i. The definitions of the words are the same as given in THE LAHORE LEADS UNIVERSITY ACT OF 2011 [ACT III OF 2011], or otherwise defined in this Policy;

ii. "The Act" means THE LAHORE LEADS UNIVERSITY ACT OF 2011 [ACT III OF 2011];

iii. The "LLU" means the Lahore Leads University;

CHAPTER II
GENERAL PROVISIONS
(SHARED COMMITMENT)

1. The University expects the shared commitment to and belief (in letter and spirit) in the Vision, the Mission, the Core Values, and, the Motto of the University, from all its associates (including the officers and the employees) described as under:

a. The Vision:
To emerge as a seat of higher learning producing empowered and responsible leadership through holistic development of individuals in all domains of erudition, nation building, corporate realms, and public service.

b. The Mission:
Creation of a serene environment conducive to learning, skill building, research, and innovation, thus, preparing individuals capable of meeting contemporary and future challenges in a highly dynamic mode.

c. The Core Values:
i. Commitment to Excellence
ii. Honesty and Integrity
iii. Transparency and Accountability
iv. Respect for Individuals and Society
v. Cross Cultural Harmony
vi. Acquiescence to Law
vii. Service to Community

d. The Motto of the University:
Leaders With Vision

[as approved by the Academic Council in its 5th Meeting held on 21st May 2020]

2. University open to all. - The University shall not discriminate against any person solely on the basis of gender, religion, race, creed, colour or domicile.
[as provided under Section 5(1) of The Lahore Leads University Act 2011]

3. No Infringement upon powers of others.
No organ or officer shall infringe upon powers and functions of an Authority or a Statutory Body or an Officer of the University (as specified under the Act and the Statutes);

and / or ___
a body otherwise duly created or an officer of the University shall infringe upon powers and functions by others, unless duly and specifically authorized.

4. All employees of the University shall be accountable before the competent bodies, or, to their controlling officers, or, as the case may be, before the University Management for their actions and conduct if they behave prejudicial to the interests and prestige of the University.

CHAPTER III
GENERAL PROVISIONS
(THE ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY)

5. The Officers of the University:

The Officers of the University are provided in Chapter III of The Lahore Leads University Act 2011 - hereinafter in this Regulation is referred to as the Act (**Appendix-1a**).

They are:

(A) Chancellor:-

(1) The Governor of the Punjab shall be the Chancellor of the University.
(2) The Chancellor or his nominee shall preside at the convocation of the University.
(3) The University may confer an honorary degree with the prior approval of the Chancellor.
(4) In the performance of functions under this Act, the Chancellor shall act on the advice of the Chief Minister of the Punjab.
(5) The Chancellor may, within fifteen days of the advice in terms of sub-section (4), refer it back to the Chief Minister for reconsideration but he shall act in accordance with the advice tendered on reconsideration.
(6) Any other powers and functions as have been prescribed under the Act.

(B) Vice Chancellor:-

(1) The Government, on the recommendation of the Search Committee nominated by it, shall appoint the Vice Chancellor, for a period of three years, on such terms and conditions as the Government may determine.
(2) The Vice Chancellor shall perform such functions as are given in the Act or as may be prescribed or as the Board may assign to him.
(3) The Vice Chancellor shall be the chief executive officer of the University and shall be responsible for its administrative and academic functions.
(4) The Vice Chancellor may attend a meeting of an authority or body of the University.
(5) Subject to the conditions as may be prescribed by the Board, the Vice Chancellor may, in an emergency, take an action which is not otherwise in the competence of the Vice Chancellor, and shall, within three days of

taking of such action, submit a report of the action taken to the Chairman of the Board.

(6) Subject to the general supervision and control of the Board, the Vice Chancellor may–

(a) direct a teacher, officer or other employee of the University to take up such assignment in connection with examination, administration or any other activities in the University as he may consider necessary;
(b) sanction by re-appropriation an amount for an unforeseen not provided for in the budget of the University;
(c) make appointments of such categories of employees of the University in the prescribed manner;
(d) suspend, punish or remove in accordance with prescribed procedure, an officer, teacher or employee of the University except those appointed by the Board;
(e) delegate, subject to the approval of the Board and on such conditions as may be prescribed, any of his powers to a teacher or an officer of the University; and
(f) exercise such other powers as may be prescribed.

(7) The Vice Chancellor shall prepare an annual report containing information as regards the preceding academic year including disclosure of all relevant facts pertaining to academics, research, administration and finances of the University,

(8) **Acting Vice Chancellor**.– Subject to the conditions as may be prescribed, if the office of the Vice Chancellor is vacant, or the Vice Chancellor is absent or is unable to perform the functions of his office due to illness or some other cause, the Board shall make arrangements for the performance of the duties of the Vice Chancellor by any other person, as it may deem fit.

