FACULTY HANDBOOK – LAHORE GARRISON UNIVERSITY

THE GUIDE TO BETTER PERFORMANCE

"NURTURING THE FUTURE OF PAKISTAN IN EXCELLENT ENVIRONMENT"



REVISED EDITION 2.0

Disclaimer

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

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CHAPTER 1
INTRODUCTION TO LGU

1.1 Background

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

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

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

The following worthy Principals/Directors served Garrison Colleges (Men and women) and contributed towards transforming these institutions into a set of higher learning:
Dr. Mrs. Najma Salim Metla, Brig (R) Hafeez Ullah Khan, Brig (R) Muhammad Iqbal, Brig (R) Muhammad Amjad (Late), Lt. Col (R) Zafar Iqbal, Maj (R) Majid Hussain Rana, Dr.Younas Bhatti, Prof. Maqsood-Ul-Hassan Bukhari, Col (R) Zafar Mahmood Khawar, Col (R) Khawar Munir Haroon, Ms. Fauzia Yaqub and Prof. Tahir Hamid Ch.

1.2 About University

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

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

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

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

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

1.2.1 Vision

An inclusive University nurturing skilled professionals and responsible citizens.

1.2.2 Mission

To foster an open and supportive educational environment that produces graduates who can innovate as entrepreneurs and serve as responsible citizens through transformative learning, industry collaboration and a commitment to sustainability.

1.2.3 Core Values

- Innovation
- Excellence
- Empathy
- Attitude of gratitude
- Integrity
- Inclusivity
- Discipline
- Tolerance

1.3 University Governance

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

1.3.1 Board of Governors

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

1.3.2 Academic Council

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

a. The Academic Council shall be the academic body of the University and may, subject to the statutes, lay down proper standards of instruction, research, publication, and examination and regulate and promote the academic life of the University.
b. Without prejudice to the generality of the foregoing powers and subject to the provisions of this Act, rules, statutes, and regulations, the Academic Council may:
    i. Advise the Board on academic matters.
    ii. Regulate the conduct of teaching, research, and publications.
    iii. Regulate the admission of students to the courses of study and examinations in the University.
    iv. Regulate the conduct and discipline of the students at the University.
    v. Propose to the Board a scheme for the constitution and organization of faculties, teaching departments, constituent colleges, and institutions.
    vi. Consider or formulate proposals for the planning and development of teaching and research in the University.
    vii. Recommend regulations prescribing the courses of study, the syllabi, and the outlines of tests for the University examinations to the Board.
    viii. Regulate the award of studentships, scholarships, exhibitions, medals and prizes.

ix. Frame Regulations for submission to the Board.

x. Appoint or nominate members to the various Authorities following the provisions of this Act.

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

1.3.3 Board of Advanced Studies and Research

The competent authority has constituted the following Ad hoc Board of Advanced Studies and Research:-

Functions of the Board of Advanced Studies and Research

The Board of Advanced Studies and Research shall:

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

b. Consider and report to an Authority concerning a research degree at the University.

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

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

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

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

1.4 LGU Certifications/Accreditations

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

a. Higher Education Commission (HEC)

b. Punjab Higher Education Commission (PHEC)

c. Higher Education Department (HED)

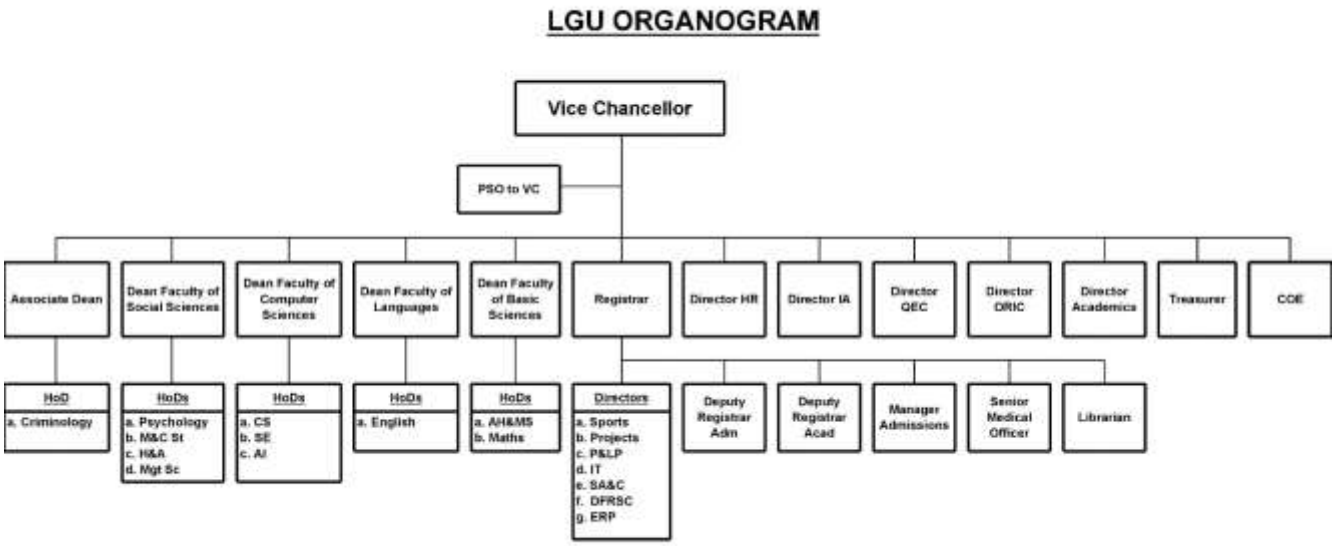
d. National Business Education Accreditation Council (NBEAC)

e. National Computing Education Accreditation Council (NCEAC)

f. Allied Health Professional Council (AHPC)

CHAPTER2
LGU ADMINISTRATION

2.1 LGU Organogram



2.2 Vice-Chancellor Secretariate

The Vice-Chancellor is the chief administrative officer of a university and is responsible for maintaining the day-to-day running of the institution. The Vice-Chancellor manages the university's finance, human resources, and facilities departments. He/She is responsible for coordinating university activities with other regional universities. He/She serves as a chairman of the university's board of trustees. He/she also maintains contact with various government agencies and organizations.

2.3 Registrar Branch

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

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

2.3.1 Admin Section

Admin Section under the Registrar Branch oversees all its daily campus operations. It includes overseeing building maintenance, transport, estate affairs, security, and managing other support staff.

2.3.2 Library

University Library provides various sources of information for its students and researchers. It maintains a balance between theoretical sciences and their applied aspects. It provides learning, building experiences, and refining them equally for all individuals.

2.3.3 Admission Section

The Admission Section handles all aspects of student enrollment. It Proactively responds to new student inquiries via phone and email. Interview prospective students to determine their backgrounds, goals, and objectives.

2.3.4 MI Room

LGU has a first aid center on campus called MI Room for providing immediate first aid to needy students. It works under the guidance of a registered medical practitioner. First aid, medicines, and dressing are readily available in the MI Room.

2.4 Human Resource

HR Department is responsible for the smooth and sustainable operation of a University's HR management; it plans, designs, develops and evaluates HR initiatives that support the university's strategic goals. It supervises and provides consultation to faculty management on strategic staffing and recruitment plans, compensation, benefits, training and development, budget, and labor relations ensures performance management, and talent assessment, and develops a culture that enables employees to perform in accordance with the university's objectives.

2.5 Accounts & Finance

The Accounts & Finance Department has the primary responsibility for the management of the University's financial assets and liabilities. The Accounts & Finance Department has the sole responsibility for all treasury finance functions of LGU. The Accounts & Finance Department has additional responsibilities for checking production along with payroll deduction disbursement.

2.6 Internal Audit

Internal Audit Department is responsible for planning and reporting on operational, financial, and regulatory-related audits. A secondary role is to provide advice on internal control to management.

2.7 Examination

The Examination Department shall be the Principal Office in charge of conducting examinations, tests, and the declaration of results. The department is responsible for the issuance of transcripts to Undergraduate and postgraduate students and further ensures the maintenance of students' Examination records.

2.8 Procurement & Local Purchase

The Procurement & Local Purchase Department is responsible for the development, implementation, and ongoing management of the Procurement Strategy to influence legal compliance of procurement policy. It supports legislation across the institution and generates value for money for the University and the respective Institutions. Development and implementation of procurement policies and system strategies to support tendering, contract management, expenditure analysis, and supplier performance management will be key strategic traits of the Director.

2.9 Academics

The Academics Department oversees the education process to run smoothly. Academics department makes sure the university's academic strategy is a success. They are like explorers at the forefront of developing new programs and curricula, including giving advice and direction on academic paths and how to meet graduation requirements.

2.9.1 Academic Support Offices/Labs

The University comprises research labs in various teaching departments and research centers to facilitate and equip students and faculty members with modern approaches to research.

a. Biology Lab
b. Nutrition Lab
c. Chemistry Lab
d. Physics Lab
e. CS/AI Labs
f. Psychology Labs
g. Mass Comm Studio

2.10 Quality Enhancement Cell

Quality Enhancement Cell is involved in the systematic implementation of quality enhancement procedures/criteria to attain improved levels of international compatibility and competitiveness at institutional and program levels. The department is responsible for developing a system for conscious, consistent, and catalytic improvement in the overall performance of the institution at all levels with the involvement of all the stakeholders and

ensures the development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.

2.11 Enterprise Resource Planning

Enterprise Resource Planning ensures the maintenance and integrity of online student data regarding semester enrollments and results in the ERP module. The department is responsible for the smooth and sustainable operation of a university's online data management process. It ensures the upgrades and innovations within the ERP system whenever it is required by the University.

2.12 Office of Research Innovation & Commercialization

Office of Research Innovation & Commercialization manages and enhances the research activities of the university, develops research policies and priorities, and serves as an effective advocate for research within the university and to its broader community of stakeholders and supporters. It works upon three important wings:

a. Research Development and operation
b. Innovation
c. Research Commercialization/entrepreneurship

2.13 Business Incubation Center (IBTIDA)

The Business Incubation Center will be the prime interface for entrepreneurs and responsible for managing the operations, planning, marketing, and development of the business/technology Incubator. It requires a team player with leadership qualities, excellent marketing skills, a professional and positive attitude, organization, and dependability.

2.14 IT Support

IT Support Department is responsible for the overall planning, organizing, and execution of all the IT functions in the University. This includes directing all the IT operations to meet university requirements as well as the support and maintenance of existing applications and the development of new technical solutions.

2.15 Student Affairs & Counselling

Student Affairs and Counseling Department deals with the students' affairs regarding discipline, academics, and hostel accommodation. The department is responsible for the execution of the university's core values and underlying discipline among students. It further acts as a facilitator for the students to provide internships and fellowship opportunities for students and deals with alumni as well.

2.16 Digital Forensic & Research Services Center

Digital Forensic & Research Services Center is responsible for the development and management of computer and digital forensic examination and analysis of computer and digital evidence for identification, collection, and preservation of evidence.

2.17 Sports

The Sports Department oversees all sports-related matters, including sports-based admission, providing updates to higher authorities regarding sports achievements, and making participation possible in national and international sports galas and competitions for the University's representatives.

2.18 Planning & Development/Projects

The major responsibility of the P&D Department is to maintain the civil and electrical works of Lahore Garrison University to facilitate its primary role of providing education to students in the most befitting manner.

2.19 Advance Studies & Research

The Manager of Advance Studies & Research serves as the administrative supervisor and coordinator of graduate studies within a program, overseeing all components of graduate education and promoting academic quality and integrity.

