

JINNAH UNIVERSITY FOR WOMEN



Faculty Hand Book

Updated : September 2021
Approved : October 2021
(Academic Council)

General Information

Mission

The mission of Jinnah University for Women is to enlighten academic and professional education, skills and moral values for female youth through technological modernism and research-based understanding, to become nationally viable and internationally recognized university and to bring in affluence in the individual's life generally and the humanity particularly.

Vision

Women empowerment through education is an investment in future.

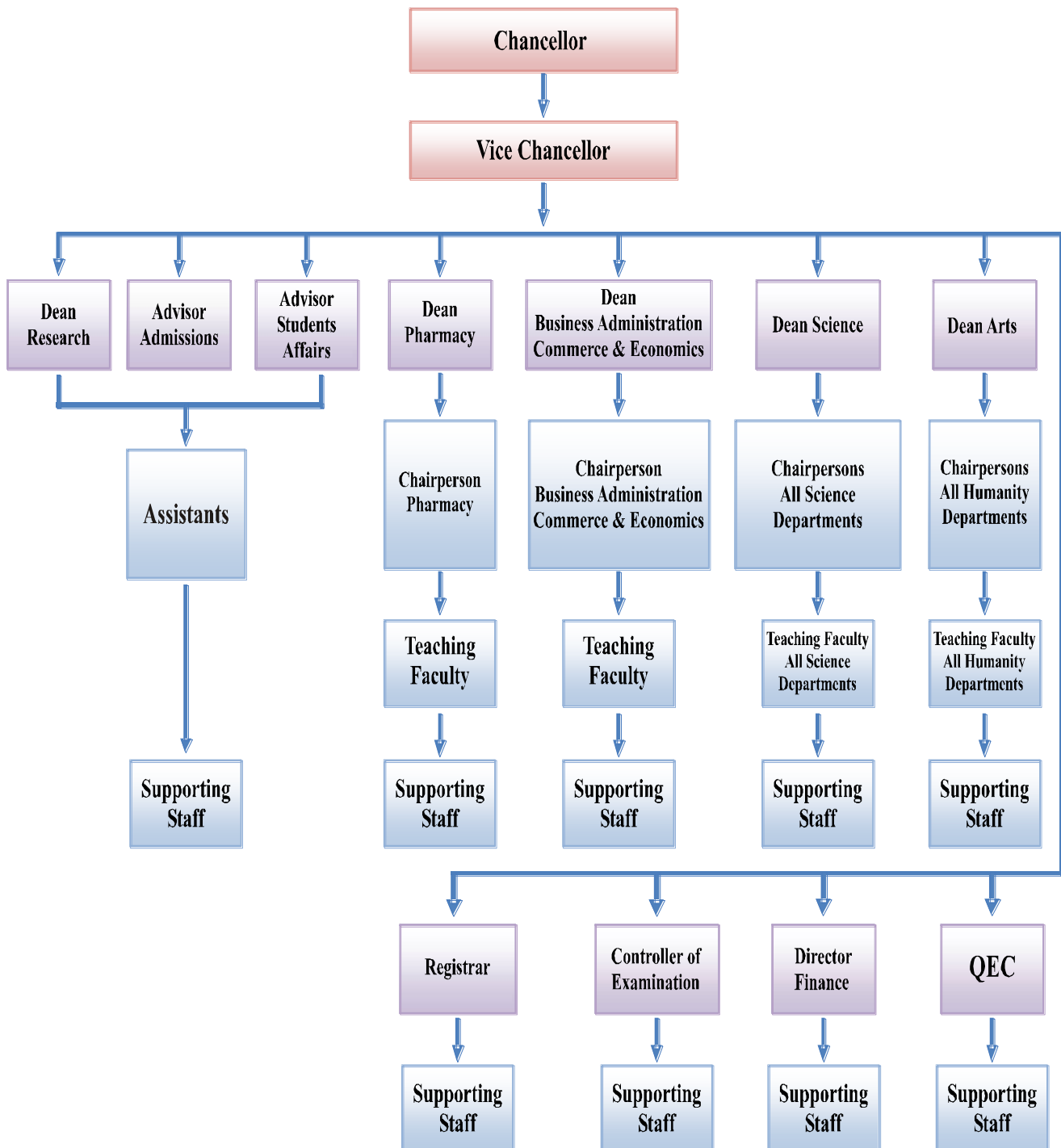
About Jinnah University for Women

Jinnah University for Women was established under the aegis of Anjuman-e-Islamia Trust, through a bill passed on 22nd January 1998, by the Sindh Assembly and published as an Extraordinary Gazette No. M-324, after the assent of the Governor Sindh on 2nd June 1998.

All the statutory bodies including the Board of Governors, The Academic Council, Board of Faculties, Board of Studies, Selection Board, Board of Advanced Studies and Research, The Finance & Planning Committee were established in the year 1999.

The four faculties and the teaching departments were established and now there are 24 departments in the University. The rules and regulations pertaining to the function of the University were framed and passed by the respective bodies. All these rules and regulations have been put together in the form of this code book. The rules and regulations will be changed or altered in the light of new developments. This code book has laid down all the basic requirements needed to govern the day to day affairs of the university efficiently and uniformly.

