FACULTY HANDBOOK

2020

Mohammad Ali Jinnah University

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The University

*A **CHARTERED UNIVERSITY** Mohammad Ali Jinnah University (MAJU) chartered by the Government of Sindh and recognized by the Higher Education Commission (HEC), was established in 1998. The University was named after three great leaders: Mohammad (PBUH) for moral leadership, Ali (RA) (Baab-ul-Ilm), for knowledge and Jinnah for struggle. The objective in naming the University after Quaid-e-Azam was to offer the highest quality of education, research and patriotism. Mohammad Ali Jinnah university's prestigious and spacious campus has acquired an enviable reputation for its facilitates and quality of education offered. It has an excellent record of success in wide range of academic and professional training courses. The university is managed by a Board of Governors, with the Governor of Sindh as its Patron.*

Mohammad Ali Jinnah University, unlike other institutions which have degree awarding status only, enjoys the privileged status of a comprehensive university. The Charter Inspection and Evaluation Committee of the Government of Sindh has ranked Mohammad Ali Jinnah University as No 1 in General Category.

Vision and Mission Statement

VISION *"To be recognized as a leading institution for producing competent professionals who are instrumental in development of a prosperous society".*

MISSION *"Mohammad Ali Jinnah University, through the pursuit of excellence in an ethical environment, is committed to providing to a diverse student population the intellectual and technological tools necessary to meet the challenges of the future".*

Our Strategies

- ✓ *Competent Faculty*
- ✓ *Well Equipped Labs*
- ✓ *Competitive Curriculum*
- ✓ *Conducive Learning Environment*
- ✓ *Problem Solving Approach*
- ✓ *Entrepreneurial Training*
- ✓ *Seminar, Workshops and Colloquium*

- ✓ *Industrial Collaboration*
- ✓ *Personality Grooming*
- ✓ *Ethical Orientation*
- ✓ *Projects & Case Based Studies*
- ✓ *Inspiration for Community Service*
- ✓ *Talent Appraisal and Scholarships*
- ✓ *Continuous Quality Improvement*

PRESIDENT'S MESSAGE

What makes our university stand out is a clear vision to offer a good value education

Dr. Zubair A. Shaikh
PhD Polytechnic University, New York, United States,

M.A.J University (as we are popularly known) strives to liberate students and faculty to explore, create, challenge, and become effective leaders. We empower our students by helping their visions and dreams grow through shared values, diversity, experience, respect, and faith. With special programs and community outreach programs available and encouraged, the curriculum and opportunities at M.A.J University are both exciting and aspiring.

The M.A.J University in recent days has initiated a mega transformation phase to make this University a top-ranking University of the region. We are enhancing the outlook of our faculty who are the top brains being drawn from all over the world to teach, perform, create, and study in a place where everyone belongs. The Industry faculty having minimum 10 years of experience are partnering with us by bringing in the diversity and practical exposure for our students. Technology and business incubators for our graduates and faculty are being created to develop a techno-perineurial eco system.

The Academic programs at M.A.J University are designed from Bachelor to PhD in disciplines of Management Sciences, Accounting, Economics & Finance, Computing Sciences, Electrical Engineering, very soon other disciplines too. With an FM Radio station and partnerships with other leading Universities, we are initiating blended / distance education programs in diverse areas at M.A.J University. With flexible course plans one can craft his/her own Degree plans and majors.

As the President of M.A.J University, I believe in giving you a dream and environment to accomplish your academic and professional goals: may you be a student, a faculty, a non-teaching staff member, an industry collaborator, an alumnus, a parent or just a passerby. Once you step-in, you are part of our M.A.J.U fraternity. We are also an important part of one of the largest educational conglomerates of Asia comprising of 3 Universities, a College Network of over 800 colleges and a network of over 3500 schools.

I hope you find Mohammad Ali Jinnah University as exhilarating and enriching as I do.

Mohammad Ali Jinnah University

Faculty Handbook

A Guideline for Faculty Members

1.0 Academic Faculties and Departments

1.1 Faculty of Engineering

The Faculty of Engineering aims at producing scientists and engineers who can meet the challenges of emerging international trends in Science, Engineering and Technology. To achieve this objective, we have a team of highly qualified and dedicated faculty members. Moreover, we believe that academic excellence is not possible without quality research environment. High emphasis is, therefore, placed on research.

1.1.1 Vision

To improve the quality of workforce in Engineering discipline up to a level that can be used as a benchmark by other institutions.

1.1.2 Mission

We aim to produce graduates having enhanced creative thinking, problem solving skills and ability for lifelong learning in their professional careers and to develop programs that address the evolving needs of industry, academia and society.

1.1.3 Departments under the Faculty of Engineering
- ✓ Department of Computer Systems Engineering
- ✓ Department of Electrical Engineering
- ✓ Department of Basic Sciences

1.2 Faculty of Computing

The Faculty of Computing aims at producing computer professionals who can meet the challenges of emerging international trends in Information Technology and related disciplines. To providing strong theoretical foundations, our academic programs place due emphasis on the applied aspects of the disciplines. For this purpose, the Faculty has established a strong liaison with Research & Development organizations and the industry.

1.2.1 Vision

To be a leading institution of computer science amongst all, with a multidisciplinary approach in research, academics, and industrialization/application of computing sciences.

1.2.2 Mission

To create, share, and apply knowledge in Computer Science, including in interdisciplinary areas that extend the scope of Computer Science and benefit humanity; To educate students to be successful, professional, and effective problem-solvers, and life-long learners who will contribute positively, with their skills and knowledge, to the economic well-being of society and nation; and who are prepared to tackle personal, and complex 21st Century challenges.

1.2.3 Departments under the Faculty of Computing
- ✓ Department of Computer Science

1.3 Faculty of Business Administration and Social Sciences

The Faculty of Business Administration and Social Sciences aims at producing graduates suitable for the emerging needs of the market. We strongly believe that the curriculum, teaching methodologies and educational environment must lead to inculcation of ethical values consistent with the religious and cultural norms of the society. Therefore, all the programs offered by the Faculty place a strong emphasis on ethics.

1.3.1 Vision

The Faculty of Business Administration aims to prepare insightful leaders recognized globally for excellence in education, research and development.

1.3.2 Mission

The Faculty of Business Administration aims to promote a technologically driven social and business climate, by imparting quality education with the help of scientific and intellectual tools, to develop ethical and disciplined human resource who can meet the contemporary needs and future challenges of the global community.

1.3.3 Departments under the Faculty of Business Administration and Social Sciences
- ✓ Department of Management Science
- ✓ Department of Marketing
- ✓ Department of Finance of Economics
- ✓ Department of Psychology

1.4 Faculty of Life Sciences

In a comparatively short period of time since its inception in June 2017, the faculty of Life Sciences at Mohammad Ali Jinnah University, Karachi has made rapid progress in academic programs and research endeavors. Under department of Biosciences, Faculty of Life Sciences is offering three programs (BS Biosciences, MS Bioinformatics and MS Biotechnology). PhD in Biotechnology will be started soon.

1.4.1 Vision

To be among the world leading research and teaching institution in biological sciences.

1.4.2 Mission

The mission of Faculty of Life Sciences at MAJU is to train high quality human resource in applied biological sciences including molecular biology, biotechnology, pharmacy, medicine and agriculture. The Faculty will provide quality teaching and research in key areas of life sciences. The Faculty will promote collaboration in teaching and research with other organizations nationally and internationally.

1.4.3 Departments under the Faculty of Computing
- ✓ Department of Bioscience

2.0 Teaching Roles and Responsibilities of Faculty Members

Appointment to the regular faculty of Mohammad Ali Jinnah University is based on the achievement and promise of an individual committed to the complete integration of scholarship and teaching excellence. Faculty members should also demonstrate a commitment to be available and significantly contribute to the administration of the University with the aim to serve the mutual benefit of students, the University, and the scholarly community.

2.1 Expected qualities of all M.A.J University faculty members

Faculty members are expected to strive for excellence in teaching and to participate fully in the teaching program (e.g., lectures, seminars, laboratories, and independent studies) unless an exception (such as leave of absence) is granted by the University. Academic advising, inclusive of the direction of theses, is also an integral part of the teaching program and is required of some of the faculty members. The aim is to provide the students with the opportunity to study with recognized as well as developing scholars.

In the conduct of courses/lectures, faculty members should:

✓ Be able to instruct students of all levels and across the spectrum of courses relevant to their area of expertise.
✓ Demonstrate originality and relevance in the design of each course.
✓ Hold class meetings that are consistent with the course proposal as approved by the University. Any changes in the number of scheduled meetings or substantive changes in course content require a review by the HOD.
✓ Be prepared to reschedule class meetings or arrange for appropriate substitutes if they must miss a class (e.g., to attend a professional meeting, due to illness, or to observe a religious event).
✓ Make reasonable accommodations for students identified as having disabilities or students who wish to observe religious holidays.
✓ A firm knowledge base and competence in relevant subject matter.
✓ Ability to link subject matter, critical reasoning, critical thinking and practical knowledge.
✓ Knowledge of education technology and its implications as well as theoretical foundations derived from research.
✓ An applied knowledge of problem-solving strategies.
✓ Knowledge and use of curricula that are responsive to today's educational needs and reflect issues of the evolution of change.
✓ Demonstration of sensitivity to students' academic needs.
✓ Sensitivity in the use of language or understanding how to effectively talk to students, whether addressing personal issues or academic concerns.
✓ Showing respect for all human beings and the integrity of others, including those of diverse populations and cultures.
✓ Recognition of accountability, meaning acceptance of responsibility for our actions and their impact on the immediate environment.
✓ Recognition of the impact of moral issues on teaching behavior.

2.2 Responsibilities of Faculty Members

A faculty member is expected to conduct him or herself in a professional manner at all times and to conform to all of the rules and regulations of the University. Any questions about specific responsibilities should be directed to the HOD of an individual faculty member's academic department. Faculty members are expected to perform all the assigned duties and responsibilities of their designated positions, and all other duties as assigned to them by the Program Managers, HODs and university from time to time to the satisfaction of the university. Faculty members' responsibilities are:

✓ To teach at undergraduate and graduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
✓ To carry out research and produce publications, or other research outputs
✓ To supervise or assist with supervision of undergraduate, taught graduate (Masters) or research graduate (MPhil/PhD) students as appropriate.
✓ To contribute to the development, planning and implementation of a high-quality curriculum.
✓ To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance as per HEC guidelines.
✓ To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
✓ To participate in the development, administration and marking of exams and other assessments.
✓ To provide pastoral care and support to students.
✓ To participate in the administration of the department's programs of study and other activities as requested.
✓ To contribute to departmental, faculty, or university committees as requested.
✓ To maintain own continuing professional development.
✓ To engage in examining duties, i.e. the production of exam questions/papers, exam marking and moderation
✓ To maintain an awareness and observation of fire and health and safety regulations.
✓ To carry out any other duties commensurate with the grade and purpose of the post.

All academic faculties are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct of research, publication, teaching, enabling and other forms of knowledge transfer, at the highest levels of international achievement.

