



UNIVERSITY OF WAH

Human Resource Policy

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Key Definitions

Manual A policies and procedures manual is a functional guide for conducting the operations of an Organization/ Department/Section. It prevents difficulties in performing duties due to lack of understanding or inconsistent approaches and assists in developing a consistent method in handling any task. The manual typically consists of policies, procedures and process maps.

Policy A definite course or method of action to guide and determine present and future decisions. A policy is a guide to decision making under a given set of circumstances within the framework of corporate objectives, goals and management philosophies.

Procedure A particular way of accomplishing something or an established way of doing things. A procedure is a series of steps followed in a definite regular order that ensure a consistent and repetitive approach to actions.

Process A set of activities that uses resources to transform inputs into outputs. A graphical, sequential description of the activities involved in a process is referred to as a Process Map.



Introduction



1. Introduction

1.1. Vision

As a leading comprehensive educational institution, the University of Wah focuses on producing socially responsible professionals.

1.2. Mission

Impart knowledge in the fields of Basic, Social, Computer, Management and Engineering Sciences as well as in the Liberal Arts.

Inculcate universal values of truth, beauty and goodness among the younger generation.

Provide a research base for contributing to the world research pool for the service of mankind.

Imbue students with higher and nobler ideals of Islam and groom them into well rounded persons ever ready to serve their own nation and humanity.

1.3. Objectives

1. Provide a conducive environment for excellence in academics and research.
2. Groom individuals from diverse background into academically accomplished socially responsible and enlightened graduates.
3. Establish a center of excellence for human resource to meet challenging global requirements.

1.4. Historical Background

Wah has a historical background and was always a favorite place of Mughal rulers. They built several gardens such as the famous Wah Garden. Taxila city is adjacent to the city of Wah and is rich in ancient Buddhist archaeological sites and Sikh sacred places. The city of Wah has a literacy rate of approximately 98% and is known as the “Model City” for education throughout Pakistan.

1.5. Location

The University campus is located in the beautiful and pollution free environment of the Wah Cantonment. The city of Wah is situated 50 km North West of Islamabad, the Capital of Pakistan. The university has three spacious and well equipped campuses i.e. Quaid Campus, Mashal Campus and Wah Engineering College campus, all of them are located on Quaid Avenue, Wah Cantt.



1.6. General Information

University of Wah was established in 2005 and is chartered by the Government of Punjab in the year 2009. The University has two constituent colleges; Mashal and Wah Engineering College. Since its establishment, the University of Wah has registered progress unmatched by any other University in the country at such an early phase and we are now in the process of producing a community of scholars committed to making inroads into unchartered areas of knowledge both in emerging and traditional disciplines. Numerous sophisticated facilities are being provided at the campus to maintain a high standard of education.

1.7. Status

The University of Wah is chartered by the Government of Punjab. The Bill-2009 was passed by the Provincial Assembly of the Punjab on 01 July 2009 and assented to by the Governor of the Punjab on 07 July 2009. It has been published as an ‘Act of the Provincial Assembly of the Punjab’.

1.8. Governance

The Chairman of the Board of Trustees of the Society acts as the Chairman of the Board of Governors and the Vice Chancellor as the Secretary of the Board. Members of the Board other than ex-officio members hold office for a term of three years and are eligible for re-appointment on the expiry of their term of office.

1.9. Board Members

The Board of Governors of the University consists of the following:

1. The Chairman of the Board of Trustees of the Society.
2. Members of the Board of Trustees of the Society subject to a maximum of eight members to be nominated by the Society.
3. Three members of the Provincial Assembly of Punjab, to be nominated by the Speaker of the Provincial Assembly of the Punjab, including one woman member and one member from the opposition, provided that the member of the opposition shall be nominated in consultation with the Leader of the Opposition.
4. The Chairman, Higher Education Commission or his nominee not below the rank of a director.
5. A Vice Chancellor of a public sector university in the Punjab nominated by the Chancellor.
6. Secretary to the Government, Education Department or his nominee not below the rank of an Additional Secretary.
7. The Vice Chancellor of the University of Wah.



General



2 General

2.1 Role of Human Resources Function

The Registrar University of Wah (UW) Office plays a key role in supporting the University of Wah, its managers and employees through the provision of high level HR services. Primary roles include:

- 1. Workforce Planning and Recruitment**
This covers workforce planning, recruitment, internal transfer, job description, classification and evaluation, terms of appointment and acting or additional duties pay.
- 2. Performance Management and Salary Progression**
This covers employees' performance evaluation and progression through range.
- 3. Personnel Management**
This covers working hours, benefits entitlement and business expenses.
- 4. Grievance and Discipline Management**
This section covers grievance, discipline and code of conduct.
- 5. Separation Management**
This section covers employee resignation, termination and exit interviews.

2.2 Objectives of the Manual

The objectives of this HR document are as follows:

1. Define policies and procedures that govern all aspects of the UW's HR related transactions;
2. Provide a framework for harmonizing the UW's approach to HR management;
3. Protect the University's interest and safeguard its assets and operations by setting out clear and concise rules that will be followed when executing HR related transactions.

2.3 Use of the Manual

1. The Registrar UW is the owner of this Manual. All inquiries and matters relating to the Manual will be addressed to him/her.
2. All policies and processes contained in the Manual operate within the framework of the relevant Signing Authorities.
3. The Registrar UW has the overall responsibility for initiating, implementing and making future updates to the UW's HR policies, processes and procedures after approval from appropriate levels and reporting to the Vice- Chancellor (VC) on any non-compliance by UW's staff. This responsibility may be delegated as appropriate.
4. The Registrar UW is also responsible for defining broad guidelines to ensure compliance with HR policies.



5. Requests for updating the manual (add/delete/amend) can be originated by any of the users of the Manual. The user can formally write to the Registrar UW, through proper channel describing the suggestions and the rationale for such change.
6. Whenever an update concerns a policy, the Registrar UW will review the request and if deemed appropriate, the Manual will be updated upon receiving the requisite approval from the competent authority.
7. Copies of the Manual, revision proposal and amendment notifications will be posted on-line.
8. All policy changes require the approval of the Vice-Chancellor (VC) and the Board of Governors (BoG), in that order.
9. Procedures associated with these policies require the approval of the VC.

2.4 Glossary of Terms

Unless provided otherwise, or irrelevant to the context, the following words and expressions will have the respective meanings assigned to them.

Allowance

Sum of money paid in addition to the basic salary (and not considered part of it) and payable for a purpose to be specified by the employment contract and which payment will be discontinued upon termination of its eligibility conditions or for which repayment may be required as per the contract or relevant policy.

Commencement Date

Date from which the employee commences his employment under a specific contract as mutually agreed with the University.

Contract

Any agreement for a definite term or indefinite term, concluded between the University and employee, whereby the latter undertakes to work in the University's service and under its management and control, in return for a certain wage/salary that the University undertakes to pay.

Dependent Children

Unless otherwise specified, the general definition for dependent children is male children of the employee up to eighteen (18) years of age, unmarried, divorced and/or widowed female children as long as they are sponsored by their father and children over eighteen (18) and up to twenty-three (23) who are attending a university on a full-time basis.

Employee

Any male or female working for wage of any kind in the service or under the management or control of the Employer albeit out of his sight.

Employer

University of Wah



Employment Separation

Cessations of an employee's relationship with the University due to resignation, termination, death, end of contract or farewell.

Gender

The masculine gender 'his', 'him', 'he' etc. are taken to apply equally to both male and female employees of the UW.

Registrar

Registrar means Registrar of the UW.

Senior/Executive Management

Senior/Executive Management means Principal of Constituent College/Dean/Registrar/Controller of examination/Treasurer.

Grievance

An unsatisfactory work related condition or situation, real or imaginary which the employee believes to be a basis for lodging a complaint.

Government

The Government of the Punjab, Pakistan.

Composite Pay

Refers to basic salary plus all eligible allowances paid on the monthly basis.

University Manual

The HR policies and procedures as incorporated along with other policies of the University of Wah.

College

College means constituent colleges of the University.

Performance Evaluation

Evaluation of an employee's performance by a superior with a view to recognizing positive performance and addressing areas requiring improvement.

Period of Service

Uninterrupted service with the UW disregarding periods of absence permitted by the University.

Probationary Period

Period as stated in the contract of employment on the satisfactory completion of which the services of the employee is confirmed in the UW.

Redundancy

The situation where a position commensurate with an employee's skill, knowledge and experience is no longer required by the University.



Supervisor

The person to whom the employee reports for the purposes of work direction and attendance and performance management.

Work

Any human effort- intellectual, technical or physical-exerted in return for wage/salary, irrespective of whether such work is permanent or temporary.

University

University of Wah

WEC

Wah Engineering College

MDC

Mashal Degree College

Year

Gregorian year, 365(Three hundred and sixty five) days.