CHAPTER 3
FACULTIES AND DEPARTMENTS

According to the Charter of LGU, there are academic faculties in LGU i.e. Social Sciences, Basic Sciences, Computer Sciences, and Languages.

3.1 Faculty of Basic Sciences

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

3.1.1 Departments in Basic Sciences

a. Dept of Allied Health & Molecular Science
b. Mathematics Dept

3.2 Faculty of Computer Sciences

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

3.2.1 Departments in Computer Sciences

a. Dept of Computer Science
b. Dept of Artificial Intelligence
c. Dept of Software Engineering

3.3 Faculty of Languages

The Faculty of Languages offers different programs like B.A, M.A, M.Phil, and Ph.D. It is committed to producing individuals who can acquire knowledge and communicate it effectively. The programs have been designed to produce professionals capable of meeting the challenges of a new era. The faculty encourages the students to re-conceptualize learning in a given context through critical thinking, cooperative learning, and action research. Interaction among teachers and students is a key ingredient of the Faculty of Languages.

3.3.1 Departments in Languages

a. English Dept

3.4 Faculty of Social Sciences

Faculty of Social Sciences aims to provide high international mobility rates. Each year it welcomes a lot of students. The faculty offered PhD, M.Phil, and BS programs in Islamic Studies, Media Studies, International Relations, Forensic and Criminology, and Clinical and Applied Psychology.

3.4.1 Departments in Social Sciences

a. Dept of Criminology
b. Dept of Management Science
c. Humanities & Arts Dept
d. Mass Communication Dept
e. Psychology Dept

CHAPTER 4
EMPLOYMENT POLICIES

Objective

To attract employees and retain quality human resources.

Scope

This policy applies to all vacant faculty and administrative staff positions at LGU.

4.1 Appointments

4.1.1 Appointment Rules

a. Lahore Garrison University offers equal employment opportunities to all employees and job seekers. No person shall be discriminated based on sex, religion, race, caste, creed, color, or domicile.

b. Selection is made purely based on merit, where merit indicates the extent to which a person has the relevant abilities, aptitude, skills, qualifications, knowledge, experience, and achievements (including community experience), characteristics, and personal qualities; and where applicable, the way the person carried out the duties or functions at any previous position or previous educational or other learning experiences.

c. The minimum age for employment at Lahore Garrison University is eighteen years. Applicants must have a Computerized National Identity Card, without which an employment offer shall not be made.

d. LGU faculty shall retire at the age of 65 years or 25 years of service. However, merit based extension of exceptional cases till max 70 years of age (to be approved by Chairman BOG).

e. Re-emp Army officers shall be appointed for 3 years initially. An extension may be awarded after approval from HQ 4 Corps based on recommendations from the Vice-Chancellor.

f. Re-emp JCOs/ NCOs/ Sldrs shall be appointed for 4 years. However, NCOs/Sldrs may be granted a 1-year extension with the approval of the competent authority. Security Guards should preferably be enrolled before 45 years of age.

g. Service limits of civil admin staff shall be in line with HQ 4 Corps pay policy.

h. Only extremely exceptional cases can be considered for extension beyond prescribed service limits subject to performance assessment/ recommendation of Br Head. The ratio of such cases should not exceed 1% of the organization structure.

i. No employee of Lahore Garrison University shall be permitted to accept a salaried appointment or undertake professional work except with the permission of the Vice-Chancellor.

4.1.2 Faculty Appointments

a. The faculty shall be classified into the following categories.

i. Regular Faculty

a) Faculty appointed through selection board on regular cum 2 years contract initially at the first stage, 3 years on the second stage, 5 years on the third stage and finally till retirement or conclusion of service.

ii. Contractual Faculty

a) Faculty are appointed through a selection board but not regularized. They shall be appointed on 1-year contract renewable upon satisfactory performance and approval of competent authority.

iii. Visiting Faculty

a) Faculty members are hired for courses that require industry expertise and experience.
b) A visiting faculty member shall not be assigned more than 9 Credit Hours per semester. However, this limit may be increased upon requirement under emergent situations with the approval of the competent authority.
c) Visiting faculty member shall be present for counseling for a time equal to the time allocated for their class.

iv. Adjunct Faculty

a) Faculty members appointed on contract specifying a number of hours of duty per week are classified as adjunct faculty.
b) Adjunct appointments are for one year extendable if required upon approval of the competent authority.
c) Adjunct appointments are necessary to tap into the resource pool of candidates who have good professional experience but are lacking in academic qualifications.

b. Faculty Members shall be appointed on probation for 6 months on the expiry of which they shall be due for confirmation upon approval of the Vice-Chancellor after recommendation from the Dept. The Vice-Chancellor may extend the period of probation for another 6 months if he deems fit.

c. On confirmation, the service shall count from the date of appointment.

d. All appointments shall be made on either a regular or contractual basis in accordance with the Service Conditions Policy 2016.

e. In case of temporary appointment (visiting/ad-hoc/adjunct), the Vice-Chancellor shall be competent to make an appointment for a period not exceeding 1 year.

f. Annual increment shall apply to all regular faculty members as per policy and may be sanctioned to contractual staff as per the prescribed formula upon the discretion of the Vice-Chancellor.

4.1.2.1 Faculty Appointment Criteria

a. For all faculty appointments, HEC recommended criteria shall be observed as the minimum benchmark.

b. Internal criteria can be upgraded as per the requirement of the position and to make the process more stringent.

Designation	Qualification	Experience	Publications
Professor	PhD in a relevant field from an HEC recognized University / Institution	10 years post Ph.D. teaching/research experience in an HEC- recognized university or a post-graduation institution or 10 years professional experience in the relevant field in a national or international organization. OR 15 years post MPhil teaching/research experience in an HEC-recognized university or a post-graduation institution or 15 years of professional experience in the relevant field in a national or international organization of repute out of which 5 years must be teaching experience.	15 research publications (1st, 2nd, 3rd, or corresponding author) with at least 5 publications in the last five years in HEC-recognized journals.
Associate Professor	PhD in a relevant field from an HEC recognized University / Institution	5 years post Ph.D. teaching/research experience in an HEC-recognized university or a post-graduation institution or 10 years of professional experience in the relevant field in a national or international organization. OR 10 years post MPhil teaching/research experience in an HEC-recognized university or a post-graduation institution or 10 years of professional experience in the relevant field in a national or international organization of repute out of which 5 years must be teaching experience.	10 research publications (1st, 2nd, 3rd, or corresponding author) with at least 4 publications in the last five years in HEC-recognized journals.
Assistant Professor	PhD in a relevant field from an HEC recognized University / Institution	Nil	Nil
Senior Lecturer	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution	3 years post MPhil teaching experience as Lecturer in LGU OR 5 years post MPhil teaching, research or professional/industrial experience in an HEC-recognized university or a post-graduation institution	Nil

Lecturer	MS / MPhil degree in the relevant field from an HEC recognized University / Institution	Nil	Nil
Assistant Lecturer/TA	16 years of education (BS/MA/MSc/MBA) degree in relevant field recognized by HEC.	Nil	Nil

4.1.3 Academic Cadre

Teaching faculty shall be divided into the following categories.

Designation	**Equivalent Grade**
Professor	LGPS-20
Associate Professor	LGPS-19
Assistant Professor	LGPS-18
Sr. Lecturer	LGPS-17
Lecturer	
Research Associate	
Assistant Lecturer/TA	LGPS-16
Research Assistant	

4.1.4 Appointment of Visiting/Adjunct Faculty

The following policy and procedure shall be followed for engaging visiting faculty at Lahore Garrison University.

a. Concerned HoD shall submit the need for visiting faculty to HR supported with full justification endorsed by the Dean, for approval of the Vice-Chancellor.
b. After the approval of competent authority, the HR department shall collect and scrutinize CVs for shortlisting.
c. The shortlisted candidates will be interviewed by the VC. Concerned Dean, HoD, and Dir HR will be in attendance.
d. In special cases, the CVs of proposed candidates shall be submitted by the concerned HoD for approval of the Competent Authority. After such approval, the candidate(s) shall be called directly for an interview.
e. Upon the acceptance of the terms and conditions, an appointment letter shall be issued in favor of the selected visiting faculty.

f. The visiting faculty shall be required to get clearance from the HoD Office, Library, Controller of Examinations, Accounts & Finance, and HR Dept on a prescribed form before settlement of final payment at the end of the semester.

4.1.5 Appointment of Administrative Position in Faculty

4.1.5.1 Appointment of Dean

a. The Dean of Faculty shall be appointed by the Board of Governors from among the three most senior Faculty members of faculty on the recommendation of the Vice-Chancellor.
b. The Dean of Faculty must be an Associate Professor minimum.
c. Once appointed the Dean shall hold the office for 3 years maximum and shall be eligible to be reappointed for another 3 years after approval from BOG.
d. In case of full-time Dean of Faculty is not available, an Acting Dean shall be appointed by the Vice-Chancellor upon recommendation of Registrar.
e. An Acting Dean shall have the full authority same as a full-time Dean.

4.1.5.2 Appointment of Head of Department

a. The Head of the Department shall be appointed by the Vice-Chancellor from amongst the senior Faculty members of faculty on the recommendation of the Dean.
b. The Head of Department must be a PhD qualified Assistant Professor minimum.
c. Once appointed, the Head of Department shall hold the office for 3 years maximum and shall be eligible to be reappointed for another 3 years after approval from the Vice-Chancellor.
d. In the case where a full-time Head of Department is not available, an Acting HoD shall be appointed by the Vice-Chancellor upon recommendation of the Dean.
e. An Acting HoD shall have the full authority same as a full-time HoD.

4.1.6 Admin Staff Appointment

a. Admin staff shall be classified into the following categories.

i. Management (Regular/Contractual/Re-emp)

a) Vice Chancellor
b) Registrar
c) Deans
d) Directors
e) Treasurer
f) Controller of Examinations

ii. Officers

a) LGPS-17 & above (Regular/Contractual/Re-emp)

iii. Admin Staff

a) LGPS – 16 and below (Regular / Contractual)
b) Re-emp JCOs/NCOs/Sldrs
c) Civ - Pay Gps

iv. Support Staff

a) Skilled Workers (Drivers/Electrician/Plumber/Carpenter/Cook)
b) Unskilled Workers (Naib Qasid/Security Guard/Rider/Mali/Sweeper)

b. Employees, except those already confirmed in the service of Lahore Garrison University, be appointed on probation. However, the period of probation may be extended upon approval of the Vice Chancellor.
c. On confirmation, the service shall be counted from the initial date of appointment.
d. Annual increment shall apply to all regular admin staff as per policy and may be sanctioned to contractual staff as per prescribed formula upon the discretion of the Vice-Chancellor.
e. In case of temporary appointment, the Vice-Chancellor shall be competent to make an appointment for a period not exceeding 1 year.

4.1.6.1 Admin Staff Appointment Criteria

a. For all appointments of Admin staff following criteria shall be observed as minimum benchmark.