2.3 Scholarly Work

Faculty members demonstrate a dedication to scholarship by;
✓ Conducting or collaborating in research and research scholarship relative to a specific field of study.
✓ Developing independent programs of research that have a major impact on a specific field of study.
✓ Engaging in significant research and publication throughout their active career in accordance with departmental standards.

- ✓ Participating in teaching and clinical service activity within their departments (Teaching loads can be adjusted to accommodate research activities.).
- ✓ Conducting all research in conformance with University policies and the policies of external granting agencies (where applicable).

2.4 Availability

Members of the faculty are generally expected to be available:

- ✓ To participate in required departmental/University meetings. Appropriate officials should be informed when a faculty member must miss such an activity.
- ✓ For advising throughout the academic year by means of regularly scheduled weekly office hours or appointments or both, unless prevented by professional conflicts.
- ✓ To their colleagues for the collegial conduct of University business.
- ✓ To participate in University-sponsored events.

2.5 Teaching Assistants

Teaching Assistants, normally graduate students, are expected to:

- ✓ Assist senior faculty by conducting tutorials and labs and grading assignments, quizzes, etc.
- ✓ Prepare lesson plans and submit them for suggestions and approval.

In relating to students, Teaching Assistants are expected to:

- ✓ Maintain a professional relationship with the students both within and without the classroom.
- ✓ Conduct themselves in a manner sensitive to students' needs and responses.
- ✓ Maintain definite standards; be firm, fair, and consistent in matters of student discipline.
- ✓ Treat all students with equal respect.
- ✓ Demonstrate to students a sincere interest in their learning progress and offer additional help during office hours.

3.0 Administrative Roles and Responsibilities of Faculty Members

Include all activities that benefit the department, the University, and the profession. All faculty members are expected to perform administrative duties that are appropriate to their seniority and the needs of the academic department. Faculty participation in professional activities affects significantly their own development as well as the reputation of the department and the University.

3.1 QEC Representative Responsibilities
The responsibilities of QEC Representative include:
- ✓ To check the course outlines of the departments for
  - o Their completion according to HEC criteria.
  - o Course outlines of same courses are synchronized.
  - o To compile course outlines book of every semester.
- ✓ To compile exam papers book of every semester.
- ✓ To liaise with faculty members for completion of their course files.
- ✓ To collect the completed course files from faculty members and forward to QEC department within given dates.
- ✓ To liaise with QEC department on matters related to QEC.
- ✓ To co-ordinate HEC and other inspection authorities visits in co-ordination with QEC department.

3.2 Program Advisors Responsibilities
The Program Advisors of Department shall be responsible:

- ✓ To propose, to HOD, the course offering for every semester.
- ✓ To deal with students' academic queries and recommend suitable solutions to HOD.
- ✓ To assist the HOD in planning and managing Board of Studies meetings and Accreditation Councils' visits.
- ✓ To liaise with QEC coordinator and faculty members for submission of course files to QEC.
- ✓ To liaise with FYP committee for smooth conduct of projects.
- ✓ To coordinate with admission office for solving queries related to new admissions in assigned programs.
- ✓ To uplift and improve the assigned programs in terms of curriculum, course delivery assessments, and admissions in coordination with HOD.
- ✓ Any other responsibility (ies) assigned by the University authorities.

3.3 FRP/FYP/Thesis Coordinator Responsibilities
FRP/FYP/Thesis coordinators are expected to perform following responsibilities:
- ✓ To collect the FRP forms from students with proof of fee submission.
- ✓ To held research committee meeting for topic approval and supervisor allocation.
- ✓ To plan and notify students about complete dates and deliverables of FRP.
- ✓ To collect the final project reports from students 2 weeks before final presentation.
- ✓ To assign examiners, in consultation with HOD and research committee for examination.
- ✓ To ensure that all FRP have been submitted according to the standard format.
- ✓ To process necessary documentation for payment to FRP supervisors.

3.4 Other Committees and Offices formed for smooth operations of M.A.J. University

The following committees have constituted for smooth operations of the University.

3.4.1 Executive Committee

An Executive Committee chaired by The President comprises of all Deans, Directors, Heads of Departments and Managers of Administrative Units. The Executive Committee meets once in every month to oversee progress of all academic and administrative matters.

3.4.2 Quality Enhancement Cell

The Quality Enhancement Cell department has been formed to ensure that all academic and administrative activities follow strict Quality principles. The Quality Enhancement Cell Director is part of all Statutory Bodies.

3.4.3 Office of Research Innovation and Commercialization

The Office of Research Innovation and Commercialization (ORIC) has been formed to promote research and commercialization of Research & Development projects of the University.

3.4.4 Centers for Executive Learning Development & Diversity

Center for Executive Learning Development & Diversity has been formed to enhance the image of the University as a comprehensive training organization. Center for Executive Learning Development & Diversity Committee is chaired by The Dean Academics the committee meets once in every month.

3.4.5 Admission Committee

An Admission Committee chaired by The Dean Academics comprises of all Deans, Directors and Heads of Departments. The Admission Committee meets twice in every semester to oversee the admission of the University in all academic programs. The scopes include preparation of admission test, secure and fool proof conduct of admission test, announcement of merit lists, conduct of interviews, and other activities within the ambit of admissions.

3.4.6 Plagiarism Committee

Plagiarism Committee chaired by Director Quality Enhancement Cell comprises of concerned Deans and Heads of Departments. The Plagiarism Committee has been formed to check the plagiarism in all academic writing's made by students and faculty.

3.4.7 Library Committee

Library Committee is chaired by senior faculty member. The Library Committee meets once in every month to oversee all matters related to library.

3.4.8 Students Disciplinary Committee

Students Disciplinary Committee chaired by senior faculty member and includes female faculty members. The students Disciplinary Committee meets twice in every month to oversee all matters related to student's discipline.

4.0 Faculty Hiring Programs

Recruitment refers to the process of hiring right people for the right job or function, usually undertaken by the Human Resources Department (HRD). It also may be undertaken by another Department or a member of senior management in consultation with the Human Resources Department. The recruitment procedure at M.A.J. University is regarded as a Centralized process wherein the HRD plays a key role in providing suitable candidates for a particular job.

4.1 Recruitment and Selection at MAJU

The aims of this policy is to recruit and select the most qualified persons for positions available within the University and upholds merit, personal integrity and commitment to the Islamic and Ethical Values as the governing Principles of its induction policy.

Other details are as follows:
- ✓ All regular appointments to professional and management positions are advertised appropriately.
- ✓ All announcement regarding the re recruitment are made through the national newspapers.
- ✓ A properly constituted selection board interview candidates applying for such posts in response.
- ✓ The minimum eligibility criteria for faculty positions prescribed by HEC is followed.

4.2 Equal Employment Opportunity/Affirmative Action

The University is an equal opportunity employer. It is the policy of the University to provide equal employment opportunity to all qualified applicants and employees without regard to race, color, religion, sex, disability. This policy contains all conditions, terms and privileges of employment.

4.3 Faculty Categorization

For the purposes of M.A.J. University services, Faculty members are divided into the following main heads, namely:
- ✓ Permanent Faculty
- ✓ Visiting Faculty
- ✓ Adjunct Faculty

4.3.1 Permanent Faculty

The categories for full time faculty appointments are:
- ✓ Lab Engineer / Lab Instructor / Instructor
- ✓ Junior Lecturer
- ✓ Lecturer
- ✓ Senior Lecturer
- ✓ Assistant Professor
- ✓ Associate Professor
- ✓ Professor
- ✓ Professor by Profession

4.3.2 Visiting Faculty

Visiting faculty members are appointed outside the tenure system on a semester-to-semester basis. Such appointments are not permanent and carry no implication of continuing connection with the University.

4.4 Faculty Orientation

All new faculty members are encouraged to attend the orientation program. The aim of this session is to facilitate a smooth orientation process according to the mission of the University. It includes the following:

✓ The orientation is designed to familiarize employees with benefits and other useful information that may have an impact on employee performance and realization of University's mission.

✓ This session also provides an overview of the University policies and procedures and also provides support to new joining in generation of employee log in ID, Email account, Bank account etc.

✓ Individuals are notified by the Department of Human Resources regarding the dates and times of the orientation session.

✓ Individuals are required to fill the joining form given by HR department.

4.5 Probation Period

The term **Probation** relates to the period of trial for a newly inducted employee within a specified period of time. The aim of this policy is to ensure that the employee and employer are able to evaluate each other during the initial employment period. This is done to provide a period of time for job adjustment and an opportunity for both the new employee and the employer to determine whether to continue the employment relationship. Faculty appointed at MAJU is on probation for 6 months. However, the Department Head, in coordination with HR, may extend the period of probation, if required.

4.6 Weekly Working Hours

All faculty members are required to maintain forty (40) hours weekly; for special and/or exceptional cases (special official assignments) flexibility may be granted on case to case basis. HR Department maintains records of all absences (whether paid or unpaid). Attendance is recorded through biometric machine. In case there is any issue in biometric, manual attendance may be administered. On case to case basis email may be used as a means of documenting attendance.

4.7 Leaves

The leaves are calculated on pro-rata basis from January 1st to December 31st of every year. Employee earn leaves every month right from the date of joining on pro-rata basis.

4.7.1 Casual and Medical leave: (24 in a year including medical leaves)

Casual Leave may be permitted, at management discretion, to meet urgent personal responsibilities which may be sudden in nature, e.g. a domestic emergency, or are known in advance or can be planned e.g. marriage in the immediate family, license renewal, a visit to children's school, etc. depending on the nature of the situation. Casual leave may also be granted

in case of absence due to situations beyond the employee's control, inclement weather conditions (e.g. heavy rains), a transport strike, or similar situations which prevent an employee from reaching work on that day. Similarly, medical leave may be permitted if employee is suffering from illness.

4.7.2 Study Leave without pay: Subject to Approval
Leave for foreign or local training or study leave may be allowed. Study leave may be granted with prior approval. MAJU will support foreign training of its employees only if the training or study are in an area of interest to the MAJU.

4.7.3 Duty Leave: Subject to Approval
A faculty member will be on a duty leave when he is out on a task given by the University. The duty leave will be separate from the casual leave and during the time period the faculty member is on duty leave he will be considered on the official duty.

4.7.4 Conference Leave: Subject to Approval
"Conference Leave" refers to leave granted to:
• Deliver lectures, as invited speakers.
• Present papers at conferences and other professional forums.
• Attend conferences, seminars.

4.8 Academic Workload
The workload for a faculty teaching at MAJU will be around 6-12 credit hours per week, in case of administrative duties the work load can be reduced with the approval of the HOD and Dean. In the case the faculty is overloaded he/she will be compensated based on his/her remuneration criteria.

4.8.1 Extra Course load
All permanent faculty members who are teaching extra courses will be paid on hourly basis other than their monthly salary. Approval of teaching extra course is required from the Head.

4.8.2 Faculty Workload Calculator
In order to balance and measure the workload of its faculty members, MAJU plans to introduce Faculty workload calculator which measure all types of workload. The faculty load is calculated based on the Load Calculator which automatically establishes the academic load according to the class strength and number of courses. All faculty members are required to maintain minimum certain units each year. Detail of Workload calculator will be available with HODs.

