



THE UNIVERSITY OF AZAD JAMMU & KASHMIR
ACADEMICS & MEETINGS SECTION

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NOTIFICATION

Dated: 19-04-2024

No. Meetings/53rd Sy (AC-x)/ 1103-1107 /2024. On the recommendations of the Academic Council, held on (12-10-2023), the Syndicate in its meeting held on 21-02-2024, approved the following;


1. Approval of the Policies
Faculty Handbook (ii) Student Handbook (iii) Grading Policy
2. Formulation of the committee to revisit the following policies with a mandate to submit its recommendations for any amendment or addition with proper justification (if required)
 - (i) Academic Code of Conduct
 - (ii) I.T Policy
 - (iii) Intellectual Property (IP) Policy
 - (iv) Academic Freedom Policy.

Sr. #	Name	Designation	Status
1.	Prof. Dr. Muhammad Basharat	Institute of Geology	Convener
2.	Dr. Sumaira Shafique	Chairperson, Department of Kashmir Studies	Member
3.	Khawja Aftab Qadir Kanth	Coordinator, Management Sciences	Member/ Secretary


[Dr. Ghulam Murtaza]
Registrar

Copy of the above to:

1. Senior Private Secretary to the Vice Chancellor.
2. All Concerned.
3. Master File.


Assistant Registrar
[Academics & Meetings]

THE UNIVERSITY OF AZAD JAMMU & KASHMIR



FACULTY

HANDBOOK

“The University of Azad Jammu & Kashmir came into being on 21st July, 1980, as a result of the promulgation of The University of Azad Jammu & Kashmir Ordinance, which was subsequently replaced by University Act XXXIV of 1985”



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THE UNIVERSITY OF AZAD JAMMU & KASHMIR, MUZAFFARABAD

List of Contributors

The Faculty Handbook Development Committee was constituted by the worthy Vice Chancellor, **Prof. Dr. Muhammad Kaleem Abbasi** to compile the Faculty Handbook for The University of Azad Jammu & Kashmir, Muzaffarabad (UJ&K). The committee consisted of the following members:

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“PREFACE”

The purpose of this book is to sensitize the faculty members of The University of Azad Jammu & Kashmir (UJ&K) and provide them with information about the Statutes, Statutory Bodies, working conditions, teaching work load, financial & supplement support, academic issues, and other policies pertaining to their employment and professional growth at the university.

The faculty members are **advised** to go through it carefully, understand it, and comply with all the provisions laid down in this handbook. It describes many of their responsibilities as faculty members and outlines programs offered by the University of AJ&K to develop them further. One of the major objectives of this document is to help maintain an ethical work environment that is conducive to both the personal and professional growth of faculty members in their respective domains.

Owing to its continuous growth, improvement, and expansion, the University reserves the right to revise, supplement or rescind any of the policies or portion of the manual at any time as it deems appropriate as part of its sole and absolute discretion. The faculty members of the University will, of course, be notified of such changes to the handbook as they occur. It is expected that Registrar's Office will administer these policies consistently and equitably. The provisions of the manual are not absolute conditions of employment and may be modified, revoked, or changed by the University, with or without notice, at any time. Questions, Policies, and Procedures, which cannot be answered by this manual, may be referred to the University Registrar's Office. Any comments, observations, or suggestions, regarding this manual, may be submitted to Registrar's Office. Faculty members **should** read the Faculty Handbook in conjunction with the Academic "Rules and Regulations," available in the Registrar Office.

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Chapter 1

Introduction: University and its Constituent Bodies

1.1 General Information

“The University of Azad Jammu & Kashmir came into being on 21st July 1980, as a result of the promulgation of The University of Azad Jammu & Kashmir Ordinance, which was subsequently replaced by University Act XXXIV of 1985”.

The University of Azad Jammu & Kashmir (UJ&K), as a leading educational **institution** in Pakistan, imparts education and training to its students having the following faculties and Campuses:

- (i) Faculty of Science, King Abdullah Campus, Chatter Kallas.
- (ii) Faculty of Engineering, Chela Campus.
- (iii) Faculty of Humanities and Social Sciences, Chela Campus and King Abdullah Campus, Chatter Kallas.
- (iv) Faculty of Health Science, City Campus.
- (v) Jehlum Valley Campus, (Hattian Bala).
- (vi) Neelum Campus, Athmaqam

The University has an excellent infrastructure, modern classroom facilities, and well-equipped laboratories and Libraries. The management is confident that the University will continue to strive hard for the promotion of higher learning with ever greater enthusiasm.

The University is managed by a group of dedicated professionals and academicians who have devoted their lives to the cause of higher education in the country. The University has been successful in achieving its educational goals due to the motivation and hard work of skilled and qualified faculty who continuously endeavor to nurture students with relevant knowledge, skills, and abilities, helping them evolve technically, professionally, and socially as better human beings.

The University has highly sophisticated laboratories for the Faculty of Science, Faculty of Engineering, Faculty of Humanities & Social Sciences, and Faculty of Health & Medical Sciences. These laboratories provide facilities for undergraduate and graduate students to implement their ideas and projects and contribute to the country's Research & Development activities.

The University has well-equipped libraries having thousands of the latest books on the disciplines being taught. Each library has an adequate seating capacity for readers. Besides this, University has developed a Digital library to meet the information challenges of the 22nd Century. **The University has a transport fleet, which provides a pick-and-drop facility to the students and faculty members commuting to and from University's City Campus, Chehla Bandi Campus, King Abdullah Campus Chatar Klass, Jehlum Valley Campus, and Neelum Campus, Atmaqam.**

The University of AJ&K, as a leading educational **institution** in Pakistan, imparts education and training to its students. The university has three focal points in its planning which are outlined below:

- (a) The first focal point is the range and quality of its academic programs. It has the following four faculties and campuses offering degrees at undergraduate and graduate levels:
- (i) Faculty of Science, King Abdullah Campus, Chatter Kallas.
 - (ii) Faculty of Engineering, Chela Campus
 - (iii) Faculty of Humanities and Social Sciences, Chela Campus and King Abdullah Campus, Chatter Kallas
 - (iv) Faculty of Health Science, City Campus
 - (v) Jehlum Valley Campus, (Hattian Bala)
 - (vi) Neelum Campus, Athmaqam

Faculty of Science offers BS, MS/Phil. and Ph.D. programs in the Department of Botany, Chemistry, Physics, CS&IT, Geology, Biotechnology, Zoology, Mathematics, and Statistics. Faculty of Engineering offers BS and MS/M.Phil. programs in Electrical Engineering, and Software Engineering. Faculty of Humanities and Social Sciences offers BS, MS/Phil. and Ph. D. program in English, Economics, Education, Sociology, Psychology, Management Sciences, Mass Communication, International Relations, Urdu, Islamic Studies & Arabic, Kashmir Studies and Art & Design. Faculty of Health & Medical Sciences offers BS, in various fields. University academic programs are tailored not for the popular market but the real need of our country's economy and manpower development. The University offers BS programs in CS&IT, Education, and English at Jehlum Valley Campus, Hattian Bala, and also offers BS programs in CS&IT, Geology, and English at Neelum Campus, Athmaqam.

- (b) The second focal point of the university is training and human resource development. In addition to pure academic programs, the University runs training programs and holds seminars and workshops for the benefit of industry, the public/ private sector, and the community at large. The University believes in contributing to the development of the professional and skilled manpower of the country. The focus is not only on professional skills but also on personality building and inculcating ethical values amongst its graduates.
- (c) Finally, the third focal point is the University's endeavor in research. The University is deeply conscious of the fact that research and development are the main tools countries use to transform their economies. The University invests heavily in facilities, technology, and faculty development to promote the research.

1.2 **Vision and Mission**

The University's "**Vision and Mission**" statements are outlined below. All academic programs offered at the University follow the University's Vision and Mission statements. The University Vision and Mission are published in all important forums: including the University Website; Academic Blocks; Students' Portal and the University Prospectus.

1.2.1 **University Vision**

"Transformation to excellence through holistic education."

1.2.2 **University Mission**

“The University is committed to quality education, research values-driven mentorship through innovations to serve society and changing world.”

1.3 **Administrative Structure**

As per the University Act, Vice Chancellor is the Principal Executive and Academic Officer, responsible for all administrative, financial, and academic functions, and for ensuring that the provisions of the Act, statutes, regulations, and rules are faithfully observed. The Vice Chancellor of the University is supported by Deans and Head of Departments (HoDs) on academic matters, and by the Registrar, Director of Finance & Planning, Controller of Examinations, Directors, and managers on administrative matters.

1.4 **Authorities of the University Established by the Act**

As per The University of Azad Jammu & Kashmir amendment ordinance 2001, the following shall be the authorities of the University, namely:-

- (i) The Syndicate;
- (ii) The Academic Council;
- (iii) The Board of Studies;
- (iv) The Selection Board;
- (v) The Board of Advanced Studies and Research;
- (vi) The Finance & Planning Committee;
- (vii) The University Discipline Committee;
- (viii) The Board of Faculties;
- (ix) The Affiliation Committee; and
- (x) Such others authorities as may be prescribed by Statutes.

1.4.1. **The Syndicate**

The Syndicate is the highest statutory body of the University and the Syndicate shall consist of:

- (i) the Vice Chancellor, who shall be its Chairman;
- (ii) the Chief Justice of the Azad Jammu & Kashmir High Court or a Judge of the said Court to be nominated by the Chief Justice;
- (iii) the Chairman, Higher Education Commission or his nominee;
- (iv) the Secretary, Ministry of Education, Government of Pakistan, or his nominee;
- (v) the Secretary, Education, Azad Government of the State of Jammu & Kashmir;
- (vi) the Deans/Principals of constituent colleges;
- (vii) two principals of affiliated colleges to be nominated by the Chancellor;

- (viii) the Secretary, Ministry of Finance, Government of Pakistan, or his nominee;
- (ix) two eminent nationals of the state of Jammu & Kashmir to be nominated by the Chancellor on the recommendations of the Vice Chancellor;
- (x) Deans of Faculties;
- (xi) One Professor, one Associate Professor, one Assistant Professor and one Lecturer of the University to be elected by the Professors, Associate Professors, Assistant Professors and Lecturers of the University, as the case may be, from amongst themselves;

Provided that a Lecturer shall be eligible for selection if he has completed a minimum of two year's service in the University; and

- (xii) The Vice Chancellors of Co-operating Universities or their nominees;
- 1- The Members of the Syndicate other than ex-officio members shall hold office for two years.
 - 2- The quorum for a meeting of the Syndicate shall be one half of the total numbers of members, a fraction being counted as one.

1.4.2. **The Academic Council**

The Academic Council is the principal academic body of the University and has the powers to lay down proper standards of instruction, research, and examination to regulate and promote the academic environment of the University. The Academic Council shall consist of:

- (i) Vice Chancellor;
 - (ii) Deans of Colleges/Faculties;
 - (iii) University Professors;
 - (iv) Chairman of the Teaching Departments;
 - (v) One Associate Professor, one Assistant Professor and one Lecturer of the Colleges to be nominated by the Chancellor on the recommendations of the Vice Chancellor;
 - (vi) The Directors of Institutes;
 - (vii) Five Principals of Affiliated Colleges to be nominated by the Chancellor on the recommendations of the Vice Chancellor;
 - (viii) Three persons eminent in Arts, Science and Professions of whom one shall be from each category; and
 - (ix) Three persons from other education and research institutions to be nominated by the Chancellor;
 - (x) The Controller of Examinations, Observer
 - (xi) The Director, Finance & Planning, Observer
- 1- The members of the Academic Council other than ex-officio members shall hold office for two years.
 - 2- The quorum for a meeting of the Academic Council shall be one third of the total numbers of members, a fraction being counted as one.

