



Mohammad Ali Jinnah University

Live, Learn and Be Inspired

MAJU FACULTY HANDBOOK

VERSION 2.0

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List of Contributors

The Faculty Handbook Development and compilation for Mohammad Ali Jinnah University was assigned by the worthy President Prof. Dr. Zubair Ahmed Shaikh of Mohammad Ali Jinnah University to Quality Enhancement Cell. The QEC extends its appreciations to the university management for providing all possible support in preparing this handbook. The committee consisted of the following members:

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Chapter 1

Introduction: University and its Constituent Bodies

1.1 General Information

Mohammad Ali Jinnah University's prestigious and spacious Karachi Campus has acquired an enviable reputation for its facilities and quality of education offered. It has an excellent record of success in a 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.

The programs at MAJU are tailored to meet the real needs of today's economy and employment atmosphere. The curriculum is constantly updated to remain in line with the demands of current technology and new developments. The University also conducts training sessions, seminars, and workshops, which enable our students to apply what they have learned to practical situations.

Research is another area of prime importance at MAJU. Research and Development are the crucial tools which countries use to transform their developing economies into developed nations. With advanced degree programs in Banking and Finance, Computer Science and Management Information Systems, we are preparing young men and women to meet the challenges of the new millennium.

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, unlike other institution 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 "RANK 1" (in general university's' category). At Mohammad Ali Jinnah University, education is considered an essential service. Hence teaching continues despite natural and human obstructions. All graduates of MAJU are getting jobs in reputed organizations or undergoing advanced studies abroad on scholarships.

FACULTY:

The faculty of Mohammad Ali Jinnah is highly educated having earned doctoral / master's degrees from U.S.A., Canada, U.K. and reputed institutions in Pakistan. Dedicated to academic excellence and motivated to inspire students, the faculty includes some of the best educationists in the country. Faculty members are encouraged to work on research projects and involve students in their research. Students actively participate in these projects to apply the knowledge acquired in the classroom. Innovative teaching methods are used.

COURSES OF STUDY:

The purpose of structuring course offerings with a blend of general education, humanities, social sciences and a field of specialization is to develop a balanced personality rather than a mechanistic one with little or no knowledge of the social environment in which one has to work. It also helps students to identify their own areas of interest. There are no extra charges other than the course fee. Text books are provided to the students on the very first day of the semester in their respective class rooms free of charge.

LINKAGE WITH THE INDUSTRY:

At Mohammad Ali Jinnah University, it is our firm belief that besides class room instructions, our students should also be exposed to real life experiences and situations. In this regard, we invite heads of reputed national and multinational organizations in our seminars and also in the class rooms. This gives our students an updated knowledge of the various trends in the industry, so that they are well equipped to serve when they enter the practical fields.

MORAL VALUES:

The University is conscious of the importance of moral values in the development of human resource. Every effort is made to inculcate and strengthen moral values in the students at Mohammad Ali Jinnah University. For this purpose, Verses from the Holy Quran and sayings of the Holy Prophet (PBUH) are displayed at various places and recited in the classrooms on a daily basis.

CO-CURRICULAR ACTIVITIES:

To complement classroom instructions, various societies have been formed at Mohammad Ali Jinnah University. These societies provide opportunities to students to develop leadership qualities and build confidence. Seminars are regularly organized by students. Prominent business leaders are invited to speak. Job fairs participated by potential employers are regularly organized.

Students are provided opportunities to participate in real life business and IT activities, such as games, role playing, case studies, presentations, field visits, internships and projects. Sports events like Cricket, Football, Table Tennis etc. and social events like Mushairas, debates and quiz competitions are also held.

LOCATION:

Mohammad Ali Jinnah University is located in the middle of quality business centers at Shahrah e-Faisal. It is housed in five premises noise free buildings of 2000 square yards each. Prestigious Pakistani and foreign business organizations and software houses are located around the University. This facilitates developing linkages with the industry for research & placement for the students. The University's prime location ensures availability of public transport for all areas.

The area is peaceful and safe with no history of violence.

FINANCIAL ASSISTANCE:

The fee at Mohammad Ali Jinnah University is relatively lower as compared to other private universities. Scholarships are offered on need-cum-merit basis to new and old students. Students can also avail the Talimi Loan facility offered by various banks. The Higher Education Commission has included Mohammad Ali Jinnah University in the Japanese Need based Scholarship Program.

UNIVERSITY GENESIS:

In 1985, the Punjab Group of Colleges had initially put the first step as Commerce College that functioned in Lahore. Over a period of 33 years, the Group has grown into the largest educational network in Pakistan providing top quality education from Playgroup to PhD with a student body of over 490,000. The Punjab Group consists of numerous companies in fields of education, information technology, media, and communications. Amongst these are the Allied Schools, the EFA Schools, the Resource Academia, Hadaf Group of Colleges, and three universities, along with Tower Technologies (Ltd.), a technology company. The Allied School System alone is host to over 200,000 students in more than 200 cities across Pakistan.

In order to vertically integrate the education system to provide additional, high-quality education options for Pakistani students, the Group also owns and operates three chartered universities, namely the University of Central Punjab in Lahore, the Capital University of Science & Technology in the Federal Capital, and Mohammad Ali Jinnah University in Karachi. At present more than 20,000 students are enrolled in these universities.

