

STUDENT HANDBOOK

MSPH PROGRAMME 2021-22

Health Services Academy
Serving since 1988

Health Services Academy

Degree Awarding Institute

Restructured under Health Services Academy (Restructuring) Act, 2018

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1. Mission and Vision of health Services Academy

1.1 Mission

To strengthen the capacity of public health professionals by offering excellence in teaching, research, service and policy advice.

1.2 Vision

To be a nationally and internationally recognized center of excellence in Public Health, contributing to the health and well-being of the People of Pakistan and around the world.

2 Program Leadership and Administration

2.1 Office of the Vice Chancellor

Vice Chancellors is the administrative head and responsible for all academic, administrative and financial matters.

2.2 Dean/ Head of Department of Public Health

The department of Public Health is headed by Professor Department of Public Health. The HoD leads, manages and develops the department to ensure it achieves the highest possible standards of excellence in all of its activities.

2.3 Programs Coordinator

Associate Professor, Dr. Mariyam Sarfraz assisted by Dr. Umar Najam instructor/ Research Associate has been assigned with a duty of Programs Coordinator. She serves as a lead facilitator for departmental planning and decision making and is responsible, within defined scope for day to day operations related to all Programs.

2.4 Registrar Office

The Registrar is a full time officer of the academy and will a) be administrative head of secretariat of the HSA, b) be responsible for provision of secretarial support to the Authorities of the HSA c) be custodian of common seal and academic records of the HSA d) maintain a register of registered graduates in the prescribed manner e) supervise process of election, appointment or nomination of members to various Authorities and other bodies in the prescribed manner f) perform such other duties as may be prescribed.

2.5 Student Affairs Office

This section has been set up for students to get information about admissions, courses, examination etc. It provides advocacy services to the students seeking admission in different Programmes of the HSA and facilitates them on matters relating to their general welfare.

2.6 Examination Department

The department is headed by the Controller of Examination and assisted by the Assistant Controller Examination. This department is responsible for all matters related to examinations, issuance of transcripts, degrees, conducting defense etc.

2.7 Finance Department

Treasurer HSA is the head of Finance department who looks into all financial matters, salaries, audit accounts, funding etc.

2.8 Admin Office

Admin Officer is the human resource manager and is responsible for all administrative tasks, hiring of faculty and staff, meetings, hostels etc.

3 Quality Enhancement Cell

The department is headed by a Director and assisted by allied staff. This department is responsible to ensure higher standard of education and research in the academy as well as adherence to HEC directives issued time to time.

4 Research and Development

4.1 Office of the Research Innovation and Commercialization

ORIC HSA provides strategic and operational support to the institutional development, research commercialization and entrepreneurial innovation. The department is headed by a Director and has a support staff.

4.2 Pakistan Journal of Public Health

Health Services Academy has its Journal named Pakistan Journal of Public Health wherein students are encouraged to publish their research work. The Journal could be reviewed: - <https://www.pjph.org/index.php/pjph>

5 Academic Resources and Student Facilities

5.1 Computer Lab

The HSA has two computer labs located on the first floor of the Academy. In order to provide state of art computer facilities to the students, the latest N-computing setup is available with software for statistical analysis, Students are allowed to use the computer lab for the research and literature search activities. These labs have access to internet and various databases. The opening hours of the computer labs are from 9:00 am to 9:00 pm during working days.

5.2 Library Facilities

The Academy's library is located on the first floor of the Academy. Students can borrow books, do literature searches either via the Internet or using CDs of abstracts from literature services such as MedLine and PopLine, and additionally, consult reference books, and national and international journals available in the resource center. Opening hours of library are from 9:00 am to 9:00 pm during working days.

5.3 Audio-Visual Facilities

Video, audio and multimedia facilities are available in all classrooms. These may be used for presentations and group projects. Students are required to book the required multimedia facilities with the audio-visual unit. HSA use latest technology to hold face-to-face meetings without having to move to a single location. The video conference room is used to hold routine meetings and synopsis or final defence of students, interview of applicants etc.

5.4 Laboratory

If required, the laboratories of the Public Health Division of the National Institute of Health (NIH), Islamabad may provide full laboratory facilities, with prior approval of NIH and HSA, to students pursuing their academic Programme.

5.5 Hospitals

In case of emergency you can contact one of the following hospitals

Federal General Hospital, Opposite Allergy
Centre, NIH,
Chak Shahzad, Islamabad.

Federal Government Services Hospital
Sector G-6/2, Islamabad.
Tel 9218300-9

Pakistan Institute of Medical Sciences (PIMS)
Sector G-8/3,
Islamabad.
Tel 9261170-79

Shifa International (private)
Sector H-8/4, Islamabad.
Tel 4446801-30

5.6 Business Center

The Business Centre is located on first floor and is open Monday to Friday from 9:00 am to 4:00 pm. The Centre provides services for copies, printing and scanning of documents.

5.7 Hostels

The HSA has two hostels for male and female students. With everything in close vicinity, the living environment is comfortable at nominal rates.

5.8 Mosque

Health Services Academy has a small mosque within the campus.

5.9 Day Care Centre

The center is set up in the female hostel with good facilities. Faculty, staff and students can avail this facility, if required.

5.10 Security

Health Services has taken stringent security measures. Cameras have been installed at different points while sufficient numbers of security guards are deployed across the campus to insure maximum security 24/7. The main gate of the academy is also well guarded. All employees and students are issued ID cards which should be prominently displayed.

6 Student Support

HSA has taken several steps to provide maximum facilitation to its students, such as:

6.1 Student Affairs Section

This section has been set up for students to get information about admissions, courses, examination etc. It provides advocacy services to the students seeking admission in different Programmes of the HSA and facilitates them on matters relating to their general welfare.

6.2 Orientation

It is arranged in every semester before the start of regular classes to guide students about the general regulations of HSA and the program in which they are enrolled.

7 General Policies

7.1 Fee Structure

Fee Structure for the Academic Year 2021-2022

A. Special Batches/ Evening Programs/Donor Supported /Scholarships/Sponsored

<i>Head</i>	<i>Semester-I</i>	<i>Semester-II</i>	<i>Semester-III</i>	<i>Semester-IV</i>	<i>Total in Rupees</i>
Admission Fee	12,977	--	--	--	12,977
Registration Fee	12,977	--	--	--	12,977
Examination Fee	12,977	12,144	12,144	12,144	49,409

Tuition Fee	119,680	140,560	140,560	143,760	544,560
<i>Total</i>	<i>158,612</i>	<i>152,704</i>	<i>152,704</i>	<i>172,404</i>	<i>619,924</i>

B. Subsidized Fee for students on self finance

<i>Head</i>	<i>Semester-I</i>	<i>Semester-II</i>	<i>Semester-III</i>	<i>Semester-IV</i>	<i>Total in Rupees</i>
Admission Fee	12,144	—	—	—	12,144
Registration Fee	12,144	—	—	—	12,144
Examination Fee	12,144	12,144	12,144	12,144	48,576
Thesis Evaluation Fee	—	—	16,500	—	16,500
Tuition Fee	104,000	104,000	104,000	82,000	394,000
<i>Total</i>	<i>140,432</i>	<i>116,144</i>	<i>132,644</i>	<i>94,144</i>	<i>483,364</i>

Note: Subject to change without any prior notice.