(C) Registrar:-

(1) The Board of Governors shall, on the recommendation of the Vice Chancellor, appoint the Registrar for a period of three years, on such terms and conditions as it may determine.
(2) Mm
(3) The Board shall not appoint a person as Registrar unless he possesses the prescribed qualifications and experience.
(4) The Registrar shall be a full-time officer of the University and shall–

a. be the administrative head of the secretariat of the University and be responsible for the provision of secretariat support to the Board and the Vice Chancellor;
b. be the custodian of the common seal and the academic records of the University;
c. maintain a register of the students and graduates in the prescribed manner;

d. supervise the process of election, appointment or nomination of a member to an authority or body of the University in the prescribed manner; and
e. perform such other duties as may be prescribed or as the Board may assign to him.

(D) Controller of Examinations:-

(1) The Board of Governors shall, on the recommendation of the Vice Chancellor, appoint the Controller of Examinations for a period of three years, on such terms and conditions as it may determine.
(2) The Board shall not appoint a person as Controller of Examinations unless he possesses the prescribed qualifications and experience.
(3) The Controller of Examinations shall be a full-time officer of the University and shall be responsible for all matters connected with the conduct of examinations and shall perform such other duties as may be prescribed or as may be assigned to him by the Board.

(E) Treasurer. –

(1) The Board of Governors shall, on the recommendation of the Vice Chancellor, appoint a Treasurer for a period of three years, on such terms and conditions as it may determine.
(2) Mm
(3) The Board shall not appoint a person as Treasurer unless he possesses the prescribed qualifications and experience.
(4) The Treasurer shall be the chief financial officer of the University and shall–
    (a) manage the assets, liabilities, receipts, expenditures, funds and investments of the University;
    (b) prepare the annual and revised budget estimates of the University and present the estimates to the Board;
    (c) ensure that the funds of the University are spent according to the budget or any other special arrangement;
    (d) ensure that the accounts of the university are audited annually and are available for submission to the Board within six months of the end of a financial year; and
    (e) perform such other functions as may be prescribed or as the Board may assign to him.

6. Prescribed Qualifications and Experience for the posts of the Registrar, the Controller of Examinations, and the Treasurer:

The Board of Governors in its 7th Meeting held on 9th August 2018 has prescribed the Qualifications and Experience for the posts of the Registrar, the Controller of Examinations, and the Treasurer as under:

A. REGISTRAR

i. **Academic Qualification:** Minimum M.A. / M.Sc. (16 years) or equivalent qualification from a HEC approved University / Degree Awarding Institution; *with*,

ii. **Experience:** Minimum 15 years of teaching / professional / administrative experience in a higher educational / professional institution; preference shall be given to a nominee who had served (for minimum tenure of 3 years) in the position of the Registrar / Additional Registrar / equivalent post in a higher educational / professional institution.

B. CONTROLLER OF EXAMINATION

i. **Academic Qualification:** Minimum Graduation (14 years) or equivalent qualification from a HEC approved University / Degree Awarding Institution; *with*,

ii. **Experience:** Minimum 15 years of teaching / professional / administrative experience in a higher educational / professional institution; preference shall be given to a nominee who had served (for minimum tenure of 3 years) in the position of the Registrar / Additional Registrar / equivalent post in a higher educational / professional institution.

C. TREASURER

i. **Academic Qualification:** Minimum Graduation (14 years) in the fields of Commerce/ Finance/Accounting or equivalent professional qualification from a HEC approved University / Degree Awarding Institution; *with*,

ii. **Experience:** Minimum 12 years of relevant professional experience in a higher educational / professional institution; preference shall be given to a nominee who had served (for minimum tenure of 3 years) in the position of the Treasurer / Additional Treasurer / Director Finance / Chief Fiscal Officer / Bursar / equivalent or higher post in a higher educational / professional institution.

7. The Deans of the Faculties and the Chairpersons of the Departments:

The Deans of the Faculties and the Chairpersons of the Departments of the University are provided by THE FIRST STATUTES given under the SCHEDULE appended to the Act, as under:

(1) **Dean of the Faculty:-** The Dean shall be appointed by the Board from amongst the three senior most professors of the faculty on the recommendations of the Vice Chancellor and shall hold office for a period of three years and shall be eligible for reappointment.

(2) **Chairperson of the Department:-** The Board shall, on the recommendations of the Vice Chancellor, appoint the Chairperson from amongst three senior most Professors other than a Professor already working as Dean for a period of three years and Chairperson shall be eligible for re-appointment;
provided that if in a department or constituent college there are less than three eligible Professors, the appointment shall be made from amongst the three

senior most Professors and Associate Professors of the department or constituent college.

8. The Authorities of the University:

(1) The Authorities of the University (and their composition and powers & functions), have been provided in Chapter IV of The Lahore Leads University Act 2011. They are:
   A. Board of Governors
   B. Academic Council

(2) Other Authorities of the University (and their composition and functions), have been provided under the First Statutes, given under the SCHEDULE appended to the Act.
They are:
   A. Board of Advanced Studies and Research
   B. Boards of Faculties
   C. Selection Board
   D. Finance and Planning Committee

9. The Boards of Studies:

The provision for and the composition & functions of the Boards of Studies have been provided under the statutes and regulations.

