

HAJVERY UNIVERSITY

STAFF HANDBOOK

2016-2017

WELCOME

Welcome to Hajvery University Business School! We are glad you have chosen to join us. These policies are intended to give you an overview of your obligations and responsibilities during your employment here. We believe many of your questions about your work at Hajvery University Business School will be answered in these policies. The development or amendment of these policies is solely at the discretion of Hajvery University Business School. It is a good habit to check periodically to make sure you have the most recent version of these policies. These policies replace any previous versions and supersede any and all memoranda or previous policies/practices here at Hajvery University. If there is any question about a current policy, this Faculty Handbook should be the primary guide. Please review these policies carefully and ask your supervisor/ department head if you have any questions. May your work here at Hajvery University be a rewarding experience for you.

Best wishes as you work with us.

OVERVIEW

Hajvery University (HU)'s Faculty and Staff Handbook has been prepared to provide a summarized ready-reference to those procedures, policy statements and regulations that are of particular concern to members of Hajvery University faculty and staff. It does not claim to be a comprehensive documentation of all of the Institutional matters. It is intended that this handbook will provide introductory information about the Institute to new and existing members of Hajvery University and will also serve as a convenient reference on HR policies and procedures. This Handbook is also available on the official website. The information in this handbook is subject to change as and when deemed necessary. Amendments will be issued to keep this document up to-date.

MESSAGE FROM DEAN

I welcome you all to Hajvery University (HU).

Hajvery University (HU) is chartered by Govt. Of Pakistan as Degree Awarding University and is ranked as top category University by Higher Education Commission of Pakistan (HEC). Hajvery University (HU) is an interdisciplinary research and teaching university offering 23+ degree programs from Bachelor's to Doctorate level, to over 8,500 male and female students studying in Seven diversified faculties.

Teaching is a very important undertaking which necessitates effort, patience, commitment and focus. Your success in your studies is the primary goal of each of us. The teaching offered at Hajvery University (HU) is the starting point of your professional career.

Please keep in mind that teaching at Hajvery University will enable you to integrate global qualities with local characteristics by supporting the development of cultural, social and conceptual values as well as your emotional intelligence. The quality of "global citizenship" you will be adopting within the boundaries of Hajvery University will support you in the path to success in your future careers by equipping you with the skills of leadership, mobility, harmony and cooperation. The fundamental values which will be assisting you throughout the entire process should be morality, knowledge, reality and development.

I assure you that each and every staff member will be supporting you with an 'open door' policy. Our fundamental aim is to ensure happy, peaceful and high-quality teaching years for you.

Prof. (Tenure) Dr. Muhammad Khalid Pervaiz

Dean of Hajvery University Business School,

Hajvery University (HU), Pakistan

Charter, Reputation and Accreditation

HU has been granted the Charter by the Government of Punjab and its degrees are fully recognized by the Higher Education Commission (HEC) of Pakistan. HU is ranked among the handful of prestigious "W category" universities by the HEC. "W" category is the highest and most prestigious ranking among Pakistani universities. This means that our degrees are recognized locally, nationally and internationally which is why a degree from HU is a real investment in your future.

Hajvery University (HU) is also recognized as an Autonomous University by:

- Govt. Of Punjab
- Govt. Of Pakistan
- Higher Education Commission (HEC) of Pakistan
- Pharmacy Council Of Pakistan
- Engineering Council of Pakistan (PEC)
- Board of Intermediate and Secondary Education (BISE)



The Punjab Gazette

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LAHORE WEDNESDAY OCTOBER 2, 2002

GOVERNMENT OF THE PUNJAB
LAW & PARLIAMENTARY AFFAIRS DEPARTMENT

NOTIFICATION

2nd October 2002

No. Legis. 13-80/2000/P-II. The following Ordinance promulgated by the Governor of the Punjab is hereby published for general information.

THE HAJVERY UNIVERSITY, LAHORE, ORDINANCE, 2002

PUNJAB ORDINANCE NO, LIX OF 2002

AN ORDINANCE

to provide for the establishment of the Hajvery University, Lahore.

Preamble.- Whereas it is expedient to provide for the establishment of the Hajvery University, Lahore and for matters ancillary and connected thereto in the manner hereinafter appearing;

And whereas the Provincial Assembly of the Punjab stands dissolved and the Governor is satisfied that circumstances exist which render it necessary to take immediate action;

And whereas under Article 4 of the Provisional Constitution (Amendment) Order No.9 of 1999, as amended by the Chief Executive Order No 11 of 2000, the Governor of a Province may issue and promulgate an Ordinance;

Now, therefore, in exercise of the aforesaid powers and all other powers enabling him in that behalf, the Governor of the Punjab is pleased to make and promulgate the following Ordinance:-