Workforce Planning and Recruitment



3 Workforce Planning and Recruitment

Overview

This section covers policies relating to workforce planning, recruitment, internal transfers, job descriptions, classification and evaluation, and term of appointment including acting or additional duties.

3.1 Workforce Planning

3.1.1 Scope

This policy is applicable to all Departments/Sections/Constituent Colleges of the UW.

3.1.2 Objective

The UW is committed to recruiting the right employees, for the right positions in an efficient and effective manner. The objective of this policy is to outline how staffing requirements are planned in advance to achieve the UW's business objectives and assist the UW towards managing the employment of an optimum level of human resources with the required skills.

3.1.3 Policy

1. Workforce planning and budgeting shall be driven by the number of students, curriculum and research activity of the University. The workforce plan defines the number, cost, skill and timeframe requirements for each position as well as reflecting future areas of growth.
2. Annual discussions between the academic and administrative areas of the University shall inform the VC's office on anticipated changes to employee needs for the coming academic year(s). The academic vision of the University shall guide these discussions and consideration will be given to fiscal capacity. The Vice Chancellor will recommend the creation of all Academic and Administrative posts which will be presented to BoG in the first meeting that is held thereafter for formal approval.
3. The Registrar or his/her designate shall sign off on the workforce plan for each year and the associated budget shall be integrated into the respective departmental budgets.
4. Position deletion and recruitment requests for new and/or replacement positions shall be in accordance with approved departmental workforce plans.
5. Ad-hoc recruitment may be required to overcome unforeseen staff requirements such as, replacements for sudden resignations, new projects etc.
6. Ad-hoc recruitment requirements shall be approved by the Vice Chancellor and intimated to Chairman BoG within 72 hours. Where approved, such ad-hoc recruitment will in turn feed into the workforce plan for future planning purposes.
7. The Registrar UW Office shall monitor the implementation of all departments' workforce plans.



3.2 Recruitment

3.2.1 Scope

This policy will be applicable to all Departments/Section/Constituent Colleges in the UW.

3.2.2 Objective

The objective of the recruitment policy is to outline the principles to be used to ensure that the best suited applicants occupy all positions in the UW and possess the required educational qualifications, experience, skill and knowledge to perform the job effectively.

3.2.3 Policy

1. All standard recruitment activities shall be within the approved workforce plan. Any recruitment for non-budgeted positions will require special approval from the BoG.
2. The UW shall adopt fair and consistent methods of recruitment and selection so as to select the most suitable candidate giving due weightage to the criterion laid down by HEC to meet the requirements of the job.
3. All appointment letters and employment contracts shall be issued by the Registrar UW. Appointment letter bearing the number **Form-A**, Faculty Employment Contract bearing number **Form-B1** and the Staff Employment Contract bearing number **Form-B2** are attached at the end. These Forms can be updated from time to time after in principle approval of the Vice Chancellor as long as the spirit of the document is maintained.
4. The Registrar Office UW is the facilitator for the recruitment process but the selection of candidates is the decision of the Selection Board/Selection Committee as the case may be.

3.2.4 Employee Category

1. **Category- I:** It comprises of academic and administrative staff as under:
 - a. UW Pay scales 7 and above,
 - b. WEC Pay scales 7 and above,
 - c. MDC Pay scales 7 and above.
2. **Category- II:** It comprises academic and administrative staff as under:
 - a. UW Pay scales 6 and below,
 - b. WEC Pay scales 6 and below,
 - c. MDC Pay scales 6 and below.

3.2.5 Selection Procedure

Appointment shall be made as per the following procedure after due advertisement in the newspapers. All appointments shall be made on the basis of merit:



1. **Category- I:** The recommendations of the Selection Board will be forwarded for the approval of the Chairman BoG in anticipation of the approval of BoG.
2. **Category- II:** The Selection Committee will recommend the names of the suitable candidates to the VC for approval and issue of appointment letters. The Vice Chancellor will inform the BoG about the persons employed in the first meeting of the BoG held thereafter.

3.2.6 Selection Board

The appointments of Category- I employees shall be made on contract through a Selection Board as defined by UW Act 2009.

3.2.7 Selection Committee

The appointment of Category- II employees shall be made on contract through a Selection Committee constituted by the Vice Chancellor. The Vice Chancellor will inform the BoG about the persons employed in the first meeting of the BoG held after that.

3.2.8 Initial Employment

All the initial employments will be made on contract for a period of one to three years. Acceptance of the job offer and joining of the University in response implies acceptance and willingness for adherence to all Rules and Regulations of UW as updated and amended from time to time.

3.2.9 Probationary Period

1. The UW is committed to ensuring that both new employees and the UW are able to evaluate each other during the initial employment period.
2. Removal from probation shall be done by the competent authority based on performance and positive recommendation from the concerned Head of Department and Principal of the concerned college/Dean of faculty/Registrar.
3. During the probationary period the new hire's immediate supervisor shall meet with the employee on a regular basis to discuss performance. Performance concerns will be made in writing to the employee.
4. Employees may be terminated by the UW at any time during the probationary period.
5. If the employee is terminated during probation, the UW will determine whether the employee may receive one month salary in lieu of notice or will be expected to work during the notice period of one month.
6. Employees resigning during the probationary period must generally give one month notice to his/her supervisor; however, the University at its sole discretion may accept or request a shorter period. Notice period for teaching staff is normally tied to the end of the academic semester.

3.2.10 Renewal of Contract

On the satisfactory completion of the running contract period, subsequent renewal of the contract will be for a period of one to three years provided the individual does not exceed the age of 65 years. In case the individual exceeds 65 years of age, the contract will be renewed annually. Renewal of the contract will be subject to satisfactory performance and positive recommendation of the concerned



Head of Department/Registrar and Principal of the concerned college/Dean of Faculty. Formalities for renewal of contract are to be completed three months in advance of the expiry of the currency of the current contract.

3.2.11 Promotion

1. An employee possessing the minimum prescribed qualification shall be eligible to apply for a post in the next higher Pay Scale.
2. All promotions shall be made on the recommendations of the Selection Board or the Selection Committee as the case may be.

3.2.12 Annual Assessment Report

1. All Category -I employees of UW shall be reported upon annually by the concerned officer through Annual Assessment Report on 30th August of each year. The proforma and instructions on the subject shall be issued by the Administration Office. Sample of the Annual Assessment Report for Faculty **Form-C1** and Annual Assessment Report for Staff **Form-C2** are attached at the end of the document.
2. HODs will write the Annual Assessment Reports of all the appointments of their respective departments. Annual Assessment Report of HODs will be initiated by the respective Dean. Annual Assessment Report of Deans will be initiated by the Principal of the College or the VC as the case may be. Annual Assessment Report of Principal will be initiated by VC. Registrar/Director Administration & Coordination will write Annual Assessment Reports of all the appointments falling under them respectively.
3. At the time of annual assessment of faculty due consideration will also be given to the faculty feedback carried out by the students in each semester. Sample of students' faculty feedback proforma **Form-D1** and Students' Lab Engineers feedback proforma **Form-D2** are attached at the end of the document.

3.2.13 Re-Hiring

A former employee, preferably not over 65 years of age may be re-hired provided that he/she has a satisfactory record and a vacancy is available in the UW. It is at the discretion of the UW Management to approve or disapprove such re-engagement.

3.2.14 Employment of Immediate Relatives

1. While the UW does not encourage employment of immediate relatives/next of kin of existing employees, it is recognized that this may occur on occasion where it is in the best interests of the University.
2. Preferably an employee will not report directly or indirectly to a relative.
3. New hires are required to identify any potential conflict of interest during the recruitment process.



3.3 Internal Transfers

3.3.1 Scope

This policy is applicable to all employees of the UW.

3.3.2 Objective

The objective of this policy is to outline how internal vacancies will be filled. In support of career paths for its employees, the University is committed to posting, where practical, all internal vacancies.

3.3.3 Policy

Voluntary:

1. In normal circumstances, employees must successfully complete their first year of employment prior to applying for another position.
2. Where an internal applicant is, on paper, deemed qualified by the Selection Board / Committee they shall be interviewed. Where the internal applicant is found to be equally qualified to an external applicant, preference shall normally be given to the internal applicant.
3. It is the responsibility of the hiring Department to ensure that offers made to internal applicants are made conditional on the current Department being able to release the employee. The decision to approve a release of the employee rests with the current Department; however, approval will not be unreasonably withheld.
4. Where approved, the effective date of the transfer shall be determined and agreed to by the current and receiving Departments.

Involuntary:

5. In the event an employee is involuntarily transferred to a position at the discretion of the UW, the details of the transfer will be determined by the Registrar UW in consultation with Principal/ Dean/ Director and the receiving Principal/ Dean/ Director.
6. In the event an employee does not agree to the transfer, necessary disciplinary action including termination from service can be taken in light of the recommendation of an inquiry committee.

