

SKYLINE UNIVERSITY COLLEGE



SUC POLICIES AND PROCEDURES MANUAL

AY 2021-22

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SUC VISION, MISSION, GOALS AND OBJECTIVES

A. VISION

Skyline envisions itself to be a globally renowned university that nurtures the spirit of innovation and creativity towards building a knowledge based society

B. MISSION

The Mission of Skyline University College (SUC) is to impart knowledge, develop professional skills in the field of Business, Science & Technology and inculcate values among students of diverse backgrounds to serve society. SUC provides opportunities for its students to achieve their academic and professional goals and facilitates the development of their overall personality in order for students to become effective and socially responsible professionals in a dynamic global environment. In pursuing this mission, SUC focuses on innovative and creative approaches in all areas of education, research, consultancy, community services and development of its employees to facilitate the learning environment for its stakeholders. SUC recognizes risk management in all aspects of its operations and ensures health and safety of its stakeholders.

C. GOALS AND OBJECTIVES

i. INSTITUTIONAL GOAL:

To continue to serve with dedication in the field of higher education to meet the changing needs of society and develop responsible individuals without discrimination following ethical practices

a. INSTITUTIONAL OBJECTIVES

1. To serve with dedication in the field of higher education, and prepare students to contribute to the betterment of society.
2. To offer quality education to a diverse student body, globally, irrespective of race, color, gender, religion, physical disabilities and age.
3. To expand its higher education programs as per the needs of the dynamic global environment
4. To develop and maintain significant networks between SUC, alumni and industry
5. To continue to maintain a meaningful relationship with the community through socially responsible activities
6. To continue to pursue ethical conduct and a high order of integrity in all spheres of institutional functions
7. To continually assess the institutional risk and provide a safe and secured environment to the stakeholders

ii. STUDENT GOAL:

To equip students with knowledge, skills and competencies which build lifelong careers and creativity that contribute to the betterment of business and society

a. STUDENT OBJECTIVES

1. To orient students with knowledge through undergraduate and postgraduate programs thereby preparing them for suitable career opportunities globally.
2. To equip students with creative and entrepreneurial skills suitable for lifelong career building



3. To integrate general education at the undergraduate level programs
4. To enhance higher order skills in problem solving, leadership, analysis and decision making among post graduate program students
5. To develop the complete personality of the student through quality education and extra-curricular activities that will enable them to serve society optimally

iii. EMPLOYEE GOAL:

To engage competent employees and ensure their welfare and facilitate development

a. EMPLOYEE OBJECTIVES

1. To provide facilities that enhance long-term SUC employee welfare, satisfaction and growth
2. To facilitate a conducive research and consultancy environment for faculty to pursue scholarly activities
3. To conduct various faculty and staff development programs in order to prepare them to meet challenges posed by the dynamic global environment.



SCHOOL OF BUSINESS VISION, MISSION AND GOALS

A. VISION

To be an innovative and leading provider of quality business management education to serve the society.

B. MISSION

To impart knowledge, develop skills and inculcate values to develop responsible managers and leaders in the field of business management.

C. GOALS

- i. To review and update academic programs as per the emerging regional and global trends.
- ii. To provide knowledge, skills and competencies among students for managing various aspects of businesses.
- iii. To ensure continuous improvement in the areas of teaching, research, and community services.
- iv. To strengthen stakeholder's involvement in achieving the mission of the school.
- v. To develop ethically responsible business managers and leaders.

SCHOOL OF INFORMATION TECHNOLOGY VISION, MISSION, GOALS AND OBJECTIVES

A. VISION

To be internationally recognized school that nurtures academic excellence, innovation, research and emerging ICT skills..

B. MISSION

To serve industry and society by offering futuristic academic programs in the field of Information Technology that are carefully planned, executed, and continuously improved for stimulating excellence, creativity, innovation and leadership in related areas of research and education for faculty as well as students, and to prepare graduates who will be successful professionals, be engaged in lifelong learning, and who will be committed to serve their community.

C. GOAL

To continue to serve with dedication in the field of Information Technology education to meet the changing needs of society and to develop responsible IT professionals, who are engaged in lifelong learning and community service.

D. OBJECTIVES

- a. To develop and offer sound academic Information Technology programs that adhere to national and international standards in line with emerging industries and global trends.
- b. To use continuous improvement procedures in academic programs, research, learning resources and learning environment, and community service.



- c. To develop graduates who are professionally ready to compete in local and global job markets, and who are capable of continuing their education and research activities.
- d. Encourage students to use their effective communication skills, innovative thinking, and technical background to conduct themselves in a professional and ethical manner to provide services that support the community and the region
- e. To strengthen stakeholder's involvement and extend the collaboration with top worldwide educational and research institutions as well as industry leaders and government agencies to arrive at an eco-system that fosters innovation and research, academic excellence, and industrial expertise for both students and faculty.

MOE STANDARD 1. MISSION, ORGANIZATION AND GOVERNANCE

1a. Mission Development, Approval and Review.

Policy number	IRQA_POLICY_22
Policy name	Mission development, approval and review
Policy version	Version 2
Standards applicable	MOE Standard 1: Governance and Management- Annex 3: 1a
Policy owner	IRQAOA
Date of recent modification	20 December 2021
Verified by	DIRQAOA

A. INTRODUCTION

The purpose of Review of Vision, mission, goals & objectives committee is to periodically review or revisit the vision, mission, goals and objectives of the institution based on significant changes in the internal, external conditions and force majeure conditions that impact the institution and if any amendments are necessary are initiated.

B. FORMATION OF THE COMMITTEE

The Committee is chaired by the Vice Chancellor by virtue of the position. The duration of the committee members, other than the Chair is for a period of three years and maybe extended depending upon the contribution to the committee.

The Review Committee constituted by the Board comprising of:

- i. Vice Chancellor
- ii. DIRQAOA
- iii. External Advisory Council Member
- iv. Academic Advisory Council Member
- v. Faculty member
- vi. Staff member
- vii. Student representative
- viii. Employer
- ix. Alumni

C. TENURE OF THE COMMITTEE

The tenure of the committee is generally three years and out of which one third members can be changed after three years.



D. QUORUM

Minimum 50% of committee members shall be present in the meeting to complete the quorum failing which the meeting shall not be conducted.

E. RESPONSIBILITY OF THE COMMITTEE

The main responsibility of the committee is to review the vision, mission and goals statement periodically to be more current and relevant to the changes in the external conditions and recommend revisions.

The Vision, Mission and Goals Review Committee deliberates the currency and relevancy of the mission and goals statement in the changing environmental conditions and seeks opinion from the various stakeholders of the committee. Relevant inputs are taken into consideration and a report is submitted by the Chair of the committee to the Board of Trustees for their opinion and approval. After approval, the revised vision, mission, goals and objectives are circulated to all the departments, functionaries and approved for public disclosure through websites, brochures and catalogs.

F. PROCESS FLOW

The Process of review of the Vision, mission, goals and objectives is carried out by the committee first by reviewing the various internal and external inputs received from various sources on continuous basis followed by deliberations on the significance and the possible impacts on the vision and mission. The finalized revisions are recommended to the board for their opinions and approvals.

STEPS:

- i. Review of feedback on the annual operations
- ii. Review of feedback from the evaluation of the strategic plan
- iii. Review of strategic directions and its status of achievement
- iv. Review and analyze significant changes in internal & external conditions
- v. Review of proposed expansion, diversification and any structural changes deemed necessary
- vi. To review the Vision, mission and goals of the institution in relation to feedbacks and internal & external changes
- vii. Initiate deliberations based on inputs received from various stakeholders
- viii. Review the achievement status of vision, mission and goals statement
- ix. Prepare a draft document and present to VC
- x. Incorporate the suggestions and amend the vision, mission and goals statement
- xi. Submit the final draft to Vice Chancellor for presenting it to the Board for opinion and approval
- xii. The IRQAOA Department disseminates the approved vision, mission, goals and objectives



Frequency and authority of review

Components	Preparation of Plans	Preparation frequency	Review frequency	Timeline	Responsible to implement	Reasons for amendment	Approval Authority
Vision, mission	IRQAOA	As and when required	Yearly	January	Vice Chancellor	Inputs from all stakeholders and evaluated by EC	BOT
Values	Dean of respective schools	As and when required	Yearly	January	Vice Chancellor		BOT
Graduate Attributes	Dean of respective schools	As and when required	Yearly	January	Vice Chancellor		BOT
Institutional goals and objectives	IRQAOA	As and when required	Yearly	January	Vice Chancellor		BOT
Program goals and Learning Outcomes	Dean of respective schools	Yearly	Yearly	April	Vice Chancellor	Program review, course reports and inputs received from employers, industry experts and external supervisors	BOT
Goals and objectives of institutional units	Respective AAC member / Chairs / Heads	Yearly	Yearly	July	Respective AAC member / Chairs / Heads	Structural / Operational changes	Vice Chancellor
SWOT analysis	IRQAOA	Yearly	Yearly	July	Vice Chancellor	Situational changes	BOT



1b. Organization policy

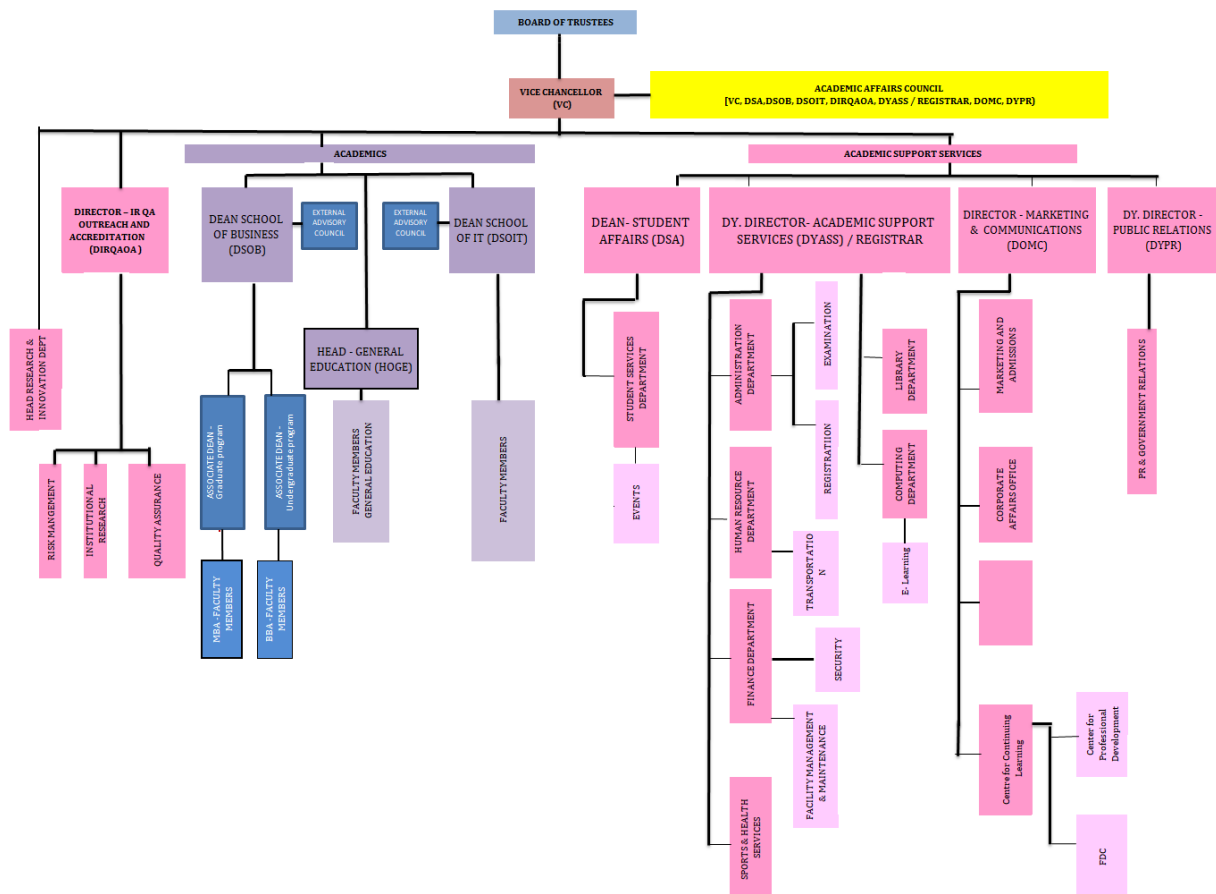
Policy number	HUMR_POLICY_01
Policy name	Organization policy
Policy version	Version 5
Standards applicable	MOE Standard 1: Governance and Management
Policy owner	HR
Date of recent modification	25 April 2022
Verified by	DYASS & Registrar

This policy includes job descriptions and lines of authority/reporting structure for the principal administrative and academic officers.

ORGANIZATION STRUCTURE

Organization structure is the reflection of the institutional governance, line of authorities and the responsibilities vested in the positions. It further indicates the flow of communication and the decision making authorities in the organization.

ORGANIZATION CHART





I. REVIEW OF ORGANIZATION CHART

A. INTRODUCTION

The review of the Organizational Chart of the Institution is carried out by the Vision, mission and goals review committee. The Organization chart reflects the powers, roles, responsibilities and authorities of the academic and academic support service functionaries, their reporting relationships, coordination and supervision that direct the achievement of organizational vision and mission statement. It also clearly defines the reporting structures within the organization.

B. REVIEW COMMITTEE

The review of organization chart is carried out by the Vision, mission and goals review committee.

C. RESPONSIBILITY OF THE COMMITTEE

The committee reviews the organization chart annually and recommends any structural changes that may be required based on BOT inputs, strategic plan inputs, MOE requirements, international accreditation requirements and departmental requirements from closing reports.

D. PROCESS FLOW

The Process of review of the organization chart is carried out by the Vision, mission and goals review committee first by reviewing the MOE requirements, international accreditation requirements, BOT inputs, strategic plan and annual operational plan. The finalized revisions in the organization chart are presented to board for their opinions and approvals.

STEPS:

1. Review of MOE & International accreditation requirements
2. Review of inputs from BOT
3. Review of strategic plan and annual operational plan
4. Recommend changes in the organization chart
5. Prepare a draft organization chart with suggested changes present to AAC
6. Submit the final draft to Vice Chancellor for presenting it to the Board for opinion and approval
7. The Human Resource department disseminates the approved Organization chart



1.C Terms of Reference of Standing Committees

Policy number	IRQA_POLICY_29
Policy name	Terms of Reference of Standing Committee
Policy version	Version 4
Standards applicable	MOE Standard 1: Governance and Management
Policy owner	IRQAOA
Date of recent modification	16 February 2022
Verified by	DIRQAOA

I. INTRODUCTION

The standing Committees at Skyline University College comprises of the Institutional Effectiveness (IE) Committees. There are 15 IE committees and the names of these committees have been given below:

1. Institutional Governance and Management Committee
2. Quality Assurance Committee
3. Academic Planning and Operations Committee
4. Learning Resource Committee - Library
5. Learning Resource Committee - Information Technology
6. Teaching Effectiveness Committee
7. Research and Scholarly Activities Committee
8. Community Engagement Committee -Community Services
9. Student Administration and Examination Committee
10. Student Support Services Committee
11. Faculty and Professional Staff Committee
12. Fiscal Resources, Financial Management and Budgeting committee
13. Health, Safety & Environment committee
14. Marketing and Communication committee
15. Community Engagement Committee -Corporate Relations

II. TERMS OF REFERENCE OF STANDING COMMITTEES

A. FORMATION OF IE COMMITTEE

The VC in coordination with Academic Affairs Council is responsible for the formation of IE Committees in SUC for two academic year.

B. CONSTITUTION:

Each committee generally consists of a Chair and minimum two members depending on the tasks related to the committees.

C. FUNCTIONS:

Each committee is assigned with specific roles and responsibilities which facilitate the smooth functioning of the operations of the subcommittee / subcommittees allocated under the main IE committee.

D. APPOINTMENT & TERM

The VC appoints members and chairs of committees for a period of 2 years. The continuation or removal of the chair and members is based on the performance appraisal during the tenure.



E. OVERALL RESPONSIBILITIES OF COMMITTEES

- i. To plan the committee activities and provide directions to the members to execute
- ii. To oversee the activities of all subcommittees
- iii. To conduct regular meetings for smooth functioning of the committee and timely decision making
- iv. To ensure all records are maintained related to each subcommittee
- v. To review and prepare self-evaluation reports

F. RESPONSIBILITIES OF THE IE SUB COMMITTEE CHAIRS

- i. Chair reviews the IE Tool with the sub-committee members and prepares internal plan of action of the committee for the academic year towards achieving the objectives of the committee
- ii. Encourage all committee members to present their views and to explain the rationale for their opinions
- iii. Mobilize faculty and staff to achieve the objectives of the committee
- iv. Ensure committee MOM, reports, and recommendations are completed and appropriately disseminated in a timely manner
- v. Prepare self evaluation reports and forward Reports and recommendations to IRQAOA department as per the IE Calendar.

G. RESPONSIBILITIES OF THE IE SUB COMMITTEE MEMBERS

- i. Regularly contribute to achieve the objectives of committee
- ii. Attend and actively participate in meetings;
- iii. Share information during committee discussions, recommend and express opinion for decision making
- iv. Support decisions of the committee or ensure that MOM minutes include concerns/reservations with decision (s)

H. DETAILS OF IE COMMITTEES

Each IE committee may include 1 or more subcommittees which focus on achieving the objectives related to specific areas of operation. Addition or removal of subcommittees is done based on the changes in the organization structure, changes in policies related to this committee or changes in operations. Further details of each IE Committee can be referred in subsequent sections:

i. INSTITUTIONAL GOVERNANCE AND MANAGEMENT COMMITTEE

The Institutional Governance and Management Committee has been assigned following subcommittees:

Section A - Vision Mission (Re-visit of Vision, Mission, Goals and Objectives)

Section B - Institutional Planning (Preparation and Review of Strategic Plan)

Section C -Institutional Management and Administration

Section D - Organization (Review of Organization Chart)

Section E – Governance

Section F – Policies and Procedures

Section G - Risk Management



a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Institutional Governance and Management Committee	Vision Mission	VICE CHANCELLOR	AAC Members
	Institutional Planning		Dean - SOIT, Dean - SOB, Associate Dean
	Institutional Management and Administration		AAC Members
	Organization		DYASS & Registrar, HR-In Charge
	Governance		DIRQAOA, AM-QA, IRO-In-charge and IRQA Assistant
	Policies and Procedures		AAC Members ,DIRQAOA, AM-QA, IRO-In-charge and IRQA Assistant
	Risk Management		DIRQAOA, AM-QA, QA-Assistant

b. RESPONSIBILITIES OF INSTITUTIONAL GOVERNANCE AND MANAGEMENT COMMITTEE

To ensure achievement of objectives related to the functional areas given below:

Section A – Vision Mission (Re–visit of Vision, Mission, Goals and Objectives)

1. To align the organization with the dynamic external environment

Section B – Institutional Planning (Preparation and Review of Strategic Plan)

1. To achieve strategic goals of SUC
2. To evaluate status of SUC Strategic plan achievement
3. To prepare for developing new strategic plan.
4. To evaluate status of SUC’s annual plans achievement

Section C - Institutional Management and Administration

1. To ensure smooth day to day operations of SUC

Section D – Organization (Review of Organization Chart)

1. To align the organization structure in line with internal and external requirements

Section E – Governance

1. To ensure SUC achieves its vision, mission and financial stability
2. To establish suitable governance, structures for the University

Section F – Policies and Procedures

1. To ensure smooth function of the Committees, Departments and functional heads
2. To ensure control over policy and procedure modifications

Section G - Risk Management

1. To ensure that all potential risks (sources of risk) are identified, assessed and addressed timely.
2. To ensure insurance coverage for liability and other potential losses (in coordination with insurance committee under finance)

ii. QUALITY ASSURANCE COMMITTEE

The Quality Assurance Committee has been assigned following subcommittees :

Section A: Institutional Effectiveness (IE) Committee

Section B: Annual Planning and closing



Section C: Feedback conduct and review committee

Section D – Quality Audit - Academic (a. FACULTY PORTFOLIO AND COURSE FILE REVIEW
b. PROGRAM LEARNING OUTCOMES AND COURSE LEARNING OUTCOMES MEASUREMENT) and
Academic Support services (Departmental audit)

Section E – Accreditation (local, international- AACSB and ABET, IEEE, CHEDS submission)

Section F –Risk Based Assessment

a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Quality Assurance Committee	Institutional Effectiveness	DIRQAOA	Chairs of IE Committees, AM - Quality Assurance, IRO In charge and IRQA –Assistant
	Annual Planning and closing		AAC Members, HODs, AM - Quality Assurance, QA- Assistant
	Feedback Conduct and Review		AM - Quality Assurance, IRO Incharge, Dean - SOIT, Dean SOB, Registrar, AAC Members, Associate Dean
	Quality Audit - Academic and Academic Support services		(i). Academic Audit : IRO-In charge, Faculty members from School of Business and School of IT (ii) Academic Support Service Audit (Departmental audit): AM - Quality Assurance, QA- Assistant, Faculty members from School of Business & School of IT
	Accreditation		Dean -SOB, Dean- SOIT, Associate Deans, Discipline Leaders, AM - Quality Assurance, IRO Incharge and QA-Assistant
	Risk Based Assessment		AAC Members, IRO Incharge, AM - Quality Assurance, QA- Assistant & At least 1 Faculty member



b. RESPONSIBILITIES OF QUALITY ASSURANCE COMMITTEE

To ensure achievement of objectives related to the subcommittees as given below:

Section A: Institutional Effectiveness (IE) Committee

1. To aid in achieving SUC's Objectives
2. To allocate different committee to manage Institutional Effectiveness system
3. To plan, monitor and review the institutional effectiveness system
4. To suggest and recommend necessary amends to the Institutional Effectiveness system including organization process
5. To benchmark with regional and international universities
6. To provide professional development opportunities for IRQAOA staff

Section B: Annual Planning and closing

1. To coordinate with AAC and Departments for preparing annual planning documents in line with the strategic plan
2. To coordinate for the review of semester and closing reports

Section C: Feedback conduct and review committee

1. To conduct the feedbacks as per the feedback calendar
2. To comprehensively evaluate the academic and academic support services through the feedbacks and surveys
3. To provide feedback to improve the academic and academic support services

Section D – Quality Audit – Academic (a. FACULTY PORTFOLIO AND COURSE FILE REVIEW b. PROGRAM LEARNING OUTCOMES AND COURSE LEARNING OUTCOMES MEASUREMENT) and Academic Support services (Departmental Audit)

- a. To identify the areas of improvement and suggest corrective action in academic and academic support services
- b. To maintain academic records for references (Faculty portfolio and course file)
- c. To review course files
- d. To prepare CLO and PLO Analysis reports.

Section F - Accreditation (local, international- AACSB and ABET, IEEE ,CHEDS submission)

- a. To accomplish renewal of institutional licensure, Program accreditation and/or submit application for new major/emphasis in meeting the requirements of MOE
- b. To fulfill the requirements of international accreditation process

Section G - Risk Based Assessment

- a. To coordinate with concerned units for submission of status of Risk assessment parameters
- b. To evaluate the Department and report progress
- c. To suggest actions for closing of gaps and ensure its implementation



iii. **ACADEMIC PLANNING AND OPERATIONS COMMITTEE**

The Academic Planning and Operations Committee has been assigned following subcommittees :

- Section A - Academic Planning and Operations
- Section B - Program Review and Revisit
- Section C - Management Development Program
- Section - D: Internship

a. **COMMITTEE STRUCTURE**

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Academic Planning and Operations Committee	Academic planning and Operations	VICE CHANCELLOR	Dean - SOIT, Dean - SOB, Associate Deans- SOB, Discipline Leaders
	Program Review and Revisit		Dean - SOIT, Dean - SOB, Associate Deans- SOB, Discipline Leaders ,Head of General Education, Faculty members from School of Business and School of IT
	Management Development Program		Dean - SOIT, Dean - SOB, Associate Deans- SOB, Discipline Leaders
	Internship		Dean-SOB, Dean-SOIT, DYASS & REGISTRAR, HOAE, HOCA,DSA, Associate. Dean,

b. **RESPONSIBILITIES**

To ensure achievement of objectives related to the subcommittees as given below:

Section A - Academic Planning and Operations

1. To prepare academic plan and review
2. To plan and recommend academic faculty requirement
3. To plan and allocate courses to faculty members, as per MOE Standards
4. To provide platform for professional development of faculty
5. To assist in national and International Accreditation and rankings
6. To adhere to MOE curriculum requirement

Section B - Program Review and Revisit

To review the curriculum and learning resources in line with the needs of industry.

1. To add or delete courses based on currency, relevancy and competency required by the industry.
2. To incorporate latest teaching methodologies for program effectiveness.



SECTION C - Management Development Program

1. To identify corporates seeking trainings in management in the region
2. To develop and conduct programs and course as per the requirement of the corporate clients
3. To provide consultancy service to the government, semi government and private organizations

Section D - Internship

To provide an opportunity for the students to apply the concepts learnt in real life situations.

- a. To make them aware of the organizational culture and practices
- b. To create an awareness among students about their strengths and weaknesses in the work environment.
- c. To provide students a platform to take up on the job training and develop a network that will be useful in enhancing their career prospects.
- d. To equip the student with the knowledge of actual functioning of the organization and problems faced by them for exploring feasible solutions and suggestions.
- e. To provide an opportunity to get involved in research / project conducted by the organization / company

iv. LEARNING RESOURCE COMMITTEE - LIBRARY

Learning Resource Committee – Library is responsible for the collection development, renewal of online and print subscriptions, sharing Information services and weed out of library materials.

a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Learning Resource Committee - Library	Learning Resource Committee -Library	DYASS & Registrar	Dean SOB, Dean SOIT, DYASS & Registrar, Head-Research & Innovation, HOL, HOAE, Associate Deans, Faculty members from SOIT and SOB

b. RESPONSIBILITIES

To ensure achievement of objectives as given below:

1. To plan provide guidelines and suggestion for maintaining adequate library resources
2. To regularly upgrade existing library resources for meeting the future requirements on annual basis including procurement of E-Resources and discarding the outdated editions of the current stock
3. To orient the students, faculty and staff with regards to the usage of library resources, eBooks and facilities
4. To enrich the resources with most relevant online & offline materials
5. Facilitate conducive research and consultancy environment for faculty to pursue scholarly activities
6. Implementation of virtual teaching technologies



v. LEARNING RESOURCE COMMITTEE - INFORMATION TECHNOLOGY

Learning Resource Committee – Information Technology is responsible for reviewing and approving the requirement of IT resources by faculty, staff and students in carrying out the academic activities and research in the University College.

a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Learning Resource Committee -Information Technology	Learning Resource Committee - Information Technology	DYASS & Registrar	Dean - SOIT, Dean - SOB, HOIT, HOF, Head-R&I, Associate Deans, Discipline Leaders, HOGE, Faculty members from SOIT and SOB

b. RESPONSIBILITIES

To ensure achievement of objectives as given below:

1. To review the adequacy of IT resources as per the strategic plan
2. To provide suggestion and recommendation to improve the IT resources
3. To assess adequacy of hardware and software requirement for creating conducive learning environment in the SUC with the help of IT integration.
4. To regularly upgrade existing IT resources for meeting the future requirements on annual basis.
5. To prepare and implement preemptive maintenance plan.
6. To procure IT equipment as per annual approved plan and based on post audit annual report
7. To provide regular updates of information to users on up-gradation and implementation of various new IT resources.
8. To equip class rooms with adequate audio, video & internet facilities
9. To procure the updated antivirus, firewall and other protective devices for preventing external intrusions for network & security
10. To maintain data backup on regular basis onsite and off-site locations.
11. To regularly upgrade the backup devices
12. To regularly D/R Site Backup
13. To develop, upgrade & implement software & various online services to meet academic, academic support services & students
14. To develop ERP implementation plan
15. To provide online support to academic, academic support services and students through portal services.
16. To provide and process the online survey & interaction from the SUC community.
17. To assess the training needs of faculty, staff & students.
18. To train and orient faculty, staff & students on IT operational and learning resources
19. To train and support students and staff on computer related operational issues including accessing wi-fi in the university campus.
20. To provide training & orient to users regarding various software tools & web services implemented in the campus
21. To provide customized training for individual to improve the usage of IT resources.
22. To promote eco-friendly environment and proper disposable of hardware equipment.



23. To encourage cost cutting measures in utilization of various IT resources.
24. To audit the ERP, DMS, CMS, DMS, Infrastructure, Website, Portal, and FAQs on monthly basis.
25. To prepare and implement risk plan with respect to data backup, outsourced agencies and maintenance of equipment
26. To maintain health and safety in the labs, server rooms, data backup
27. To develop, upgrade & implement in Mobile Apps online services to meet academic, academic support services & students
28. To develop, upgrade & implement in DMS services to meet academic, academic support services & students

vi. RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE

The committee encourages faculty members to actively participate in academic and practical research forums. Publishing in peer reviewed journals, international conference presentations, participating in seminars and collaborative work with industry from UAE, MENA and Rest of the World are the major activities to be promoted by the committee. The committee also maintains a research culture in order to explore relevant research areas and identify funding opportunities for Faculty and Students.

Research and Scholarly Activities Committee has been assigned following subcommittees :

Section A - Research and Scholarly Activities (Journal Publication, conference presentation, Projects, Patents)

Section B – Case Study

Section C - Skyline Business Journal

Section D - Knowledge update



a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Research and Scholarly activities Committee	Research and Scholarly Activities	Head-Research & Innovation	Dean-SOB, Dean-SOIT, Associate Deans, Discipline Leaders, Faculty members from school of Business and School of IT
	Case Study		At least Two faculty members from School of Business
	Skyline Business Journal		Dean-SOB, Associate Dean, Discipline Leaders, Faculty members from School of Business and at least one faculty member from General Education
	Knowledge Update		Faculty members from School of Business and School of IT

b. RESPONSIBILITIES

To ensure achievement of objectives related as given below:

Section- A Research and Scholarly Activities (Journal Publication, conference presentation, Projects, Patents)

- i. To support and encourage research activities that will promote faculty, their professional growth and recognition
- ii. To develop a creative research partnership & consultancy with businesses, universities, government & non-governmental organizations based on mutual benefits
- iii. To strengthen and update library and IT resources to support research activities
- iv. To facilitate faculty to publish & present quality research work in relevant discipline/specialization and interdisciplinary stream domains.
- v. To disseminate the knowledge & research updates through SBJ/ newsletter/
- vi. Knowledge Update/ online marketing forum/social media to stakeholders

Section- B: Case Study

1. To develop faculty skills in Case Writing and Case Based Teaching

Section- C: Skyline Business Journal

1. To provide a platform for researchers to publish their research work in areas of business management.
2. To provide an opportunity for academic exposure and networking at the regional and global level.
3. To share the knowledge gained from scholarly activities amongst the industry and academia.
4. To obtain Indexing in Databases



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Section D – Knowledge update

1. To create awareness about updates in the industry
2. To create awareness about Skyline University College updates

vii. TEACHING EFFECTIVENESS COMMITTEE

The Teaching Effectiveness Committee encourages effective teaching and learning practices through establishment of mechanisms for relevancy of academic, general educational programs and internship practices as well as effectiveness of course design to include integration and application of case studies, research papers, news items, application of innovative teaching practices / pedagogy as well as assessments. Further, teaching effectiveness needs to enable Faculty to articulate theoretical concepts and discourse knowledge clearly and explicitly through updated texts and relevancy of additional readings. Teaching effectiveness also delves into academic rigor including reinforcement, intensive academic reading and writing practices; appropriate testing instruments and evaluation practices.

Teaching Effectiveness Committee has been assigned following subcommittees :

Section-A: Teaching Effectiveness

Section B – Learning Management System

Section C - Innovation and Entrepreneurship Center

a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Teaching Effectiveness Committee	Teaching Effectiveness	DEAN – SOB AND DEAN - SOIT	Associate Dean, Discipline Leaders, HOGE Faculty members from School of Business and School of IT
	Learning Management System		Associate Dean, Discipline Leaders, Faculty members from school of Business and School of IT
	Innovation and Entrepreneurship Center		Faculty members from school of Business and School of IT



b. RESPONSIBILITIES

To ensure achievement of objectives related to subcommittees as given below:

Section-A: Teaching Effectiveness Committee

- 1. Facilitate faculty training and development on selected Teaching effectiveness methods
- 2. Coordinate and conduct Peer Reviews and provide feedback for improvement

Section B – Learning Management System

- a. Facilitate interaction between faculty and students-through LMS

Section-C: Innovation and Entrepreneurship Center

- a. To encourage innovation and Entrepreneurial culture among students
- b. To provide platform for students to become entrepreneurs

viii. COMMUNITY SERVICES COMMITTEE

The Community Services Committee provides an opportunity to faculty, staff and students to engage in achieving their responsibility towards the society through their skills, knowledge and values.

a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Community Engagement Committee - Community Services	Community Services	DSA	HOGE, Faculty members from School of Business, School of IT and General Education

b. RESPONSIBILITIES

To ensure achievement of objectives of the committee as given below:

- 1. To collaborate with Corporate, Government agencies and Social organizations for CSR activities.
- 2. To propose community service activities to Government Agencies, Social Service Organizations and Corporates and organize events in collaboration with them.
- 3. To determine the themes of Community service activities of SUC and roll out a schedule for the Academic year.
- 4. To Plan and execute the events, CSR activities, school workshops & activities and facilitate teams.
- 5. To encourage Stakeholders, Faculty members, Staff and students to submit proposals for community service activities
- 6. To disseminate the information to various stakeholders through various media sources.
- 7. To orient faculty, staff and students to participate in community services activities



ix. STUDENT ADMINISTRATION AND EXAMINATION COMMITTEE

The Administration and Examination Committee has been assigned following subcommittees :

Section – A: Registration Committee - Undergraduate and graduate registration (TOC MQP and Remedial Analysis)

Section -B: Examination conduct and result analysis

Section – C: Academic Progression (Progression, Retention & Graduation, Satisfactory Academic Progression Review Postponement, Re Activation, Course Withdrawal and Cancellation)

Section – D: Student Request Processing

a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Student Administration and Examination committee	Registration	DYASS & Registrar	Dean - SOIT,Dean - SOB, Associate Dean, HOAE, Examination-Supervisor
	Examination conduct and result analysis		Dean - SOIT,Dean - SOB, Associate Dean, HOAE, Examination-Supervisor
	Academic Progression		Dean - SOIT,Dean - SOB, Associate Dean, HOAE, Examination-Supervisor
	Student Request processing		DSA, HOAE, Examination-Supervisor, SSD Staff

b. RESPONSIBILITIES

To ensure achievement of objectives related to the subcommittees as given below:

Section – A: Registration Committee - Undergraduate and graduate registration

1. Implement the standardized registration procedures for undergraduate and graduate programs
2. To ensure the registration criteria are met as per the registration policies for all students including TOC, MQP for MBA students.
3. Ensure physical safety of documents with proper storage facility.
4. Ensure confidentiality of records and documents as per policy and procedure
5. Ensure accessibility of student record by authorized persons
6. To analyze status of TOC admissions during each intake.
7. To analyze status of MQP admissions during each intake.
8. To analyze status of Remedial course admissions during each intake.
9. To plan, schedule and execute placement test during the intakes.
10. To analyze the placement test and foundation course results
11. To analyze the student’s progression, retention and graduation rate during the academic year.
12. To process the student request as per the stipulate time line
13. Ensure availability of soft copy of student (Transcript)
14. To maintain off- site continuous electronic backup

**Section-B: Examination conduct and result analysis**

1. To plan, control and conduct midterm and final exams as per published schedule.
2. To compute, compile and finalize exam results for declaration.
3. To analyze semester wise results and maintain records.

Section – C: Academic Progression

1. To analyze the student’s progression, retention and graduation rate during the academic year.
2. To ensure the student meet the qualitative & quantitative requirements.
3. To observe the students’ improvement in their academic performance during the semesters.

Section – D: Student Request Processing

1. To process the student request as per the stipulate time line

x. STUDENT SUPPORT SERVICES COMMITTEE

The Student Support Services Committee has been assigned following subcommittees:

- Section A - Academic Advising and mentoring
- Section B - Student Counselling
- Section C - Suggestion and Complaints process
- Section D - Involving Class Representatives in decision making
- Section E - Ensuring Discipline within SUC campus
- Section F- Events

a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Student Support Services Committee	Academic Advising	DSA	DYASS & Registrar, Counselor, Dean- SOB, Dean-SOIT, HOGE, HOAE
	Student Counselling		
	Suggestions and Complaints process		
	Involving Class Representatives in decision making		
	Ensuring Discipline within SUC campus		
	Events		SSD Staff, Head of Sports Assistant, Faculty members from School of Business and School of IT

b. RESPONSIBILITIES

To ensure achievement of objectives related to the subcommittees as given below:



Section A - Academic Advising and mentoring (Advising Services)

1. To provide guidelines to academic advisors and mentors regarding student advising process
2. Plan and execute advisory activities during the academic year.
3. To monitor the effectiveness of the advising system and recommend improvements
4. To Liaison with the various departments, clubs and committee involved in the advising process

Section B - Student Counselling

1. To Carry out academic counseling for students at various levels & categories

Section C - Suggestion and Complaints process

To develop a process of students' feedback regarding academic and academic support services issues

Section D - Involving Class Representatives in decision making

To encourage CR to interact and have meeting with the students' body to understand their important areas of concern

1. To encourage CR committee to communicate the issues and suggestion for improvement to the management.
2. To communicate the management response back to the students in a convincing manner to enhance satisfaction level of the student.

Section E - Ensuring Discipline within SUC campus

To maintain a disciplined educational environment.

1. To take corrective action in case of reported in-discipline.

Section F- Events

1. To plan & conduct year round events
2. To encourage students to display their hidden talents by participation in various committees and clubs as well as individual events

xi. FACULTY AND PROFESSIONAL STAFF COMMITTEE

The Faculty and Professional Staff Committee has been assigned following subcommittees :

Section A – Identifying and Recruiting competent faculty and staff (Faculty and Staff Search)

Section B – Maintaining information related to Faculty and Staff (Faculty qualification, Graduate Faculty, Professional Staff, Employee Records) – (Faculty and Staff Information)

Section C – Allocating courses to faculty (Faculty workload) (Faculty Schedule and Semester Wise Allocation)

Section D – Conducting Faculty and Staff Development programs (Faculty and Staff Development Program)

Section E – Review of Faculty and Staff Satisfaction (Grievances)

Section F – Evaluation (Evaluation)

Section G – Employee Disciplinary Action and Appeals

**i. COMMITTEE STRUCTURE**

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Faculty and Professional Staff Committee	Identifying and Recruiting competent faculty and staff	DYASS & Registrar	DEAN - SOIT, DEAN - SOB, HR In charge, ASSOCIATE DEANS AAC MEMBERS, DYASS & Registrar, Faculty Experts (As per requirements)
	Maintaining information related to Faculty and Staff		ASSOCIATE DEANS AAC MEMBERS, DYASS & Registrar & HR-In charge
	Allocating courses to faculty		Dean-SOB, Dean-SOIT, Associate Deans, DYASS & Registrar, HOAE, HR In charge
	Conducting Faculty and Staff Development programs		AAC Members, HR In charge, HRD Staff, Discipline Leaders, HOGE
	Review of Faculty and Staff Satisfaction		Dean-SOB, Dean-SOIT, HOGE, HR In charge
	Evaluation		Dean-SOB, Dean-SOIT, HOGE, HR In charge
	Employee Disciplinary Action and Appeals		Dean-SOB, Dean-SOIT, HOGE, HR In charge

ii. RESPONSIBILITIES

To ensure achievement of objectives related to the subcommittees as given below:

Section A – Identifying and Recruiting competent faculty and staff (Faculty and Staff Search Committee)

1. To plan for faculty resources requirement for the academic year.
2. To identify and recruit suitable candidate for the academic support services position.

Section B – Maintaining information related to Faculty and Staff

1. To maintain required student-faculty ratio, part time-faculty member ratio and grade wise ratio.
2. To maintain diversity policy of SUC.

Section C – Allocating courses to faculty (Faculty workload)

1. To utilize the faculty resources optimally and effectively in conducting the courses every semester.
2. To maintain the teaching load as per SUC policy.

Section D – Conducting Faculty and Staff Development programs

1. To improve teaching methodologies and efficiency in work.



- 2.To provide platform for professional development.
- 3.To enable faculty and staff compatible to cultural environment and Information technology tools.

Section E – Review of Faculty and Staff Satisfaction (Grievances) (Faculty and Staff Satisfaction Review Committee)

- 1.To understand the gaps and deficiencies that has a bearing on the institutional effectiveness with a focus on optimizing faculty and staff satisfaction.

Section F – Evaluation (Evaluation)

1. To review and update AAC, Faculty and Staff performance evaluation policies and forms annually
2. To conduct the process of performance evaluation of all employees as per policy
3. To handover and discuss the performance evaluation report with each employee

Section G – Employee Disciplinary Action and Appeals

1. To review and initiate disciplinary action related to employee disciplinary issues

xii. FISCAL RESOURCES, FINANCIAL MANAGEMENT AND BUDGETING COMMITTEE

The Fiscal Resources, Financial Management and Budgeting Committee has been assigned following subcommittees:

Section A – Financial Audit

Section B: Budget Review

Section C: Fee Waiver and Scholarship

Section D: Student Debit Credit Audit

Section E: Financial Risk Management

Section F: Facilities Resources

Section G: Student Protection Plan/Teach-out Reserve

Section H: Insurance

**a. COMMITTEE STRUCTURE**

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS	
Fiscal Resources, Financial Management and Budgeting committee	Financial Audit	VICE CHANCELLOR	DYASS & Registrar, HOF, Finance Staff	
	Budget Review			
	Fee Waiver and Scholarship			
	Student Debit Credit Audit		DYASS & Registrar, HOF, Finance Staff	
	Financial Risk Management			
	Facilities Resources			DYASS & Registrar, DOMC, HOF, Maintenance Supervisor
	Student Protection Plan/Teach-out Reserve			DYASS & Registrar, DYPR, HOF, Finance Staff
Insurance	DYASS & Registrar, HOF, HR-Incharge			

b. RESPONSIBILITIES

To ensure achievement of objectives related to the subcommittees as given below:

Section A – Financial Audit

- 1.To generate financial audited reports useful for taking rational financial decisions.
- 2.To provide reliable indication of SUC’s financial position and operating results.
- 3.To report income and expenses statements for appropriate financial control

Section B: Budget Review

- 1.To ensure financial stability
- 2.To prepare the annual budget

Section C: Fee Waiver and Scholarship Committee

1. To allocate fund for various MOU and non MOU scholarship every year
2. To assess the effectiveness of Various MOUs signed

Section D: Student Debit Credit Audit Committee

1. To conduct monthly audits for identifying discrepancies
2. To conduct meetings with the departments to resolve the discrepancies
3. To prepare debit and credit audit reports

Section E: Financial Risk Management

1. To monitor significant risks to reduce the likelihood of unwelcome surprises.
2. To review the effectiveness of the system of internal control and report to the Management.

**Section F: Facilities Resources**

1. To provide and maintain adequate facilities to support the academic and academic support services operations.
2. To assess the requisition for adequate resource requirement for the departmental functions.

Section G: Student Protection Plan/Teach-out Reserve

1. To maintain sufficient fund for teach out reserve
2. To enter into MOU with UAE accredited institution

Section H: Insurance

1. To identify and maintain insurance policy to mitigate risk

xiii. HEALTH, SAFETY AND ENVIRONMENT COMMITTEE

The Health and Safety Committee has been assigned following subcommittees:

Section A - Sports activities for SUC Students, Faculty and Staff

Section – B Health, Safety and Environment

Section C - Student Accommodation

COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Health, Safety & Environment committee	Sports activities for SUC Students, Faculty and Staff	DYASS & Registrar	Head-Sports, at least 1 faculty member from General Education, Faculty members from school of Business and School of IT
	Health, Safety & Environment Management		DSA, DyPR, Head-Sports, HOF, Head of Maintenance, DOMC, At least 1 Faculty member
	Student Accommodation		DSA, DyPR, HOS, HOF

i. RESPONSIBILITIES

To ensure achievement of objectives related to the subcommittees as given below:

Section A - Sports activities for SUC Students, Faculty and Staff

- a. To identify the Sports activities to be conducted
- b. To conduct Sports orientation program for students, faculty and Staff
- c. To train Skyline University College teams for Inter University level participation.

Section – B Health, Safety & Environment

- a. To create awareness of Health, Safety and Environment among Faculty, Staff and Student
- b. To conduct Health, Safety & Environment related events



- c. To provide first aid medical facilities for students and employees
- d. To train students and employees on first aid and fire safety
- e. To ensure that the University building is free of any hazards as per the Government standards
- f. To monitor and maintain the Fire safety equipment and emergency exit plans
- g. To ensure health and safety of employees students and other stake holders
- h. To assign responsibility to departments to record incidents and manage all risks within their areas of control.

Section C - Student Accommodation

- a. To have adequate hostel rooms for girls and boys as per the policies of SUC
- b. To provide hygienic and comfortable living atmosphere to the hostel students
- c. To ensure safety and security of the hostel students

xiv. MARKETING AND COMMUNICATION

The Marketing and Communication Committee has been assigned following subcommittees:

- Section – A** – Enrollment Analysis
- Section – B** – Media and Communication
- Section – C** – Student Publication (Newslines)

a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Marketing and Communication	Enrollment Analysis	DOMC	Dean - SOIT, Dean - SOB HOAE, Registrar
	Media and Communication		MCD Staff, At least 2 faculty members

b. RESPONSIBILITIES

To ensure achievement of objectives related to the subcommittees as given below:

Section – A – Enrollment Analysis

1. To formulate, implement and review marketing strategies as per strategic plan
2. To gather market intelligence; for evaluating, analyzing and identifying industry requirements for employment opportunities locally & internationally
3. To develop plans for building brand image in local and international markets
4. To enroll students as per SUC admission policy & target allocation as stated in the strategic plan
5. To maintain enrollment balance within majors and emphases
6. To ensure completion of documentation at the time of admission
7. To focus and develop market plans for schools and colleges locally for Full time and part time BBA and BSIT programs
8. To focus and develop market plans for government, semi government and private sector companies in UAE for Full time and part time BBA and BSIT programs
9. To focus and develop market plans for schools and colleges internationally for enrollment in Full time and part time BBA and BSIT programs



10. To submit a detail report of the marketing activities carried out throughout the academic year and propose new marketing plan based on gaps identified
11. To explore schools and universities locally and internationally, online marketing and appoint agents for Full time and part time BBA and BSIT programs
12. To explore government, semi government and private sectors companies in UAE for Full time and part time BBA and BSIT programs
13. To develop plans for building brand image in local and international markets; preparing media plans and maintaining relationship with media
14. To enhance online marketing efforts, website update and optimizing E-marketing sources for brand building
15. To conduct workshops and participate in exhibitions, locally & internationally.
16. To assist Corporate Affairs Office and Events Coordinator for brand building activities
17. To analyze and report market information
18. Analyze the caller and visitor profile
19. Assess the satisfaction of the visitors on the services provided by SUC staff
20. To allocate fund for various MOU and non MOU scholarship every year
21. To assess the effectiveness of Various MOUs signed

Section – B – Media and Communication

1. To ensure SUC website is updated as per requirements of accreditation agencies
2. To enhance website, online marketing efforts and optimizing E-marketing sources for brand building
3. To ensure media contents are published on time with accuracy
4. To promote University college content in various media channels.
5. To compile, design and publish copy of the Newslines Publication by students

xv. COMMUNITY ENGAGEMENT COMMITTEE (CORPORATE RELATIONS)

The Community Engagement Committee has been assigned following subcommittees :

Section A – Corporate relations

Section B – Alumni Relations

Section C – Articulation

Section D – Employment rate measurement

Section E – Employer Feedback

Section F: Executive Development Program (EDP)

Section G: Pocket MBA and Boot camp

Section H: - Outreach



a. COMMITTEE STRUCTURE

IE COMMITTEE	FUNCTIONAL AREA	CHAIR	MEMBERS
Community Engagement Committee (Corporate Relations)	Corporate Relations	DYPR	HOCA, at least Two faculty members
	Alumni Relations		DSA, SSD Staff, HOCA, Faculty members,
	Articulation		DIRQAOA, HOCA, CAO Assistant, Faculty members from school of Business and School of IT
	Employment rate measurement		DIRQAOA, HOCA, CAO Assistant, Faculty members from school of Business and School of IT
	Employer Survey		DIRQAOA, HOCA, CAO Assistant, Faculty members from school of Business and School of IT
	Executive Development Program		HOCA, HOGE, Head-CCL, Associate Dean, Discipline Leaders, Faculty members from school of Business and School of IT
	Pocket MBA and Boot Camp		
	Outreach		

b. RESPONSIBILITIES

To ensure achievement of objectives related to the subcommittees as given below:

Section A – Corporate relations

1. To identify and maintain relationship with organizations that can add value to SUC and to build corporate relationship
2. To identify organizations for resource personnel for CEO lecture, guest lectures, field visits, internships and placements opportunities
3. To invite corporate people for review of SUC Programs
4. To promote consultancy and joint research projects with the identified organizations
5. To identify and participate in conferences, events, organized by institutions, corporate, organizations at all levels.
6. To identify organizations which are engaged in community related services so that SUC can collaborate with them and create awareness among the students to pursue community engagement services during their study period and continue throughout their life.
7. To identify organizations which are leaders in their own domain, where students can get employment and internship and carve a career for themselves.
8. To identify corporate and explore areas of cooperation by offering scholarship to their employees who plan to go for higher education and dream a big career ahead; but are restricted due to financial constraint
9. To identify the need of industry for assistance in trainings/ EDP/ professional courses
10. To promote SUC brand at national, regional and international level



Section B – Alumni Relations

1. To strengthen ties with Alumni.

Section C – Articulation

1. To identify Universities across the globe and explore areas of cooperation between the two universities.

Section D – Employment rate measurement

1. To measure the employability of the current SUC graduates.
2. To analyze the market value by specialization and levels of the SUC's graduates

Section E – Employer Feedback

1. To evaluate SUC graduates' employability.
2. To find out the employer's view about the role of SUC in preparing its graduates to meet their needs

Section F: Executive Development Program (EDP)

1. To identify corporates seeking trainings in management in the region
2. To develop and conduct programs and course as per the requirement of the corporate clients
3. To provide consultancy to the government, semi-government and private organizations

Section – G: Pocket MBA and Boot camp

1. To conduct pocket MBA and Boot camp programs

Section – H – Outreach

1. To be member of professional bodies and have agreements with certification agencies.
2. To participate in academic extension and outreach services.
3. To develop an academic partnership with reputed national/international organizations. (In coordination with Articulation committee)
4. To encourage faculty and students to participate in academic and outreach activities



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1D. By-Laws of the Governing Body

Policy number	BOAR_POLICY_01
Policy name	By-Laws of the Governing Body
Policy version	Version 4
Standards applicable	MOE Standard 1: Governance and Management
Policy owner	SUC
Date of recent modification	13 May 2022
Verified by	VICE CHANCELLOR

A. BOARD OF TRUSTEES

i. INTRODUCTION

The Board of Trustees is responsible for overseeing the institutional overall performance and determining the Strategic goals, objectives & direction of the institution. The Board is responsible for approving and periodically reviewing the Vision, Mission statements and Strategic Plan. Herein all persons associated with the institution must faithfully subscribe to the Vision and Mission. The board should insist that alternative strategies and plans be considered and that considerations be given to regional and societal changes that impact the institution. The Board of Trustees' mandate is to govern the institution by establishing appropriate governance structures, which enables SUC achieve the educational effectiveness, academic excellence and appropriate financial stability of the institution.

ii. GOALS

- a. To establish suitable governance, structures for the University
- b. To ensure SUC achieves its vision, mission and financial stability
- c. To appoint or remove board of governing members
- d. To review and approve strategic plans of the institution
- e. To review and approve budgets to facilitate institutional effectiveness and academic excellence
- f. To review the risk management plan and audited financial statements

iii. ROLES, RESPONSIBILITIES AND AUTHORITY

The Board's powers are to set out the roles and responsibilities statute, the Board is guided by SUC's policies and procedures. The primary responsibilities of the Board are set out below:

a. Vision Mission Review and Approval

The Institutional Governance and Management Committee reviews and updates the Vision mission Goals and Objectives of SUC if required. The revised Vision mission goals and objectives are presented by the Vice Chancellor to Board of Trustees for their review and approval. Upon approval by the BOT, Vision mission goals and objectives are disseminated to all employees and updated in relevant publications and website

b. Approval of Institutional Policies:

Board is responsible for approval of SUC policies and procedures manual including all institutional policies developed by the departments as and when required in order to help the smooth functioning of the University and comply with all regulatory stakeholders directions or guidelines. The board also approves policies that are aimed at promoting the



sound development of the University and welfare of the employees. Board also approves and monitors the fiscal, legal, and ethical integrity policies.

The board is also responsible for approving all the policies and procedures of the standing committees

c. Organization Structure Review

The Board of Trustees shall review and approve any changes in the organizational structure during an academic year.

d. Approval of By Laws:

The Board of Trustees shall review and approve the by-laws defined for governing the Board of Trustees' responsibilities. Any changes in Bylaws shall also be reviewed and approved by the Board of Trustees.

e. Approval of Substantive Changes:

Any change in the programs offered, addition of new majors, change of name of the institution, legal status, control of the institution, ownership or merger with any other institution shall be approved by the Board of Trustees.

f. Academic Programs:

It is the responsibility of the board to approve the programs and ensure the educational programs are consistent with quality standards and are in line with the SUC's vision and mission thereafter approves new programs or terminates existing programs.

g. Strategic Plan Approvals:

The Academic Affairs Council along with the Strategic Plan Committee formulates the Strategic plans which is assessed and approved by the Board for dissemination to concerned units for implementation. The Board reviews the progress and make sure implementation of the Strategic Plan is effective as guided by the Vision, Mission, Goals and Objectives including the launching of new processes and new programs of the institution as per strategic plan. The Board shall also approve specific plans of SUC for Community Engagement, Research and Scholarly Activity and Sustainability. The Board shall monitor the progress in the achievement of the strategic plan.

h. Financial Information, Systems and Internal Controls:

The Board has responsibility to approve the appointment of the internal and external auditors, approve the annual budgets and major capital expenditures including risk management on the recommendation of the Vice Chancellor and Fiscal Resources, Financial Management and Budgeting Committee. The board, on the advice of Vice Chancellor asserts that, Fiscal Resources, Financial Management and Budgeting Committee is established and is applying appropriate audit, accounting and financial reporting principles. It is also responsible to verify that internal financial, business control and information systems are in place and functioning satisfactorily, reviews and approves the annual audited financial statements and ensure financial results are reported fairly and in accordance with generally accepted auditing standards. The Board shall receive, and follow up on, the external auditor's report and accompanying management letter.



i. Fund Raising Authority:

The Board authorizes Vice Chancellor to raise sustainable funding for the University by way of budget approval, gifts, bequests, donations, endowments and the like and apply the same in the interest of the University. The Board ensures regular and periodic financial support as a means of sustainable funding for the University.

j. Risk Management:

BOT authorizes the Vice Chancellor to form a Risk Management Committee which shall be responsible for establishing and approving processes, procedures and mechanisms by which risks related to health and hygiene along with business risks are identified and ensure that the strategies are developed to manage such risks. The board approves the Risk Management Plan of the institution. The Board has responsibility to understand the key risks in operations and ensure, through regular reviews and assessments that appropriate systems are in place to identify and manage these risks, receive regular reports on the management of material risks to SUC.

