

HANDBOOK



FACULTY HAND BOOK

The Guide to Better Performance

Faculty Handbook

2016 – 17

Submitted by:

Quality Enhancement Cell (QEC)
Indus University

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Introduction of Indus University

Indus University is a private sector university located at one of the prime locations in the city of Karachi and it is situated adjacent to a famous cricket ground, National Stadium, Karachi. Initially, it was established as the Indus Institute of Higher Education (IIHE) in 2004 by PNBMD Foundation with an aim to strengthen and improve our country's role in providing quality education and services thereby; enhancing student's caliber as individuals and improving the scenario of education as a whole. Later on, Indus University was awarded the charter in April 2012 by Provincial Assembly of Sindh. Indus University is also recognized by the Higher Education Commission (HEC) and was awarded five stars by the Charter Inspection Evaluation Committee (CIEC) in the year 2013.

In addition, Indus University is playing a significant role in increasing the literacy rate as well as empowering the youth of Pakistan. We firmly believe in the mantra of "Learn well to live well" and in order to achieve the stated objective, four faculties namely; *Business Administration & Commerce, Engineering, Science & Technology, Arts & Design and Social Science* are running under the university's portfolio. Currently, undergraduate and postgraduate programs are being offered by the university.

The year 2014 marks the 10th Anniversary of Indus University and a new purpose built structure has been built which is a three storey building and comprised of 186 lecture rooms, 2 physics labs, 6 computer labs, 9 textile & design labs and 9 engineering labs. The corridors and open passages add beauty to the building. The stakeholders of Indus University are pleased to see the developments taking place at a rapid pace.

Nevertheless, research and development is gaining momentum in the 21st Century and the Research Department that has been established recently is paying due heed to produce quality research papers in high impact factor journals. As we know that, sound infrastructure is a key to success in the modern world therefore; efforts are being put forth to access the *Pakistan Educational Research Network (PERN)* and soon Indus University shall be equipped with this facility.

In addition, significant attention is paid to maintain an appropriate student-faculty ratio and to achieve this; more faculty members have been recruited and students are also bifurcated in number of sections. Moreover, we embrace diversity and students belonging to any cast, color, creed, race or strata get admissions if they adhere to the requirements of the programs offered.

Indus University considers one of its prime responsibilities to serve the society in the best possible manner. Some concrete steps have been taken w.r.t social responsibility including; provision of need based scholarships for the offspring of victims killed in target killings, helping hand being provided to thalassaemia patients, visit paid to Edhi Orphanage in Korangi coupled with the donation and celebrations of the Independence Day, awareness session conducted on Safe Blood Donation Service Project, etc.

The students' societies have also been established which allow the students to engage in extra/co-curricular activities and they are the means to develop students into holistic individuals. Moreover, students have organized some meaningful and constructive activities and represented Indus University on various platforms.

Vision, Mission & Core Values of Indus University

VISION

Our vision is to nurture purpose, leadership and excellence in students, faculty and staff who are competent and eager to serve nation and world.

MISSION

Indus University enriches students and society by creating and disseminating fresh perspectives in knowledge, research, leadership and application. Our community of scholars and alumni is devoted to build sustainable society nationally and internationally.

CORE VALUES

We cherish our ideals and mission by stewardship of following values:

- Foresight
- Excellence
- Creativity and Innovation
- Teaching by example
- Persistence
- Sharing
- Making Difference
- Reaching out

Overview of Faculty Handbook

The Faculty Handbook is a guide to the Faculty and is developed to present general information about Indus University, University policies, rules and practices as they apply to the Faculty of the University. This Handbook is maintained by the Quality Enhancement Cell (QEC). The Handbook has been compiled from numerous sources. Significant portions of the Handbook have been adopted by, or reflect actions of, the University's Board of Governors.