Designation	Scale	Qualification	Experience
Registrar(civ) / Director / COE / Treasurer / Manager	LGPS-19	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution	7 Years Post Qual
Deputy (Registrar / Director / COE / Treasurer / Manager)	LGPS-18	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution	5 Years Post Qual
Assistant (Registrar / Director / COE / Treasurer / Manager), Librarian, Lab Administrator	LGPS-17	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution	3 Years Post Qual

Admin Officer / Accounts Officer / Lab Incharge / Demonstrator / Assistant Librarian	LGPS-16	MA/MSc/M.Com/MBA/BS 16 yrs of Education	2 Years
Office Superintendent / Office Supervisor / Accountant / Lab Supervisor / Library Assistant	LGPS-14	MA/MSc/M.Com/MBA/BS 16 yrs of Education	Fresh
Sr. Office Assistant / Sr. Accounts Assistant / Library Assistant / Lab Assistant	LGPS-12	BA/BSc/B.Com 14 yrs of Education	1 Year
Jr. Office Assistant / Jr. Accounts Assistant / Jr. Library Assistant / Jr. Lab Assistant	LGPS-10	BA/BSc/B.Com 14 yrs of Education	Fresh

4.1.7 Appointment of Contractual Employees

a. All staff members (academic/non-academic) on fixed-term employment shall be considered contractual employees and will be issued a contract for one year extendable after approval of the competent authority.
b. Re-emp officers (Ex-Army) shall be appointed on a contract basis initially for 3 years extendable after approval of Comd 4 Corps.
c. Re-emp JCOs/NCOs/Sldrs, Civ admin staff (Pay Gps) will be appointed in light of HQ 4 Corps pay policy.
d. All contractual employees shall receive a fixed salary with an annual increment upon the discretion of competent authority based on performance and budget provision disbursed with regular staff provided they have completed a minimum of 6 months of service at LGU.

4.1.8 Change of Employment Type

a. All employees shall be eligible to change their employment type from contractual to regular and vice versa at the discretion of the competent authority.
b. The request recommended by the concerned HoD & Dean shall be forwarded to HR a month before the expiry of the current contract.
c. Change in employment type shall be considered from the date of renewal of the current contract. However, their service shall be counted from the date of appointment at LGU.
d. In case a visiting/adjunct faculty wants to be appointed as full-time (regular/contractual) faculty shall be considered as a new appointment. Such faculty may be considered for short listing & appear before the selection board.

4.2 Appointment Process

a. The concerned Dean/Director/HoD shall forward the requisition to fill a vacant positionon the prescribed Requisition Form to HR.

b. In case the position is not budgeted, HR will get approval from the Vice-Chancellor for the position first.
c. If the position is budgeted applications are solicited by HR by advertising vacancies in the newspaper(s) and/or website. Confirmation of the interview date shall be sought from the Vice-Chancellor.
d. Applications must include a fresh CV, supporting documents/testimonials, and a recent photograph.
e. HR, after screening, shall forward CVs to the concerned department where a departmental committee will short-list candidates.
f. After short-listing, HR shall call the shortlisted candidates stating the time and place of the interview.
g. HR department shall prepare a summary of candidates and forward it to the Vice-Chancellor for consideration.
h. After interviews have been conducted, the HR department shall prepare minutes of the meeting mentioning the priority list of selected candidates.
i. Director HR upon receipt of the approved list of selected candidates, negotiates salary and benefits with the preferred candidate and issues an appointment letter if agreed. In case that candidate declines the offer, an offer shall be made to the next candidate, and so forth. In case all selected candidates decline the offer, the Director of HR will inform the chairman of the board for further action.
j. In case of visiting or adjunct faculty, the concerned department shall shortlist the candidates and forward it to HR. HR shall arrange the interviews of candidates with the Vice-Chancellor and issue appointment letters to selected candidates.

4.2.1 Job Posting

a. Job postings of faculty positions shall be advertised in newspapers and the LGU website after approval of the Vice-chancellor.
b. Existing faculty members who wish to apply for the position shall apply through the proper channel.

4.2.2 Selection Board

a. The appointment of Faculty and Admin Staff (LGPS 17 & above) shall be made on a special pay package as suggested by the Selection Board, which shallconsist of the following members.
    - VC - Chairman

- BOG Nominee - Member
- Registrar - Member
- Director Education/Corps Rep. - Member
- Concerned Dean - Member
- Concerned HOD - Member
- Concerned Director/Dept Head - Member
- Director Academics - Member
- Director HR - Secretary

b. The appointments for BPS-1 to 16 shall be made as recommended by the Selection Committee, which shall consist of the following members. However, final approval shall be given by the Vice-Chancellor.

- Registrar - President
- Deputy Registrar Admin - Member
- Concerned Director/Head - Member
- Director HR - Secretary

4.2.3 Probation & Confirmation

a. Faculty and Admin staff appointed shall be on probation for six months if employed on a regular basis. However, all other benefits mentioned in the appointment letter shall remain intact.
b. Faculty and Admin staff employed on contract on a fixed pay package for the period as envisaged in the contract which may be curtailed or extended as deemed necessary by the competent authority shall be on probation for 3 months.
c. Removal from probation shall be done by the competent authority upon satisfactory performance and recommendation on suitability report from the concerned Head of Department.
d. Service shall be confirmed after completion of probation period after approval from Vice-Chancellor upon recommendation on suitability report from the concerned Head of Department.
e. There shall be no confirmation against a temporary post. However, the Vice-Chancellor will be competent to extend temporary employment or make it permanent.
f. On confirmation, the service shall count from the date of appointment.

4.2.4 Joining Form

a. After acceptance of the offer employee may join the duty from the date, he/she mentioned in writing.
b. The joining date shall be considered as the first date of employment at Lahore Garrison University.

c. In case the employee reports for joining after 12:00 PM, his employment will be considered from the next working day.
d. New Employees shall be required to submit a Clearance Form/Relieving Letter from the previous organization.
e. The candidate shall be required to submit attested copies of all the required documents/testimonials.
f. Any evidence of dual employment or false documents shall lead to disciplinary action resulting in suspension/termination as deemed fit.

4.2.5 Declaration of Nominee

a. All employees are required to submit a declaration of nominee at the time of employment.
b. The purpose of declaring a nominee is to minimize the hassle of transferring funds in case of the death of the employee.

4.2.6 Appointment Letter

a. HR Department shall issue an Appointment Letter after receiving the joining report and submission of required documents.
b. Appointment letters shall be forwarded to an employee and all concerned.

4.2.7 Security Deposit

a. An employee appointed to faculty positions shall submit their original matric certificate in place of a security deposit.
b. In case the employee does not want to submit the original matric certificate, LGU will keep a 1-month gross salary in place of a security deposit.
c. The amount held in place of the security deposit shall be released upon clearance dues after the separation of the employee.
d. Employees shall submit a Matriculation Certificate within 07 days of receiving the Appointment Letter, failing which security money will be deducted automatically from their salary.
e. The matriculation certificate shall not be returned during the employment period. However, if necessary, an application along with a paycheck of the amount equivalent to current gross pay shall be submitted to the HR Dept.

4.2.8 Pay Fixation

a. Pay fixation shall be prepared by the HR Department keeping in view LGU Pay Fixation policy.
b. Gross pay shall be communicated to the new employee before pay fixation.

4.2.9 Employee Personal File

a. Every employee's file shall be maintained by the HR Department from the first day of joining at Lahore Garrison University. All the documents related to employment shall be maintained in the personal file of the employee.
b. Employee shall be responsible for submitting any additional document to update his/her file.
c. Personal files shall only be accessible to authorized persons. In case required by any other Dept, the request shall be routed from the concerned HoD to the Director of HR.

4.2.10 University ID

a. The employee shall be asked to register for Bio-metric ID to mark attendance. The employee is required to mark his/her in and out on the attendance machine regularly.
b. The employee shall receive an employee card which he/she can use to show his/her identification as a Lahore Garrison University employee.
c. Employee cards shall not be issued to visiting faculty or temporary staff.
d. The employee shall receive email Id xyz@lgu.edu.pk and he/she shall be part of concerned email groups for receiving emails (as applicable).
e. It is required that he/she use this email Id for all official communications. The employee shall not forward spam emails to the groups. This email portal shall be used only for official purposes.
f. Employee shall register his/her mobile number for official SMS service.

4.2.11 Job Descriptions

a. All positions shall be documented through a Job Description (JD) which accurately and clearly describes the essential functions and job-relatedqualifications.
b. Job Description shall include tasks to be performed by the employee, Key Performance Indicators (KPIs), reporting channel/ hierarchy, and Salary pay scale.
c. JDs of all academic and non-academic staff are held with HR. However, the HR Department along with the immediate supervisor shall prepare JD (if not available) and forward it to the competent authority for approval. Once approved, JD shall be shared with an employee and shall be maintained in his/her personnel file.

4.2.12 Employee Orientation

a. To help the employees become familiar with LGU HR Department shall arrange Employee Orientation designed to provide essential information about the Lahore Garrison University and its employee benefits, policies, and procedures.

b. The employees shall be notified of their orientation schedule shortly after they join Lahore Garrison University.

4.2.13 Employment Quota

a. The following employment quota shall be observed where applicable.

- Disability Quota - 3% (as recommended by Govt of Punjab)
- Minority Quota - 5% (as recommended by Govt of Punjab)

4.2.14 Inter-Office Transfer

a. An employee may be transferred to another department permanently or temporarily.
b. Faculty members may also be appointed in admin departments on an ad-hoc basis upon requirement.
c. No remuneration shall be paid to faculty members in place of ad-hoc placement. However, his/her workload shall be managed accordingly.

4.3 Resignation/Termination/Conclusion of Service

4.3.1 Resignation

a. Faculty members (regular/contract), intending to leave Lahore Garrison University shall give a written notice of resignation at least three months before he/she intends to leave during a running semester or forfeit three months' salary in place of that.
b. Faculty members (regular/contract), intending to leave Lahore Garrison University shall give a written notice of resignation at least one month before he/she intends to leave during off semester or forfeit one month's salary in place of that.
c. For administrative staff, one month's notice is required to resign from the services by either side.
d. The notice period can be waived off upon request after approval from a competent authority.
e. The faculty/staff member intending to resign shall inform his/her department headof this formally in writing, indicating the last day of work, and preferably also stating the reason(s) that have led to this decision.
f. An employee can utilize his/her earned leave balance to count towards the notice period before separation from employment.
g. If there is no Earned leave balance, and the faculty/staff member is unable to serve the required notice period or a portion thereof, he/she shall be required to pay the LGU, in lieu thereof, an amount equivalent to his/her salary for the requisite notice period not served.

h. The employee shall hand over a proper charge to the person nominated for this purpose, of all documents, records, or other papers under his/her charge or in his/her custody and shall also return all University money or articles in his/her possession.
i. A handing/taking report signed by both outgoing and nominated employees endorsed by the concerned HoD/Dept Head shall be submitted to HR before the last day of employment.
j. HR Department shall issue Acceptance of Resignation and he/she shall obtain final clearance from all relevant departments on a prescribed form.

4.3.2 Termination on Gross Misconduct

a. As per the terms of employment, during the probation period, an employee's services may be terminated at any time due to poor performance with/without any prior notice, or any remuneration in lieu thereof. In that case, the employee shall only be entitled to receive salary up to and including the day of termination of services.
b. Termination due to gross misconduct as determined by the LGU would at any time be immediate without notice period.
c. In case of termination due to gross misconduct, Disciplinary rules, or Departmental inquiry, an experience Letter shall not be issued to an employee.

4.3.3 Conclusion of Service

a. Service of a contractual employee may be concluded upon completion of his/her contract if service is not required.
b. An employee shall be retired from service after attaining the age of 65. However, he/she may be appointed (if required) to a contractual cadre (as per revised HQ 4 Corps policy) after approval from a competent authority.

4.3.4 Death of Employee

a. In the unfortunate event of an employee's death, the concerned HoD/Director should immediately inform the HR department.
b. HR department shall contact the kin/legal heir of the deceased for administration of applicable benefits as per LGU employee's welfare policy.