Board reviews risks based on the reports of Risk Management Committee. An annual risk assessment review and ensures good management and sound fiscal practices.

k. Monitoring and Reporting:

The Board of Trustees has responsibility to:

1. Direct The Vice Chancellor to develop, implement and maintain a reporting system.
2. Follow systems that accurately measure SUCs performance against the performance expectations set out in its strategic plan.
3. Review annually SUCs' progress toward the objectives set out in the Institutional Accountability Plan, reports submitted to external agencies, revise and alter its direction, keeping in mind the changing environment.
4. Ensure publication and dissemination of annual report & Fact Book to various stakeholders.
5. Reviews and evaluates the Institutional Effectiveness and Feedback reports to ensure appropriate academic standards and quality of provision for students are being maintained

l. Communications:

It is the responsibility of the Board to encourage communication between SUC and its stakeholders and among the members of AAC, Committee, administration, faculty, staff and students. Board members representing the university at meetings shall give oral reports regarding their meetings at the next scheduled board meeting.

m. Resource Maintenance:

It is the responsibility of the board to approve unless otherwise delegated; the planning and management of physical and academic resources and its maintenance such as major facilities, contracts and campus plans. The board is obligated to protect the assets of SUC

n. Community Attitude:

It is the responsibility of the board to reflect community attitude regarding controversial issues and subjects relating to SUC. It shall be the responsibility of the board as a group of



individuals, to act as representatives of the SUC's needs and to interpret those needs to the public. As individuals they are expected to support the decisions of the board.

o. Public Relations:

It is the responsibility of the board to assist with the public relations for the development of SUC in the field of higher education, research and employment.

p. Preservation of Institutional Autonomy:

The board must see that the greater public interest is served by the institution while simultaneously protecting the institution from outside interference or internal instabilities.

q. Indemnification:

SUC shall hold each Trustee free from loss as a result of actions taken by the Board of Trustees.

r. Awarding Degree:

The Board has the responsibility to Confer or authorize the conferral, or qualifications including honorary degrees.

s. Last Resort of Addressing Grievance:

In case of any issue remains unresolved at the AAC level or the appellant is dissatisfied with the decision awarded, then the appellant may approach BOT.

t. Assurance of Strong Financial Management (Budget):

It is the responsibility of the Board of Trustees to secure the financial resources necessary to support the achievement of the institution's goals at all times. Review and approve the Annual Budgets, contracts, and campus plans and financial reports, which are timely prepared and submitted by the Fiscal Resources, Financial Management and Budgeting Committee. Employees of SUC are not authorized to commit for any Item of expense beyond the budget without prior approval of the Vice Chancellor

u. Appointment of Vice Chancellor

The appointment of the Vice Chancellor is based upon scrutiny of the applicants applied for the position by Search Committee and selecting an appropriate candidate for the position who has a competency to pursue the vision and develop the institution as envisaged by the vision mission statement. BOT reviews the recommendations of the Search Committee and finalizes an appropriate candidate who can lead the institution and fulfill the vision mission of the institution. The Vice Chancellor is appointed for a period of five years and depending on the performance evaluation, the appointment may be renewed for another term.

An appointee to this position must hold a Doctorate in the discipline of his specialization or have the minimum 10 years of administrative and professional experience of managing an higher education institution or a university. The appointee must have minimum fifteen years of full time teaching experience in a University or worked in SUC at the rank of Professor Level for 5 years with a proven track records in academics & research work with a minimum of 15 publications in Scopus out of which at least 4 must be in Q1 or Q2 in the last 4 years. The appointee should demonstrate exceptional leadership and consensus



building skills in development, implementation, maintenance & advancement of the university.

Vice Chancellor is the Chair of AAC and is responsible for pursuing the vision and mission of SUC and provide leadership to the institution as a whole and provide directions to AAC, faculty members, staff, and students. Vice Chancellor is responsible for operations of SUC to fulfill overall academic & academic support services and to provide conducive learning environment. The Vice Chancellor along with the Deans of both Schools and Academic Planning Committee shall also oversee and co-ordinate the academic affairs of the SUC, so that stipulated academic and academic support services standards are maintained & monitored as per the institutional goals, policies and procedures. The Vice Chancellor is responsible for the overall management of SUC operations, ensuring integrity within the guidelines of SUC. Vice Chancellor is also responsible for accreditation at the national and international levels.

v. CONDUCT PERFORMANCE EVALUATION:

The Board is responsible for the evaluating the performance of the Vice Chancellor Chair on the following parameters, which show a significant contribution towards the growth and development of the University and progressing satisfactorily on the path of vision and mission. The evaluation of the Vice Chancellor is done by the BOT as a body based on the progress report presented upon which the members evaluate on a scale of 100 with different weights on the given parameters.

w. EMPLOYEE AND STUDENT WELFARE:

The Board has the responsibility to ensure the welfare of employees and students and provide facilities for their wellbeing.

x. GOVERNANCE OF SINGLE CAMPUS / MULTI CAMPUS

The board is responsible for governing its single-campus governance responsibilities that is currently operating, whereas in case of multi-campus are organized under the same governance then the board will be responsible to govern the same

i. BY LAWS

a. Membership & Eligibility of Board of Trustees:

The affairs of SUC shall be managed by its Board of Trustees. Members shall include an appropriate balance of individuals with the range of expertise including academic expertise and professional expertise necessary to guide policies and strategic planning of the institution. The Board of Trustees shall include representative's well-known personalities from the U.A.E business community, experts from the field of education with long standing experience of minimum 15 years in teaching or administration of academic institutions / Universities and representatives with significant contribution in Community engagement.

b. Appointment Of Board of Trustees:

The Board of Trustees shall be appointed if a vacancy occurs on the board for any reason, including an increase in the number of Trustees, shall be filled by individuals nominated by the Board nominations committee and approved by the Board of Trustees.. The credentials of Board members with respect to their academic qualifications, professional experiences and contact addresses shall be collected and maintained in the records. In case any member of the



Board of Trustees appointed from outside UAE, SUC will provide the Visa, return Air ticket, accommodation to attend the meeting physically for at least once in a year, while the other meeting maybe attended virtually.

- c. Term Of The Board Member:** Appointments to the board shall be for a four year term but may be renewed depending on their contribution.
- d. Size and Constitution of Board:** The board shall consists of maximum of one third Ex-Officio members, who are the investors and at least two thirds duly appointed members as mentioned in the “**Appointment of Board of Trustees**” above. Among the board members, at least one member shall be an independent Trustee whose term will be for a period of three years and upon expiry of the term shall be replaced with another independent Trustee who can contribute through his expertise to the progress of the institution.
- e. Appointment of the Chair of the Board:**
The Chair of the Board shall be nominated by the majority of the members approval. The Chair shall not be an owner, investor or shareholder and shall not have any financial interest in the institution. The nomination is then approved by the Board members. The term of the Chair of BOT is generally for a period of four years and may be extended further based on their performance as a Chair of the Board.
- f. Responsibilities of the Chair of Board of Trustees**
- i. To preside over all meetings of the Board.
 - ii. To witness, with the convener, documents authorized by the Board.
 - iii. To appoint the Vice Chancellor
 - iv. To maintain regular liaison with Vice Chancellor.
 - v. To approve the annual budget
 - vi. To be the spokesperson and representative of the Board for any matter dealt with by the Board.
 - vii. To perform such other duties as determined by the Board.
- g. Compensation of Trustees:**
Trustees shall not be paid compensation or fees for their services as Trustees, except that SUC may pay expenses of attendance at any meeting of the board or any commitment thereof. Nothing contained in this paragraph shall impede any Trustee from serving SUC in any other capacity and receiving compensation for such other service.
- h. Resignation & Removal:**
A member of the Board shall resign by a written notice to the chair of the board, which shall be effective upon receipt by the chair or at a subsequent time as set forth in the notice. The Board of Trustees can take a decision on removal of any Board member except the Ex-Officio members at any time with or without cause, by giving a letter of discontinuation.
- i. Quorum for Meeting:**
Fifty percent of the Board members shall be present in the meeting in person or through virtual platform provided by the University for conducting the meeting. In case it is less than 50%, then the meeting shall be rescheduled on an appropriate date.



Each member is expected to attend at least one of the two meetings. In the event of absenteeism, the Chairman of the Board will report the circumstances, and the Board will consider whether there should be a replacement nomination. Board Members are prohibited & are limited to financial dealing with the institution.

j. Proxy Consent:

Great value is placed upon participation of every board member in deliberations before the board in person or virtual participation. Therefore, the use of proxies on behalf of absent Trustees is expressly prohibited.

k. Time, Place of Meeting and Records:

The board meets twice in a year either in person at a pre-designated location within UAE or through virtual meetings organized through an official channel by SUC. The Secretary shall maintain the minutes of the meetings in accordance with board direction. The approved records of the minutes of BOT meeting shall be maintained with the Office of Vice Chancellor with due signatures / e-signatures of all the board members present in the meeting. The BOT minutes shall include date and time of the proceedings taken place. These documents shall be made available to all the regulatory authorities, legal bodies and to the board members as and when required.

l. Other Mode of Meeting: Members of the board, or of any committee thereof, may participate in a meeting of the board or committee by using a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear one another. Participation in such meetings shall constitute attendance at the meeting and shall be considered as fulfilling the quorum requirement.

m. Special Meetings: Special meetings of the board may be called by the chair of the Board on the written request of not fewer than fifty percent of the Trustees. At least two days written notice or twenty-four hours personal notice by telephone or fax be provided to each Trustee. The notice of meeting will specify the purpose of the special meeting.

n. Delivery Of Agenda: The Secretary shall mail or fax a copy of notice of meeting and the Agenda to each member of the board no later than ten working days prior to the date of the meeting..

o. Performance Of The Board: The board shall monitor the institutions assessment activity and progress towards meeting institutional goals. Finally, the board will assume the responsibility for assessing its own contribution to the institution and the performance of its duties.

p. Amendments To By Laws: All by-laws may be amended after notice is given at any meeting of the Board of Trustees. The proposed amendment may then be presented at the meeting following such notice of motion and a two thirds majority of the Trustees present shall be required to pass the amendment. Amendments so made shall be effective when approved by the Board of Trustees.



iv. Code Of Conduct:

The Board of Trustees of SUC shall conduct its governance in accordance with the duties, obligations, and powers imposed and granted to it by SUC and in accordance with all other applicable laws of UAE. For the purpose of carrying out its duties and meeting the responsibilities of governance, the Board of Trustees and each of its members is bound by and shall adhere to this Code of Ethics, and shall maintain the standards of conduct derived there from in the carrying out of the duties of the Board and of the Members of the Board, unless otherwise required by law.

The effective governance of SUC is contingent on Board members fulfilling their roles and responsibilities with the highest standards of conduct. The purpose of the Code of Conduct is to foster a climate of honesty, truthfulness and integrity.

The essential objective of this policy is to uphold ethical standards in all of the Board's activities.

- a. In exercising their powers and discharging their duties, Board of Trustees shall:
 1. Establish, and update from time to time as required, a Code of Conduct for Board of Trustees.
 2. Act with honesty, truthfulness and integrity and all acts of decision making and dealings are performed in good faith with a view to enhance the interests of SUC.
 3. Exercise care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
 4. Ensure that their personal interest and their duty to SUC are not brought into conflict.
 5. Ensure that they do not obtain or receive, directly or indirectly, a personal profit, gain or benefit as a result of their relationship with SUC.
 6. All board members shall be prohibited from having any dealings that has financial implications and directly accrue to the board members
- b. The Board of Trustees are expected to consider and represent the interests of SUC and its community as a whole in preference to any other interests which that Trustee may also have or represent.
- c. Board of Trustees must declare a conflict of interest with respect to their fiduciary responsibility in accordance with Board by-laws and applicable laws, regulations and directives.
- d. Board of Trustees shall be familiar with the by-laws and policies of the Board so that any decision of the Board may be made in an efficient, knowledgeable and expeditious fashion.
- e. Board of Trustees will be properly prepared for Board deliberations.
- f. Board of Trustees shall take part in development activities that will assist them in carrying out their responsibilities.
- g. Board of Trustees shall not be involved in management decisions or the day-to-day operation of the institution
- h. Member of Board of Trustees may not attempt to exercise individual authority over SUC except as explicitly set forth in Board policies. Trustees' interaction with the Vice Chancellor or with staff must recognize the lack of authority in an individual Board of Trustee or group of Board of Trustees, except as set forth in Board policies.



- i. Member of Board of Trustees will make no judgment of the Vice Chancellor or staff performance except when assessing the Vice Chancellor's performance in accordance with explicit Board policies.
- j. Member of Board of Trustees shall not disclose to others, or use to further his or her personal interests, confidential information acquired in the course of performing Board or Committee functions. "Confidential" will be defined as either any information marked "Confidential" or matters of a personal nature concerning an individual; confidential personnel matters.
- k. Member of Board of Trustees interaction with the public, press or other entities must support decisions taken by the Board as a whole. If a Trustee does not support the decision of the Board, he/she is expected, at a minimum, to remain neutral publicly.
- l. Member of Board of Trustees shall ensure that unethical activities not covered or specifically prohibited by this code or any other legislation are neither encouraged nor condoned.

ii. Reviews

The Board of Trustees monitors the progress of the institution on a regular basis by reviewing the academic reports, financial reports, strategic plan progression & compliance to the policy framework.. The Chair of BOT communicates the decisions / approvals taken by the Board to VC bi-annually for necessary actions.

iii. EVALUATION OF BOARD OF TRUSTEES

a. Introduction

The Board of Trustees is responsible for overseeing the overall institutional performance and determining the Strategic goals, objectives & direction of the institution. The chair of Board of Trustees evaluates each member of the Board for their contribution to the growth and development of the institution

b. Purpose

The purpose is to measure the contribution of each member towards achieving the Vision and Mission of the Institution.

c. Evaluation Process

1. Self-Evaluation

Self-evaluation is carried out using a structured questionnaire and data is compiled by the IRQAOA department and summary of the results are submitted to chair of the board. The self-evaluation form is attached as Annexure A

2. Evaluation by the chair of the board

The Chair of the Board shall evaluate the Members of the board based on the following parameters:

- a. Regularity in attending the meetings
- b. Significant suggestion and contributions for development of the institution
- c. Contribution in improving function of the board
- d. Active participation in developing linkages with industry, academia and community
- e. Assisting in raising funds for any development activities



d. FREQUENCY OF EVALUATION

The Evaluation of the board member is undertaken on an annual basis.

e. OUTCOME OF THE EVALUATION OF THE BOARD

This process of evaluation helps in identifying the gaps and overcoming the weak areas. It also helps in improving the performance of the board and the institution. The suggestion and recommendation of the board are forwarded to Vice Chancellor of the institution for implementation. The members with active participation in the functions of the board offering constructive suggestions during their tenure will be encouraged to stay with the board while those showing less interest in the functioning of the board shall not be recommended for renewal of board membership.

1. e. Board Appointments, Term of Office and Replacement

Policy number	BOAR_POLICY_02
Policy name	Board Appointments, Term of Office and Replacement
Policy version	Version 4
Standards applicable	MOE Standard 1: Governance and Management
Policy owner	SUC
Date of recent modification	13 May 2022
Verified by	VICE CHANCELLOR

A. Membership & Eligibility of Board of Trustees:

The affairs of SUC shall be managed by its Board of Trustees. Members shall include an appropriate balance of individuals with the range of expertise including academic expertise and professional expertise necessary to guide policies and strategic planning of the institution. The Board of Trustees shall include representative’s well-known personalities from the U.A.E business community, experts from the field of education with long standing experience of minimum 15 years in teaching or administration of academic institutions / Universities and representatives with significant contribution in Community engagement.

B. Appointment Of Board of Trustees:

The Board of Trustees shall be appointed if a vacancy occurs on the board for any reason, including an increase in the number of Trustees, shall be filled by individuals nominated by the Board nominations committee and approved by the Board of Trustees.. The credentials of Board members with respect to their academic qualifications, professional experiences and contact addresses shall be collected and maintained in the records. In case any member of the Board of Trustees appointed from outside UAE, SUC will provide the Visa, return Air ticket, accommodation to attend the meeting physically for at least once in a year, while the other meeting maybe attended virtually.

C. Term Of The Board Member: Appointments to the board shall be for a four year term but may be renewed depending on their contribution.

D. Size and Constitution of Board: The board shall consists of maximum of one third Ex-Officio members, who are the investors and at least two thirds duly appointed members as mentioned



in the “**Appointment of Board of Trustees**” above. Among the board members, at least one member shall be an independent Trustee whose term will be for a period of three years and upon expiry of the term shall be replaced with another independent Trustee who can contribute through his expertise to the progress of the institution.

E. Appointment of the Chair of the Board:

The Chair of the Board shall be nominated by the majority of the members approval. The Chair shall not be an owner, investor or shareholder and shall not have any financial interest in the institution. The nomination is then approved by the Board members. The term of the Chair of BOT is generally for a period of four years and may be extended further based on their performance as a Chair of the Board.

F. Responsibilities of the Chair of Board of Trustees

- i. To preside over all meetings of the Board.
- ii. To witness, with the convener, documents authorized by the Board.
- iii. To appoint the Vice Chancellor
- iv. To maintain regular liaison with Vice Chancellor.
- v. To approve the annual budget
- vi. To be the spokesperson and representative of the Board for any matter dealt with by the Board.
- vii. To perform such other duties as determined by the Board.

G. Compensation of Trustees:

Trustees shall not be paid compensation or fees for their services as Trustees, except that SUC may pay expenses of attendance at any meeting of the board or any commitment thereof. Nothing contained in this paragraph shall impede any Trustee from serving SUC in any other capacity and receiving compensation for such other service.

H. Resignation & Removal:

A member of the Board shall resign by a written notice to the chair of the board, which shall be effective upon receipt by the chair or at a subsequent time as set forth in the notice. The Board of Trustees can take a decision on removal of any Board member except the Ex-Officio members at any time with or without cause, by giving a letter of discontinuation.

1.f. Policy Development, Review, Control and Dissemination

Policy number	IRQA_POLICY_12
Policy name	Policies Development, Review, Control and Dissemination policy
Policy version	Version 3
Standards applicable	MOE Standard 1: Governance and Management
Policy owner	IRQAOA Department
Date of recent modification	20 December 2021
Verified by	DIRQAOA



A. INTRODUCTION

The SUC policies are developed and reviewed in coordination with the IRQAOA department by ensuring the policies comply to the latest MOE standards as well as the International Accreditation requirements. This policy development, review and dissemination will normally follow a systematic approach through a continuous improvement cycle. The various stages of the policy development and review process have been detailed below.

B. DEVELOPING A NEW POLICY

A new policy shall be generally developed whenever there is a need for standardizing practices related to specific institutional operations or there is a need for fulfilling the local or international accreditation requirements. The process which needs to be followed for developing a new policy has been detailed below:

1. Deans and Heads of Department should contact IRQAOA office to seek information on the standards requirements for developing a policy
2. Respective Deans and Heads of department after seeking information from IRQAOA department and reviewing the best practices adopted by similar units of reputed academic institutions, shall develop policies in coordination with AAC members based on the requirements
3. The initial draft of the policy is submitted to IRQAOA department for review
4. IRQAOA department reviews the policy and if required suggests changes
5. The updated draft is submitted again for IRQAOA department review
6. IRQAOA department reviews and approves the updated draft
7. The policy is then submitted to Vice Chancellor for review
8. Vice chancellor reviews, suggests changes if any in the policy for amendments
9. Upon VC's recommendations, the Deans and Heads of department shall present the updated policy in AAC meeting for their review and feedback
10. Any changes suggested during the AAC review meeting shall be incorporated by the concerned Head of department
11. The updated policy is then endorsed by VC
12. The Vice Chancellor presents the new policies to Board of Trustees during the scheduled BOT meeting to seek their feedback and approval.
13. The approved policies are then disseminated and updated in relevant publications
14. The Quality Audit Committee –Academic Support Services audits the implementation of the policies and identifies the gaps and gives a feedback to concerned units and VC

C. AMMENDMENT IN EXISTING POLICY

All policies are reviewed annually for identifying any gaps which may come from the inputs received from various stakeholders or structural changes in the institution or legislative changes. The annual review of policies is coordinated and conducted by IRQAOA Department as part of annual planning.

Sometimes, intermediate amendment in policies may be required to make the policy relevant to current practices adopted by the institution, to integrate any structural changes of the units and to update the policy based on any changes in the MOE and international accreditation requirements. Policy may also be amended if there are major operational constraints in the implementation of the



policies which needs immediate attention. However, it needs to be ensured such amendment do not have any legal or serious implications in the compliance of standards required to be followed by the institution.

The process which needs to be followed for amending an existing policy has been detailed below:

1. Deans and Heads of Department should contact IRQAOA Department to seek information on existing policy and standards requirements for updating a policy
2. Respective Deans and Heads of department after seeking information from IRQAOA department and reviewing the best practices adopted by similar units of reputed academic institutions., shall update the Policies in coordination with AAC members based on operational changes, structural changes and changes in MOE & international accreditation standards
3. The revised policy is submitted to IRQAOA department for review
4. IRQAOA department reviews the policy revisions and provides his input for further changes if required
5. The Deans and Heads of department shall update the policy based on IRQAOA review and submit again
6. IRQAOA department reviews and approves the revised policy
7. The policy is then submitted to Vice Chancellor for review
8. Vice chancellor reviews, suggests changes if any in the policy for amendments
9. The Head of department presents the revised policy in AAC meeting for their review and feedback
10. Any changes suggested during the AAC review meeting shall be incorporated by the concerned Head of department
11. The revised policy is then endorsed by VC
12. The Vice Chancellor presents the revised policies to Board of Trustees during the scheduled BOT meeting to seek their feedback and approval.
13. The approved policies are then disseminated and updated in in relevant publications
14. The Quality Audit Committee –Academic Support Services audits the implementation of the policies and identifies the gaps and gives a feedback to concerned units and VC

D. POLICY CONTROL

All schools and departments should coordinate with the IRQAOA department for new policy development or for amendment in existing policy. A log of all SUC policies is maintained with IRQAOA department which includes details such as policy names, policy numbers, policy version, policy owner, national and international standards if any applicable to this policy and date of recent modification. In order to enables the institution in proper monitoring of all institutional policies. All schools and departments must update the Policy Information Table given in the subsequent section and include the updated table at the beginning of each policy as it.

E. POLICY INFORMATION TABLE FORMAT

The policy information should be updated in below format and included at the beginning of all SUC policies.

Policy number	
Policy name	
Policy version	



Standards applicable (MOE / AACSB / ABET / Any other)	
Policy owner	
Date of recent modification	
Verified by	

F. POLICY NUMBER FORMAT

Example of policy number: IRQA_POLICY_01

The first four letters in the policy number format is the abbreviation used for department which owns the specific policy. It should be followed by the word 'POLICY'. The last two characters indicate the number assigned to specific policy of the department.

G. DISSEMINATION

All new and amended policies are disseminated to concerned units after approval by VC for including in their respective policy manual and ensuring its proper implementation.

H. POLICY COMPLIANCE AUDIT

The Deans and Heads of department need to document all evidences related to policy implementation. The Quality Audit Committee shall audit the implementation of policies by each department after the closing of every semester by verifying the documents maintained as evidences.

1.g. Institutional Planning, and specific plans for Community Engagement, Research and Scholarly Activity and Sustainability

A. INSTITUTIONAL PLANNING

Policy number	IRQA_POLICY_23
Policy name	Institutional Planning
Policy version	Version 3
Standards applicable	MOE Standard 1: Governance and Management
Policy owner	IRQAOA
Date of recent modification	20 December 2021
Verified by	DIRQAOA

i. Introduction

The planning activities are aimed at achieving the Vision and Mission of the institution through a well-directed course of action plans drawn from the long term plans. The plans not only provide long term strategic directions but also help Skyline University College (SUC) in foreseeing the opportunities to expand the range of services that it can extend to the stakeholders. In the process SUC develops its capabilities to benefit from the available opportunities, manage risks and sustain in the long run to serve the community.

**ii. Planning Premise**

Board of Trustees (BOT) provides the Strategic direction to help SUC cruise through the plan period successfully. Vice Chancellor and DIRQAOA reviews the previous Strategic Plan and provides thrust areas for preparing the new Strategic Plan. The Committee also receives inputs from various external and internal stakeholders such as industry practitioners, employers, parents and alumni, faculty, staff and students.

iii. Formation of Strategic Planning Committee

Based on the inputs received from the BOT authorizes the Vice Chancellor to initiate the process of preparing the plans. Vice Chancellor in turn delegates the authority to DIRQAOA to carry out Strategic Planning activities. The Strategic planning committee is headed by Vice Chancellor and includes DIRQAOA and other members co-opted by the Vice Chancellor for the specific purpose. The various Heads of Department (HOD) are responsible for preparing departmental annual plans under the guidance of Quality Assurance (IR and QA) Department.

iv. Strategic Planning Process

- a. BOT Provides Strategic Directions
- b. VC adds inputs from review of previous Strategic Plan and market conditions
- c. Strategic Planning Committee receives inputs from VC and departments for planning
- d. Strategic Planning Committee prepares plans based on SWOT analysis of the external environment and internal resources
- e. Draft Strategic Plan is forwarded to VC and respective department HODs for review and discussion

Plans	Preparation of Plans	Preparation frequency	Revisit/Review frequency	Timeline	Responsible to implement	Persons responsible to amend	Approval Authority
Strategic Plan	Strategic Plan Committee	Once in 5 years	Yearly	June	Vice Chancellor	Strategic Plan Committee	BOT
Annual Departmental plan	Heads of Department	Yearly	Semester wise	April to June	Heads of Department	AAC	Vice Chancellor
Semester Plan	Heads of Department	Semester	Monthly	December, April, July	Heads of Department	AAC	Vice Chancellor



B. SPECIFIC PLANS FOR COMMUNITY ENGAGEMENT, RESEARCH AND SCHOLARLY ACTIVITY AND SUSTAINABILITY

Policy number	INST_POLICY_03
Policy name	Specific plans for Community Engagement, Research and Scholarly Activity and Sustainability
Policy version	Version 2
Standards applicable	MOE Standard 1: Governance and Management
Policy owner	SUC
Date of recent modification	20 May 2020
Verified by	VICE CHANCELLOR

i. COMMUNITY ENGAGEMENT INITIATIVES PLANNED FOR AY 2021-22

SUC is also envisions to serve the community to various activities that encourages faculty and students to be active participants in serving the community. To inculcate the habit of engaging in lifelong community services, SUC provides the opportunity to stakeholders through the activities of services committee. The Strategic component for AY 2021-22 is given below:

Description	AY 2021-22
Theme	UN sustainable growth for UAE (Awareness on Combat HIV/AIDS, malaria and other diseases)
New Initiatives	Awareness about environment protection(green technology)
Branding	MOU with one government and three corporate

ii. RESEARCH COMMITTEE INITIATIVES PLANNED FOR AY 2021-22

SUC encourages its faculty members to engage in quality research activities so as to enable the faculty members to incorporate research based teaching methodologies and inculcate research orientation among the students. The strategy is aimed at meeting the SUC benchmark and also to attain international benchmarks. The Strategic Component School of Business and School of IT for AY 2021-22 is given below:

School of Business	
Component	Planned activities for AY 21-22
Research Publications	ABDC A Category (SCOPUS Q1): 15% ABDC B category (SCOPUS Q2): 25% of faculty member ABDC C category(SCOPUS Q3/Q4): 60% of faculty member



Refereed Conferences	30% of faculty will attend and present papers in renowned conferences in their respective specialization
Case Studies	35% of faculty members will publish case study One case study book in a specific area based on regional cases
International Case workshop	1 case workshop internationally resourced for 100% of SUC faculty and minimum 40 paid participants from academia
Other scholarly activity	Member in Editorial Board, Reviewer in Journal, Book Chapter
Editorial Board Membership	20% of faculty
Dissertation Guidance Experience	35% of faculty
External research income	AED 500,000
Post Graduate Student Publishes in Scopus	1

School of IT	
Component	Planned activities for AY 21-22
Patents /Inventions	1
Industry projects	2
Research and Article	2 per faculty
Industry Workshops	4

iii. SUSTAINABILITY INITIATIVES

SUC incorporates sustainable practices at the program level, University College operations, Community engagement and faculty members research

a. Program level - MBA Concentration in Sustainable Development

SUC conducts MBA concentration in Sustainable development which enables students to understand the elements of sustainable development and equips the students to develop and evaluate strategies for managing natural resources and sustainable economic development.

b. Research in the areas of Sustainable development

SUC encourages faculty members to carry out research in the areas of Sustainable development and contribute to the body of knowledge in the field of Sustainability.

c. Community awareness program on sustainability

SUC organizes the event of World Water day annually in cooperation with government and non- government agencies to create awareness about conservation of water resources during the United Nation’s World Water Day.



d. Sustainability in University college operations

SUC creates awareness among the users about the optimum use of resources such as water and electricity consumption by sending awareness emails at regular intervals. It also uses environmental friendly and low water consumption sprinklers to reduce wastage of water resources. All employees are encouraged to turn off lights and switching off all equipment, tools and electrical appliances, including the computers and printers, before leaving the premises after their work.

1. h. Risk Management

Policy number	INST_POLICY_04
Policy name	Risk Management Policy
Policy version	Version 2
Standards applicable	MOE Standard 1: Governance and Management
Policy owner	RISK MANAGEMENT COMMITTEE
Date of recent modification	18 May 2020
Verified by	DIRQAOA

A. INTRODUCTION

As an educational institution SUC has a regular flow of various stakeholders which includes employees, students, visitors, service providers, parents and other guests at regular intervals. The risk associated with the infrastructure, facilities, processes, services provided and reputation of the institution are numerous and they arise from internal and external sources. All the risks have the potential to disrupt achievement of the University’s strategic and operational objectives, impact the employees, students, visitors, resources and the infrastructure of the university. To minimize such risks SUC aims to manage risks on a continuous basis by identifying, analyzing, evaluating and responding to risks through informed decision process. The process is detailed in the policy below.

B. RISK DEFINED IN SUC

Risk is defined as any event that has a potential to disrupt the normal operations, processes, cause damage to property, assets, fixtures and furnishings, equipment that does not allow SUC to carry out its functioning to attain its goals and objectives over a period of time. It also includes the shortfall in enrollments and employees, financial and resource inadequacies that hampers the accomplishment of its mission and vision.

The risks arising from natural and physical environment can only be mitigated by creating awareness and providing necessary warning systems. Risks also arise from uncertainties in the socio – politico - economic environment impact businesses and will have an influence on the education sector too. In order to mitigate the risks from environment, socio-political conditions and from competitors; continuous process of evaluation of the hazards arising out of environment, equipment, furnishing and facilities, policies, processes and macro environment; it is essential to be prepared to face any eventuality and find alternative strategies to fulfill the university mission in a long run. It is required that all departments compile a risk report based on issues that needs to be addressed for effective risk mitigation within their purview so that a detailed risk report is



regularly submitted for review and necessary improvements based on the recommendations by the review committee.

C. RISK STATEMENT

SUC believes that risk management is fundamental to a progressive management practice and is a means to ensure good governance and smooth operations at all levels keeping the risks under control. This enables the University to achieve its strategic objectives. Risk management policy is useful in identifying the risks, its likelihood and impact and based on the evaluated risk, necessary preventive and corrective measures are initiated.

D. PURPOSE

Risk management policy of SUC is a formal commitment to manage risks. The aim of the policy is to minimize a risk to the people, process, premises, infrastructure and risks from the environment. In this direction efforts to minimize risks and safeguard the interests of stakeholder's is kept in mind.

To meet the institutional requirement for its sustainable growth and development, and compliance of CAA and EHS Directorate and avoid duplication of work, SUC identify all risks, evaluates its likelihood and impact, and develop necessary preventive and corrective measures, in two policies.

1. HSE Policy (Stipulation 7 of CAA and EHS Directorate Framework)
2. Risk Management Policy (Section 1.6 of Stipulation 1 of CAA)

E. HSE Policy

HSE policy of SUC, aims to best manage the anticipated risks, reduce and control risks in order to safeguard employees, students and other stakeholders (i.e. visitors, contractors and service providers) and to protect the environment and its sustainability during regular operations and emergency situations. The policy includes the mechanism of implementation, monitoring, assessment and auditing, the occurrence of emergency, disaster and crisis management, accidents reporting and investigation, periodical management review for its continual improvement.

The HSE policy also covers all aspects related to the safety and maintenance of institution's physical infrastructure such as buildings, grounds, parking areas, residence and prayer halls class rooms, auditoriums, common areas, and other physical resources. This policy also deals with technology infrastructure and maintenance and upgradation of technological equipment, data security. It also facilitates initiatives towards the ease of life for people of determination, identifies special needs of male and female students, employees and visitors, maintains hygiene in catering facilities, wash areas etc. Responsibilities are delegated to the HSE team towards the implementation of this policy.

F. Risk Management Policy

The risk management policy of SUC has a detailed risk management plan for

- i. failure of information technology infrastructure,
- ii. loss of key personnel,
- iii. financial risks arising from insufficient enrolment,
- iv. loss of access to learning resources, and to ensure that risk management plan is approved and monitored by the governing body on a regular basis.



G. GOALS, OBJECTIVES AND KPIS

GOALS	OBJECTIVES	KPIS	BENCHMARK	RESPONSIBILITY
To review and update the risk management plan	To identify risk factors impacting the functioning of the institution and update the control measures.	Submission of reviewed and updated Risk assessment for IT infrastructure, Financial and Learning resources	before start of every academic year	Chair of Risk Management Committee and HODS
	To evaluate effectiveness of control measures in mitigating these risk	Submission of evaluation of risk mitigating control measures	End of every semester	Chair of Risk Management Committee and HODS
To record all risk incidents for proper monitoring	To maintain a risk incident register for failure of information technology infrastructure, less enrollment and loss of learning resources.	Recording of risk incidents in a Risk Incident register	Immediately upon occurrence of the incident	HODS
To assess the need for additional resources required for controlling risk	To review all risk assessment for resource requirement	Review of resources required in the risk assessment	End of every semester	Chair of Risk Management Committee and HODS
To facilitate management for Risk management reports for appropriate decision making	To present risk analysis report to Management for decision making	Submission of risk analysis reports	End of every semester	Chair of Risk Management Committee



To assess the Health, Safety and Environment related risks to safeguard the stakeholders	To develop a HSE risk management plan	Submission of HSE risk analysis reports	End of every semester	Chair of HSE Committee
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H. KEY TERMS DEFINITION

- i. **Hazard/ Aspect:** Anything with the potential to cause harm, loss or damage to human, the environment or SUC property and assets which hampers the functioning of the institution
- ii. **Risk/ Impact:** Is the potential harm that causes loss or damage to the assets and stakeholders and may lead to inability of SUC to achieve its mission and objectives.
- iii. **Risk/ Impact Assessment:** It is a process of measuring the likelihood and the extent of damage to determine the severity of harm. *(loss or damage X Likelihood of its occurrence)*
- iv. **Control Measures:** Necessary means to mitigate and reduce the impact of risks on the human health and safety and the environment for sustainability. The measures, precautions and procedures undertaken and implemented in order to control and handle all potential risks/ impacts is the policy frame for controlling risks. The purpose of the control measures are to identify and evaluate to reduce, eliminate or mitigate risks associated with preserving human health and safety.

I. RISK MANAGEMENT COMMITTEE

i. FORMATION

A risk Management Committee is formed for continuous assessment of risks and its timely control. The Risk Management committee is chaired by the Head - Institutional Research, Quality Assurance, Outreach & Accreditation and comprises of one faculty and two staff members. The committee reports to the Vice Chancellor and consults with the Vice Chancellor direction and advice. Vacancies arising due to separation of employees for any position will be filled up at that position appropriately .

ii. OBJECTIVES OF THE RISK MANAGEMENT COMMITTEE

- a. To ensure that all potential risks related to failure of information technology infrastructure, loss of key personnel, financial risks arising from insufficient enrolment, loss of access to learning resources are identified, assessed and addressed timely.
- b. To assign responsibility to concerned departments to record incidents and take proactive approach in reporting and managing all risks within their areas of control.

iii. ROLES AND RESPONSIBILITIES OF CHAIR AND MEMBERS

- a. Chair of Risk Management Committee:
 1. To ensure adherence to risk management policy by the concerned departments in SUC
 2. To identify the external and internal risk factors that may impact the organization and report to the VC
 3. To ensure sufficient resources are allocated to create risk mitigating culture in the institution



4. To review the risk management reports periodically and suggest actions in order to respond effectively to mitigate the risks.
5. To submit reports periodically to the Vice Chancellor regarding status of Risk Management
6. To present Risk analysis reports to the VC
7. To review the policies and recommend changes, as and when required.

b. MEMBERS OF RISK MANAGEMENT COMMITTEE

1. To orient the HOD/ nominated employee of the department on maintaining a risk incident register in their respective departments
2. Ensure taking precautions and communicating to all concerned in handling the equipment, furniture and fixtures
3. Ensure recording and reporting incidents on a regular basis
4. Ensure implementation of risk mitigating actions as recommended

J. RISK MANAGEMENT PROCESS

- i. Forming the risk criteria
- ii. Identifying and recording the risks by concerned department
- iii. Risk analysis and evaluation of the risk event, its likelihood and impact
- iv. Reporting the events likely to cause risks to the Risk Management committee on a regular basis through Risk reporting format available at each department
- v. Regular audits of risk register (Risk reporting format) is to be carried out by the committee
- vi. The committee is empowered to respond to the reported risks on regular basis and ensure action is taken timely
- vii. The status of the resolved risks is recorded and sent back to the respective departments
- viii. The risk reports to be included in the annual reports and presented to the BOT for further action
- ix. Suggest improvements in risk management process
- x. Update Risk Management manual
- xi. Update Risk Management calendar
- xii. Update Risk register formats
- xiii. Orientation to departments on registering Risks and its control measures
- xiv. Receiving monthly risk incident updates from departments
- xv. Review of incidents reported by department for appropriateness before recording them in Risk register
- xvi. Audit of physical risk register
- xvii. Presenting risk analysis to Risk Management Committee for important decisions
- xviii. Dissemination of committee's decision to concerned department
- xix. Implementation of decisions by concerned departments

K. RISK ASSESSMENT AND MITIGATION

As each department in SUC undertake an assessment of potential risks associated with each operational activity, manpower, infrastructure, etc. to evaluate the severity of the risk based on its impact on the organization as per Annexure A – K of HSE policy, which includes potential risk identified for the Academic Year. These potential risks are reviewed by the department before start of every academic year and updated based on the operational / structural / policy changes of the



concerned department. These risk assessments also include the required measures for mitigating the risk and required resources including budget, manpower, approval from concerned authority, etc. for implementation of the risk mitigating measures.

Information Technology, Maintenance, Finance and HR department shall include requirements of risk management policy for failure of information technology infrastructure, loss of access to learning resources, financial risks arising from insufficient enrolment and loss of key personnel in assessing and mitigation. These departments, in addition to risk associated with HSE, will monitor and evaluate the impact of these risk post implementation of risk mitigating measures to assess the effectiveness of these measures in reducing the impact of risk and enabling the organization to manage its risk efficiently. The evaluation of control measures for risk mitigation shall be done by these departments every semester and submitted in the Risk Assessment format given in below Table 1 to the Risk Management Committee Chair. The Risk Management Committee Chair shall review individual assessment forms and submit a consolidated analysis of the evaluation of control measures to Vice Chancellor. Vice Chancellor shall recommend corrective actions in case the risk mitigating measures implemented by the department could not reduce the impact of risk significantly. The corrective actions are disseminated to the concerned department who shall revise the measures of risk mitigation and continue to monitor and evaluate the impact of risk post implementation of revised measures.

Table 1: Evaluation of Risk Mitigating control measures

Operations	Risks	Brief description	Before implementation of control measures			Implementation of Control measures					Post implementation of control measures		
			Probability	Impact (Consequences)	Evaluation of Initial Risk	Procedures, means of control and additional tools	Resources required	Time frame	Responsibility	Status of implementation	Probability	Impact (Consequences)	Evaluation of Final Risk

L. RISK AND THREAT SEVERITY MATRIX OF SUC

Based on the severity of consequences, the risks and threats at SUC are classified in to five categories from insignificant to catastrophic as shown in Table 2.

**Table 2: Risk and Threat Severity Matrix of SUC**

Likelihood (Probability)	Severity (Consequences)				
	Insignificant (1)	Low(2)	Moderate (3)	High (4)	Catastrophic (5)
Very Unlikely (1)	1	2	3	4	5
Unlikely (2)	2	4	6	8	10
Probable (3)	3	6	9	12	15
High (4)	4	8	12	16	20
Frequent (5)	5	10	15	20	25

M. RISK EVALUATION

The seriousness of the risk can be evaluated by computing the product of Likelihood and severity as shown in the above table 2.3.

N. CLASSIFICATION OF RISKS

Based on evaluation of risks, all risks and threats are assessed and classified at SUC into four types as shown in Table 3.

Table 3: Risk and Threat Rating Criteria

Risk Rating	Risk Category
1-3	Low
4-6	Moderate
7-15	High
16- 25	Catastrophic

O. RECORDING OF RISK INCIDENTS

As each department in SUC maintains a Risk Incident Register for HSE policy, Information Technology, Maintenance, Finance and HR department shall maintain a Register for loss of revenue/ personnel or failure of IT/learning resources. Recording of these incidents of risk register should be done based on format given in Table 4.



TABLE 4: RISK INCIDENT REGISTER FORMAT FOR RISK MANAGEMENT

<DEPARTMENT NAME>								
REGISTRATION OF HEALTH AND SAFETY RELATED RISK INCIDENTS - <MONTH>								
Time scale Semester	Date	Time	Place	Risk Incident (Loss/Failure)	Impact	Control Actions Taken	Measures required for preventing recurrence of risk incident	Resources required

P. INSTITUTIONAL RISK MANAGEMENT PLAN

Risk management plan is aimed at taking a pro-active approach to avoid / minimize any form of risks associated with failure of IT, loss of revenue, personnel and learning resources to the institution. It enables to ensure efficient and effective functioning of the institution. The Risk management plan enables the management to take appropriate decisions before any major incident affects its operations.

Based on the category of the risk incident, appropriate and timely measures are taken by concerned department heads for controlling the risks effectively and efficiently. The actions taken for various risk categories have been detailed below as per the Table 5.

Table 5: Risk Management timeframe for actions

Risk Rating	Required Actions	Effect on operations	Responsibility	Timeframe
Low (1-3)	Will be tolerated by the organization but remedial measures are undertaken through orientations and training.	Operations, activities or tasks can be carried out by the current procedures.	Concerned Department head / Committee Chair	Within a semester
Moderate (4-6)	Remedial measures are taken within the beginning of next semester	Operations, activities or tasks can be maintained along with recommending the provision and implementation of other additional measures or procedures	AAC member/ Dean of both schools/ Vice Chancellor	Within a month



High (7-15)	Remedial measures are taken immediately	Operations, activities or tasks can be maintained; however, they necessitate providing obligatory additional measures and procedures to control and handle within a specific period of time, while they are continuously monitored until additional measures and procedures are met, complete and re-evaluated. Operations, activities or tasks shall immediately cease function, if obligatory additional measures and procedures are not provided or achieved within the specified time agreed to.	AAC/ Dean of schools/ Vice Chancellor	Within a week
Catastrophic (16-25)	Remedial measures are taken immediately. Immediate management decisions	Operations, activities and tasks shall not be initiated in the current situation. It must cease immediately until they are reconsidered as well as taking necessary control measures and procedures and carrying on re-evaluation for impacts and risks	Vice Chancellor	Within a day

Q. RISK DETERMINATION, IMPLEMENTATION AND CONTROL MEASURES

All the departments will have to take measures in implementation of the control measures with an aim of eliminating the risk, minimize the risk or avoid the risk in future. All these risk management can be in short run and long run. Short run measure are to immediately control high risk situation and long term measures are proactive to avoid such risks in future so that gradually their impact is reduced to nearly zero or eliminate if possible. This can also include training manpower to be proactive to avoid future risks. All department will also generate reports on the status of implementation and its effect on controlling the risks.

Procedure for control measures

Procedure for control measures are based on the following steps:

1. Identification of the Risk level by the concerned department based on the review of semester or annual reporting systems or as and when a situation arises
2. Classify the nature and level of risk into high medium or low categories and based on the severity of the risks the control measure are classified into short term and long term controls
3. Based on the category of risk and its impact on the institutional reputation, financial implication, sustainability and effective conduct of operations, the control measures are designed after assessing the cost benefit analysis of control measures versus versus the impact.



4. Allocating necessary and appropriate resources and budget as per the control measures in the short and long term solutions of the risks
5. Selecting and implementing the viable control measures as per the timelines defined in the risk management plan by concerned departments
6. Taking a feedback and reporting status of risk resolution and corrective measures to increase its effectiveness
7. Reporting the closure of risk resolution and avoiding repletion of the risk incident in future

Department Name-				Academic Year			
Responsible person:							
Risk level	Risk impact	Risk control action	Time frame	Feedback after implementation	Measures required for preventing recurrence of risk incident	Resources required	Remark

Note: The risk impact is calculated on the extent of severity and damages in terms of qualitative and quantitative aspects of the institutional activities and resources

R. RISK INCIDENT ANALYSIS AND REVIEW

Vice Chancellor reviews the risk incidents reported by the concerned departments every month and recommends appropriate course of action. The chair or risk assessment committee presents a summary risk analysis report to the VC at the end of every semester. VC reviews the report, recommends necessary course of action and approves resources required for mitigating such risks in future. The AAC decisions are sent to concerned department for implementation. Departments shall update the status of implementation in their monthly report, which will be reviewed by Vice Chancellor during a monthly review meeting with the department.

S. TEACH OUT POLICY

i. Introduction

SUC Risk Management policy includes systems of internal controls. These controls include a number of measures that facilitate an effective and efficient operation, enabling SUC to respond to a variety of operational, financial, and commercial risks. However, in unforeseeable events its risk management policy protects the interest of stakeholders, specially the students to ensure their continuation of studies. The Financial Plan of SUC makes provisions for such contingencies.



ii. Formation of committee

To deal with the unforeseeable or emergency situations, an ad-hoc 'Teach- Out' committee is formed comprising of AAC members and Head of Finance (HOF).

iii. Functions of the committee

- a. To prepare a general 'Teach-out' plan to rehabilitate the students on rolls at the time of emergency.
- b. To ensure the last student is rehabilitated as per the proposed plan
- c. To refund the fee as per the provisions made by finance department for such contingencies

iv. Process Flow

- a. Gravity of the emergency situation is reviewed
- b. A 'Teach-Out' plan is prepared to accommodate the students
- c. Ensure the implementation of the 'Teach-Out' plan

v. 'Teach-Out' Plan

- a. In case the need arises to discontinue a particular major/emphasis of a program over a period of time, students still enrolled at that point of time shall be given the following options:
 1. Students will be offered to transfer to the existing emphasis/major programs of their choice offered at SUC
 2. Students can opt to transfer their credits to any of the accredited institutions, which have articulation agreements with SUC or any other institutions of their choice.
 3. If the student decides to cancel his registration with SUC, applicable refunds will be offered.
 4. The applicable refund shall be paid over a period of one year.
- b. In case an unforeseen situation arises and SUC needs to wind up its operations completely or decides to discontinue a particular program, the students enrolled at that point of time shall be given the following options:
 - a. Students can opt to transfer their credits to any of the accredited institutions, which have articulation agreements with SUC or any other institutions of their choice.
 - b. If the student decides to cancel his registration with SUC, applicable refunds will be offered.
 - c. The applicable refund shall be paid over a period of one year.

vi. OUTCOMES AND MEASUREMENTS

The VC and AAC reviews the status of risk control measures implemented and necessary steps are initiated to mitigate risks. The risk management activities are conducted on the basis of predetermined time frames the functioning of risk management framework is measured by the IRQAOA office to improve its operation as and when necessary. AAC is authorized to evaluate the risk management activities and its impacts during their meetings.

**vii. MANAGEMENT RESPONSIBILITY**

Vice Chancellor along with the Risk Management Committee is responsible for establishing and approving processes, procedures and mechanisms by which key matters of risk are identified, and ensuring that strategies are developed to manage such risks.

The Board has responsibility to understand the key risks in operations and ensure, through regular reviews and assessments that appropriate systems are in place to identify and manage these risks, receive regular reports on the management of material risks to SUC.

Board reviews risks based on the reports of Risk Management Committee. An annual risk assessment review and ensures good management and sound fiscal practices.

T. REVIEW OF POLICY, PLAN AND IMPLEMENTATION

DESCRIPTION	RESPONSIBILITY	TIMEFRAME
Review of Risk Management policy	Vice Chancellor	Annual
Approval of Risk Management Policy	Board of Trustees	Annual
Developing a Risk Management Plan	Head of Departments	Annual
Review of Risk Management Plan	DIRQAOA	Annual
Approval of Risk Management Plan	VC & BOT	Annual
Implementation of Risk Management	Head of Departments	Monthly
Monitoring implementation of risk Management policy	Chair of Risk Management Committee	Monthly
Timely and accurately registering risk incidents	Head of Departments	As and when incident occurs
Review of Risk incidents registered by various units	Vice Chancellor	Monthly
Review of Risk analysis	VC	Semester

U. ANNUAL REVIEW OF EFFECTIVENESS OF RISK MANAGEMENT PLAN

The Board of Trustees shall review the effectiveness of internal control of SUC for each significant risk identified. The Board of Trustees will:

- i. Review the previous year and examine SUC's track record on risk management and internal control,
- ii. Consider the internal and external risk profile of the coming year and consider if current internal control arrangements are likely to be effective.
- iii. Make provision for overcoming unforeseen circumstances.

Please refer Risk Management manual for further details

1. i. Multiple Campus Coordination Policy.

Not applicable for SUC

1. j. Campuses of UAE Institutions in Other Countries.

Not applicable for SUC

1. k. Branch Campuses of Foreign Institutions.

Not applicable for SUC

1.1. TERMS OF REFERENCE OF ACADEMIC AFFAIRS COUNCIL (AAC)



Policy number	INST_POLICY_02
Policy name	Terms of Reference of Academic Affairs Council
Policy version	Version 3
Standards applicable	-
Policy owner	SUC
Date of recent modification	21 April 2022
Verified by	VICE CHANCELLOR

A. FORMATION OF THE ACADEMIC AFFAIRS COUNCIL:

The Academic Affairs Council is formed to facilitate the smooth operations of the institution. This council is responsible for managing different academic and academic support operations of Skyline. The council is a committee of operational heads of the university and comprises of the Vice-Chancellor, who is the Chair of the Academic Affairs council, the Dean of Student Affairs, who is the Vice-Chair of the Academic Affairs council, the Dean of School of Business, the Dean-School of School of information technology, the Deputy Director of Academic Support Services and Registrar, the Director of Marketing and Communications, the Deputy Director of Government and Public Relations and the Director of Institutional Research, Quality Assurance, Outreach and Accreditation, who are responsible for the implementation of strategies and the daily operations of Skyline University College.

B. APPOINTMENT & TERM

The AAC members are appointed by virtue of their positions and therefore the duration of the membership in the council is decided by the duration of holding the position.

C. DELEGATION OF POWERS TO ACADEMIC AFFAIRS COUNCIL:

The Academic Affairs Council (AAC) is formed in order to achieve smooth functioning of the institution. This council is responsible for managing the various academic and academic support operations of the University.

The AAC is the operational body which executes all the Academic and Academic Support Service activities of the organization within the framework of policies and procedures laid down by the institution under the guidance of the (Chair) Vice Chancellor. The AAC reports at regular interval the functioning of their respective units to the (Chair) Vice Chancellor and (Vice Chair) DSA. This process becomes an important source of feedback about the operations of the institution.

D. GOALS OF THE ACADEMIC AFFAIRS COUNCIL

1. To oversee the operations of the departments to achieve the Vision and Mission of the institution
2. To identify the gaps in their operations and suggest changes for the satisfaction of the stakeholders
3. To resolve inter-departmental issues and facilitate better coordination in accomplishing departmental goals
4. To report the progress for the semester and the annual operations to the Vice-Chancellor

E. OVERALL RESPONSIBILITIES OF THE ACADEMIC AFFAIRS COUNCIL:

All operational decisions are taken at AAC level by the Vice Chancellor along with the members which will be implemented during the course of Academic Year. Any strategic issues brought about in this forum will be referred to the Vice Chancellor for guidance and decisions.



Vice Chancellor as the Chair of the Academic Affairs Council, handles all responsibilities pertaining to SUC operations and takes decisions with regards to overall academic and academic support service operations.

Responsibility of AAC includes the following:

1. Planning, implementing and reviewing institutional strategic plan.
2. Planning and monitoring quality control in all aspects of the university's academic progress and related activities.
3. Revise vision, mission and institutional goals & objectives and recommend changes to VC and BOT for approval.
4. Review and approve plans, progress of business plan implementation, Budgets, expenditure.
5. Planning and review of student progression, retention and graduation.
6. Performance evaluation report of academics and administrative units as per policies
7. Review of operations, policies and procedures.
8. Review of departmental policy and s monthly/semester/annually and closing report.
9. To ensure policies and procedures are in line with national and international accreditations and standards.
10. Achievement status of goals of SUC in all the spheres
11. CCL progress and achievement status as per plan
12. Overall satisfaction levels of students, faculty and staff
13. Status of articulation /MOU agreement with various bodies.
14. Review Institutional Development Plans, and Institutional Effectiveness committees
15. Review of proposals for development of Programs and markets
16. Fact book & Annual report of SUC
17. New initiatives in academics and services

F. CONDUCT AAC PERFORMANCE EVALUATION:

The VC is responsible for the evaluation of performance of the Members of the AAC.



1.m. MEETINGS POLICY

Policy number	INST_POLICY_05
Policy name	Meetings Policy
Policy version	Version 3
Standards applicable	NA
Policy owner	Office Of Vice Chancellor
Date of recent modification	5 April 2022
Verified by	Vice Chancellor

A. INTRODUCTION

This policy on meetings has been developed by the office of Vice Chancellor (VC) to have smooth monitoring and control on the progress of all academic and academic support services and closing the loop on related matters. All meeting in SUC should have clear agenda, proper information to attendees, venue and duration of meeting, including ADHOC and emergency meetings and will record Minutes of Meetings, which will serve as the official record for meetings’ decisions and actions taken. This policy is intended to assist the VC, AAC members, and HODs in managing the records of SUC meetings. These Minutes of Meetings (MoM) will help to ensure that decisions and actions taken in the meeting are easily retrievable when needed and will help the SUC for efficient and effective management and compliance.

The Office of Vice Chancellor will keep records of all MoMs and they will also be stored as electronic copies in calendar management system of SUC for reference.

B. PUROSE

The purpose of this policy is

- i. To have planned schedules of all meetings, except meetings of urgent nature.
- ii. To prepare and maintain records of all meetings and Minutes of the Meetings.
- iii. To facilitate the identification and tracking of actions taken on issues and problems resolved and/or in progress.
- iv. To help in closing the loop.

C. TYPES AND FREQUENCY OF MEETINGS

- i. BOT MEETING- As per the Bylaws, there shall be at least two (2) regular meetings per annum.
- ii. External Advisory Council Meeting- There shall be at least two (2) regular meetings per annum.
- iii. AAC Meeting- Shall be held once in every month but may be held at any other time in case of urgent circumstances
- iv. Academic Meeting- There shall be at least one (1) regular meeting monthly meeting.
- v. Academic And Academic Support Club Meeting- There shall be at least one (1) regular meeting per semester.
- vi. IE Committee Meeting- There shall be at least two (2) regular meetings per semester.
- vii. Departmental Meeting- There shall be at least one (1) regular monthly meeting.
- viii. Operational Staff Meeting- There shall be at least one (1) regular monthly meeting.



- ix. There may be other departmental level, sub-committees level and taskforce level meetings, which support the operations of the University.

In case the concerned individual is unable to attend the above meetings physically, they may attend the scheduled meeting through a virtual channel provided by SUC.

D. PRINCIPLES AND REGULATORY REQUIREMENT OF MEETING AGENDA AND MOMs

The primary principle of the MoMs is to record agenda, review, discussion, decisions, and actions taken hence, the minutes will not include only listing of the detailed discussion which transpired.

The following principles will be used.

- i. A proper agenda should be prepared and circulated 3 days prior to the meeting.
- ii. Agenda items should be aligned with the terms of reference of the committee/council.
- iii. Agenda should have the following permanent items:
 - a. Review of previous MoM dated
 - b. Matters Arising
 - c. Last item should be AOB
- iv. Authorized person or the assistant to the chair of the committee shall take minutes at all meetings including those that are held in-person and through a conference call or webinar.
- v. The minutes should include the title of the meeting, academic year, date, time, venue and location; the names of those in attendance and absent. The minutes should follow the order of the agenda along with the name of the person who presented the agenda.
- vi. Authorized person or the assistant to the chair of the committee is responsible for entering the minutes in the calendar management system of SUC and the minutes to be available within 2 days after the meeting for the purpose of informing the attendees of the proceedings.
- vii. Minutes will begin with the review of the previous meeting minutes and apprising matters at a subsequent meeting in order to provide attendees with the opportunity to validate the status of the decisions taken. There should be a statement that the minutes of the previous meeting were reviewed and approved and had been distributed.
- viii. All pending and in progress action points should be recorded in the subsequent meetings until it is completed.
- ix. Minutes shall record all actions taken during the meeting, including the full text of all motions or decisions or resolution.
- x. The office of Vice Chancellor will ensure that the approved Minutes of meetings has been stored accurately in the calendar management system for a period of not less than five years.