The Group also proudly owns Dunya TV which is one of the largest and most viewed television networks in the country accompanied with the addition of Lahore News TV & Roznama Dunya, a popular newspaper.

1.2 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.

1.3 Vision, Mission & Strategies

1.3.1 ***Vision***

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

1.3.2 ***Mission***

“Mohammad Ali Jinnah University, through the pursuit of excellence in an ethical environment, is committed to provide necessary intellectual and technological tools to a diverse student population, in order to meet the challenges of the future.”

1.3.3 ***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

1.4 Academic Faculties and Departments



1.4.1 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.

Vision

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

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.

Departments under the Faculty of Engineering

- Department of Electrical & Computer Systems Engineering
- Department of Mathematical Sciences

1.4.2 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.

Vision

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

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.

Departments under the Faculty of Computing

- Department of Computer Science

1.4.3 Faculty of Business Administration

The Faculty of Business Administration 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.

Vision

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

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.

Departments under the Faculty of Business Administration

- Department of Management Science
- School of Business Administration

1.4.4 Faculty of Social Sciences

Departments under the Faculty of Social Sciences

- Department of Psychology
- Department of Social Sciences

1.4.5 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.

Vision

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

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.

Departments under the Faculty of Computing

- Department of Biosciences

1.5 Authorities of the University

The following shall be the Authorities of University-

- 1) The Board of Governors;
- 2) the Academic Council;
- 3) the Boards of Faculties;
- 4) the Board of Advanced Studies and Research;
- 5) the Boards of Studies;
- 6) the Selection Board;
- 7) the Finance and Planning Committee;

1.5.1 The Board of Governors

The Board of Governors is the highest statutory body of the University and is responsible for governance of the University. It has the authority to create a school, faculty, department or any other teaching or research unit.

The general supervision and control of the affairs of the University and its powers to lay down policies shall vest in the Board consisting of the following: -

- (a) the Chairman of the Trust who shall be the Chairman;
- (b) the Chairman of the University Grants Commission or his nominee;
- (c) the Secretary to Government of Sindh, Education Department or his nominee;
- (d) Six persons nominated by the Trust;
- (e) Three persons of eminence to be nominated by the Chairman;
- (f) Director Finance who shall act as Secretary of the Board.

The Board shall exercise and perform the powers and functions as follows-

- 1) to hold control and administer the property, funds' assets and resources of the University;
- 2) to transfer and accept transfer of movable or immovable property on behalf of the university;
- 3) to affiliate and disaffiliate a college or institution;
- 4) to consider and approve, on the advice of the Finance and Planning Committee, the annual and revised budget estimates and to lay down guidelines or rules of business dealing with financial matters;
- 5) to approve, carry out, vary or cancel contracts on behalf of the university;
- 6) to initiate and approve schemes for achievement of the objectives of the University
- 7) To determine the form, and regulate the custody and use of common seal of the University;
- 8) to create professional, research and administrative posts and such other posts as may be required to carry out the purposes of the University and to suspend or abolish such posts;
- 9) To appoint teachers, researchers and officers on the recommendations of the Selection Board;
- 10) To suspend, punish and remove from service the University employees whom it is empowered to appoint in the manner prescribed after due inquiry and defense;
- 11) to propose statutes for submission to the Chancellor;
- 12) to approve regulations or rules on the recommendations of the appropriate bodies;

- 13) to determine, regulate and administer all other matters concerning the University and, to this end, exercise all necessary powers not specifically mentioned in this Ordinance or the statutes, the regulations or the rules.
- 14) The Board may delegate and of its powers to an Authority or officers, or a committee or a sub-committee.

1.5.2 The Academic Council

The Academic Council shall consist of:

- a) the President who shall be the Chairman;
- b) the Deans;
- c) The Directors;
- d) the Chairmen of the teaching departments;
- e) the University Professors including Professors Emeritus;
- f) the Registrar who shall be the Secretary
- g) the Librarian;
- h) the Controller of Examinations;
- i) two eminent scholars nominated by the Board;
- j) two persons of eminence to be nominated by the Chancellor.

In particular and without prejudice to the generality of the foregoing provisions, the Council shall have the power-

- 1) to advise the Board on academic matters;
- 2) to regulate the admission of students to the courses of studies and examinations;
- 3) to propose the Board, schemes for the constitution and organization of colleges, faculties, teaching departments, Institutes and Boards of Studies
- 4) To consider or formulate proposals for the planning and development of teaching and research in the University;
- 5) to make regulations on the recommendations of the Boards of Faculties and the Boards of Studies, prescribing the courses of studies and the syllabi for all University examinations; provided that, if the recommendations of Boards of Faculties and Boards of Studies are not received by the prescribed date, the Academic Council may, subject to the approval of the Board, continue for the next year the courses of studies already prescribed for an examination;
- 6) to recognize the examinations of other universities or examining bodies as equivalent to corresponding examinations of the university;
- 7) to frame regulations for submission to the Board;
- 8) to appoint members to the various Authorities in accordance with the provisions of this Ordinance and to perform such other function as may be prescribed by statutes.

