NED UNIVERSITY OF ENGINEERING & TECHNOLOGY



FACULTY HANDBOOK



Issued by:
Quality Enhancement Cell (QEC)
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Foreword

This faculty handbook contains all the required information that every faculty member should know during his/her stay at this University. It includes details about University administration, Statutory Bodies along with information about responsibilities and entitlements of faculty members. Procedures for purchase of material are also elaborated in this handbook. It is hoped that this handbook will be very useful for all concerns. There is a possibility of having minor errors into this handbook that will be rectified in the next issue. All the documents that are mentioned in this handbook are available in relevant departments and can be referred to whenever further explanation or details required.

I hope this handbook would help faculty to understand their responsibilities and facilities/benefits.

Dr. Sarosh Hashmat Lodi Vice-Chancellor

Vision

"Be a leader in enabling Pakistan's social and economic transformation."

Mission

"Acquire education and research excellence in engineering and allied disciplines to produce leadership and enabling application of knowledge and skills for the benefit of the society with integrity and wisdom"

Quality Policy

"NED University of Engineering and Technology believes in establishing environment conducive to continual improvement its efforts for providing the highest-level quality education.

The University is making all out efforts to raise its standards through teaching excellence and quality research. These efforts are carried out with involvement of the entire university work force – to obtain utmost possible satisfaction of its customer.

Our endeavors are to make our students useful to the society in particular and to humanity in general. In dealings with industry and utilities, attempts are made to maintain standards of integrity as well as quality."

1. University Leadership / Heads of the Departments

Vice Chancellor Dr. Sarosh H. Lodi

Pro Vice Chancellor Prof. Dr. Muhammad Tufail

Dean (CPL)
Prof. Dr. Mir Shabbar Ali
Dean (MME) Acting
Prof. Dr. Muhammad Tufail
Dean (ECE)
Prof. Dr. Saad Ahmed Qazi

Dean (ISH) Acting Prof. Dr. Noman Ahmed
Dean (CPE) Prof. Dr. Muhammad Tufail
Dean (AMS) Prof. Dr. Noman Ahmed

Director QEC and MR ISO 9000 Prof. Dr. Asif Ahmed Shaikh Deputy Director QEC – I Dr. Muhammad Aslam Bhutto

Deputy Director QEC – II Dr. Muhammad Wasif

Deputy Director QEC – III Dr. Riaz Uddin

Registrar (Acting) Syed Ghazanfar Hussain
Additional Registrar Syed Imtiaz Ahmed
Deputy Registrar (Academics) Syed Muhammad Tarique

Deputy Registrar (Coordination & S&G)

Deputy Registrar (Establishment-I)

Deputy Registrar (Establishment-II)

Mr. Khalid Makhdoom

Ms. Fareeha Maqsood

Ms. Muhammad Ali Memon

Director Finance Mr. Muhammad Sajeeruddin

Deputy Director Finance (Funds) (Acting) Ms. Sadaf Wajahat
Deputy Director Finance (Accounts) Syed Sarwar Imtiaz

Resident Auditor (Acting) Mr. S. M. Hasan Shamsie

Director ORIC (Acting) Dr. Syed Mehmood Hasan

Director General NED Academy Prof. Dr. Rizwan ul Haq Farooqui

Controller of Examinations (Acting) Mr. Safi Ahmed Zakai

Deputy Controller of Examinations Syed Rafiq ul Hoda

Director Planning & Development (Acting)

Engr. Ashfaq Ahmed Khan

Director Works & Services

Engr. Syed Wasi Uddin

Controller Student Affairs (Acting) Dr. Ali Hasan Mehmood Director Industrial Liaison (Acting) Dr. Muhammad Amir Qureshi

Principal Medical Officer (Acting) Dr. Mariam Alam

Director IT (Acting) Dr. Muhammad Asad Arfeen

Librarian (Acting) Ms. Huma Sardar Director Procurement Mr. Abdul Wahab

2. University Campuses

NED University of Engineering and Technology contains three campuses namely;

- 1. Main Campus: NED University of Engineering & Technology, University Road, Karachi 75270, Pakistan. Telephone: (92-21) 99261261-8.
- 2. LEJ Campus: NED University LEJ Campus 81-A, Block-3, Memom Co-operative Housing Society, Karachi. Telephone: (92-21) 99230602 4.
- 3. City Campus: NED University City Campus Maulana Din Muhammad Wafai Road, Karachi-74200. Telephone: (92-21) 99213058.

