

Amendments in Human Resources Policies and Procedures 2023 & 2024

Current Rule	Revised Rule
<p>9. GENERAL PROVISIONS</p> <p>9.1 Executive Staff Committee: Executive Staff Committee is appointed by the Rector for consultation in decision making. The members include:</p> <ul style="list-style-type: none"> a. Rector, Chair b. Vice Rector c. Vice Rector (Intermediate) d. Registrar e. Executive Dean f. Dean (to be nominated by the Rector) g. Chief Information Officer h. Chief Advancement Officer i. Chief Student Affairs Officer j. Chief Financial Officer (Acting Supply Chain Officer) k. Chief Human Resources Officer l. Executive Manager (Secretary) 	<p>GENERAL PROVISIONS</p> <p>9.1 Executive Staff Committee: Executive Staff Committee is appointed by the Rector for consultation in decision making. The members include:</p> <ul style="list-style-type: none"> a. Rector, Chair b. Vice Rector, University c. Vice Rector, College d. Registrar e. Associate Vice Rector Academic Affairs Executive Dean f. Associate Vice Rector Faculty Affairs Dean (to be nominated by the Rector) g. Chief Information Officer h. Chief Marketing and Outreach Officer Chief Advancement Officer i. Chief Student Affairs Officer j. Chief Financial Officer k. Chief Human Resources Officer l. Chief of Staff Executive Manager (Secretary) m. Chief Engineer

Notes:

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Amendments in Human Resources Policies and Procedures 2023 & 2024

Current Rule	Revised Rule
<p>10.11 Personal Conduct at Workplace</p> <p>j. No employee shall accept any gift or award from any individual or institution without prior written approval of the Rector unless the value of gift is minimal (pen, calendar, diary, etc.)</p>	<p>10.11 Personal Conduct at Workplace</p> <p>j. Gifts</p> <p style="padding-left: 20px;">i. It is inappropriate to give a gift to or receive a gift from a person within FCC with whom there is either a supervisor or subordinate relationship - unless the gift is of nominal value of no more than Rs. 2,000. No supervisor will influence or be influenced by the giving of gifts. Group gift giving to a fellow employee that spontaneously and voluntarily arises from employees is permitted.</p> <p style="padding-left: 20px;">ii. Any employee, who in the course of, or as a result of, his/her work with FCC, is offered a favor or gift shall consult his head of department/office, and they may decide that it be declined or otherwise. This provision does not apply to gifts of nominal value (say equivalent of Pak Rs 10,000), or in circumstances where it is clear that harm would be done to the reputation of FCC by a refusal of a gift. All gifts accepted under these circumstances must be reported in black and white to the respective Chief/Vice Rector, who may direct that gifts worth more than Rs 10,000 be surrendered to FCC inventory. These may then be auctioned to the employees.</p> <p style="padding-left: 20px;">iii. Gifts cannot be accepted during the procurement solicitation process.</p>