10. The Management Committee:

(A) The Management Committee of the University was created by the Board of Governors in its 4th Meeting held on 7th November 2013. It shall be replaced / re-constituted as under:

(A) **Composition / Membership of the Managing Committee:**
   a. Chairman of the Board of Governors (Chairman)
   b. Vice Chancellor
   c. Registrar (Secretary)
   d. Treasurer
   e. One nominee of the Trust
   f. Two nominees of the Chairman of the Committee

(B) **Functions of the Managing Committee:**
   a. The Management Committee shall monitor the day to day functioning of the University as stipulated in the Act, Statutes, Rules, Regulations, and, decisions / directions of the Authorities of the University.
   b. The Management Committee shall maintain a liaison between the University and the Trust.
   c. The Management Committee shall (if necessary) make proposals to the Board of Governance for uplift and growth of the University.
   d. Any other matter that may be assigned by the Board of Governors or, as the case may be, assigned in this policy.

11. The Faculties and respective Teaching Departments:-

The Faculties and respective Teaching Departments (at present) are listed as under:

A. The Faculty of Business Administration

a. Department of Business Administration

B. The Faculty of Commerce

a. Department of Economics

C. The Faculty of Computer Sciences

a. Department of Computer Science
b. Department of Information Technology
c. Department of Mathematics

D. The Faculty of Engineering

a. Department of Civil Engineering
b. Department of Mechanical Engineering

E. The Faculty of Humanities and Social Sciences

a. Department of Education
b. Department of English
c. Department of Islamic Studies
d. Department of Law
e. Department of Politics and International Relations
f. Department of Psychology
g. Department of Physical Education & Sports Sciences
h. Department of Sociology
i. Department of Urdu

12. Other Departments and organs for Academic Support, Student Support, Administration, and services:

These Departments / Organs / Services (at present) facilitate in smooth functioning of the University:

a. Office of the Registrar
b. Office of the Controller of Examinations
c. Office of the Treasurer
d. University Library
e. Quality Assurance Department

(Subsidiary Departments & Services)

f. Admissions Department
g. Student Affairs Department
h. The Proctorial Board
i. Placement Bureau
j. One-Window Operations Desk
k. Sports Office
l. IT Services Department
m. Graphics and Design Department

n. University Publications Department
o. Convocation Office
p. Maintenance and Repairs Department
q. Security Department

CHAPTER III
GENERAL PROVISIONS
(EMPLOYMENT)

13. Faculty Employment:

The faculty appointments shall be made to the following positions (ranks):

a. Professor
b. Associate Professor
c. Assistant Professor
d. Lecturer

14. Selection Board (for Faculty Appointments/Promotions):- Provision for the Selection Board has been made under Para 6 of the SCHEDULE of The Lahore Leads University Act 2011 providing for THE FIRST STATUES. Accordingly, it is constituted as under:

A. **Composition:**

(1) The Selection Board shall consist of–
(a) Vice Chancellor (Chairman);
(b) Dean of the faculty concerned;
(c) Chairperson concerned;
(d) one member of the Board to be nominated by the Board;
(e) one eminent scholar to be nominated by the Board; and
(f) one expert in the subject to be nominated by the Secretary to Government, Education Department.

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

(3) The members, other than ex-officio members, shall hold office for a period of three years.

(4) The four members of the Selection Board shall constitute the quorum for a meeting of the Selection Board.

(5) No member, who is a candidate or whose family member is a candidate, for a post to which appointment is to be made, shall take part in the proceedings of the Selection Board for selection of a candidate for such post.

(6) In selection of candidates for the post of a Professor, Associate Professor, the Selection Board shall co-opt or consult three experts in the subject concerned and in selecting candidates for other teaching posts, two experts in the subject concerned, to be nominated by the Vice

Chancellor from a standing list of experts for each subject approved by the Board on the recommendation of the Selection Board.

(7) The Board may revise the standing list of experts of a subject on the recommendation of the Selection Board.

B. **Functions of the Selection Board. –** The Selection Board shall–

(a) consider the applications and recommend to the Board of Governors, the names of suitable candidates for appointment to teaching and other posts and recommend suitable salary for the selected candidate concerned; and,
(b) consider all cases of promotion or selection of officers of the University; and recommend the names of suitable candidates for such promotion or selection to the Board of Governors;
(c) The Board of Governors may revise the standing list of experts of a subject on the recommendation of the Selection Board.