1.5.3 The Board of Faculty

The Board of Faculty consists of:

- a) Dean of the Faculty, Chairman.
- b) HoD of each academic department.
- c) all Professors of the faculty.
- d) Two teachers to be nominated by the Vice Chancellor.
- e) Two experts in the field from outside the University to be appointed by the Vice Chancellor.

The main functions of the Board of Faculty are, to:

- 1) Coordinate and oversee academic activities within the faculty, and advise the Dean in educational matters of the faculty.
- 2) Ensure implementation of the University's academic policies.
- 3) Review academic standards and program outcomes and advise the Academic Council for improvement.
- 4) Ensure compliance of its academic programs with the University's Vision and Mission.
- 5) Review the recommendations of Board of Studies for presentation to the Academic Council for approval.
- 6) Approve course and program learning outcomes.
- 7) Assess and evaluate academic review reports and suggest measures for improvement.
- 8) Plan and execute academic and research activities.
- 9) Devise and implement faculty development program.
- 10) Advise on any other academic matter referred by the Vice Chancellor.

1.5.4 The Board of Advanced Studies and Research

The Board of Advanced Studies and Research (BASR) is responsible for updating rules and regulations of the graduate programs, and looks into individual matters related to graduate studies, including Master and PhD programs. The board consists of the following members:

- a) Vice Chancellor, as the Chairman
- b) All Deans
- c) Three professors, other than Deans, appointed by the Chancellor.
- d) Three University teachers, other than Deans and the professors, possessing research qualifications, to be appointed by the Vice Chancellor.
- e) Registrar, as Member/Secretary.

1.5.5 The Board of Studies

Board of Studies (B.O.S) of each department has a central role in the curriculum development and improvement. The finalized recommendations related to updating in the curriculum, to be forwarded to Academic Council through Board of Faculty.

The composition of the Board of Studies, of each department, is as follows:

- a) All Professors and Associate Professors of the concerned department of the university.
- b) Two teachers of the concerned department of the University, other than Professors or Associate Professors, to be nominated by the Dean of Faculty.
- c) Three experts, other than the University's own teachers, to be nominated by the Chancellor or Vice Chancellor. At least one expert must be from industry.

1.5.6 The Selection Board

The Selection Board consists of: -

- a) Vice chancellor
- b) Chairman
- c) Dean concerned
- d) Hod concerned
- e) A nominee of the chancellor
- f) A nominee of the executive committee
- g) Registrar
- h) Manager HR
- i) Secretary

The selection board helps the University to recruit outstanding individuals. The functions of selection board are, to:

1. Consider the applications of eligible candidates for teaching positions of the University.
2. Interview the prospective candidates and recommend the names of suitable candidates for appointment.
3. Consider promotion cases of the University teachers and recommend suitable candidates to the Chancellor for approval.

1.5.7 The Finance & Planning Committee

Finance and Planning Committee is constituted to:

- a) Prepare the annual statement of accounts, propose annual budget estimates, and advise the Executive Committee thereon.
- b) Review periodically the financial position of the University.
- c) Advise the Executive Committee on all matters relating to finance, investments, and accounts of the University.
- d) Perform such other functions as may be prescribed by the statutes.

1.6 Important Offices of the University

The following offices have been constituted for smooth operations of the University.

1.6.1 The Quality Enhancement Cell (QEC)

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

Key Functions of the QEC:

- **Data Collection:** The QEC is responsible for collecting a wide range of data related to academic programs, faculty, students, and infrastructure. This data includes enrollment figures, student performance, faculty qualifications, research output, and resource utilization.
- **Data Analysis:** The collected data is meticulously analyzed to identify trends, patterns, and areas for improvement. This analysis helps in making informed decisions and strategic planning.
- **Data Reporting:** The QEC generates regular reports on key performance indicators (KPIs), such as student retention, graduation rates, and faculty productivity.
- These reports are shared with relevant stakeholders, including the university administration, faculty, and external quality assurance agencies.

Compliance with HEC Requirements:

- **Quality Assurance Framework (QAF):** The QEC ensures that the university adheres to the Higher Education Commission (HEC) Quality Assurance Framework (QAF). This involves implementing and maintaining quality assurance systems and processes.
- **Self-Assessment Reports (SARs):** The QEC coordinates the preparation and submission of SARs to the HEC. These reports provide a comprehensive overview of the university's performance, including its strengths, weaknesses, and areas for improvement.
- **External Quality Assurance Reviews (EQARs):** The QEC facilitates the conduct of external quality assurance reviews by the HEC or other recognized agencies. This involves preparing for the review, addressing the reviewers' recommendations, and implementing corrective actions.
- **Internal Quality Assurance (IQA):** The QEC promotes a culture of internal quality assurance by conducting regular internal reviews of academic programs, research activities, and administrative processes.

Other Key Functions:

Curriculum Development and Review: The QEC is involved in the development, review, and updating of academic programs to ensure their relevance and quality.

Faculty Development: The QEC organizes faculty development programs, workshops, and seminars

to enhance teaching and research skills.

Student Support Services: The QEC collaborates with other departments to provide support services to students, such as academic advising, counseling, and career guidance.

1.6.2 The Office of Research Innovation and Commercialization (ORIC)

The objective of the establishment of the Offices of Research, Innovation and Commercialization (ORIC) is to develop, expand, enhance and manage the University's research programs, and to link research activities directly to the educational, social and economic priorities of the University and its broader community.