4.3.5 Clearance/Final Settlement

a. LGU employees are required to return all the properties (Laptops, Books, Materials, University data) in their possession before leaving the organization.
b. The employee who has been separated from service is required to get clearance from all concerned departments on a prescribed form and submit it to HR for final settlement.

c. After the assessment of necessary clearance, HR shall forward the form to Accounts & Finance for final settlement.
d. LGU shall withhold the final dues of the employee till his/her clearance from all concerned departments.
e. In case of damage to properties issued, LGU may recover the full/partial amount from the employee.
f. In case the employee does not return the property, LGU has the right to take legal action against him/her for recovery.

4.4 Performance Evaluation

4.4.1 Evaluation Period

a. At the end of each calendar year, faculty members who have been appointed on or before December 31 shall be evaluated based on their performance.

4.4.2 Evaluation Process

a. HoDs/Directors shall fill in the Annual Confidential Report on the prescribed ACR Form of the employee and submit it to HR with an endorsement of the concerned Dean or Registrar (as applicable).
b. The immediate supervisor of the employee shall evaluate the employee's performance objectively and evaluate performance, mark the scores on the ACR Form, and assign a grade to the employee.
c. The second reporting officer (where applicable) shall evaluate the grading of the supervisor and put-up comments on the form.
d. After evaluating the performance, the supervisor will give final comments by comparing the current year's performance with the last year's performance and forward it to the HR department for compilation and preparation of a summary.
e. The HR department will forward the summary sheet to the performance evaluation committee. The committee will consist of all Deans, Directors, and HoDs. Thecommittee shall review all evaluations with a focus on ensuring impartiality. In case of any difference of opinion, the supervisor may have to justify his/her grading before the committee. After deliberating on the issue, the performance evaluation committee shall forward the final grading to the Vice-Chancellor for endorsement.

4.4.3 Promotion of Faculty

a. Promotion to the next higher designation shall not be automatic even if the faculty member is eligible as per the criteria.

b. Promotion will be based on the availability of the position within department, as determined by student-teacher ratio.
c. Eligible candidates will have the opportunity to apply for these positions and promotion board will carefully review applicants and select most suitable candidate.
d. In the case of Associate Professor and Professor, publications shall be forwarded to the ORIC for authentication as per LGU criteria.
e. All the promotions shall be effective from the date of eligibility.

4.4.3.1 Faculty Promotion Criteria

Designation	**Promotion Criteria**
Professor	• 10 years post PhD or 15 years post MPhil teaching, research, professional/industry experience including 5 years' must be teaching. • Publication (15) – HEC verified (1st,2nd or 3rd Author only / Corresponding Author) including 5 in last 5 years
Associate Professor	• 5 years Post Ph.D or 10 years post MPhil teaching, research, professional/industry experience including 2 years' must be teaching. • Publication (10) - HEC verified (1st,2nd or 3rd Author only / Corresponding Author) including 4 in last 5 years
Assistant Professor	• Selection through the Selection Board (upon completion of Ph.D.)
Senior Lecturer	• 3 years post MPhil experience as Lecturer at LGU or 5 years post MPhil teaching, research, professional/industry experience including 2 years' must be teaching
Lecturer	• Selection through Selection Board (upon completion of MPhil)

4.4.4 Promotion of Admin Staff

a. Promotion to the next higher scale shall not be automatic even if the staff is eligible as per the criteria.
b. Promotion cases of Admin staff shall be considered, only if the position is available and is essential to be filled.
c. Assessment of eligibility shall be carried out by HR. The case will be forwarded to Vice-Chancellor for approval.

4.4.4.1 Admin Staff Promotion Criteria

Scale	Qualification	Experience
LGPS-20	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution	3 years in LGPS-19
LGPS-19	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution	7 Years Post Qual incl 3 Years in LGPS-18
LGPS-18	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution	5 Years Post Qual incl 3 Years in LGPS-17
LGPS-17	Master's Degree (foreign) or MS / MPhil (Pakistan) earned after 18 years of education in the relevant field from an HEC recognized University / Institution	3 Years Post Qual incl 3 Years in LGPS-16
LGPS-16	MA/MSc/M.Com/MBA 16 yrs of Education	2 Years incl 3 Years in LGPS-14
LGPS-14	MA/MSc/M.Com/MBA 16 yrs of Education	Fresh incl 3 Years in LGPS-12
LGPS-12	BA/BSc/B.Com 14 yrs of Education	1 Year incl 3 Years in LGPS-10

4.4.5 Increments

a. Every employee shall be entitled to the increment(s) in his pay following the annual increment(s) stated by an annual budget announcement by Federal Govt. The final decision regarding the increase will be made by Chairman BOG.
b. For fixation of salary on promotion/upgrading, if the benefit is less than half the rate of increment in the new grade, one advance increment shall be added.

4.5 Leave Policy

4.5.1 General Rules

a. All types of leave should be applied on a prescribed form by the applicant to the HoD/Dept Head in writing and sanctioned in terms of days by the leave sanctioning authority. The leave account of everyone shall be maintained by the HR Department.
b. It is necessary to specify the reason for which leave is applied.
c. All leave entitlements shall be on a calendar day basis. Employees claiming any kind of leave or holiday falling in between non-working days shall be counted as part of the leave being availed.
d. Any employee on leave shall not take up any service or accept any appointment during the period of his / her leave.

e. The teaching staff shall be entitled to avail vacations duly notified. However, the administrative staff will attend the office. Office timings may be relaxed and duly notified. Deans/HoDs may also be asked to attend the office as desired by a competent authority.

f. The Vice-Chancellor, Registrar, and all regular (academic/non-academic) staff will be allowed to accumulate earned leave for up to a maximum of 90 days. The accumulated earned leave may be encashed after retirement or resignation.

g. Following shall be the leave sanctioning authorities:-

For Academic Staff

- HoD - Casual/Earned Leave up-to 5 Days
- Dean - Casual/Earned Leave up-to 10 Days
- Vice-Chancellor - Any type of Leave exceeding 10 Days

For Admin Staff

- Dy Registrar/Director/Dept Head - Casual/Earned Leave up-to 7 Days
- Registrar/Director - Casual/Earned Leave up-to 10 Days
- **Vice-Chancellor** - Any type of Leave exceeding 10 Days

h. Leave of Directors, Deans, HoDs, Dept/Branch Heads shall be sanctioned by the VC.

i. Casual/Earned leave shall not be suffixed or prefixed with the vacations.

j. Casual/Earned leave shall not be merged with the allotted limit of any paid long leave including Maternity/Paternity, Hajj/Umrah/Ziarat, and Family leave. However, leave can be merged in case of hospitalization upon approval of the competent authority.

4.5.2 Types of Leaves

4.5.2.1 Casual Leave

a. All regular/contractual employees (academic/non-academic) shall be entitled to 20 Casual leaves in a calendar year.

b. Casual leave shall not be carried forward to the next calendar year and will be void if not availed in the same year.

c. Visiting faculty is entitled to 2 days of casual leave per semester provided they can arrange/ manage the missed credit hours.

4.5.2.2 Sick Leave

a. All regular employees (academic/non-academic) with at least 3 years of service at LGU shall be eligible to avail 30 days sick leave with pay.

b. Sick leave may be availed on the production of a medical certificate from a registered medical practitioner of a Govt or Private hospital.

c. Sick leave with pay shall be granted once in 2-years of service. Rest shall be considered without pay.
d. All sick leave cases will be forwarded by the respective department's head for approval by the competent authority.
e. In case of hospitalization or temporary disability, regular employees (academic/non-academic) shall be eligible to avail of sick leave with pay as follows.
    - 3-month sick leave with one and half months with full pay and rest with half pay if service is more than 3 years but less than 5 years.
    - 3-month sick leave with two months with full pay and the rest with half pay if service is more than 5 years.

4.5.2.3 Hajj / Umrah/ Ziarat Leave

a. All regular employees (academic/non-academic) with at least 2 years of service at LGU shall be entitled to 30 days of Hajj and 15 days of Umrah/Ziarat with pay.
b. Hajj leaves with pay can be availed once in 3 years of service. Rest shall be considered without pay.
c. Umrah/Ziarat leave with pay can be availed once in 2-years of service. Rest shall be considered without pay.

4.5.2.4 Maternity/Paternity Leave

a. All regular female employees (academic/non-academic) with at least 1 year of service at LGU shall be entitled to 45 days Maternity leave with pay.
b. All regular male employees (academic/non-academic) with at least 1 year of service at LGU shall be entitled to 5 days of Paternity leave with pay.
c. Maternity/Paternity shall not be granted more than 3 times in the entire service. Leave beyond three times may be sanctioned without pay.

4.5.2.5 Family Leave

a. All regular/contractual employees shall be entitled to 10 days leave with pay on death of spouse, parents, spouses parents and children.
b. In the case of a Muslim female iddat leave of 4 months and 10 days with full pay can be availed.

4.5.2.6 Earned Leave

a. Vice Chancellor, Registrar, and all regular employees (academic/non-academic) shall be eligible to avail 15 days earned leave in a year.
b. Earned leaves not availed during the year shall be carried forward to next year.

c. Accumulated earned leaves up to a maximum of 90 days shall be encashed on gross pay at the time- of retirement, resignation, or conclusion of service provided he/she has served 5 years at LGU.

4.5.2.7 Study Leave

a. All regular/contractual faculty members who have served for at least one year at LGU may apply for study leave upon submission of admission documents and recommendation of the concerned HoD and Dean.
b. The study leave cases must be planned by the respective department and put before the Academic Council for consideration.
c. In any case, study leave shall be granted without pay. However, the period of study leave will only be counted towards promotion if the leave is for completing PhD or Post-Doctoral Degree.
d. The qualification obtained must be in one of the subjects being taught at LGU. The employee will produce the original degree/certificates as soon as he/she obtains the required qualification before joining LGU.
e. Leave shall be sanctioned for the total years initially mentioned on the admission letter and may be extended by providing evidence of continued education where the time exceeds more than that stated in the admission letter.
f. The faculty member availing study leave must fill a surety bond to serve LGU upon completion of his/her degree for at least two years, failing which he/she will have to pay a compensatory amount, specified in the bond, to the university.
g. Study leave can be availed once in the entire service period.

4.5.2.8 Ex-Pakistan Leave

a. When no other leave by rule is admissible, Ex-Pakistan leave may be granted to regular/contractual employees (academic/non-academic) up to a maximum period of 3 months provided an employee has served LGU for 2 years.
b. In any case, it shall be granted without pay.

4.5.2.9 Extra-Ordinary Leave

a. Extra-Ordinary leave may be availed when no other leave by rule is admissible and required leave is more than 3 months.
b. Extra-ordinary leave shall always be without pay it shall not be counted as service for an increment of pay.
c. Extra Ordinary Leave can be availed for one year once in the entire service.

4.5.2.10 Duty Leave

a. A faculty member shall be considered on duty leave if he/she is attending training, workshops, external viva, or any official visit outside LGU.
b. The concerned HoD shall inform HR after the recommendation of the Dean.
c. Such leave shall not be counted towards his/her allotted casual leaves.

4.5.2.11 Leave during the Probation Period

a. Any leaves during the probation period shall be treated without pay except the leave due to extreme emergencies (death of a blood relative, medical emergency, etc.)

4.5.2.12 Absence without Leave

a. An Employee will be considered absent if leave is without prior permission of the concerned head of the department.
b. All such leaves shall be considered without pay and a deduction shall be made from the monthly salary of the respective employee.
c. An exception, however, to this rule will only be considered in cases of extreme emergency or unavoidable circumstances. For any such unforeseen situation, the employee will ensure that his/her HoD/Dept Head is informed within 24 hours of its occurrence.