E. REVIEW AND APPROVAL OF MoMs

A draft version of the minutes shall be available for the attendees once the minutes are stored in the calendar management system. The draft version shall be clearly marked "DRAFT" and is subject to revision until adoption by the chair of the committee. MoMs will not be considered officially accepted until approved by a simple majority of the attendees and signed by the chair of the committee.



F. ACCESS AND PRIVACY

Depending on the nature of the meetings, minute records may be public or subject to the information confidentiality classification of confidential or restricted.

Minutes of meeting containing identifiable personal information must be protected from unauthorized access. Confidential and restricted records should be stored according to recommended security measures to protect them from inappropriate disclosure. Access should be provided only on a need to know basis.

Informal notes taken by the attendees to record minutes will not be part of the official record and to be destroyed once the minutes have been approved.

If the proceedings of a meeting are recorded, the recording should not substitute for a written summary of the meeting and should be securely destroyed once the official record has been approved.

G. PRINCIPLES FOR RECORDING ONLINE MEETING MINUTES

Online meetings and MoM will be handled in the same manner. Minutes and recordings are not available for inspection or copying by unauthorized person.

MOE STANDARD 2. QUALITY ASSURANCE

2a. Quality Assurance/Institutional Effectiveness

Policy number	IRQA_POLICY_10
Policy name	Quality Assurance Policy
Policy version	Version 3
Standards applicable	MOE Standard 2: Quality Assurance
Policy owner	IRQAOA
Date of recent modification	28 December 2021
Verified by	DIRQAOA

I. INTRODUCTION

Quality Assurance refers to the process of evaluating/assessing the extent to which the individual or unit is delivering on its potentials to achieve excellence and efficiency in services provided by the institution.

II. POLICY STATEMENT

IRQAOA department envisions meeting the Vision and Mission of SUC by designing & developing quality standards in Academic & Academic Support Services and benchmarking with the best practices in quality education.

III. OBJECTIVES:

- A. To keep all employees informed about the institution's approach to quality
- B. To ensure an appropriate quality assurance system including a set of policies, processes and performance indicators is in place to realize the vision and mission of the University
- C. To ensure appropriate structures are in place to monitor and review the effectiveness of such policies
- D. To ensure timely coordination and orientation on the system in order to attain maximum effectiveness.



- E. To continuously monitor the quality of service delivered by academic and academic support units through evaluation of the quality assurance system

IV. QUALITY ASSURANCE POLICIES AND PROCEDURES

An overarching policy document, requires all policy proposals to conform to a standard framework. This ensures essential information is consistently provided and is available to all those affected by the policy. Essential information includes when the policy was introduced, what it aims to achieve, and who has responsibility for its implementation and review. Proposals for new academic programs are initiated by concerned schools which after approval by the VC and BOT is submitted to the Ministry of Education.

The IRQAOA department ensures the institution provides effective and efficient educational services to its students through various development and review process as detailed below:

A. STRATEGIC PLAN

The IRQAOA Department has a major role in developing Institutional Strategic plan for five years in line with the institutional plan with a purpose to accomplish the institutional planning directions on a long term basis and to assist various departments in their annual planning. The strategic plan focuses largely on generating and allocating resources for a 5-year period to achieve its strategic period goals and objectives. The IRQAOA Department initiates the process of strategic plan by reviewing the status of previous Strategic Plan and gather information from various stakeholders, competitors and general business environment in the country and region so as to evaluate the growth and sustainability of SUC in the long run.

B. OPERATIONAL PLANNING

Operational plans are drawn from the strategic plans and its focus remains on achieving the strategic plan on semester basis cumulating into annual plan achievements. Operational plan mainly comprises of annual plans and semester plans which are aimed at carrying out the operations to achieve the strategic goals and objectives.

C. Annual Planning

IRQAOA department coordinates with various departments and committees to plan for the upcoming academic year by providing them the necessary guidelines. The departmental planning activities include goal setting, review of goals and objectives, setting KPIs and Benchmarks, review of policy and procedures, review of forms, letters, calendar of annual activities, annual Budget requirement, etc.

D. IE MANUAL

The Institutional Effectiveness system facilitates SUC in assessing all its programs, courses, processes and services through various assessment tools. The Institutional Effectiveness manual includes details of each assessment tool used in the process of measuring the Institutional Effectiveness System. The manual provides information on the process and instruments used for measuring the effectiveness of each tool and type of evidence which is required to be collected & analyzed. The manual also includes the steps detailing dissemination of the results of assessment, including what will be disseminated and to whom.

E. FEEDBACK

Feedback is an essential component of understanding the organizational performance on various parameters. The feedback helps in initiating corrective actions and preventing such



issues arising in future. This process of gathering information and evaluating the feedback is carried out by IRQAOA Department.

F. LEARNING OUTCOMES AND EXAMINATION ANALYSIS

Performance of Course learning outcomes are measured based on the predefined Learning outcomes matrix which clearly indicates the distribution of total assessment weights according to specific Learning outcomes. The distribution may vary based on the level of the course nature of assessment tools and the level of learning outcome. The criteria to measure the achievement of learning outcomes is mentioned below for Under Graduate and graduate level programs:

- i. 70% of the students achieving at least 70% in each learning outcomes at UG level courses
- ii. 80% of the students achieving at least 80% in each learning outcomes at Graduate level courses.

G. COURSE FILE AND COURSE REPORT REVIEW

Course file reflects how effectively the course was delivered during the semester and contents of the course file are in line with Annex 16 of MOE-CAA Dec 2019 Standards. The course file contains the syllabus, teaching material, assessment tools, marking guidelines and rubrics, sample of students answer scripts, students' attendance data, course report, quantitative analysis of student performance, summary of student feedback, instructor's proposals for any course improvements, summary of actions taken to improve the course. Course file also provide evidences related to the delivery of the course in a particular semester. Course file needs to be submitted in hard as well as soft copy format.

H. DISSEMINATION OF SUGGESTION & RECOMMENDATION OF FEEDBACK AND IE REPORTS

It is the responsibility of the Quality Assurance Unit to disseminate the actions to be taken as per VC suggestions and recommendations to concerned IE committee Chairs as per IE calendar. The suggestions or recommendations with time frame should be carefully reviewed by IE Committee Chair and their implementation plan should be prepared & submitted to the IRQAOA department along with the resource requirement including financial budgets. All budgets should be duly approved by the Vice Chancellor.

I. FOLLOW-UP ON IMPLEMENTATION OF SUGGESTION & RECOMMENDATION OF FEEDBACK AND IE REPORTS

The IRQAOA department schedules meeting with the concerned IE committees as per the implementation plan submitted by them so as to follow-up on the status of implementation. The status report is then forwarded to the Vice Chancellor who will then take decision of either acceptance or further extension of timeframe for completion of pending actions if any. It is the responsibility of the Vice Chancellor's Office to ensure that all the recommendations and suggestions are implemented by the concerned IE committees and report the implementation status to the Vice Chancellor.

J. REVIEW OF INSTITUTIONAL AND DEPARTMENTAL GOALS, OBJECTIVES, KPIS AND BENCHMARK

To measure the performance of various departments and functions of the institution, SUC has developed the goals, objectives, KPIS and benchmark for the institution and it's various operative wings. They are broadly classified under Institutional, departmental and IE committees related to Academics and Academic Support Services.



a. Institutional

The institutional goals and objectives are also reviewed and updated by the IRQAOA department, and submitted to VC for review upon seeking approval from BOT it is disseminated for implementation.

b. Program goals and Learning outcomes

The program goals and outcomes are also annually reviewed as part of Program review and updated by the Deans of respective schools if necessary and upon approval from the VC, it is disseminated for implementation.

c. IE Committees

The objectives of different IE Committees are annually reviewed by the Chairs in consultation with IRQAOA department and updated if necessary. Upon approval by VC, it is disseminated to respective committees for implementation.

d. Departmental

The goals, objectives, KPIs and benchmark of different departments are annually reviewed by the Heads of departments & respective AAC members and updated if necessary and upon approval from the VC it is disseminated to respective departments for implementation.

V. EVALUATION OF INSTITUTIONAL RESEARCH & QUALITY ASSURANCE DEPARTMENT

i. Introduction

IRQAOA department is responsible for planning, monitoring and evaluating the academic and academic Support services through its Institutional Effectiveness (IE) system. IRQAOA department will be evaluated at regular intervals and feedback is provided for improvement.

ii. Evaluation Committee

A three-member committee comprising of an AAC member, a faculty member and a staff member to be formed by the Vice Chancellor for evaluation of IRQAOA department at the end of the fall and spring semester of every academic year and review of the evaluation shall be discussed with IRQAOA department for necessary improvements. The tenure of the members of the committee will be of two years.

iii. Evaluation Criteria

- a. IRQAOA performance with respect to the departmental objectives and KPIs
- b. Appropriateness of assessment tools and surveys used by IRQAOA department and its
- c. Validity and reliability
- d. Result of qualitative improvements with respect to the programs, courses and academic support services
- e. Maintenance of SUC policy and procedures in line with the CAA standards
- f. Accuracy of analysis, evaluation and reporting

iv. Policy Review:

The Institutional Effectiveness Committee reviews the effectiveness of the Quality Assurance Policy every year and recommends any revisions in the policy if deemed necessary. The recommendations are submitted to the Vice Chancellor during the Institutional Effectiveness Closing review meeting. If recommended revisions are approved, a copy of the revised policy is disseminated to all stakeholders and updated in relevant public disclosure documents.



Please refer "Quality Assurance Policies Manual" for details



MOE STANDARD 3. THE EDUCATIONAL PROGRAM

3.a Program Planning and Development

Policy number	ACAD_POLICY_01
Policy name	Program Planning and Development Policy
Policy version	Version 3
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ACADEMICS
Date of recent modification	28 December 2021
Verified by	DEAN-SCHOOL OF BUSINESS AND DEAN-SCHOOL OF IT

The program planning and development policy outlines the process for assessing the need for new program through conducting a market analysis and preparing the feasibility study along with the Financial Analysis and Timed Action Plan for program development. This policy ensure that the proposed programs are consistent with the strategic plan of SUC, proposed enrolment projections of the new program. This includes identification of required facilities, human and non-human resource requirements along with short and long-term budgets. inputs are taken from prospective employers in framing the learning out comes, preparing program structure and details of benchmarking of the program.

A. COMMITTEE RESPONSIBLE FOR IMPLEMENTATION OF POLICY

The Academic Planning and Operations Committee which is one of the standing committees formed under the Institutional Effectiveness Committee is responsible for the implementation of this policy. The Committee is chaired by the Vice Chancellor and comprises of Deans from both schools and Head of General Education. If required, Dean of Schools may recommend faculty or staff members, subject experts, industry experts to the Vice Chancellor for performing specific tasks related to Program planning and development.

B. RESPONSIBILITY OF THE COMMITTEE

The main responsibility of the committee is to look into the need for new program in the school as per the future requirements of the industry and as per the emerging trends in the respective field across the globe and prepare the complete plan and submit the report.

C. PROCESS FLOW

The committee does a proper market analysis and looks at the competing programs in the region and the globe and then propose a new program for which a detailed feasibility study to be done which will include the need for the program. The committee has to prepare detailed financial analysis and come out with a timed action plan with proper timelines from the time of initial application through semester/years of the program completion.

STEPS:

- i. Appointment of program planning and development committee by VC
- ii. Market analysis for the need and future of the program
- iii. Benchmarking of the program with other similar program at national/international level
- iv. Take inputs from Prospective employers
- v. Preparation of the full curriculum



- vi. Analysis of competing programs and projections of resource requirements
- vii. Preparation of Feasibility study
- viii. Preparation of detailed financial analysis
- ix. Timed Action Plan
- x. The committee will submit the report for IRQAOA department review to ensure compliance with CAA standards and send for VC review
- xi. Present the same to AAC
- xii. Approval from BOT

3.b Program Specifications

Policy number	ACAD_POLICY_02
Policy name	Program Specifications Policy
Policy version	Version 3
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ACADEMICS
Date of recent modification	27 December 2021
Verified by	DEAN-SCHOOL OF BUSINESS AND DEAN-SCHOOL OF IT

The purpose of this policy is to ensure that program specification document is prepared which can be used as a source of information by employers, students and all stakeholders. The program specifications to be reviewed as and when there are changes in the CAA guidelines and when the program review is carried out as per policy of SUC i.e. once in five years. The program specifications should include program title, program, code, authoring team, date of document prepared, dates of initial accreditation, subsequent renewal of accreditation, education aims of the program, learning outcomes, completion requirements, criteria for admission, assessment plan for program and indicators of quality and standards. For new programs, the committee will work on from the inputs and report prepared by Program Planning & Development Committee.

A. COMMITTEE RESPONSIBLE FOR IMPLEMENTATION OF POLICY

The Academic Planning and Operations Committee which is one of the standing committees formed under the Institutional Effectiveness Committee is responsible for the implementation of this policy. The Committee is chaired by the Vice Chancellor and comprises of Deans from both schools and Head of General Education. If required, Dean of Schools may recommend faculty or staff members, subject experts, industry experts to the Vice Chancellor for performing specific tasks related to Program specifications.

B. RESPONSIBILITY OF THE COMMITTEE

The main responsibility of the committee is to prepare program specifications which will include Program title, program code, authoring team, date document prepared, dates of initial accreditation of the program and, where appropriate, subsequent renewal of accreditation of the program, dates of international accreditation and subsequent renewal of accreditation if applicable, academic unit delivering the program, in case of interdisciplinary or jointly offered



programs the academic unit primary responsible for the program, delivery modes, educational aims of the program, program learning outcomes, completion requirements, support for students and their learning, criteria for admission, facilities including laboratories, studios or other specialist resources supporting the program, methods for evaluating and improving the quality and standards of teaching and learning, assessment plans for program leaning outcomes, indicator of quality and standards, program matrices or schematic showing: the schedule of delivery, program learning outcomes mapped to course learning outcomes; program leaning outcomes and SUC graduate attributes mapped to descriptors of the QF Emirates for the appropriate program level; teaching and learning methods; assessment methods, etc.

C. PROCESS FLOW

The committee will carry out the program review process by collecting inputs from all the stakeholders and then revise/update the program specifications as per CAA guidelines

STEPS:

- i. The Dean of the respective school in consultation with the VC will appoint a committee to carry out the program review.
- ii. For new program, this committee will take all the details prepared by the program planning and development committee to prepare the program specifications
- iii. The committee prepares the program specification and presents to the faculty members of the schools for their inputs
- iv. The Dean presents the Program specification in AAC for their inputs
- v. The Dean then presents it to the VC for his review
- vi. VC presents it to BOT for their approval
- vii. After BOT approval, VC's office in coordination with IRQAOA department will disseminate the same to all the stakeholders and ensure it is available for reference

3.c Undergraduate Completion Requirements

Policy number	ADMN_POLICY_01
Policy name	Undergraduate Completion Requirements
Policy version	Version 2
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	Administration
Date of recent modification	22 November 2021
Verified by	DYASS & REGISTRAR

Bachelor degree is awarded to a student upon fulfilling the following requirements:

- i. Students are required to fill the graduation application along with fee as applicable.
- ii. The successful completion of 120 credit hours
- iii. The number of credit hours as specified in the field of major
- iv. Achievement of CGPA not less than 2.00 in the following:
 - a. Overall 120 credits earned
 - b. In Major / Concentration Courses



- c. Students must attain a minimum of “C” grade in every Capstone course
- v. Recommended for graduation by Graduation Board

A. GRADUATION HONORS

Upon meeting the Undergraduate Program graduation requirements, students who have attained academic excellence will be awarded certificate of honors to recognize their academic excellence. To be eligible for these honors, a student must have a Cumulative Grade Point Average (CGPA) on credits earned at SUC program as per following:

Cum Laude	An average of 3.50 – 3.69
Magna Cum Laude	An average of 3.70 – 3.89
Summa Cum Laude	An average of 3.9 or higher

B. GRADUATION BOARD

The Graduation Board consists of Vice Chancellor, DIRQAOA, Dean of respective Schools, Registrar and concerned faculty. The Board confirms the graduation award to the students who have successfully met the graduation requirements. Upon the approval of the Board, the students will be awarded certificate of graduation and are also placed in the list of graduation honors and the Dean’s List. The Graduation Board also confirms the final Toppers list and Graduate Honors List.

C. PROCEDURE:

- a. Step 1: Graduating students file to be prepared by Administration which includes the following:
 1. Copy of attested high school / O level certificate
 2. Copy of TOEFL / IELTS / PET Academic/ Cambridge
 3. Copy of the transcripts
 4. Copy of TOC confirmation
 5. Final Statement of Account
 6. Candidacy sheet containing clearance from all departments
 7. Graduation Application form
- b. Step 2: Graduation Board will verify the following components are met:
 1. Entry requirements
 2. Academic requirements
 3. Graduation Requirements
 4. Financial Requirements
 5. Departmental clearance
 6. Signing on certificates
- c. Step 3: Certificate Preparation process
 - a. Place chips on the Degree and hologram on the transcript
 - b. Sort the degrees major-wise
 - c. Academic excellence letter is placed in the folder
 - d. Toppers list /scholarship letter if applicable is placed in the folder
 - e. Medals are placed in the graduation kit as per graduation honors list



3.d Graduate Completion Requirements

Policy number	ADMN_POLICY_02
Policy name	Graduate Completion Requirements
Policy version	Version 2
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	Administration
Date of recent modification	22 November 2021
Verified by	DYASS & REGISTRAR

A Student will be awarded the Master Degree upon fulfilling the following requirements:

- a. Students are required to fill the graduation application along with fee as applicable.
- b. The successful completion of 36 credit hours
- c. The number of credit hours as specified in the field of concentration
- d. Achievement of CGPA not less than 3.00 in the following:
 1. Overall 36 credits earned
 2. Concentration Courses
 3. Students must attain a minimum of “B” grade in every Capstone course
- e. Recommended for graduation by Graduation Board

A. GRADUATION HONORS

Upon meeting the MBA Program graduation requirements, students who have attained academic excellence will be awarded certificate of honors to recognize their academic excellence. To be eligible for these honors, a student must have a Cumulative Grade Point Average (CGPA) on credits earned at SUC program as per following:

Cum Laude	An average of 3.70 – 3.79
Magna Cum Laude	An average of 3.80 – 3.89
Summa Cum Laude	An average of 3.9 or higher

B. GRADUATION BOARD

The Graduation Board consists of Vice Chancellor, DIRQAOA, DEAN, DYASS & Registrar and concerned faculty. The Board confirms the graduation award to the students who have successfully met the graduation requirements. Upon the approval of the Board, the students will be awarded certificate of graduation and are also placed in the list of graduation honors and the Dean’s List. The Graduation Board also confirms the final Toppers list and Graduate Honors List.

C. PROCEDURE:

- a. Step 1: Graduating students file to be prepared by Administration which includes the following:
 1. Copy of attested Graduate level certificate or Equivalency if required
 2. Copy of TOEFL / IELTS / PET Academic/ Cambridge
 3. Copy of the transcripts
 4. Copy of TOC confirmation



5. Final Statement of Account
 6. Candidacy sheet containing clearance from all departments
 7. Graduation Application form
- b. Step 2: Graduation Board will verify the following components are met:**
1. Entry requirements
 2. Academic requirements
 3. Graduation Requirements
 4. Financial Requirements
 5. Departmental clearance
 6. Signing on certificates
- c. Step 3: Certificate Preparation process**
1. Place chips on the Degree and hologram on the transcript
 2. Sort the degrees Concentration-wise
 3. Academic excellence letter is placed in the folder
 4. Toppers list /scholarship letter if applicable is placed in the folder
 5. Medals are placed in the graduation kit as per graduation honors list

3.e. Course Substitution

Policy number	ACAD_POLICY_03
Policy name	Course Substitution Policy
Policy version	Version 2
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ACADEMICS
Date of recent modification	11 MAY 2020
Verified by	DEAN-SCHOOL OF BUSINESS AND DEAN-SCHOOL OF IT

Students have to select electives during their program. Elective courses and major courses are offered to students depending on the interest of the students. The entire class is expected to select the electives as per their choice and the elective which has been selected by the students as per the class size policy will be offered. If there are no minimum number of students for an elective course or major course the students should select the elective or major course which are being offered as per the class size policy. In extreme cases and based on the approval from the Dean of Student affairs/Dean of the respective school only one course at undergraduate level may be given to students under self-study mode where a faculty member will be allotted and there will be a minimum of eight one-to-one interactions of one hour in the faculty office to discuss the course and carry out the assessments. Course under self-study mode, must have course syllabus (Course Delivery Package), a minimum of three assessments and close monitoring by the assigned faculty during conduct of the course.

i. COMMITTEE RESPONSIBLE FOR IMPLEMENTATION OF POLICY

The Academic Planning and Operations Committee which is one of the standing committees formed under the Institutional Effectiveness Committee is responsible for the implementation of this policy. The Committee is chaired by the Vice Chancellor and comprises of Deans from both schools and Head of General Education. If required, Dean of Schools may recommend faculty or staff members to the Vice Chancellor for performing specific tasks related to Program specifications.



ii. PROCESS FLOW

After students of a class select their elective, administration department will prepare its schedule accordingly.

STEPS:

- a. Dean or senior faculty member will give a presentation to students on the various electives available in the program
- b. The students are given one-week time to finalize their electives
- c. After students finalize the electives, it will be offered as per the class size policy
- d. Students cannot change their electives once finalized
- e. Class size policy will be followed and under exceptions more electives can be offered if students are interested in other electives

3.f. Joint Degree Programs (for Undergraduate Program)

Policy number	ADMN_POLICY_03
Policy name	Joint Degree Policy for Undergraduate Program
Policy version	Version 2
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	Administration
Date of recent modification	01 November 2019
Verified by	DYASS & Registrar

In SUC joint degree program students study at two or more institutions, and upon completion of the program receive a single degree certificate issued by all the participating institutions. A joint degree program is a program that is designed and delivered in conjunction with one or more partner institutions. The partner(s) may or may not be based in the UAE. Typically, a joint degree program will be established to access the partner institution's specialized knowledge and experience.

The partner institutions for joint degree programs abide by the following requirements

- a. Each institution in the partnership is recognized and/or accredited as a HEI in the higher education system in which they operate;
- b. Institutions offering programs jointly with other institutions based outside the UAE assume primary responsibility for the programs' compliance with the SPA, while also meeting the requirements of the partner institutions;
- c. Each partner HEI should be legally allowed to offer the joint program, even if the joint degree is to be awarded by a partner;
- d. The joint program is offered in accordance with the legal frameworks of the relevant (sub) national higher education systems involved in the partnership;
- e. Faculty of partner institutions teaching in joint degree programs must have appropriate experience and qualifications;
- f. Not more than fifty percent (50%) of the program curriculum shall be delivered by the partner institution;



- g. If the courses offered by the partner institution are delivered through e-learning or distance teaching, an appropriate portion of each course is delivered face-to-face by a qualified faculty member;
- h. A *Quality Assurance Manual*, or a section within a *Manual*, that clearly describes how all quality assurance activities are integrated into a single system to continually appraise and improve the institution as a whole, and specifically any joint programs
- i. Faculty of the partner institution are involved in program development and evaluation, utilizing both formal and informal mechanisms to gain information to evaluate the program
Students visiting a partner institution, as part of the joint degree program, must offered same learning experience and safeguards;
- j. Students visiting a partner institution, as part of the joint degree program, are afforded the same learning experience and safeguards as detailed in the SPA;
- k. Visiting faculty from main campuses and partner institutions are available for an adequate period of time on campus to facilitate an appropriate level of interaction with students outside of the classroom;
- l. The joint degree is awarded in accordance with the legal frameworks governing the awarding institutions, and is recognized as a joint degree in the higher education systems of the awarding institutions.



3.g. E-LEARNING

Policy number	ACAD_POLICY_04
Policy name	Contingency Distance Learning (E-Learning) Policy
Policy version	Version 4
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	DEAN-SOB , DEAN-SOIT & REGISTRAR
Date of recent modification	27 December 2021
Verified by	IRQAOA

A. INTRODUCTION

This policy is an update to Contingency Distance Learning (E-Learning) Policy dated August 25, 2020 for the Academic Year 21-22. However, the initial policy focused towards offering education through Distance Learning mode, but based on the guidelines of government authorities and easing of restrictions in August-21 (AY 21-22), policy modifications are defined to delivering sessions through Hybrid Learning mode, and supports Synchronous Learning, taking essence from Annexure-15 of CAA-2019 standards. This policy broadly covers the issues related to E-Learning for students, Academic Staff (faculty members) and academic support department/services. The policy is reviewed at the start of each Academic Year and is based on the guidelines of government department for any updates or roll back to normal mode of operations.

B. BACKGROUND

In view of the Corona virus (COVID-19) outbreak and subsequent directives of Ministry of Education to the academic institutions to plan for 2020 Spring semester break for students and faculty, as well as for conduct of classes and assessment online to complete the spring 2020 semester. In the light of the pandemic, and the directives of MOE, UAE, Vice Chancellor of SUC formed a task force on March 3, 2020, which included the Deans of the Schools, Director-Institutional Research, Quality Assurance, Outreach and accreditation, and Head of Computing department, chaired by the Dean-School of IT to find various sources/ platforms and suggest a suitable one which can be integrated with our Learning Management System for online teaching and examination. The task force submitted their recommendations within a week to the Vice Chancellor including the details of all resources, training, updates and changes required for conducting online classes and preparation for examinations later. Based on the recommendation of task force a contingency distance learning (E-Learning) policy was prepared for completion of the Academic Year 20-21. In the pretext to the change in environment and easing of restrictions in Fall-21, this policy encapsulate Computing and Library resources, so that an integrated approach to offering knowledge and Computing services are to be delivered to students, staffs and faculty members, and provide an environment to support hybrid-learning methodologies.

C. PURPOSE AND OBJECTIVES

The purpose of this policy is the use of Information and Communication Technologies to impart education synchronously provide collaboration between the students and faculties using hybrid-teaching methodologies, share educational resources, and to provide a digital framework to provision support and administrative services. Objectives of the policy are:

1. To achieve the Learning Outcomes using synchronous digital communication, thus enabling classroom experience (Hybrid mode) at distance.
2. To enable a single unified digital collaboration interface that enhances educational experiences amongst students, faculties, and industry experts.



3. To provide a unified communication platform to enable digital support transactions between students and administrative support services.

D. OPERATIONAL STRUCTURE

The policy is shaped by forming a fully functional Learning Resources Department and operating under strategic guidelines from the Dean(s) of both the Schools. The department encapsulates the functioning of Library and Computing Resources in a holistic manner, and work closely for implementation through existing IE Committees of Learning Resource-Library Committee and Learning Resource-Information Technology Committee.

E. BUDGET

The E-Learning Committee reviews the requirements and propose the yearly budget for an academic year to fulfill those requirements. This budget for E-Learning generally covers expected expenses on ICT related b and software, Scorm Creations, outsourcing, training and human resources, procurement of e-resources etc. The proposed budget is sent to Finance Department where it is reviewed and amendments made if required in consultation with the Finance committee is proposed. Finance department presents this budget of E-Learning to the VC. VC reviews and approves the budget after reviewing the long-term and short-term requirements.

F. E-LIBRARY

Facing pandemic situation, online classes and social distancing, access to the library was the most crucial aspect in the learning process. The committee has specified the means and methods through which the tradition library can be accessed through e-Learning mode using LMS Portal.

The e-Library has been reengineered to provide an access to all research subscriptions, e-books, My Lab resources, using secured Learning Management System. In addition, Library's separate channel was created for students to interact face to face using MS-Teams, and reserve the resources as per the Book issuance and return policy.

The complete access to Library Resources and services can be availed through Active Directory Login ID and password provided to all students, faculty and staff by authenticating it from Learning Management System (LMS) Portal (<https://lmsserver.skylineuniversity.ac.ae/>) Stepwise e-library access manual is prepared and attached as [E-Library Guidelines \(Annexure-1\)](#).

G. BLENDED LEARNING CLASSES

SUC right from the beginning, since the pandemic affected on-site classes is using Microsoft Teams to conduct classes online following the suggestion of the task force formed by SUC to conduct online classes.

As soon as a course batch is created, and students are enrolled, the Student Management System [Admin Module] automatically pushes the Course Details to Moodle based Learning Management System [LMS], and TEAMS are created by IT Department in **MS-TEAMS** through an automated PowerShell Script. As and when student is added in the Course, or removed from the Course, the script synchronizes the student's Active Directory ID's with LMS (using API) and MS-TEAMS (using PowerShell Script).

In all the Classrooms Smart Interactive boards, with Artificial Intelligent Voice Recognition Video Conferencing System with inbuilt Computer is fitted. The Faculty logs in using their portal, enters their TEAMS's profile, and selects the appropriate class for delivering Blended Learning Session.

The framework governing the use of MS-Teams is defined in Synchronous Learning under Information Security policy (Annexure-5) of SUC, and detailed usage of MS-Teams for students and faculties are attached in [Annexure-2 \(MS Team user guide\)](#). The usage of Learning Management System to access the e-Services is provided in e-Services manual attached in [Annexure-3 \(e-Service manual\)](#).

Faculty will be allotted the courses for E-Learning as per the workload defined in faculty handbook and the same compensation will be applicable for all faculty members as was followed by regular



classes on campus. Faculty members will be responsible to identify relevant tools/methodologies /simulations etc. to ensure active engagement of students during e-learning classes. Any content prepared exclusively for the online classes will belong to SUC and the faculty member.

The attendance in the online classes will be captured by the system based on the student's credential. The faculty member will download the attendance from the MS-Team, and mark the same in the Attendance Management System. The access to Final Examination will be based on e-Hall Ticket, which will be governed by SUC attendance policy

The Deans of the schools must conduct an online meeting with all the faculty members regularly to discuss the good practices followed and also discuss the problems encountered during the online sessions. There feedbacks are discussed with the e-learning committee to take corrective measures to be more prepared and better experience while conducting the online classes. Faculty members should prepare their sessions in such a way that they are able to engage students.

Faculty members are advised to be available online for students for discussing other academic issues as per the advisory schedule. All faculty members, students and staff members are requested to conduct online meetings and avoid face-to-face meeting.

H. ADJUSTMENT TO COURSE SYLLABI

In order to ensure that Synchronous and Asynchronous component of imparting education through Distance Learning mode is taken care, SUC recommends all the faculties to ensure:

- i. The Core Text Books, wherever possible, is replaced with e-Book from Pearson MyLab or Vital Source.
- ii. Academic Teaching Strategies should include online Learning strategies such as E-Learning, SCORMS, Simulations, Activity based Learning, Pearson MyLab/Vital Source, Live Projects etc are included as a part of Course Syllabus.
- iii. The Subjective Assessments, Case Studies, Project-Work should be integrated with Turnitin to avoid Plagiarism, with clear reference to Plagiarism Policy.
- iv. While specifying the assessment, its type, its weightage, and CLO's measured should be clearly mentioned, with the presence of Assessment-CLO matrix.
- v. In the Weekly plan, it is must to fill the Additional reference section, wherein the e-Resources specified should be available and mentioned in the Reference book and Resource section of Course Syllabi.
- vi. The Exam Assessments in Online Exam Server must be created based on Course Learning Outcomes, wherein in case faculty wants to measure multiple CLO's, then a separate section must be created in the Online Assessment for the same.
- vii. In order to ensure rigor is maintained, no course syllabi is accepted in MS-Word format, but needs to be submitted through Academic Management System. Once created, it is reviewed by the Dean, and on approval forwarded to the Vice-Chancellor for the final approval. After receiving the confirmation the Course Syllabi[CDP] is auto loaded in the LMS server, with a blank template of 15 weeks.

I. COURSE DEVELOPMENT & APPROVAL

Faculties of both the schools seeking to design a new blended or online course, or convert face-to-face course for blended or online delivery needs to coordinate with E-Learning department, wherein the complete script of the course needs to be created before it is transferred to Instructional design team, consisting of Designer, Animator and Developers. The faculties must take a formal approval through dean and submit their detailed plan so that E-Learning department can create a scope document with an estimated delivery timeline. Once the scripted and chapter/topic wise contents



are received, and scope of work is approved, the designers and developers will create the SCORM's and once approved by Faculty, it will be forwarded to respective Dean to take necessary approval before it is transferred to Learning Management System.

J. ONLINE ASSESSMENT AND EXAMINATION

Regular trainings to faculty members on how to create online assessments using LMS and online examination server are conducted so that they can create & conduct the assessments as per the Course schedule and ensure that course-learning outcomes are met (Refer to **Online Exam Conduct and Assessment Guide**). Faculty members should conduct formative and summative assessments as per the CDP to ensure that students are able to understand the concepts that are being taught by the faculty members. E-learning committee in consultation with IT department took the following initiatives to maintain the sanctity of assessment and examination.

- i. Online Exam server was upgraded with Moodle System and Safe Exam Browser in order to conduct for online examination.
- ii. E-Proctoring system should be used to verify the integrity of the examination.
 1. For secure and monitor the environment to prevent cheating.
 2. locks the operating system and prevents unauthorized access to other pages, software or communication tools.[Safe Exam Browser]
 3. monitors all exam activity in real-time and will detect fraud attempts and report them to the administrator.[using MS-TEAMS]
- iii. Faculty members are provided with regular training to conduct online examination
- iv. Monitoring & Exam schedule are prepared and communicated to all concerned by administration department well in advance.
- v. Maximum number of students for examination at a time will be restricted to manage and utilize IT resources effectively.
- vi. e-circular is sent to the students for online exams by administration department

Faculty members are advised to accept assignments, case studies, projects, exercises and other submissions by the students for continuous valuation through Turnitin plagiarism software, which is already integrated to the LMS. Faculty members are also advised to educate, inform and follow SUC Academic integrity and Plagiarism Policy attached as [Annexure-4 \(Academic integrity and Plagiarism Policy\)](#)

K. INFORMATION SECURITY

In order to provide secured access to critical data resources by authorized members only, SUC maintains a comprehensive Information security & access policy. This policy defines the protection against cyber-attacks, and intrusion prevention and aims at:

- i. Protecting critical university data resources that can be accessed based only by authorized people and sensitive information is protected from the reach of unauthorized access, thus maintaining Confidentiality of Information Resources.
- ii. Ensuring that data should not be changed, accessed and altered by unauthorized people, thus ensuring Integrity of Information Resources.
- iii. Ensure the reliability of network infrastructure and its high availability.

The policy includes information security issues related to online classes, assessment, examinations, and online services. The details on information security policy can be viewed in [Annexure-5 \(Information Security Policy\)](#)

L. COPYRIGHT

Faculty members are expected to understand and follow the UAE copyright law and ensure that online resources are directly related to the course content and are available to only students enrolled in the course. The students should be notified that the materials used are subject to copyright protection while using study materials, case studies, simulations etc. from various sources.



ESTABLISHED 1990

M. ONLINE INDUSTRY INTERACTIONS

In order to provide students an exposure to listen to eminent speakers from various domains, SUC launched a guest lectures online for the benefit of students affected by the nation-wide lockdown to prevent the spread of COVID-19. The one-hour interactive lectures deal with topics ranging from career guidance to the latest updates on technology to topics of general interest to all. SUC realized that there is no better time than now to offer this series as it would benefit students and faculty members who have to remain in their homes for their safety.

N. ONLINE INTERNSHIP/PROJECT

The Corporate Affairs office will arrange online internships/projects for students. Students during internship/project will be meeting their faculty supervisor and company supervisor virtually by using MS Teams platform. The faculty members will also contact the company supervisor virtually to discuss the progress of student. After completion of internship/project students will submit the final report to the respective faculty supervisor. The viva voce for the projects will be conducted online using MS-Teams and the full session will be recorded for the records.

O. STUDENT E-SERVICES

The purpose of e-Services at Skyline University College, is to provide alternate channels of communication, wherein students can reach to service providing department and mitigate their concerns, and resolve their queries without visiting the campus. All the services which were offered during the student's physical visits are made available over the portal, and the services which have financial value is linked to e-payment gateway.

Online Requests covers all types of known or process driven transactions the students wants to apply for; This includes Financial Transactions (Statement of Account, Withholding the Payment etc.), Academic Document Requests (Transcript, Certificates, Letters for the Employers etc.), Administrative & Registration Requests (Change of Major, Course Withdrawal, Semester Postponement, and Cancellation etc.), and Transport Requests (Location Change), Hostel Transactions etc.

Students not only can track the status of their services, but all documents are delivered on-line thus achieving the sustainable objectives by going paperless. The history of all services availed by students is available as logs along with necessary attachments that can be accessed whenever desired.

Students can authenticate themselves using their Single Sign on (SSO) Active Directory Student ID and password, and can select the services they want to avail from the landing page (<https://lmsserver.skylineuniversity.ac.ae>). E-Service manual is prepared and attached as annexure-8 (E-Service manual)

P. TRAINING AND ORIENTATION PROGRAMS

However, SUC have already conducted several online training and orientation programs in for different stakeholders. E-learning committee in coordination with HRD department and members of the committee will keep organizing online training and orientation programs separately for faculty, staff and students to best use of the online resources for effective learning experience.

Training Orientation Programs for Faculty Members

- a. All online training and orientation programs for the faculty members will be coordinated by the Deans of the schools.
- b. Deans of the respective schools will keep on conducting regular meeting with their faculty members to take their feedback, problems, issues, and suggestions to upgrade online experience.
- c. Faculty member's online training and orientation sessions will broadly cover on newly added/integrated features and resources on LMS related to online classes, assessment,



evaluations, examination, issues related to academic integrity and plagiarism (Turnitin Software) etc.

- d. Faculty members will also be trained and encouraged to conduct online training sessions for corporates, government and society, conduct webinar, attend training and certificate programs, attend webinar, conferences etc.

Training for Staff

- a. All online training and orientation programs for staff will be coordinated by the HRD department.
- b. Head of departments and HRD department will keep on conducting regular meeting with their staff members to take their feedback, problems, issues, and suggestions to resolve issues related to online operations/services provided by the staff.
- c. Staff members online training and orientation sessions will broadly cover on newly added/integrated features and resources to their online operations/services.

Training for Students

- a. All online training and orientation programs for the students will be coordinated by the Student Services Department (SSD).
- b. SSD will keep on conducting regular meeting with students to take their feedback, problems, issues, and suggestions to upgrade online experience for classes, evaluation, exam and other services.
- c. Students online training and orientation sessions will broadly cover on newly added/integrated features and resources on LMS related to online classes, assessment, evaluations, examination, issues related to academic integrity and plagiarism (Turnitin Software) and other online services etc.

Q. REVIEW OF THE POLICY

This policy shall be reviewed at the beginning or every academic year. The updated/amended policy will be placed for approval of Vice-Chancellor and the Dean(s) of both the Schools.

Refer details and annexures in the E-Learning Policy Manual

3.h. Additional Degree from the Same Institution

Policy number	ADMN_POLICY_04
Policy name	Additional Degree
Policy version	Version 2
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ADMINISTRATION
Date of recent modification	6 May 2021
Verified by	DYASS & REGISTRAR

This policy is only applicable for programs which have majors. Students in the current Undergraduate program with a Cumulative Grade Point Average (CGPA) of 2.0 or above, are eligible to earn a double major with an additional degree for the second major.

i. ADDITIONAL BBA DEGREE REQUIREMENTS



In order to earn additional degree in another major, the students should meet the admission requirement for that major and complete the requirements of the additional degree with a total of 141 (120 + 21) credit hours.

For example:

A student who has graduated in Bachelor of Business Administration (BBA) program with Accounting & Finance after fulfilling the graduation requirements of this major and by completing 120 credit hours with a CGPA of 2.0, may register for an additional degree in another major such as Marketing & Retail Management. The student needs to successfully complete additional 21 credit hours in the second major(s) opted at the time of petition for such an award.

Bachelor of Business Administration – Credit requirements for Additional Degree

The total of 141 credit hours has the following breakdown:	
General Education requirement	36 credit hours
Core Business requirement	63 credit hours
Major requirements (for the first degree)	21 credit hours
Major requirements (for the second additional degree)	21 credit hours
Total requirements for additional degree in BBA	141 credit hours

3. j. Academic Progress.

Policy number	ADMN_POLICY_06
Policy name	Academic Progress / Academic Standing Policy
Policy version	Version 1
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ADMINISTRATION
Date of recent modification	16 July 2019
Verified by	DYASS & REGISTRAR

A. ACADEMIC STANDING UNDERGRADUATE PROGRAM

All students enrolled at SUC shall be monitored very carefully for the qualitative and quantitative satisfactory academic work completed during their study. A student will be evaluated at the end of every spring semester for the following:

i. QUALITATIVE REQUIREMENTS

Qualitative requirement is completion of minimum credits with CGPA as per the below table:

S. No.	Credit Hours Attempted	Minimum CGPA
1	1 – 30	1.50
2	31 – 45	1.70
3	46 – 60	1.85
4	61 and above	2.00

ii. QUANTITATIVE REQUIREMENTS

Student must complete at least 67% of all credit hours attempted. An attempted credit hour is defined as, any course that the student has enrolled for, in the semester. Successfully completed credit hours refer to the hours in which the student has received a letter grade of A, B+, B, C+ or C.



For Capstone courses, a student needs to receive a minimum of 'C' grade or above.

For calculating the completion rate of academic work, D+, D and F grades are calculated as not completed; however, for the purpose of CGPA calculations, the 'F' grade will be taken into account. 'W' grade will be treated as attempted but not completed, however, it is not counted for the purpose of CGPA calculations.

iii. PROBATION / WARNING

Student is placed on probation at the end of Spring Semester if s/he does not meet the minimum requirements as per the information provided in sections (i) & (ii) above; the student is expected to improve his academic performance during summer and fall semesters. In case the student does not improve, he is served with a final warning for the next semester to be considered as final probationary semester.

iv. FINAL WARNING

Student is placed on final warning at the end of Spring Semester if s/he is unable to perform well and meet the requirements during probation period and the student is expected to improve his academic performance during summer and fall semesters. In case the student does not improve, he is served with a suspension for the next semester.

v. SUSPENSION

In case the student is unable to improve the performance in spite of the final warning on probation, student will be placed on academic suspension [Suspension-1 & Suspension-2].

Suspension-1 means when student does not achieve the required CGPA during the suspension status will be automatically placed in suspension-1; even after being in suspension-1 if the student does not improve the CGPA then he will be placed in suspension-2 in the next semester.

Students on suspension status are required to file an appeal with the administration department for allowing them to continue their studies in the following semester. The Satisfactory Academic Progression (SAP) committee may allow the students to take the courses according to their academic profile with the following condition:

a. Suspension 1

Case 1

Student is allowed to take 1 to 3 courses ['F' grade or new course], if his/her CGPA greater than 1.5.

Case 2

Student is allowed to take 1 to 3 courses ['F' grade or 'D' Grade only], if his/her CGPA between 1 & 1.5.

Case 3

Student is allowed to take 1 to 2 courses ['F' grade or 'D' Grade only], if his/her CGPA less than 1.

b. Suspension 2

Student is allowed to take 1 to 2 courses ['F' grade or 'D' Grade only], students in suspension-2 must improve their performance to good standing otherwise, again, they will fall under suspension and will not be allowed to enroll in the courses for a period of one semester. Such student needs to apply for provisional readmission after the semester. However, the SAP committee reserves all the rights to take the decision.



Example:

The committee gives the student a chance to improve his CGPA by taking up one or two repeating courses and also decides the grades to be scored by the student.

Case 1

The student scores the above grades decided by the committee at the end of this semester if the student achieves a good standing at the end of this semester, he has to appeal to the committee and the above process will continue till he achieves the good standing.

Case 2

The student does not score the above grades decided by the committee at the end of this semester the student will be suspended for one semester and may be provisionally readmitted to classes after one semester of suspension to improve their CGPA. The student may take the courses in which they have secured a 'D' or an 'F' grade.

c. DISMISSAL

In case the student has not achieved 'Good Standing' as per section (i) & (ii) above at the end of Suspension-2 semester, the student shall be dismissed and dismissal will be reflected in his transcript. In this case No refund of fees is allowed.

B. ACADEMIC STANDING - GRADUATE PROGRAM

All students enrolled at SUC shall be monitored very carefully for the quality and quantity of satisfactory academic work completed during their study. A student will be evaluated at the end of every spring Semester for the following:

a. QUALITATIVE REQUIREMENTS (QUALITY OF ACADEMIC WORK COMPLETED)

S. No.	Credit Hours Attempted	Minimum CGPA
1	1 – 9	2.50
2	10 – 18	2.60
3	19 – 27	2.75
4	28 and above	3.00

Depending on the number of credit hours attempted, the student is expected to maintain a cumulative grade point average as per the above table.

b. QUANTITATIVE REQUIREMENTS (QUANTITY OF ACADEMIC WORK COMPLETED)

Student must complete at least 67% of all credit hours attempted. An attempted credit hour is defined as, any course that the student has enrolled for, in the Semester. Successfully completed credit hours refer to the hours in which the student has received a letter grade of A, B+, B, C+ or C. For Capstone courses, a student needs to receive a minimum of 'B' grade or above.

For calculating the completion rate of academic work, F grade is calculated as not completed; however, for the purpose of CGPA calculations, the F grade will be taken into account. 'W' grade will be treated as attempted but not completed, however, it is not counted for the purpose of CGPA calculations.

c. PROBATION / WARNING

Student is placed on probation at the end of a given Semester if s/he does not meet the minimum requirements as per the information provided in sections (i) & (ii) above; the student is expected to improve his academic performance during the next



Semester. In case the student does not improve, he is put into suspension for the next Semester.

d. SUSPENSION

In case the student is unable to improve the performance in spite of the probation, he/she will be placed on academic suspension.

Students on suspension status will be counseled by their respective mentors to appeal with the Student Services Department for allowing them to continue their studies during the suspended Semester. The Satisfactory Academic Progression (SAP) committee may allow the student to repeat courses according to their academic profile to provide the student an opportunity for grade improvement with a relaxed pace. The suspension period must be used for extra help to the student in form of tutorials to achieve ‘Good Standing’ as per sections (i) & (ii) above.

e. DISMISSAL

In case the student has not achieved ‘Good Standing’ as per section (i) & (ii) above after the suspended Semester, the student shall be dismissed.

3. k. Grading and Assessment

Policy number	ADMN_POLICY_07
Policy name	Grading and Assessment Policy
Policy version	Version 2
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	School of Business
Date of recent modification	26 December 2021
Verified by	DEAN-SCHOOL OF BUSINESS

A. ASSESSMENT

Assessments in higher education provide vital inputs to the university about the effectiveness of teaching-learning process, ability of students to comprehend and apply the concepts. Assessments also provide a direction and scope for improvement in quality and rigor of the course as well as the program.

School of Business assesses students through a variety of assessment tools in each course in their programs. These assessments are aligned to the requirements and standards of Compliance Indicator 4d: Assessment System of HEI Manual of Ministry of Education (MoE), UAE and to meet the QF E 5-Strands: Knowledge, Skill, and Competence (Autonomy / Responsibility, Role in Context and Self-Development).

Assessment tools are developed in such a way that they are aligned with the course learning outcomes (CLOs) as per the level of the program. All assessment tools are complemented with relevant rubrics for grading the responses of the students. Assessments are done at two major levels, one at the course level leading to grading and fulfilling the requirements of graduation of the students and the other one at the program level to assess the effectiveness of the program.



i. Assessment of a Course

Every course (irrespective of assigned credits) in all programs of school is assessed out of 100 marks in following two different summative assessments with total respective weightages,

1. Continuous Assessment – 60% weightage
2. Final Assessment – 40% weightage

ii. Continuous Assessment

The continuous assessment is continuous in nature and must be of 60% of the total weightage of the course. Depending on the nature, level and requirements of course, the faculty member determines and specifies a judicious mix of different types of continuous assessments in the course syllabus along with its weightage, nature and scope, and its completion schedule. All assessments need to be prepared as per the mapped Course Learning Outcomes (CLOs) with applicable QF Emirates level and sub-strands. The faculty members are advised to have between 2-3 continuous assessments in a course, with weightage of each assessment ranging between 10-30% (inclusive and preferably in multiples of 5), which may include following types of assessments:

1. Class Test
2. Individual / Group Assignment
3. Individual / Group Project
4. Case Study
5. Mid Term Assessment
6. Lab Assessment
7. Research based Assessment
8. Presentation
9. Dissertation Proposal
10. Internship Internal Assessment
11. Any other, prior approved, assessment tool as per CAA/MOE standards

Faculty member must ensure that no multiple choice, Yes/No, True/False, mapping type of questions are asked in any assessment component, and conduct all continuous assessments as per the schedule in Course Syllabus and during scheduled classes.

Faculty should assign appropriate time/duration of the continuous assessment depending upon nature and scope of the assessment. Faculty member must inform all the enrolled students for any deviation or adjustment in the assessment schedule and mention in the course report.

iii. Final Assessment

All eligible students (having at least 75% attendance in class, refer student attendance policy) should be allowed to appear in any one of the following final assessment, which will be of 40% weightage,

1. End Term Examination
2. Individual Project including Presentation
3. Business Plan including Presentation
4. Term Paper including Presentation
5. Dissertation Final Report with Viva Voce
6. Internship Final Report with Viva Voce



7. Any other, prior approved, assessment tool as per CAA/MOE standards

All End Term Examinations of the courses offered in the semester will be conducted by the Examination Department, in the last week of the semester as per the Academic Calendar for two-hour duration and 40% weightage for both undergraduate and graduate programs. Any other type of final assessment planned and approved in the course syllabus must be completed in the last week of the semester with proper scheduling and information to all concerned in advance.

iv. Formative Assessment

In addition to above mentioned summative assessments for grading of the course, faculty member may include a variety of formative assessment in line with summative assessments, depending upon course requirement and level of the program.

v. Assessment of Internship

For Assessment of Internship in BBA program refer Internship guideline
BBA- Internship Manual Annexure-1

vi. Quality Check, Moderation and Audit of Assessments

The quality and rigor of all assessment tools of each course is monitored through a process of quality check and approval. The quality check of the assessment tool, is done by the Internal Quality Review and Moderation Committee (IQRMC) consisting of Discipline Leader, Associate Dean, Dean, Head-General Education and an Internal Subject Expert (other than the faculty teaching the course).

Faculty member need to submit the following documents to the IQRMC at least two weeks before the conduct of the assessment for seeking the approval of the assessment.

- a. Quality Review and Moderation Form of Assessment (refer Annexure-2)
- b. Assessment instrument (2 sets for End-Term Examination only)
- c. Rubrics and Marking Scheme

The faculty member need to incorporate the suggestions given by the committee and revise the assessment tool. After IQRMC approval, faculty member should submit,

1. Approved form (refer a) along with updated two sets of End-Term Examination Paper (refer b) to the examination department at least 10 days before start of the examination week.
2. All three documents, approved form (refer a) along with copy of assessment instrument (refer b) and Rubrics and Marking Scheme (refer c) to the Head/Discipline Leader/Associate Dean/Dean at least 10 days before start of the examination week for any other assessment (other than End-Term Examination Paper)



vii. Evaluation of student Responses

Faculty member need to evaluate each student responses of all the assessment components according to the rubrics and marking scheme as per the QF Emirates sub-strands. Faculty member should provide the comments for improvement and award the marks for each sub-strand, on each student response for all the assessments.

Faculty member must ensure completion of evaluation of all assessments and uploading marks on Academic Management System(AMS) as per the schedule/calendar and decide samples of three evaluated soft and hardcopies of students responses (best, average and low) for each assessment tool for preparation of course file (refer Course File Preparation Policy No. ADMN_19MS06A0306W_R00).

Faculty member must also maintain the hard and/or soft copies of the entire cohort of evaluated student responses with remarks for audit by the IQRMC or by any other accreditation body at any point of time after the completion of conduct of assessments and their evaluation. Faculty member need to preserve the student responses of entire cohort for all assessments for all courses for a period of one academic year. Student responses older than one academic year should be handed over to the Administration Department.

viii. Marks entry in Academic Management System (AMS)

The marks entry system in AMS enables the faculty member to enter the marks as per the QF Emirates sub-strands. Marks entry of each assessment component must be entered by the faculty member in AMS as per the due dates specified in the course syllabus/ examination calendar.

ix. Academic Integrity and Plagiarism Policy

Faculty member must follow the applicable Academic Integrity and Plagiarism Policy (No. ADMN_19MS06A0306W_R00) in all assessments and academic matter. All cases of violation of academic integrity and plagiarism must be dealt as per the policy and the decision must be entered in AMS.

x. Grading of Course

School of Business follows different grading levels for its BBA and MBA programs. Each course, irrespective of program, level and credits will be assessed out of 100 marks inclusive of continuous and final assessments. Refer 3.1.1.

xi. BBA Program Grading System

The BBA course grading system of the university is mentioned in the Table-1 given below.

Table-1 BBA Grading Levels

Letter Grade	Grade Range	Grade Points	Defining Points
A	90-100	4	OUTSTANDING



B+	85-89	3.5	EXCELLENT
B	80-84	3	VERY GOOD
C+	75 -79	2.5	GOOD
C	70-74	2	VERY SATISFACTORY
D+	65-69	1.5	SATISFACTORY
D	60-64	1	PASS
F	Below 60	0	FAIL
W	Withdrawal		

Pass grade in the Capstone course is C. Students achieving lower than C grade in capstone course will be considered as fail (F Grade).

The calculation of Grade Point Average (GPA) in BBA program is as described below.

xii. Grade Point Average (GPA) – BBA Program

Grade Point Average is determined by dividing total grade points earned by total credits attempted. GPA is calculated for each semester (SGPA) and Cumulative Grade Point Average (CGPA) is calculated for all credits attempted at SUC as shown in Table-2 (Transfer of Credits from other Universities is not included in CGPA calculations).

Table -2 GPA/CGPA Calculation

Grade Points		Credits		Total
A - 4	x	3	=	12.0
B+ - 3.5	x	3	=	10.5
C+ - 2.5	x	3	=	07.5
D - 1	x	3	=	03.0
F - 0	x	3	=	00.0
		15		33.0



Table – 3 CGPA Calculation

$$GPA = \frac{\text{Grade Points Earned} \times \text{Course Credits}}{\text{Total Credits Attempted}}$$

$$GPA (1 Course) = \frac{2 \times 3}{3} = 2 \text{ 'C'}$$

$$CGPA = \frac{\text{Semester Grade Points Earned} \times \text{Course Credits}}{\text{Total Credits Attempted}}$$

$$CGPA = \frac{4 \times 3 + 3.5 \times 3 + 2.5 \times 3 + 1 \times 3 + 0 \times 3}{15} = \frac{33}{15} = 2.2$$

GPA - Grade Point Average
CGPA - Cumulative Grade Point Average

xiii. MBA Program Grading System

The Table 3 below depicts the grading levels followed in MBA program

Table – 4 MBA Grading Levels

Letter Grade	Grade Range	Grade Points	Defining Points
A	90-100	4.00	Excellent
B+	85-89	3.5	Very Good
B	80-84	3.00	Good
C+	75-79	2.5	Satisfactory
C	70-74	2.00	PASS
F	Below 70		FAIL
I	Incomplete		
W	Withdrawal		

Pass grade in the Capstone course is B. Students achieving lower than B grade in capstone course will be considered as fail (F Grade).

xiv. Grade Point Average (GPA) – MBA Program

Grade Point Average is determined by dividing total grade points earned by total hours attempted. GPA may be figured for each Semester (Semester GPA), for all hours attempted at the SUC (cumulative GPA). All students are evaluated at the end of each Semester. A student is placed on probation as per the academic standing and points A & B mentioned of this manual.

**Table-5 GPA/CGPA Calculation**

Grade Points		Credit Hours		Total
A - 4	x	3	=	12.0
B+ - 3.5	x	3	=	10.5
C - 2	x	3	=	06.0
		9		28.5

$$\text{GPA / CGPA / SCGPA} = \frac{\text{GradePoints x Credit hours}}{\text{Total Credit Hours}}$$

$$\text{GPA / CGPA / SCGPA} = \frac{28.5}{9} = 3.16$$

$$\text{CGPA} = 3.16$$

GPA – Grade Point Average

CGPA – Cumulative Grade Point Average

SGPA – Semester Grade Point Average

xv. Mitigation/ Grade Improvement Examination

After declaration of results by examination department as per the university calendar, students meeting following conditions can apply for Mitigation/grade improvement examination in specified time duration and with applicable fee.

- a) Students have scored F grade or were absent in End-Term Examination or Presentation/viva voce.
- b) Undergraduate student scored D+ or D grade only, for grade improvement.
- c) Graduate student scored C+ or C only, for grade improvement.