1.4.3 **THE BOARD OF STUDIES (BOS)**

The Board of Studies (BoS) of each department has a central role in the curriculum development and improvement. The composition of the BoS, of each department, is as follows:

- (i) The Chairperson or Director of the teaching Department/Institute or a constituent college or center as the case may be who shall also act as convener of the Board of Studies;
- (ii) All Professors and Associate Professors of the concerned department; Provided that if the total number of University Teachers under sub-clause (i) and (ii) comes to less than four, Then the Dean of the faculty concerned shall nominate Assistant Professors or Lecturers (preferably Ph.D.) of the Department to complete the number;
- (iii) Two subject experts preferably of Professor Rank to be nominated by the Dean of Faculty from the panel presented by the Chairperson concerned.
- (iv) Two subject teachers from affiliated colleges/institutions to be nominated by the Dean of Faculty from the panel presented by the Chairperson concerned,
- (v) One expert from the relevant government department/ industry.
- (vi) The Registrar and Controller of Examinations or their representatives will participate as an observer.
- (vii) One faculty member shall act as secretary as nominated by the concerned HoD.
- (viii) The members, other than ex-officio members shall hold office for two years.
- (ix) The quorum for a meeting of BoS shall be one-half of the total number of members (including at least one expert mentioned under section iii), a fraction being counted as one.

THE FUNCTIONS OF THE BOARD OF STUDIES (BOS)

- (a) To propose curricula and syllabi for all degrees, diplomas, and certificate courses in the subject or subject concerned.
- (b) To suggest a panel of names of paper-setter, examiners, and subject experts in the subject or subject concerned; and
- (c) To advise the authorities on all academic matters relating to instructions, research, and examinations in the subject or subject concerned.
- (d) To perform such other functions as may be prescribed by regulations.

1.4.4 **The Selection Board**

(1) The Selection Board shall consist of the:-

- (i) The Vice-Chancellor (Chairman);
 - (ii) The Chairman or a member of Azad Jammu & Kashmir Public Service Commission;
 - (iii) The Chairman of the Higher Education Commission or his nominee;
 - (iv) The Dean/Principal of the concerned Faculty/Constitution College;
 - (v) One member of the Syndicate and two other persons of eminence to be appointed by the Syndicate, provided that none of them is an employee of the University; and
 - (vi) The Chairman of the concerned teaching department.
- 2- The members, other than ex-officio members shall hold office for two years.
 - 3- The quorum for a meeting of the Selection Board shall be four.
 - 4- No member, who is a candidate for the post to which appointment is to be made by the Selection Board, shall take part in the proceeding of the Board.
 - 5- In selecting candidates for the posts of Professors or Associate Professors, the Selection Board shall co-opt or consult two experts in the subject concerned, and in selecting candidates for other teaching posts, one expert in the subject concerned, to be nominated by the Vice Chancellor from the standing list of experts for each subject approved by the Syndicate on the recommendations of the Selection Board and revised from time to time.

1.4.5. **The Board of Advanced Studies and Research (BASR)**

The Board of Advanced Studies and Research (BASR) is responsible for updating the rules and regulations of the graduate programs and looks into individual matters related to graduate studies, including Master and Ph.D. programs. **The Board of Advanced** Studies & Research shall consist of:

- (a) The Vice-Chancellor;
- (b) The Deans;
- (c) Three University Professors, other than Deans, to be appointed by the Syndicate.
- (d) Three University teachers, having research qualifications and experience, to be appointed by the Academic Council.
- (e) The Registrar,
- (f) The Director, Advanced Studies and Research will be the Secretary of the BASR

1.4.6 The Finance and Planning Committee

1. The Finance and Planning Committee shall consist of:

- (a) The Vice-Chancellor (Chairman);
- (b) One member of the Syndicate to be appointed by the Syndicate;
- (c) One member of the Academic Council to be appointed by the Academic Council;
- (d) Two nominees of the Chancellor, one each from the Education Department and Finance Department of the Government of Azad Jammu & Kashmir;
- (e) The Director Finance & Planning (Member/Secretary); and
- (f) Advisor, Finance & Planning, Higher Education Commission; Islamabad; and
- (g) Financial Advisor Ministry of Education, Government of Pakistan, Islamabad;

2- The term of office of the appointed member shall be two years.

3- The quorum for a meeting of the Finance & Planning Committee shall be four members.

1.4.7 The University Discipline Committee

The University Discipline Committee shall consist of:

- (a) The Chairman is to be nominated by the Vice Chancellor.
- (b) Two Professors to be nominated by the Academic Council.
- (c) One member to be nominated by the Syndicate.
- (d) The Teacher or Officer Incharge of Students Affairs by whatever name called (Member/Secretary)

1.4.8 The Boards of Faculties

There shall be a Board of each Faculty, which shall consist of:

- (a) The Dean of the Faculty who shall be the Chairman and Convener of the Board provided in the case of Constituent Colleges the principal of the concerned college;
- (b) The Professors and the Chairmen of the Teaching Departments comprised the faculty;
- (c) One Lecturer, one Assistant Professor, and one Associate Professor to be appointed by rotation in the order of seniority from each department/institute in the Faculty; and
- (d) Three teachers to be appointed by the Academic Council for the reason of their specialized knowledge of the subject which, though not assigned to the faculty, have in the opinion of the Academic Council important bearing on the subject assigned to the Faculty.

1- The members (c) and (d) shall hold office for two years.

- 2- The quorum for a meeting of the Board of Faculty shall be one-half of the total number of members; a fraction being counted as one.

1.4.9 The Affiliation Committee

- 1- There shall be an affiliation committee, which shall consist of:
 - (a) The Chairman, A Professor of the University to be nominated by the Vice Chancellor.
 - (b) Two Professors/Associate Professors of the University, one from the Science Faculty and one from the Faculty of Humanities, Faculty of Engineering and Social Sciences. In case of affiliation of Medical and Health discipline, the Associate Dean of the Faculty of Health & Medical Sciences will be a member.
 - (c) An expert to be nominated by the HEC.
 - (d) Deputy Registrar Affiliation who deals the affiliation matters will be a member/secretary.
- 2- The affiliation committee may co-opt an expert for specific meetings from inside or outside the University, confirming the matter being considered.
- 3- The quorum for a meeting of the Affiliation Committee shall be three members.
- 4- The term of office of the members shall be two years.
- 5- The functions of the Affiliation Committee shall be;
 - i) To advise the Syndicate regarding the affiliation of an institution;
 - ii) To monitor the academic performance of the institution;
 - iii) To inquire into complaints alleging breach of conditions of affiliation by institutions and to advise the Syndicate thereon;
 - iv) To recommend to the Syndicate the suspension or withdrawal of privileges of the University to an institution;
 - v) To perform such other functions as may be assigned from time to time.

1.5 Important University Offices

Important University offices are as follows:

1.5.1 Registrar Office

The office of Registrar plays a role of collaborative leader by extending full facilitation and cooperation to the students, faculty members and administrative employees. It plays a part as a regulator within the University assisting in the interpretation and application of regulations, rules and guidelines. The main objectives of the Registrar Office are, to:

- (a) assist the office of the Vice Chancellor of the University in academic and administrative affairs.
- (b) correspond with external organizations including educational institutions and other bodies of higher learning.

- (c) conduct meetings of Statutory Bodies.
- (d) maintain academic records of the students, including the registration of Graduates of the University.
- (e) keep liaison between the officers, authorities and employees of the University.
- (f) keep in safe custody, the common seal of the University and such other University records that the VC may commit to his charge.
- (a) support the development and implementation of HR initiatives and systems.
- (b) provide counseling on policies and procedures.
- (c) be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.
- (d) create and implement effectively on board plans.
- (e) develop/implement training and development programs.
- (f) assist in performance management processes.
- (g) support the management of disciplinary and grievance issues.
- (h) maintain employee records (attendance, leave data, etc.). according to policy and legal requirements.
- (i) review employment and working conditions to ensure legal compliance.

1.5.2 **Directorate of Finance & Planning**

This department's prime focus is to **manage all operational and strategic tasks in the areas of financial planning, management and financial control** by maintaining excellence in financial and administrative practices to cater the dynamic and evolving needs of the university. **The department ensures** communication of financial policies and procedures, in a thorough and effective manner. The main objectives of the directorate are, to:

- (a) provide finance related services to the University, and maintain accounts for both teaching and non-teaching departments or units.
- (b) preparation of annual and revised budget and utilization of funds.
- (c) execute timely payroll of the employees.
- (d) maintain accounting records in line with general accounting principles and university policies.
- (e) manage cash in emergent needs.
- (f) ensure effective reporting and review of financial processes.
- (g) deliver and sustain University's financial performance, and to ensure that decision making delivers best value.
- (h) carry out risk identification and mitigation processes.

1.5.3 **Examinations Office**

The role of an examination office is like a guardian of students, ensuring complete systematic records and facilitating trustworthy support and service. This is done to prevent results from being unproductive or unfair. The Controller of Examinations is responsible for conducting examinations, result announcements, and awarding degrees as per the HEC requirements. Examinations are based on semester **system**. The main objectives of the Examination Office are, to:

- (a) prepare and manage examination schedules along with assigning **duties to the** invigilators.
- (b) administer Midterm and Final term examinations.
- (c) review petitions with regard to results, missed exams, or academic status of students.
- (d) ensure genuineness of any degree, transcript or medal being awarded.
- (e) supply assessment instruments to evaluate capabilities of students.
- (f) ensure adherence and compliance of the rules, regulations and policies during all examinations.
- (g) institute a credible evaluation system based on continuous improvement cycle by updating and improving evaluation policies; make them flexible while keeping their integrity.
- (h) enhance the overall examination framework to achieve the best and consistent results, in the most efficient and effective manner and
- (i) form a reliable communication network, integrating all examination office components, ensuring quality management of all examinations held.

1.5.4 **Directorate of Students Affairs (DSA)**

The mission of Students Affairs Office is the creation of both supportive and stimulating environment at University campus, and the provision of a range of experiences in which personal development thrives and learning flourishes. The main objectives of the Student Affairs Office are to:

- (a) foster students' academic and intellectual development, and create a climate that reinforce learning in all aspects of students' life.
- (b) **Deliver** services, and **create** programs and opportunities to assist students **for** their personal and professional development.
- (c) develop programs, services, and environment to build a **friendly** and inclusive community that offers a sense of safety and belongingness for all students.
- (d) provide a wide range of educational opportunities to students **with the aim to prepare them for assuming** a leadership roles in the community.
- (e) **design co-curricular activities that promote learning, self-discovery and respectful engagement in student life.**
- (f) **provide hostel and transport facilities to the students.**
- (g) respond to the issues, ideas and needs of the students community-existing and alumni, by providing support and services to faculty, staff and the community that ignites a sense of pride, ownership and personal investment in the ongoing success of the University.

