Faculty Handbook

Forman Christian College
Lahore, Pakistan

Estd 1864
## Table of Contents

### I. General Information
- Mission and Vision 7
- Core Values 7
- University Organizational Structure
  - Board of Governors 8
  - Board of Directors of the Society 8
  - Academic Council 9
  - Board of Faculty 9
  - Academic Departments and Heads of the Departments 10
  - Board of Advanced Studies and Research 10
  - Selection Board and Search Committee 11
- Finance and Planning Committee 11
- Academic Standards Committee 12
- Administrative Personnel 13
  - The Faculties 15
  - Deans 15
  - Department Heads 16
- Faculty Members by Department 16

### II. Academic Programs
- Baccalaureate Conventional Program
  - Graduation requirements 17
- Baccalaureate Honors Program
  - Graduation requirements 18
  - General Education requirements 19
- Intermediate Program 20
- A-Level Program 20
- Master’s Program 20
- Masters of Business Administration (MBA) 20

### III. Faculty Policies and Procedures
- Faculty Expectations 21
- Duty Policies 23
- Personnel Policies for Faculty
  - A. Employment
Position classifications 27
Job descriptions and employment contracts 27
Faculty selection and appointments 28
Use and storage of personnel files 30
Performance appraisal 30
Process for evaluation of effectiveness of faculty members 31
Academic rank, titles and promotion 32
Transfer policy 32
Employment of relatives 32
Outside employment 33
External consulting 33
Resignation 33
Retirement 34
Termination 34
Work hours and expectations 34

B. Pay Practices and Salary Schedules
- Pay policies 35
- Travel expenses 35
- Faculty salary scales 36

C. Benefits
- Holidays 36
- Use of College dispensary 37
- Admission/scholarship policy for faculty, staff and dependent children 37
- Housing 37
- Leave policies 38
- Provident Fund 42

D. Conduct
- Conflict of interest 43
- Controlled substances 44
- Possession of dangerous articles 44
- Use of College communication systems 44
- Grievance policy and process 46
- Faculty discipline policy 47
- Smoking policy 47
- Solicitation and distribution in campus facilities 47
- Use of university resources 48
- Use of college owned vehicles 48

E. Research and Intellectual Property
- Faculty and student research policies 48
- Intellectual property 50

IV. Proctorial Board

V. General Administrative Policies
VI. Student Facilities
  Computer laboratory 64
  Hostel policy 66
  Hostel rules 67

VII. Academic Policies and Procedures
  Attendance policy: Intermediate program 69
  Attendance policy: Bachelor’s and Master’s degree programs 71
  Classroom misconduct, plagiarism and dishonesty: All programs 71
  Student Confidentiality: All programs 72
  Baccalaureate Honors Program 73
    Academic advising 73
    Academic dismissal and readmission 73
    Academic due process and grievance procedures 73
    Academic probation 74
    Course audit 74
    Course load policies 74
    Drop/add and withdrawals (from course or College) 74
    Exemption from course requirements and examination credit 75
    Grading system 75
    Graduation requirements 75
    Graduation with Latin Honors 76
    Incompletes 76
    Repeated courses 76
    Scholarship and financial aid policies 76
    Student classification 77
    Student records 77
    Suspension and dismissal 77
    Vice Rector’s list 77
    Degree audit 78
    Canceling courses 78
    Course changes in catalog – adding, revising, or deleting courses 78
  Masters Program 78
    Academic dismissal and readmission 78
    Academic due process and grievance procedures 78
    Academic probation 79
    Grading system 79
    Incompletes 80
    Repeated course 80
    Financial aid policies 80
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student records</td>
<td>80</td>
</tr>
<tr>
<td>Suspension and dismissal</td>
<td>80</td>
</tr>
</tbody>
</table>
Appendices

A. Administrative Position Descriptions
   Position Description: Dean of Faculty
   Position Description: Head of Academic Department

B. Annual Professional Goals Statement

C. Annual Review: Faculty Evaluation forms
   Annual Review: Faculty Self-Evaluation
   Annual Review: Head’s Evaluation
   Annual Review: Dean’s Evaluation

D. Student program evaluation
   Intermediate and A-Level students
   Baccalaureate and Masters students

E. Faculty Work Load Form

F. Faculty Leave Forms
   Sample Faculty Leave Request Form (Casual, Sick, Duty and Maternity)
   Sample Faculty Study Leave Request Form

G. Sample Internal Approval Form for Research

H. Sample Press Release Form

I. Sample Fax Cover Sheet

J. Sample Event Scheduling Form

K. Sample Purchase Requisition

L. Sample Purchase Order

M. Sample Goods Received Notice

N. Academic Calendar (2007-2008)

O. Email addresses of faculty

P. Advisors’ Handbook

Q. Ramadan Timings

R. Event Reservation Form
Welcome to Forman Christian College! We are glad you have chosen to join us. These policies are intended to give you an overview of your obligations and responsibilities during your employment here as well as FCC’s commitments to you. We believe many of your questions about your work at FC College will be answered in these policies. The development or amendment of these policies is solely at the discretion of Forman Christian College. It is a good habit to check periodically to make sure you have the most recent version of these policies.

These policies replace any previous versions and supersede any and all memoranda or previous policies/practices here at FCC. If there is any question about a current policy, this Faculty Handbook should be the primary guide. Please review these policies carefully and ask your supervisor/department head should you have any questions.

May your work here at FCC be a rewarding experience for you. Best wishes as you work with us.
I. GENERAL INFORMATION

Mission and Vision

The Mission of Forman Christian College (a Chartered University) is to impart, create and disseminate knowledge and to develop informed, ethical and responsible citizens who are prepared and committed to learn, lead and serve; persons who exemplify the FCC motto, “By love, serve one another.”

The Vision of the college is to be recognized as one of the very best colleges on the entire subcontinent. This is in keeping with the distinguished reputation established during the first century in the life of the college.

The educational programs and the faculty approach to teaching are designed to graduate:

- “Empowered learners” with strong written, oral and quantitative skills that they can use to evaluate a constant flood of information. The idea is to create in students the ability to think independently and critically, solve problems and continue a lifetime of self-directed learning;

- “Informed learners” who understand global and cross-cultural relationships, value the philosophy and history underlying the nation of Pakistan, and are fluent in both their native language and English;

- “Responsible learners” who understand the ethical consequences of actions and are well-groomed to be active citizens who accept their public duty and participate in the decision-making process of a democracy.

Core Values

The faculty and staff of Forman Christian College seek to live by and to teach students the Core Values of the College. In a variety of different settings students are asked to learn and live by the following values:

Integrity
I will speak the truth and keep my commitments. I will take my responsibilities seriously and fulfill them to the best of my ability.

Excellence
I will be steadfast in my pursuit of excellence. I will set high standards in my intellectual life, personal behavior, and interpersonal relationships. I will honor the traditions of the college and preserve the beauty of the campus.

Respect for the dignity of each human being
I will treat others with respect, kindness, generosity of heart and compassion. I will accept and tolerate differences. I will handle disagreements with candor and civility.

Discipline and Accountability for my actions
I will uphold the policies of the college and follow the rules and regulations. I understand that behavior has consequences. This understanding is an essential component in the development of my self-discipline.

Fairness and Justice
I will be fair in all of my decisions and work toward justice for others.
Service
I will live the motto, “By Love, Serve One Another” knowing that serving others is a way of life that will enrich the community and the nation in which I live.

Community
I will take the concerns of others in the college community to heart. Because we are bound together by common purposes, objectives and values, the welfare of all will be my concern.

University Organizational Structure (as prescribed by the Charter)

Board of Governors

Mr. Jamshed Rahmat Ullah (Chairman)  Advocate
Dr. Arthur James (Vice Chairman)  Principal, Gujranwala Theological Seminary
Dr. Peter H. Armacost (Secretary)  Rector, Forman Christian College
Dr. Ijaz Munir (Ex Officio)  Secretary Higher Education, Govt of Punjab
Prof. Dr. Mujahid Kamran (Ex Officio)  Vice Chancellor, University of the Punjab
Dr. Shahid Amjad Chaudhry (Ex Officio)  Rector, Lahore School of Economics
Mr. Ahmad Saeed  Chairman, Service Industries Ltd
Rt. Rev. Dr. Alexander John Malik  Bishop of Lahore, Church of Pakistan
Mr. Salim Bhatti  Property Resource Coordinator, PCUSA
Mr. Philip Lall  Business Consultant
Rev. David Hudson  Church Leader
Mr. Yusuf H. Shirazi  Businessman
Dr. Robert Johnson  Executive Director, FFCC, USA
Dr. David Warren  President, National Association of Independent Colleges and Universities USA

Board of Directors of the Society

Mr. Jamshed Rahmat Ullah (Chairman)  Attorney, Supreme Court
Rev. Dr. Arthur James (Vice Chairman)  Principal, Gujranwala Theological Seminary
Dr. Peter H. Armacost  Rector, Forman Christian College
Mr. Anthony Richards  CEO Digital Office Systems (Pvt) Ltd
Rev. Dr. Maqsood Kamil  Professor Gujranwala Theological Seminary
Rt. Rev. Dr. Alexander John Malik  Bishop of Lahore
Mr. Philip Lall  Business Consultant
David Hudson  Church Leader
Salim Bhatti  Property Resource Coordinator, PCUSA
Mrs. Veeda Javaid  Executive Director PEB
Dr. Rukhsana David  Principal Kinnaird College for Women
Dr. Robert Johnson  Executive Director, FFCC, USA
Dr. Sonia Thew  Physician
Dr. David Warren  President, National Association of Independent Colleges and Universities USA
Academic Council

1. Membership of the Academic Council shall consist of:
   a. the Rector (Chairman)
   b. Vice-Rector
   c. all the Deans
   d. all the heads of the Departments
   e. all Professors and Associate Professors of the University;
   f. all full time members of the university teaching faculty who hold appointments as Assistant
      Professors and Lecturers, who have been on the faculty for at least one year
   g. one senior administrative officer of the University to be nominated by the Rector
   h. an expert in the field of education to be nominated by the Secretary, Education Department of the
      Punjab out of a panel of experts
   i. the Registrar (Member/Secretary).

2. Members appointed by nomination shall hold office for three years.

3. The quorum for a meeting of the Academic Council shall be one–half of the total number of
   members, a fraction being counted as one.

4. Powers and duties of Academic Council
   (1) The Academic Council shall be the academic body of the University and shall, by the statutes,
       have the powers to lay down proper standards of instruction, research, publication and
       examination and to regulate and promote the academic life of the University.
   (2) Without prejudice to the generality of the foregoing powers and subject to the provisions of this
       Act and the Statutes, the Academic Council shall have the power to:
       a. advise the Board of Governors on academic matters;
       b. regulate the conduct of teaching, research and publication;
       c. regulate the admissions of students to the courses of studies and examinations in the
          University;
       d. regulate the conduct and discipline of the students of the University;
       e. propose to the Board a scheme for the constitution and origination of Faculties and
          teaching departments;
       f. consider or formulate proposals for the planning and development of teaching and
          research in the University;
       g. make Regulations prescribing the courses of studies, the syllabi and the outline of tests
          for all University examinations subject to approval of the Board;
       h. regulate the award of studentships, scholarships, exhibitions, medals and prizes;
       i. frame Regulations for submission to the Board;
       j. appointment or nominate members to the various Authorities in accordance with the
          provisions of this Act; and
       k. perform such other functions as may be prescribed by the Statutes.

Board of Faculty

1. There shall be a Board of each Faculty which shall consist of
   a. Dean of the Faculty (ex-officio)
   b. Heads of the teaching departments in the Faculty (ex-officio)
   c. Those who hold the rank of Professor in each department (ex-officio)
   d. One member other than Professors and head of each teaching department to be
      nominated by the head of Department
c. Five persons nominated by the Rector, in consultation with the Academic Council, who may be members of other faculties with insights having important bearing on the subjects assigned to the faculty, or who may be experts in the field from outside the University.

2. The members other than ex-officio members shall hold office for a period of three years.

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

4. Powers and duties of the Board of each Faculty. Subject to the general control of the Academic Council and the Board of Governors, the Board of each Faculty will:
   a. co-ordinate the teaching and research work in the subjects assigned to the Faculty;
   b. scrutinize the recommendations of the Boards of Studies comprising the Faculty with regard to the appointment of paper-setters and examiners for Baccalaureate and Postgraduate examinations and to forward the panels of suitable paper-setters and examiners for each examination to the Rector;
   c. consider any other academic matter relating to the Faculty and to submit its report to the Academic Council;
      a. prepare a comprehensive annual report regarding the performance of each department comprising the Faculty for presentation to the Academic Council; and
      b. perform such other functions as may be prescribed by the Statutes.

5. There shall be a Dean of each Faculty who shall be the Chairman and convener of the Board of Faculty.

6. The Dean shall be appointed for a period of three years by the Rector from the Faculty subject to confirmation by the Board of Governors and shall be eligible for reappointment.

7. The Dean shall present candidates for admission to degree (except honorary degrees) for the courses falling within the purview of the Faculty.

8. The Dean shall have such powers and duties as may be prescribed by the Board of Governors on the recommendations of the Rector. See job description for Deans of Faculty in Appendix A.

### Academic Departments and Heads of the Departments

1. There shall be an Academic Department for each subject or a group of subjects, as may be prescribed by the Regulations. Each Academic Department shall be headed by a Head of Department.

2. The Head of an Academic Department shall be appointed by the Board of Governors on the recommendation of the Rector.

3. The Head of the Department shall plan, organize and supervise the work of the department and shall be responsible to the Dean for the work of his department. See job description for Department Heads in Appendix A.

4. The Head of the Department shall, under the general supervision of the Rector and the Dean, exercise all administrative, financial and academic powers and such other duties or powers as may be delegated to him/her.

5. The Heads of the departments shall prepare a comprehensive annual report regarding the performance of department at the undergraduate and graduate levels, faculty research and development and submit the report to the Dean of the Faculty for his evaluation.

### Board of Advanced Studies and Research

1. The Board of Advanced Studies and Research shall consist of:
   a. Rector (Chairman)
   b. Vice Rector
   c. all the Deans
d. one University Professor from each Faculty other than the Dean to be appointed by the Board of Governors

e. one member to be nominated by the Rector

f. three members from the relevant field, research or organizations and Government departments, to be nominated by the Board of Governors

g. the Registrar (Secretary)

2. The term of office of the members of the Board of Advanced Studies and Research other than ex-officio members shall be three years.

3. The quorum for a meeting of the Board of Advanced Studies and Research shall be one-half of the total number of members, a fraction being counted as one.

4. The functions of the Board of Advanced Studies and Research shall be to:

a. advise the Authorities on all matters connected with the promotion of advanced studies and research publication in the University

b. consider and report to the Authorities of the research degrees in the University;

c. propose Regulations regarding the award of research degrees

d. approve the Internal Approval Form for Proposals and Contracts (see Appendix E) submitted by faculty

e. appoint supervisors for Postgraduate research students and to approve titles and synopsis of their thesis/dissertations

f. recommend panels of names of examiners for evaluation of other research examinations

g. perform such other functions as may be prescribed by the Statutes.

Selection Board and Search Committee

1. The Selection Board shall consist of-

a. Vice Rector

b. Dean of the Faculty concerned

c. Head of the Academic Department concerned.

2. The Registrar shall be the Secretary of the Selection Board.

3. The quorum for a meeting of the Selection Board shall be two.

4. Duties of the Selection Board

a. reduce the pool of candidates to the three top candidates and recommend them to the Rector with an evaluation of the strengths and weaknesses of each candidate.

b. recommend suitable salary for the candidates concerned to the Rector.

5. Whenever there is a vacancy on the faculty, the Rector, upon recommendation of the Vice Rector and Dean of the concerned Faculty, shall appoint a Search Committee consisting of five members with at least two of them being from the Academic Department in which there is a vacancy. The Search Committee shall be responsible for identifying candidates, screening the candidates, and checking references for the candidates and establishing an interview process for the final lists in the search. The results of this process will be sent to the Selection Board.

6. In selection of candidates the search committee shall consult at least two experts in the subject concerned, to be nominated by the Rector from a standing list of experts for each subject approved by the Board of Governors on the recommendation of the Selection Board and revised from time to time.

7. The Rector shall make the final selection of members of the Faculty subject to the approval of the Board of Governors. He shall make his recommendation based upon the findings of the Selection Board.

8. When the recommendations of the Rector for new faculty members are presented to the Board of Governors, there shall first be a review of the recommendation by the Academic Affairs Committee of the Board of Governors, which shall present its recommendations to the Board of Governors.
Finance and Planning Committee

1. The Finance and Planning Committee shall consist of -
   a. Rector
   b. Vice Rector
   c. all of the Deans
   d. Chief Financial Officer
   e. one member of the Academic Council to be nominated by the Academic Council.
2. The term of office of the nominated members shall be three years.
3. The quorum for meeting of the Finance and Planning Committee shall be five.
4. The functions of the Finance and Planning Committee shall be to
   a. advise and assist the Rector in the preparation of the annual statement of accounts and in
   developing the annual budget estimates for presentation to the Board of Governors;
   b. advise and assist the Rector in the preparation of the strategic plan for the University; and
   c. perform such other functions as may be prescribed by the Statutes.

Academic Standards Committee

1. The Academic Standards Committee shall consist of
   a. Vice Rector (ex-officio)
   b. One senior faculty member (either Professor or Associate Professor) from each Faculty.
2. The Members other than ex-officio members shall hold office for a period of three years.
3. The quorum for a meeting of the Academic Standards Committee shall be one-half of the
   number of members, a fraction being counted as one.
4. The functions of the Academic Standards Committee shall be to review the performance
   of each faculty member and make recommendations to the Rector regarding the promotion
   in rank or continued service of each faculty member

Administrative Personnel

Office of the Rector

Dr James Tebbe
Rector
Dr Donald Douglas
Vice Rector
Dr Cusrow J Dubash
Executive Vice Rector
Dr Christy Munir
Principal
Dr Douglas Trimble
Director Assessment
Dr Rukhsana Zia
Center for Learning and Teaching
TBA
Director Financial Aid
Uzma Khan
Director Communications

**Haroon Samson**
Director Development

**Jean Albert**
Administrative Assistant

**Office of the Vice Rector**

TBA
Vice Rector

**Hina Abel**
Assistant Vice-Rector

**Dr Mian Wajahat Hussain**
Controller of Examinations

**Amber Mall**
Director of Admissions

**Bushra Almas Jaswal**
Chief Librarian

**M Kashif Fida**
Director of Career Planning

**Ashkanaz**
Director Internships

**Student Affairs**

**Cheryl Burke**
Dean of Students

**Muhammad Nawaz Malik**
Chief Proctor

**M Akram Chaudhry**
Chief Warden

**Kashif Sharoon**
Director Student Activities

**Aisha Ateeq**
Student Counselor

**Establishment Branch**

**Hamid Saeed**
Registrar

**PL Nasir**
Superintendent of Establishment
Financial Affairs

Asim Albert  
Chief Fiscal Officer
Shiraz Adnan Bukhsh  
Chief Accountant
Kamran John  
Accountant

Business Office

Ashraf Kamil  
Chief Business Officer
Rufis Rashid  
Services Manager
Asif Anwar  
Director Purchase
Sharoorn Younis  
Director Human Resource
Col Khaqan Mahmood Rana  
Director Security

Office of College Advancement

TBA  
Chief Advancement Officer
Azeem Munir  
Office Manager
Robin Rufin  
Database Manager

IT

Anthony Richards  
Chief Information Officer
Saira Yaqoob  
Assistant to the CIO
Imran Naeem  
Database Administrator
Muhammad Ghaus  
Manager Networks
Saquib Saddique  
Manager (IT Infrastructure & Security)
Sohail Anwar  
Helpline Internet
The faculty of Forman Christian College is organized into the following areas:

**Faculty of Natural and Physical Science**
The Faculty of Natural and Physical Science includes members of the Departments of Biological Sciences, Chemistry, and Physics

**Faculty of Social and Behavioral Science**
The Faculty of Social and Behavioral Science includes members of the Departments of Geography, Political Science, Psychology, Sociology, and History

**Faculty of Humanities**
The Faculty of Humanities includes members of the Departments of English, Religious Studies, Mass Communication, and Urdu.

**Faculty of Education**
The Faculty of Education includes members of the Departments of Education and Health & Physical Education.
**Faculty of Management and Business**
The Faculty of Management and Business includes the Departments of Business and Economics.

**Faculty of Information Technology**
The Faculty of Information Technology includes the Departments of Computer Science, Mathematics and Statistics.

**Deans**

**Dr Sufian Aslam, Professor of Biological Sciences**
Dean of the Faculty of Natural and Physical Sciences

**Dr Grace Clark, Professor of History**
Dean of Faculty of Social Science

**Dr Waseem Anwar, Professor of English**
Dean of the Faculty of Humanities

**Dr CJ Dubash, Professor of Education**
Dean of the Faculty of Education

**Dr Bashir Ahmad Khan, Professor of Business**
Dean of the Faculty of Business

**Dr Wasiq Hussain, Professor of Mathematics**
Dean of the Faculty of Information Technology

**Department Heads - University**

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<tr>
<th>Department</th>
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<tr>
<td>Biological Sciences</td>
<td>Dr Mian Wajahat Hussain</td>
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<tr>
<td>Business &amp; Management</td>
<td>Dr Bashir Ahmad Khan</td>
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<tr>
<td>Chemistry</td>
<td>Dr Dildar Ahmad</td>
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<tr>
<td>Computer Science &amp; IT</td>
<td>Mr Bilal Bajwa</td>
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<tr>
<td>Economics</td>
<td>Dr Shabib Haider Syed</td>
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<td>Education</td>
<td>Dr CJ Dubash</td>
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<tr>
<td>English</td>
<td>Dr Nukhbah Langah</td>
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<tr>
<td>Geography</td>
<td>Mr Kashif Shafique</td>
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<tr>
<td>Health &amp; Physical Education</td>
<td>Mr Babar Kamil</td>
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<tr>
<td>History/Pak. Studies</td>
<td>Dr Yaqoob Khan Bangash</td>
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<tr>
<td>Mass Communication</td>
<td>Dr Mian Ahmad Hanan</td>
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<tr>
<td>Mathematics</td>
<td>Dr Ahmad Mahmood Qureshi</td>
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<tr>
<td>Philosophy</td>
<td>Dr Ghazala Irfan</td>
</tr>
<tr>
<td>Physics</td>
<td>Dr Sufian Aslam</td>
</tr>
<tr>
<td>Political Science</td>
<td>Dr Imtiaz Bokhari</td>
</tr>
<tr>
<td>Psychology</td>
<td>Mr Abdul Hameed</td>
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<tr>
<td>Religious Studies</td>
<td>Dr Hafiz Abdul Ghani</td>
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II. Academic Programs

Baccalaureate Honors Program

Graduation requirements

BA Honors, BSc Honors, BScBus, BCS, BIT, BA Ed, BSc Ed
* 130 credit hours completed
* Cumulative GPA (grade point average) of 2.0 or better
* 12 courses labeled as upper level (300 or 400)
* The following General Education courses:
  Communication
    Written Communication
    English 101
    English 103
    Urdu 101
  Oral Communication
    Mass Communication 100
  Social or Behavioral Sciences
    Pakistan Studies
    2 additional courses from this division
  Humanities and the Arts
  Islamic Studies/Ethics
    2 additional courses from this division
  Physical or Natural Sciences (Must be 4-credit courses with labs)
    1 or 2 course(s) from the Physical Sciences
    1 or 2 course(s) from the Natural Sciences
    Must have at least 3 courses from this division.
  Mathematics and Information Technology
  Computer Science
    2 additional courses from this division

Students may count a General Education course that falls within their major as both a course which meets their General Education requirement and a course which meets their Major requirement. However, a total of 130 credits must still be completed to graduate. In essence when the same course fulfills both General Education and Major requirements, a student has an additional elective to take.