7.2 Fee Submission and Reimbursement Policy for Academic Programs of HSA

- 1 It is mandatory for students to submit their fee before joining the classes (New programs and ongoing)
- 2 If a student fails to submit fee before commencement of semester classes, his/her admission will be treated as cancelled automatically; Fifteen days grace period will be given for fee submission subject to approval by Vice Chancellor HSA.
- 3 Payment of fee in instalment is not permissible
- 4 Student will not be allowed to sit for classes or examination in case of delay in submission of semester fee.
- 5 If applicant requests to reimburse his/her fee prior to the orientation classes then 10% fee will be deducted from the total amount paid.
- 6 If applicant requests to reimburse his/her fee two weeks after commencement of classes, then 50% fee will be deducted from total amount paid.

7.3 Registration

At the beginning of each session, a student shall register in the courses in the MSPH program being offered by the Health Services Academy on prescribed registration cards. All students shall be registered for a required academic year and shall have to take all core courses, practical / field work in addition to required number of elective courses.

7.4 HEC – HSA Plagiarism policy

Health Services Academy is committed to establishing and sustaining a transparent as well as creative academic environment for quality, meaningful and original output to academia. HEC also reinforces and provides the use of Turnitin, for checking plagiarism. For details on HEC plagiarism policy, visit the below link: -

<https://hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx>

7.5 Harassment Policy

With a view to providing an environment of absolute academic freedom, which is so very essential for the pursuit of academic excellence in higher education, health services academy adopted HEC policy on protection against Sexual

Harassment in HEIs. For details on HEC policy on protection against Sexual Harassment in HEIs, visit the below link:

<https://www.hec.gov.pk/english/services/Documents/SEXUALHARASSMENT-POLICY.pdf>

Health Services Academy Islamabad has established an inquiry committee in accordance with the section 7 of the HEC Policy on Protection against Sexual Harassment in HEIs.

7.6 Disciplinary and Ethical Committee

The Ethics and Disciplinary Committee defines all ethics and regulations, as well as penalties for offenders, for all individuals involved in the, whether faculty members, employees and staff, students, or research associates.

7.7 Coronavirus COVID-19 Safety

A lot might have changed recently due to COVID-19. The Health Services Academy is trying hard to keep the students safe. It is the responsibility of the student to play their part in our Covid-secure campus: and what to do in case you need any help is described as under: -

7.7.1 Campus Safety Measures

HSA have been working hard to ensure that the academy is COVID secure for our whole community. Following are majors steps taken in this regard: -

- Use of hybrid teaching and learning model
- Socially distant study spaces
- A teaching schedule that reduces the volume of students moving around the campus at any one-time
- One-way walking routes
- Increased hygiene and cleaning regimes
- Free COVID-19 testing for staff and students with symptoms

7.7.2 SOPs or Safety Protocols for students and Staff

All members of the campus community, including faculty, staff, and students, are expected to adhere to the following guidelines in order to protect the health of its students, faculty, and staff, and the procedure to be followed in case of Covid-related symptoms.

- i. Wear a mask at all times when in a public space on campus.
- ii. Maintain social/ physical distancing of 6 feet in classrooms, laboratories, libraries, cafeterias, offices, corridors, staircases, and lifts.
- iii. Maintain good hygiene practices. Wash your hands thoroughly with soap and water or use a hand sanitizer; dry the hands before leaving the bathroom. Use a tissue (and dispose it properly) or the crook of your elbow when coughing or sneezing.
- iv. Use only the designated entrances and exits. Strategy for Gradual Opening of HEIs, revised Sep 2, 2020.
- v. Review latest updates and general guidance provided by the Health Services Academy on the web portal to be designed specifically for updating Covid related information.
- vi. Use communal facilities, e.g., kitchens, canteens, meeting rooms, printers and photocopiers only in accordance with the designated protocols, as it may be necessary to stagger usage or to continue to hold remote meetings so as to maintain social distancing.
- vii. Maintain and update a Daily Contacts Diary: you must keep a record of where you go, when, and who you see while on campus. Some public spaces on campus may ask you to provide this information.

- viii. Limit your movements. Try not to move around the campus too much. Stick to your own space as much as possible.

8 Health Services Academy, Statutes, Rules & Regulations

Senate of Health Services Academy in its 1st Meeting held under the chairperson of President of Pakistan being Chancellor of HSA approved the adoption of following Statutes, Rules & Regulations of Quaid-i-Azam University, Islamabad for implementation by the authorities of HSA in order to run the business of Health Services Academy. These Statutes, Rules & Regulations shall come into force at once. Anomalies if any shall be settled in pursuance of HSA Restructuring Act, 2018 by the Syndicate of HSA.

A. Statutes

- a. Services Statutes
- b. Statutes Relating to Provident Fund for the Teachers, Officers and Employees
- c. Statutes Relating to the Group Insurance
- d. Statutes Relating to the Benevolent Fund
- e. Services Pension Statutes
- f. Election Statutes
- g. Statutes for the award of Honorary degrees
- h. Statutes relating to Duties of Deans/Chairmen (Chairpersons)
- i. Statutes Relating to Commencement of the Term of the Members of the Syndicate/Academic Council

B. Rules

- a. Rules of Business of the Syndicate
- b. Rules of Business of the Academic Council
- c. Rules relating to teaching/research Associateships
- d. Rules relating to the institution and Administration of Research Fund
- e. Rules for Grant of overtime Allowance to the University employees
- f. Rules relating to award of Post-Doctoral Research Grants
- g. Rules for Grant of House Building/House Purchase and Conveyance Advances
- h. Rules for the Establishment of Endowment Fund for Research Purposes
- i. Disciplinary Proceedings rules (Efficiency and Discipline) Rules, 1973.
- j. Protection Against Sexual Harassment in Higher Education Institutions (2020)

C. Regulations

a. Regulations (Administrative)

- a. Employees Medical Attendance Regulations
- b. Hostel Regulations
- c. Revised Regulations Governing Students Discipline
- d. Regulations relating to the Convocation
- e. Regulations relating to Institution Scholarship/Fellowships
- f. Regulations relating to Grant of Financial Assistant/Fellowship to the Teachers of other Universities/colleges doing Ph.D in this Institute

b. Regulations (Academic)

- a. Regulation relating to BS Programs
- b. Regulation relating to Admission, Registration and Examination for MSc
- c. Regulations relating to M.Phil Programme
- d. Regulation relating to Admission, Registration and Examination for PhD
- e. Regulation relating to:

- i. Conduct of Examinations and Eradication of Malpractices and Constitution of Unfair Means Control Committee.
 - ii. Appointment, Duties and Remuneration of Examiners, Scrutineers and Checkers.
 - iii. Duties and Functions of the Superintendent of the Examination Centres.
- f. Regulations relating of Award of Gold Medals to Successful Students