ORIC provides strategic and operational support to the University's research activities/programs, and has a central role in facilitating its research outcomes. It is also responsible for assuring that the quality of research, reflects the highest international standards, and advances the stature of the University among world's best research institutions.

In pursuit of this mission, the ORIC has the responsibility of guaranteeing that all research programs and policies reflect the core values of academic freedom, professional integrity, ethical conduct, and compliance with policies, legal requirements and operational standards of the University.

In short, ORIC seeks to enhance the environment for all research and scholarship by:

- 1) Supporting the University's strategic research directions and policies.
- 2) Increasing and diversifying external research funding.
- 3) Improving recruitment and retention of top faculty.
- 4) Improving integration of research and education at all levels of the University.
- 5) Improving translation of research into public benefit.
- 6) Strengthening University-industry relationships.
- 7) promoting entrepreneurship, technology-transfer and commercialization activities that energize and support the local and national economy.
- 8) promoting and enhancing cross-cutting and multi-disciplinary research initiatives. The Office of Research Innovation and Commercialization (ORIC) has been formed to promote research and commercialization of Research & Development projects of the University.

1.6.3 Registration Department

The Registration Department at Mohammad Ali Jinnah University (MAJU) serves as the central hub for all academic records and student services. It plays a crucial role in ensuring a smooth and efficient academic experience for students. The department is responsible for a wide range of functions, including:

- **Student Admissions:** Overseeing the entire admissions process, from application review to final enrollment.
- **Registration:** Facilitating course registration, add/drop processes, and maintaining accurate academic records.

- **Transcript Issuance:** Providing official transcripts to students for academic and professional purposes.
- **Degree Verification:** Verifying degrees and certificates issued by the university.
- **Student Records:** Maintaining accurate and up-to-date student records, including personal information, academic history, and financial records.
- **Fee Payment and Refunds:** Handling student fee payments and processing refunds as per university policies.
- **Student ID Cards:** Issuing and managing student ID cards.
- **Academic Calendar:** Developing and managing the university's academic calendar, including exam schedules and important deadlines.
- **Student Advising:** Providing guidance and support to students on academic matters, including course selection, degree requirements, and academic regulations.

The Registration Department is committed to providing efficient and timely services to students and faculty. By streamlining processes and utilizing technology, the department aims to enhance the overall student experience.

1.6.4 Admissions Department

An Admission 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.

1.6.5 Examination Department

Examination Department is headed by the Controller of Examinations and is responsible for overseeing all aspects of the university's examination system. This includes scheduling, conducting, and evaluating exams for various degree programs. The department ensures that exams are held in accordance with university policies, maintains academic integrity, and provides timely results to students. Additionally, the Controller of Examinations schedules examination duties for faculty and staff, ensuring smooth operations and effective communication regarding exam-related matters.

1.6.6 Human Resource Department

Human Resource Department dealt with university's workforce management. This includes managing the recruitment and onboarding of both permanent staff and faculty members. The department also handles important administrative tasks such as attendance tracking, leave management, and scheduling duty timings for faculty and staff members.

1.6.7 Administration Department

Administration Department is led by the Deputy Registrar (Admin), who oversees all administrative functions within the university. This department ensures the smooth day-to-day operations of MAJU, handling tasks related to coordination, management, and implementation of university policies. It is also responsible for issuing important notifications and notices, keeping the university community informed of essential updates and directives.

1.6.8 Student Affairs Department

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.

1.6.9 The Centers for Executive Learning Development & Diversity (CELDD)

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.

1.6.10 Accounts Department

Accounts Department of Mohammad Ali Jinnah University (MAJU) is responsible for managing all financial operations of the university. This department oversees budgeting, accounting, and financial reporting, ensuring the proper allocation and use of funds. It handles payments related to tuition fees, faculty salaries, and other financial transactions, maintaining transparency and accuracy in all financial dealings.

Chapter 2

Faculty Appointments & Responsibilities

2.1 Faculty Induction at MAJU

Faculty members at Mohammad Ali Jinnah University are appointed based on their academic and research credentials. The induction process is rigorous and includes an assessment of the following factors:

- a) Previous academic profile
- b) Teaching competency
- c) Research potential
- d) Compatibility with the existing team

2.1.1 Types of Employment

There are three types of faculty employment at Mohammad Ali Jinnah University:

2.1.1.1 Regular faculty members: These are full-time employees who are hired through a formal process that includes an interview with the selection board and approval by the Board of Governors. The categories for full time faculty appointments are:

- a) Lab Engineer / Lab Instructor / Instructor
- b) Junior Lecturer
- c) Lecturer
- d) Senior Lecturer
- e) Assistant Professor
- f) Associate Professor
- g) Professor

2.1.1.2 Contractual faculty members: These are hired for a specific purpose and period of time. The terms and conditions of their employment are defined in their contract, which has a maximum duration of five years.

2.1.1.3 Visiting faculty members: These are typically hired for a semester to meet a specific need. Such appointments are not permanent and carry no implication of continuing connection with the University.

