



QUALITY ASSURANCE POLICY

HAJVERY UNIVERSITY (HU)

Gulberg, Lahore, Pakistan

Section – 1

Introduction

Background

Globally, higher education systems are actively developing and implementing learning outcomes initiatives in accountability and quality assurance frameworks. Well described objectives of teaching and learning quality are perceived to be useful in a number of approaches. They will offer clear understanding of educational value to students, employers, and other stakeholders at-large. They are also expected to improve faculties and programmatic improvement in monitoring, curriculum development, and teaching/learning practices. Well described out comes and structured processes offer better control of educational quality, what has been considered intangible in the world of quality assurance and accountability. Over and above, these policy guidelines will help harmonize HU exceptional quality policy with National and International standards and best practices.

Vision

The Hajvery University (HU), Lahore is committed to imparting knowledge and cultivating an Ummah of enlightened minds. We believe education is 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.

Mission

The HU is committed to providing affordable and accessible quality undergraduate, graduate and doctoral degree programs, national and international in scope. Our commitment to providing affordable education is without the slightest compromise on the standards.

Objectives/Tasks:

Main objectives of Quality Assurance policy are as follows:

- Assuring that university programs meet the requirements of HEC and the councils for accreditation.
- Ensuring improvement of the quality of teaching, research publications and related students / staff support services through internal audits.

- Suggesting measures for capacity building of faculty / staff involved in quality assurance measures.
- Collection / provision of university statistics / data for university ranking by national / international agencies.
- Implementation of Quality Assurance Framework prescribed by Higher Education Commission of Pakistan, and make it compliant with relevant accreditation bodies.
- Implementing plagiarism policies in order to save guard against plagiarism and eradicate plagiarism from our scholarly work.
- Facilitating and guiding researchers to follow research ethics and use of “TURNITIN” in order to maintain academic integrity and quality in the scientific publications.
- To establish an effective system of Self-Assessment for all approved programs with the purpose of Quality Enhancement.
- Developing procedures and ensuring are implementation of these through Internal Quality Audits.
- Formulating and implementing policies which provide an environment that attracts and nurtures high quality original scientific research publications output.
- Encouraging, facilitating and financially supporting our faculty, students and researchers for presentation and publication of their scientific work at national and international forums.

Basic Principle of Quality Assurance (OA) Policy:

Quality Assurance policy of **HU** is having a holistic approach, based on self-assessment keeping focus on Quality improvement through comprehensive framework.

Establishment of OA Directorate:

HU was among first group of universities/HEIs that opted to join Quality Enhancement program of HEC. **HU** therefore established its Quality Assurance Directorate in 2012. The organizational structure of Quality Assurance Directorate has been evolving over the period.

Section – 2

Self-Assessment, Accreditation and General QA Policy

Implementation of Quality Assurance

The detail of various measures to be taken for ensuring quality at all the faculties of HU, following activities will be undertaken in accordance with the instructions laid down by HEC and various Accreditation councils/bodies.

Self-Assessment

To carry out self-assessment and prepare Self-Assessment Reports of all the Academic Programs of HU, HEC Manual will be taken as guide line. Procedure and responsibility of writing of SARs is as follows:

Self-Assessment Process:

Self-Assessment Reports are one of the most extensive works which is to be performed by the faculties. Each academic program shall undergo a self-assessment every year (assessment cycle). All the head of faculties are responsible to ensure writing of SAR as prescribed in HEC Manual. Director Local Quality Enhancement Cell at each faculty is responsible for, coordinating and follow up on the self- assessment activities.

Role and Responsibilities of DLOEC:

DLOEC is responsible for:

- a) Initiation of Self-Assessment Process
- b) Review of Self-Assessment Reports for completion as per self-assessment Manual
- c) Formation of Assessment Team
- d) Scheduling of Assessment Team visit
- e) Receiving the Assessment Team Report & Department's Implementation Plan
- f) Verification of the Rubric Evaluation done by Assessment Team
- g) Submission of the Executive Summary (along with implementation Plan) to Rector through Quality Assurance Directorate
- h) Ensure timely filling of feedback forms
- i) Submission of Self-Assessment Reports (hard & soft copy) to Quality Assurance directorate for onward submission to HEC
- j) Follow up of Implementation Plan till its completion

Self Assessment Report Writing:

The procedure for writing of Self-Assessment Reports is as follows:

- Director Local Quality Enhancement Cell initiates the Self-Assessment one semester prior to the end of the assessment cycle through the Rector Office in which the program is offered. However, if the program is undergoing the Self-Assessment for the first time, the department will be given one academic year for preparation.
- Upon receiving the initiation letter the department shall form a program team. Program team The will be responsible for preparing a self-assessment report about the program under consideration. The team will be the contact group during the assessment period.
- The department shall submit the Self-Assessment Reports to the Local Quality Enhancement Cell through the concerned Dean/HOD. The Local Quality Enhancement Cell reviews the Self-Assessment Reports within one month to ensure that it is prepared according to the required format.
- The Rector forms a program assessment team in Consultation with the Director Local Quality Enhancement Cell recommendations within one month. The Assessment Team Comprises of 2-3 faculty members from the university. The Assessment Team must have at least one expert in the area of the assessed program.
- The Local Quality Enhancement Cell plans and schedules the Assessment Team visit period in coordination with department that is offering the program.
- The Assessment Team conducts the assessment, submits a report and presents its findings in an exit meeting that shall be attended by the Director Local Quality Enhancement Cell, Dean/HOD, Program Team and faculty members.
- The Local Quality Enhancement Cell shall submit an executive summary on the Assessment Team findings to the Head of the Faculties.
- The Department shall prepare and submit an implementation plan to Local Quality Enhancement Cell based on the Assessment Team findings. The plan must include Assessment Team findings, and the corrective actions to be taken, assigning of responsibility and a time frame for such actions.
- The Local Quality Enhancement Cell shall follow up on the implementation plan to ensure departments are adhering to the

implementation plan. The academic department shall inform the Local Quality Enhancement Cell each time a corrective action is implemented. Local Quality Enhancement Cell shall review the implementation plan once in a semester to assess the progress of implementation and submit the progress to Directorate of Quality Assurance.

Program Team:

Program Team is a group of professionals which is nominated by the head of the department.

It is responsible for writing of Self-Assessment Reports and acts as a contact/focal group during the period of assessment process

Composition of Program Team:

No. of Students in the Program	Program Team
200	1 Chairperson & 3 Members
Between 350 to 1200	1 Chairperson & 7 Members
More than 1200	1 Chairperson & 9 Members

Desired Skills of Program Team:

- Demonstrate commitment to the principles of quality in higher education and the policies set by the Higher Education Commission of Pakistan.
- An enquiring disposition.
- Power of analysis and judgment.
- Ability to work in teams.
- Time management skills.
- Experience of organization and management, particularly in relation to teaching and learning matters.
- High standards of oral and written communication skills.
- Self-motivated and willing to work for quality improvement.

Responsibilities of Program Team:

- Compiling the report by responding to each criteria/ standards given in the Self-Assessment Manual and integrating the collected information / feedback
- Collecting relevant data on faculty, students, libraries, laboratories and infrastructure
- Getting Self-Assessment Performae filled by faculty, students, alumni and employers
- Writing summaries of feedback received through Performae.
- Analyzing the feedback and drawing conclusions
- Writing a foreword giving brief history of the program, particulars of the Program Team, date of starting / finalizing report writing
- The report may be signed by the convener / chairperson of the program team

Assessment Team:

Assessment Team is a group of professionals who will review the Self-Assessment Report prepared by the Program Team and give its findings in the form of a report (Assessment Team Report)

Composition of Assessment Team:

No. of Students in the Program	Program Team
200	1 Chairperson & 3 Members
Between 350 to 1200	1 Chairperson & 7 Members
More than 1200	1 Chairperson & 9 Members

Desired Skills of Assessment Team:

- Demonstrate commitment to the principles of quality in higher education and the policies set by the Higher Education Commission of Pakistan.
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- Ability to work in teams.
- Time management skills.
- Experience of organization and management, particularly in relation to teaching and learning matters.
- High standards of oral and written communication skills.
- Self-motivated and willing to work for quality improvement.

Responsibilities of Assessment Team:

- Check completeness of the Self-Assessment Report as per Self-Assessment manual
- Look at the comprehensiveness/relevance of responses to various criteria and standards
- Verify the data / information given in Self-Assessment Report
- Confirm the summaries of the feedbacks/surveys made by the Program Team
- Review the conclusions drawn by the Program Team from the feedback proforma.
- List down the findings from the assessment exercise
- Carry out rubric evaluation of Self-Assessment Report
- Write down the Assessment Team report