4.5.3 Attendance Policy

a. All employees are required to mark their attendance on the attendance machine installed at designated places. However, Senior Management Officials, including VC, Registrar, Deans, Dirs, DRs, PSO, and essential support staff shall be exempted from biometric attendance marking, subject to their attendance being duly confirmed and monitored by their respective Heads of Departments.
b. Official working hours shall be as follows: -
    - Monday to Friday - 08:00 to 16:00 Hrs

    Any change in office/ working hours will be duly notified by the Registrar.
c. A 30-minute permission for late arrival shall be provided to all employees to accommodate an occasional delay in reporting to work. However, an employee who arrives later than that shall be marked as late in the attendance machine.
d. In case of emergency leave or running late due to unforeseen reasons, employees shall inform their Departmental Heads which must be communicated to HR to avoid being marked as absent.

e. The maximum limit of late arrivals each month shall not be more than 8 hours accumulated. Anyone becoming late beyond 8 hours shall be considered absent. These absentees shall not be adjusted in allotted leave and shall be without pay.

CHAPTER 5
ACADEMIC RESPONSIBILITIES

5.1 Teaching Staff Responsibilities

a. Prepare and undertake classroom and laboratory instructions in assigned courses following the approved syllabi, training programs, and course plan.
b. Prepare Scheme of Study (weekly distribution of the content) and course outline and get it approved by the Chairperson of the department. The SOS and course outline must have all the contents to be delivered during the semester, including learning outcomes, objectives, quizzes, and project deadlines.
c. Recommend textbooks for reference and make notes by the students.
d. Make quizzes, and semester question papers, ensuring security in their preparation, duplication, and safe custody before use following the university policies.
e. Give and assess home assignments, quizzes, and semester examinations in their respective assigned course.
f. Faculty members are required to keep a record of class/laboratory attendance of all students through MIS.
g. Grade the student's academic performance, preparing grade sheets, and obtaining approval thereof.
h. Ensure that final grading is approved by the Chairperson and grade sheets are correctly and accurately compiled and submitted to the Chairperson of the Department within seven days of the examination being held.
i. Faculty members are expected to start and finish their classes strictly as per schedule. The course scheduling and any change in course scheduling are displayed on notice boards of the university containing the location, timing, duration, and instructor of the course.
j. Ensure classroom discipline and punctuality in attendance of students in their classes, and that reports are submitted in respect of the students violating discipline or absenting themselves from the classes.
k. Render additional coaching/assistance to weak students during self-study/visiting hours on their own or at the request of the tutors.
l. Act as thesis/research supervisor/advisor for students both at Undergraduate and Post Graduate levels provided they meet the criteria for the job.

m. Prepare and develop curricula and their improvements thereon as and when required to make them relevant to national and international needs.
n. Undertake project study/research work or any such tasks as assigned by the concerned Chairperson/University.
o. A faculty member can cancel a class due to sickness, emergency leave, an official business trip, or any other unforeseen/ unavoidable event. In such a case he/she must inform the department regarding class cancellation and notify the makeup class students and the department as well. Arranging makeup classes at a suitable time is the responsibility of the faculty member.
p. Act as coordinator for at least one of the classes.
q. The faculty member shall have such duties to perform as may be prescribed by the Vice Chancellor.

5.2 HOD/Chairperson Responsibilities

a. The chairperson shall, under the general supervision of the Vice Chancellor and the Dean, exercise all the administrative, financial, and academic powers and such other duties or powers as may be delegated to him/her.
b. The chairperson shall prepare a comprehensive annual report regarding the performance of the department, constituent college, or Institute at the graduate and postgraduate levels, faculty research and development, and submit this report to the Dean for evaluation.
c. Supervise the work of all faculty members including planning, organizing, teaching, and research work in the department.
d. Ensure that the syllabi are covered in time and research is carried out following policies in vogue.
e. Ensure that the provisions of the examination policy are correctly implemented, and question papers/answer sheets are being managed appropriately concerning the specified course contents to ensure quality and fairness.
f. Ensure that all faculty members in the department monitor and maintain the record of attendance of students.
g. Recommend the names for appointment of Research/Teaching Assistants for approval of the Dean on the recommendations of concerned faculty following existing policies.
h. Keep the Dean regularly informed about all teaching and research activities and submit periodic reports.

i. Submit reports regarding teaching, research, and development, academic programs planned and executed by the department to the Dean of the faculty concerned after each academic session.
j. Arrange/manage counseling sessions for concerned students through faculty to assign independent projects/study topics to students and nominate project supervisors/ advisors for the same.
k. Preside over the Departmental Board of Studies (DBS) meetings.
l. Assign and oversee project work undertaken by the department.
m. Make proposals for improvement and maintenance of facilities such as laboratories, libraries, and teaching aids in the department.
n. Prepare budget proposals of the department for the consideration of the Dean.
o. Ensure that all members of the teaching staff perform their duties on time and for full duration with dedication, motivation, and high-quality performance.
p. Prepare proposals in respect of subjects and schemes of studies and research for consideration of the Dean.
q. Prepare the schedule of different classes and their examinations in consultation with the Dean.
r. Put up suggestions for visiting faculty and work out payment for the same at the specified rate for approval.
s. Initiate AARs of all teaching staff of the department.
t. Assist the Dean in scrutinizing the applications of teaching/research staff for the departments.
u. Assist admission office with admission of new student sessions
v. Assist the Dean in all other scholarly activities when so required.
w. Attend Faculty Board of Studies (FBS) meetings of the respective faculty.
x. Perform any other duty as may be assigned to him/her by the Dean and any other competent authority from time to time.

5.3 Dean of Faculty Responsibilities

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

a. The Dean shall have such powers and duties as may be prescribed by the Board of Governors on the recommendations of the Vice Chancellor
b. The Dean shall present candidates for admission to degrees, except honorary degrees, courses falling within the purview of the faculty.
c. Plan, co-ordinate, and supervise all academic activities and supervise the work of Chairpersons.
d. Plan, scrutinize, prioritize, and vet the proposals for improvement and maintenance of facilities such as laboratories, libraries, teaching aids, etc., in each department.
e. Preside over the FBS meetings.
f. Place the proposals received from the Chairpersons before the FBS and prepare recommendations for onward submission to the Academic Council or BASR.
g. Finalize the semester results after receipt from the respective chairperson for final approval by the FBS.
h. Draft procedures and propose criteria for admission to various disciplines for consideration in the FBS /Academic Council.
i. Mobilize resources for teaching and research such as laboratory, library, and teaching staff.
j. Consider cases of migration of students from one department to another and make recommendations.
k. Attending all Academic Council and BASR meetings.
l. Draft the policies on academic issues.
m. Coordinate research activities within departments as well as those jointly undertaken by LGU and outside agencies.
n. Perform any other duty as may be assigned to him/her by the Vice-Chancellor.

5.4 Starting a New Academic Program

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

5.5 Types of Examinations

A student’s performance in a course is evaluated through assigned classwork, homework, assignments, and scheduled examinations. A course is evaluated either by all or some

combinations of oral and practical examinations, research, term papers, written tests, and other activities.

5.5.1 Quiz/Assignments

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

Faculty members may schedule a number of quizzes/assignments in each course at irregular intervals.

5.5.2 Mid-Term

There is a mid-term exam scheduled by the examination department.

5.5.3 Final-Term

Final-term exams are scheduled by the examination department at the end of the semester.

5.6 Conduct of Examinations

The examination department is responsible for collecting, printing, and distributing the papers. The examination department issues the mid and final-term examinations with the help of faculty members.

5.7 Student Handbook

Newcomers are issued with handbooks that contain general rules of university and academic regulation.

5.8 Grading Policy

courses which are to be cleared by the students are of four categories: -

a) Purely Theoretical Course.
b) Purely Practical Course.
c) Partially Theoretical and
d) Partially Practical Course.

The basis for the determination of a student's grade will depend on the discretion of the departmental board of study. However, to bring uniformity in all the departments of the university, the following pattern may be followed:-

GRADING SCHEME			
Particulars	**Duration**	**Frequency**	**Weightage (%age)**
For Purely Theoretical / Partially Theoretical Course			
Quizzes	**Own Time**	• **Minimum 02 per Cr. Hr.** • **Minimum 03 for more than 2 Cr. Hr.**	**5 – 10**
Assignments / Projects / Presentations	**Own Time**	**As per the discretion of the departmental board of study**	**5 – 25**
Sessional	**Own Time**		**10 – 15**
Mid-term Examination	**60 Minutes**	**01**	**20 – 25**
End term Examination	**120 Minutes**	**01**	**35 – 40**

For the courses which are partially theoretical and partially practical, the grading scheme suggested in the above formats will be followed. However, the final grade shall be computed as per the pattern explained below: -

PARTIALLY THEORETICAL AND PARTIALLY PRACTICAL COURSE				
Subject	**Credit Hours (Theory)**	**Credit Hours(Practical)**	**Percentage Marks Earned**	
			Theory	**Practical**
Example	**3**	**1**	**75**	**65**
Overall Grade = (75 x 3) + (65 x 1) / (3 + 1) = 72.30 % (Approx. 72%)				

5.9 Make-up Exams

Whenever a student misses Mid-term / Final term examination (due to reason acceptable to the faculty member, Head of the department, or Dean of the faculty and approved by the competent authority), the Examination office shall conduct an on-campus grade – I examination but not later than two weeks from the original date of missed examination or as per examination schedule.

Eligibility: -

1. If a student because of illness or any other genuine reason listed below fails to complete the requirements of a course, he/she may be awarded an "I" grade.

Medical reason: - In case of medical reason (Illness / Accident etc.), the medical certificate must be approved by the LGU Medical Officer rather than a certificate issued by the Government / Military hospital.
Death: - In case of death in his / her immediate family (parents, grandparents, and siblings), a death certificate must be submitted.
Online examination: - In case of online examination reasons (Moodle login, unstable internet, electricity failure, pictures uploading, paper submission, etc.), a particular case must be approved by the course instructor and ERP representative.
Sports competition: - If the student is representing the university in some dully approved competition during the examination period.
Any other genuine reason: - If any other genuine reason (ISSB etc.) is acceptable to the course instructor and approved by the respective Dean of the faculty.

2. In order to be awarded a grade of 'I', the student's attendance must exceed 80 percent or meet the approved attendance percentage prior to the commencement of the final term examination.

3. No request for grade - I shall be entertained for the improvement of marks.

4. Grade-I examinations will be held during the Fall and Spring semesters, but there will be no grade-I examination during the summer semester.

5. Moreover, time-barred cases shall not be entertained in any case.

CHAPTER 6
CONDUCT AND DISCIPLINE

Objective

To provide faculty members/ staff with a fair, clear, and useful tool for correcting problems impeding performance, as well as to provide a process to assist management in handling cases of unacceptable personal conduct.

Scope

This policy applies to staff and faculty members of LGU.