2.2 Employment Guidelines for Regular Faculty Members

2.2.1 General Duties

Regular faculty members are required to:

- a) Regular faculty members must perform their duties efficiently and diligently, in accordance with the instructions of the Dean of the Faculty, Head of Department, or university authorities. They must also act in the best interests of the university at all times.
- b) Regular faculty members must strictly adhere to class timings and specify office hours for student consultation.
- c) Regular faculty members must not engage in any political, sectarian, ethnic, or unlawful activity.
- d) Regular faculty members' designations, responsibilities, or duties may be changed according to the university's requirements.

2.2.2 Probationary Period

The first 6 months of employment is a probationary period, during which the notice period for termination is one month. If a regular faculty member fails to give one month's notice, they will forfeit one month's salary. The probationary period may be extended under special circumstances.

Unless the probationary period is extended or the employment is terminated during that time, a regular faculty member's employment will be confirmed 6 months after the date of appointment.

2.2.3 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.

2.2.4 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.

2.2.4.1 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 an employee is suffering from illness.

2.2.4.2 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.

2.2.4.3 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.

2.2.4.4 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.

2.2.5 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.

2.2.5.1 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.

2.2.5.2 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 workloads. 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.

2.2.6 Bank Accounts:

Salary to Faculty members is 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.

2.2.7 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.

2.2.8 Resignation and Termination

Regular faculty members may not resign and leave during the ongoing semester, as this would adversely affect the studies and research at the university. They must ensure that their resignation date is effective after the end of the academic semester.

After the probationary period is complete, regular faculty members may be dismissed from service by the Vice Chancellor on the grounds of violating rules, inefficiency, moral turpitude, physical or mental incapacity, or gross misconduct, on a notice of one month or payment of one month's basic salary in lieu of notice.

Either party may terminate a regular faculty member's employment with one month's notice or payment of one month's basic pay in lieu of notice, as specified in the employment letter.

2.2.9 Clearance

Before leaving the university, regular faculty members must obtain clearance on the prescribed proforma provided by the HR Department.

2.2.10 Annual Faculty Evaluation

All faculty members have to fill a Self-Appraisal Form and submit to concerned HoD on an annual basis (Appendix-A). The HoD then appraises the faculty member based on the submitted Self Appraisal Form and his/her own assessment of performance during the year. The HoD then reports his findings through an Annual Evaluation Form for each faculty member (Appendix-B). The HoD's appraisal of the faculty is then countersigned by the Dean and submitted to HR office. All promotions, renewal and extension of contracts, annual increment in faculty salary, etc., shall be based on these Annual Evaluation Forms.

2.3 Employment Guidelines for Visiting Faculty Members

The Visiting Faculty Member (VFM) is hired on a contract for a period of one semester on the basis of the actual contact hours undertaken.

Duties like setting and marking of the papers, etc. are not paid for.

The Visiting Faculty Member (VFM) is to adhere to the following Working Rules: -

- 1) It is the moral obligation of the Visiting Faculty Member to complete the term of contract in order to avoid administrative difficulties for the University and academic loss to the students.

- 2) VFM are to be punctual in reaching the classroom for taking the class on time, as well as in leaving the class on time. They must reach the University campus at least ten minutes before the class starting time.
- 3) They are to specify a time period that is convenient to them as well as to the students, at least once a week, in which the students could discuss their individual academic problems with them outside the class.
- 4) They are to follow the course outline as well as other instructions issued by the University.
- 5) They are not to miss any assigned class without prior notice of at least one day in writing to concerned hod. In emergencies too, the hod/Dean must be informed. The missed classes are to be made up with consultation of the department.
- 6) They have to mark the attendance of the students in each period/class.
- 7) They are responsible to submit the course file as per guidelines provided by the department.

2.4 General Guidelines

Faculty members at Mohammad Ali Jinnah University are expected to:

- 1) Observe the university's working hours, which are usually 9:00 a.m. to 5:00 p.m. (Monday through Friday). Sundays are weekly holidays. Saturdays are also weekly holidays unless notified otherwise.
- 2) Be part of the organizing committees formed to conduct university functions, admission tests, convocations, conduct of examinations, meetings, etc.
- 3) Not take part-time jobs outside the university without prior approval of the Vice Chancellor.
- 4) Follow the chain of command through the respective Head of Department (HoD) / Dean, the Vice Chancellor, and the Board of Governors.
- 5) Observe punctuality and regularity in taking classes.
- 6) Mark the attendance of the students in each period/class.
- 7) Coordinate with the department to acquire the approved course outline before the semester starts and upload it to the web/portal within the notified deadline.
- 8) Prepare and grade question papers, assess assignments, quizzes, tests, and examinations, and submit the results by or before the prescribed dates.
- 9) Assist the HoD/Dean in developing the academic courses and implementing the teaching plan.
- 10) Maintain discipline in the class and ensure students' conformity to the university dress code and class decorum.
- 11) Act as a role model for the students through exemplary display of own behavior, dress, and conduct, on and off the campus.
- 12) Act as a student counselor as per the guidelines given by the HoD.
- 13) Submit the course file as per the guideline provided by the department.
- 14) Cooperate with other team members/employees.
- 15) Initiate fine slips to students, if given the charge for minor breach of discipline, and write a report for an action on a more severe offense. The fine slips or reports are to be sent to the Students' Affairs Department, or the HoD Office, the same day for countersignatures and

further disciplinary action.

