



## FACULTY DEVELOPMENT PROGRAM <sup>£</sup> SHIFA TAMEER-E-MILLAT UNIVERSITY

Terms of Reference <sup>¥ α</sup>	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 <sup>1</sup>	3 years as a full-time and regular employee <sup>1</sup>	4 years as a full-time and regular employee <sup>1</sup>	1 year as a full-time and regular employee <sup>1</sup>	2 years as a full-time and regular employee <sup>1</sup>	3 years as a full-time and regular employee <sup>1</sup>	2 years as a full-time and regular employee <sup>1</sup>
Privilege(s) <sup>β</sup>	Relaxation/adjustment <sup>2</sup> in academic and admin duties up-to 50% <sup>3</sup>	Reimbursement/ payment of total fee charged up-to 50% <sup>3</sup>	Relaxation/adjustment <sup>2</sup> in academic and admin duties up-to 50% <sup>3</sup> Reimbursement/ payment of total fee charged up-to 50% <sup>3</sup>	Relaxation/adjustment <sup>2</sup> in academic and admin duties up-to 50% <sup>3</sup>	Waiver of total fee charged up-to 50% <sup>3</sup>	Relaxation/adjustment <sup>2</sup> in academic and admin duties up-to 50% <sup>3</sup> Waiver of total fee charged up-to 50% <sup>3</sup>	up-to 100% of the total fee can be adjusted for deduction as per terms agreed upon from his/her salary or payable benefits <sup>3</sup>
Service obligation(s) <sup>4</sup>	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 <sup>5</sup>	Payback the equivalent total cost <sup>6</sup> borne by the University	Payback 2 times the total cost borne <sup>6</sup> by the University	Payback 2 times the total cost borne <sup>6</sup> by the University	Payback the equivalent total cost <sup>6</sup> borne by the University	Payback 2 times the total cost borne <sup>6</sup> by the University	Payback 2 times the total cost borne <sup>6</sup> 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 <sup>7</sup>	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.

### **Guidelines for the Departmental Leadership to offer/award the FDP:**

- Understand the roles and expectations of the respective faculty.
- Identify prospect leadership.
- Develop respect and trust with the faculty as learners.
- Review a wide perspective for consistent new abilities that addresses all the aspects that impact faculty success in each setting.
- Connect and align the institutional/organizational goals/needs with the faculty development goals/needs.
- Conduct a needs assessment to establish relevant program outcomes.
- Solicit timely and effective feedback through a well-defined and structured mechanism.
- Design, develop, seek approval, and implement a variety of programs to meet diverse needs.
- Develop and implement academic career counselling sessions for encouraging participation in faculty development programs.

### **Guidelines for the University Management regarding Administrative/Financial Commitment:**

- Get the vision and support of the departmental leadership for their respective faculty development goals/needs.
- Align and provide the identified prospect leadership with desired training and exposure.
- Determine and provide the necessary human and financial resources for the program.
- Focus on consistent themes for a number of years.
- Set benchmarks for faculty learning, and map them with service benefits (or) annual reward mechanism.

## **INSTRUCTIONS TO FILL THE LEGAL DOCUMENTS**

- a. All the text of the legal documents should be typed on Non-Judicial stamp papers of Rs. 200/- (Rupees two hundred only). The back of the stamp paper or the additional stamp paper(s) if required may be used.
- b. If the text extends to more than one page, each page should bear the signatures of the scholar, surety, and all concerned.
- c. The name, appointment and address of the attestation authority should be legible.
- d. The Guarantor/Surety shall be a man of means with sound financial status possessing sufficient assets of value comparable to the value of the scholarship. Surety/Guarantor may be more than one person, who will declare their property assets. The scholar may also declare his/her assets (if any). The wealth statement (declared assets) submitted as a part of the annual income tax return to FBR are acceptable documents for the said purpose.
- e. The Class-I gazetted officer verifying/attesting the assets/wealth statement should be a gazetted Government officer in BS-17 or above. The officers of autonomous bodies, corporations and Universities are not eligible to verify/attest surety/guarantee and/or declared assets/wealth statement.
- f. All legal documents must be duly attested by Notary Public.
- g. The legal documents would accompany attested photo copies of the National Identity cards in respect of the scholar, guarantor/surety, father/guardian, and witnesses.
- h. The "Offering" awarded and agreed upon between the awardee and institution shall be highlighted and attached with the agreement/bond, and shall bear signatures of both the awardee and institutional head. The details/specifications and/or ToRs of the 'offering' (if any) agreed b/w both the parties shall be endorsed (typewritten) and signed overleaf.