9 Semester-wise Distribution for MSPH program

Semester	Courses Code	Subject	Credits
First Semester (Credit Hours:15)	MPH-701	Basic Epidemiology	2+1
	MPH-702	Foundations of Public Health	3+0
	MPH-703	Qualitative Research	2+1
	MPH-704	Health Systems Analysis and Planning	2+1
	MPH-705	Basic Biostatistics	2+1
Second Semester (Credit Hours:12)	MPH-711	Applied Epidemiology & Biostatistics	2+1
	MPH-712	Communicable and Non-Communicable diseases	2+1
	MPH-713	RMNCH	2+1
	MPH-714	Health promotion	2+1
Third Semesters (Credit Hours:12)	MPH-721	Research Process	1+2
	MPH-xxx	Elective track with 3 modules	2+1
Fourth Semesters (Credit Hours:06)	MPH-799	Research Thesis	6+0
Total			45
Elective Courses			
Track No.01 Epidemiology and Biostatistics	MPH-741	Advanced Epidemiology and Biostatistics	2+1
	MPH-742	Epidemiological Report Writing	2+1
	MPH-743	Epidemiology of Communicable & Non-Communicable Diseases	2+1
Track No.02 Health Policy and Management	MPH-744	Human Resource Management for Health	2+1
	MPH-745	Health Policy, Planning and Management	2+1
	MPH-746	Financial Management	2+1
Track No.03 Applied Nutrition	MPH-747	Nutrition for Children, Adolescent & Mothers	2+1
	MPH-748	Community Management of Malnutrition	2+1
	MPH-749	International Food Programs	2+1
Track No.04 Reproductive Health	MPH-750	Demography and Population Dynamics	2+1
	MPH-751	Community Based RH Interventions	2+1
	MPH-752	Gender Development	2+1
Track No.05 Health Economics	MPH-753	Applied Health Economics	2+1
	MPH-754	Health Care Financing	2+1
	MPH-755	Supply Chain Management	2+1

10 Faculty (Teaching staff)

Our faculty is dedicated to providing the best possible academic environment and to support students when they need it, fostering learning, cooperation, and above all, academic integrity. Here, you can view profiles for our core faculty, as well as our adjunct faculty members.

<i>Dr. Shahzad Ali Khan</i>	Professor/Dean of Department of Public Health/Acting Vice Chancellor	MBBS, MBA, MSPH, PhD
<i>Dr. Shafqat Shehzad</i>	Professor	M.Sc., M. Phil, PhD
<i>Dr. Muhammad Naseem Khan</i>	Professor	MBBS, MSPH, PhD
<i>Dr. Chaudhry Muhammad Amjad</i>	Associate Professor	MBBS, MSPH, M Med, PhD
<i>Dr. Ejaz Ahmed Khan</i>	Associate Professor	MBBS, MPH
<i>Dr. Ramesh Kumar</i>	Associate Professor	MBBS, MPhil, MSPH, PhD
<i>Dr. Irum Gillani</i>	Associate Professor	MBBS, MSPH, PhD
<i>Dr. Mariyam Sarfraz</i>	Associate Professor	MBBS, MSc. Health Policy, PhD
<i>Dr. Gul Baloch</i>	Associate Professor	Ph.D Public Health
<i>Dr. Tariq Mahmood Ali</i>	Assistant Professor	M.Phil, PhD
<i>Dr. Tehzeeb Zulfiqar</i>	Assistant Professor	MBBS, MPhil, MSc, MSPH, PhD
<i>Dr. Ahmed Hussien Tareq</i>	Assistant Professor	Pharm-D, M. Phil, PhD
<i>Mr. Muddasar Mushtaq</i>	Assistant Professor	MSc, Mphil
<i>Dr. Sadia Mustafa</i>	Assistant Professor	MBBS, MRCOG, MRCGP, PG Cert PH
<i>Dr. Umar Najam</i>	Instructor/Research Officer	MBBS, MSPH

11 Departments of HSA

Office/Department	Focal Person	Location
QEC	Dr. Shafqat Shahzad, Director	Block "A" First Floor
	Dr. Ramesh Kumar, Deputy Director	Block "B" First Floor
	Dr. Tehzeeb Zulfiqar, Assistant Director	Block "A" Ground Floor
	Dr. Saadia Mustafa, Assistant Director	Block "A" Ground Floor
ORIC	Dr. Nabila Zaka, Director	-
	Mr. Ikhtlaq Ahmed, Assistant Director	Block "A" Ground Floor
Examination	Dr. Ejaz A. Khan, Controller of Examination	Block "B" Ground Floor
	Waseem Abbass, Assistant Controller of Examination	Examination Block
Registrar	Mr. Nadeem Sajjad, Registrar	Block "B" 1 st Floor
	Mr. Saeed Iqbal, Assistant Registrar (L&P)	Block "B" 1 st Floor
	Ms. Qurat Al Aain, Assistant Registrar (Academics)	Registrar Office backside of main Reception
	Mr. Mashooq Buzdar, Admin Officer	Block "A" Ground Floor
	Mr. Adnan Khan, Student Affairs Officer	Registrar Office backside of main Reception
Treasurer	Mr. Naveed Ali, Treasurer	Block "A" Ground Floor
	Mr. Amanet Ali, Assistant Accounts Officer	Block "A" Ground Floor
IRC/Library	Mr. Umair Syed, Manager IRC/Librarian	Block "B" 1 st Floor
	Mr. Junaid Zafar, Network Administrator	Block "B" 1 st Floor
	Mr. Haris Pal, Webmaster	Block "B" 1 st Floor

HEC Plagiarism Policy

1. Preamble

In the wake of fundamental improvements being introduced in the system of Higher Education in Pakistan, the credit, respect, recognition of research and scholarly publications, career development and financial gains are now linked with such original works accomplished without replicating the efforts of other researchers. It has therefore become necessary that the menace of plagiarism is highlighted and curbed through exemplary punitive actions. On the other hand, we must also guard against bogus or false complaints in order to prevent victimization which may make researchers and scholars shy away from research simply because of the fear of prosecution. A Plagiarism Policy has therefore become necessary to create awareness, define various forms in which Plagiarism exhibits itself, present a methodology of investigation, cater for punitive action proportional to the extent of the offence and even address the issue of false or spurious complaints.

2. Definition

According to the Concise Oxford Dictionary, **Plagiarism** is defined as "**taking and using the thoughts, writings, and inventions of another person as one's own**". This, or various similar definitions found in recognized publications / documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. In order to establish the violation of ethical norms, or academic or intellectual dishonesty resulting from Plagiarism and to take punitive actions in this regard, it is necessary that the variety of forms in which Plagiarism manifests itself are known. These include but are not limited to the following:

- “Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.
- Copying elements of another author's paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source.
- Verbatim copying portions of another author's paper or from reports by citing but not clearly differentiating what text has been copied (e.g. not applying quotation marks correctly) and /or not citing the source correctly”^[1].
- "The unacknowledged use of computer programs, mathematical / computer models / algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs / models / displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artifacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music / composition of any sort, posters, presentations and tracing." ^[2]
- "Self-plagiarism, that is, the verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source." ^[1]

3. **Explanation from Wikipedia, the free encyclopedia**

Wikipedia, the free encyclopedia on the web describes and explains Plagiarism as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Unlike cases of [forgery, in](#) which the authenticity of the writing, document, or some other kind of object itself is in question, plagiarism is concerned with the issue of false attribution. Within [academia](#), plagiarism by students, professors, or researchers is considered

[academic dishonesty](#) or [academic fraud](#) and offenders are subject to academic censure. In [journalism](#), plagiarism is considered a breach of journalistic ethics, and reporters caught [plagiarizing](#) typically face disciplinary measures ranging from suspension to termination. While plagiarism in scholarship and journalism has a centuries-old history, the development of the [Internet](#), where articles appear as electronic text, has made the physical act of copying the work of others much easier. Plagiarism is different from [copyright infringement](#). While both terms may apply to a particular act, they emphasize different aspects of the transgression. Copyright infringement is a violation of the rights of the copyright holder, which involves the loss of income and artistic control of the material when it is used without the copyright holder's consent. On the other hand, plagiarism is concerned with the unearned increment to the plagiarizing author's [reputation](#). In the academic world, **plagiarism by students** is a very serious academic offense which can result in punishments such as a failing grade on the particular assignment (typically at the high school level), or a failing grade for the course (typically at the college or university level). For cases of repeated plagiarism, or for cases where a student has committed a severe type of plagiarism (e.g. copying an entire article and submitting it as his / her own work), a student may be suspended or expelled, and any academic degrees or awards may be revoked. **For professors and researchers**, who are required to act as role models for their students, plagiarism is a very serious offence, and is punishable by sanctions ranging from suspension to termination, along with the loss of credibility and integrity. Charges of plagiarism against students, faculty members and staff are typically heard by internal disciplinary committees, which students and faculty members have agreed to be bound by." ^[3]