3.4 Job Descriptions, Classification and Evaluation

3.4.1 Scope

The policy is applicable to all jobs in the UW.

3.4.2 Objective

The objective of this policy is to specify the guidelines for developing and amending job descriptions and for classifying and evaluating positions.



3.4.3 Policy

1. Job descriptions (JDs) shall be developed or updated whenever significant changes in the UW structure or position duties and responsibilities occur; and whenever new positions are created.
2. The Registrar UW Office has the final responsibility of ensuring that JDs are prepared for each approved position in the approved JD format. Development of a JD is performed by Registrar Office with input from the designated department personnel. Where an employee is already in the position or where there is a proposed amendment to an existing filled position, Registrar Office will seek input from the incumbent.
3. Classification involves the evaluation of a new position or significantly changed JD and shall not be used as a mechanism for performance based granting salary increases to an employee on the grounds of personal merit or performance.
4. The Registrar UW Office shall communicate any approved changes in the compensation structure and subsequent placements of jobs.

3.5 Acting & Additional Duties Pay

3.5.1 Scope

This policy is applicable to all employees of the UW.

3.5.2 Objective

The objective of this policy is to outline when and how employees will be remunerated for taking on additional duties or being assigned to acting roles.

3.5.3 Policy

1. The purpose of Acting Pay is to compensate an employee who has been asked to temporarily substitute in or perform the principal duties of a position in a higher salary grade (i.e. the employee is not performing or only minimally performing their own duties).
2. While in an “acting” position, the employee will be paid the base of the range for the position for which he/she is acting or 12.5% more than his/her current basic salary, whichever is greater. Acting pay is generally not appropriate for period of less than twenty two working days and will be paid for maximum period of six months.
3. The purpose of Additional Duties Pay is to compensate an employee for undertaking, for a finite period of time, significant additional responsibilities which are not normally a part of the employee’s workload (i.e. the employee is performing their normal duties plus significant additional responsibilities during their regular work day).
4. While performing “Additional Duties”, the employee will be paid the base of the range for the position for which he/she is acting or 20% more than his/her current basic salary, whichever is greater. Additional Duties Pay is generally not appropriate for



period of less than twenty two working days.

5. Additional duties must be performed for a minimum of twenty two (22) working days in order to receive ADP. ADP may be applied for a maximum of six (6) months, subject to renewal for a further six months for exceptional circumstances, after that no ADP will be paid. ADP will be halted on the dates that any type of break occurs during the approved period.
6. Requests for either Acting or Additional Duties Pay are made to the respective Principal/Dean/Registrar/Director through proper channel and require the approval of the VC.



Performance Management and Salary Progression



4 Performance Management and Salary Progression

Overview

This section covers policies relating to performance evaluation and progression through the salary grades. Performance Management helps to provide open communication channels between the employee and his/her immediate supervisor through goal setting, performance evaluation and feedback. Performance management helps to ensure that salary progression, contract renewal and employment continuation decisions are transparent and based on a mutual understanding of evaluation criteria. Additionally, performance management informs decisions regarding training and development needs and opportunities.

4.1 Performance Evaluation

4.1.1 Scope

This policy is applicable to all employees of the UW.

4.1.2 Objective

The objective of this policy is to outline the central functions and responsibilities of the University's performance management framework.

4.1.3 Policy

1. The UW adopts a performance management philosophy aimed at encouraging a performance driven culture and open communication. It also aims at providing a fair and objective review of an employee's performance during the year as an integral part of employee development.
2. All supervisors are required to keep their departments current on the goals of the University and the Department and to meet on an appropriate basis with their direct reports to discuss goal setting and performance. Measuring supervisor's success will include reviewing evidence of activity in this area.
3. Employees are required to familiarize themselves with the goals of the University and their department, to participate in regular performance discussions and are responsible for preparing appropriately for such discussions.
4. Performance management activity will include at a minimum the following components; a formal annual meeting to set goals and objectives for the upcoming year and to review performance over the previous year. In an employee's first year of hire, a goal setting meeting will take place within the first three months of hire and an annual review meeting will take place on or around the employee's anniversary date (alternatively, the University may direct that annual reviews take place during set period(s) of the year). In the final year of an employee's contract, this review will take place six months prior to the contract end date to assist the parties in contract renewal discussions. The immediate supervisor is required to keep a written record of these meetings and the employee shall have the opportunity to add his/her comments and receive a signed copy.



5. Aside from the formal meetings noted above, employees and their immediate supervisors are encouraged to meet more frequently on a less formal basis to discuss activity to date.
6. Registrar UW office is responsible for supporting performance management activity by providing supervisors and employees with guidance on holding of goal setting and performance review meetings. Registrar UW Office is also responsible for supporting the parties on matters related to performance improvement opportunities including training, coaching and corrective action.
7. Registrar UW Office will regularly canvass supervisors and employees on their perceived training and development needs and schedule appropriate courses/workshops to support the meeting of these needs.
8. The University may adopt different tools to support performance management activity and these may differ between employee categories and types.
9. Review meetings need to be based on the principle of two-way communication. The employee is encouraged to discuss issues, job performance, career aspirations and training and development needs; and the appraiser is encouraged to provide objective, constructive feedback on strengths and areas for development.

4.2 Salary Increments

4.2.1 Scope

The policy is applicable to all employees of the UW.

4.2.2 Objective

The objective of this policy is to identify the guidelines for grant of salary increments to the employees of UW.

4.2.3 Policy

1. The annual increment shall accrue only on the first day of the month of November (for MDC the month shall be January) each year, following the completion of at least six months of service at the relevant stage in that scale and shall be allowed as a matter of course unless withheld under a specific order.
2. Leave without pay shall not count towards annual increment. Increment falling due on first November/January each year, shall be granted only if the commuted period excluding leave without pay comes to at least six months. The following aspects will be considered while granting annual increment:
 - a. No written warning or adverse remarks during last six months of service;
 - b. Not having more than two written warnings in the last twelve months of the contract;
 - c. No involvement in illegal absence from duty current contract year;
 - d. No involvement in any on-going disciplinary proceeding;
 - e. Should have good reputation within UW and among colleagues;
 - f. The grant of increment shall not be considered as a right. It is based on service, performance, discipline, etc.



- g. After grant of annual increment, the individual shall not be reconsidered for another grant for at least one year to come. Exceptional cases may be referred to the competent authority before the completion of the year with full justification for consideration
3. An employee may be granted maximum of three performance based increments on the recommendations of Principal/Dean and approval by the VC based on exceptional performance of the employee throughout the year. The performance should be worthy of mention as output beyond the call of duty.
4. The Registrar UW Office will, on a three year basis, undertake a market review to ensure the continued competitiveness of the salary structure. Recommendations from this review will be presented to the University VC for consideration and further processing to BoG as deemed appropriate.
5. To attract especially qualified and experienced individuals and considering the requirements of the university a potential employee may be offered up to seven advance increments at the time of hiring. All such cases will be referred for approval of Chairman BoG.



Personnel Management



5. Personnel Management

Overview

Personnel management addresses attendance, benefit management and business related expense reimbursements in a manner that supports the goals of the University and the recruitment and retention of quality employees.

5.1 Working Hours

5.1.1 Scope

This policy will be applicable to all employees of the UW.

5.1.2 Objective

The objective of this policy is to define the normal hours of work for University employees.

5.1.3 Policy

1. The normal working hours of the UW shall be:
Monday to Friday: 08:00 AM–04:00 PM
Saturday and Sunday: Off
2. Employees will be entitled to forty five minutes break (unpaid) daily for lunch and prayer.
3. Employees have an obligation to attend work as scheduled and supervisors have an obligation to manage and address attendance issues.
4. Hours of work during the Ramadan shall be:
Monday to Thursday: 08:00AM - 02:00 PM
Friday : 08:00 AM - 12:30 PM
5. Due to work requirements that exceed normal business expectations, the UW may occasionally require employees to work beyond their regularly assigned work hours / days.

5.2 Benefit Entitlements

5.2.1 Scope

This policy will be applicable to all employees of the UW and their eligible dependents.

5.2.2 Objective

The objective of this policy is to outline for employees the type and level of benefits they are entitled to receive.



5.2.3 Policy

Employees shall be entitled to the following benefits:

1. Leave

Ten days casual leave shall be admissible in a calendar year. An employee shall be entitled to earned leave on attending the University for more than fifteen days at the rate of one leave per month. Earned leave will be non-lapsable for three years. Fifty percent of the earned leave accumulated by the end of the third year can be encashed at the rate of their basic pay. Closed holidays will not be counted as part of the authorized leave. When semester is in progress, faculty will only apply for casual leave in case of extreme emergencies. Faculty members will normally avail their leave during the semester breaks.