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<p>11.7 Academic Rank, Titles, Promotion</p> <p>a. Lecturer: Faculty with the rank of Lecturer must have a Foreign Master’s degree in the relevant discipline from a recognized university/institution. In order to teach in the Bachelor’s Degree (Honors) Program, Lecturers whose Master’s Degree is from a Pakistan University, must have at least 18 credit hours in the relevant discipline beyond the Master’s Degree. No further promotion of Non PhDs.</p> <p>b. Assistant Professor: In general, to qualify for an appointment at the rank of Assistant Professor a candidate must have a PhD degree.</p> <p>c. Associate Professor: In general, to qualify for an appointment as an Associate Professor, a candidate must have a PhD plus ten years’ teaching/research experience of which 4 years are post PhD; or 5-years’ post-PhD teaching/research experience. The applicant must have 10 research publications (with at least 4 publications in the last 5 years) in the recognized journals.</p> <p>d. Professor: In general, to qualify for an appointment as a Professor, a candidate must have a PhD degree plus 15-years teaching/research and at least 8 years post PhD. level experience; or 10-years post-PhD teaching/research experience. The applicant must have 15 research publications (with at least 5 publications in the last 5 years) in the recognized journals.</p> <p>e. As per HEC notification, implementation of the requirements of post-PhD experience of 8 years for appointment of Professor and 4 years for appointment of Associate Professors is relaxed till December 31, 2021.</p>	<p>11.7 Academic Rank, Titles, Promotion</p> <p>g. Lecturer: In general, to qualify for an appointment as a Faculty with the rank of Lecturer, a candidate must have a Foreign Master’s degree/Pakistani MPhil or MS or equivalent in the relevant discipline from a recognized university/institution. In order to teach in the Bachelor’s Degree (Honors) Program, Lecturers whose Master’s Degree is from a Pakistan University, must have at least 18 credit hours in the relevant discipline beyond the Master’s Degree. No further promotion of Non PhDs.</p> <p>h. Assistant Professor: In general, to qualify for an appointment at the rank of Assistant Professor a candidate must have a PhD degree.</p> <p>i. Associate Professor: In general, to qualify for an appointment as an Associate Professor, a candidate must have a PhD plus ten years’ teaching/research experience of which 4 years are post PhD; or 5-years’ post-PhD teaching/research experience. The applicant must have 10 research publications (with at least 4 publications in the last 5 years) in the recognized journals.</p> <p>j. Professor: In general, to qualify for an appointment as a Professor, a candidate must have a PhD degree plus 15-years teaching/research and at least 8 years post PhD. level experience; or 10-years post-PhD teaching/research experience. The applicant must have 15 research publications (with at least 5 publications in the last 5 years) in the recognized journals.</p> <p>k. As per HEC notification, implementation of the requirements of post-PhD experience of 8 years for appointment of Professor and 4 years for appointment of Associate Professors is relaxed till March 31, 2025.</p>
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<p>f. All promotions shall be made on the merit of each case and no employee shall have a claim to be promoted to a particular post or grade by virtue of seniority alone. For faculty promotions, recommendation from the Academic Standards Committee will be required. Promotions will be made on the basis of performance and merit.</p>	<p>1. All promotions shall be made on the merit of each case and no employee shall have a claim to be promoted to a particular post or grade by virtue of seniority alone. For faculty promotions, recommendation from the Academic Standards Committee will be required. Promotions will be made on the basis of performance and merit.</p>

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<p>11.13 Work Hours and Expectations</p> <p>d.iii.D. Teaching load may be reduced for a faculty member serving as a Head of the Department or serving as a Dean by the Vice Rector or Rector. For faculty doing PhD, one course reduction may be allowed in an academic year.</p>	<p>11.13 Work Hours and Expectations</p> <p>d.iii.D. Teaching load may be reduced for a faculty member serving as a Head of the Department or serving as a Dean by the Vice Rector or Rector. For faculty doing PhD, one course reduction may be allowed in an academic year up to 5 years. Faculty who have been given a course relief for PhD or any other purpose are not allowed to teach an overload. Exceptions may be approved by the Vice Rector.</p> <p>g. Work from home/Online working In exceptional cases, an employee may be allowed to work from home or online/remote working. For teaching online, a faculty member needs permission from the Vice Rector. For staff, work from home permission needs to be taken from the respective Chief. Approvals shall be shared with the HR Office in a timely manner.</p>

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Amendments in Human Resources Policies and Procedures 2023 & 2024

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<p>13.6 Loans and Advances</p> <p>a. Loans are given to college employees up to 50% of their provident fund balances, which is to be recovered in up to thirty six (36) equal monthly installments from their salary.</p> <p>b. Salary advance of up to 50% of the monthly salary may be given.</p> <p>c. Approvals from HOD, CHRO and CFO shall be required.</p> <p>d. Requests for provident fund loans and salary advances shall be sent to the Accounts by HR for processing once on 5th of each month.</p> <p>e. In case of any emergency faced by an employee, application for provident fund loan or salary advance shall be recommended by HOD as “Urgent”. In this case, HR shall send the application recommended by the relevant HOD to CFO for approval.</p>	<p>13.6 Loans and Advances</p> <p>a. Loans are given to college employees according to the Provident Fund Rules up to 50% of their provident fund balances, which is to be recovered in up to thirty six (36) equal monthly installments from their salary.</p> <p>b. Salary advance of up to 50% of the monthly salary may be given.</p> <p>c. Approvals from HOD, CHRO and CFO shall be required.</p> <p>d. Requests for provident fund loans and salary advances shall be sent to the Accounts by HR for processing once on 5th of each month.</p> <p>e. In case of any emergency faced by an employee, application for provident fund loan or salary advance shall be recommended by HOD as “Urgent”. In this case, HR shall send the application recommended by the relevant HOD to CHRO and CFO for approval.</p> <p>f. Loans secured against the Gratuity Fund are allowed to employees as per guidelines set under SOPs approved by the Rector.</p>