Wikipedia also describes **Self-plagiarism** as "the re-use of significant, identical, or nearly identical portions of one's own work without acknowledging that one is doing so or without citing the original work. Typically, high public-interest texts are not a subject of self-plagiarism; however, the authors should not violate copyright where applicable. "Public-interest texts" include such material as social, professional, and cultural opinions usually published in newspapers and magazines." ^[3]

4. **Aim:** The aim of this policy is to apprise students, teachers, researchers and staff about Plagiarism and how it can be avoided. It is also aimed at discouraging Plagiarism by regulating and authorising punitive actions against those found guilty of the act of Plagiarism.

5. **Applicability:** The policy is applicable to students, teachers, researchers and staff of all institutions and organizations in Pakistan who are involved in writing or publishing their work. In this context a "**Student**" is a person who, on the date of submission of his / her paper / work is a registered student of any University or Degree Awarding Institution recognized by Higher Education Commission (HEC). "**Teachers and Researchers**" include faculty members or equivalent of the University / Organization or/of a constituent or affiliated college or researchers of an organization and such other persons as may be declared to be so by regulations. "**Staff**" is any employee of an organization involved in writing and publishing his / her work.

Any person listing his CV on the website or any current publication or applying for any benefit on the basis of published or presented work that is plagiarized will be liable to be punished as per prescribed rules.

6. **Responsibility of the Institutions & Organizations:** All institutions and organizations are responsible to apprise their students, teachers, researchers and staff of the definition, implications and resulting punishments in case, after due investigation, they are found guilty of plagiarism. The institutions / organizations must acquaint their students, teachers, researchers and staff with this policy and ensure that they are fully aware that all authors are deemed to be individually and collectively responsible for the contents of papers published by Journals / Publishers etc. Hence, it is the responsibility of each author, including the coauthors, to ensure that papers submitted for publication should attain the highest ethical standards with respect to plagiarism. To facilitate the institutions / organizations in creating awareness about Plagiarism, a modified version of "Little Book of Plagiarism", a publication of Leeds Metropolitan University is appended as "Annexure" to this policy. Any University or Degree Awarding Institution which does not adopt and implement this policy will have its degree derecognized by HEC.

7. **Reporting:** To inform HEC or respective Universities / Organizations of alleged plagiarism, a complaint is to be made by email, post, fax or other means to [HEC Quality Assurance Division or respective Universities / Organizations. In case of lodging a complaint in the form of a letter, copy may be sent to HEC. The following information is to be provided:](#)

- a) "Citation of the original paper or document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.
- b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure proper investigation.
- c) Copies of both papers if possible.
- d) Any other information that would help HEC or respective Universities / Organizations to efficiently resolve the claim."^[1]
- e) Name, designation, organization, address, e-mail address and telephone number of the complainant.

Investigation:

8. Upon receipt of an allegation of Plagiarism, the HEC Quality Assurance Division will request the respective Vice Chancellor / Rector / Head of the Organization to carry out investigation. The complaints received through HEC or directly by a University / Organization will be dealt with by the Universities / Organizations according to the procedures given below. The Vice Chancellor / Rector / Head of the Organization will have the discretion of not taking any action on

anonymous complaints. For investigation of Plagiarism cases, the Vice Chancellor / Rector / Head of Organization will have an obligation to:

- a) Constitute a “**Plagiarism Standing Committee**” consisting of 3 senior faculty members, a subject specialist in that particular field is to be co-opted, a senior student (only if a student is being investigated upon) and a nominee of the HEC. The seniority of the members of “Plagiarism Standing Committee” should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.
- b) Provide a guideline, prepared by HEC for the functioning of the “Plagiarism Standing Committee”, to all members of the Committee.
- c) Provide clear terms of reference to the “Plagiarism Standing Committee” for their investigation.
- d) The members of the “Plagiarism Standing Committee” are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
- e) Provide opportunity to the author / authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been Plagiarized and / or the complainant, to justify the complaint.
- f) Provide every opportunity to the “Plagiarism Standing Committee” to use all foreseeable means to investigate the plagiarism claim.

9. The **Plagiarism Standing Committee** shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:

- a) Manual and / or automated tests for content similarity ^[1].
- b) Determination of the extent and quantum of significant material plagiarized.
- c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
- d) Consultation with legal counsel. ^[1]
- e) Consult / contact witnesses and record statements there-of if so required.
- f) Consult / contact present and / or past employers of the authors.

10. The “**Plagiarism Standing Committee**” will submit its report with clear cut findings and recommendations to the Vice Chancellor / Rector / Head of the Organization within a specified period not exceeding sixty days. The Vice Chancellor / Rector / Head of the Organization will have the discretion to implement the recommendations after approval through the statutory process and take punitive action against the offender as per penalties prescribed under this policy or to forward the report to HEC or his / her parent organization for further action if outside their purview / jurisdiction.

Penalties for Plagiarism

11. Plagiarism is an intellectual crime. As such the penalties for plagiarism should not only take into account the severity and recurrence of the offence, but also the intellectual standing of the offender. This entails a gradual increase in punitive action with minimum punishment for a first time offence by a student who copies a home work assignment to a maximum punishment for a teacher/researcher/staff who attempts to present / publish, or actually presents / publishes plagiarized material; as his own, in a conference / journal. Therefore, the punishments for Plagiarism have been divided into two separate categories, i.e those for "Teachers, Researchers and

Staff" and those for the "Students". The groups have already been defined in para 5 above.

(a) Penalties for Teachers, Researchers and Staff: When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Competent Authority of the Organization, to take any one or a combination of the following disciplinary action(s) against the teacher, researcher and / or staff found guilty of the offence:

(i) Major Penalty:

In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then (a) a major penalty of **dismissal** from service **needs to** be prescribed, along with (b) the offender may be "Black Listed" and may NOT be eligible for employment in any academic / research organization, and (c) the notification of "Black Listing" of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor / Rector / Head of the organization.

(ii) Moderate Penalty:

In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving any one or both of the following needs to be imposed (a) demotion to the next lower grade, (b) the notification of "Black Listing" of the author(s) which may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor / Rector / Head of the organization.

(iii) Minor Penalty:

In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving any one or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the University / Organization may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

(b) Students: When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, **DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE**, will advise the Vice Chancellor / Head of the Organization, to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:

- (i) In the case of thesis the responsibility of plagiarism will be of the student and not of the supervisor or members of the Supervisory Committee.
- (ii) The offender may be expelled/ rusticated from the University and from joining any institution of Higher Education in Pakistan for a period as deemed appropriate by the "Plagiarism Standing Committee". A notice may be circulated among all academic institutions and research organization to this effect.
- (iii) The offender may be relegated to a lower class.
- (iv) The offender may be given a failure grade in the subject.
- (v) The offender may be fined an amount as deemed appropriate.

