maintenance of installments) Permanent Residence	Max Rs. 100,000/- (Max Reimburse in 06 (LGPS-17 to LGPS-20)
8.7.6	Repair & Maintenance of installments)	Max Rs. 50,000/- (Max Reimburse in 10 Permanent Residence (LGPS-4 to LGPS-16)
8.7.7	Death of spouse	Grant Rs. 20,000/-
8.7.8	Death of Mother, Father or Child	Grant Rs. 15,000/-
8.7.9	Marriage of Son	Grant Rs. 25,000/- and Max Loan Rs. 100,000 (Max Reimburse in 12 installments)
8.7.10	Marriage of daughter	Grant Rs. 25,000/- and Max Loan Rs. 100,000 (Max Reimburse in 12 installments)
8.7.11	Other occasions	as per dictates of circumstances
8.7.12	Self-marriage	Grant Rs. 25,000 once only (LGPS-4 to LGPS-16)

Note

i. The clause 8.1 and 8.2 will be applicable for all employees; 8.3, 8.4 for (LGPS-17 to LGPS-20), 8.6 to 8.10 & 8.12 for (LGPS-4 to LGPS-16).
ii. Clause 8.2 shall be terminated in case of "Insurance Facility" offer to the employees.
iii. Clause 8.5 and 8.6 shall be offered once in a 3 years of service
iv. Clause 8.3, 8.4, 8.9, 8.10 once in 2 years of service.
v. For availing loan; the employee shall submit equal installments cheques of outstanding amount in advance.
vi. At a time only one loan can be availed under this policy.
vii. Where ever feasible, suitable good / eqpt / medicine may be provided to an individual instead of cash, so as to make him / her sustain him / herself in life.
    a. All LGU Employees are entitled to 10 days marriage (Self) leave with Pay.
    b. A gift up to the value of Rs. 3000 presented to bride or groom on behalf of VC.
    c. Head of department will extend and handover the gift at the ceremony if in Lahore, if outside, can be sent through staff attending the wedding.
    d. When there is death in the blood relatives of any employee, a message on the central messaging system will be sent for condolence, attendance of Janaza if in Lahore by HOD/Dean.
    e. Care taker along with adequate personnel to visit and ask for any admn support if required as Shamiana, chairs, grave preparation, transportation etc for which money from petty cash may be spent (Approval of the CA is required)
    f. A DO from VC to be sent to the effected staff to be followed by meeting for Fateha in VCs office on employee 1st day of joining.

g. (For death of employee only) Wreath lying on behalf of VC to be performed by senior most LGU representative present.
h. LGU staff (all) is entitled to 10 days family leave with pay on the death of blood relatives. Family leave should be immediately applied by the HOD/ Deptt Head. Iddat leave (for female staff) for 4 months and 10 days is applicable with pay.

viii. This fund will also be presented before the internal and external audit teams like all other LGU Accounts.