*Competency on college assessment examinations by the end of the second year in:
Written communication in Urdu
Written communication in English
Oral communication in English
Quantitative Skills
Information Technology Skills

*Pass a comprehensive exam in the major field of study

**BA Honors and BA Ed** Completion of 36 credit hours in chosen major including all core courses required by the department

**BSc Honors and BSc Ed** Completion of 48 credit hours in chosen major including all core courses required by the department

**BSc Biotech, BSc Bus, BCS and BIT** Completion of 64 credit hours in chosen major including all core courses.

**General Education Requirements**

**Humanities (Three 3 credit Courses)**

**Requirement:** (1 course)

Islamic Studies/ Ethics (ISLM 101 or CRST 152)

**Disciplines:** (2 courses; at least one NOT in Religious Studies)

Art
English
History
Music
Religious Studies

Drama
Foreign Languages
Mass Communications
Philosophy
Urdu

**Social or Behavioral Sciences (Three 3 credit Courses)**

**Requirement:** (1 course)

Pakistan Studies (PKST 101)

**Disciplines:** (2 courses; at least one NOT in Pakistan Studies)

Anthropology
Economics
Geography
Pakistan Studies
Psychology

Business
Education
Health and Physical Education
Political Science
Sociology

**Physical or Natural Sciences (Three 4 credit Courses)**

**Disciplines:** (3 courses with labs; at least one from Physical and one from Natural)

**Physical Sciences:**

Chemistry
Physics

**Natural Sciences:**

Biological Sciences
Biotechnology
Botany
Environmental Science
Zoology
Mathematics and Information Technology  (Three 3 credit Courses)
Requirement: (1 course)
A Computer Science course OR demonstrate competence in Computer Science.
**If competence is demonstrated, the student must still take a course in this division to replace it.

Disciplines: (2 courses: at least one NOT in Computer Science)
Mathematics
Statistics
Computer Science/Information Technology

Communications
Requirement: (4 courses)
Fundamentals of Speech     (MCOM 100)
English Writing/Grammar  (ENGL 101) or demonstrated competence
Advanced Writing Skills    (ENGL 103)
Communicative Urdu       (URDU 101)
** If competence Urdu is demonstrated, the student must replace ENGL 101 with another course from the English discipline.

Intermediate Program

Forman Christian College offers a two-year Intermediate program under the guidelines of the Board of Intermediate and Secondary Education, Lahore. Programs in Arts and Humanities and Sciences are offered. For further information, see the Intermediate Prospectus.

Masters in Business Administration
The college offers a two-year MBA program. To be admitted, a student must have the equivalent of a four-year Baccalaureate degree. For further information, see the MBA Prospectus.

MPhil
The college offers a two-year MPhil program in Biotechnology, Chemistry, and Economics. To be admitted, a student must have the equivalent of a four-year Baccalaureate degree. For further information, see the respective MPhil Prospectus.
III. FACULTY POLICIES AND PROCEDURES

Faculty Expectations

Professional Behavior and Ethical Conduct

The faculty of Forman Christian College are committed to high standards of professional behavior and ethical conduct. As a community of scholars, we are committed to the core values of integrity, excellence, accountability, fairness, and respect for the dignity of each person.

Professional Expectations of Faculty

The faculty of Forman Christian College adhere to high standards of professional behavior in:

Course preparation and classroom conduct

- Maintain up-to-date knowledge in their subject area.
- Prepare course syllabi that reflect up-to-date course objectives, learning outcomes, and course content.
- Come to class well prepared for the lesson.
- Present course material in an organized, clear manner.
- Begin classes on time and teach the entire class period.
- Provide high quality instruction over the span of an entire class period.
- Avoid canceling classes unnecessarily.
- Treat students with dignity and respect and avoid humiliating them.
- Encourage feedback and opinions from all students and when appropriate, institute changes in response to feedback.
- Keep attendance records consistently and truthfully.

Out of class work, projects and papers

- Develop meaningful out of class assignments, papers, and research projects that relate to the objectives of the course.
- Use clear, specific criteria for evaluating papers and projects.
- Grade all written assignments objectively. For example, some instructors ask students to place their name on the back of papers so that the grading is completed before the instructor knows the author of the paper.
- Provide written or verbal feedback promptly.

Examination and course grades

- Compose exams that fairly and accurately measure course content and objectives.
- Grade exams objectively.
- Return exams to students promptly with written and/or verbal feedback.
- Explain specifically in the syllabus how the final grade will be calculated.
- Assign final grades with care, fairness, and with absolute honesty. Final grade reflects assignments and percentages established in the course syllabus.
- Set and enforce procedures to prevent cheating and plagiarism so that students who behave honestly are not disadvantaged.
• Retain for a period of three years all grade books with a record of all variables that entered into the assignment of the final grade.

Professional performance

• Post office hours on their office door and are available to students during those hours. At least three hours per week of office hours should be provided. Additional hours should be provided for advisees.
• Be present on campus during the work day, remembering that an eight hour work day is expected.
• Provide remedial help to students and modify teaching methods to meet the needs of students.
• Continue to learn methods to promote higher order thinking skills.
• Seek out opportunities for professional growth and development.
• Remain current in their academic discipline.
• Safeguard confidential information. Post grades with minimal identifiers.
• Cite contributions of others in lectures and scholarly writings. Accurately report all findings in scholarly publications. Maintain high standards of research integrity.
• Carry out objective evaluations of all administrators, faculty, staff, and students.
• Participate in other university activities (e.g. advising, sponsoring student organizations, serving on committees such as admissions or testing).
• Manage time effectively in order to be productive.
• Meet all university deadlines (e.g. grading, attendance reports, requests for information).

Professional behavior and integrity

• Treat students, faculty members, staff, and administrators with courtesy and impartiality. Criticism should be handled privately and discretely.
• Set an example for all by behaving ethically and honestly.
• Dress professionally.
• Refrain from smoking on campus to reduce health risks and to model healthy behavior to students.
• Assist university proctors in maintaining positive student behavior on campus.
• Refrain from sexual and religious harassment. Work to prevent discrimination and harassment by others.
• Conduct their lives in accordance with the Core Values of Forman Christian College.
Duty Policies

This Duty Policy is put together with the following goals:

- Inculcation of the motto and core values of the college.
- Willingness on the part of faculty to cooperate with the management of the College in building an environment for student learning that is peaceful, safe and comfortable for the students.
- All faculty to share the varied duty responsibilities equally.
- Duties performed to be considered at the time of faculty performance evaluation.

The following specific duties are outlined in this policy: English Screening Duty, Master’s Degree Admissions, Examination Duty, Proctorial Duty and Miscellaneous Duties.

English Screening Duty

The admissions for Intermediate, Baccalaureate and Postgraduate studies are handled by the Office of the Director of Admissions.

The Baccalaureate students will need to be screened for their English Language competency at the time of enrollment. For this purpose some instructors from English and Mass Communication selected by the Vice Rector will be asked to volunteer their time. This duty will include conducting interviews to assess level of competency in spoken English and/or helping with the ACCUPLACER testing online.

This duty starts as soon as the first Merit Lists are displayed. Exact dates are dependent on when the Lahore BISE announces the Intermediate results. The assigned individuals are expected to be available for duty as assigned.

Admissions Duty

Postgraduate Degrees: The respective departments organize a committee with the Department Head as the convener and one senior faculty member and one junior faculty member.

All lists of accepted students displayed must be routed via the Admissions Office with full documentation (test scores, interview scores, and any other appropriate materials).

Duties of MPhil Admissions committee:
- Read the respective prospectus / catalog carefully and make sure there are no ambiguities
- Be familiar with the criteria, requirements, and procedures for admission
- Answer questions by parents and students
- Check all documents with forms
- Arrange forms in each category in descending order of merit
- Prepare merit list on computer using Excel
- Interview candidates and check original documents
- Turn in the forms of admitted students to the admission office
- Prepare a summary of admissions with full documentation (e.g. exam and interview scores) and turn in the admission office
Examination Duty

This duty is required whenever there are Intermediate exams in college. The major examination period is in December for Send-up exams.

General:
- All members of the intermediate teaching faculty to be involved with examination duty.
- Report at least half an hour before the start of exams to the examination office in ASAB.
- Do not switch duties with anyone on your own; contact the Controller of Examinations for any switching.
- No eating, or smoking inside the examination rooms.
- Drinking water is permitted only if the individual has his/her own water supply.
- Turn off all mobiles, including your own.

Composition:
Proctors for exam duty shall fall in one of three categories:
- Room Proctors: one in each room
- Hall Proctors: one or two in each hallway
- Exam Office Proctors: three

Duties:

Exam Office Proctors:
- Distribute exam papers and answer sheets to room proctors
- Make sure all room and hall proctors are on duty
- Take rounds randomly and periodically
- Check contents of each answer sheet package
- Forward answer sheets to Department Heads for grading by respective instructors
- Report to the Controller of Examinations

Hall Proctors:
- Monitor the hallways and corridors for loitering or stray students
- Check on students visiting the bathrooms
- Relieve room proctor in case of bathroom usage
- Facilitate room proctor in case of inappropriate behavior in the exam room

Room Proctors:
- Collect exam papers and answer sheets
- All student belongings must be placed in the front of the room
- Seat students appropriately (randomly move students to different seats or seat students yourself) and check for ID cards and correct uniform
- List students without ID cards and/or incorrect uniform and forward to Chief Proctor at end of exam
- Pass an attendance sheet that students clearly sign
- Sign and date clearly every answer sheet given to the students
- Distribute the answer sheets first and have students fill in the relevant information
- Distribute the question paper
- Keep track of time based on duration of the exam
- Walk around the room constantly and observe for any signs of cheating or inappropriate behavior
- If students are found cheating (and please be sure) dismiss the students immediately. If students do not leave, report names and roll numbers to Controller of Examinations at the end of the exam. Do not unnecessarily create any disturbance in the exam room
Proctorial Duty

The primary purpose of proctorial duty is to maintain discipline on campus and to enforce the policies of the College as printed in the prospectus/catalogue and in the Student Handbook. This duty is on-going throughout the academic year. Special assignments are also made for student and Society functions. See also Proctorial Board in this Handbook.

General:
- Every teaching faculty member at FC College is a PROCTOR with the duties below
- The Chief Proctor and 20 other members of the faculty will function as the Proctorial Board and oversee the functioning of the proctors
- The twenty members of the Proctorial Board will comprise of at least one member from each academic department

Duties:
- Treat all students with dignity and respect
- Practice what you preach ---- be a role model for others
- Reprimand for fighting and refer to the Chief Proctor
- Reprimand for incorrect / incomplete uniform/dress code
- Provide grooming guidelines for students
- Maintain a positive and conducive environment on campus
- Train prefects in how to behave and deal with students
- Submit nominations for prefects
- Submit in writing reports on any untoward incidents on campus to the Chief Proctor
- Maintain confidentiality of any reported incidents
- Abstain from favoritism and being perceived as unfair
- Be available for special function duties as and when requested by the Chief Proctor
- Monitoring of discipline on campus
- Inculcation of the core values
- Monitoring of Prefects’ duties

Advisors of Co-Curricular Activities

Faculty are encouraged to serve as an advisor to a student club or society on campus. The following guidelines should be followed by advisors:
• In September, a meeting should be held to select office bearers for the coming year along with representatives of different classes or sections. These office bearers and representatives may be elected by the members or selected by the advisor.

• The club or society should develop goals and plans for the year early in the academic year.

• While the office bearers, committee and members carry out the programs of the society in consultation with the advisor, the advisor is accountable for the society.

• The money generated through membership fees will be entrusted to the finance secretary (a student) who will be supervised by the advisor to make the finances transparent and honest. The advisor must sign off for all expenses on behalf of the society.

• The advisor should stay in touch with the chairman of the co-curricular office to keep him informed of the activities of the society.

• The advisor should settle disputes and disagreements that might arise among the office bearers and members regarding the society.

Miscellaneous Duties

These fall in a number of different domains. Instructors involved with any of the following are considered to be rendering special duty to the college.

• Academic Advisors: Advisors are selected each year to work with incoming freshman in the baccalaureate program. The duty is described in greater detail in the Academic Advisors’ Handbook in Appendix P. Briefly, it includes assisting students with their personal and professional goals, helping them select courses for their degree requirements, and advising them on their academic decisions. At the end of two years, students will be assigned an advisor in their major field of study.

• Wardens / Assistant Wardens. See position description in Appendix _____

• Coaches for sporting events that are not part of one’s job description or course load

The specific responsibilities and duties under each of the above are provided in their respective job descriptions.
Personnel Policies for Faculty

A. EMPLOYMENT

Position Classifications

Employment at Forman Christian College is based on the following employment categories:

**Faculty**
Persons who are directly engaged in the academic program, usually in teaching, professional research, and/or professional library work. Faculty are classified as Professor, Associate Professor, Assistant Professor, Lecturer, and Visiting Faculty.

**Visiting Faculty**
Persons who are directly engaged in the academic program as teachers on a part-time or short-term basis. In general, visiting faculty teach for a given term or terms and have a limited class load. They are paid for each class taught on a contract basis and are not considered full time employees of FCC.

**Administrative Staff**
Persons engaged in general administration and supervision of specific major functions and who report directly to the Rector or to members of the Executive Staff.

**Support Staff**
Persons in positions of support to faculty, executive or administrative positions.

**Full Time Regular Employees**
Faculty employed under a full time faculty contract for the nine month period that the College is in session, or non-faculty staff (Administrative, Support Staff) employed at least 30 hours a week in an established position.

**Part Time Regular Employees**
Faculty and non-faculty staff (Executive, Administration, Support Staff) employed on a normal day-to-day basis but for less than 30 hours per week.

**Temporary Employees**
A person employed to work full or part time with the understanding that his/her employment will be terminated on a specific date or upon completing a specific assignment.

Job Descriptions and Employment Contracts

**Job Descriptions**
All employees, at the time of their initial appointment or at any time afterwards, shall be given a job description for their post. The Job Descriptions will not be regarded as a precise or exhaustive description of duties and responsibilities but seen as a summary of, and a guide to, the main duties associated with the job. The employees may at times be required to undertake duties appropriate to the nature of the post and its grade but not specified in the Job Description. This will include participation in any training necessary to carry out the responsibilities outlined in the employee’s job description.
Employment Contracts
The Rector will negotiate, finalize and execute the Employment Contracts. The Employment Contracts will be, as far as possible, standardized for each employment category.

Faculty Selection and Appointments

Faculty members who are hired to teach only in the Intermediate Program are qualified to teach in that program on the basis of B.A. or B.Sc. degree from an HEC-recognized four year Bachelor’s Degree program or an M.A. or M.Sc. degree from a college or university in Pakistan that is recognized by the Higher Education Commission. All new hires and those currently on the faculty must have at least an M.Phil or foreign M.A. or M.Sc. degree to be employed as a member of the university faculty.

Faculty Teaching in University Programs: Minimum Qualifications for Faculty Positions Teaching at the University Level

All candidates must possess at least the M.Phil degree, the M.A. or M.Sc. from a university in a highly developed nation (or its equivalent) or a Ph.D. degree. Candidates with only the M.A. or M.Sc. degree earned in a Pakistan university will only be considered if they have at least 18 graduate hours of credit beyond the Masters degree.

Criteria for Selection of New Faculty Members
At Forman Christian College we seek to hire faculty members who meet the following criteria:
1. Belief in and support for the stated mission of the College.
2. A thorough knowledge of the subject matter in their academic discipline, and evidence that they are sufficiently up-to-date in the field to teach it well.
3. Evidence of effectiveness as a teacher. We seek good teachers who like to teach, who truly like working with students, and who take a personal interest in student learning.
4. Evidence that they reflect the values that we should teach in a liberal arts college, and are worthy examples for student to follow as they determine their values and behaviors for the future. Integrity is an especially important value in the academic community, as is modeling a passion for lifelong learning.
5. Evidence that they have good work habits. We seek teachers who are well prepared for each meeting of their class, who meet their classes regularly, who are punctual in beginning their classes on time, and who provide quality instruction throughout the scheduled class period.
6. Evidence that they are well respected by their students for the quality of their teaching.
7. Proficiency in English and the ability to operate effectively in a setting where English is the medium of instruction.
8. Willingness to cooperate with the management of the College in building an environment for student learning that is peaceful, safe and comfortable for students.
9. A desire to continue to improve their effectiveness as teachers and willingness to:
   a. Uphold high standards for students,
   b. Develop courses with assignments that promote active student involvement in the learning experience (e.g. frequent written assignments, oral presentations), and
   c. Provide prompt feedback to students so they know how well they are doing and can determine what needs to be improved.

The Process for Hiring New Members of the Faculty
The process for hiring new members of the faculty, as defined in the Statute is as follows:

Whenever there is a vacancy on the faculty, the Rector, upon the recommendation of the Vice Rector and Dean of the concerned Faculty, shall appoint a Search Committee consisting of five members with at least two of them being from the Academic Department in which there is a vacancy. The Search Committee
shall be responsible for identifying candidates, screening the candidates, checking references for the candidates, and establishing an interview process for the finalists in the search. The results of this process will be sent to the Selection Board. In selection of candidates the Search Committee shall consult at least two experts in the subject concerned, to be nominated by the Rector from a standing list of experts for each subject approved by the Board on the recommendation of the Selection Board and revised from time to time.

The Selection Board shall consist of the Vice Rector, the Dean of the Faculty concerned, the Head of the Academic Department concerned, and the Registrar. The Selection Board shall reduce the pool of candidates to the three top candidates and recommend them to the Rector with an evaluation of the strengths and weaknesses of each candidate.

The Rector shall make the final selection of members of the faculty subject to the approval of the Board of Governors. He shall make his recommendations based upon the findings of the Selection Board. When the recommendations of the Rector for new faculty members are presented to the Board of Governors, there shall be a review of the recommendations by the Academic Affairs Committee of the Board of Governors which shall present its recommendations to the Board of Governors.

**University Faculty Appointments**

Appointments to the faculty of Forman Christian College may be made at the ranks of:

- Lecturer
- Assistant Professor
- Associate Professor
- Professor

- Both appointments and promotions will be made upon the basis of a rigorous evaluation of the personal characteristics and the qualifications of the candidate in terms of 1) the effectiveness of the person in teaching, 2) evidence that knowledge is being updated, 3) evidence of research and scholarly activity, 3) the quality of their advising and other interactions with students outside of the classroom, 4) their service to the college community, and 5) evidence that shows professional development efforts to improve as a teacher and/or advisor

In general, the possession of a Doctorate, or equivalent, degree is required for a candidate to be appointed to the rank of Associate Professor or Professor.

For those faculty who taught at FCC during the College’s nationalization period, the beginning of faculty employment for the following Appointment periods is considered to be Fall 2003.

**Initial Appointment**

The initial appointment will usually be made for a term of one year. If the performance of the faculty member warrants a renewal of the appointment, he/she will be awarded a renewal appointment for either one year or two years depending upon the quality of his/her performance as judged in accordance with the process for the annual evaluation of the effectiveness of faculty members that has been approved by the Board of Governors.

Early in the third year of the faculty member’s service to the college, the Academic Standards Committee will review the performance of the faculty member to determine whether or not to recommend to the Rector that the person be retained for a three year contract.
Three Year Appointment
If a faculty member has demonstrated good performance during his/her first three years on the faculty of Forman Christian College, he/she may be offered a three year appointment.

Full Performance Review
During the sixth year of a faculty member’s service to the college, he/she will participate in a full performance review to determine whether or not to offer a five-year appointment. The Academic Standards Committee will make a recommendation to the Rector along with the recommendations of the Dean of the concerned Faculty and the Head of the Academic Department in which the faculty member is teaching. If the decision is negative, the results will be communicated to the faculty member prior to April 1 of that year.

Five Year Appointment
After a person has been on the faculty of Forman Christian College for a total of six years, he/she will be either retained on a renewable five-year appointment or he/she will be terminated.

The full performance review will involve recommendations from both the Head of the Academic Department in which the faculty member teaches and the Dean of the concerned faculty. In addition, the Academic Standards Committee will review the performance of the faculty member and make a recommendation to the Rector regarding the continued service of the faculty member on a renewable five-year appointment.

At the conclusion of the full performance review, if the Rector determines that a faculty member is deserving of a renewable five-year appointment, he shall recommend such an appointment to the Board of Governors and the Board will take the final action.

All decisions regarding promotion in Academic Rank will be made in accordance with the policies approved by the Board of Governors (the minimum criteria) and a full review and recommendation by the Academic Standards Committee.

The Academic Standards Committee consists of the Vice Rector and one senior faculty member, either Professor or Associate Professor, from each Faculty.

Use and Storage of Personnel Files
Once an employee accepts a position at FCC, he/she has a personnel file on record with the College. The file contains any personal information provided to the College by a new employee, any CVs provided to the College, and documentation related to an employee’s education or past work experience. During an individual’s employment with FCC, copies of annual performance appraisals, letters of commendation, copies of leave permission, and other documents related to that person’s employment will be kept in this file. These materials are under the care of the Superintendent of the Establishment; any individual employee can request the opportunity to review the contents of his/her personnel file from that office in the presence of the Superintendent of the Establishment or his designee.

Any and all materials kept in an employee’s personnel file are considered confidential and will be treated as such by the Superintendent of Establishment. An employee's personal information will not be used or disclosed to a third party for any purpose other than that for which it was collected, unless FCC is legally required to release the information or the consent of the employee has been obtained.
Performance Appraisal

Each faculty member’s performance shall be periodically rated, not less than annually, by his/her Head of the Department. The appraisal process is meant to encourage dialogue between faculty and their supervisors, to enhance the professional development of all faculty, to clarify goals and expectations, to assure that job performance and accomplishment information is recorded in each faculty member's employment file, and to provide a basis for decisions on compensation.

The performance appraisal is conducted once a year usually by the faculty member's immediate supervisor. After the appraisal is completed by the supervisor, the appraisal is discussed with the faculty member and signed by the reviewer(s) and the faculty member. The faculty member's signature only indicates that the performance appraisal has been discussed with the faculty member, not necessarily that the faculty member agrees with the assessment of performance. Performance appraisals become part of the faculty member's personnel record and are afforded confidential treatment.

The performance appraisal process and reports for faculty will be based on The Process for Evaluation of the Effectiveness of Faculty Members, as approved by the Board of Governors on November 14, 2005 (see next section in Handbook).

The individual employee’s performance will be used in determining changes in compensation. All salary increases will be calculated on an annual basis and determined by the Rector. Should an individual employee’s annual compensation increase be below the average for all employees, that employee is required to discuss the matter with his/her department chair or supervisor to discuss the reasons for the salary decision and what changes are expected in the employee’s performance to rectify the situation.

Process for Evaluation of the Effectiveness of Faculty Members

The most important key to the quality of any college or university is the quality of its faculty. The process for the selection of the faculty and the criteria for choosing among the candidates is the first important step. Closely related thereto is the process for evaluating faculty performance. The Criteria upon which faculty members are evaluated and the nature of the process are essential ingredients in the strength of a college or university.

We seek to implement a rigorous process for the evaluation of the performance of the members of the teaching faculty so as to maintain and improve the quality of teaching at the College. The process for the evaluation of faculty members will be based on the following criteria and process:

1. Faculty members will be evaluated on the following criteria:
   a. The quality of their teaching;
   b. Evidence that they continue to remain current in their knowledge of their discipline;
   c. The quality of their advising and other interactions with students outside of the classroom;
   d. Their service to the college community.
   e. Evidence that shows professional development efforts to improve as a teacher and/or advisor
   f. Their English proficiency

The results of these evaluations will influence administrative decisions concerning salary and promotions.

2. The process for Evaluation will include the following activities:
   a. Each year, every member of the faculty will be required to submit a Faculty Self-Evaluation (Appendix C) that includes a self-assessment of his/her performance during the past year, and a statement
of professional goals for the coming year. This statement will address the above noted criteria for faculty evaluations, and it will be reviewed by the Head, the Dean, and the Vice Rector.

   a. Each year every Head of an Academic Department will submit an evaluation of each faculty member in his/her department to the Dean of Faculty. This report will be prepared after a meeting with the individual faculty members. The faculty member will sign the department head’s form to indicate that he/she has read it. The Dean of that Faculty will submit his/her own evaluation of every faculty member plus that of the Department Head to the Vice Rector. (See Appendix C for evaluation forms used by department head and Dean.)