1.5.5. Quality Enhancement Cell (QEC)

The establishment of a quality assurance system in higher education is a global concern now. There is a growing demand for Quality Assurance (QA) mechanisms at national, regional, and global levels. Over the years, there has been an increase in the number of HE institutions and their involvement with external stakeholders through changes in governance structures. Higher education institutions around the world have been introduced to quality assurance systems internally, with formal institutional approaches and documentation. This has been done with the establishment of quality assurance agencies and accreditation bodies, at the national level.

The functions of QEC are to:

- (a) review quality standards, and the quality of teaching and learning in each subject area.
- (b) promote public confidence that the quality and standards of the award of degree are enhanced and safeguarded.
- (c) define lucid and explicit standards as a point of reference for reviews to be carried out. It should also help the employees to know what they could expect from candidates.
- (d) develop a qualification framework by setting out the attributes and abilities that can be expected from the holders of qualification.
- (e) develop quality assurance processes and methods of evaluation, affirm that the quality of provision and the standard of awards are being maintained, and foster the curriculum, subject, and staff development.
- (f) develop procedures for approval of new programs, monitoring and evaluation, departmental review, student feedback, employer feedback, quality assurance of various degree programs, subject review, and qualification framework.

1.5.6 Office of Research, Innovation and Commercialization (ORIC)

The objective of the establishment of the Office 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.

The 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:

- (a) supporting the University's strategic research directions and policies.
- (b) increasing and diversifying external research funding.

- (c) improving recruitment and retention of top faculty.
- (d) improving the integration of research and education at all levels of the University.
- (e) improving translation of research into public benefit.
- (f) strengthening University-industry relationships.
- (g) promoting entrepreneurship, technology transfer and commercialization activities that energize and support the local and national economy.
- (h) promoting and enhancing cross-cutting and multi-disciplinary research initiatives.

1.6. **Admission Committee**

Admission policies are reviewed annually by the Admission Committee (constituted by the Academic Council for the same purpose where every faculty has an adequate representation). If any revision is required, the faculty submits its suggestions as an agenda to the Academic Council, which after deliberation approves necessary revisions in the admission policies (if required). The Admission Committees consists of:

A- Admission Committee for Ph.D.

- | | |
|---------------------------------------|-------------------|
| a) The Concerned Dean of the Faculty. | Chairman/Convener |
| b) The Concerned HoD. | Member |
| c) Two Senior Faculty Members | Member |

B- Admission Committee for MS/M.Phil..

- | | |
|-------------------------------|-------------------|
| a) The Concerned HoD. | Chairman/Convener |
| c) Two Senior Faculty Members | Member |

C- Admission Committee for BS/MA/M.Sc.

- | | |
|------------------------|-------------------|
| a) The Concerned HoD. | Chairman/Convener |
| b) Two Faculty Members | Member |

Chapter 2

Faculty Appointment and Responsibilities

At The University of Azad Jammu & Kashmir, faculty induction is carried out by adopting an exhaustive process by evaluating an aspirants their academic and research credentials as per HEC's statutes, which include assessment of the following factors:

- (a) Previous academic profile of the applicant.
- (b) Teaching competency.
- (c) Research potential.
- (d) Compatibility of the prospective faculty member with the existing team.

There are different categories of faculty induction, and the details are elaborated in the following section.

2.1 Types of Employment

The University of Azad Jammu & Kashmir categorizes its faculty members into following types, on the basis of their term of employment:

2.1.1 Regular Faculty Members

The term Regular Faculty Member is used for those who are employed through a formal induction process, which requires an advertisement, a personal appearance before the Selection Board of the University, and subsequent approval of the **Selection** Board recommendations by the Syndicate of the University. Regular faculty members shall be full-time employees of the University whose assignments include teaching, research, and/or service to the University, and who hold academic ranks such as **Professor**, **Associate Professor**, **Assistant Professor**, **Lecturer** and **Research Associate/ Junior Lecturer**. There financial and other terms and conditions are governed in accordance with BPS system.

2.1.2 Faculty Members under Tenure Track System (TTS)

The faculty members appointed under TTS as per HEC's Tenure Track Statutes, which require an advertisement, a personal appearance before the Selection Board of the University, and subsequent approval of the Selection Board recommendations by the Syndicate of the University subject to the endorsement by HEC. Faculty members under TTS shall be full-time/contract employees of the University whose assignments include teaching, research, and/or service to the University, and who hold academic ranks such as **Professor**, **Associate Professor** and **Assistant Professor**.

2.1.3 Contractual Faculty Members

Contractual Faculty Members are appointed for a specific purpose and period. The assignments pertaining to the contract, its detailed terms and conditions, and the

procedure to terminate the contract are defined in the body of the contract, signed by the parties. Terms and Conditions of the contract are clearly defined **with** no long term benefits associated.

2.1.4 **Visiting Faculty Members**

A visiting faculty member will normally be appointed as per statutes on need basis of the Departments/Institutes.

2.2 **Specific Guidelines for Regular Faculty Members**

- (a) Regular Faculty Members shall perform, observe, and conform to such duties and instructions as may from time to time be assigned by the Dean of the Faculty/ HoD of the respective department or communicated by the university, and shall discharge his/her duties efficiently and diligently to the satisfaction of the university's authorities, and shall not act in any manner contrary to the interest of the university.
- (b) Regular Faculty Members must strictly adhere to the class timings and specify office hours for students' consultation.
- (c) Regular Faculty Members shall not indulge in any political, sectarian, ethnic or unlawful activity.
- (d) Regular Faculty Member's designation, responsibilities or duties may be changed according to the requirements of the university.
- (e) usually, the first one year of the employment shall be a period of probation, during which the Notice Period for termination shall be only one month. In case a Regular Faculty Member omits to give one month's notice, one month's salary will be forfeited. The probation period may be extended, under special circumstances, on the recommendations of the HoD/Dean of the faculty.
- (f) unless the Probation Period is extended, or the employment terminated during the Probation Period, Regular Faculty Member's employment shall be confirmed precisely one year after the date of appointment.
- (g) Regular Faculty Members shall not be entitled to resign and leave during on-going semester as it would adversely affect the studies/research at the University. Therefore, Regular Faculty Members shall ensure that they opt for a date of resignation which shall be effective after the date of termination of the academic semester.
- (h) in case of leaving the university, he/she is required to get clearance from the University on prescribed proforma provided by the HR Department.

2.3 **General Guidelines**

The faculty members **shall**:

- (a) observe the University working hours issued by the University from time to time.
- (b) be part of the organizing committees formed to conduct the University functions, admission tests, convocations, conduct of examinations, meetings, etc.
- (c) not **opt for** part time jobs outside the university (Regular and Contractual), without prior approval of the Vice Chancellor. There is, however, no such restriction after the scheduled working hours.
- (d) follow the chain of command through respective HoD / Dean, the Vice Chancellor.

- (e) observe punctuality and regularity in taking classes, except in case of emergency, whereby the HoD should be informed well in time so that alternative arrangements can be made.
- (e) mark the attendance of the students in each period/class.
- (f) coordinate with the department to acquire the approved course outline before the semester starts, and upload at the web/portal within the notified deadline.
- (g) prepare and grade question papers, assess assignments, quizzes, tests and examinations and submit the result by or before the prescribed dates. Be particular in submitting the results of the mid-term and final examinations as well as those of internal evaluation (quizzes/projects/assignments) before deadline, so that the same are available to the Controller of Examinations for announcing the results in time.
- (h) assist the HoD/Dean in developing the academic courses and implementing the Teaching Plan.
- (i) maintain discipline in the class and ensure students' conformity to the University Dress Code and class decorum.
- (j) act as a role-model for the students through exemplary display of his/her behavior, dress and conduct, on and off the campus.
- (k) act as student counselor as per the guidelines given by the HoD.
- (l) submit the course file as per guideline provided by the department.
- (m) cooperate with other team members/employees.
- (n) initiate fine slips to students, if given the charge for minor breach of discipline, and write report for an action on a more severe offence. The fine slips or reports are to be sent to the Students' Affairs Department, or the HoD Office, the same day for counter signatures and further disciplinary action.
- (o) inform concerned 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.
- (q) comply with the local laws in which they operate. Each employee is expected to be familiar with the law as it applies to his/her job, and management shall be responsible for the provision of necessary instruction and advice as appropriate.
- (r) respect the personal dignity, privacy, and personal rights of every individual. Management will not tolerate any discrimination, harassment or offense. Faculty is expected to be honest, ethical and responsible. These principles shall apply to both internal cooperation and conduct towards external partners.

2.4 Guidelines for the Visiting Faculty

- (a) 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:-
 - (i) it is the moral obligation of the Visiting Faculty Member to complete the terms of contract in order to avoid administrative difficulties for the University and academic loss to the students.

- (ii) 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.
- (b) 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.
- (c) they are to follow the course outline as well as other instructions issued by the University.
- (d) 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 in consultation with the department.
- (e) they have to mark the attendance of the students in each period/class.
- (f) university shall make Visiting Faculty Member's payment twice in a semester through cross cheque but this mode of payment may change subject to University's account rules.
- (g) they are responsible to submit the course as per guidelines provided by the department.

2.5 Leave Statutes

Faculty members can avail a total of 24 days of leave in an academic year. The applicant shall submit the request for leave as per the prescribed format **available** on portal , at least one day before proceeding on leave, or the next morning in case of an emergency. For leave on half pay, leave on full pay, extra ordinary leave (leave without pay) Study leave, ex-Pakistan leave and all other leaves request will be submitted through respective HoD/Dean in light of leave statutes 1981 mentioned on University Calendar page 275-291.

2.6 Academic Freedom

Freedom of expression is a key part of the higher education experience. Sharing ideas is crucial for learning, and allows students to think critically, challenge and engage with different perspectives. Free expression of ideas is central to the academic process. The University of Azad Jammu & Kashmir will not remove any information from individual accounts or from electronic bulletins maintained in individual accounts unless it is determined that:

- i. The presence of the information in the account or on the bulletin board involves illegality (e.g., copyrighted material, software used in violation of a license agreement).
- ii. The information in some way endangers computing or networking resources, or the information of other users (e.g., a computer worm, virus, or other destructive program).

The information is not in compliance with University of Azad Jammu & Kashmir's policy. Users whose information is removed, for any of the reasons indicated above, will be notified of the removal and user may launch an appeal notified of the removal and user may launch an appeal against such action(s) to the Vice Chancellor.

2.7 Consulting Policy

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

- a) The faculty member is required to secure advance approval for consulting activities through proper channel to ensure that the activity is beneficial to the University and in that no conflicts of interest **and, or** no conflict with university's duties and responsibilities is **associated**. Non-compensated consulting (i.e., public service in one's area of professional expertise) must also receive prior approval.
- b) During regular semesters (Fall and Spring) a faculty member can spend 1 day per week on their consultancy project, provided that all of their assigned university tasks have been completed.
- c) During summer break, there is no limit on faculty members to provide consultancies, given that they have completed the tasks assigned by the university.
- d) Prior approval must be obtained for use of university equipment or facilities **for consulting**, or the employment of university faculty, staff, and students. The inconsequential use of office-based computing equipment and telephone equipment (e.g., the exchange of e-mails or local telephone calls with a consulting client) is permitted without prior approval.
- e) The consulting contract would be made in the name of University of Azad Jammu & Kashmir. **The contract** should be signed by the concerned Faculty member along with Chairman/Director or Director Finance. Copy of the contract must be put in the consulting file, personnel file, and Office of Treasurer record.
- f) The distribution of consulting amount would be:
 - a). University share: 30 % of the gross amount
 - b). Faculty Share: 70% of the gross amount (all direct expenses pertaining to consulting assignment/project would be charged **from** the faculty member's portion **of income**)

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

2.8 The University of Azad Jammu & Kashmir Employees (Efficiency and Discipline Statutes, 1988 and Appeal Statutes 1999

The Syndicate approved the University of Azad Jammu & Kashmir Employees (Efficiency and Discipline Statutes, 1988 and Appeal Statutes 1999 mentioned on University Calendar page 403-418).