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<p>13.10 Extra Duty Allowance</p> <p>Staff working outside of the normal work timings, in excess of the agreed upon work hours, will be compensated in the form of compensatory time off, negotiated with the individual employee’s supervisor. Staff should not be asked to work for more than 56 hours in a week including extra duty.</p> <p>Where for work reasons compensatory time off cannot be given, staff may be paid for the work in excess of the agreed upon hours for duties directly supporting scheduled classes and subject to budget availability. Staff up to the level of assistant manager may avail this allowance subject to approvals of the CFO and CHRO. Extra duty allowance will be paid along with the monthly salary and rates to be approved on an annual basis by the Rector.</p>	<p>13.10 Extra Duty Allowance</p> <p>Staff working outside of the normal work timings, in excess of the agreed upon work hours, will be compensated in the form of compensatory time off, negotiated with the individual employee’s supervisor. Staff should not be asked to work for more than 56 hours in a week including extra duty.</p> <p>Where for work reasons compensatory time off cannot be given, staff may be paid for the work in excess of the agreed upon hours for duties directly supporting scheduled classes and subject to budget availability. Staff up to the level of assistant manager may avail this allowance subject to approvals of the CFO and CHRO. Extra duty allowance will be paid along with the monthly salary and rates to be approved on an annual basis by the Rector.</p>

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Amendments in Human Resources Policies and Procedures 2023 & 2024

Current Rule	Revised Rule
<p>13.11 Privileges and Amenities</p> <p>a. Admission and scholarship for Faculty, Staff and Dependent Children</p> <p>FCCU 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 FCCU. 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 FCCU. A faculty or staff member with a dependent child attending FCCU may avail him/herself of this benefit for the duration of the normal duration of the programme. Financial aid will be provided for Intermediate, Baccalaureate and D Pharmacy. No benefit will be given for MPhil or postgraduate programmes, however, they may apply for scholarships or financial assistance through the financial aid office. This benefit applies to dependent children only. Employees are only eligible to apply for the benefit after one full year of employment with FCCU. The benefit is not available under any circumstances when an employee leaves his/her employment with FCCU.</p>	<p>13.11 Privileges and Amenities</p> <p>a. Admission and scholarship for Faculty, Staff and Dependent Children</p> <p>FCCU 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 FCCU. 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 FCCU. A faculty or staff member with a dependent child attending FCCU may avail him/herself of this benefit for the duration of the normal duration of the programme. Financial aid will be provided for Intermediate, Baccalaureate and D Pharmacy. No benefit will be given for MPhil or postgraduate programmes, however, they may apply for scholarships or financial assistance through the financial aid office. This benefit applies to dependent children only. Employees are only eligible to apply for the benefit after one full year of employment with FCCU. The benefit is not available under any circumstances when an employee leaves his/her employment with FCCU.</p> <p>Following clause to be removed from the faculty handbook. This does not cover optional (Summer and Winter Semesters) and Government taxes that are payable.</p>

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<p>13.19: Sabbatical Leave</p> <p>c. Sabbatical leave will be either of one or two semesters in duration following completion of six years continuous service (i.e. without study leave or leave without pay) by the faculty member. A faculty member may take one semester sabbatical leave at full pay or two semesters at half pay. Leave will begin at the beginning of the Semester. This relates to regular semesters. Faculty are not required to take sabbatical leave for the Summer Semester since Summer Semester is considered to be “faculty time”. Undertaking to serve the institution for minimum one year will be required for paid sabbatical leave.</p>	<p>13.19: Sabbatical Leave</p> <p>c. Sabbatical leave will be either of one or two semesters in duration following completion of six years continuous service (i.e. without study leave or leave without pay) by the faculty member. However, faculty members who are applying for sabbatical to finish their PhD are eligible even if they have taken leave without pay during the six year of eligible service (the duration of the leave, of course, is not counted in the six years of service). A faculty member may take one semester sabbatical leave at full pay or two semesters at half pay. Leave will begin at the beginning of the Semester. This relates to regular semesters. Faculty are not required to take sabbatical leave for the Summer Semester since Summer Semester is considered to be “faculty time”. Undertaking to serve the institution for minimum one year will be required for paid sabbatical leave.</p>