1. Short title and commencement.- (1) This Ordinance may be called the Hajvery University, Lahore, Ordinance, 2002.

Vision and Mission

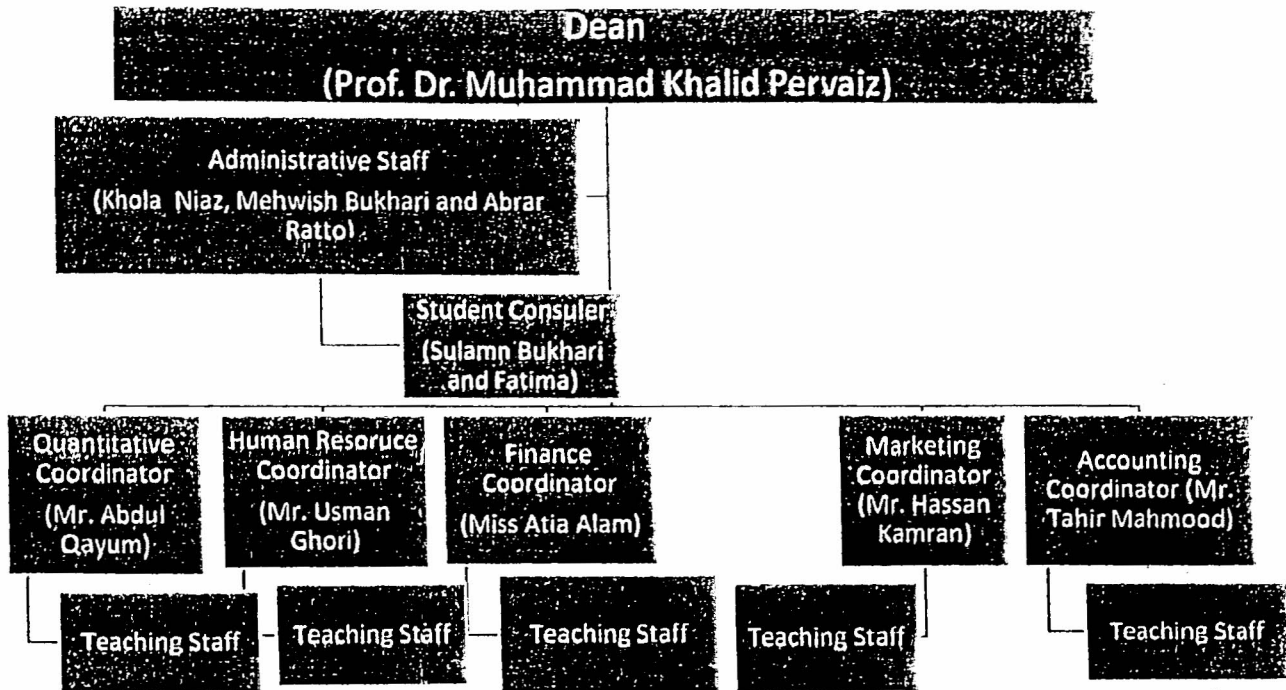
Hajvery University contributes to the intellectual, social and economic development of the communities as it serves through teaching, research and enterprise of the highest standards.

- Our Business school upholds the following University values:
- Excellence - delivering the highest standards and rewarding excellence
- Innovation - developing and incorporating new ideas and ways of operating
- Enterprise - being resourceful, entrepreneurial and nurturing talent
- Equality - promoting inclusivity and valuing diversity
- Social responsibility - ensuring the understanding and care of people and stewardship of environmental and public resources

Goals

- To provide a student experience of the highest standard
- To be a research intensive Faculty, committed to knowledge generation, transfer and commercialization
- To be a recognized and respected member of the international community of Business Schools contributing to national and global agendas
- To deliver our programs and services through a sector-leading, high-quality sustainable and cost-effective infrastructure

Organization Chart



The HU Difference: Facts

We are all vying to be different, as people, as organizations, and as institutions, as it is perennial to our success and to our growth. To put HU in the right perspective one must be aware for our ethos or the mission statement: HU is committed to imparting knowledge and cultivating a society of enlightened minds. We believe education is the liberating force which allows an individual to live a worthwhile life of personal satisfaction, and be of service to others as a human being and a citizen.

However to gain the stature which enables us to touch, inspire and educate societies we must raise ourselves to that caliber: within this realm lies our aspiration. Hajvery University has not one but countless areas where it can differentiate itself from other local universities. We have three purpose built university campuses, which are all located in an area which can be described as the most posh area of the city; it is where the inhabitants of Lahore gather to experience Lahore. City life is an integral part of the learning experience especially if you are coming from another city or country.

Unlike many Pakistani universities which are located painfully away from the city life. Hajvery University has the edge of catering for young and seasoned professionals who work in the mornings and can easily attend university in the evening due to its centralized location.