   If a faculty member disagrees with the evaluation of the Dept. Head and/or Dean, he/she can use the comments section on the form or write a separate letter to the Vice Rector with their reasons for disagreement. If faculty wish to see their performance review, they should consult with the Vice Rector.

c. A Student Feedback Form (See Appendix D: Program Evaluation form for Intermediate Students and Program Evaluation form for Bachelors and MPhil students) will be administered in each course each year, and the results will be used to help improve the performance of teachers where this is necessary. This will insure a process for evaluating the quality of classroom teaching.

d. The Vice Rector will prepare a report of the results of this process which will be reviewed by the Academic Standards Committee.

e. The results of those deliberations, along with the data, will be presented to the Rector who will make the determination of faculty salaries and promotions and recommend appropriate action to the Board of Governors.

**Academic Rank, Titles, and Promotion**

The following policies guide the assignment of faculty rank, titles and promotion for UNIVERSITY Faculty:

**Lecturer**

Faculty with the rank of Lecturer must have a Masters degree in the relevant discipline from a recognized university/institution. In order to teach in the Bachelors Degree (Honors) Program, Lecturers whose Masters Degree is from a Pakistan University, must have at least 18 credit hours in the relevant discipline beyond the Masters Degree. A Masters Degree from a university in the USA or UK is sufficient.

**Assistant Professor**

In general, to qualify for an appointment at the rank of Assistant Professor a candidate must have 1) a Ph.D. degree plus 2 years teaching experience, or 2) a Masters Degree from a foreign university or an M.Phil. from a Pakistani university plus four years teaching experience, or 3) a Masters Degree in the relevant discipline from a Pakistani University [with a First Division] plus 18 credit hours beyond that degree or equivalent qualifications plus 6 years of teaching/research experience in a recognized university/postgraduate institution or professional experience in the relevant field of a national or international organization. Candidates with the Masters Degree plus 18 credit hours beyond that degree, and no relevant experience in another recognized university/postgraduate institution, may be considered for promotion to the rank of Assistant Professor after 12 years teaching experience.

**Associate Professor**

32
In general, to qualify for an appointment as an Associate Professor, a candidate must have a Ph.D. plus 10 years teaching/research experience in a recognized university or professional experience in the relevant field of a national or international organization plus five research publications in journals of international repute. However, the quality of the scholarly activity is considered to be more important than the number of publications. If a candidate does not have the Ph.D. degree, he or she may be considered for promotion to the rank of Associate Professor after 18 years of teaching experience provided that the candidate is judged to be meritorious in terms of the four criteria for promotion.

Professor
In general, to qualify for an appointment as a Professor, a candidate must have a Ph.D. degree plus 15 years of teaching/research experience in a recognized university or professional experience in the relevant field of a national or international organization plus 8 research publications in journals of international repute. However, the quality of the scholarly activity is considered to be more important than the number of publications. If a candidate does not have a Ph.D. degree, he or she may be considered for promotion to the rank of Professor after 25 years of teaching experience provided that the candidate is judged to be meritorious in terms of the four criteria for promotion.

Promotions will not be granted automatically on the basis of the number of years of teaching experience.

Transfer Policy
Transfers from one position to another position within the College are permitted when it is in the best interest of the College and desired by the employee. If an employee transfers from one department to another, it will be without a break in service.

Employment of Relatives
Relatives shall be defined as any individual’s spouse, father, mother, sister, brother, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or in-laws of the same relation.

Employment of relatives of College employees is permitted except where one would

1. Have authority or practical power to supervise, appoint, remove or discipline the other. College employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 days, the appropriate head of department will decide.
2. Evaluate the other’s work.
3. Participate in hiring or internal promotion of a relative.
4. Be placed in circumstances where the relationship would lead to actual or potential conflict of interest.
5. In other cases where a conflict or potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

Employment of relatives within the same department may be appropriate when justified by unique skills or talents. In this instance, hiring must be approved by the Rector upon written recommendation of the appropriate Dean. Upon approval, reporting relationship, evaluation, and promotion is determined by the Rector.

Outside Employment
Because holding a second job might pose a conflict of interest or interfere with an employee’s efficiency, any employment outside of FCC is discouraged. Before accepting employment outside the College, full-time employees should discuss the decision with their supervisors and seek permission to pursue such employment; permission can only be granted by the Rector or his designee and is at his discretion. Accepting outside employment without such permission can be cause for termination (see section on Termination).

**External Consulting**

FCC employees on 9 or 12 month contract may have opportunities to share their expertise through professional consulting services to agencies, institutions, and businesses both public and private. This consultation may be compensated or not.

All consulting agreements entered into by FCC employees must be disclosed including those entered into during off FCC contract periods. All consulting must have the prior administrative approval of the Department Head, Dean, and Vice Rector.

No consulting services may interfere with the fundamental responsibility of the employee to complete regularly assigned duties and obligations to teaching, research, administration, or service, including being regularly available to students and colleagues and other duties which are normally expected of a full-time employee.

No consulting services may create a conflict of interest or the appearance of a conflict of interest with the mission, operation, and integrity of FCC. Consulting agreements must comply with University research policy and intellectual property policy.

**Resignation**

Faculty members are expected to serve out the full term specified in their contracts; only under extraordinary circumstances will a faculty member be released from his/her teaching duties during any given academic term. When a faculty member does not intend to renew his/her contract at its expiration, he/she is expected to give notice 30 days prior to the expiration of that contract. However, when a faculty member intends to resign during the contract year, he/she must give 120 days notice or pay to the university an amount equal to four months salary. The balance of the vested amount in the faculty members’ Provident Fund account may be used for partial or full payment of this obligation of the faculty member. Upon resignation, the College is obligated to pay the resigning employee the pro-rated salary for the month in which the employee leaves his/her employment and any proceeds from the employee’s Provident Fund that have accumulated as of the date of resignation. The Provident Fund distribution will be according to Provident Fund rules. (See the Provident section of the Handbook.)

The foregoing resignation notice period shall not apply in case of dismissal from service of an Employee of the University, suspension without pay, temporary employees having a contract term of six months or less, employees on daily wages or work charged employees who shall be governed by the terms of their respective employment contracts.

**Retirement**

The retirement age at FC College is 65 years of age. In special circumstances, an individual faculty member or administrator may be asked to continue working beyond that age.
**Termination**

Notwithstanding anything contained in the Regulations the University may terminate an employment agreement, without issuing any notice or payment of salary in lieu thereof, if the Employee is found guilty of or there are reasonable and *prima facie* grounds of assumption that the Employee has done one of the following:

1. Committed a criminal offence or an offence of moral turpitude. For the purposes of these Regulations, Offence has the same meaning as defined in the Pakistan Penal Code, 1860.
2. Intentionally submitted incorrect information about his academic/professional qualifications and experience.
3. Taken up second employment after College working hours without prior written permission of the Rector.
4. Disclosed any official or confidential information relating to the activities, operations, financial exigency, and/or affairs of the University to any person who is not entitled to receive such information.
5. Committed any act or omission outside the scope of the Employment Contract which resulted in damage or loss to property, monetary loss and/or damage to reputation of the University.
6. Gross incompetence where the employee fails to discharge his/her job duties and responsibilities
7. In cases of unprofessional conduct including excessive tardiness, excessive absence, sexual harassment, or harassment of any other kind.

**Terminations Due to Economics, Reorganization, or Lack of Work**

In cases where an employee’s services are no longer required by the College or the College does not have sufficient funds to continue supporting the position, the College will give 30 days notice to the employee that his/her position is being discontinued. Salary for July and August will be paid to terminated employees. In these situations, employees whose positions are being discontinued will receive all leave time accrued as of the date of termination. Sick leave benefits are intended for use in times of illness and no payment for unused sick leave will be paid at the time of termination.

**Work Hours and Expectations**

Most classes at Forman Christian College are held between 8 a.m. and 4 p.m., Monday through Friday. Specific provisions relating to academic workloads follow:

1. Each member of the full time Faculty as part of his/her academic duties is expected to teach classes and to assume a reasonable academic workload of related activities that constitute a full-time instructional load. Persons employed on a part-time basis, including but not limited to visiting faculty members, will assume a workload proportional to their respective remuneration.

2. The nature of the teaching load may vary from Department to Department because of differences in Departmental objectives and goals, the nature of the instructional programs and other factors. In all Departments, members of the Faculty, whether full time or part time, are expected to engage in those commonly accepted duties which will enhance the teaching/learning process and the quality of the Department's programs (See the Duty Policies and Faculty Expectations.) Recognized duties include classroom teaching, scholarly study, basic and applied research, professional development, student advising and counseling, course and curriculum development, continuing education, public service, assistance in the administration of the academic program, project and dissertation supervision and similar academic activities. Efficient discharge of these duties will be taken into account in consideration for promotion and during the performance appraisal process each year.

3. The following minimum workload standards will apply to all the Departments:
a. Each Faculty member teaching exclusively in the Bachelors Degree Program will be expected to teach seven courses in an academic year.

b. Each Faculty member teaching in the Intermediate Program will be expected to have a minimum workload as follows: 24 contact hours spread over 5 days a week through the entire academic year for Lecturers and Assistant Professors; 18 contact hours spread over 5 days a week through the entire academic year for Associate Professors and Professors.

c. Adjustments of these amounts of normal classroom teaching may be made to account for large class sizes; duplicate sections taught; laboratory, seminar, lecture, clinical, or field-type courses; availability of support services; courses which involve individualized instruction; and overload from the previous semester.

d. Teaching load may be reduced for a faculty member serving as a Head of the Department by the Dean and in case of a faculty member serving as a Dean by the Rector.

e. All the Deans will prepare their respective Faculty Workload Report for each Semester indicating all appointments held by the Faculty members in the Faculty and its Departments, the teaching loads/ work loads and reasons for exceptions to the average teaching loads existing within the Faculty. The report shall be submitted to the Rector.

4. It will be the responsibility of the Head of the Department to ensure maximum and efficient use of the Department’s resources in the conduct of duties assigned to the Academic and Non-Faculty working in a Department. Each Head of the Department, under direction of the respective Dean of the Faculty shall evaluate academic workloads to determine that members of the Faculty, whether full time or part time, are carrying the minimum equivalent teaching load and that the academic duties within the Department are assigned equitably. See Workload Form in Appendix E.

5. The Deans, with the approval of the Vice-Rector, may make, amend or repeal Rules concerning academic workloads of the faculty members working in that Dean’s department as needed to meet class requirements or to accommodate other needs in the faculty.

B. PAY PRACTICES AND SALARY SCHEDULES

Pay Policies
All employees are paid on a monthly basis on the 25th of each month, either by cheque or bank deposit, depending on the employee classification. Faculty receive 12 monthly paychecks each year for their work during the academic year.

Advances against monthly salaries are possible only with advanced approval of the Chief Fiscal Officer. The amount advanced is then deducted from the monthly salary at the end of the month in which the advance was granted.

Travel Expenses
An Employee shall be entitled to Traveling Allowance and reimbursement of traveling expenses if he/she travels outside the limits of the city where he is based to discharge official duties with prior approval of the respective Dean if he is a member of the Faculty or a member of the Non-Academic Staff working for a Faculty member. All other Employees will require prior approval from the Rector or his designee.

Employees may apply for reimbursement of travel expenses after completing the travel and submitting the request on the Travel Expense form. The claims for actual expenses, including travel costs or mileage if using a personal car, room rent, official telephone calls, food and applicable taxes but not including any expense on items of luxury, room service and food bar expenses, incurred by the Employee, shall be
admissible only if supported by original hotel bills and submitted along with the Travel Expense claim forms. The rate for reimbursement for mileage expenses will be set by the Accounts Office.

Faculty Salary Scales

The Pay Scale for those faculty hired to teach only in the Intermediate Program and holding an M.A. or M.Sc. degree from a Pakistani university will be paid on the following scale:

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Rs. 87,000</td>
<td>Rs. 115,000</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Rs. 65,000</td>
<td>Rs. 100,000</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Rs. 50,000</td>
<td>Rs. 87,000</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Rs. 30,000</td>
<td>Rs. 65,000</td>
</tr>
</tbody>
</table>

Faculty members hired to teach in the university programs at the Bachelor’s Degree level or the MPhil and PhD degree levels (when we develop such degrees) will be compensated in accordance with the following policy. The salary scale for university faculty members will be as follows:

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Rs. 87,000</td>
<td>Rs. 620,000</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Rs. 65,000</td>
<td>Rs. 391,000</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Rs. 50,000</td>
<td>Rs. 252,000</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Rs. 30,000</td>
<td>Rs. 100,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Minimum</th>
<th>Maximum</th>
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<tbody>
<tr>
<td>Professor</td>
<td>Rs. 150,000</td>
<td>Rs. 620,000</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Rs. 100,000</td>
<td>Rs. 391,000</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Rs. 66,000</td>
<td>Rs. 282,000</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Rs. 40,000</td>
<td>Rs. 100,000</td>
</tr>
</tbody>
</table>

C. BENEFITS

Holidays

Forman Christian College observes all holidays listed below, including those gazetted by the Government of Pakistan:
New Year's Day, January 1, included in winter holidays (see below)
Eid-ul-Azha, determined each year
9th and 10th Muharrim, determined each year
Kashmir Solidarity Day, February 5
Pakistan Day, March 23
Good Friday, determined each year
Easter Monday, determined each year
Eid Milad-un-Nabi, determined each year
May Day, May 1
Independence Day, August 14
Eid-ul-Fitr, determined each year
Iqbal Day, November 9
Birthday of Quaid-e-Azam/ Christmas/ Winter holidays: December 24 through January 1 each year

Use of College Dispensary

The College provides medical services to faculty, staff, and students through the Dispensary, located in the Lucas Center. The Dispensary is open from 9 a.m. to 4 p.m., Monday through Friday. Faculty and staff members employed by the College are allowed to use the services of the Dispensary during these hours. The Dispensary services are not available to employees’ families or dependents.

Admission and Scholarship Policy for Faculty, Staff and Dependent Children

FC College reserves a specific number of admissions for faculty and staff dependent children each year. While these slots are reserved, the same admission criteria applies to faculty and staff dependent children as applies to any other application to the College. Upon admission, the faculty and staff member is entitled to 100% fee concession (based on the baccalaureate program tuition) for their dependent children who attend FC College. A faculty or staff member with a dependent child attending FC College may avail him/herself of this benefit for the duration of the time allotted to that course of study (Two years for Intermediate, four years for bachelor’s program) or a maximum of four years. This benefit applies to dependent children only and employees are only eligible to apply for the benefit after one full year of employment with FCC. The benefit is not available under any circumstances when an employee leaves his/her employment with FCC.

Policy on scholarships received by faculty and staff for study within or outside of Pakistan is covered under the Leave Policies.

Housing

The College has a limited number of housing units available for faculty and staff. The privilege of having a home on the FCC Campus is guided by the following conditions:

1. College housing is a privilege for the members of the College and not their right.
2. Only full time regular employees, faculty and administrative College employees are eligible for housing. Part time and short-term contract employees are not eligible for this facility.
3. The relationship between the College (Employer) and the employee in regards of the housing is that of licenser and licensee.
4. The following criteria will be observed for allotment of campus houses:
   a. First preference will be given to expatriates, whether long term or short term.
   b. Those members of the faculty or staff whose special assignments or duties make it especially important for them to be on campus.
   c. Other things being equal, those with senior status will be given preference.
   d. The size and quality of the house allotted will generally be based upon rank of the employee.
5. Generally employees who own a house in Lahore are not eligible for allotment of a house on the campus. However for specific reasons, the Rector may waive this condition.
6. The Rector or a special committee appointed by the Rector will make the allotments and respond to any concerns of the members of the College.
7. The licensees of accommodation shall pay a reasonable market rate rent.
8. All utilities bills shall be borne by the licensees, along with the utility bills of a servant quarter allotted to them.
9. The immediate family of the employee, i.e., spouse, dependent children and dependent parents may reside in the allotted house with the employee.
10. Married children, brothers and sisters and other relatives are not allowed to stay on a permanent basis in the allotted house.
11. Licensees are not allowed to make any structural changes in the building and compound.
12. Keeping pets that may be nuisance to neighbors or campus community and are harmful to the environment are not allowed.
13. Any employee in the College housing intending to have overnight guests for more than seven nights will have to get prior permission from the Rector or his nominee.
14. Licensees are required to cooperate with the administration of the College to maintain cleanliness and an attractive healthy environment of the compound.
15. If both of the spouses or a parent and an unmarried child are employees of the College, and one of them is allotted a house, then the other employee shall not be entitled to a separate house.
16. All of those assigned housing will be required to sign a legal contract that spells out the terms and conditions of the housing.
17. One servant quarter attached to the house is at the disposal of the licensee, and the licensee must register the occupant of the servant quarter with the Administrative Officer of the college. All other servant quarters attached to the house are at the disposal of the college management. However, expatriates may be allowed more than one servant quarters if permitted by the Rector.
18. The licensee is allowed to live in the house only while an active employee of the college. When the employee ceases to be an employee of the college for any reason (e.g. retirement, resignation or termination) the licensee must vacate the house within one month of the last working day of his/her employment by the college. When the licensee ceases to be an employee of the college, the servant quarter allotted to the licensee must also be vacated within one month.
19. The Rector, in consultation with the Board of Directors, has the right to terminate the licensee agreement with a licensee at any time by giving the licensee a notice of one month in advance of the termination date.
20. Any major maintenance is to be done by College Administration. However minor repairs/maintenance is the job of licensee.
21. No burning of trash or littering is allowed at any residence or anywhere on campus. Instead, trash must be placed in a skiff or a garbage can.

This policy may be changed at any time by the Board of Directors on the recommendation of the Rector.

**Leave Policies**

**General Policies Related to Leave**
Leave of all types must be applied for in advance through each employee’s department chair, who then forwards the request to the Rector’s office for final approval. An approved leave form (see Appendix F) is required except in cases that are forced due to an emergency, illness or accident.

All leave will be calculated on the fiscal year, July 1 through June 30.

**Annual Leave**
During the summer vacation, all employees are required to be present at least one week after the start of the vacation for students and at least one week before the college reopens for students.
Rector, Vice Rector, Deans, Department Heads: The Rector, Vice Rector, Deans and Department heads are entitled to thirty (30) calendar days annual leave or 22 working days. They shall be encouraged to avail their annual leave in rotation during the summer vacation.

Administrative Staff: The administrative staff is entitled to thirty (30) days annual leave or 22 working days. They shall be encouraged to avail their annual leave in rotation during the summer vacation.

Academic Staff: Normally, the academic staff is entitled to the full vacation period (which, for them in summer, begins at least one week after the start of the summer vacation, and ends at least one week before college reopens). However the Rector can require members to devote at least part of their vacation for some specific work or assignment; in such cases, the academic staff member will be compensated for the time worked during his/her leave period.

Other Staff: All other staff is entitled to thirty (30) days annual leave or 22 working days. They shall be encouraged to avail their annual leave in rotation during the summer vacation.

Casual Leave
All employees with one (1) year's continuous service are entitled to five (5) working days casual leave per annum. However, only a maximum of three days can be taken at one time. General conditions related to Casual Leave:

- Cannot be combined with other types of leave;
- Cannot be accumulated;
- If attached to a weekend the casual leave can be availed only in prefix/suffix otherwise the days of weekend will be included in the casual leave
- The casual leave requested for in excess of prescribed period shall be treated as leave without pay
- A leave form (Appendix F) must be submitted to the direct supervisor and approved in advance.

Sick/Medical Leave
All employees earn one (1) sick/medical leave day for each month of service, up to a maximum of 60 days. Sick leave is therefore accumulated and does not expire at the end of each year. If an employee requires more sick leave than he/she has earned at the time of illness, that employee shall then use his/her available casual leave. If no casual leave is left in the employee's account, the leave shall be counted as leave without pay.

A leave form (see Appendix F) must be submitted to the direct supervisor and approved in advance except in cases that are forced due to an emergency, illness or accident. If an employee is absent from work for more than three days, the College requires a medical certificate from a licensed physician indicating the need for additional leave and the expected date the employee will return to work.

Maternity Leave
All female employees are entitled to sixty days (60) or 44 working days maternity leave. A leave form (Appendix F) must be submitted to the direct supervisor and approved in advance. Only in exceptional cases, validated by an authentic medical certificate from a practicing medical doctor, may this be extended to seventy five (75) days or 54 working days. The 10 working days of extended leave shall be on half pay. Only the Rector can grant the extension and confirmation must be in writing.

Maternity leave will be granted:
- only twice during an employee's entire service on full pay;
- on the third occasion, on half pay;
- on all subsequent occasions, without pay.
Study Leave
Forman Christian College has a tradition of all round excellence. To maintain that tradition, it encourages its employees to obtain the best possible qualifications and training for their job.

In order to improve one's qualifications, study leave within Pakistan or without can be granted, under the following conditions. These conditions apply regardless of the source of funding for the advanced study:

- the employee has served Forman Christian College for a continuous period of at least three (03) years;
- the course/s of study or training benefit not only the employee, but also the College;
- the employee has every intention of returning to Forman Christian College and serving for a further period of time;
  - the employee shall not receive any salary during the period of study leave.
- the employee has, from the date of return and rejoining, at least five (05) years of service left; should the employee not have five years of service left between rejoining and retirement, he/she must be willing to serve the college till retirement, plus a further period. The total period thus served shall be, at least, five (05) years. The period after retirement shall be on contract and as per terms and conditions set by the Rector or Board of Governors.

General Conditions
- Study leave must be applied for in advance with the direct supervisor and approved by the Rector in consultation with the concerned Head of Department and the Board of Governors. A form, Application for Study Leave (Appendix F), should detail the course/s of study contemplated and the examination/s which the applicant proposes to undergo.
- May be combined with vacation or other regular leave;
- Shall be for a maximum of three (03) years; extendable to four (04) years only with the written permission of the Rector. The total time granted for study leave will be conditioned upon the course of study the faculty member proposes to undertake.

The grant of study leave is further subject to the following conditions:

- Arrangements must be made by the college employee for the institution where he/she is to study or undergo training to send directly to the Rector, Forman Christian College, any and all relevant transcripts of examinations or tests taken.
- The Rector may cancel the study leave, and ask the college employee to return, if the employee does not show satisfactory progress in his/her studies or training, provided that this failure to make satisfactory progress is not the result of illness or other circumstances beyond his/her control.

For Faculty Members Receiving Financial Support from Forman Christian College for their advanced studies:

The following conditions apply to those faculty members receiving financial support from FCC to pursue their advanced studies:

Before proceeding on study leave, the employee must execute a bond, on stamped paper, to serve Forman Christian College on his/her return. The minimum period of such service, and the liquidation damages payable in the event of his/her failure to serve, are as under:

Where the period of leave is six (06) months or less, the period of service is to be one (01) year. Liquidation damages will be Rs.200 000/
Where the period of leave is between six (06) months and twelve (12) months, the period of service is to be two (02) years. Liquidation damages will be Rs.400,000/

Where the period of leave is between one (01) to two (02) years, the period of service is to be three (03) years. Liquidation damages will be Rs.600,000/

Where the period of leave is two (02) to (03) years, the period of service is to be five (05) years. Liquidation damages will be Rs.10,00,000/

In the case of an employee rejoining Forman Christian College, serving for some time, but then deciding to leave before the expiry of his/her service bond, he/she shall be required to pay the part of the liquidation damages proportionate to his/her unexpired period for such service.

For Faculty Members receiving scholarships or other support from outside Forman Christian College for their advanced studies:

Before proceeding on study leave, the faculty member must execute a letter of commitment to serve Forman Christian College upon his/her return. While no bond is required, the College will retain the faculty members’ Provident Fund holdings in his/her absence and will retain the faculty member’s position for up to six months after the completion of his/her course of study.

Duty Leave

Duty leave is permissible for the following functions:

- Meetings of Boards/Universities or Government agencies
- Board/University Examinations
- Study Tours undertaken as part of syllabi requirement
- Professional seminars and conferences
- As team managers for Sports/Co curricular contests

A leave form (Appendix F) must be submitted to the direct supervisor and approved in advance. Any duty leave can be availed only with prior permission of the direct supervisor and the Rector/Vice Rector.

Sabbatical Leave

Forman Christian College recognizes the importance of occasional periods of leave from normal University duties when faculty members may benefit from new experiences designed both to advance their own professional standing and, upon their return to their College commitments, to enrich their teaching and research.