2. Medical Leave

All employees of UW will be entitled to avail medical leave up to 15 days in a year. This leave will be granted in case of illness/injury resulting in hospitalization. This leave will lapse after completion of respective year.

3. Maternity Leave

Female faculty/staff is entitled to maternity leave as follow (which may be amended from time to time):

- a. Two months paid (basic pay) maternity leave is admissible to the female employees of the university. The leave can only be availed twice throughout the stay at university.
- b. Miscarriage / abortion: Seven days leave is admissible in this regard when application is duly supported by a certificate from a registered medical practitioner.
- c. The leave is not admissible for threatened abortion.

4. Bereavement Leave for Muslim Women

UW grants paid (basic pay) leave of absence for a bereavement period of four months and ten days that a Muslim widow is required to observe following the death of her husband.

5. Special Umra/Haj Leave

For the individuals performing Umra/Haj for the very first time, 50% of required leave (not more than twenty days) can be granted as special leave subject to approval by VC. The remaining 50 % leave required for the purpose will be adjusted against the authorized annual leave and earned leave of the individual and in case balance of annual authorized leave is less than the required then individual will be granted leave without pay subject to approval of the competent authority.

6. Study Leave

A faculty member will be eligible for study leave without pay to enhance his/her education provided three years service with university has been completed successfully as under:

- a. Up to two years leave for undertaking MS/M Phil studies;
- b. Up to three years leave extendable to four years for undertaking PhD studies;



- c. Up to one year leave for post doctorate studies;
- d. Training/Seminars up to three weeks can be allowed with pay if recommended by the respective Dean / Principal and approved by the VC.

7. Voluntary Saving Scheme

On completion of the probationary period, 2.5% of the basic pay of willing employees will be deducted as part of a voluntary saving scheme each month. Salient of the scheme are as follow:

- a. Participation in the scheme is voluntary.
- b. Double the amount deducted from an individual will be contributed by the respective college. This combined amount will be invested in Sharia compliant saving scheme.
- c. If an individual separates from university during first year of service then only the amount deducted from his/her pay will be refunded.
- d. If an individual separates from university during second or third year of the service then the individual will be refunded the amount contributed along with the profit on the amount contributed.
- e. If an individual separates from university after successful completion of minimum of three years then he/she will be eligible for getting back the amount contributed by him/her plus the amount contributed by the university along with the profit earned on the total amount.

8. Death Benefits

- a. In the event of the death of an employee, the dependent family members or legal beneficiaries of the employee shall receive the salary for the month during which the death occurred. The family will in addition receive two months basic salary of the deceased to meet the immediate expenses.
- b. Additionally, the University will cover reasonable expenses associated with transportation of the deceased and his personal effects to his/her home town.
- c. The VC may waive off any amount owed to the University or clearance requirements.
- d. In the event of the death of an employee's immediate family member (spouse or dependent children), the University will cover reasonable expenses associated with transportation of the deceased to his/her home town.

9. Duplication of Benefits

- a. The entitlement to allowances and benefits shall not be provided to the employee where such allowances or benefits are already available to the employee through employment of the employee's spouse in any Government Organization.
- b. It is the obligation of the employee to inform the UW of any duplication of benefits received from a Government Institution between the employee and the spouse. Failure to do so will result in the UW recovering any outstanding amounts along



with initiating possible disciplinary action.

10. Festival Bonus

Muslim employees of the University in non-officer categories may be paid festival bonus as per rules applicable and revised from time to time on the auspicious occasions of Eid-ul-Fitr and Eid-ul-Azha. The Christians and other religious minorities shall be paid the same bonus on the occasion of Christmas / Easter holidays, etc accordingly.

11. Overtime Allowance to UW Drivers / Dispatch Riders

All drivers/dispatch riders performing official duties beyond normal working hours and subject to issuance of a certificate in this regard by the concerned authorities will be entitled to overtime allowance at the UW approved rates as amended from time to time.

5.3 Business Expenses

5.3.1 Scope

This policy is applicable to all employees of the UW.

5.3.2 Objective

The objective of this policy is to outline the authorization and reimbursement standards.

1. Official duty (including conferences and training) requires pre-approval from the VC.
2. Travel expenses are reimbursed on a per-diem basis to cover accommodation, meals, transportation and related incidental expenses. Rates are outlined in the Finance Department policies. Additional related expenses such as registration and visa fee may also be covered where pre-approved by the VC.
3. Combining business and personal travel is acceptable when the incremental costs of personal travel are paid by the employee.



Grievance and Discipline Management



6 Grievance and Discipline Management

Overview

This section covers policies relating to grievances, discipline and code of conduct. Where employees feel secure in raising real or perceived grievances and where discipline is managed in an open and corrective manner, employee engagement and morale is generally higher than otherwise would be the case. Additionally, when employees understand that code of conduct under which the University operates and to which they are expected to adhere, misunderstandings between employees, supervisors, students and clients are reduced.

6.1 Grievance

6.1.1 Scope

This policy is applicable to all employees of the UW.

6.1.2 Objective

The objective of this policy is to outline the process by which employees may raise any work related concerns they may have.

6.1.3 Policy

1. The Grievance procedure should be employed in the following circumstances:
 - a. Where an employee wishes to raise an issue concerning his/her own terms and conditions of employment.
 - b. Where an employee wishes to raise an issue concerning any aspect of his/her individual working relationships within the UW.
 - c. Where an employee is concerned regarding his/her individual working conditions or working situation.
2. Employee shall initially approach the immediate supervisor in case of any grievance issue.
3. Where the issue is not resolved through the immediate supervisor, employees may raise the grievance issue in writing with the immediate supervisor's superior, after intimating the immediate supervisor.
4. The respective Principal/Dean/Registrar/Director shall review the matter and shall arrive at a decision within four working days. The outcome/solution arrived at shall be communicated to the employee in writing.
5. In the event that the employee is not satisfied with the outcome, further appeal may be made to the VC of UW. The decision of the VC of UW shall be considered as final.

6.2 Discipline

6.2.1 Scope

This policy is applicable to all employees of the UW.



6.2.2 Objective

The objective of this policy is to inform all employees of the University's expectations in terms of performance and behavior both inside and outside the workplace. This policy also aims at specifying the corrective disciplinary actions which will be taken to address unacceptable behavior.

6.2.3 Policy

1. An employee who is deemed to be in breach of any of the UW standards of performance and conduct shall be subject to disciplinary measures. These disciplinary measures may include any of the following:
 - a. Verbal Warning / Counseling
 - b. Written Warning
 - c. Disciplinary Investigation
 - d. Discharge / Termination
2. In the case of verbal warning or written warning, the employee's immediate supervisor shall discuss with the employee the problems giving rise to disciplinary measures and give him/her, an opportunity to remedy the problem.
3. A written warning may be imposed on the employee after reviewing the circumstances, hearing the employee's defense and consulting with the concerned supervisor. A record of a written warning shall be given to the employee and a copy shall be placed in the employee's file.
4. The Registrar UW, or a committee so detailed, shall handle cases of disciplinary investigation. Depending upon the gravity of the situation the employee may be suspended with pay and allowances or with basic pay only, during the period of investigation. The period of suspension shall be considered from the date the incident is reported until a decision is rendered on the matter. The results of a disciplinary investigation may include disciplinary decision up to and including termination of employment after the approval of competent authority. The disciplinary investigation should be completed in a maximum period of two months.
5. The employee may appeal the disciplinary decision by presenting his / her appeal in writing to the VC within one week of the date on which the disciplinary decision is communicated to him in writing. Upon receiving the appeal, the authority shall review the matter. The decision on the appeal shall be final.
6. All disciplinary decisions other than a verbal notice or warning shall be communicated in writing to the employee and a record shall be placed in the employee file.
7. While neither exclusive nor exhaustive, serious misconduct actions subject to disciplinary investigation are listed under the "code of conduct" section of this policy.
8. In the event Executive or Senior Management employees are subject to disciplinary investigation, the matter will be handled through the BoG or Vice-Chancellor's Office as the case may be.



6.3 Code of Conduct/Ethics

6.3.1 Scope

This policy is applicable to all the employees of the UW.

6.3.2 Objective

The objective of this policy is to establish the principles of ethical and disciplinary conduct by which employees conduct business on behalf of the UW.

6.3.3 Policy

General

1. The UW conducts its business with honesty and integrity and with respect to the interests of those with whom it has working or business relationships.
2. The UW recruits, employs and promotes employees on the basis of their sharing the UW's values, and having the skills, qualifications and abilities required for the work to be performed.
3. The UW is committed to providing a safe and healthy working environment.
4. The UW believes it is essential to maintain clear communication with employees, normally through internal information sharing, feedback and consultation procedures.
5. The UW expects its employees to avoid any personal activities and financial interests, which may conflict with their commitment in effectively performing their jobs. Any conflict of interest arising during the employment period has to be communicated to the relevant authorities.
6. Employees of the UW must not undertake any additional business or employment, for which they are paid in cash or kind.
7. The UW expects employees to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the UW and the welfare of the students and colleagues.