University Organizational Structure



Statuary Bodies

- (i) The Board of Governor;**
- (ii) The Academic Council;**
- (iii) The Board of Faculties;**
- (iv) The Board of Advanced Studies and Research;**
- (v) The Board of Studies;**
- (vi) The Selection Board;**
- (vii) The Finance and Planning Committee;**

(i) Board of Governors

- (1) The general administration and systematize the affairs of the University and its power to put down policies shall vest in the Board consisting of the following :-
 - (a) The Vice Chancellor;
 - (b) The Chief justice of the High Court of Sindh or a Judge of the High Court to be nominated by him;
 - (c) The Secretary to the Government of Sindh, Education Department;
 - (d) One Dean to be nominated by the Chancellor in consultation with the Vice Chancellor;
 - (e) The Chairman, University Grants Commission, or whole time Member of the Commission to be nominated by him;
 - (f) Three persons of prominence to be nominated by the Chancellor;
 - (g) Three persons of outstanding worth to be nominated by the Trust.
- (2) A nominated member shall hold office for a term of three years, and shall be entitled for re-nomination on the expiry of his term.
- (3) The office of the nominated member shall become unoccupied if he resigns or fails to attend three consecutive meetings of the Board without sufficient grounds or leave of absence or his nomination is changed by the authority which had nominated him.
- (4) A casual vacancy of a member shall be filled by someone nominated by the authority which had nominated the member whose vacancy is to be filled.
- (5) The Vice Chancellor shall take steps as the Chairman of the Board.
- (6) The Registrar shall take action as the Secretary of the Board.
- (7) No act or proceeding of the Board shall be invalid by motive only of the existence of a vacancy in or a blemish in the constitution of the Board.

- (8) The First Board of Governors shall be nominated by the Governor of Sindh and shall hold office for tenure of three years.

Power and Functions of the Board of Governors: -

- (1) In meticulous without prejudice to the generality of the provisions of sub-section (1) of section 12, the Board shall exercise and perform the powers and functions as follows:-
- (a) To hold, manage and administer the possessions, fund, assets and resources of the University;
 - (b) To reassign and accept transfer of movable or immovable property on behalf of the University;
 - (c) To associate and disaffiliate college or institution in the manner as may be prescribed by Statutes;
 - (d) To believe and approve, on the suggestion of the Finance and Planning Committee, the annual and revised budget estimates and to lay down guidelines or rules of business dealing with financial matters;
 - (e) To approve, bring out, vary or cancel contracts on behalf of the University;
 - (f) To commence and approve schemes for achievement of the objectives of the University;
 - (g) To determine the form, and regulate the detention and of common seal of the University;
 - (h) To create professional research, administrative post and such other posts as may Be required to carry out the purposes of the University, suspend or abolish such posts;
 - (i) To employ teachers, researchers and officers on the recommendations of the Board;
 - (j) To defer, punish and eliminate from service of the University employees whom it is empowered to appoint, in the manner prescribed after due enquiry and defense;
 - (k) To intend statutes for submission to the Chancellor;
 - (l) To approve Regulations or Rules on the recommendations of the appropriate bodies; and
 - (m) To determine, regulate and administer all other matters concerning the University and, to this end, work out all necessary powers not specifically mentioned in the Act, or the Statutes, the Regulations or the Rules.
- (2) The Board may entrust any of its powers to an Authority or officers or a committee or a sub-committee.

(ii) Academic Council

- (1) The Academic Council shall consist of :-
 - (a) The Vice Chancellor who shall be the Chairman;
 - (b) The Deans;
 - (c) The Directors;
 - (d) The Chairman of the teaching departments;
 - (e) The University Professors including Professor Emeritus;
 - (f) The principal of the affiliated Colleges;
 - (g) The Registrar who shall be the Secretary;
 - (h) Two eminent scholars to be nominated by the Board; and
 - (i) Two persons of eminence to be nominated by the Chancellor.
- (2) A nominated member shall hold office for a term of three years and shall be adequate for re-nomination.
- (3) The Office of a nominated member shall become vacant if he resigns or fails to attend three consecutive meetings of the Council without sufficient basis or leave of absence or his nomination is changed by the nominating authority.
- (4) The quorum for a meeting of the council shall be one third of the total number of members, a fraction being as one.

Power and Duties of the Academic Council:-

- (1) The Academic Council shall be the highest academic body of the University and shall, subject to the provisions of this Act, and the statutes, have the powers to lay down right standards of instruction, research and examinations, and to normalize and promote the academic life of the University.
- (2) In particular and without bigotry to the generality of the foregoing provisions, the Council shall have the power :-
 - (a) To advise the Board on academic matters;
 - (b) To regulate the admission of students to the courses of the studies and examination;
 - (c) To propose the Board, schemes for the constitution and organization of Faculties, Teaching Departments, Institutes and Board of studies;
 - (d) To consider or create proposals for the Planning development of Teaching and Research in the University;

- (e) To formulate Regulations, on the recommendations of the Boards of Faculties and the Boards of studies, prescribing the Course of studies and the syllabi for all University examinations, provided that, if the recommendations of Boards of studies are not received by the prescribed date, the Council may subject to the approval of the Board continue for the next year the courses of studies already prescribed for examinations;
- (f) To be aware of the examinations of other Universities or examining bodies as equivalent to the corresponding examinations of the University;
- (g) To outline Regulations for submission to the Board;
- (h) To appoint members to the various Authorities in accordance with the provisions of this Act, and
- (i) To perform such other functions as may be prescribed by Statutes.