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<p>13.23 Education Improvement Increment</p> <p>FCCU encourages employees to improve education in their relevant fields/area of work and agrees to award an increment subject to budget availability on completion of PhD, MPhil or BS (Hons), amounts to be approved on an annual basis by the Rector.</p> <ol style="list-style-type: none"> 1. The increment will begin in the fiscal year (July 1st) following when the degree is awarded, except for a PhD completion which may be awarded during the year subject to budget availability. 2. For employees whose education has been funded by/through FCCU (whether by scholarship/financial aid or fee remission) they will not get the increment until after their bond period which is one year for every year of study. 3. Private study degrees do not qualify for the increment. 4. An employee is entitled to have only one Master’s degree increment. Multiple Master’s degrees will not result in multiple increments. 5. Advance Degrees should be relevant to the employee’s position and qualification approved by the HOD. 	<p>13.23 Education Improvement Increment</p> <p>FCCU encourages employees to improve education in their relevant fields/area of work and agrees to award an increment subject to budget availability on completion of PhD, MPhil or BS (Hons), amounts to be approved on an annual basis by the Rector.</p> <ol style="list-style-type: none"> 1. The increment will begin in the fiscal year (July 1st) following when the degree is completed awarded, except for a PhD completion which may be awarded during the year subject to budget availability. 2. For employees whose education has been funded by/through FCCU (whether by scholarship/financial aid or fee remission) they will not get the increment until after their bond period which is one year for every year of study. 3. Private study degrees do not qualify for the increment. 4. An employee is entitled to have only one Master’s degree increment. Multiple Master’s degrees will not result in multiple increments. 5. Advance Degrees should be relevant to the employee’s position and qualification approved by the HOD.

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	<p>13.26: Dearness Allowance A dearness allowance may be paid to all employees at a rate to be determined and approved by the Rector, based on the prevailing inflation and budget availability. All existing Staff who have completed their probation period will be entitled to this allowance. The allowance for staff and faculty who have not completed at least 9 month of service by the month of payment shall be prorated on the number of months from their date of joining till the month of payment. In case of employees on unpaid leave during the 12 month period preceding the month of payment, the allowance shall be prorated as per the number of months worked.</p> <p>13.27: Additional Responsibility Allowance Additional responsibility allowance may be paid to an employee who is temporarily assigned responsibility of a higher job level. A reasonable amount will be recommended by the CFO and CHRO to the Rector for approval on a case-by-case basis.</p> <p>13.28: Work Related Travel Expense All permanent employees shall be entitled to a monthly reimbursement of expenses for the purpose of official travel (including travel to and from work). The Rector shall approve the criteria, limits, and protocols for such reimbursement.</p>

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<p>14.11 Faculty and Staff Professional Development</p> <p>a. Eligibility</p> <ol style="list-style-type: none"> i. An employee is eligible for the benefits provided by this policy and procedures for position or job related programs and activities if the employee has completed minimum of two years of service and the job performance is rated as satisfactory or better in each year. ii. Staff members should meet minimum qualifications and eligibility requirements for Undergraduate or Graduate Programs. iii. Requires approval and recommendation of the supervisor. iv. The workload at the job has to be met. v. Executive Master’s program may be approved for a head of department on a case-by-case basis. vi. Sponsoring PhD from FCCU for faculty/staff will not be possible. <p>b. Scope</p> <p>For purposes of this policy, professional development Programs and activities may include, but not limited to, opportunities on-the-job training, cross-training, coaching, internships, attendance at courses, seminars, conferences, institutes, lectures, meetings, workshops and participation in professional and technical associations. <i>Where faculty/staff are required to attend professional development program due to job requirement as determined by the HOD/Dean, endorsed by CHRO and approved by Vice Rector/Rector, the minimum service requirement of two years may not be necessary, however, the faculty/staff should have successfully completed probationary period.</i></p>	<p>14.11 Faculty and Staff Professional Development</p> <p>a. Eligibility</p> <ol style="list-style-type: none"> i. An employee is eligible for the benefits provided by this policy and procedures for position or job related <i>and career related</i> programs and activities if the employee has completed minimum of two years of service and the job performance is rated as satisfactory or better in each year. ii. Staff members should meet minimum qualifications and eligibility requirements for Undergraduate or Graduate Programs. iii. Requires approval and recommendation of the supervisor. iv. The workload at the job has to be met. v. <i>Where faculty/staff are required to attend professional development program due to job requirement as determined by the HOD/Dean, endorsed by CHRO and approved by Vice Rector/Rector, the minimum service requirement of two years may not be necessary, however, the faculty/staff should have successfully completed probationary period.</i> vi. Executive Master’s program may be approved for a head of department on a case-by-case basis. vi. Sponsoring of PhD from FCCU for faculty/staff will not be possible. vii. <i>Sponsoring degree programs from other universities/institutions may be reviewed on a case-by-case basis subject to budget availability.</i> <p>b. Scope</p> <p>For purposes of this policy, professional development programs and activities may include, but not limited to, opportunities on-the-job training, cross-training, coaching, internships, attendance at courses, seminars, conferences, institutes, lectures, meetings, workshops and participation in professional and technical associations..</p>
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<p>c. Definitions Programs shall be classified as position or job related, career-related, or educational enrichment based on the judgment of the HOD in consultation with the supervisor.</p> <ul style="list-style-type: none"> i. Position- or job-related programs are directly related to the work assignments or conditions of the employee's current position. For example, training in quality service skills is a position-related program for an employee whose current position includes customer service responsibilities. ii. Career-related programs are related to the development of skills, knowledge, and other qualifications which prepare an employee for additional assignments or positions within the FCCU for which the employee, in the judgment of the department head, has some reasonable chance of attainment. For example, training in quality service skills is a career-related program for an employee whose current position does not include customer service responsibilities but who is interested in competing for future University job openings, which require customer service skills and knowledge. iii. Educational enrichment programs are related to an employee's vocation or career talents outside the University and are not related to University positions for which an employee might, in the judgment of the department head, be an effective competitor. <p>c. Guidelines for time spent on professional development The amount of time spent on professional development programs will vary with the individual employee. The amount of leave to be granted depends upon the specific developmental activity.</p>	<p>c. Definitions Programs shall be classified as position or job related, career-related, or educational enrichment based on the judgment of the HOD in consultation with the supervisor.</p> <ul style="list-style-type: none"> i. Position- or job-related programs are directly related to the work assignments or conditions of the employee's current position. For example, training in quality service skills is a position-related program for an employee whose current position includes customer service responsibilities. ii. Career-related programs are related to the development of skills, knowledge, and other qualifications which prepare an employee for additional assignments or positions within the FCCU for which the employee, in the judgment of the department head, has some reasonable chance of attainment. For example, training in quality service skills is a career-related program for an employee whose current position does not include customer service responsibilities but who is interested in competing for future University job openings, which require customer service skills and knowledge. iii. Educational enrichment programs are related to an employee's vocation or career talents outside the University and are not related to University positions for which an employee might, in the judgment of the department head, be an effective competitor. <p>c. Guidelines for time spent on professional development The amount of time spent on professional development programs will vary with the individual employee. The amount of leave to be granted depends upon the specific developmental activity.</p>