- **HU in Top Ranking:** Ranked Top Category by HEC as a W category University, HU is continually ranked by local and international bodies as a leading private sector university in South Asia region.
- **The Study Environment:** All lecture halls are equipped with multimedia projectors and several other modern latest teaching aids. HU has undoubtedly the best of pharmaceutical and engineering labs. The computer labs, fashion studios, theatres, auditoriums and textile labs provide for the best and brightest minds of the society. Our HU's Euro campus provides the ultimate learning environment for students and young professionals alike with the cornucopia of facilities accessible to them. Our facilities, systems, infrastructure and people can be ranked as among the best in Pakistan.
- **Personalized Attention:** At HU you will get personalized attention, when you join you can discuss your future road maps with the career counselors, the teaching faculty at HU is will never say No to a question and will gladly assist you after the class times. The administration is will ensure your university environment is up to the mark or a daily basis, and will always be there to help you.
- **Faculty:** Our faculty welcomes the young minds with the slogan: we know a lot and are ready to share with you! The teaching faculty at HU includes 235 full time members as Head of Departments, Deans, Professors and Associate Professors most of whom hold PhD's or are qualified from prestigious universities from all over the world. We also have 138 visiting faculty members who are not only specialists in their specific fields but also continually reinforce their particular disciplines through effective interaction with their specific industries, and incorporate up-to-date knowledge in their instruction.
- **Ranking & Accreditation:** Hajvery University has been granted the Charter by the Government of Pakistan and its degrees are fully recognized by the Higher Education Commission (HEC) of Pakistan. HU is ranked among the handful of prestigious 'W category' universities by the HEC. "W" category is the highest and most prestigious ranking among Pakistani universities. This means that our degrees our degrees are recognized locally, nationally and internationally which is why a degree from HU is a real investment in your future.
- **Most Hi-Tech Campus:** Whether you want to make a PowerPoint presentation for your class, communicate with your professor through our server or just poke someone on Facebook, HU has several computer labs spread across both campuses carrying hundreds of computers, all of which are equipped with the latest in computing technology and LCD monitors. For those who like to carry their Laptops they may connect to free Wi-Fi anywhere in the campuses.
- **Library:** Each campus has its own library, which carry tens of thousands of journals and textbooks relevant to your needs. HU's Libraries have a huge collection of reference books, government documents, research material, multimedia collection, journal collection,

company annual reports, press clippings and electronic database. Apart from that subscription of several magazines such as Time, Fortune, Harvard Business Review, Economist and many others are also placed for students. Libraries at HU have computers facility as well for students who want to research in a quiet environment. HU has membership of DIGITAL LIBRARY & VIRTUAL LIBRARY: Any book, journal, statistics, research material along with the whole self-sustained world of literature in almost any language is made available to students, because we at HU take the needs of best and the brightest seriously.

- **Career Development Office & Links with the Industry:** HU has developed and continually develops linkages with industries which give our students the opportunities and a platform to outshine. We have signed MoU's with Banks, IT Firms, Pharmaceutical Companies, Media Industry, and firms from any sector who share our dedication-to become the pioneers of innovation. Currently we are collaborating with a venture capitalist software house which will make for us, the most comprehensive online career development office. Through which we can bring our alumni, current students and the employers on the same page. Completion of Higher Education Programs result in brighter employment prospects, we believe completing higher education programs from HU should give more than that. Other local universities do not take career services as importantly as we do.
- **Personality Enhancement:** At HU we conduct Personality of the Month series, in which Month we invite a successful personality, may it be an entrepreneur, a high ranking executive, TV anchors, or any other walk of life. Our students get a chance to interact with them and learn more their success stories to find the inspiration of their own lives.
- **Spirit of Internationalization:** Universities are places with the inherent ability to give its inhabitants a variety of perspectives and opportunities. HU is a pioneer university from Pakistan among the pool of 20 established universities across the European Union and this region which collaborate among them under the umbrella of EU funded program: ERASMUS MUNDUS. Our students and faculties have the opportunity of going aboard for professional development and EU will bear all costs. While other universities may stop here, we haven't we are very actively trying to further engage foreign established universities in range of programs such as split degree, dual degree, exchange of knowledge and research opportunities.
- **Broadening horizons:** Our mission statement incorporates that this university provide education, which is both affordable and accessible but with any compromise on standards, to the masses:
 - **Multan:** HU is adding another huge campus in the 3rd largest city of Pakistan to cater for the locals of City of Multan. It would also be a state of the art campus with the best and most modern learning facilities. The campus itself would be an architectural wonder for the residents of the city.
 - **Dubai, UAE:** HU is crossing borders in near future and opening its first offshore campus in Dubai, UAE. The place has already been acquired and very soon we would be launching our pioneer offshore campus.

We extend our hospitality to you and invite you to come see for yourself, the quality education that we are imparting and our dedication to it. Meet and interact with our faculty members, management and students of the university.

The Faculty:

Faculty categories include: (1) regular appointments which may lead to tenure, (2) limited though renewable appointments which do not themselves lead to tenure, and (3) non-tenure special appointments including research appointments, part-time appointments, affiliate appointments, and administrative appointments with part-time teaching responsibilities.

- Regular Faculty Appointments: These positions are renewable appointments which may lead to tenure following the probationary period. Candidates shall be informed in writing at the time of initial appointment of conditions that will govern the making of tenure decisions.
- Non-Tenure Track Faculty Appointments: These positions will be limited term, renewable appointments which will not lead to tenure at Hajvery University. Clear notification of the non-tenure track status of a position will be given at the time of initial appointment and at all subsequent reappointments. If a tenure track position should open during or at the end of such an appointment, persons in these positions may apply for it on the same basis as external applicants.
 - Limited Term Appointments. These positions are full-time instructional appointments with limited renewability and do not lead to tenure. They are made for a total period of time not exceeding the probationary period for tenure.
 - Lectureships. Occasionally, it may be appropriate for the university to create full-time, non-tenure track positions that allow persons holding them to be renewed beyond the probationary period for tenure. Such renewable, non-tenure track Lectureships will be made only under the following conditions:
 - Lecturers will be appointed to teach and contribute department and university service; scholarship will not be included in their normal duties.
 - Lecturers will not be eligible for regular faculty sabbaticals but may be considered for other faculty development opportunities appropriate to their faculty duties.
 - Lecturers holding a continuing faculty appointment at Hajvery University for a minimum of six years will be eligible to be considered for promotion to Senior Lecturer based on the performance of their duties in teaching and service.
 - Senior Lecturers will be reviewed at least once every six years under the same procedure used for periodic review of tenured faculty.