4.9 Bank Accounts
Salary to Faculty members are paid through Bank Accounts. New Faculty members are therefore advised to open an account in the University designated Bank. Faculty members are advised to consult the Accounts Department for necessary support.

4.10 Change of Personal Information

Faculty members are required to inform Human Resources about any change in their personal information (e.g. change of address or telephone number, marital status, birth of a child, etc.), education qualifications, honorary appointment etc., so that the employee records can be updated.

4.11 Outside Employment or Business

MAJU has zero tolerance policy regarding outside teaching. Full-time faculty members of MAJU are not permitted to be engaged in employment with another organization or have any financial/business interest with any other organization/entity even on a part-time basis.

A faculty member may take up a teaching activity in his/her free time (non-working hours) at any professional institution pertaining to his/her professional expertise for the purpose of professional development, societal contribution, networking etc., against remuneration than faculty member must inform the concerned competent authority.

5.0 M.A.J. University Email Usage Policy

Mohammad Ali Jinnah University's email system is a free-of-charge service provided to faculty and staff to conduct University business, facilitate collaborative work efforts, and distribute information to students, coworkers and colleagues. Every communication sent through this service carries the Mohammad Ali Jinnah University name and, therefore, should reflect professionalism and respectability.

Accounts are for individual faculty or staff members only and should not be loaned out to family or friends. These accounts will be used at times for distribution of pertinent employee announcements. All employees are expected to use and maintain their email account.

5.1 Overview
Email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can pose many legal, privacy and security risks, thus it's important for users to understand the appropriate use of electronic communications. MAJU currently utilizes a cloud-based system using two domains jinnah.edu and maju.edu.pk, for its faculty, staff and students, pursuant to an agreement between MAJU and Google.

5.2 Purpose
The purpose of this email policy is to ensure the proper use of university email system and make users aware of what MAJU deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of official email.

5.3 Scope
This policy covers appropriate use of any email sent from university email addresses and applies to all employees, contractors, business partners and agents operating on behalf of MAJU.

5.4 Policy
- ✓ Electronic messaging services are provided by University to support its functions i.e. teaching, learning, research, and management of MAJU's business. Use of University email system must be consistent with MAJU policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- ✓ University email account should be used primarily for business related purposes; personal communication is permitted on a limited basis, but non-university related commercial uses are prohibited.
- ✓ The email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with such content from any MAJU employee should report the matter to their HoDs or Disciplinary Committee, immediately.
- ✓ Users are prohibited from automatically forwarding MAJU email to a third party email system; or individual messages that are forwarded by the user must not contain MAJU confidential information.

- ✓ The email user must not change the Display Name appears next to the email address. The email user may contact IT department for any changes or update in the display name.
- ✓ Email is a business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email; and such emails that are identified as business record shall be retained.
- ✓ E-mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University unless appropriately authorized (explicitly or implicitly) to do so.
- ✓ Passwords must not be shared with other persons and in order to secure email account password must be a minimum of eight alpha-numeric characters in length and must be changed every 90 days.
- ✓ Mobile devices that are configured to use university resources such as email must be protected by passcode.
- ✓ Users should report to IT Department, in case any suspicious emails/URL links and/or attachments (are not encouraged to be opened) received.
- ✓ University may monitor messages without prior notice. University is not obliged to monitor email messages.

5.5 Non-Compliance/Breach of Policy

Violations of this policy will result in a review of the incident and may include action under appropriate University discipline processes. Corrective action may involve a verbal or written warning, suspension or dismissal and/or termination of employment.

6.0 Faculty Performance Management

Performance appraisals are conducted on an annual basis through a formalized process for faculty who been in employment with MAJU as of January 01 or before of assessment year, i.e. who have a minimum of 6 months of service as at the last day of the increment cycle are eligible to participate in the Performance Appraisal cycle.

6.1 Annual Salary

The annual salary review is conducted in the month of November & December during Performance Appraisal Activity and any increase is applicable with effect from 01st January. It includes the following:

✓ This policy is applicable to all permanent employees who have completed at least 6-month service in that calendar year on that particular position.
✓ Any changes in the salary will come into effect from the salary to be distributed on in the payroll of January.

6.2 Teaching Evaluation

As an expression of its commitment to maintain excellence in teaching, Mohammad Ali Jinnah University conducts regular evaluation of faculty teaching effectiveness. Such evaluation will be used for the purpose of recommendations for (or against) contract renewal and promotion.

Faculty members should be aware that an online questionnaire is distributed to students. Students are encouraged to assess performance of the professor in carrying out his/her academic responsibilities. Data gathered from these questionnaires may impact decisions made by the University regarding faculty promotion and salary. This data may also be used to help faculty members improve their teaching effectiveness.

Evaluation may:

✓ Include the use of appraisals solicited from students at all levels to whom the faculty member has provided instruction.
✓ Encompass teaching functions which include both graduate and undergraduate instruction, lecturing, leading small discussion groups and seminars, directing independent studies or theses, laboratory teaching, research direction and participation in creative scholarship.
✓ Include not only classroom and laboratory instruction but efforts by faculty members to sustain competence in their fields, to devise new and creative teaching methods by up-dating and reinforcing their teaching through scholarly activity.
✓ Include any materials which the faculty member deems relevant to the determination of teaching effectiveness.
✓ Evaluation results, the extent to which faculty members have met or failed to meet these standards, with reasoning and evidence, are disseminated by Departmental Heads.

Consideration shall be given to the maximum possible protection of the rights of students as well as faculty members involved in the evaluation process. Departments shall provide reasonable opportunity to any faculty member to review, rebut, and comment upon any evaluations of teaching that are part of his or her official record for purposes of contract renewal or promotion.

Teaching evaluation shall be considered confidential and accessible only to those officially involved in the evaluation process.

6.3 Policy for Promotion & Retention of Faculty

Mohammad Ali Jinnah University is an equal opportunity employer which strives to ensure that merit-based system is in place for providing opportunities for career growth to its faculty members.

The policy for promotion of faculty is enforced as per following:

✓ Criteria and guidelines set by Higher Education Commission for promotion of faculty members shall be enforced in MAJU.

✓ Those faculty members who do not fulfill criteria of their current position as per HEC guidelines and were promoted to the position before enactment of HEC policy, shall continue to occupy their position. However, these faculty members shall be required to fulfill deficiency against HEC criteria on top priority basis.

✓ Those faculty members, who lack in not more than one criterion of promotion as per HEC policy, may be promoted. However, they must demonstrate that in near future they shall achieve the said one deficient criterion.

For enactment of the Policy following process shall be followed,

✓ Faculty members who fulfill HEC criteria for promotion shall request for their promotion to Office of Human Resources. HR shall take the promotion application to the Selection Board, which will interview the applicant and may approve or reject the promotion case.

✓ On recommendation of HR, respective HOD, and Dean may also recommend to promote the faculty member prior to launch of his/her application in the Selection Board, subject to subsequent approval (or rejection) by the Board.

✓ Faculty members who lack in HEC criteria for promotion but were promoted to their current position before enactment of HEC criteria shall report their progress to meet deficiency to Dean and HR on annual bases.

Merit is taken to denote an individual employee's skills, knowledge, ability, efficiency and aptitude as measured from educational, training and past employment record.

6.3.1 Recommendations for Promotion

Recommendations for promotion are guided by the HEC Criteria and statements through proper selection board. The HEC guidelines for promotion refer to as **Appendix A**.

In addition to the HEC Criteria, candidates for promotion at Mohammad Ali Jinnah University must also:

✓ Show evidence of outstanding, high-quality scholarly work.

✓ Be highly effective teachers.

✓ Contribute positively to the intellectual life of their department, University, and profession.

✓ Maintain the esteem of peers, both within and outside the University.

7.0 M.A.J. University Plagiarism Policy

The intent of teaching, research and scholarship should always be purely for intellectual and substantial development and progress within any field of study. In order to achieve this aspiration, it is absolutely necessary that all works developed be original, innovative, inventive and pioneering. Replicating the hard work of fellow researchers or engaging in acts of plagiarism is counterproductive to the absolute aim of research and scholarship. To maintain the respect and value of exceptional scholastic endeavors HEC has developed a Plagiarism Policy that all institutions and organizations should be aware of and apply. We at M.A.J. University completely follow the Plagiarism policy defined by the HEC with true spirit. The complete Plagiarism Policy outlines the:

- ✓ Definition of the term "plagiarism".
- ✓ Tactics of investigation.
- ✓ Relative disciplinary actions for cases within academia involving students, professors, researchers or staff of all institutions or organizations that are involved in writing or publishing their works.

For the complete HEC Plagiarism Policy refer to the **Appendix B**.

8.0 M.A.J. University Code of Conduct

The Mohammad Ali Jinnah University aims to prepare its students to meet the challenges of the 21st century. The University endeavors to inspire in its student's intellectual diversity, self-motivation, critical thinking and inquiry, research-oriented approach, capacity for leadership, and community oriented, ethically guided, high sense of professionalism. The University expects its students to strive towards acquisition of attributes that befit the national objectives. These attributes, in turn, should be reflected in their everyday behavior, attitude and dress.

Naturally faculty members and staff should also aspire to appropriate conduct that would encourage and motivate students to reflect the above qualities and attributes. In order to achieve these goals all faculty members and staff are obliged to strictly follow the Code of Conduct detailed below.

- ✓ Faculty members and staff should refrain from conduct that might damage the reputation of the University. They must also avoid any conduct that may lead to the disruption of any academic program of the Campus.
- ✓ Faculty members and staff should show tolerance, understanding, and respect for the rights of others. They should keep in mind that acceptance of one another can enrich their educational activities and everyday interactions. As members of the University community, all faculty and staff should strive to learn from each other in an atmosphere of positive engagement and mutual respect.
- ✓ In case of any misunderstanding with peers or University management, etc., it is recommended that discussions and exchange of views remain within the framework of decency and decorum. Threatening behavior to students, fellow faculty, staff, or the University as an institution could cause irrevocable dismissal from the University.
- ✓ Faculty members and staff will be respectful to members of the opposite gender and will refrain from any behavior that can be interpreted by others as 'gender harassment'. An account of MAJU's policy on gender harassment is given in the following section.
- ✓ It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or careless throwing of trash is permitted on the Campus premises. The designated waste bins should be used for the purpose.
- ✓ The Campus is a **No-Smoking** area, and at no time in any part of the Campus is smoking allowed.
- ✓ Faculty members and staff are advised to keep their mobile phones on silent in classrooms, examination halls, labs, library, and during meetings so as not to disrupt the calm of the said places.

8.1 Dress Code

Faculty members and staff of the University are expected to dress keeping in view local cultural values.

✓ Male members of faculty and staff may not wear shorts or sleeveless shirts. The dress should not have any scripts or images, which appear to be provocative or indecent.
✓ Female members of faculty and staff may not wear tight or diaphanous dress, shorts, or sleeveless shirts.