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<p>d. General Provisions</p> <p>i. Criteria for Determining Departmental Support: The HOD, in consultation with the supervisor shall determine whether, and the degree to which, an employee's participation in a professional development activity shall be supported by the department. In making this determination, the HOD shall consider: the employee's need for development as reflected in the employee's career goals; needs and resources of the department; advantages one type of development activity has over the other types available; professional development needs of other department employees; and the effect of the determination on workload and other employees. When participation in a professional development activity requires attendance during the employee's normal work schedule, prior approval by the HOD is required.</p> <p>ii. Time Worked: When time in attendance is not approved as time worked and the activity is unavailable outside normal working hours, the HOD is encouraged to provide the employee the opportunity to participate by arranging an alternate work schedule to make up the time in attendance.</p> <p>iii. The HOD may approve an employee's attendance at position-related or career-related programs as time worked. When an HOD requires an employee to attend a position-related activity, the time spent in attendance shall be counted as time worked. However, when an individual is hired with the understanding that specific additional training is to be obtained or completed, that individual may be required to participate in such training on off-duty time. An employee's participation in educational enrichment programs shall not be counted as time worked.</p>	<p>d. General Provisions</p> <p>i. Criteria for Determining Departmental Support: The HOD, in consultation with the supervisor shall determine whether, and the degree to which, an employee's participation in a professional development activity shall be supported by the department. In making this determination, the HOD shall consider: the employee's need for development as reflected in the employee's career goals; needs and resources of the department; advantages one type of development activity has over the other types available; professional development needs of other department employees; and the effect of the determination on workload and other employees. When participation in a professional development activity requires attendance during the employee's normal work schedule, prior approval by the HOD is required.</p> <p>ii. Time Worked: When time in attendance is not approved as time worked and the activity is unavailable outside normal working hours, the HOD is encouraged to provide the employee the opportunity to participate by arranging an alternate work schedule to make up the time in attendance.</p> <p>iii. The HOD may approve an employee's attendance at position-related or career-related programs as time worked. When an HOD requires an employee to attend a position-related activity, the time spent in attendance shall be counted as time worked. However, when an individual is hired with the understanding that specific additional training is to be obtained or completed, that individual may be required to participate in such training on off-duty time. An employee's participation in educational enrichment programs shall not be counted as time worked.</p>