Internal Academic Audit

- a. Directorate Quality Assurance plans coordinates and executes periodic internal academic audit of all **HU** faculties. Composition of Audit team is as follows:-
 - Director QA
 - Director HR
 - Director Admin
 - Director Finance
 - Deputy Director QA (Panel Secretary)
- b. Prepare Internal Audit program at the start of calendar year and disseminate to all the faculties.
- c. Get feedback/self-assessment from the faculties and share with the Audit team.
- d. Carry out detailed academic audit of the faculties.
- e. During the visit a Presentation by the Faculties is given to the panel members. Evaluation of documents is carried out. The panel members carry out inspection of laboratories, classrooms and library etc. The panel members also conduct interviews of students and faculty prior to the debriefing to head of the faculties.
- f. After the visit Directorate Quality Assurance gets the feedback from all panel members and prepares Post visit report. The Post visit report is presented to Rector. After receiving comments from Rector the report is dispatched to the head of the faculties for taking appropriate actions according to the recommendations given in the report. Directorate Quality Assurance keeps monitoring the progress on the panel recommendations, from the faculties.

Accreditation

- a. Accreditation / Re-accreditation of all under graduate programs of all **HU** faculties are to be processed through Directorate Quality Assurance (Academic Audit). It will be faculties responsibility to take financial approval of accreditation fee from Finance Directorate as prescribed by accreditation council. Academic Council Meeting Approval for the program prior to the accreditation request will be mandatory.
- b. Faculties will present all change in scope cases to Academic Council Meeting. After the approval case will be processed through Directorate Quality Assurance (Academic Audit) for necessary change in scope visit by the accreditation council.
- c. Faculties will ensure that the batches are accredited well before the graduation.

Procedure for approval of Post Graduate programs

For all Post Graduate programs from fall 2013 approval from HEC is mandatory. Cases duly approved by Academic Council Meeting for issuance of NOC by HEC in respect of all Post Graduate program of all faculties will be routed through Directorate Quality Assurance. To obtain NOC, faculties will prepare the case as per the guidelines issued by HEC. Following documents are to be prepared by the concerned faculties. (Any additional information may also be included which HEC may require at any later stage.)

- Act/Charter of the University allowing to offer a program
- Approval of the University statutory body to start/launch new program
- NOC of accreditation council to launch a professional program (if applicable)
- Curriculum of program in line with the HEC guidelines
- Exact title of program that will appear on relevant degree
- Brief Introduction of Program and date of its commencement
- Objective to offer program
- Scope regarding market, social and employment perspective of program
- Entry/ admission requirement of program

- Duration of the program and semester-wise break-up of workload/credit hours
- PhD thesis review policy (by two foreign experts from technologically/academically advance countries and one local reviewer/committee)
- Policy of publication of research papers in HEC recognized journals {only published (not the accepted) papers shall be considered to the credit of PhD scholar}
- There is a requirement of appointing full time relevant PhD faculty (minimum two PhDs for launching an MS/MPhil/equivalent program and three PhDs for a PhD/equivalent program). Please provide copies of following documents in respect of each PhD faculty member:-
 - i. Appointment order/notification
 - ii. Joining report along with current status
 - iii. CV along with one recent passport size photograph
 - iv. PhD degree and its translation in English (if required)
 - v. Transcript of grades
 - vi. Equivalence certificate in case of foreign degree (if applicable)
 - vii. Areas of specialization in PhD
 - viii. Copy of CNIC

Institutional Performance Evaluation (IPE)

Directorate Quality Assurance coordinates between HEC and **HU** for evaluation of faculties. Relevant faculties and directorates will provide/present requisite data to Directorate Quality Assurance/Visiting Panel.

Membership

Process membership cases with Quality Assurance Agencies/Network on behalf of **HU**. Membership fee will be catered for by Directorate Quality Assurance in annual budget, however all the payments in Local Currency or Foreign Exchange will be made by Finance Directorate. List of current memberships is as follows:-

- International Network of Quality Assurance Agency for Higher Education (INQAAHE)

- Asia-Pacific Quality Network (APQN)
- Association of Commonwealth Universities (ACU)
- International Association of Universities (IAU)
- The Talloires Network
- International Association of University Presidents (IAUP)
- Association of Management Development Faculties in South Asia (AMDISA)
- United Nations Academic Impact (UNAI)
- Inter University Consortium for Promotion of Social Sciences (IUCPP)
- Association of Quality Assurance Agencies of the Islamic World (QA-Islamic)
- Any other approved by competent authority

Pakistan Qualification Register

Quality Assurance Department will also maintain data of Pakistan Qualification Register parallel with Academic Directorate.