15. Faculty Appointment Procedure:-

(1) The demand for the faculty member (s) shall be initiated by respective Chairperson of an academic department and sent to the Dean of the Dean of the Faculty;

(2) The Dean of the Faculty, with his / her comments / recommendation, shall forward it to the Vice Chancellor for approval;

(3) After approval of the demand, referred to above, the Registrar shall send it to the Human Resource (HR) Department for further processing;

(4) The HR Office shall send the applications of the candidates for the required position(s) to the Chairperson of the Department;

(5) The Chairperson shall, in consultation with the Departmental Search Committee [comprising of the Chairperson (Convener), two experienced faculty members of the Department] shall scrutinize the applications and short-list the prospective candidates;

(6) The cases and applications of the short-listed prospective candidates are sent back by the Chairperson to the HR Office;

(7) The Registrar, in consultation with the Vice Chancellor, shall notify the date and schedule of the meeting of the Selection Board and send calls for interview to the short-listed candidates;

(8) In case of recommendation by the Selection Board, the Registrar, with prior consent by the Vice Chancellor, shall issue the Contract for Appointment;

(9) On acceptance of the Contract for Appointment by the selected candidate, the Registrar shall allow the candidate to join the concerned post;

(10) In case of urgency the Vice Chancellor may make the appointment(s) and refer it the case(es) to the Selection Board for review / recommendation to the Board of Governors for approval / regularization;

(11) The cases of all these appointments shall be sent by the Registrar to the Board of Governors for approval / regularization in its next meeting;

(12) On approval by the Board of Governors, the services of the faculty member shall get regularized from the date of joining the post. The Registrar shall issue Notification to this effect in due course.

16. Eligibility Conditions for Faculty Appointments / Promotions:

(1) The appointments / promotions shall be processed / made in accordance with the Eligibility Conditions prescribed by the Higher Education Commission (attached with this regulation as **Appendix-2a, through, to Appendix-2d**) for different categories of disciplines, except for the faculty positions in the Department of Law where the selection is made in accordance with the Order of the Honourable Supreme Court of Pakistan dated 31st August 2018 **(Appendix-2c).** Subject to this Order of the Honourable Supreme Court of Pakistan, all other matters shall be processed in accordance with the Eligibility criteria of the Higher Education Commission **(Appendix-2d).**

(2) The promotions of the Faculty shall be considered / approved by the Board of Governors on recommendation(s) by the Selection Board.

17. Faculty Selection / Promotion Criteria:

(1) In Selection of the faculty member(s), the Selection Board shall consider the following parameters for assessing suitability of a candidate:

a. Academic Qualifications (15%)
b. University Level Teaching / Professional Experience (15%)
c. Research Publications (15%)
d. Appropriate Professional Training accomplished / Professional Project Participation / Membership or Positions in Professional Societies / Student Counseling and Advising / Service to Institution (15%)
e. Interview (40%)

(2) Average of the cumulative weightage given by the subject experts and the Chairperson shall be given priority while finalizing the ranking of the suitable candidates.

(3) Suitable salary package shall be recommended by the Selection Board with consent of the Chair.

18. Regularization of Appointments of the Ongoing Faculty:

(1) The Vice Chancellor shall refer all the cases of the ongoing faculty to the Selection Board for review / assessment and to make appropriate recommendations to the Board of Governments regarding their regularization.

(2) The Board of Governors shall examine the recommendations of the Selection Board and decide the cases as it (Board of Governors) may deem suitable.

(3) In considering / processing these case of regularization, the procedural shortcomings (if any) in the process of selection shall be disregarded.

(4) The decision of the Board of Governors shall be final with respect to regularization of Appointments of the Ongoing Faculty, and, shall not be challenged by any one, anywhere, on any ground.

19. Non-Faculty Employment – Appointment / Promotion / Regularization:

(B) The non-faculty appointments shall be made to various administrative positions (ranks), except for the positions of the Registrar, the Controller of Examinations, and, the Treasurer, who are directly appointed by the Board of Governors.

(C) Subject to sub-para (A) above, ordinarily the non-faculty appointments are made to the following categories of employees (as per requirements of the University):

a. Administrative Staff
b. Technical Staff
c. Laboratory Staff
d. Library Staff
e. Purchasing and Stores Staff
f. Support Staff
    i. Maintenance Staff
    ii. Security Staff
    iii. Service Staff
    iv. Laboratory Support Staff
    v. Library Support Staff

(D) The positions of the staff in the categories, as referred to in sub-para (B) above, are created, on recommendation of the Vice Chancellor, by the Managing Committee of the University.

(E) The appointments / promotions / regularization to the non-faculty positions to the categories of employees in sub-para “(B) a” (through) to sub-para “(D) d” above shall, initially, be made by the Vice Chancellor in consultation with the Chairman of the Board of Governors, and, forwarded to the Selection Board (for Non-Faculty Appointments) for review and recommendation(s) to the Board of Governors for their regularization.