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<p>e. Fee structure</p> <p>i. Proposal A: The liability of the staff will be 33% of the total fees, and for Faculty should be 50% of the fees. This is to be paid in installments over a period that should not be twice the duration of the program, i.e. for MPhil, the fee should be paid in less than a four year period.</p> <p>ii. Proposal B: The liability of the staff will be 33% of the total fees or 20% of salary, whichever is less and for Faculty should be 50% of the fees. This is to be paid in installments over a period that should not be twice the duration of the program, i.e. for MPhil, the fee should be paid in less than a four year period.</p> <p>iii. Proposal C: The liability of the staff will be 33% and for Faculty should be 50% of the fees. For staff this liability is monetized at the rate of 33% for every year served afterwards, i.e. for a 3 years course if the person serves for 3 years later this liability be adjusted to zero.</p> <p>f. Responsibilities Both Faculty and staff are bound, at the time of enrollment to serve the institution for the same number of years afterwards. If not they will have to pay 100% of charges prorated for the bond period not completed.</p> <p>i. Employees Have the primary responsibility for their own professional development.</p> <ul style="list-style-type: none"> • Make professional development interests known to their supervisors. 	<p>e. Fee structure Bond Period</p> <p>i. Proposal A: The liability of the staff will be 33% of the total fees, and for Faculty should be 50% of the fees. This is to be paid in installments over a period that should not be twice the duration of the program, i.e. for MPhil, the fee should be paid in less than a four year period.</p> <p>ii. Proposal B: The liability of the staff will be 33% of the total fees or 20% of salary, whichever is less and for Faculty should be 50% of the fees. This is to be paid in installments over a period that should not be twice the duration of the program, i.e. for MPhil, the fee should be paid in less than a four year period.</p> <p>iii. Proposal C: The liability of the staff will be 33% and for Faculty should be 50% of the fees. For staff this liability is monetized at the rate of 33% for every year served afterwards, i.e. for a 3 years course if the person serves for 3 years later this liability be adjusted to zero.</p> <p>i. Both Faculty and staff are bound, at the time of enrollment, to serve the institution for 3 years after completing the degree. If they fail to do so, they will have to pay charges prorated for the bond period not completed and any penalty to cover opportunity cost.</p> <p>ii. A bond of minimum of one year will be required for short professional development courses as well where the fee is Rs. 50,000 or more. For higher cost, the bond period may be extended up to 3 years after the completion of program as approved by the Rector.</p> <p>f. Responsibilities</p> <p>i. Employees</p>

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<ul style="list-style-type: none"> • Initiate requests to participate in programs relevant to the development goals identified jointly with their supervisors. • Attend and participate in development activities as approved or required by their supervisors/department heads. <p>ii. Department Management</p> <ul style="list-style-type: none"> • In consultation with Human Resources as appropriate, assess employee professional development needs. • Approve/deny development requests of employees in consultation with supervisors. • Consider employee development in budgetary planning. • Ensure performance appraisals of employees include a discussion of educational and development objectives as appropriate. <p>iii. Human Resources Assess campus-wide development needs and based on availability of resources, sponsor appropriate development programs.</p>	<p>Have the primary responsibility for their own professional development.</p> <ul style="list-style-type: none"> • Make professional development interests known to their supervisors. • Initiate requests to participate in programs relevant to the development goals identified jointly with their supervisors. • Attend and participate in development activities as approved or required by their supervisors/department heads. <p>ii. Department Management</p> <ul style="list-style-type: none"> • In consultation with Human Resources as appropriate, assess employee professional development needs. • Approve/deny development requests of employees in consultation with supervisors. • Consider employee development in budgetary planning. • Ensure performance appraisals of employees include a discussion of educational and development objectives as appropriate. <p>iii. Human Resources Assess campus-wide development needs and based on availability of resources, sponsor appropriate development programs.</p>

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Amendments in Human Resources Policies and Procedures 2023 & 2024

~~14.13 Best Customer Service Award~~

~~One staff member will receive the Best Customer Service Award. This staff member would have demonstrated Customer Orientation, service that exceeds expectation, and shown willingness to learn from the customer.~~

- ~~a. The staff member will be from any of the non-faculty departments which include Academics, Accounts, Admissions, College Advancement, Business (HR, Purchasing, Security, Services), Financial Aid, Information Office (IT), Library, Registrar, Students Affairs (Internship and Career Placement) and Sports.~~
- ~~b. Members of faculty, staff, and students can send in their recommendation along with the supporting evidence to the Vice Rector.~~
- ~~c. A committee (Vice Rector, Vice Rector Intermediate, Registrar and Chief Advancement Officer) will make the recommendation to the Rector.~~
- ~~d. The Award is based on:
 - ~~i. First Impressions presented by the staff member: for example, cleanliness grooming and appropriate dress including wearing the employee ID card and overall demeanour.~~
 - ~~ii. Customer awareness — Acknowledgement of customers, courteous and prompt welcome, making oneself readily available to the customer.~~
 - ~~iii. Service — Listen to and assess the customer requirements, make the service readily accessible to the customer and present a comfortable environment for the customer.~~
 - ~~iv. Customer CARE — Job knowledge, efficiency, customer service, customer interaction, information giving and selling skills, friendliness and willingness to help. Find time to get~~~~

14.13 Forman's Finest

This award will replace the annual Best Customer Service award.