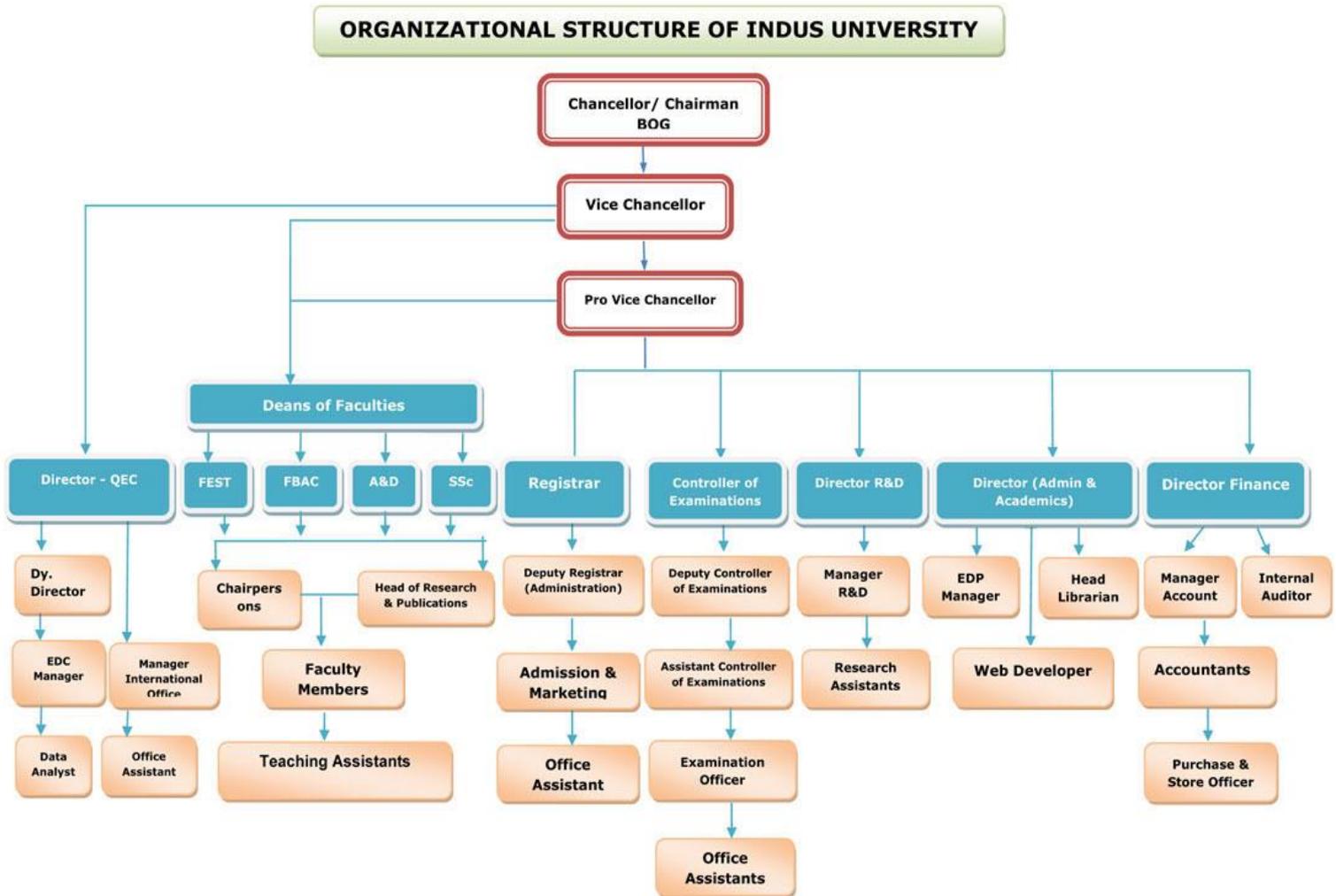
The policies defined in the Faculty Handbook as in effect from time to time form part of the necessary employment understandings between a Faculty and the University.

Amendments in the Faculty Handbook

Whenever the University Committees, Dean, or Faculty Member seeks to suggest amendment to the Faculty Handbook, the body or person should first contact the Quality Enhancement Cell. The Director QEC (or his or her designee) will ascertain, based on the nature of the suggested change, whether the matter may be handled solely with the QEC (e.g. typo or grammatical suggestion), or whether the matter falls within the purview of the Office of the Vice Chancellor of the University.

Chapter I: Organization Chart of the University

1.1 University Organizational Structure



1.2 Board of Governors (BoG)

S. #	Members	Names
1	Chancellor	Mr. Khalid Amin
2	Vice Chancellor	Mr. Muhammad Ahmed Amin
3	Pro Vice Chancellor	Mr. Muhammad Ahmed Amin
4	Chief Justice of the High Court of Sindh or a Judge of High Court nominated by him	Hon'ble, Justice Zulfiqar Ahmed Khan, Justice Sindh High Court, Karachi.
5	Chairman, Higher Education Commission or the whole time member of the commission nominated by him.	Prof. Dr. Muhammad Qasir, Vice Chancellor, University of Karachi.
6	Two Deans	Prof. Dr. Rizwan Raheem Ahmed, Dean FMS. Prof. Dr. Engr. Sayed Hyder Abbas Mussavi, Dean FEST
7	Secretary, Education Department, Government of Sindh or his nominee.	Secretary, Education Department, Government of Sindh or his nominee.
8	President, Karachi Chamber of Commerce & Industry (KCCI)	President, Karachi Chamber of Commerce & Industry (KCCI)
9	One scientist of national or international repute to be nominated by the Board	Prof. Dr. Muhammad Iqbal Choudary Director HEJ Research Institute of Chemistry, University of Karachi
10	Four persons of outstanding merit nominated by the Foundation	1. Faisal Amin, (Nominee of Foundation) 2. Mrs. Maria Faisal, (Nominee of Foundation) 3. Mrs. Zona Shabbir (Nominee of Foundation) 4. Mrs. Mahnoor Imran, (Nominee of Foundation)
11	Four persons of eminence representing various disciplines and professions nominated by the Chancellor in consultation with the Vice Chancellor	1. LT. Gen. (Rt) Moin Uddin Haider Ex. Governor Sindh 2. Prof. Dr. Atta-Ur-Rahman, NI, HI, SI, TI 3. Sardar M. Yaseen Malik 4. Dr. Mubashir Ahmad Sheikh Technical Adviser & Head of Research & Development, Etihad Al-Afandi Group, Jeddah, Saudia Arabia.
12	Registrar who shall work as Secretary of the Board;	Mr. M. Ayub Sheikh

1.3 Academic Council

S. #	Members	Names
1	Vice Chancellor	Mr. Muhammad Ahmed Amin
2	Deans	Prof. Dr. Engr. S. Hyder Abbas Musavi Prof. Dr. Rizwan Rahim Dr. Raees Ahmed
3	Directors	Mr. Yasir Amin (Finance) Mr. Ayaz Ahmed Panhwar (Academics) Ms. Sheema Haider (QEC)
4	University Professors including Emeritus and Distinguished Professors	Prof. Dr. Safeeullah Soomoro Dr. Pir Ijlal Haider
5	Chairperson of the Teaching Departments	Dr. Engr. Ahmed Mudassir Dr. Zeeshan Ahmed Ms. Sheela Devi Ms. Sana Gul Mr. Javed Iqbal
6	Three eminent persons known for their intellectual caliber on international level , service to society or leadership in profession nominated by the chancellor on the recommendation of the Vice Chancellor	Prof. Dr. Engr. S. Madad Ali Shah IBA Sukkur Mr. Fasih-ul Karim Siddiqui, Former Director HR & Operations, Hinopak, Karachi Secretary United Nation's Global Network, Pakistan
7	Controller of Examination	Mr. Abdul Jawwad Khan
8	Librarian	Ms. Sadia Arshad
9	Registrar who shall work as Secretary of the Board;	Mr. M. Ayub Sheikh