(iii) Boards of Faculties

(1) The Board of each faculty shall comprise following members.

- (i) The Dean.
- (ii) All Professors, Chairpersons, Programme Directors, Professors and Associate Professors of teaching departments of the concerned faculty.
- (iii) One member of each Board of Studies comprised in the faculty to be nominated by the Board Studies concerned.
- (iv) Three teachers to be nominated by the Academic Council by reason of their specialized knowledge of subjects which though not assigned to the faculty have in the opinion of the Academic Council important bearing on the subjects assigned to the faculty.

(a) Tenure of the Boards of Faculties:

- (j) All the members shall hold office for three years.
- (ii) The quorum for the meeting of the Board of Faculty shall be one half of the total members.

(b) Power of the Boards of Faculties:

The Boards of Faculties shall be subjected to the general control of Academic Council and the Board of Faculties shall have the powers:

- (i) To dissect the deliberations of the relevant Boards of Studies for recommendation to the Academic Council.
- (ii) To coordinate the research and teaching in different departments of the faculty.
- (iii) To scrutinize the curricular of studies in different subjects of the faculty and recommend them for approval to the Academic Council.
- (iv) To keep a watch on the standard of teaching and research in the faculty.
- (v) To perform such other functions as may be prescribed by Statutes.

(iv) Board of Advanced Studies and Research

(a) The Advanced Studies and Research Board shall consist of:

- i) Vice Chancellor. (Chairperson)
- ii) All Deans of the University.
- iii) Three University teachers to be appointed by BOG.
- iv) Three University teachers having research experience to be appointed by the Academic Council.

(b) Term and Conditions of the members:

- i) The term of office of members of the BASR other than ex-officio members shall be three years.
- ii) The quorum of the BASR meeting shall be one half of the total number of members.

(c) The function of BASR: - The functions of the BASR shall be:

- i) To advise the Vice-Chancellor on all matters connected with the promotion of advanced studies and research in university.
- ii) To advise Regulations regarding the award of research degree.
- iii) To grant approval of the Research Supervisor and scrutinize the subject of thesis.
- iv) To recommend the names of reputed persons as examiners to the Academic Council for approval.
- v) To recommend the candidate to the Academic Council for the award of degree.
- vi) To perform such other functions as may be prescribed by Statutes.

(v) Board of Studies

There shall be a separate Board of studies for each subject taught in the (faculty) University.

(a) The Board of Studies for a subject shall consist of:

- i) The Chairperson or Programme Director of the teaching department.
- ii) All Professors, Associate Professors and Assistant Professors in the department.
- iii) One senior most Lecturer to be appointed by the Vice Chancellor for a period of three years.
- iv) Two or three experts other than University teachers to be appointed as subject experts by the Vice Chancellor for the period of three years, the need of department shall determine numbers of experts.
- v) The quorum for meeting of the Board of Studies shall be one half of the total number of members. The Chairperson or the Programme Director of the department shall be Chairperson and convenor of the Board of Studies.

(b) The functions of the Board of Studies shall be:

- i) To counsel the Dean and Vice Chancellor on all academic affairs concerning the teaching, research and examinations in the department.
- ii) To propose the curricular of studies for all degrees, diploma and certificate courses in The subject.
- iii) To suggest names of the panel of examiners and paper setters in the concerned subject. To perform such other functions as may be prescribed by the regulations.

(vi) Selection Board

(a) The Selection Board for the appoint of teaching faculty shall comprise:

- i) Vice Chancellor. (Chairperson)
- ii) Dean of the concerned faculty.
- iii) Chairperson of the concerned teaching department.
- iv) One nominee of the BOG.
- v) Two well-known Subject Experts nominated by BOG provided none of them is an employee of the University and shall hold office for a period of two years.
- vi) One person to be nominated by the Trust.

(b) The quorum for the Selection of Professors and Associate Professors shall be four members and three members for the Selection of Assistant Professors or Lecturers.

(c) In case of administrative staff, the Selection Board shall consist of members mentioned under clause (1), (iv), (v) and (vi).

(d) No employee of the University who is a candidate for the post to which appointment is made shall take part in the selection proceedings of the Board.

(e) For the selection of Professors and Associate Professors, the committee shall co-opt or consult three Subject experts of repute to be appointment by the Vice Chancellor.

(f) In selecting candidates for the posts of Assistant Professors and Lecturers two Subject experts shall be appointed by the Vice-Chancellor from a standing list of experts of each Subject.