(F) The appointments / promotions / regularization to the non-faculty positions to the categories of employees in sub-para "(B) e" (through) to sub-para "(B) f" above shall, initially, be made by the Vice Chancellor in consultation with the Chairman of the Board of Governors and the Registrar, and, forwarded to the Managing Committee for review and their regularization. The Managing Committee is hereby authorized to regularize these employees under intimation to the Board of Governors.

(G) The Eligibility Conditions (qualifications, experience, and / or, skills) and the salary packages (compensation) appointed / promoted to various non-faculty positions under the categories of employees given in sub-para "(B) a" (through) to sub-para "(B) f" above shall respectively be prescribed by the Managing Committee on recommendation(s) by the Vice Chancellor, under intimation to the Board of Governors. The Board of Governors may revise the Eligibility Conditions for a non-faculty position.

20. Selection Board (for Non-Faculty Appointments/Promotions):- Provision for the Selection Board has been made under Para 6 of the SCHEDULE of The Lahore Leads University Act 2011 providing for THE FIRST STATUES. Accordingly, it is constituted as under:

A. **Composition:**

(1) The Selection Board (for Non-Faculty Appointments / Promotions) shall consist of–

(a) Vice Chancellor (Chairman);
(b) Head of the Administrative Department concerned;
(c) One member of the Board to be nominated by the Board;
(d) One faculty member (having experience in administrative affairs) to be nominated by the Board on recommendation of the Vice Chancellor;

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

(3) The members, other than ex-officio members, shall hold office for a period of three years.

(4) The four members of the Selection Board shall constitute the quorum for a meeting of the Selection Board.

(5) No member, who is a candidate or whose family member is a candidate, for a post to which appointment is to be made, shall take part in the proceedings of the Selection Board for selection of a candidate for such post.

(6) The Board may revise the standing list of experts of a subject on the recommendation of the Selection Board.

B. **Functions of the Selection Board (for Non-Faculty Appointments / Promotions) . –** The Selection Board **(for Non-Faculty Appointments / Promotions)** shall–

(d) consider the applications and recommend to the Board of Governors, the names of suitable candidates for appointment / promotion / regularization to non-faculty positions (posts) and recommend suitable salary for the selected candidate concerned; and,
(e) consider the cases of promotion or selection or appointment or regularization of non-faculty employees of the University, and recommend the names of suitable candidates for such promotion or selection to the Board of Governors;
(f) The Board of Governors may revise the Eligibility Conditions for a non-faculty position.

21. Terms of Employment Contract (for the Employees):-

The Terms of Employment Contract (for the Employees) shall be prescribed as under:

(1) The employee shall join this University on full time basis implying thereby that he/she has left his/her earlier or present job elsewhere.

(2) For initial Six Months the employee shall be placed on probation (extendable by the University for another six months) during which this contract can be terminated by the University without notice/compensation in case of non-satisfactory performance.

(3) The continuity of the employee in the service will be subject to periodic performance evaluation.

(4) The University shall be at liberty to terminate the employment contract without any notice or compensation if, any time before/during the period of employment, the employee is found guilty of providing false information or documents, and, as well, reserves the right to claim payment of the emoluments received by the employee from this University.

(5) Subject to condition for the probation period as laid down in the opening paragraph above, this employment contract shall be subject to termination on one month's notice or payment of one month's salary in lieu thereof by either side except that the employee shall not leave the University during the course of a assigned time-limit task.

(6) In case of action by the University on disciplinary grounds, the termination of this employment contract shall consequently take place without any notice/without payment of any compensation.

(7) The employee shall be required to undertake professional and administrative work load as prescribed by the University from time to time.

(8) The employee shall be governed by the University Rules and Regulations currently in force or as promulgated / amended from time to time, applicable to your category of employees.

(9) The employee shall discharge his/her duties and responsibilities efficiently and diligently to the satisfaction of the management of the University and he/she shall not act in any manner prejudicial to the interest of the University including dual employment elsewhere.

(10) The employee shall be required to submit copies his/her your academic certificates, experience letters (if any), CNIC, and two passport size photographs, to the HR Department of the University (before or at the time of joining).The academic certificates shall be required to be duly attested by the IBCC/HEC, as applicable. In case of foreign qualification an equivalence certificate by the HEC shall as well be required – to be provided within one month of the joining (if not done).

CHAPTER III
(THE LEAVE POLICY)

22. General Policy Related to Leave

(1) As prescribed in this chapter, and unless and until otherwise specified, the leave of all categories shall be applied for in advance through each applicant's immediate supervising officer, who then forwards the request to the Registrar for further processing in due course. An approved leave form (available in the HR Office) is required except in cases that are forced due to an emergency, illness or accident.

(2) Unless otherwise prescribed in this document, all types of leave applied for shall be availed with prior approval of the Vice Chancellor of the University.

(3) All leave shall be calculated on the Financial Year, July 01 through to June 30.

(4) This Leave Policy shall be applicable to all employees (including the faculty) excepting the Vice Chancellor, the Registrar, the Managing Director, the Treasurer and the Controller of Examinations whose leave matters shall be managed by the Chairman of the Board of Governors.