- (vi) The offender may be given a written warning if the offence is minor and is committed for the first time.
- (vii) The degree of a student may be withdrawn if AT ANY TIME it is proven that he or she has presented Plagiarized work in his / her MS, MPhil or PhD dissertation if the extent of plagiarism comes under the category of major penalty as conveyed in Para 11(a-1).
- (viii) The notification of the plagiarism by the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice Chancellor / Rector / Head of the Organization.
- (ix) HEC or the University / Organization may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".
- (x) Any other penalty deemed fit by the "Plagiarism Standing Committee".

(c) Co-Authors/Declarations

1. Provided that a co-author has listed a paper in his/her resume and applied for a benefit forthwith, any co-author is deemed to be equally responsible for any plagiarism committed in a published paper presented to or published in a journal or presented at a conference.
2. All Journals in Pakistan must require ALL authors to sign a declaration that the material presented in the creative work is not plagiarized (Sample Attached)

12. Additional Actions Required: In addition to the above punishments, the following additional common actions must be taken if the offence of Plagiarism is established:

- a) If the plagiarized paper is accessible on the web page its access will be removed. The paper itself will be kept in the database for future research or legal purposes.
- b) The author(s) will be asked to write a formal letter of apology to the authors of the Original paper that was plagiarized, including an admission of plagiarism. Should the author(s) refuse to comply then additional punishments as deemed fit may be recommended by the "Plagiarism Standing Committee.
- c) If the paper is submitted but not published yet, the paper will be rejected by the Editor-in-Chief or the Program Chair without further revisions and without any further plagiarism investigation conducted.^[1]

However, Warning may be issued to the author/ co-author.

13. Appeal: As the penalties are severe, the affected person(s) will have the right to appeal to the Chairman HEC / Vice Chancellor / Rector / Head of the Organization for a review of the findings or may submit a mercy petition within 30 days from the date of notification. Such appeals / petitions will be disposed off within 60 days of receipt, by following the laid down procedures regarding such appeals.

14. Penalty for Wrong Reporting / False Allegation: If the case of Plagiarism is not proved and it is confirmed that a false allegation was lodged, the Vice Chancellor / Rector / Head of the Organization will inform the complainant's Organization and will recommend disciplinary action against the complainant, to be taken by his / her parent organization.

References

- [1] “ACM (Association of Computing Machinery) Policy on Plagiarism”
(<http://www.acm.org/pubs/plagiarism%20policy.html>)
- [2] “Academic Integrity Statement: Appendix1” (University of Southampton
Calendar 2006/7)
(<http://www.calendar.soton.ac.uk/sectionIV/part8a.html>)
- [3] “Plagiarism From Wikipedia, the free encyclopedia”
(<http://en.wikipedia.org/wiki/plagiarism>).

(Sample)



HIGHER EDUCATION COMMISSION OF PAKISTAN (Monograph & Textbook Writing Scheme)

Monograph / Textbook Proposal Submission Undertaking*

Corresponding Author(s) name: _____

Corresponding Author(s) Address: _____

Title of Work: _____

The Higher Education Commission (Publisher) and the Monograph/Textbook Proposal Author (Authors if a multi-authored Work) agree as the following:

1. The Monograph/Book will contain the original Work of author(s).
2. It will not violate copyright or intellectual property right of any person or entity.
3. It will not contain previously published material in whole or in part for which permission from the concerned parties has not been secured.
4. The author(s) recognize that if any material submitted for consideration to the HEC is found to be plagiarized, then the HEC may bar the author(s) from participating in all HEC Programs and public notice to the fact maybe issued in print as well as electronic media. The HEC reserves the right to recover all amounts spent on evaluation/publication etc., and also may take any other action deemed necessary to serve as deterrence against plagiarism.
5. The author(s) shall indemnify and hold the Publisher harmless against loss or expenses arising from breach of any such warranties.
6. In consideration of the HEC's agreement to publish the Work, the author(s) hereby grants HEC a non-exclusive, royalty-free license to print, publish, reproduce or distribute the Work throughout the world by all means of expression, including electronic format. The author(s) further grants HEC the right to use the author's name in association with the Work in published form and in promotional materials.
7. The copyrights are duly reserved by Higher Education Commission of Pakistan.

* Similar Schemes could be developed for authors or thesis etc

All authors are requested to sign this form. If not signed by all authors, the corresponding author acknowledges that s/he is signing on behalf of all the authors and with their authorization. Faxed signatures and multiple forms are acceptable provided the corresponding author collates all the material and submits in one batch.

Author Signature: _____ Name: _____ Date: _____

Author Signature: _____ Name: _____ Date: _____

Author Signature: _____ Name: _____ Date: _____

Author Signature: _____ Name: _____ Date: _____



THE HIGHER EDUCATION COMMISSION

**POLICY ON PROTECTION AGAINST SEXUAL HARASSMENT IN
HIGHER EDUCATION INSTITUTIONS**

[Effective July 1, 2020]

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HIGHER EDUCATION COMMISSION
POLICY ON PROTECTION AGAINST SEXUAL HARASSMENT IN
HIGHER EDUCATION INSTITUTIONS

1. PRINCIPLES AND PURPOSES OF THE POLICY

- 1.1. Higher Education Institutions (“**HEIs**”) are highly consequential institutions in society that are dedicated to the pursuit and dissemination of knowledge. Members of the HEI community have several important rights and privileges, central among which is the right to pursue inquiry and search for knowledge without hinderance from unlawful or otherwise unacceptable constraints. The Higher Education Commission (the “**HEC**”), which has been mandated by law to prescribe conditions under which HEIs in the country may be opened and operated, takes very seriously the freedom of teachers, researchers, scholars, students and other members of the HEI community to live and work in a safe environment in which their dignity is protected.
- 1.2. Protection against sexual harassment is important not only because it threatens the freedom and conduciveness of the environment at institutions of higher learning. At a more fundamental level, such conduct is unacceptable because it violates personal dignity and shall not be tolerated at HEIs in Pakistan under any circumstance.
- 1.3. In accordance with the terms of this policy, sexual harassment shall be prohibited at HEIs in Pakistan, and shall constitute a punishable offence under the policy. The HEC affirms the right of every member of the HEI community live, study and work in an environment that is free from sexual harassment. The goal of this policy is to prevent sexual harassment from taking place, and where necessary to act upon complaints of sexual harassment promptly, fairly, judiciously and with due regard to confidentiality for all parties concerned.
- 1.4. All administrators, deans, managers, faculty, department chairs, directors of schools or programs and others in supervisory or leadership positions have an obligation to be familiar with and to uphold this policy and its procedures along with informing members of their staff about its existence. HEIs are encouraged to formulate internal policies that further strengthen or expand the protections available under the HEC’s policy on sexual harassment.
- 1.5. This policy has been made pursuant to the powers granted to the HEC under the Higher Education Commission Ordinance, 2002, and is binding on all higher education institutions in the country, whether operating in the public or private sectors. Violations or failure to comply with the HEC’s policies may lead to regulatory action being taken against non-compliant HEIs.
- 1.6. This policy is consistent with and has been made in light of the provisions of the Protection Against Harassment of Women at the Workplace Act 2010 (as amended) (the “**2010 Harassment Act**”). It extends the protection against sexual harassment to all members of the HEI community, and provides the option to aggrieved persons to seek recourse to resources within the HEI or to seek redressal through the provisions of the 2010 Act.

2. PROHIBITED CONDUCT

2.1. "Sexual harassment" means any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, where:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual participation in any activity at the HEI;
- b) Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

2.2. Sexual harassment may be overt or subtle, and can range from visual signals or gestures to verbal abuse to physical contact along with hand or sign language to denote sexual activity, persistent and unwelcome flirting (see Annex 1 for examples of various manifestations).