- Faculty appointed to lectureships may hold the following titles: Lecturer, Senior Lecturer, Associate Professor of the Practice, and Professor of the Practice.
- Visiting Appointments. These appointments will normally be made to positions where regular faculty are on leave of absence, sabbatical leave, or research or administrative assignment. In normal situations, visiting appointments will be made for the length of the absence of the faculty member or the length of the research or administrative assignment. In unusual cases, appointment may be extended. Visiting appointments, however, are always made in direct relationship to faculty who are away from their regular assignment.
- Non-Tenure Track Special Appointments: The following positions have duties significantly different from other appointments. They are non-tenure track in nature, and they are not regular faculty appointments. There is no restriction on the length of time an individual may serve on a non-tenure track special appointment.
 - Research Appointments. Research appointments and reappointments are given to persons engaged primarily in research activities within the University. Reappointment to these positions is normally contingent on funding from non-University sources.
 - Part-time Non-Tenure Track Faculty Appointments. Part-time appointments are those in which (i) a person's workload is less than a regular full-time load and (ii) the responsibilities of the position exclude some of those expected of a regular faculty member, such as administrative responsibilities (e.g., committee assignments), research and professional activities. Benefits for parttime employees are spelled out in statements of personnel policy and in appointment letters.
 - Administrative Appointments with Teaching Responsibilities. Some administrative appointments have limited teaching obligations as a part of their responsibilities. Since teaching is normally a relatively small portion of such duties, a person holding such an appointment is not considered to be a regular faculty member during the time of the appointment unless the member concurrently holds a regular faculty appointment.
 - Affiliate Appointments. This designation normally includes faculty who are full-time employees of another teaching or research institution and who spend a small portion of their time at university. Compensation, expectations, responsibilities, and job descriptions can vary widely and are therefore subject to individual terms of appointment.
 - Adjunct Appointments. This designation applies to regular faculty in one department, or senior administrative personnel, who are appointed with faculty

rank in another department. Appointment is to be made with the approval of the adjunct department.

Requirement in the Workplace:

- **Civility and Mutual Respect:** As members of the Hajvery University, staff, faculty, and students are expected to interact with each other with respect and consideration. When a university member's conduct varies from this expectation, it is the responsibility of the manager, director, department chair, or dean who supervises the person engaging in the inappropriate conduct to address it. Inappropriate conduct covers a broad range of behavior from rude, obnoxious, bullying behavior to threats of violence. The level of danger in the behavior determines the action that the supervisor should take.
- **Expected Behavior:** Each member of the Hajvery University is expected to treat other members with civility and respect, recognizing that disagreement and informed debate are valued in an academic area.
- **Unacceptable behavior:** Demeaning, intimidating, threatening, bullying, or violent behaviors that affect the ability to learn, work, or live in the University environment depart from the standard for civility and respect. These behaviors have no place in the academic area.
- **Violence:** Violence is behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the Hajvery University.
- **Violation:** A university member who displays inappropriate conduct is subject to disciplinary action up to and including separation of the offending party from the University, consistent with Hajvery disciplinary procedures.
- **Visitors:** Visitors, vendors, contractors, and the families of members of the university are required to display appropriate conduct at all times. Non-compliant behavior will lead to removal from the campus.
- **Ethics and Compliance:** Hajvery University's commitment to ethics and compliance provides university members with the information needed to act appropriately. The University's Standards for business Conduct provides a framework for administering University resources and establishes guidelines for acceptable standards of behavior.
- **Conflict of Interest:** Hajvery University staff members have a fundamental obligation to act in the best interests of the University and not allow outside activities or financial interests to interfere with that obligation. As part of this responsibility, staff members are expected to apply their time and effort appropriately and use University resources toward University ends. Staff members must use their position, time, and Hajvery resources in a manner that doesn't detract from their University responsibilities. If a staff member's actions provide inappropriate personal advantage, or are detrimental to the University's

mission, they present a conflict of interest that must be avoided or managed appropriately. In order to identify and address actual or perceived conflicts of interest, all staff members are required to complete a staff conflict of interest disclosure on an annual basis.