(5) The Registrar shall notify all sanctioned leave matters after due approval by the competent authority / officer.

(6) The HR Department shall maintain the leave accounts of all employees and keep record of all leave matters.

(7) The following abbreviations shall be used for different kind of leaves:
CL (for Casual Leave); **SML** (for Sick / Medical Leave); **MTL** (for Maternity Leave); **STL** (for Study Leave); **SBL** (for Sabbatical Leave); **EOL** (for Extra Ordinary Leave); **LPR** (for Leave Preparatory to Retirement).

(8) Save as provided under this Leave Policy-

(a) an employee who remains absent from duty without approved leave for

up to four (04) consecutive days shall be treated as on Willful Absence from Duty without Leave and a deduction from his/her monthly pay shall be made accordingly, and, furthermore, the absence period shall be and shall be deemed to have been a break in service continuity affecting the rank seniority of the concerned employee who shall be placed at the lowest position of seniority of his/her rank.

(b) an employee who remains absent from duty without approved leave for up to ten (10) consecutive days shall be treated as on Seriously Willful Absence from Duty without Leave and shall be deemed to have been liable for termination from the service of the University without any compensation whatsoever and without any prior notice.

(9) Excepting the provisions of the Clauses 1, 2, 3 and 8 (above) of this Leave Policy, all other provisions of this Leave Policy shall be applicable to and the benefits so provided shall be available only to the Permanent Employees (duly regularized by the Board of Governors) of the University.

(10) Casual / Sick Leave for a maximum period of two (02) days shall be sanctioned by the immediate supervising officer of the employee under immediate intimation in writing to the Registrar (together with the approved leave for). Leave for more than two (02) days shall be sanctioned by the Vice Chancellor for which the application shall be sent through the Registrar after recommendation by the supervising officer.

23. Casual Leave

(1) Employees with one year or more continuous service are entitled to seven (07) working days casual leave per financial year. However, only a maximum of 03 (three) days can be availed at one time.

(2) Employees with less than six (06) months continuous service are entitled to three (03) working day casual leave per financial year. However, only a maximum of 02 (two) days can be availed at one time.

(3) General conditions related to Casual Leave:

a. Cannot be combined with other types of leave;

b. Cannot be accumulated;

c. If attached to a weekend the casual leave can be availed only in prefix/suffix of the weekend otherwise the days of weekend will be included in the casual leave;

d. The casual leave requested for in excess of prescribed period shall be treated as leave without pay;

e. A leave form must be submitted to the direct supervising officer for further necessary action in the context of leave approval by the authorized officer.

24. Sick/Medical Leave

(1) An employee is entitled to earn one (01) sick/medical leave on full pay for each month of service, up to a maximum of ninety (90) days during the entire service.

(2) Sick leave is therefore accumulated and does not expire at the end of each financial year. If, at the time of illness, an employee requires more sick/medical leave than he/she has earned, 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.

(3) A leave form must be submitted to the direct supervisor and approved in advance except in cases that are forced due to an emergency, illness or accident.

(4) If an employee is absent from work for more than three (03) days on account of illness, the University requires a medical certificate from a licensed medical practitioner indicating the need for additional leave and the expected date the employee will return to work.

25. Maternity Leave

(1) A female employee with at least one (01) year's continuous service is entitled to consecutive sixty (60) days as the Maternity Leave. A leave form 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. Only the working days of extended leave shall be on half pay and no compensation shall be granted for the non-working days. Only the Vice Chancellor can grant the extension in the Maternity Leave.

(2) Maternity leave will be granted:-
   a. once during an employee's entire service on full pay;
   b. on the second occasion, on half pay;
   c. on all subsequent occasions, without pay.

26. Study Leave

(1) Lahore Leads University strives for all-round excellence. To maintain this pursuit, it encourages its employees to obtain the best possible qualification and training for their job. The opportunity is provided through facilitation by the Study Leave.

(2) In order to improve one's qualifications, study leave within/outside Pakistan can be considered, under the following conditions. These conditions apply regardless of the source of funding for the advanced study:

   a. the employee has served Lahore Leads University for a continuous period of at least three (03) years;

   b. the course(s) of study or training shall benefit not only the employee, but also the University;

c. the employee has every intention of returning to Lahore Leads University and serving for a further period of time;

d. the employee shall not receive any salary/allowances (from this University) during the period of study leave; however, the rank seniority shall be maintained;

e. 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 re-joining and retirement, he/she must be willing to serve the University 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 Board of Governors on recommendation by the Vice Chancellor.

(3) General Conditions:

a. May be combined with other regular leave;

b. Shall be for a maximum of three (03) years; extendable to four (04) years only with the written permission of the Vice Chancellor. The total time granted for study leave will be conditioned upon the courses of study the faculty member proposes to undertake.