The following points describe the general conditions under which a faculty member can take sabbatical leave from the University:

- Any faculty member seeking sabbatical leave must prepare a proposal for that leave describing the academic pursuit he/she will undertake during the leave. The following list describes the activities a faculty member may pursue during a sabbatical leave:
  - Full or part time study at an accredited college/university. The purpose of this study should be to enhance or improve teaching competence in his/her current area of responsibility and/or in an adjunct area important to the faculty member’s function within the College.
  - Academic or scientific research.
- Occupational or professional development experiences to renew or establish credentials in an area directly related to an area tangentially related to a faculty member’s function within the University;
- Preparation of manuscripts for publication of research already completed or books related to the faculty member’s function at the College.

- Sabbatical leave of either one or two semester duration is available to faculty members upon the completion of six continuous years of service. A faculty member may take one semester (up to six months if including summer break) of sabbatical leave at full pay OR two semesters of sabbatical leave at half pay. Sabbatical leave shall only be granted for an approved proposal.

- Sabbatical proposals must be submitted by December 1 of the academic year preceding the proposed sabbatical. All proposals must be approved by the Rector or his designee before any faculty can avail him/herself of sabbatical leave.

- The period of study leave shall not be counted towards the period prescribed for entitlement to sabbatical leave.

- A faculty member must begin sabbatical leave at the beginning of a semester or the summer session.

- A faculty member taking sabbatical leave may retain his/her housing accommodation provided by FCC on the condition that the faculty member’s family continues to reside in the house.

- Upon returning from sabbatical leave, the faculty member must provide evidence of the academic work conducted during the period of his/her sabbatical leave.

- Sabbatical leave cannot be combined with any other type of leave except for completion of research work for a maximum period of three months with summer vacation.

- After taking sabbatical leave, a faculty member must serve FCC for a period of at least two years before he/she can apply for study leave or extraordinary leave.

- Should a faculty member not return to FCC after completing his/her sabbatical leave, he/she shall have to refund the entire salary drawn during the leave period in one lump sum.

**Extraordinary Leave**
Extraordinary leave without pay for a maximum period of one year may be granted to faculty and staff members after three continuous years of service to FCC. This leave can only be granted with approval of the Rector.

**Disability Leave or Death During Service**
In case an employee dies or is determined to be permanently disabled and unable to perform his/her duties, a lump-sum payment equal to full pay for the number of days of leave remaining to him/her in that fiscal year shall be paid to the disabled employee or his/her heirs at the time of disability or death.

**Provident Fund**
There shall be a Provident Fund set up for each university employee. All employees, except daily wage staff or any other on contract for six months or less are required to participate in the Provident Fund. The
Provident Fund of a university employee will be deducted with an equal contribution by the College as per each individual contract.

All Provident Fund contributions made by an individual employee remain his/her property. The contributions made by the College on behalf of an individual employee are subject to the following vesting rules: (Vesting refers to an employee's right of ownership of retirement benefits contributed by the College.) The time when employees can access the employer’s contribution to the Provident Fund depends on when the employee began work at FC College and how long he/she has worked for the College per the following vesting rules:

a. For those faculty who begin their employment with FC College between the academic year 2003-04 and academic year 2005-06: Faculty will be vested immediately upon employment. In other words, both the employee’s contribution to the retirement fund and FC College’s matching contribution will be accessible to the employee when he/she leaves, regardless of the length of time worked at FC College.

b. For those faculty who begin employment with FC College as of July 1 2006 or later: Any contributions made to an individual Provident Fund account will vest after six years of continuous employment and service with Forman Christian College, retroactive to the date the employee began service with FC College. Should an employee leave his/her position with FC College prior to the conclusion of the six year vesting period, he/she will only be entitled to receive the contributions he/she has personally made to the Provident Fund and any earnings those funds have collected at that point in time. However, employees hired when they are age 60 or older and who are forced to retire by College policy will vest at the time of retirement even if they have not been employed the required 6 years for vesting.

Should an employee or faculty member take an unpaid leave of absence during that six year period, his/her vesting calendar will pause during the leave of absence and only restart when he/she returns to full time employment with the College. (As an example, a person applies for and receives an extraordinary leave request for six months. During the period he/she is absent, that employee is not accumulating service credits for the vesting period. Upon his/her return, he/she will again be earning service credits. If the employee joins the college on January 1, 2007 and worked continuously for six years, he/she would be fully vested in the Provident Fund on December 31, 2012. But if he/she took a six month leave of absence in 2009, the calendar would pause during that six month period and he/she would not be fully vested until June 30, 2013.)

At the time of retirement, a vested FC College employee will receive a lump sum distribution of his/her Provident Fund including all of his/her personal contributions, those contributions made on his/her behalf by the College, and any and all accumulated earnings those funds have earned in the period that individual has been employed at FC College. In case of termination of contract, the employee will receive his/her Provident Fund after all university belongings in his/her possession or charge are returned to the College and all personal belongings are removed from College premises.

Each employee must nominate at the time of contract, his/her beneficiary(ies) for receiving the Provident Fund in case of his/her death or inability to receive Provident Fund in person.

In the case of death, the employee’s beneficiaries will receive his/her Provident Fund proceeds after all university belongings in his/her possession at time of death are returned to the College and all personal belongings are removed from College premises.

In all cases (retirement, resignation, termination, or death) no proceeds from the employee’s Provident Fund will be paid until such time as the employee and his/her family have vacated any College-owned housing.
When the Provident Fund proceeds are due to a beneficiary, it shall be the duty of the Chief Fiscal Officer to make payment to the individuals nominated by the employee or as directed by the relevant inheritance laws in the absence of any nomination. The Chief Fiscal Officer can require a Succession Certificate from an appropriate court of law before releasing any Provident Fund holdings.

An employee who leaves the college prior to retirement, for any reason, must withdraw his/her Provident Fund and invest it elsewhere.

**D. CONDUCT**

**Conflict of Interest Policy**

It is the policy of Forman Christian College that members of the faculty and staff shall refrain from accepting gifts or favors, or engaging in private business or professional activities where there is or would appear to be a conflict between the individual's private interests and the interests of the College.

Forman Christian College was organized and remains committed to educating its students to engage in professions or other employment in society and to engage in the duties of society with integrity and honesty. A fundamental precept of an education institution like Forman is the insistence upon the employment of high ethical and moral standards.

A conflict of interest exists when any individual employee has a relationship or engages in an activity, which impairs or adversely influences his or her judgment with respect to policy promoting the best interest of the College and the public good, or which impairs or adversely influences the performance of his or her duties to the College.

A conflict of interest exists when a person benefits financially, either directly or indirectly, from his or her employment or appointment by Forman Christian College save and except for compensation and financial benefits paid or granted by the College.

In any case where a conflict of interest exists, or may exist, or the appearance of a conflict of interest may exist, it is the duty of the employee to disclose his or her interest, including any interest in the organization or entity which may benefit from the person's association with Forman and including any such beneficial interest a member of the person's immediate family may have because of the person's association with Forman Christian College. This disclosure must be made in writing to the employee’s immediate supervisor and to the Chief Fiscal Officer.

Employees are encouraged to avoid relationships and transactions which constitute a conflict of interest. When such situations cannot be avoided, the persons involved shall refrain from participating in consideration of the transaction affected by the conflict of interest, unless under special circumstances the College determines that their participation is imperative for the welfare of the College and the public good. If such a waiver is indicated, it shall be in writing and signed by the Officer or Board making the determination, and a copy of the Waiver shall be provided to the Rector, the Chief Fiscal Officer and the Chairman of the Board.

**Controlled Substances**

The unlawful use, distribution, dispensation, manufacture, and/or possession of a controlled substance is prohibited at Forman Christian College. As a condition of employment, each employee must abide by this policy.
Should an employee be indicted and convicted of possession or use, distribution or manufacture of a controlled substance by any court, that employee must notify the College of such conviction no later than five days after the conviction. In certain cases, where an employee’s job performance may be impaired by the use of controlled substances, a conviction for use and/or possession of a controlled substance may be grounds for dismissal. In the case of manufacture or distribution of a controlled substance, the employee’s conviction of such offenses will serve as grounds for disciplinary action. A convicted employee will be required to participate in an appropriate rehabilitation program; the College will facilitate a convicted employee’s identification of and enrollment in an appropriate rehabilitation program.

**Possession of Dangerous Articles**

College faculty, students, staff whether working or not, may not possess or use weapons of any kind, ammunition, gunpowder, fireworks, explosives, and other dangerous articles and substances in College buildings or on College property. Employees are encouraged to keep any dangerous articles in a safe place in their homes or other personal space off campus. Normal laboratory materials are excluded from this policy when used in a laboratory setting. Individuals employed as contract security guards may be given authorization to carry, keep, and handle pistols, firearms and ammunition.

Specific classifications of employees may be required to utilize dangerous articles or hazardous materials on campus to carry out their job duties. Each school or department is responsible for monitoring the use of dangerous articles or hazardous materials in its areas.

**Use of College Communications Systems**

A. **General Information**

Communication resources are increasingly important to the work of Forman Christian College both as teaching resources and as a way for the College to be in touch with the wider world. This policy refers to all electronic resources employed on the campus. This includes mail, electronic mail (email), facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, computer files, video equipment and tapes, tape recorders and recordings, CD and DVD recorders and recordings, pagers, and cellular phones.

This policy is based on the principle that the electronic information environment is provided to support College business and its mission of education, research, and service. Other uses are secondary. Uses that threaten the integrity of the University system, the function of non-University equipment that can be accessed through the system, the privacy or actual or perceived safety of others, or that are otherwise illegal are forbidden.

This policy applies to all users of college communication resources, whether affiliated with the College or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific communication resources provided or operated by specific units of the College or to uses within specific units. Consult the operators or managers of the specific communication resources for more information on any additional policies they may have.

Forman Christian College will provide access to communication resources to all faculty and staff whose work requires communication privileges that support the mission of the institution. The College will assist individual users of its communication resources in protecting stored information from accidental loss, tampering, or unauthorized search or other access. The College will monitor the use of the resources as it sees fit.
Forman Christian College requires that individual users of its communication resources act responsibly by observing all relevant laws, contractual obligations, and all College policies and regulations that apply.

Implied Consent: Each person with access to FCC’s computer resources is responsible for their appropriate use and by their use agrees to comply with applicable University and departmental policies and regulations, and with applicable laws and regulations, as well as with the acceptable use of policies of affiliated networks and systems.

B. Responsibilities and Specific Rules:
1. Supervisors are responsible for instructing employees on the proper use of the communications services and equipment used by the organization for both internal and external communications resources.
2. Many College communications resources and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency when choosing the proper mode for college communication. Employees should consult their supervisor if there is a question about the proper mode of communication.
3. It is unethical to store or give access to information using communication resources that could result in legal consequences for the College. Employees are not allowed to use the College’s communication resources in the course of any illegal activity.
4. Employee’s on-line use while on campus or while using College equipment should be limited to college-related activities. In addition, employees should not duplicate or download from the Internet or from an e-mail any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. When appropriate Internet material or email files are downloaded, it is the individual employee’s responsibility to scan each file using anti-virus software.
5. Employees should not use email, facsimile, or any other insecure communication system to communicate confidential, proprietary or secure college information.
6. Use of College computer resources to communicate threats of violence, obscenity, pornography, child pornography, and harassing communications are prohibited.
7. It is unethical to deliberately perform any act that will impair the operation of any communication resource. The willful wasting of Forman Christian College communication resources is unethical.
8. Only with appropriate permission from the Office of Advancement or the Rector can college communication resources be used for solicitation not related to official college business. Any solicitation for commercial gain or placing a third party in a position of commercial advantage using college communication resources is considered unethical and is forbidden.
9. Employees should ensure that no personal correspondence appears to be an official communication of the College since employees may be perceived as representatives of the College and, therefore, may damage or create liability for the College. All outgoing messages, whether by mail, facsimile, e-mail, internet transmission, or any other means, must be accurate, appropriate, and work-related. (See Communication Policy).
10. Improper use of College communications resources will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded or electronically transmitted messages. Specific examples of improper use of communication resources are the following:
   a. Misrepresentation (including forgery) or the identity of the sender or source of an electronic communication;
   b. Acquiring or attempting to acquire the passwords of others;
   c. Using or attempting to use the computer accounts of others;
   d. Alteration of the content of a message originating from another person or computer with intent to deceive.
e. The interception or attempted interception of communications by parties not explicitly intended to receive them;
f. Making College computing resources available to individuals not affiliated with FCC without approval of an authorized College official
g. Making available any materials the possession or distribution of which is illegal.
h. Interference with or disruption of the computer or network accounts, services, or equipment of others, including but not limited to the propagation of computer “worms” and “viruses”, the sending of electronic chain mail, and the inappropriate sending of “broadcast” messages to large numbers of individuals or hosts.

**Grievance Policy and Process**

In general, it is desirable that grievance procedures should be kept as informal as possible and based on principles of mediation and conciliation. Problems involving employer-employee relations will arise from time to time. This policy is meant to address individual employee concerns about the application of a specific policy from this document or the handling of a personnel matter. It is in the best interest of both the College and the administrator, staff, or faculty member to resolve these matters as quickly and as close to the source as possible.

Stated below is the review process for administrators and faculty to follow to resolve issues. It is intended to provide additional guidance, but it should not circumvent the typical informal means of resolving disputes that are available in each department. The review process should not be read as establishing a formal step-by-step process with prerequisites; rather, the supervisor or department chair may avail himself/herself of any of the steps recommended in whatever order desired. Time is generally of the essence in these matters. Administrators, department chairs, and supervisors should strive to deal promptly with issues. No one may be subject to retaliation for use of the Problem Resolution Process in good faith.

The usual method for addressing such problems is to bring them to the attention of the employee’s supervisor and to attempt to resolve the matter by discussing it. Those issues that should not be addressed through the grievance process include the following: those that relate to faculty contracts or which involve faculty academic conduct or which specifically involve Student Conduct. (There is a separate process for Student Grievances or for matters involving academic misconduct).

If the matter is not resolved to the employee's satisfaction, the employee may proceed to the supervisor's supervisor. In some cases, the employee may be asked by the supervisor's supervisor to present the problem in writing with all relevant details and the remedy or corrective action sought.

If the employee is not satisfied with the response from the supervisor(s), the employee may take the problem to the Vice Rector who will attempt to facilitate a mutually satisfactory agreement.

If the employee is not satisfied with the response from the Vice Rector, the employee may take the problem to the FCC Grievance Committee. The Grievance Committee will have five members, including two faculty, two staff members and one convener. These individuals will be appointed annually by the Rector. Any resolution developed by the Grievance Committee, acceptable to the employee bringing the complaint, will be approved by the Rector before implementation.

If the responses from the relevant supervisor(s), the Vice Rector, and the Grievance Committee are not satisfactory, the employee may take the matter to the Rector, who will provide a decision that will be final and binding on all parties.
If an employee's immediate supervisor is the Vice Rector, the higher level of review will be performed by the Rector.

In cases involving separation from the College, the employee's use of the review process does not postpone the scheduled date for separation.

**Faculty Discipline Policy**

Unsatisfactory job performance or violations of College rules and regulations can result in disciplinary action. Supervisors are expected to deal with such situations in a timely and fair manner. In cases where unsatisfactory job performance or inappropriate workplace behavior have occurred, employees will be informed of the nature of the problem(s), and expectations and time frame for correcting the situation. However, if the employee fails to show expected improvement in the areas identified within the established period, the staff member may be suspended without pay or separated from College employment. Serious breaches of rules and regulations or gross negligence in the performance of work, may result in immediate suspension without pay or dismissal from employment, depending on the severity of the offense.

Below are the steps managers, academic chairs and supervisors are expected to follow in progressively disciplining an employee for poor performance or bad behavior. They are intended to be fair, and allow the employee opportunity for improvement where possible. It is important to note that the College retains the right to determine the sequence of discipline in any case.

**Oral Warning.** The supervisor should inform the employee of the nature of the unsatisfactory performance and indicate the improvement expected in a face-to-face meeting. The supervisor will make a written notation of the discussion for his or her own records to document that the oral warning was given.

**Written Warning(s).** If the unsatisfactory performance continues or reoccurs, the supervisor will again discuss the problem with the employee and the employee will be given a written warning which will state the nature of the unsatisfactory performance, the improvement expected, and the time frame in which the improvement should occur. A copy of the letter will be sent to the Vice Rector and placed in the employee's personnel file.

The employee will be allowed a reasonable period of time to correct the problem as specified in the written warning. If the problem is one that can be easily corrected, the improvement may be expected immediately. If the problem is more complex, a longer period may be appropriate.

In the event the behavior is not corrected or improved it may be necessary to send a more forceful message in the form of a second written warning. Following the completion of the period of time specified in the first written warning, a second written warning may occur if the supervisor feels that further improvement is necessary. Again, a copy of the letter should be sent to the Vice Rector and placed in the employee's personnel file.

**Suspension or Discharge.** If the expected improvement is not achieved by the date specified or if the problem reoccurs, the employee may be suspended without pay or separated from College employment, depending on the severity of the problem(s). The employee will be provided with written notice of the action taken by the supervisor or department head. In the case of a suspension without pay, a reoccurrence of the problem upon return to work will result in immediate separation from College employment.
**Smoking Policy**

Smoking is not allowed in campus buildings or on campus vehicles; this includes classrooms, lavatories, administrative offices, maintenance facilities, and hostels. Designated smoking areas may be provided outside of specific campus buildings.

**Solicitation and Distribution in Campus Facilities**

No individual or company is allowed to solicit, sell, or distribute goods or services on the FCC campus without the express permission of the Bursar. This includes individual employees seeking to sell services offered off-campus.

The College also expressly prohibits the distribution of literature in campus buildings or the posting of notices on campus property without the written permission of the Bursar.

**Use of University Resources**

Refer to the following policies for specific guidance on the use of these College resources:

- Use of Grounds Policy
- Transport Policy
- Copy Center Policy
- Computer Laboratory Policy

Except in those cases noted above where special consideration has been given for the use of FCC resources for the benefit of faculty and staff, FCC services and property, including the College's name, are to be used solely for the conduct of University business by faculty and staff and by officially recognized campus organizations.

Faculty and staff are responsible for assuring that University assets and resources, including but not limited to staff and staff time, telephones, duplicating services, cash, campus mail, computing equipment and time, other equipment, supplies, and space are used solely for University business.

The College name or logo must not be used in any announcement, advertising matter, publication, correspondence or report in connection with personal or unofficial activities of faculty members or staff. Further, the University's name or logo must not be used in any way that could be construed as implying endorsement of any project, product or service not officially sponsored by the University. See the FCC College Communication Policy for further information.

**Use of College-Owned Vehicles**

Refer to College Transport Policy in this Handbook.

College owned vehicles may be operated only by approved drivers. An approved driver is one who has a valid, current international or Pakistan driver’s license for the purpose of operating an automobile or a van or a bus.

**E. RESEARCH AND INTELLECTUAL PROPERTY**

**Faculty and Student Research Policies**

Integrity and accountability serve as the core values for research conducted by faculty, staff, and students at (FCC). All members of the university community have a responsibility to foster an environment with
high standards. Essential to this environment are open discussion, uncensored publication of findings, careful avoidance of bias stemming from conflicts of interest and discrimination (defacto or intended) based on religion, race, gender, sexual orientation, national origin, or age.

Definitions:

Research - A systematic effort to produce new knowledge, integrate knowledge in new ways, and develop new applications of knowledge. Ordinary educational assessment performed as part of instruction is not defined as research.

Research ethics/integrity - Adherence to the highest standards of ethical behavior including the hallmarks of good scholarship: Rigor, carefulness, and accountability.

Misconduct - Fabricating data, falsifying data, plagiarism, failure to disclose and to avoid conflict of interest, violation of university procedures for IRB review, serious deviation from commonly accepted standards for proposing, conducting, or reporting research. It does not include honest error or honest differences in the interpretation of results.

Institutional Review Board - A committee of FCC faculty with the responsibility of reviewing proposed research for the protection of human participants, animal participants, and the environment. Quality of design and need for the research are also part of this review.

Salary savings - The portion of a project budget intended to reimburse FCC for faculty or staff time devoted to contracted work.

Faculty at Forman Christian College are expected to participate in the development of new knowledge and in the active practice of scholarship.

Research conducted by faculty, staff, and students must be reviewed by the Institutional Review Board prior to submitting a proposal to a grantor, prior to the actual conduct of research, and prior to publication of the results.

Research conducted by students, faculty, staff, and contractors at Forman Christian College must be designed to respect and protect human and animal participants. Stewardship of the environment must included safe disposal of wastes.

Research contracts involving funds provided by FCC or by outside sources must be approved using the Internal Approval Form (See sample form in Appendix G.)

Where governmental laws or contractor policy contradicts FCC research or institutional policy, researchers must seek approval from appropriate authorities at FCC before proceeding with any research proposal affected by such conflicts.

Researchers work to protect the interests of society. They do not obligate themselves to withhold research findings that may jeopardize the health and well being of others.

Researchers work within the scope of their own training and knowledge base.

Researchers are responsible for seeking assistance when stress or impairment interferes with their ability to conduct professional responsibilities.

Researchers take active steps to minimize bias, flawed judgment, harm, and exploitation brought about by multiple relationships. They establish clear boundaries in their relationships with students, employees, and colleagues.

Researchers take active steps to minimize potential risks and to maximize benefits to research participants.
Researchers take active steps to minimize pain and distress experienced by animal participants.

Researchers respect the rights and protect the interests of identifiable populations within a dominant culture.

Researchers are cognizant of the increasing concern about the ethics of research (e.g., genetics). Staying informed of developing guidelines is a valued professional activity.

Credit for authorship is based on actual writing contributed to a report and typically the ranking of authors is based on the amount of that contribution. Supervisors of student work may not claim authorship of work they merely supervise. Faculty must be invited by students to contribute as authors on student publications.

FCC shall own all intellectual property produced by research funded by FCC, as specified in the Intellectual Property Policy. Unless otherwise agreed to in writing before commencing the work, the same ownership provision shall apply to all property produced by externally funded research. All or a portion of FCC owned intellectual property may be assigned to the researcher (see Intellectual Property Policy).

Salary savings generated through research contracts funded from sources outside FCC must either be deposited in the general account or used to fund replacements for faculty working on the contract. Ordinarily, faculty will receive release time from teaching to work on research contracts.

Faculty with research contracts may not earn more than their full-time salary during the salary contract period. Faculty are free to pursue private research contracts so long as none of the work is carried out during normal working hours or uses FCC facilities. The only exception to this policy is during off contract periods such as in the summer months when faculty may use their offices for private contract work.

Any breech of these guidelines may result in disciplinary action. Violations are to be reported to the Rector of Forman Christian College.
**Intellectual Property Policy**

The University has an interest in the work of employees that generates new knowledge and that generates property of an intellectual nature. Some of this knowledge and property may have commercial value and may need protection. Some property may traditionally belong to faculty as the result of scholarly activity.

Traditional products of scholarly activity are the individual property of faculty. Such traditional products include publications (e.g., journal articles; textbooks; reviews), works of art (e.g., paintings, sculpture, and musical compositions), and course materials (e.g., syllabi, workbooks, and laboratory manuals). The University may require faculty to provide copies of this property for review, evaluation, and curriculum needs.

**Definitions:**

Intellectual property, for the purpose of this policy, is defined as the tangible or intangible results of research, development, teaching, or other intellectual activity by FCC employees. Intellectual property may include the following categories:

1. Inventions, discoveries, or other new developments which are appropriate items of patent applications.

2. Written materials, sound recordings, videotapes, films, computer programs, computer-assisted instruction materials, distance learning materials and curricula, works of art including paintings, sculpture, and musical compositions, and all other material which may be copyrightable.

3. Tangible research property such as biological materials including cell lines, plasmids, hybridomas, monoclonal antibodies, and plant varieties; computer software, data bases, integrated circuit chips, prototype devices and equipment, circuit diagrams, etc.; and analytical procedures, laboratory methods, etc. All such tangible research property may or may not be patentable or copyrightable.

Where the University provides funding, background information, product samples, or confidential proprietary data for a project, the rights to intellectual property resulting from the project shall be owned and controlled by the University.