Quality Standards

8. When an employee joins the UW, they are expected to make themselves thoroughly familiar with these policies and abide by them. Should the employee require any clarification, they should contact their immediate supervisor, or in his/her absence, any other designated manager/ supervisor.
9. Ignorance of policies, work instructions, job description or any other published directive shall not be considered a reasonable excuse for unsatisfactory performance.

University Tools and Property

10. The UW's property shall not be removed from the facilities without notifying and seeking approval from the immediate supervisor or relevant authority of the Department concerned and shall always be returned within the agreed time period.



11. Employees are responsible for the proper handling of and care for tools, equipment, vehicles, etc. provided by the UW. In case of damage and/or loss of tools and equipment; this shall be reported to the concerned Manager at once. Should the employee require any clarification, they should contact their manager, or in his/her absence, any other designated manager/supervisor.
12. Permission to use UW vehicles, tools, and equipment outside the University premises must be obtained from the relevant immediate supervisor/ Dean/Director /Registrar prior to removing the tools and/or equipment.
13. Use of the UW assets for private purposes without authorization will normally lead to immediate termination of employment.

Telephones, Fax and Courier Services

14. Office telephones, fax and courier facilities should not normally to be used for private communication. If the employee needs to make private international calls, in an emergency, it is his/her responsibility to ensure that the charge for the call is deducted from his/her salary at the end of the month.
15. All telephone lines used for private purposes [e.g. at home] are to be registered in the employee's name only.

Using the University Email System

16. The University's e-mail system is designed to facilitate the on-going operations of the UW. It is an essential tool for conducting business and employees are discouraged from using it for private purposes.
17. Employees are responsible for the security of their UW internet account.
18. The loading of unauthorized software is prohibited and will normally result in disciplinary action.
19. If in doubt regarding any aspect of using the network or email facilities, employees should seek the advice of University IT personnel.

Attendance, Punctuality & Sickness

20. An employee's presence on the job is essential to serve the UW's students, clients and employees, and to meet schedules and deadlines. Employees are expected to arrive before the formal commencement of the working day and to be ready to start working promptly at the working hours published. If for any reason the employee is late or absent, he/she should notify his/her immediate supervisor or relevant personnel prior to the scheduled time for starting work, or as soon as possible thereafter.
21. If the employee is sick, then his/her immediate supervisor should be informed before the normal commencement time of work. Days of sickness for each employee shall be recorded and in case of excessive leave, the employee shall be interviewed to determine the reasons.
22. In cases of continued excessive absences or tardiness, the UW reserves the right to take any action it deems fit to ensure the continued operational efficiency and effectiveness of the business, including, as a final resort, dismissal and replacement.



Confidential Information

23. Employees may have access to information that should be treated in a confidential manner and kept secure. Employees should exercise sound judgment and discretion in dealing with such information.

Conflict of Interest

24. Employees should maintain the highest standards of honesty, integrity, impartiality and conduct to avoid situations that could create or lead to a conflict of interest.

Outside Employment

25. All full time contractual regular employees of the UW are expected to make their employment with the UW their sole occupational interest. Employees should not engage in outside employment that could interfere with the time and attention to duties at the UW, or which adversely affects the quality of work.
26. To work for another agency, whoever it may be, during the UW time, will constitute gross misconduct. In such cases the penalty will normally be instant termination of services.

Personal Appearance

27. Every employee should present a clean, neat and well groomed professional appearance and follow the dress code laid down from time to time for various activities.

Breach of Code of Conduct

28. Misconduct involves contravention of above obligations. Serious misconduct involves serious and/or repeated contravention of the above obligations.
29. Misconduct may lead to reprimand and warning. Serious misconduct, if established, will usually lead to dismissal without notice.
30. Serious misconduct is behavior which undermines the contractual relationship between employee and employer and /or threatens the well being of the University or its employees and students. Serious misconduct includes, but is not confined to the following examples:
- Refusing to perform properly specified duties or to carry out lawful and reasonable instructions of managers and supervisors.
 - Assaulting or threatening to assault any employee, student or visitor on the University premises.
 - Sexual misconduct/harassment.
 - Behaving in a manner causing safety risks to students or staff.
 - Being affected by alcohol or non-prescriptive drugs while at work.
 - Having unauthorized possession of, or removing property belonging to the University, another colleague and student or visitor.
 - Willfully submitting a false claim on a timesheet, for expenses, or any other deliberate falsification of the UW record.



- h. Deliberately or recklessly acting, or failing to act, in a manner resulting in serious damage to the UW property.
 - j. Breaching confidential information.
 - k. Offering or receiving a bribe.
 - l. Repeatedly contravening the Code of Conduct.
31. Where the UW has cause to believe that the Code has been breached, formal disciplinary procedures shall be invoked.



Separation Management



7 Separation Management

Overview

This section covers policies relating to employee resignation, termination, payment of gratuity and exit interviews.

7.1 Resignation

7.1.1 Scope

This policy is applicable to all employees of the UW.

7.1.2 Objective

The purpose of this policy is to specify the guidelines for an employee's voluntary decision to separate from the UW.

7.1.3 Policy

1. An employee's decision to resign from the UW shall always be taken in writing. All resignation letters should be endorsed by the immediate supervisor prior to being forwarded to the Administration Department.
2. Unless stated otherwise in their contract, the submission of resignation by employees shall be as follows:
 - a. Employees in all categories must submit resignations at least three (3) months before the date of resignation. Without prejudice to the three (3) month notice stipulation, notice period involving teaching staff should coincide with the end of an academic semester.
 - b. During probation, notice of resignation of all employees must be given at least one month before the date of resignation, provided that the resignation of members of the teaching staff is effective at the end of an academic semester. In the event the employee insists on the termination of services without meeting this condition, he/she shall deposit one month's basic salary. The VC may waive all or part of the notice period, or issue contract amendments where it is in the best interest of the University.
3. Leave is not normally taken during the notice period and any outstanding vacation balances are paid out as part of the final settlement.
4. Employee's salary shall be withheld a month prior to the effective date of the resignation subject to the completion of the Clearance Form. The salary payment shall form part of final settlement.
5. Employees who separate from the UW with outstanding advances/loans extending beyond their last working day shall be required to repay the amount.



7.2 Termination

7.2.1 Scope

This policy is applicable to all employees of the UW.

7.2.2 Objective

The objective of this policy is to provide guidelines on termination of employment.

7.2.3 Policies

1. Termination may result due to a UW decision, redundancy, continued poor performance, misconduct, other inadequacies, etc.
2. When the termination is caused by continued poor performance or discipline issues, the employee would normally have previously been served warning letters.
3. Concerned employees will receive notice in writing from the UW as per the notice period stated in the employee's contract of employment. The UW reserves the right to terminate the service with immediate effect (without notice) and compensate the employee with salary in lieu thereof.
4. Involuntary and voluntary terminations:

Involuntary terminations are those initiated by the UW and will generally entail no compensation and include:

- a. Layoff resulting from workforce reduction;
- b. Layoff resulting from restructuring;
- c. Separation due to failure to return from approved leave of absence;
- d. Separation due to exhaustion of approved leave of absence entitlement;
- e. Release due to medical unfitness;
- f. Release for inability to perform duties or to meet prescribed standards on the job, after reasonable efforts have been made to assist the employee in meeting the standards expected by the University;
- g. Discharge for conduct not in the interest of the University;
- h. Discharge for gross misconduct and acting outside of the University Code of Conduct.

Voluntary and other terminations:

- a. Farewell
- b. Death
- c. Disability
- d. Expiry of Contract.



5. In the event of involuntary dismissal during the employment contract, the UW shall give all employees three (3) month notice of termination, or the employee shall receive basic salary for three (3) months, or for the remaining period in the contract, whichever is less.
6. Employees may be terminated by the UW at any time during the probationary period as per Section 3.2.9.

Farewell

7. UW shall bid farewell to an employee once he/she reaches the age of sixty-five (65) years, except in special cases where approved by the competent authority. This would typically include retaining employees with distinguished or rare experience deemed to be of benefit to the UW. They shall satisfy all the terms of appointment. Their physical fitness for the position shall be confirmed by the appropriate medical authority if required as determined by the UW.

Expiry of Contract

8. An employee may leave the UW upon expiry of contract. Employees need to give the UW at least three (3) month notice if they choose not to renew their contract.
9. Non-renewal of contract before three months of expiry of current contract as required under Section 3.2.10 shall be considered as a sufficient legal notice that the services of the employees are no more required.
10. On the implementation of the policy, all contracts whose currency is expiring in three months, if not renewed within thirty days, shall be considered ineffective/in-operational on the date of expiry of contract.