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

i. Arrangements must be made by the University employee from the institution, where he/she is to study or undergo training, to send directly to the Registrar, Lahore Leads University, all relevant transcripts of examinations or tests taken from time to time;

ii. The Vice Chancellor may cancel the study leave, and ask the University 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.

d. ***For Faculty Members Receiving Financial Support from Lahore Leads University for their advanced studies*:**

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

a. Before proceeding on study leave, the employee must execute a bond, on stamped paper, to serve Lahore Leads University 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:

b. Where the period of leave is six (06) months or less, the period of service is to be six (06) months. Liquidation damages will be Rs.100,000/- in

addition to the payment of amount of financial support paid by the University.

c. Where the period of leave is between six (06) months and twelve (12) months, the period of service is to be one (01) year. Liquidation damages will be Rs. 200,000/- in addition to the payment of amount of financial support paid by the University.

d. Where the period of leave is between one (01) to two (02) years, the period of service is to be two (02) years. Liquidation damages will be Rs.400,000/- in addition to the payment of amount of financial support paid by the University.

e. Where the period of leave is two (02) to three (03) years, the period of service is to be five (05) years. Liquidation damages will be Rs.800,000/- in addition to the payment of amount of financial support paid by the University.

f. In the case of an employee re-joining Lahore Leads University, 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 in addition to the payment of amount of financial support paid by the University.

e. ***For Faculty Members receiving scholarships or other support from outside Lahore Leads University for their advanced studies:***

i. Before proceeding on study leave, the faculty member must execute a letter of commitment to serve Lahore Leads University upon his/her return for a period matching the duration of the study leave. The University will retain the faculty member's Provident Fund holdings in his/her absence and will retain the faculty member's position as an employee for up to six months after the completion of his/her course of study;

ii. In case the faculty member does not abide by his/her commitment to serve Lahore Leads University upon his/her completion of studies, as referred to above, the faculty member's Provident Fund holdings will not be paid to him/her and shall be transferred to the Development Fund of the University.

27. Sabbatical Leave

Lahore Leads University recognizes the importance of occasional periods of leave from normal University duties when the employees may benefit from new experiences designed both to advance their own professional standing and, upon their return to commitments with this University, to enrich their professional and scholarly commitments;

(1) Sabbatical leave of either one or two semester duration is available to employees upon the completion of six continuous years of service. An employee may take one semester of sabbatical leave at full pay OR two semesters of sabbatical leave at half

pay. Sabbatical leave shall only be granted for a duly approved proposal by the Board of Governors.

(2) The following points describe the general conditions under which an employee can take sabbatical leave from the University:

a. Any employee seeking sabbatical leave must prepare a proposal for that leave describing the professional/academic pursuit he/she will undertake during the leave. The following list describes the activities an employee may pursue during a sabbatical leave:

   i. Full or part time study at an accredited university. The purpose of this study should be to enhance or improve professional competence in his/her current area of responsibility and/or in an adjunct area important to the employee's function within the University;

   ii. Academic or scientific research;

   iii. Occupational or professional development experiences to renew or establish credentials in an area directly related to an area tangentially related to an employee's function within the University;

   iv. Preparation of manuscripts for publication of research already completed or books related to a faculty member's function at the University.

b. Sabbatical proposals must be submitted by December 01 of the financial year preceding the proposed sabbatical. All proposals must be recommended by the Vice Chancellor before it is presented before the Academic Council for approval;

c. A faculty member can avail him/herself of sabbatical leave only if formally notified by the Registrar in due process;

d. The period of study leave shall not be counted towards or merged with the period prescribed for entitlement to sabbatical leave;

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

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

g. 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 of the students;

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

i. Should a faculty member not return to Lahore Leads University after completing his/her sabbatical leave, he/she shall have to refund the entire salary drawn during

the leave period in one lump sum failing which the due amount shall be deducted from his/her Provident Fund holdings.

28. Leave for Performing Umrah or Hajj:

(1) Leave for performing Umrah or Hajj shall be granted, with full pay, by the Vice Chancellor to the staff members who have been regularized by the by the Board of Governors.

(2) Ten days Leave for performing Umrah shall be granted once in entire service with the University.

(3) Twenty days Leave for performing Hajj shall be granted once in entire service with the University.

29. Rest and Recreation Leave:

Rest and Recreation Leave shall be granted, with full pay. by the Vice Chancellor during the summer break for fifteen days to the Faculty Members and Ten days to the Non-Faculty employees (by rotation).

30. Extraordinary Leave

Extraordinary leave without pay for a maximum period of one (01) year may be granted to the faculty and staff members after ten (10) continuous years of service to Lahore Leads University. This leave can only be granted with prior approval of the Board of Governors on recommendation by the Vice Chancellor.

