



FACULTY DEVELOPMENT PROGRAM [£] SHIFA TAMEER-E-MILLAT UNIVERSITY

Terms of Reference ^{¥ α}	Extra-Institutional enrollment			Intra-Institutional enrollment			
	Offering A: Workload Adjustment	Offering B: Financial Compensation	Offering C: Workload + Financial	Offering A: Workload Adjustment	Offering B: Financial Compensation	Offering C: Workload + Financial	Offering D: [*] Deffered payment of fee
Eligibility	2 years as a full-time and regular employee ¹	3 years as a full-time and regular employee ¹	4 years as a full-time and regular employee ¹	1 year as a full-time and regular employee ¹	2 years as a full-time and regular employee ¹	3 years as a full-time and regular employee ¹	2 years as a full-time and regular employee ¹
Privilege(s) ^β	Relaxation/adjustment ² in academic and admin duties up-to 50% ³	Reimbursement/ payment of total fee charged up-to 50% ³	Relaxation/adjustment ² in academic and admin duties up-to 50% ³ Reimbursement/ payment of total fee charged up-to 50% ³	Relaxation/adjustment ² in academic and admin duties up-to 50% ³	Waiver of total fee charged up-to 50% ³	Relaxation/adjustment ² in academic and admin duties up-to 50% ³ Waiver of total fee charged up-to 50% ³	up-to 100% of the total fee can be adjusted for deduction as per terms agreed upon from his/her salary or payable benefits ³
Service obligation(s) ⁴	Equivalent period of service with full academic and admin load	2 years for Masters and 3 years for Ph.D.	3 years for Masters and 5 years for Ph.D.	Equivalent period of service with full academic and admin load	2 years for Masters and 3 years for Ph.D.	2 years for Masters and 3-4 years for Ph.D.	Serve the institute till such time all financial liabilities are met as per terms agreed upon at the time of execution of bond/agreement.
Penalty in case of non-compliance ⁵	Payback the equivalent total cost ⁶ borne by the University	Payback 2 times the total cost borne ⁶ by the University	Payback 2 times the total cost borne ⁶ by the University	Payback the equivalent total cost ⁶ borne by the University	Payback 2 times the total cost borne ⁶ by the University	Payback 2 times the total cost borne ⁶ by the University	Clearance to terminate employment shall not be accorded by the respective unit till all financial liabilities have been paid off. In such cases where degree has not been completed, he/she shall be liable to pay the remaining fee applicable for whole of the program.
Additional liabilities ⁷	All research output (thesis, dissertation, publications, articles etc.) shall bear affiliation of the author/awardee with the University.						
	The name of University shall appear in all published manuscripts (thesis, dissertation, publications, articles etc.) as the funding agency.						
	It shall be mandatory for the awardee to apply both for scholarship and research proposal funding to atleast one funding agency i.e. scholarship programs announced from time-to-time by HEC, other foreign scholarships, national and international funding agencies etc. In case the awardee/scholar is awarded another scholarship; the University may re-negotiate the terms and conditions of the bond/agreement including his service and financial liabilities.						

[£] The Faculty Development Program and its offerings are a 'privilege' for the employee seeking professional development in an enabling environment, and should NOT be considered as a 'right'. The Dean has the authority to recommend such 'privileges' within the ambit of this policy, and after scrutiny of (including but not limited to) performance, appraisals, academic and scientific contributions, market needs, and institutional needs in areas of distinctive/specialized expertise etc. The original degree/diploma/certificate of the qualification obtained under the FDP shall be retained by the University till the time all obligations (as determined in the FDP offering/contract/agreement) are met by the student/awardee.

[¥] Faculty development program can be availed only once during the employment period of a faculty member throughout his regular service at the University. Furthermore, only one of the faculty development offerings can be selected at a time for a degree program.

^α The maximum duration for the grant of privileges shall be ascertained as the 'minimum degree completion time' governed by the admitting institution, or as specified by the HEC/regulator/program regulations e.g., 2 years for M.Phil, 3 years for Ph.D. The Dean however, through mutual agreement with the scholar, may recommend grant for lesser time duration as per departmental academic and administrative needs.

^β The term of employment during the study period under the grant of FDP shall be counted as 'regular' service period with regard to the service benefits (gratuities, health/life insurance, leave encashment etc.) associated with the final settlement of dues and charges applicable at the time of termination/cessation of employment contract, unless otherwise determined by the competent authority if so desired.

¹ Regular employee means an employee who has successfully completed his/her probation period and such appointment has been regularized through prescribed procedures. Number of years to be eligible for an offering, are the number of years as a regular employee excluding the probation period.

² Relaxation in workload means 'paid time-off' from regular University working hours. Adjustment in workload means 're-scheduling' of total working hours outside the regular University working hours.

³ The %ages for compensations/adjustments in terms of fee waivers, reimbursements, workload adjustments, and installments are the maximum offered privileges. The Dean may recommend a lower %age of compensation/adjustment as per departmental academic and admin needs.

⁴ Service obligations shall commence after the conclusion of post graduate study offering, and required to be fulfilled in light of the agreed terms and conditions in the bond/agreement.

⁵ Non-compliance constitutes (i) inability to fulfill financial obligations as agreed, and/or (ii) inability to fulfill service obligations as agreed, and/or (iii) inability/failure to complete the academic program for which the FDP offering was availed.

⁶ Total cost borne by the university includes all the expenses incurred on privileges offered (fee waivers, sponsorships, paid time-off, etc.).

⁷ These are the liabilities to which the University is entitled to in-lieu of assistance and facilitation in terms of its time, money, and use of both intellectual and infrastructural resources. Credit to the University shall be pronounced where due.

^{*} Applicable for enrolment in such programs that do not lie under the regular office working hours of employment of the candidate -or- otherwise the candidate shall compensate/adjust for the time-off of his/her studies, if any. Discount in tuition fee (20%) as per policy and subject to revision from time to time for the employees of shifa family shall be applicable for "Offering: D" only.