6.1. Disciplinary Policy

6.1.1 Policy

a. LGU's best interest lies in ensuring fair treatment of all faculty members/ staff and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the faculty member for satisfactory service in the future.
b. The following will be considered as acts of indiscipline:-
   i. Disregard or disobedience of rules, policies or orders.
   ii. Engaging in unauthorized personal business.
   iii. Unauthorized disclosure of confidential information or records and/or violation of non-disclosure policy.
   iv. Falsifying records or giving false information to other Depts or employees responsible for record keeping.
   v. Failure to comply with health, safety, and sanitation requirements, rules, and regulations.
   vi. Unauthorized or improper use of university property or equipment including vehicles, telephone, internet, or mail service.
   vii. Unauthorized entry to university property, including unauthorized entry during and after duty hours or entry to restricted areas.
   viii. Unauthorized religious or political activity of any form.
   ix. Inappropriate dress (Refer to LGU dress code) or lack of personal hygiene which adversely affects the proper performance of duties or constitutes a health or safety hazard.
   x. Failure to exercise good judgment, or being discourteous, in dealing with fellow faculty members/ staff, students, or the public.
   xi. Improper behavior e.g., threatening or doing bodily harm

xii. Making false or misleading statements
xiii. Unauthorized usage of university stationery (violation of signature policy)

c. The following acts will be considered as misconduct:-

i. Willful insubordination or disobedience to any reasonable order of superior.
ii. Theft, fraud, embezzlement, or dishonesty in connection with university property.
iii. Tampering with office records.
iv. Willful damage or loss of LGU property (including intellectual property).
v. Taking or giving bribes.
vi. Habitual absence without leave.
vii. Absence without intimation for more than 10 days.
viii. Habitual late arrival.
ix. Habitual breach of any law or regulatory authority applicable to the university.
x. Riotous or disorderly behavior.
xi. Habitual negligence or neglect of work.
xii. Striking or inciting others to strike.
xiii. Negating Muslim cultural values or the national integrity of Pakistan.
xiv. Inefficient working or tardiness.
xv. Engaging in practice is considered plagiarism under the HEC policy.
xvi. Act or omission that can be construed as sexual harassment.
xvii. Improper relations with students.
xviii. Physical violence
xix. Criminal activities
xx. Late submission of results without any reason.
xxi. Frequent repetition of any act or omission mentioned above.

6.1.2 Process

Director HR after receipt of the formal written complaint by the complainant will initiate the disciplinary proceedings.

6.1.3 Penalties

6.1.3.1 Warning

A written warning will state the specific performance or conduct that is the basis for disciplinary action, the specific performance or conduct corrections to be made, the timeframe within which to demonstrate the corrections, and the consequences for failing to make corrections.

6.1.3.2 Advisory Note

The defendant will be advised to be cautious regarding procedural lapses.

6.1.3.3 Suspension

After receiving the written explanation from the defendant, it may be necessary to suspend the faculty member/ staff after consultation with the Chairman, Staff/Faculty Disciplinary Committee. Such suspension will not be more than four weeks and will not be administered for more than four days at a time. During the period of suspension, the faculty member will be given full salary as per law.

6.1.3.4 Termination of Employment

A faculty member/ staff may be terminated from service on disciplinary grounds as described in para 6.1.1.

6.1.3.5 Occlusion of Annual Increment

The annual increment of the faculty member may be stopped for that particular year, provided his/her actions/omissions warrant such a punishment.

6.2. Confidentiality

a. In general, information stored on university computers is considered confidential, whether protected by the computer system or not, unless the owner intentionally makes that information available to other groups or individuals.
b. The Lahore Garrison University will assume that computer users with the information they store on central and campus shared computing resources remain confidential. University employees will maintain the confidentiality of all information stored in university computing resources following the LGU.
c. Separate email accounts for employees shall be created with the sole purpose of ensuring easy maintenance of email records. Incumbents in these positions must ensure that they maintain all records (archives, emails, files, and folders) in both soft and hard copies.
d. Failure to maintain proper records or deletion/tempering of the records may result in disciplinary action up to and including termination from service.

6.3. University Signature

a. All official correspondence on LGU letterhead being initiated from the departments should only be signed by the VC/Registrar/Directors/Deans/HOD personally.
b. Where the Registrar/Directors/Deans/HOD is on leave an officiating officer may sign the documents on his/her behalf.
c. External correspondence on LGU letterhead is to be signed by the Registrar only.
d. Unauthorized use of LGU letterheads and unauthorized correspondence on the part of faculty.

6.4. Discipline Committee

a. A committee as constituted upon instructions of the competent authority shall be responsible for carrying out the inquiry after an incident is reported to HR.
b. Director HR will inform the disciplinary committee of the proceedings against the defendant faculty/ staff member. The secretary of the staff/faculty disciplinary committee will call the meeting of the committee.
c. The committee will provide every opportunity for the defendant to defend himself/herself. A written record of the minutes of proceedings of the committee will be kept. If the inquiry committee finds the faculty/ Staff member guilty appropriate disciplinary action up to termination from employment may be taken against the defendant faculty/ staff member.
d. In case the defendant faculty/ Staff member is found not guilty of allegations he/she will be reinstated to his/her position and will be considered to be on duty during the period of suspension.

6.5. Conflict of Interest Policy

a. Conflicts of interest can be defined as any situation in which an employee can exploit in a professional or official capacity in some way for his/her benefit. LGU employees and others acting on behalf of LGU must be free from conflicts of interest that could adversely influence their judgment, objectivity, or loyalty to the university in conducting LGU business activities and assignments.
b. An actual or potential conflict of interest occurs when an employee can influence a decision that may result in personal gain for that employee or for a friend/relative as a result of LGU's business dealings. A relative is any person who is related by blood or marriage.
c. No presumption of guilt is created by the mere existence of a relationship with outside firms or individuals. In general, employees should avoid actions or relationships that might conflict or appear to conflict with his/her job responsibilities or the interests of LGU.

d. All employees have a legal duty to perform their duties with honesty to the University. A breach of this may result in the erosion of the trust and confidence in the integrity of the University. Disciplinary action will be taken in case of breach of this policy. It is, therefore, the duty of all associated with LGU to ensure that these interests do not create a conflict of interest or a perception of a conflict of interest.

6.5.1 Policy

The following examples of conflict that shall be declared and resolved include:

a. Having a family interest in a transaction with LGU or any supplier of LGU, including through a family member acting as an officer ofthe counterparty company.
b. Being an employee or consultant or advisor to or being a shareholder of any counterparty in a transaction with LGU or of any supplier of LGU.
c. Hiring or encouraging others in the University to hire a family member in any capacity who doesn't otherwise qualify on merit.
d. Having an interest in a competitor or an organization that has or seeks to do business with LGU including acting as an officer, Vice-Chancellor, employee consultant, or advisor to or being a shareholder of any competitor, supplier, or joint venture partner.
e. Acting as an elected or appointed official of any branch of government or any government agency or as an advisor or consultant to any government agency, which has any regulatory or supervisory power over LGU.
f. Making unauthorized use of the LGU name or letterhead or otherwise representing oneself as a representative of LGU to the public, any governmental agency, or public interest group regarding policies or positions.
g. Having any other business interest or relationship in which it might appear to third parties that an employee can influence LGU's decision-making to obtain a monetary or other benefit for the employee, hisor her spouse, and child or close family member.
h. Assuming regular service or employment with any other organization in which LGU employee enjoys financial benefits.
i. Accepting gifts, benefits, or favors from individuals or firms with which the University does business, except as token courtesies.
j. Directing students or staff of the University to carry out work for a company or firm in which LGU employees have a financial interest.

6.5.1.1 Managing a Conflict of Interest

a. As soon as an employee receives knowledge of a university transaction or proposed transaction to which such employee or a member of his/her immediate family is a party, regardless of the amount of the transaction, or with an organization in which such employee or a member of his/her family member has a financial interest, such employee shall disclose the nature of his/her or the family member's interest in the transaction.
b. The employee should disclose this relationship in writing to the HR department.
c. Failure to report a conflict of interest or involvement in such activity that can be deemed as a conflict of interest will result in disciplinary action.

6.5.2 Violations

Where a conflict of interest was not disclosed by the employee before the transaction took place, the issue should be brought to the notice of the management which can take the following routes:

a. If the management has a reasonable cause to believe that a person has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and the person may be allowed to explain the alleged failure to disclose.
b. After hearing the response of the interested person and making further investigation as may be warranted in the circumstances, the management will determine that the person has failed to disclose an actual or possible conflict of interest; it will initiate appropriate disciplinary and corrective action. This action may include, but is not limited to issuance of a warning, financial penalty, or termination.

6.6 Non-discrimination Policy

6.6.1 Policy

a. LGU is committed to providing equal employment opportunities and does not discriminate based on race, color, religion, beliefs, gender, national origin, age, disability, or any other characteristic protected by law.
b. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, promotion, training, and access to benefits.

6.6.2 Process

a. It is the responsibility of department heads to ensure that all faculty members, Admin staff, and job candidates are afforded fair and competitive employment.

b. Employees with any questions or concerns about any type of discrimination at the workplace are encouraged to bring these issues in writing to the attention of their immediate supervisor or HR Dept and can raise concerns and make reports without fear of reprisal.
c. Anyone found to be engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
d. The duties and responsibilities of disabled faculty members will be reviewed periodically by their department heads in light of any changes in their condition. Special needs of disabled staff, arising directly or indirectly because of their work, would be met on a priority basis. Every vacancy will be open to suitably qualified disabled persons subject to safety considerations.
e. Any person who feels aggrieved under the provisions of this policy may inform HR or his/her immediate supervisor about the details of such grievance. Appropriate action will be taken on such application.

6.7 Sexual Harassment Policy

6.7.1 Policy

a. The university does not tolerate any form of harassment or victimization and expects all students and the members of the university, its visitors, and contractors to treat each other with respect, courtesy, and consideration.
b. Harassment in any form at LGU is considered an offense and is punishable under LGU Policy and Procedure on Harassment, Pakistan Penal Code, Punjab Protection against Harassment of Women at the Workplace Act 2010, and HEC Sexual Harassment Policy.
c. The university is committed to fostering an inclusive culture to promote equality and maintain a working, learning, and social environment in which the rights of all the members of the university are respected.
d. The university aims to make clear that harassment is unacceptable and that all members of the university have a role to play in creating an environment free from harassment.
e. The university works to provide a mechanism by which complaints wherever possible be addressed timely.
f. All members of the university are expected to support and comply with this policy and demonstrate active commitment.

g. The Registrar, Director HR, or Director Student Affairs, as applicable, in cooperation and coordination with the university's entity heads, shall be responsible for the dissemination of this policy.

6.7.2 Prohibited Acts considered as Harassment

Harassment includes discourteous, scary, hostile, teasing, ridiculing, degrading, abuse, embarrassing advancements, comments, remarks, or actions. It may include oral/verbal or physical acts including remarks, activities, or actions that affect an employee. Violations can vary from giving benign comments to viciousness and putting the employee in any kind of danger through improper action.