In some instances, projects supported by an external source may create a situation in which the sponsor may claim partial or complete ownership of intellectual property resulting from the project. In such cases, final disposition of the property must be negotiated as a part of the initial project agreement and approved by the Rector. This negotiation and approval must occur before the commencement of a project. Absent such approved stipulations before beginning the project, the University will retain exclusive ownership and control of all intellectual property resulting from the project.

Any FCC employee engaged in private consulting work or in business is responsible for ensuring that any contractual agreements that may involve University owned intellectual property are not in conflict with this policy; and that FCC's rights and the employee's obligations to the University are in no way abrogated or limited by the terms of such agreements.

Employees shall make clear to those with whom they make such agreements their obligations to the University regarding ownership of intellectual property.
IV. PROCTORIAL BOARD

The Proctorial Board is charged with maintaining discipline on campus. After an initial meeting to discuss and assign duties and responsibilities, the Chief Proctor will meet monthly with the Prefects and bi-monthly with the full Board. A final meeting will be held at the end of the year to thank the members and to evaluate the work done during the year. A report will be submitted to the Principal either verbally or in writing after this final meeting.

The Proctorial Board will consist of:
1. the Chief Proctor, a member of the faculty
2. Proctors, faculty members
3. Prefects, students from the senior classes

The Chief Proctor will be appointed by the Principal. He will be responsible for nominating the remaining Proctors. These nominations will then be considered for approval by the Principal. Each Proctor will then nominate two students to be considered for Prefects. These nominees will be interviewed by the Proctors. If approved, their names will be given to the Principal for final approval.

Chief Proctor
The Chief Proctor will be responsible for the direction, control and monitoring of the overall activities of the Board.

Proctors
There will be between 15 and 20 Proctors. These will be a combination of junior and senior members of the faculty who are good teachers with good character and who are well conversant in student counseling. They should also be knowledgeable about the college and its traditions. An effort will be made to choose Proctors from each department and discipline.

The Proctors responsibilities include:
- Monitoring of discipline on campus
- Counseling students in the areas of discipline, personal growth, etiquette or general guidance.
- Academic advising at a student’s request
- Inculcation of the Core Values
- Monitoring of discipline at campus events
- The escorting and hosting of guests on campus
- Monitoring of Prefects’ activities
- Issuance of identification badges
- Performance of other duties as assigned by the Board at the beginning of the year

Prefects
There will be between 16 and 25 Prefects. These will be students nominated by the Proctors from the senior classes (Second Year, Fourth Year, and Sixth Year). These students should be good students who are well-behaved, well-groomed and have a satisfactory academic record.
The duties of the Prefects are the same as the Proctors except that they are done under the supervision of the Proctors and Chief Proctor. The Prefects have no final decision making power. All disciplinary issues must be referred to a Proctor. A Prefect’s primary duty is to provide observation and vigilance on campus.

**Campus Events**

Members of the Proctorial Board (Proctors and Prefects) will meet at the beginning of each year to determine duty assignments. Each venue and area of campus will have a group of Proctors and Prefects assigned to it. Any event held in those venues will be under the supervision of those members assigned. In addition, major events will be attended by all members of the Board.

At campus events, Prefects are responsible to the Proctors at that event, not to the sponsors of the event. The sponsors of each event should communicate their needs for the event to the Proctorial Board three days in advance. At this point, the Chief Proctor will make duty assignments.

**Identification Cards/Badges**

Identification cards will be distributed to all students and employees of the college. The procedure for distribution of these cards will be as follows:

A form will be handed to students upon enrollment and to employees shortly after beginning work on campus. The form is to be filled out and then a photo will be taken.

Student ID cards will be distributed in classes. If a student is absent the day the cards are distributed, he or she may collect the card from the Proctorial office during posted office hours.

If an id card is lost, it is the student's responsibility to have it replaced. The student will fill in the appropriate form and pay a fine. After this, a temporary id will be issued and the student will be given a date on which he or she can return to collect the replacement card.

Students should not be asked to give their identification cards up as a part of a disciplinary action except in the case of suspension or dismissal from the College. If that is the case, the Proctorial Board or the Chief Proctor may take the ID card from the student.

**Disciplinary Action**

The first step in the disciplinary process is counseling. The offense will be discussed with the student by the Prefect or Proctor present.

For the second offense or for habitual offenders, the consequence will be determined by a Proctor according to the nature of the offense. If a Prefect is the person present at the time of the offense, the student will be referred to or escorted to a Proctor.

Possible consequences include further counseling, a warning, a fine, probation, or being dropped from the college roles. The consequence is based on the frequency and severity of the behavior.

**Fines**

Fines for improper uniform and for not having an identification badge are published in the prospectus. Prefects are allowed to implement these fines as they are standard. All other fines are determined by Proctors and are based on the severity of the incident. They are decided on a case by case basis and counseling is the first option. In the case of damage to property, the fine will be used to cover the damages.
Grievances

Grievances related to Prefects will be referred to the Proctorial Board and to the Chief Proctor. Prefects will be removed from the assignment for favoritism, arrogance or dereliction of duties.

Grievances concerning Proctors will be referred to the Chief Proctor or to the Principal.

Grievances concerning the Chief Proctor will be referred to the Principal.

V. GENERAL ADMINISTRATIVE POLICIES

Communications Policy

Policy and Procedures for Releasing News

Forman Christian College has a responsibility and a commitment to disseminate information about its programs and activities and to be responsive to media enquiries. Press coverage of the activities of FCC is one way the institution can receive positive visibility and support, while the college’s prompt, fair and accurate public response to challenging issues can reassure its constituents and the general public.

This policy details how information about the university is announced to the public, the role of the Office of Communications, and each employee’s responsibility in the release of official information about the college or its position. All units of the college are expected to follow this policy.

Without exception, all persons who are employed by Forman Christian College or who officially represent the college must follow the official procedures before submitting any information about Forman Christian College to any media that disseminates information to the public.

Forman Christian College should be pro-active in disseminating effective image building news. The college will have special procedures for disseminating re-active news about emergencies, crimes, controversies, official positions on issues involving the college and other events to which the press has a reasonable claim linking employees with reporters seeking their expertise. (See separate Crisis management policy)

Pro-Active Procedure

1. Communication Office will be in regular contact with the media, and cultivate positive relationship with the media.

1. Prepare the news to be released on the official college news release form in an accurate and professional manner. An electronic copy of the official college news release form may be obtained from the Director of Communications and Publications. Sample is included in Appendix H.

2. Deliver the completed news release form to the Director of Communications and Publications for approval, and indicate when the release should appear in the media. In consultation with the Chief Advancement Officer and/or the Rector, the director will secure the approval from the appropriate person for each news release. Give at least 2 full days between the approval and the publication of the News release.

3. State the preferred method for the delivery of the news release that is desired and provide the necessary information: postal address or fax number or e-mail address. If the method for the delivery of the news release is known by the Director of Communications and Publications and there is an on-going relationship between the college and the desired media, the delivery will follow the currently established method.
**Re-Active Procedure**

1. Refer the inquirer immediately to the Director of Communications and Publications who will courteously record the request, and put the inquirer in touch with the right person. The director of communication will maintain a data base on expertise with the staff and faculty community.

2. In anticipation of requests for information, reactions and comments, a basic outline of an appropriate news release should be on file for the situations listed in the policy.

3. A copy of the request and the basic outline of the appropriate news release on file should be given immediately to the rector or in the absence of the rector to the person designated by the rector to represent the college in a crisis or situation requiring re-active news release.

**Crisis Management Policy**

- Phone numbers of the crisis management team will be available to the team members, and will be kept by communication office. Members of the Crisis Management team include the Rector, Vice-Rector, Bursar, Registrar and Dean of Students; others will be asked to join the team as needed.
- A clearly defined chain of command will be followed.
- FAQ will be available to the crisis management team members

**Policy and Procedures Regarding the Use of Stationery, Logo, Word Mark & Watermark**

The publication office maintains the manual for the college’s logo and the stationery including word mark and Watermark. These registered marks are the sole property of the university and may be applied to products, publications and other communication vehicles only with the oversight and permission of the college’s communication office. All official stationery and business cards will be designed and approved by the university communication office.

The use of university stationery or business cards for other than bonafide FCC business is prohibited. Individuals or offices may not use official college stationery for communicating personal views, positions or findings to state or media agencies or to transmit professional opinions/findings that might give the impression that these opinions/findings reflect the views of the college.

Use of college stationery or business cards or other official university trademarks or documents to further an individual’s private business interest or to express political or personal viewpoints is explicitly forbidden.

Orders for stationery and business cards are processed through the publications office for uniformity of design. All department heads and all teaching faculty can get the business cards. Other Employees need to get approval from their respective heads of the departments for the business cards. All designated employees will get the business cards made free of cost to them; others will need to pay for the business cards.

**College Stationery**

- Only administrative offices and academic units may have official university stationery.
- All societies will follow a uniform design. The design will be kept in the communication office.
- Names of individuals will not be printed on stationery. Titles in the headings such as Physics Department or Department of Political Science, Office of the Vice Rector, Office of College Advancement, or Office of the Registrar are acceptable.
- University stationery will be available in 8-1/2x11 and in 4-1/4 x 6-1/2.
- The design and format for all official stationery / envelopes used by college offices calls for logo, word mark and watermark. This will be available in the Office of Communication.
- The fax cover sheet (Appendix I) is to be used for official FCC faxes.
College Business Cards
- The design, format, dimensions, color and the logo position will be housed with the Communication Office, and will be used for all the business cards for the college employees.
- Only official titles may be used.
- Certain standards will be adhered to in identifying individuals by title, degree and/or office providing flexibility in special cases. The college Communication office has the final authority what can and cannot be listed in the business cards.

The Name and Address of the College on the Publications
The official college name, address and telephone number to appear on all official FCC publications is as follows:
Forman Christian College
(A Chartered University)
Ferozepur Road, Lahore 54600  Pakistan
Phone 92-429-923-1581 to 1588, Extension xxx
Fax  92-42-9923-0703
Website:  www.fccollege.edu.pk

College Logo
The college logo is to accompany college’s word mark, or official correspondence, university publications and on products licensed to FCC. The use of the logo in relation to the word mark is to be reviewed by the Office of Communication. Any suggested changes should be brought to the Office of Communication for review. The office of communication will, in consultation with appropriate bodies, decide any changes whatsoever.

College Publications
College publications by different societies will each have an editorial board which will include the head of the department and at least one additional faculty member.

The college magazine Folio will have its editorial board consisting of students, faculty members and the director of communication.

A copy of any publication by any member of the faculty will be submitted to the Library and to the Office of Communication.

Property rights resulting from any research will be dealt with case by case.

Website
The website will be administered by the Office of Director Communications and Publications. Any suggested changes or updates should be brought to the Office of Director Communications and Publications. The website address is currently www.fccollege.edu.pk

PLAGIARISM POLICY
Preamble
Plagiarism is a very serious academic offence, and it is strictly prohibited at Forman Christian College.
Plagiarism is defined as “taking and using the thoughts, writings, and inventions of another person as one’s own” and not giving proper credit to the other person. Plagiarism can take many forms such as:

1. Using published work without referencing (the most common).
2. Copying coursework essays.
3. Collaborating with any other person when the work is supposed to be individual.
4. Taking another person’s computer file / program.
5. Submitting another person’s work as one’s own.
6. The use of unacknowledged material published on the web.
7. Purchase of model assignments from whatever source.
8. Copying another student’s results

Features:

- Forman Christian College is committed to upholding standards of academic integrity. Plagiarism in any form is unacceptable and will be treated seriously by the college.
- Students will be advised at the start of every course about the plagiarism policy and procedures.
- Instructors must have a process in place that ensures as far as possible that work submitted for assessment is the work of the concerned student(s).
- Instructors will take steps to detect plagiarism, which may include the use of electronic plagiarism detection software; such as turnitin, and other methods to compare work submitted for assessment against various databases, which may include the World Wide Web, electronic reference materials and other students’ work submitted for assessment.
- An instructor who suspects that plagiarism has occurred must produce evidence (through identifying the source) to support the allegation and report to the Vice Rector, who will refer it to the Chair of the Plagiarism Standing Committee for appropriate action.
- The Vice Rector will maintain a plagiarism register. The register will record warnings and outcomes of all accusations of plagiarism.
- A student’s involvement in alleged plagiarism will be retained on the plagiarism register while still enrolled and instructors will have access to this information when considering subsequent allegations of plagiarism.

Penalties:

The penalties of plagiarism can include any of the following depending upon the seriousness of the offense in the judgment of the Plagiarism Standing Committee, including the following:

1. A written warning and a falling grade on the assignment.
2. A failing grade in the course.
3. Suspension from Forman Christian College until the end of the following semester.
4. Expulsion from Forman Christian College with immediate effect.

All reported instances of plagiarism will be investigated by the Plagiarism Standing Committee, and will be entered in the Plagiarism Register maintained in the Office of the Vice Rector. Upon thorough investigation the Plagiarism Standing Committee can recommend any of the above penalties depending upon the seriousness of the proven act of plagiarism.

Scheduling an Event

59
A member of the faculty, staff or student body of Forman Christian College who wishes to schedule an event must do so in accordance with the following policy and procedure:

**Policy**

An event must be registered through the Office of the Dean of Students to be officially placed on the College Calendar. The Dean of Students will be responsible for communication with personnel in charge of time tables, and will ensure that no two events conflict if the scheduling will be harmful to either event.

Any rental of equipment is the responsibility of the group organizing the event. Any event involving the entire student body requires extra considerations and should be approved at least 3 weeks in advance by the In Charge Co-curricular.

**Procedure**

1. Secure a Calendar Reservation Form from the Information Desk or website. (Sample is included in Appendix J).
2. Complete the Calendar Reservation Form and submit 3 copies of it to the Dean of Students no later than one week prior to the event. For events requiring extra security or involving the entire student body, this should be at least 3 weeks.
3. If the space requested for an event is Sinclair Hall Auditorium, Staff Room (limited hours), Lucas Centre, Canteen (limited hours), P-10, Ewing Memorial Library, Christian Education Building, campus grounds or classroom space for non-class activity, the permission for the use of any of these facilities must be obtained from the office in charge of the calendar.
4. Once the arrangements have been confirmed and approved by the event will be placed on the official College Calendar. For an event to be published in The Gazette, the event must be approved by 5:00 P.M. on the 20th day of each month.
5. All notices for an event must be posted on approved Notice Board space and not glued to the walls or exterior of buildings. Notices posted on unauthorized spaces will be removed immediately by college staff. All notices of events must be removed immediately after the event.
6. Multimedia projector and screen are available if not previously reserved. The organizers must provide the computer.

**Speakers Policy**

An academic community and a responsible university must be open to ideas from different points of view and to controversy. This policy is an attempt to make that process possible on the Forman Christian College campus.

At the same time, we recognise that there are elements of our society that wish Forman Christian College to fail and that the nature of this society is such that both political and religious controversies could be damaging to the university. Therefore, we will be vigilant to protect the university from outside influences that seek us harm while at the same time creating an environment of openness to different ideas.

1. All outside speakers must be approved prior to their invitation to speak on campus.
2. The approval process will begin with the Director of Student Activities who will work with, and be subject to the final decision of, a Speakers Policy Committee which includes at the present time the Registrar, the Chief Proctor and the Director for the Centre of Learning and Teaching.
3. Only properly recognised student organisations or academic departments and administrative departments will be allowed to issue invitations to speakers.
4. If considered controversial, the speakers must agree to come alone, accompanied only by their small personal staff.
5. The audience will be limited to students, faculty and members of the Forman Christian College academic community only. There will be no outside guests.

6. There will be no media coverage.

7. The speakers must be willing to answer questions from the audience, and the event organisers must make every possible effort to be sure that the audience includes people who have different points of view and will ask pointed questions.

8. Students or faculty members who violate this policy will face disciplinary consequences. Student society organisation heads could lose their position but may also suffer additional consequences.

Grounds Use Policy

We are grateful to the Almighty GOD for the blessing of lush green lawns/grounds in our College campus. The management of the College, as a matter of principle agree that this facility should be available to all the employees of the College for their immediate family functions, provided it does not hinder in the regular working of the College. Immediate family means spouse, parents and dependant children. Further this facility is a privilege for staff of the College and not a right. The campus grounds are not available for wedding functions.

1. For booking of places, employees must apply at least 15 days ahead of the Program in writing to the Rector or his designated person.

2. The rental charges of Rs. 3,000/- for the use of concrete areas and Rs. 5,000/- for the use of grassy grounds will be charged for the functions. A security deposit of Rs. 5,000/- will be made by the applicant to cover all charges and damages, if any. The user will be responsible for the payment of electricity consumed and post-function cleaning to the satisfaction of the College. In case of non-compliance, College will deduct Rs.1,000/- toward cleaning charges from the security deposit. If the electricity and other charges are greater than the security deposit, the user shall pay the balance amount to the College. Any damage to the College property will be compensated by the applicant.

3. Extra care is expected from the user for not damaging the plants, trees, and flowers of the area.

4. Burning and littering of trash are not allowed anywhere on the grounds.

5. Organizations associated with College may use this facility subject to the approval of the Rector or his designated person.

6. Requests from non-employees will not be entertained.
Gardens
The gardens surrounding the academic blocks are for the use and enjoyment of the members of the campus community. Students are asked to be respectful of this property and not to destroy or litter any of these areas.

The Botanical Gardens are for the use of the female students and the members of the Biological Sciences Department only. All other use must be prearranged through the Biological Sciences Department.

Sports Grounds
1. We have areas in the grounds set aside for particular sports. Students must use the correct area for the various activities. If students are using the wrong areas they will be asked to leave. Refusal to do so will result in disciplinary action.

2. Cricket must be played with a hardball. NO other type of ball may be used. Hard balls and other equipment may be signed out from the Sports Office.

3. Students are welcome to use the grounds for organized matches after college hours but these MUST be arranged in advance through the Sports Office. College teams and intramurals will have priority.

4. During college hours, students are asked to be considerate of others who may be using the grounds.

Purchasing Policies

General Policies
All goods and services purchased by any member of the faculty or staff of Forman Christian College must first be processed through a purchase requisition (PR) (See Appendix K.) Once processed, the purchase requisition will go to the Accounts Office for preparation of the purchase order (PO). (See Appendix L.) The purchase order is an obligation to pay so should be treated with care and properly documented. It is a promise for payment from FCC to any vendor, regardless of the amount involved and constitutes an obligation from the College to pay for the goods requested.

Purchases for goods or services unique to each department estimated to be under Rs10,000 can be processed through the department and, where applicable, its purchasing committee; for those involving amounts of Rs 10,000 to 50,000, the approval of the appropriate dean or in the absence of a dean, approval from the person in charge of the department is required. Any purchase over Rs50,000 must have the approval of the Rector or his designate. For consumable items used throughout the College, purchases are made by the Administrative officer and can be requisitioned from his office as needed using this purchase requisition process. Consumable items include office supplies, cleaning supplies, electrical supplies, repair and maintenance items routinely used by all departments on campus.

The attached charts outline the process of approvals for each level of purchase. As well, for all purchases, the Accounts Office requires a Goods Received Notice (GRN) (Appendix M) to be submitted when the goods or services have been delivered. In order for the Accounts Department to pay a specific invoice, the PR, PO, GRN, copies of three quotes (if required) and invoice must all be submitted to the Accounts Department as documentation for the purchase.
Approved Vendor List

Purchases under Rs10,000 must be purchased from an Approved Vendor. For purchases over Rs10,000, three quotes are required and the College prefers these quotes be secured from Approved Vendors. The College maintains a list of Approved Vendors; each Approved Vendor must renew that status annually. A committee, appointed by the Rector, and composed of the CFO, a representative from the Accounts Office, the Administrative Officer, and one of the Deans will select the Approved Vendors initially and then review the Approved Vendors annually for the Approved Vendor List. The Committee will solicit vendor names from each department during an annual review process. New participants on the Approved Vendor list can apply for this status, provided they meet the following criteria:

1. The vendor has to have been in business on a continuous basis for at least one year.
2. The vendor has to be able to prove it has the capacity to meet the demand requirements of the College consistently over the subsequent 12 month period.
3. The vendor is willing to accept the payment terms of at least 15 days from date of invoice.
4. The vendor has identified contacts within its organization responsible for accounts receivable and invoicing who will be available for answering queries from FCC.
5. The vendor has a positive track record with Forman Christian College over the previous year or suitable references.
6. The vendor must be willing to provide a separate invoice for each purchase order they receive.
7. Payments to vendors will be by crossed cheque; vendors requiring cash payment will need to have advance approval from the Accounts Office for such payment.

See the following Purchasing Process Charts (Purchases under Rs 10,000, Purchases over Rs 10,000 and up to Rs 50,000, and Purchases over Rs.50,000).
<table>
<thead>
<tr>
<th>PURCHASING PROCESS</th>
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</thead>
<tbody>
<tr>
<td><strong>Purchases under Rs 10,000</strong></td>
<td></td>
</tr>
<tr>
<td>Department-Specific Consumables</td>
<td></td>
</tr>
<tr>
<td>Request and specifications written on PR Form</td>
<td>by requesting party</td>
</tr>
<tr>
<td>PR Sent to Department Head for Approval</td>
<td></td>
</tr>
<tr>
<td>Department Head sends PR to Accounts Dept</td>
<td>for Budget Verification</td>
</tr>
<tr>
<td>Accounts Dept prepares Purchase order (PO)</td>
<td></td>
</tr>
<tr>
<td>PO Returned to Department for Purchase</td>
<td></td>
</tr>
<tr>
<td>Department Staff receives items and sends</td>
<td>GOODS RECEIVED NOTE</td>
</tr>
<tr>
<td>to Accounts Department</td>
<td></td>
</tr>
<tr>
<td>Accounts Dept. pays invoice for goods</td>
<td>once all paperwork is submitted (PR, PO, GRN, Invoice)</td>
</tr>
<tr>
<td>PURCHASING PROCESS</td>
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<tr>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Purchases over Rs 10,000 and up to Rs 50,000</strong></td>
<td></td>
</tr>
<tr>
<td>Request and specifications written on PR Form by requesting party</td>
<td></td>
</tr>
<tr>
<td>PR Sent to Department Head for Approval</td>
<td></td>
</tr>
<tr>
<td>Dept. Head Sends PR to Dean/Dept Head for Approval</td>
<td></td>
</tr>
<tr>
<td>For IT: to CIO, for other Capital Expenses: to Administrative Officer</td>
<td></td>
</tr>
<tr>
<td>PR goes to Appropriate Purchasing Officer for evaluation and three quotes,</td>
<td></td>
</tr>
<tr>
<td>PR goes to Accounts Office for budget verification</td>
<td></td>
</tr>
<tr>
<td>Accounts Office prepares Purchase Order</td>
<td></td>
</tr>
<tr>
<td>PO Returned to appropriate purchasing authority for purchase</td>
<td></td>
</tr>
<tr>
<td>PR, PO, GRN, Invoice submitted to Accts Dept for payment of invoice</td>
<td></td>
</tr>
</tbody>
</table>
### PURCHASING PROCESS

#### Purchases over Rs 50,000

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request and specifications written on PR Form</td>
<td>by the requesting party</td>
</tr>
<tr>
<td>PR Sent to Department Head for Approval</td>
<td></td>
</tr>
<tr>
<td>Dept. Head Sends PR to Dean/Dept Head for Approval</td>
<td></td>
</tr>
<tr>
<td>For IT: to CIO, for other Capital Expenses: to Administrative Officer</td>
<td></td>
</tr>
<tr>
<td>PR Sent to Accounts Office for Budget Verification</td>
<td></td>
</tr>
<tr>
<td>PO Prepared by Accounts Office</td>
<td></td>
</tr>
<tr>
<td>PR sent to Rector for Approval</td>
<td></td>
</tr>
<tr>
<td>PO/PR sent to purchasing authority for purchase</td>
<td></td>
</tr>
<tr>
<td>PR, PO, GRN, Invoice submitted to Accts Dept</td>
<td></td>
</tr>
<tr>
<td>for payment of invoice</td>
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</tbody>
</table>

### Purchasing (continued)

**Emergency Purchases**

The College recognizes that there are occasions when it is not possible to secure appropriate purchasing permission before making a purchase or engaging services. These unusual circumstances include disruptions to basic services on campus, need for repairs on College buses and cars, immediate repairs required to campus buildings or equipment, or emergency labor requirements. In these cases, the employee concerned must secure at least verbal approval from his/her supervisor before proceeding and provide all documentation normally required for a purchase to be submitted to the Accounts Department within seven days of the emergency purchase or delivery of services. This emergency approval process is valid only for purchases up to Rs100,000.
**Internal Purchases**

For those purchases made internally (e.g. purchase of furniture made in the College Workshop), a purchase requisition is required as for any other purchase. The same approvals are required for internal purchases as are required for external purchases (see General Policies).