Functions of Selection Board:

- i) The Selection Board shall consider the applications received in retort to advertisement in the News Papers and shall recommend to BOG the names of appropriate candidates for appointment.
- ii) The Selection Board may recommend for the grant of a higher initial pay to the BOG.

Chancellor shall decide the case in which the BOG and Selection Committee have a different alternative.

(vii) Finance and Planning Committee

- (a) Following shall be the members of the Finance & Planning Committee:
- i) The Vice-Chancellor. (Chairman)
 - ii) One nominee of the Board of Governors.
 - iii) One Dean of the University to be nominated by the Chancellor.
 - iv) Two representatives of the Trust.
 - v) Two experts in the field of Finance and Planning, to be nominated by the Chancellor.
 - vi) Director Finance. (Secretary)
- (b) The term of office of the nominated members shall be three years.
- (c) The quorum for the meeting of Finance and Planning Committee shall be four members.

Functions of the Finance and Planning Committee: -

The function of the Finance and Planning Committee shall be:

- i) To consider the annual budget statements and recommend them to the Board of Governors for endorsement.
- ii) To review periodically the finance positions of the University and advice the Board of Governors for approval.
- iii) To set up short- and long-term development plans.
- iv) To prepare staff and resource development planes.
To execute such other functions as may be prescribed by Statutes, Finance, investment and account of the University.

Administrative Personnel

(a) Deans

- i) There shall be a Dean of each faculty, who shall be the Chairperson and Convener of the Board of Faculty.
- ii) The Dean of the Faculty shall be appointed for a period of three years by the Chancellor On the recommendation of the Vice Chancellor from amongst the three senior faculty Members in the respective faculty.
- iii) The Dean shall present candidates for admission to degrees in subjects falling within the Purview of the faculty.
- iv) The Dean shall exercise such other powers and perform such other duties as may be prescribed.

(b) Teaching Departments

- i) There shall be a teaching department for each subject which shall be headed by a Chairperson or a Programme Director.
- ii) The Chairperson or the Programme Director of the Department shall be appointed by the BOG on the recommendation of the Vice Chancellor from amongst the three senior teaching faculty members of the department for a period of three years.
- iii) The Chairperson of the department shall sketch, organize and administer the teaching, research and administrative work of the department and shall be responsible of the Dean for the working of the department.

Academic and Non-Academic Staff Policies and Procedures

Subject to the provisions of Article 19 1 (a),(b) chapter V of the University Act Statutes for the Regulation of conditions of service of University Employees shall be formed.

All employees of Jinnah University for Women shall be divided into two Broad heads:

- a) Teachers
- b) Non-Teachers

A. University Teachers

1. There shall be four cadres of University Teachers:

- a) Professors
 - b) Associate Professors
 - c) Assistant Professors
 - d) Lecturers
- i) Teachers shall be appointed through Selection Board (First Statutes Section 7 and under protection Article 31) on probation for period of one year. On the expiry of this period of probation for one or more year on the recommendation of the Chairperson and Dean of the respective faculty, the Vice Chancellor shall regularize the appointment.
 - ii) The service of a confirmed employee shall be counted from the date of her / his appointment.
 - iii) The Vice Chancellor in exercise of powers under chapter 3 section 10, 5a, may create and fill temporary posts for a period not exceeding six months.
 - iv) In case of temporary appointment or appointment for fixed period or on contract basis, The Vice Chancellor shall determine the conditions of the employment and salary on case to case basis and report the matter to the Board of Governors for approval.
 - v) A confirmed teacher may resign from her / his post after giving three months notice in writing or surrendering three months pay in advance in lieu thereof.
 - vi) In case a teacher quits the University service as a result of resignation, termination of service on retirement or any other reason, she / he shall obtain a clearance from respective departments after returning all things which belong to the University.

2. **Qualification and Experience for appointment as university teachers**

a) Lecturers

- i) First class Master's degree in the relevant subjects.
- ii) Four years BS (CS), BS (IT), MCS/ MIT degree.
- iii) B.Pharm, Pharm-D, M.Pharm/ M.Phil degree First class.
- iv) First class MBA / M. Com degree.

b) Assistant Professors

- i) First class Master's degree in relevant subject with five years teaching/ research experience. Or Ph.D degree from a HEC recognized University.

c) Associate Professors

- i) Ph.D degree from a HEC recognized University with ten years teaching / research experience and eight publications in international / national Journals.

d) Professors

- i) Ph.D degree with fifteen years teaching/ research experience and Twelve publications in international / national Journals.