Some acts or behaviors considered as Harassment include:

a. A person subjecting another to harassment by engaging in unwanted and unwarranted conduct that has the purpose or effect of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for another person.
b. The vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, or offensive environment for them.
c. Bullying/Ragging is characterized as offensive, intimidating, or malicious behavior or misuse of power intended to undermine, humiliate, or injure the recipient.
d. The university seeks to protect any member of its community from victimization. The university regards victimization as any process where a person is subject to detrimental treatment because that person made an allegation of harassment, supported another person in bringing forward such an allegation, participated in an investigation of a complaint, or is suspected of having done so.
e. Harassment may involve repeated forms of unwanted and unwarranted behavior, but a one-off accident can also amount to harassment.
f. Being under the influence of alcohol, drugs, or otherwise intoxicated is not an excuse for harassment.
g. Harassment can take a variety of forms including but not limited to:
    i. Through individual behavior, face-to-face, either verbally or physically
    ii. Through other forms of communication, including but not limited to, written communication and communication via any form of electronic media or mobile communication device: such behavior may also amount to a breach of the university's Regulations Relating to the use of Information Technology Facilities.

iii. Directly to the person concerned, or to a third party.

iv. A prevailing workplace or study environment that creates a culture that tolerates harassment or bullying, for example, the telling of biphobia or racist jokes.

v. Stalking may also be a form of harassment and may be characterized by any of the following repeated and unwanted behaviors:

   a) Following a person.
   b) Contacting, or attempting to contact, a person by any means.
   c) Publishing any statement or other material relating or purporting to relate to a person or purporting to originate from a person.
   d) Monitoring the use by a person of the Internet, email, or any other form of electronic communication.
   e) Loitering in any place (whether public or private).
   f) Interfering with any property in the possession of a person.
   g) Watching or spying on a person, including using CCTV or electronic surveillance.

vi. Sexual harassment includes an unwanted sexual advance, request for sexual favors, any sexually demeaning communication, or any verbal/oral/ physical conduct of a sexual act. It may include but is not limited to:

   a) To ask/force/blackmail male/female students to meet supervisors/authorities out of the LGU premises with the promise of improvement in grades or otherwise.
   b) Financial and sexual gratification from students by any employee of LGU.
   c) Intimidation of faculty/staff by students/colleagues to tarnish the reputation (character assassination) of faculty/staff.
   d) Unwelcoming sexual advances - whether they involve physical advancement or not.
   e) Asking male/female students to visit the personal offices of their supervisors/authorities in charge after office hours to discuss their grades and assignments.
   f) Sexual epithets, jokes, written or oral references to sexual conduct, or gossip regarding one's sex life.
   g) Comments on an individual's body, about an individual's sexual activity, derogatory remarks on someone’s body, disability, other deficiencies, or prowess; displaying sexually suggestive objects, pictures, or cartoons.

h) Unwelcoming staring, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments.
i) Inquiries into one's sexual experiences.
j) Discussion of one's sexual activities (even if males are discussing this, it is done deliberately in front of female students or colleagues).
k) Using abusive language.
l) Acts of sexual connotation relating to the same as a common usage in conversation.
m) The male head of the department deliberately touched or hit the body of a female employee with an object.
n) Male faculty refers to female bodies and reproductive cycles to embarrass female students during class lectures.
o) Scrutinizing at female/male bodies.
p) Needy female students are given financial support by faculty members in exchange for sexual favors.
q) Employees tell vulgar jokes with sexual remarks during classes or office hours.
r) Supervisors/teachers spend long hours locked away in the office with a young female colleague or student.
s) Character assassination of female/male faculty to gain political, academic, or financial gains.
t) Female/male employees initiate intimacy for the benefit of grades, employment, or finances.
u) Using vulgar language to address females/males (student, faculty, and other employees).
v) To touch one's intimate parts in the presence of females without any reason.
w) Threatening female/male students/faculty/staff by using forged fake documents and pictures to blackmail them into compliance.
x) Anonymous letters/pamphlets/e-mails leading to defamation of character assassination of employees/teachers/students.

6.7.3 Reporting & Procedure of Resolution

a. LGU guarantees that all complaints that are reported will be taken seriously, will be investigated expeditiously, and that all parties will be treated with respect.
b. LGU encourages reporting of all incidents of harassment, regardless of who the alleged offender may be.

c. LGU ensures the confidentiality of the incident and victim by maintaining secrecy of the record before and after the inquiry.
d. LGU ensures the protection of the victim from the alleged harasser for retaliation or undue pressure from the management during the inquiry and after the decision is made.
e. Students who either believe that they have become the victim of harassment or witnessed harassment should immediately discuss it with their HoD, Dean, or Director Student Affairs as applicable.

6.7.4 Informal Resolution Procedure

a. Informal resolution works to bring the parties together to discuss and resolve complaints.
b. An employee or student who believes that he/she has been harassed may choose to discuss the matter with the one who is engaged in the behavior, keeping one senior LGU official of confidence to act as a liaison for an informal discussion to resolve the matter.

6.7.5 Formal Resolution Procedures

a. If an employee or student believes that the informal resolution procedure is not to be pursued or thinks it to be unsuccessful, the formal resolution procedure should be undertaken.
b. An employee who believes himself/herself grieved regarding harassment will immediately contact the Registrar, Director HR, or Director Student Affairs, as applicable, for assistance in pursuing the matter.
c. If an employee receives repeated allegations of offenses against the same individual but is aggrieved about making the allegation and is not willing to file a formal written complaint or to appear as a complainant, the employee shall inform the Registrar, Director HR, or Director Student Affairs, as applicable, about the same.
d. LGU Harassment Policy shall be used in cases where a student charges another student or staff with harassment. It will also be applicable where an employee charges another employee with harassment.
e. Retaliation from either party shall be strictly monitored. Any occurrence of retaliation by the accused shall result in suspension from the university.
f. As harassment usually occurs when individuals are alone, it is often difficult to produce evidence. Hence it is reiterated that members of the university community shall report any offensive behavior immediately to someone they trust.

6.7.6 Inquiry Committee

a. For Students

i. <u>President</u>

- Dir Acad

ii. <u>Members</u>

- Dir SA&C
- Deputy Registrar
- Concerned Head
- 1 x Senior most female staff member (concerned dept)

b. For Staff

i. <u>President</u>

- Dir HR

ii. <u>Members</u>

- Concerned Dean
- Deputy Registrar
- Concerned HoD / Dir
- 1 x Senior most female staff member (concerned dept)

c. Powers of Inquiry Committee

i. To implement a policy against harassment at the university.
ii. To establish a permanent mechanism for the prevention and redress of harassment cases and other acts of violence in the university premises.
iii. To ensure the implementation of the policy in letter and spirit through proper reporting of complaints and their follow-up procedures.
iv. To uphold the commitment of the university to provide an environment free of gender-based discrimination.
v. To create a secure physical & social environment to deter any act of harassment.

6.7.7 Investigation

a. The procedures given in the policy deal with formal inquiries about where harassment has taken place between students or where a staff member of LGU is involved.
b. All matters pertaining to any charge of harassment will be taken in the strictest confidence.

c. Complaints/Reports of harassment from an employee or student should be made in writing duly signed by the complainant within 10 working days of the incident. It should include a factual description of the incident, including quotations of offensive language used. The complaint is then to be submitted to the Registrar, Director HR, or Director Student Affairs, as applicable.
d. After review by the said offices and once determined that all information has been provided, the Registrar, Director HR, or Director Student Affairs, as applicable, will convene an investigating committee to consider the case.
e. The respondent is expected to appear for an interview before the committee at the given time. On failure to appear before the committee or submit a written defense without viable reason, the committee shall proceed ex-parte.
f. Both parties, the complainant, and the accused, shall have the right to be accompanied by a colleague/ friend from within the institution.
g. The investigating committee shall give its findings and recommendations in writing with appropriate reasons within 10 working days of the initiation of the inquiry.
h. In cases where a student has been found guilty of harassment, the regulations noted in the university's Student Code of Conduct shall provide the penalties that may be assessed and the process by which appeals are heard.
i. In cases where faculty members are found guilty of harassment, the investigating committee shall provide its recommendations to the Vice-Chancellor regarding sanctions that may be imposed.

6.7.8 Penalties

a. Minor Penalties

i. Written warning
ii. Withholding, for a specific period, promotion, or increment
iii. Suspension, for a specific period
iv. The offender shall be kept under observation for the stipulated time mentioned in his/her warning letter.
v. The harasser shall be counseled, as part of the informal resolution of the complaint.
vi. Any other minor penalty deemed appropriate by the Anti-Harassment Committee.

b. Major Penalties

i. Dismissal from service and registration of police case
ii. Dismissal from service

iii. Termination from service
iv. Forced resignation
v. Volunteer acceptance of resignation

6.7.9 Appeal

The respondent shall have the right to appeal once an inquiry is completed and submitted to the competent authority.

a. Appellate Committee

i. President

- Vice Chancellor

ii. Members

- Registrar
- Dean Languages
- Dean Computer Sciences
- Dean Social Sciences
- HoD Psychology

b. Terms and Conditions

- No member of the inquiry committee should be a member of the appellate committee.
- In case the complaint is against one of the Appellate Committee members, his/her name will automatically be removed from the committee's composition.

CHAPTER 7
COMPENSATION & BENEFITS

7.1 Provident Fund / Gratuity

a. LGU Provident Fund is a contributory plan e.g., monthly contributions are made by regular employees (academic/non-academic) who automatically become members of the Fund at the time of appointment.
b. Contribution as per policy shall be deducted from salary and an equal contribution shall be made by LGU as well.
c. Management share shall be paid at the time of resignation, retirement, or conclusion of service as follows.
    - 25% on completion of 2-years of service
    - 50% on completion of 3-years of service
    - 75% on completion of 4-years of service
    - 100% on completion of 5 years of service and beyond
d. LGU has the right to withhold its entire contribution or a part thereof in case of termination due to gross misconduct.
e. LGU has the right to deduct any amount that an employee owes to the university from his/her provident fund at the time of final settlement.
f. An employee (academic/non-academic) can avail loan from a provident fund up to 80% of his/her share provided he/she has completed 2-years of regular service at LGU.
g. The loan amount shall be recovered from the monthly salary in 40 equal installments.
h. The loan can be availed twice in the entire service at LGU.
i. Re-emp Officers/ JCOs/ NCOs/ Sldrs/ Civ staff shall be eligible for gratuity benefit in accordance with HQ 4 Corps pay policy.

7.2 Additional Allowances

In addition to salary, employees shall be entitled to the following allowances (as applicable).

7.2.1 Qualification Allowance

a. All regular employees (academic/non-academic) shall be entitled to qualification allowance as follows.

- Rs. 15,000/- per month for attaining PhD degree
- Rs. 5,000/- per month for attaining an MPhil degree

b. Contractual employees (academic/non-academic) shall not be eligible for qualification allowance.

c. Qualification allowance shall be effective from the date of qualification or 6 months whichever is recent.

7.2.2 Headship Allowance

a. Headship allowance shall be given as follows.

- Rs. 30,000/- per month for Dean of Faculty
- Rs. 25,000/- per month for Associate Dean of Faculty
- Rs. 15,000/- per month for Head of Department
- Rs. 20,000/- per month for Director/ Dept Head
- Rs. 10,000/- per month for Associate HOD

b. Headship allowance shall be eligible to both regular & contractual employees.

c. Acting Dean/Director/HoD shall also be eligible for Headship allowance provided minimum duration of charge is not less than 1-month.

d. An employee officiating in temporary absence of full-time Dean/Director/HoD shall not be eligible for Headship allowance.

7.2.3 Additional Duties Allowance

a. To manage the workload of Admin departments ad-hoc charge may also be given to employees after approval of competent authority.

b. Additional duties allowance shall be as follows.

- Rs. 30,000/- per month for an additional charge.

c. Faculty appointed in admin departments on an ad-hoc basis shall not be eligible for additional duties allowance. However, their teaching workload shall be managed accordingly.

7.2.4 Ad-hoc Allowance

a. All regular/contractual employees (academic/non-academic) shall be eligible for ad-hoc allowance in July each year as per Federal Govt budget announcement.

b. Ad-hoc allowance may not be given for the year in which the salary structure of LGU employees has been revised. However, the Vice-Chancellor shall be competent to disburse ad-hoc allowance in this regard.

7.3 Other Benefits

7.3.1 Additional Workload Payment to Faculty

a. In case a faculty member is assigned more than the approved teaching workload as per LGU workload policy, the additional workload shall be paid after approval of the competent authority.
b. Rate of additional workload will be same as for visiting faculty.