1.4 Board of Advanced Studies and Research (BASR)

S. #	Members	Names
1	Vice Chancellor	Mr. Muhammad Ahmed Amin
2	Deans	Prof. Dr. Engr. S. Hyder Abbas Musavi Prof. Dr. Rizwan Rahim
3	Three University Professors other than Deans to be appointed by the Chancellor	Prof. Dr. Safeeullah Soomro Dr. Engr Ahmed Mudassir
4	Three University Teachers having research, qualifications and experience to be appointed by the Academic Council	Dr. Zeeshan Ahmed Mr. Saghir Parvaiz Ghouri Ms. Sheela Devi
5	Three scholars of eminence in a field not represented on the Board of Advanced Studies and Research to be appointed by the Vice Chancellor on the recommendation of the Academic Council	Prof. Dr. Abdul Hussain Shah Dr. Abdul Ghafoor Memon Dr. Pir Ijlal Haider
6	Professors Emeritus	Prof. Dr. Muhammad Hanif Memon
7	Director Quality Enhancement Cell	Ms. Sheema Haider

1.4 Office of the Vice Chancellor

The Office of the Vice Chancellor is situated at 1st Floor of the Main Building (Building-I). Mr. Muhammad Ahmed Amin appointed as the 1st Vice-Chancellor of Indus University in June 2012. Being the principal academic and administrative officer, the Vice-Chancellor is accountable for the University's vision, mission, policy and strategic direction and academic leadership of the University.



The task of the Office of the Vice-Chancellor is to assure the Quality Services to the Vice-Chancellor and, through the Vice-Chancellor, to statutory bodies, Board of Governors and other associated bodies. The values of the Vice-Chancellor's Office are to provide and express leadership, integrity and the highest standards of professionalism. Some of the main tasks of the Vice Chancellor are to:

Key Responsibilities:

- Lead strategic planning with different components of university
- Provide leadership both academic and administrative to the whole University
- Coordination of the activities of the various department and faculties of the University
- Repository of information on matters relating to governance and senior management

Office of the Vice-Chancellor Staff:

Mr. Pervez (Assistant to Vice Chancellor)

Contact Details:

Email: vicechancellor@indus.edu.pk

Phone: (021) 4801430 Ext: 112

1.5 Office of the Registrar

The Office of the Registrar is responsible to keep and maintain all academics records for all Undergraduate and Graduate students including; recording grades, issuing transcripts, and administering a wide range of academic policies and procedures. This office also maintains reports; issue academic warnings / letters / notices and monitors students' progress towards the degree completion requirements. The staff also executes transcripts and validates the receipt of a degree.



Contact Details:

Email: registrar@indus.edu.pk

Phone: (021) 4801430 Ext: 108

1.6 Offices of the Deans

Name	Faculty	Contact #	Email
Prof. Dr. Engr. Syed Hyder Abbas Musavi	Faculty of Engineering, Science and Technology	021-34801430 Ext: 163	dean@indus.edu.pk
Prof. Dr. Rizwan Rahim	Faculty of Business Administration & Commerce	021-34801430 Ext:165	rizwan.raheem@indus.edu.pk
Prof. Dr. Raees Ahmed	Faculty of Art & Design	021-34801430 Ext:118	raees.ahmed@indus.edu.pk
Dr. Ayesha Ishrat (<i>acting</i>)	Faculty of Social Sciences	021-34801430 Ext: 162	dr.ayesha.ishrat@indus.edu.pk

Chapter II: Faculty Policies and Procedures

2.1 Membership / Selection Board / Appointment

The faculty of Indus University comprises the Deans, Chairpersons, all regular members of the teaching staff, and other academic officers appointed by the Selection Board.

1. The composition of Selection Board is as follows:
 - a. Vice Chancellor
 - b. Pro. Vice Chancellor
 - c. Registrar
 - d. Dean of the Faculty concerned
 - e. Chairperson of the Academic Department concerned
 - f. Director QEC
2. Minimum two (2) members of Selection Board shall require to conduct the meeting of the Selection Board.
3. Responsibilities of the Selection Board:
 - a. To evaluate the strengths and weaknesses of each candidate, nominates three best candidates and forward their applications to Vice Chancellor.
 - b. Propose appropriate salary for the candidates forwarded to the Vice Chancellor.
4. Upon recommendation of the Vice Chancellor, the Pro. Vice Chancellor and Dean of the faculty will set up a Search Committee whenever there is a vacant position for the faculty; the search committee shall consist of five (5) members with at least two from the concern Department / Faculty in which the position is vacant. The Committee will be responsible to identify potential candidates, and scheduling an interview process. After initial screening the nominated candidates will be then send to the Selection Board. An advertisement shall also publish in the reputed newspaper, official website of Indus University and Social Media.
5. The committee shall seek consultancy with at least two experts (in the relative discipline), to be nominated by the Dean from a standing list of experts for each subject.
6. Based on the results of the Selection Committee, the decision of the Vice Chancellor will be assume final after the approval of BoG.