B. Non- Teaching Employees (Officers)

- a) There shall be the following statutory officers (excluding Vice Chancellor)
 - i) Registrar
 - ii) Director Finance
 - iii) Controller of Examinations
 - iv) Internal Auditor
 - v) Librarian
 - vi) And such other officers and non-teaching employees as may be appointed from time to time.
- b) i) Officers shall be appointed by the Vice Chancellor, on one year trial, subject to the approval of the Board of Governors. On the ending of the probation, they will be due for confirmation on the report of the Vice Chancellor, provided that the period of probation may not be extended by the Vice Chancellor.
- ii) On confirmation the service will be counted from the date of appointment.
- iii) Annual increments shall be earned by satisfactory job and may be with held or deferred by the Vice Chancellor.
- iv) Vice Chancellor shall be competent to make appointments on contract basis and lay down conditions, such as salary. The appointments shall be reported to the Board of Governors for approval.
- v) A confirmed officer or other non-teaching employee may resign on one months notice in writing in advanced or on surrendering one month's salary in lieu thereof.
- vi) On the termination of service, at the end of contract period, or on retirement or any other reason, the employee shall hand over all the record to the person nominated by the Vice Chancellor and submit a clearance certificate.
- vii) All non - teaching staff other than the officers shall be appointed by the Vice Chancellor in consultation with the respective head of the section. (Office staff, Laboratory staff, etc)

C: Recruitment and Service Rules for Ministerial Staff:

1. Designation and Commencement: -

These rules shall be called Ministerial Staff (Recruitment and Service) Rules 2000 and shall come into force with immediate effect. They shall pertain to all the members of ministerial staff.

2. Definitions: -

In these rules, unless there is anything hideous to the context:

- a) Ministerial staff shall imply all employees below the cadre / status of officers and teachers.
- b) Employee shall mean, whole time employee of the University whose salary is charged to the University budget and shall not contain any person appointed on daily wages.

3. Recruitment and Promotions: -

Recruitment to the place of Clerk-cum-Typist, Clerks, Office Assistants, Superintendents and other posts of equal grade shall be as under:

- a) 50% of the vacancies shall be filled by promotion on the basis of seniority cum- fitness.
- b) The remaining 50% shall be filled by assortment keeping in sight the higher academic qualification and suitability of the candidate. These posts shall be filled by competition and all customary University employees shall be entitled to apply for them and to take part in the competition or selection by interview.
- c) All appointments and promotions to posts under the cadre / status of officers and teachers shall be processed through a committee comprising the following:
 - (1) Registrar.
 - (2) Deputy Registrar.
 - (3) The Sectional Head concerned.

The committee will be of an advisory nature and shall consign its recommendations to the Vice Chancellor for final approval.

4. All employees below the cadre / status of officers and teacher shall be appointed on probation of one year by the Vice Chancellor, who shall train the same power authority in esteem of promotion, confirmation as the Board of Governors does in the case of officers.
5. The usual annual increment shall be drawn as a matter of course on completion of twelve months duty period unless it is with held by the competent authority.

6. All employees of this university working against apparent vacancies in temporary capability or holding probationary appointment shall be eligible for confirmation on completion of one year service subject to the circumstance that they have earned a satisfactory rating in their annual confidential report.

7. **Age of entry into service: -**

The minimum age of entrance into university service shall be (18) eighteen years.

8. **Qualifications for Appointment: -**

Minimum qualifications for appointment to different categories shall be as under:

Category	Qualifications
(i) Clerk cum Typist	HSC, preferably with knowledge of computer MS Word.
(ii) Clerk	HSC preferably with computer knowledge and two years office experience.
(iii) Office Assistant	Graduation, preferably with computer knowledge and three years office experience of accounts.
(iv) Accountant / Head Cashier	B.Com, preferable with computer knowledge and three years experience of accounts.
(v) Cashier	HSC (Commerce), preferable with Computer Knowledge and some experience.
(vi) Lab Attendant	SSC preferable science group.
(vii) Lab Assistant	HSC preferable (a) Pre-Medical Group for Biological Science Lab (b) Pre-Engineering Group for Physical Sciences Laboratories.
(viii) Secretary to V.C	BA / MA preferably in English and good knowledge of computer

9. Retirement from Service: -

An employee of the University shall retire from service:

- (i) On such date, after he/ she has completed twenty-five years of service qualifying for pension or other retirement benefits, as the affiliating authority may express.

Provided that no employee shall be retired unless he/ she has been informed in writing of the grounds of the action proposed to be taken against him/ her and has been given levelheaded opportunity of showing cause against that action; or.

- (ii) Where no direction is given under clause (i) above on the completion of sixty years of his/ her age.
- (iii) Age limit of sixty years shall not be applied to a contractual position.

10. Opportunity to show causes: -

Apart from as otherwise provided, no officer teacher or other employee of the University holding a eternal post, shall be reduced in grade or removed or compulsorily retired from service, except he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

11. Appeal to and evaluate by the Board: -

- (1) Where an order is passed punishing an employee (other than Vice Chancellor) of the University or altering interpreting to his disadvantage the prescribed terms or conditions of his service, he/ she shall, where the order passed by the Vice Chancellor or any other officer or Teacher of the University, have the right to demand to the Board against the order, and where the order is made by the Board, have the right to apply to that authority for review of that order.
- (2) The request or application for review shall be submitted to the Vice Chancellor who shall lay it before the Board with his views and record of the case.
- (3) No order in appeal or review shall be made unless the appellant or the applicant, as the case may be, has been given an opportunity of being heard.