Examination department will coordinate and schedule Mitigation/Grade Improvement examination/Presentation/Viva Voce with respective faculty member/Associate Dean/Dean and update the marks/grades scored by the student.

Mitigation/Grade Improvement will not be based on any Continuous Assessment component. Grade scored by the student appearing in Mitigation/Grade improvement examination MUST replace previous grade (including lower grade) and is restricted maximum up to B+.



xvi. Review and Moderation of Students Assessments

After completion of final assessment and its evaluation in each semester, IQRMC allocate full-time faculty member(Reviewer) to review Final Assessment of entire cohort as second evaluator for each course. The second evaluator selects, 2 extremely low, 2 high and 5 randomly selected assessments from the entire cohort for review and moderation. In case of cohort size up to 10, all student assessments need to be reviewed by the second evaluator. This sample review of students’ assessments done by the reviewer is to verify that the marks and feedback given by the first evaluator are appropriate for the level of study, awarded fairly and consistently, and in line with the relevant assessment criteria, rubrics and marking scheme. The reviewer shall submit the review report of assigned courses on “Assessment Review and Moderation Form” refer Annexure-3 to Dean/Associate Dean. Review report will be shared with the concerned faculty member for necessary action. In case of major discrepancy, Dean will discuss the matter with IQRMC and will take necessary action.

xvii. Consolidated Course Assessment Analysis

As the marks scored by the students on each sub-stands of QF Emirates for all assessments are entered in Academic Management System, the system will generate a Consolidated Course Assessment Analysis Matrix as part of the Course Report.

Table 6: Sample of Consolidated Course Assessment Analysis Matrix																	
Applicable Sub-stands of QF Emirates ->		K1	K2	...	S1	S2	S3	...	C1	C2	C3	...	Undergraduate		Graduate		
Assessments	Applicable CLOs (at least 2)												<70	>70	<80	>80	
Assessment-1	CLO1																
	CLO2																
Assessment-2	CLO3																
	CLO4																
Assessment-3	CLO1																
	CLO2																
	CLO3																
End-Term Exam	CLO2																
	CLO3																
	CLO4																
Undergraduate	<70																
	>70																
Graduate	<80																
	>80																

Faculty members are expected to review and reflect on this matrix and incorporate necessary learning in designing and conducting assessment tools in future.



xviii. Qualitative Assessment and Feedback of course

At the end of the semester, each course is qualitatively assessed by both; the faculty member and the students. Faculty members provide feedback of each course in the course report, which is compiled and discussed in the discipline meeting for corrective measures. Course assessment by eligible students are done at the end of the semester before final assessment through a survey form having quantitative and qualitative feedback. Survey data is analyzed by the IRQAOA department and shared with the Dean/Associate Deans to review with Discipline Leaders and faculty members. These assessment and feedback provide valuable insight for course review and to take corrective measures.

B. PROGRAM ASSESSMENT

Program assessment is an important element in knowing the effectiveness of the of the program. All programs in school are assessed in two ways. The first one is aggregated through direct measurement of student performance in each courses of the program and the second one is by obtaining feedback from other stakeholders.

i. Assessment through Direct Measurement

The direct measurement of program effectiveness is assessed through aggregation of student's performance on each sub-strands of QF Emirates mapped with Program Learning Objectives (PLOs). Criteria for each PLO achievement for BBA program is, students achieving 70% or above on aggregate of mapped QF Emirates sub-strands, whereas the criteria for MBA program is 80%. This assessment will be similar to Table 6, mapped with aggregated score of achievements on each course with all strands of QF Emirates. A sample matrix is shown below.

Table 7: Program Assessment Analysis Matrix																
Applicable Sub-strands of QF Emirates on PLOs->	K1	K2	...	S1	S2	S3	...	C1	C2	C3	...	Undergraduate		Graduate		
												<70	>70	<80	>80	
Courses																
Course-1																
Course-2																
Course-3																
.....																
Undergraduate	<70															
	>70															
Graduate	<80															
	>80															



Associate Dean/Dean will review and discuss the achievement levels and program effectiveness with Discipline/Course Leader and faculty members for necessary action to improve effectiveness level of the program.

ii. **Assessment through other Stakeholders**

The second approach to assess the effectiveness of the program is to obtain qualitative and quantitative feedback from Student Academic Faculty Feedback, Internship Feedback, Employers Feedback, Alumni Survey, Graduating Student Survey and feedback from external advisory council meetings. For indirect measures, the IQRMC engage other academic support departments such as Institutional Research, Quality Assurance, Outreach and Accreditation (IRQAOA), Corporate Affairs Office (CAO), and Student Services Department (SSD) to regularly float indirect measurement tools/feedback forms and collect responses and be analyzed by IRQAOA department. Indirect measures in school are identified to gather semester-wise and annual feedback to measure for identified Program Learning Goals. The assessment/feedback tools used to seek inputs from stakeholders for indirect measurement include;

Undergraduate Indirect Measurement Tools (BBA Program)

- 1- Student Course Feedback/ Student Academic Faculty Feedback
- 2- Internship Feedback
- 3- Undergraduate Employers Feedback
- 4- Alumni Survey
- 5- Graduating Student Survey
- 6- External Advisory Meeting

Graduate Indirect Measurement Tools (MBA Program)

- 1-Student Course Feedback/ Student Academic Faculty Feedback
- 2-Graduate Employers Feedback
- 3-Alumni Survey
- 4-Graduating Student Survey
- 5-External Advisory Meeting

The criteria for all quantitative assessment/feedback will be 70% or above for both BBA and MBA programs. All qualitative and quantitative assessments/feedback from different stakeholders will be summarized by the IRQAOA department and provided to the Dean/Associate Deans for review and necessary action. Both direct and indirect measurement/feedbacks findings of each program will be reviewed and discussed by the respective Deans with Discipline/Course Leaders, Associate Deans and faculty members for corrective measure to improve the effectiveness of the program.



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Form #: ADMN-ON | STF-005-A

QUALITY REVIEW AND MODERATION FORM OF ASSESSMENT

(Attach Assessment tool, guideline, Rubric and Marking Scheme as per Assessment and Grading Policy)

Assessment Tool: _____

Program		Submission Date	
Semester		Academic Year	
Duration of Assessment		Max. Marks	
Date of Assessment		Assessment Type	<input type="checkbox"/> Continuous
Course Code			<input type="checkbox"/> Final
Course Name			
Program & Level	<input type="checkbox"/> BBA:- <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> RC	Shift	<input type="checkbox"/> Morning
	<input type="checkbox"/> BSIT:- <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> RC		<input type="checkbox"/> Evening
	<input type="checkbox"/> MBA - _____ <input type="checkbox"/> Semester _____		<input type="checkbox"/> Weekend

To
The Internal Quality Review and Moderation Committee (IQRMC)
Skyline University College, Sharjah

The above-mentioned students' assessment tool has been prepared by me/us, and it conforms to the Assessment and Grading Policy of the institution. I/We take full responsibility of this assessment and declare that it is an authentic document in all respects. I/We declare that utmost confidentiality, is maintained in preparation of this assessment and it has not been exposed to any unauthorized person, in any form. I/We also take full responsibility of any errors in this assessment.

NAME(S) OF FACULTY MEMBER(S)	SIGNATURE OF FACULTY MEMBER(S)
1. _____	_____
2. _____	_____
3. _____	_____
DATE: _____	



REVIEW CRITERIA	REMARKS OF IQRMC (use separate sheet, if required)
Clarity of Instructions, Total Weightage & Rubrics	
Coverage of course contents	
Alignment of questions with QFEmirates Sub- Strands	
Question-wise Distribution of Marks as per QFEmirates Sub-Strands	
Rigor and Quality of Questions as per QFEmirates Level 7/9	

Any Other Remarks:

Status of Approval	Approved	Advised to revise as per the above remarks	Approved after revision

NAMES OF IQRMC MEMBERS	SIGNATURES OF IQRMC MEMBERS
Subject Expert: _____	_____
Discipline/Course Leader: _____	_____
HoD/Associate Dean/Dean: _____	_____
DATE: _____	



Form #: **ADMIN-ON | STF-005-B**

ASSESSMENT REVIEW AND MODERATION FORM

(Provide Final Assessment, guideline, Rubric and Marking Scheme and Assessment and Grading Policy)

Final Assessment Type: _____

Program		Received on	
Semester		Academic Year	
Duration of Assessment		Max. Marks	
Date of Assessment		Review Submission Date	
Course Code			
Course Name			
Program & Level	<input type="checkbox"/> BBA:- <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> RC <input type="checkbox"/> BSIT:- <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> RC	Shift	<input type="checkbox"/> Morning <input type="checkbox"/> Evening <input type="checkbox"/> Weekend
	<input type="checkbox"/> MBA - _____ <input type="checkbox"/> Semester _____		
Total No. of registered students		Total No. of Final Assessments for Review	

Assessments Reviewed

Total No. of students Assessments Reviewed			
No. of low marks Cases		No. of high marks Cases	
No. of randomly selected cases (excluding low and high cases)			

Remarks:

NAME OF FACULTY MEMBER (Second Evaluator)	SIGNATURE OF FACULTY MEMBER
DATE:	



REVIEW CRITERIA	REMARKS OF SECOND EVALUATOR (use separate sheet, if required)
Evaluator's Comments on each assessment	
Marks awarded as per assessment criteria, rubrics and marking scheme	
Fairness and consistency in awarding marks	
Distribution and totaling of Marks as per applicable QFEmirates Sub-Strands	
Overall Quality of Assessment by the faculty member	

Any Other Remarks:

NAME OF FACULTY MEMBER (SECOND EVALUATOR)	SIGNATURES OF SECOND EVALUATOR
DATE:	



3.1. Examinations.

Policy number	ADMN_POLICY_08
Policy name	Examinations Policy
Policy version	Version 4
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ADMINISTRATION
Date of recent modification	25 April 2022
Verified by	DYASS & REGISTRAR

A. Examination Committee:

Examination Committee (EC) shall oversee the planning, and conduct of Final and Re-sit Examination/Assessment and preparation of result for declaration in each semester/term. The final assessment may be any one of the following (Refer SUC-Assessment and Grading Policy)

8. End Term Examination
9. Individual Project including Presentation
10. Business Plan including Presentation
11. Term Paper including Presentation
12. Dissertation Final Report with Viva Voce
13. Internship Final Report with Viva Voce
14. Any other, prior approved, assessment tool as per CAA/MOE standards

The examination committee shall be comprised of Dean-SOB, Dean-SOIT, Dean-Student Affairs, Head-General Education, one senior faculty member from each of the school, Registrar and Deputy Director-Academic Support Services, and Head-Administration. The examination committee is appointed by the Vice Chancellor for a period of two years.

B. Planning and Conduct of Final and Re-sit Examination/Assessment:

The Examination Committee is responsible for all planning and conduct of Final and Resit Examination. Head of Administration prepares the calendar and schedules for Final and Resit Examination and make all the arrangements for the smooth conduct of the examination. These include Answer Booklets. Supplementary sheets, seating arrangements in the classrooms and labs, list of invigilators, printing and safe custody of the question papers etc. The Examination Committee reviews the planning and execution of examination related activities before, during and after the Final and Resit Examination. The courses which do not have End Term Examination and does not require question paper to be prepared, Head-Administration will coordinate with-concerned faculty members to conduct final assessment in assigned week/duration.

The Examination Committee in coordination with Dean-Student Affairs will communicate to the students about the process and procedure of the final examination and the required discipline to be maintained during the examination. It also highlights unfair means, cheating and compliance to the instructions of the invigilators during the examination. Refer Academic Integrity and Plagiarism Policy.



C. Quality of Question Paper:

Head-Administration in coordination with respective Deans and Head-General Education will ensure that the main and re-sit both question papers for all courses scheduled for End Term Examination are received as per schedule after quality check by IQRMC (refer Assessment and Grading Policy) to be prepared well in advance for the examination.

D. Duration of Final Term and Re-sit Examination:

Duration for Final Term and Re-sit Examination for all courses of undergraduate and graduate programs are **Two Hours**.

E. Invigilation Guidelines:

Head-Administration in coordination with respective Deans and Head-General Education will prepare the Invigilation duty and viva/presentation schedule for End Term and Re-sit examination and present to the Committee for approval and then dissemination to all concerned. Head-Administration facilitate faculty members having Viva-Voce and project presentation as final assessment by allocating classrooms for presentation and inform the students for scheduling and conducting these assessments in designated examination week. Following guidelines will be followed for allocation of invigilation duty.

- A. Prepare invigilation schedule based on the availability of Full time and Part time faculty members during the examination period.
- B. Invigilation schedule will be presented to the Committee for review and approval.
- C. Part time faculty members will be allocated invigilation duty on the days of their class schedule.
- D. Disseminate the role of invigilators to concerned faculty members
- E. Orient the invigilators about examination responsibilities
- F. Invigilation schedule to be sent to all the invigilators at least 1 week before the exam.
- G. Any adjustments in the invigilation duty are considered if request is received by the committee at least 3 days in advance.
- H. In case the assigned invigilator is unable to invigilate due to unavoidable or emergency circumstances, the same should be notified to the Dean of the concerned School well in advance so that the Dean can request the Head of Administration to arrange for an alternate invigilator.
- I. Faculty members having presentation schedules will not be allocated the invigilation duties.

F. Role of the Examination Committee:

A. Examination Calendar

- a. To cross check and verify the exam week/dates with the institutional calendar
- b. To assess the courses that require exams, viva, presentation etc.
- c. To plan Main and resit Exam schedules for all the Courses.
- d. The exam schedule is sent for approval from the Vice Chancellor
- e. Upon approval, the schedule is disseminated to finance, computers, administration and faculty at least 2 weeks in advance



B. Invigilation Schedule

- a. Any genuine requests from the faculty members for adjustments in invigilation schedule to be assessed and take appropriate action
- b. Preparation, approval and dissemination of invigilation schedule of end term and resit exams
- c. Invigilation schedule is prepared as per the teaching load assigned to full time and part time faculty members
- d. Proper orientation for invigilators to be carried out

C. Schedule for Viva & Project Presentation

- a. Courses that require viva, or presentation are identified for the semester
- b. Coordination with concerned faculty members for arranging venue (classroom, lab) and preparing schedule for Viva/presentations
- c. Facilitation is carried out in coordination with the faculty member
- d. Coordination with faculty and respective Deans for any orientation/logistical support.

D. Submission of Question Paper

- a. Ensures the question paper for end term and re-sit examinations are submitted to the examination office as per the timelines and Assessment and Grading Policy of the University.
- b. Ensure availability of relevant question paper in the examination hall.

E. Printing of Question Paper

- i. Printing of proof read, approved question papers

F. Onsite Exams

- i. The institutional calendar is the source of drawing exam schedule, examination office follows the exam schedule
- ii. Administration department announces semester-wise End Term Examination schedule by the first week of the start of each semester.
- iii. The schedules will be available on the Examination Notice Board as well as on the student portal.
- iv. As per the exam schedule the faculty is informed about the submission of question papers, refer Assessment and Grading policy of the university.
- v. Each faculty member is required to submit two sets of question papers one for the main exam and one for the Re-sit exam.
- vi. DYASS & Registrar is responsible to keep the question papers under safe custody till the exam is conducted.
- vii. All the approved formatted question papers will have to be proof read by the concerned faculty member to check for final correction and sign for confirmation.
- viii. All the approved question papers are printed 48 hours before the exam; sets are packed in envelope and are handed over to the DYASS & Registrar for security and safety.
- ix. All involved and concerned are required to keep strict confidentiality of the exam papers
- x. On the day of the exams the sealed papers are handed over to the invigilators 15 minutes before the exam.
- xi. Two weeks before the exams eligible students' hall tickets are handed over to finance department to handover to the students who have completed all the formalities.



G. Online Assessment and Examination (If Applicable)

Regular trainings are provided to the faculty members to create online assessments using LMS and online examination server so that they can create & conduct the assessments as per the examination schedule, if applicable (Refer to **Online Exam Conduct and Assessment Guide**). If applicable, faculty members should conduct formative and summative assessments as per the Course Syllabus. E-learning committee in consultation with Examination Committee, and Head- IT and Administration department ensure the safety sanctity of online assessment and examination. Following initiatives have already been taken,

- a. Online Exam server upgraded with Moodle System and Safe Exam Browser in order to conduct online examination.
- b. Use of E-Proctoring system to verify the integrity of the examination.
 4. For secure and monitor the environment to prevent cheating.
 5. locks the operating system and prevents unauthorized access to other pages, software or communication tools.[Safe Exam Browser]
 6. monitors all exam activity in real-time and will detect fraud attempts and report them to the administrator.[using MS-TEAMS]
- c. Faculty members are provided with regular training to conduct online examination
- d. Monitoring & Exam schedule are prepared and communicated to all concerned by administration department well in advance.
- e. Maximum number of students for examination at a time will be restricted to manage and utilize IT resources effectively.
- f. E-circular is sent to the students for online exams by administration department

H. Notification of Exams

- i. Final exam schedule is notified to the students at least 2 weeks before the exams.
- ii. The notification is displayed on the notice boards and student portal.
- iii. The information is also displayed in the classroom notice boards.
- iv. Information to collect the hall ticket, clearance of all the dues including fee is clearly stated and communicated to students by the administration department.

I. Post Exam Activities

- i. The examination committee is responsible to distribute the answer scripts to the concerned faculty members
- ii. Along with the answer scripts a list of students appeared in the exam will be handed over to the faculty members
- iii. Examination Committee will coordinate with faculty members to ensure timely evaluation and submission of marks and grades by the faculty members.
- iv. All evaluated answer scripts, dissertation and project works need to be retained by the faculty members for preparation of course files.
- v. Submit a report at the end of examination in each semester

J. Re-Sit Examination

- i. Re-Sit will be conducted only for courses of End Term Examinations based on comprehensive syllabus. All other final assessments will have no re-sit examination.
- ii. Re-Sit of end term examinations will be normally held after 1 week of declaration of first-sit results.
- iii. Students secured F (Fail) grade or D grade (in undergraduate course), C grade (in graduate course) will be eligible for appearing in re-sit of end term examination, based on their performance in the continuous modes of assessments. Otherwise students will be counseled to repeat the course.
- iv. Re-sit examinations will be conducted as per the pre-released schedule.



- v. Eligible students for Re-sit examination must apply for re-sit by paying applicable fee during the mentioned time period.
- vi. Students failed in main examination and not applied for re-sit or failed in re-sit need to repeat the course.

K. Eligibility of the Student to Appear for Exam:

- i. Administration department finalizes the list of eligible students for the exam based on the requirement of minimum 75% attendance for undergraduate and graduate students as per the attendance policy.
- ii. All cases with exemptions will also be allowed to appear in final assessment, refer attendance policy of the university.
- iii. Students not allowed to appear in final examination/assessment need to repeat the course.
- iv. Students who do not meet the requirement will be notified through email.
- v. Students who have shortcomings with necessary requirements (other than attendance) for appearing for the exam will be informed to fulfill the requirements two weeks before the exam.
- vi. Students having completed all the requirements and a clearance from finance will receive a hall ticket.
- vii. Only students with valid hall ticket & ID card will be permitted into the exam.

L. Repetition of Course

In any one of the following conditions, students have to repeat the course, when available by paying applicable fee, which may also delay his/her graduation.

- a. Student failed in Final Assessment and did not appear in Re-sit or Re-sit is not applicable.
- b. Student failed in Final Assessment and Re-sit examination
- c. Student not allowed to appear in Final Assessment.
- d. Student missed the Final Assessment and does not appeal by applying for re-sit/reconsideration within a week.
- e. Student missed the Final Assessment and his/her appeal for re-sit/reconsideration is denied by the Examination Committee.

M. Hall Ticket

The hall ticket contains instructions and rules and regulations a student has to follow during the examination

Hall ticket is the exam admission slip issued for the students to appear in End Term or Re-sit exam

Students have to carry the hall ticket and produce on demand in the examination hall. It contains Student name, program, Date of Birth, gender, photo, course ID, student ID, Exam date, course code and course name.

N. Invigilation

Administration department assists Examination Committee in the smooth conduct of examinations including VIVA & scheduling of project presentations.

i. Procedure For Invigilation Schedule

Step 1: Check the examination schedule to assess the invigilators requirement for the smooth conduct of exam

Step 2: Verify the availability of Full time & Part time faculty.



Step 3: Assign the invigilation duty as per the teaching load assigned for the week. For the Part time faculty members, the assignment of the invigilation duty is on the days of their class schedule.

Step 4: Disseminating the role of invigilators duty

Step 5: Orientation of the examination to be carried out

Step 6: Invigilation schedule to be sent to all the invigilators 1 week before the exam.

Step 7: Any adjustments in the invigilation duty should be informed to the examination committee before the schedule is published

Step 8: In case of emergency the faculty member should inform examination committee or arrange for an alternative invigilator

O. General Instructions for Students during Examination

- i.** Students must ensure they are aware of the dates and timings of all their examinations. Students have to collect the Examination Hall Tickets from the Finance Department, after having cleared any outstanding amount due to them.
- ii.** No student shall be permitted into the Examination hall/room without the Examination Hall Ticket and Student Identity Card.
- iii.** Students must note carefully his/her seat/examination hall/room number before beginning of each examination session from details at which are available in student's examination hall tickets.
- iv.** Students must sit for their examination at the desk bearing their number only.
- v.** Students must bring their own Pen, Pencils, Erasers, pencil-sharpener, and Calculators. Borrowing these things from others will not be allowed.
- vi.** Students should deposit the mobile phones, all electronic gadgets, and handbags at the designated room before entering the Examination hall/room.
- vii.** Language dictionaries [book] may be allowed but will be checked by invigilators for notes. Electronic language dictionaries/translators will not be allowed.
- viii.** Students will be permitted to enter the Examination hall and occupy their seats 15 [Fifteen] minutes prior to the start of the examination.
- ix.** All students should be seated and ready to begin three to four minutes before the commencement of the examination so that any instructions from the invigilator can be noted. An attempt will be made by invigilators to complete examination verification process before the start of an examination.
- x.** Students can leave the examination hall only after 60 minutes from the starting time if they complete their exam.
- xi.** Students must maintain silence at all times. If they need to draw the attention of the invigilator, they shall do so by raising their hand.
- xii.** Students must ensure that they are attempting the correct examination paper. For this, they need to check the subject & version number of question in the paper carefully.
- xiii.** The student shall enter her/his name, Enrollment ID number, and Course ID number on the examination answer scripts as reflected on her/his identity card/ examination hall ticket.
- xiv.** Students must comply with all the instructions on both the title page of the answer book and the rubric of the examination question paper(s). In particular, a candidate should ensure that he/she:
 - 1.** Writes his/her name on the title page of the answer book(s).
 - 2.** Write using pen for all examinations, on both the sides of the answer booklets.
 - 3.** Enters distinctly in the margin the number of the question being answered if required.



4. Does not scribble or write on the desk or on any form of scrap paper whatsoever.
5. Does not remove pages from the question booklet / answer book.
6. Does not take question / answer booklet outside the Examination hall / room.
7. Clearly indicates any rough work in the answer book and strikeout by a single diagonal line to avoid any confusion.
8. Any candidate caught in the act or believed to be using unfair or dishonest means shall be informed by the invigilator. The invigilator shall endorse and withdraw the answer book and the candidate will be issued a new answer book to continue the examination. If the candidate refuses and rebels, the Administration and Security shall be informed.

Note: The previous [first] answer script(s) will be treated void. The decision to whether to evaluate the subsequent [second] answer script or not will be made by the Examination Committee and will be communicated to the students in writing. Such decision of the Examination Committee cannot be challenged or overturned.

P. Students are strictly restricted from the following to avoid punishments:

- i. To communicate or enter into any conversation with other students. whilst in the examination hall before, during or after the examination, under any circumstances whatsoever.
- ii. To answer, under any circumstances what so ever, communications from other students.
- iii. To copy from one another under any circumstances.
- iv. To be involved in misconduct of any kind.
- v. To leave their seats without the permission of an invigilator.
- vi. To carry any written material, slips, papers, etc. whether relevant or not into the examination hall.
- vii. Any student requiring special arrangements or seating should put in an application to the Student Services Department at least 48 hours before the examination.

Q. Security of Examination Centre and Process:

CCTV surveillance is activated to monitor security guards, locks, access control, fire protection, automatic fire equipment, alarm systems and other systems assigned to protect persons, property and process of examination.

R. Moderation and Publication of Results

- i. **At the end of the each semester/term examination**
 1. The examination committee is responsible for declaration of the result as per the schedule after comparing the grades of the all courses of a cohort for any significant deviations. In such cases examination committee will coordinate with IQRMC to resolve the issue or recommend an appropriate decision for approval from Vice Chancellor.
 2. The examination committee also coordinate with IQRMC for review and moderation of student assessments (refer Assessment and grading policy of the university).
 3. Examination Committee reviews and finalizes the grades of all courses of each cohort and submits to the Vice Chancellor for approval before declaration of result.
 4. The Examination Committee reviews the grade appeals by the students and genuine cases will be sent for the necessary action



ii. Preparation of grade report at the end of an academic year

Examination Committee reviews the grade reports prepared by Administration department and submits to the Vice Chancellor for disseminating to departments for records and display in Fact book and annual report.

3. m Curriculum Approval and Revision

Policy number	ADMN_POLICY_09
Policy name	Curriculum Approval and Revision Policy
Policy version	Version 2
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ADMINISTRATION
Date of recent modification	26 December 2021
Verified by	DYASS & REGISTRAR

This covers the procedure for the approval and revision of curricula, including individual courses (see also Stipulation 2: Substantive Change).

A. Introduction

Development, Modification and Revision of the Curriculum at SUC are undertaken by the Program Review Committee (PRC). Program Review Committee revisits the Curriculum every year and reviews it on a cycle of four years. If these annual revisits indicate imminent need of a major change within the cycle of four-year period, approval from the BOT shall be required.

The purpose of the program review is to review the currency, relevancy and competency of the courses offered in the curriculum to achieve the program learning outcomes.

B. Formulation of committee

The PRC is formed by the approval of the Vice Chancellor. The members of PRC are appointed by the Vice Chancellor based on the subject experts from each Major, Business courses, General Education and Industry Professionals, Alumni, Current student representatives and DIRQAOA. The tenure of the committee members is two academic years which can be extended to a maximum period of four years. The responsibility to conduct the program review is with the IRQAOA Department of SUC.

C. Functions of the committee

- i. To review the curriculum and learning resources in line with program objectives
- ii. To add or delete courses based on currency, relevancy and competency required by the industry in line with program objectives.
- iii. To incorporate latest teaching methodologies for program effectiveness.
- iv. To disseminate the outcomes of the program review to academics and the academic support services department

D. Process flow

- i. The requirements of the industry and trends in academia are reviewed periodically.
- ii. Committee reviews the internal and external reports such as the Faculty Course Reports, Internship, Dissertation, Employer Survey and Alumni Survey Analysis reports.



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- iii. Committee revises the Course Contents, Prerequisites, Structures, Sequences, Learning Outcomes, Academic Strategies, Assessment Modes and Core Texts based on the reviews from internal and external sources.
- iv. Committee includes or discards courses from the curriculum
- v. Committee forwards its recommendations to Vice Chancellor for review and for recommendation to the BOT for approval
- vi. Implementation of the revised curriculum from the subsequent academic year.

E. Frequency of review/revisit and authority

Table 3.3.1				
Responsible to Review and amend the curriculum	Approval Authority	Responsible to implement	Frequency of Revisit	Frequency of Review
Program Review Committee and IRQAOA Department	BOT	Vice Chancellor	Every Academic year	Once in four years

3. n INTERNSHIP/PRACTICUM

Policy number	ADMN_POLICY_10
Policy name	INTERNSHIP / INTERNSHIP PROJECT POLICY
Policy version	Version 3
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ADMINISTRATION
Date of recent modification	20 December 2021
Verified by	DEAN-SOB, DEAN-SOIT AND DYASS & REGISTRAR

A. INTRODUCTION

The Internship is an important component of the undergraduate program of School of Business at Skyline University College. It's an experiential learning which provides an opportunity for the student to apply the theoretical concepts learnt in the class room in an organization. It enables the student to interact with various decision makers of the organization across all domain areas of management. The student develops multi-dimensional decision-making skills and learns the art of facing the day-to-day challenges involved in running an organization smoothly and successfully.

By working in an organization during the internship, the student gets exposed to the real-time professional work environment, acquires both technical and soft skills and develops self-learning capability. It also provides the opportunity for the student to explore the areas of his / her interests in pursuing future career.

B. OBJECTIVES OF INTERNSHIP

- i. To provide an opportunity for the students to apply the concepts learnt in real life situations.
- ii. To make them aware of the organizational culture and practices



- iii. To create an awareness among students about their strengths and weaknesses in the work environment.
- iv. To provide students a platform to take up on the job training and develop a network that will be useful in enhancing their career prospects.
- v. To equip the student with the knowledge of actual functioning of the organization and problems faced by them for exploring feasible solutions and suggestions.
- vi. To provide an opportunity to get involved in research / project conducted by the organization / company.

C. INTERNSHIP LEARNING OUTCOMES

- i. Gain meaningful work experience, which supplements knowledge acquired through academics
- ii. Demonstrate technical, analytical and communication skills
- iii. Demonstrate the ability to work in a team and learn work ethics
- iv. Apply concepts, tools and techniques independently in an organizational environment

D. CRITERIA FOR SELECTING INTERNSHIP SITE

SUC follows the below criteria for selecting the internship site to place the students for internship during the study period. Upon satisfying the criteria, students will be oriented

- i. The legal status of the company
- ii. Verification of the company to the compliance of UAE labor laws
- iii. Collection of Internship task description
- iv. Assignment of onsite supervisor responsible to guide the student
- v. Letter of agreement for accepting internship

E. INTERNSHIP FEEDBACK

At the end of the internship course, the External Supervisor and the student is required to provide a feedback on specific parameters that would help in analyzing the way the internship was conducted and in identifying the areas of improvement that will further help in the overall improvement of the internship course.

The feedback focuses on following areas: are:

- i. The adherence to the labor laws of UAE
- ii. The orientations carried out both at the University and work place
- iii. The clarity of job descriptions
- iv. The nature and scope of learnings are in line with the internship learning outcomes
- v. Highlight the key areas of learning
- vi. Any difficulties or challenges faced during the internship
- vii. Provide suggestions for improvement

F. INTERNSHIP CREDITS & DURATION

The duration of the internship is for 16 weeks (180 hours). It is equivalent to three credits.

Due to the prevailing pandemic situation, the Covid-19 protocols of the respective organizations must be followed by the interns which may allow to pursue the internship through onsite / hybrid / online.



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G. TYPES OF INTERNSHIPS

Skyline University College offers two types of internships: one for non-working students and the other for working students. The non-working students are expected to pursue the Internship and submit an Internship Report. The working students are expected to submit an Internship Project.

H. INTERNSHIP FACULTY SUPERVISOR WORK LOAD

Each intern allocated to the faculty supervisor will be considered as 0.25 credit hours of work load in the allocated semester. Number of allocated internship students will be multiplied by per student credit hours to arrive at the total internship workload of the faculty.

I. PROCEDURE OF INTERNSHIP: NON-WORKING STUDENTS

The non-working students should pursue an internship and submit an Internship Report as per the guidelines below:

- i. Students enrolled for academic internship have to fill the online internship form (see Annexure-A).
- ii. Corporate Affairs Office will communicate internship opportunities to the students through student's portal and other means of communication.
- iii. Students need to go through the internship details and discuss with corporate office.
- iv. Students need to discuss the internship details with the concerned supervisor.
- v. Students should then make a decision whether to apply or not to apply for the internship.
- vi. Once student sends a written consent to corporate office he has to appear for the interview.
- vii. If after giving consent a student does not appear for the interview it will be considered as chance taken.
- viii. A student is given only two interview opportunities.
- ix. Once the internship of the student is approved from the provider (company), the Corporate Affairs Office issues the Internship Kit to the intern which consists of internship handbook.
- x. The Student Handbook consists of all the guidelines, processes and evaluation criteria and formats of reports (Initial, Interim and Final) to be submitted by the intern along with the timelines.
- xi. Students are provided with a Faculty Supervisor based on the major area of internship to guide the intern.
- xii. Throughout the internship, the intern is expected to be in constant touch with faculty and organization / company supervisor.
- xiii. The Faculty Supervisor is also available through online platform based on the weekly schedule of internship prepared and communicated to the intern and faculty supervisor by the Administration Department.

J. PROCEDURE OF INTERNSHIP – WORKING STUDENTS

The working student may pursue the internship in the same organization in which he / she is currently working and submit an internship project as per the guidelines below:

- i. Students are required to fill an online registration form.
- ii. Corporate Affairs Office issues the Internship Kit to the intern which consists of internship handbook and other relevant documents.



- iii. The Student Handbook consists of all the guidelines, processes and evaluation criteria and formats of reports (Initial, Interim and Final) to be submitted by the intern along with the timelines.
- iv. Students are provided with a Faculty Supervisor based on the major area of internship to guide the intern.
- v. Throughout the internship, the intern is expected to be in constant touch with faculty and organization / company supervisor.
- vi. The Faculty Supervisor is also available through online platform based on the weekly schedule of internship prepared and communicated to the intern and faculty supervisor by the Administration Department.

K. RESPONSIBILITIES OF COMPANY, COMPANY SUPERVISOR, FACULTY SUPERVISOR AND STUDENTS

i. RESPONSIBILITIES OF COMPANY AND COMPANY SUPERVISOR:

The employer where the intern registers for the internship will have following responsibilities

- a. The Company issues a signed agreement and letter of acceptance of internship to the student indicating the a) Start Date and b) End Date
- b. Company will develop a detailed job description for the student intern; discuss requirements with the student intern.
- c. Inform managers/supervisors/employees of the company of the internship program. Company/organization will allocate dedicated Internship Supervisor to the student who will evaluate student at the end of the Internship.
- d. Company and Industry Supervisor will inform immediately to Faculty Supervisor and SUC regarding any absenteeism of students.
- e. Company will provide an orientation to the student and introduce the student to the organization, the employee and the physical layout.
- f. Give the intern the opportunities to apply education and skills. Assign duties (jobs) that include elements of planning, designing, evaluating and reasoning.
- g. The intern is provided with the opportunity to learn and progress
- h. Company will provide opportunities for the intern to ask questions and discuss progress.
- i. Provide an evaluation of the student's performance.

ii. RESPONSIBILITIES OF FACULTY SUPERVISOR

- a. Faculty Supervisor of School of Business will assist the student with the selection and planning of a suitable and manageable Internship title / topic / Task / Activity.
- b. Faculty Supervisor will conduct initial orientation for the student and handover the internship kit to the student which includes;
 1. Internship Guideline
 2. Internship Formats
 3. Internship Evaluation Criteria
 4. Meeting Schedule
 5. Attendance Requirement



- c. Faculty Supervisor will be accessible to the student for consultation and discussion of the student's Internship progress and research as per meeting schedule.
- d. Faculty Supervisor will respond to student on internship work by regularly providing constructive suggestions for improvement and continuation on the work submitted. The feedback time for comments on work submitted should not normally exceed one week.
- e. Faculty Supervisor will be responsible for evaluating the student's internship report as per the mentioned evaluation criteria and submit the final result to examination department as per the schedule.

iii. RESPONSIBILITIES OF STUDENT

- a. Students have to fill requisite form on line stating all the information required (Their area of interest, industry they are preparing to enter in, industry they bar from internship, location preference, and Visa detail.
- b. Once company internship finalized, students will be allocated to SUC Supervisor and they have to meet them as per agreed schedule till internship report is submitted. They are required to participate in Internship orientation.
- c. Students have to strictly adhere to the policy and timing along with Assignment entrusted to them by organization. They have to report to industry mentor on direction of SUC guide.
- d. Students have to religiously work in organization and contribute along with learning. It's to be reminded that they are brand ambassador of SUCs and carry and maintain the high image of SUCs.
- e. Students are expected to pursue their internship as per the Job Description (JD) specific to their major / concentration
- f. Students have to submit all the required reports and annexures as per the Internship Student Handbook.
- g. Students should present a summary of their internship at the end of it.
- h. Student must catch up and meet deadlines related to internship of SUC.
- i. Confidentiality of both organizations to be maintained by student to maintain high ethical standards.

L. GENERAL GUIDELINES AND PROCESS OF INTERNSHIP

i. Criteria for selecting Internship Company:

The following criteria are used in order to select the right type of organization for student internships:

- a. The company profile
- b. The professional growth of the company
- c. The company's national and international operations
- d. The stability of the company
- e. The size and operations of the company

ii. Process of Internship

- a. During the Internship, the organization / company will assign a task/project / activity to the student
- b. At the end of internship, the student will submit a detailed report to the Faculty Supervisor, School of Business, Skyline University College.
- c. The report should reflect in depth study of micro problem, ordinarily assigned by the organization where student undergoes Internship.



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- d. The average size of Internship Report ordinarily will be 25 to 30 typed pages in standard Times New Roman font size (12) and single spacing. The report will be typed in A-4 size paper.
- e. The detailed formats of Initial, Interim and Final Reports are provided in this handbook. Please refer to each section for more details
- f. One spiral bound hardcopy along with softcopy of the internship report as per the Internship Report Format need to be submitted to the faculty supervisor for review and approval.
- g. After the approval of the report by the faculty supervisor, THREE hardbound copies of internship report (One Student Copy and Two Copies to Faculty Supervisor for institutional purpose) shall be submitted for evaluation purpose and record.

M. INTERNSHIP STRUCTURE AND EVALUATION CRITERIA

Students who have spent 16 weeks of time at workplace as per SUC attendance policy will be qualified for Internship Evaluation. Overall Internship will be evaluated in three phases.

Phase – I: Initial Report (Weightage-10%)

Phase – II: Interim Report (Weightage-40%)

Phase – III: Final Report (Weightage-40%),

Presentation and Viva (Weightage-10%)

The intern should give a presentation followed by a viva voce in the presence of an evaluation committee consisting of a panel of faculty members.

Break-up of Internship Evaluation Criteria

Evaluation Component	Weightage	Learning Outcomes	Evaluator
Initial Report	10%	LO1: 10%	Faculty Supervisor
Interim Report (Mid Evaluation)	20%	LO1-10%	Company Supervisor
	20%	LO2-10% LO3-15% LO4-5%	Faculty Supervisor
Final Report (Final Evaluation)	40%	LO2-10% LO3-15% LO4-15%	Faculty Supervisor
Presentation and Viva	10%	LO2: 5% LO4: 5%	Faculty Panel
Total	100%		

Grading of internship report will be done as per the policy of Skyline University College. The details of each of the above mentioned three reports are as follows:



N. INITIAL REPORT (To be submitted in Week-2) (Weightage: 10%)

An intern should submit an Initial Report after joining in the company and commencing the internship task / project / work in the format as per **Annexure – C** to the Faculty Supervisor along with the appointment letter issued by the organization / company.

O. INTERIM REPORT (To be submitted in Week – 9) (Weightage: 40%)

Interim Report is a document submitted after the completion of the half of the internship. This report should be submitted to the Company Supervisor and the Faculty Supervisor in the following format. This report will be evaluated individually by both the Company Supervisor and Faculty Supervisor.

It carries a weightage of total **40%** (Company Supervisor: **20%** and Faculty Supervisor: **20%**).

The contents of Interim Report should be as mentioned below:

a. **Title Page** – title of report, your name, place of Internship, training supervisor’s name and date, and Faculty Supervisor’s Name

b. **Table of Contents**

c. **Introduction**

The introduction section of Interim Report should have the following contents

1. Title of Internship
2. Objectives of the Project / Tasks given to you
3. Purpose of your study / research
4. Company Profile (Vision, Mission, Goals, Objectives, Organization Structure)
5. Products, Services and Nature of Business
6. Industry Profile and Competition / Organizational Performance

d. **Main Body of Interim Report**

The main body of the interim report should have the following contents

1. Nature of your work in the organization
2. Activities and tasks completed by you till the Interim Report
3. Methodology of completing the assigned tasks
4. Literature Review (from Research Articles / Newspaper articles / Web References / Databases)
5. Challenges and learnings by the intern
6. Value-addition to you
7. Value-addition to the company
8. Action Plan for completing the remaining work

e. **References** (only in APA format)

P. FINAL REPORT (Weightage: Report-40%, Viva and Presentation-10%)

The final report is submitted to the Faculty Supervisor by the intern after the completion of internship. It is evaluated for **50%** (**Report: 40%, Presentation and Viva: 10%**).

The Final Report should have the following contents.

- a. **Title Page** – title of report, your name, place of Internship, training supervisor’s name and date, and Faculty Supervisor’s Name



- b. Table of Contents
- c. Latest CV
- d. Initial Report
- e. Certificate and Letter of Appointment from the Organization / Company
- f. Acknowledgement
- g. Consolidated Weekly Report
- h. Introduction
- i. Details of Work / Project
- j. Methodology / Approach
- k. Analysis and Interpretation
- l. Conclusions
- m. Recommendations / Suggestions
- n. References (In APA Format)

Students will be given 10 minutes to present their internship report through a PowerPoint presentation (Maximum 10 slides) followed by a viva for approximately 10 minutes. Faculty Supervisors will guide the interns on contents of the presentation.

Q. DETAILED GUIDELINES FOR WRITING FINAL REPORT

All interns need to submit an internship report at the end of their Internship. The report should be of minimum 3500 words.

The Final Report of Internship should be prepared as per the following format

- a. **Title Page** – title of report, your name, place of Internship, training supervisor’s name and date, and Faculty Supervisor’s Name
- b. **Table of Contents**
- c. **Latest CV**
- d. **Initial Report**
- e. **Certificate and Letter of Appointment from the Organization / Company**
- f. **Acknowledgement**
- g. **Consolidated Weekly Report**
- h. **Introduction**

The Introduction section should cover the following contents.

 - Objectives of the Project / Tasks given to you / Title of the project
 - Purpose of your study / research
 - Company Profile
 - Products, Services and Nature of Business
 - Industry Profile and Competition
- i. **Details of Work / Project**

This section should contain the following information

 1. Task(s) assigned to you
 2. Objectives of these tasks and your overall internship
 3. Details of Responsibilities of the department assigned to you
- j. **Methodology / Approach**
 1. Identification of Problems / Issues in the Organization / Company



2. Literature Review (if required) from Research Articles / Newspaper articles / Web References / Databases
3. Application of theoretical concepts studied by you
4. A brief description of methodology adopted by you for completing the tasks assigned to you.

k. Analysis and Interpretation

1. Comparative Financial Performance of Organization / Company
2. Business Strategies of the Organization / Company
3. Analysis and Interpretation
4. Applications Technologies / Software
5. Creative and Innovative Practices
6. HR practices and Work Environment
7. Positive and the negative aspects of the Internship
8. Challenges faced during your internship

l. Conclusions

The conclusions of your internship work should be written here. These conclusions should match with your internship title, objectives and purpose.

m. Recommendations / Suggestions

The student should provide the recommendations / suggestions for further improvement of issues involved during the internship

n. Internship learnings and Takeaways

The student should list out the learnings and takeaways from the internship

o. References (In APA Format)

Please refer Internship Manual for BBA and BSIT for further details

3.o. Teaching and Learning Methodologies

Policy number	ACAD_POLICY_05
Policy name	Teaching and Learning Methodologies
Policy version	Version 2
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ACADEMICS
Date of recent modification	6 MAY 2020
Verified by	DEAN-SCHOOL OF BUSINESS AND DEAN-SCHOOL OF IT

Teaching and learning methodologies used in delivering a course play a very important role in engaging students in this digital era. It is very important to ensure that faculty members are employing teaching methods that are supported by appropriate technology and also ensure that the teaching and learning materials and tools are appropriate to the subject being taught. Teaching effectiveness committee is formed by the Vice Chancellor in consultation with the Deans which includes faculty members from all



the schools who conduct regular faculty development program by both internal and external resource persons to ensure that faculty are provided information about best practices in teaching and learning.

A. COMMITTEE RESPONSIBLE FOR DEVELOPMENT, REVIEW AND IMPLEMENTATION OF TEACHING AND LEARNING METHODOLOGIES

The Teaching Effectiveness Committee which is one of the standing committees formed under the Institutional Effectiveness Committee is responsible for the developing, reviewing and implementing the of the Teaching & Learning methodologies. The Committee is jointly chaired by the Dean-School of Business and Dean-School of IT. If required, Dean of Schools may recommend faculty or staff members to the Vice Chancellor for undertaking specific tasks.

B. RESPONSIBILITY OF THE COMMITTEE

The Committee ensures that faculty employ teaching methods that are supported by appropriate technology and learning material and tools that are appropriate to the subject, organize a minimum of four, faculty development programs in a year by both external and internal experts on the best practices in teaching and learning, collect information from faculty on various teaching methodologies used by them and also provide support and guidance if required by the concerned faculty member. The Committee summarizes the teaching methodologies followed by various faculty in a semester and share it with the entire team at the end of the semester in order to evaluate the effectiveness of the teaching methodologies used and provide a platform to share the best practices.

C. ROLE OF COURSE LEADERS

In each semester one internal full-time faculty will be appointed as course leader for each course taught in different batches, who will meet the other faculty members teaching the same course (full time and/or part-time) for at least three times in a semester. The first meeting is before preparing the CDP where the team will decide on teaching methodologies to be followed, assessments to be conducted and finalize the flow of course to ensure uniform academic delivery across batches. The second meeting for mid-review and the third meeting is before completion of the course to discuss about the progress of the course, issues faced if any and finalize the assessments and discuss students' performance.

D. ROLE OF THE FACULTY MEMBER

Faculty should select suitable teaching methodologies and incorporate in their course syllabus (Course Delivery Package) to ensure that the learning objectives are met. The Deans along with teaching effectiveness committee should ensure that faculty members are integrating key employability skills such as innovation, entrepreneurship, teamwork and leadership in their courses.

E. RESPONSIBILITY OF THE DEANS

The Deans of the respective schools will meet course leaders on a monthly basis to discuss about the progress of the course and discuss issues related to the course. TEC will also submit a monthly report on various teaching methodologies followed by the faculty members which will help in reviewing the progress and implementation of new teaching methodologies in various courses.

F. PROCESS FLOW

The faculty prepares CDP before the commencement of the course which is approved by the Dean and VC. The course files submitted after the completion of the semester which is evaluated



by Course-File Review Committee and DIRQAOA, and provide feedback to make the course learning more effective.

STEPS:

- i.** Faculty members prepare CDP before the commencement of the semester.
- ii.** Dean and VC will approve the CDP.
- iii.** Monthly meeting of respective Deans with course leaders and TEC to monitor the progress and submit the same to VC office.
- iv.** Faculty will submit the course file with evidences of various teaching methodologies used after completion of the course
- v.** Course-File Review Committee along with DIRQAOA review the course files and provide feedback to the respective Deans
- vi.** Teaching effectiveness committee conducts regular sessions for faculty to share their own experiences of using various teaching and learning methodologies.
- vii.** Regular FDP are conducted on various teaching new methodologies that can be used in classes by internal/ external experts
- viii.** Dean, and DIRQAOA along with Teaching effectiveness committee identify various teaching methodologies followed across the globe and look for the possibility of its implementation in SUC.
- ix.** Teaching effectiveness committee collects the details of various teaching methodologies followed by faculty members in their courses and also provides required support in implementing the new teaching technologies.

3.p. Course Syllabus.

Policy number	ACAD_POLICY_06
Policy name	Course Syllabus
Policy version	Version 2
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ACADEMICS
Date of recent modification	18 MAY 2020
Verified by	DEAN-SCHOOL OF BUSINESS AND DEAN-SCHOOL OF IT

The main purpose of the Course syllabus is to provide students and other stakeholders understand how the course will benefit the students in line with program and course learning outcomes and also have a clear understanding of the requirements of the pre requisites required if any in doing a particular course. Faculty members who are allotted the course will prepare the course syllabus (Course Delivery Package) as per the Course Definite Document (CDD) and forwarded for the approval of Dean and VC.

A. COMMITTEE RESPONSIBLE FOR DEVELOPMENT, REVIEW AND IMPLEMENTATION OF COURSE SYLLABUS

The Academic Planning and Operations Committee which is one of the standing committees formed under the Institutional Effectiveness Committee is responsible for developing & reviewing the course syllabus and ensuring its implementation by each faculty member



teaching the specific course. The Committee is chaired by the Vice Chancellor and comprises of Deans from both schools and Head of General Education. If required, Dean of Schools may recommend faculty or staff members, subject experts, industry experts to the Vice Chancellor for performing specific tasks related to development and review of course syllabus.

B. RESPONSIBILITY OF THE COMMITTEE

The core members of the committee including Vice Chancellor, Dean-School of Business and Dean-School of IT nominate one faculty member teaching the course to review the old course reports, take inputs from industry and as per emerging trends and latest developments will prepare the Course syllabus (CDP) in accordance with the learning outcomes of the program and ensure that course learning outcomes are aligned with the program outcomes.

C. ROLE OF THE FACULTY MEMBER

Faculty members should also look at course topics and contents which will be taught in a week and also plan for sessions to conduct assessments in the class, provide information about out of class assignments, examinations etc. This should also include details of course text, recommended readings, scheduling of field visits/industry visits/ laboratory sessions etc. during the course. Once the course syllabus is prepared it will be submitted to Dean & VC for review and approval.

D. CONTENTS OF THE COURSE SYLLABUS

Each course syllabus (CDP) should include course title and course code/ number, credit hours (or equivalent), pre-requisites (if any) co- requisites (if any), name and contact information of instructors, brief course description (as in the catalog), intended learning outcomes of the course, linkages and contribution of course leaning outcomes to the program outcomes, course topics and contents on a week-by-week basis including sessions for assessments, scheduling of laboratory, studio, external visit and other non-lecture sessions, including online sessions as appropriate, information on out of class assignments with due dates for submission, methods and dates of examinations and students assignments including the relative weight of various assessment elements in determining the course grade, teaching methods including any use of online instructions, course texts and recommended readings listed in standard bibliographic details and any other learning resources.

E. PROCESS FLOW

Faculty members are allotted courses to prepare course syllabus (CDP),

STEPS:

- i. Faculty members teaching the course will review the course reports of the faculty who handled the courses earlier
- ii. Faculty members will prepare the CDP based on CDD and while preparing will update reference textbooks, additional reading materials, online resources, case studies, teaching methodologies, lab assessments, assessment methods, technology integrated teaching methods to achieve the learning outcomes
- iii. After preparing the CDP it is sent for review and approval by the Dean and VC
- iv. After the approval of CDP, it is uploaded on the portal



3. q Course File

Policy number	IRQA_POLICY_05
Policy name	Course File and Course Report Review
Policy version	Version 4
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	IRQAOA
Date of recent modification	26 December 2021
Verified by	DIRQAOA

A. COMPONENTS OF COURSE FILE AND COURSE REPORT

Course file reflects how effectively the course was delivered during the semester and contents of the course file are in line with Annex 16 of MOE-CAA Dec 2019 Standards. The course file should contain following components:

- i. syllabi for the current and most recent previous offerings of the course, including any summer session offerings;
- ii. copies of all instructor teaching materials;
- iii. copies of all assessment instruments;
- iv. instructor worked answers and marking schemes for all assessment instruments;
- v. examples from across the range of student performance of graded responses to all assessment instruments;
- vi. student attendance data;
- vii. a comprehensive instructor review of the presentation of the course, covering:
 - a. appropriateness of the course learning outcomes;
 - b. extent to which the syllabus was covered;
 - c. extent to which learning outcomes were met (with evidence);
 - d. appropriateness of textbooks and other learning resources;
 - e. appropriateness of assessment instruments in relation to learning outcomes;
 - f. appropriateness of the balance of assessment;
 - g. appropriateness of prerequisites;
 - h. general comments on any problems encountered with the course;
- viii. quantitative analysis of student performance including individual student grades, both cumulative and for each assessment, and grade distribution;
- ix. summary of student feedback on the evaluation of the course;
- x. instructor's proposals for any course improvements;
- xi. summary of actions taken to improve the course.

B. COURSE FILE SUBMISSION AND REVIEW PROCESS FLOW

The IRQAOA department ensures a comprehensive verification of the course file submissions to be in compliance with the Annexure 16 of the MOE standards 2019. This evaluation of course files will be undertaken in two phases. The first phase comprises of complete review of course files by the discipline / course leaders along with the Associate Dean and the team of experts for it's completeness of all the documents required. A completed course file will be submitted to IRQAOA department after which the Director of IRQAOA forms teams of experts from both the schools to review the files and submit their findings for completeness, academic delivery and maintenance of



desirable rigor. The findings of the committee along with DIRQAOA comments will be forwarded to respective Deans for improvements and implementation in the future conduct of the courses. The Course files including the course reports are maintained in hard and soft copy

- i. Faculty members prepare their course file and course report as per the Course File Checklist and course report format
- ii. Faculty submits the course file to Respective Dean’s office/Head of General Education
- iii. Dean’s office/Head of General Education assigns internal reviewers consisting of discipline / course leaders along with the Associate Dean and the team of experts to review the course file for completeness
- iv. Faculty member and internal reviewer signs the course file check list form for ensuring the completeness of the course file
- v. Course files are then forwarded to IRQAOA
- vi. DIRQAOA allocates course files to the Quality Assurance Committee comprising of subject experts selected as and when required
- vii. The comments of Quality Assurance Committee are compiled and forwarded to the Deans to be used for improving the delivery of the course and is also used for faculty performance evaluation.
- viii. Course file review reports are forwarded to Dean of respective schools/Head of General Education who conducts meeting with faculty members and discusses the course file review comments along with the student feedback analysis report, LO analysis, exam result analysis for improving the course delivery in future
- ix. IRQAOA department prepares the summary report on course reports and course file evaluation and forwards it to Program Review/Revisit Committee at the end of the year
- x. Program Review Committee reviews the report and provide recommendations to be implemented in the curriculum during its review process

Course files submission and Review Responsibility

Course file Submission	Phase 1- Course file internal review team	Phase2- Course file review and Evaluation	Course file review Meeting with Faculty members	Implementation of previous course report suggestions	Review of course report suggestion	Timeline
Faculty Members	Discipline / course leaders, Associate Dean and the team of experts	DIRQAOA, Quality Assurance committee including Subject Experts	Dean of respective schools / Head of General Education	Faculty Members	Program review	At the end of every semester

Note:

Please contact IRQAOA department for below mentioned documents:

1. Course Syllabus Format
2. Course File Submission checklist



3. *Course File evaluation report format*
4. *Course File Internal review and checklist form*
5. *Course report format*



3. r Class Size

Policy number	ADMN_POLICY_11
Policy name	CLASS SIZE POLICY
Policy version	Version 4
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	Administration
Date of recent modification	26 th December 2021
Verified by	DYASS & REGISTRAR

A. INTRODUCTION

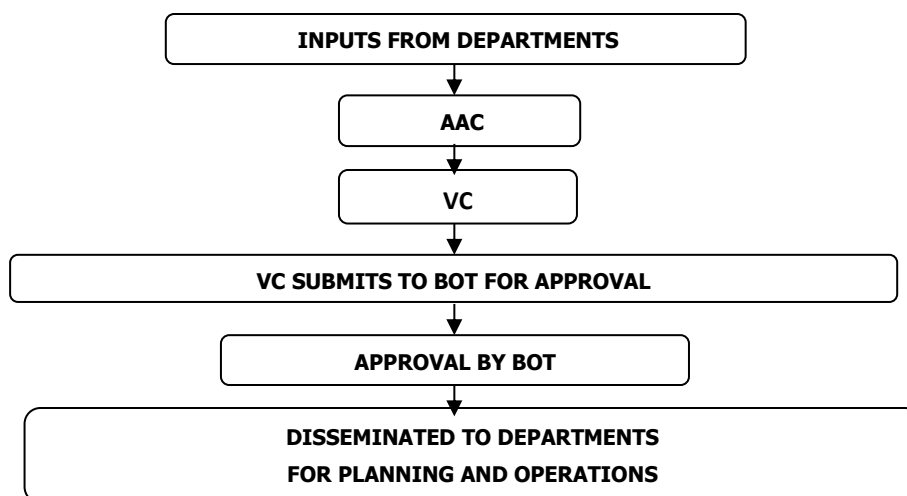
The Class Size is based on a number of factors like areas of study (namely general education, business courses and majors /concentrations), number of enrollments, nature of the course delivery (lecture, lab session), class seating capacity, number of cancellations/ dropouts / postponements, progression rate, teaching load of faculty and operational & financial feasibility.