2.3. The following behaviors are specifically prohibited under this policy. This following are meant to provide specificity to the definition provided in clauses 2.1. However, it is not an exhaustive list, and other behaviors that fall within the scope of the definition above shall also be prohibited.

- a) ***Epecially Egregious Non-Consensual Acts***: Acts that would be included in the category of rape. While such situations will be covered under the laws of the country, and law enforcement institutions and the courts will investigate and adjudicate accordingly, the HEI administration has a special obligation to take preventative measures, offer immediate assistance and take interim measures when required.
- b) ***Non-Consensual Sexual Contact***: Includes sexual contact with another person without consent.
- c) ***Sexual Exploitation***: Taking of actions that violate the sexual privacy of others or taking sexual advantage of another without their consent. For example, taking pictures, videotaping, viewing or distributing explicit images or sexual information of another person without their consent.
- d) ***Other Pervasive or Severe Behaviors***: It is not necessary that there be actual sexual contact for a behavior to be categorized as sexual harassment. Other unwelcome behaviors are also prohibited if (i) they are based on an individual's sex or gender (ii) are persistent or highly serious and (iii) create an atmosphere which is intimidating or hostile. These include but are not limited to lewd remarks or gestures, highly offensive jokes of a sexual nature, commenting inappropriately about another's body, and stalking.
- e) ***Sex Discrimination***: Adverse treatment of individuals based on their sex or gender rather than on merit. This would include instances such as the singling out (for such adverse treatment as lower salary or grades, or more severe punishment) of person(s) on the basis of sex or gender.

- 2.4. All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done electronically such as through the internet, e- mails, social media, texting, telephone, voicemail etc.
- 2.5. All actions of harassment or discrimination may be taken by a person of any gender against a person of the same or another gender, and would need to be considered by the HEI if the act qualifies as a prohibited act under the policy.
- 2.6. Sexual harassment is especially offensive when perpetrated by persons in authority, and when submission is made a condition toward any HEI activity or benefit (for example, when submission is made the basis of the evaluation of an individual).
- 2.7. Sexual harassment will be considered especially egregious when the accused knew or reasonably should have known that the victim was in an impaired or incapacitated state. However, impairment of the accused, such as a result of the use of any illegal substances, shall not diminish their responsibility for harassment under this policy.

3. JURISDICTION

- 3.1. This policy applies to actions by students, faculty, staff, other members of the HEI community (such as interns, residents etc.), or third parties (such as service providers, visitors etc.), when the misconduct occurs:
 - a) on the HEI property (i.e. on campus) or in its immediate vicinity;
 - b) off the HEI property, if (i) the conduct occurs in connection with an HEI recognized program or activity or (ii) the conduct may create a hostile environment or pose a safety risk on campus; and
 - c) using the university's computing or network resources accessed from an off-campus location, which shall be deemed to have occurred on campus.

4. DESIGNATED RESOURCES

- 4.1. The HEI shall designate at least two members of the HEI administration (the "**Focal Persons**"), at least one of whom shall be a woman, to offer support and immediate assistance to those who have experienced sexual harassment. Contact information of such individuals shall be easily available, including on the HEIs website.
- 4.2. The HEI shall also constitute an Inquiry Committee to investigate and adjudicate any allegations of prohibited conduct (the "**Inquiry Committee**") in accordance with the provisions of Section 7 below. Those who have experienced sexual harassment may also contact members of the Inquiry Committee for support and advice.

5. COMPLAINTS AND REPORTING

- 5.1. A complaint may be lodged by any person who has experienced sexual harassment as defined in Section 2 (Prohibited Conduct) read with Section 3 (Jurisdiction) of this policy, with either the Focal Person or with any member of the Sexual Harassment Inquiry Committee.

- 5.2. In cases in which the conduct in question falls within the scope of the 2010 Harassment Act, the affected person shall also have an option to submit a complaint to the Ombudsperson in accordance with the provisions of the 2010 Harassment Act.
- 5.3. In the event that a complainant is reluctant to contact the Focal Persons or any members of the Inquiry Committee, the complainant may contact a colleague, instructor, the employment supervisor, manager, department chair, dean or VC. It will be the responsibility of the individual contacted to report the case to the Inquiry Committee without identifying either the complainant or the alleged offender and to ask for advice on procedure and policy from them to effect solution, if a solution is necessary.
- 5.4. Complainants shall be encouraged to submit complaints promptly, preferably within 3 months but no later than 12 months from the last date of the alleged harassment. An extension of up to 1 year may be granted by the Focal Persons or the Inquiry Committee upon written request stating the reasons for the delay in submitting the complaint.
- 5.5. All members of the HEI community are encouraged to report any instances of sexual harassment that they may have observed to the Focal Persons or the Inquiry Committee. For the purposes of safeguarding the campus community, HEIs have an obligation to investigate material violations of this policy even in the event that a formal complaint has not been filed.
- 5.6. As soon as a complaint or report is received by one of the designated resources, it shall be shared by him or her (within a period of 24 hours) with all Focal Persons and members of the Inquiry Committee for further action.
- 5.7. For minor violations, complainants may opt to make an informal complaint to either the Focal Person or the Inquiry Committee. The primary objective of informal resolution mechanism is to take preventative action, so that minor violations are detected early and appropriate warning is given to the accused to stop the offending behavior before it reaches a higher degree of seriousness. If the incident reported through this mechanism constitutes prohibited conduct under Section 2 of this policy, the Inquiry Committee shall deal with the complaint accordingly.

6. INTERIM MEASURES AND SPECIAL ARRANGEMENTS

- 6.1. As soon as a complaint or report is received by designated resources or any member of the HEI administration, depending on the nature and seriousness of the offence, the Focal Persons shall take appropriate steps to provide interim measures that may be requested by the affected persons or as otherwise may be deemed appropriate. If the affected person is not satisfied with the measures taken, he or she may contact any member of the Inquiry Committee for necessary action. Interim measures include but are not limited to:

- a) adjustment in class or examination schedules, including for the purposes of attending hearings;

- b) access to counselling services or other appropriate medical assistance;
- c) change in the work assignments;
- d) arrangement for any assessments or evaluations to be made by a neutral person;
- e) adjustment to class schedule, including withdrawal from course or changing the section;
- f) notifying the campus security officials (or law enforcement in case of serious violations) regarding the violation;
- g) impositions of a HEI wide order designed to prohibit contact or communication between certain persons;
- h) change of the housing arrangement of certain persons; or
- i) any other measures that may be deemed appropriate.

7. INQUIRY COMMITTEE

7.1. The Inquiry Committee shall be responsible for the investigation and adjudication of any complaint received in connection with the violation of this policy.

7.2. The Inquiry Committee shall be constituted in the following manner:

- a) The committee shall consist of three members, at least one of whom shall be a woman and one of the members shall be a member of the senior management of the HEI.
- b) All members of the committee shall be employees of HEI and will be appointed by the Vice Chancellor (the “VC”) after the VC has taken nominations from senior members of the HEI administration. The VC may co-opt one or more members from outside the HEI if it is otherwise not possible to designate three members as described above.
- c) Members of the Committee shall be individuals who are known for being principled, credible, fair, gender-sensitive and have a strong character (someone who will not change their decision due to pressure from friends, colleagues or seniors). They shall have not conflict of interest in particular cases, and shall be impartial and unbiased.
- d) Members of the Committee shall be appointed for a term of two year (shorter terms may be required occasionally to fill vacancies). No member shall serve for more than two consecutive terms. Former members will be eligible for reappointment after a lapse of two years.
- e) One of the members of the committee shall be appointed as the Chair by the VC, whose duties shall include, but are not limited to: maintaining order during hearings, answering procedural questions, granting or denying adjournments, maintaining proper documentation of the proceedings, which shall constitute the official record and reporting recommendations of the Committee to the VC. All these duties shall be undertaken in consultation with the Committee members.