7.3 Exit Interviews

7.3.1 Scope

This policy is applicable to all UW employees.

7.3.2 Objective

The objective of this policy is to outline how and when exit interviews shall be held.

7.3.3 Policy

1. Completion of a confidential exit questionnaire and/or exit interview before or on the last working day with Administration Department is voluntary for employees leaving the University.
2. Organizing the exit interview shall be the responsibility of Administration Department.
3. In the exit interview, the reason for the employees exit and opinion about the UW shall be covered.
4. A copy of the exit interview shall be retained with Administration Department.
5. Discussion during the exit interview may include the employee's response to the exit

questionnaire and any of the following issues that the exiting employee might wish to discuss:



- a. Working Hours
 - b. Working Experience
 - c. Performance Ratings
 - d. Colleagues or Immediate Supervisor
 - e. Job Satisfaction
 - f. Salary Satisfaction
 - g. Personal Issues
6. On a periodic basis the exit interview data will be collated and reviewed with the management team.
 7. Exit interviews are confidential. Only the trend and analysis of the exit interviews is shared with the respective immediate supervisor and senior management as appropriate.



**UNIVERSITY OF WAH
WAH CANTT**

From

The Registrar
University of Wah
Wah Cantt

To

No. _____

Dated: _____

SUBJECT:

APPOINTMENT AT
UNIVERSITY OF WAH AS _____ IN THE DEPARTMENT OF
_____ :

On the recommendation of the Selection Board / Committee, the Vice Chancellor is pleased to offer you the appointment as in the department of, University of Wah on contract basis, w.e.f ,..... on the following terms and Conditions.

- 1) **Pay Package**
You will be given a lump sum pay package of Rs.per month, in the UW/WEC/MDC Pay Scale No..... of
- 2) **Tenure**
Your contract appointment shall be for a period of one **year** from the date of joining.
- 3) **Probation**
You will be on probation for initial six months of your appointment.
- 4) **Extension in Tenure**
You shall not claim extension in this period of appointment as a matter of right and will not approach any administrative/legal authority in this regard.
- 5) **Pension**
Your Service shall be Non-Pensionable.
- 6) **Contributory/G.P Fund**



- a. The University shall not pay any pension or Contributory Provident Fund as a policy.
 - b. You shall also not contribute for General Provident Fund.
- 7) **Voluntary Saving Scheme**
On completion of the probationary period, 2.5% of the basic pay will be deducted as part of a voluntary saving scheme on monthly basis if you opt for the same.
 - 8) **Leave**
Casual Leave not exceeding 10-days during each year of appointment shall be admissible. Earned leave not exceeding 12 days will be authorized in a year.
 - 9) **Travelling Allowances/Daily Allowance**
TA/DA as per rules shall be admissible to you, as and when so deputed.
 - 10) **Transfer/Posting**
You shall not, under any circumstances, claim any right for transfer from one post to another. However, the Vice Chancellor can transfer you to any other post in the interest of University.
 - 11) **No Right of Regular Appointment**
There being no regular / permanent appointment in the University, this appointment shall not confer any right of regular appointment.
 - 12) **Performance Evaluation**
Your performance shall be assessed/evaluated on regular basis by the Supervisor/Head of your Department, keeping in view your efficiency and conduct as per provision of Contract Appointment Policy.
 - 13) **Appointment on the Basis of Forged/Bogus Documents**
If at any stage, it is discovered that you had obtained the appointment on the basis of forged/bogus documents or through deceit by any means, the appointment shall be considered to be void and you shall be liable to refund all amounts received from the University as a consequence of appointment, in addition to such other action as may be taken against you under the law.
 - 14) **Recovery of Loss Caused to the University**
Recovery of any pecuniary loss caused to University/Accounts Branch shall be affected from the contract employee.
 - 15) **Performance of Duties**
The employee shall abide by all the rules, regulations and policies of the University and shall follow professional code of conduct. Further, the employee will not be involved in any politics, agitation, provoking, lobbying or any activity detrimental to the repute or image of the University.
 - 16) **Interpretation of the Terms and Conditions**
-



The interpretation of the terms & conditions and the decision of the Competent Authority in this regard shall be final and shall not be challenged at any forum / court of law.

17) Termination of Contract

- a. During the Semester, the contract cannot be terminated by the employee. However, the contract can be terminated after the completion of the Semester or on the request of the employee, on three months advance notice (whichever is earlier) If the employee desires to terminate his/her contract with immediate effect (at the end of the semester), he/she will be bound to deposit an amount equal to his/her three months basic salary, otherwise no clearance/experience certificate will be issued and legal litigation will also be carried out by the University.
- b. In case of adverse report against the employee by the concerned Head of Department regarding his performance and discharge of professional duties, the Vice Chancellor may terminate the contract of the employee immediately. However, without any prejudice, if the Vice Chancellor considers that the services of the employee are no more in the interest of the University, he/she can terminate the contract at any time without assigning any reason thereof.

18) Medical Fitness Certificate

You will have to produce Medical Fitness Certificate from the Government Medical Officer. After having been declared medically fit you will be allowed to join service.

If you are willing to accept these conditions, please report for duty in the office of the Principal of the concerned college or Registrar UW, **within fifteen days** from the date of issue of this letter. Failure to report for duty as directed will entail cancellation of this offer.

Registrar

Dated:



Form – B1

**EMPLOYMENT CONTRACT
FOR
UNIVERSITY OF WAH - FACULTY**

THIS AGREEMENT, made at Wah Cantt on this the _____ day of _____
201_.

BETWEEN: The University of Wah, Wah Cantt, of the first party, hereinafter referred to as UW; and Mr/Ms _____ of the second party, hereinafter referred to as Faculty Member, abbreviated as FM;

HERE BY WITNESSES THAT:-

1. FM is appointed _____ at UW/WEC/MDC, on contract for an initial period of one year w.e.f _____ 201_, This will be extended to three years on approval of his/her appointment from Board of Governors. First six months of employment will be considered as probation period. However, after the successful expiry of probation period, FM may continue to serve till the time he/she keeps on performing well as a teacher/researcher to the satisfaction of his/her senior authorities and remains medically fit. The contract renewal will be for another period of one to three years at a time with mutual agreement.
 - (a) The aforesaid appointment and employment shall be subject to and governed by this agreement and UW's Statutes/Regulations/Policies, etc prevailing at the time, as applicable to UW's employees and applicable government rules(as amended from time to time).
 - (b) In the event of conflict, UW's Statues/Regulations/Policies shall prevail over any other rules, regulations and policies and the provisions of this Agreement shall prevail overall.
2. The aforesaid employment shall be subject to unilateral termination by either party hereto, with a notice of three (3) months or in lieu thereof, payment of three (3) month salary.
3.
 - (a) Notwithstanding the provisions of Clauses 1 and 3 here above, the **first six months (from _____ 201_ to _____ 201_)** of the aforesaid employment shall be a period of probation, during which the Notice Period for termination referenced in Clause 3 here above, shall be only one (1) month. In case of event that either party omits to give one month's notice, one month's basic pay will be paid in lieu thereof.
 - (b) In the event that UW is not completely satisfied with FM's performance, at UW's discretion the Probation Period referenced in Clause 1 above may be extended; as per recommendation of Dean / Principal duly approved by UW, **provided** that any extension beyond the first extension, shall require FM's prior written consent.
 - (c) The continuation of employment even after the lapse of probation period shall remain subject to positive recommendation of the Dean / Principal and final confirmation by VC.



- (d) On FM's transfer during probation period to another UW constituent college/school, the Principal shall send the feedback to UW in the form of a manuscript report for the FM served under him/her. In case of positive feedback, the above period will be carried forward for removal from probation; otherwise the probation period of FM shall restart from the date of reporting/joining new college/school after the transfer.
4. (a) FM shall not be entitled to resign and leave during on-going semester as it would adversely affect the studies/research. Therefore, FM shall ensure that he/she opts for a date of resignation which shall be effective after the date of termination of academic semester.
- (b) FM during currency of leave shall not tender resignation. He/she may resign on expiry of the leave after rejoining UW; giving three (03) months advance notice or payment of three (03) months basic pay to UW. If the FM has not been removed from probation, then he/she may resign with one (01) month advance notice or payment of one (01) month basic pay in lieu thereof. However, during advance notice period, he/she will compulsorily perform/undertake his/her full academic and research duties/assignments.
5. FM shall perform, observe and confirm to such duties and instructions as may from time to time be assigned by or communicated by UW and shall discharge FM's duties efficiently and diligently to the satisfaction of the Vice Chancellor UW/ Principal WEC, and shall not act in any manner contrary to the interest of the UW.
6. From time to time, UW may change FM's designation, responsibilities or duties according to its requirements; and FM may also be required to teach/research at other colleges/schools/institutes of UW.
7. (a) FM shall not disclose any information relating to UW during or after termination of employment, and will not divulge any information or classified information that FM may obtain or have access to while employed with UW, unless compelled to do so by a competent court of law.
- (b) FM shall sign a declaration of secrecy as prescribed by UW.
8. (a) FM's full time (working hours) shall be at the disposal of UW; and shall not seek part-time employment anywhere. FM may be employed in any educational/research/manner required by the appropriate authority within working hours, without claim for additional remuneration. This may include education administration as well.
- (b) Faculty member while serving in UW will not undertake teaching/research/employment assignments outside UW without prior approval of Vice Chancellor. Violation will constitute misconduct as provided under UW statutes.
- (d) Ownership in all classified research conducted by FM during the subsistence of his/her employment, shall vest in UW, and publication of any paper or other writings relating either to FM's field of specialization or to UW and/or its affiliates, shall be subject to scrutiny at WEC, and with prior permission of UW.