The Class Size policy at SUC is subject to changes due to variations in internal resources availability and external factors in the region. The changes in the class size are carried out through the process as established in this policy document.

The AAC determines the class size based on the above factors. Any amendments in the existing class size policy are done after receiving inputs from the Administration, Finance, Library, Computing and Student Services Department. The information is initially sent to VC, which is then placed in the BOT meeting for approval. Upon approval by the BOT, VC forwards the information to the departments for planning the operations



B. PROCESS FLOW FOR FORMULATING AND AMENDING CLASS SIZE POLICY



C. CLASS SIZE LIMITS

The Class Size policy encompasses both the lower and upper limits of the number of students in each class.

i. Undergraduate Class Size Limit

The minimum and maximum class size for lecture and lab sessions for General, Business /Core and Major / concentration courses is given below:

Areas of study	Minimum class size	Maximum class size	
		Lecture	Lab session
General Education courses	10	50	40
Business / Core courses	10	50	40
Major/ concentration courses	6	40	40

ii. Graduate Class Size Limit

The minimum and maximum class size for lecture and lab sessions for Core and concentration courses is given below:

Areas of study	Minimum class size	Maximum class size	
		Lecture	Lab session
Core courses	10	45	35
Concentration courses	6	35	35

D. IMPLEMENTATION OF CLASS SIZE POLICY

Number of students in each class should follow Class size limit mentioned in Section III above. Following measures are adopted by SUC, when the class size falls out of the permitted limits:



- i. Students are required to sign an undertaking at the time of admission by giving specific choice for any one additional major / concentration from amongst those offered at SUC which will be considered in case the class size policy is not met
- ii. In case, number of students exceeds the maximum class size for undergraduate or graduate courses, the class will be further divided into smaller sections to meet the class size policy.
- iii. In case number of students falls below the minimum class size for undergraduate or graduate courses, SUC provides following options to the concerned students:
 - a. IF CLASS SIZE IS NOT MET AT THE BEGINNING OF THE BATCH/ COHORT**
 - 1. Student will be shifted to another major / concentration as per the undertaking form signed by the student at the time of admission in which case the fees paid will be adjusted
 - 2. If the student, after shifting to another program at SUC, wishes to cancel his admission within one week of commencement of the semester, fees paid will be refunded.
 - b. IF CLASS SIZE IS NOT MET AT ANY STAGE DURING THE CONDUCT OF THE PROGRAM**
 - a. If the class size policy is not met at any stage during the conduct of the program, the student will be shifted to another major/concentration as per the undertaking form signed by him at the time of admission. After joining the new major / concentration and if the student is not satisfied and decides to cancel within one week of the commencement of the semester, fees paid for the semester will be refunded. However, if he cancels after one week of commencement no refund will be applicable.
 - b. Student may cancel his admission and transfer to any other University. In such case the required letters will be given by SUC to the student at no additional charges. The transcript for the completed courses will be given provided no dues are outstanding.
 - c. IF CLASS SIZE IS NOT MET FOR GRADUATING STUDENTS**
 - a. In case minimum class size is not met for graduating students, the student can complete the remaining courses from other University by seeking transfer of credits from SUC.
 - b. In case the courses are not available in other university, SUC may request the MOE for offering independent study and upon approval from MOE, the student can continue at SUC. In this case there could be a possibility of some delay till the MOE approval is received.

3. s. Intensive Modes of Course Delivery

Policy number	ADMN_POLICY_12
Policy name	Intensive Modes of Course Delivery
Policy version	Version 1
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ADMINISTRATION
Date of recent modification	16 July 2019
Verified by	DYASS & REGISTRAR

Introduction

According to the MOE 2019 standards, The term –intensive modes of delivery refers to courses that are offered over a shorter duration than the generally accepted period of a standard –semester|| (15 to 17 weeks) or –weekend|| (9 to 12 weeks).



The academic courses conducted under intensive modes of delivery should be for 6 to 8 weeks and a maximum of two courses can be offered for both graduate and undergraduate level programs. It is important to ensure sufficient time for preparation, reflection, analysis, and the achievement of learning outcomes are adequately met through student learning engagement activities. The classes will be as per the standard duration of 1 hour per class and total number of credit hours are completed within the stipulated intensive mode of conducting the program.

- i. students are fully informed of any modifications that may have been made in operations or the delivery of its academic programs in order to accommodate the shortened duration of the course or program;
- ii. Students in courses offered through intensive modes of delivery have comparable duration of class contact time, and comparable expectations for out-of-class study time, as in the same courses offered during the regular semester or term;
- iii. The full content of the approved syllabi will be taught during the condensed period;
- iv. Learning outcomes of the courses and programs are achieved by all enrolled students;
- v. SUC’s academic support services (Student services, Administration, Finance), learning support services (library and IT) and other facilities (canteen, health and sports facilities) are available during the shortened term
- vi. Faculty workload will include the courses which are conducted under the intensive mode of delivery

3. t. Academic and behavioral Misconduct.

Policy number	ADMN_POLICY_13
Policy name	Academic Misconduct.
Policy version	Version 2
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	Academics
Date of recent modification	20 December 2021
Verified by	DIRQAOA

A. Types of Violations

Any violation of the code of conduct as specified in the student handbook is liable for punishment. Some of the specific violations could be:

- i Academic dishonesty, cheating, using unfair means in exam
- ii Any misbehavior or misconduct, which may distort the image of the SUC.
- iii Misconduct in classroom, computer lab, or library.
- iv Any insult to faculty or staff members.
- v Any damage to SUC property.
- vi Any misconduct during exams.
- vii Moving around as couples.
- viii Dress code
- ix Fighting.



x Theft.

B. Disciplinary Action Committee

In order to make fair decisions on any misconduct/ misbehavior or violation of a student, a disciplinary committee called Disciplinary Action Committee (DAC) is in place. The objective of this committee is to hear from the student and the complainant involved in such an act in order to decide the course of action to rectify such misbehavior / misconduct in the future. The administration department will present the case to the committee at the time of meeting /hearing. The DAC consists of:

1. Chairman of DAC Committee
2. One faculty member teaching the student who has been called for hearing
3. Vice Chancellor
4. DYASS & Registrar
5. Dean of Student Affairs
6. The Advisor of the student
7. Class Representative
8. Head – Administration Department

The decisions made by this committee is communicated to the student concerned, copy of the written decision is filed in the student’s file and the punishment decided by the committee should be served by the student.

C. Levels of Disciplinary Action, Responsible Authority

- i. Verbal warning - Admin
- ii. Written warning – Admin (Maximum 2 written warnings)
- iii. Depriving the student of some privileges – Admin (1 to 2 weeks)
- iv. Preventing the student from attending SUC – Temporary Admin (Suspension not exceeding 7 working days)
- v. Suspending the student for more than 7 working days – Disciplinary Action Committee
- vi. Permanent expulsion from SUC – Disciplinary Action Committee
- vii. Canceling registration the academic degree given to the student
- viii. SUC Management can cancel the degree in case of any falsification or deceit information or records is discovered after the completion of degree

The level of disciplinary action will depend on the number of, and/or the extent of violation. Registrar & DYASS carries the right to apply any level of punishment depending on the seriousness of indiscipline act committed by the student.

3u: Independent study Policy

Policy number	ADMN_POLICY_14
Policy name	Independent study Policy
Policy version	Version 1
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ADMINISTRATION



Date of recent modification	16 July 2019
Verified by	REGISTRAR

SUC offers Independent study for courses which are not offered or scheduled so as to facilitate students to complete the graduation requirement as per the course plan. SUC shall offer an independent study under following conditions:

1. The batch does not meet the minimum class size policy or the student unable to attend the regular class due to medical reasons or emergency duties of the government or in attendance of the parental obligations
2. SUC is unable to offer the course as a regular class
3. A student/(s) who is/are graduating within the academic year
4. Student is in good standing with the required CGPA to graduate
5. A maximum of 3 credits can be offered
6. Faculty member shall be allocated to the independent study students
7. Minimum of 15 contact hours for a three credit course needs to fulfilled as per schedule

The conduct of the course should maintain the same level of academic rigor, assessments and evaluation that fulfills the CLO requirement of the courses offered as a regular course.

3v: Duplicated courses policy

Policy number	ADMN_POLICY_24
Policy name	Duplicated Courses Policy
Policy version	Version 1
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ADMINISTRATION
Date of recent modification	2 6 December 2021
Verified by	DYASS AND REGISTRAR

In order to avoid candidates duplicating their studies by repeating the courses that contain similar knowledge or skills which have been acquired either by certificates or diploma or work experiences, SUC provides for accommodating students with prior learning through their RPL policy. Refer to RPL policy for details.

The courses which have been exempted or equated with the prior learning will not be awarded any credits but such courses will appear on the transcript without credit value.

There can be situations in which the student may end up with duplicate credit in any of the following ways:

- i. By wrongly enrolling in courses and completing a course for which they have already been awarded external credit (via transfer, away, departmental or advanced placement credit).
- ii. By enrolling in and completing a course that they have previously completed for credit

Duplicate credits are resolved in the following ways:

- i. In the first case mentioned above, the external credit shall be deleted.



- ii. In the second case of duplicate credit, the repeated course credit shall be considered for calculation of the Grade Point Average as well as to the student's total number of credits. However, credits of both courses will be reflected in the transcript.

3w: General Education policy

Policy number	ACAD_POLICY_09
Policy name	General Education Policy
Policy version	Version 1
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ACADEMICS
Date of recent modification	26 December 2021
Verified by	DEAN-SCHOOL OF BUSINESS AND DEAN-SCHOOL OF IT

A. Introduction

As per the CAA Standard 3 on educational program, under sub point 3.6 general education requirements are to be met in order to provide a broad based education background for the students at the undergraduate program. The curriculum management policy ensures that the requirements of general education are met while planning their program.

B. Guidelines of the policy

- i. To offer at least 21 credits hours of general education courses throughout the curriculum that encompass the broad based education for the students.
- ii. General education must include at least one of the following courses
 - a. English
 - b. Arabic language
 - c. Islamic Studies.
 - d. UAE studies
- iii. Apart from the above; a course in innovation, entrepreneurship and sustainability should be incorporated into the General Education program, unless it is addressed in other courses across the institution's programs.

C. Formation of the committee

The committee comprises of Dean and associate deans, course leader and subject experts as deemed necessary.

D. Tenure of the committee

The tenure of the committee is two years from the date of formation

E. Responsibilities :

- i. To conduct meetings and discuss the requirements of General education program
- ii. To record and maintain minutes of the meeting
- iii. To assess and ensure general education program requirements are met and in compliance with the standards as and when required
- iv. To develop and design general education course syllabus meeting the internationally acceptable levels.



- v. To define and measure the General education learning outcomes with reference to students achievement.
- vi. To review and prepare self-evaluation report.



MOE STANDARD 4. RESEARCH AND SCHOLARLY ACTIVITIES

4. a RESEARCH SUPPORT

Policy number	RESR_POLICY_01
Policy name	RESEARCH SUPPORT
Policy version	Version 4
Standards applicable	MOE Standard 4: Research and Scholarly Activities
Policy owner	RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE
Date of recent modification	20 December 2021
Verified by	VICE CHANCELLOR

A. INTRODUCTION

Skyline University College (SUC) encourage faculty members to be actively engaged and make remarkable impact in academic, industry and social research by publishing in peer reviewed journals, international conference presentations, participating in seminars and collaborative work with industry, universities and research organization from UAE, MENA and rest of the World.

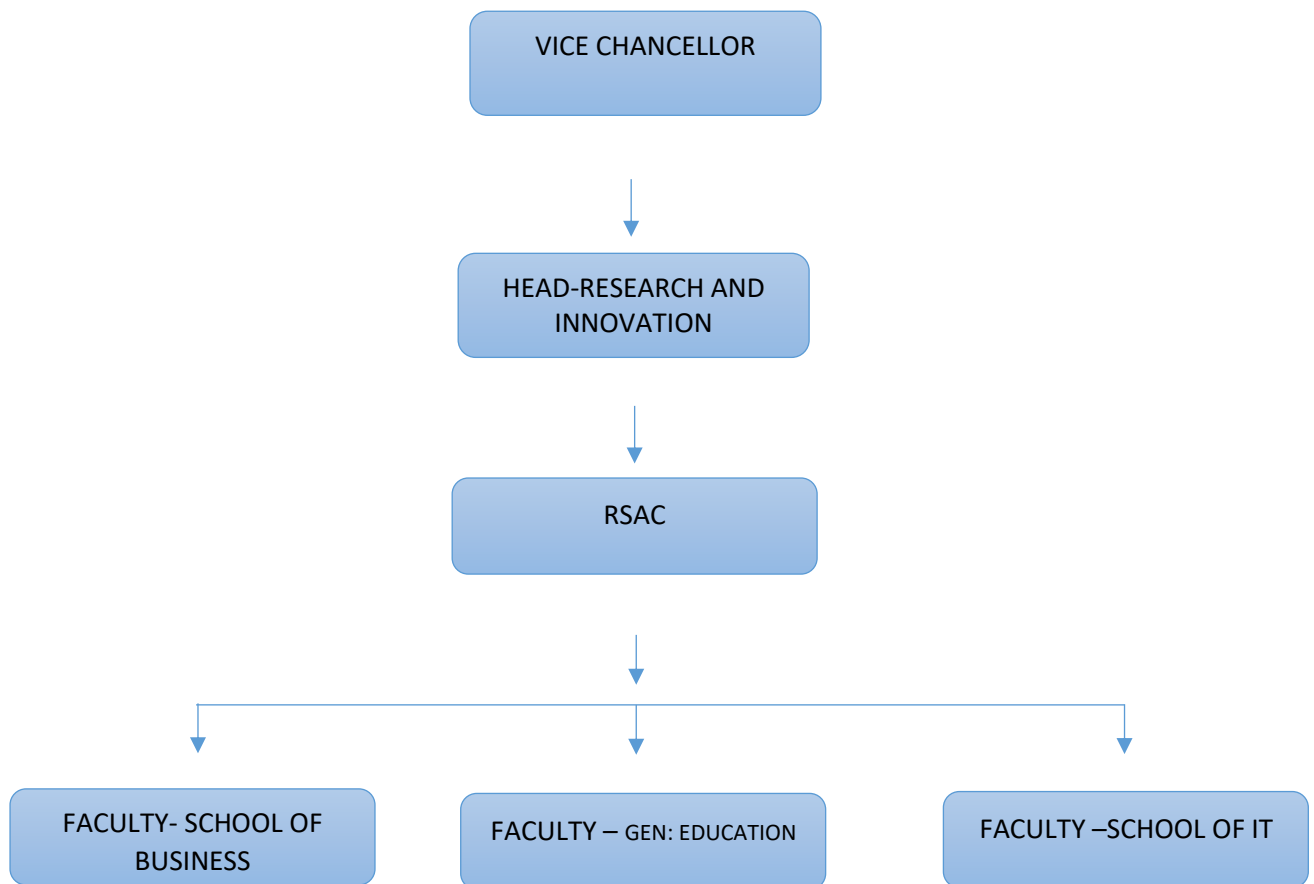
SUC offers an academic & financial support to Faculty members to initiate a research preferably an applied and good quality in all areas of Business Management, Social Sciences, Tourism and Language domains, computing and information technology. Interdisciplinary research is encouraged in various application fields looking at current and future trends of innovation and execution. Faculty members are encouraged to conduct good research in their own areas of broad specialization. Generally, IT & Business Education provides a solution to enterprise word wide and contributes to the practical aspects for students' learning, in this connection, Research & Scholarly Activities Committee (RSAC) will also maintain a research culture in order to explore relevant research areas and identify funding opportunities for Faculty and Students.

B. GOALS

- i. To provide a positive environment for research activities to enhance research engagement and impact.
- ii. To develop a quality research and inventive work to publish and share it within and outside the university through the following:
 - a. Case Study/ White papers
 - b. Innovative Projects
 - c. Knowledge updates and Industry Updates
 - d. Consultancy
 - e. Newsletter
 - f. Social Media Contents
 - g. Solutions to industry, governance and social issues
 - h. Article publications in quality and indexed journals
 - i. Skyline Business Journal & IT Journal
 - j. Industry, government and social forums
 - k. Copy rights and Patents
 - l. New ventures



C. STRUCTURE OF THE RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE



D. STRATEGIC PLAN

The Research & Scholarly Activities Committee (RSAC) receives directions from the strategic plan which is core for planning of the Research and development activities. The RSAC defines its direction, and makes decisions on allocating its resources for research, innovation, patent, project, conference participation, case study development, patent, project and knowledge updates through the strategic plan which is being reviewed yearly.

E. RESEARCH STRATEGY

The Skyline University College **Research Strategy 2017-22** aims to:

The SUC research strategy 2017– 22, aspires to substantially increase both the quality and quantum of its research output and impact.

This strategy acknowledges our research areas and seeks new opportunities to foster, extend and capitalize upon these existing strengths, to ensure that SUC-Research means excellent quality research.

F. ROLE OF RSAC

- A. To ensure excellent research support services and mentorship.
- B. A commitment to quality in research, consultancy, projects and publication.
- C. To foster collegiality and to create conducive environment for research, consultancy and projects.
- D. To ensure full compliance to ethics and values in all research and scholarly activities.



E. Prepare self-evaluation report of the research committee

G. APPOINTMENT & REMOVAL

The chair of RSAC is Head-Innovation and Research and the members are appointed by the VC on recommendation of Deans and Head-Innovation and research. RSAC will be an IE committee led by Head-Innovation and Research.

The continuation or removal of the chair and members is based on the performance appraisal during the tenure.

H. OVERALL RESPONSIBILITIES OF THE RSAC

- i. Review of faculty candidate profile (if required)
- ii. Mentoring for new faculty members on research and scholarly activities
- iii. Identification of good conferences and sharing of information
- iv. Review of Internal/External Research Projects, Consulting and Fund allocation
- v. Feedback on Conference attending proposals with paper presentation
- vi. Review of conference conducting, and other research program proposals
- vii. Feedback on Post Conference Presentation
- viii. Facilitating in developing Cases to get it published and used for Class Delivery
- ix. Managing Case Study Center
- x. Managing Knowledge and Industry updates
- xi. Managing Newsletters
- xii. Conducting bi-annual research forums/ seminars
- xiii. Look for collaboration with other research organization worldwide
- xiv. Planning for Future Research Strategy
- xv. Providing support in improving quality of student's research projects
- xvi. Encourage students for participating in Research/ Innovation contest
- xvii. To organize International conferences with recognized international bodies once in a year for School of Business & School of IT alternatively
- xviii. Promote Interdisciplinary research at SUC
- xix. To coordinate with Skyline Business Journal Editorial team and ensure its smooth publication as per the timelines
- xx. To promote all research and scholarly activities related to faculty members and students.
- xxi. To develop a research culture of collaboration.
- xxii. Coordinate with faculty members to contribute for Knowledge and Industry updates.
- xxiii. Research updates to office of VC and external regulatory authorities through Dean's offices- Business/ IT
- xxiv. Coordination with Faculty for Conference presentations
- xxv. Motivate and enable faculty members to publish in quality and indexed journals.
- xxvi. Provide support in maintaining database of all research activities related to Skyline University College



I. RSAC'S KPIS

SNO	Goals/Objectives	Measurement Analysis	KPIs	Benchmark
Goal 1	To provide a positive environment for research activities to enhance research engagement and impact.			
1.1 Objective	To support and encourage research activities that will promote professional growth and recognition of faculty members.	No. of faculty attending research training, industry workshop, Case study workshop, actively participate in Research forum and any other innovative research	No. of faculty members participate in research activities	90%
1.2 Objective	To develop a creative research partnership for projects & consultancy with businesses, universities, government & nongovernmental organizations based on mutual benefits	No. of collaborative activities with organizations related to research, projects, cases and knowledge sharing.	No. of collaborative activities	One activity every year (Collaborative research publication, Case writing etc.,)
1.3 Objective	To strengthen and update library and IT resources to support research activities	Research collection in library journals, online databases, industry and research reports, IT systems and software etc.	No. of research journals in library. Updated databases, systems and software, directories etc.	10 % Increase every year
1.4 Objective		To provide research funds to academic staff and students for research & other scholarly activities.		Utilization of research funding by faculty and students for the projects, consulting, conferences, publication and other research activities in one
Goal 2	To develop a quality research and inventive work to publish and share it within and outside the university.			



2.1 Objective	To facilitate faculty to publish & present quality research work in relevant discipline/ specialization and interdisciplinary	No. of high quality research publications & conference presentations in a year. No. of publications in progress.	To publish 75 research papers in Scopus Indexed Journals.	80% of faculty to Publish one good quality research
2.2	To facilitate faculty to carry out Projects/ Consultancy /Case studies in relevant discipline/ specialization and interdisciplinary fields.	No. of relevant projects/ Consultancy/ Case studies developed by faculty and in progress in a year at national /international competitions or forum.	Two projects which can be converted into startups. One consultancy and five case studies.	70% of the faculty to showcase project /publish one case study
2.3	To disseminate the knowledge & research updates through SBJ/ newsletter/ Knowledge Update/ online marketing forum/social media	No. of knowledge & research updates disseminated to stakeholders in a year. No. and quality of SBJ publications.	Timely publication of SBJ and dissemination of knowledge updates	100% compliance of dissemination calendar



J. RSAC SPECIFIC POLICIES

i. RESEARCH SUPPORT (RESEARCH, CONFERENCE PARTICIPATION/ INDUSTRY CONFERENCES, PUBLICATION, PROJECTS/CASE STUDIES)

Policy number	RESR_POLICY_01
Policy name	RESEARCH SUPPORT
Policy version	Version 3
Standards applicable	MOE Standard 4: Research and Scholarly Activities
Policy owner	RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE
Date of recent modification	31 AUGUST 2021
Verified by	VICE CHANCELLOR

a. Introduction

Research and Scholarly Activities committee will cover all research related activities of School of Business & IT, Skyline University College and will facilitate the Faculty members to perform as expected by the University. Research & Scholarly Activities Committee(RSAC) will also maintain a research culture in order to explore relevant research areas and identify funding opportunities for Faculty and Students.

b. Purpose

The purpose of the RSAC is to create a research environment, improve quality of paper publications, Participation in quality conferences and write cases/Project showcases /Business cases as required at under graduate and graduate levels.

c. Time line

All research and scholarly activity record will be collected and maintained as soon as they occur, but for research points for faculty members, reward and award will be based on considering research and scholarly activity happened during September 1 to August 31 (inclusive of both days) for an academic year.

d. Categories of Faculty Research

The Intellectual contributions of faculty member may fall into any of the following three categories:

- 1. Basic or Discovery Research** is directed toward increasing the knowledge base and the development of theory.
- 2. Applied or Integrative/Application Research** draws from basic research and uses accumulated theories, knowledge, methods, and techniques to solve real-world problems and/or issues associated with practice.
- 3. Teaching and Learning Research** explores the theory and methods of teaching and advances new understandings, insights, content, and methods that impact learning behavior.

e. Definition of Participating and Supporting Faculty

SUC regards all its full-time faculty as participating and part-time/adjunct faculty as supporting faculty. The definitions are as follows.

- 1. A participating faculty member** is employed full-time to carry out teaching and research responsibilities and actively participate in the school’s primary academic activities through active participation in the school, including serving on committees, advising and guiding students, regularly participating in engaging students through student clubs and committees, and dedicate time for growth and progress of the school. Examples of the expected engagement are shown in Table A



2. **A supporting faculty member** is employed part-time to carry out only teaching (up to a maximum of six credits per semester) and related student responsibilities, as indicated in Table A.

Table A - Participating and Supporting Faculty Responsibilities

Participating Faculty Engagement	Supporting Faculty Engagement
<ol style="list-style-type: none"> 1. Teaching undergraduate or graduate students 2. Research and scholarly activities 3. Strategic planning 4. Academic planning and operations 5. Development of courses and programs 6. Curricular reviews 7. University and School committee members 8. Guide to part-time faculty 9. Academic advisers to students 10. Administration and examination 11. Examination invigilation duties 12. Student support and engagement 13. Community engagement activities 14. Corporate relations 15. Academic administrative work 	<ol style="list-style-type: none"> 1. Teaching graduate or undergraduate student sup to a maximum of 6 credits per semester 2. Academic advisers to students 3. Examination invigilation duties

f. School of Business Faculty Qualifications

SoB has developed faculty qualification criteria (see Table E) to qualify faculty as Scholarly Academics (SA), Practice Academics (PA), Scholarly Practitioners (SP), and Instructional Practitioners (IP). The faculty not qualifying for one of these categories is regarded as Additional (A). To maintain faculty qualification status in one of the above AACSB categories, the faculty is expected to fulfill initial academic criteria, sustained scholarly engagement (SSE) (see Table B), and other sustained engagement (OSE) [see Table C and D] areas to maintain status in any of the AACSB categories. Faculty whose initial academic and sustained engagement do not meet the criteria established by the SoB for SA, PA, SP, or IP status will be classified as “Additional” Faculty.

Based on the AACSB Faculty Qualifications Model, SoB has developed initial academic criteria and criteria to sustain faculty qualification status in the AACSB Faculty categories. The following are the initial academic criteria and sustained scholarly engagement (SSE) and other sustained engagement (OSE) expectations of faculty qualification and sufficiency ratios in SoB:

g. Initial Academic Criteria for Scholarly Academic (SA) and Practice Academic (PA)

1. Faculty member possess doctoral degree in a business management discipline relevant to teaching
2. Faculty members with fresh doctoral degrees are automatically SA or PA for five years from the date of referral of the terminal degree.
3. Faculty members with doctoral degrees in law or Masters’ Degree in law teaching business law courses will be considered appropriate for SA for five years from the date of conferral of the terminal degree.

h. Initial Academic Criteria for Scholarly Practitioner (SP)

Master’s degree in a discipline relevant to teaching + Minimum 3-5 years of significant experience relevant to the field of teaching



i. Initial Academic Criteria for Instructional Practitioner (IP)

Master's degree in a discipline relevant to teaching + Minimum five years of significant and substantial professional experience

Table B-Sustained Scholarly Engagement (SSE) for SA/PA/SP/IP

Faculty Status	Sustained Scholarly Engagement (SSE)
Scholarly Academic (SA)	Research paper published in peer-reviewed journals indexed with ABDC or SCOPUS or Web of Science or SCIE/SSCI/ESCI database.
Practice Academic (PA)	1. Research paper published in peer-reviewed practice focused journals of repute as per list of journals approved by Dean (see Table F)
Scholarly Practitioner (SP)	1. Research paper published in peer-reviewed journals indexed with SCOPUS/ Web of Science or SCIE/SSCI/ESCI database. 2. Research paper published in other peer-reviewed national and international journals in a field relevant to teaching as approved by Dean.
Instructional Practitioner (IP)	1. Publication in peer-reviewed practice focused journal in a field relevant to teaching (see Table F).

Table C- Other Sustained Engagement (OSE) for SA and PA

Faculty Status	Other Sustained Engagement (OSE)
Scholarly Academic (SA)	<ol style="list-style-type: none"> 1. Paper presented at national and international conference/ symposium and publication in conference proceedings. 2. Publication of Scholarly Text Book (considered as equivalent to 1 PSA for SA) 3. Publication of peer-reviewed cases/ case studies 4. Publication of Chapter within a book 5. Publication of Book Reviews 6. Served or serving as Editor/ Associate Editor/Co-editor in refereed journal or Conferences 7. Served or serving as a Reviewer of national and international journals or Conferences 8. Scholarly Award / Research Award received within last five years in teaching discipline outside SUC.
Practice Academic (PA)	<ol style="list-style-type: none"> 1. Developed and delivered programs for professionals, short-term executive program for academic institution/ company in past five years or delivered a workshop, Training, and Seminars outside SUC in past five years. 2. Leadership position with any association, or served on the board of a company in past five-years 3. Continued Engagement with not-for-profit in last five-years. 4. Academic Awards and Recognitions received between in past five years outside SUC 5. Continued Consulting assignment as approved by Dean 6. Chair / Board Member/ or serve on a leading role in academic institutions outside SUC in past five-years. 7. Actively engaged as an advisory member on the board of directors 8. Publication in practice-focused business magazine such as Harvard Business Review, Financial Times, Forbes Wall Street Journal, Business Line and in other equivalent magazine

**Table D- Other Sustained Engagement (OSE) for SP and IP**

Faculty Status	Other Sustained Engagement (OSE)
Scholarly Practitioner (SP)	<ol style="list-style-type: none"> 1. Paper presented at national and international conference/ symposium and publication in conference proceedings in past five years. 2. Publication of peer-reviewed cases/ case studies 3. Publication of Chapter within a book in past five years 4. Publication of Book reviews in past five years 5. Research Awards and Recognition received in past five years 6. Maintenance and Acquisition of Professional Certifications with emphasis on business management teaching. 7. Active Professional Membership with Professional Bodies relevant to business management education 8. Served or serving as Editor/ Associate Editor/Co-editor in refereed journal or Conferences 9. Served or serving as a Reviewer of national and international journals or Conferences <p>Served at academic advisory role in higher education/ research center/ policy institution in past five-years.</p>
Instructional Practitioner (IP)	<ol style="list-style-type: none"> 1. Maintenance and Acquisition of minimum 1 Professional Certifications with emphasis on business management teaching. 2. Minimum of 1 Active Professional Membership/ Active Membership/ Life Membership with Professional Bodies or with recognized bodies relevant to business management education. 3. Minimum 1 invitation as a panelist/ discussant in national and international events/conferences/ workshops/ seminars etc. having business management as a focus. 4. Continued Appearances in Media, TV, Radio, Newspaper etc. and publication in Business Magazines/ Business Newspapers etc. with a minimum of 1 in past five years. 5. Min 1 Leadership role with any association, or served on the board of a company in past five-years 6. Active Participation in Board of Trustees meeting of an organization, company and not-for-profits etc. in past five years. 7. Developed and delivered minimum 1 program for professionals, short-term executive program for academic institution/ company in past five years or delivered a workshop, Training, and Seminars outside SUC in past five years. 8. Minimum of 1 Professional Awards and Recognitions received in past five years inside and outside SUC 9. Continued Engagement with not-for-profit with minimum 1 engagement in last five-years 10. Other Professional Activities including consulting activities as approved by Dean SoB.

**Table E- Faculty Qualification Criteria**

Faculty Status	Initial Academic Criteria	Qualifications Criteria to sustain Faculty Status
Scholarly Academic (SA)	Doctoral Degree	Minimum 3 SSE (Either in ABDC or SCOPUS or WOS) in past five-years. OR Min 2 SSE + Min 2 OSE (in past five-years)
Practice Academic (PA)	Doctoral Degree	Min 1 SSE + Min 3 OSE (in past five-years)
Scholarly Practitioner (SP)	Masters' Degree+ 3-5 years of significant experience	Min 2 SSE + Min 2 OSE (in past five-years)
Instructional Practitioner (IP)	Masters' Degree + 5 years of significant experience	Min 1 SSE + Min 4 OSE (in past five-years) OR Min 5 OSE (in past five-years)
Additional Faculty (A)	Doctoral Degree/ Masters' Degree	Sustained Activities other than SSE and OSE or activities performed without validation

Table F- List of Practice Focused Journals and Trade Magazines

S. No.	Practice-focused Journals (List approved in 2020-21)
1	International Journal of Management Practice
2	Journal of Service Theory and Practice
3	International Journal of Managing Projects in Business
4	Organizational Cybersecurity Journal: Practice, Process and People
5	Advances in Methods and Practices in Psychological Science
6	Arthaniti: Journal of Economic Theory and Practice
7	Entrepreneurship Theory and Practice
8	Handbook of Practice Management
9	Implementation Research and Practice
10	Inclusive Practices
11	InnovAiT
12	Journal of College Student Retention: Research, Theory & Practice
13	Journal of Development Policy and Practice
14	International Journal of Organizational Analysis IEEE Transactions on Systems, Man, and Cybernetics: Systems / Part C: Applications and Reviews IEEE Software



IEEE Transactions on Sustainable Energy
IEEE Engineering Management Review
IEEE Access
ACM Computing Surveys
Digital Government: Research and Practice
ACM Transactions on Computing for Healthcare
DTRAP-Digital Threats: Research and Practice

S. No.	Business Magazines
1	Harvard Business Review
2	The Economist
3	Forbes Magazine
4	Financial Times
5	Wall Street Journal
6	Business Line ACM Inroads Ubiquity-Information every where Communications of the ACM IEEE Internet Computing / IEEE Security & Privacy IT Professional Computer

j. PUBLICATIONS, PATENTS, CONFERENCES AND OTHER RESEARCH OUTPUT/PARTICIPATION (ACADEMIC/ INDUSTRY)

1. Yearly Individual Faculty Member Research Target

Each faculty member in SUC has to achieve following minimum Research Point (RP) from their Research and scholarly activity as per their position. Details of earning RPs are in Table-1 given below.

Position	Total Research Points	Condition (refer Table-1)
Instructor	8	A minimum of total 8 RP from all categories.
Senior Instructor	12	A minimum of total 12 RP from all categories.
Lecturer	20	A minimum of total 6 RP from categories 1-7 mentioned in evaluation criteria.



Assistant Professor	30	A minimum of total 13 RP from categories 1-7 mentioned in evaluation criteria.
Associate Professor	35	A minimum of total 16 RP from categories 1-7 mentioned in evaluation criteria.
Professor	40	A minimum of total 20 RP from categories 1-7 mentioned in evaluation criteria.

2. Evaluation criteria

Table1: Publication evaluation criteria /Details of Research Points (RP)

Category	Research and Scholarly Contribution	Research Points	Cap on Max. RP considered in FES
1.	SCOPUS Q1 / ABDC Listed A* Graded Journals, IEEE Transactions & Letters/ IETE Level 1 /ACM/ISI/ SCI-Expanded	12	No limit
2.	SCOPUS Q2 / ABDC Listed A Graded Journals/ ESCI (WOS)IEEE, IETE equivalent level 2 Journals	9	No limit
3.	SCOPUS Q3 / ABDC Listed B Graded Journals IEEE, IETE equivalent level 3 journals	7	No limit
4.	SCOPUS Q4/ ABDC Listed C Graded Journals, American Society for Engineering Education/ Institute of Industrial Engineers, Inc./ Computing Sciences Accreditation Board	6	No limit
5.	Patent filed (recognized by the MoE, UAE)	12	No limit
6.	Patent awarded (recognized by the MoE, UAE) (In case patent filed and awarded both happens in same academic year, only awarded RPs will be considered)	20	No limit
7.	Working Model/Prototype of Product developed (verified by Head-Research and Innovation) Add 10 RPs if it gets International award, 5 for National award, leads startup add 15, student involved add 5	10	No limit
8.	Citations (only SCOPUS indexed journals for previous calendar years, i.e. calendar year 2021 for AY 2021-22). Each 10 citations will be considered as one Unit	1	4
9.	Peer reviewed National/international Journals (Non-Indexed)	2	4
10.	Journal publication with a co-author from one of the QS/ THE/ Shanghai top 400 universities (points to be added to each SUC author in addition to the Total Research Points as stated in category 1-4 only).	4	No limit



11.	Cases published with any of the following reputed international case houses: HBS, Ivey, Babson, Dartmouth.	12	No limit
12.	Cases published with other reputed international case houses such as case center etc.	9	No limit
13.	Book (from reputed international publisher such as Pearson, Cengage, McGraw Hill, Routledge, Oxford University Press, IGI Global, Palgrave MacMillan)	20	No limit
14.	Edited Book (from reputed international publisher such as Pearson, Cengage, McGraw Hill, Routledge, Oxford University Press, IGI Global, Palgrave MacMillan)	14	No limit
15.	Book Chapters (Published internationally in an edited book from a reputed publishers i.e. IGI Global, Palgrave MacMillan etc.)	6	No limit
16.	Paper presented in national/International Conferences by reputed universities, associations etc. (Proceedings is SCOPUS/IEEE indexed and submitted to the research committee)	4	8
17.	Paper presented in national/International Conferences by reputed universities, associations etc. (Proceedings to be submitted to the research committee)	2	4
18.	Editorial work (Editor-in-chief, Associate editor, Article editor, Keynote speaker, Conference chair... etc.)	2	4
19.	Reviewed research paper for SCOPUS/ABDC/SCI/IEEE journals	.5 point for each paper reviewed	4
20.	Publication of Knowledge Update article on SUC website	2	4
21.	Evaluation of Ph.D./DBA Thesis	2	4
22.	Supervising Ph.D./DBA per candidate	2	4
23.	Award of Ph.D./DBA degree to supervising candidate	5	No limit

3. Point sharing system

Research papers co-authored with faculty members not affiliated with SUC will get full Research Points, whereas co-authored with SUC faculty member(s) will get RP in equal proportion. For example, 3 authors from SUC, each will get one-third of equivalent Research Points.

Evaluation of Faculty Research

Percentage achieved by any faculty member will be the average of percentage score of



Total Research Point Earned and percentage score of the condition. Average score will be calculated by dividing the faculty score by the minimum required score.

Example: An Assistant Professor with a total research points of 28 of which, 12 are from category 1-7, and 16 are from remaining category, average score will be:

$$(12/13 + 16/17)/2 = 93.2$$

All faculty members are expected to achieve a minimum of 80% under research and scholarly activity in their FES.

For Instructors and Senior Instructor, it is recommended to collaborate with other faculty members in writing research papers which will be considered for their promotion. The details of the same can be checked in the promotion policy.

k. RESEARCH PROJECTS

A research project is a scientific investigation, usually using scientific methods, to achieve defined objectives for the betterment of society. There are two broad category of projects,

- 1 Non-Funded Projects: Faculty members of SUC involved in any non-funded project(s) are required formally to inform the institution through Head-Research and Innovation, who will maintain school wise record for audit, national and international agencies.
- 2 Funded Projects: This type of projects are divided in two categories,
 - 2.1. Internally Funded Projects: Projects funded by the school or SUC
 - 2.2. Externally Funded Project: Projects funded by external agencies.

Procedure for Internally Funded Projects

- 1 Faculty members (maximum 4 as a group) of SUC can apply for funds to carry out research projects in prescribed form, refer Form for Research Project.
- 2 A project can be of a maximum duration of two years
- 3 RSAC will evaluate the proposals and submit the recommendation to the VC within 4-6 weeks for final approval.
- 4 RSAC may return the proposal to the group for further improvements/updates.
- 5 RSAC will communicate the decision of the approval to the group for start of the project.
- 6 All the expenses of the approved projects must be approved by RSAC, Registrar, DEAN's & VC as per the policy.
- 7 Group must submit progress report in each semester, annual and final report to RSAC for review, audit and release of funds.
- 8 Final output of project will also be evaluated by the RSAC.

Procedure for Externally Funded Projects

- 1 Faculty members of SUC can apply for projects funded by external agency in consultation and approval by RSAC and the VC.
- 2 All communication of the group to the funding agency must be through RSAC.
- 3 A copy of all progress, annual, interim and final report must be submitted and maintained by the RSAC.
- 4 *inal output of project will also be evaluated by the RSAC.

l. Formal Procedure for Attending Conference

Dissemination of the scholarly work of the Faculty through appropriate peer reviewed channels is essential for the recognition of quality work. Contingent upon the availability of fund, SUC provides funds for presentation/ publication in significant Industry & academic conferences, seminars, where Faculty members can share their scholarly and productive outputs. The grants may cover expenses associated with Faculty travel and conference registration fees up to a specified maximum amount. Faculty member can obtain the specified amount as per published policy at the onset of Academic Year. The



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amount can be acquired after the conference presentation, according to the set criteria by RSAC. This applies to all Faculty members who have completed the probation period and has minimum one year of continuous service at Skyline University College for conference participation. Faculty member have to publish at least one paper in Scopus index/ ABDC/ IEEE/ ACM etc., journals before applying for any conference. Faculty members who apply for reputed international conferences are required to complete following forms and submit to the RSAC for approval.

Faculty members must ensure to attach following documents to process the application.

i. Before proceeding to the Academic/ Industry Conference (National / International)

Refer to the Conference Presentation Form (Appendix) in the end

Research Topic:
Conference Theme:
The conference is refereed and ranked
Letter of Acceptance:
Dates of Conference:
National Conference / International Conference
Conference Venue: City/State/Country
Proof of Tentative Schedule of Travelling:
Proof of Abstract/full paper as mentioned in proceedings (if proceedings are available)
Informed the Administration department about the class arrangement and take written approval from the faculty who agreed to handle the classes
Faculty Cover Letter with request to visit for a Conference etc.

ii. After the Conference

- a. Submission of proceedings/ or journal in case published by organizer
- b. Certificate of Presentation / Participation
- c. Registration invoice copy
- d. Presentation to Faculty members (SUC) if paper was presented/ Sharing of Conference/workshop experience if participated only.

iii. Application through proper channel.

Faculty members can formally apply by filling the specific form (conference presentation, conference participation) to the RSAC with all required documents as mentioned in the procedure. RSAC will review the application according to the standard as specified and if satisfied will be recommended and forwarded to VC for approval through Registrar and Deans. VC's office will review the application and will communicate its approval / not approval to HR department that will then be communicated to the concerned Faculty and Finance.



Note: Faculty member going for international conference must work on outreach activities such as visiting various universities, meeting university representatives, and explore possibilities of long term collaborations in areas of research and teaching.

- a. **Procedure (Before the Conference):**
Faculty member will submit the required filled Conference form to Head-Research and Innovation. RSAC will review and give feedback to concern faculty member and then recommend to HRD for further process. HRD will coordinate with Registrar & Dean for their approval & Comments. HRD will then forward to VC's Office for final approval. VC's Office will give final approval after which the form will get back to HRD.
- b. **Procedure (After the Conference):**
Faculty member will submit all the required filled documents, invoices & other related papers as mentioned in the form to RSAC. RSAC will review and send to HRD for further process. HRD will coordinate with Finance department, Dean's Office for the reimbursement of Funds as per required criteria and Fund allocation. Once again the Final signed copy will get back to HRD and RSAC. HRD will communicate Faculty to contact for fund collection once ready.
- c. **Fund allocation and disbursement**
An amount of AED 34,000 per year (AED 170,000 for five years), excluding reward of patents and project funds is allocated to each faculty for every academic year to carry out research activities, contingent on the availability of fund and as per the guidelines below.
- d. **Research and publication**
An amount of AED 34000 per year will be allocated for rewards on research publications every year and it will be contingent on RSAC recommendation and VC's approval (RSAC, Registrar, Dean's & VC). Faculty members are encouraged to publish in good quality journals and are given higher weightage over conferences. No publication fee for getting research paper published in the journal will be paid.
- e. **Conference (Academic/ Industry)**
All faculty members are eligible to avail benefits of attending conference once in two years. These benefits cover the expenses of a conference presentation & participation for up to maximum of AED 10,000/- for international and AED 5000/- for GCC countries. Faculty members are encouraged to participate as presenter.
 1. The amount will be paid after the conference.
 2. The Faculty members are required to give presentation after the completion of the conference, failing to do so the Conference participation will not be calculated in the faculty evaluation research criteria (FES).
 3. Faculty members will be supported on Local, Regional and International Conferences.
 4. Per Diem allowance will also be given to faculty member as per conference days in the following categories:



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Table 4 – Conference fund break up

S. No	Region	Fund (AED)	Registration	Air Ticket	Per diem (AED)(Accommodation, food & Transportation)	Conference Leaves (Days)
1.	UAE	2000	TBD	TBD	200	Conference days
2.	GCC countries	5000	“	“	400	Day before and after+ conference days
3.	Asian Countries & Far eastern	10000	“	“	700	Day before and after+ conference days
4.	International conference (Europe, North/South America and Australia & NZ)	10000	“	“	1000	1 Day before and 2 days after+ conference days

Note: Registration and Air ticket reimbursement on actuals and should be within the allotted conference fund as per the policy.

f. Leave Policy for presenting papers in National / International Conferences (Academic/ Industry).

- 1 Faculty member need to apply for conference leave as mentioned in above table as per Skyline University policy for Conference participation as presenter. This leave is applicable only once in any academic year.
- 2 **Projects**
An amount of AED approx. 100,000 per year for all faculty members will be allocated for project activities every year and it will be contingent on RSAC and Dean recommendation and VC's approval (RSAC, Registrar, DEAN's & VC)

Table-5 Faculty member's Research Funds per year

RESEARCH AND PUBLICATION	CONFERENCE*	PROJECTS**	GRAND TOTAL***
TOTAL FUND AVAILABLE (in AED)			
BBA, MBA & BSIT			
24000****	10000	100000 for all faculty members	34000+ Internally funded project amount+ patent reward

Note:

* 2 conferences in 5 years (maximum AED 15000). One international conference (AED 10000) and one regional conference (AED 5000).



*The two conferences can also be international conferences but the amount for the second conferences will be of regional conference (AED 5000).

** Faculty will form into groups and apply for project fund an amount of AED 100,000 will be allotted every year as per policy

*** A faculty can avail reward and other funds as per policy

**** Faculty can obtain reward for four publications and patent reward in a year as per the Table – 6 below

Award for publication is part of the research and publication fund.

The rewards will be applicable for publications in SCOPUS indexed journal only. Articles published in proceedings of conference indexed in SCOPUS will not be considered for reward.

Faculty member of SUC will NOT be paid any applicable article publication fee.

g. External Research & Consultancy

Experienced and senior researchers will be encouraged and supported to attract external research funds into the University and such employee will be appreciated publicly in the University and paid honoraria commensurate (70%-Individual/group 30%-SUC in case employee(s) arrange the consultancy and 70%- SUC 30% individual/group in case SUC arrange consultancy) with the values of the grants. In addition to the above sources, the University would devote a certain percentage of its internally generated revenue (such as through endowment funds, short-term training workshops, business ventures, etc.) to the support of worthwhile Project proposals, whose outcome will significantly contribute to society developmental and industrial growth.

h. RESEARCH OUTPUT CATEGORIES

1 Definition of Research

Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understanding. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes. This definition of research is consistent with a broad notion of RSAC as comprising of creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of business, technology, humanity, culture and society, and the use of this stock of knowledge to devise new applications. This definition of research encompasses pure and strategic basic research, applied research and experimental development. Applied research is original investigation undertaken to acquire new knowledge but directed towards a specific, practical aim or objective (including a client-driven purpose).

2 JOURNAL ARTICLES

To be included in this category, the publication must meet the SUC definition of research and:

- 2.1. Must be published in a scholarly journal
- 2.2. Must be a research published in the current collection year and the year of publication must be stated within or on the work being claimed with the exception of the expanded year of publication
- 2.3. Must have been peer-reviewed and Scopus indexed/ ABDC/ ACM/ IEEE etc.



The journal articles must be Scopus indexed and can meet the criteria include:

1. Critical scholarly texts which appear in article form
2. Articles reviewing multiple works or an entire field of research
3. Invited papers in journals
4. Articles in journals which are targeted to both scholars and professionals
5. Articles in a standalone series
6. Book reviews
7. Case studies

i. CONFERENCE PROCEEDINGS

To be included in this category the conference publication must meet the SUC definition of research and

- 1 Be published in full. The papers may appear in a number of different formats, e.g. a volume of proceedings, a special edition of a journal, a normal issue of a journal, a book or a monograph, CD-ROM or conference or organizational website
- 2 Must be research published in the current collection year, and the year of publication must be stated within or on the work being claimed with the exception of the expanded year of publication
- 3 Be peer reviewed
- 4 Be presented at conferences, workshops or seminars of national or international significance available to the wider audience
- 5 The author must be affiliated with the SUC or claiming institution

- 6 **Keynote speech** and invited papers may be included where all other papers for the conference are peer reviewed.

The types of conference publications that are unlikely to meet the criteria include papers that appear only in a volume handed out to conference participants.

7 Verification Requirement

Please send this documentation direct to the RSAC

- 8 Complete copy or offprint of paper
 - 8.1. complete photocopy of table of contents, preface, introduction and pages showing all bibliographical information as appropriate (ISBN or ISSN, authors(s), editor, publisher and all dates referring to copyright, publication, printing and distribution)
 - 8.2. Proof of national or international significance if not clearly shown in documents above. National/international significance of a conference may be indicated by the presence of interstate/international speakers, or a listing of previous conference venues showing that the conference is held in a range of national/international locations, and
 - 8.3. Evidence indicating the author's affiliation to the SUC or any institution. By-line or footnote or statement in publication indicating research undertaken in author's capacity as a staff member.
 - 8.4. if a Keynote address, evidence of this and evidence that all other conference papers were peer reviewed
 - 8.5. proof of peer review
 - 8.6. Proof of peer review can be in the form of a:
 - 8.6.1. statement in proceedings that full papers are refereed, or



- 8.6.2. statement from conference organizer/editor, or
- 8.6.3. copy of assessment showing assessment made on full paper

j. BOOKS & BOOK CHAPTERS

To be included in this category the publication must meet the SUC definition of research and:

- 1 Must be a major work of scholarship
- 2 Must be research published in the current collection year, and the year of publication must be stated within or on the work being claimed with the exception of the expanded year of publication
- 3 Must have an International Standard Book Number
- 4 Must be written entirely by a single author, or by joint authors who share responsibility for the whole book
- 5 Must have been published by a commercial publisher, or if not published by a commercial publisher, must have been peer reviewed

Verification Requirements

Please send verification documentation directly to the RSAC

- 1 Complete photocopies of the table of contents, preface, introduction and pages showing all bibliographical information (ISBN, author(s), publisher and all dates referring to copyright, publication, printing and distribution)
- 2 Evidence indicating the author's affiliation to the SUC or claiming institution.
- 3 By-line or footnote or statement in publication indicating research undertaken in author's capacity as a staff member or student of the university.

k. STRATEGIC RESEARCH PERFORMANCE CATEGORIES

Following the release of the SUC Strategic Plan, the following categories of research activity items were added to the collection, to capture progress towards the targets set down in the Strategic Plan for the key performance indicators of *International Linkages* and *External Collaborations*:

- 1 Invited Keynote Addresses at International Conferences
- 2 Editorial Board Memberships of International Journals
- 3 Overseas Research Visitors
- 4 Guest Editorship of a Special Edition of a Refereed Journal
- 5 International Research Collaborations (Top 400 QS ranked universities)
- 6 National Research Collaborations

l. KNOWLEDGE UPDATE

Faculty members of SUC are expected to write at least two short articles of around 1000 words, known as Knowledge Update (KU) for regular online publication through SUC website. Head-Research and Innovation, will share template and schedule for all faculty members, for timely submission of KU article. Faculty members will submit the KU article to the Head-Research and Innovation, who will review/ get it reviewed, check its relevance, originality, plagiarism and approve for publishing online as per the KU calendar. After publishing the KU article faculty member can claim for the Research Points as mentioned in Table 1.



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m. INDUSTRY UPDATE

SUC believes that their management officials, faculty members and staff to be aware of recent developments in industry, government policies, other socio-economic environment. With this objective, Head-Library make sure that a brief document with list of major events from authentic online sources are compiled and send to Head-Research and Innovation every Sunday for verification. After verification/update Head-RI forward will forward the list to Media and communication department for putting it is a desired format and send back to Head-RI. Then Head-RI forward the mail to management, faculty and staff for their kind perusal and update.

n. RESEARCH REQUIRMENTS FOR FACULTY PROMOTIONS

SUC faculty member applying for promotion to the next level should have consistently scored 85% and above in Research and Scholarly Activity in past three years. SUC Promotion Policy for Faculty member will be applicable. For details, refer Promotion policy.

K. RESEARCH REWARD AND AWARD

Policy number	RESR_POLICY_02
Policy name	RESEARCH REWARD AND FUND
Policy version	Version 3
Standards applicable	MOE Standard 4: Research and Scholarly Activities
Policy owner	RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE
Date of recent modification	31 MAY 2021
Verified by	VICE CHANCELLOR

SUC has a tradition to appreciate Faculty members on outstanding performance in Research. RSAC will evaluate Faculty on their achievements in Research and scholarly activity in every academic year and nominate the top scorer (on the basis of Research Points) for the award. The RSAC will forward the details of performance to VC’s office. In Case, if two Faculty members have stood same in the research performance, then the RSAC will recommend the faculty member scoring highest in 1-7 category. The Best Faculty Award for Research will be recommended in the end of every academic year as per the research points and SUC standards, which includes cash, memento, and appreciation letter.

The faculty members are rewarded for research publications in SCOPUS indexed journals and patents (awarded only), if it is recognized by the MoE, UAE. The reward can be availed for a maximum of four research papers published in SCOPUS indexed journals and for any number of patents awarded in the academic year as per the table given below.

Table 6 – Reward for Research Paper Publication

Journals/ Patent	Reward Amount	Reward Amount if Publication is under collaboration agreement with top 400 University
Awarded Patent	AED 10000	Not applicable
Q1	AED 5000	AED 6000



Q2	AED 4000	AED 5000
Q3	AED 3000	AED 4000
Q4	AED 2000	AED 3000

Faculty members need to apply for reward in the prescribed format immediately after the award of patent and publication of the research paper to the RSAC. Only awarded patents and published research papers in SCOPUS indexed Palgrave journals will be considered for awards and rewards purpose. One research paper and one patent will get only one reward and only one author of SUC should claim for the reward.

In case of internally co-authored articles, reward will be given to only one faculty member. Faculty member of SUC will NOT be paid any applicable article publication fee. Application form for reward will be reviewed by Head-Research and Innovation and recommended by the respective Deans to submit through Registrar for approval of Vice Chancellor.

L. RECRUITMENT SELECTION BASED ON RESEARCH EXPERIENCE

Policy number	RESR_POLICY_03
Policy name	RECRUITMENT SELECTION BASED ON RESEARCH EXPERIENCE
Policy version	Version 2
Standards applicable	MOE Standard 4: Research and Scholarly Activities
Policy owner	RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE
Date of recent modification	18 MAY 2020
Verified by	VICE CHANCELLOR

Recruitment committee will seek RSAC's assistance for the review of the candidate profile, if required. Based on the recruitment criteria, RSAC will do detailed analysis of faculty research and forward report to HRD. Below are the criteria for the recruitment selection based on the research experiences of the candidates.

Table 7 – Research criteria for the recruitment selection

Designation	Research Publication + Conference Presentation (Publications in SCOPUS indexed journals + Conference in last 4 yrs.)	Total Research Publication + Conference Presentation
Professor	10+3	15
Associate Professor	7+2	10
Assistant Professor	4+2	7
Lecturer	1+1	3
Sr. Instructor	2	2
Instructor	1	1



M. EVALUATION OF RESEARCH & SCHOLARLY ACTIVITIES FOR PROBATION CONFIRMATION

Policy number	RESR_POLICY_04
Policy name	EVALUATION OF RESEARCH AND SCHOLARLY ACTIVITIES FOR PROBATION CONFIRMATION
Policy version	Version 2
Standards applicable	MOE Standard 4: Research and Scholarly Activities
Policy owner	RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE
Date of recent modification	18 MAY 2020
Verified by	VICE CHANCELLOR

RSAC is responsible for review of faculty Research for their probation review in terms of Research Plan. RSAC will recommend the confirmation of Faculty member on any evidence of scholarly work such as publication, conference participation, internal document or case study. This can be with single/double author. Since six months are not enough to produce any research work but can be if it is already in progress. RSAC will recommend on any work in progress or any organized document in form of paper, case, project award and article.

i. MOU's WITH OTHER INSTITUTIONS FOR COLLABOARTIVE RESEARCH

Head-RI along with RSAC will engage all universities and other institution with which SUC have already signed MoU for academic and research collaboration in consultation with Deans. RSAC will also initiate some fresh MOUs to be signed based on the requirement of SUC for academic collaboration, research collaboration, project collaboration with other reputable Universities, Research organization, Industries in UAE and outside.

4. b ETHICAL RESEARCH POLICY

Policy number	RESR_POLICY_05
Policy name	ETHICAL RESEARCH POLICY
Policy version	Version 2
Standards applicable	MOE Standard 4: Research and Scholarly Activities
Policy owner	RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE
Date of recent modification	26 December 2021
Verified by	VICE CHANCELLOR

The Ethical Research policy includes, as appropriate, regulations on the copyright issues.

i. INTRODUCTION

SUC expects all faculty members engaged in research activities to adhere strictly to ethical practices in Collecting, Analyzing and Presenting Data and present conclusions as per internationally acceptable standards. Any deviations from the policy are strictly dealt with by the disciplinary action by RSAC of the SUC. It is also required that any scholarly work that is produced by a member of SUC faculty is free of any unfair practice. In SUC, the policy on human subjects in research relates to seeking permissions to be a part of sample voluntarily and respects the rights and welfare of human subjects which are covered under the ambit of legal and privacy requirements of the region.