12. Pension, Insurance, Gratuity, Provident Fund and Benevolent Fund:

- (1) The University shall compose for the benefit of its employees in such comportment and subject to such conditions as may be prescribed such pension, insurance, gratuity, provident fund and benevolent fund schemes as it may deem fit.

- (2) Where any provident fund has been constituted under this Act, the stipulation of the Provident Funds, Act, 1925 shall apply to such fund.

13. Commencement of term of office of Members of Authorities: -

When a member of a newly constituted Authority is appointed or nominated, his term of office, as fixed under this Act, shall commence from such date as may be prescribed.

14. Filling of Casual Vacancies in Authorities: -

Any casual post among the appointed or nominated members of any Authority shall be filled as soon as suitably may be by the person or the body who appointed or nominated the member whose position has become vacant, and the person appointed or nominated to the vacancy shall be a member of such Authority for the residue of the term for which the person whose place he fills would have been a member:

Provided that where a vacancy in the membership of an Authority, other than the Board, cannot be filled for the reason that the member was ex-officio, and the office has ceased to survive, or the organization, institution or other body, other than the University has ceased to exist or has ceased function, or for any other circumstances which make it unfeasible to fill the vacancy, the vacancy shall be filled in such approach as the Chancellor may direct on the recommendation of the Board.

15. Disputes about Membership of Authorities: -

- (1) Not with-standing anything contained in this Act, a person nominated or appointed to any Authority shall cease to be a member of such Authority as soon as he / she has ceased to hold the position by virtue of which he / she was nominated or appointed.
- (2) If a question arises whether any person is entitled to be member of any Authority the matter shall be referred to a committee consisting of the Vice Chancellor, the Chief Justice of the High Court Sindh or the Judge of the High Court who is the member of the Board and a nominee of the Chancellor, and the decision of the committee shall be final and binding.

16. Validity of proceedings of Authorities: -

No Act, proceeding, resolution or decision of any Authority shall be invalid by reason only of any vacancy or blemish in the constitution of, or in the appointment or proposal of any member of the Authority.

17. First Schedule: -

Not with-standing anything contained in this Act, the statutes set out in the schedule, shall remain in force until they are amended or replaced by new statutes framed in accordance with this Act.

18. Bar of Jurisdiction

No court shall have jurisdiction to divert any proceeding, grant any injunction or make any order in relation to anything done in good faith or purported to, have been done or intended to be done under this Act.

19. Indemnity

No outfit or legal proceeding shall lie against Government, the University or any Authority or an employee of Government or the University any or person, in reverence of anything which is ready or purported to have been done in good faith or is intended to, have been completed under this Act.

20. Discipline

The University shall have power to supervise and control the discipline of the students of the University and institutes in the prescribed mode.

21. Removal of difficulties

If any difficulty arises as to the first constitution or reconstitution of any authority upon coming into force of this Act, or otherwise in giving effect to any stipulation of this Act, the Chancellor may give suitable directions to eliminate such difficulty.

LEAVE RULES

Subject to the provision of university Act, Chapter V, section 19(1) (a) and (i) following leave regulations and rules are framed:

The leave rules are admissible to all the employees of the university.

1. Short Title

These rules may be called the Jinnah University for Women “Employees Leave Rules”.

2. Commencement

- b. These rules shall come into force immediately.
- c. These rules shall apply to all employees of university.

3. General Rules

- a. Leave is earned by duty. It cannot be claimed as a matter of right, even when due. An application for leave can be refused and the remaining portion of the leave granted can be revoked, if the exigencies of the duty so require.
- b. Holidays falling within the period of leave shall be counted as leave.
- c. No leave shall be availed of unless it is actually granted, except leave applied for under emergent circumstances.
- d. Leave application shall be submitted to the immediate officer, who shall forward the application to the leave sanctioning authority with his/her remarks.
- e. No employee shall overstay the period of her/ his leave, except circumstances beyond her/his control. All extension to leave must be applied for, sufficiently in advance of the expiry of leave.
- f. The head of the section concern shall report to the Registrar, if a member of staff fails to return to duty on the expiry of the leave.
- g. An employee who fails to report to duty, seven days after the expiry of leave shall be deemed to have vacated the post.
- h. If an employee desires to resume duties before the expiry of her/ his leave, she/ he may be permitted to do so, by the sanctioning authority.
- i. It shall be duty of the applicant to make sure that the leave applied for has actually been sanctioned. While proceeding on leave, the applicant shall hand over the charge including Keys, Cash etc. to the sectional head.
- j. Leave must be applied for on the prescribed form, stating the kind of leave required.
- k. If an employee is compulsorily retired or removed/ dismissed under efficiency and disciplinary action, she/ he shall not be entitled to any kind of leave.
- l. All leave at the credit of an employee shall lapse, when she/he herself/himself leaves the university service.
- m. An employee on return from leave shall report for duty to the competent authority.
- n. All temporary employees whose services are not regularized or employees on probation or on contract basis who have not completed three (3) years service will be entitled to half the amount of leave in a year.