31. Leave Preparatory to Retirement

The regular employees of the University reaching age of retirement from the University Service (that is 65 years, extendable by the Board of Governors) are entitled to the Leave Preparatory to Retirement for a period of three (03) months with full pay and allowances OR, in lieu thereof, for a period of six (06) months with half pay and allowances, provided that they have served the University for at least preceding twenty (20) continuous years without any break in service, in order to facilitate them to make arrangements for settlement during the oncoming post-retirement period.

CHAPTER III
MISCELLANEOUS

32. Quality Assurance Department:

(1) The Quality Assurance Department was launched by the Board of Governors in its 1st Meeting held on 14th July 2011 as the Quality Enhancement Cell (QEC), as had been required by the Higher Education Commission.. It was renamed as the Quality Assurance Department and shall, henceforth, be called the Quality Assurance Department.

(2) The Quality Assurance Department shall function in accordance with the standards, the criteria, the operational framework and the updates on the Quality Assurance / Enhancement, from time to time, of the Higher Education Commission, which stand adopted by the University.

(3) The Quality Assurance Department shall function under direct supervision and control of the Vice Chancellor.

33. Plagiarism Policy:

The University adopted the Plagiarism Policy of the Higher Education Commission, as per decision of the Board Of Governors taken in its 4th Meeting held on 7th November 2013. The HEC Plagiarism Policy, together with ancillary documents and updates, are attached with this Policy **(Appendix 3a, through, to Appendix-3g)**.

34. Policy Against Sexual Harassment:

The University adopted the HEC Policy Against Sexual Harassment, as per decision of the Board Of Governors taken in its 8th Meeting held on 30th December 2019. The HEC Policy Against Sexual Harassment, together with ancillary document, are attached with this Policy **(Appendix 4a, and, Appendix-4b)**.

35. The Faculty and the Staff Grievance Policy:

(1) The Academic Council in its 6th Meeting held on 17th July 2020 gave approval of The Faculty and the Staff Grievance Policy of the University, as under:

(2) The Faculty and the Staff Grievance Committee shall provide a means to resolve disputes which have not been resolved through the process of informal reasoned discussion. The grievance process is intended to define clearly the matters that are at issue and to assure the faculty and the staff member that the complaint or problem has been presented to and considered by appropriate University officials and bodies.

(3) **Composition of the Committee:**

The Faculty and the Staff Grievance Committee shall consist of five members, to be appointed by the Vice Chancellor.

a. A Professor of the University (Convener)
b. One Associate / Assistant Professor
c. One Lecturer
d. Two members of the administrative staff

(4) The members of the Committee shall not hold any administrative office.

(5) In the circumstance that the committee determines that a member may have a conflict of interest or a personal bias related to the grievance, the convener shall request the Vice Chancellor for a substitute / replacement.

(6) The tenure of the Committee members shall be two years.

(7) **Responsibilities of the Committee:**

The Faculty Grievance Committee shall:

a. Determine whether policies or procedures have been violated, misapplied, or misinterpreted; or practices have been unfairly administered, and, as a result one's professional or academic standing has been adversely affected;

b. Assist, upon written request from a member of the faculty or staff, in the investigation and resolution of grievances;

c. Make recommendations to the Vice Chancellor regarding steps that are necessary to assure resolution of the grievance.

36. General Conduct of the Employees:

It is expected that the employees shall refrain from exhibiting a conduct that in conflict with law, the rules and regulations of University. A violation can initiate a disciplinary action against the defaulters. The University's Academic Council and the Management Committee shall formulate / approve the Terms of Reference in this connection.

37. Dress Ethics:

The employees of the University are expected to wear decent and, professionally and socially accepted dress. Wearing of vests, low-necks, jeans, joggers, and slippers are prohibited. A Dress Code may be released after approval by the Management Committee.

38. Submission to Law:

All employees of the University are expected to completely submit to the Law of the State.

39. Conflict of Interest:

It is be desirable that the employees of the University shall desist from accepting gifts or favors (in cash or in kind) directly or indirectly, or any other engagement that is, or likely to be, prejudicial to the interests of the University.

40. University's Data Protection Policy:

The University do hereby adopts the Data Protection Policy of the Higher Education Commission (currently released in the Draft), with immediate effect. It shall be replaced with the final document in due course of time. **(Annex-5)**

41. Other Benefits:

Subject to availability of the resources, the University may launch the Contributory Provident Fund and the Medical Insurance, etc., for its employees, at an appropriate time.

42. REMOVAL OF DIFFICULTIES.–

If any difficulty arises in giving effect to any of the provisions of this Regulation, the Vice Chancellor (in consultation with the Chairman of the Board of Governors) may, give such directions, as he may consider necessary for the removal of such difficulty.

THE LLU REGULATION No. 1 of 2020 is passed and promulgated by the Board of Governors of Lahore Leads University under provision by the Section 28 of the Lahore Leads University Act of 2011 on this twenty-eighth day of the month of October 2020.

Vice Chancellor,
Secretary: Board of Governors,
Lahore Leads University, Lahore

Chairman,
Board of Governors,
Lahore Leads University, Lahore