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**AGREEMENT**  
**FOR UNDERTAKING A COURSE OF STUDIES UNDER THE FACULTY DEVELOPMENT PROGRAMME**

THIS AGREEMENT, made at [place] on this [date], between [scholar's name] bearing CNIC [number] Son/Daughter of [father's/guardian name] resident of [current and permanent address] of the first part, hereinafter referred to as "the Scholar"

AND

The Shifa Tameer-e-Millat University, Pitras Bukhari Road, Sector H-8/4, Islamabad, of the other part, hereinafter referred to as "STMU", which is represented by its Registrar, who is duly authorized in this behalf.

WHEREAS the Scholar has approached the STMU for the award of an offering under the Faculty Development Program (FDP) in [program name, department name] at [College/Department name].

AND WHEREAS the Scholar has been duly recommended for award of the said offering under the STMU Faculty Development Program (FDP) and for the betterment of his/her future and for his/her own benefits, the Scholar hereby agrees to accept, abide by and comply with the terms and conditions set forth herein.

NOW, THEREFORE, the parties hereto are mutually agreed that: -

1. This FDP offering shall be valid for [Program name] with effect from the date on which the program starts subject to academic performance by the Scholar to the satisfaction of STMU.
2. The 'privileges' admissible under the agreed offering of Faculty Development Program shall be disbursed and/or granted (as the case maybe) subject to the complete adherence to all Rules/Regulations/Laws governing the academic as well as satisfactory performance of the Scholar in the said program. Such terms shall be signed separately (FDP Offering letter/note) and will become a part of this agreement, to be read in conjunction to the (i) bond/undertaking, and (ii) letter of guarantee.
3. The Scholar shall not change the specified course of studies nor register himself/herself for any other course or program without prior written approval of STMU.
4. The Scholar shall not undertake any other employment not relating to his/her training program, whether paid or otherwise, during his/her course of studies, without prior written approval of STMU. He/she will not engage himself/herself in any political, commercial or other activities incompatible with his/her program of studies.
5. The Scholar shall pay all necessary fees and dues at the rates as specified/notified in the agreed offering under its Faculty Development Program, prospectuses, and notifications from time to time.
6. That on completion of [program name] the Scholar shall fulfill his/her obligations as specified and agreed in the FDP offering, and to the fulfilment of the selection criteria as prescribed in the faculty structure. In case he / she fails to fulfill obligations, he / she will be liable to 'penalty in case of non-compliance' as defined in the FDP-offering.
7. In case the Scholar fails to qualify in the FDP offering Course, he / she will be liable to 'penalty in case of non-compliance' as defined in the FDP-offering.
8. Notwithstanding the contents of clause 7 hereinabove, the Scholar shall not be liable for the aforesaid penalty, if the failure to qualify is due to sickness, disability or other force majeure/act of God.
9. In the event of breach of any of the above terms and conditions, as well as those governing the FDP offering Award, and/or the Scholar's failure to serve as directed by STMU; the Scholar shall be bound to compensate STMU as applicable under various offerings of the FDP. Mr/Mrs/Miss [Name of guarantor/surety] has also executed a letter of guarantee as a Guarantor in favour of STMU which constitutes part and parcel of this agreement and if the [scholar name] fails to fulfill his/her obligations, the guarantor shall make the payment forthwith, in-lieu and as defined/prescribed at that time.
10. In the event of breach of any academic and/or service employment contract rules/regulations of STMU, and/or conclusion of service/termination on disciplinary grounds/instances of inefficiency/poor performance/moral turpitude/physical incapacity/gross misconduct either during the offering award time, or during service obligation time; the student/employee (as the case maybe at that particular instance) shall be liable to pay two times of the total cost borne by the University for his/her studies and any other

amount (paid off-time compensation, etc.) as may be determined by the University with regards to any charges of the breach or other violation(s).