4. Type of Leaves

The following type of leaves shall be admissible to the staff of the University:

1. Casual leave
2. Earned Leave
3. Maternity Leave
4. Sick Leave
5. Duty Leave
6. Study Leave
7. Iddat Leave
8. Hajj Leave
9. Marriage Leave
10. Special Leave
11. Sabbatical Leave

1.1 Casual Leave

- i. Permanent employees of the University who do not enjoy vacations shall be entitled to eighteen (18) days casual leave in a calendar year, whereas the temporary employees or employees on probation who have not completed three (3) years service and who do not enjoy vacations shall be entitled to nine (9) days casual leave in a year.
- ii. Permanent employees who enjoy vacations shall be entitled to twelve (12) days of casual leave, whereas the temporary employees or employees on probation who have not completed three (3) years service and enjoy vacations shall be entitled to six (6) days casual leave in a year.
- iii. Casual leave shall not exceed three days at a time, but in special cases, it would be permissible to extend it to five days by the competent authority. In case of casual leave for more than five days, the entire leave shall be treated as earned leave or leave without pay.
- iv. Casual leave shall not accumulate and shall lapse at the expiry of calendar year.
- v. No employee may leave the city during casual leave without the permission of sanctioning authority.

1.2 Earned Leave

- i. Earned leave means leave earned by actual service. Actual service means the time spent on duty and shall not include the period of leave availed of by the employee.
- ii. Earned leave shall be on full pay of the employee in that calendar year.
- iii. A permanent employee who enjoys vacations shall earn 12 days earned leave in a calendar year or part thereof spent on duty in university employment.
- iv. A month in which fifteen days or more of duty are performed shall be treated as whole month and when less than fifteen days of duty is rendered shall be ignored.
- v. An employee who is not entitled of vacations shall earn 18 days earned leave in a calendar year or less depending on the period in actual service of the university.
- vi. Persons employed on probation or on temporary basis shall be entitled to half the amount of earned leave, till either they are confirmed or have completed at least three years satisfactory University service. Persons appointed on contract shall also

- be entitled to half the amount of earned leave till they have completed three (3) years satisfactory University service.
- vii. Earned leave shall accumulate up to a period of six months and shall not lapse except on retirement or quitting of the university service.
 - viii. The earned leave can be encashed at the end of each calendar year. The encashment will be full pay of the calendar year.

1.3 Maternity Leave

A permanent female employee or female employee who have completed three (3) years service of the university may be granted maternity leave of forty days on full pay only twice during the entire tenure of service. Extension of leave in special cases may be granted without pay.

1.4 Sick Leave

- i. Sick leave means leave on account of personal illness and shall be granted on proper medical certificate for one month on full pay to permanent employee at least five years in university service.
- ii. Sick leave shall be granted by Registrar in case of non teaching employee on the recommendation of the sectional head and by the Vice Chancellor in case of teaching faculty.
- iii. Sick leave without pay may be granted to a permanent employee for a maximum period of six (6) months, against a proper medical certificate, on the recommendation of the sectional head, by the Vice Chancellor.

1.5 Duty Leave

- i. If a university employee is selected or deputed by the Vice Chancellor to some work in the interest of the University, the Vice Chancellor may grant duty leave for the period concerned.
- ii. Duty leave shall not be given for remunerative work.
- iii. Duty leave may also be granted to person representing the University at academic events.

1.6 Study Leave

- i. Study Leave may be granted to an employee at least five years in university service to enable her / him to pursue a course of study or for the purpose of research work.
- ii. The period of study leave shall not exceed a maximum period of two semesters.
- iii. Study leave with pay shall be granted to an employee who is in the employment of the University for at least five (5) years and who is willing to execute a bond to serve the University for a period of three years after the completion of study.

1.7 Iddat Leave

A permanent female employee may be granted (120) one hundred and twenty days leave with pay from the date of deceased husband.

1.8 Hajj Leave

A permanent employee or employee who have completed three (3) years service of the University may be granted (40) forty days leave with pay to perform Hajj. Hajj leave will be granted only once during the service with Jinnah University for Women.

1.9 Marriage Leave

A female employee who is in university service for at least five years may be granted thirty days leave with pay for marriage.

1.10 Special Leave

Special leave without pay may be granted to an employee, in case all other type of leave have been consumed.

1.11 Sabbatical Leave

- i. Sabbatical leave is a privilege and not a right and its grant depends upon the prevailing staff position and exigencies of duty.
- ii. The Board of Governors may grant sabbatical leave to a teacher, who has served the university for at least five years. The leave will be granted by the Board when it is satisfied that the applied course of training is related to the field of the applicant.
- iii. The applicant shall submit a research scheme for which she wants to avail the post doctoral fellowship. The applicant shall provide proof of her previous involvement in the field.
- iv. The sabbatical leave shall be granted for a minimum period of three months and maximum period of six months, only once during the whole service out of the leave account. If no leave is due, it will be without pay.
- v. Not more than one teacher in a department shall be sent on sabbatical leave at the same time.
- vi. The applicant shall have to execute a bond of service, for one year if the Leave does not exceed three months and for two years if the sabbatical Leave is for more than three (3) months.