- f) In case a complaint is made against one of the members of the committee, that member shall be replaced by another (impartial member) for that particular case.
- 7.3. The HEI shall endeavor to provide training to members of the Inquiry Committee in investigation and adjudication of conduct prohibited under this policy.
- 7.4. An HEI staff member shall be appointed to assist the Inquiry Committee. This work shall include responsibilities such as organizing meetings, acting as a liaison between the committee and the other parties involved, record keeping, making and updating a database to track the processing of complaints, and ensuring appropriate awareness raising about the issue of sexual harassment at HEI.

8. INVESTIGATION AND ADJUDICATION

- 8.1. All complaints alleging Sexual Harassment shall be forwarded to the Inquiry Committee within 24 hours of being received by the Focal Persons or any other office of the HEI.
- 8.2. As soon as is reasonably practicable after receiving a complaint, the Inquiry Committee shall determine whether the alleged conduct in the complaint meets the criteria set forth in Sections 2 (Prohibited Conduct) and Section 3 (Jurisdiction) of this policy. If it is determined by a majority of the members of the Inquiry Committee that the alleged conduct meets the aforementioned criteria, a formal investigation shall be initiated.
- 8.3. In the absence of a formal complaint, if a serious violation of this policy is reported to the Inquiry Committee, or a series of allegations against the same person are received, the Inquiry Committee may determine by majority vote to initiate proceedings after notifying the VC.
- 8.4. After initiating the investigation, and not later than three days of the receipt of a written complaint, the Inquiry Committee shall:
 - a) communicate to the accused the charges and statement of allegations leveled against him/her, the formal written receipt of which will be given;
 - b) require the accused within seven days from the day the charge is communicated to him/her to submit a written defense and on his/her failure to do so without reasonable cause, the Committee shall proceed ex-parte; and
 - c) enquire into the charge and may acquire and examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary (including by summoning potential witnesses) and each party shall be entitled to cross-examine the witnesses against him/her.

- 8.5. The following rules shall be applicable to the hearings conducted by the Inquiry Committee:
- a) All hearings shall be closed hearings;
 - b) The Inquiry Committee will hear statements from the complainant(s) and respondent(s), the witnesses if any (as required) and study any other documents and/or evidence as presented by the relevant parties or collected in the process of conducting inquiry;
 - c) The Inquiry Committee shall have discretion to limit testimony and questioning of witnesses to those matters it considers relevant to the disposition of the case;
 - d) The Chair of the Inquiry Committee shall have the power to compel a witness to attend, and the complainant(s) and/or respondent(s) may request the Chair's aid in this regard;
 - e) The complainant and the respondent may at any stage of any of the procedures outlined in this policy be represented and/or accompanied by another person of her/his choice.
 - f) The Committee shall have the right to acquire any relevant piece of evidence to further their understanding of the case and the relevant parties, witnesses and administration are required to provide them with this documentation and/or evidence to facilitate the investigation;
 - g) Objective documentation of the proceedings of the Inquiry Committee shall be maintained where high confidentiality of the records and other such material shall be upheld at all times;
 - h) The respondent shall be allowed to cross question the complainant and witnesses unless the committee decides otherwise;
 - i) Where any procedural matter is not dealt with in this policy, the Inquiry Committee may, guided by the principles of fairness, establish any appropriate procedure.
- 8.6. Members of the HEI community have an obligation to cooperate in an investigation, and refusal to cooperate may result in disciplinary action. There may be circumstances in which the complainant may wish to limit their participation in the proceedings. The complainant shall not be subject to discipline, but the HEI may be obligated to proceed with the investigation.
- 8.7. Following the formal hearing, the members of the Inquiry Committee shall deliberate and determine the validity of the complaint based on the totality of the circumstances. The presence or absence of evidence cannot always be the sole criteria on which a judgment can be made. The credibility of statements and context must be kept in mind during the deliberations. The committee members will reach a decision unanimously or by a majority after the deliberations. Where the complaint is found to be valid, the Committee will recommend an appropriate penalty.
- 8.8. The Inquiry Committee shall complete the inquiry and recommend its final decision within a period of 30 days. It shall then send its decision to the VC giving its findings in writing by recording reasons thereof (which shall include any note of dissent) for endorsement and action. Recommendation of the Inquiry Committee shall be implemented within seven days.

9. CONFIDENTIALITY

- 9.1. Confidentiality shall be enjoined on the Focal Persons, the Inquiry Committee and all others involved in the process. This does not preclude the reasonable and discreet disclosure of information in order to elicit the facts of the case, or to implement and monitor properly the terms of any decision.
- 9.2. The Focal Persons, members of the Inquiry Committee and their support staff shall be subject to administrative disciplinary action for inappropriate breaches of confidentiality on their part.
- 9.3. All notes and records arising in connection with an investigation shall be maintained in a confidential file at HEI.

10. PENALTIES

- 10.1. In cases in which the respondent is a student, the following sanctions may be imposed:
 - a) In case of minor violations, the student may be issued a warning or reprimand. These shall be considered when adjudicating future violations.
 - b) In case of more serious violations, the following formal sanctions may be imposed: disciplinary probation, withholding of degree for a period of time, suspension or expulsion.
 - c) The following may be added to any of the penalties listed above: campus service; relocation from campus housing; exclusion of the respondent from a designated portion(s) of HEI buildings or grounds, or from one or more HEI designated activities, (provided such penalty is appropriate to the offence and where the penalty does not prevent the respondent from pursuing her/his studies); attending educational program; inclusion of decision in the student's record, except in the case of the first instance of a minor violation (for up to seven years).
- 10.2. In cases in which the respondent is a member of the faculty, researcher or employee/staff of the HEI, the following sanctions may be imposed (individually or in combination), keeping in view the terms of the applicable employment policies:
 - a) oral or written reprimand;
 - b) counselling or training;
 - c) inclusion of the decision in a specified personnel file(s) of the respondent;
 - d) exclusion of the respondent from a designated portion(s) of HEI buildings or grounds, or from one or more designated HEI activities, where such penalty is appropriate to the offence and where the penalty does not prevent the respondent from carrying out her/his professional duties;
 - e) the imposition of a fine;
 - f) recommendation for suspension of the respondent without pay;
 - g) recommendation that dismissal proceedings be commenced; or
 - h) other sanctions, as deemed appropriate, in accordance with the terms of the employment policies.