11. That case of any dispute with regards to the privileges, service obligations, and penalties in case of non-compliance under the FDP; the decision of the Vice-chancellor shall be final.

IN WITNESS WHEREOF, at the place and on the date first aforementioned, the parties hereto have signed this agreement hereunder.

**FOR STMU**

**SCHOLAR**

\_\_\_\_\_

**GUARANTOR**

\_\_\_\_\_

**WITNESSES**

**Witness # 1**  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Father’s Name: \_\_\_\_\_  
CNIC: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Present and permanent address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness # 2**  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Father’s Name: \_\_\_\_\_  
CNIC: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Present and permanent address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COUNTERSIGNED**  
BY VICE CHANCELLOR

**ATTESTED**  
BY NOTARY PUBLIC

**ATTESTED**  
BY FIRST CLASS MAGISTRATE

## **BOND / UNDERTAKING**

1. I, Mr/Miss/Mrs [ ] son/daughter of [ ] resident of (present and permanent address), do hereby undertake as under: -
2. Whereas today i.e., on [date], I have duly executed and signed an agreement with the Shifa Tameer-e-Millat University (STMU) in terms whereof necessary formalities and merit for [Scholar's name] was acquired/obtained at the instance of STMU as a result whereof I have been granted admission in STMU under [Faculty Development Program] in [name of program -at- name of department/college].
3. That on completion of [name of program -at- name of department/college], the student shall complete his/her bond obligations (both financial and service) as agreed/signed upon and part of this Bond/Undertaking to the fulfilment of respective regulations and service structure. In case he/she fails to comply with the agreed upon bond obligations, STMU shall be liable to impose penalty as agreed between both the parties at the time of signing of this bond/undertaking.
4. In case the scholar fails to qualify in the STMU scholarship award course; the scholar shall reimburse/refund the entire expenditure incurred on his/her studies including any other amount (paid off-time compensation, etc.) as may be determined by the University with regards to any charges of the breach or other violation(s).
5. Notwithstanding the contents of clause 4 hereinabove, the scholar shall not be liable for the aforesaid reimbursement, if the failure to qualify is due to sickness, disability or other force majeure/act of God. Such instances/conditions shall be determined/evaluated by a committee comprising the Dean of faculty, Controller of Examination, Registrar, and authorized experts from the field(s) relevant to the condition/instance.
6. The bond/undertaking is being signed by me at my free will and without any pressure or coercion on anybody's part, at [place] on this [date] in the presence of the witnesses mentioned below. The bond/undertaking will also constitute as part and parcel of the agreement executed by me as aforesaid.

### **Signature of Scholar:**

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

CNIC: \_\_\_\_\_

Present and permanent address: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

### **WITNESSES**

#### **Witness # 1**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

Telephone: \_\_\_\_\_

Present and permanent address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **Witness # 2**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

Telephone: \_\_\_\_\_

Present and permanent address: \_\_\_\_\_

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**COUNTERSIGNED**  
BY VICE CHANCELLOR

**ATTESTED**  
BY NOTARY PUBLIC

LETTER OF GURANTEE  
IN FAVOUR OF  
SHIFA TAMEER-E-MILLAT UNIVERSITY

I, Mr/Miss/Mrs [name of scholar] son/daughter of [father’s/guardian name] resident of [permanent and current address] do hereby guarantee and undertake as under: -

Whereas at the instance of STMU, my son/daughter/ward namely Mr/Miss/Mrs [name of scholar] has been granted admission in STMU under the [Faculty Development Program] in [name of program -at- name of department/college]. In this respect my said son/daughter, ward Mr/Miss/Mrs [name of scholar] has also executed and signed an agreement with STMU and issued a bond/undertaking in favour of STMU to which I am a witness, the contents whereof I hereby duly acknowledge.