Campus Plans are available at the University Website: https://www.neduet.edu.pk/

3. University Act, Statutes and Regulations

i) University Act

The University Act was passed by and can be amended only by the Provisional Assembly of Sindh.

ii) Statutes

Approved and amended by University Senate and/or Chancellor. Recommendations are made to the Senate through the Syndicate.

iii) Regulations

Approved and amended by the Syndicate. Recommendations are made through Academic Council, Financial and Planning Committee, and Selection Board.

iv) Rules

All the University bodies may define their rules of business. (Note: For details please refer to the University Code)

4. Statutory and other Bodies

i) Board of Studies (BoS)

All Professors / Associate Professors of each department are members of its BOS. Under specified circumstances, Assistant Professors / Lecturers may also be appointed as members of this body by the Academic Council for three years at one time. One expert is also appointed as member by the Vice Chancellor - for three years. The Chairperson is ex-officio Chairman of BOS; the Area Coordinator is its Secretary. All academic issues can be discussed in the BOS - including research proposals, any changes in courses, regularity of classes / practical, customer feedbacks, improvements in workbooks, designing new courses or programmes etc. (For details, see page 46 & 47, University Code - Vol. I)

ii) Board of Faculty (BoF)

All Professors and Chairpersons of departments in each Faculty are

members of this body. The Dean presides over meetings of BOF, while Deputy Registrar (Academic) acts as the Secretary in all Faculties. Two Associate/Assistant Professors from each department are also nominated by each departmental BOS for three years at one time. Three teachers are also nominated by the Academic Council as members of each BOF for three years at any time. All academic related issues recommended by Boards of Studies in that Faculty are discussed and recommendations submitted in Academic Council.

Note: Details regarding faculties in this University are contained in the Organogram at the last page.

iii) Academic Council

Vice Chancellor (Chairman), Pro Vice-Chancellor, The Deans, All Professors, All Chairmen, Principals of affiliated colleges, two eminent engineers nominated by Chancellor, Education Secretary of the Provincial Government or his Additional Secretary, Chief Librarian and Controller of Examinations are also members of this body. Registrar is the Member/Secretary of Academic Council. All academic matters recommended by Boards of Faculties are reviewed and recommendations made to the Syndicate for approval. (For details, see page 20 to 22, University Code – Vol. I)

iv) Advanced Studies & Research Board (ASRB)

Vice Chancellor (Chairman) Pro Vice-Chancellor, all Deans, three nominees of each Syndicate and Academic Council are the members of this board. One senior faculty member holding PhD degree is assigned as Secretary ASRB. The tenure for the nominated members is three years. (For details, see page 47 & 48, University Code – Vol. I)

All research related matters are discussed in ASRB. Research Proposals for the degree of Masters/PhD received from Board of Studies through Dean concerned are vetted and approved/deferred. Quarterly Progress Reports for each Research Student/Scholar are also evaluated by this body. Amendments in the Statutes / Regulations related to research are also recommended by this body to Syndicate/ Senate through Academic Council.

v) Finance and Planning Committee (FPC)

Vice Chancellor (Chairman), Pro Vice-Chancellor, all Deans, Registrar, One nominee each from Chancellor, Senate and Syndicate are members. Director Finance is the Member / Secretary of FPC. University Budgets, all financial proposals including those for creation of new posts are discussed in this Committee and recommendations are made to the Syndicate. (For details, see page 50 & 51, University Code – Vol. I)

vi) University Development Working Party (UDWP)

Vice Chancellor (Chairman), Pro Vice-Chancellor, all Deans, Registrar, one nominee each from Chancellor, Senate and Syndicate and Director Finance are the members. Director Planning and Projects is the secretary of UDWP. All projects worth more than two million are discussed by this body and

recommendations are made to Syndicate for approval.

vii) Affiliation Committee

Vice Chancellor (Chairman), Pro Vice-Chancellor, All Deans, two Professors nominated by the Academic Council and Director Technical Education,

Sindh are members of this Committee; it can also co-opt not more than three experts. The main function of this Committee is to inspect educational institutions seeking affiliation with the University and advise the Academic Council thereon.

(For details, see page 50 and 51, University Code – Vol. I)

viii) Selection Board

Selection Board consists of Vice Chancellor (Chairman), Pro Vice-Chancellor, Chairman or member of Sindh Public Service Commission, Dean and Chairman concerned, one member of the Syndicate and two other persons of eminence to be appointed by Syndicate. The Selection Board meets whenever required to select / recommend candidates for appointment as teachers or officers in the University i.e. those in grades 17 and above of the National Pay Scales.