2.9 Teaching and Other Workload

The academic load of teaching faculty is normally determined by the Head of Department in consultation with the respective Dean, keeping in view the following notification regarding the teaching workload approved by the Syndicate:-



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

NOTIFICATION

Dated: 14 -07-2020

No. Meetings/47thSy (i-17)/4159-97/2020. The Syndicate in its 47th meeting held on 27-02-2020, approved the following workload and revision of notification issued vide No. Meetings/46thSy (i-24)/ 2498-2535/ 2019 Dated 03-09-2019:

Designation	*Teaching Workload (Credit hours)	**Paid course(s) allowed (in addition to Mandatory workload) (credit hours)
Professor	02 courses OR 6 Cr.Hr	03
Associate Professor	02 courses OR 6 Cr.Hr	03
Assistant Professor	03 courses OR 9 Cr.Hr	03
Lecturer	04 courses OR 12 Cr.Hr	03
Junior Lecturer/ Research Associate	04 courses OR 12 Cr.Hr	-

* In case respective faculty members is Dean, Director, Chairperson, Coordinator, Principal Officer or occupying any other administrative post, he/she exempted from one course (3 Cr. Hr.)

** Additional payment to be made in accordance with his/her entitlement (respective cadre).

-Sd-

(Khawaja Zafar Iqbal)
Additional Registrar

2.10. Faculty Appointment Statutes/Policies

A- Statutes for appointment in all Disciplines Excluding Law , Art & Design and Health Sciences



THE UNIVERSITY OF AZAD JAMMU AND KASHMIR

Dated: 28-05-2007

NOTIFICATION

No. F-31/30th Sy/i-27/1490-1503 /2007. The Chancellor, University of Azad Jammu & Kashmir according to the powers conferred on him under Chapter III Clause 8 (5) of the University of Azad Jammu & Kashmir Act 1985, has approved/ assented (vide No. PS/1481/07 dated 25-05-2007) the statutes proposed by the Syndicate in its meeting held on 20-02-2007.

According to new policy the following change will occur in the grades of university teachers:-

	<u>Name of Posts</u>	<u>Existing Grade</u>	<u>New Grade</u>
	Lecturer	BPS-17	BPS-18
	Assistant Prof.	BPS-18	BPS-19
	Associate Prof.	BPS-19	BPS-20
	Professor	BPS-20	BPS-21

<u>Method of appointment:</u> Direct Appointment	<u>Minimum Qualifications/ Experience</u>	<u>Minimum Number of Publications</u>
Lecturer (BPS-18)	Master's Degree (First Class) in the relevant field with no 3 rd Division in the Academic Career from HEC recognized University/Institution. No experience required. Age: 21-35 years.	• Nil
Assistant Professor (BPS-19)	Ph. D. in the relevant field from HEC recognized University/Institution. No experience required. OR Master's degree (foreign) or M.Phil. (Pakistan) in the relevant field from HEC recognized University/ Institution with 4 years teaching/ research experience in a recognized University or a post graduation Institution or professional experience in the relevant field in a National or International Organization. Age: 28-35 years.	• Nil
Associate Professor (BPS-20)	Ph. D. in the relevant field from HEC recognized University/ institution. Age: 35-40 years.	The applicant must have 8 research publications (with at least 2 publications in last 5 years) up till 30-9-2008 and 10 research publications (with at least 4 publications in last 5 years) after 30 th September 2008, in Internationally abstracted journals recognized by the HEC.

Professor (BPS-21)	Ph. D. from HEC recognized Institution in the relevant field. Age: 40-45 years.	15 years teaching/research experience (with at least 8 years experience at the post- Ph.D. level) in HEC recognized University or a post graduate Institution or professional experience in the relevant field in a National or International Organization. Note:- After 04 th July, 2010 at least 8 years Post Ph.D level experience in an HEC recognized university or post graduate Institution or professional experience in the relevant field in a National or International Organization will be required. OR 10 years post Ph. D. teaching/ research experience in a recognized University or a post graduate institution or professional experience in the relevant field in a National or International Organization.	The applicant must have 12 research publications (with at least 3 publications in last 5 years) up till 30-9-2008, and 15 research publications (with at least 5 publications in last 5 years) after 30 th September 2008, in Internationally abstracted journals recognized by the HEC.
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-Sd-
Registrar



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

Dated: 17-02-2015

NOTIFICATION

No. Meetings/(40th Sy)j-14/ 502-26/2015. In exercise of powers vested in him under Chapter III Clause 8 (5) of the University of Azad Jammu & Kashmir Act 1985, the Chancellor vide No. PS/250 dated 26-01-2015 has been pleased to assent the following amendment/enhancement in the qualification requirement for the appointment of Assistant Professor and Lecturer in the Universities/ DAIs for all disciplines in light of Higher Education Commission, Islamabad letter No. DG-QA/HEC/FAC (50)2012/212 dated 20-04-2012. Accordingly, the statutes duly approved by the Chancellor are hereby notified as under:

S. #	Statutes
1.	Name of Post: Assistant Professor Scale: BPS-19 Qualification: Ph.D. in the relevant field from HEC recognized University/ Institution w.e.f. January 01, 2016. Age: 28-35 years.
2.	Name of Post: Lecturer Scale: BPS-18 Qualification: Master's Degree (Foreign) OR M.Phil./MS (Pakistan) or equivalent degree (18 years) in the relevant field from HEC recognized University/ Institution with no 3 rd division in the academic career w. e. f. January 01, 2015. Age: 21-35 years.

Note: The above service statutes should be superseded previous statutes for the said posts.

-Sd-

(Prof. Dr. Muhammad Naeem Qureshi)
Registrar

B- Statutes for appointment in the Department of Law



THE UNIVERSITY OF AZAD JAMMU & KASHMIR MUZAFFARABAD

Dated: 20-03-2020

NOTIFICATION

No. Meetings/46th Sy(Ex-item-ii)/1001-04/2020. In exercise of powers vested in him under Chapter III Clause 8 (5) of the University of Azad Jammu & Kashmir Act 1985, the President/Chancellor vide No. PS/866-67/2018 dated 04-03-2020, has been pleased to assent the following statutes for Law discipline as recommended by the Syndicate in its meeting held on 25-05-2019. Accordingly, the statutes duly approved by the Chancellor are hereby notified:

S. #	Existing	Approved
01	<p>Professor (BPS-21)</p> <p>Ph. D. in Law or equivalent degree from a HEC recognized University/ Institution.</p> <p>15 year teaching/ research experience (with at least 8 year experience at the post Ph.D. level) in a HEC recognized university or a post-graduate Institution or professional experience in the relevant field in a National or International Organization OR</p> <p>LL.M. JD or equivalent from a HEC recognized University/ Institution.</p> <p style="text-align: center;">OR</p> <p>10 year post Ph.D. teaching/ research experience in a recognized university or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>19 year teaching/ research experience (with at least 8 year experience after LL.M./ JD or equivalent degree in a HEC recognized university or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>Note:- After 04th July, 2010 at least 8 years Post Ph.D level experience in an HEC recognized university or post graduate Institution or professional experience in the relevant field in a National or International Organization will be required.</p> <p>The applicant must have 12 research publications (with at least 3 publications in last 5 years) up till 30-9-2008, and 15 research publications (with at least 5 publications in last 5 years) after 30th September 2008, in Internationally abstracted journals recognized by the HEC.</p> <p>Age: 40-45 years</p>	<p>Professor (BPS-21)</p> <p><u>Minimum Qualification</u></p> <p>a. PhD in Law or equivalent degree from an HEC recognized University/Institution</p> <p>b. L.L.M, J.D in Law or equivalent degree from an HEC recognized University/ Institution.</p> <p style="text-align: center;"><u>Experience</u></p> <p>a. 15-years teaching/research experience in an HEC recognized University or post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>Note: After 30th June, 2020, at least 8-years Post-PhD level experience in an HEC recognized University or post- graduate Institution or professional experience in the relevant field in a National or International organization will be required. OR</p> <p>10-year post-PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or Professional experience in the relevant field in a National or International Organization.</p> <p>b. 17-year teaching/research experience (with at least 8-years' experience after LL.M/J.D or equivalent degrees in HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><u>Minimum Number of Publications</u></p> <p>The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized Journals.</p> <p>Age: 40-45 years</p>

02	<p>Associate Professor (BPS-20)</p> <p>Ph. D. in Law or equivalent from a HEC recognized University/Institution. 10 year teaching/ research experience (with at least 4 year experience at the post Ph.D. level) in a HEC recognized university or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. Note:- After 04th July, 2010 at least 4 years Post Ph.D level experience in an HEC recognized university or post graduate Institution or professional experience in the relevant field in a National or International Organization will be required. OR 5 year post Ph.D. teaching/ research experience in a HEC recognized university or a post-graduate Institution or professional experience in the relevant field in a National or International Organization OR LL.M. JD in Law or equivalent degree from a HEC recognized University/ Institution. 14 year teaching/ research experience (with at least 4 year experience at the post Ph.D. level) in a HEC recognized university or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. The applicant must have 8 research publications (with at least 2 publications in last 5 years) up till 30-9-2008 and 10 research publications (with at least 4 publications in last 5 years) after 30th September 2008, in Internationally abstracted journals recognized by the HEC. Age: 35-40 years</p>	<p>Associate Professor (BPS-20)</p> <p><u>Minimum Qualification</u> a. PhD in law or equivalent degree from an HEC recognized University/Institution. b. L.L.M, J.D in Law or equivalent degree from an HEC recognized University/ Institution.</p> <p><u>Experience</u> a. 10-Year teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. Note: After 30th June, 2020, at least 4 years Post-PhD level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization OR 5-year post-PhD teaching/ research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International Organization. b. 12-year teaching/research experience (with at least 4 years' experience after the post-terminal degree level) in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International Organization</p> <p><u>Minimum Number of Publications</u> The applicant must have 10 research publications with at least 4 publications in the last 5 years in HEC recognized Journals. Age: 35-40 years</p>
03	<p>Name of Post: Assistant Professor Scale: BPS-19 Qualification: Ph.D. in the relevant field from HEC recognized University/ Institution w.e.f. January 01, 2016. Age: 28-35 years.</p>	<p>Name of Post: Assistant Professor Scale: BPS-19 <u>Minimum Qualification</u> a. PhD in Law or equivalent degree from an HEC recognized University/ Institutions b. L.L.M, J.D or equivalent degree from an HEC recognized University/ Institutions. c. LLB degree (First Class) from an HEC recognized University/ Institutions. <u>Experience</u> a. Nil b. 4-year teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization c. 6-year teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. Age: 28-35 years.</p>
04	<p>Name of Post: Lecturer Scale: BPS-18 Qualification: Master's Degree (Foreign) OR M.Phil./MS (Pakistan) or equivalent degree (18 years) in the relevant field from HEC recognized University/ Institution with no 3rd division in the academic career w.e.f. January 01, 2015. Age: 21-35 years.</p>	<p>Name of Post: Lecturer Scale: BPS-18 Qualification: LLB Degree (First Class) from an HEC recognized University/ Institutions with no 3rd division in the academic career. Age: 21-35 years.</p>