- ii. PURPOSE**

To ensure the legal rights, copyright and patent issues, privacy, dignity and cultural compliances, laws of decency related to human subjects are strictly adhered by the researches permitted by SUC.
- iii. PATENT AND COPYRIGHT ISSUES**

RSAC will facilitate in organizing regular workshops/webinars for faculty members, staff and students about patents, and copyright issues. The committee will make sure that Federal Law No. 7 of 2002 on Copyrights and related rights are understood and followed by everyone in the institution. Any violation of these issues will be reported and handled by the Disciplinary Action Committee.
- iv. FORMATION OF THE DISCIPLINARY ACTION COMMITTEE**

Based on the requirements VC will appoint an adhoc basis committee consisting members from RSAC, Subject experts and any other administrative member of University.
- v. RESPONSIBILITY OF A RESEARCHER**
 - a. Ensure all researches emanating from SUC seek prior permissions from the human subject to be a part of the sample and same should be documented.
 - b. Ensure all the data collected from the research subject comply with the privacy laws and should be exclusively used for research purpose only
 - c. Ensure the information relating to the subject may be revealed only to Government officials subject to order from the court.
 - d. Ensure only trained investigators will be permitted to be the part of the survey team.
 - e. Ensure compliance to the cultural sentiments of the region.
 - f. Regularly monitor the research process.
- vi. FUNCTIONS OF THE DISCIPLINARY ACTION COMMITTEE**

All unethical issues related to the faculty research and publications are dealt by Disciplinary Action Committee. In this regard, the Disciplinary Action Committee shall comprise of the VC, , RSAC chair and a representative of faculty.
- vii. PROCESS FLOW OF DISCIPLINARY ACTION**
 - a. To receive factual statement of the unethical practices in faculty research
 - b. To seek written explanation from the concerned employee under question
 - c. To initiate an enquiry and conduct a thorough investigation into the matter
 - d. To collect evidences or facts in the process of enquiry and investigation
 - e. Report the findings to VC for review and decision making
 - f. VC will decide the appropriate action as per the policies of SUC and communicates to HR for necessary action
 - g. HR will implement the recommended action (Warning etc.)
- viii. RESPONSIBILITIES OF THE FACULTY**

To follow ethical practices in collecting, analyzing and presenting data and present conclusions as per internationally acceptable standards



4. c STUDENT INVOLVEMENT IN RESEARCH

Policy number	RESR_POLICY_08
Policy name	Student Involvement in Research
Policy version	Version 1
Standards applicable	MOE Standard 4: Research and Scholarly Activities
Policy owner	RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE
Date of recent modification	21 July 2019
Verified by	VICE CHANCELLOR

SUC is committed to inculcate research orientation among the students irrespective of the programs they join.

i. **Programs and courses**

BBA Students are required to complete a course on Business Research Methods and MBA students are required to complete a course on Research Methods for Business Decision Making as part of their curriculum. In these courses, they are not only taught theory and practices of contemporary research but are expected to do research in small groups as part of the assessment. Students submit a written report and make oral presentations after completing the research work. Apart from these specific courses on research, students are also given minor projects based on research inputs in other core and major courses.

In the BSIT- program, courses such as Innovation, Big Data Analytics and Computing project require students to do research.

ii. **Events and activities organized by SUC**

SUC organizes student seminars every semester, in which students are encouraged and mentored by the faculty members to participate and present their research work. Participating students are judged and given prizes and certificates. SUC also organizes Innovation Exhibition where students are encouraged to research and create innovative models which are displayed in the exhibition.

iii. **Participation of students in external competition**

Students at SUC are encouraged to participate in various competitions conducted at the National level such as Undergraduate Research Competition in Abu Dhabi, Sharjah Sustainability Award and Dubai Innovation Week.

4. d. Commercialization of Research Output.

SUC is currently not involved in the Commercialization of Research Output.



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4e. Case Study Center

Policy number	RESR_POLICY_06
Policy name	CASE STUDY CENTRE
Policy version	Version 1
Standards applicable	MOE Standard 4: Research and Scholarly Activities
Policy owner	RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE
Date of recent modification	21 JULY 2019
Verified by	VICE CHANCELLOR

i. INTRODUCTION

Business Education is always considered as solution to corporations. This contributes the practical aspects of Organizational activities. Teaching management sciences by way of case studies is still considered a competitive edge of Business Schools. Skyline University College a reputable education provider has also incorporated case based approach to provide quality management education in the UAE.

The purpose of Case Study Center is to develop Case studies on all domains of Business Management. The Case Study Center will establish collaboration with corporations and offer them solutions through developing cases on regional & global contexts. This Case Study Center will provide enhancement competency level for Students and Faculty through case based learning. This Case Study Center will assist UAE & GCC corporations on how they will have a better decision in today's fast paced changing era.

The faculty members will be divided into groups as per their specializations and each group is expected work on developing a case study related to UAE & GCC. Case Centre should target to publish at least 10 cases in an academic year. The faculty groups should submit their plan of action along with their goal setting and the same to be reviewed during goal setting as well as FES.

ii. GOALS

- a. The Center will develop new cases based on academic and corporate contents.
- b. Case study center will develop faculty skills in Case Writing and Case Based Teaching.
- c. To provide Skyline a competitive edge through Case based approach.
- d. Case study center will prepare and maintain data base of Middle East / UAE specific cases.
- e. To increase the participation of Industry at Skyline University.

iii. GUIDELINES:

- a. Case Study Center will start the selection process for cases to be written every academic year.
- b. The Case Study Center will coordinate with all faculties to collect and develop new cases. The tentative target of the cases selection will be ten in each academic year.
- c. The second phase will start to fine tune cases and coordinate with the selected companies and organizations. The cases will be thoroughly analyzed, discussed and pitched in corporate themes before sending the same to any publication or registration center.
- d. During Fall semester the focused is on the case identification, fine tuning and selection. In the later semesters, such selection of cases will become a routine and center will coordinate more companies and cases.
- e. Center will not only develop case studies but will also maintain membership with various case clearing houses and case study providers. Center will identify and initiate GCC / MENA region specific cases for faculty utilization.

**iv. ORIENTATION TO FACULTY**

The cases will be discussed and reviewed in detail to maintain the worth of good work. Following is the tentative review process of the Center at SUC. This is subject to change as it requires for the quality of work of Cases at SUC.

4f. Managing Knowledge Updates

Policy number	RESR_POLICY_07
Policy name	MANAGING KNOWLEDGE UPDATES
Policy version	Version 1
Standards applicable	NA
Policy owner	RESEARCH AND SCHOLARLY ACTIVITIES COMMITTEE
Date of recent modification	21 JULY 2019
Verified by	VICE CHANCELLOR

i. INTRODUCTION & PURPOSE

Knowledge update @ Skyline is the interactive platform for communicating knowledge with SUC stakeholders, industry and outside world on the pattern of leading institutions of the world. It helps in branding of SUC as a leading institution and encourages faculty, students and others to create and contribute under different streams of knowledge. As a pivot point for sharing knowledge pertaining to different arena, it acts as a catalyst to learning and sharing the knowledge.

ii. GOALS

- a. Managing the faculty contributions for different publications in coordination with Marketing Department
- b. Updates in the various sections of the portal
- c. Managing repository of SUC faculty contributions (Research papers, Cases, Articles, Creative literary works, Audio visual contents etc.)
- d. Managing Audio / Visual contents on Knowledge update @Skyline
- e. Collaboration with Media and Communication Department by providing relevant academic contents for Knowledge hub, academic room, Industry updates etc.
- f. Managing amendments to design, contents and processes of the different sections of Knowledge update @ Skyline with Media & Communication and IT department
- g. Managing SUC promotion contents on Knowledge update @Skyline in coordination with Marketing & Communication department.

iii. RSAC KPI'S

- a. Number of content units added to Knowledge update @Skyline
- b. Weekly industry updates
- c. Weekly knowledge updates on various areas of Business & IT
- d. Newsletter once in a month

iv. POLICIES

- a. Faculty should contribute to Knowledge updates @Skyline in her/his area of expertise and additional areas of her/his interest
- b. Every contribution of the faculty member will be forwarded to Knowledge updates @ Skyline for its inclusion to the repository of Knowledge updates @ Skyline under the respective heading of Research paper, Case, Article or so on. In case of copyright issue for publications, abstract and link for full per can be provided for reference. This will be the prerequisite for respective faculty getting credit for the contribution in FES.
- c. Faculty contributions will be rated and communicated to VC's office through Deans.



- d. Students will be encouraged to contribute to Knowledge updates @ Skyline in various forms of written or audio visual contents
- e. Contributions from people from the industry and other academic institutions will be requested to contribute
- f. Every step will be taken to position Knowledge updates @ Skyline as one of top institution knowledge platforms globally.
- g. For every posting due credit will be given to original publisher and no copyright violation policy will be complied with in true spirit
- h. All the postings will be made with the approval of the RSAC or someone authorized to do so in case of her/his absence.
- i. Feedback from Corporate affairs department, Marketing department, IT, students, faculty members, staff and others will be taken in formal and/or informal manner based on contextual pertinence and convenience with the spirit of continuous improvement.
- j. Posting will be continuous basis, while mails to subscribers will be sent weekly as usual.

Research Committee functional requirements

A. INTER DEPARTMENTAL AND RSAC REQUIREMENTS

The RSAC requires the support of some departments as follows:

i. HR Department

- a. To provide schedule for panel interviews
- b. To provide CVs of the applicants before the interview giving enough time to the RSAC member for reviewing it.
- c. To provide interview evaluation formats
- d. To provide list of faculty members under probation along with their probation evaluation timelines

ii. Faculty members

- a. To submit the conference participation, leave form as per policy
- b. To present the conference papers to RSAC after returning from the conference
- c. To submit information related to Research and publications activities undertaken by them
- d. To submit research publications for reward to the Head-RI

B. INTERNAL RSAC FUNCTIONING

The members of RSAC will meet on a fortnightly basis to plan, execute, monitor and evaluate various functions of the RSAC. Chair of the RSAC presents the RSAC's progress to Dean's on regular basis.

The chair of RSAC presents the major highlights of the RSAC's achievements during an academic year to faculty, staff and students at the end of an academic year.

C. ORIENTATION

The Chair of the RSAC, Head-RI orients new faculty members and new member joining the RSAC about the functioning of the RSAC, Research policies and probation confirmation requirements, criteria for evaluation of Research and development activities of faculty members.

D. ANNUAL PLANNING OF THE RSAC

The RSAC plans their activities for the complete academic year. The planning for next academic year is generally initiated during the last semester of the current academic year. Planning includes review and update of all documents required for the smooth functioning of the RSAC.



Following are some of the documents developed, reviewed and updated as part of planning:

- i. Goals, Objectives, Purpose, Academic Goals, Departmental Goals, Individual Goals, KPIs & Benchmarking
- ii. Policy & Procedures Manual
- iii. Forms, Process Flows & Authority Level
- iv. Strategic Plan
- v. IE Tools
- vi. Feedback
- vii. Fact Files
- viii. Job Description
- ix. Pre-Semester Checklist
- x. Operational Checklist
- xi. Calendars & Checklists
- xii. Orientation to faculty
- xiii. Requirements from other departments or RSACs
- xiv. Semester Closing & Opening Presentation
- xv. Semester Audits
- xvi. Reporting Format
- xvii. Notice Board updates
- xviii. Website content
- xix. FAQs
- xx. Portal content
- xxi. Calendar Management System
- xxii. Document Management System
- xxiii. Budget of the RSAC

E. SEMESTER PLANNING & CLOSING PRESENTATION

The RSAC presents the Closing updates and planning of the next Semester to all Faculty and Staff members at the end of every semester, which includes the details about the completion status of the activities planned before the commencement of the semester along with important statistics and activities planned for the next upcoming semester.

F. AUDIT

The department submits various reports to VC on regular basis. All reports are audited by IRQAOA department for their completion and accuracy and finally forwarded to VC for final review and approval.

G. FACT FILE

The RSAC maintains fact file consisting of important statistics related to Research, Case study development, Publications, knowledge updates, etc. for each year. The fact file is submitted in the Closing File of the RSAC every year.

H. CALENDARS

RSAC plans the year round activities of the RSAC and develops a calendar consisting of a schedule of the planned activities. The calendar is submitted in the planning file of the RSAC. The RSAC also uploads this calendar on the calendar Management System which enables them to manage their planned activities in a timely manner.

I. CHECK LIST

The RSAC maintains a checklist of all major activities to be accomplished by them which is further segregated on the basis of its completion time point. Certain activities are required to be completed before the start of a particular semester and hence will be included in the Pre-semester checklist and list of tasks to be completed during the semester will be included in the Operational checklist



with week-wise distribution of task. The status of activities included in the Pre-semester checklist are reviewed and updated by the RSAC at least one week prior to the start of the semester and finally submitted to the VC's Office.

J. WEBSITE, PORTAL & FAQ

Information on specific areas and functions of the department are displayed on the SUC Website which is reviewed and updated by the RSAC before the start of every semester. The RSAC also provides all necessary information on major events conducted by the RSAC including workshops and development programs to the Media and Communication Department for displaying it on SUC Website and Social Media Websites.

The RSAC develops, reviews and updates the list of frequently asked questions for displaying on SUC website.

K. NOTICE BOARDS

The RSAC displays information about the RSAC's activities, any important updates, information related to workshops conducted by the RSAC, etc. on the notice board space allocated to them.

L. SUBMISSION TO CHEDS

The RSAC supports the Institutional Research Office in providing Information related to Research and publications done by faculty members for further submission to CHEDS.

M. IE TOOLS

The RSAC is responsible for submission of following IE Reports to IRQAOA department as per the IE calendar provided at the start of the Academic Year:

1. Functioning and members of RSAC
2. Case Study Centre RSAC
3. Project Cell RSAC
4. Knowledge Updates RSAC

N. BUDGET

The RSAC submits a proposed budget for various Research and development activities for the forthcoming academic year to Finance department. Funds are generally allocated to each Faculty member based on their rank and eligibility for Research publications and conference participation. Finance department presents the budget to VC for review. VC presents the budget to BOT

for approval, upon approval the budget will be disseminated to respective department to allocate budget for various activities to accomplish the institutional goals.

MOE STANDARD	POLICY	REMARKS	Updating remarks
MOE STANDARD 1. MISSION, ORGANIZATION AND GOVERNANCE	Specific plans for Research and Scholarly Activity	To be developed and submitted by Research Committee Chair	Plans available in policy manual (Table 1 - RSAC'S KPIS on page 7&8)
MOE STANDARD 4. RESEARCH AND SCHOLARLY ACTIVITIE	4. a RESEARCH SUPPORT	To be developed and submitted by Head-Research and Innovation	Research support policies available in policy manual in details in 'RSAC specific policies' section on page 8-16



	4. b ETHICAL RESEARCH POLICY	Available in the Research Policy manual / Institutional Policy manual	Available in policy manual in 'Ethical Issues Policy' section on page 22 & 23
	4. c. Student Involvement in Research	To be developed and submitted by Head-Research and Innovation in coordination with TEC chair and Deans	
	4. d. Commercialization of Research Output.	To be developed and submitted by Head-Research and Innovation	



MOE STANDARD 5. FACULTY AND PROFESSIONAL STAFF

5. a. FACULTY AND PROFESSIONAL STAFF ROLE

Policy number	HUMR_POLICY_02
Policy name	FACULTY AND PROFESSIONAL STAFF ROLE
Policy version	Version 2
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	15 April 2020
Verified by	DYASS & REGISTRAR

A. ACADEMIC RIGHTS & RESPONSIBILITIES

Duties and responsibilities of a Faculty Member as listed in Job description includes teaching, teaching pedagogy, scholarly work, and services. Such responsibilities are assigned keeping in view the position and expertise of the Faculty Member. It is required of all Faculty Members to perform these duties professionally and ethically failing which will be treated as breach of contract and necessary disciplinary action will be initiated.

Faculty Members are expected to devote their energies in developing and improving their scholarly competence. All Faculty Members must accept the obligations to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and practice intellectual honesty. Faculty members are required to fulfill all their Duty(ies) or activity(ies) within their Scope of Employment, or any employers assigned tasks. Such a duty or activity is under the control, direction, specific authorization or supervision of the employer.

B. FACULTY RIGHTS

i. **NON DISCRIMINATORY APPROACH**

SUC strives to create a work environment free from discrimination and harassment. Employees of SUC shall not discriminate against other because of race, color, religion, nationality, age, non-disqualifying handicapped conditions, ethnic group or gender in any of its programs, activities, contracts, human resources administration practices or any other action it undertakes. SUC is obligated to maintain and implement best practices, processes and circumstances that afford equal opportunity to all individuals. All employment policies, systems and processes are designed to ensure that all employees are treated fairly and in compliance with Sharjah and UAE laws.

ii. **PURPOSE**

SUC is committed to providing equal employment opportunity to all persons regardless of race, color, religion, sex, age, national origin or disability and prohibits discrimination on these or another basis prohibited by law.

iii. **PROCEDURE**

Employees subjected to prohibited discrimination or harassment should immediately report the incident to the HRD in writing about the incident for investigation

The Head HRD will immediately investigate the complaint and handle it as confidentially as possible consistent with the policy & procedures of investigation and resolution. Any proof discrimination will be addressed impartially and necessary corrective action is initiated.



SUC prohibits any form of retaliation against the employee filing a complaint of discrimination or harassment. The Head HRD shall ensure full compliance during and following the investigative process. If it is found that retaliation has occurred, appropriate punitive action will be taken.

C. ACADEMIC FREEDOM

Academic freedom is the freedom to teach and conduct research in an academic environment. Academic freedom is fundamental to the mandate of universities to pursue truth, educate students and disseminate knowledge and understanding.

In teaching, academic freedom is fundamental to the protection of the rights of the teacher to teach and of the student to learn. In research and scholarship, it is critical to advancing knowledge. Academic freedom includes the right to freely communicate knowledge and the results of research and scholarship.

- a. Faculty must be committed to the highest ethical standards in their teaching and research. They must be free to examine data, question assumptions and be guided by evidence.
- b. Faculty have an equal responsibility to submit their knowledge and claims to rigorous and public review by peers who are experts in the subject matter under consideration and to ground their arguments in the best available evidence.
- c. Faculty members and university leaders have an obligation to ensure that students' human rights are respected and that they are encouraged to pursue their education according to the principles of academic freedom.
- d. Faculty also share with university leadership the responsibility of ensuring that pressures from funding and other types of partnerships do not unduly influence the intellectual work of the university.

D. GENERAL RESPONSIBILITIES

i. ACADEMIC RESPONSIBILITIES TOWARDS STUDENTS

a. General academic responsibilities:

1. To encourage students' free and fair pursuit of learning
2. To strive for the best scholarly standards of the discipline
3. To demonstrate respect for the student as an individual
4. To play the role of effective guide and advisor
5. To make every reasonable effort to foster honest academic conduct and assure that the evaluation of students reflects their true merit
6. To respect students' privacy
7. Faculty Members must foster scholarly values in students, including academic honesty, the free spirit of learning and exercise of academic freedom.
8. Faculty Members must act professionally in the classroom and in other academic relationships with the student, industry, academic institutions and other stake holders.
9. Faculty Members must exercise critical self-discipline and judgment in using, extending and transmitting knowledge.
10. Faculty Members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching inappropriate matter or matter that has no relation to their subject.
11. Faculty Members must maintain respect for the student's role as a learner.
12. Faculty Members must evaluate students on the merit of their academic performance.
13. Faculty Members must be available at reasonable intervals to students for consultation on course work.



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14. Faculty Members must recognize and duly acknowledge the substantive contribution of the students to their scholarship and research.
15. Faculty Members must not engage in any exploitation, harassment or prohibited discriminatory treatment of any Members of students & SUC community.
16. Faculty Members must not accept from students any gifts or advantages for in return for discharging his/her responsibilities. No employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment, or any other thing of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his/her job. The same will be treated as Breach of contract which will lead to immediate termination with forfeiting of all benefits accrued till then.
17. Faculty members are not allowed to involve in any sort of fund raising activity for any cause without prior permission from the Vice Chancellor. If any such incident, it will be considered as a Breach of Contract and will lead to immediate termination with forfeiting of all benefits accrued till then

b. Responsibilities related to Academic Integrity and Plagiarism policy

1. The faculty members need to orient the students about SUC Academic Integrity and Plagiarism policy at the beginning of every semester
2. Provide necessary clarification when students approach them with regards to issues related to plagiarism
3. Faculty members should evaluate the academic work submitted by the students and penalize for any unacceptable amount of plagiarism found in the work submitted by the students as per the Academic Integrity and Plagiarism policy
4. Other academic offenses such as presenting false credentials, cheating, facilitating academic dishonesty, collusion, fabrication of data, deception and sabotage should be immediately reported to the concerned authorities and appropriate actions to be taken based on the severity of offense as per the Academic Integrity and Plagiarism policy
Please refer Academic Integrity and Plagiarism policy for more details

ii. FACULTY RESPONSIBILITIES TOWARDS SUC

a. PROFESSIONAL CONDUCT

To ensure professional work environment at SUC, Faculty Members must subscribe to high standards of professional conduct. Membership in the academic community imposes upon the students, Faculty Members and administrators an obligation to respect the dignity of others, to acknowledge their right to express differing opinion and to foster and defend intellectual honesty, freedom of enquiry and instruction, and free expression.

Faculty Member must comply with the standards and principles of conduct set forth in this Policy & Procedure Manual. Faculty Member will be informed promptly by Dean in written of any allegation of unprofessional conduct made against him/her. Complaints of unprofessional conduct, professional dishonesty, lack of professional integrity, professional unethical behavior will be investigated and appropriate action taken.

1. Faculty Members must respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, Faculty Members must show due respect for the opinion of others.
2. Faculty Members must acknowledge the academic contributions of others, strive to be objective in their professional judgment of colleagues and accept their responsibilities for contributing towards the governance of the institution.
3. The Faculty member shall at all-time faithfully serves Skyline University College and uses his utmost endeavors to promote its interests. He shall not directly enter or engage



in any other employment service, business or speculation, whatsoever which is in direct competition to the affairs of SUC.

4. Faculty are engaged in reviewing the programs and work towards development of contents of the curriculum and also participate in developing new curriculum for proposed programs and courses.
5. The faculty members apart from their teaching theoretical aspects of the course are also required to supervise and guide the instructor and students for lab works.
6. Faculty members shall participate in search and recruitment of faculty members appropriate to area of specialization. They are expected to be a part of screening committee, interviewing committee and evaluation of peers
7. Non-residential faculty is also required to perform all the roles and responsibilities of full time faculty with respect to their area of specialization
8. All faculty members are expected to be a part of IE committee and contribute to streamlining the operations and improve the effectiveness of academic planning and delivery
9. The Faculty member agrees to obey promptly all directions and lawful orders given by the Vice Chancellor or his nominee.
10. The Faculty member shall not at any time whether during or after the termination of the agreement impart or disclose any information as to the business or affairs of SUC to anyone other than as directed by or with the consent of the Vice Chancellor or his nominee in so far as may be required by a court of competent jurisdiction. The Faculty member shall uphold the interest of SUC to the best of ability and shall do nothing to prejudice them at any time whether during or termination of agreement.
11. In case of termination of his services, the Faculty member will not take up any employment or start any business, which would directly or indirectly affect the business of SUC for a minimum period of one year.
12. The Faculty Member's job profile includes additional administrative duties, maintaining students, academic and other records physically and in system, allocate time for solving student problems related to the subject, invigilation duties, as well as advising services to the allocated students. In addition to the allocated teaching hours Faculty is required to carry all other administrative task allocated.
13. The Faculty Member are required to follow the established Faculty Evaluation System of the SUC, Meeting the deadlines based on the Academic Calendars, submission of course files and course teaching allocated on each semesters.
14. To maintain regular communication with the Group Leader, Dean and Vice Chancellor of SUC.
15. To be familiar with the SUC Policies and Procedures and abide by them at all times.
16. To have an understanding that SUC provides Academic Calendar, and reserves the right to postpone, amend, or cancel classes if the minimum class size policy is not met by giving an appropriate notification in advance. In this case the allocated courses will be changed on prior notice.
17. All copyrights and/or design rights in any work created in the course of or under this agreement shall belong to SUC.
18. The Faculty Member agrees to obey promptly all directions and lawful orders as per SUC Policy & Procedures.
19. Faculty members are discouraged to defame colleagues or involve in any act of disparaging SUC.
20. Faculty members are required to participate in activities in promoting SUC which includes plan and conduct of Seminars and workshops and participates in exhibitions as assigned by the Vice Chancellor from time to time.



E. PRESENCE & ABSENCE AT WORK PLACE

Except for the approved leave, absence due to official assignments outside SUC or other official exemptions, Faculty members are expected to participate in the administrative work of SUC throughout the Academic Year. All the employees are expected to follow the official timings. If the same is not done without prior permission the absence is considered as leave and is subject to deduction from the balance annual leaves of the employee.

All Faculty Members are required to be available on campus during the official working hours of SUC all year around. Faculty members may take leave of absence for professional development with written authorization from Vice Chancellor or in case of emergency, but must inform Vice Chancellor and Human Resources Department. Absence or non-adherence to office hours will be subjected to disciplinary action.

F. NON DISCRIMINATORY APPROACH

SUC strives to create a work environment free from discrimination and harassment. Employees of SUC shall not discriminate against other because of race, color, religion, nationality, age, non-disqualifying handicapped conditions, ethnic group or gender in any of its programs, activities, contracts, human resources administration practices or any other action it undertakes. SUC is obligated to maintain and implement best practices, processes and circumstances that afford equal opportunity to all individuals. All employment policies, systems and processes are designed to ensure that all employees are treated fairly and in compliance with Sharjah and UAE laws.

i. Purpose

SUC is committed to providing equal employment opportunity to all persons regardless of race, color, religion, sex, age, national origin or disability and prohibits discrimination on these or another basis prohibited by law.

ii. Procedure

Employees subjected to prohibited discrimination or harassment should immediately report the incident to the HRD in writing about the incident for investigation

The Head HRD will immediately investigate the complaint and handle it as confidentially as possible consistent with the policy & procedures of investigation and resolution. Any proof discrimination will be addressed impartially and necessary corrective action is initiated.

SUC prohibits any form of retaliation against the employee filing a complaint of discrimination or harassment. The Head HRD shall ensure full compliance during and following the investigative process. If it is found that retaliation has occurred, appropriate punitive action will be taken.

G. PROFESSIONAL ETHICS & RESPONSIBILITIES

SUC recognizes and supports the principle that Faculty Members who speak or write as private citizens must be free from institutional censorship or discipline. It must however be understood that a Faculty Member's special place in the community imposes particular obligations and serious responsibilities in conducting of behavior and activities in the best interest of the profession and SUC. These issues are addressed in SUC's policy on freedom of expression, ethics and responsibilities and honesty and integrity in discharging day -to- day administrative functions.

Institutions of higher education exist for the common good. The common good at SUC depends upon an uninhibited search for truth and its open expression.

Therefore, Faculty Members are free to pursue scholarly inquiry without undue restriction and voice and publish individual conclusions concerning the significance of evidence that they consider relevant keeping in mind the moralities and sensibilities of the host culture.



For Faculty Members the notion of academic freedom is linked to the equally demanding concept of academic ethics and responsibilities. As a Faculty Member, a person inherits certain ethical obligations and responsibilities to students, to the fellow Faculty Members, to SUC, to the profession and to the society at large. Some of these are listed below:

- i. Academic integrity is the essence of intellectual life. SUC promotes highest standards of honesty in teaching and research as Members of a community committed to advancement of knowledge.
- ii. Faculty Members of the academic community are expected to conduct themselves with integrity as a matter of principle. All scholars and researchers at SUC are responsible for upholding the following principles:
 - a. Faculty Members must make every reasonable effort to foster honest academic conduct as elucidated in the SUC regulations on academic conduct.
 - b. Faculty Members must use scholarly rigor and integrity in obtaining, recording and analyzing data, as well as in reporting and publishing results.
 - c. Faculty Members must obtain permission for use of unpublished material and use digital and archival material in according to the rules of the source.
 - d. Faculty Members must use funds designated for research purposes in prescribed manner.
 - e. Faculty Members must reveal to the SUC, sponsors, journals or funding agencies any potential or actual conflict of interest – financial or otherwise that might influence their decisions while reviewing manuscripts, conducting research or seeking permission for undertaking work supported, assisted or supported by outside sources.
 - f. Each Full-time Faculty Member owes primary professional responsibility to the SUC and must avoid outside obligations, financial interests, gifts or employment that can affect the objectivity of their decisions as a Member of the SUC community.
 - g. Faculty Members must recognize that their primary responsibilities are to the SUC when they determine the amount
 - h. (if any) and character of work done outside the SUC. Such outside work must be consistent with SUC regulations. When Faculty Members follow subsidiary interest, these must never compromise their freedom to draw intellectually honest conclusion.
 - i. The fundamental responsibilities of Faculty Members as scholars include maintenance of competence in one's field of specialization and exhibition of such professional competence in classrooms, library and in public arenas of such activities as discussions, lectures, consulting, publications or participation in professional organizations and meetings.
 - j. Faculty Member's ethical obligations and responsibilities to the public:
The demonstration of professional integrity by Faculty Members includes recognition that the societies at large judge the profession and the SUC by one's statements and behavior therefore they have to maintain professional integrity and demonstrate good code of conduct.
 - k. Faculty Members must strive to be accurate, exercise appropriate restraint, be willing to listen and show respect to Members of the society at large expressing different opinions, and make every effort to indicate that they are speaking or acting on behalf of the SUC when speaking or acting as private persons.

H. FREEDOM OF EXPRESSION

Institutions of higher education exist for the common good. The common good depends upon an uninhibited search for truth and its open expression. Therefore, it is essential that like Faculty Members are free to pursue scholarly inquiry without undue restriction and voice individual conclusions concerning issues that they consider relevant.



Within the boundaries of professional behavior, each Faculty Member is entitled full freedom to express disagreement with other Members of SUC community. Although Faculty Members must observe the regulations of SUC, they maintain the right to criticize and seek revision. Faculty Members are also citizens or residents of a nation or community and should be free from institutional censorship when speaking, writing or acting outside SUC. However it is important that Faculty Members take cognizance of the moralities and sensibilities of the host culture. At no time defaming of institution is acceptable and if for any reason SUC name is scrutinized the Faculty Members contract will be subjected to immediate termination.

I. OUTSIDE EMPLOYMENT

A Faculty Member at any point of time during the contract period with SUC is not eligible for any part time or full time job outside SUC. He may be employed at any other institution or in industry off campus only with the prior written authorization from the Vice Chancellor.

J. PROHIBITION OF HARASSMENT

Harassment in any form be it gender, race, color, religion, age, nationality, disability or any other factor prohibited by law is strictly prohibited at SUC both at the work place and off the premises, including social activities conducted or sponsored by SUC.

i. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submissions to such conduct is either explicitly or implicitly a term or condition of an individual's employment, submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment can occur between individuals of opposite sex or the same sex. Sexual harassment may include, but is not limited to intentional physical conduct that is sexual in nature, such as touching, pinching, patting, sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, repeated unwelcome requests for romantic relationship and displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic. Basing an employment decision or implying that it will be based on an employee's submission to or rejection of sexual overtures is prohibited.

ii. General Persecution

General Persecution is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of gender, race, color, religion, age, national origin, disability or any basis prohibited by law, when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, creating an intimidating, hostile or offensive work environment or otherwise adversely affecting an individual's employment opportunities. Harassment may include but is not limited to verbal abuse, ridicule including slurs, epithets and stereotyping, offensive jokes and comments, threatening, intimidating or hostile acts and displaying or distributing offensive materials, writings, graffiti or pictures.

iii. Procedure

When any employee believes that he/she has been subjected to prohibited harassment or has questions concerning the policy, he/she must notify the Head HRD immediately.

Employees are encouraged to report potential harassment before it becomes severe or pervasive. Reports will be investigated impartially and appropriate corrective action if any will



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be taken including discipline for inappropriate conduct. Complaints will be handled confidentially, except as may be necessary for investigation and resolution. This policy prohibits retaliation, harassment or other adverse action because of making a complaint, assisting in an investigation, opposing harassment or otherwise exercising rights protected by law.

K. CONFIDENTIAL INFORMATION

Unauthorized dissemination of information is considered to be both harmful to individuals as well as to SUC.

i. Employment Information

The details of an employee's terms of employment and compensation should be treated as confidential matters and not disclosed to other employees, students, their spouses or parents, except deemed necessary.

ii. Employer Information

Faculty members may, by virtue of their employment with SUC, obtain access to sensitive, confidential, restricted and proprietary information about SUC, including but not limited to financial records, customer/student records and files, referral or mailing lists, credit card numbers, and similar documents. Such confidential information shall be used solely by Faculty members in the performance of their job duties for SUC. Faculty members shall not, without the prior written consent of SUC, use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of SUC and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate termination, prosecution, or other available action.

Upon termination of employment, employees must return any and all confidential information, including all copies of such documents prepared or produced in connection with their employment at SUC pertaining to SUC's business or the employee's services for SUC, whether made or compiled by the employee or furnished to the employee in connection with such services to SUC.

All information that:

- a. Is or has been acquired by the employee during, or in the course of your employment, or has otherwise been acquired by the employee in confidence,
- b. Relates particularly with SUC business or that of the other person with whom employee have dealing of any sort.
- c. Has not been made public shall be confidential, and employee shall not at any time, whether during the course of work or after separation with SUC, disclose such information to any person without written consent of concern authority.

L. ACADEMIC SUPPORT STAFF RESPONSIBILITIES

Duties of Staff Members consist of responsibilities assigned by the Vice Chancellor and/or appropriate administrative authority, such as Head HR, Heads of Departments, DYASS etc. as prescribed in the Job Description. Normally, duties and responsibilities will be related to the administrative area and Department where the Staff Member is assigned to work.

i. RESPONSIBILITIES AS STAFF:

- a. The Staff member shall at all-time faithfully serves Skyline University College and uses his utmost endeavors to promote its interests. He shall not directly enter or engage in any other



employment service, business or speculation, whatsoever which is in direct competition to the affairs of SUC.

- b. The Staff member agrees to obey promptly all directions and lawful orders given to an individual as per the organization schedule and activities.
- c. The Staff member shall not at any time whether during or after the termination of the contract impart or disclose any information as to the business or affairs of SUC to anyone other than as directed by or with the consent of the Dean or his nominee in so far as may be required by a court of competent jurisdiction. The Staff Member shall uphold the interest of SUC to the best of his ability and shall do nothing to prejudice them at any time whether during or termination of contract.
- d. In case of termination or resignation before her contract period of her services, The Staff member will not take up any employment with a competitor or start any business, which would directly or indirectly affect the business of SUC for a minimum period of one year.
- e. In case of Staff member is joining competitor after completion of her contract period, she needs to give non-disclosure undertaking to SUC before the release is given to the employee.
- f. To be familiar with the SUC Policies and Procedures and abide by them at all times.
- g. All copyrights and/or design rights in any work created in the course of or under this contract shall belong to SUC.
- h. The Staff member agrees to obey promptly all directions and lawful orders as per SUC Policy & Procedures.

Staff Members are expected to devote their energies in developing and improving their administrative competence. All staff members must accept the obligations to exercise critical self-discipline and judgment in using, extending, and transmitting information and practice intellectual honesty.

As administrators, Academic Support Staff Members are responsible for the following:

- a. To facilitate student's pursuit of learning
- b. To strive for best standards of the student services
- c. To demonstrate respect for the student as an individual
- d. To adhere to the proper role of guide and advisor
- e. To respect students' privacy
- f. To notify promptly to the HRD or Head of Department or Vice Chancellor whenever emergencies such as illness or accident prevent maintaining official work schedule.
- g. To be committed in discharging their duties primarily on campus of SUC and other sites when required by SUC
- h. To facilitate students' orientation as and when required.
- i. To project positive image of SUC to community and stakeholders

ii. **STAFF MEMBER RESPONSIBILITIES TOWARDS SUC**

a. **PROFESSIONAL CONDUCT**

To ensure a professional and idealistic work environment, all Staff Members must adhere to high standards of conduct, such as honesty, integrity and ethical behavior. The Staff Members and administrators have an obligation to respect the dignity of others, free expression of differing opinions and to inculcate and defend intellectual honesty, freedom of enquiry and instruction. Staff Members must comply with the standards and principles of conduct set forth in this Handbook. Complaint of unprofessional conduct is subject to investigation. The Staff Member will be informed promptly by Head HR of any allegation of unprofessional conduct carried out with a verbal warning to avoid any such incidence in future.



b. PRESENCE AT WORK PLACE & ABSENCE

Except for approved leave, absence due to official assignments outside SUC or other official exemptions, Staff Members are expected to participate in the administrative work of SUC throughout the Academic Year. All the employees are expected to follow the official timings and automated attendance system. If the same is not done without prior permission the absence is considered as leave and is subject to deduction from the balance annual leaves of the employee.

All Staff Members are required to be available on campus during official working hours of SUC all year around. Staff Members may take leave of absence for professional development with written authorization from Head of Departments or in an emergency, but must inform their Head of Department and Human Resources Department or Vice Chancellor. Absence or non-adherence to office hours will be subjected to disciplinary action.

c. NON DISCRIMINATORY APPROACH

SUC strives to create a work environment free from discrimination and harassment. Employees of SUC shall not discriminate against other because of race, color, religion, nationality, age, non-disqualifying handicapped conditions, ethnic group or gender in any of its programs, activities, contracts, human resources administration practices or any other action it undertakes. SUC is obligated to maintain and implement best practices, processes and circumstances that afford equal opportunity to all individuals. All employment policies, systems and processes are designed to ensure that all employees are treated fairly and in compliance with Sharjah and UAE laws.

PURPOSE

SUC is committed to providing equal employment opportunity to all persons regardless of race, color, religion, sex, age, national origin or disability and prohibits discrimination on these or another basis prohibited by law.

PROCEDURE

Employees subjected to prohibited discrimination or harassment should immediately report the incident to the HOD. The HOD in turn must immediately inform the Human Resource Department in writing about the incident for investigation. If one of the parties involved in discrimination is HOD, the incidence may be reported in writing to Head HR or DYASS.

The Head HR or DYASS will immediately investigate the complaint and handle it as confidentially as possible consistent with the policy & procedures of investigation and resolution. Any proof discrimination will be addressed impartially and necessary corrective action is initiated.

SUC prohibits any form of retaliation against the employee filing a complaint of discrimination or harassment. The Head HR shall ensure full compliance during and following the investigative process. If it is found that retaliation has occurred, appropriate punitive action will be taken.

d. PROFESSIONAL ETHICS

SUC recognizes and supports the principle that Staff Members who speak or write as private citizens must be free from institutional censorship or discipline. It must however be understood that a Staff Member's special place in the community imposes particular obligations and serious responsibilities in conducting of behavior and activities in the best interest of the profession and SUC. These issues are addressed in SUC's policy on freedom of expression, ethics and responsibilities and honesty and integrity in discharging day - to - day administrative functions.



e. **FREEDOM OF EXPRESSION**

Institutions of higher education exist for the common good. The common good depends upon an uninhibited search for truth and its open expression. Therefore, it is essential that like Staff Members are free to pursue scholarly inquiry without undue restriction and voice individual conclusions concerning issues that they consider relevant.

Within the boundaries of professional behavior, each Staff Member is entitled full freedom to express disagreement with other Members of SUC community. Although Staff Members must observe the regulations of SUC, they maintain the right to criticize and seek revision. Staff Members are also citizens or residents of a nation or community and should be free from institutional censorship when speaking, writing or acting outside SUC. However, it is important that Staff Members take cognizance of the moralities and sensibilities of the host culture. At no time defaming of institution is acceptable and if for any reason SUC name is scrutinized the Staff Members contract will be subjected to immediate termination.

f. **ETHICS & RESPONSIBILITIES**

For Staff Members the notion of freedom of expression is linked to the equally demanding concept of ethics and responsibilities. As a Staff Member, a person inherits certain ethical obligations and responsibilities to students, to the fellow Members, to SUC, to the profession and to the society at large. Some of these are listed below:

a. **Staff Member's ethical obligations and responsibilities to students' of SUC.**

- 1 Staff Members must seek to induce high moral values in students, including honesty, integrity and inculcate the free spirit of learning.
- 2 Staff Members must act professionally in their relationships with the student.
- 3 Staff Members must exercise critical self-discipline and judgment in using, extending and transmitting information.
- 4 Staff Members must not engage in any exploitation, harassment or prohibited discriminatory treatment of students.
- 5 Staff Members must not accept from students any gifts or advantages for in return for discharging his/her responsibilities. No employee shall solicit or accept for personal use, or for the use of others, any gift, favor, loan, gratuity, reward, promise of future employment, or any other thing of monetary value that might influence or appear to influence the judgment or conduct of the employee in the performance of his/her job. VC can exempt an employee from the restrictions in this paragraph for a specified gift or favor. The exemption must be in writing and include sufficient justification.

b. **Staff Member's ethical obligations and responsibilities to other Members of SUC's community.**

- 1 Staff Members must not engage in any exploitation, harassment or prohibited discriminatory treatment of any Members of SUC community
- 2 Staff Members must respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, Staff Members must show due respect for the opinion of others
- 3 Staff Members must acknowledge the contributions of others, strive to be objective in their professional judgment of colleagues and accept their responsibilities for contributing towards the governance of the institution.



c. Staff Member's ethical obligations and responsibilities to SUC as an institution.

- 1 Staff Members must recognize that their primary responsibilities are to SUC and therefore are prohibited to work (even for free) during the official working hours of SUC. Official approval from Dean or his nominee is required for engaging in any work outside SUC. Such outside work must be consistent with SUC regulations.
- 2 Staff Members must not reveal any information or data he/she might know as part of the job.
- 3 Staff Members must not falsify, change - records, certifications, signatures which they may be privy to.
- 4 Staff Members are prohibited to keep (take custody of) records of SUC for personal use.
- 5 When considering termination of service, Staff Members must consider the impact of their decision on SUC and must give at least 16 week notice in advance of their intention.

d. Staff Member's ethical obligations and responsibilities to the public.

The demonstration of professional integrity by Staff Members includes recognition that the societies at large judge the profession and SUC by one's statements and behavior. Hence the fundamental responsibilities of Staff Members as administrators include maintenance of professional competence in day-to-day administration of SUC and when participation in professional organizations and meetings. Staff Members must strive to be accurate, exercise appropriate restraint, be willing to listen and show respect to Members of the society at large expressing different opinions, and make every effort to indicate that they are not speaking or acting on behalf of SUC when speaking or acting as private persons.

g. OUTSIDE EMPLOYMENT

A Staff Member at any point of time during the contract period with SUC is not eligible for any part time or full time job outside SUC. He may be employed at any other institution or in industry off campus only with the prior written authorization from the DYASS and the Vice Chancellor.

h. PROHIBITION OF HARASSMENT

Harassment in any form be it gender, race, color, religion, age, nationality, disability or any other factor prohibited by law is strictly prohibited at SUC both at the work place and off the premises, including social activities conducted or sponsored by SUC.

1. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when submissions to such conduct is either explicitly or implicitly a term or condition of an individual's employment, submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment can occur between individuals of opposite sex or the same sex. Sexual harassment may include, but is not limited to intentional physical conduct that is sexual in nature, such as touching, pinching, patting, sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, repeated unwelcome requests for romantic relationship and displaying pictures, posters,



calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic. Basing an employment decision or implying that it will be based on an employee's submission to or rejection of sexual overtures is prohibited.

2. General Persecution

General Persecution is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of gender, race, color, religion, age, national origin, disability or any basis prohibited by law, when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, creating an intimidating, hostile or offensive work environment or otherwise adversely affecting an individual's employment opportunities.

Harassment may include but is not limited to verbal abuse, ridicule including slurs, epithets and stereotyping, offensive jokes and comments, threatening, intimidating or hostile acts and displaying or distributing offensive materials, writings, graffiti or pictures.

Procedure

When any employee believes that he/she has been subjected to prohibited harassment or has questions concerning the policy, he/she must notify the Head HR immediately.

Employees are encouraged to report potential harassment before it becomes severe or pervasive. Reports will be investigated impartially and appropriate corrective action if any will be taken including discipline for inappropriate conduct. Complaints will be handled confidentially, except as may be necessary for investigation and resolution. This policy prohibits retaliation, harassment or other adverse action because of making a complaint, assisting in an investigation, opposing harassment or otherwise exercising rights protected by law.

i. CONFLICT OF INTEREST

Each full-time Staff Member owes primary professional responsibility to SUC and must avoid outside obligations, financial interests or employment that can affect the objectivity of their decisions as a Member of SUC's community.

Staff members must disclose actual or potential conflicts to their supervisor as soon as they become aware of them. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline, up to and including termination of employment.

Staff members must not engage in any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties. Examples of matters and relationships that could create a conflict of interest or a potential conflict, include, but are not limited to, when an employee or a Member of the employee's immediate family:

- 1 Accept or solicits a gift, favor, or service from an individual, business, or other party involved, or potentially involved, in a contract or transaction with SUC.
- 2 Accept, agree to accept, or solicits money or other tangible or intangible benefit in exchange for the exercise of official powers or the performance of official responsibilities
- 3 Accept employment or compensation or engage in any business or professional activity that might require disclosure of the information to SUC.



- 4 Accepts other employment or compensation that could reasonably be expected to impair the individual's independence of judgment in the performance of official duties.
- 5 Makes personal investments that are contrary to SUC interests

j. **CONFIDENTIAL INFORMATION**

Unauthorized dissemination of information is viewed to be both harmful to individuals as well as to SUC.

- a. **Employment Information** -The details of an employee's terms of employment and compensation should be treated as confidential matters and not disclosed to other employees, students, their spouses or parents, except as necessary.
- b. **Employer Information** - Employees may, by virtue of their employment with SUC, obtain access to sensitive, confidential, restricted and proprietary information about SUC, including but not limited to financial records, customer/student records and files, referral or mailing lists, credit card numbers, and similar documents. Such confidential information shall be used solely by employees in the performance of their job duties for SUC. Employees shall not, without the prior written consent of SUC, use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of SUC and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate termination, prosecution, or other available action.

Upon termination of employment, employees must return any and all confidential information, including all copies of such documents prepared or produced in connection with their employment at SUC pertaining to SUC's business or the employee's services for SUC, whether made or compiled by the employee or furnished to the employee in connection with such services to SUC.

All information that:

1. Is or has been acquired by the employee during, or in the course of your employment, or has otherwise been acquired by the employee in confidence,
2. Relates particularly with SUC business or that of the other person with whom employee have dealing of any sort.
3. Has not been made public shall be confidential, and employee shall not at any time, whether during the course of work or after separation with SUC, disclose such information to any person without written consent of concern authority.



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5. b EMPLOYMENT POLICY

Policy number	HUMR_POLICY_03
Policy name	EMPLOYMENT POLICY
Policy version	Version 3
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	26 December 2021
Verified by	DYASS

HRD is committed to employing the best qualified candidates while engaging in recruitment and selection practices that comply with all applicable employment laws. It is the policy of HRD to provide equal employment opportunity to all applicants and employees without discrimination to meet the objective. The recruitment process will include all levels.

A full time Staff/Faculty is the one who has approved/ recruited having professional or specialized degree to work on permanent basis as the defined work timing and procedures, performs services and receives a salaries for his/her work from SUC.

A part time Staff/Faculty: an individual having professional or specialized degree, employed on a temporary or part-time basis, to provide related services like teaching or other Administrative or technical works. Part timer will appointed for a specific period of time. Such appointment has no significance for the achieving or holding of tenure.

A. SEARCH & APPOINTMENT

i. AAC:

The members of the Academic Affairs Council are appointed by virtue of their position in the organization. These profiles are nominated based in their dedication, motivation and holds administrative positions as per the organizations chart and are responsible for the day to day operations of SUC. The AAC members are appointed, removed, renewed or terminated by Vice Chancellor. AAC constitutes of Vice Chancellor, Dean (School of Business and Information Technology), Dean – Student Affairs, Director - Institutional Research, Quality Assurance, Outreach and Accreditation, Director - Marketing and Communication, Deputy Director – Academic Support Services/University Registrar, Deputy Director– Government and Public Relations. If the apt individual is not available inside the organization, in that case recruitment is recommended.

The Academic Affairs Council (AAC) is formed in order to achieve smooth functioning of the institution. This council is responsible for managing the various academic and academic support operations of the University.

The AAC is the operational body which executes all the Academic and Academic Support Service activities of the organization within the framework of policies and procedures laid down by the institution under the guidance of the (Chair) Vice Chancellor. The AAC reports at regular interval the functioning of their respective units to the (Chair) Vice Chancellor and (Vice Chair) DSA. This process becomes an important source of feedback about the operations of the institution.



All operational decisions are taken at this level by the Vice Chancellor along with the members which will be implemented during the course of Academic Year. Any strategic issues brought about in this forum will be referred to the VC for guidance and decisions.

ii. Academics:

Vice Chancellor, DSA, Dean (School of Business and School of IT), Associate Deans, DYASS/Registrar along with HRD in coordination with other committees engages in Strategic Planning for Faculty positions which arise due to Resignation/Termination/ New Hiring requirements. To have an effective recruitment policy and procedure, HRD Team is involved in effective sourcing and shortlisting of candidates. The Faculty Search Committee (FSC) is in place comprising of Vice Chancellor, DSA, Dean (School of Business and School of IT), DYASS/Registrar, Associate Deans and Head HRD, who will interview and hire the faculty along with a subject expert.

B. GUIDELINES FOR SEARCH & APPOINTMENTS

i. UNDERGRADUATE LEVEL (School of Business & School of IT)

SUC maintains a ratio of 75:25 Full Time Faculty Members to Adjunct Faculty Members along with 30:1 Student to Faculty ratio at all levels of Academic programs offered of SUC. Refer to the below Table I for Rank distribution percentage for Full Time Faculty Members- Undergraduate Level (School of Business & School of IT) followed by SUC.

Table I	
Grade	% of Full-time Faculty Members
Professor	15%
Associate Professor	30%
Assistant Professor	30%
Lecturer	15%
Sr. Instructor	5%
Instructor	5%

i. GRADUATE LEVEL (School of Business)

SUC maintains a ratio of 75:25 Full Time Faculty Members to Adjunct Faculty Members along with 30:1 Student to Faculty ratio at all levels of Academic programs offered of SUC. Refer to the below Table I for Rank distribution percentage for Full Time Faculty Members- GRADUATE LEVEL (SCHOOL OF BUSINESS) followed by SUC.

Table I	
Grade	% of Full-time Faculty Members
Professor	30%
Associate Professor	70%



a. ELIGIBILITY CRITERIA

As per Policy, Faculty members teaching in 100-200 level Undergraduate Program should hold the rank of Lecturer and above with teaching experience as given in the below mentioned table. To successfully continue teaching at Graduate Level (School of Business), required research and scholarly activities have to be maintained as per the below table II during SUC contract period.

Table I- AAC Faculty Eligibility Criteria			
Grade / Level	Academic Experience	Research and Publication	Administrative Experience
Vice Chancellor	15 years	15 (4_publications in A and B category in last 4 years)	10 years
Dean (Student Affairs)	10 years	10 (3 publications in B category in last 4 years)	7 years
Dean (School of Business)	10 years	10 (3 publication in B category in last 4 years)	7 years
Dean (School of IT)	10 years	10 (3 publication in B category in last 4 years)	7 years
Director-IRQAOA	10 years	10 (3 publication in B category in last 4 years)	7 years
Table II- A. Faculty Eligibility Criteria (Recommended)			
Grade / Level	Academic Experience	Research and Publication	Post PhD Experience
Professor	10 years	15 (4publications in A and B category in last 4 years)	7 years as Associate Professor
Associate Professor	7 years	10 (3 publication in B category in last 4 years)	5 years as Assistant Professor
Assistant Professor	5 years	7 (3 publication in B & C category in last 4 years)	5 years as Lecturer
Lecturer	3 years	1 (1 publication in B & C category in last 4 years)	1 year as Lecturer
Sr. Instructor	3 years	NA	NA
Instructor	1 year	NA	NA
LAB Instructor	Bachelors or Diploma Degree	A Diploma with at least 3 years of relevant experience or a Bachelor with 2 years of relevant experience. Progressive hands-on experience in	



		hardware and software support will be relevant.	
Visiting Faculty	Will be recruited as per the above mentioned criteria for a period of one year and will be given accommodation and visa facility. Taking on consideration to be from top 400 Universities. SUC will take care of some required formalities related to visa, ticket accommodation etc. as per the policy if required		
Table II- B. Administrative Faculty Eligibility Criteria			
Faculty with Administrative responsibilities	3 yrs. administrative experience in addition to experience in respective rank	As per respective ranks	As per respective ranks
Head Of Research	10 years	10 (3 publication in B category in last 4 years)	7 years
Associate Dean	10 years	10 (3 publication in B category in last 4 years)	7 years

- Low-grade vacancies can be filled in cases when shortlisted candidates are meeting the eligibility criteria for higher-grades and there are no high-grade vacant positions.
- If in case candidate has some exceptional contribution to the Academic and has earned some awards she/he may be considered for some higher positions even if the criteria are not being met.
- The selection panel must recommend for exemption based on such evidences of exceptional performance.
- Candidates are required to provide medical certificate at the time of selection.
- Candidates are required to provide experience certificate from the previous organization along with proof of publications etc.

Notes :

1. Faculty teaching credit courses in Certificate, Associate Degree, or Diploma (not offered in conjunction with Baccalaureate Degree programs) must have a minimum of a Master’s Degree with a major in the discipline taught, and one of the below criteria(When applicable):
 - i. 5 years teaching experience in the discipline
 - ii. A combination of 5 years teaching experience and other related employment
 - iii. An equivalent of 18 semester graduate credits beyond the Master’s Degree in the discipline taught
 - iv. Internationally recognized professional credential (e.g. public accountant certificate).



2. Faculty teaching general education courses offered in conjunction with a Baccalaureate Degree curriculum must have a minimum of a Master's Degree with a major in the discipline taught and one of the below criteria:
 - i. 5 years teaching experience in the discipline
 - ii. A combination of 5 years teaching experience and other related employment
 - iii. An equivalent of 18 semester graduate credits beyond the Master's Degree in the discipline taught
 - iv. Internationally recognized professional credential (e.g. public accountant certificate).
3. Faculty must hold a terminal degree or equivalent in the relevant taught discipline if teaching credit courses in the following:
 - i. Baccalaureate Degree programs
 - ii. Certificate, Associate Degree, or Diploma, offered in conjunction with a Baccalaureate Degree program
 - iii. Higher Diploma programs requiring three years or more of study beyond secondary school.

C. PROCESS FLOW

i. VICE CHANCELLOR:

Step-1: Vice Chancellor's position requirement has to be reviewed and approved by the BOT. The requirement is based on Administrative and academic requirement. Since it's a leadership position, University's Mission and vision should be considered in reviewing the strategic requirement.

Step-2: Recruitment Committee nominates existing officials to BOT based on their exceptional leadership and consensus building skills in development and

Implementation, demonstration of strong experience in advancement of the University and managing its operations with commitment to its excellence in teaching and quality of educational offerings.

Step -3: The shortlisted candidates will be invited to appear for an interview with BOT for appointment.

Note: In case of Vice Chancellor's recruitment from outside further steps will remain same from Step-6 – Step -17 of Academic hiring process.

Step-18: BOT will review the probationary performance review report of the newly appointed Vice Chancellor based on the evaluation and Feedback based on formal and informal inputs.

Step-19: Based on the BOT report about the probationer, HRD issues letter of confirmation signed by the one of BOT Member.

ii. ACADEMIC AFFAIRS COUNCIL:

Step-1: AAC positions requirement has to be recommended by the Vice Chancellor. The requirement is based on Administrative and academic requirement. Since it's a leadership position, University's Mission and vision should be considered in reviewing the strategic requirement

Step-2: Vice Chancellor recommendation based on based on their exceptional leadership and consensus building skills in development and implementation, demonstration of



strong experience in advancement of the University and managing its operations with commitment to its excellence in teaching and quality of educational offerings.

Step -3: The shortlisted candidates will be invited to appear for an interview with the Vice Chancellor.

Note: In case of AAC recruitment from outside further steps will remain same from Step-6 – Step -17 of Academic hiring process.

Step-18: The VC will review the probationary performance review report of the newly appointed AAC based on the evaluation and Feedback based on formal and informal inputs received by the Committee.

Step-19: Based on the report about the probationer, HRD issues letter of confirmation.

iii. ACADEMICS:

Step-1: HRD prepares the requirement of Full Time Faculty/ Faculty members with administrative responsibilities/ Visiting / Adjunct Faculty based on Strategic plan, Student enrollment, Faculty Vs student ratio Full time vs Part time faculty ratio before the start of the semester and forwards the same to Academic Affairs Council review and approval.