- 16) Inform HR office about any change in personal information (e.g., change of address or telephone number, marital status, birth of a child, etc.), educational qualifications, honorary appointment, etc., so that employee records can be updated.
- 17) Comply with the local laws in which the university operates.
- 18) Respect the personal dignity, privacy, and personal rights of every individual.
- 19) Be honest, ethical, and responsible.

2.5 Disciplinary Guidelines

- 1) **Plagiarism:** Employees must adhere to the university's strict rules against plagiarism in their research and publications.
- 2) **Gifts:** Employees may not directly or indirectly offer or accept gifts, services, or entertainment in return for favorable business decisions or treatment. Gifts from students to faculty and staff members in the department as a whole are permitted, as are flowers and eatables.
- 3) **Personal use of university assets:** Employees may not use their job title to demand, accept, obtain, or be promised advantages. Assets of the university may only be used for university business, unless specifically authorized.
- 4) **Computer use:** The university provides access to and use of electronic mail, the intranet, and the internet for business purposes. Employees may not use university's electronic media for any purposes that violate applicable laws, rules, and regulations or university standards, policies, or procedures. Incidental personal use of electronic media that does not interfere with university business or an employee's performance of his or her responsibilities is acceptable, as long as such use does not include illegal, unethical, or otherwise offensive subject matter. Except as otherwise provided by applicable law, no employee has any right to privacy regarding use of or access to any electronic media provided by or through the university. The university may monitor or access employee use of its electronic media at any time in accordance with applicable law.
- 5) **Confidentiality:** Employees must maintain confidentiality with regard to internal matters, which have not been made known to the public. The obligation to maintain confidentiality shall extend beyond the termination of the employment relationship.
- 6) **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.

2.6 Teaching Roles and Responsibilities of Faculty Members

Mohammad Ali Jinnah University (MAJU) expects its faculty members to be committed to the complete integration of scholarship and teaching excellence. They should also be available and contribute significantly to the administration of the University with the aim to serve the mutual benefit of students, the University, and the scholarly community.

2.6.1 Expected qualities of all MAJU faculty members:

- 1) Excellence in teaching
- 2) Commitment to the teaching program
- 3) Ability to instruct students of all levels and across the spectrum of courses relevant to their area of expertise
- 4) Originality and relevance in the design of each course
- 5) Preparedness for class meetings
- 6) Ability to make reasonable accommodations for students with disabilities or students who wish to observe religious holidays
- 7) Firm knowledge base and competence in relevant subject matter
- 8) Ability to link subject matter, critical reasoning, critical thinking, and practical knowledge
- 9) Knowledge of education technology and its implications as well as theoretical foundations derived from research
- 10) An applied knowledge of problem-solving strategies
- 11) Knowledge and use of curricula that are responsive to today's educational needs and reflect issues of the evolution of change
- 12) Demonstration of sensitivity to students' academic needs
- 13) Sensitivity in the use of language or understanding how to effectively talk to students, whether addressing personal issues or academic concerns
- 14) Showing respect for all human beings and the integrity of others, including those of diverse populations and cultures
- 15) Recognition of accountability, meaning acceptance of responsibility for our actions and their impact on the immediate environment
- 16) Recognition of the impact of moral issues on teaching behavior

2.6.2 Responsibilities:

- 1) 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
- 2) Carry out research and produce publications, or other research outputs
- 3) Supervise or assist with supervision of undergraduate, taught graduate (Masters) or research graduate (mphil/phd) students as appropriate
- 4) Contribute to the development, planning and implementation of a high-quality curriculum
- 5) 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

- 6) Participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department
- 7) Participate in the development, administration and marking of exams and other assessments
- 8) Provide pastoral care and support to students
- 9) Participate in the administration of the department's programs of study and other activities as requested
- 10) Contribute to departmental, faculty, or university committees as requested
- 11) Engage in examining duties, i.e. The production of exam questions/papers, exam marking and moderation.
- 12) Maintain an awareness and observation of fire and health and safety regulations.
- 13) Carry out any other duties commensurate with the grade and purpose of the post.

2.6.3 Scholarly Work:

Faculty members demonstrate a dedication to scholarship by;

- 1) Conducting or collaborating in research and research scholarship relative to a specific field of study
- 2) Developing independent programs of research that have a major impact on a specific field of study
- 3) Engaging in significant research and publication throughout their active career in accordance with departmental standards
- 4) Participating in teaching and clinical service activity within their departments (Teaching loads can be adjusted to accommodate research activities.).
- 5) Conducting all research in conformance with university policies and the policies of external granting agencies (where applicable).

2.6.4 Availability:

MAJU faculty members are generally expected to be available:

- 1) To participate in required departmental/University meetings
- 2) For advising throughout the academic year by means of regularly scheduled weekly office hours or appointments or both, unless prevented by professional conflicts.
- 3) To their colleagues for the collegial conduct of university business.
- 4) To participate in university-sponsored events.

2.6.5 Teaching Assistants:

Teaching Assistants, normally graduate students, are expected to:

- 1) Assist senior faculty by conducting tutorials and labs and grading assignments & quizzes.
- 2) Prepare lesson plans and submit them for suggestions and approval.
- 3) Maintain a professional relationship with the students both within and without the classroom.
- 4) Conduct themselves in a manner sensitive to students' needs and responses.