- **Preventing violence: Weapons** of any kind, including any toy or facsimile of a weapon, are prohibited on campus except for those carried by sworn police officers or University authorized security officers. Individuals licensed for concealed carry under Illinois statutes are still prohibited from carrying weapons on Hajvery University property. For permission to use prop weapons in theatrical productions on campus, contact University Police.
- **Drug-free Workplace:** Hajvery University is committed to maintaining a drug-free workplace in compliance with applicable laws. The unlawful possession, use, distribution, sale, or manufacture of controlled substances is prohibited on University premises and, if witnessed, should be reported to your supervisor, the office of Human Resources, and University Police. Violation of this policy may result in corrective action, up to and including termination of employment.
- **Dress Code/Personal appearance:** Departments or their supervisors may set standards of personal appearance and hygiene as reasonable and appropriate or the safety and operation of the department/unit.
- **Smoking:** Smoking is prohibited in Hajvery University buildings and within 25 feet of building entrances, as well as in designated outdoor facilities.
- **Personal Mail and Phone use: Mail System** The purpose of the campus mail service is to support the necessary communication of Hajvery University business. The Hajvery mail system should not be used for receiving or sending personal mail or other deliveries. Hajvery stationery is for University business use only, not for personal correspondence. It may not be used for political purposes or for purposes of organizations or activities not sanctioned by Hajvery. Hajvery expects that staff members will devote their full time energy and attention at work to their job responsibilities and duties. Personal phone calls (regardless of what phone is used) and the use of personal cell phones or other electronic devices for non-work communication is a distraction that can affect a staff member's productivity and efficiency, as well as workplace safety. Staff members who bring personal cell phones or other electronic devices to work for execution of University business should limit them to incidental personal use.
- **Use of Computers and networks:** It is the policy of Hajvery University to maintain access to local, national, and international networks for the purpose of supporting its fundamental activities, which include education, research, and administration. Violation of policies for use of computers and networks is subject to corrective action, up to and including termination of employment.
- **Net Id and Email:** Each staff member is provided with a Hajvery network Id (net ID) as well as an email address for the conduct of University business. A staff member's net Id

password is not to be shared with anyone. The Hajvery net Id and its associated password are the property of the University.

Workplace Commitment

- **Policy on discrimination and harassment:** Hajvery University does not discriminate or permit discrimination by any member of its university against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.
- **Policy on Sexual harassment:** It is the policy of Hajvery University that no member of the Hajvery University – students, faculty, administrators, staff, vendors, contractors, or third parties – may sexually harass any other member of the university. Sexual harassment is any unwelcome conduct of a sexual nature where sexual favors are used or threatened to be used as a basis for academic or employment decisions (quid pro quo harassment); where the conduct creates a hostile, intimidating, or offensive academic or working environment; where the conduct has the effect of unreasonably interfering with an individual's work performance; or where other verbal, nonverbal, or physical conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity.

GENERAL

Hajvery University (HU) is chartered by Govt. Of Pakistan as Degree Awarding University and is ranked as top category University by Higher Education Commission of Pakistan (HEC). Hajvery University (HU) is an interdisciplinary research and teaching university offering 23+ degree programs from Bachelor's to Doctorate level, to over 8,500 male and female students studying in Seven diversified faculties. Education is a very important undertaking which necessitates effort, patience, commitment and focus. Your success in your studies is the primary goal of each of us. The education offered at Hajvery University (HU) is the starting point of your professional development.

Please keep in mind that studying at Hajvery University will enable you to integrate global qualities with local characteristics by supporting the development of cultural, social and conceptual values as well as your emotional intelligence. The quality of "global citizenship" you will be adopting within the boundaries of Hajvery University will support you in the path to success in your future careers by equipping you with the skills of leadership, mobility, harmony and cooperation. The fundamental values which will be assisting you throughout the entire process should be morality, knowledge, reality and development.

From time to time, living away from your families may bring you mixed feelings such as sorrow. I assure you that each and every staff member will be supporting you with an 'open door' policy. Our fundamental aim is to ensure happy, peaceful and high-quality academic years for you.

The HU edge: Our Study environment and Facilities

Campuses

HU has two purpose built university campuses at prime urban locations in Lahore, Pakistan. HU has 8 faculties, with over 5000 male and female students enrolled, and over 20,000 alumni readily applying themselves in the more than 120 countries. HU is expanding its horizons with a huge purpose built campus in Multan and another in near future in the Dubai Academic city.

We endeavor to change and adapt our teaching benchmarks with those at par with the latest and best around the globe. Our campuses are centrally air conditioned. The lecture halls are equipped with multimedia projectors among other modern teaching aids. HU has well equipped pharmacy labs, computer labs, fashion studios, theaters, auditoriums and textile labs. HU's new campus provides the ultimate environment for students and young professionals alike with the cornucopia of facilities accessible to them.

Faculty

The teaching faculty at HU includes 200 full time members as Head of Departments, Deans, Professors and Associate Professors most of whom hold PhD's or are qualified from prestigious universities from all over the world. We also have 300+ visiting faculty members who are actively involved in their respective fields, they are aware of the advancements in their areas, which they continually reinforce in their curriculum.

Latest teaching aids

At HU, we believe teaching & class environments should be pleasant and even fun! Long gone are the days of monotonous voices in the class rooms followed by copying the blackboard for hours. Teachers use projectors to deliver their lectures. The teacher student interaction is streamlined for a great learning experience. The teachers use online programs to post assignments, quizzes, related videos and articles and a whole bunch of other useful material. Why should teaching be confined to class rooms? Students can form online discussion groups, and interact with the professor at any time.