Now, being father/mother/spouse/guardian of my son/daughter/wife/ward, and for the benefit of my said son/daughter/wife/ward, I do hereby undertake and guarantee that after the completion of his/her studies [program name], he/she shall fulfil his/her obligations as specified and agreed in the FDP offering, and to the fulfilment of the selection criteria as prescribed in the faculty structure. In case he/she fails to fulfil obligations as per various clauses of the agreement signed by him/her, I shall pay-off the liability (as defined and agreed in ‘non-compliance’ section of the FDP offering/note) plus other charges (paid time-off and/or as devised and equated in-lieu of service obligation) to STMU as applicable; and due to reasons acceptable to STMU.

This letter of guarantee/undertaking is being signed by me at my free will and without any pressure or coercion on anybody's part (as the same is for the benefit of my son/daughter/wife/ward namely Mr/Miss/Mrs [name of scholar] at [place] on this in the presence of the witnesses mentioned below. This letter of guarantee/undertaking will also constitute as part and parcel of the agreement and bond/undertaking executed and signed by my son/daughter/ward namely Mr/Miss/Mrs [name of scholar] as aforesaid.

Signature of Guarantor:

Name: \_\_\_\_\_

\_\_\_\_\_

Father’s Name: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

CNIC: \_\_\_\_\_

Present and permanent address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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WITNESSES

Witness # 1

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Father’s Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

Telephone: \_\_\_\_\_

Present and permanent address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Witness # 2

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Father’s Name: \_\_\_\_\_

CNIC: \_\_\_\_\_

Telephone: \_\_\_\_\_

Present and permanent address: \_\_\_\_\_

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COUNTERSIGNED	ATTESTED	ATTESTED
BY VICE CHANCELLOR	BY NOTARY PUBLIC	BY FIRST CLASS MAGISTRATE



**Shifa Tameer-e-Millat University**

شفا تعمیر ملت یونیورسٹی

**FACULTY DEVELOPMENT PROGRAM**

**LEDGER OF UPDATES**

Academic Session of Studies/Training under the FDP: \_\_\_\_\_

*A separate ledger of updates shall be used for each substantive term/session under the FDP and/or as and when a change/revision/update is made in the particulars/provisions associated thereto.*

1	Name of the Faculty Member:	
2	Designation:	
3	Department/College:	
	Exact title of the program of Studies/Training approved under the FDP:	
4	Category of FDP Offering: (e.g., Offering A (Extra-Institutional Enrollment or Offering A (Extra-Institutional Enrollment as per approved/confirmed agreement)	
a.	Workload Adjustment (up to 50% of the substantive) with effective dates (to and fro):	
b.	Fee Waiver/Adjustment (up to 50%):	
c.	Deferred Payment (up to 100%):	
d.	Any other category/provision as may be applicable under the approved/confirmed agreement	

Comments/Remarks (if any): \_\_\_\_\_

**Signatures with date:**

\_\_\_\_\_  
Faculty Member                      Concerned HOD                      Concerned Dean

NOTE: Faculty member is requested to please attach the copy of the all associated documents for the purposes of subject ledger—e.g., copy of admission letter issued by the admitting institute (one time only), progress reports/results cards, class timetables, academic calendar (showing regular duration of the whole program) w.r.t. to the admission and graduation, and copy of the receipt of fee as may be paid for the program of study/training under the FDP.

Copy of the Ledger forwarded to the ☐ Registrar, ☐ Treasure, and any other office as may be concerned \_\_\_\_\_ for further necessary action and/or information/record (as the case may be) on \_\_\_\_\_. This ledger shall be the part of the employee dossier of the faculty member for each and every update.