Step-2: AAC forwards the faculty recruitment plan for Vice Chancellor approval. The Vice Chancellor forwards the approved faculty recruitment plan to HR.

Step-3: HRD will forward the Recruitment Requisition Form with the recommendation of the Faculty Search Committee (FSC). Faculty Search Committee consists of Vice Chancellor, Dean, Associate Deans, DYASS, HR, and Subject Expert. Following the approval to fill the positions, the HRD will start the search process through recruitment agencies, online recruitment sites, SUC website and also posts the advertisement in the leading national and international newspapers detailing the Job specifications and Job Descriptions. The candidates are asked to submit current CV along with brief note (around 500 words each) on Teaching Philosophy and Research interest which will help to SUC to understand written communication and suitability of the candidate for SUC.

Step-4: The HRD scrutinizes the resumes and conducts preliminary interview and shortlists the potential candidates.

Step-5: During the interview/demo session. Candidates subject knowledge and English language proficiency will be evaluated. English language proficiency will be evaluated by the language expert along with recruitment committee members.

Step-6: The shortlisted candidates for Academic position will be invited to appear for an interview through face to face or Skype with the Vice Chancellor, Dean (School of Business/IT), and Associate Deans, DYASS/Registrar, HRD and the subject expert. Research Committee is involved in the Faculty Recruitment process to review the research & publications work of the potential candidate. The finalized candidate is recommended to the Vice Chancellor

Step -7: Shortlisted Candidates are informed on their selection and are required to provide two references from the previous organization in which one reference should be from previous supervisor. HRD Team runs the reference check with help of a Reference Check Form and the feedback is shared with the Vice Chancellor for appointment along with the offer letter draft.



Step-8: After finalizing the candidate/s for the position a formal offer letter (Job expectation and job description) is drafted by HRD and sent to the Vice Chancellor for approval and signature.

Step-9: Post approval duly signed offer letter is sent to the candidate. Once the candidate accepts the job offer further contract, visa and joining process is coordinated. All employees at the time of recruitment into SUC are required to submit a Medical Certificate and should have a "Fit to Work" remarks by the accredited or authorized doctor / physician.

Step-10: On Joining in case of relocation the initial accommodation facility is available for newly hired Faculty relocating from outside the UAE and who enter the country under the SUC's sponsorship (Refer Relocation & Joining Support Section for details).

Step-11: The selected Faculty needs to submit below list of documents before joining as part of joining formalities and for visa processing.

- a. Passport size photo (A digital passport size photograph clicked with white background)
- b. Passport copy
- c. Personal Details Form
- d. Medical Result with Fit to work from the authorized doctor / physician
- e. Scanned copy of all your education certificates (10th Std.,12th Std., Bachelor degree certificate, Master degree certificate and PhD Certificate, all certificate should be supported with the transcripts

Note: Highest Qualification Degree to be attested from the following:

1. Ministry of Higher Education of the country from where you have earned the PhD degree.
2. Ministry of Foreign Affairs of the country from where you have earned the PhD degree.
3. UAE Embassy of the country from where you have earned the PhD degree
4. Ministry of Foreign Affairs in UAE
5. UAE Equivalency (Faculty should make sure to complete all requirements and attestations required to apply for equivalency within one month of joining to complete hiring process)

Step-12: Post submission of the above documents and the signed offer letter, employee's security check process is initiated. Once the security check is positive employee's visa process is initiated

Step- 13: Faculty's travel, arrival in UAE, initial accommodation, room allocation, pickup from airport, Orientation etc. all are tracked through checklist. (Refer Annexure C-Joining checklist update format).

Step-14: Faculty Members recruited from outside United Arab Emirates are entitled to an Air Ticket Reimbursement upon joining SUC. (Refer to Airline Ticket Allowance for Expatriates)

Step-15: Faculty Members are allocated offices on their joining. A complete set of computers and office supplies, stationery, SUC ID & Business Cards etc. are provided for their convenience on settling down in their new assignment.

Step-16: Faculty members are provided with Induction manual which will help them in settling down i.e. agents contact numbers, etc. Faculty members are advised to apply for driving license for the ease of travelling as transportation facility is provided only for the first month.



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Step-17: On joining Faculty member is oriented by Vice Chancellor, DSA, DYASS & all the concerned HOD's on the operational aspects of SUC. Faculty member sets their goals for the academic year in coordination with Vice Chancellor's office.

Step-18: The selected Faculty is given a six months' probationary appointment during which the performance is evaluated by Faculty Feedback Review Committee (FFRC) constituting the Vice Chancellor and a subject expert.

Step-19: AAC, Dean (SOB/SOIT) forwards the probationary performance review report of the newly appointed Faculty Member based on the evaluation of Faculty Feedback Review Committee (FFRC) report, based on formal and informal inputs received, to the Dean for final consideration.

Step-20: Based on the Vice Chancellor's report about the probationer, HRD issues letter of confirmation signed by the Vice Chancellor.

Step-21: In case of Adjunct/Visiting Faculty upon positive review their profiles are placed under active considerations and are considered whenever opportunity arises.

iv. EMERGENCY & VISITING FACULTY HIRING

When a vacancy occurs later than in the normal recruiting/hiring time-frame, the Vice Chancellor may petition to conduct an emergency hire. After consulting with the Dean, the Vice Chancellor will recommend for hiring a faculty member for one-semester or one-year contract. Only in unusual circumstances will an emergency hire be made for more than one year.

D. SEARCH & APPOINTMENT - ACADEMIC SUPPORT STAFF MEMBERS

i. ACADEMIC SUPPORT SERVICES AAC MEMBERS

Table I			
Rank	Academic	Administrative	Qualification
Director- Marketing & Communications	Masters' degree or advanced degree required, preferably in Marketing in higher education.	Considerable experience in development and implementation of Marketing and Communications strategies in line with the strategic objectives of the University.	Seven years of experience in Providing leadership for the development and execution of a comprehensive strategic communications and marketing plan to enhance the University's leadership position, reputation and brand. Manages the University's earned and owned media strategy with a focus on issues management, content development and delivery of university information, news and accomplishments in support of institutional priorities
Dy. Director - Public and Government Relations	Masters' degree or advanced degree required, preferably in Communications, Public Relations or other related field in higher education.	Professional Experience in Public and Government Relations which develop and execute strategies that are intended to create and	Seven years of experience in representing the University on public and government relation matters. Development and implementation public and government communications to promote transparency and awareness of important University initiatives and developments.



		uphold the positive public image of the University.	Direct, coordinate and integrate the strategic communications, and public relations functions of the University into a cohesive effort that conveys a consistent message in support of the university's mission, strategic goals, and objectives.
Deputy Director – Academic Support Services/ University Registrar	Masters' degree or advanced degree in business administration, student services, human resources, psychology or related field in higher education.	Overall Management and administrative direction of all aspects of academic support services functions. Establishes future direction for functional policies and programs. Management of HOD's and support staff in developing, planning, goal setting, implementation, evaluation for academic support services initiatives align with the mission and vision of the University.	Seven years administrative, student services experience. Experience working with diverse student Provides effective leadership and consensus building skills for academic support services staff

ii. REGULAR ACADEMIC SUPPORT STAFF

To have an effective recruitment policy Vice Chancellor, DYASS, HEAD HR and concerned HOD engage & coordinate for hiring process. They are responsible in identifying suitable candidates for vacant positions from varied sources. Head HR initiates the process of Staff recruitment based on the vacancy arising due to resignation, termination, retirement, promotion, and/or additional Staff requirements because of the expansion of operations. Department Head in coordination with HR and Dean plans for Staff resources requirement for the Academic Year and identified and recruit suitable candidate for the Academic Support Services position.

iii. ELIGIBILITY CRITERIA

As per Policy, staff members from clerical level and above should hold minimum bachelors' qualification with relevant years of experience as mentioned below:



Table II		
Grade / Level	Qualification	Years of experience
DIRECTOR	Master's Degree	10-15 years of experience and at least Five years in a University / Institution or must have work with SUC with similar experience.
DEPUTY DIRECTOR	Master's Degree	10 plus years of experience and at least Five years in a University / Institution or must have work with SUC with similar experience.
HEAD OF THE DEPARTMENT	Master's Degree	7-10 plus years of experience and at least three years in a University / Institution or must have work with SUC with similar experience.
MANAGER	Master's Degree	7-10 years of experience and at least three plus years of experience in a University / Institution or must have work with SUC with similar experience
ASSISTANT MANAGER	Master's Degree	5 plus years of experience and at least at least two plus years of experience in a University / Institution or must have work with SUC with similar experience.
SUPERVISOR	Masters or Bachelor Degree	5-7 years of experience and at least at least one plus years of experience in a University / Institution or must have work with SUC with similar experience.
CLERICAL STAFF	Masters or Bachelor Degree	The candidate must have total of 3-5 years of experience and preferably one plus years of experience in a University / Institution or must have work with SUC with similar experience.
SUPPORT STAFF	High school diploma and additional certificates on their chosen field.	1-5 years of experience, preferably one plus years of experience in a University / Institution.

iv. PROCESS FLOW

HR initiates the process of Staff search by following the process mentioned below:

Step-1: HOD reviews the requirement of Department based on workload and sends the recruitment Requisition Form along with the Job Description to HRD.

Step-2: HRD convenes a meeting of SSC to review and approve the proposed Staff requirement. Upon committee's recommendation HRD takes necessary approval from the Dean.

Step-3: Following the Vice Chancellor's approval to fill the positions the HRD will start the search process. Through recruitment agencies, online recruitment sites, SUC website and also posts the advertisement in the leading national and international newspapers.

Step-4: The Human Resource Department scrutinizes the CV and conducts preliminary interview and shortlists the potential candidates.

Step-5: The shortlisted candidates will be invited for a personal or telephonic interview with the Interview panel. The finalized candidate by SSC is recommended to the Vice Chancellor for appointment.



Step-6: Shortlisted Candidates are informed on their selection and are required to provide two references from the previous organization in which one reference should be from previous supervisor. HR Team runs the reference check with help of a Reference Check Form and the feedback is shared with the Vice Chancellor for appointment along with the offer letter draft.

Step-7: After finalizing the candidate/s for the position Job expectation and job description is sent to the candidate for clarity in understanding the job expectations.

Step-8: Post approval duly signed offer letter is sent to the candidate. Once the candidate accepts the job offer further contract, visa and joining process is coordinated. All employees at the time of recruitment into SUC are required to submit a Medical Certificate and should have a "Fit to Work remarks by the accredited or authorized doctor / physician.

Step-09: On Joining in case of relocation the initial accommodation facility is available in furnished Hostel Apartment for newly hired staff member relocating from outside the UAE and who enter the country under SUC's sponsorship. (Refer Relocation & Joining Support Section for Details).

Step-10: The selected Staff needs to submit below list of documents before joining as part of joining

Formalities and for visa processing.

- a. Passport size photo (A digital passport size photograph clicked with white background)
- b. Passport copy
- c. Personal Details Form
- d. Scanned copy of all your education certificates (10th Std., 12th Std., Bachelor degree
- e. Certificate, Master degree certificate and PhD Certificate, all certificate should be Supported with the transcripts).

Note: Highest Qualification Degree to be attested from the following:

- a. Ministry of Higher Education of the country from where you have earned the PhD Degree.
- b. Ministry of Foreign Affairs of the country from where you have earned the PhD Degree.
- c. UAE Embassy of the country from where you have earned the PhD degree
- d. Ministry of Foreign Affairs in UAE.
- e. PhD UAE Equivalency (As per New MOE Regulation) (Staff should make sure to complete all requirements and attestations required to apply for equivalency within one month of joining to complete hiring process)

Step-11: Post submission of the above documents and the signed offer letter, employee's security check process is initiated. Once the security check is positive employee's visa process is initiated.

Step- 12: Staff's travel, arrival in UAE, initial accommodation, room allocation, pickup from airport, Orientation etc. all are tracked through checklist. (Refer Annexure C-Joining checklist update format).

Step-13: Staff Members recruited from outside United Arab Emirates are entitled to a Air Ticket Reimbursement upon joining SUC. (Refer to INITIAL AIRLINE TICKET section for more details)



Step-14: Staff Members are allocated work stations or offices prior to their joining. A complete set of computers and office supplies, stationery, SUC ID & Business Cards etc. are provided for their convenience on settling down in their new assignment.

Step-15: Staff members are provided with Induction manual which will help them in settling down i.e. Agents contact numbers, etc.

Step-16: On joining Staff member is oriented by Vice Chancellor, DIRQAOA, DYASS & Registrar all the concerned HOD's on the operational aspects of SUC. HOD's sets their goals for the academic year in coordination with Vice Chancellor's office.

Step-17: The approved Staff is given a six months' probationary appointment during which the Performance is evaluated by the respective HOD's and Head HR of the Departments with whom the probationer interacts.

Step-18: Once confirmed by the candidate a formal offer letter is drafted by HRD and sent to the Vice Chancellor for approval and signature.

Step-19: Staff Probation Review report will be considered before recommending confirmation/Extension/ rejection and it will be implemented by HRD with due approval from Vice Chancellor.

Step-20: Confirmed Staff will be inducted as regular employee of SUC and formal confirmation letter is issued.

v. NON REGULAR ACADEMIC SUPPORT STAFF

Hiring process for part time staff is same till final approval of hiring. Later the shortlisted candidate is provided with the contract having contract start & end date, compensation details & terms and conditions.

vi. TRAINING STAFF SEARCH & APPOINTMENTS

Vice Chancellor, DIRQAOA, Dean, DYASS/Registrar along with HRD in coordination with the HEAD – CCL engages in Strategic Planning for Training Staff positions in training which arise due to Resignation/Termination/ New Hiring requirements. To have an effective recruitment policy and procedure, HR Team is involved in effective sourcing and shortlisting of candidates. The Staff Search Committee (SSC) is in place comprising of Vice Chancellor, DIRQAOA, Dean, DYASS/Registrar along with HRD, who will interview and hire the Training Staff along with a subject expert.

vii. GUIDELINES FOR SEARCH & APPOINTMENTS OF TRAINING STAFF

Training Staff members are to be hired basis the below criteria:

Table II			
Grade / Level	Academic Experience	Research and Publication	Post PhD Experience
INSTRUCTOR	3-5 years	1 publication	NA
SR. INSTRUCTOR	5-7 years	2 publications	NA



a. PROCESS FLOW

HR initiates the process of Training Staff search based on faculty search process flow as mentioned in section A for academics training employee and Staff search process flow as mentioned in Section C for Academic support staff in training department.

E. SEARCH & APPOINTMENT – STUDENT TRAINEES

i. SEARCH & APPOINTMENTS

The Search Committee engages in identifying suitable candidates for Student Trainees vacant positions from different Departments and utilization of the students to satisfy short term manpower requirements. Search Committee initiates the process of Student Trainees recruitment based on the vacancy arising due to Department requirements because of the expansion of operations. Department Head in coordination with HR and Dean plans for Student Trainee resources requirement for the Academic Year and identified and recruit suitable candidate for the short term position in the Department.

ii. PROCESS FLOW

HR initiates the process of Student Trainees search by following the process mentioned below:

Step-1: HOD reviews the requirement of Department based on workload and sends the Recruitment Requisition Form along with the Job Description to HRD.

Step-2: HRD convenes a meeting with the Vice Chancellor to review and approve the proposed Student Trainee requirement.

Step-3: Following the Vice Chancellor's approval to fill the positions the HRD will start the search process in coordination with the Student Services of Administration Department.

Step-4: The Human Resource Department scrutinizes the CV shortlists the potential candidates. The shortlisted candidates will be invited for an interview with the HOD of the requested Department and afterwards the Head HR once shortlisted by the HOD.

Step-5: The finalized candidate by HOD & HRD is recommended to the Dean for appointment.

Step-6: After finalizing the candidate/s for the position Job expectation and job description are informed to the candidate for clarity in understanding the job expectations.

Step-7: Once confirmed by the candidate a Student Trainee Contract is drafted by HRD and sent to the Vice Chancellor's office for approval and signature.

Step-8: The approved Student Trainee is given a Semester Contract appointment during which the performance is evaluated by the respective HOD's of the Departments with whom the trainees interacts and the Head – HR.

Step-9: Student Trainee Performance Review report will be considered before recommending for extension/ rejection and it will be implemented by HRD with due approval from Vice Chancellor.

F. STARTING YOUR EMPLOYMENT AT SKYLINE

i. Offer Letter

The offer letter begins the employment relationship and it includes the terms and conditions of employment. An offer letter may include details on the Designation / Rank, Grade, Contract Validity, Contract Type, Probation period, Salary, Benefits & Perks, Annual Leaves, Work timings, Work start date etc. It is an initial communication mail of the processes involved w.r.t hiring i.e. Reference check, attestation process, visa process, etc.

ii. Receiving the new joinee at the airport

At SUC we support the new joined settle down and the first step towards the same is to provide shuttle service between airport and place of accommodation / university at the time of entering UAE. Our PRO or any university support staff is there at the airport to pick up the new joinee when they enter UAE at the time of joining. It is a gesture to welcome the new joinee and ensure smooth start to new career at SUC. This is applicable to full time employees only.



iii. **Initial Accommodation**

SUC provides accommodation for first month of employment in furnished Hostel Accommodation for the Employee recruited from outside of UAE provided with all facilities. If the Visa process is delayed from candidate's side then candidate is liable to manage their accommodation after initial month however, if the delay is a procedural from authorities then SUC will take the responsibility till the visa is secured after which the rental have to be borne by the concerned Employee.

The accommodation facility is applicable for newly hired employee relocating from outside the UAE and entering the country under the SUC's sponsorship only. It does not apply to employee hired within the UAE or who are requesting a transfer of sponsorship. This is applicable to full time employees only. In case the initial accommodation benefit is utilized for first month, the Accommodation allowance benefit shall accordingly start as per the tenancy contract start date once employee vacates the official accommodation and not as per joining date.

SUC offer also its employee to stay on the internal hostel on a mutual agreement that govern the relation between the 2 parties as per the hostel and rent agreement policy,

a. **Faculty Initial Accommodation:**

SUC provides accommodation for first month of employment in furnished Hostel Accommodation for the Faculty recruited from outside of UAE.

b. **Staff Initial Accommodation:**

SUC provides accommodation for first month of employment in furnished Hostel Accommodation for the new staff recruited from outside of UAE. For HOD and above position furnished Hostel Accommodation is arranged upon joining for an initial period of one month.

iv. **SETTLING DOWN LOAN POLICY**

SUC provides salary advance for settling down for miscellaneous expenses such as residence & the purchase of personal household items to faculty recruited from outside of the UAE. This is applicable to full time employees only.

- a. On the day of joining, an advance amount to a maximum of one monthly Salary can be given to meet the contingency expenses. Salary is granted on request to meet the initial expenses for staff recruited from outside UAE.
- b. The repayment of the settling down loan will be 4 equal installments at 25% from the second month onwards.
- c. In case the staff Member resigns or the probation is not confirmed, the balance of settling down loan will have to be repaid to SUC with the immediate salary.

v. **Office & Supplies Allocation**

Employees are allocated offices prior to their joining. A complete set of office supplies, stationery etc. are provided for their convenience on settling down in their new assignment.

vi. **Office Laptops and Desktops**

An employee upon joining is allocated a laptop or a desktop based on the position requirements. The Laptop or Desktop and its accessories provided are the property of SUC and need to be maintained and used appropriately by every employee. Office Equipment's are allocated to be used within the premises of SUC. If the employee takes any such unit out of university, they will do so at their own responsibility. Any damage, repair, replacement or any other cost will have to be borne by the individual.



vii. E-Mail Id & Telephone Extension

The Employee is allocated SUC email ID and Password to use for all official communications. Telephone extensions are provided to every employee for internal and external communication. A contact List is shared with all the employees at the start of every month which has details of employees e-mail id's and telephone extensions to be used for internal circulation only.

viii. Portal Access

The new Employee is provided individual login id and password for various portals as applicable to them and trained to access the portal during orientation.

ix. Emirates ID Card

Once employee visa process is completed, employee will receive the Emirates ID card. This needs to be collected from PRO and this is an official card / document to be carried all the time with an employee in UAE, within or outside the organization mandatorily. Emirates ID is issued by UAE government for a prescribed time and needs to be renewed timely along with visa renewal. This is applicable to full time employees only.

x. Bank Account

SUC Finance Department will assist Employee to open a bank account which will be done within 15 days after the completion of Visa stamping.

Documents required for bank account opening are as mentioned below:

- a. Duly filled and signed bank application form
- b. Passport with visa copy
- c. Salary Certificate

xi. SUC ID Card, Business Cards & Car Sticker

A new Employee will receive an SUC Identification Card with microchip for giving the Employee a full access of the University gates and respective offices as soon as his visa is already stamped. Identification Card can be obtained in the HRD. The card is the bearer's official University Identification and should be carried at all times. The card is non-transferable and is property of Skyline University College and should be returned to the HRD upon expiration and termination of employment. Loss of the SUC ID should be reported immediately HRD. Upon joining, the University also provides Business Card for newly hired Full Time Employees and existing Full Time Employees. Prior approval should be taken from HRD for any additional information to be added on the Business Card.

xii. OTHER SUPPORT & GUIDANCE

A new employee will be provided with the information and guidance as required with regards to settling down w.r.t Bank account opening, finding a new accommodation in UAE, Family Visa, Schooling options in UAE for Children's Education. This information will be available in the "Induction Manual" for assistance. Initial accommodation is provided to any new employee joining SUC subject to approval.

xiii. Contracts

a. Terms of Contract

All employees are expected to observe the professional standards and procedures set forth in Ethics, Work rules and Personal Conduct sections of respective Handbooks. Included in these standards are the expectations of the appointed employee to provide SUC with full and accurate information about their credentials, including official transcripts of certificates, experience and other academic and professional details. Authenticity of the document submitted by the employee is solely the employee's responsibility. In any case, if



the documents are found to be forged or fake then employee will be terminated with immediate effect. In such case, the employee will is not eligible for any rights whatsoever and shall bear the recruitment, visa, initial air ticket and repatriation cost. It also provides the guidelines of expected performance and contributions in effectively executing teaching & administrative responsibilities respectively and other duties assigned by SUC from time to time, including scholarly research, and services to SUC and community.

SUC have the rights to review all Employee contracts in terms of salaries, incentives, perks, timing, etc. whenever it is required in contingencies period.

b. Format of Contract

The contract of appointment for the respective positions includes the following:

1. Job title of appointment
2. Grade
3. Job Status
4. Assignment Location
5. Salary structure (Basic, Social Allowance, Accommodation Allowance, Total Salary)
*Administrative Allowance in case the faculty has any administrative responsibilities too.
6. Duration of Contract
7. Probation
8. Benefits- Accommodation Allowance, Furniture Allowance, Annual Air Ticket, Medical Insurance, Summer Remuneration, Participation & Conferences.
9. Working Hours
10. Gratuity
11. Employment Recruitment and Repatriation
12. Medical & Sick Leave
13. Annual Leave
14. Unauthorized Absence from Work
15. Notice & Termination
16. Probation period
17. Declaration
18. Responsibilities and obligation

*For details of all above refer to respective sections in the policy document.

Contracts with specific period shall automatically terminate at the completion of the period mentioned in contract. However, contracts may be renewed at the initiative and consent of the both parties six months prior to the expiry of the contract.

c. Duration of Contracts:

1. For Academics

Initial duration of contract for above mentioned are normally for four years. Duration of initial contract is based on academic requirement and renewal/discontinuation is based on the periodical academic performance evaluation of each Faculty Member in the main areas of teaching, scholarly research and services to SUC & community. In case of a member has served as AAC member, the evaluations of the same will be considered and recommendations of the Vice Chancellor to initial contracts may be renewed/ discontinued.

2. For Academic Support Services & Training (CCL (ELC & FDA))

Initial duration of contract for appointments of above mentioned are normally for two years. The duration is based on the periodical administrative performance evaluation of each Staff Member in the main areas of administration and services



to SUC. In case of a member has served as AAC member, the evaluations of the same will be considered and recommendations of the Vice Chancellor to initial contracts may be renewed/ discontinued.

3. For Part Time Employees:

Part Time employees Contracts duration is as mentioned in the contract issued to them, it is as per the requirement of the organization.

4. For Student Trainees

Student Trainee Contracts duration is as mentioned in the contract issued to them, it is as per the requirement of the requested Department.

d. Renewal and Non-Renewal of the Contract

Renewal /Non-Renewal of contract is based on the hiring requirement in SUC. The requirements are evaluated basis required ratios in the university. Contract renewal decision will be evaluated basis the University requirement. Renewal and Non-Renewal is based on the periodical evaluation for each employee and recommendation of the Vice Chancellor to the contract will be renewed or not renewed/ terminated.

After the employee signs a contract renewal letter it is taken as a confirmation for contract renewal. If an employee decides to deviate from the commitment by not renewing the contract SUC will be well within its rights initiate legal proceedings against such staff.

1. For Academics

The process of renewing term-contract is initiated six months before the maturity of contract. Decision is based on the organizational requirement as per the faculty ratio, goal setting and FES performance evaluation for the existing contract period, based on the annual evaluations, HR prepare the list of recommendation and forwarded to the Vice Chancellor with the final recommendations of either to renew or reject the Academic member's contract. Contract Renewal also depends upon certain parameters outlined in the separation policy. After the decision HRD informs the Academic Staff member about the status of renewal/ non-renewal of the contract for the next term at least six months before the maturity of the current contract.

The outcome of FES is one of the following:

1. A four/two years' renewal of the existing contract
2. To inform the non-renewal of existing contract
3. To serve notice of termination

2. For Academic Support Services & Training (CCL) Staff

The process of renewing term-contract is initiated six months before the maturity of contract. Assessment for the purpose of renewing term contracts is carried out six months before the expiry of the running contract for above mentioned employees. SUC's Goal Setting and Staff Evaluation Committee reviews the file, and forwards their recommendation to the Vice Chancellor for his approval. The Vice Chancellor reviews the recommendations and communicates the decision to Head HRD for the execution at least six months before the expiry of the contract.

The outcome of SES is one of the following:

- 2.1. A two years' renewal of the existing contract
- 2.2. To inform the non-renewal of existing contract



2.3. To serve notice of termination

3. For Part Time Employees and Student Trainees:

Part Time employees and Student Trainee Contracts Renewal and Non-Renewal is based on the periodical evaluation and feedbacks for each part time employee. Based on the annual evaluations, HR prepare the list of recommendation and forwarded to the Vice Chancellor with the final recommendations of either to renew or reject the Academic member's contract. Renewal of Contract is based on the organizational requirement and employee's performance.

Note: SUC policy supersedes all the prior agreements, contracts, and statements, written or oral correspondence and are subject to change as per law of the country and SUC requirements.

xiv. Employment Visa

a. New Visa

1. For Academics:

The SUC sponsors work visa for Full Time Faculty and Visiting Faculty (International). A work visa is processed only after an agreement of employment is reached between a prospective Academic member and the SUC, an appointment letter issued and an employment contract is signed between the Academic member and the SUC.

The work visa is granted by the Ministry of Interior, General Directorate for Naturalization & Residence.

The faculty passport will remain with the University custody till the legal procedure and stamping of the visa is completed. The employee is required to fill-up the passport retainment form at the time of joining.

Before filing visa Faculty needs to submit all original attested documents along with the equivalency of highest education qualification for verification and equivalency. The Faculty member needs to submit the Security check form which is the first step to the visa process. Faculty member's security check process is initiated and once the security clearance is received as positive the Visa can be applied. Faculty member will be required to undergo and pass a medical examination undertaken by the UAE Health authorities before his/her residence visa can be renewed. The SUC PRO will assist the Academic member in the process. If the concerned member does not clear the medical test, SUC is not held responsible and the charges related to visa, medical and air ticket have to be borne by the candidate. In case the visa is processed and the faculty does not join SUC for any reason, they will have to bear the visa charges. Any document held at SUC will be dispatched once the required payment is cleared.

2. For Academic Support Services (Academic Support Staff & Training (CCL) Staff)

SUC grants work visa to permanent Academic support services members. A work visa is processed only after an agreement of employment is reached between a prospective Staff Member and SUC, an appointment letter issued and an employment contract is signed between the Staff Member and SUC. The Staff member needs to submit the Security check form which is the first step to the visa process. Staff member's security



check process is initiated and once the security clearance is received as positive the Visa can be applied.

The working visa is granted by the Ministry of Human Resources & Emiratizations generally for a period of two (2) years. The visa is extended (renewed) till the Staff Member's tenure is renewed with SUC after every 2 years.

The staff passport will remain with the University custody till the legal procedure and stamping of the visa is completed. The employee is required to fill-up the passport retainment at the time of joining.

b. Documents required for processing employment visa are:

1. Photocopy of employee's passport pages detailing personal details, date of issue and expiry. The passport must be valid for a minimum period of 8 months at the time of request for processing of employment visa.
2. Personal Details Form for security check sent by SUC
3. Attested Original and Copy of highest qualification earned in English or Arabic or a notarized copy of English translation if the certificate is in any other language. Equivalency Certificate for highest education with transcripts.
4. 12 colored passport size photograph of the employee.

c. Procedure for applying Employment Visa

1. PRO will initiate a security check process and get an approval from the authorities through an online system as first step to visa processing. Once approved, PRO will then apply for visa of the employee from Immigration or relevant alternative authorities. If the employee is to be employed before the employee enters UAE for employment purposes.
2. For Academics, the visa is applied with immigration authorities and they will issue e-visa to the employee. For Academic support services once the labor approval is done, the immigration will issue e-visa to an employee to get into UAE.
3. For countries like India, Nepal and Sri Lanka the visa is approved from here but stamped and processed in respective countries if the employee needs to be hired from these countries. If the employee of above nationalities is already in UAE, then the previous mentioned process is followed.
4. After an employee enters into UAE on e-visa, the PRO will arrange for a medical checkup of an employee in authorized Medical Fitness Services Center.
5. Employee will go to a government hospital or medical clinic for a health check. The medical check is a blood test and chest X-ray for HIV, Hepatitis B, Hepatitis C, Tuberculosis (TB), Leprosy, and Syphilis. If results come back positive for any of those conditions, the person is deported with immediate effect. Therefore, employee should pass the visa medical examination from the authorized Medical Fitness Services Center before stamping the visa
6. PRO will then go to the Emirates ID service points after fill in the e-form at any typing center along with original valid passport and valid visa.
7. PRO should make an application for a residence visa (employment visa) to the immigration authorities.
8. PRO of the company should go back to the DNRD with all the necessary supporting documents to stamp the visa on employee passport.
9. All these requirements will be satisfied within 45 days of the employee's entry into UAE on the entry permit visa.



xv. MEDICAL REPORT

- a. After joining SUC employee should submit original visa and original passport to HRD.
- b. SUC will arrange for Health Insurance card of individual employee and coordinate its attestation with ministry of health, which will be sponsored by self.
- c. Employee has to undergo a medical examination with Ministry of Health, which will be coordinated by PRO.
- d. For the eligible family Members, the employee has to process the Health Card and medical certificate on his own.

Documents required for medical test:

1. Passport copy
2. Photograph as per requirement
3. Applicable Fee

xvi. Residence Visa For Family

Below documents are required for Family visa, SUC is not responsible for the same and an employee himself has to do the required. PRO will assist and guide during the process.

1. Attested Marriage certificate
2. No objection letter from the sponsor
3. Forms to be filled and signed by sponsor
4. Relevant skilled certificates/ Degree (Attested)
5. Copy of Passport of family
6. Copy of passport/ Residency permit of sponsor
7. Tenancy Contract

Note: New Employee themselves have to process the above and bear the expense for family visa. However, guidance can be taken from PRO.

xvii. For employee recruited within UAE who are on employment visa with other institutions/organizations

- a. The prospective employee is required to provide a NOC (No Objection certificate) from his employer (employer at the time of recruitment), copy of company trade license, copy of company computer card for Ministry of Interior, General Directorate for Naturalization & Residence.
- b. SUC will then file for Employee work visa with the Ministry of Interior, General Directorate for Naturalization & Residence United Arab Emirates.
- c. Employee will be required to fill in personal details form which contains information related to processing of residence visa.
- d. SUC will then file for Employee work visa with the Ministry of Interior, General Directorate for Naturalization & Residence, United Arab Emirates.

xviii. Renewal or non-renewal of the Visa

The employee visa is granted by the Ministry of Interior, General Directorate for Naturalization & Residence, United Arab Emirates and is generally for a period of 2 years. The visa and Labor Contract (For Academic Support) is extended (renewed) if the employee continues to be in the services of SUC at the time of renewal.

The employee will be required to undergo and pass a medical examination undertaken by the UAE Health authorities before his/her residence visa can be renewed. SUC PRO will assist the employee in the process.

All employees at the time of recruitment into SUC are required to submit a Medical Certificate and should have a "Fit to Work remarks by the accredited or authorized doctor / physician and



will have to clear the Medical Test in UAE at the time of applying for the Visa. If the concerned employee does not clear the medical test, SUC is not held responsible and the charges related to visa, medical and air ticket have to be borne by the candidate.

After the employee signs a visa renewal letter it is taken as a confirmation for visa renewal. If an employee visa is renewed and if the agreement is terminated during the contract period within six months, visa charges incurred at the time of renewal will have to be refunded by the employee to SUC.

Note: Above visa section is not applicable to Adjunct/Part time Faculty / Staff and Student Trainees. SUC is not liable for their visa.

5. c COMPENSATION & BENEFITS

Policy number	HUMR_POLICY_04
Policy name	COMPENSATION & BENEFITS
Policy version	Version 2
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	5 January 2022
Verified by	DYASS & REGISTRAR

A. SALARY COMPENSATION

A competitive compensation package is offered to attract well qualified and trained manpower to lead the academic administrative tasks and to raise the Academic standards as envisaged in the Vision & Mission of the SUC.

SUC follows a systematic and organized method of salary structure based on well-defined job classification. A pay structure is established based on the following parameters:

- i. For Academics:**
 - a. Job analysis based on Feedback from FES
 - b. Current Industry Inputs
 - c. Government/ Ministry inputs
 - d. Academic standing/ Experience of Faculty members
- ii. For Academic Support Services & Training Staff:**
 - a. Job analysis based on Feedback from SES
 - b. Current Industry Inputs
 - c. Government/ Ministry inputs
 - d. Experience of Employee

The compensation package includes following components:

- a. Salary Component for Academics:**
 1. Basic Salary
 2. Social Allowance
 3. Communication and Transportation Allowance
 4. Administrative Allowance (Applicable for AAC and other Faculty if required)
 5. Benefits (Details are available in perks & benefit section)



SUC strives to reward its employees at every level based on their evaluation and major contributions to the organization. The purpose of SUC's salary compensation system is to maintain:

1. Internal pay equity and bring consistency within and across the Members of SUC
2. Consistency in application of salary grade system
High degree of employee morale, motivation and performance through competitive salaries.

b. Salary Component for Academic Support Services & Training Staff:

1. Basic Salary
2. Social Allowance
3. Accommodation Allowance
4. Furniture Allowance (Applicable for Dy. Director and above Level in AAC)
5. Benefits (Details are available in perks & benefit section)

c. For Non Regular Academic, Training Staff & Academic Support Services Members

Adjunct Faculty are remunerated based on the non-regular academic members' salary structure and the total credits provided. Part Time Training Staff is remunerated on per session rates at a pay rate based on their qualification & experience. Part Time Staff in Academic Support Services is remunerated at a fixed rate decided basis the contract for the required job role.

B. DISBURSEMENT OF SALARIES

All salaries for Full Time employees are transferred to their bank accounts normally by 27 – 29th of each month unless weekend or any national holiday coincides with the date in this cases salary is transferred on next working day. For New employees the cash salary is paid by 01st of the following month.

For Adjunct Faculty members the salary is disburse after seven (7) working days of the following month, depending on the verification of attendance from HRD & approval from Dean. Part time staff and trainee salaries will be disbursed after seven (7th) working days of the following month.

Final Payment for Adjunct Faculty members will only be given once course file is submitted and necessary clearances are obtained from respective concerned Departments. Course file needs to be submitted within one month of course completion and result declaration, failure to which will result in forfeiting the payment.

For perks related payments, processing will be every first Wednesday of the month and release will be every 3rd Wednesday of the month.

C. FACULTY PERKS & BENEFITS

i. ADDITIONAL CREDIT HOURS PAYMENTS FOR ACADEMICS

a. UNDERGRADUATE LEVEL (SCHOOL OF BUSINESS & SCHOOL OF IT)

Faculty member may be allocated additional teaching credits apart from the normal teaching load as mentioned in the Faculty teaching load. On separation faculty will be paid for additional credit hours in full and final settlement based on SUC separation policy.

The normal teaching load of a full-time faculty member with a terminal degree at the Assistant/associate/full professor rank in the SUC is 12 credit hours at the **UNDERGRADUATE** level. Any overload is compensated as per the policy given below:



Additional Credit Remuneration	
TOTAL HRS.	45 sessions based on the allocated Faculty Schedule, Invigilation Schedule & Administrative Duties (3 teaching hours & 1 hour Administrative Duties)
PAYMENT/COURSE	AED 8,000.00 (UNDERGRADUATE)

Bridging Programs Remuneration (BSIT only)			
Semester	No of Credits	No. of Session	Remuneration
FALL /SPRING	0	45	AED 8,000.00

b. GRADUATE LEVEL (SCHOOL OF BUSINESS)

Faculty members may be allocated additional teaching credits apart from the normal teaching load as mentioned in the Faculty teaching load.

The normal teaching load of a full-time faculty member with a terminal degree at the Assistant/associate/full professor rank in the SUC is 9 credit hours at the **Graduate** level. Any overload is compensated as per the policy given below:

Additional Credit Remuneration	
TOTAL HRS.	45 sessions based on the allocated Faculty Schedule, Invigilation Schedule & Administrative Duties (3 teaching hours & 1 hour Administrative Duties)
PAYMENT/COURSE	AED 11,000.00 (GRADUATE)

MQP/GRC/ Remuneration			
Particulars	No of Credits	No. of Session	Remuneration
MQP	2	21	AED 4200
GRC	3	45	AED 9000

Policy Outline:

- Additional Credit Contract of teaching will be given by HR on approval from Dean and Vice Chancellor.
- Additional Credit Contract will be applicable with the commencement of classes.
- Course includes the examination invigilation duty as well.
- Faculty teaching extra credit must be available one hour in addition to the teaching hours to facilitate administrative and student counseling responsibilities.
- Faculty Member Payment for Fall & Spring will be at the end of the Semester while for Summer Semester, the payment will be made on 01st Week of September.
- Payment for the course will be done only after final clearance and submission of course file and academic responsibilities associated with the course within one month of course completion and result declaration, failure to which will lead to forfeiting payment.
- If the faculty member leaves organization during ongoing semester before completion of the additional course no compensation will be paid for the additional credit hrs.

**ii. SUMMER TEACHING LOAD PAYMENTS****i. UNDERGRADUATE LEVEL (SCHOOL OF BUSINESS & SCHOOL OF IT)**

The remuneration for summer payments will be issued in September based on finance payment calendar. Payment will be as per the policy and after they have completed the load in Fall and Spring for the Academic year.

Remuneration for summer Teaching Load is mentioned in the below table.

Particulars (WD/WE)	No. of Credits	No of Sessions	Remuneration
Undergraduate	3 credits	45	AED 5,000
Bridging Programs (BSIT only)	0 credit	45	AED 5,000

ii. GRADUATE LEVEL (SCHOOL OF BUSINESS)

The remuneration for semester payments will be issued in September based on finance payment calendar.

Remuneration for Summer Teaching Load is mentioned in the below table.

Particulars (WD/WE)	No. of Credits	No of Sessions	Remuneration
Graduate	3 credits	45	AED 6,000
MQP	2 credits	21	AED 4,200
GRC	3 credits	45	AED 9,000

iii. DISSERTATION GUIDANCE PAYMENT POLICY

(Applicable till fall 2021 only)

Dissertation guidance is an integral part of the program of study in the curriculum. The objective of Dissertation guidance is imperative to enable the students to apply theoretical concepts on real life situations to have an interface with the industry. The compilation of dissertation is supported with study of the research methodology.

Faculty members are eligible to receive additional payment for guiding student for Dissertation guidance. Kindly note that this policy would have a flexibility of either compensating financially or reducing the load of teaching as per the below mentioned table:

Policy Outline:

- Supervisors will be allocated by the - Administration Department in the form of the course allocation schedule.
- The Supervisor is responsible to enter the attendance in the ERP system.
- Group meeting schedules of students for the dissertation shall be prepared by the Administration in consultation with the Supervisor.
- Faculty having student with zero attendance is not eligible for any payment for the dissertation guidance.

NO OF STUDENTS	NO OF INDEPENDENT HRS PER STUDENT	TOTAL NO OF GROUP HRS	TOTAL HRS	NO OF CREDITS	PAYMENT PER CREDIT	TOTAL PAYMENT
12 X 3	36	9	45	3	1500	4500



8 X 3	24	6	30	2	1500	3000
4 X 3	12	3	15	1	1500	1500

In case if a Faculty member is allocated dissertation guidance supervision in an Academic year on and above the regular teaching load of 24 credits is eligible for additional remuneration for the dissertation guidance as per the table mentioned above. If the teaching load credit hours is less than 24 credits then the dissertation payments will be calculated after adjusting the required 24 credits hours and the difference will be paid.

The dissertation payments will be released at the beginning of every new accademic year in the first month of the Fall Semester for the previous academic year. If the AAC member leaves organization during ongoing semester before completion of the dissertation no compensation will be paid for the Dissertation.

iv. OFFICIAL TRANSPORTATION

SUC provides fully air-conditioned transportation free of cost to the faculty members staying within the Emirate of Sharjah for initial year i.e., for 1 year from Faculty member’s date of joining. Faculty members are picked and dropped from common pickup points to SUC in both the shifts. Faculty member’s willing to avail the service of transportation should fill the **“Transport Availing Form”** with HRD. Transportation service provided by SUC is additional support and is not the part of individual’s package. Reimbursement of any kind of transportation is not allowed unless it is pre-approve by the HOD’s and HRD. Faculty staying within SUC hostel are not eligible for any transportation services.

v. MEDICAL INSURANCE

AAC: Faculty members with additional administrative responsibilities and their eligible dependents have premium Insurance Coverage. Eligible dependents should be in employees’ visa sponsorship (spouse and three children up to 18 years) living in UAE as permanent residents for a period of not less than six months of an Academic year.

Faculty Members: SUC provides Full Time Faculty members and their eligible dependents with medical insurance coverage. Eligible dependents should be in employees’ visa sponsorship (spouse and three children up to 18 years) living in UAE as permanent residents for a period of not less than six months of an academic year. Medical Insurance is also applicable for Visiting Faculty members (International).

vi. INITIAL AIR TICKET ALLOWANCE

Faculty members recruited from outside United Arab Emirates are entitled to a Air Ticket Reimbursement upon joining SUC.

Policy Outline:

- a. Reimbursements for the Air Ticket is processed when receipts of payments and ticket stubs are provided to the HRD within 48 hours of joining the organisation.
- b. Reimbursement will be made up to the amount which SUC would have paid for the air ticket from the point of origin.
- c. Initial Air Ticket Reimbursement needs to be refunded back to the company by employee in case the employee terminates the contract within one year of the first contract.



vii. ANNUAL AIR TICKET ALLOWANCE

Faculty members are entitled to Annual Air Ticket Allowance for themselves and eligible dependents from UAE to first port of entry in home country. Employee need to produce proof of residency or house ownership for the organization to decide his/her point of origin in case his residency is from any other country than home country or the employee has an acquired nationality.

Policy outline:

- a. Faculty members eligible for air ticket once a year along with their family or only self can avail the facility only after completion of 8 months of continuous services in SUC.
- b. In case a Faculty member joins the Organization in Spring Semester he/she will be entitled for 50% ticket immediately after his completion of 8 months tenure with SUC while if AAC members joins in Summer Semester he/she will only be entitled for the next Academic Year Air Ticket.
- c. Spouse and dependent children residing in UAE with a valid visa will be eligible. Faculty members and their families must provide documentary evidence of spouse and dependent children residing in UAE for more than six (6) months.
- d. Faculty members and their families shall be eligible to economy class air ticket only.
- e. Faculty members will be given the air ticket rates for his/her sector during the month of October.
- f. The Faculty members will book their air tickets as per their own convenience and submit the air ticket & invoice to HRD for reimbursement.
- g. The destination of travel for Faculty will be considered as per the address in passport. In case a Faculty member travels to a destination which is other than his home country, an amount equivalent to the home country fare or the actual fare amount whichever is lesser amount shall be reimbursed.
- h. The annual air tickets for family and self cannot be accumulated for subsequent use in later years. Encashment of ticket amount is not permitted.
- i. If both husband and wife are working in SUC, the air ticket facility will be available to one of them in an academic year i.e. benefit is given to the employee on whose name the tenancy contract is.
- j. For Air Ticket reimbursement submissions before 15th of the month will be paid in the same month and submissions post the cutoff date will be reimbursed in the succeeding month. The annual cut off date to apply for reimbursement is by 10th of September in every academic year. The benefit can not be carry forwarded and will forfeit if not claimed till the annual cutoff date and no exceptions will be granted.
- k. Faculty member resigning from the services is not eligible for any pending tickets. All the pending benefits forfeit as soon as Faculty member resigns from services.

viii. ACCOMODATION ALLOWANCE

Accommodation allowance is paid to Employees of SUC as a compensation for housing expenses. The housing compensation allowance varies according to the grade of the AAC and Faculty member.

The accommodation will be paid to AAC and Faculty members as per the below mentioned details:

RANK / LEVEL	AMOUNT
Instructor	AED 21,000
Sr. Instructor	AED 21,000
Lecturer	AED 24,000
Assistant Professor	AED 27,000
Associate Professor	AED 30,000
Professor	AED 33,000



- a. SUC AAC and Faculty members are paid an annual housing allowance in two equal installments.
- b. Accommodation Allowance is paid only to AAC and Faculty members having the tenancy contract on their own name, and are required to submit a copy of valid tenancy contract to HRD. Employees staying on sharing basis will not be eligible for this benefit. Faculty members are advised to submit tenancy contract with HRD, if they want to avail the accommodation allowance.
- c. In case the AAC and Faculty member is promoted to the next level, Accommodation allowance will be calculated pro-rata as per the eligibility of Accommodation allowance in the respective category.
- d. At the time of payment AAC and Faculty member need to submit valid tenancy contract to HRD.
- e. Female AAC and Faculty members residing with spouse and having contract in Husband’s name will be eligible in case they are secondary owner in residence contract. Or on submitting an Undertaking from spouse’s employer that they are not eligible for any accommodation benefit.
- f. In case the initial accommodation benefit is used for first month, the Accommodation allowance benefit shall accordingly start as per the tenancy contract start date or as per the last date of stay in the hostel facility.
- g. Accommodation Allowance will be paid basis the above table or the actual amount whichever is lower.
- h. If both husband and wife are working in SUC, the accommodation allowance facility will be available to one of them in an academic year i.e. benefit is given to the employee on whose name the tenancy contract is.
- i. Faculty members can stay in the internal hostel as per the policy, the accommodation will be provided with all facilities like water, electricity and Wi-Fi.
- j. Faculty members staying in internal hostel will not be paid any accommodation allowance and furniture allowance as per the procedures, and the hostel rent will be adjusted towards accommodation allowance.
- k. In case Faculty member move out of the hostel followed by 2-month notification, he should submit a valid tenancy contract in their own names to be eligible to get accommodation and furniture allowance as per the policy.

ix. FURNITURE ALLOWANCE FOR ACADEMIC MEMBERS

Furniture Allowance is extended to enable a Faculty member for settling down in UAE comfortably. Furniture Allowance is a onetime consolidated payment done initially for the period of five years for existing and faculties joining, depending on the faculty grade mentioned in the table below. Subsequently payment will be paid after the 5th year.

DESIGNATIONS	AMOUNT
INSTRUCTOR	4,000
SR. INSTRUCTOR	5,000
LECTURER	7,500
ASSISTANT PROFESSOR	10,000
ASSOCIATE PROFESSOR	12,000
PROFESSOR	12,000
VICE CHANCELLOR	15,000



Policy outline:

- i. After the second payment, the Furniture allowance will be due after every 5th year
- ii. Furniture Allowance is paid only to Faculty members having their own accommodation (proof of valid tenancy contract required to be submitted to HRD), employees staying in sharing basis will not be eligible for this benefit
- iii. In case the Faculty member is promoted to the next level, the allowance will be calculated as per the eligibility of furniture allowance in the respective category.
- iv. Faculty member is eligible for furniture allowance only after confirmation of his probation. If the confirmation of the faculty member is on conditional basis, the furniture allowance will not be applicable.
- v. If both husband and wife are working in SUC, the Furniture Allowance will be available i.e. furniture allowance is paid only to Faculty member having the tenancy contract on their own name.

x. ADMINISTRATIVE ALLOWANCE:

Faculties with additional administrative responsibilities are provided with an additional amount as administrative allowance depending upon the nature of the role. This allowance is applicable and paid to them till they hold the position. Administrative positions are on rotational basis and administrative positions with Academic employees are for tenure of 5 years and can be renewed for one additional term maximum.

xi. CONFERENCE, RESEARCH & PROFESSIONAL DEVELOPMENT FUND

Please refer to "Research & Scholarly Activities Policies and Procedures Manual" for further details.

xii. MANAGEMENT DEVELOPMENT PROGRAMS & CONSULTANCY WORK

SUC encourages and promotes its faculty members to organize MDP programs for the general public, government organizations, semi government and private organizations in the region.

The organizing committee / team of the MDP may select MDP programs developed by the faculty wherein the Resource person for these programs can be Faculty members of SUC as well as external trainers and experts from Industry. To ensure professional outlook is accorded to these programs and quality of the programs delivered is maintained an appropriate mix of academics and industry input is encouraged.

xiii. LOAN AGAINST GRATUITY POLICY

Faculty Members are eligible for Loan against gratuity when they have completed more than 7 yrs. of services. The criteria for the Loan Against Gratuity is on the following conditions:

Criteria for availing Gratuity Loan:

- i. Purchase of land / house/ flats in the home country
- ii. Emergency medical treatment
- iii. Children's higher education
- iv. Children's migration
- v. Fixed deposits
- vi. Marriage of Children

Procedure for availing the Loan against gratuity are as follows:

- i. Faculty Members will be eligible for this loan after completion of 7 years of continuous services with SUC.



- ii. Maximum amount of loan that can be availed will be 50% of the accumulated gratuity or two month's salary, whichever is lower at the time of application of loan.
- iii. Faculty Members is eligible for two of such loans in his/her service period with SUC and second loan can be taken only after repayment of first availed loan.
- iv. Loan Approval will be at the sole discretion of the Management.
- v. The Faculty Members should not have any outstanding loan with SUC or any other outside entity at the time of application for such loan. No-Liability certificate should be produced from the bank where the salary is transferred or if letter is taken for any other bank.
- vi. Repayment has to be done in maximum within two years from the date the loan was granted. Repayment amount per month will depend on the period of repayment chosen.
- vii. Repayment can be done via salary deduction. No adjustment or postponement in the repayment pattern will be done. Any kind of extension or rescheduling in the repayment period will not be acceptable. However the repayment period can be reduced without any fine.
- viii. During the repayment period no salary certificate or any kind of letter will be issued addressing any bank or financial institution.
- ix. In case the period of services ends before the repayment of loan due to any kind of separation (Resignation, Termination, Death etc.,) then the remaining amount shall be adjusted with end of term benefits and balance will be paid to the Faculty Members.
- x. Faculty Members under observation for misconduct or involved in any kind of grievance procedure will not be eligible for Gratuity loan until the conclusion of proceedings.
- xi. Faculty Members will have to nominate a nominee who is from the immediate family members (spouse, children) while taking the Loan Against Gratuity. The nominee will be eligible to receive only the difference amount if the loan against gratuity is not repaid in full at the time of final settlement of the employee in case of any emergency contingency.
- xii. Purpose of taking this loan should be clearly mentioned in the application form with sufficient proof of same. The application may be rejected in absence of any valid justification.

xiv. SUC BONUS POLICY

The bonus Compensation Policy is introduced to motivate and reward key employees for accomplishing individual performance goals established in accordance with the targets of the SUC. The primary objective of such implementation is to increase individual's commitment towards increasing the enrolments in each intake at both Business & IT school.

The Incentive system for both Business & IT Program is to primarily enhance commitment level and contribution of each individual in the organization, and encourage them to work towards providing better services to our prospective students as well as improving the overall performance of the institution as a whole.

- a. The purpose of the Incentive and Bonus Scheme is to:
 1. Reward employees for their performance and contribution to SUC growth.
 2. Better educate employees about their individual Key Performance Indicators (KPIs) and how the indicators link to the overall success of SUC.
 3. Increase employee motivation and interest in meeting SUC's goals and reward them outside of the normal remuneration process for achieving or exceeding targets.
 4. Provide a clear correlation between key performance measures that influence reward and the employee's ability to influence those measures.

**b. System of Payment:**

1. Bonus amount will be one-month salary of the employee and payment will be done in month of November along with annual increments.
2. If any staff leaves the organization, the bonus accrued at the time of leaving will be forfeited in full. It may also encourage loyalty of employee.
3. SUC retains the absolute Discretion at all times, to amend, cancel or discontinue the bonus schemes in part or in its entirety, without compensation, at any time. Employees should be informed if any such decision is taken. If the bonus scheme is amended, cancelled or withdrawn completely during the academic year.

D. STAFF PERKS & BENEFITS**i. ADDITIONAL DUTY WEEKEND PAYMENT**

Members of Staff working on weekends as per HRD approved schedule are remunerated in addition to their salary. This provision is as per Financial Policy of the University.

WEEKEND – ACADEMIC SUPPORT SERVICES REMUNERATION			
S. NO	STAFF TITLES	PAYMENT CATEGORY	AMOUNT
1	SUPPORT STAFF	HALF DAY	AED 35
		FULL DAY	AED 55
2	TECHNICAL SUPPORT (Drivers)	HALF DAY	AED 55
		FULL DAY	AED 85
3	TECHNICAL SUPPORT	HALF DAY	AED 125
		FULL DAY	AED 175
4	CLERICAL LEVEL	HALF DAY	AED 125
		FULL DAY	AED 175
5	SUPERVISOR LEVEL	HALF DAY	AED 150
		FULL DAY	AED 200
6	AML / ML LEVEL	HALF DAY	AED 175
		FULL DAY	AED 300
WEEKEND- IATA INVIGILATION PAYMENT			
1	EXAM TIMINGS	Fri: 3 HOURS	AED 50.00
		Sat: 3 HOURS	AED 30.00
NOTE:			
1. Academic Support Services Staff Weekend payment is an additional payment given in addition of their normal working hours (48 hours) and will be based only on pre-approved duty schedule.			
2. Monthly Staff schedule and no. of hrs. will be approved by HRD.			
3. The working hours during the weekend is from 09:00AM – 05:00PM			

ii. OFFICIAL TRANSPORTATION



SUC provides fully air-conditioned transportation free of cost to staff members staying within the Emirate of Sharjah. Staff members are picked and dropped from common pickup points to SUC in both the shifts. Staff member's willing to avail the service of transportation should fill the "**Transport Availing Form**" with HRD. Transportation service provided by SUC is additional support and is not the part of individual's package.

Note:

- a. Reimbursement of any kind of transportation is not allowed unless it is pre-approved by HRD.
- b. Pickup and drop locations are decided by driver & Head of Finance Department and approved by Head HR after lot of consideration, keeping in mind convenience of most of the staff members. It is altered from time to time as per the practicality of route, and no undue request to change the route from time to time is appreciated & entertained.

iii. **MEDICAL INSURANCE**

SUC provides its Staff members are Medical Insurance Policy as per the below mentioned categories:

Assistant Manager and above: Staff members under this grade and above are entitled for insurance cover for themselves and eligible dependents. Eligible dependents should be in employees' visa sponsorship (spouse and three children up to 18 years) living in UAE as permanent residents for a period of not less than six months of an Academic year.

Head of Departments: Head of departments irrespective of their grade are eligible for insurance cover for themselves and eligible dependents. Eligible dependents should be in employees' visa sponsorship (spouse and three children up to 18 years) living in UAE as permanent residents for a period of not less than six months of an Academic year.

Supervisory, Clerical and Technical & Support Staff: Staff members under this grade are entitled for insurance cover for self annually.