2.2 Full time Teaching-Research Faculty

Definition

Full time Teaching-Research Faculty is defined as the Faculty engaged in teaching, research, and other services at the University on full working day.

Rank and Discipline(s)

Full time faculty members are ranked with the unalterable titles of Professor, Associate Professor, Assistant Professor, Lecturer and Research Assistant.

2.3 Visiting Faculty

Definition

Visiting Faculty members are the faculty members who may keep a full-time appointment at another institution / industry / enterprises but shall manage specific period of time to involve and engage in teaching, research services at Indus University.

Rank and Discipline(s)

Visiting faculty members are ranked with the designation same as that they held at their home institution preceding with the title of *Visiting*. E.g. *Visiting Lecture*.

2.4 General Disciplinary Regulations Applicable to both Full-time and Visiting Faculty Members

The faculty of Indus University is devoted to high standards of professionalism and ethical behavior. Being a community of scholars, we are dedicated to the core values of integrity, excellence, responsibility, fairness, and respect for the dignity of everyone.

All faculty members are required to meet their professional commitments at the University on a regular basis throughout the academic year which includes (but are not limited to) the time spent on teaching, research, student counseling and other kind of academic / research services required by University.

Faculty members are expected to handle their teaching assignments with professional skills. They should be aware with the functioning and operations of department and faculty in which they serve and are expected to familiarize themselves with the overall organization of the University.

They should strive to be good citizens of the academic community, efficient and punctual in meeting deadlines, submitting results, and returning students' work with proper remarks. They should be active participants as committee members, student advisers, or in whatever other capacity they can serve the department at their best.

2.4.1 Teaching and Research Assignments

As regards full-time faculty members, long-standing University policy limits regular teaching assignments to the usual spring and fall terms.

Office of the Dean (for each faculty) approved the guidelines to determine the Full-time teaching load. Generally the assigned course loads are as follows:

Academic Rank	Assigned Course Load
Professor	1
Associate Professor	2
Assistant Professor	3
Lecturer	4
Lab Engineers	~

2.4.2 Meeting Classes

The policy of the University requires all faculty members to be present for teaching duty and other activities during their assigned academic sessions. All faculty members are duty-bounded to conduct their assigned classes at the scheduled time (unless informed the academic office).

The length of different academic sessions and number of contact hours for each course are set according to the requirements of Higher Education Commission of Pakistan for the different programs offered by the University, and may not be amended by individual teachers without proper procedure.

The teacher should inform the departmental officer or the Chairperson in case of sickness requires his / her absence from class. The department chairperson or faculty dean will decide to provide a substitute instructor or to schedule a makeup class at later date.

2.4.3 Restriction on Outside Employment (Full-time faculty only)

The full-time faculty members are remunerated as per full-time pay scale and are therefore expected and obligate to devote their major energies to teaching, and other associated activities at Indus University. This implies a limit on any other kind of part-time / full-time employment at any academic or non-academic organization.

However, special circumstances (such as voluntary work in case of disaster or for the promotion of education) shall be referred to the Office of the Registrar / Vice Chancellor for their approval.

2.5 Appointment, Notification of Appointment and Promotion

Indus University adheres to the Faculty Appointment Criteria (Revised) prescribed by Higher Education Commission (HEC), Pakistan. Furthermore, selection at a suitable position is made by means of following:

- Screening of resumes
- Short listing of suitable candidates
- Call for an interview
- Interview conducted by Selection Board
- Demo by the applicant
- Offer is placed to the applicant

The following link can be visited for further updates:

<http://www.hec.gov.pk/InsideHEC/Divisions/QALI/QADivision/Pages/EligibilityCriteria.aspx>

When the candidate is finalized, a written appointment is prepared by the Registrar indicating the terms of appointment to the faculty. Copy of the same appointment shall be provided to the candidate, Dean of particular department and the Information Cell to incorporate in Faculty Record File.

The bilateral appointment agreement shall include the promises made by the candidate to satisfactorily perform his / her duties and the promises made by the University to pay the stated remuneration and furnish with all other mutually agreed benefits.

Extension or modification of such agreement may be carried out after written confirmation by both parties and a copy of modified or extended agreement will be supplied to both.

The agreement along with its mentioned terms and conditions are effective from the date of its issuance till the specific period as mentioned.

The faculty member will be advised the standards and procedures affecting renewal of the agreement at the time of their initial appointment, they may submit the supportive material which they believe will be helpful for consideration of renewal or upgradation of agreement.

It is pertinent to mention that faculty is promoted to next academic rank on grounds of number of teaching experience, management responsibilities and last but certainly not least; research publications in ISI indexed/ HEC recognized journals. The procedure that is undertaken is as follows:

- Print/ electronic Ad is placed for faculty hiring.
- Faculty has to re-apply for the post advertised on the respective medium.
- The new credentials showcased by the faculty member are analyzed by the Selection Board.
- The formality for demo sessions is not carried out.

The activities for Continuous Professional Development (CPD) are also given paramount importance and the faculty is encouraged by all means to constantly upgrade their qualifications and skill set. The CPD is done by participation in training sessions, workshops, seminars, symposiums, guest speaker sessions, conferences, research projects etc.

2.6 Responsibilities of the Faculty Members

The Dean (in consultation with Department Chair) will determine the individual duties / responsibilities of each faculty member. In addition to the satisfactory fulfillment of teaching assignments, the normal duties of a full-time faculty member include (but not limited to):

2.6.1 Course preparation and classroom conduct

- They must be aware with the current knowledge in their subject area.
- The course outline should be prepared keeping under consideration the guidelines of HEC (and/or other concerned accreditation bodies) and shall reflect appropriate course objectives and outcomes.
- Provide course material to the students in an organized manner.
- Maintain and provide course file/ log to the Dean.
- Avoid canceling classes without a genuine cause.
- Consistently and truthfully keep the attendance records. (both on LMS and Hard)
- Be punctual to start and end classes on time.
- Conduct the class with well preparation for each lecture.
- Maintain Class decorum and treat students politely.
- Encourage feedback and opinions from all students.

2.6.2 Out of class work, projects and papers

- Assign relevant assignments, case studies, research projects that reflect the objectives and outcomes of the particular course.
- Provide timely feedback. (written and verbal)
- Use clear and appropriate criteria for evaluating assignments, projects etc.
- Evaluate and score all written assignments objectively.
- Provide tutorial after the class if deemed necessary.

2.6.3 Examination and course grades

- Prepare exam papers which fairly match course content and objectives.
- Grade exams objectively.
- Timely check and provide results to Examination Department with Score Award Sheet.
- Explain grading system and GPA calculation specifically in the syllabus.
- Mark final scores with fairness, and with absolute honesty.

- It is the responsibility of faculty member to implement the procedures and mechanisms in order to restrict cheating and other unfair means so that students who behave honestly are not deprived.
- Faculty members should keep record of all grades / scores with applied variables at least for a period of two years.

2.6.4 Professional performance

- Faculty members should be reachable to students during post office hours. At least three hours per week for full-time faculty and at least two hours per week for the visiting faculty should be provided.
- They should be available at campus during work-hours even after class timings (**eight hour** work day is expected)
- Develop teaching techniques to fulfill the needs of specific group of students.
- Continue their own professional development by learning advance methods to promote higher order thinking skills.
- Seek and plan opportunities for professional development of students (e.g. industrial or other academic visits)
- Protect confidential data. Post grades with minimal identifiers.
- Always cite the outside source or contributions in lectures and other materials.
- Actively contributes in extra-curricular activities of university (e.g. student society's events, sports)
- They should manage their time efficiently in order to be more active and productive.
- Meet all university deadlines (e.g. submission of faculty files, results)

2.6.5 Professional behavior and integrity

- All faculty members are expected to treat students, and other faculty members / staff of University with politeness and impartiality.
- Set a model for students by performing fairly and truthfully.
- Professionally dressed.
- Avoid any kind of addiction including chewing or smoking tobacco on campus and its affiliated areas to portray healthy manners to students.
- Support University proctors and security guards in maintaining positive student behavior on campus.
- Avoid all kinds of sexual or religious harassment.
- Conduct their lives in compliance with the Vision and Mission of Indus University.

2.6.6 Punctuality

Faculty members are expected to be punctual on all class timings. If he / she cannot able to conduct a class or laboratory session due to sickness or some other legitimate reason, the Department Chair, is to be informed in advance. If the teacher remain absent for more than two classes, the Dean is to be notified.

2.7 Pay Practices and Salary Schedules

Pay Policies

All employees of Indus University are paid on monthly basis. The salary is transferred to their bank account on first week of every month; they are required to open the salary account in Askari Bank, Indus University Branch.

Travel Expenses

If the employee travels outside the University limits to perform official duties, they shall be entitled to reimbursement of travel expenses subjected to prior approval of Dean / Chairperson of Department (Registrar for non-academic employees). After completing the travel they can apply for reimbursement of expenses by submitting the Travel Expense Application along with original bills / invoices of the each claim. The University will reimburse the cost of their travel, room rent, official phone calls, food and other obligatory items but will not reimburse the expense on items of luxury. The amount for reimbursement will be approved by Accounts Office.

Working Hours

The official working hours for academic staff is 9am to 5pm and they have to serve the university six days a week. Hence, flexi timings are given to Deans & Associate Deans. Nevertheless, overtime is also given to the faculty if they agree to allocate their time after 5 pm. The annual increment which is 10% of the total salary is also provided to the faculty on grounds of submission of Annual Confidential Report (ACR) by the Reporting Manager.

2.8 Holidays / Leave of Absence

Holidays

Indus University observes the following public holidays, including those gazetted by the Government of Pakistan:

<i>Occasion</i>	<i>Dates</i>
Eid-ul-Azha	Determined each year (3 days)
Ashura	9 th and 10 th Muharram
Pakistan Day	March 23 rd
EidMilad-un-Nabi	12 th Rabi-ul-Awal
Labor Day	May 1 st
Independence Day	August 14 th
Eid-ul-Fitar	Determined each year (3 days)
Allama-Iqbal Day	November 9 th
Quaid-e-Azam Day / Christmas	December 25 th

Casual Leave

All employees are entitled to one (1) working days casual leave per month. If he / she does not avail the casual leave a bonus of 1 working day will be added to his salary at the end of the month. However, the leave cannot be added into next month.

Sick / Medical Leave

Employees should inform in-advance the Dean / Chairperson about his / her leave except in cases that are forced due to emergency, sickness or accident. In order to obtain sick / medical leave the University will requires a medical certificate (indicating the reason, and expected date of recovery) if the employee remain absent for more than three days. However, all such leaves required approval from Registrar Office.

Duty Leave

The employee may apply for the duty leave in case of following conditions:

- Meetings scheduled by University
- Study / Industrial Tours carried out as part of syllabi requirement
- Workshops / Seminars / Conferences (approved by Dean / Chairperson)
- As team managers for Sports/Co -curricular activities

All such applications require advance approval from Dean / Chairperson of Department and Registrar.

2.9 Guidelines regarding Research and Development

Research and Development Office

The Research and Development Office is a University-wide office that provides guidance to Indus University community regarding the responsible conduct of research. The Office works with all the University research oversight committees, boards, and offices to oversee comprehensive research guidance program, which was designed to meet the high ethical standards reflected in Indus University's vision and mission statement. These standards include honesty, justice, integrity, respect, and a sense of responsibility to others.

Plagiarism Policy

Indus University adheres to the Plagiarism Policy recommended by the regulatory authority; Higher Education Commission (HEC), Pakistan.

Additionally, the higher management is eager to develop Research & Development culture within the premises of university and some concrete measures are also taken in this regard. Therefore; Deans, Associate Dean and Chairpersons of the respective departments are

requested to implement it in true letter and spirit. The following link can be visited for further updates:

<http://www.hec.gov.pk/InsideHEC/Divisions/QALI/QADivision/Pages/Plagiarism.aspx>

Plagiarism Policy and Standard Operating Procedures for Plagiarism Cases can be also found at: www.indus.edu.pk

Research Grant

As an incentive to Faculty Members / Students an award will be given after the publication of Research Article / Research Paper in HEC recognized International or National Journal. The amount of the award will be as under:

International Journal with Impact Factor of:		National Journal with Impact Factor of:	
W	Rs. 30,000/-	W	Rs. 30,000/-
X	Rs. 20,000/-	X	Rs. 15,000/-
Y	Rs. 10,000/-	Y	Rs. 10,000/-
Z	Rs. 5,000/-	Z	Rs. 3,000/-

If a Research paper of a Professor or Ph.D. holder faculty member has been accepted in a HEC approved conference, he/she is to be paid TA/DA and Participation / Registration charges to enable him/her to present the Research Paper.

General Faculty and Students Research Policies

Some general guidelines are given below:

Integrity and accountability are the core values for research conducted by faculty, staff, and students at IU. Therefore, all members have an accountability to foster an environment with high standards, which may include open discussion, careful avoidance from conflicts of interest and discrimination (defacto or intended) based on religion, race, gender, cast, or age.

- All processes and steps involved in the research conducted by students, faculty and staff of Indus University must be designed to respect and protect human and animal participants.
- If a project required legal permission or contradicts the legal laws or policies of contractors then the scholar must seek approval from the Head of Research Department prior to start working on the project.
- Researchers should seek assistance when they found themselves being stressed or unable to perform their routine responsibilities due to their work on research.
- Proper steps should be assured by researcher to minimize the potential risks and maximize the benefits of their work.

- Authorship may not be claimed when supervising student work, unless invited by students to contribute as an author on their publication.
- An originality report (turnitin) may have a similarity index ranging from **5-19%**
- If the faculty work on the research paper / project during their normal working hours, he or she may not claim for any extra compensation other than their full-time salary, unless and until special permission granted.
- Academic / non-academic staff are allowed to involve in research projects unless their daily routine work is not interrupted.
- Any disobey or violation of these guidelines may result a disciplinary action and report to the Registrar / Vice Chancellor of the University.

2.10 Intellectual Property Policy

Indus University has a comprehensive policy covering ownership of, and revenues derived from, all intellectual property conceived or first reduced to practice by any faculty, full or part time, or staff member with more than incidental use of any University resources (personnel time, facilities, equipment, or funds). All faculty members will comply with this policy.

Intellectual property covers all inventions, devices, or written; whether or not patentable or copyrightable, and all trademarks and trade secrets, except as exempted.

All intellectual property conceived or developed shall be immediately disclosed to the University through the Office of Research and Development. The Director of Research and Development shall coordinate all intellectual property issues for the University and shall report to the Dean and Pro Vice Chancellor. All disagreements shall be referred to the Faculty Intellectual Property Board and ultimately to the Vice Chancellor. Ownership of intellectual property shall be determined based on whether University resources were used, and the developer and the Director of Research and Development shall cooperate fully and sign all necessary documents to properly assign title, and protect, transfer and license intellectual property.

2.11 Resignation

If a faculty member does not intend to continue his/her services, he/she is expected to give notice 30 days prior to his termination of services to registrar / dean of department. However, when a faculty member intends to resign during the academic session, he/she must give 30 days' notice. Upon resignation, the University is obligated to pay the resigning employee the salary for the days of month in which the employee was in services, but after clearing / transferring all assigned works and information on which he/she was working / worked.

Chapter III: Academic Policies and Procedures

3.1 Attendance Policy for all Degree Programs

The minimum attendance requirement in order to appear in the examination is 70% in all courses of Bachelor's and Master's degree program, if the candidate didn't maintain 70% attendance in one course but maintain in other courses he or she could appear in the remaining examination but not in the one in which there's an attendance shortage.

However other departmental attendance requirement may vary by a department or in the syllabus of a particular course, that policy takes preference over this one. E.g. If any course require minimum 75% attendance in that particular course, that will be minimum requirement for that course.

It is the responsibility of student to maintain his / her class work and assignment missed due to absent or leave, failing to which the instructor will issue a warning to the student and may forward their name to academic office suggesting to drop him / her from the particular course.

If the University approved extracurricular events requires his / her absence from the class then the student must get advance permission from the Chairperson of Department. The Academic Office representative will inform the teacher regard absence of such student.

Attendance Procedures:

- Attendance will be record via attendance file duly signed by the instructor and the department head. The faculty member is required to feed the daily attendance on his / her LMS portal. They may seek assistance in this regards by EDP Department.
- A letter will be sent via surface mail from the registrar office / academics office to the parents of those students who have been dropped from any course due to shortage in attendance.
- In case the student fulfilled the deficiency within stipulated time or completed the readmission process in the course, an official pass will be issued from the academics office in order to return to the class.
- Attendance will only be marked as present when the student is physically present in the class otherwise it should be marked as absent. All leave/ application issues will be handled by the academic office.
- Faculty of Engineering, Sciences & Technology (FEST) should keep the separate attendance record for theory and laboratory sessions. Similarly, Faculty of Art & Design should maintain the separate attendance record for studio classes.

3.2 Policies for classroom misconduct, unfair means and plagiarism for all degree programs

All students are expected to be punctual on class timings and conduct themselves in a well manner during all academic activities including classes, labs, field visits etc. It is the responsibility of faculty member to define the rules and regulations of classroom. If any student behaves inappropriate or disruptive to the other student or instructor, the faculty member may expel them from the class, and may report the incident to the Chairpersons Office.

Indus University expects its students to meet the highest ethical standards. Academic standards prohibit:

- Conceal their answer copies during examinations / quiz / other assessment activities.
- Copying the answers of other student in any circumstances either with or without the awareness of the other student.
- Plagiarism: Copying others work without giving proper citation / credit to the source is called plagiarism. i.e. showing other's work or idea as own. For example, "copy and paste" from the web / publication / article and paraphrasing new ideas without giving citation original work. Additionally self-plagiarism is also forbidden. i.e. Student portrays his / her previous work to fulfill the requirement of other assignment / task.
- Other acts of malpractices in examination or academic dishonesty.

Faculty responsibility to avoid malpractices in examination

Instructor are expected to carefully monitor students in the examination room and set the policies to minimize the possibility of cheating e.g. versions of question papers can be used, well controlled seating arrangements, if required they are also responsible to arrange a larger room for the final examination if the allotted room seems inappropriate for their class strength to prevent using any unfair means.

Faculty members are expected to aware students regarding plagiarism, cheating and the subsequent consequences.

The grades of academic dishonesty are generally classified in following three categories:

First offence: The first degree offence occurs when the student violate general examination rules (e.g. borrowing stationary, intentionally make noises in examination room, make any type of conversation with any other candidate) in these cases the score of zero will be awarded in the particular course, quiz or test.

Second offence: If the student found guilty of using any unfair means will result the dismissal from the particular course (with grade of "F") and prevented to appear in remaining examination of session.

Third offence: In this degree of offence the student will be called by the Registrar along with parents to show cause why the University should not rusticated him or her. This degree of

offense occurs when the student didn't follow the instructions of invigilator, make an unnecessary argument, warn invigilator or any other candidate.

3.3 Course load policies

Students are required to attain the minimum credit load of twelve (12) credit hours each semester; however they are allowed to carry 15-18 credit hours. Meritorious student (having minimum CGPA of 3.5 or greater) can make a request for additional (more than 18) credit hours but it will required written permission from Chairperson of Department / Dean of faculty / Registrar prior to registration.

3.4 Repeated Courses

If a student failed / dropped in the course and therefore repeats the same course, he or she will have to attend all classes and complete the relevant course work (such as projects even he or she did it in previous attempt)

3.5 Grading Policy

The grading structure for undergraduate and postgraduate students is as follows:

Grade	Point Value	Numerical Value
A+	4.00	85 above
A	3.5	78-84
B+	3.0	71-77
B	2.5	64-70
C+	2.0	57-63
C	1.5	50-56
Fail	0	Below 50

3.6 Examination Policy

The University schedules a Final Term Examination at end of each semester generally in January and June of every year, while midterm examinations are scheduled at mid of each semester (generally in April and September of every year). Out of maximum 100 marks of each course, the marks distributions are generally as follow:

i. Theory Course (100 marks)

Assessment Method	Duration	Marks Distribution
Mid-Term Exam	Two (2) Hours	30
Sessional Marks Quizzes/Assignments/ Presentations	N/A	20
Final Examination	Three (3) Hours	50
	Total	100

(a) There will not be any compensatory or 'in-lieu' of sessional, nor mid-term or final examination will be conducted in any circumstances.

(c) The student must pass theory and practical examinations separately.

ii. Lab Course (50 Marks)

Assessment Method	Marks Distribution
Lab Sessional Quizzes/Assignments/ Presentations	20
Final Examination Viva Voce Examination (18 Marks) Project Lab Task (12 Marks)	30
Total	50

(b) Theory subjects shall comprise of total 100 marks whereas, each practical subject shall carry 50 marks and they both shall be calculated separately.

Policies:

1. Last dates for receipt of application forms and dates of Final Semester Tests shall be fixed by the Deans concerned after consulting the Head of the Teaching Department.
2. Question papers for Final Semester Tests shall be drawn up by the teachers of various subjects concerned and passed on to the Controller of Examinations.
3. No person other than the candidates, Institute Officers and /or Institute representatives, Head Invigilators, Factotums, Invigilators and other workers appointed for the Examinations work will be allowed to enter the premises of any Centre of an Examination.
4. No candidate shall be admitted to the Examination, who arrives at the place of Examination late by more than a half of an hour after the time fixed for a paper.
5. Head Invigilators shall instruct the Invigilators that they should take particular care to collect from candidates all answer books supplied to them, whether used or unused.
6. Head invigilators should see that Invigilators:-
 - (a) do not engage in a conversation with the candidate during the examination and do not read what the candidates write;
 - (b) Do not give any kind of explanation connected with any question set.
 - (c) Do not do any private or office work during the hours of supervision, nor on any account admit outsiders to the place of Examination;
 - (d) Never give copies of the question paper set to anyone who is not a candidate sitting for the examination;

7. The Head Invigilators shall see that no candidate leaves his seat within the first an hour of the test / examination.

Distribution of Question Papers

1. The sealed covers containing question papers should be opened in a closed room unless the papers are opened directly in the examination hall not more than 15 minutes before the time fixed for each paper in the presence of the Head Invigilators. No person other than Head Invigilators and / or the Institute Officers be allowed to be present at the time when the packets containing question papers are opened.
2. Question papers for various blocks should be distributed among the various Invigilators not more than 5 minutes before the time fixed for each paper.
3. Head Invigilators are requested to instruct the Invigilators to bring to their notice all attempts at copying or communication by candidate to one another.
4. The Head Invigilators shall expel any candidate found copying or for any other offence considered serious by them and report cases of expulsion and / or offences to the Head of the Teaching Department or the Controller of Examinations for further necessary action together with explanation of the candidate (if he has any to make) and the report of the invigilator concerned.
5. When a candidate is expelled from the examination, the Head Invigilator should obtain form him, before he leaves the Examination hall, an explanation, if he has any to make, and attach it to his report.
6. The Head Invigilator should countersign all reports made by the Invigilators at the end of the Examination in each paper
7. At the conclusion of each paper, the answer books should be carefully packed in the presence of the Factotum and the Head Invigilators.
8. On receipt of a report regarding the misconduct of any candidate at any Semester Test, including breach of any of the Regulations or instructions laid down for the proper conduct of the Tests, the Rector (on the recommendations of the Academic Council) shall exercise the powers to punish such misconduct or breach of Regulations / instruction. The actions may be taken for cancellation of the result of the candidate in the Institute Examination for which he appeared and / or by the deprivation of any Institute Scholarship held by him/her.
9. As soon as a result is announced, the Controller of Examinations of the Institute shall send a certified true copy of the whole result to the concerned Deans of the Faculties.

Chapter IV: QEC Feedback Forms for Faculty

Quality Enhancement Cell (QEC) has been established at Indus University since 2010 and it is envisioned to strengthen the higher education sector by setting up an exemplary quality assurance mechanism that shall be congruent with the national and international practices. The initiative has been taken by Higher Education Commission of Pakistan.

The Feedback is a tool that is used to gauge the insights from our stakeholders and it also highlights the strengths and areas of improvement. There are several forms that have been designed for the faculty and their titles and description is as follows:

4.1 Student Course Evaluation Questionnaire

The respective form is to be filled by every student for every course at the end of semester. The faculty members have to escort their class in the computer labs to get the form filled under the supervision of QEC vigilance team. Students have to login in to their CMS portal and then submit the Course / Faculty Evaluation forms separately. Furthermore, teachers could conduct this activity in the last week of the respective semester.

The major components that are highlighted in the form are as follows:

- a) Course Content & Organization
- b) Student's contribution
- c) Learning environment & teaching methods
- d) Learning Resources
- e) Quality of lecture Delivery
- f) Timely assessment of exams
- g) Tutorial

4.2 Teacher Evaluation Form

The respective form is filled by every student at the end of each semester for every teacher, by login in to their CMS portal. The major components that are highlighted in the form are as follows:

- a) Knowledge of the teacher on subject matter.
- b) Completion of course outline in a timely manner
- c) Provision of citations & sources to the students
- d) Class environment that is conducive to learning
- e) Support level w.r.t to students' queries.

4.3 Faculty Course Review Report

This Survey Form is required to be filled by the faculty after the display of final results. This form basically assesses the no. of students fall in grading category. The grading criterion has been illustrated on pg. # 26. Faculty can view this form by login to their CMS portal.

4.4 Faculty Survey Form

This form is filled by the faculty and used to examine the satisfaction level of them. The form is filled annually and can be filled by login in to your CMS portal.

4.5 Faculty Evaluation Sheet by Dean

The Dean of the respective faculty can use this form to evaluate the teaching methodology of the faculty during the classrooms.

Thus; the aforementioned forms are used to provide constructive feedback to the faculty members thereby; leveraging strengths and improving weak areas for their further career advancement.

Chapter V: General Code of Conduct

5.1 Responsibility to exhibit positive image of Indus University

It is mandatory on the faculty member that s/he should demonstrate positive image of the university by his/ her words, actions, deeds, behavior. Every faculty member is considered the ambassador of the university and they should not be involved in any derogatory act that could harm the image of the university.

5.2 Wearing of University ID card

All the faculty and administrative staff should wear the university ID card within the premises and specifically; during representation of university at national/ international forums.

5.3 Smoke-Free Campus

In order to make a Smoking-free campus, smoking is strictly prohibited at all indoor and outdoor areas of the campus except for the limited designated outdoor smoking areas. Similarly, the advertising, sale, or sampling of tobacco products is also prohibited. Littering the remains of tobacco / pan or any other waste product on campus property is also prohibited.

Purpose: To foster a healthy environment that promotes the health, well-being, and safety of students, faculty, staff, and visitors at Indus University by minimizing the harmful effects of secondhand smoke; to minimize the risk of fire; and to encourage a more sustainable environment.

Scope: This policy is applicable to all individuals present at the campus premises, including but not limited to students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors and members of the public, and remain effective twenty-four (24) hours a day, seven (7) days a week.

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