**Transportation**

While there is a Transportation Policy, this is also considered a purchase of internal resources. All student/faculty/staff use of transportation resources (college buses or cars) requires approval in advance and appropriate budget allocations. Requests for college transportation should be submitted at least 10 days in advance of the trip. For those trips that are required as part of the syllabus for a particular class, the cost of the trip will be paid for from the budget of the academic department involved. Approval for the trip must come from the department chair and the appropriate dean. For trips sponsored by student societies or other organizations, the Director Student Activities must grant approval and provide necessary budget information to support the cost of the trip.

Policies regarding the use of college-owned cars by expatriates are covered separately in the Policy for Use of College Cars.
Transport Policy

The Staff can make use of College Transport as a privilege not as a right.

This facility is available only, when the buses are not in use for College business.

The use of this facility is subject to the approval of the Rector or his designated person.

Who can use this facility?

All employees of the college and their immediate family can make use of this facility. Immediate family means spouse, parents and dependant children.
All College related Associations and Societies.
Non-profit organizations, associations and societies approved by the Rector.

Charges:

The College will charge Rupees 20 per kilometer subject to the minimum of Rs.1,500/- and in addition to that Rs. 300/- for Driver and Rs.200/- for Conductor, provided usage period does not exceed 8 hours. If time exceeds 8 hours, an additional Rs.30/- for Driver and Rs. 20/- for Conductor, per hour will be charged.

The College shall not be liable in respect of death, injury or damage caused to any passenger. A disclaimer form must be signed by the user in this respect before the use of College transport.

The booking should be made at least 10 days in advance for the use of this facility.

User is responsible for any damage to the bus by passengers. A separate form must be signed by the user to accept this responsibility.

Taxes, if any will be paid by the users.

The number of passengers must not exceed the seating capacity of the vehicle.

The College Buses can only be used on metaled roads.

The College Buses should not be used for unsafe areas, which are to be determined by the Rector.

For those trips that are required as part of the syllabus for a particular class, the cost of the trip will be paid for from the budget of the academic department involved. Approval for the trip must come from the department chair and the appropriate dean. For trips sponsored by student societies or other organizations, the Director Student Activities must grant approval and provide necessary budget information to support the cost of the trip.
VI. STUDENT FACILITIES

Computer Laboratory Policies

Welcome to the computer laboratories at Forman Christian College. The computer labs have been developed to help you with your coursework and to provide Internet access for faculty and students on campus. The following standards and policies have been adopted to assure the use of the laboratories for all. These policies apply to all laboratories on campus; please refer to posted special instructions or policies in each individual lab.

The Computer laboratories at Forman Christian College are for the exclusive use of students, faculty and administrators at FCC. Laboratory managers, faculty and FCC staff may request proof of College affiliation from anyone using the laboratories at any time.

1. Hours of operation and staffing
   a. The computer laboratories will be open from 8 a.m to 8 p.m., Monday through Friday and from 9 a.m. to 1 p.m. on Saturdays. During Ramzan, the hours of operation will be from 8:00 a.m to 3:00 p.m. Monday through Friday and on Saturdays from 9 a.m. to 1 p.m.
   b. The Computer Laboratory Manager is responsible for the enforcement of these policies and for supervising any laboratory attendants working in the laboratories.

2. General policies for use of computer laboratories, applicable to all users
   a. No food, drink, chewing gum, or smoking allowed in the laboratories
   b. Absolutely no copyrighted software may be copied or taken from the room
   c. Anyone using the computer laboratories must set their mobile phone settings to “vibrate” and may not use their mobile phones while in the computer laboratories.
   d. Anyone using the computer laboratories may not use the facilities for instant messaging or chatting online.
   e. Absolutely no outside software may be copied onto the hard disk of any computer in the laboratories.
   f. Equipment is offered on a “first-come, first-served” basis. Please do not attempt to reserve or save a computer by leaving belongings, books or papers at a computer workstation. During periods of heavy demand for the computer laboratories, any one individual is limited to using the computer laboratory for two hours at any one time.
   g. Absolutely no pornographic material may be viewed, downloaded or printed using FCC computer laboratory equipment or facilities.
   h. Saving documents on college computers: students, faculty and staff will email any documents developed on computer laboratory computers to themselves for storage on their personal computers. Should an individual want to use a removable storage device, he/she will need to consult with the laboratory manager to do a virus scan and save any document to any removable device. FCC Computer Science Department and IT Support Services hold no responsibility for personal files saved on the hard disks. The hard disks are cleaned off periodically.
   i. Responsibility for damages: should there be damage to any piece of hardware or furniture in the computer labs, the person responsible for the damage will reimburse the college for the replacement cost of securing a new piece of equipment or furniture.
   j. Children of faculty or staff age 12 or older are only allowed in the laboratories when accompanied by their parent(s). Children under the age of 12 are not allowed in the laboratories.
3. Student Use:
   a. Once assigned a login ID and password, students are responsible for maintaining the security of that login and password. Students may not share their usernames or passwords to log another person into a laboratory computer, even if that person is a trusted friend or family member. Any damage to college computers traced to a specific login will be the responsibility of the person to whom that login is assigned.
   b. Students are not allowed to take their book bags to the computer laboratory workstations. The laboratory manager will indicate a space where students can store their book bags while working in the computer laboratories.
   c. Student violations of these policies will be handled in the following manner:
      i. First violation: privileges will be suspended for two days and the student will be required to pay a fine of Rs500 to reinstate privileges.
      ii. Second violation: privileges will be suspended for a period to be determined by the Chair of the Department of Computer Science based on the seriousness of the offense and the potential harm caused to college computer resources.

4. Printing:
   a. The charge for printing documents is Rs. 2/- per page printed on the laser printer and Rs. 1/- per page printed on the dot matrix printers. For printing with graphics or pictures, the charge will be Rs5/- per page. Printing will be allowed only for course work requirements.
   b. Payment for printing will be in the form of vouchers or tokens purchased from the Accounts Office for this purpose. Cash will not be accepted in the computer laboratories.

5. Faculty/Administration use of computer labs:
   a. The laboratory manager will reserve computers for faculty use each day; the number of computers available will depend on other demands on the laboratory at that time.
   b. Briefcases and book bags: faculty and administrators will be allowed to take book bags and briefcases to the computer laboratory workstations.

6. Protocol for changing policies: any changes to these policies will be made by a committee of individuals, including the Chief Information Officer, the Laboratory Manager, the Chairman of the Computer Science Department, and the Executive Assistant to the Rector. Final approval of revisions will be given by the Rector or his designee.
Hostel Policy

There are seven student Hostels:
1. Velte Hall
2. Kennedy Hall
3. Newton Hall
4. Griswold Hall
5. West Hall
6. North Hall
7. Ewing Hall

Ewing Hall is at Nila Gumbad near Anarkali Bazar, and the other six hostels are on the main campus.

Each hostel has its own Mess (dinning hall) facility.

Hostel Administration
Each hostel is administered by its warden and assistant warden. Both the warden and the assistant warden reside on the hostel premises, and are appointed from the faculty by the Rector. The warden has the authority for the administration and discipline of the hostel staff and students. In the absence of the warden, the assistant warden shall have such authority. All residents and staff of the Hostel are directed to approach the assistant warden / warden in case of any difficulty.

Hostel Board
All the wardens and assistant wardens are the members of the Hostel Board. The Rector appoints one of the Hostel Board members as Chief Warden. Hostel Board formulates and reviews, the policies and rules for the hostels, subject to the approval of the Rector or his designee, allocates the hostels to various academic classes, reviews the salaries, rates (breakfast, other meals and food) & mess charges.

Hostel Admission
a. The hostels are provided for out of city students. However there is no guarantee of provision of hostel accommodation.
b. Only bona-fide regular full time students of F.C. College are eligible. Marks obtained in the last Board / University examination will be the criteria for admissions in the hostel.
c. Hostel seats are allocated for various quotas (sports, minorities, kinship etc) established by the college administration.
d. Allocation of seats among various academic groups (Science, Arts, Medical, etc) is made on the proportional demand basis for each group (percentage of application of each Academic group).

Hostel dues
a. Annual charges consist of security and charges for salaries of hostel’s staff, common room expenses, newspapers, maintenance, and electricity charges of the summer holidays. The annual charges are subject to change.
b. Monthly charges include mess bill, room rent, electricity charges, gas charges and service men charges of that particular month. The monthly bills are posted on the notice board on the 1st of month for resident’s notification. The residents have till the 10th of the month to pay their bills

Mess Staff
In each mess the food is provided by a contractor. The contractor is responsible for the servicemen who serve food in the mess and provide minor services to the residents (room cleaning etc.). The contractors are also responsible for hiring and firing of the servicemen with the approval of the hostel administration. There is one service man for every 12 Residents, and each resident pays service charges every month.
Hostel Rules

1. Authority

The warden has the authority for administration and overall discipline of each respective Hostel. In the absence of the warden, the Assistant Warden shall exercise such authority. The day-to-day business shall normally be handled by the Assistant Warden. All residents are directed to approach the Assistant Warden or Warden in case of a difficulty.

2. Hostel Allotment

a. Normally each hostel is reserved for one class only and hostel once allotted shall not be changed.
b. Each resident is responsible for the general cleanliness of the room with the help of the assigned serviceman.
c. No student is allowed to change the room without prior permission of the Hostel Administration.

3. Regulations and Prohibitions

The following are prohibited in the hostel:

a. Possession of drugs, liquor or any other intoxicant
b. Smoking is strictly prohibited within hostel premises. Hostels are considered non-smoking areas.
c. Possession of firearms, explosives, fireworks, or weapons of any kind.
d. Gambling in all forms and manifestations.
e. Damage to the hostel property.
f. Misuse of electric fixtures or telephone wires, switches, lights, fans, etc.
g. Entering or leaving the hostel through any way other than the hostel gate.
h. Creating noise or disturbing others in any manner.
i. Maltreatment of hostel/ mess staff could lead to cancellation of allotment (in case of a complaint against any servant; residents are advised to contact the Warden/ Asstt. Warden)
j. Possession or use of electric appliances, such as heaters, irons, heating rods, stereos, holders, etc.
k. Organizing or holding public/political meetings/groupings of any kind, preaching and orchestrating propaganda of all kinds.
l. Keeping pets of all kinds.
m. Possession of valuable goods like, gold or large sums of cash etc., (Hostel authorities will not accept responsibility for theft or loss of valuable items)
n. Possession of obscene material of any kind.
o. Leaving the room unlocked, while the resident is on leave or not in the hostel.
p. Leaving the lights or fan “on” when not in the room.
q. Cars, motorcycles or motor vehicles of any kind.

4. Hostel Attendance

a. The rolls shall be called everyday, including Saturdays and Sundays. All residents are required to be in their respective rooms by 10:00 pm. Thereafter the Hostel gates will be closed and no resident shall be allowed to enter or leave the Hostel without prior permission of the warden or Asst. warden. Any student entering the hostel after 10:00 pm is considered late and has to pay a fine accordingly. Late entries could face a fine ranging between Rs. 50/- and Rs. 200/- depending upon the severity and frequency of late attendances.
Severe action may be taken against habitual latecomers, which could even result in cancellation of allotment.

b. Hostel Gate Timings are 5:30 am to 10:00 pm
   If permitted to leave hostel after 10:00 pm or before 5:30 am, the Hostel Administration will issue proper gate pass, otherwise he will not be allowed to enter or leave the Main college gate.

c. In case of a genuine reason, a resident may apply for leave from the hostel, which can be sanctioned either by the asst. warden or warden.

d. Absence from the hostel without prior permission is a violation of hostel rules, which may result in imposition of a fine of Rs. 30/- per day. Uninformed or unauthorized absence for more than 15 days will result in cancellation of allotment.

e. Attendance at all hostel meetings is compulsory, absence without leave may result in a fine of Rs. 100/-

5. Hostel Guests
   Guests are allowed to visit only during visiting hours i.e., 5:30 pm to 9:30 pm., they will be entertained in the guest room but will not be allowed to enter the Hostel rooms.
   Visitors may be served with soft drinks and/or tea only on the request of the student and no food will be served in the guest room.

6. Hostel Mess
   a. Each hostel has its own mess and students are required to take their meals in the mess at the specified timings.
   b. Each student enjoys the facility of a mess servant who looks after him by serving meals and doing other petty jobs for which the resident has to pay Rs. 350/- per month.
   c. Residents planning to be absent from a particular meal should inform the mess contractor at least 12 hours in advance, failing which the meal will be charged accordingly.
   d. Meals are prepared in accordance with a menu framed by the mess committee, representing students, in consultation with Hostel administration.

7. Hostel Dues
   a. The hostel dues are charged on monthly bases. The bill is prepared and pasted on the hostel’s notice board on the 1st day of each month.
   b. All payments are made in the hostel office.
   c. The bills must be paid by the 10th of each month to avoid suspension of mess/ food services.

8. Common Room
   Each hostel has its own common room, where the residents can play indoor games like carom, table tennis, chess and ludo. A television set is also available in the common room. The common room facility can be enjoyed by the residents between 4:00 pm to 10:00 pm and up to 11:00 pm on Saturdays or public holidays.

<table>
<thead>
<tr>
<th>Time</th>
<th>1st time</th>
<th>2nd time</th>
<th>3rd time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00pm- 12:00</td>
<td>50</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>12:00-05:30 am</td>
<td>100</td>
<td>150</td>
<td>200</td>
</tr>
</tbody>
</table>
9. Telephone
Students also have the facility of receiving telephone calls between 4:00 pm and 10:00 pm.

VII. ACADEMIC POLICIES AND PROCEDURES

Attendance Policy: Intermediate Program

This policy applies only to the intermediate program. Students will receive and sign for a copy of the attendance policy in their compulsory classes prior to the end of the first week of college. All intermediate students, regardless of attendance, will take the December Exams.

Attendance requirements:
- According to the policy of the Lahore Board, students are required to have attended a minimum of 75% of their classes in each subject.
- Attendance in all subjects in the intermediate program will be included in this policy. This includes Pakistan Studies and Islamiat.
- All approved leave still counts as an absence.
- The attendance for theory and practical classes in the science subjects will be counted separately.
- Students missing 3 consecutive class days will be dropped from the college rolls unless leave has been approved.

Co-curricular activities
- Students will not be allowed to participate in co-curricular activities if they have been dropped from the college rolls. This includes all activities organized by the college whether one time events or regularly scheduled events.
- All in charge of societies will be asked to turn in a list of students participating in teams or societies.
- A list of students dropped from the college rolls will be sent to each in-charge.
- It will be the responsibility of the advisor or in-charge of each society to ensure that dropped students do not participate.
- If a student is readmitted to the college, the pass used to reenter classes may also be used to reenter the society or team.

Leave
- LEAVE DOES NOT COUNT TOWARD ATTENDANCE. EVEN APPROVED LEAVE WILL COUNT AS AN ABSENCE FROM CLASS. STUDENTS ARE STILL RESPONSIBLE FOR MAINTAINING 75% ATTENDANCE IN EACH SUBJECT.
- Due to the fact that leave does not change the attendance percentage, it may only be requested in cases when students will be absent for more than 5 consecutive days. This is to prevent the student from being dropped from the college rolls immediately.
- The in-charge of any co-curricular activities that require students to miss class, must submit a form to the Vice Rector for approval PRIOR to the classes being missed. This must include the roll numbers of the students involved and the date and time of the activity. Students will be marked absent in class. The academic office will keep record of the co-curricular absences. They will still count as absences but students may be allowed an extra attendance period to make up their attendance percentage at the discretion of the Vice Rector if needed.
- Students will not be dropped if the days of approved leave would keep them above 75% in each class for THAT attendance period. The percentage must be made up prior to the end of the next
attendance period or the student will be dropped. Exceptions to this are at the discretion of the Vice Rector.

- A written application for leave must be turned in to the Assistant Vice Rector. The form is available in the academic office. Documentation of the reason for absence will be required.
- Students who will be out of college for 5 consecutive class days or more must apply for leave in advance.
- In case of an emergency or illness, students must notify the academic office by the end of the fifth day or they will be dropped from the college rolls. A written application along with the required documentation must be submitted to the academic office on the first day the student returns to college. If the student has been dropped, he or she may be reinstated at the Vice Rector’s discretion.

Attendance shortage:

- After the first month of college, students falling below 75% attendance in any subject will have their roll number posted and a warning letter sent to their parents.
- Any student with 0% attendance in all classes will be dropped from the rolls of the college and a letter will be sent home to that effect.
- At the end of each month, cumulative attendance in each subject will be calculated. At this point, any student whose attendance is below 75% in any subject will be dropped from the college rolls.
- There are three deadlines for registration for the external exams. Students who are below the required percentage at the first deadline but could raise their attendance sufficiently prior to the other two deadlines will be notified of this. However, their registration will not be sent until the required percentage is reached.
- The student will pay all fines incurred for late registration. After the first deadline, the registration fee doubles. After the second deadline, the fee is triple the original fee. Registration is not possible after the third deadline.
- The deadline for achieving the required 75% will be two weeks before the final registration deadline to allow time for receiving attendance from the professor and processing the forms.
- Short attendance DOES impact scholarships. Refer to the scholarship policy for information regarding this.

Readmission Procedures:

- Students can only be readmitted once for attendance reasons. Any student dropped for the second time will not be eligible to apply for readmission.
- Students with a cumulative attendance percentage below 50 in any subject will not be eligible for readmission.
- The procedure for students seeking readmission is as follows:
  - Student applies to the Assistant Vice Rector for a readmission form. This form will include information on attendance percentages from the Academic Office.
  - The Vice Rector reviews the readmission form.
  - If the readmission is approved, the student pays the readmission fee.
  - Once the Accounts Office has signed the form, the student will receive a pass for readmission to classes.
- It is the students’ responsibility to have the form completed and returned to the Academic Office.
- The pass will readmit the student to classes as well as co-curricular activities.

Attendance Procedures:

- Attendance will be turned in via email or other form of “soft” copy along with a hard copy signed by the professor and the department head. The hard copy can be the register or a printed copy of the computer form. Assistance will be available for those faculty members who need it.
- The deadline to turn in attendance is 3 working days after the last day of the month.
- The drop list will be posted 8 working days after the last day of the month.
• A letter will be mailed to the parents of students who have been dropped within 10 working days after the last day of the month.
• Months with less than 10 academic days will be combined with the previous or following full month. (A list of dates will be given after the academic calendar has been created for each year)
• Faculty will receive copies of the list in their “pigeon holes” the day it is posted. However, the records of the academic office will supercede the faculty attendance if students on the drop list are marked present while dropped.
• When students have completed the readmission process, they will be given an official pass from the academic office to return to class.
• Faculty should mark on their registers with a D the day a student is dropped. A D should be recorded each day until the student presents a pass to reenter. The day a student reenters the subject the instructor should begin marking present and absent as before.
• If a student is not physically present in the classroom, they should be marked absent. All leave issues will be handled in the academic office.
• Science faculty should keep attendance for theory and practical classes separately.

Attendance Policy: Bachelor’s and Postgraduate Degree Programs

Students in the Bachelor’s and Postgraduate Degree Programs must have an attendance percentage above 67% in a subject in order to appear for the final exam in that subject.

Students below 67% in one subject but at or above that percentage in other subjects may take his or her other exams but not the one in which there is an attendance shortage.

This is a minimum requirement to take the exam. If there is a written policy established by a department or in the syllabus of a particular course, that policy takes precedence over this one. e.g. If a course syllabus states that 75% is required to take the exam, that will become the minimum for that course.

The weightage given to attendance in grading is up to the individual department and is printed on the syllabus for each course.

Students are responsible for adhering to the attendance requirements outlined in the approved syllabus for each course. The student is responsible for all class work and assignments missed due to absence (excused or unexcused). If any student accumulates absences or fails to do class work to the extent that, in the instructor’s opinion, further attendance in the class appears to be of little value to the student or is detrimental to the best interest of the class, the instructor will issue a warning to the student and encourage the student to drop the course.

If students must miss classes due to a College-approved extracurricular activity, the person responsible for that activity must get permission from the Vice-Rector prior to the activity. The Vice-Rector will then see that the appropriate faculty members are notified of the students’ absence. Students will have ten (10) days to make up missed work unless other arrangements are agreed to by the course instructor.

Classroom Misconduct, Plagiarism and Dishonesty: All programs

All students are expected to arrive at classes on time and conduct themselves in an appropriate manner during class, laboratory sessions and field experiences. Faculty members are responsible for setting standards regarding appropriate classroom behaviour and have the authority to remove from their class any student whose behaviour is deemed inappropriate or disruptive.
Forman Christian College expects its students to meet the highest ethical standards. Academic standards prohibit:

- Concealing notes during examinations
- Collusions between students in examinations.
- Copying the work of another student either with or without that student’s knowledge during an exam or outside of class.
- Plagiarism. The definition for plagiarism includes copying of any kind without giving credit to the source of the information, i.e. representing another’s work or ideas as one’s own. For example, word-for-word copying from published material, “copy and paste” from the internet or other electronic sources, and paraphrasing new ideas without giving proper citation to the quoted or paraphrased work. In addition self plagiarism is prohibited (a student using his/her previously written paper to meet the requirements for another class).
- Unauthorized cooperation on individually assigned work.
- Other acts of academic dishonesty.

Students are responsible for others’ cheating, i.e. students should not allow others to copy off their papers nor give papers they have written to others to turn in as their own.

**Faculty responsibility**

Instructors are responsible for establishing procedures in class to prevent cheating For example 3 - 4 versions of the exam can be used, and students can be assigned a seat to take the exam. Faculty should carefully monitor students while exams are being taken by walking around the classroom and staying alert to cheating. Faculty are responsible for arranging for a larger room for the final exam if the assigned room is too small for their class size to prevent cheating.

The syllabus needs to establish the consequences for plagiarism, but the same time, faculty need to educate students on plagiarism and cheating and reasons these behaviors are counterproductive and prohibited.

There must be consequences administered for each act of academic dishonesty. Breaches of academic standards will result in the following censures:

- **First offence:** a grade of zero will be assigned to the paper, report, quiz or test. The student’s final grade for the class must be reduced by at least one letter grade.
- **Second offence:** an automatic dismissal from the course in which the second offence occurred with a resulting final grade of “F”.
- **Third offence:** the student will be called before an Academic Review Board to show cause why the College should not suspend him or her. The Vice-Rector will convene such a hearing.

**Student Confidentiality: All programs**

Students are entitled to academic and personal confidentiality. Any conversation held with a student should not be repeated to others not directly involved in that conversation without the student’s permission. The exception to this would be if a student expressed a desire to harm him or herself or others. It would then be appropriate to seek other assistance. If an advisor needs assistance in deciding the best course of action with a particular student, every effort should be made to keep the identity of that student confidential. For example: Rather than name a student, use the phrase, “One of the students I am advising ___” or “If a student had _____ problem, what would you advise that I do?”

Student grades, fines and sanctions are confidential. Therefore public postings and publications on campus of students’ confidential information including but not limited to Accounts, fines, Board exam
scores, and grades should not be given by student name. Rather roll number or some other means should be used to protect student confidentiality.

**Baccalaureate Honors Program**

**Academic Advising**

Academic Advising – All faculty members will be acting as academic advisors to students enrolled in the four-year Bachelor’s Degree Program. An advisor’s primary role is to guide students in course selection so that they meet the requirements needed to graduate on time. This means that an advisor must know all of the general education requirements and graduation requirements for the university and must go over them with his or her advisees. They must also be familiar with the layout of the catalog and how to find out the requirements of each department for graduation in that department’s major.

Advisors are also responsible for counseling students in academic areas such as study skills, what to do if they are struggling in a class, and any other issues which would be helpful to students entering the university. In short, anything that may be needed to help students be successful in the academic program. Advisors are NOT asked to be professional counselors, but if a student is experiencing serious difficulty, they might assist that student in finding appropriate help.