-Sd-

**(Prof. Dr. Ayesha Sohail)
Registrar**

C- Statutes for appointment in the Department of Art & Design



THE UNIVERSITY OF AZAD JAMMU & KASHMIR MUZAFFARABAD

Dated:20-03-2020

NOTIFICATION

No. Meetings/46th Sy(Ex-item-ii)/1005-09/2020. In exercise of powers vested in him under Chapter III Clause 8 (5) of the University of Azad Jammu & Kashmir Act 1985, the President/Chancellor vide No. PS/866-67/2018 dated 04-03-2020, has been pleased to assent the following statutes for Art & Design discipline as recommended by the Syndicate in its meeting held on 25-05-2019. Accordingly, the statutes duly approved by the Chancellor are hereby notified:

S. #	Existing	Approved
01	<p>Professor (BPS-21)</p> <p>Ph. D. from HEC recognized Institution in the relevant field with 15 years teaching/ research experience (with at least 8 years experience at the post-Ph.D. level) in HEC recognized University or a post- graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>Note:- After 04th July, 2010 at least 8 years Post Ph.D level experience in an HEC recognized university or post graduate Institution or professional experience in the relevant field in a National or International Organization will be required. OR</p> <p>10 years post Ph. D. teaching/ research experience in a recognized University or a post-graduate institution or professional experience in the relevant field in a National or International Organization. OR</p> <p>Master 's Degree (Foreign) or M. Phil or equivalent in the relevant field from HEC recognized University/Institution with 17 years teaching/ research experience (with at least 8 years experience after the Masters (Foreign) or equivalent degree from HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>Outstanding and substantial level of professional art activity and a national or international contribution to the development of Art & Design in general (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Art and Design as specified in the research criteria.</p> <p>Age: 40-45 years.</p>	<p>Professor (BPS-21)</p> <p><u>Minimum Qualification</u></p> <p>a. PhD from HEC recognized University/Institution in the relevant field</p> <p>b. Master's degree (foreign) or MPhil or equivalent degree in the relevant field from HEC recognized University/Institution</p> <p><u>Experience</u></p> <p>a. 15 year teaching/ research experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International Organization</p> <p>Note: After 30th June, 2020 at least 8 year post PhD level experience in a recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization. OR</p> <p>10 year post PhD level experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p>b. 17 yearteaching/ research experience (with at least 8 years' experience after Master's degree (foreign) or MPhil or equivalent degree in HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><u>Minimum Number of Publications</u></p> <p>Outstanding and substantial level of professional art activity and a national or international contribution to the development of Arts and Design in general. (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria).Age: 40-45 years.</p>

02	<p>Associate Professor (BPS-20)</p> <p>Ph. D. in the relevant field from HEC recognized University/ institution with 10 years teaching/ research experience (with at least 4 years experience at the post-Ph.D. level) in HEC recognized University or a post graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>Note:- After 04th July, 2010 at least 4 years Post Ph.D level experience in an HEC recognized university or post graduate Institution or professional experience in the relevant field in a National or International Organization will be required.OR</p> <p>5-years post Ph.D teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a national or international organization.</p> <p style="text-align: center;">OR</p> <p>Master's Degree (Foreign) or M.Phil. or equivalent in the relevant field from HEC recognized University/Institution with 12 years teaching/research experience with at least 4 years experience after Master's (Foreign) or equivalent Degree in HEC recognized University or a Post Graduate Institution or professional experience in the relevant field in a national or international organization.</p> <p><u>Minimum Number of Publications</u></p> <p>Outstanding and substantial level of professional art activity (Demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria.</p> <p>Age: 35-40 years</p>	<p>Associate Professor (BPS-20)</p> <p><u>Minimum Qualification</u></p> <p>a. PhD in the relevant field from HEC recognized University/ Institution</p> <p>b. Master's degree (foreign) or MPhil OR equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University/Institution</p> <p><u>Experience</u></p> <p>a. 10 year teaching research experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p>Note: After 30th June, 2020, at least 4 year post PhD level experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization will be required.</p> <p>OR</p> <p>5 year post PhD level experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization</p> <p>b. 12 year teaching/research experience (with at least 4 years' experience after the Masters (Foreign) or equivalent degree in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><u>Minimum Number of Publications</u></p> <p>Outstanding and substantial level of professional art activity (Demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria). Age: 35-40 years</p>
03	<p>Name of Post: Assistant Professor Scale: BPS-19 Qualification: Ph.D. in the relevant field from HEC recognized University/ Institution w. e. f. January 01, 2016. Age: 28-35 years.</p>	<p>Name of Post: Assistant Professor * Scale: BPS-19 <u>Minimum Qualification</u></p> <p>a. PhD in the relevant field from HEC recognized University/ Institution</p> <p>b. Master's degree (foreign) or MPhil or equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University/Institution</p> <p>c. First professional degree (4 years minimum, First Division) with no 3rd division in the academic career from HEC recognized University/Institution</p> <p><u>Experience</u></p> <p>a. Nil</p> <p>b. 4 year teaching/ research experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p>c. 6 year teaching /research experience in an HEC recognized University or a Post- graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p>Age: 28-35 years.</p>

04	Name of Post: Lecturer Scale: BPS-18 Qualification: Master's Degree (Foreign) OR M.Phil./MS (Pakistan) or equivalent degree (18 years) in the relevant field from HEC recognized University/ Institution with no 3 rd division in the academic career w.e.f. January 01, 2015. Age: 21-35 years.	Name of Post: Lecturer Scale: BPS-18 Qualification: First professional degree (4 Years minimum, First Division) with no 3 rd division in the academic career from HEC recognized University/Institution Age: 21-35 years.
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(Prof. Dr. Ayesha Sohail)
Registrar

D- Statutes for appointment in the Faculty of Health Sciences



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

Dated: 08 -09-2020

NOTIFICATION

No. Meetings/3924-26/2020. The President/ Chancellor vide No. PS/1376-77 dated 04-05-2020, has been pleased to assent the following statutes as recommended by the Syndicate in its meeting held on 27.02.2020. Accordingly, the statutes duly approved by the Chancellor are hereby notified:

STATUTES FOR VARIOUS POSTS OF FACULTY OF HEALTH & MEDICAL SCIENCES

S.#	Existing Statutes	Approved
1.	Professor (BPS-21) OR Contractual Salary MBBS with MD/MS/FCPS/MDS M.Phil/PhD (old courses of 4 years) (Pakistan)/membership of Royal Colleges (UK) Diplomat of American Board or equivalent international terminal qualifications (as determined by HEC) in the Clinical Medical Sciences disciplines Age, 35-40 years	Name of Post: Professor (BPS-21) Method of Recruitment: Direct Appointment <u>Qualification:</u> PhD or equivalent qualification (FCPS, FRCS, MRCP, MRCS) from HEC recognized Institution in the relevant field. <u>Experience:</u> At least 8-years Post-PhD level experience in HEC recognized university or a post-graduate institution or professional experience in the relevant field in a National or International organization. <u>Publication:</u> 15 research publications in journals recognized jointly by HEC and PMDC with at least 5 publications in the last 5 years. Age, 40-45 years (Upper age limit shall not be applicable to the in service employees).
2.	<u>Associate Professor (BPS-20)OR Contractual Salary</u> MBBS with MD/MS/FCPS/MDS/M.Phil/PhD (Old courses of 4 years) (Pakistan)/Membership of Royal Colleges (UK) Diplomat of American Board or equivalent international terminal qualifications (as determined by HEC) in the clinical medical science disciplines MBBS registered with PM&DC Pharm-D registered with Pakistan Pharmacy Council BS, Medical Technology recognized with HEC Age, 35-40 years,	Name of Post: Associate Professor (BPS-20) Method of Recruitment: Direct Appointment <u>Qualification:</u> PhD or equivalent qualification(FCPS, FRCS, MRCP, MRCS) in the relevant field from HEC recognized University /Institution. <u>Experience:</u> 05 years post-PhD teaching /research experience OR 10-years total experience of teaching /research in the relevant field in a National or International organization. <u>Publication:</u> 10 research publications in journals recognized jointly by HEC and PMDC with at least 4 of these publications in the last 5 years. Age, 35-40 years(Upper age limit shall not be applicable to the in service employees).

3.	<p><u>Assistant Professor (BPS-19) OR Contractual Salary</u></p> <p>MBBS with MD/MS/FCPS/MDS/ M.Phil/PhD (Old Courses of 4 years) (Pakistan)/ Membership of Royal Colleges (UK) Diplomat of American Board or equivalent international terminal qualifications (as determined by HEC) in the Clinical Medical Sciences disciplines. Age, 28-35 years. Membership of Royal Courses (UK) Diplomat of American Board of Equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical Sciences disciplines. No Experience is required, MBBS registered with PM&DC Pharm-D registered with Pakistan Pharmacy Council BS, Medical Technology recognized with HEC. Age, 21-35 years,</p>	<p>Name of Post: Assistant Professor (BPS-19) Method of Recruitment: Direct Appointment</p> <p><u>Qualification:</u> a. PhD or equivalent qualification (FCPS, FRCS, MRCP, MRCS) in the relevant field from HEC recognized University/Institution. OR b. M.Phil.MS or equivalent degree awarded after 18-years of education in the relevant field from HEC recognized University /Institution.</p> <p><u>Experience:</u> a. No experience is required. b. Four years teaching / research experience in HEC recognized University or a post-graduate Institution in the relevant.</p> <p><u>Publication:</u> 02 research publications in journals recognized jointly by HEC and PMDC. Age, 28-35 years (Upper age limit shall not be applicable to the in service employees).</p>
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(Medicine/Surgery/Allied Health Sciences)