- a. Why: This award promotes and recognizes workplace excellence across the university. It is fitting to honor those who make Forman Christian College (A Chartered University) a great place to work.
- b. What: This award of distinction is given to employees who perform their job duties in an outstanding manner.
 - i. Customer service: Treats everyone with kindness and respect. This includes everyone with whom the employee interacts (including all that apply): students, supervisor, colleagues, subordinates, vendors, alumni, parents, visitors, etc.
 - ii. Performance: Carries out job duties with enthusiasm and energy without compromising on quality or excellence. Gives 100% effort.
 - iii. Attitude: Encourages others and brings an upbeat and enthusiastic attitude to the job.
 - iv. Attention to details: This includes being on time for work and completing assignments and job duties with excellence, keeping in mind the big picture and vision of the department.
 - v. Embodies the FCCU motto: "By love, serve one another" and practices our core values at work and in interactions.
- c. Winners will be given a shield and monetary award, as determined by the Rector.
- d. Who: Full-time employees of the university with at least 12 months of service are eligible, except for members of the

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<p style="color: red;">the answers for the customer and guide the customer to the right person.</p> <p style="color: red;">v. Overall Experience—The positive customer experience and the lasting good impressions</p>	<p>Executive Staff, temporary employees, and those with faculty contracts.</p> <p>e. Peers will nominate one another for the award that is given each year to approximately 1-2% of staff.</p> <p>f. Employees are eligible to receive the award once every seven years.</p> <p>g. When: Each January, nominations will be solicited and the awards will be given at the annual Staff Club Dinner. The Registrar will notify the community of the timeline for nominations.</p> <p>h. How</p> <p>i. Employees will be grouped per Executive Staff member. All departments reporting to that Executive Staff member will be judged together. For example, currently the Registrar supervises (1) Registrar’s Office, (2) Security Office. The employees of these two offices will be clubbed together for consideration.</p> <p>ii. The number of awards will be based on the number of employees under each Executive Staff member (roughly 1-2%):</p> <p style="margin-left: 20px;">A. 1 award for up to 100 employees</p> <p style="margin-left: 20px;">B. 2 awards for 101-200 employees</p> <p style="margin-left: 20px;">C. 3 awards for 201-300 employees</p> <p style="margin-left: 20px;">D. etc.</p>

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Amendments in Human Resources Policies and Procedures 2023 & 2024

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	<ul style="list-style-type: none"> iii. Each staff member can nominate one other staff member per year under the Executive Staff member for whom s/he works. For example, any staff member under the direct or indirect supervision of the Registrar (all members of the Registrar’s Office and the Security Office collectively) can nominate another staff member under the direct or indirect supervision of the Registrar. iv. Staff members will have the opportunity to nominate peers via an electronic form (or any other mechanism the Executive Staff member deems most appropriate for the respective employees). They can nominate anyone who falls under their Executive Staff member’s jurisdiction. The form will list all eligible staff members (name and designation) under their Executive Staff member’s jurisdiction and allow the person to state specific reasons why the nominee should be considered. If the Executive Staff member receives very few nominations in any given year, he or she can elect not to give the award that year. v. Each Executive Staff member will convene a three-member committee that includes him/her and two others of her/his choice from outside the staff members eligible for the respective award. The committee will select the winner(s) under the Executive Staff member’s jurisdiction and notify the Registrar by a deadline set by the Registrar. vi. Selection as one of Forman’s Finest is based on the quality of the reasons given for the nomination, not on the number of nominations/votes received for a staff member. For example,

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	<p>the person with one nomination that specifically describes an outstanding work performance might be selected as one of Forman's Finest over someone with four nominations, none of which clearly articulates the reasons for the nomination. The award is not given as a popularity award but as one that recognizes superior job performance even for obscure jobs lacking visibility.</p>