- 5) Maintain definite standards; be firm, fair, and consistent in matters of student discipline.
- 6) Treat all students with equal respect.
- 7) Demonstrate to students a sincere interest in their learning progress and offer additional help during office hours.

2.7 Administrative Roles and Responsibilities of Faculty Members

Faculty members at Mohammad Ali Jinnah University (MAJU) 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.

2.7.1 QEC Representative Responsibilities

- 1) Check course outlines of the departments for their completion according to HEC criteria and synchronization.
- 2) Compile course outlines book and exam papers book of every semester.
- 3) Liaise with faculty members for completion of their course files and submit them to QEC department within given dates.
- 4) Liaise with QEC department on matters related to QEC.
- 5) Co-ordinate HEC and other inspection authorities visits in coordination with QEC department

2.7.2 Program Advisors Responsibilities

- 1) Propose course offering for every semester to HOD.
- 2) Deal with students' academic queries and recommend suitable solutions to HOD.
- 3) Assist the HOD in planning and managing Board of Studies meetings and Accreditation Councils' visits.
- 4) Liaise with QEC coordinator and faculty members for submission of course files to QEC.
- 5) Liaise with FYP committee for smooth conduct of projects.
- 6) Coordinate with admission office for solving queries related to new admissions in assigned programs.
- 7) Uplift and improve the assigned programs in terms of curriculum, course delivery, assessments, and admissions in coordination with HOD.
- 8) Perform any other responsibility assigned by the University authorities.

2.7.3 FRP/FYP/Thesis Coordinator Responsibilities:

- 1) Collect FRP forms from students with proof of fee submission.
- 2) Hold research committee meeting for topic approval and supervisor allocation.
- 3) Plan and notify students about complete dates and deliverables of FRP.
- 4) Collect final project reports from students 2 weeks before final presentation.
- 5) Assign examiners, in consultation with HOD and research committee for examination.
- 6) Ensure that all FRP have been submitted according to the standard format.

- 7) Process necessary documentation for payment to FRP supervisors.
- 8) All activities that benefit the department, the University, and the profession.

In addition to the specific roles and responsibilities listed above, faculty members are also expected to participate in other administrative activities that benefit the department, the University, and the profession. This may include:

- 1) Serving on departmental and university committees
- 2) Participating in program development and review
- 3) Mentoring junior faculty members
- 4) Conducting research and publishing in peer-reviewed journals
- 5) Attending conferences and workshops
- 6) Collaborating with other universities and industry partners
- 7) By participating in administrative activities, faculty members can help to improve the quality of education and research at MAJU, and contribute to the advancement of their profession.

2.8 General Rules About Examinations

All faculty will follow the examination rule published/announced by the Controller of Examination Office from time to time.

2.8.1 Paper Setting and Evaluation:

Question papers of all examinations are to be set by the instructors in consultation with the respective HoD. Instructions to be adhered to follow:

- (a) All question papers must be typed personally by the concerned faculty member.
- (b) Pages of question papers should be properly numbered. The numbering must indicate page number and total number of pages.
- (c) All question papers will be vetted by the respective hod before finalization.
- (d) The faculty members will submit the question papers for the final examination to their respective hod.
- (e) The printing of the exam copies of the question papers will be arranged by the controller of examinations.
- (f) Fresh exam papers must be set for each semester and not be repeated from the past years. Visiting faculty members should not repeat papers they may have used elsewhere.
- (g) Answer books of students will be evaluated by the instructors concerned.
- (h) Assessment of answer books must be completed by the date announced by the examinations office, and results, complete in all respects, must be uploaded within notified schedule and marked answer scripts of final exam should be returned to controller of examination office for further processing.
- (i) Faculty members are required to return the final exam solved answer sheets of their subjects, within the announced date by the hod office.

2.8.2 Invigilation

Invigilation is a part of instructional duties. It is to be carried out with the same spirit as that of teaching. Faculty Members appointed as invigilators will show zero tolerance for cheating in the examination, and shall ensure that:

- 1) The examination material is collected from the exam office at least 15 minutes prior to the commencement of examination.
- 2) The instructions printed on the title page of answer book are read out to the students before the commencement of the examination.
- 3) The students are warned against the use of unfair means and are advised to surrender books, notes, papers, mobile phones, etc. Before commencement of the examination.
- 4) All answer books and continuation sheets, if any, used in the examination are signed by the invigilator and their serial numbers are entered by the student on the attendance sheet.
- 5) The examinees must write their registration numbers and classes in the specified columns.
- 6) No examinee may use lead pencil unless it is specific requirement of the exam.
- 7) The attendance is taken during the first 30 minutes of the exam. The following points need particular attention:
- 8) Seating must take place according to the seating plan provided by the exam office.
- 9) Attendance sheet must be signed by the invigilator.
- 10) Attendance roll should match with the actual number of students appearing in the exam.
- 11) No student whose roll number is not included in the seating plan be allowed to sit in the exam room.
- 12) Students are not allowed to ask any question or inquire clarifications from other students. If a student requires any clarification, he/she needs to ask the invigilator. The invigilator may call exam office in this regard immediately. Official of the exam office may contact the concerned teacher, if needed.
- 13) Borrowing or lending any item among the students inside the exam room is prohibited.
- 14) All unused answer books/answer sheets are returned to Examinations Department.
- 15) The answer scripts are counted and tallied with the attendance record for that paper.
- 16) Any student found using unfair means or assisting another student during a test/examination is liable to severe disciplinary action. If the invigilator considers a student a source of disturbance in the examination room, he/she may turn him/her out of the room. A student found guilty of using unfair means will be referred to the Discipline Committee through prescribed proforma provided by the coe office.
- 17) The invigilators on duty are strictly advised not to involve in any of the following activities during their invigilation:
 - a) Using laptops/cell phones.
 - b) Reading newspapers/books.

c) Marking examination papers.

