



HAJVERY UNIVERSITY (HU)
MANUAL
FOR INSTRUCTORS

**FACULTY HANDBOOK AND
SUPPORT SERVICES**

April 2013

Introduction

Message from the Dean

This manual is developed to provide Instructors with a comprehensive overview of the University policies and administrative procedures relevant to their involvement in courses and programs. This manual references all pertinent academic standards/practices, student relation's guidelines, and administrative responsibilities of instructors involved in delivering courses. We encourage you to review this manual in full and then to utilize it as a point of reference throughout your involvement with Hajvery University (HU).

This Manual is a work in progress and therefore may be revised as the need arises or as circumstances require. Your suggestions for improvement of this Manual, as well as the delivery of HU courses/programs and services in general, are therefore always most welcome.

Thank you for your involvement in course/program delivery and for your demonstrated commitment to lifelong learning.

Sincerely,

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Prof. Dr. Muhammad Khalid Pervaiz
Dean
Faculty of Management and Social Science
Hajvery University (HU)

A. General Information

1. Expectations from Instructors

In signing their contracts, Instructors agree to carry out and fulfill Hajvery University's (HU), Faculty of Management and Social Science educational objectives. This involves a number of general requirements and expectations, as outlined below.

a. *Standards*

The Instructor is required to provide the students with an educational program and experience that meets the standards of the Teaching and Evaluation Strategies (please read them thoroughly).

b. *Preparation*

The instructor is required to prepare adequately for course instruction and to provide the student with a course and materials that:

- Reflects current theoretical and applied concepts based on generally accepted contemporary literature in the relevant areas of study;
- Enrich students knowledge and experience in the relevant areas of study;
- Meet the specific professional development objectives of the student, where courses are designed to meet professional or career-related objectives, and the specific academic objectives of the student where courses are designed to meet academic and/or degree study related activities.

c. *Teaching Style*

The instructor is required to adopt a teaching style that is appropriate and responsive to the needs of learners. For instance, this can be met by drawing on the relevant and appropriate experiences of both the student and instructor and by providing opportunities for the student to question and express opinions.

d. *Feedback*

The instructor is required to provide regular informal and/or formal (as the case dictates) feedback to the students through individual consultation, and where applicable, assignments and examinations.

B. Before a Course Starts

Once the course has been allocated to the Instructor, it is important for him to prepare for the course adequately according to the standards prescribed by the **Teaching and Evaluation Strategies**.

The Instructor should get all Course outlines, teaching materials etc. approved from the Dean or Academic Quality Administrator during the first week of the classes.

1. Designing the Course

a. *Course Description*

Faculty of Management & Social Sciences at Hajvery University (HU) follows the HEC Business Curricula Revised 2012 (for Management courses). The Instructors should follow the respective course content / outline and should exceed the basic requirements.

b. *Course Outline*

The Instructors must follow a standardized course outline. The electronic template is available and will be sent to the Instructor. The instructor is expected to fill the course outline template and email to Dean, Prof. Dr. Khalid Pervaiz (drkhalidpervaiz@hup.edu.pk). The basic structure/layout of the template cannot be changed and has to be followed rigorously.

The Instructor is expected to have at least two meetings with the Dean. First meeting should be during the first week of the class, in which the course outline should be discussed and approved by the Dean. Second meeting should be two weeks before the Final exam, in which the Final exam paper is discussed and approved by the Dean.

2. Planning Course Resources

In preparing the course outline, the instructor will need to determine the resources to be used in delivering the course. These include the textbook, handouts, and other learning resources such as use of multimedia, power point slides, guest speakers etc. Please note however, that all guest speakers must have the approval of the Dean or the Registrar.

a. *Field Trips*

The Instructor may determine that field trips are an important feature in the delivery of a course. For any activity that takes place off the University campus, where the Instructor wants to use an outside organization's premises or facilities, the Instructor must consult with the Dean or the Registrar.

b. *Guest Speakers*

Instructors are encouraged to invite guest speakers where required for good delivery of course. However all guest speakers must be pre-approved by the Dean or the Registrar.

3. Preparing for Course Start

a. *Reviewing the Course Start Package*

In the week prior to course start, the department will provide the Instructor with a copy of the class list, a copy of the HEC course outline, instructions on administrative procedures, and/or materials for course evaluation.

It is the responsibility of the instructor to review this package thoroughly prior to meeting the first class.

C. While a Course is in Progress

Instructors, in collaboration with the Dean, are responsible for the academic quality of the course. Instructors are also responsible for select administrative duties as specified by the Department, including but not limited to communicating administrative announcements on behalf of the Department and reminding students to complete the online teacher / course evaluation form.

1. Administrative Duties

a. *At the First Course Session*

At the first session of the course, the instructor is expected to perform a number of administrative responsibilities outlined in the instructor's course start package. During the first class, the instructor must also teach an appropriate amount of course content to provide students with an understanding of the nature of the course.

b. *Classroom Allocation*

If the allocated classroom is found to be unsuitable, the instructor must immediately notify the Department to relocate, if available, a more appropriate room. An instructor may not move to another classroom without the express approval from the Department and only after all students has been notified of the change.

c. *Student Attendance*

The day before the course begins, the Department will provide the instructor with a class list to assist in knowing who to expect in the course. This is important for several reasons, including full or minimum 80% attendance is a requirement for all programs of the Faculty of Management & Social Sciences. Therefore, the instructor must keep an accurate record of student attendance.

Instructors should take attendance of the students at the beginning of every session. The Instructors should motivate and encourage students to attend all classes. If a student whose name does not appear on the class list attends the course, the instructor must record the student's full name, home addresses, and telephone numbers, and inform the Department on the next business day.