(For details, see page 49 & 50 of the University Code – I)

ix) Syndicate

The Syndicate is the highest executive body of the University. The forum meets once in a quarter. Vice Chancellor C hairs meetings of the Syndicate and Registrar acts as Secretary. Pro Vice-Chancellor, One MPA, one High Court Judge, two members of Senate, Education Secretary or his Additional Secretary, Nominee of HEC, One Dean (to be nominated by Chancellor), elected representatives of Professors / Associate Professors / Assistant Professors / Lecturers, three eminent persons nominated by Chancellor, One Principal of an affiliated college, one Alim, and one lady nominated by the Chancellor are members of this body. All University Regulations are approved by this body after considering recommendations as well as executive proposals; only Statutes, Budgets and the Annual Reports have to be reviewed and submitted to the Senate for its approval.

x) Senate

The University Senate which is the highest legislative body of the University meets at least once every year under the chairmanship of the Chancellor; Registrar acting as Secretary. All University Professors, Heads of Departments, Chairmen, all members of Syndicate, four University teachers other than Professors (to be elected by all University teachers), Principals of affiliated colleges, Chairmen of Boards of Intermediate and Secondary Education, one elected Registered Graduate, two eminent engineers nominated by the Chancellor are Members of this body; it is also the only Statutory Body meetings of which are open to the Press.

xi) Board of Review (University Level)

The Board of Review was established as prescribed after ISO 9001

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certification to review activities of the Quality Management System in the University. Pro Vice Chancellor, all Deans, Chairmen and Heads of members of this Board. Vice Chancellor Departments are the and Director Quality C hairperson Enhancement (OEC) is member/secretary. Two meetings of this Board are held every year.

5. Responsibilities

i) As Faculty Member

You will be assigned theory / practical class(es) by the concerned Chairperson. Two classes for each subject are held in each week. Academic year comprises thirty weeks (Twenty-two weeks before and eight weeks after each summer vacation) with sixty classes for each subject. Gazetted holidays may come during the academic year but in no case, may the number of classes be less than 90% of the total classes i.e. 54 out of 60 classes.

You have to submit one Course plan for each subject to the Chairperson of your department (before commencement of classes) on the approved format indicating topics and number of classes required for each topic. During the Semester and Supplementary examinations, you will also be assigned responsibilities as invigilator by your Chairperson.

ii) As Class Advisor

You have to prepare the time table for the class (theory/practical) of which you are appointed as class advisor. This time table is usually made in consultation with all the teachers teaching subject(s) for that particular class. During the semester, you should ensure that classes are held regularly and that extra classes are also arranged whenever required. During the 14th and 15th week of Semester, online student feedback are to be filled by all the students designated to you as a class. Online student feedback is available on student's portal and its status can be monitored through the Class Advisor Portals. You may also be assigned the responsibility of Factorum during examinations this includes helping the Chairman responsibilities of invigilation to faculty members, receiving question papers, script sheets and other related documents from representatives of Controller of Examinations - and most important of all peaceful conduct of examinations.

iii) As Area Coordinator

You have to assist the concerned Chairperson in implementing Quality System Procedures in your Department; also to arrange BOS meetings with approval of your Chairman at least once every quarter.

Key performance indicators as defined in the SOP (Academic) are to be continuously monitored for yearly objective being properly implemented in your Department. You will be provided proper training for such work by QMC.

iv) As Chairperson

You will report to the concerned Dean and exercise all administrative and financial powers entrusted by the Statutes, Regulations and/or assigned or delegated from time to time. Your responsibilities would include development of class timetables, course distribution to faculty members and approval of course plans. You will also be responsible for maintaining student attendance records, regular conduct of classes and practical, monitoring of online student feedback, scheduling of examinations, and for functioning as Head Invigilator and appointing invigilators during examinations. It is also the responsibility of Chairperson to ensure Quality Education through conducting regular Board of Studies meetings, implementing Quality management System (QMS) and directives from the QEC.