9. FM shall not indulge in any political, sectarian, ethnic or unlawful activity.
10. FM shall produce his/her Medical Fitness Certificate at his/her own expense from authorized medical officer of a Government Hospital effective from date of joining and thereafter under UW arrangement, an updated Annual Medical Fitness Certificate will be provided throughout FM's engagement at UW.

11. **Remuneration and Benefits**

- | | | |
|-----|---------------------------------------|---|
| (a) | Salary | FM's special salary package vide UW office order to the effect is being sent separately. |
| (b) | TA / DA | TA/DA for official duty will be admissible under the prevailing Govt rules. |
| (c) | Medical and Other Allowances | Already included in salary package. 60% of the lump sum package is the Basic Salary of the FM. 66% of the Basic Salary in the lump sum package contains all other pays and allowances which the FM is entitled or becomes entitled from time to time. |
| (d) | Conveyance | Already included in salary package. For official duties, UW transport will be provided. |
| (e) | Leave | 10 days casual leave is entitled to the FM on yearly basis. Earned leave not exceeding 12 days will also be authorized per year. The earned leave at FM's credit shall be carried forward in case the contract is extended without any interruption. Fifty percent of the balanced earned leave will also be allowed to be encashed at the completion of three years. However, all leave at FM's credit shall lapse on the date of final expiry or termination of the contract. |
| (f) | Medical/Group Health Insurance | This is the responsibility of the FM himself. |
| (g) | Career Development | International workshops, joint research, short courses within Pakistan and abroad on as required and justifiable basis, subject to FM's performance as teacher/researcher and recommendations at UW expense. |
| (h) | Improvement in Qualifications | Opportunities shall be provided to enable FM to obtain higher qualification through split or other collaborative programs within UW and abroad subject to performance and recommendation of Dean / Principal. |
| (j) | Consultancy | |



- (i) FM is allowed consultancy / joint research according to UW Rules promulgated from time to time.
- (ii) FM shall not accept or perform any consultancy/joint research outside UW without UW prior approval.

(k) **Privileges**

Subject to availability of funds, FM’s spouse and children may be provided with the benefit of one-half the tuition rate to obtain their UG Degree at UW. No special compensation shall be available for advance degree. Such family members shall not enjoy any special admission status but must meet all entrance requirements. There shall be no limit on the number of children that can use this benefit.

IN WITNESS WHEREOF, at the place and on the date first aforementioned, the parties hereto have signed this agreement hereunder.

Signed by the
First Party in presence

Signed by the
Second Party in presence

(_____)
Registrar

(_____)
Faculty Member

WITNESSES

Witness # 1

Witness # 2

Signature: _____

Signature: _____

Name:- _____

Name:- _____

Father’s Name:- _____

Father’s Name:- _____

CNIC# _____

CNIC# _____

Residential Address:- _____

Residential Address:- _____

Tel: _____

Tel: _____



Form – B2

**EMPLOYMENT CONTRACT
FOR**

UNIVERSITY OF WAH - STAFF

THIS AGREEMENT, made at Wah Cantt on this the ____day of _____ 201__.
BETWEEN: The University of Wah, Wah Cantt, of the first party, hereinafter referred to as UW; and Mr/Ms _____ of the second party, hereinafter referred to as staff;

HERE BY WITNESSES THAT:-

1. Staff is appointed _____ at UW/WEC, on contract for an initial period of one year w.e.f _____ 201__. This will be extended to three years on approval of his appointment from Board of Governors. First six months of employment will be considered as probation period. However, after the successful expiry of probation period, staff may continue to serve till the time he/she keeps on performing responsibilities efficiently to the satisfaction of his/her senior authorities and remains medically fit. The contract renewal will be for another period of one to three years at a time with mutual agreement.
 - (a) The aforesaid appointment and employment shall be subject to and governed by this agreement and UW's Statutes/Regulations/Policies, etc prevailing at the time, as applicable to UW's employees and applicable government rules.
 - (b) In the event of conflict, UW's Statutes/Regulations/Policies shall prevail over any other rules, regulations and policies and the provisions of this Agreement shall prevail overall.
2. The aforesaid employment shall be subject to unilateral termination by either party hereto, with a notice of three (3) months or in lieu thereof, payment of three (3) month salary.
3. (a) Notwithstanding the provisions of Clauses 1 and 3 here above, the **first six months (from _____ 201__ to _____ 201__)** of the aforesaid employment shall be a period of probation, during which the Notice Period for termination referenced in Clause 3 here above, shall be only one (1) month. In case of event that either party omits to give one month's notice, one month's basic pay will be paid in lieu thereof.
 - (b) In the event that UW is not completely satisfied with staff performance, at UW's discretion the Probation Period referenced in Clause 1 above may be extended; as per recommendation of Dean / Principal duly approved by UW, **provided** that any extension beyond the first extension, shall require staff prior written consent.



- (c) The continuation of employment even after the lapse of probation period shall remain subject to positive recommendation of the Dean / Principal and final confirmation by VC.
 - (d) On staff transfer during probation period to another UW constituent college/school, the Principal shall send the feedback to UW in the form of a manuscript report for the staff served under him/her. In case of positive feedback, the above period will be carried forward for removal from probation; otherwise the probation period of staff shall restart from the date of reporting/joining new college/school after the transfer.
4.
 - (a) Staff shall not be entitled to resign and leave during on-going semester as it would adversely affect the academic/administrative activities. Therefore, staff shall ensure that he/she opts for a date of resignation which shall be effective preferably after the date of termination of academic semester.
 - (b) Staff during currency of leave shall not tender resignation. He/she may resign on expiry of the leave after rejoining UW; giving three (03) months advance notice or payment of three (03) months basic pay to UW. If the staff has not been removed from probation, than he/she may resign with one (01) month advance notice or payment of one (01) month basic pay in lieu thereof. However, during advance notice period, he/she will compulsorily perform/undertake his/her full assigned responsibilities/ assignments.
5. Staff shall perform, observe and confirm to such duties and instructions as may from time to time be assigned or communicated by UW and shall discharge assigned duties efficiently and diligently to the satisfaction of the senior authorities.
6. From time to time, UW may change staff responsibilities or duties according to its requirements.
7.
 - (a) Staff shall not disclose any information relating to UW during or after termination of employment, and will not divulge any information or classified information that Staff may obtain or have access to while employed with UW, unless compelled to do so by a competent court of law.
 - (b) Staff shall sign a declaration of secrecy as prescribed by UW.
8.
 - (a) Staff full time (working hours) shall be at the disposal of UW; and shall not seek part-time employment anywhere.
 - (b) Staff member while serving in UW will not undertake employment assignments outside UW without prior approval of Vice Chancellor. Violation will constitute misconduct as provided under UW statutes.
9. Staff shall not indulge in any political, sectarian, ethnic or unlawful activity.
11. Staff shall produce his/her Medical Fitness Certificate at his/her own expense from authorized medical officer of a Government Hospital effective from date of joining, and thereafter under UW arrangement, an updated Annual Medical Fitness Certificate will be provided throughout Staff engagement at UW.



12. **Remuneration and Benefits**

- (a) **Salary** Staff salary package vide **UW office** order to the effect is being sent separately.
- (b) **TA / DA** TA/DA for official duty will be admissible under the prevailing Government rules.
- (c) **Medical and Other Allowances** Already included in salary package. 60% of the lump sum package is the Basic Salary of the staff. 66% of the Basic Salary in the lump sum package contains all other pays and allowances which the Staff is entitled or becomes entitled from time to time.
- (d) **Conveyance** Already included in salary package. For official duties, UW transport will be provided.
- (e) **Leave** 10 days casual leave is entitled to the staff on yearly basis. Earned leave not exceeding 12 days will be authorized per year. The earned leave at Staff credit shall be carried forward in case the contract is extended without any interruption. Fifty percent of the balanced earned leave will also be allowed to be en-cashed at the completion of three years. However, all leave at Staff credit shall lapse on the date of final expiry or termination of the contract.
- (f) **Medical/Group Health Insurance** This is the responsibility of the Staff himself.
- (g) **Privileges** Always subject to availability of funds, Staff wife/husband and children may be provided with the benefit of one-half the tuition rate to obtain their UG Degree at UW. No special compensation shall be available for advance degree. Such family members shall not enjoy any special admission status, but must meet all entrance requirements. There shall be not limits on the number of children that can use this benefit.