7.3.2 Earned Leave Encashment

a. All regular employees (academic/non-academic) with a minimum service of 5 years shall be eligible to encash their accumulated earned leave at the time of separation from service.
b. Maximum accumulated earned leaves for encashment shall be 90 days.
c. Earned leave encashment shall be calculated on per day gross salary. However, additional duty allowance/ overtime shall not be included.
d. Earned leave encashment shall be subject to clearance from all concerned at the time of separation from service.
e. Employees terminated due to gross misconduct shall not be eligible for Earned Leave encashment.

7.3.3 Health Insurance Facility

a. All regular/contractual employees of the University, aged less than 65 after completing the probation period, shall be entitled to a Health Insurance Facility.
b. The University will bear 75% of the cost of insurance premiums (up to 4 participants, including self) to provide indoor medical cover for the eligible employees and their dependents (spouse, parents & children). The remaining 25% cost is to be recovered from the employee through monthly salary.
c. In case the number of participants of an employee is more than 4, 100% cost of such dependents shall be borne by the employee.
d. Employees shall be required to fill Registration Form to get health insurance coverage. The form can be obtained from HR.
e. The coverage of treatment would be as per the entitlement of the employee according to the contract between LGU and the Health Insurance Company.

7.3.4 Child Fee Refund

a. All regular employees (academic/non-academic) are eligible for a child fee refund at LGES as follows.

1st Child	75% of the tuition fee
2nd Child	50% of the tuition fee

b. Employees must pay the full fee as per the school's voucher and claim it from HR quarterly.
c. Child fee refunds may only be given to employees' children. Siblings shall not be included.

7.3.5 Fee Concession at LGU

	LGPS-17 & above	**LGPS-16 & below**
Employee	100% in tuition fee	
Spouse	75% in tuition fee	
1st Child	50% of tuition fees at the undergraduate level	75% of tuition fee at the undergraduate level
2nd Child	25% of tuition fee at the undergraduate level	50% of tuition fee at the undergraduate level
3rd Child onwards	As per the LGU civilian category	

a. Regular faculty members with a minimum service period of 2 years shall be eligible for fee concession at LGU.
b. Regular Admin staff with a minimum service period of 3 years shall be eligible for fee concession at LGU.
c. Security Guards falling under the HQ 4 Corps Pay Group shall be eligible for fee concession as per the applicable policy. However, the concession shall be extended to a maximum of 5 Security Guards at a time, on a first-come, first-served basis.
d. The admission fee will have to be paid in full by the employee at the time of admission.
e. Fee concession may only be given to the employee and/or his/her wards i.e. children and spouse.
f. Admission will be given on merit according to the LGU rules and regulations.
g. Fee concession shall be given to only three wards during the employee's job duration at LGU.
h. In case the employee resigns or is terminated for any reason, the ward of the employee shall pay all outstanding dues. However, the Fee concession will be continued in case of an employee's death during his/her stay at LGU.
i. A beneficiary (ward of employee) can only complete one degree at a time under this program.
j. The employee's ward is liable to discontinuation from the discount if he/she does not maintain the CGPA required for that program.

k. An applicant can avail of benefits under one policy only i.e., either as a ward or as an alumni, multiple fee exemptions are not allowed.

7.3.6 Travel Policy

a. No TADA to employees for official visits shall be admissible in any case unless approved by competent authority. However, if required LGU transport shall be utilized.

7.3.7 Research Incentive

a. Teaching faculty (regular/contractual) shall be eligible for research allowance (where applicable) as per ORIC Policy of Research Paper Publication Fee/Reimbursement and LGU Journals.

7.3.8 Transport

a. All regular/contractual employees (academic/non-academic) shall be entitled to a 50% discount on LGU transport.
b. Details of routes and charges can be obtained from DR-Admin and the Accounts & Finance department.

7.3.9 Daycare Facility

a. The daycare center at LGU was established to facilitate employees in relieving concerns for their children between 1 to 10 years old during working hours.
b. Daycare facility for employees is not free and will be charged as per policy (details of charges can be obtained from the Accounts & Finance department).

7.3.10 Loan for Purchase of Laptop

Laptop Scheme is being introduced for members of the Faculty and Admin staff to enable them to perform their duties efficiently: -

7.3.10.1 Eligibility Criteria

a. Regular and contractual employees with minimum 3 years of service.
b. The employee does not have any other liability from LGU.
c. Less than 55 years of age.

7.3.10.2 Procedure

a. The form is available at the HR Department. It shall be verified by the concerned HOD and Dean in case of faculty or respective Head of Dept in case of Admin Staff.
b. The filled form will be approved by the VC through HR, Audit & Treasurer Office.
c. The employee will be bound to purchase a laptop within 15 days after the notification, otherwise, the application will be null and void.

d. The applicant can purchase laptop maximum up to Rs. 180,000/- excess payment will be contributed by the employee.
e. The employee must provide a guarantee of one of LGU's FM/Employee.

7.3.10.3 Purchase Procedure

a. The laptop may be procured from the prequalified supplier or vendor of LGU.
b. From own source: In this case, the applicant must provide quotation; the cheque will be issued on employee name.
c. The payment will be made within seven days after the purchase of the laptop.

7.3.10.4 Deduction Process

a. Deduction will start immediately after the next month of the purchase and HR Department will deduct the amount from pay directly.
b. Instalments will be deducted as under: -
   i. For Grade 18 & above – 12 monthly installments.
   ii. For Grade 17 & below – 18 monthly installments.

7.3.10.5 Security

a. As a security, the employee must have an equivalent balance of GP fund/one-month salary as a security deposit.
b. Applicant will submit original Matric / Intermediate certificate in HR Department.

7.3.10.6 Forfeiture

a. In case of leaving the job, he/she should pay the outstanding amount, or will be adjusted from the GP fund/Security amount.
b. In case of the death of the employee, the balance should be recovered from the heir or will be adjusted from the balance available, or a special waiver will be sought from the Vice Chancellor.

7.4 Facilities

7.4.1 Library

LGU has a library equipped with an up-to-date and substantive collection of literature for assisting in research and teaching purposes. The library is run by skilled staff who assist as required. HEC portals and digital libraries can also be accessed. The main central library is under construction next to the main office LGU.

7.4.2 Cafeteria

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

7.4.3 Security & Safety

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

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

7.4.4 Clubs and Societies

Besides academic excellence, the LGU displays dynamic literary and artistic aptitudes for extra-curricular activities. Like-minded individuals pursue their passions through the platforms of various clubs. The following clubs and societies provide the members an opportunity to exhibit their talents:

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

7.4.5 Telecom and Internet Services

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

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

CHAPTER 8
EMPLOYEES WELFARE POLICY REVISED

Objective

To assist LGU employees financially in their hour of need.

Scope

All LGU regular/contractual employees with a minimum service of six months.

8.1 Source of Funds

a. Initially, Rs. 2 million contributed by LGU and Rs. 1 million annually.
b. Income from fun fairs and other activities held in LGU.
c. Voluntary donations.
d. Employees' contribution monthly to be deducted at source. The rate of deduction shall be in accordance with revised contribution mechanism approved w.e.f. May 2026.
e. To seek donations from Philanthropists.

8.2 Occasions

Financial assistance may be provided on the following occasions:

a. Death of Employee
b. Death of spouse/parents/children
c. Health issues e.g., for investigation/treatment
d. Marriage of children
e. Other occasion of distress
f. Repair and maintenance of a house
g. Self-Marriage

8.3 Award Committee

i. Registrar - President
ii. Treasurer - Member
iii. Director HR - Secretary

8.4 Procedure

a. In cases 8.2 (c),(d),(e),(f),(g),(h), an employee may apply to the HR department mentioning a reason.
b. On the eve of the death of a near relative mentioned in para 8.2 (a),(b), the concerned HoD/Director/Dept Head may initiate a claim on behalf of the affected employee.

c. HoD/Director/Dept Head will forward the case to the HR department.
d. After verification of facts, the Secretary Welfare Fund (Director HR) shall forward the case with recommendations to the President Welfare Fund (Registrar).
e. The case will be forwarded for approval of the Vice Chancellor after the recommendation of the President.
f. Record of income and expenses shall be maintained by Payroll.
g. The fund will also be presented before the internal and external audit teams like all other LGU Accounts.
h. Amounts and conditions may be reviewed and revised from time to time.

8.5 Suggested Amount

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

8.5.1 Grant out of Welfare Fund

8.5.1.1 Death of Employee

a. The following grant shall be applicable in the event of employee death.

On-Duty Death of Employee

i. LGPS-4 to 10 - 10 Gross Salaries
ii. LGPS-12 to 16 - 08 Gross Salaries
iii. LGPS-17 to 20 - 06 Gross Salaries

Off-Duty Death of Employee

i. LGPS-4 to 10 - 08 Gross Salaries
ii. LGPS-12 to 16 - 06 Gross Salaries
iii. LGPS-17 to 20 - 04 Gross Salaries

b. When there is a death in the blood relatives of any employee, a message on the central messaging system will be sent for condolences.
c. Caretaker along with adequate personnel to visit and ask for any admin support if required, such as Shamiana, chairs, grave preparation, transportation, etc for which money from petty cash may be spent (Approval of the Competent Authority is required)
d. (For the death of an employee or his/her blood relatives) VC will attend the funeral. In case of non-availability, PSO to VC will be present for the wreath lying on behalf of VC. A DO from VC is to be sent to the affected staff to be followed by a meeting for Fateha in the VC office on the employee's 1st day of joining after leaving.

e. A DO with flower bouquet (LGPS-17 & above) & DO with Fruit basket (LGPS-16 & below) to be sent to an employee in case of self-illness or his/her sick first blood relation (Wife/Husband and Children) on behalf of VC.

8.5.1.2 Other Occasions

a. Rs. 40,000/- or 50% of hospital bills (Whichever is less) in case of serious injury or illness.
b. Rs. 20,000/- on death of Spouse
c. Rs. 15,000/- on death of Parents or Children
d. Rs. 25,000/- on marriage of Son
e. Rs. 50,000/- on marriage of Daughter
f. Rs. 50,000/- on Self-marriage (only once)
g. Rs. 10,000/- to bride/groom as marriage gift on behalf of VC.(only once)

8.5.1.3 Eligibility

a. Clause (a) shall apply to all employees.
b. Clause (b),(c),(d),(e),(f) shall be applicable to LGPS-16 & below employees only.
c. Clause (g) shall apply to LGPS-17 & above only.
d. Marriage Gift SOP shall be followed for clause (g).

8.5.2 Loan out of Welfare Fund

a. Rs. 100,000/- for a marriage of Son (Max reimbursed in 10 installments)
b. Rs. 200,000/- for the marriage of the Daughter (Max reimbursed in 10 installments)
c. Rs. 100,000/- for Repair and maintenance of Permanent Residence (Max reimbursed in 10 installments)
d. Rs. 75,000/- for a marriage of Son (Max reimbursed in 10 installments)
e. Rs. 50,000/- for the marriage of the Daughter (Max reimbursed in 10 installments)
f. Rs. 50,000/- for Repair and maintenance of Permanent Residence (Max reimbursed in 10 installments)
g. As per dictates of circumstances upon the discretion of the competent authority.

8.5.2.1 Eligibility

a. Clause (a),(b), and (c) shall apply to LGPS-17 & above employees only.
b. Clause (d),(e), and (f) shall apply to LGPS-16 & below only.
c. Clause (c),(f) shall be offered once in **3 years of service.**
d. Clause (a),(b),(d),(e) shall be offered once in **2 years of service**.

e. Clause (g) shall apply to all employees.
f. For recovery, the installment of the loan shall be deducted directly from the employee's monthly salary for subsequent months.
g. At a time, only one loan can be availed under this policy.
h. Wherever feasible, suitable goods/eqpt/medicine may be provided to an individual instead of cash.