4.	<p><u>Lecturer (BPS-18) OR Contractual Salary</u></p> <p>University degree (Bachelor of Sciences, Bachelor of Medicine & Surgery obtained after at least four years of University study post to the higher secondary school certificate. The minimum grade for the degree should be second division or higher. No teaching experience is required, MBBS registered with PM&DC Pharm-D registered with Pakistan Pharmacy Council BS, Medical Technology recognized with HEC</p> <p>Age, 21-35 years,</p>	<p>Name of Post: Lecturer (BPS-18) Method of Recruitment: Direct Appointment</p> <p><u>Qualification:</u> a. MBBS registered with PM&DC from HEC recognized University / Institution with no 3rd Division in the academic career. OR b. M. Phil./MS or equivalent degree awarded after 18-years of education in the relevant field from HEC recognized University /Institution with no 3rd Division in the academic career.</p> <p><u>Experience:</u> a. Two years teaching experience in HEC recognized University or a post-graduate Institution in the relevant field for qualification. b. No experience is required. Age, 21-35 years (Upper age limit shall not be applicable to the in service employees).</p> <p>Name of Post: Lecturer (Pharmacist) (BPS-18) Method of Recruitment: Direct Appointment</p> <p><u>Qualification:</u> a. Pharm. D from HEC recognized University and Registered with Pakistan Pharmacy Council with no 3rd Division in the academic career. OR b. M. Phil./MS or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized University /Institution with no 3rd Division in the academic career.</p> <p><u>Experience:</u> a. Two years teaching experience in an HEC recognized University or a post-graduate Institution in the relevant field. b. No experience required. Age, 21-35 years (Upper age limit shall not be applicable to the in service employees).</p> <p>Name of Post: Lecturer (Medical Technologist) (BPS-18) Method of Recruitment: Direct Appointment</p> <p><u>Qualification:</u> a. First Class BS Medical Technology, in the relevant field from HEC recognized University /Institution with no 3rd Division in the academic career. OR b. M. Phil./MS or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized University /Institution with no 3rd Division in the academic career.</p> <p><u>Experience:</u> a. Two years teaching experience in an HEC recognized University or a post-graduate Institution in the relevant field. b. No experience is required. Age, 21-35 years (Upper age limit shall not be applicable to the in service employees).</p>
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5.	<u>Research Associate (BPS-17)</u> University degree (Bachelor of Sciences, Bachelor of Medicine & Surgery obtained after at least four years of University study post to the higher secondary school certificate. The minimum grade for the degree should be second division or higher. No teaching experience is required, MBBS registered with PM&DC Pharm-D registered with Pakistan Pharmacy Council BS, Medical Technology recognized with HEC Age, 21-35 years,	Name of Post: Demonstrator (BPS-17) Method of Recruitment: Direct Appointment <u>Qualification/ Experience:</u> MBBS registered with PM&DC from HEC recognized University /Institution with no 3 rd Division in the academic career. Age, 21-35 years (Upper age limit shall not be applicable to the in service employees).
		Name of Post: Pharmacist (BPS-17) Method of Recruitment: Direct Appointment <u>Qualification/ Experience:</u> Pharm. D from HEC recognized University and Registered with Pakistan Pharmacy Council with no 3 rd Division in the academic career. Age, 21-35 years (Upper age limit shall not be applicable to the in service employees).
6.		Name of Post: Medical Technologist (BPS-17) Method of Recruitment: Direct Appointment <u>Qualification/ Experience:</u> First Class BS Medical Technology in relevant field, from an HEC recognized University /Institution with no 3 rd Division in the academic career. Age, 21-35 years (Upper age limit shall not be applicable to the in service employees).

(DEPARTMENT OF PHYSICAL THERAPY & REHABILITATION) DOCTOR OF PHYSICAL THERAPY (DPT) PROGRAM

S.#	Existing Statutes	Approved
1	No Existing Statutes	Name of Post: Demonstrator Physical Therapy (BPS-17) Method of Recruitment: Direct Appointment <u>Qualification:</u> Doctor of Physical Therapy (DPT) from HEC recognized University /Institution with no 3 rd Division in the academic career. Age, 21-35 years (Upper age limit shall not be applicable to the in service employees).
2	No Existing Statutes	Name of Post: Lecturer (BPS-18) Method of Recruitment: Direct Appointment <u>Qualifications:</u> Doctor of Physical Therapy (DPT) with M. Phil/MS/MPT or equivalent qualification awarded after 18 years of education from HEC recognized University /Institution with no 3 rd Division in the academic career. Age, 21-35 years (Upper age limit shall not be applicable to the in service employees).

FACULTY OF HEALTH & MEDICAL SCIENCES (DEPARTMENT OF PUBLIC HEALTH)

S.#	Existing Statutes	Approved
1	<u>Lecturer (BPS-18)</u> MBBS or equivalent Medical Qualification fully recognized/registered by the PM&DC No Teaching Experiences Require PM&DC recognized level II a,b and III qualification in respective basic subject OR Equivalent to PM&DC level II a,b, III qualifications in the respective specialty approved for teaching by SRC and recognized/registered by PM&DC Age, 21-35 years	Name of Post: Lecturer(BPS-18) Method of Recruitment: Direct Appointment <u>Qualifications:</u> MPH /M. Phil/MS or equivalent qualification in the relevant field (18 years of education) from HEC recognized University /Institution with no 3 rd Division in the academic career. Age, 21-35 years (Upper age limit shall not be applicable to the in service employees).

-Sd-

(Prof. Dr. Ayesha Sohail)
Registrar

E- Statutes for the appointment of University Meritorious Professor



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

NOTIFICATION

Dated;- 03-05-2012

No. 36th Sy-Meetings/i-14 (Part-II)/ 2447-51/2011. In exercise of powers vested in him under Chapter III Clause 8 (5) of the University of Azad Jammu & Kashmir Act 1985, the Chancellor vide No. PS/1133/2012 dated 26-04-2012, has been pleased to assent the '**Revised Statutes Regarding Award of BPS-22 to Meritorious Professor**' submitted to him for the purpose as recommended by the Syndicate in its meeting held on 22-06-2011. Accordingly, the statutes duly approved by the Chancellor are hereby notified as under:

STATUTES	
1.	(1) These Statutes may be called the revised Statutes of 2011 for the grant of BPS-22 to University Professors. (2) They shall come into force with effect from the date of approval by the Chancellor. 2. In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them. (1) "Selection Board" means the Selection Board of the University. (2) "Syndicate" means the Syndicate of the University. (3) "Proforma" means the proforma of evaluation for the grant of BPS-22. (4) "Meritorious Professor" means the professor who has been granted BPS- 21 as Meritorious Professor. (5) "Chancellor" means the Chancellor of the University. (6) "HEC" means Higher Education Commission of Pakistan. All other expressions will have the same meaning as assigned to them in the University of Azad Jammu and Kashmir Act of 1985.
3.	<u>Provision of Posts</u>
3.1	The number of Professors to be promoted to BPS-22 in each University shall be calculated on the basis of 12.5% of the filled posts of the Professors in BPS-21.
3.2	Grant of 22 to Professor shall be personal to him and there would be no need to upgrade the post. He will carry the scale in the event of his transfer to another post.
4.	<u>Eligibility</u>
4.1	Minimum service in BPS-17/ equivalent and above should be 20 years.
4.2	Only those Meritorious Professors who have served at least for 02 (two) years in BPS-21 in the university with Ph.D. degree/equivalent terminal degree as determined by HEC.
4.3	Should have 5 research publications in the past 5 years with at least three (3) research publications in the past 2 years in HEC recognized journals.
4.2	Must have produced two Ph.Ds. or one PhD & 5 M.Phil. in the last 5 years.
5.	<u>Procedure of Promotion</u>
5.1	Requirement for advertisement of posts as provided in the relevant section of the University Act will be dispensed with.
5.2	Each eligible University Professor will be invited to submit papers for consideration by the Special Selection Board (permanent members of the Selection Board, one representative of Chairman, HEC and one representative of Chancellor) for the award of BPS-22.

5.3	The Vice Chancellor shall prepare the cases of Professors in BPS-21 for the award of BPS-22 and present the record of each such Professor on the proforma designed for this purpose, and approved as a part of the statutes along with (a) Annual Confidential Report (ACRs) for the last five years and (b) a resume of the Professor and his/her achievements in research, teaching and educational administration.
5.4	The University shall calculate total <u>score</u> of each eligible applicant according to the parameters detailed in Clause-6 (Grading Procedure). Those who secure a minimum score of 60 will be presented before the S.B. for consideration.
5.5	A meeting of the Special Selection Board shall be called to consider cases for award of BPS-22 and the recommendations will be placed before the Syndicate. Finally, the recommendations of the Syndicate shall be sent to the Chancellor for approval.
5.6	All promotions to BPS-22 shall be effective from the date of recommendations by the Syndicate.
6.	<u>Grading Procedure (Total 100 marks)</u>
6.1	Length of service (maximum 15 marks)
6.1.1	5 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 2-years in BPS-21, subject to a maximum of 15 marks.
6.2	<u>Research Publications: Papers / books / monograph/ patents / Crop varieties (approved) (maximum 30 marks).</u>
6.2.1	2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science Citation Index.
6.2.2	0.5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).
6.2.3	2 marks per Patent/ Crop Variety (approved), subject to a maximum of 6 marks.
6.2.4	2 marks per book authored or edited internationally, subject to a maximum of 4 marks.
6.2.5	1 mark per book authored or edited locally, subject to a maximum of 2 marks.
6.3	<u>Academic performance (maximum 30 marks)</u>
6.3.1	No. of M.Phil* produced 1 mark per M.Phil. Maximum of 6 marks
6.3.2	No. of Ph.D. produced 5 marks per Ph.D. Maximum of 15 marks
	*M.Phil or equivalent qualification of 18 years of schooling with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree.
6.3.3	Research Grant Awards as Principal Investigator (other than the research grants given by the parent university) 3 marks for less than 1 million 5 marks for more than 1 million
6.3.4	Awards/ Honours Maximum 6 marks
6.3.4.1	National Awards (Civil/President) 2 marks per award (Maximum of 4 marks)
6.3.4.2	International Awards/Honours recognized by HEC 2 marks per award (Maximum of 4 marks)
6.3.4.3	HEC Best Teacher Award Izaz-e-Kamal Izaz-e-Fazeelat 1 mark per award (Maximum of 4 marks)
6.4	<u>Post-Ph.D. Qualification (maximum 5 marks)</u>
Note:	Only one Post-doctorate of at least 6 months duration will be counted.
6.4.1	Two marks for a 6 months to 1 year post doctorate at foreign University/institute to a maximum of 4 marks.
6.4.2	5 marks for one year or more post-doctorate at foreign institute/ university.
6.5	<u>Annual Confidential Reports (maximum 10 marks)</u>
6.5.1	Excellent 2.0 marks
6.5.2	Very Good 1.5 marks
6.5.3	Good 1.0 marks
Note:	1. Sum score of ACRs for the last 5-years shall be taken into account. 2. Top 3 categories irrespective of nomenclature shall be considered 3. In case the candidate is a serving Vice-Chancellor, ACRs of the last 5 years preceding to his appointment as Vice Chancellor shall be considered.

6.6 Educational Administration (maximum 10 marks)	
6.6.1 Vice Chancellor	4 marks per year upto Maximum of 10 marks
6.6.2 Pro Vice Chancellor	3 marks per year upto Maximum of 8 marks
6.6.3 Dean	2 marks per year upto Maximum of 6 marks
6.6.4 Principal of Constituents College/Chairman of the Department/ Director of the Institute	1 mark per year upto Maximum of 3 marks
7 Miscellaneous	
7.1	In case of numbers in fraction, then 0.50 or above will be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).
7.2	A Professor appointed as Vice Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he relinquishes the charge of the office of Vice Chancellor, provided he/she has completed one tenure of four years as Vice Chancellor and has been a regular Professor in a Public Sector University prior to his/ her appointment as Vice Chancellor. The personal grade so granted to him shall not be counted towards the 12.5% quota of BPS-22.

-Sd-

(Prof. Dr. Muhammad Qayyum Khan)
Registrar



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

NOTIFICATION

Dated: 18-09-2014

No. Meetings/ 1925-30/2014. The Syndicate in its 39th meeting held on October 2, 2013, recommended the realignment/ amendment in the eligibility criteria for Meritorious Professor BPS-22 as per HEC's letter No. PDO/QA/ HEC/ 2008/01 dated 07-01-2008 which was notified vide No. F-36/(36thSy)/i-14/ 2447-51/2012 dated 03-05-2012.