Students will select a major at the end of their sophomore year. At this point they will be assigned to an advisor in that department. Initial assignments when students begin their first year will be made as follows:

- Business and IT students will be assigned to advisors in those departments upon entry in the university.
- BSc students will be assigned to advisors in the sciences
- BA students will be assigned to advisors in the arts
- Female students will be assigned to female advisors until after they declare their majors. Then, this may not be possible.

**Academic Dismissal and Readmission**

Students who are Academically Dismissed will not be permitted to enrol at Forman Christian College for at least one (1) full semester (Spring or Fall). If a record is consistently poor, a student may not be permitted to return.

Any student who has been Academically Dismissed from Forman Christian College and wishes to be readmitted as a full-time student must submit a completed Application for Readmission to the Office of the Vice-Rector and meet all conditions for readmission. If the student has taken coursework at another institution while on dismissal, an official transcript of that work should be forwarded to the Vice-Rector as part of the Application for Readmission.

**Academic Due Process and Grievance Procedures**

A student may formally appeal a grade only if the student has failed to complete the course satisfactorily (earned a grade of “D” or “F”) or if the student can provide evidence of unfairness or discrimination. Grades may be formally grieved until thirty (30) days into the following full semester. A student who has an academic grievance must initiate and follow the procedures outlined below. Failure to follow the procedure shown below will result in ineligibility for Academic Grievance Board review.
1. The student must first speak to the faculty member who issued the disputed grade.
2. If the matter cannot be resolved satisfactorily in Step 1, the student may request a meeting with the Academic Department Chairperson within three (3) working days of the initial meeting. The Department Chair will convene a meeting with the student, the faculty member, and the Department Chair within five (5) working days of the request. The role of the Department Chairperson is to act as mediator between the student and the faculty member.
3. If the matter is not resolved satisfactorily with the Department Chairperson, the student may appeal to the Vice-Rector. A student wishing to pursue such a grievance should obtain an Official Request for Hearing form from the Office of the Vice-Rector. Only students submitting the official form will be granted an appeal hearing.

**Academic Probation**

Students are expected to maintain good academic standing. Official notification concerning academic standing will be given to all full-time students whose performance does not meet the prescribed standards of the College. After each semester, the Academic Standing Committee and the Vice-Rector will determine whether students experiencing academic difficulty will be placed on Academic Probation, continued on Probation or dismissed from the College. Academic Dismissal carries specific conditions established by the Academic Standing Committee (see below).

The designation “Academic Probation” will appear on the student’s transcript. It is used to alert students that the quality of their work is below that required for graduation. It is also a way of informing the student that, unless improvement is seen in the following semester, they may be dismissed.

The criteria for determining Academic Probation is:

<table>
<thead>
<tr>
<th>Semester Hours Completed</th>
<th>Cum. GPA Required for Good Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-35</td>
<td>1.50</td>
</tr>
<tr>
<td>36-64</td>
<td>1.75</td>
</tr>
<tr>
<td>65 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students with academic troubles who have been placed on probation must:
- Attend all class meetings of every course in which they are enrolled.
- Schedule meetings with their academic advisors at least once every two weeks.
- Adhere to any other provisions established by the Academic Standing Committee.

Any student who fails to observe the conditions of Academic Probation is subject to review at any time by the Academic Standing Committee and/or the Vice-Rector and may be dismissed from the College.

**Course Audit**

A student may audit a course to gain knowledge and pursue self-interest. No academic credit is offered for auditing a course nor is a grade given. However, the student is required to attend classes, participate in all class activities, and complete all assignments. The student is exempt from taking quizzes, tests and exams. The instructor’s approval is required to audit a course. Such permission will be given only if there is room in the course for an auditing student. An instructor may choose to accept or refuse auditing students.

**Course Load Policies**

The minimum credit load for a full-time undergraduate is twelve (12) semester hours; however, students normally carry 15-18 semester hours. Students who wish to carry more than 18 semester hours must secure written permission from their academic advisor and the Vice-Rector prior to registration. Students
making such a request are expected to have a minimum cumulative grade point average of 3.00. Students
with hostel accommodations must carry a minimum of 12 semester hours.

**Drop/Add and Withdrawals (from course or College)**

During the first week of each semester, students may add courses to their class schedules. Students will be
allowed to drop courses during the first six weeks of each semester. Courses that are dropped will not
appear on the student’s academic record. Drop/Add forms must be signed by the academic advisor.

A student may officially withdraw from a course after the Drop/Add period and receive a grade of “WP”
or “WF”. A “WP” will be given if the student is passing the course at the time of withdrawal whereas a
“WF” will be given if the student is failing the course at the time of withdrawal. The “WP” or “WF”
grade does not affect the student’s GPA. The last day for a student to officially withdraw from a class is
indicated on the College’s official academic calendar. Course withdrawals must be done on a Drop/Add
form, be signed by the course instructor and the academic advisor and submitted to the Academic Office
before the withdrawal is official.

Any full-time student who is contemplating official withdrawal from the College while the semester is in
progress must meet with his/her Advisor and then the Vice-Rector. A student is not considered to be
officially withdrawn until the appropriate papers are filed and processed through the Vice-Rector.
Students who leave the College without filing the appropriate forms will receive failing grades in all
courses for that semester. Withdrawals from the College are not processed during the last two (2) weeks
of the semester or during final examinations.

**Exemption from Course Requirements and Examination Credit**

Students who believe they have the knowledge and skills necessary to pass the competency examinations
in written Urdu, written English or spoken English may take the competency examinations at the
beginning of their first year. If they pass the competency examinations, they will be exempt from the
relevant specific required course or courses. A student exempt from a course requirement is not exempt
from the course credits or the General Education Requirement. The student is required to substitute
another course from the same department for the exempted course to earn the required number of courses
in General Education and total credits toward graduation.

**Grading System**

The grading system for undergraduate students is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Value</th>
<th>Numerical Value</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>90-92</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>87-89</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>80-82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>77-79</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>70-72</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>67-69</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60-66</td>
<td>Passing</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>59 or below</td>
<td>Failing</td>
</tr>
<tr>
<td>W</td>
<td>Officially Withdrawn</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal/Dismissal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit/Listener Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Transferred credit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Graduation Requirements
Commencement exercises are held in June. Degree candidates must submit a signed Graduation Petition by December 1 and must indicate a catalogue year on the petition. A non-refundable graduation fee must also be submitted. After December 1, the fee is increased. No Graduation Petition will be accepted after March 15.

Students must fulfill all degree requirements from a single catalogue. Degrees are awarded based on the degree requirements in place at the time of the student’s matriculation into Forman Christian College or a student may elect to use the requirements shown in any subsequent catalogue issued during his or her tenure at the College. A student may not use the requirements from a catalogue prior to their matriculation year.

Degree candidates must fulfill the following requirements:
● Complete general education requirements, major requirements and required free electives as specified in the relevant catalogue.
● Earn a minimum of one-hundred-and-thirty (130) semester hours.
● Have all transfer credits approved by the Vice Rector’s Office.
● Complete all institutional challenge examinations.
● Earn a minimum of forty-five (45) semester hours in residence at Forman Christian College, at least fifteen (15) of which must be in the student’s major program of study.
● Attain a minimum cumulative GPA of 2.00.
● Complete at least 12 courses in the upper divisions i.e., 300 and 400 level courses.

All degree requirements must be complete by the end of Spring semester for students to participate in the June Commencement. An Incomplete grade in the candidate’s final semester may postpone graduation for that candidate.

Graduation with Latin Honours
Graduation with Latin Honours requires that the student complete a minimum of sixty (60) semester hours in residence at Forman Christian College. Based upon all work completed at Forman Christian College (cumulative GPA), a student must meet the following criteria for honours:
● 3.50-3.69  Cum Laude (Honours)
● 3.70-3.89  Magna Cum Laude (High Honours)
● 3.90-4.00  Summa Cum Laude (Highest Honours)

Students may obtain a double major by completing the major requirements in two programs of study. Double majors will be noted on academic records but students will receive only one degree from the College. Double majors must be declared by the end of the student’s sophomore (second) year.

Incompletes
An Incomplete grade (I) indicates that a student has done passing work in a course but was unable to meet all course requirements. Justification for an Incomplete is generally non-academic and the grade is arranged at the instructor’s discretion. An Incomplete grade does not affect the student’s GPA. An Incomplete grade must be removed by the end of the sixth week of the following semester. Failure to complete course requirements during this period will result in a grade of F.

Repeated courses
If a student repeats a course due to a low or failing grade, only the second grade will be factored into the GPA. However, all grades will remain on the academic record. After the first repeat grade, all subsequent grades for the same course will be counted in determining the GPA.
Scholarship and Financial Aid Policies
Students receiving financial assistance will be expected to maintain the following:

- Satisfactory academic progress – a minimum of 12 credit hours per semester and 30 credit hours per academic year
- Grade Point Average of 2.0
- Class attendance of 67% or above
- Good disciplinary standing

Students failing to meet these requirements will be given a warning and referred to the appropriate scholarship committee. If improvement is not shown in the following semester, students may no longer be eligible for financial assistance.

Student Classification
Students enrolled for twelve (12) or more credit hours in any semester are considered to be full-time. Each year, students are classified in one of four classes according to the number of total credit hours completed at Forman Christian College and accepted transfer credits:

<table>
<thead>
<tr>
<th>Completed Credit Hours</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 30</td>
<td>Freshman</td>
</tr>
<tr>
<td>31 through 60</td>
<td>Sophomore</td>
</tr>
<tr>
<td>61 through 90</td>
<td>Junior</td>
</tr>
<tr>
<td>91 or more</td>
<td>Senior</td>
</tr>
</tbody>
</table>

During the senior year, the student completes 30 class credits plus a ten credit project in his/her major.

Student Records
Forman Christian College guarantees both the privacy and the confidentiality of all student educational records and a student’s right to access those records. The official custodian of student records is the Assistant Vice-Rector. Access to student records is limited to the student, the student’s parent or guardian, current instructors and academic advisor, Assistant Vice-Rector’s staff, counselling and administrative staff with legitimate interests, authorized officials of the government and accrediting agencies, and persons bearing a lawful judicial order or subpoena, or any party designated by written consent of the student.

A student or former student has the right of access to his or her records. However, the College may deny access if the student has unpaid financial obligations to the College. Requests for access or copies of records must be made in writing to the Assistant Vice-Rector who will comply within thirty (30) business days. Following review, a student may request any portion of his or her record to be expunged or edited, provided that supporting documentation is produced or available.

Suspension and Dismissal
A student who is suspended from the College for violation of College policies will receive an F for any work missed during suspension and will not be allowed to make up that work. The College reserves the right to suspend a student indefinitely anytime that the student consistently shows his inability to meet the established standards of the College. A student who is dismissed from Forman Christian College for disciplinary reasons will be given an AW grade for each class in which he or she is enrolled.

Vice Rector’s List
The Vice Rector’s List is announced at the end of each semester. Eligibility is limited to undergraduates in good academic standing and who have completed a minimum of twelve (12) credit hours in courses awarding letter grades for degree credit. Remedial courses cannot be used to meet the minimum
requirement of twelve credit hours but such classes are included in the computation of the semester grade point average. The Vice Rector’s List includes all eligible students who receive a semester GPA of 3.75 or higher. An appropriate notation will be made on the student’s academic record. No student with an Incomplete (I) grade at the end of the semester is eligible for Vice Rector’s List.

Degree Audit
During the first semester of the senior year, an audit of each student’s coursework will be conducted by the Academic Office to determine that all requirements for the degree will have been met by the end of the final semester.

Canceling Courses
In general, courses with fewer than ten students may be cancelled. However, in some cases courses may need to be offered even if there are fewer than 10 students enrolled. Such cases include pre-requisite courses, few majors in a particular area, or the course is needed to meet a graduation requirement of the students. A course may be cancelled only upon the Vice Rector’s approval. The Head of a particular department may make a request in writing to the Vice Rector who will then decide the fate of the course.

Course Changes in Catalog – Adding, Revising or Deleting Courses
The following steps are to be followed to add or revise courses:
1. Faculty make recommendations regarding any additions, deletions, or modifications of courses to the Head of their Department.
2. The Dept. Head meets with the faculty and agreement is reached on the proposed changes.
3. The Head forwards these recommendations to the Dean of the Faculty who calls a meeting of the Board of that Faculty.
4. The approved changes are presented to the Board of Advanced Studies and Research who approve, reject, or otherwise modify the recommendations.
5. The final “change” recommendations are presented to the Academic Council for final approval.
6. If the change is approved by the Academic Council, the changes are now official and will be published in the next Catalog and listed in Course Atlas for appropriate semesters.
7. Requests for any changes in the Course Catalog must be made in writing to the Vice Rector by 1st March each year.

Postgraduate Programs

Academic Dismissal and Readmission
Students who are Academically Dismissed will not be permitted to enrol at Forman Christian College for at least one (1) full semester (Spring or Fall). If a record is consistently poor, a student may not be permitted to return.

Any student who has been Academically Dismissed from Forman Christian College and wishes to be readmitted as a full-time student must submit a completed Application for Readmission to the Office of the Vice-Rector and meet all conditions for readmission. If the student has taken coursework at another institution while on dismissal, an official transcript of that work should be forwarded to the Vice-Rector as part of the Application for Readmission.
Academic Due Process and Grievance Procedures
A student may formally appeal a grade only if the student has failed to complete the course satisfactorily (earned a grade of “D” or “F”) or if the student can provide evidence of unfairness or discrimination. Grades may be formally grieved until thirty (30) days into the following full semester. A student who has an academic grievance must initiate and follow the procedures outlined below. Failure to follow the procedure shown below will result in ineligibility for Academic Grievance Board review.
The student must first speak to the faculty member who issued the disputed grade. If the matter cannot be resolved satisfactorily in Step 1, the student may request a meeting with the Academic Department Chairperson within three (3) working days of the initial meeting. The Department Chair will convene a meeting with the student, the faculty member, and the Department Chair within five (5) working days of the request. The role of the Department Chairperson is to act as mediator between the student and the faculty member.
If the matter is not resolved satisfactorily with the Department Chairperson, the student may appeal to the Vice-Rector. A student wishing to pursue such a grievance should obtain an Official Request for Hearing form from the Office of the Vice-Rector. Only students submitting the official form will be granted an appeal hearing.

Academic Probation
Students are expected to maintain good academic standing. Official notification concerning academic standing will be given to all full-time students whose performance does not meet the prescribed standards of the College. After each semester, the Academic Standing Committee and Department Head for the student’s program will determine whether students experiencing academic difficulty will be placed on Academic Probation, continued on Probation or dismissed from the College. Academic Dismissal carries specific conditions established by the Academic Standing Committee (see below).

The designation “Academic Probation” will appear on the student’s transcript. It is used to alert students that the quality of their work is below that required for graduation. It is also a way of informing the student that, unless improvement is seen in the following semester, they may be dismissed.

The criteria for determining Academic Probation is:

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<tbody>
<tr>
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<td>1.75</td>
</tr>
<tr>
<td>21 or more</td>
<td>2.00</td>
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</tbody>
</table>

Students with academic troubles who have been placed on probation must:

- Attend all class meetings of every course in which they are enrolled.
- Schedule meetings with their academic advisors at least once every two weeks.
- Adhere to any other provisions established by the Academic Standing Committee.

Any student who fails to observe the conditions of Academic Probation is subject to review at any time by the Academic Standing Committee and/or appropriate Dept. Head and may be dismissed from the College.

Grading System
The grading system for undergraduate students is as follows:

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<tr>
<td>A-</td>
<td>3.70</td>
<td>90-92</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>87-89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
<td>Good</td>
</tr>
</tbody>
</table>
B- 2.70  80-82
C+ 2.30  77-79
C  2.00  73-76  Satisfactory
C- 1.70  70-72
D+ 1.30  67-69
D  1.00  60-66  Passing
F  0.00  59 or below  Failing
W  Officially Withdrawn
AW  Administrative Withdrawal/Dismissal
AU  Audit/Listener Status
I  Incomplete
T  Transferred credit

Incompletes
An Incomplete grade (I) indicates that a student has done passing work in a course but was unable to meet all course requirements. Justification for an Incomplete is generally non-academic and the grade is arranged at the instructor’s discretion. An Incomplete grade does not affect the student’s GPA. An Incomplete grade must be removed by the end of the sixth week of the following semester. Failure to complete course requirements during this period will result in a grade of F.

Repeated courses
If a student repeats a course due to a low or failing grade, only the second grade will be factored into the GPA. However, all grades will remain on the academic record. After the first repeat grade, all subsequent grades for the same course will be counted in determining the GPA.

Financial Aid Policies
Students receiving financial assistance will be expected to maintain the following:
- Satisfactory academic progress – a minimum of 12 credit hours per semester and 30 credit hours per academic year
- Grade Point Average of 2.0
- Class attendance of 67% or above
- Good disciplinary standing

Students failing to meet these requirements will be given a warning and referred to the appropriate scholarship committee. If improvement is not shown in the following semester, students may no longer be eligible for financial assistance.

Student Records
Forman Christian College guarantees both the privacy and the confidentiality of all student educational records and a student’s right to access those records. The official custodian of student records is the Assistant Vice-Rector. Access to student records is limited to the student, the student's parent or guardian, current instructors and academic advisor, Assistant Vice-Rector’s staff, counselling and administrative staff with legitimate interests, authorized officials of the government and accrediting agencies, and persons bearing a lawful judicial order or subpoena, or any party designated by written consent of the student.

A student or former student has the right of access to his or her records. However, the College may deny access if the student has unpaid financial obligations to the College. Requests for access or copies of records must be made in writing to the Assistant Vice-Rector who will comply within thirty (30) business days. Following review, a student may request any portion of his or her record to be expunged or edited, provided that supporting documentation is produced or available.
Suspension and Dismissal
A student who is suspended from the College for violation of College policies will receive an F for any work missed during suspension and will not be allowed to make up that work. The College reserves the right to suspend a student indefinitely anytime that the student consistently shows his inability to meet the established standards of the College. A student who is dismissed from Forman Christian College for disciplinary reasons will be given an AW grade for each class in which he or she is enrolled.

Appendix A
Position Description
Dean of the Faculty
Forman Christian College
(A Chartered University)

There shall be a Dean for each of the six faculties of Forman Christian College. The Dean shall be appointed for a period of three years by the Rector from amongst the faculty, subject to confirmation by the Board, and shall be eligible for reappointment. The Dean shall report to the Vice Rector.

Primary Duties:

1. To oversee, co-ordinate and evaluate the teaching and research work in the subjects assigned to the faculty;
2. To chair the Board of the Faculty which is comprised of the department heads and Professors from departments included within the faculty and others appointed in accordance with the terms of the Charter, and to provide oversight to the tasks assigned to the Board of the Faculty including
   a. To scrutinize the recommendations of the Board of Studies with regard to the appointment of paper-setters and examiners for Comprehensive Examinations;
   b. To consider academic matters relating to the Faculty and to submit its report to the Academic Council;
   c. To prepare comprehensive annual report regarding the performance of each department comprising the Faculty for presentation to the Vice-Rector and Academic Council;
3. To monitor departments within the faculty to ensure integrity, transparency and accountability for teaching, research and service;
4. To oversee the annual performance review of faculty members, non-teaching staff and department heads of those within the Faculty;
5. To make recommendation to the Vice-Rector (Academic Standards Committee) and Rector concerning members of the Faculty who should be considered for promotion;
6. To work closely with the Vice-Rector and provide leadership in faculty recruitment activities;
7. To administer the budget of the Faculty as approved by the Rector, and to participate in the preparation of the budget.
8. To make appointments to the standing committees within the Faculty;
9. To review and approve all faculty proposals for research and service and refer such proposals to the Vice-Rector for approval;
10. To oversee the preparation of an annual report for submission to the Vice-Rector that describes progress of the Faculty in meeting its strategic planning goals and objectives;
11. To provide leadership to the Faculty in curriculum development for the undergraduate, graduate and continuing education programs in research and in development of service projects;
12. To work closely with the Rector and Chief Advancement Officer in public relations, in alumni relations and in seeking financial support, as appropriate, for programs and projects of Faculty;

13. To present, to the Rector, candidates for admission to degrees (except honorary degrees) after determining that they have met all of the degree requirements.

14. To represent, and serve as a spokesperson for the Faculty;

APPENDIX A

Position Description: Head of Academic Department

There shall be a Head for each of the Academic Departments of the university. The Head shall be appointed by the Board of Governors upon the recommendation of the Rector. The Head of the Department shall serve for a term determined by the Rector, but not for more than three years except in exceptional cases.

1. The Head of an Academic Department shall plan, organize and supervise the work of the department and shall be responsible to the Dean for the work of his/her department.

2. The Head of the Department shall, under the general supervision of the Rector, Vice Rector, and the Dean, exercise all administrative, financial and academic powers and such other duties or powers as may be delegated to him/her.

3. The Head of the Department shall prepare a comprehensive Annual Report regarding the performance of the department at the Graduate and Postgraduate levels, faculty research and development and submit the report to the Dean of the faculty for his/her evaluation.

4. The Head of the Department will serve as ex-officio member of all department committees.

5. The Head of the Department will make appointments to standing committees within the department.

6. The Head of the Department will design, implement, and maintain a strategic planning process for the department within the context of the overall strategic planning for the university.

7. The Head of the Department will provide leadership in faculty recruitment and insure that the Board of Governors approved process is implemented for filling any vacancy in the department.

8. The Head of the Department will make recommendations to the Dean regarding promotion of faculty members within the department to the next highest rank, and to make recommendations regarding the non-renewal of appointments.

9. The Head of the Department will provide leadership to the faculty of the department in curriculum development for the graduate, undergraduate, and continuing education programs, in research, and in the development of service projects.

10. The Head of the Department will provide leadership in the evaluation of courses and programs in the department and in outcomes assessment.

11. The Head of the Department will monitor teaching, research and service by faculty to insure integrity, transparency and accountability.
12. The Head of the Department will maintain an active presence in the department among faculty and students.

13. The Head of the Department will supervise, coordinate and evaluate the non-teaching staff assigned to the department.

14. The Head of the Department will review and approve all faculty proposals for research and service and refer such proposals to the Dean for review.

15. The Head of the Department will serve as spokesperson for the department.
Appendix B
Forman Christian College
(A Chartered University)

Annual Review: Faculty Self-Evaluation

Faculty Name: _______________________              Designation: ______________
Department: _________________________               Date: ____________________

Please answer the items below in the space provided to conduct a self-evaluation and forward it to your Department Head. Typing is preferred, but you may complete in clear handwriting.

Five criteria are important in evaluating faculty performance:

- Quality of teaching
- Evidence that knowledge is being updated
- Research and scholarly activity
- Service to the institution and contributions to governance
- Evidence that shows professional development efforts to improve as a teacher and/or advisor

List responsibilities over the reporting period:  Describe your assignment over the past two semesters or the past year in terms of courses taught, administration responsibilities, committees, advising, research, and service. Then estimate the percentage of your total effort you devoted to each type of activity. (Should total 100 %.)

Teaching load semester 1 (Baccalaureate / Postgraduate)
Course 1 _________, 2________, 3_________, 4__________, 5__________

Teaching load semester 2 (Baccalaureate / Postgraduate)
Course 1 _________, 2________, 3_________, 4__________, 5__________

Teaching load for the year (Intermediate)
Course 1 _________, 2________, 3_________, 4__________, 5__________

Formally Designated Advisor:   Yes   No
Other Assigned Responsibilities: (Specify)
________________________________________
Estimate of Activity (Use a 40 hour work week as the basis for your estimate):

<table>
<thead>
<tr>
<th>Activity</th>
<th>% of Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

**Teaching:** How effective have you been as a teacher this year? How well have your students performed as a result of your teaching? What courses and programs have you revised and proposed?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

**Updating Knowledge:** Describe what you have done this year to increase your knowledge and to remain “up to date” in your field (seminars attended, courses taken, reading program, research).

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

List any degree programs in which you are currently enrolled:

- FCC Funded
- Self-Funded
- Other Funded (Specify source)
**Research:** Describe your research and scholarly work over the reporting period. List proposals, papers, and publications and in-press publications. Do not list work completed before the current evaluation period or work listed in other evaluation periods other than renewed research projects.