The University will not tolerate any violation of the Code of Conduct outlined above. Anyone faced with such situation should contact the office of Administration or Head of department without any inhibition.

9.0 MAJU Harassment and Discrimination Policy

MAJU maintains an environment of mutual respect and dignity; and, therefore, prohibits any harassment or discrimination based on gender, race, or religion.

9.1 Harassment

Harassment is defined as when, with the intent to harass, annoy, or alarm another person, one:

- ✓ Engages in inappropriate physical behavior including, but not limited to, gender embarrassment, striking, shoving, and kicking or otherwise subjects another to physical contact, or threatens to do the same; or
- ✓ Follows a person in or about a public place or places; or
- ✓ Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy another person with no legitimate purpose. Depending on its severity, a single act may constitute harassment.

9.2 Sexual Harassment

Sexual Harassment is defined as any verbal or physical conduct when:

- ✓ any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes
- ✓ Such conduct, of a severe and pervasive manner, has the purpose or effect of interfering with an individual's work performance or educational experience; creates an intimidating, hostile, or offensive work/educational environment.
- ✓ Sexual harassment may be overt or subtle, and can range from visual signals or gestures to verbal abuse to physical contact along with hand or sign language to denote sexual activity, persistent and unwelcome flirting
- ✓ The individual did not solicit or invite conduct, and particularly if s/he indicates that s/he finds the conduct undesirable or offensive. Failure to complain does not mean that the conduct is welcome. Such conduct may include:

  - o Impolite or indecent comments, signs, gestures or looks, and facial expressions.

  - o Spreading inappropriate rumors about any faculty member, staff, or student.

  - o Advances to harass, coerce, or intimidate others.

- ✓ Individuals make use of events such as classrooms and use of telecommunication devices such as mobile phones and emails or SMS to engage in non-relevant, inappropriate or unethical behavior that puts the professionalism and integrity of the teacher-student relationship in jeopardy.

For HEC policy on protection against sexual harassment refer to HEC web link that is effective from July 1, 2020.
https://www.hec.gov.pk/english/services/Documents/SEXUALHARASSMENT-POLICY.pdf

9.3 Religious Harassment

Religious Harassment is defined as when verbal or physical conduct has been directed at an individual because of his/her religion and/or religious beliefs; and that misconduct is sufficiently severe so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

9.4 Racial Harassment

Racial Harassment is defined as when verbal or physical conduct has been directed at an individual because of his/her race, color, national origin or ethnicity; and that misconduct is sufficiently severe so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or education opportunities.

9.5 Discrimination

Discrimination includes actions based on race, color, religion, sex, age, national origin, ancestry or disability that is sufficiently severe enough to have the effect of substantially interfering with one's employment or educational performance or creating an intimidating, hostile or offensive employment or educational environment. This would include instances such as the singling out (for such adverse treatment as lower salary or grades, or more severe punishment) of person(s) on the basis of sex or gender.

10.0 Academic Rules and Regulations

10.1 Academic Sessions

Academic sessions include a Spring semester, a Fall semester and an optional Summer semester. The maximum duration of Spring and Fall semester is 17 to 18 weeks, while the duration of Summer semester is approximately 8 weeks. The academic session is governed based on academic calendar issued by the University every year. A semester consists of 16 weeks of lectures.

10.2 Lectures

Faculty members are required to complete 48 lecture hours of theory class if the course is of 3-credit hours and 64 lecture hours of theory class if the course is of 4-credit hours. In case of 3+1 credit hours, they are required to conduct a lab session of 3 hours/week in addition to 48 hours of theory class. Mid-semester exams will be counted towards one lecture of 3 hours.

10.3 Exams

Generally, a semester consists of one mid-semester exams held in the 8th or 9th week. One final exam is held in the 17th or 18th week. Assessment through quizzes and assignments should be evenly distributed throughout the semester. Presentations and projects may also be given to students depending upon course requirements. Semester work will carry 60-50% weightage and remaining 40-50% will be allocated to the final examination.

Please note that marks of all such activities (except final exam) are required to be uploaded on MAJU Portal (Academic Software) within one week of their holding. Final Exam submission duration is given by the controller of examination everytime.

For standardization purpose the header of examination paper is attached as **Appendix C**.
The general instructions are given in the header. The course teacher may add specific instructions as per the requirement of the course.

10.4 Course Design and Responsibilities

Faculty members are primarily responsible for determining course content, choice of reading materials, and type and size of written and oral assignments. Originality and relevance are expected qualities for appropriate course and lecture design. Faculty members are encouraged to create environments within the classroom that support free discussion, inquiry and expression.

Evaluation of academic achievement of students in a course is also the responsibility of the faculty member. To maintain an atmosphere conducive to learning, faculty members may take reasonable disciplinary measures. Faculty members must evaluate student performance and conduct according to academic standards, not based on opinions of religious belief or political views. Should any student feel his/her performance was not judged on solely academic grounds or that his/her grade does not reflect the quality of work completed, he/she may appeal any faculty member's decision via the Student Grievance Process.

10.5 Course Outline/Handout Document

Faculty members are required to prepare and follow a Course Outline. On the first day of class students should be given a Course Outline/Handout. The handout may include:

- ✓ The name of the University,
- ✓ Department where the course originated,
- ✓ Semester (for example, Semester: Fall 2020),
- ✓ Title of the course
- ✓ Course Code
- ✓ Credit Hours,
- ✓ Prerequisite (if any),
- ✓ Instructor's name
- ✓ Course textbook(s),
- ✓ Reference book(s)/reading material (optional).
- ✓ Objective and description of the course,
- ✓ Outline of the course,
- ✓ Importance of attendance,
- ✓ Grade distribution/percentages
- ✓ Number of assignments/projects and quizzes

For a sample course outline refer to **Appendix D**.

10.6 Textbook(s)

The course instructors recommend textbooks and reference books to students. Accordingly, the course instructor must ensure that at least one copy of **textbook** is available in the Library. If the textbook used by the faculty member is not easily available, the faculty member should ensure that his/her copy is provided, so that relevant copies can be disseminated to the students in time. The practices of providing handwritten notes should be discouraged.

10.7 Course E-Files

Each faculty member is required to maintain an electronic Course File for each subject/section he/she is teaching. The idea is to keep a physical or Online record of essential material related to the subject, so that it is available to HOD and higher management whenever required during and after the end of semester. New faculty members find such Course Files invaluable. At the end of semester, these files will go to the academic office record through the concerned HOD.

Following is a list of documents/material to be placed in the Course File:

- ✓ Course outlines (the handout given to students in the first class),
- ✓ Students attendance list (Course Attendance & Exam Attendance),
- ✓ For all quizzes, attach question paper, graded copy of best, average and worst, sample solution (as per departmental policy).
- ✓ For all Assignments, attach question sheet, graded copy of best, average and worst, sample solution (as per departmental policy).
- ✓ For all class projects, if applicable, attach graded copy of best, worst and average.

- ✓ For the midterm exam, attach question paper, graded copy of best, average and worst, sample solution (as per departmental policy).
- ✓ For the Final exam, attach question paper, graded copy of best, average and worst, sample solution (as per departmental policy).
- ✓ Final Result breakup (approved detailed sheet from database/MAJU Online)
- ✓ Faculty course review report
- ✓ Weekly Course Coverage Plan (filled)
- ✓ Attach the TEACHER/COURSE EVALUATION data file by Student (system generated)
- ✓ Class activity/guest speaker session/industrial visit/CSR/conference/seminar or any other
- ✓ Course Completion Certificate
- ✓ Any other report required department specific accreditation bodies (CLO Report/Course complete lectures/Course Descriptive form/course format form/Course log) if applicable.

For a sample course file check list form refer to **Appendix E**.

Model Course e-file" can be accessed at the given link below, simply copy the link and paste in the run command of windows.

\\fileserver\qec\Model Course e-file

11.0 M.A.J. University Library

Mohammad Ali Jinnah University Library is a main focused library for all faculty and students. The main purpose of Library is to positively affect teaching, learning, research and promote reading habit at MAJU.

We have more than 14,000 books in print, the collection is being updated continuously and books are purchased through recommendation of senior faculty members and subject teachers, which make the collection most suited and beneficial to the students. The Library is fully computerized with the help of KOHA, this online catalogue is offers personalized account management and tracking. We have also Digital Library facility, where almost 25,000 e- journals, magazines and more than 40,000 e-books are available in our e-book management software. To promote research and advanced studies work with the help of Dspace software we have vast digital archive collection of our research work. We subscribe periodicals and journals every month. A good number of newspapers are available in library for enhancing the knowledge of students in current affairs, every day science and technology.

MAJU Library is growing day by day with latest collection and software's. The new and latest additions are always preferable to procure in order to provide the latest information to users.

11.1 Faculty members and staff book issuance rules

All faculty members and staff of MAJU are entitled to a limited number of book issuance for a limited period, once they fill in the library membership form.

✓ Faculty members can issue five books per semester till the end of one semester.
✓ Staff members can release two books from the library for three months.
✓ It is mandatory for all faculty members to return the books and clear their record from the library at the end of every semester.
✓ All library books shall be reissued if need arises.
✓ Telephonic query for circulation is not allowed.

11.2 Library Team Support

✓ MAJU Library Team is available for active support from 08:30 AM to 09:15 PM every day.
✓ If any faculty member requires any softcopy or scanning of book page or a chapter or complete e-book, they may ask library team, if those book(s) are available in library and ebrary the support team can provide it via email.
✓ The support team is available for creating a Turnitin account if one does not have MAJU official Turnitin account access.
✓ For any library support the faculty may access library support team directly through the email address library@jinnah.edu.

11.3 Calibre Digital library

We are pleased to inform you that more than ten thousand eBooks (PDF Format) have been uploaded in calibre Digital library.

If you need any eBook, you can visit link given below.

Please, visit,   http://ebrary.jinnah.edu/

11.4 MAJU OPAC (Online Public Access Catalog)

We are pleased to inform you that entire library books Bibliographic Information Catalogue is updated at Koha is an open source Integrated Library System (ILS)

You Can Search any book at MAJU OPAC

Please, visit,   http://ils.jinnah.edu/

11.5 MAJU DSpace Repository

DSpace is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

11.5.1 Communities in DSpace

The following are multiple communities created on DSpace. You may select a community to browse its collections.
- ✓ Business Research Projects (BRP)
- ✓ Final Year Project (FYP)
- ✓ Independent Study (IS)
- ✓ Thesis

Please, visit,   http://dspace.jinnah.edu:8080/xmlui/

12.0 Faculty Development Program

The development and success of an organization depends on its mission and the accessibility of skilled workforce that is able to deliver desired outcomes for existing and future challenges of the University. The aim of this policy is to outline the role of training at University so that employees shall be provided with the necessary skills.

The M.A.J. University be acquainted with each faculty's ambition for self-growth and development as a natural human desire, and ensures that these desires are focused to meet the needs and requirements of the university, this is achieved by providing equal and fair opportunities for growth on the basis of individuals 'ability to perform and an enabling environment that promotes a culture of high ethical values and excellent standards of performance. It helps the employees to fulfill the requirements of their career path.

In addition to that the pivotal reason for such growth opportunities to employees is to constantly maintain a pool of skilled and competent workforce that can be placed inappropriate positions in case of scheduled and/or unscheduled vacancies arising due to different reasons. Career Plan addresses the growth path for each employee based on his other performance, suitability for the position and growth potential that is aligned with the existing and future positions. Career development will be an ongoing process in the University where employees will:

- ✓ Explore their interests and abilities.
- ✓ Strategically plan their career goals.
- ✓ Create their future work success by learning and developing action plans to help them achieve their goals.

12.1 Employee Training & Development

Training will also ensure that employees are supported through training and development to assist them in achieving their best potential in line with University's objectives. M.A.J. University believes in continuous investment (through training) to maintain and enhance its competitive edge and encourages intensive training and development programs in order to achieve an optimum level of performance and the employees' full potential. That is why employees are encouraged to participate in work-related trainings, including professional development classes, workshops, and conferences. Other details are as follows:

- ✓ The employees will have to fill the bond before receiving any training and scholarship for both national and international level.
- ✓ The bond must show the years to be served in the University on the completion of training, depending upon the nature of training an employee has acquired.
- ✓ The employees, who have been sent to trainings outside the organization, will deliver the same training to other colleagues.

12.2 Educational Development and Professional Growth

MAJU offers PhD program in which faculty member may enroll. All those employees who are permanent may get Assistance-ship in Fees & dues under the assistance-ship policy if he/she wants to get admission in any Mohammad Ali Jinnah University. The employee must be admitted on open merit seat in Mohammad Ali Jinnah University.

Those pursuing PhD from MAJU may be entitled for 1 course reduction in Teaching load and support during research phase. Moreover, tuition fee shall be reduced by half, if maintaining good academic standing. However, faculty will be asked to fill a service bond of 2 years after the completion of PhD.

12.3 Support for Conference Presentation

MAJU encourage its faculty members to present their research work in international conferences. If the faculty member gets receives the approval from HEC for conference cost, MAJU may provide the loan to faculty members against HEC approval.

12.4 Study Leave: subject to Approval

Leave for foreign or local training or study leave may be allowed Study leave may be granted. Prior approval is required by the Head. MAJU will support foreign training of its employees only if the training / study is in an area of interest to the MAJU.

12.5 Employee Benefits

The following employee benefits are available for our esteemed faculty members.

- ✓ Provident Fund
- ✓ Health Insurance
- ✓ EOBI fund
- ✓ Medical Leaves
- ✓ Study Scholarships
- ✓ R&D Fund
- ✓ Personal Loan
- ✓ Faculty exchange program

12.6 Cafeteria/Restaurant

Modern and well-maintained dining facilities are available for the faculty, staff and students.

13.0 Policy on Faculty & Student Exchange Programs & International Exposure

Mohammad Ali Jinnah University aims to increase international exposure of the faculty/staff and students through the exchange programs. In pursuit of the said target, the University is determined to establish formal bindings, contract or MOUs with foreign Universities and Institutions. This policy entails the details and description of Mohammad Ali Jinnah University formal ideology towards the priority subject of increasing the faculty/staff and student's international exposure. The scope of this policy applies to the faculty/staff and students of Mohammad Ali Jinnah University.

13.1 Policy Statement:

MAJU will seek to establish contracts or MOUs for exchange with the foreign Universities and institutions based upon the principles of respect for sovereignty, equality and mutual benefit. The exchanges will be based on at least any one of the following categories,

   a) The exchange of academic staff and faculty members
   b) Exchange of students
   c) Exchange of information and material on the program of research
   d) Collaboration on research projects
   e) Organize symposiums, conferences, and meeting on research issues

✓ The implementation and details of any of the exchange mentioned above should be negotiated well in advance based on the mutual agreement of MAJU and foreign institution.

✓ English should be the official language for drafting the agreement. There should be two copies of agreement and each party namely MAJU and foreign institution should retain one signed copy of the agreement.

✓ The agreement stands active and implementation will be exercised from the date of its signing and can be revised based upon mutual consent of the two institutions.

✓ Each party can cancel the agreement but to do that a prior notice of 6 months should be served.

✓ The signing authority for this policy liaise with the Dean Academics, or Dean of the Faculty.

✓ Following categorical details should be discussed and negotiated individually with the foreign institutions,

   a) General Terms & Conditions
   b) Duration of Stay
   c) Number of Exchanges for Faculty and or Students
   d) Selection of Exchange Students and Acceptance Procedures
   e) Study Program
   f) Assessment, Academic Record & Accreditation
   g) Tuition & Other Fees
   h) Health Insurance
   i) Accommodation
   j) Visa Agreements
   k) Exchange Students Obligation & Host University Rights
   l) Commencement, Renewal and Termination
   m) Authentic Text and Funding (if provided)

14.0 Policy for National Linkages

14.1 Objective:

In pursuit of being a sustainable organization, Mohammad Ali Jinnah University is committed to strive hard and deliver cutting edge solutions for the benefits of the society. Moreover, the University is committed to engage for the achievement of this objective to work with government, private sector, universities, and other academic institutions hereinafter referred as "the institution". Therefore, Mohammad Ali Jinnah University hereby declares and enforces its Policy for National Linkages as per the following,

14.2 Scope:

This policy applies to all concerned faculty and staff of Mohammad Ali Jinnah University and other officials who are employed by the University. Moreover. The scope of collaboration of this university covers focused and objective oriented research, consultancies and training projects, engaging professionals from different entities in the conduct of classes and other areas of mutual interest.

14.3 Policy Statement:

- ✓ In case member of faculty/staff is involved in any sort and capacity of consultancy and training than the due compliance of Mohammad Ali Jinnah University's policy for consultancy and training should be made and ensured.
- ✓ If the consultancy project is acquired by the Center of Executive Learning, Development & Diversity (CELDD) and executed by the member of faculty or staff than the share of post expense income will based on the prior negotiation among member of faculty or staff and CELDD.
- ✓ Faculty members are encouraged to work in alliance with Office of Research, Innovation & Commercialization (ORIC) for submission of proposals to secure funding from the institutions. The share that a faculty member can retain depends upon the prior deliberations and negotiations with ORIC. It is highly likely that a faculty member can retain the whole sum of the envisaged amount in the project proposal.
- ✓ Such an effort by the faculty member will be appraised in the annual performance report (APR).
- ✓ All responsible offices of the University namely ORIC, CELDD, Academic Office, Dean's Office, HoD Office and others shall be empowered to sign Memorandums of Understanding (MOUs) with the institutions, with the prior approval of competent authority.
- ✓ Organizing committees of Research Conference, Seminars and Colloquiums etc. shall explore opportunities of partnering with concerned institutions.

For implementation of the above policy the following processes shall be adopted:
- ✓ The school shall implement the policy through its faculty, programs, departments, centers and other recognized bodies.

- ✓ Faculty member shall invite guest speakers and organize visits to any one of the institutions in each semester.

- ✓ Prior information about the guest speaker will be shared by faculty with respective Head of the Department who in turn will share the same information with the rest of the departmental faculty, who may also want their participants to attend the guest speaker lecture.
- ✓ For industry visits, faculty will inform concerned Program Manager and Manager Administration and take prior approval from concerned Head of Department. Logistics shall be arranged through by the Administration Department and the faculty will require an industry visit report from the participants as an assignment component for the course.
- ✓ Faculty shall be encouraged to undertake consultancy assignment(s) with entities to keep themselves abreast with emerging trends and contemporary needs of the market. Faculty member must report his/her consultancy engagement to dean, and with the consent of client shall share learning from the consultancy assignments with colleagues and participants in the form of examples and short cases etc.

- ✓ ORIC shall share opportunities for projects with faculty. Interested members shall develop and submit proposals as per the Terms of Reference with approval of the Dean, and in intimation to ORIC.
- ✓ Organizing committees/focal person for organizing conferences, colloquia and seminars etc. would be encouraged to invite relevant entities for partnership. Scope and modalities of partnership will be approved by the Dean on case to case basis.
- ✓ All trainings by SBE faculty will be conducted through CEE.

a) Faculty may find training opportunities through their personal network, network with institutions and other platforms. Once the opportunity is identified, respective faculty will share details and submit expression of interest to Director of CELDD for conducting training(s). Director CELDD and faculty member will further negotiate and decide modalities, with the client.

b) In case training opportunity is identified by CELDD, same would be shared with relevant faculty members. Faculty, having requisite qualification for the specific training, would submit his/her expression of interest to conduct training to Director CELDD, who based on the qualification and requirements of clients would make decision for selection of trainers for each training program. Director CELDD will share (if possible) two Trainer profiles of faculty members with the client as per industry norm.

c) Training remuneration will be determined based on the profile, experience, training portfolio and previous training feedbacks. Director CELDD will determine the remuneration in consultation with the concerned faculty, prior to the execution of the training program.

- ✓ Signing of the MOUs with the entities will be prerogative of respective Departments, Program Offices and Centers, as per following guideline:
a) If scope of partnership encompasses school level activities, Dean SBE may sign the MOU.
b) If scope of MOU is limited to the mandate of a respective Department, Program Office, Center, the MOU may be signed by the respective head. Before signing, respective head would request related University Management Departments i.e. Office of Registrar, Finance & Accounts Department, ORIC etc. for vetting the draft, and Dean of the faculty for approval.
c) Registry of all the MOUs signed by the school shall be maintained at the Dean Office.

15.0 Policy on International Linkages

15.1 Objective:

In pursuit of being a sustainable organization, Mohammad Ali Jinnah University is committed to strive hard and deliver cutting edge solutions for the benefits of the society. Moreover, the University is committed to engage for the achievement of this objective to work with international community including government, private sector, universities and other academic institutions hereinafter referred as "the institution". Therefore, Mohammad Ali Jinnah University hereby declares and enforces its Policy for International Linkages as per the following,

15.2 Scope:

The application of this policy is linked to all international linkages that need a formal agreement at the level of the institution and or its administrative units.

15.3 Definitions:

- ✓ Any foreign entity (Government, University, Company etc.) hereinafter referred as "the institution".
- ✓ "Approval Officer" means the representative of Mohammad Ali Jinnah University who can exercise the authority of approval of building a formal linkage.
- ✓ "Institutional Resources" refer to the resources of the University and are not limited to just human and financial resources but also include courses, academic program, degree and the like.
- ✓ "Formal International Linkage" means a legal inter-institutional agreement between Mohammad Ali Jinnah University and any institution abroad. The collaboration can comprise of the commitment of institutional resources in such matters as collaborative research, joint academic and scholarly activities, exchange of publications, student and/or staff exchange programs, and collaborative degree programs.
- ✓ "Informal International Linkage" means a mutual relationship across boundaries among faculty members, students, administration that requires no involvement of resources.

15.4 Policy Statement:

- ✓ Mohammad Ali Jinnah University considers the establishment of informal international linkage as desirable feature of academic life in order to strengthen collaboration of mutual interest.
- ✓ Formal International Linkages should be considered only when needed to provide the framework and support activities/programs for commitments of institutional resources.
- ✓ Duplication and redundancy in formal international agreements should be avoided.
- ✓ Proponents (administrative unit proposing collaboration) of a Formal International Linkage must demonstrate the value of the linkage and the availability and appropriateness of any institutional resources.
- ✓ Formal International Linkages are approved by the most relevant and convenient approval officer, as determined the competent authority of the University.
- ✓ The approval officer must ensure that the proposed linkage "adds value," especially in light of the academic and strategic plans of the University and the proponent unit(s).

✓ The approval officer must ensure that any requisite institutional resources are available and committed.
✓ The approval officer must ensure that all necessary legal agreements or MOUs are in place.
✓ The approval officer must sign, or secure the necessary signatures, on any such agreements or MOUs.

16.0 Community & Social Internship

Mohammad Ali Jinnah University is committed to guard highest level of sustainability. In light of this notion, Mohammad Ali Jinnah University has taken the initiative that it is mandatory for the students to undertake Social Internship for the award of the degree. Hence, all undergraduate students are required to undertake/invest a total of 200 hours or 25 Working days (8 hours a day) in a social organization before the completion of the degree. The social organization can be any firm that is primarily serving the society and it may include NGOs, Orphanages, Volunteer Work at Blood Donations Campaigns, Educational Organizations or serving the in house society of Mohammad Ali Jinnah University called Volunteer-In-Service (VIS).

Mohammad Ali Jinnah University has established Volunteer-In Service society with an aim to serve and give back to the society while strengthening MAJU's approach of being a socially responsible organization. The notion of VIS is inspired from the teachings Holy Quran and our beloved Prophet which is reflected in the words, "ALLAH Subhan-Wa-Tala will not stop and continue helping those who extend and continue help to other Muslims".

The benefits of this exercise are two folds. First, the field experience enables the students to practice human skills learned and observe professionals at work. Social work field placements give students a leg up in their profession and to hunt future growth opportunities. Secondly, the social work interns will have the chance to give back to the society and bring about a positive change while they hone their skills and groom themselves to become a better human. Lastly, this exercise will help to carve the student personality with improved sense of responsibility and inculcate better sense of humanity while serving MAJU to achieve its vision.

Similarly, the legitimacy of the active participation of the students in societal development is also considered and therefore the students have to maintain a logbook of all the activities they have undertaken at any social organization. This logbook should comprise of valid evidences such as certificates, testimonials and pictures that can be used to prove and establish the reliability and validity of their service for a social organization for the specified time (200 hours).

17.0 Policy on improving the quality of working life (Health, Safety and Security) of the internal community

Mohammad Ali Jinnah University is very conscious of the health, safety and security of its students, staff and faculty at its campus, a comprehensive policy is in place and it is made sure that this policy is implemented in letter and spirit. The policy is based on the firm conviction that accidents, which cause personal injury or damage to property or the environment, can be prevented. No phase of university business or operation is of greater importance than the health, safety and security. It is the responsibility of all to comply with the policy and to work in such a manner so as to prevent injuries to themselves and others and to prevent damage to the environment.

A University Wide Committee comprising of members from different departments is ensuring that all health, safety and security measures are in place and are updated on regular basis, as and when required. A dispensary is also available in the university so as to give first aid to the students, staff and faculty. Departmental Health and Safety Committees are not only actively pursuing the university policy, but also train its students to give them awareness about learn and know what to do in an emergency.

Committee is looking after the following activities

- ✓ Health and safety seminars workshops for students, staff and faculty
- ✓ health and safety trainings at the start of each regular semester for undergraduate
- ✓ students, particularly for each lab course of the semester
- ✓ Health and safety trainings of graduate students during research through experimental
- ✓ testing in lab.
- ✓ Monitoring of health, safety and security measures

18.0 Research, Innovation and Commercialization Policy

18.1 Introduction

This policy framework serves as a guiding light to the promulgation of a knowledge society at MAJU. The impetus is provided by the active researchers and is channeled by the policies provided in this document.

This document shall be made available on the website after ratification by the Academic council and its allied bodies.

18.2 Fundamental statements

These fundamental statements govern the working of the ORIC at the Mohammad Ali Jinnah University.

Vision

To serve the country as the most dynamic and competitive center of research learning and service to humanity.

Mission

To provide quality research, promote scholarship with service to the nation, support innovation, inculcate creativity while following the key moral values and promote sustainable development.

Core Values

The following core values shall be adhered to,
Honesty, Creativity, Competitiveness, Academic Freedom, Innovation, Excellence, Self-Reliance, Equal Opportunity, Respect for Diversity, Institutional Culture and Corporate Governance.

Identity statement

The Mohammad Ali Jinnah University is deeply committed to the promulgation of a knowledge culture and cultivation of wisdom for the benefit of the country.

Philosophy statement

Every person has the right to explore the frontiers of knowledge

18.3 Research Mandate

The Part 1 of the University Act of May 18, 2000 vide Sindh Ordinance No. IV of 2000 in Chapter II. The university vide clause 4 (i) which states,

"… and in such branches of learning as it may deem fit for the advancement of knowledge as it may determine"

Further vide clause 4 (xii),

"To appoint members of the various bodies and committees as the board may determine for instructional and co-curricular activities and admit students of the university and its constituent units."

Further vide clause 4 (xiii),

"To appoint such officers including teachers and members of the staff as necessary and prescribe terms and conditions and powers and duties of such officers and staff…"

Hence, the statues of the university empower it to constitute committees and bodies so that it nurtures a research culture that is consistent with the national goals.

18.4 Purpose and scope of the policy

The purpose and scope of this policy covers all aspects of research being carried out at the Mohammad Ali Jinnah University. The policy shall become a part of the student's handbook and shall formulate the guiding principles for conducting state of the art research and innovation. This policy is applicable to all researchers, students, faculty and staff. The overall purpose of this policy being,

i. Provide a framework for the governance of research and research development

ii. Affirm research and innovation as a priority

iii. Provide effective and efficient support for research and innovation

iv. Ensure the fair treatment of all researchers, staff and students

v. Ensure effective communication (internally and externally) about the principles and policies on which the research activities of the University are founded

vi. Establish rational, transparent, and collective decision-making processes around the allocation of research funds and other kinds of support for research

vii. Balance the needs of research capacity development against those of established researchers

viii. Integrate support for postgraduate research into the main research system

ix. Clarify roles and functions within the university research system

18.5 Principles of Research

The following principles of research form the guiding light for all researchers,

Excellence in research

The researchers from this university shall strive to produce the highest quality research in their work.

Honesty and Integrity

All forms of honest dealings in the preparation and dissemination of knowledge shall be encouraged. All shared data must be accurate, and the works of other researchers are to be cited properly. Misconduct or concealment of data is to be discouraged.

Full compliance to all the legal and ethical requirements shall be ensured. Any or all of the conflicts of interest shall be declared on the onset as well as on the publication of the results.

Co-operation and camaraderie

The faculty and the researchers shall undertake to co-operate with each other in terms of exchange of ideas and dissemination of knowledge.

Accountability of actions

The researchers must acknowledge that the means and ways to complete the research may be put to question at any stage of their work. They must take ownership and accountability of their actions and deeds.

Education and training

The university shall undertake to provide all the necessary education and training to the budding researchers. The researchers on the other hand are expected to take up every opportunity for learning with zeal and enthusiasm.

18.6 Ethics in research

The University accepts the responsibility towards protecting the welfare and rights of human research subjects. It also acknowledges and assumes full responsibility for research involving human subjects and takes all steps for complying to the laws and regulations that govern such research.

MAJU research is coordinated by the MAJU Ethics Review Committee (MERC). The constitution of the committee shall be as follows,

1) President   - Chairperson
2) Registrar   - Member
3) Deputy Registrar   - Member
4) Two eminent faculty members   - Members
5) Director ORIC   - Secretary

All research at the university that involves research on human subjects is regulated by MERC. The researchers are expected to ensure that the rights and dignity of their subjects are protected. The subjects are expected to be respected exposed to minimal risk if at all. For any procedure to be performed on the subjects shall only be undertaken after their informed consent has been obtained. Further, more safeguards shall be undertaken when the vulnerable research subjects such as children are to be studied.

The MERC shall utilize the internal experts and shall determine the viability of the research to be undertaken. Without the approval of this body, no vulnerable shall be undertaken.

The MERC will play a primary role in:

1) Evaluation of all risks and benefits to human subjects by thorough review of all research protocols
2) Ensure that the informed consent document is adequate in content and description particularly with reference to the benefits and perceived risks
3) Receive and evaluate reports of all unanticipated problems, pursue all non-compliances, and process all other information, incidents and accidents that affect the research process
4) It shall probe all incidences of possible non-compliances
5) It shall promote understanding and full awareness of all ethical issues in research in the university research community
6) It shall be the sole body that shall provide advice on any ethical matters relating to research being conducted at the University and beyond
7) It shall keep itself updated and abreast of technologies, developments, policies and regulations concerning research ethics
8) It shall also review and approve all research involving animals

18.7 Intellectual Property Rights

The MAJU ORIC shall be the evaluator and custodian of all intellectual property rights and their issues. It shall search, evaluate and protect all the intellectual properties and copyrights generated by the university on the national and international arena. It shall regulate all royalties and payments arising out of such properties.

18.8 Copyrights and Plagiarism

All cases of copyright and plagiarism shall be evaluated by this committee. The composition of the plagiarism committed is as follows,

1) Director ORIC   - Chairperson
2) Dean of the concerned faculty   - Member
3) Head of department   - Member

| 4) | Supervisor of student | - Member |
| 5) | Any eminent staff member | - Member |

Copyright It may be applied to artistic, literary, and musical works. Acknowledgement of these rights prohibit or allow the specific rights in relation to the works and allows the original contributor to take legal action against instances of infringement or plagiarism.

Plagiarism denotes use of other's work with proper recognition and citation.

18.9 Health, Safety and Environment

The ORIC shall evaluate and monitor the compliance to all HSE activities in research by,

1) Disseminating all information and trainings relating to HSE practices and activities
2) Advocating the safe use of hazardous biological, chemical, radiological substances and lasers
3) Providing emergency services for all accidents and incidents involving hazardous materials.
4) Providing fire prevention and investigation services.
5) Operating hazardous waste disposal services.

18.10 Consultancy

The term consultancy refers to all activities that include,

1) Any work of professional nature done by University staff in their field of expertise, for clients outside the institution, for which some financial return is provided
2) This work may or may not include generation of new knowledge
3) It may produce contracted output partly or wholly owned by the client
4) The university acknowledges the freedom of publication incumbents over the results of consultancy
5) Consultancy shall consist of short- term or long-term contracts
6) Consultancy shall make minimal use of University resources
7) The staff member has to declare his consultancy
8) Staffs is advised to comply all the conflicts of interests' that may arise with their work

The following activities are excluded from the definition of consultancy,

1) Authorship/ publication of books and accepting royalties
2) Publication of academic articles
3) Charitable causes
4) Duty as External examiners
5) Lecturers, conference presentations or attendance
6) Editorship of academic journals
7) Professional arts performance

18.11 MAJU's position and commitment to overall research output of Pakistan

MAJU stands undaunted in its commitment to improving the research output of Pakistan. It supports all activities for the change and improvement made possible through innovation. It shall strive for improvements in operations, services, products, or business models that contribute to the national exchequer and enrich the stakeholders.

The main functions of MAJU shall be,

1) Improving the education and research system
2) Improving the Business system (including small and medium sized enterprises and multinational companies
3) Improving the ST&I infrastructure in all aspects including regulatory, information, finances, IPR regime, incubation centers, science and technology parks and special economic zones.
4) Supportive of all government and private initiatives in this regard

19.0 Faculty Consultancy & Training Policy

19.1 Purpose

Mohammad Ali Jinnah University encourages the faculty members to upgrade their skills through professional development by undertaking industrial projects and other consultancy projects. Such development may not only benefit the faculty member but also to the University. This will help the University to strengthen and build new contacts and associations with the industry. Hence, Mohammad Ali Jinnah University recommends the faculty to engage in outside consulting provided such activities present no conflicts of interest and are kept within reasonable bounds. Faculty/staff involved in design/supervision/training/consultancy role will ensure that the University must receive the due benefits as possible outcomes or results of such industrial engagement such as,

a. Increased and strengthen industry engagement

b. Advance research at Master and PhD level

c. Funding opportunities for student's final year projects (FYP's)

d. Opportunities for student internships and job placements

e. Elevates the level of research capacity

This document states the formal procedure and processes aiming to cater the management of all sorts of consultancy and related activities while guarding the highest level of professional standards and assurance of the delivery of benefits stated above.

The underlying policy is projected to communicate and provide the basic information required before assuming any consultancy work of any sort in accordance with the University approved procedures.

The scope of this policy is applicable and covers all fulltime faculty members and staff of Mohammad Ali Jinnah University.

19.2 Consultancy

The definition of covers the provision of any of the following to an external organization for a fee,

a) Advice

b) Information

c) Training

d) Expert opinion (subject matter expert)

e) Other professional services

However, this policy is not applicable to the following which are not termed as consultancy work,

a) External Examiner Duties

b) Reviewing publications

c) Appearances in media

d) Authorship of, or royalties from, the publication of books

e) The dissemination of primary knowledge (i.e. education)

f) Voluntary duties for the society such as related to but not limited to HEC, Regulatory Councils (PEC etc.) IEEE, and ACM etc.

19.3 University Consultancy

During the course of employment of any faculty/staff member with the University, any consultancy that a member of faculty/staff provides to a third party where the nature of the task arises naturally from, and is related to, his or her University employment. Any task related to any or at least one of the following is defined as university consultancy:

a) Use of any University facilities or staff (including the time of the member of faculty/staff undertaking the consultancy)

b) Consuming or utilizing any sort of university resource in carrying out the work

c) Legal liability or any legality lies, in whole or in part, with the University.

As a standard rule, maximum of 30 days per year can be spent on activities pertaining to University consultancy. Any increase in the span of the time for such work is subjected to obtain a written approval from the President of the University. Office of Research, Innovation & Commercialization (ORIC) should be consulted to process and negotiate all contracts related to University consultancy.

It is of utmost priority for the member of faculty/staff to ensure that there is a certain benefit to the University as stated in the clause 1.1 of this policy. Therefore, upon the completion of the consultancy work, achieved outcomes will be intimated to the Office of Research, Innovation & Commercialization (ORIC).

19.4 Services

Any provision of all sorts such as analytical, testing or other services involving the use of University facilities, equipment, IT networks, staff etc. will be regarded as similar to University consultancy and be regulated as such.

19.5 Approval

To establish transparency and sense of equality or consistency of treatment for all faculty/staff and to protect the University from any legal and or financial risk, all University consultancies should be processed, negotiated through Office of Research, Innovation & Commercialization (ORIC). An agreement in the form of MoU should be signed between the University and the client/sponsor prior to the consultancy work.

19.6 Intellectual property Rights

It should be taken care of that the benefits of all the rights and titles in the intellectual property formulated by the faculty/staff work during the placement or consultancy work with any organization should be shared mutually with the University. Such rule for sharing the benefits must be highlighted and declared in the signed MoU.

All proposals for consultancy work have to go through a proper channel of processing starting from the Head of Department to the Head of Office of Research, Innovation & Commercialization (ORIC). The Head of department with Head of ORIC will make the final decision to accept or decline the proposal.

The member of faculty/staff must declare all such activities, tasks, relationship or work assignments that may give rise to conflict of interest.

19.7 Duration & Extent

Once the approval is obtained to pursue or undertake the consultancy assignment, member of faculty or staff must not exceed the commitment beyond the time specified in the contract/MoU during the semester.

The Dean of Faculty or Head of Department should ensure that the proposed consultancy work does not conflict with the duties, tasks and assignment assigned to the member of faculty/staff.

19.8 Income Sharing

After the deduction of any direct costs and expenses the standard division of income is as follows,
a. MAJU portion: 30 %
b. Faculty portion: 70%

19.9 Summary

The general summary to apply, process and capacity utilization for any consultancy assignment is as follows,
a. Permission from Head of Department and ORIC is required
b. Declaration of interests is required
c. It is permitted to use University name, equipment and facilities (must be declared)
d. At most 30 working days per annum can be utilized for consultancy work

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Appendix A

Disciplines	Eligibility conditions for appointment of faculty in All disciplines excluding Engineering, Information Technology, Computing Sciences, Medical Sciences, Law and Arts & Design (Studio Practice) disciplines in all HEIs/DAIs
Lecturer	
Minimum Qualification	First Class MS/MPhil/equivalent degree awarded after 18 Years of education in the relevant field from an HEC recognized University/Institution with no 3rd division in the academic career. Condition of no 3rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz PhD or equivalent degree with not more than one 3rd division in entire academic career.
Experience	**Nil**
Minimum Number of Publications	**Nil**
Assistant Professor	
Minimum Qualification	PhD in relevant field from HEC recognized University/Institution
Experience	No experience required
Minimum Number of Publications	**Nil**
Associate Professor	
Minimum Qualification	PhD in the relevant field from an HEC recognized University/Institution.
Experience	10-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization **OR** 5-years post-PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization
Minimum Number of Publications	The applicant must have 10 research publications (with at least 4 publications in the last 5 years in the HEC recognized Journals**.**
Professor	
Minimum Qualification	PhD from an HEC recognized Institution in the relevant field.
Experience	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.

	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.

Appendix B

Mohammad Ali Jinnah University abides by the HEC's Plagiarism Policy as it appears on their website

We abide by the following HEC's plagiarism policy as appears on their website

PREAMBLE
In the wake of fundamental improvements being introduced in the system of Higher Education in Pakistan, the credit, respect, recognition of research and scholarly publications, career development and financial gains are now linked with such original works accomplished without replicating the efforts of other researchers. It has therefore become necessary that the menace of plagiarism is highlighted and curbed through exemplary punitive actions. On the other hand, we must also guard against bogus or false complaints in order to prevent victimization which may make researchers and scholars shy away from research simply because of the fear of prosecution. A Plagiarism Policy has therefore become necessary to create awareness, define various forms in which Plagiarism exhibits itself, present a methodology of investigation, cater for punitive action proportional to the extent of the offence and even address the issue of false or spurious complaints.

DEFINITION
According to the Concise Oxford Dictionary, **Plagiarism** is defined as **"taking and using the thoughts, writings, and inventions of another person as one's own"**. This, or various similar definitions found in recognized publications/documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. In order to establish the violation of ethical norms, or academic or intellectual dishonesty resulting from Plagiarism and to take punitive actions in this regard, it is necessary that the variety of forms in which Plagiarism manifests itself are known. These include but are not limited to the following:

- "Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.
- Copying elements of another author's paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source.
- Verbatim copying portions of another author's paper or from reports by citing but not clearly differentiating what text has been copied (e.g. not applying quotation marks correctly) and/or not citing the source correctly."(1)
- "The unacknowledged use of computer programmes, mathematical/computer models/algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs/models/displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artifacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music/composition of any sort, posters, presentations and tracing." (2).
- "Self-plagiarism, that is, the verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source."(1)

Explanation from Wikipedia, the free encyclopedia

Wikipedia, the free encyclopedia on the web describes and explains Plagiarism as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Unlike cases of **forgery**, in which the authenticity of the writing, document, or some other kind of object itself is in question, plagiarism is concerned with the issue of false attribution. Within **academia**, plagiarism by students, professors, or researchers is considered **academic dishonesty** or **academic fraud** and offenders are subject to academic censure. In **journalism**, plagiarism is considered a breach of journalistic ethics, and reporters caught plagiarizing typically face disciplinary measures ranging from suspension to termination. While plagiarism in scholarship and journalism has a centuries-old history, the development of the **Internet**, where articles appear as electronic text, has made the physical act of copying the work of others much easier. Plagiarism is different from **copyright infringement**. While both terms may apply to a particular act, they emphasize different aspects of the transgression Copyright infringement is a violation of the rights of the copyright holder, which involves the loss of income and artistic control of the material when it is used without the copyright holder's consent. On the other hand, plagiarism is concerned with the unearned increment to the plagiarizing author's reputation. In the academic world, **plagiarism by students** is a very serious academic offense which can result in punishments such as a failing grade on the particular assignment (typically at the high school level), or a failing grade for the course (typically at the college or university level). For cases of repeated plagiarism, or for cases where a student has committed a severe type of plagiarism (e.g., copying an entire article and submitting it as his/her own work), a student may be suspended or expelled, and any academic degrees or awards may be revoked. **For professors and researchers,** who are required to

act as role models for their students, plagiarism is a very serious offence, and is punishable by sanctions ranging from suspension to termination, along with the loss of credibility and integrity. Charges of plagiarism against students, faculty members and staff are typically heard by internal disciplinary committees, which students and faculty members have agreed to be bound by." [3]

Wikipedia also describes **Self-plagiarism** as "the re-use of significant, identical, or nearly identical portions of one's own work without acknowledging that one is doing so or without citing the original work. Typically, high public-interest texts are not a subject of self-plagiarism; however, the authors should not violate copyright where applicable. "Public interest texts" include such material as social, professional, and cultural opinions usually published in newspapers and magazines." [3]

AIM

The aim of this policy is to apprise students, teachers, researchers and staff about Plagiarism and how it can be avoided. It is also aimed at discouraging Plagiarism by regulating and authorising punitive actions against those found guilty of the act of Plagiarism.

APPLICABILITY

The policy is applicable to students, teachers, researchers and staff of all institutions and organizations in Pakistan who are involved in writing or publishing their work. In this context a **"Student"** is a person who, on the date of submission of his/her paper/work is a registered student of any University or Degree Awarding Institution recognized by Higher Education Commission (HEC). **"Teachers and Researchers"** include faculty members or equivalent of the University/Organization or/of a constituent or affiliated college or researchers of an organization and such other persons as may be declared to be so by regulations. **"Staff"** is any employee of an organization involved in writing and publishing his/her work. **Any person listing his CV on the website or any current publication or applying for any benefit on the basis of published or presented work that is plagiarized will be liable to be punished as per prescribed rules.**

RESPONSIBILITY OF INSTITUTIONS AND ORGANIZATIONS

All institutions and organizations are responsible to apprise their students, teachers, researchers and staff of the definition, implications and resulting punishments in case, after due investigation, they are found guilty of plagiarism. The institutions/organizations must acquaint their students, teachers, researchers and staff with this policy and ensure that they are fully aware that all authors are deemed to be individually and collectively responsible for the contents of papers published by Journals/Publishers etc. Hence, it is the responsibility of each author, including the coauthors, to ensure that papers submitted for publication should attain the highest ethical standards with respect to plagiarism. To facilitate the institutions/organizations in creating awareness about Plagiarism, a modified version of "Little Book of Plagiarism", a publication of Leeds Metropolitan University is appended as "Annexure" to this policy. Any University or Degree Awarding Institution which does not adopt and implement this policy will have its degree derecognized by HEC.

REPORTING

To inform HEC or respective Universities/Organizations of alleged plagiarism, a complaint is to be made by e-mail, post, fax or other means to HEC Quality Assurance Division or respective Universities/Organizations. In case of lodging a complaint in the form of a letter, copy may be sent to HEC. The following information is to be provided:

- Citation of the original paper or document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, an online paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.
- The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, an online paper), the complainant is to provide as much information as possible to ensure proper investigation.
- Copies of both papers if possible.
- Any other information that would help HEC or respective universities/organizations to efficiently resolve the claim.
- Name, designation, organization, address, e-mail address and telephone number of the complainant.

INVESTIGATION

Upon receipt of an allegation of Plagiarism, the HEC Quality Assurance Division will request the respective Vice Chancellor/Rector/Head of the Organization to carry out investigation. The complaints received through HEC or directly by a University/Organization will be dealt with by the Universities/Organizations according to the procedures given below. The Vice Chancellor/Rector/Head of the Organization will have the discretion of not taking any action on anonymous complaints. For investigation of Plagiarism cases, Vice Chancellor/Rector/Head of Organization will have an obligation to:

- Constitute a **"Plagiarism Standing Committee"** consisting of three senior faculty members, a subject specialist in that particular field is to be co- opted, a senior student (only if a student is being investigated upon) and a nominee of the HEC. The seniority of the members of "Plagiarism Standing Committee" should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.
- Provide a guideline, prepared by HEC for the functioning of the "Plagiarism Standing Committee" to all members of the Committee.
- Provide clear terms of reference to the "Plagiarism Standing Committee" for their investigation.
- The members of the "Plagiarism Standing Committee" are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
- Provide opportunity to the author/authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been Plagiarized and/or the complainant, to justify the complaint.
- Provide every opportunity to the "Plagiarism Standing Committee" to use all foreseeable means to investigate the plagiarism claim.

The **Plagiarism Standing Committee** shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:

- Manual and/or automated tests for content similarity (1)
- Determination of the extent and quantum of significant material plagiarized
- Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
- Consultation with legal counsel. (1)
- Consult/contact witnesses and record statements there-of if so required.
- Consult/contact present and/or past employers of the authors.

The "**Plagiarism Standing Committee**" will submit its report with clear cut findings and recommendations to the Vice Chancellor/Rector/Head of the Organization within a specified period not exceeding 60 days. The Vice Chancellor/Rector/Head of the Organization will have the discretion to implement the recommendations after approval through the statutory process and take punitive action against the offender as per penalties prescribed under this policy or to forward the report to HEC or his/her parent organization for further action if outside their purview/jurisdiction.

PENALTIES FOR PLAGIARISM

Plagiarism is an intellectual crime. As such the penalties for plagiarism should not only take into account the severity and recurrence of the offence, but also the intellectual standing of the offender. This entails a gradual increase in punitive action with minimum punishment for a first time offence by a student who copies a home work assignment to a maximum punishment for a teacher/researcher/staff who attempts to present/publish, or actually presents/publishes plagiarized material; as his own, in a conference/journal. Therefore, the punishments for Plagiarism have been divided into two separate categories, i.e those for "Teachers, Researchers and Staff' and those for the "Students". The groups have already been defined in para 5 above.

(A) Penalties for Teachers, Researchers and Staff: When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Competent Authority of the Organization, to take anyone or a combination of the following disciplinary action(s) against the teacher, researcher and/or staff found guilty of the offence:

- **Major Penalty:** In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then (a) a major penalty of **dismissal** from service needs to be prescribed, along with (b) the offender may be "Black Listed" and may NOT be eligible for employment in any academic/research organization, and (c) the notification of "Black Listing" of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice Chancellor/Rector/Head of the organization.
- **Moderate Penalty:** In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving anyone or both of the following needs to be imposed (a) demotion to the next lower grade, (b) the notification of "Black Listing" of the author(s) which may be published in the print media or may be publicized on different websites at the discretion of the Vice Chancellor/Rector/Head of the organization.

- **Minor Penalty:** In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving anyone or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the University/Organization may debar the offender from sponsorship of research funding, travel grant, supervision of PhD students, scholarship, fellowship or any other funded programme for a period as deemed appropriate by the "Plagiarism Standing Committee".

(B) Students: When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Vice Chancellor/Head of the Organization, to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:

- In the case of thesis the responsibility of plagiarism will be of the student and not of the supervisor or members of the Supervisory Committee.
- The offender may be expelled/rusticated from the University and from joining any institution of Higher Education in Pakistan for a period as deemed appropriate by the "Plagiarism Standing Committee". A notice may be circulated among all academic institutions and research organization to this effect.
- The offender may be relegated to a lower class.
- The offender may be given a failure grade in the subject.
- The offender may be fined an amount as deemed appropriate.
- The offender may be given a written warning if the offence is minor and is committed for the first time.
- The degree of a student may be withdrawn if AT ANY TIME it is proven that he or she has presented Plagiarized work in his/her MS, MPhil or PhD dissertation if the extent of plagiarism comes under the category of major penalty as conveyed in Para 11 (a-1).
- The notification of the plagiarism by the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice Chancellor/Rector/Head of the Organization.
- HEC or the University/Organization may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".
- Any other penalty deemed fit by the "Plagiarism Standing Committee".

(C) Co-Authors/Declarations

- Provided that a co-author has listed a paper in his/her resume and applied for a benefit forthwith, any co-author is deemed to be equally responsible for any plagiarism committed in a published paper presented to or published in a journal or presented at a conference.
- All Journals in Pakistan must require ALL authors to sign a declaration that the material presented in the creative work is not plagiarized (Sample Attached)

ADDITIONAL ACTIONS REQUIRED
In addition to the above punishments, the following additional common actions must be taken if the offence of Plagiarism is established:

- If the plagiarized paper is accessible on the web page its access will be removed. The paper itself will be kept in the database for future research or legal purposes.
- The author(s) will be asked to write a formal letter of apology to the authors of the Original paper that was plagiarized, including an admission of plagiarism. Should the author(s) refuse to comply then additional punishments as deemed fit may be recommended by the "Plagiarism Standing Committee".
- If the paper is submitted but not published yet, the paper will be rejected by the Editor-in-Chief or the Programme Chair without further revisions and without any further plagiarism investigation conducted. (1) However, Warning may be issued to the author/ co-author.

APPEAL
As the penalties are severe, the affected person(s) will have the right to appeal to the Chairman HEC/Vice Chancellor/Rector/Head of the Organization for a review of the findings or may submit a mercy petition within 30 days from the date of notification. Such appeals/petitions will be disposed off within 60 days of receipt, by following the laid down procedures regarding such appeals.

PENALTY FOR WRONG REPORTING/FALSE ALLEGATION
If the case of Plagiarism is not proved and it is confirmed that a false allegation was lodged, the Vice Chancellor/Rector/Head of the Organization will inform the complainant's Organization and will recommend disciplinary action against the complainant, to be taken by his/her parent organization.

Mohammad Ali Jinnah University

Course Code – Course Title

Midterm/Final Examinations – Semester (e.g., Fall 2020)
Program Name (e.g., BBA, BSCS, etc.) – Section (e.g., AM/AE/AW etc.)

Teacher Name: Dr/Mr/Ms …………..   **Total Marks: 40**

Date: Date_of_Examination   **Time: 3.0 Hours**

Instructions:

Read the instructions <u>carefully</u> before starting the exam:

1) Questions will not be interpreted. Instructor will only confirm or deny errors in the question.
2) Return this paper along with the answer-script.
3)

Appendix D

![logo]	**Mohammad Ali Jinnah University Karachi**
	Course Name

Program	
Semester	
Course	
Course Code	
Prerequisite	
Instructor	
Books	Textbook:

Course Description

Course Learning Outcomes

A student who successfully fulfills the course requirements will have demonstrated the ability to:

S. No.	CLO	Bloom's Taxonomy Level	Corresponding PLO
1.			
2.			
3.			

Session-wise Course Breakdown

Session	Contents	Assessment Modules	CLOs Covered
1	.		
2			
3			
4			
5			
6			
7			
8			
Midterm Exams			
9			
10			
11			

12			
13			
14			
15			
16			
FINAL TERM			

Student Assessment and Marks Distribution:

S. No.	Assessments	Undergraduate (16 Years Programs)
1	Midterm Examination	
2	Assignments and Quizzes	
3	Project	
4	Final Exam	

Appendix E

![Mohammad Ali Jinnah University, Karachi logo]

Course File Check List Form

Department:			
Program:		**Semester:**	
Course Code:		**Course Title:**	
Instructor Name:			

Please tick or cross the following Checklist.

No	Items Required in Course file	Please Tick or Cross
1	Course Outline (standardized and updated as per BOS)	
2	Students attendance list (Course Attendance & Exam Attendance)	

3	For all quizzes, attach:
	    a. Question paper & Sample solution
	    b. Graded copy of Best, Weak & Average	

4	For all Assignments, attach:
	    a. Question sheet & Sample Solution
	    b. Graded copy of Best, Weak & Average	

5	**If applicable**, for all class projects, attach: a. Graded copy of Best, Weak & Average	

6	For the midterm exam, attach:
	    a. Question paper & Sample solution
	    b. Graded copy of Best, Weak & Average	

7	For the Final exam, attach:
	    a. Question paper & Sample Solution
	    b. Graded copy of Best, Weak & Average	

8	Final Result breakup (approved detailed sheet from database)	
9	Faculty course review report	
10	Weekly Course Coverage Plan (filled):	
11	Attach the TEACHER/COURSE EVALUATION data file by Student (system generated)	
12	Class activity/guest speaker session/industrial visit/CSR/conference/seminar or any other	
13	Course Completion Certificate	
14	**Any other** (CLO Report/Course complete lectures/Course Descriptive form/course format form/Course log) if applicable	

I confirm that the topics covered in the class are in accordance with the course contents incorporated in course outline if otherwise; my comments are mentioned in the other items above.

Signatures

_____   _____   _____

Instructor   **Head of Department**   **Head of QEC**

Date: _____