HU has the best of pharmacy labs equipment; everything from telescopes to centrifuges. The Engineering Labs are state of the art and continually improving! Our students in fashion and textile department love the use of mannequins and the latest in digital technology to translate their creative abilities on the computer.

Library

Rather than one centralized library, both campuses have their respective libraries. Both of which carry over tens of thousands of medical journals, textbooks on any subject ranging from computers to economic and newspapers. Furthermore libraries have subscriptions to several magazines such as time, fortune, Newsweek etc. Libraries at HU carry computers for students who want to research in a quiet environment.

Through the membership of DIGITAL LIBRARY & VIRTUAL LIBRARY: Any book, journal, statistics, research material along with the whole self-sustained world of literature in almost any language is only clicks away from your computer screen because we at HU take the needs of best and the brightest seriously

Computing Facilities

Computers are the need of this generation, we feel inadequate without them. So whether you want to make a Powerpoint presentation for your class, communicate with your professor through our server or just poke someone on facebook, HU has several computer labs spread across both campuses carrying hundreds of computers, all of which are equipped with the latest

in computing technology and to supplement that there are LCD monitors just for that pleasant experience we like to give to our students.

Links with the industry

Its all very good, being able to ace your exams, but a true test of a professional, in this case soon to be professionals is the field test. It is where one learns to improvise and go beyond the knowledge of ink. We have over 20,000 alumni applying themselves in countless professions, and we made sure we prepared them for the big bad world as much as we could.

This is where our links with multinational Pharmaceutical firms, Banks, IT firms, Engineering firms and links with media come into action. Every year our students go for internships in several firms in order to complete their degree and very often those companies give our students an offer before they graduate. And we just love that, but even if you don't we don't let you fall down. Our career development office never closes its doors for you.

Internships

Internships are an integral part of the learning. It gives the feel of a real world when you still have your options open. HU has linkages with firms across the nation and overseas. These firms are from every platform one can imagine: engineering, fashion, media, medicine, business and it just goes on.

Internships are also mandatory to complete certain degrees, university years is the high time to polish your interpersonal and interpersonal skills. We take into account that everyone is different, you might be shy or difficult to work with in a team and that's where we come in. Our ethos is to inspire, educate and nurture the human soul one person at a time.

Career Development Office

We don't just say that a degree from HU is a real investment in your future, we mean it and to prove it we have very dedicated people working long hours to manage links with the industry and to give you workshops on interview skills and CV writing. Moreover we have deployed an online portal which acts as a platform where the employers and can find the CVs uploaded by our current students and the alumni. And our students can apply for the jobs posted by these firms.

Transport

HU tries to facilitate its students in every aspect, it is for this very reason that we operate a transport network so students can reach the university from all parts of the city. The buses cover

all the major city routes for their convenience. In addition the public transport junction known as 7 up stop is a few minutes from both campuses making the university easily accessible.

Hostel

HU operates several hostels in close proximity to our campuses; if you are an international student, an overseas Pakistani or from another city you are guaranteed accommodation in the hostel. For convenience, girls hostels are exclusively built near the university campuses.

These hostels provide a homely atmosphere to its residents, they are safe and well maintained. We are what we eat, therefore we must eat healthy and for that purpose our hostels have their catering services to provide you with fresh food.

Student life at HU

Campus life and being a part the students union at HU is a very unique experience. We give our students a platform and the liberty to express every aspect of themselves. They can create a synergy with the HU management to arrange sports events, art exhibitions, cultural shows, social events, form societies and conduct educational seminars for the intellectual minds. Furthermore if you've got a brilliant idea, we'll gladly lend you an ear!

Extra-Curricular

Lahore itself being a metropolitan city, and the hub of all that is 'In' and 'happening' in the country provides endless possibilities of entertainment. Combine that with the close proximity of our campuses to what can be called the downtown of Lahore (since there isn't one per say) what you have is a myriad of multiplex cinemas, art theaters, restaurants and coffee shops which can make the city seem a paradise if you are a social bug.

And that's just the city life, the students at HU enjoy incredibly rich and varied social life and entertainment on campus. Popular bands perform live to the heartbeats of the students. This is just one of the endless possibilities you have on the platform we at HU give our students to rise and outshine among their peers.

Societies

Everyone likes versatile people, companies look for this quality in their employees, in social groups versatile people always have something to add and experience to share, moreover in your professional career you might be faced with the dilemma of changing careers for some divine Reason which is why it is so important to be versatile in life.

Societies play a pivotal role in polishing your interpersonal or people skills, adding to your knowledge whether in dramatics, or debating, or chess. At HU, we have several societies but we never say no to brilliant ideas, so if you are a unique individual with a unique idea share with us!

Events

Events is a broad term, it can include anything and we do just that. We arrange fashion shows to give our fashion and textile students a platform. Societies prepare theater performances, movie screening, art works even intellectual show case of their work. We on our part put their work on a stage and throw spotlights at them so the world can see them more clearly.

Sports

Doctors suggest to stay healthy one must walk for an hour at least three days in a week, we want our students to stay healthy and stay sharp. The university campuses offer spacious grounds to play a cornucopia of games, whether it's a game of badminton or table tennis or the game we all grew up playing and watching on our tv sets, the game which sets our pulse rocketing skywards, yes the game of cricket!