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Current Rule	Revised Rule
<p>16.4 Retirement</p> <p>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.</p>	<p>16.4: Retirement Pathway</p> <p>The retirement age at Forman Christian College is 65. In special circumstances, an individual faculty member or administrator may be asked to continue working beyond that age. All employees are officially retired at the end of the contract. Employees should not routinely expect contracts beyond retirement age; ordinarily a final-year contract is issued at age 65. Gratuity retirement benefit is paid out to all employees on attaining 65 years of age in the following June/end of the contract year (June 30).</p> <ul style="list-style-type: none"> a. Age 66-74: In special circumstances, an employee may be asked to continue working beyond retirement, based on (1) the needs of the Department, (2) the recommendation of the Chair, Dean, and Academic Standards Committee (Chief and a relevant review committee in the case of a staff member), and (3) approval of the Rector. Even though they are officially retired, normal workload is expected. Contract duration (1, 2, or 3 years) cannot exceed age 75 at the end of the contract. Life insurance and medical insurance will be as per insurer policies in place. b. Age 70-74: Succession planning for the transitioning of major administrative roles to be completed by age 75 at the end of the contract year. c. Age 75-79: If still requested by the institution and the employee is willing and able to continue working, one-year contracts to be issued with reduced workload expectation and compensation.

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Age at start of contract	Workload	Courses taught by faculty	Senior “wisdom” ¹ component	Compensation, cost-of-living increment, & any fuel allowance
74	100%	7	–	100%
75	85%	6	5%	90%
76	70%	5	10%	80%
77	55%	4	15%	70%
78	40%	3	20%	60%
79 (automatic final year contract)	25%	2	25%	50%

- Age 80 Everyone is fully retired by this age.

¹ Senior employees add value (i.e., “wisdom”) to their departments and younger colleagues by providing advice and leadership, modeling tolerance and understanding, and mentoring the community leaders of tomorrow. Although wisdom can’t really be quantified, for the purpose of this table, it is the difference of compensation minus workload.

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Amendments in Human Resources Policies and Procedures 2023 & 2024

16.13 Sexual Harassment

c. The following employees are nominated to facilitate implementation of the policy. They will hold this office for a period of two years.

Focal Persons:

1. Ms. Aisha Ateeq (University Psychology Department)
2. Dr. Ivan Suneel (University Psychology Department/V.R. College)

Academic Inquiry Committee (for hearing complaints against faculty & students):

1. Ms. Mussarat Shahid, Chair (University Writing and Communication Center)
2. Ms. Maryyam Khan (University Business Department)
3. Dr. Aneel Samuel (College Urdu Department)

Administration Inquiry Committee (for hearing complaints against staff, vendors/contractors & visitors):

1. Ms. Eileen Dass, Chair (Rector's Office)
2. Ms. Sameen McAuley (Human Resources)
3. Mr. Asif Anwar (Purchase & Fixed Assets)

16.14: Sexual Harassment

c. The following employees are nominated to facilitate implementation of the policy.

Focal Persons:

1. Ms. Aisha Ateeq (Assistant Professor, University Psychology Department)
2. Dr. Ivan Suneel (Professor and Chairperson, University Department of Psychology/Vice Rector College University Psychology)

Academic Inquiry Committee (for hearing complaints against faculty & students):

They will hold this office for a period of two years.

1. Dr. Sarah Shahed, Chair/Member (Professor, University Department of Psychology) w.e.f. May 8, 2024
2. Dr. Anam Muzamil, Member (Assistant Professor, University Department of Mass Communication/Head of Academic Advising Center) w.e.f. May 8, 2024
3. Mr. Atif Saroia, Member (Assistant Professor, College Department of Commerce) w.e.f. June 1, 2024

Administration Inquiry Committee (for hearing complaints against staff, vendors/contractors & visitors):

They will hold this office for a period of two years.

1. Dr. Fatima Syeda, Chair/Member (Professor and Chairperson, University Department of English) w.e.f. May 8, 2024
2. Mr. Cassian Rozario, Member (Deputy Registrar) w.e.f. May 8, 2024
3. Ms. Eram George, Member (Associate Professor and HOD, College Department of English) w.e.f. July 1, 2024

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<p>The Appellate Committee:</p> <ol style="list-style-type: none">1. Mr. Douglas David, Chair (Human Resources)2. Dr. Mehwish Raza (University Education Department)3. Dr. Naila Sehar (University English Department)	<p>The Appellate Committee:</p> <ol style="list-style-type: none">1. Mr. Douglas David, Chair/Member (Chief Human Resources Officer)2. Shahida Dilawar Shah, Member (Professor, College Department of Urdu)3. Dr. Faiza Zaheer, Member (Assistant Professor, University Department of English)
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