6. Entitlements

i) Non-Practicing Allowance

Non- practicing allowance is granted to Professional Engineers / Architects / Medical Doctors registered with PEC / PCATP / PMDC who are not engaged in any other work besides from their regular work at the University. They should send their applications along with copies of their relevant Council membership certificate and undertaking not to indulge in private practice while in University service to the Registrar through the concerned Chairman and Dean.

ii) Class Advisor / Area Coordinator Allowance

Any faculty member assigned such duties is entitled to extra allowance. After such nomination such allowances are added to salary account by the Finance Department – the incumbent need not to apply for the same.

iii) Other Allowances

Some other allowances – number being dependent on their scale - are also added to salaries of all faculty members. These include Medical Allowance, Computer Allowance, PhD Allowance (for PhD Degree holders only), PhD Supervisor and Co-Supervisor Allowance, Entertainment Allowance (BPS 19-22 only), Senior Post Allowance (BPS 20-22 only) and Orderly Allowance (BPS 20-22 only). Other details are available on DF Portal in Pay and Allowances.

iv) Loans and Advances

Different types of loans and advance facilities are available for the faculty members, such as; house loan, motorcycle loan, computer purchase loan, GP Fund advance loan, Eid Advance loan, Benevolent fund and encashment of leave at the time of retirement.

v) Medical Benefits

All faculty members / employees as well as their family members (parents, spouse and children) are entitled to medical facilities. OPD facility is available at the University Medical Department. Several Hospitals / Dental Clinics are also on the University panel for Direct Payment and or Reimbursement System. In other Hospitals/medical/dental institutions treatment is subject to certain limits as detailed below;

a) Direct Payment System

These hospitals registered with the University provide for University Employees and their family members being admitted without payment; such hospitals are paid directly by the University.

b) Reimbursement System

Employees have to pay all hospital charges during treatment. They have then to submit their bills to the Medical Department for reimbursement at approved rates after discharge from the hospital.

In either case, the employee has in all cases to inform the Medical Department within 48 hours after admittance in any hospital.

<u>N.B.</u> The list of hospitals for each of the above categories is available on the website of the Medical Department. All employees have to fill in a medical form and a card, and send to Registrar through the concerned Chairperson for availing these facilities.

vi) Leave

All faculty members are entitled for following types of leave;

a) Casual Leave

University Employees are entitled to Casual Leave upto 25 days in each calendar year but ordinarily not to exceed ten days at any time. In special cases, however, it may be permissible to extend this to fifteen days. No employee can however leave his Headquarters during Casual Leave. (More details on pages Nos. 86-87 in University Code – Vol. III).

b) Study Leave

The Syndicate can grant study leave to any University employee in permanent employment who holds any teaching, research or administrative post and has not less than three years, service. Three years at one time is the maximum period for grant of study leave. Study leave can be combined with vacation or other regular leave. (More details on page Nos. 83-84 in University Code – Vol. III).

c) Extra Ordinary Leave (Leave without pay)

Leave without pay may be granted on any ground up to the maximum of five years at a time provided the employee to whom such leave is granted has been in continuous service for a period of not less than ten years; in case an

employee has not completed ten years of continuous service, extra ordinary leave without pay for maximum period of two years can be granted at the discretion of the Head of department.

(More details on page No. 80 in University Code - Vol. III).

d) Hajj Leave

A University employee (Muslim) shall be entitled once in his tenure of service 45 days special leave on full pay for the performance of Hajj. The leave shall not be debited to his/her leave account.

e) Maternity Leave

Maternity leave may be granted on full pay, outside the leave account, to each female University Employee to the extent of ninety days in all from the date of its commencement or forty-five days from the date of her confinement, whichever is earlier. Such leave can however not be granted more than three times during her entire service. Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to any female University employee – the leave salary to be paid during maternity leave remaining un-affected.

(More details on page Nos. 78-79 in University Code – Vol. III).

f) Disability Leave

Disability means any injury caused to or inflicted upon any University Employee in consequence of performance of his prescribed duties. Disability leave can in no case exceed 730 days.

(More details on page No. 79 in University Code – Vol. III).

g) Special Leave

Any female University Employee, observing the "Iddat" on the death of her husband may be granted special leave on full pay, when applied for, not exceeding 130 days. The leave shall not be debited to her leave account. (More details on page No. 78 in University Code – Vol. III).

h) Sabbatical Leave

The Syndicate may grant Sabbatical leave to any teacher who has served in the University for at least seven years and is confirmed in service. Sabbatical leave is only for short training courses, doctoral fellowships or research projects, etc. Sabbatical leave cannot exceed three months at any time and maximum of 9 months during the entire service.

(More details on page No. 85 in University Code – Vol. III).

vii) Accommodation at University

Accommodation in the Main University Campus is available to the Regular Faculty members as per their entitlements. House Ceiling is deducted from the salary in case of accommodation in the University Staff Colony.

viii) Sports Facilities

Sports and Gymnasium facilities are available in the Main Campus and faculty can use it without paying any fee.

ix) Jama Masjid Bait-ul-Mamoor

A central mosque is available in the Main Campus for the Muslim Prayers and other religious activities.

x) Staff Center

Staff center is available in the Main campus with the air-conditioning and canteen facilities for all the faculty members and officers of the university. The substantial rate and good quality meals are available in the staff center.

xi) Day Care Center

Day care center is available in the Main Campus for the faculty and staff members to facilitate female faculty and staff members.

7. General

i) Bank Account

Every new appointee has to open his/her bank account in any bank (NBP/ HMB NEDUET is presently most suited branch). The account number should be communicated to the Finance Department by sending an internal memo. Salary and other payments would then be transferred to his/her account under intimation online. Salaries are usually transferred on the first working day of each month.

ii) Email and Internet Account

To open an email / internet account, one form is to be obtained from the Internet Centre and re-submitted there along with all requisite details.

iii) Library Membership

To avail library facilities, membership form has to be filled up. This form can be obtained from the Engr. Abul Kalam Library and submitted therein after filling up all requisite details. Faculty members are entitled to borrow maximum ten books for 21 days and may be renewed online and manually alternatively.

xii) Opportunities for Higher Education

University encourages its faculty members to enhance their qualifications. Scholarships are available in the University Budget and also through Higher Education Commission for this purpose. Indigenous PhD programme is also available in the University exclusively for faculty members holding Masters Degrees.

v) Purchase of Materials/Books

If one has to purchase material / equipment / furniture for the department / laboratories, requisition form – not indents are to be filled and sent to Assistant Director (Procurement) through concerned Chairperson. All stock items – including Wooden Furniture have to be requisitioned from the Central Stores.

N.B.

- a) All new Faculty Members must learn to distinguish between Requisitions and Indents; the former are for Stock items to be drawn from anyone of the Stores Depots in the University whereas Indents are for non-stock items for which Purchase Orders have to be placed on the 'trade' whether indigenous or imports from abroad.
- b) For purchase of books, requisition form is to be sent to Librarian through the concerned Chairperson.
- c) All stationery items are obtained from Central Stores through requisitions by each department and provided to each faculty member according to his/her requirements.

8. ISO Certification

i) Documentation

NED University of Engineering & Technology is an ISO 9001:2015 certified institution. It acquired this certificate initially in November 2002 for three years; and after surveillance audits during these periods, it was recertified several times. In August 2017, new ISO standards have been adopted by the university. All working procedures and formats of this University have of necessity to be properly documented; development of the system ensures proper control of all documents/ formats.

The documents related to ISO 9000 certification, which are all entirely in accordance with the University Act, Statutes and Regulations are as under; a)

Quality Policy

b) Quality System Manual

- c) Quality System Procedures
- d) Quality Plan
- e) Standard Operating Procedures

All these documents are available in each and every department and faculty and employee portal (QMS Section); they have to be correctly implemented. The monitoring mechanism available in the University for their Implementation includes inter alia Internal/Surveillance Audits, Customer Feedback, Board of Review and Customer Complaints. Constant vigilance is also essential.

ii) Training

All newly appointed Faculty Members are required to undergo thorough training arranged by ISO (Quality Management Cell); three types of training are arranged, details thereof being as under: -

- a) Orientation Training
 This is arranged to make them aware of proper teaching methods and
 conduct of classes; in their own interest. They should try to grasp all
 the instructions provided.
- b) Quality Management System
 This training is arranged by the Quality Management Cell only for newly appointed / designated Chairmen/ HoD /Area Coordinators to make them aware of the University Quality Management System. Each Chairperson / HoD has also the responsibility for arranging similar but somewhat different training for all new appointments in their concerned Departments.
- c) Annual Training
 Quality Management Cell also arranges various training programmes
 throughout the year. These programmes being arranged according to
 requirements of all teaching and non-teaching departments. These
 programmes are intended to improve performance of all departments
 as well as the University in its entirety.

9. **QEC and its Responsibilities**

The Quality Management Cell (QMC) of the NED University of Engineering & Technology is performing the assigned duties since 2002 and carrying out its activities with the principle objectives of customers' satisfaction, continual improvement and conformance to standards. After the advent of Quality Assurance Agency (QAA) of Higher Education Commission (HEC), the University has also established the Quality Enhancement Cell (QEC) in 2012 and adopted the QAA requirements related to quality in education in addition to the 'Quality Management System' already in practice.

The main responsibilities of the QEXC are:

- Faculty/Employee development through trainings
- University Ranking
- QEC Ranking
- Self-Assessment of academic programmes
- Quality Assurance in affiliated colleges
- HEC NOC for the new Academic Programmes
- Masters/PhD Programme Evaluation
- Institutional Performance Evaluation

10. Adoption of OBE System of Pakistan Engineering Council

The University has adopted Outcome Based Education (OBE) and Outcome Based Assessment (OBA) for all Bachelor of Engineering programmes as recommended by

Engineering Accreditation Board (EAB) of Pakistan Engineering Council.

11. University Policies and Guidelines

Procurement Handbook

Different policies have been adopted by the NED University according to the guidelines of HEC and university requirements. Following policies are displayed on prominent locations of the University.

Faculty Portal

Vision, Mission and Quality Offices, Laboratories/website etc. Act, Statutes & Regulations Faculty Portal QMS Document Faculty Portal Dress Code Policy Noticeboards Women Harassment Policy Quick Links on NED UET Website Admission Guidelines NED UET Website **Examination Regulations** Prospectus on NED UET Website **Employee Conduct** University Code on Faculty Portal Student Handbook NED UET/CSA Website PhD Regulations **ASRB** Website Regulation for Research Ethics **ASRB** Website Plagiarism Policy **ASRB** Website

12. Information Dissemination and Communication Channels

Apart from having a comprehensive website of the university (www.neduet.edu.pk/), departmental websites are also available in the link "Facilities and Departments" (https://www.neduet.edu.pk/faculties_and_departments). Following portals are used to distribute and control the information to the stakeholders.

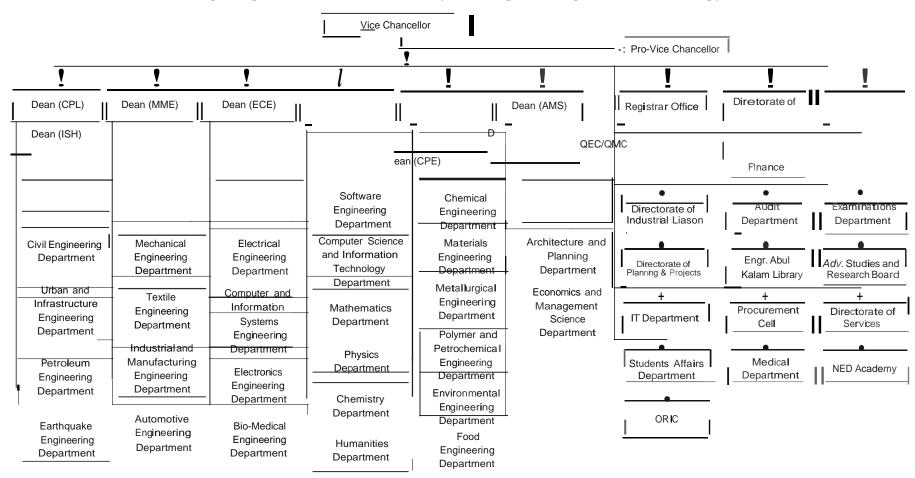
S. No.	Type of Portal	Purpose
1.	Admission Portal for the candidates http://admissions.neduet.edu.pk/admissions/user_login.jsp	Online admission form and document submission system. Admission information is also available here.
2.	Online Helpdesk http://admissions.neduet.edu.pk/admissions/ user_login.isp	To enquire any information about the admission system or process.
3.	Student Portal http://www.neduet.edu.pk/usms	To perform course registration, fee payment, attendance, examination schedule and results.
4.	Internet Service Portal http://www.neduet.edu.pk/services/index.html	To login for the internet services and its status.
5.	Students Job Portal http://neduet.rozee.pk/	Portal for the internship and job applications and their status.

6.	Faculty Portal	To access the Office orders/notifications from
	www.pl	registrar, Pay Slip, other DF related information,
		class held status and students' attendance, lecture
		uploading facilities, University Act/Statutes and QMS
		documents
7.	Zimbra e-Mail	E-mail service of NED University of Engineering and
	mail2.neduet.edu.pk	Technology.

Following figure provides the interface of the Faculty Portal.



Organogram of NED University of Engineering and Technology



Quality Enhancement Cell I NED University of Engineering & Technology