Cafeteria

In how many ways can you say delicious food? Our cafeteria can say it in more 100 ways in just one language, that's the number of items on their menu. But there's more, the food they serve is hygienic, its fresh and the cafeteria sitting provides a great experience on its own!

Briefs facts about semester system at Hajvery Business School

Two semesters namely spring (February-June) and fall (September-January), comprising of around 18 weeks duration each, are offered every year.

- A summer semester (July-August) is kept free for undertaking internships by the students and dedicated research time preparation/updation of courses by the faculty.
- A student is required ~~to be~~ registered for a set of courses before the start of classes of a semester after the semester dues have been paid.
- If, due to any emergency, a student is unable to continue studies for a semester; he/she has to apply for freeze of semester.
- Changes in the registration of courses (add/drop) is allowed within five teaching days from the date of commencement of a semester
- A Total of 30 lectures, each of 1.5 contact hour duration is normally delivered by a teacher making a total contact of 45 hours in a semester (for a course of 3 credit hours).
- Students are evaluated through mid-term exam, tests, assignment & quizzes and a final exam in every semester.

- Mid-term exam are normally held in the 7-9 teaching week respectively while the Final exam is held in the 18th week of a semester.
- If a student fails to appear in mid-term exam, he/she may be allowed, under special circumstances, to take the make-up of sessional test. However, make-up of terminal examination shall not be allowed under any circumstances. The distribution of marks is as followed;
 - Mid Term Exam 25%
 - Quizzes/Assignments 25%
 - Final Exam 50%
- Minimum 80% attendance is mandatory for a student in the lectures/seminars delivered in each course failing which he/she is not allowed to sit the terminal examination of the said course(s) and "F" grade is assigned to the course.
- During the semester, if a student is not able to continue, he/she can get the semester withdrawn till the mid-term exam.

Registration of Courses:

The beginning of each semester, students are required to register for a group of courses prescribed for a particular degree program and for a particular semester.

A student may change (add/drop) course(s) within five teaching days from the date of commencement of a semester on the recommendations of the teacher(s) concerned. In order to remain a full-time student of the university, a student must be registered in at least 12 credit hours of course work during a semester. The maximum credit hours of course work for which a student can register during a semester, shall not exceed 21

Freezing of a semester

A student may be allowed to freeze studies before the commencement of a semester, with the permission of the Director of a campus or Incharge of Academic Affairs. Freezing of studies for a bachelor degree program shall not be allowed for more than four semesters in total. For a Master's degree (16 years) program the maximum limit shall be two semesters in total. However, not more than two semesters in succession shall be allowed to be frozen at a time. **Frozen semester(s)**

shall count towards the time duration for completing a degree. The student may re-enroll in the same semester, which he/she had frozen. The semester fees of the frozen semester, if already paid, shall be allowed to roll over.

Freezing shall only become effective when appropriately notified, failing which the name of the absentee student shall be struck off the campus rolls. In that case, resumption of studies shall only be allowed after payment of Admission Fee.

Withdrawal of Course/Semesters:

A student may be allowed to withdraw from a course or a whole semester, as the case may be, at any time before the commencement of the mid-term exam, with the permission of the Dean of a Business School. Withdrawal from a course or the whole semester, as the case may be, shall not result in academic penalty. However, the course/semester fees shall not be allowed to roll over.

IMPORTANT: A withdrawn or frozen semester shall count towards the maximum permissible number of semesters to complete a degree program.

Departmental Notice Boards/E Notice Boards

Departmental Notice Boards and E Notices boards at the online portals available for students play a very important role as a communication mode between students and the institution. Various important information, warnings, deadlines about academic matters, fees and examination etc. are displayed on notice boards for the information and compliance of the students. Students are advised to see the notice board of their department strictly on daily basis during teaching days to avoid any kind of inconvenience. SMS facility is also available where students are sent short messages via bulk messaging facility. Students are advised to keep their mobile numbers updated with the university to remain updated through this service.

Examinations

In every semester, one mid-term and one final exam is conducted in Hajvey. Students are evaluated in each course on the basis of tests, classroom assignments, quizzes, practical work in the laboratories, and terminal examinations. The distribution of marks shall be as follows:

- Courses without practical/lab work requirement:
 - Mid-term Exam 25%
 - Quizzes/Assignments 25%
 - Final Examination 50%
- Courses with practical/lab work requirement:
 - Theory Part:
 - Mid-Term Exam 25%
 - Quizzes/Assignments 25%
 - Final Examination 50%
 - Practical/Lab work Part:
 - Mid-term Exam 25%
 - Lab Assignments 25%
 - Lab Terminal Examination/Viva 50%

The students shall have to pass separately in theory and in practical/lab work. Failure in any one, theory or practical, shall result in failure in the course. Students shall be eligible to appear in the terminal examination provided:

- They have paid all prescribed fees/charges and have been on the rolls of the campus during that semester;
- They have registered for the courses of study and have attended not less than 80% of the lectures/seminars delivered in each course and 80% of the practical/laboratory work prescribed for the respective courses.