Continual Quality Improvement

Feedback:

To ensure Continual Quality Improvement and to improve the standard of faculty, services and academic programs, multiple inputs will be taken from students, faculty and administrative staff periodically. Similarly feedback from alumni, employers and other stake holders are obtained for the improvement of ongoing programs. The detail of Feedback forms is as follows:

- Alumni Survey
- Employer Survey
- Faculty Course Review Report
- Faculty Survey
- Research Student Progress Review Form
- Student Course Evaluation Questionnaire
- Survey of Department Offering Ph.D. Programs
- Survey of Graduating Students
- Teacher Evaluation Form
- Faculty Resume

Analysis of feedback from various stakeholders is required for improvement of the respective programs and for making part of Self-Assessment Report. Information & Communication Technologies Directorate will be responsible to upload the forms on Campus Management System, whereas faculties will ensure filling of feedback forms so that Information & Communication Technologies Directorate can enable and facilitate analysis to the respective faculties/directorate for Continual Quality Improvement. The content of the feedback forms can be changed by the competent authority.

General Quality Assurance related Activities:

To encourage quality related activities of HEIs seminars, conferences, meetings national and international events, etc. will be arranged at university level on regular basis. Record of all such activities will be compiled and maintained at the Directorate Quality Assurance. The Directorate will also be responsible to update and maintain Quality Assurance website. Similarly to encourage the faculty, students and staff various honors and awards are given by government, non-government organizations and international agencies. HEC, Best Teacher nominations, National and International Award cases will be processed through Quality Assurance directorate.

National and International Ranking:

To strengthen the culture of transparency and to improve the competition among universities **HU** participates in national (HEC ranking) and planning to go for international ranking like Quacquarelli Symonds (QS). Directorate Quality Assurance will be the focal point for collecting the required data from all the **HU** faculties for onward submission to the concerned ranking agencies.

Section – 3

Research Publications

Preamble:

Publication of research work in the form of books, monographs, articles & scientific research papers and other original works are means by which researchers communicate scholarly outcome and build their reputation among their peers. Publication is a primary basis on which researchers are evaluated for various incentives including employment, promotion and tenure. These publications contribute significantly towards citation of new knowledge, which is one of the functions of a university. **HU** Policy encourages, facilitates and financially support, such research activities. **HU** is equally committed to presents its strength in national and international scholarly forums on this aspect. Our faculty and students are fully motivated in this direction and have been actively participating and contributing largely through their publications in global knowledge and earning respect and prestige in the international academic cycle. Through this process, **HU** hopes to further expand its international network of researchers and scholars that will strengthen these efforts and create alliance for research & education to become a new paradigm of global collaboration and cooperation.

Publication Section:

Quality Assurance Directorate is also acting as Focal Point for matter pertaining to **HU** Scientific Publications. In this regards, the role of the Directorate to promote and enhance publications produced by our faculty and students. **HU** policy for publication encapsulating almost all aspects related to facilitating, supporting and guidance to the researchers for publication of their research work. This provides an environment that attracts and nurtures **HU** publications output. Quality Assurance Directorate houses “Publication Section” which, co- ordinates available resources and opportunities for facilitating our researchers to produce high quality and substantial quantity of publications. As such, a part from contributing to global knowledge base publications remain integral part and parcel of our overall learning process, quality enhancement and earning reputation for our University. The prime responsibilities in this regard include sponsorship for paper presentation in conferences, publication of scientific paper in journals and incentives for higher quality and quantity achievers. The Publication Section also promulgates Plagiarism Policies, provide guidance on plagiarism and maintain academic integrity through the usage of ‘TURNITIN’. The programs listed in proceeding paragraphs encourage, facilitate and financially support faculty members, researchers and students for their pursued.

Support for Faculty Membership in Specialized Technical Journals and Professional Societies

Faculty members can propose any research society that they desire to be a part of, and scientific journal that they wish to subscribe, for their faculties. The university will financially support the provision of these memberships/journals centrally or at faculties/department level, if permissible by the publishers, provided that reasonable efforts are made to share the resources among other members of the **HU** community. It may however be noted that maximum efforts be made to utilize HEC's PERN facility/Digital Library for consultation of scholarly material.