11. RIGHT OF APPEAL

- 11.1. Both the complainant and the respondent shall have a right to appeal the decision of the Inquiry Committee within a period of 30 days from the date of notification of the decision.
- 11.2. In cases in which the conduct falls within the scope of the 2010 Act, the aggrieved party shall have an option to file an appeal to the Ombudsman in accordance with the provisions of the 2010 Act.
- 11.3. There shall be a three-member appellate body (the “Appellate Body”) appointed by the VC that shall include at least one senior member of the HEI administration (at the level of dean or equivalent) and at least one of the members of which shall be a woman. No member of the Inquiry Committee shall concurrently be a member of the Appellate Body. In case the complaint had been made against one of the members of the committee, that member shall be replaced by another (impartial member) for that particular case.
- 11.4. Appeal to the Appellate Body against the decision of the Inquiry Committee can be filed on the following grounds:
 - a) the alleged conduct does or does not fall within the scope of this policy;
 - b) the Inquiry Committee reached a decision without consideration of material information;
 - c) the imposed penalty is unfair because it is disproportionate or materially different from that imposed for similar misconduct; or
 - d) the adjudication process followed by the Inquiry Committee was procedurally unfair.
- 11.5. In order to reach its decision, the Appellate Body may communicate with the parties, the members of the Inquiry Committee or other members of the HEI community as it deems fit.
- 11.6. The Appellate Body may, on consideration of the appeal and any other relevant material, confirm, set aside, vary or modify the decision within 30 days in respect of which such appeal is made, and shall communicate the decision to both the parties, the VC and the Inquiry Committee.

12. MALA FIDE ALLEGATION

- 12.1. False allegations of sexual harassment made out of malice or intent to hurt the reputation of the persons against whom the complaint is filed are to be dealt with as serious offences. Making mala fide allegation of sexual harassment knowing it to be false, whether in a formal or informal context, is a serious offense under this policy.
- 12.2. In the event that the Inquiry Committee determines that a false allegation made in the complaint with mala fide intent, it may recommend appropriate action against the complainant by sending its findings to the VC (by recording reasons thereof and including any note of dissent) for endorsement and action. In cases in which the conduct falls within the scope of the 2010 Act, the Inquiry Committee may recommend the handing over of such cases to the

Ombudsperson for taking further action against the complainant who made the false allegation with mala fide intent.

13. PROTECTION AGAINST REPRISAL

- 13.1. HEIs shall not allow reprisal or threats of reprisal against any member of the HEI community who makes use of this policy (formally or informally). HEIs shall also prohibits such threats or actions against anyone who participates (e.g. testifies, assists, etc.) in proceedings held under its jurisdiction.
- 13.2. Retaliation or any other action against complainant of sexual harassment is to be taken seriously under the provisions of this policy. All allegations of retaliation would be investigated formally under the purview of this policy, and if substantiated, would result in appropriate disciplinary action.

14. SPECIAL CONSIDERATIONS REGARDING RELATIONSHIPS BETWEEN INDIVIDUALS

- 14.1. In contrast with sexual harassment, personal relationships among consenting adults of the HEI community that do not breach the social and cultural norms of the society are, in general, a private matter.
- 14.2. Under the policy it is highly inappropriate for any member of the community to establish an intimate relationship with a student, subordinate or colleague on whose academic or work performance he or she will be required to make professional judgments. The policy requires that the individual may not involve themselves in such conduct as the professional responsibility for supervision or oversight would be affected in such cases. Relationships with a difference in power and authority can seriously affect the institutional working as well as the credibility of all involved. In particular, intimate or romantic relationships between faculty members and students (whether at the undergraduate or the graduate level) shall be prohibited.

15. EDUCATION FOR PREVENTION

- 15.1. To ensure prevention of sexual harassment on campus, HEIs should develop programs to educate its staff, faculty and students as well as provide written material for reference. Education is essential to sensitizing the university faculty, staff and students in order to eliminate sexual harassment on campus. This shall be done in multiple ways, including those listed below.
- 15.2. The HEC's Sexual Harassment Policy, any of the university's internal policies as well information regarding the 2010 Act shall be:
 - (a) available on the HEI website;
 - (b) be a part of the package that all new hires receive;
 - (c) be a part of orientation of new students and included in any written material given to them;
 - (d) be included in the HEI's Prospectus (a summarized version); and
 - (e) displayed in prominent locations on campus

- 15.3. The names of the Focal Persons and the members of the Inquiry Committee shall be made visible/accessible to the HEI community through its website, posted on notice boards, etc.
- 15.4. The HEI shall ensure that its relevant members (e.g., Focal Persons, members of the Inquiry Committee, HR personnel, etc.) attend a training to educate themselves on sexual harassment and relevant the laws and policies. Once trained, designated HR personnel shall be made responsible for educating all personnel, staff, faculty, students that join the HEI. This will be an ongoing activity.
- 15.5. All departments at HEI must disseminate and display information about these programs, what constitutes sexual harassment, how to respond to it and what to do when someone asks for advice about sexual harassment.

ANNEX 1
EXAMPLES OF SEXUAL HARASSMENT CASES AT HEIs
A. Actual Reported Cases

The following is a list of actual reported cases that are provided as examples of what constitutes sexual harassment.

- a. Asking female students to visit personal offices of their supervisors/authorities in-charge after office hours to discuss their grades and assignments.
- b. Asking female students to meet supervisor/authorities in-charge out of the HEI premises with the promise of improvement in grades.
- c. Financial and sexual gratification from graduate students (PhD, M-Phil, Masters) by their supervisor.
- d. Unwelcome sexual advances, whether or not they involve physical touching.
- e. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life.
- f. Comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, or cartoons.
- g. Unwelcome staring, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments.
- h. Inquiries into one's sexual experiences.
- i. Discussion of one's sexual activities (even if males are discussing this it is done deliberately in front of female students or colleagues).
- j. Using derogatory and abusive language that refers to others mother's or sister's bodies.
- k. Acts of sexual connotation relating to the same as a common usage in conversation.

B. Types and Examples

The following list provides further examples of actual reported or common cases by category:

1. Misconduct by Teachers

- a. Male Teacher asked the Female student, if you want "A" grade, you need to take your final exam at my home.
- b. Male head of the department forced the female subordinate employee by telling her that if she wants her contract extended she needs to spend time with him after office hours.
- c. Male HOD deliberately touching or hitting the body of female employee by file or pen/pencil.
- d. Male Teacher referring to female bodies and reproductive cycles to embarrass female students during class lectures.

- e. Needy female students were given financial support by Faculty member in exchange for sexual favors ■■■
- f. Students complaints of a teacher telling vulgar jokes during classes which had sexual innuendos ■■■
- g. Complaints against male supervisor/teacher spending long hours locked away in office with a young female colleague or student.

2. Misconduct by Students

- a. A male student making vulgar jokes about a female student on the social media or verbally telling vulgar jokes about her to his fellow students.
- b. Students sending in written notes letters, emails with requests for intimacy
- c. Female student asked the teacher to provide the final grade list of all students. When the teacher refused to do that, the student registered a complaint against the teacher that he tried to hold her hand in parking lot while asking her to meet in private for grade list.
- d. Female student visiting male teacher in his office unnecessarily and spending long hours and initiating intimacy for benefits (of grades, employment or even monetary).
- e. Repeatedly following particular female students around the campus ■■■

3. Misconduct by Employees

- a. Using vulgar language to address females (student, faculty and other employees) ■■■
- b. To touch their intimate parts in the presence of women ■■■
- c. Younger faculty member was blocked by Dean of the relevant faculty to get higher education (PhD/Phil) [upon her refusal to comply with his undue demands].
- d. Junior faculty was transferred to another department against her will by the authorities as a punitive measure for not complying with undue requests for (sexual) favors.
- e. Giving extra favors to young female faculty/staff in nominating their names for international/domestic trips for their attention.
- f. Threatening female students by using forged/fake documents and pictures to blackmail them into compliance.
- g. Anonymous letters/pamphlets/e-mails defaming or character assassination of employees/teachers/students.

Disclaimer:

The information provided in this handbook is general in nature which may not be used for legal purposes and may be changed without any notice. The sole purpose of this book is to facilitate students. For updated and specific information, concerned department may be consulted.