Grading System

The minimum pass marks for each course shall be 50%. Students obtaining less than 50% marks in any course shall be deemed to have failed in that course. The correspondence between letter grades, credit points, and percentage marks is as followed:

Letter Grades	Percentage Marks
A	85%-100%
A-	80%
B+	75%
B	70%
B-	67%
C+	65%
C	60%
C-	55%
D	50%
F	0
W	Withdrawal
I	Incomplete

Make-up Exams:

At the discretion of chairman/head of the concerned department, the makeup of ~~mid~~-term exam may be permissible under special circumstances. However, make-up of final exam shall not be allowed under any circumstances.

Unfair Means in Examinations Hall:

The following shall constitute acts of unfair-means during an examination:

- Using hand signals during an examination.
- Procuring or divulging information to a student pertaining to the examination question paper.

- Concealing notes on clothing, hands, caps, shoes or in pockets.
- Supplying to a student during his/her examination, answer to a question that may or may not be contained in the question paper.
- Copying from any paper, book or note, or any electronic device, or allowing any other student to copy the answer, or using or attempting to use these or any other unfair means.
- Processing papers, books, notes, any electronic device, or any material which may possibly be of assistance in the examination, and which have been explicitly prohibited in the examination.
- Giving or receiving unlawful assistance during an examination.
- Impersonating or falsely representing a student in the examination.
- Replacing an answer book or any portion thereof.
- Mutilating an answer book by way of tearing off pages.
- Impeding the progress of an examination by any means whatsoever.
- Assaulting or threatening to assault any person in charge of an examination.
- Possessing fire-arms or anything capable of being used as a weapon of offence during an examination.
- Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc.
- Approaching or influencing an employee of the university to act corruptly or dishonestly in the conduct of an examination, declaration of examination result, or marking of paper or obtaining secret information relating to an examination.
- Intentionally or knowingly representing the words or ideas or another as one's own in any academic exercise, and failure to attribute direct quotation, paraphrase, or borrowed facts, information, or prose.
- Mutilating, altering, interpolating or erasing a certificate or other document or any record maintained by the university, or in any manner using or causing to be used, a certificate, document or record, knowing that it is mutilated, interpolated or erased.
- Any such offence, which is deemed to constitute the use of unfair-means.

Discipline

A student in first look should look like a student. His/her appearance, way of talking, dealing with co-fellows, teachers and other staff should be in such a manner that it gives an impression that student belongs to a well-educated family with well-groomed brought up. The teachers and other staff of the university deserve the same respect that is given to the elders of the family. Students are expected to respect the university, uphold what it stands for, and add to its honor and reputation by becoming a good student and a good person.

The university has a clear dress code and students are strictly advised to follow the same. Students should not wear ostentatious dresses, jewelry, jeans, joggers, t-shirts and other casual or

informal dresses/shoes. The dress and appearance of the students should be simple, decent and modest.

Students are strongly advised to refrain from all types of political and other unconstructive group activities. For healthy group activities, students may even form societies, associations or clubs with permission of authorities. However, all sectarian, political activities are strongly discouraged at the Campus; since such activities detract from studies by providing harboring ground for undesirable influences from outside, generate indiscipline among the students.

Student identity in an educational institution is of great importance. For the purpose, all the students are provided with ID Card, which will be required for identification purpose while entering into the classroom, library, labs, the Canteen, the examination halls or on various functions in the campus. All the students are bound to display it prominently at all times and show on demand to the faculty and staff of the Institution failing which student may be fined. In case, ID card is stolen or lost, immediately report at Student consular for the duplicate ID card.

The ultimate objective of an educational institution is to impart knowledge while disciplined behavior of students work as catalyst in achieving this objective. Without discipline, no institute can achieve its primary objective of delivering education and producing graduates meeting the requirement of ever-changing environment of corporate and technological world. On the other hand, without rules & regulations, discipline is not achievable. Hence, basic purpose of rules/regulations is to maintain discipline by following them in order to achieve the ultimate objective of delivering education without any hindrance.

The following, among others, are the acts of indiscipline and students are strictly advised to refrain from these activities.

- Violation of public morals, such as use of indecent and abusive language; undesirable verbal remarks and vulgar gestures; acts of moral turpitude; disorderly behavior; quarreling; fighting; insolence towards others; use of force; breaking laws; etc.
- Indulgence in acts that may cause insult or bodily injury to fellow students, teachers, officers, staff & other employees.
- Defiance of lawful authority.
- Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflict, or hatred.
- Impersonation, giving false information, willful suppression of information, cheating, deceiving, plagiarizing.
- Possession, carrying or use of any type of weapons/fire arms or explosive material in the premises of the campus.
- Damaging campus property, including its buildings, equipment, vehicles, etc.
- Using campus property, including its buildings, equipment, vehicles, etc. without lawful authority.
- Encouraging, assisting or aiding another person to commit misconduct.

- Possession, sale, distribution or consumption of intoxicants/drugs on campus.
- Using of student organizations for furthering the cause of a political party
- Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- Allowing or abetting entry of expelled/rusticated students or anti-social elements
- Shouting slogan derogatory to the institution, or to its officers or teachers.
- Inciting, staging or participating in a walkout, strike, or any other form of agitation, including unauthorized procession against the campus, or its teachers or other functionaries.
- Obstructing the smooth functioning of the campus or causing disruption of curricular/co-curricular/ extracurricular activities.