Employee Benefit Policy

Staff Welfare Policy

Employee benefit policy of Jinnah University for women comprise on following heads:

- Employee old age benefit (EOBI)
- Group Health Insurance (Current year policy attached)
- Provident fund
- Bonus (Depend upon policy of university)
- SESSI
- Workshops for skill development and training

EOBI

Jinnah University for Women deducts employee contribution from salary of employee and adds employer contribution accordingly and submits both contributions to EOBI. After attaining age of 60 employee will entitled for pension from EOBI.

Group Health Insurance

Jinnah University for women provides group health insurance to its entire regular employee every year. Policy of current year is attached.

Provident Fund

For the purpose of employees' benefits, it has been decided to introduce a contributory provident fund scheme for all regular employee of the organization. The contributory Provident Fund Scheme will have the following salient feature.

1. All regular employees will have to subscribe for the fund on monthly basis to be deducted from their salaries at prescribe rates, to be approved from time to time. Presently it has been decided to deduct 7% of basic salary.
2. Equally monthly contribution will be made towards the fund by the Jinnah University for women and will be debited to salary account.
3. Separate bank account will be maintained for such subscription of employees along with the Jinnah University for women contribution.
4. If an employee leaves the Jinnah University for women on before the completion of five years, he / she will not be entitled for Jinnah University for women contribution and also for the profit earned on his/her subscription contribution.
5. An employee will be entitled for the Jinnah University for women's contribution only on successful completion of at least 5 years.

Bonus

Policy of bonus of Jinnah University for women depends on financial position of university plus decision of higher management. Management usually announced bonus for all employees at holy occasion of EID. Moreover, management of university can give bonus to any one on outstanding performance during duty hours or on completion of any specific assignment.

Sessi

Jinnah University for women also pays contribution of SESSI for the welfare of employee.

Workshop For Skill Development and Training

Jinnah University for women allocate budget for the skill development and training of employees. University sends employee for HEC and other training out of city and out of country, moreover Jinnah University for women also arrange workshops for the skill development of employee.

1. Provident Funds Statutes

Vide Chapter VII section (26) of Jinnah University Act

For the purpose of employee's benefits, it has been decided to introduce a Contributory Provident Fund Scheme for all regular employees of the University with effect from July 2003. The Contributory Provident Fund Scheme will have the following salient features:

- 1) All regular employees will have to subscribe for the Fund on monthly basis to be deducted from their salaries at prescribed rates, to be approved from time to time. Presently, it has been decided to deduct @ 5% on basic pay of employees.
- 2) Equal monthly contribution will be made towards the Fund by the University and will be debited to salary account.
- 3) Separate bank account will be maintained for such subscription of the employees along with the University's contribution.
- 4) This Fund will be invested in Government Securities and investment schemes and the profit will be credited to employee's account on year to year basis.
- 5) Personal loan can be allowed up to 80% of the employee's subscription.
- 6) This loan will be recovered in easy monthly installments from the employee's salary.
- 7) Individual Provident Fund account will be maintained for every subscriber with monthly subscription and the University's contribution entries along with the annual profit/ return share.
- 8) Similarly record of loan advance and the monthly recoveries made from salaries will also be maintained separately.
- 9) An employee will be entitled to receive his/ her Provident Fund on retirement or on leaving the University after recoveries of dues if any.
- 10) An employee will be entitled for the University's contribution only on successful completion of at least 5 years service.
- 11) If an employee leaves the University before the completion of five years, he / she will not be entitled for the University's contribution and also for the profit earned on his/ her subscription contribution. The share of the University's contribution will be forfeited and will be credited to the Employee's Welfare Fund.

The above-mentioned scheme is mandatory. All regular employees are being advised to participate in the proposed Provident Fund Scheme.

Resignation OR Termination

Resignation

A faculty member (regular/contract, full-time and part-time), or staff member (regular/contract), who has successfully completed the probation period and is intending to depart JUW must give a written notice of purpose to resign at least one month before she intends to leave. The faculty/staff member intending to resign will inform her department head of this formally in writing, indicating the last day of employment, and preferably also stating the reason(s) that have led to this assessment. If the faculty/staff member decides to discontinue employment with JUW during the probation period, then no notice is required. An employee can utilize her earned leave balance to count towards notice period earlier to leave-taking from employment. If there is no leave balance, and the faculty/staff member is unable to give out the required notice period or a segment thereof, she will be required to pay the JUW, in lieu thereof, an amount equivalent to her salary for the requisite notice period not served. The Human Resource department will acquire final clearance from all relevant departments in accordance with the separation checklist, which is then forwarded to the Finance Division (Payroll Department) for the resolution of dues.

Termination

As per the terms of employment, during the trial period, an employee's services may be terminated at any time without any former notice, or any remuneration in lieu of. In that case, the employee will only be entitled to receiving salary up to and including the day of termination of services. In the incident that an employee is terminated for cause, the separation from the JUW will be with instantaneous effect and no deductions will be made from employee's salary in lieu of notice period, nor will JUW owe the employee any notice pays.