IN WITNESS WHEREOF, at the place and on the date first aforementioned, the parties hereto have signed this agreement hereunder.



Signed by the
First Party in presence

(_____)
Registrar

Signed by the
Second Party in presence

(_____)
Staff Member

WITNESSES

Witness # 1

Signature: _____
Name:- _____
Father's Name:- _____
CNIC# _____
Residential Address:- _____

Witness # 2

Signature: _____
Name:- _____
Father's Name:- _____
CNIC# _____
Residential Address:- _____



Form – C1



UNIVERSITY OF WAH

FACULTY EVALUATION REPORT (FER)

Type: Normal Interim Probationary Review Unsuitability
 (tick any one box)

PART 1 - PERSONAL DATA

1. **Name (in block letters):** _____
2. **Appointment with Date:** _____
3. **Date of Entry at UW:** _____
4. **Academic Qualification:** _____
5. **Previous Relevant Experience:** _____

6. **Training Received / Academic Qualification(s) Attained (during the year):**

Title of the Course	Duration		Name of the Institution/Country
	From	To	

7. **Brief Job Description** (set out broadly in order of importance the main duties performed in the present job during this period, papers published, conferences organized, etc. Also mention any special work assigned during the period):

8. **Any medical issues?**



9. Period Served Under:

	Appointment	From	To	Initials
a. Initiating Officer	_____			
b. Senior Reporting Officer	_____			
c. NSRO(if required)	_____			

PART - II

10. Performance (Initial the appropriate box. Each initialed box carry one (1) grade mark):

Quality		Exceptional	Excellent	Good	Satisfactory	Un-Satisfactory
a.	Emotional Stability					
b.	Adaptability, Cooperation and Team work					
c.	Appearance and Bearing					
d.	Understanding & Tolerance					
e.	Social Conduct					
f.	Acceptance of Responsibility					
g.	Foresightedness and Advance Planning					
h.	Initiative and Drive					
j.	Financial Responsibility					
k.	Achievement of Assigned Objectives					
l.	Power of Expression (Written, Oral)					
m.	Professional Knowledge					
n.	Supervision and Guidance					
o.	Capacity of Hard Work					
p.	Meticulous and Methodical					
	Weightage	5	4	3	2	1
	Score (Grade x Weightage)					

11. Overall Grading:

Grand Total Score, Standing (as per Criteria given below) =



Criteria

- (i) Outstanding /Excellent/Above Average/Average = Score greater than 65/55/45/30
- (ii) Below Average = Score less than 30

12. Recommendation (Initial applicable box):

	Fit for promotion	Initiating Officer	Senior Reporting Officer
a.	Fit for accelerated promotion		
b.	Fit for promotion in his turn		
c.	Not yet fit for promotion		
d.	Unlikely to progress further		

13. Pen Picture by Initiating Officer :

Counseling:

Signature: _____

Name: _____

Date: _____

14. Senior Reporting Officer (VC/Principal /Dean – as applicable):



Date: _____	Signature: _____
	Appointment: _____
	Name: _____



UNIVERSITY OF WAH
STAFF EVALUATION REPORT (SER)

Type: Normal Interim Probationary Review Unsuitability
 (tick any one box)

PART 1 - PERSONAL DATA

1. **Name (in block letters):** _____
2. **Appointment with Date:** _____
3. **Date of Entry at UW:** _____
4. **Professional Qualification:** _____
5. **Previous Relevant Experience:** _____

6. **Training Received (during the year):**

Title of the Course	Duration		Name of the Institution/Country
	From	To	

7. **Brief Job Description** (set out broadly in order of importance the main duties performed in the present job during this period, papers published, conferences organized, etc. Also mention any special work assigned during the period):



8. **Goals Assigned:**

9. **Any medical issues?**

10. **Period Served Under:**

	Appointment	From	To	Initials
a. Initiating Officer				
b. Senior Reporting Officer				
c. NSRO(if required)				

PART - II

11. Performance (Initial the appropriate box. Each initialed box carry one (1) grade mark):

Quality		Exceptional	Excellent	Good	Satisfactory	Un-Satisfactory
a.	Emotional Stability					
b.	Adaptability, Cooperation and Team work					
c.	Appearance and Bearing					
d.	Understanding & Tolerance					
e.	Social Conduct					
f.	Acceptance of Responsibility					
g.	Foresightedness and Advance Planning					
h.	Initiative and Drive					
j.	Financial Responsibility					
k.	Achievement of Assigned Objectives					
l.	Power of Expression (Written, Oral)					
m.	Professional Knowledge					
n.	Supervision and Guidance					
o.	Capacity of Hard Work					
p.	Meticulous and Methodical					



Weightage	5	4	3	2	1
Score (Grade x Weightage)					

12. Overall Grading:

Grand Total Score, Standing (as per Criteria given below) =

Criteria

- (i) Outstanding /Excellent/Above Average/Average = Score greater than 65/55/45/30
- (ii) Below Average = Score less than 30

13. Recommendation (Initial applicable box):

	Fit for promotion	Initiating Officer	Senior Reporting Officer
a.	Fit for accelerated promotion		
b.	Fit for promotion in his turn		
c.	Not yet fit for promotion		
d.	Unlikely to progress further		

14. Pen Picture by Initiating Officer :



Counseling:

Date: _____

Signature: _____

Appointment: _____

Name: _____

15. Senior Reporting Officer (VC/Principal /Dean – as applicable):

Date: _____

Signature: _____

Appointment: _____

Name: _____



STUDENT FEEDBACK

Form – D1

Faculty Member: _____

Degree Program: _____

Course/Title: _____

Department: _____

Semester: _____

Semester Duration: _____

S/No	Excellent (5)	Good (4)	Average (3)	Below Average (2)	Poor (1)	Average	Score
1.	The objective of the course was clear and was communicated through course outline.						
2.	Organizes lecture appropriately and utilizes class time effectively.						
3.	Provides timely feedback to students by letting them know what is expected of them.						
4.	Creates understanding and interest in the subject.						
5.	Handles questions to clarify all ambiguities, and student doubts.						
6.	Creates an environment of fairness in class.						
7.	Encourages student's participation.						
8.	Integrates knowledge with other courses of same discipline.						
9.	Effectively uses teaching/training aids.						
10.	Uses appropriate language.						
11.	Conducts tests and assignments on time and shares grades.						
12.	Maintains a standard against which papers are marked.						
13.	Available and guides during office hours.						
14.	Followed the course outline and completed the syllabus.						
15.	Punctual in class.						
16.	Behavior and maintenance of class discipline.						



17.	Provides references and material additional to text book.						
18.	Gives useful advice if student is facing difficulty						
19.	Will you like to be taught by the same teacher in next semester?	Yes.	<input type="checkbox"/>	No.	<input type="checkbox"/>		

Total number of Students:

Total Marks:

%age Marks :

Your Comments:



STUDENT FEEDBACK

Form – D2

Lab Engineer: _____

Course: _____

Department: _____

Semester: _____

Semester Duration: _____

S/No	Excellent (5)	Good (4)	Average (3)	Below Average (2)	Poor (1)	Average	Score
1.	Were you provided handout for the specific practical?						
2.	Was the objective of the practical clearly explained?						
3.	Was the use of the equipment clearly described?						
4.	Were the sequence and steps relevant to the practical clearly elaborated?						
5.	Was the Practical related to the course?						
6.	Was the theory relevant to the practical clearly explained?						
7.	Were the practical applications of the experiment being performed explained?						
8.	Was sufficient time given for the conduct of practical?						
9.	Did you handle the equipment yourself and feel confident to use it independently?						
10.	Was the data / value recorded during experiment checked by the Lab Engineer?						
11.	Was the practical report thoroughly checked and graded by the Lab Engineer?						
12.	Did the Lab Engineer possess adequate knowledge about the practical and related theory?						
13.	Were your questions on the subject matter of the practical conducted properly answered?						
14.	Was the equipment serviceable, properly working and ready before the conduct of practical?						
15.	Encourages student's participation?						
16.	Considerate, polite and well-mannered?						
17.	Regular and punctual in Lab?						
18.	Maintenance of Lab discipline and student behavior?						



19.	Will you like the practical conducted by same Lab Engineer?	Yes.	<input type="checkbox"/>	No.	<input type="checkbox"/>
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Total number of Students:

Total Marks:

%age Marks :

Your Comments:

