

NUML EMPLOYEES HAND BOOK

CATEGORIES OF EMPLOYEES

1. **Categories:** The university employees have following two categories: -
 - a. Category I - Academic & Administrative Staff in BPS-17 & above
 - b. Category II - Academic & Administrative Staff in BPS 1 to 16

2. **Types of Faculty**
 - a. Permanent (Regular)
 - b. Contractual
 - c. Visiting

3. **Types of Staff**
 - a. Regular
 - b. Contractual

4. **Appointing Authority**
 - a. **Category-I.** Appointment of employees in Category-I shall be made by the Board of Governors on the recommendation of the Selection Board.
 - b. **Category-II.** All other appointments in Category-II shall be made by the Rector.

5. **Selection Board.** The faculty is selected through a Selection Board after short listing as per HEC Criteria. The candidates are called for interview. Following Selection Board interviews the candidates:-
 - a. Rector – Chairman
 - b. Director General NUML
 - c. Two external subject experts of relevant discipline
 - d. Whole time member of Higher Education Commission or his nominee
 - e. Senior most faculty member of relevant discipline
 - f. A nominee of the Ministry of Education not below the rank of BPS-19 Officer.
 - g. Registrar
 - h. Director QEC
 - i. Coopted Member Director HR

STATUTORY BODIES

6. **Board of Governors (BOG).** Headed by COAS as Chairman BOG or his nominee, the Board has the mandate of controlling the affairs of the University including laying down the policies of the University.

7. **Executive Committee.** Rector is the Chairman of the Executive Committee. The Executive Committee shall deliberate on various aspects related to the functioning of the University and recommend specific measures to the Board for approval.

8. **Academic Council.** Rector is the Chairman of the Academic Council. The Academic Council shall act as an advisory and implementing body for the decision of the Executive Committee on all matters relating to the conduct of examinations, revision and updating of course syllabi, quality of education, duration of all courses including conduct of post graduate classes in specific disciplines.

9. **Faculty Board of Studies.** Rector is the Chairman of Faculty Board of Studies. The Board of studies ensures implementation of the decisions of BOG, the executive committee and the academic council on all matters relating to academic standards, examination and research.

KINDS OF LEAVE

FACULTY

10. **Casual Leave.** A teacher shall be entitled to casual leave upto 10 days in a year.
11. **Medical Leave.** Medical leave shall be earned by a teacher @ 1/11th of the period spent on duty. Medical leave so earned shall be granted on half average pay. Medical leave of half average pay shall be accumulated upto a maximum of 12 months.
12. **Study Leave.**
 - a. Study leave with average pay may be granted to a teacher who has put in at least three years service in the University on regular basis.
 - b. Study leave on average pay may be granted to a teacher for three years through the entire service of a teacher. Provided that this period may be extended for a period of one year by the Board of Governors.
 - c. This extended period shall be treated as Study leave without pay.
 - d. Whereas a teacher/employee does not return after completion of the granted period of leave he will be penalized at least with double the payment of amount he was receiving as an employee. A case for his/her this repatriation will also be initiated.
 - e. When an employee does not successfully complete his degree/ qualification he will have to pay back the entire amount/ emoluments he/she received during the course.
13. **Extraordinary Leave.** University teacher who has put in two years service in the University on regular basis may be granted extraordinary leave without emoluments. The extraordinary leave without emoluments so granted shall not exceed five years throughout the entire service of a teacher and normally not exceeding one year at a stretch.
14. **Maternity Leave.** A female teacher shall be entitle to maternity leave on full pay for a period not exceeding three months, provided that the date of confinement falls within the period of leave and the leave does not exceed six weeks beyond the date of confinement.
15. **Sabbatical Leave**
 - a. On completion of every ten years of service, a University teacher may be granted sabbatical leave for twelve months or on completion of five years service six months sabbatical leave on average pay.
 - b. Normally a teacher shall not be allowed to proceed on sabbatical or extraordinary leave during the middle of a semester.
 - c. Sabbatical leave shall only be granted for undertaking research at a recognized centre.
 - d. Sabbatical leave shall not be combined with any kind of leave except for completion of research work for a maximum period of three month with summer vacation.
16. **Earned Leave.** A University teacher may earn leave at the rate of one day for every calendar month of duty rendered.
17. **Special Leave.** A female teacher on the death of her husband may be granted special leave on full pay when applied for not exceeding 130 days. This leave shall not be debited to her leave account.
18. **Leave not due.** It may be granted on full pay to be offset against leave to be earned in future, for a maximum period of 365 days in the entire period of service subject to the condition that during any period of five years of service it shall not exceed 90 days in all.
19. **Disability Leave.** Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advise as the Rector may consider necessary to University employee disabled by injury, aliment or disease contacted in course or in consequence of duty or official position. Leave salary during disability leave shall be equal to full pay for the first 180 days on half pay for the balance period.

STAFF

20. **Casual Leave.** An employee shall be entitled to casual leave upto 20 days in a year.

21. **Medical Leave.** Medical leave shall be earned by an employee @ 1/11th of the period spent on duty. Medical leave so earned shall be granted on half average pay. Medical leave of half average pay shall be accumulated up to a maximum of 12 months.

22. **Study Leave.**

- a. Study leave with average pay may be granted to an employee who has put in at least three years service in the University on regular basis.
- b. Study leave on average pay may be granted to an employee for three years through the entire service of an employee. Provided that this period may be extended for a period of one year by the Board of Governors.
- c. This extended period shall be treated as Study leave without pay.
- f. Whereas a teacher/employee does not return after completion of the granted period of leave he will be penalized at least with double the payment of amount he was receiving as an employee. A case for his/her this repatriation will also be initiated.
- g. When an employee does not successfully complete his degree/ qualification he will have to pay back the entire amount/ emoluments he/she received during the course.

23. **Extraordinary Leave.** University employee who has put in two years service in the University on regular basis may be granted extraordinary leave without emoluments. The extraordinary leave without emoluments so granted shall not exceed five years throughout the entire service of an employee and normally not exceeding one year at a stretch.

24. **Maternity Leave.** A female employee shall be entitled to maternity leave on full pay for a period not exceeding three months, provided that the date of confinement falls within the period of leave and the leave does not exceed six weeks beyond the date of confinement.

25. **Earned Leave.** A University employee shall earn leave on full pay. It shall be calculated @ four days for every calendar month of duty rendered and credit to the leave account as leave on full pay..

26. **Special Leave.** A female employee on the death of her husband may be granted special leave on full pay when applied for not exceeding 130 days. This leave shall not be debited to her leave account.

27. **Leave not due.** It may be granted on full pay to be offset against leave to be earned in future, for a maximum period of 365 days in the entire period of service subject to the condition that during any period of five years of service it shall not exceed 90 days in all.

28. **Disability Leave.** Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the Rector may consider necessary to University employee disabled by injury, ailment or disease contracted in course or in consequence of duty or official position. Leave salary during disability leave shall be equal to full pay for the first 180 days on half pay for the balance period.

29. **Lump sum payment in case of in-service death.** If a University employee dies while in service lumpsum payment equal to full pay up to 180 days out of the leave at his credit shall be made to his family as defined in the Service Statues.

PROHIBITION AGAINST PRIVATE TRADE

30. No whole time employee shall engage directly or indirectly in any trade, occupation or business nor shall he engage in any remunerative work without obtaining prior permission of the Rector. This shall also apply to any fee payable for duties in connection with an examination of any University, Federal or Provincial Public Service Examination or any other Autonomous or Semi Autonomous Educational Institution.

31. An employee shall, however, be eligible to receive without special permission any award offered by the federal or Provincial Government or learned body by the Public endowment or trust approved by the University in recognition of his merit, distinction, research or any other achievement.

EFFICIENCY AND DISCIPLINE RULES

32. Federal Government efficiency and discipline rules are adopted in toto.

MISCELLANEOUS INSTRUCTIONS

33. Immediately upon appointment an employee have to provided Medical Fitness Certificated from the authorized Govt hospital. Employee has to fill the joining report, available with the HR Branch and return it duly endorsed by respective Dean/HOD/Director to HR Branch so that Finance Branch is informed and salary slip is prepared/issued in time.
34. Similarly, approach the security office, obtained the required form and deposit duly filled with two passports size photographs and attested copy of CNIC with Security Office so that NUML Identity Card (I.D) is issued.
35. Wearing of NUML Identity card is mandatory for all employees of the University.
36. In case you wish to avail the bus facility, approach Transport Section, obtain the requisite form and deposit duly filled with two passports size photographs and challan form of subscription (to be obtained from Finance Branch with the transport section so that bus pass is issued.
37. Within a fortnight of joining, deposit your educational documents duly attested by HEC with the HR Branch. In addition, where required also submit equivalence certificates.

CONCLUSION

37. An effort has been made to reflect essential information for the guidance of the faculty members and Staff. However, HR Branch will be most willing to provide any additional information, if required.

Note: The contents of this handbook are to be read in conjunction with NUML Service Statutes and University Ordinance No.XVIII of 2000 dated 29 May 2000.