Publications in Refereed Journals

It is mandatory for the faculty and postgraduate students to publish technical papers in refereed journals and conferences on regular basis under the name of "Hajvery University, Lahore". Each faculty member is expected to produce at least one publication annually in Impact Factor journals. Similarly, each PhD student will contribute at least two publications in Impact Factor journals. Order of the authors in a publication to be arranged as per their research contribution and students be given preference when publication is based on their hard work. They must also be encouraged to present their research at national/ international forums. Highest credit will be given to publications in journals with high Impact Factor. To encourage faculty for publishing the finding/paper in ISI Indexed Impact Factor journal, publication/registration fee can be provided. Likewise, sponsorship for publication of book and chapter in a book will be made available after evaluating the research work, publishing agency and standing of the publication.

Sponsorship of Presentation of Research Work/Paper in Reputed International Refereed Conferences

For the purpose of sharing and nurturing the seeds of research, **HU** organizes and participates in international conferences, seminars and symposiums, etc. abroad. These activities foster research and intellectual exchange of information between academia, industry, and other participants. Sponsorship to these events is essential for professional grooming and growth of faculty and students. Eligibility criterion, guidelines and procedure for **HU** sponsorship is as follows:

- a) A regular faculty member/research staff and bonafide Post Graduate student who successfully submits the results of his/her research work in a

international refereed conference of repute, will be sponsored on acceptance by the university to present his/her work/paper in that conference.

- b) The applicant should have completed six month service at **HU**, and has valid contract to continue with **HU**. In case of MS/M.Phil student, he/she will only be sponsored for visit to the conference if he/she has already published an ISI indexed (Impact Factor) paper, otherwise, they can request for registration fee only.
- c) **HU** faculty/research staff/students already abroad on a sponsored program will be considered for registration fee on case to case basis only.
- d) The standing of the conference will be determined by the acceptance acceptance of full length paper and peer review etc. process. If the acceptance of papers is without a peer review and/or on submission of abstract only and for poster presentation, the request for sponsorship will not be entertained. The quality of the article and conference will be evaluated on the basis of following:
 - i. Maturity level of the conference.
 - ii. Acceptance rate (if available).
 - iii. Hosting Agency/Organizers/Event body/Professional Society.
 - iv. Review process and reviewer's comments.
 - v. Indexing of the proceedings.
 - vi. Value of research work/paper and expected benefits viz-a-viz cost involved.
 - vii. Possibility of publication of extended/modified version paper in a valued journal
- e) In case of multi-authored papers the travel request to present paper will only be applicable for the first author unless the first author is not eligible or unable to present due to exceptional circumstances beyond his/her control. In such case, supervisor of the 1st author can be sponsored for presentation in the conference for the paper to be published in proceedings.

- f) The Commandant/Principal of the faculties is to ensure that only those requests are recommended for sponsorship which have high value and have strong chances of getting the revised/modified paper published in a reputed refereed journal.
- g) Faculty member/research staff/Post graduate student may request for sponsoring of the registration fee only for subsequent paper(s) to be published in the proceedings of refereed international conference(s).
- h) Primary professional affiliation of the author with **HU** and acknowledgement of sponsorship must be shown on the paper.
- i) **HU** sponsorship will depend upon availability of funds in the relevant head and approval of the Competent Financial Authority.
- j) All such requests must be forwarded to Directorate Quality Assurance, Main Office **HU** at least 08 weeks in advance for processing and approval. The request must also have the duly filled application forms (as applicable) for alternate sources of funding.
- k) All participants are required to submit the conference proceedings/Post Visit report to the faculties and the faculties will forward it to Directorate Quality Assurance.
- l) Request for second time sponsored visit to a conference would only be entertained, if subsequent to the conference, a paper is published in ISI indexed journal with Impact Factor and one year has been passed from the date of previous conference sponsorship.
- m) PhD scholar will be required to produce at least two ISI Indexed (IF) papers before the 2nd sponsorship.
- n) Sponsorship for Conferences held within country will be approved by the faculties heads out of faculties` budget.

Grant of Financial Award for Publication

HU has always encouraged its faculty, research staff and students to actively involve themselves in research activities. It has been forthcoming in providing financial support and sponsoring the research activities. In this context, encouragement for research publications remains a very important aspect of **HU** policy. **HU** will also provide cash awards for contribution of its faculty, research staff and students in publication of their research work with **HU** affiliation. It is a well-known fact that the quality of research publications is judged by the Impact Factor of the journal in which these are published, therefore, in order to further improve the quality of our research publications and align the policy with the latest trends, the following is necessary:

- Research publication under the name of “Hajvery University (**HU**), Lahore, Pakistan” will only be considered for the award under the policy.
- Authors with **HU** will only be considered for the award.
- Maximum of the first four authors in the order will be considered for the award in a multi-authored paper.
- Impact Factor (IF) journal indexed with Institute of Scientific Information (ISI) will be given much higher weightage for the financial award. The ISI official website has several subject categories. The amount of award of the paper will be calculated according to the rank of the journal in the relevant ISI subject category, with respect to Impact Factor in which the paper has been published.
- Article published in internationally recognized journals (bearing ISSN, international authorship, editorial board/peer review panel and distribution) which are not indexed with ISI will be given.
- A book or chapter published in a book will be processed under this policy on case to case basis giving due consideration to the recommendations and justifications by the faculties.
- PhD Thesis published in the form of a book will not be considered under the policy.
- A text book published for higher education and disciplines taught at **HU** will be given higher preference.
- Research work published in a journal which is not a full-length research paper i.e. Letter to Editor, Abstracts, Notes, Short Paper/Study, Discussion & Comments, Erratum and Corrigendum etc. will be considered for the award on case to case basis. Such research work will not be counted for

promotion.

- Article published in ISI Master List, Scopus and **HU** Journals will be given award.

Verification of Faculty and PhD Students Publication:

Publication section will be responsible for verification and vetting of **HU** publications produced by our faculty members, researchers and students. It is to keep the record and upgrade the same from time to time. The section may be asked to verify recognition and categorization of journals and publications related to cases for promotions, appointment, equivalence, selection and PhD degree requirements.

Conferences/Workshops/Seminars at Faculties

Each faculty of **HU** is required to organize at least one national level conference/workshop/seminar each year and at least one international level conference/workshop/seminar every alternate year in their respective field of disciplines. During the event, in addition to concerned scholars representatives from various concerned industries, ministries and Services Head Quarters may be invited to attend. Apart from detailed briefing about the faculties, the students/faculty members may be given time for presentation of their research work. The participants should also be shown the research work in the area and may be taken around the Labs and Library facilities highlighting the strength of R&D work. The objective is to enhance our rapport with the industry by developing understanding and strengthening industrial linkages and in the process, secure internships/placements for our students as well as sponsored research projects and consultancy services. The grant, on as required basis, to accomplish specific research objectives such as seminars, conferences, training, or to publish awareness building or educational materials be solicited from sponsoring agencies like HEC, Pakistan Science Foundation etc and in case of additional requirements funds can be provided from **HU** Budget.

Research Ethics and Avoidance of Plagiarism

Higher Education Commission (HEC) has formulated a “Plagiarism Policy”, which aims to apprise the students, teachers, researchers and staff about plagiarism and how it can be avoided. HEC Plagiarism Policy is available at HEC website www.hec.gov.pk/QualityAssurance/download/Plagiarism_Policy.pdf. In order to guard against plagiarism in university produced scholarly works and to improve the quality of research, HEC has also purchased anti-plagiarism software “Turnitin” and provided its accounts to Universities. As per the policy on plagiarism, all **HU** publications submitted for any conference/journal or published independently as theses, articles and assignments

are to be evaluated for plagiarism using “Turnitin” Software. **HU** faculties at all level (i.e. Head of Department/Dean /Faculty Member) must ensure that publications or any written materials presented (i.e. reports, papers, thesis, assignment etc) by our Faculty/Students are free from the plagiarism. It is imperative that the cut-paste culture does not take roots in the scholarly works of the University. All must actively guard against such practices and advise others to refrain from the same. All faculty members must open their accounts on “Turnitin” and use software to check all publications. A copy of verified originality report checked through “Turnitin” is to be attached with publications (both conference & journal) whenever these are sent to **HU**. Also in case of publications directly submitted for conference/journal publication these reports be verified by school/college authorities. Vigilance on the part of **HU** Faculty is necessary to eradicate plagiarism and maintain the good name of the university. **HU** has formulated “Standing Committee on Plagiarism and Research Ethics”. The committee will deal with the misconduct cases at the university level in accordance with HEC/University Plagiarism Policies, and code of conduct. In case of absence of local rules/regulations on plagiarism, research ethics and guidelines from best international practices will be considered for resolving the issues and decision making.

Publication and Secrecy

It is the university policy to support research and the researchers to publish and materialize research results. Researchers shall however not enter into projects requiring secrecy without the specific permission of the Dean/Principal. During implementation of the R&D project, if any confidential information has been made available to the investigator/researcher, the confidentiality of such information is to be protected. For this purpose, the person furnishing such information may require submission of any manuscript for review of comments after deletion of specific items constituting disclosure of such type of the confidential information.