On occasion, students may ask for permission to leave class early or arrive late. The students are informed that they should contact the instructor in advance as soon as they know that they will be missing a full or partial class.

At the end of the semester, the instructor will give an accurate attendance percentage for each student, on the attendance register. Students with less than 80% attendance will be penalized and shall not be allowed to sit in the final exam.

d. Course Evaluations

During the term of the course, instructors are asked to remind their students that they are required to complete on a confidential basis, one or more course evaluation forms regarding the course content, organization, and the effectiveness of the instructor's teaching. This evaluation process provides the Department and Instructor with important information that is used on a confidential basis to refine and develop future programs.

i. Online Evaluations

For most courses, student evaluations will be done through an online anonymous survey. The department will provide the students with the website information where they can complete their evaluations online.

2. Administrative Duties in Exceptional Circumstances

a. *Canceling Classes*

It is a policy of Faculty of Management & Social Sciences not to cancel classes unless entirely unavoidable (e.g. on occasions when the University is officially closed). **Instructors must not cancel, miss, terminate, or shorten scheduled classes except in exceptional circumstances (e.g. illness or emergency). In the event that an instructor shortens a scheduled class session by more than 30 minutes, the instructor shall notify the Dean on the morning of the next business day.**

If a class is cancelled, where reasonably possible, the Department should be given adequate notice so that students may be contacted.

i. *Make-up Sessions*

If a class is shortened or cancelled for whatever reason, a make-up session must be provided. The instructor with the approval of the Dean shall arrange the date of the make-up session.

iii. *Substitute Instructor*

Should an instructor be unable to teach a scheduled class, the instructor may make arrangements to have a qualified replacement teach instead, only with the pre-approval of the Dean / Registrar (if allowed). Any financial compensation to the replacement is the responsibility of the instructor. The Department must be well informed in advance and approve of all such arrangements.

b. Safety

Consistent with Criminal Law, the University strictly prohibits any form of criminal or disruptive behavior. An instructor who is witness to any of the following behaviors must immediately report the incident to the Registrar / Dean / Director Administration as appropriate regarding:

- Assault, sexual harassment, or threats endangering the health and safety of others, what is commonly understood as "stalking;"
- An individual who is carrying or using a weapon (e.g. a gun, a knife);
- Damage to property, or evidence of breaking and entering;
- Unauthorized use of Hajvery University facilities, equipment, or services, including the unauthorized use of computer equipment;
- Incidents of illegal drugs / alcohol leading to conduct that endangers the individual(s) involved or others, results in damage to property of the University or disrupts activities, or interferes with the rights of other persons.

D. Instructor-Student Interaction

In general, it is the duty of instructors to perform their teaching responsibilities with academic integrity, competence, and effectiveness. Instructors must teach within the guidelines and content of the official course description and instructors must respect the dignity of each student.

a. *Standards of Behavior*

While keeping to the content of the course description, instructors should encourage a free exchange of ideas between themselves and their students. In encouraging this exchange, instructors must ensure an atmosphere of respect for themselves and for each student.

i. *Discrimination*

In accordance with University policies, instructors must not discriminate or give any unfair treatment based on gender, race or ethnic origin, religion, political or social ideology, or any arbitrary reason.

ii. *Offensive Language*

Individuals or groups of students should at no time be subjected to demeaning, derogatory, or socially offensive language spoken by either the instructor or a student.

iii. *Disruptive Behavior*

When confronted with a disruptive individual who does not respond to reasonable requests to modify his/her behavior, the instructor must immediately notify the Administration.

b. *Consultation*

During the term of the course, the instructor shall make himself / herself available to students for reasonable consultation regarding the students' progress in the course, using either formal or informal methods of evaluation, as the case dictates.

c. *Evaluating Students*

Instructors must strictly follow deadlines for marking, returning assignments to students, and reporting interim and final marks to the Department.

In each semester, students are required to appear in quizzes, mid terms, final examination, give presentation, participate in-group discussions, and submit projects/assignments/lab reports. These (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. For guidelines please refer to the Teaching & Evaluation Strategies.

E. Grading Scheme

a. *Grading for Programs*

Students registered in Degree programs will be evaluated using the following categories of achievement:

Grade	%	Description
A A-	85 - 100% 80 - 84%	Thorough knowledge of concepts and/or techniques and exceptional skill or great originality in the use of those concepts, techniques in satisfying the requirements of an assignment or course.
B+ B B-	75 - 79% 70 - 74% 67 - 69%	Thorough knowledge of concepts and/or techniques with a fairly high degree of skill in the use of those concepts, techniques in satisfying the requirements of an assignment or course.
C+ C C-	65 - 66% 60 - 64% 55 - 59%	Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.
D	50 - 54%	Average level of knowledge
F	Below 50%	Insufficient knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment or course.
DNA		Did Not Attend - The student did not attend, did not withdraw, and did not submit course work.
DNC		Did Not Complete - The student did not complete the course.

Faculty of Management & Social Sciences

Contact Information:

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Dean

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QEC Future Plan

1. Set a data bank of information related to quality and feedbacks.
2. Building a dynamic web portal & making it live in the upcoming quarter.
3. Regular interactions with local and international quality enhancement offices.
4. Arrange awareness seminars on Self assessment Program and quality assurance.
5. Conduct short courses on technical matters related to quality.
6. Facilitate local chamber of commerce and industry on standards, quality and WTO matters.
7. Assist laboratories to get international recognitions through accreditation.
8. Look into the possibility of getting ISO 9001 recognition.