The realignment/ amendment was sent to the H'ble Chancellor for his assent as required under Chapter III Clause 8 (5) and Chapter-V Clause 24 (2) of the University of Azad Jammu & Kashmir Act 1985. The Chancellor vide No. PS/2048/2014, dated: 28-08-2014 has assented the amendment in the eligibility criteria for Meritorious Professor BPS-22. Accordingly, the same is hereby notified as under:

- 4.2** Only those Professors who have served at least for 02 (two) years in BPS-21 in the University with Ph.D. degree/ equivalent terminal degree as determined by HEC".

-Sd-

(Dr. Muhammad Naeem Qureshi)
Registrar

F- Statutes for the appointment of Professor Emeritus



THE UNIVERSITY OF AZAD JAMMU AND KASHMIR

Dated: 06-07-2005

NOTIFICATION

No. F-26/29th Sy-M/i-20/2751-64/2005. The Syndicate in its 29th meeting held on 07-05-2005 recommended the modifications in the statutes for the appointment of Professor Emeritus already notified vide notification No. Syndicate/21st Meeting/2001/3767-98 dated 18-07-2001. The proposed modifications were sent to the Chancellor for his assent as required under Chapter III Clause 8 (5) and Chapter-V Clause 24 (2) of the University of Azad Jammu & Kashmir Act 1985. The Chancellor vide No. PS/1117 dated 22-06-2005 has assented to the modifications in the statutes. Accordingly, the same are hereby notified as under:-

Statutes	
1. Provision of Posts	1.1 The number of Professor Emeritus to be appointed is to be decided by the respective University depending on its size and excellence/expertise.
2. Eligibility	2.1 University Syndicate may confer status of an Emeritus Professorship to a Meritorious Professor retired in BPS-21 or BPS-22 in recognition of his/her scholarship and service to university education who has served the university or a constituent institute or a Centre of Excellence of the university for a minimum period of 10 years as Professor. 2.2 Vice Chancellors, if he/she was a Meritorious Professor of a University and retired after completing at least one tenure as Vice Chancellor in parent university or in any other public sector university, shall be conferred the status of Professor Emeritus <u>in the parent university subject to the condition in Clause 2.1</u>
3. Procedure	3.1 All cases of the eligible retired Meritorious Professors of the university at that time will be placed before the Syndicate for consideration.
4. Terms & Conditions	4.1 Whereas the conferment of Professor Emeritus status will be for life time, the financial benefits will be for a maximum period of 5 years from the date of conferment. 4.2 The Emeritus Professorship honour shall carry no formal administrative duties. However, Professor Emeritus is expected to contribute to the academic life of the university to a greater extent in consonance with the status and caliber of the title. 4.3 The Professor Emeritus, at least for the period during which he/she enjoys financial benefits from the university, will have the following responsibilities:- 4.3.1 Mandatory presence on campus for three working days a week. 4.3.2 Provide guidance or continue research with faculty and/or students. 4.3.3 Postgraduate students supervision. 4.3.4 Seminars and/or writing of textbooks in the field of his/her specialization. 4.4 He/She shall report progress of his/her achievements or contributions towards the academic life of the University by the end of each calendar year to the Vice Chancellor for information of Syndicate. 4.5 The conferment of Emeritus status shall normally be for life time but can be terminated if the Professor so desires or the Syndicate terminates by $\frac{3}{4}$ majority on grounds of inefficiency, moral turpitude or physical or mental incapacity or gross misconduct.

5. Financial Benefits/Facilities	<p>5.1 The Professor Emeritus may be paid an honorarium of Rs. 25,000/- per month during his/her appointment period. This amount shall not, however, be payable where the Professor is in the employment with any other agency/government or is re-employed by the University.</p> <p>5.2 Where residential accommodation, after fulfilling the needs of regular faculty is available on the University Campus, it may be offered free to the Professor Emeritus for such period as the University may determine, but not exceeding 5 years. In case of non-availability of residential accommodation, a sum of Rs. 10,000/- per month will be given as Housing Allowance.</p> <p>5.3 Such facilities (including medical) and services as exist in the University for teachers to carry on his intellectual pursuits shall be open to the Professor Emeritus.</p>
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The Professor Emeritus already appointed shall continue receiving an honorarium of Rs. 25000/- as approved in the Notification No.F-2-40/Budget/631-62/2004-2005 dated 27-12-2004.

-Sd-

(Prof. Dr. Raja Nasim Akhtar)
Registrar



THE UNIVERSITY OF AZAD JAMMU & KASHMIR

NOTIFICATION

Dated:22 -08-2019

No. Meetings/46th Sy (i-39)/ 2018-22 /2019. The Syndicate in its 46th meeting held on 24-05-2019, approved the adoption of revised/ modified categories, honorarium and terms & conditions for Professor Emeritus in the Universities issued by Higher Education Commission, Islamabad vide letter No. 3-26/HEC/A&C/2012/6076 dated June 21, 2012, as per following detail:

HONORARIUM

1. The honorarium under the category Cat-I (a) viz. "Professor Emeritus retired in BPS-22 and or having served as Vice Chancellor for a minimum period of four years" shall be raised to the consolidated amount of Rs.135,000/- (all inclusive).
2. The honorarium under the category Cat-I (b) viz. "Professor Emeritus retired in BPS-22" shall be raised to the consolidated amount of Rs.112,000/- (all inclusive).
3. The honorarium under the category Cat-2 viz. "Professor Emeritus retired in BPS-21" shall be raised to the consolidated amount of Rs.90,000/- (all inclusive).

TERMS & CONDITIONS

1. The Professors Emeritus shall be eligible to draw financial benefits for a period of 10 years instead of 5 years.
2. Professors Emeritus during his tenure in university when himself engaged in another paid job/ assignment shall be eligible for payment of honorarium for the remaining eligible period on resumption of his service as Professors Emeritus.
3. Honorarium for Professors Emeritus shall be enhanced in proportion to the increase in salaries of the BPS employees by the Govt. of Pakistan.

-Sd-

(Prof. Dr. Ghulam Murtaza)
Registrar

THE UNIVERSITY OF AZAD JAMMU AND KASHMIR
MUZAFFARABAD

NOTIFICATION

Dated: 25 -6-2008

No. F-33/ (32nd Sy) i-32/ **1811-22** /2008. In exercise of powers vested in him under Chapter V Clause 24 (2) of the University of Azad Jammu & Kashmir Act 1985, the Chancellor vide No. 1720/2008 dated 18-06-2008 has been pleased to assent the "Tenure Track Process Statutes" submitted to him for the purpose. Accordingly, the attached statutes duly approved by the Chancellor are hereby notified.

-Sd-

(Prof. Dr. Muhammad Qayyum Khan)
Registrar

EXISTING	Approved
<p>2.4. 1.2 Assistant Professor</p> <p>(a) To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a Ph.D. from a recognized institution and excellent written communication skills as well as excellent presentation skills. An Assistant Professor should be demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the field has been acquired. As the Assistant Professor continues in this rank an effort to increase knowledge and improve teaching ability should be demonstrated and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.</p>	<p>2.4. 1.2 Assistant Professor</p> <p>(a) To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a Ph.D./Relevant terminal qualification from a recognized institution and excellent written communication skills as well as excellent presentation skills. An Assistant Professor should be demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the field has been acquired. As the Assistant Professor continues in this rank an effort to increase knowledge and improve teaching ability should he demonstrated, and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.</p>
<p>2.4.2.1 Associate Professor</p> <p>(b) To be eligible for appointment or promotion to an associate professorship the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 6-years post-Ph.D./Relevant terminal degree or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to the PhD. The experience to be counted is to be of</p>	<p>2.4.2.1 Associate Professor</p> <p>(b) To be eligible for appointment or promotion to an associate professorship the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 6-years post-Ph.D./Relevant terminal degree or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a</p>

<p>teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization and 10 research publications in Internationally Abstracted Journals, recognized by the Higher Education Commission, are required.</p> <p>(c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.</p>	<p>post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 10 research publications (with at least 4 publications in the past 5 years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.</p> <p>(c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.</p>
<p>2.4.1.1 Professor</p> <p>(b) To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D. from a recognized and reputable Institution in the relevant field with 11-years post-Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization and 15 research publications in internationally abstracted Journals, recognized by the Higher Education Commission, are required.</p> <p>(c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is five years. Recommendations for promotion in less time should be carefully reviewed and justified by the Registrar while making the recommendation.</p>	<p>2.4.1.1 Professor</p> <p>(b) To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 11-years post-Ph.D./Relevant terminal degree or minimum of 7-years of post-PhD experience with at least 12 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>In addition 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.</p> <p>(c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.</p>

Chapter 3

Course Delivery, Assessment, and Evaluation

3.1 Course Delivery

The course instructor is required to upload the approved course plan on the UMIS faculty portal before the start of classes. Approved course plan document includes the grading policy, Course Learning Objectives (CLOs) with their appropriate learning levels.

Theory Course: The instructors strictly follow the course plan distributed at the start of the semester in consultation with the HoD. It is to be ensured that the contents taught in the course are as per approved course outline. The course instructor is expected to complete 100% of the approved contents and if some topics are left, he/she is required to mention them in the course file as a record along with the reason of non-completion. In each course, the students are required to be trained for in-depth understanding of the concepts of the subject. The classes are usually of an interactive nature, and the instructors ensure the understanding of the subject matter to the students.

Lab Courses: A plan for the lab experiments to be performed by the students is also prepared by the instructor and adherence to it is closely monitored. The lab manuals are regularly reviewed and updated, making sure that all the planned experiments are completed.

3.2 Assessment of Students

The examination papers are designed to judge the conceptual understanding of students. Minimum possible emphasis is placed on testing the memorizing abilities of the students. An important aspect of their assessment is exposing them to Complex Engineering/Computing Problems, Real Business Situations and Open-ended Projects. Problem Based Learning (PBL) is an integral part of our assessment methodology. Projects are usually assessed through pre-defined rubrics.

The experimental work is designed to develop practical skills of students in the handling and usage of modern equipment. The experiments performed by the students are monitored by the respective instructors and assessed through rubrics. The data analysis, presentation of results and conclusion are also evaluated for each experiment. Besides noting the experimental results on the lab manual, each student is also required to summarize the objectives, procedure, benefits and the outcome of the experiment in his own words. In the midterm, a student is required to perform one of the earlier experiments without help, including setting apparatus, implementation and analyzing results. Open ended lab projects are an important component in lab assessment where the learning of the student throughout the course is assessed. Initial evaluation, usually the lab project is assessed through rubrics and report assessment. An oral examination for the experimental work is conducted at the end of the semester.

Tutorial and counseling system for cooperative learning: A very well organized counseling mechanism exists in the University and controlled by the respective HoDs. For each student, a counselor is nominated who guides and helps the student

in his/her academic and non-academic matters throughout the study programs. Every faculty member is nominated as a counselor for a group of 20 to 30 students, and is expected to provide counseling to the students by arranging at least one meeting, in a month, during his/her counseling hours to the students. Moreover, official tutorial hours are also posted in every teacher's course portal, so that if students have any problems in the understanding of lectures or other academic issues, they can consult teachers during these hours. It is the responsibility of the HoD to ensure the compliance of office hours.