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

**Service to Students:** Describe your involvement with students outside of the classroom. Judge the quality of your interactions with students in these informal settings. What evidence do you have that your formal and informal advising is effective?
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

**FCC and Community Service:** Describe the service you have provided to the college community or to the broader community (in charge of society, examiner for BISE or PU, work with NGO).
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

**Efforts to improve as teacher/advisor:** Describe what you have done this year to increase your efforts to improve as a teacher / advisor. (classroom visits, portfolios, training sessions)
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Strengths: In light of the above, assess your overall performance this year. What are your strengths as a faculty member?

Areas needing improvement:

Considering ALL aspects of your duties, in your judgment, your general performance during this academic year can be categorized as (check one):

- 5 Noteworthy achievement in most or all areas
- 4 Very good performance, with areas of especially noteworthy achievement
- 3 Satisfactory performance
- 2 Generally adequate, but with some areas of concern
- 1 Generally inadequate performance

Last year at this time you set professional goals for yourself. On a scale of 1 – 5 (1 being the lowest), rate your success in achieving each of those goals. Then, provide evidence of having achieved those goals or reasons for not having achieved them.

Goal:

Rating _____
Faculty Annual Review – Head’s Evaluation

Faculty Name:_______________________ Designation: _______________________

Department : ________________________  Head: ______________________________

Date Submitted: _____________________ Review Period:_______________________

Directions: List the faculty member’s responsibilities over the reporting period. Check the items you reviewed or observed for each area of evaluation. State both strengths and changes needed in teaching, research, service, interactions with students, and English proficiency. Forward your evaluation along with the faculty member’s self-evaluation and supporting documents to your Dean.

List responsibilities over the reporting period:

Teaching load Semester 1 (Baccalaureate / Postgraduate)

Course 1 ___________, 2___________, 3____________, 4____________, 5__________

Teaching load Semester 2 (Baccalaureate / Postgraduate)

Course 1 ___________, 2___________, 3____________, 4____________, 5___________

Teaching load for the Year (Intermediate / ‘A’ Level)

Course 1 ___________, 2___________, 3____________, 4____________, 5___________

Formally Designated Advisor: Yes No

Other Assigned Responsibilities:
(Specify)__________________________________________
### Teaching:

- Reviewed self-evaluation of teaching
- Reviewed course syllabi
- Reviewed exams
- Conducted live observation of teaching
- Reviewed student evaluations (Overall Average: ____________)
- Reviewed participation in workshops
- Assessed English usage in the classroom
- Assessed achievement of teaching goals stated last year
- Assessed quality of advising
- Other ________________________________

### Strengths in teaching (behavioral terms):
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

### Changes needed in teaching (behavioral terms):
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

### Overall Teaching Rating (1-5)

- 5 Noteworthy achievement in most or all areas
- 4 Very good performance, with areas of especially noteworthy achievement
- 3 Satisfactory performance
- 2 Generally adequate, but with some areas of concern
- 1 Generally inadequate performance
Research and Scholarly Activity

☐ Reviewed self-evaluation of research and scholarly activity
☐ Read published articles and papers presented
☐ Read only list of claimed publications and papers presented
☐ Asked others about quality of scholarly work over this review period
☐ Verified conference attendance
☐ Assessed achievement of research goals stated last year
☐ Other ________________________________

Strengths in research and scholarly activity (behavioral terms):
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

Changes needed in research and scholarly activity (behavioral terms):
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

List any degree programs and the institution in which member is currently enrolled:
_________________________________________________________________

☐ - FCC Funded
☐ - Self-Funded
☐ - Other Funded (Specify source) ________________________________
Overall Research and Scholarly Activity Rating (1-5)

____5__ Noteworthy achievement in most or all areas
____4__ Very good performance, with areas of especially noteworthy achievement
____3__ Satisfactory performance
____2__ Generally adequate, but with some areas of concern
____1__ Generally inadequate performance

Service to Department, Faculty, FCC, External Units

☐ Reviewed self-evaluation of service
☐ Reviewed committee assignments
☐ Assessed quality of participation
☐ Assessed balance of internal and external service

• Assessed achievement of goals established last year
• Assessed involvement with students outside the classroom

☐ Other ___________________________________________________________________________

Strengths in service (behavioral terms):
1. _____________________________________________________________________________
2. _____________________________________________________________________________
3. _____________________________________________________________________________

Changes needed in service (behavioral terms):
1. _____________________________________________________________________________
2. _____________________________________________________________________________
3. _____________________________________________________________________________

Overall Service Rating in Service (1-5)

____5__ Noteworthy achievement in most or all areas
____4__ Very good performance, with areas of especially noteworthy achievement
____3__ Satisfactory performance
____2__ Generally adequate, but with some areas of concern
Overall, the faculty member’s performance during this academic year can be categorized as (check one):

- (5) Noteworthy achievement in most or all areas
- (4) Very good performance, with areas of especially noteworthy achievement
- (3) Satisfactory performance
- (2) Generally adequate, but with some areas of concern
- (1) Generally inadequate performance

Signature of Head

Date

Signature of Faculty Member
Denoting Understanding of Head’s Ratings.

Comments by the Faculty Member (optional):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Appendix C
Forman Christian College
Faculty Annual Review – Dean’s Evaluation

Faculty Name: _______________________     Designation: ____________________

Department: _______________________Head: _____________________________

Date Submitted: _____________________   Review Period: ___________________

Directions:  Check the items you reviewed or observed for each area of evaluation. State both strengths and changes not cited by Heads. You are encouraged to meet with Heads to confer on the evaluation. Strive for a rough equivalence across departments. Forward your evaluation, the Head’s evaluation, instructor’s Self-Evaluation and all supporting documents to the Vice Rector.

Teaching:

☐ Reviewed self-evaluation of teaching
☐ Reviewed Head’s evaluation
☐ Other _____________________________________________________

Strengths beyond those stated by Head (behavioral terms):

1. ____________________________________________________________________
2. ____________________________________________________________________

Changes needed beyond those stated by Head (behavioral terms):

1. ____________________________________________________________________
2. ____________________________________________________________________

Overall Teaching Rating (1- 5)

_____5__ Noteworthy achievement in most or all areas
_____4__ Very good performance, with areas of especially noteworthy achievement
_____3__ Satisfactory performance
Generally adequate, but with some areas of concern
Generally inadequate performance

Explain if your rating differs from the Head rating:


Research and Scholarly Activity:

☐ Reviewed self-evaluation of research and scholarly activity
☐ Reviewed Head's evaluation
☐ Other ____________________________

Strengths beyond those stated by Head (behavioral terms):
1. __________________________________________
2. __________________________________________
3. __________________________________________

Changes needed beyond those stated by Head (behavioral terms):
1. __________________________________________
2. __________________________________________
3. __________________________________________

Overall Research and Scholarly Activity Rating (1- 5)

____5____ Noteworthy achievement in most or all areas
____4____ Very good performance, with areas of especially noteworthy achievement
____3____ satisfactory performance
____2____ Generally adequate, but with some areas of concern
____1____ Generally inadequate performance

Explain if your rating differs from the Head rating:


Service:

☐ Reviewed self-evaluation of service
☐ Reviewed Head's evaluation
Strengths beyond those stated by Head (behavioral terms):
1. ___________________________________________________________________
2. ___________________________________________________________________
3. ___________________________________________________________________

Changes needed beyond those stated by Head (behavioral terms):
1. ___________________________________________________________________
2. ___________________________________________________________________
3. ___________________________________________________________________

Overall Service Rating (1-5)

___ 5 ___ Noteworthy achievement in most or all areas
___ 4 ___ Very good performance, with areas of especially noteworthy achievement
___ 3 ___ Satisfactory performance
___ 2 ___ Generally adequate, but with some areas of concern
___ 1 ___ Generally inadequate performance

Explain if your rating differs from the Head rating:
______________________________________________________________________
______________________________________________________________________

Overall, the faculty member’s performance during this academic year can be
categorized as (check one):

Head’s Rating: ______

Dean’s Rating:

_____ (5) Noteworthy achievement in most or all areas
_____ (4) Very good performance, with areas of especially noteworthy achievement
_____ (3) Satisfactory performance
_____ (2) Generally adequate, but with some areas of concern
_____ (1) Generally inadequate performance

Check your recommendation for contract renewal:
### Appendix D

**Forman Christian college**  
**Intermediate Program Course Evaluation Form**

Classification: 1<sup>st</sup> year / 2<sup>nd</sup> year  
Session Year: _______________

Course Title: _________________  Section: _________________  Instructor: _________________

1 = Strongly Disagree  2 = Disagree  3 = Neutral  4 = Agree  5 = Strongly Agree

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Early in the course, the teacher went over the syllabus.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>This class usually begins and ends on time.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The teacher is present for most every class period.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The teacher presents the material effectively.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The course reading is helpful</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>The teacher knows this subject well.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>The teacher answers questions in class satisfactorily</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statement</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
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<td>---------------------------------------------------------------------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>8</td>
<td>The teacher uses English as the medium of instruction (except Urdu)</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>I usually understand what the instructor says in class</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Tests and assignments are graded and returned quickly.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Assignments given for homework are helpful</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Grading in the class has been fair.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>The teacher gives helpful feedback on all work either orally or in writing.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>The teacher encourages students to ask questions.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>The teacher encourages classroom discussion of the material.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>The teacher provides opportunities for practice and review.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>The teacher is usually available outside of class hours.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>The teacher is involved in activities with students outside of class times.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>The teacher models and teaches the core values of FCC.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>I will be happy to take another course with this teacher.</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

1 = Strongly Disagree  2 = Disagree  3 = Neutral  4 = Agree  5 = Strongly Agree

For the next 4 questions, please circle as many options as may apply to you regarding this course and this instructor.

What did you like most about the course?
1. content was interesting
2. activities were exciting
3. assignments were clear
4. plenty of opportunity for practice
5. other (please specify):

What did you like least about the course?
1. content was boring
2. too many irrelevant assignments
3. timings were improper
4. very few opportunities for practice
5. other (please specify):

What did you like most about the Instructor?
1. extent of knowledge about the material
2. friendly nature
3. use of humor

104
4. availability out of class
5. other (please specify):

What did you like least about the Instructor?
1. difficult to understand
2. poor listening skills
3. impolite attitude
4. poor content knowledge
5. other (please specify):

On average, how much total time did you spend each week on this course? Include time in class, labs, studio, working on-line, reading, studying notes, writing papers, other assignments, and any other out-of-class work.

1. Less than 2 hours
2. 2 – 5 hours
3. 6 – 9 hours
4. 10 – 15 hours
5. 15 hours or more

Comments:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Appendix D
Forman Christian College
Baccalaureate / Postgraduate Course Evaluation Form

Semester: Fall / Spring / Summer Year: _____________
Course Number: _______________ Section: _________ Instructor: _______________________

1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

<table>
<thead>
<tr>
<th></th>
<th>Early in the course, the teacher went over the syllabus.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 3 5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>This class usually begins and ends on time.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>1 3 5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>The teacher is present for most every class period.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1 3 5</td>
<td></td>
</tr>
</tbody>
</table>
The teacher presents the material effectively. 1 3 5
The course reading (text) is helpful 1 3 5
The teacher knows this subject well. 1 3 5
The teacher answers questions in class satisfactorily 1 3 5
The teacher uses English as the medium of instruction (except Urdu) 1 3 5
I usually understand what the instructor says in class 1 3 5
Tests and assignments are graded and returned quickly. 1 3 5
Assignments given for homework are helpful 1 3 5
Grading in the class has been fair. 1 3 5
The teacher gives helpful feedback on all work either orally or in writing. 1 3 5
The teacher encourages students to ask questions. 1 3 5
The teacher regularly assigns independent work outside the class. 1 3 5
The teacher encourages classroom discussion of the material. 1 3 5
The teacher is usually available outside of class hours. 1 3 5
The teacher is involved in activities with students outside of class times. 1 3 5
The teacher models and teaches the core values of FCC. 1 3 5
I will be happy to take another course with this teacher. 1 3 5

1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree
For the next 4 questions, please circle as many options as may apply to you regarding this Course and this Instructor.

What did you like most about the course?
1. content was interesting
2. activities were exciting
3. assignments were clear
4. plenty of opportunity for practice
5. other (please specify):

What did you like least about the course?
1. content was boring
2. too many irrelevant assignments
3. timing were improper
4. very few opportunities for practice
5. other (please specify):

What did you like most about the Instructor?
1. extent of knowledge about the material
2. friendly nature
3. use of humor
4. availability out of class
5. other (please specify):

What did you like least about the Instructor?
1. difficult to understand
2. poor listening skills
3. impolite attitude
4. poor content knowledge
5. other (please specify):

On average, how much total time did you spend each week on this course? Include time in class, labs, studio, working on-line, reading, studying notes, writing papers, other assignments, and any other out-of-class work.
1. Less than 2 hours
2. 2 – 5 hours
3. 6 – 9 hours
4. 10 – 15 hours
5. 15 hours or more

Comments:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Appendix F

Flow Chart for Leave Application

- Applications will only be entertained through the prescribed form.
- Leave application will be submitted as follows:

  Faculty
- Casual and sick leaves will be approved by Departmental Head.
- All other leaves will be recommended by Head of Department and approved by Rector / Vice Rector.

Non-Faculty
- All leaves will be approved by the Departmental Head.

- In case of sick leave, if an employee is absent from the work for 3 days, the College will require a medical certificate from a licensed Physician / Medical Doctor.

- The approved leave application will be sent to Director HR for updating the record.
- Human Resources Department will issue acknowledgement to the said applicant showing leave approved and balance remaining under each leave.

- All Departmental Heads are required to leave registers of their departments.
- All leaves will be calculated on the fiscal year, July 01 through June 30.
- Leave policy is available in all departments.
- Human Resources Department maintains all the record of leave applications and leave balances.

For applicant
Forman Christian College (A Chartered University)
Leave Application-Faculty

Name             Emp Code#. Designation              Date Department:

Total days

Period of leave: From To Date of return to
work: (first date of leave) (last date of leave)

Reason:

Substitute Nominee: (See Attached
Annexure)

Type of leave: Annual Casual Sick Others
Phone & Address during leave:

E-mail Address:

Requested by    Recommended by    Approved by

Date:          Date:          Date:

Name:

Emp Code#

Acknowledgement

SECTION - II

Acknowledgement

From                          To Entitlement of leave as on: Year:

(first date of leave)            (last date of leave)

Annual

**Current Balance** (after this leave)

**Current Balance** (after this leave)
LEAVE CALCULATION

Casual Day/ Days Approved
Annual Leave :

Sick Leave :
Sick Leave :

Others Leave :

Study Leave :

Maternity Leave :

Sabbatical Leave :

Religious Pilgrimage
Comments:                           Signature

Director HR

Date:__________________________
## Alternate Arrangements for Faculty

<table>
<thead>
<tr>
<th>Class</th>
<th>Time / Period</th>
<th>Room No.</th>
<th>Name of Substitute Teacher</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Appendix G
Forman Christian College
Internal Approval Form for Proposals and Contracts

This form is to be used for all proposals and contracts by faculty. For renewals or continuation contracts, complete only the noted items (*).

* Principal Investigator (PI):
  Email address: ________________________________
  Office telephone number: ________________________
  Home telephone number: _________________________
  Mobile telephone number: ________________________

Co-PI: _______________________________________
  Email address: ________________________________
  Office telephone number: ________________________
  Home telephone number: _________________________
  Mobile telephone number: ________________________

*Project Title: __________________________________

*Contract/Proposal is: (Check one box)
  ☐ New
  ☐ Competing Renewal
  ☐ Non-competing Renewal or Continuation of Existing Project
  ☐ Supplemental Response to RFP

*Activity is: (Check boxes that apply)
  ☐ Applied Research Conference
  ☐ Basic Research Equipment Request
  ☐ Clinical Research
  ☐ Post Doc Research/Training
  ☐ International Development
  ☐ Graduate Training (Specify) ______________________
  ☐ Undergrad Training (Specify) ____________________
  ☐ Continuing Education
  ☐ Instruction
  ☐ Research
  ☐ Public Service
  ☐ Other sponsored activity (Specify) __________________

*Does This Project Involve Any of the Following?

1. Human Subjects  Yes  No
   Date Approved/Submitted: __________________________ / IRB#:
2. Animal Subjects  Yes  No
   Date Approved/Submitted: __________________________ / IRB#:
3. Hazardous Materials  Yes  No
   Date Approved/Submitted: __________________________ / IRB#
4. Radioactive Materials  Yes  No
   Date Approved/Submitted: __________________________ / IRB#
Will this project require any of the following?

1. Purchase of Additional Equipment
   - Yes
   - No
   If yes, has University inventory been screened for availability of existing equipment? Yes/No

2. Additional University Space?
   - Yes
   - No
   If yes, attach explanation

3. Alterations or Renovations of Existing Facilities?
   - Yes
   - No
   If yes, attach explanation

4. Faculty or Staff Overload?
   - Yes
   - No
   If yes, attach explanation

5. Subcontracted or Outside Consultants?
   - Yes
   - No
   If yes, attach explanation

6. Will any part of the project be conducted in non-University facilities?
   - Yes
   - No
   If yes, attach explanation and permission letter

**BUDGET SUMMARY** - All proposals must include a complete budget reflecting full costs of the project including utilities, space, staffing, etc. Any cost not reimbursed by the sponsor must be clearly indicated along with the internal source of funds to cover them.

<table>
<thead>
<tr>
<th></th>
<th>External Funds</th>
<th>Internal Funds</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Direct Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If any amounts appear in the “Internal Funds” column, explain why you are not requesting that external funds cover the full cost of the project.

If external funds will not pay full indirect costs (utilities, space, office supplies, telephone), attach a copy of the written policy that shows no indirect costs will be paid. Indicate the specific source of any internal funds to be used to conduct this project.

Please attach to this form, a copy of the initial request for proposals or contract offering as well as any proposal you will submit for funding.
CERTIFICATION AND SIGNATURES

Signature approvals must be obtained from all investigators, heads, deans, and directors whose FCC personnel or facilities are involved in conducting the proposed work.

INVESTIGATORS’ CERTIFICATION: (My signature below indicates that:)

I am not presently barred or suspended from receiving any research funding by any agency or grantor. I have engaged in no illegal or unethical acts to secure the proposed contract or funding. The budget above represents the best estimate of the full costs of the project and identifies all sources of funds to cover full costs. In the conduct of the proposed project, I will adhere to University policies including conflict of interest and ethical standards in the conduct of research.

Answer the questions below:

1. **Financial Compensation from Related Businesses**  YES  NO
   Are you, or is anyone in your immediate family, currently receiving income from a business in any way related to or that might be affected by your proposed activities (such as consulting or other fees; salary; allowance, dividend; rent; capital gain; real or personal property), and that over the next twelve months is expected to exceed 10,000 PKR?

2. **Equity Interest in Related Businesses**  YES  NO
   Are you, or is anyone in your immediate family, currently holding financial interests exceeding 5% ownership in a business enterprise related to your proposed activities.

3. **Intellectual Property and Related Businesses**  YES  NO
   Are you, or is anyone in your immediate family, currently entitled to receive compensation from a business enterprise due to intellectual property ownership in any way related to or that might be affected by your proposed activities (such as patents, copyrights, or royalties agreements)?

   Note that any intellectual property agreements are subject to the FC College Intellectual Property policy. No proposal or contract may be approved without full disclosure of any intellectual property agreements. The researcher and the institution must have an agreement on the distribution of any proceeds from the licensing, sale or commercialization of intellectual property developed under any proposal or contract and on how institutional overhead requirements will be met.

4. **Other Relevant Financial Interests**  YES  NO
   Are there any other situations not covered above that might possibly be affected by the proposed work for which funding is sought?

   If you answered YES to any of the above questions, please attach a complete description of the situation.
I have read and understood the conflict of interest categories listed above. I have made all required financial disclosures. I will submit to a conflict management plan if necessary; and I will comply with any conditions or restrictions imposed by the University to manage, reduce, or eliminate conflicts of interest regarding this proposal.

Internal Approval Form for Proposals and Contracts, page 4

*INVESTIGATOR (S)

PI ____________________________ Date ______________

Co-PI __________________________ Date ______________

Co-PI __________________________ Date ______________

ADMINISTRATOR CERTIFICATION: I certify that I have reviewed the proposal, including the full cost budget and sources of internal funds, and that it is consistent with the fiscal, educational, and research objectives of the unit. I also agree with the estimation of indirect costs and the distribution of funds above direct cost.

Department Chair: __________________________ Date ______________

Deans/Directors: __________________________ Date ______________

Rector or Designated Representative: __________________________ Date ______________
Your Name and the Department:
Approval Signature of the Head of the Department:
Date
To:
Fax Number:

From:
Fax Number:

Telephone Number:  9923-1581 Extension
Number of Pages:    including cover sheet
Subject:

(This cover sheet should be used for all external communication via fax)
Forman Christian College
Event Reservation Form

(Please print the information clearly)

Name of event___________________________________________________________

Date(s) of event________________________________________________________

Event timings: Begin__________________   End ____________________________

Location of the event_____________________________________________________

Organizing Group/Society__________________________________________________

People allowed to attend_________________________________________________

Person to contact for further information____________________________________

Contact number _________________________________________________________

What do you need?

Sound system Yes No ________________________________

Multimedia Projector and screen Yes No ________________________________

Electrical Drops Yes No How many? ______

Electrician Yes No ________________________________

Special room set up Yes No ________________________________

Cleaning Yes No ________________________________

Security Yes No How many? ______

Proctors/Prefects Yes No How many Proctors? ____ Prefects? ____

Will this event involve people from off campus? Yes No

If yes, in what capacity? (e.g. speaker, guests, etc.)____________________________

The following information can be given to security later if you do not know at this time:

Will there be caterers or deliveries from off campus involved? Yes No

If yes, what is the name of the company?____________________________________

What time should the gate security expect them?______________________________

________________________________________________________________________

Office Use Only:

Event Approved By ________________________________ Date _____________________
Forman Christian College  
(A Chartered University)  
PURCHASE REQUISITION

Date: ____________________________

P. R. Number: _____________________

Department Name: __________________

S. No.  Qty.  Description  Budget A/c. #  Unit Price  Total

Sub Total: ________________________
Shipping & Handling: ______________
Other: ____________________________
Grand Total: ______________________

Requisitioner: ____________________

Name: ____________________________  Date: __________________

Authorized Signature: ______________  Date: __________________

Authorized Signature: ______________  Date: __________________

Authorized Signature: ______________  Date: __________________

Budget Verification: _________________  Date: __________________
(Accounts Department)

Note: Purchases for goods or services estimated to be under Rs. 10,000 can be processed through the department; for those involving amounts of Rs. 10,000 to Rs. 50,000, the approval of the appropriate Dean or in the absence of a Dean, approval from the person in charge of the
department is required. Any purchase over Rs. 50,000 must have the approval of the Rector or his designate.
Forman Christian College  
(A Chartered University)  
Ferozepur Road, Lahore  
Phone: 042-99231581, ext. 313  

Date of Order: -------------------------  
P. O. Number: -------------------------  

Department Name: -----------------------  
Reference No.: ------------------  

To:  
(Name & address of the vendor)  
----------------------------------------  
----------------------------------------  
----------------------------------------  

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Qty.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
</table>

Sub Total:  
Shipping & Handling:  
Other:  
Grand Total:  

Authorized Signature: -------------------------  
Date: -------------------------  

Conditions:  
1. Payment Terms: -------------------------  

Note: This form should be printed in triplicate. Original to vendor, second copy retained by the initiating department, the third copy retained by the accounts department in an open purchase order file until the complete documents are received and reconciled to the purchase order.
Forman Christian College  
(A Chartered University)  
GOODS RECEIVED NOTE

Date: --------------------------  
P. O. Number: -------------------------  
P. O. Date: --------------------------

Department Name: -------------------------

Received From: (vendor’s name & address)

S. No.  Qty.   Description  Unit Price  Total

Sub Total:  
Shipping & Handling:  
Other:  
Grand Total:  

Received By: -------------------------

Name: -------------------------  Date: --------------------------

Inspected By: -------------------------  Date: --------------------------

Recorded/posted By: -------------------------  Date: --------------------------