18) The invigilator should remain attentive, and be standing/sitting at a place from where a complete view of the examination room is visible.

Invigilators should not leave the examination room un-attended under any pretext.

Chapter 3

Policies

3.1 MAJU Email Usage Policy

Muhammad Ali Jinnah University's (MAJU) email policy is a set of rules and guidelines that govern the use of university email accounts by faculty, staff, and students. The policy is intended to ensure that the email system is used for appropriate purposes and in a professional manner.

Here is a summary of the key points of the MAJU email policy:

- 1) The email system is provided by the university to support its functions, such as teaching, learning, research, and management.
- 2) The email system should be used primarily for business-related purposes. Personal communication is permitted on a limited basis, but non-university related commercial uses are prohibited.
- 3) The email system should not be used to send or receive disruptive or offensive messages.
- 4) Users are prohibited from automatically forwarding MAJU email to a third-party email system.
- 5) Users must not change their email display name without contacting the IT department.
- 6) Email is a business record if there exists a legitimate and ongoing business reason to preserve the information contained in the email. Such emails must be retained.
- 7) Users should not give the impression that they are representing the university unless authorized to do so.
- 8) Passwords must not be shared with others and must be a minimum of eight alphanumeric characters in length and changed every 90 days.
- 9) Mobile devices that are configured to use university resources must be protected by a passcode.
- 10) Users should report any suspicious emails, URL links, or attachments to the IT department.

- 11) The university may monitor messages without prior notice.
- 12) Violations of the email policy may result in disciplinary action, up to and including termination of employment.

3.2 Promotion & Retention Policy

3.2.1 Equal Opportunity Employer

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

3.2.2 Criteria and Guidelines

The policy for promotion of faculty is enforced as per the criteria and guidelines set by the Higher Education Commission (HEC) of Pakistan.

3.2.3 Faculty Members Who Do Not Meet HEC Criteria

Faculty members who do not meet the HEC criteria for their current position and were promoted to that position before the enactment of the HEC policy shall continue to occupy their position. However, they must fulfill the deficiency against the HEC criteria on a top priority basis.

3.2.4 Faculty Members Who Lack in One HEC Criterion

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

3.2.5 Promotion Process

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

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

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

3.2.6 Merit

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

3.2.7 Recommendations for Promotion

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

3.3 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:

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.

3.4 Harassment & Discrimination Policy

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

3.4.1 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.

3.4.1.1 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:

- Impolite or indecent comments, signs, gestures or looks, and facial expressions.
- Spreading inappropriate rumors about any faculty member, staff, or student.
- 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.

3.4.2 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.

3.4.3 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.

3.4.4 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.

3.5 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.

3.5.1 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)

3.6 Policy for National Linkages

3.6.1 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,

3.6.2 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.

3.6.3 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 be 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.

3.7 Policy for International Linkages

3.7.1 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,

3.7.2 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.

3.7.3 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.

3.7.4 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.

3.8 Research, Innovation and Commercialization Policy

3.8.1 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.

3.8.2 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

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

3.8.4 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,

- a) Provide a framework for the governance of research and research development ii. Affirm research and innovation as a priority
- b) Provide effective and efficient support for research and innovation iv. Ensure the fair treatment of all researchers, staff and students
- c) v. Ensure effective communication (internally and externally) about the principles and policies on which
- d) the research activities of the University are founded
- e) vi. Establish rational, transparent, and collective decision-making processes around the allocation of re- search funds and other kinds of support for research
- f) vii. Balance the needs of research capacity development against those of established researchers viii. Integrate support for postgraduate research into the main research system
- g) ix. Clarify roles and functions within the university research system

3.8.5 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.

3.8.6 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

3.8.7 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.

3.8.8 Copyrights and Plagiarism

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

- | | |
|-----------------------------|----------|
| 1) Supervisor of student | - Member |
| 2) 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.

3.8.9 Health, Safety and Environment

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

- a) Disseminating all information and trainings relating to HSE practices and activities
- b) Advocating the safe use of hazardous biological, chemical, radiological substances and lasers
- c) Providing emergency services for all accidents and incidents involving hazardous

materials.

- d) Providing fire prevention and investigation services.
- e) Operating hazardous waste disposal services.

3.8.10 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

3.8.11 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

3.9 Faculty Consultancy & Training Policy

3.9.1 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
- b. Funding opportunities for student's final year projects (FYP's)
- c. 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.

3.9.2 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.

3.9.3 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).

3.9.4 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.

3.9.5 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.

3.9.6 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.

3.9.7 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.

3.9.8 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%

3.9.9 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