3.3 Students' Workload, Class Sizes and Completion of Courses

Net Instructional Hours: For a 3 Credit Hours (Cr. Hrs.) theory course, there are 16-18 lectures per semester. Specific courses are supported by the associated labs. Each lab has three hours duration per week and is equivalent to 1 Cr. Hr. **Student Load:** Students can register courses through an online registration process. A typical student can take all courses, i.e. the entire load of a semester as defined by the curriculum roadmap. The roadmap is designed keeping in mind the academic load of students. However, for weaker students with low GPA in previous semesters, restrictions are applied on the allowed load to enable them to improve their performance through lesser loading. The maximum permitted course load for a student depends on performance during the previous semester. However, it cannot exceed 21 Cr. Hrs. per semester for any reason.

Class Size: For core/required theory courses, the class size varies from 30 to 50 and for elective theory courses, the number may go up to 40. The maximum class size for lab courses is 30 students per lab, including 2 to 3 students per group per work station. **Course Completion:** A 3 Cr. Hrs. theory course includes 32 lectures (of 1 hour and 30 minutes duration) in a semester. On daily basis, a report of class held status is generated and based on that report, HoD ensures that all theory classes are executed as per the time table, and 32 lectures for 3 credit courses are completed. If the contents are not completed, the instructors note the reasons of non-completion in the Course Review Report, which is available in the instructor portal.

3.4 Test and Examination

During each semester the student will be assessed as follows:

Home Assignments: The instructors will design and assign at least 4 individual/group assignments: two before midterm and two after midterm examinations. These shall be checked and returned to the students. Presentation and discussion in the classroom may be held if required.

Quizzes: A minimum of 4 quizzes will be conducted in each course throughout the semester: two before midterm and two after midterm examinations.

Midterm Examination: There will be one such exam in each semester, contributing 20% towards the final grades. Instructors are required to prepare the midterm examination in two equal parts, each having 10% weightage. **Semester Project:** Depending upon the nature of the course, a semester project might be assigned to the students. Projects may be evaluated in the classroom but not at the expense of teaching hours.

Missed Quizzes, Assignments and Midterm Exams: As a general policy, there shall be no make-up for missed quizzes, assignments or a midterm examination, however

under special circumstances, the decision regarding make-up for quizzes, assignments or projects can be made by the concerned instructor in consultation with the concerned HoD.

The selection decision about the average, all or highest of the quizzes and assignments (if more than 4 in each category) are made by the course instructor.

Final Examination: The final examination are held for each course at the end of the semester. The controller of examinations will issue instructions, from time to time, regarding the conduct and mode of final examination. Practical/Laboratory Work: In the course/programs where practical/laboratory work are part of the study scheme, the examination will be held according to the schedule prepared by the HoD.

Midterm and final examinations are arranged, controlled and executed by the office of Controller of Examinations, and in this respect, instructions issued by the Controller of Examinations office are final and binding for everyone. If a student is not happy with his/her grade or marking, the case shall be dealt by the Controller of Examinations and the instructors are advised not to handle any such query directly.

3.5 General Rules About Examinations

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

3.5.1 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 are as below:

- (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 to be vetted by the respective HoD before finalization.
- (d) the faculty members to submit the question papers for the final examination to their respective HoD.
- (e) the printing of the exam copies of the question papers to 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. The 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.

3.5.2 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:

- (a) the examination material is collected from the exam office at least 15 minutes prior to the commencement of examination.
- (b) the instructions printed on the title page of answer book are read out to the students before the commencement of the examination.
- (c) 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.
- (d) 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.
- (e) the examinees must write their registration numbers and classes in the specified columns.
- (f) no examinee to use lead pencil unless it is specific requirement of the exam.
- (g) the attendance to be taken during the first 30 minutes of the exam. The following points need particular attention:
 - (i) seating must take place according to the seating plan provided by the exam office.
 - (ii) attendance sheet must be signed by the invigilator.
 - (iii) attendance roll should match with the actual number of students appearing in the exam.
 - (iv) no student whose roll number is not included in the seating plan be allowed to sit in the exam room.
- (h) 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.
- (i) borrowing or lending any item among the students inside the exam room is prohibited.
- (j) all unused answer books/answer sheets are returned to Examinations Department.
- (k) the answer scripts are counted and tallied with the attendance record for that paper.
- (l) 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.

- (m) the invigilators on duty are strictly advised not to involve in any of the following activities during their invigilation:
 - (i) using laptops/cell phones.
 - (ii) reading newspapers/books.
 - (iii) marking examination papers.
- (n) the invigilator should remain attentive, and be standing/sitting at a place from where a complete view of the examination room is visible.
- (o) Invigilators should not leave the examination room un-attended under any pretext.

Chapter 4

Faculty Development

The University of Azad Jammu & Kashmir recognizes the importance of faculty development and thus, follows a comprehensive policy towards training, grooming and development of its faculty, both senior as well as junior faculty members.

4.1 Objectives of Faculty Development Program

The main objectives of Faculty Development Program at The University of Azad Jammu & Kashmir are to:

- (a) facilitate the faculty members in improving and updating their content knowledge by providing sufficient learning opportunities to them.
- (b) assist the faculty members, both seniors and juniors, to constantly update and improve their knowledge, instruction methodology, and adapt new innovative techniques towards teaching.
- (c) promote research activities of the faculty members by providing conducive environment and maximum possible assistance.
- (d) provide ample facilities and encouragement to faculty members for industrial liaison, in order to include a healthy favor of industrial practices along with course work.
- (e) ensure targeted approach for skill development of individual faculty members by analyzing their strengths and weaknesses on annual basis.
- (f) assess the performance of the faculty members against the targets defined through mutual consent at the start of the year.
- (g) support the development of each faculty member by using the faculty assessment outputs to set goals for the ensuing year.

4.2 Higher Education Opportunities

Faculty members are always encouraged to enhance their qualifications by providing ample opportunities of higher education. Since, the University has its own credible and mature graduate programs, the junior faculty is encouraged to take admission in these programs. The faculty members are awarded scholarships if they are enrolled in the MS or PhD programs. Any faculty member interested in Ph.D. abroad is entitled to avail leave from the University.

4.2.1 Enrolment in PhD Program (within the University)

Faculty members can register for a PhD program in the University of Azad jammu & Kashmir and can avail scholarship.

4.2.2 Enrolment in PhD Program (Indigenous)

Faculty members can register for PhD program (Indigenous), subject to the following conditions:-

- (a) he/she needs MS/M.Phil. degree from a recognized institution.
- (b) the faculty members shall be recommended by the department for admission only in an area related and relevant to existing or planned University programs. Each department may recommend a suitable number of faculty members, which would, in the judgment of HoD, not affect functioning of the department.
- (c) in case the University sponsors faculty member for a Ph.D. program, he/she may apply for, and be granted, a study leave with pay.
- (d) Faculty member will continue to observe the regular office hours of the University, and shall obey all other rules and regulations.
- (e) after at least two years of enrolling in the PhD program, the faculty member may apply for, and be granted, a study leave of maximum one semester with pay.
- (f) in case sponsorship is not approved, University may grant leave without pay for specific time.

4.3 **Short Courses/Conferences/Workshops**

The University is keenly interested in developing the abilities and teaching skills of its faculty members. For this reason, it encourages their participation in all such programs, on and out of the campus, which may contribute towards their professional development. Duration of such short courses/workshops may vary depending upon the approval of the competent authority. A faculty member can avail such opportunities, which will enhance his subject development or pedagogy of that particular subject. The university may sponsor such opportunities as per the recommendation of respective HoD.

4.4 **Mentoring**

Mentoring is an essential part of the faculty development plan as it makes the development more target oriented. Mentoring is not only essential for junior faculty but also for senior faculty and helps them to have an independent critical review of their own progress. For junior faculty members, mentoring will be beneficial as they will be provided with constant guidance. With each faculty member, a mentor will be assigned to support the faculty member on his progress review, self-assessment, planning or any official issue, which may arise. Any senior faculty member (Assistant Professors, Associate Professors and Professors) is eligible and can be assigned as a mentor.

4.5 **Industry Liaison**

The industrial exposure of faculty contributes a lot in preparing students for the industry. The University of AJ&K encourages its faculty members to have collaborations with the industry. Industry liaison of faculty members is considered a big positive during the assessment of his/her performance. Due to this encouragement, a number of its faculty members are actively pursuing joint projects or consultancy arrangements with industry. As an outcome of these collaborations, a number of students are also involved in the industrial projects, which will boost their chances for jobs.

Chapter 5

Research and Development

5.1 Research and Development (R&D) Fund

The University of AJ&K gives prime importance to research performance of the faculty members, and provides proper facilitation to enhance the research productivity. These efforts are reflected in the overall research output as evident from the number of research publications by its faculty members in last two years. Separate research labs are provided to faculty members who are actively pursuing research. The UAJ&K also provides partial sponsorships to its faculty members for research publications, and for participating in conferences, decided on case to case basis. Every research group is financially supported for its day to day running expenses by providing entertainment allowance.

An R&D fund will be made available to a department, which proposes a project for undergraduate/graduate studies or for faculty research. This fund can be provided either by the University, or case may be forwarded to a granting institution.

5.2. Purpose

This policy provides guidelines for the staff, students and researchers of the University regarding intellectual property rights and their implications, and to protect their interest and rights against infringement. The IP policy seeks to provide proper guideline to facilitate the commercialization of research outputs.

5.3 Objectives

The main objectives of this policy are to:

- (a) provide a platform for the encouragement of discovery spirit among the faculty and students, and encourage and aid scientific investigation and research.
- (b) set out the procedures on the identification, ownership rights, protection and commercialization of intellectual property.
- (c) protect the ownership rights of researchers/innovators with respect to their intellectual e orts.
- (d) provide researchers assistance for Patenting of their creative work.
- (e) raise awareness and sensitize about intellectual property rights.
- (f) ensure that economic benefits arising from the commercialization of intellectual property are distributed in a fair and equitable manner, recognizing the contributions of the inventors, the University, as well as any other relevant stakeholder.
- (g) assure that name, insignia and logos of University are properly used, and to receive a fair share of any commercial gains from the use of its names.
- (h) protect the interests of the University, and ensuring that the University receives value in the commercialization of its intellectual rights.

5.4 Administrative Procedures

The Office of Research, Innovation and Commercialization (ORIC) is responsible for the management of this policy, including all activities regarding implementing, evaluation, patenting, providing drafting of patent applications, and licensing of new inventions and discoveries made at the University. Requests for any transfer of rights from the University to the Inventors(s), or any other third party, should be made in the first instance to the person or department designated by the University.

5.5 Revenue Distribution

All revenues derived from the University owned IP will be received and administered by the ORIC. For each specific piece of IP owned by the University, costs incurred in the process of perfecting, transferring, and protecting university rights to the property paid by the University will first be deducted from the gross income available before distribution. An accurate accounting of all such costs shall be made available to the author/creator upon request. The distribution of net proceeds that is received from University owned Intellectual Properties shall be shared between the creator, and the university, or on mutually agreed terms and conditions.

5.6 Plagiarism Policy

In the wake of fundamental improvements being introduced in the system of Higher Education in Pakistan, the credit, respect, recognition of research and scholarly publications, career development and financial gains are now linked with original works accomplished without replicating the efforts of other researchers. It has therefore become necessary that the menace of plagiarism is highlighted and curbed through exemplary punitive actions. On the other hand, one must also guard against bogus or false complaints in order to prevent victimization, which may make researchers and scholars shy away from research, simply because of the fear of prosecution. Recognizing, the need for such a policy, HEC has duly circulated one which is available at HEC website, or accessed from the Registrar Office of the University.

The End