Academic Support Services AAC Members: Staff members with additional administrative responsibilities and their eligible dependents have premium Insurance Coverage. Eligible dependents should be in employees' visa sponsorship (spouse and three children up to 18 years) living in UAE as permanent residents for a period of not less than six months of an Academic year.

iv. **INITIAL AIR TICKET ALLOWANCE**

Staff Members recruited from outside United Arab Emirates are entitled to a Air Ticket Reimbursement upon joining SUC.

Policy Outline:

- a. Reimbursements for the Air Ticket is processed when receipts of payments and ticket stubs are provided to the HRD within 48 hours of joining the organisation.
- b. Reimbursement will be made up to the amount which SUC would have paid for the air ticket from the point of origin.
- c. Initial Air Ticket Reimbursement needs to be refunded back to the company by employee in case the employee terminates the contract within one year of the first contract.

v. **ANNUAL AIRLINE TICKET ALLOWANCE FOR EXPATRIATES**

Staff members are entitled to Annual Air Ticket Allowance for themselves and eligible dependents from UAE to first port of entry in home country. Employee need to produce proof of residency or house ownership for the organization to decide his/her point of origin in case his residency is from any other country than home country or the employee has an acquired nationality. Staff Members are entitled for air tickets as per the below mentioned:

Assistant Manager and above: Staff Members under this grade and above are entitled to annual airline tickets for themselves and eligible dependents from UAE to first port of entry in home country. Eligible dependents are the spouse and up to three children up to 18 years,



living in UAE as permanent residents for a period of not less than six months of an Academic Year.

Supervisory: Staff Members under this grade are entitled to Annual airline tickets for themselves to first port of entry in home country.

Clerical Staff: Staff Members under this grade are entitled to annual Airline Tickets for themselves once they attained CL10 level and below level will be eligible for Air Ticket once in two years to first port of entry in home country.

Support Staff: Staff Members under this grade are entitled to airline tickets for themselves once in two years to first port of entry in home country.

Staff members are entitled for air tickets as per the below mentioned table:

AIR TICKET ENTITLEMENT			
RANK	GRADE	AIR TRAVEL	
Support Level – SU	1	FOR SELF ONLY, ONCE IN TWO YEAR	
	2		
	3		
	4		
Technical Support Level - TCL	5		
	6		
	7		
Clerical Level – CL	8		
	9		
	10		FOR SELF ONLY, ONCE A YEAR
	11		
Supervisory Level – SL	12	FOR SELF ONLY, ONCE A YEAR	
	13		
Asst. Managerial Level - AML	14	FOR SELF & FAMILY YEARLY	
	15		
Managerial Level – ML	16		
	17		
Dy. Director Level - DDL	18	FOR SELF & FAMILY YEARLY	
	19	FOR SELF & FAMILY YEARLY	
Director Level - DL	20	FOR SELF & FAMILY YEARLY	

Policy Outline:

- Staff Members eligible for air ticket once a year along with their family or only self can avail the facility only after completion of 8 months of continuous services in SUC. In case a Staff Member joins the Organization in between an Academic Year he/she will be entitled for the ticket from the subsequent Academic Year immediately following the completion of 8 months' tenure with SUC.
- Staff Members eligible for air ticket once in two years for self can avail the facility after completion of 18 months' tenure with SUC. In case a Staff Member joins the organization in between an Academic Year he/she will be entitled for the ticket from the subsequent Academic Year immediately following the completion of 18 months' tenure with SUC.



- c. In case a Staff member joins the organization in Spring Semester he/she will be entitled for 50% ticket immediately after his completion of 8 months' tenure with SUC while if Staff members joins in Summer Semester he/she will only be entitled for the next Academic Year Air Ticket.
- d. Spouse and dependent children will be considered as permanent residents of UAE when they continuously reside in UAE for a minimum period of 6 months in a calendar year. Staff Members and their families must provide documentary evidence of spouse and dependent children residing permanently in UAE.
- e. Staff Members and their families shall be eligible to economy class air ticket only.
- f. Staff members will be given the air ticket rates for his/her sector during the month of February.
- g. Staff members will book the tickets as per their own convenience and submit the bill in Finance Department once the travel is finished.
- h. All the Staff Members are eligible for the airline ticket from UAE to first port of entry i.e., major international airports in respective countries only.
- i. Any changes i.e., advancement or postponement in ticket dates requested by Staff, after the ticket is booked shall be borne by Staff Member themselves.
- j. The destination of travel for Staff will be considered as per their nationality or as per their passports. However, when a national of one country is recruited from another country permanently resides in another country or temporarily resides in another country due to any reason, the place of permanent residence may be treated as his home country.
- k. In case a Staff Member travels to a destination which is other than his home country, an amount equivalent to the home country fare or the actual fare amount – which ever being the lesser amount shall be reimbursed to the Member of Staff.
- l. The yearly air tickets for family and self cannot be accumulated for subsequent use in later years.
- m. Encashment of ticket amount is not permitted.
- n. If both husband and wife are working in SUC, the air ticket facility will be available to one of them in an academic year or individually i.e. benefit is given to the employee.
- o. For Air Ticket reimbursement submissions before 15th of the month will be paid in the same month and submissions post the cutoff date will be reimbursed in the succeeding month. The annual cut off date to apply for reimbursement is by 15th of September in every academic year. The benefit cannot be carry forwarded and will forfeit if not claimed till the annual cutoff date and no exceptions will be granted.
- p. Staff Member resigning from the services is not eligible for any pending tickets. All the pending benefits forfeit as soon as Staff resigns from services. In case of termination Staff will be eligible for pending ticket.

vi. ACCOMMODATION ALLOWANCE

- I. Accommodation Allowance is provided to a selected staff members and is provided to staff having hostel management responsibilities.
 - a. Staff member having Hostel Responsibilities in their job description are provided accommodation in furnished Hostel Apartment, in case their job role changes and they are no longer having hostel responsibilities, the accommodation will stand cancelled and staff members will be paid as per grading scale.
 - b. Accommodation is provided till the University maintains the Hostel, if at any point of time SUC cancel's the hostel facilities, accommodation allowance will be paid as per the grading scale.
- II. Accommodation allowance is paid to AAC members as a compensation for housing expenses. The housing compensation allowance varies according to their designations.



ESTABLISHED 1990

The accommodation will be paid to AAC members as per the below mentioned details:

DESIGNATIONS	AMOUNT
DIRECTOR	AED 24,000
DY. DIRECTOR	AED 21,000

- a. SUC AAC members are paid an annual housing allowance in two equal installments.
- b. Accommodation Allowance is paid only to AAC members having the tenancy contract on their own name, and are required to submit a copy of valid tenancy contract to HRD. Employees staying on sharing basis will not be eligible for this benefit. AAC members are advised to submit tenancy contract with HRD, if they want to avail the accommodation allowance.
- c. In case the AAC members is promoted to the next level, Accommodation allowance will be calculated pro-rata as per the eligibility of Accommodation allowance in the respective category.
- d. At the time of payment AAC members need to submit valid tenancy contract to HRD.
- e. Female AAC members residing with spouse and having contract in Husband's name will be eligible in case they are secondary owner in residence contract. or on submitting an Undertaking from spouse's employer that they are not eligible for any accommodation benefit.
- f. In case the initial accommodation benefit is used for first month, the Accommodation allowance benefit shall accordingly start as per the tenancy contract start date or as per the last date of stay in the hostel facility.
- g. Accommodation Allowance will be paid basis the above table or the actual amount whichever is lower.
- h. If both husband and wife are working in SUC, the accommodation allowance facility will be available to one of them in an academic year i.e. benefit is given to the employee on whose name the tenancy contract is.

vii. FURNITURE ALLOWANCE

FURNITURE ALLOWANCE - ACADEMIC SUPPORT SERVICES AAC MEMBER	
DESIGNATIONS	AMOUNT
DIRECTOR	12,500
DY. DIRECTOR	10,000

Policy outline:

- a. After the second payment, the Furniture allowance will be due after every 5th year
- b. Furniture Allowance is paid only to Academic Support Services AAC Member at the above mentioned grade, having their own accommodation (proof of valid tenancy contract required to be submitted to HRD), employees staying in sharing basis will not be eligible for this benefit
- c. In case the Academic Support Services AAC Member is promoted to the next level, the allowance will be calculated as per the eligibility of furniture allowance in the respective category.
- d. Academic Support Services AAC Member is eligible for furniture allowance only after confirmation of his probation. If the confirmation of the Academic Support Services AAC Member is on conditional basis, the furniture allowance will not be applicable.
- e. If both husband and wife are working in SUC, the Furniture Allowance will be available i.e. furniture allowance is paid only to Faculty member having the tenancy contract on their own name.



viii. STAFF LOAN AGAINST GRATUITY POLICY

Staff Members are eligible for Loan against gratuity where they have completed more than 7 yrs. of services. The criteria for the Loan Against Gratuity is on the following conditions:

Criteria for availing Gratuity Loan:

- a. Purchase of land / house/ flats in the home country
- b. Emergency medical treatment
- c. Children's higher education
- d. Children's migration
- e. Fixed deposits
- f. Marriage of Children

Procedure for availing the Loan Against Gratuity are as follows:

- a. Staff Members will be eligible for this loan after completion of 7 years of continuous services with SUC.
- b. Maximum amount of loan that can be availed will be 50% of the accumulated gratuity or two month's salary, whichever is lower at the time of application of loan.
- c. Staff Members is eligible for two of such loans in his/her service period with SUC and second loan can be taken only after repayment of first availed loan.
- d. Approval of loan is based will be the sole discretion of the Management.
- e. The Staff Members should not have any outstanding loan with SUC or any other outside entity at the time of application for such loan. No-Liability certificate should be produced from the bank where the salary is transferred or if letter is taken for any other bank.
- f. Repayment has to be done in maximum within two years from the date the loan was granted. Repayment amount per month will depend on the period of repayment chosen.
- g. Repayment can be done via salary deduction. No adjustment or postponement in the repayment pattern will be done. Any kind of extension or rescheduling in the repayment period will not be acceptable. However the repayment period can be reduced without any fine.
- h. During the repayment period no salary certificate or any kind of letter will be issued addressing any bank or financial institution.
- i. In case the period of services ends before the repayment of loan due to any kind of separation (Resignation, Termination, Death etc.,) then the remaining amount shall be adjusted with end of term benefits and balance will be paid the Staff Members.
- j. Staff Members under observation for misconduct or involved in any kind of grievance procedure will not be eligible for Gratuity loan until the conclusion of proceedings.
- k. Staff Members will have to nominate a nominee who is from the immediate family members (spouse, children) while taking the Loan Against Gratuity. The nominee will be eligible to receive only the difference amount if the loan against gratuity is not repaid in full at the time of final settlement of the employee in case of any emergency contingency.
- l. Purpose of taking this loan should be clearly mentioned in the application form with sufficient proof of same. The application may be rejected in absence of any valid justification

E. SALARY COMPENSATION TO STUDENT TRAINEE

A competitive compensation package for the Student Trainee at SUC is aimed at attracting efficient and effective employees to conduct the operations in Academic Support Services.

PURPOSE

The purpose of SUC salary and payroll administration system is to maintain

- a. Internal pay equity and consistency within and across various Departments in SUC



- b. Employee morale, motivation and performance required for executing the jobs effectively and efficiently.

i. COMPENSATION STRUCTURE

The inputs for developing compensation package are taken from the industry trends, economic situation (inflation), work load of the Student Trainee. Student Trainee salaries will be disbursed after the seven (7th) working days of the following month.

ii. STUDENT TRAINEE BENEFITS

a. OFFICIAL TRANSPORTATION

SUC provides fully air-conditioned transportation free of cost to Student Trainee staying within the Emirate of Sharjah of. Student Trainee are picked and dropped from common pickup points to SUC in both the shifts. Student Trainee willing to avail the service of transportation should fill the “**Transport Availing Form**” with HRD. Transportation service provided by SUC is additional support and is not the part of individual’s package.

Note:

1. Reimbursement of any kind of transportation is not allowed unless it is pre-approved by HRD.
2. Pickup and drop locations are decided by driver & Head of Finance Department and approved by Head HR after lot of consideration, keeping in mind convenience of most of the Student Trainee members. It is altered from time to time as per the practicality of route, and no undue request to change the route from time to time is appreciated & entertained.

5.d. Leave of Absence

Policy number	HUMR_POLICY_05
Policy name	Leave of Absence
Policy version	Version 2
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	26 December 2021
Verified by	DYASS

A. LEAVE ELIGIBILITY

The following is a broad outline of the leave system.

TYPES	LEAVES
a. Annual Leave	For Academics- 40 days within the Academic year. For Academics Support Services- 30 days within the Academic year.
b. Sick Leave	45 days continuous or interrupted in 1 year
c. Maternity leave	45 days
d. Parental Leave	5 days
e. Sabbatical Leave	Eligible member who completed 5 years on service may take a sabbatical leave for one



	semester up to 4 semesters (subject to approval).
f. Academic/Training Leave (Not applicable to Academic Support Services)	7 days
g. Compassionate / Bereavement Leave	3 days (Continuous)
h. Birthday/Anniversary	Half day
i. Religious Leave	Half day + Half Day (Cannot be clubbed together and availed as 1)

Note:

Employee is eligible to avail all the above leaves only after probation confirmation. No paid Leave / Annual Leave can be granted during Probation period. Leave can be taken in case of emergency during Probation only after due approval from the Vice Chancellor which extends the probation days by the total number of leave days availed

i. Earned Annual Leave

Employees are entitled for annual leaves as above in an Academic Year. The Academic Employees can avail annual leave either at one stretch or may split it into maximum of two slots during semester breaks or as per the University approved calendar Guidelines within one Academic year. Academic Support Services employees can avail their annual leave at one stretch during one academic year as per their department and organizational leave planning. Leave should be availed within one Academic year and cannot be carried forward to next Academic year, neither claimed in advance from forthcoming year. Leave not as per University Guidelines will be accommodated only for emergency purposes and should have prior approval from the Dean (School of Business and School of IT), Associate Deans, DYASS/Registrar and HRD.

Any additional leave is taken beyond eligibility it is treated as loss of pay and deductions are calculated as per UAE laws, Management has the right also to review non resumptions case to case in some certain conditions. Any alterations in annual leave plans require prior approval from Management. Entitled leave should be availed in total, if not, the balance shall be forfeited.

Short Leave including Half Day leave availed will be considered as leave without pay and should have prior approval at least one day before taking any short leave. If short leave is taken due to emergency cases, employees are required to apply and get the approval within (48 hrs.) after resuming work he/she should make sure to inform immediate supervisor and HRD on time, so the operation are not hampered. In case of emergency it is the discretion of the management to decide whether the leave will be under LWP or annual leave depending on the documents submitted in the justification of such leave. If the leave is taken on Thursday and also on subsequent Sunday, the weekends will be included in the leave making it a total of four days and will be treated as leave without pay. Same is applicable for year-end annual leave or leave taken during annual leave and public holidays.

SUC may require the Employee to return to his place of employment prior to the end of their leave period when such return is deemed necessary for the proper performance of



operations of SUC. The decision to call back Employee from the approved annual leaves rests with the Dean or his nominee.

Employees should plan their annual leave so as not to hamper the normal operational work of SUC. The time period of the annual leave will be at the discretion of the Management. Proper handover should be done and to make sure that leave applied is approved completely. Any employee extending of their leaves without completing the required procedure will be subject to disciplinary actions.

In case of separation, employee shall be entitled to earned leave payment on basic component of salary.

ii. Sick Leave

In case of sick leave Employees are required to submit a Medical Certificate from a competent Authority along with leave form at the time of joining back to avail the eligible sick leave. If the sickness occurs outside the UAE, Medical Certificates issued by doctor/ hospital, must be attested by a government medical authority of the country in which the sickness occurs will be accepted as authentic after attested by ministry of foreign affair, UAE embassy. Any such certificate is subjected for review by SUC before acceptance and staff can be advised to get second opinion from SUC prescribed doctor. Medical Certificate should be submitted within five (5) working days otherwise, the leave will be deducted from the annual leave or considered as loss of pay.

Employee shall not be entitled to any paid sick leave during the probation period.

S. NO	SICK LEAVE	PAYMENTS
1	First 15 Days	Full Pay
2	Next 30 Days	Half Pay
3	Any subsequent periods	LWP (Leave Without Pay)

Sick Leave Pay:

Incase Employee takes 5 or more days of sick leave in a semester the HRD Department will take note of that and will be counseled accordingly.

Medical Certificate will only be considered provided that the same is issued by the authorized doctors if not, leave will be considered as annual leave. Employee on sick leave can be asked to visit a SUC prescribed doctor for second opinion if required by HRD.

iii. Maternity Leave

A female worker shall be entitled to maternity leave with full pay for a period of forty-five days, including both pre and postnatal periods, provided that she has completed not less than one year of continuous service with her employer. A female worker who has not completed the aforesaid period of service shall be entitled to maternity leave & benefits with half pay as per UAE labor law. SUC will allow clubbing of maternity leaves and annual leaves. Any request for extension of maternity leaves and additions of annual leaves will be based on valid attested medical certificate provided by the doctor.

Note: During the eighteen months subsequent to the date of delivery, the nursing employee shall be entitled to two additional break per day for nursing purpose the duration of each thereof not exceeding half an hour. Such additional period shall be deemed as part of the working hours and do not entail any deductions of the salary.



iv. Parental Leave

Male Employees shall be granted a fully paid parental leave for 5 (Five) calendar days, during the first six months from the date of delivery of a living baby by his Wife, provided that the Employee provides such evidence thereto upon returning to Work.

v. Academic/Training Leave

Academic Employees are entitled for seven days leaves for them to undertake other appropriate related studies/training within the Faculty specialization and professional field. This can be availed once in tenure with SUC. Permission to avail such leave must be obtained in advance from HRD, Dean (School of Business and School of IT) & with prior approval by the Vice Chancellor.

vi. Sabbatical Leave

Faculty Members maybe entitled for a sabbatical leave which can be defined as a leave for the purpose of encouraging faculty members to engage in scholarly research or other activities that will increase their scholarly achievement or their capacity for service to the University. Eligible member who completed 5 years on service and upon Dean and VC approval may take a sabbatical leave for one semester up to 4 semesters (subject to approval). Benefits and compensation will be decided as per VC recommendations.

vii. Compassionate Leave/ Bereavement Leave

Employees may be granted leave of absence with pay normally not exceeding three days (continuous), in case of death of an immediate Family Member (defined as spouse, parent, sister, brother, son, daughter, mother-in-law, father-in-law).

viii. Birthday / Anniversary Leave

An Employee on the day of their Birthday or Anniversary would be eligible for a half day's leave. This leave can be availed only on the day of the Employees Birthday or Anniversary day and not on any other day. An Employee is not allowed to club their Annual leave on the date of his Birthday or Anniversary. The date of Birth and Anniversary day shall be as per the records maintained by the HRD and should be submitted to HRD before 30th Sept every year.

All new Employees are required to apply for their Birthday or Anniversary Leave within one week after their probation confirmation.

Note: Birthday / Anniversary leave are planned on semester basis so that faculty is aware of their class schedule at the time of planning their Birthday / Anniversary leaves. These leaves are subjected for approval of Dean (School of Business and School of IT)/DYDASS and HOD based on employee engagement and the same cannot be compensated on any other days as this is an additional benefit provided by SUC. These leaves should not hamper the operations of the Department otherwise, the same will be cancelled.

ix. Religious Leave

Employees are entitled for two half day leaves twice in an Academic Year to celebrate their religious festivals. The details of the same should be submitted to HRD before 30th September in case of confirmed employees and after confirmation for new employees.



Note: Religious leave are planned on semester basis so that faculty is aware of their class schedule. These leaves are subjected for approval of Dean (SOB/SOIT)/DYDASS and HOD based on employee engagement and the same cannot be compensated on any other days as this is an additional benefit provided by SUC. This leave provision is available for non-Muslim employees only. These leaves should not hamper the operations of the Department otherwise, the same will be cancelled.

x. Haj Leave:

Employees can avail once during his employment a special leave without pay to go for Haj (pilgrimage) which should not exceed 30 days. This period is not part of the employee's annual leave or any other leave which he is entitled to as per UAE Labor Law.

xi. Unauthorized Absence

Employees absent from duty without prior information will be considered as unauthorized absence. In case of such unauthorized absence the following conditions apply:

1. Absence of 7 continuous days without information from the SUC will lead to Summary termination.
2. Occasional leave of absence due to exceptional, pressing circumstances must have the prior approval of Vice Chancellor. The application for such leave should be filed within three days of resuming duties, failing which the absence shall be treated as unauthorized leave. This occasional leave shall be deducted from annual leave.
3. Employees travelling out of country without intimation to the SUC will be treated as unauthorized leave
4. Absence from SUC without intimation and prior approved leave will be considered as unauthorized leave and will be deducted from eligible annual leave.

xii. Public Holidays:

The country officially observes the following public holidays: Hijri, the official state New Year; Gregorian New Year; Eid Al Fitr, a two-day celebration signifying the end of Ramadan; Eid Al Adha and Waqf, a three-day holiday; Prophet Mohammed's Birthday; Isru and Al Miraj and National Day. All workers in the country are entitled to these paid public holidays as per private sector announcement.

List of Public Holiday for Academic year 21-22

Date	Holiday Name	Type
21 Oct 21	Prophet Muhammad's Birthday	National Holiday
30 Nov	Commemoration Day	National Holiday
2 Dec 21	National Day	National Holiday
3 Dec 21	National Day	National Holiday
1 Jan 22	New Year 2022	National Holiday
1May 22	Aid Al fter	National Holiday
9 July 22	Arfat Day	National Holiday
10 July 22	Aid Al Adha	National Holiday
31 July 22	Islamic New Year	National Holiday

Employees are entitled to national/public holidays as per notifications issued by the SUC based on government notifications. Employees are also entitled to official holidays declared by the SUC and communications issued by the HRD.



Employees wishing to travel out of the country during National Holidays are required to fill “Permission to leave station” form. Permission to leave station may only be applied once the declared holidays is announced by HRD.

Any Permission to leave station applied without HRD holiday announcement will not be entertained. Employees resuming duty after outstation travel must intimate the Human Resource Department their date and timing of resumption of duty by an e-mail.

Employee can link National and Public Holidays prior or after the annual leave but if these holidays fall between the annual leaves, the same shall be counted as per the UAE labor laws.

Policy Outline:

The Employee is responsible for the following:

- a. No Short Leaves can be clubbed before or after individually along with National or Public Holiday. If an employee is on annual leave and public or national holidays fall in between then they will be counted in their annual leaves.
- b. Employee is required to arrange substitution of duties during any kind of leave in consultation with the respective Head of the Department a week prior to their leave. It is an employee’s responsibility to get their leaves approved by the date given in the leave calendar.
- c. Any short leaves taken by the Employee should immediately apply after resuming of duty. Failing to do so within one day, the leaves will be automatically deducted from his / her annual leaves.
- d. Employee is responsible to return from their annual leave on the due joining date and required inform through email or in person to HRD when he/she resumes duty.
- e. Employees intending to avail of any leave should apply as per approved calendar in the portal as per deadline and in case of short leave at least 48 hours prior to such leave. This will facilitate to make alternative arrangements in time.
- f. Employee must fulfill all the application procedures before proceeding for any kind of leave and cannot proceed for any leave if the same is not approved or substitution is not arranged. In case employee leaves without prior approval this leave will be considered unauthorized leave and accordingly disciplinary action will be taken by HRD. The decision will be as per taken as per the UAE Labor Law.
- g. All Leaves should be as per approved annual leave calendar before filing for approval of Dean (SOB/SOIT) or DYASS.
- h. Employees wishing to travel out of the country during Weekends or their off days are required to fill “Permission to leave station” form.
- i. Sick Leave intimation will be accepted prior to the office timing only. Last minute sick leave intimation to HRD will not be considered and deductions will be made as per policy.
- j. All the leave application must be in the duly filled leave form as per the calendar of leave issued along with approval from Dean (SOB/SOIT)/HOD.
- k. For Part Time Adjunct Employees, any leave taken will be deducted from their monthly salary payments as per individual’s session rate mentioned in their contract while for Visiting Faculty Contract Employees who wish to avail leave have to take prior approval from Dean (SOB/SOIT) & HRD and written intimation has to be given to HRD and there would be a deduction of pro-rata basis.
- l. Any leave taken by Adjunct or Part Time Faculty or Student Trainee will be deducted from their monthly payments as per pro rata basis. Adjunct or Part Time Faculty or Student Trainee Member service will be subject to summary termination if he/she absents from work without notice.



5.e Faculty/Staff Personnel Records

Policy number	HUMR_POLICY_06
Policy name	Faculty/Staff Personnel Records
Policy version	Version 1
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	18 July 2019
Verified by	DYASS & REGISTRAR

A. EMPLOYEE PERSONAL FILE

SUC maintains a personal file on each Employee based on the information provided by the employee. The personal file also contains the progressive record of the individual and it is updated on a yearly basis for any references. It is the responsibility of the Employee to notify the changes for updating the CV's and personal information as and when any changes occur in the current status of information and or SUC requirements.

The file consists of the following records:

- i. Employee Data Declaration
- ii. Pre recruitment correspondence
- iii. A copy of the individual's CV with copies of attested degrees and other academic, professional and experience certificates. Records are updated on yearly basis.
- iv. Copy of Employment Contract with subsequent annual increment letters
- v. Copy of Confirmation Letter
- vi. Copies of Certificates of Employee Development Program
- vii. Copies of Certificates of Conference Participation, Scholarly Work/ Publications
- viii. Performance Evaluation Records
- ix. Data Declaration form (By staff)
- x. Buddy List (Replacement) if required.
- xi. Appreciation, Awards & Achievements
- xii. Warning letters or any other letter issued to the Employee
- xiii. Leave & Air Ticket Records
- xiv. Grievance Records
- xv. Medical Insurance Records of self and family
- xvi. Passport and Visa Related Documents
- xvii. ERP Update
- xviii. Website profile
- xix. Miscellaneous Documents

***Note:** Softcopies of the above Documentations and other related records of employees are accessible in their portal.*

B. JOB DESCRIPTION:

HRD will introduce various functional Departments of SUC to the new Employee and orients them on services provided by various Academic & Academic Support Services Department. Academic Employee will be issued a job description along with Course list to identify the courses faculty can teach and Academic Support Services Employee will be issued a job description explaining their strategic, operational and other responsibilities. It is required of all employees to perform these



duties professionally and ethically failing which will be treated as breach of contract and necessary disciplinary action will be initiated.

C. CV & PERSONAL INFORMATION:

Once the employee joins they are provided with a Joining Kit which consists of a format of CV & Data Declaration Format required at the time of joining. Employee is required to fill the details in the standardized format which is maintained in Employee Personal File. According to the details provided at the time of joining employee is registered in the system and gets access to Organizational portal and any other department specific system interfaces. Employees are required to update their information annually every start of the new academic year.

5.f Professional Development for Faculty and Staff

Policy number	HUMR_POLICY_07
Policy name	Professional Development for Faculty and Staff
Policy version	Version 3
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	26 December 2021
Verified by	DYASS

A. AAC TRAINING & DEVELOPMENT

Faculty with Administrative responsibilities will be eligible for additional trainings organized for them specifically targeting the required skill required for their administrative role. HRD is responsible for conducting TNA in the beginning of the Academic year. The TNA is based on the Administrative Responsibilities requirement and the feedback received from various sources which includes meeting as well as FES. HRD will identify the gaps and prepare a Training Calendar and coordinate the same through external and internal Trainers.

Apart from Research Fund available to Academics additional academic & financial support is provided for such initiatives as an overall budget for AAC as below. Approval for availing the below benefit will be basis VC’s approval. AAC members are encouraged to conduct good research in their own areas of broad specialization, attend various professional Forums and represent SUC. This participation is subject to approvals basis the below eligibility limits:

Benefit	Amount (AED)
AAC DEVELOPMENT FUND	45,000

B. ACADEMIC TRAINING & DEVELOPMENT

- i. Academics Training & Development is an integral part of SUC organizational culture. It is aimed at continuously developing the Faculty Members with respect to teaching pedagogy, methods and scholarly pursuits. SUC arranges internal & external training and development opportunities for improving skills, knowledge & values of its Faculty Members on a regular basis.
- ii. HR is responsible for conducting TNA in the beginning of the Academic year. The TNA is based on the organizational requirement and the feedback received from various sources which



includes meeting as well as FES. HRD send forms soliciting nominations for various training programs.

- iii. After the nominations are received faculty/trainers are organized for these programs. A feedback is to be taken after the completion of the training/program to ascertain the quality of training and areas of improvement.
- iv. Faculty member may ask for any specific course that will contribute to development of teaching pedagogy, methods and scholarly pursuits, He should make a formal request with all related details and submit to HR Dept. For approval and reimbursement. HR in charge will look on the request through the formal procedures in coordination with Deans and VC for course benefits to SUC, approval and reimbursement as per the policy and budget.
- v. Faculty members may be nominated to undertake specialized courses to enhance their skills and knowledge which in returns can be utilized to improve other employee's students, general public skill and work process. Training refund policy will be applicable in case the employee leave the work within the certain period, remaining amount will be deducted for the employee gratuity. Trained Faculty member also can deliver specialized training course to outside authorities / partners when required. Course refund in case of resignation can be refund as follow :
 - a. 100 % refund if resigned with one year from the date of the course
 - b. 75 % refund – Second year
 - c. 50 % Refund – Third Year

C. ACADEMIC SUPPORT SERVICES TRAINING & DEVELOPMENT:

SUC provides funds to Head of Department once in two years for seminar, conferences and workshops where Head of Department members can learn new market trends and contribute productive outputs to SUC. The grants may cover expenses associated with Head of Department members travel and conference registration fees up to a specified maximum amount. The allocation of the fund mentioned in the below table will be based on the approval of the Vice Chancellor and EC.

At the same SUC recognizes the value of its staff as an important asset in it is operation, and it encourages staff to develop and consider job opportunities as part of their personal and career advancement and progress. HRD will conduct different workshop and training programs to help Academic Support staff to develop professional skills and gain required knowledge to enhance individual and institution success. These opportunities range from professional development to supervisory training, software and computer systems courses and leadership development that can help staff reach their potential and goals. HRD will take input from different source like performance evaluation, TNA, and changes of the technology and technical operation side to conduct and organize the proper training programs to keep all staff updated as per operation requirements like distance learning / e-Learning updates. HRD will be responsible to offer/ provide a qualified and expert bodies to train staff as per the training procedures and budget.

HOD TRAINING & DEVELOPMENT FUND		
DESCRIPTION	DURATION	AMOUNT
Training & Development Fund	ONCE IN 2 YEARS	4,000

OBJECTIVES:

- a. To develop operational efficiency.
- b. To improve delivery of academic support services and stake holders care.
- c. To develop planning and organizing skills among Staff Members.
- d. To develop interpersonal communication skills



PROCESS:

- a. Based on Staff performance feedback, the changing service needs in the industry, the training need survey analysis is performed during the year-end review
- b. Allocation of budget for training and development for the academic year
- c. Planning resources and training & development programs for the academic year.
- d. Planning an annual calendar for training and development programs
- e. Conducting training program feedback for effectiveness of the program and the trainer.
- f. HODs / other Employee may be nominated as per the work requirement to have some paid specific course to enhance skills and knowledge, which in turns can be used in improving other team member's skill, Training refund policy will be applicable in case the employee leave the work within the certain period, remaining amount will be deducted for the employee gratuity. Course refund in case of resignation can be refund as follow :
 - 100 % refund if resigned with one year from the date of the course
 - 75 % refund – Second year
 - 50 % Refund – Third Year

SUC also provides funds for Staff Members to attend external training programs which are approved by Research & Development committee and heads of Department based on the Staff training and development plan

D. JOB ENRICHMENT / ENLARGEMENT

Along with the responsibilities mentioned in job description employees are assigned additional responsibilities related to other functional areas. These additional responsibilities are assigned to accomplish the task more effectively and sometimes it is carried as a result of reengineering the Department, and training the Faculty or Staff.



5.g FACULTY WORKLOAD

Policy number	HUMR_POLICY_08
Policy name	FACULTY WORKLOAD
Policy version	Version 4
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	4 January 2022
Verified by	DYASS & REGISTRAR

A. Academic Responsibilities (Teaching Responsibilities)

Deans of Schools in consultation with DYASS and Head of Administration assign teaching load considering student's number, contact hours, preparation required and other factors. The particulars of same are as follows:

i. TEACHING LOAD –AAC (Academic Members):

AAC - Academic Members							
Designation	Teaching Load/ week	Preparation time / week	Advising / Mentoring hrs. / week	Research & Scholarly activities hours / week	Administrative work hours / week	Community Services hours / week	Total work hours
Vice Chancellor	3 hours	5 hours	NA	6 hours	25 hours	1 Hour	40 hours
Dean-School of Business	6 hours	10 hours	6 hours	6 hours	11 hours	1 Hour	40 hours
Dean-School of IT	6 hours	10 hours	6 hours	6 hours	11 hours	1 Hour	40 hours
DSA	6 hours	10 hours	6 hours	6 hours	11 hours	1 Hour	40 hours
DIRQAOA	6 hours	10 hours	6 hours	6 hours	11 hours	1 Hour	40 hours



ii. FULL TIME ACADEMICS – UNDERGRADUATE LEVEL (SCHOOL OF BUSINESS & SCHOOL OF IT)

FULL TIME FACULTY – UNDERGRADUATE LEVEL (SCHOOL OF BUSINESS & SCHOOL OF IT)							
Designation	Teaching Load/ week	Preparation time / week	Advising hrs. / week	Research & Scholarly activities hours / week	Administrative work hours / week	Community Services hours / week	Total work hours
Professor	12 hours	12 hours	6 hours	6 hours	3 hours	1 Hour	40 hours
Associate Professor	12 hours	12 hours	6 hours	6 hours	3 hours	1 Hour	40 hours
Assistant Professor	12 hours	12 hours	6 hours	6 hours	3 hours	1 Hour	40 hours
Lecturer	12 hours	12 hours	6 hours	6 hours	3 hours	1 Hour	40 hours
Sr. Instructor	15 hours	15 hours	6 hrs.	-	3 hours	1 hour	40 hours
Instructor	15 hours	15 hours	6 hrs.	-	3 hours	1 hour	40 hours
Faculty Members with Administrative position	9/12 hours (3 release hrs.)	9/12 hours	6 hrs.	6 / 0 hours as per rank	6 hours	1 hour	40 hours

iii. FULL TIME ACADEMICS – GRADUATE LEVEL

FULL TIME FACULTY – GRADUATE LEVEL							
Designation	Teaching Load/ week	Preparation time / week	Advising hrs. / week	Research & Scholarly activities hours / week	Administrative work hours / week	Community Services hours / week	Total work hours
Professor	9 hours	15 hours	6 hours	6 hours	3 hours	1 Hour	40 hours
Associate Professor	9 hours	15 hours	6 hours	6 hours	3 hours	1 Hour	40 hours
Faculty Members with Administrative position	6/9 hours (3 release hrs.)	10/15 hours	6 hrs.	6 hours as per rank	3 hours	1 hour	40 hours

**iv. FULL TIME ACADEMICS WITH ADMINISTRATIVE POSITION**

Faculty members holding administrative responsibilities will be remunerated extra or given release hours. Faculty member will hold administrative position until informed officially by letter of withdrawal and applicable remuneration will also be withdrawn accordingly.

FULL TIME FACULTY WITH ADMINISTRATIVE POSITION							
Designation	Teaching Load/ week	Preparation time / week	Advising / Mentoring hrs. / week	Research & Scholarly activities hours / week	Administrative work hours / week	Community Services hours / week	Total work hours
Head of Research and Innovation	9 hours	15 hours	NA	6 hours	9 hours	1 Hour	40 hours
Associate dean	9 hours	15 hours	6 hours	6 hours	3 hours	1 Hour	40 hours
Head of General Education	9 hours	15 hours	6 hours	6 hours	3 hours	1 Hour	40 hours

Research work is done by the faculty members as per Research and Scholarly Activities Policies and Procedure Manual.

i. TEACHING LOAD FOR VISITING (INTERNATIONAL) - UNDERGRADUATE LEVEL (SCHOOL OF BUSINESS & SCHOOL OF IT)

S. No	Particulars	Credit Hours/Semester
1	Visiting Faculty (International)	12

ii. TEACHING LOAD FOR VISITING (INTERNATIONAL) - GRADUATE LEVEL (SCHOOL OF BUSINESS)

S. No	Particulars	Credit Hours/Semester
1	Visiting Faculty (International)	9

iii. TEACHING LOAD FOR ADJUNCT FACULTY - UNDERGRADUATE LEVEL

S. No	Particulars	Credit Hours/Semester
1	Adjunct Faculty-Part Time	6



iv. TEACHING LOAD FOR ADJUNCT FACULTY – GRADUATE LEVEL

S. No	Particulars	Credit Hours/Semester
1	Adjunct Faculty-Part Time	6

v. SUMMER TEACHING LOAD FOR ACADEMICS

a. UNDERGRADUATE LEVEL (SCHOOL OF BUSINESS & SCHOOL OF IT)

Summer teaching load for faculty members is not mandatory. If a Full time Faculty member wishes to teach during summer the maximum load allocated to the faculty will be maximum of 6 credit hrs. Faculty Members joining in spring or summer semester can be allotted summer courses and they will be eligible for additional remuneration for summer semester.

b. SUMMER TEACHING LOAD PAYMENTS

i. UNDERGRADUATE LEVEL (SCHOOL OF BUSINESS & SCHOOL OF IT)

The remuneration for summer payments will be issued in September based on finance payment calendar. Remuneration for summer Teaching Load is mentioned in the below table.

Particulars (WD/WE)	No. of Credits	No of Sessions	Remuneration
Undergraduate	3 credits	45	AED 5,000
Bridging Programs (BSIT only)	Equivalent to 3 credit	45	AED 5,000

ii. GRADUATE LEVEL (SCHOOL OF BUSINESS)

Summer teaching load for faculty members is not mandatory. If a Full time Faculty member wishes to teach during summer the maximum load allocated to the faculty will be maximum of 6 credit hrs. Faculty Members joining in spring or summer semester can be allotted summer courses and they will be eligible for additional remuneration for summer semester.

The remuneration for semester payments will be issued in September based on finance payment calendar. Remuneration for Summer Teaching Load is mentioned in the below table.

Particulars (WD/WE)	No. of Credits	No of Sessions	Remuneration
Graduate	3 credits	45	AED 6,000
MQP	2 credits	30	AED 4,200
GRC	3 credits	45	AED 6,000

vi. UNDERGRADUATE DISSERTATION / INTERNSHIP / INTERNSHIP PROJECT GUIDANCE & COMPUTING PROJECT POLICY

Dissertation / Internship Project Guidance and Computing Project is an integral part of the program of study in the curriculum. The objective is to enable the students to apply theoretical concepts on real life situations to have an interface with the industry. The compilation is supported with study of the research methodology.



SUC recognizes that Dissertation/graduation projects, internship and other forms of teaching will be differently accounted for in faculty workload calculations. The calculation of workloads includes any classes that are split into sections, and takes into account the workload implications of classes taught in the morning, evenings and/or on weekends.

SUC policy establishes a faculty workload allocation for Dissertation / Internship/Internship Project/Computing project supervision that is included in calculation of workloads and states limits for student supervision and advising as part of the normal teaching load. In case if a Faculty member is allocated Dissertation/Internship/Internship Project Guidance or Computing Project supervision in an Academic year is on and above the regular teaching load of 24 credits he/she will be eligible for additional remuneration as per SUC additional credit load policy.

DISSERTATION / INTERNSHIP/INTERNSHIP PROJECT / COMPUTING PROJECT*

NO. OF STUDENTS	NO. OF CREDITS
4 STUDENTS	1 CREDIT
8 STUDENTS	2 CREDITS
12 STUDENTS	3 CREDITS

*COMPUTER PROJECT - 4 STUDENTS IS EQUIVALENT TO 1 PROJECT ; AND 3 PROJECT IS EQUIVALENT TO 3 CREDITS

Policy Outline:

- a. Supervisors will be allocated by the - Administration Department in the form of the course allocation schedule which is approved by Registrar, Dean (Business/IT) & VC.
- b. The Supervisor is responsible to enter the attendance in the ERP system.
- c. Group meeting schedules of students shall be prepared by the Administration in consultation with the Supervisor.
- d. Final project is submitted to administration with the signature of internal and external supervisors.

vii. ADDITIONAL CREDIT HOURS

Faculty members may be allocated additional teaching credits on payment apart from the normal teaching load as mentioned in the Faculty teaching load.

On separation faculty will be paid for additional credit hours in full and final settlement based on SUC separation policy.

Faculty members may be allocated additional teaching credits on payment apart from the normal teaching load as mentioned in the Faculty teaching load.

On separation faculty will be paid for additional credit hours in full and final settlement based on SUC separation policy.

- a. **MQP (Master Qualification Programs)** Prerequisite courses (Total 7 courses) that should be taken by Non Business students who are willing to complete Graduate program. Faculty members for Undergraduate still can teach in preparation for this program.
- b. **GRC (Graduate Remedial Courses)** Prerequisite courses (Total 3 courses) that should be taken by Business or Non Business students who are willing to complete Graduate program with GPA less than 2.5 in undergraduate degree. Only Graduate program faculty members are eligible to teach GRC.



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- c. **BP (Bridging Program)** Prerequisite courses (Total 2 courses) that should be taken by School of IT students. Faculty members from General Education still can teach in preparation for this program.

viii. RESEARCH RESPONSIBILITIES:

Scholarly activities are an integral part of academic functions in an institution of higher education. Skyline University College (SUC) encourages faculty members to actively participate in academic and practical research forums. Publishing in peer reviewed journals, international conference presentations, participating in seminars and collaborative work with industry, universities and research organization from UAE, MENA and Rest of the World are the major activities to be promoted by the RIC.

The responsibilities are focused on the below Areas:

- a. **RESEARCH PUBLICATIONS**
- b. **CONFERENCE PARTICIPATION / INDUSTRY CONFERENCES PUBLICATION**
- c. **CASE STUDIES**
- d. **BOOK PUBLICATION**

ix. ADMINISTRATIVE RESPONSIBILITIES FOR RESEARCH GRANTS

- a. All grants for research received will be in favor of Skyline University College.
- b. After receiving the grants, the Vice Chancellor appoints the faculty for the particular research
- c. The research proposed by the faculty along with the budget and resource requirements is placed in AAC for approval
- d. The roles and responsibilities of the faculty are aimed at accomplishing the research project
 - 1. The faculty prepares a plan for project execution, resources and budget requirements
 - 2. Coopts or recruits' members for the research projects, research supervisors, assistants and support staff
 - 3. Prepares a calendar of the project, start and completion time
 - 4. Allocates roles and responsibilities for members, supervisors and assistants
 - 5. Monitors the progress of project work as per the timelines and evaluates the performance of the research output as per the standards at regular intervals
 - 6. Liaisons with granting institutions and report the progress
 - 7. Submits the draft and final reports of research findings with the required form to the agency
 - 8. On completion of the project work, audited financial statements are submitted to the Vice Chancellor and the granting institutions or agencies
 - 9. Director coordinates with the granting agency till the project is closed

x. SERVICES RESPONSIBILITIES:

Service to Community is the manifestation of the SUC's commitment towards society and its social responsibility. Services to Community are defined as contribution by the faculty members, staff and students of SUC towards the society in a meaningful manner satisfying the core philosophy in line with the vision and mission of SUC. The faculty, staff and students are engaged in achieving their responsibility towards the society through their skills, knowledge and value.



xi. ADMINISTRATIVE RESPONSIBILITIES

ROLES AND RESPONSIBILITIES OF VICE CHANCELLOR

a. PLANNING FUNCTION

1. The Vice Chancellor facilitates the development of the Institutional Strategic Plan and executes the strategic plan on a yearly basis so as to achieve specific long-term goals and strategic directions in line with the vision, mission and purposes of the University.
2. Vice Chancellor is the custodian of the institution and responsible for achieving the strategic plan through the available resources and maintain the academic excellence as envisioned in the institutional mission statement
3. Vice Chancellor provides inputs for the development of the institution on a long term basis by proposing areas of new programs, strategies of increasing enrollment, expanding geographically, managing the operations and building the brand image so that the institution is recognized in the Society and attracts the student and corporate community to remain on a path of sustainable growth.
4. Vice Chancellor reviews the progress of strategic plan on regular basis so as to ensure that all the departments adhere to the institutional policies.
5. Vice Chancellor ensures provision of required infrastructure for learning support services that enhances learning environment.
6. Vice Chancellor ensures the corporate relations are built so that the industry interaction with the SUC students and academicians is continued on a regular basis and also ensure the placements for jobs and internships for SUC students.

b. GENERAL FUNCTIONS

1. Directly reports to the Board of Trustees and advises on matters of university policy and seek the Founder Chairman's advice on matters of concern to the faculty.
2. Shall be available for consultation and advice to members of the faculty, to students, and to members of the university community on matters within the jurisdiction of the faculty.
3. Assist in maintaining harmony in the institution among all the stakeholders and resolve problem relating to faculty members, student and staff
4. To oversee the work of all IE committees of the University Faculty and approve the proposals of all committees on merit
5. To seek approvals on new initiatives or discuss questions raised by faculty members on educational policy by the Board of Trustees
6. To encourage staff development and a high level of staff performance and seek approvals for initiatives on training and development
7. Development and implementation of Institutional policies and procedures for increasing effective functioning and stakeholder satisfaction
8. Review Ministry Submissions and Liaison with MOE & other officials for new programs and accreditations
9. Overall review and management of different units through developing, implementing and reviewing Institutional effectiveness and feedback system
10. Ensuring quality control in all aspects of the university's academic programs and related activities.
11. Review, approve and sign Articulation agreements with local & international Universities
12. To ensure recruitment of faculty and staff of good caliber that can contribute to the institutional vision



13. Approval of all plans including marketing plans and seat allocation, institutional Budgets, Risk Management and Institutional calendars
 14. Approval of Student progression, retention and graduation
 15. Plan, Implement and Review Employee Performance evaluation system and coordinate with HR for grievances handling.
 16. Student Grievances handling with DAC.
 17. Present the annual reports / fact books to the EC
 18. Ensure steady revenue flow for sustainability and growth of the institution
 19. Delegate/ assign responsibilities and authorities to various individuals and committees of SUC
 20. Review IE reports at regular intervals and suggest changes for implementation
 21. Review Feedback reports and suggest changes for implementation
 22. Review and suggest changes in vision, mission and institutional goals
 23. Prepare and ensure implementation of strategic plan
 24. Review institutional planning and budget
 25. Evaluate the performance, compensation and retention of all employees.
- c. ROLES AND RESPONSIBILITIES OF ACADEMIC DEAN (SCHOOL OF BUSINESS & SCHOOL OF IT**
1. Directly reports to the Vice Chancellor
 2. Dean is responsible and accountable for setting and advancing the academic operations in collaboration with Vice Chancellor and DYASS & Registrar
 3. To contribute to the overall leadership and management of the Faculty
 4. To develop and sustain appropriate structures for management, consultation, decision-making and communication with staff and students
 5. Plan & recommend academic faculty requirement
 6. Planning & allocation of courses to faculty members, as per MOE standard requirements
 7. Faculty allocation for various academic tasks
 8. Facilitate the development of new programs in order to attract new students and markets
 9. Contribute in the review of Programs and revisits
 10. Review and assist faculty in Course Delivery package (CDP) preparation and allocation of course leaders
 11. Review & recommend required library & IT learning resources
 12. Ensuring the academic quality is maintained in all the programs and provide inputs for improvement for achieving academic excellence in current and future programs
 13. Coordinate with IRQAOA department in ensuring compliance to standards as per local and international accreditation standards by putting in place the necessary evaluation and monitoring procedures
 14. Coordinate with media and communication for uploading creative academic activities that can give mileage
 15. Review exam papers as a part of quality team and ensure standards are maintained in all the assessments.
 16. Chairing faculty feedback reviews and result reviews with teaching effectiveness committee and DYASS/Registrar
 17. To liaison with administration and teaching effectiveness committee in executing all approved academic policies and procedures and report to the Vice Chancellor on all academic and management issues relating to academic effectiveness
 18. Evaluate employee performance for FES and SES



d. ROLES AND RESPONSIBILITIES OF DEAN – STUDENT AFFAIRS

1. Directly reports to the Vice Chancellor
2. Dean – Student Affairs is responsible and accountable for setting and advancing the academic operations in collaboration with Vice Chancellor and DYASS & Registrar
3. To contribute to the overall leadership, strategic and management of Student Affairs of the University.
4. To lead, develop and oversee the management of all aspects of student services
5. Plan activities and procedures to maintain the high quality, transparent, easily accessible, timely, responsive, appropriate services to students
6. Development of the SUC Student Support policy, which clearly identifies the arrangements for faculty, progress review, academic feedback and learning support for students.
7. Oversee the induction process for new students and continuing students to ensure a smooth transition
8. Provide academic or administrative counseling to students on student progression, SAP, counseling, TOC, course allocation
9. Reports submission as per requirements of Ministry and IE committee.
10. Preparing the policies and procedures, documentation as per MOHE requirements
11. Planning, development and coordinating of CSR activities and initiatives for SUC.
12. Responsible for designing an overarching CSR strategy for the faculty members and for crafting relevant goals, policies and programs.
13. Engagement in SUC activities and other forms of CSR.
14. Development of different kinds of themes of CSR for faculty members.
15. Plan and conduct MOU's signing with different community groups.
16. Working in partnership with community groups
17. Coordinating volunteer activities and events, drumming up support and persuading faculty participation.
18. Negotiating and overseeing sponsorship deals and other educational or environmental partnerships
19. Promoting CSR activities sponsored by the University.
20. Measuring the uptake and outcomes of CSR campaigns of the Services Committee
21. Identify and implement sponsorships with nonprofit and other organizations to demonstrate commitment externally.

Note: Faculty Responsibilities are as mentioned in the earlier Section of Roles & Responsibilities along with the above mentioned role responsibilities.



5. h Professional Requirements for Teaching

Policy number	HUMR_POLICY_09
Policy name	Professional Requirements for Teaching
Policy version	Version 3
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	27 December 2021
Verified by	DYASS & Registrar

The following are the job specifications of full time Faculty positions at SUC. These positions are filled as and when the vacancies arise as per the standard Rank / Faculty ratio of SUC. However, it does not assure automatic Promotion / Rank change of an existing Faculty Member upon attainment of stated experience/ qualification criteria.

A. VICE CHANCELLOR

The **Vice Chancellor** reports to the BOT and this position requires the individual to Chair AAC and handle all responsibilities pertaining to academic as well as academic support services operations of SUC. To fulfill overall academic and related administrative responsibilities the Vice Chancellor shall oversee and co-ordinate the academic and academic support services affairs so that stipulated academic standards are maintained and the performance of the administrative units are monitored. Motivate faculty & staff members to function efficiently & effectively. The Vice Chancellor shall coordinate overall strategic planning development, implementation, review as per strategic direction and operations of the academic and academic support services departments, ensuring academic integrity are followed within the guidelines of all policy and procedures. Vice Chancellor is also responsible to make sure all procedure is followed as per accreditation standards and is responsible for maintaining and reviewing the accreditation status from time to time in accordance to state and federal regulations. The Vice Chancellor provides leadership for faculty members, staff, and students in meeting the Mission of SUC.

The Vice Chancellor also oversees the functions of Institutional Research & Quality Assurance Office which is a vital unit to improve and maintain the institutional effectiveness by introducing best practices that help the institution to achieve desired quality standard in academics and academic support services.

An appointee to this position must hold a Doctorate in the discipline of his specialization or have the requisite professional experience. The appointee must have more than fifteen years of full time teaching experience in a University or worked in SUC at the rank of Professor Level with a proven track records in academics & research work. The appointee should demonstrate exceptional leadership and consensus building skills in development, implementation, maintenance & advancement of the university. The Vice Chancellor is appointed for a period of five years and depending on the performance evaluation, the appointment may be renewed for another term.

Note: This position meets the criteria and parameter set for Professor rank/level Please refer to the Professor title.



B. DEAN -STUDENT AFFAIRS (DSA)

The **Dean of Student Affairs** is vice chair of AAC and oversees various services offered to students at SUC and supervise the conduct of student advising, counseling and student related activities thus supporting the academic and academic support services to achieve the Vision and mission of the institution. Dean of Student Affairs is responsible for managing student advising and mentoring for smooth progression of students and receives student's complaints and takes necessary actions to address the student's grievances. Dean of Student Affairs ensures the adherence of policy and procedures by all the students, staff and faculty to help SUC to achieve overall student satisfaction. Dean of Student Affairs monitors students discipline in the campus and hostel facility and also ensures the safety and security of both facilities Dean of Student Affairs,.

An appointee to this position must hold a Doctorate in the discipline of his specialization or have the requisite professional experience. The appointee must have more than ten years of full time teaching experience in a University or worked in SUC at the rank of Associate Professor and above level with a proven track records in academics & research work. The appointee is responsible for operational management and administrative direction of student affairs functions. The DSA is appointed for a period of five years and depending on the performance evaluation, the appointment may be renewed for another term.

Note: This position meets the criteria and parameter set for Associate Professor rank/level Please refer to the Associate Professor title.

C. DEAN- SCHOOL OF BUSINESS (DSOB)

The **Dean of School of Business** is responsible for planning and executing the academic activities of the institution in collaboration with the Vice Chancellor. He is also involved in providing guidelines to faculty and oversee their performance meets the academic standards of the institution. The Dean of School of Business also coordinates with the academic support services to ensure smooth operations that provides conducive learning environment. The Dean of School of Business is responsible for preparing the academic plan for Programs to achieve the vision and mission of SUC. This exercise is carried out as per the strategic directions and the gaps identified after analyzing previous academic operations. Based on the academic planning, yearly, semester and Quarter operation plans for academics, learning resources and human resources are prepared which are further disseminated to respective departments for implementation. Dean of School of Business also coordinates with IR and QA office in maintaining academic standards as per MOE and coordinate in the accreditation process and development of new academic programs. Dean of School of Business explores the possibilities of developing SUC academic standards in line with the national / international academic standards.

An appointee to this position must hold a Doctorate in the discipline of his specialization or have the requisite professional experience. The appointee must have more than fifteen years of full time teaching experience in a University or worked in SUC at the rank of Associate Professor and above level with a proven track records in academics & research work. The appointee should have administrative experience of overall academic planning & development of Business Programs. The Dean is appointed for a period of five years and depending on the performance evaluation, the appointment may be renewed for another term.

Note: This position meets the criteria and parameter set for Associate Professor rank/level Please refer to the Associate Professor title.

D. DEAN - SCHOOL OF INFORMATION TECHNOLOGY (DSIT)



The **Dean of School of Information Technology (DSIT)** is responsible for planning and executing the academic activities of the School of IT in collaboration with the Vice Chancellor. He is also involved in providing guidelines to School of IT faculty and oversee their performance meets the academic standards of the institution. Dean of School of IT also coordinates with the academic support services to ensure smooth operations that provides conducive learning environment. The DSIT is responsible for preparing the academic plan for School of IT programs to achieve the vision and mission of SUC. This exercise is carried out as per the strategic directions and the gaps identified after analyzing previous academic operations. Based on the academic planning, yearly, semester and quarter operation plans for academics, learning resources and human resources are prepared which are further disseminated to respective departments for implementation. Dean of School of IT also coordinates with IR and QA office in maintaining academic standards for the school of IT as per MOE and coordinate in the accreditation process and development of new School of IT programs.

An appointee to this position must hold a Doctorate in the discipline of his specialization or have the requisite professional experience. The appointee must have more than fifteen years of full time teaching experience in a University or worked in SUC at the rank of Associate Professor and above Level with a proven track records in academics & research work. The appointee should have administrative experience of overall academic planning & development of IT Programs. The Dean is appointed for a period of five years and depending on the performance evaluation, the appointment may be renewed for another term.

Note: This position meets the criteria and parameter set for Associate Professor rank/level Please refer to the Associate Professor title.

E. DIRECTOR - INSTITUTIONAL RESEARCH, QUALITY ASSURANCE, OUTREACH AND ACCREDITATION (D- IRQAOA)

The **Director of Institutional Research, Quality Assurance, Outreach and Accreditation** oversees the functions of Institutional Research & Quality Assurance Office which is a vital unit to improve and maintain the institutional effectiveness by introducing best practices that help the institution to achieve desired quality standard in academics and academic support services. This unit also completes the preparation of documents for accreditation, application for new programs, ranking, listing, articulation, etc. The director is responsible for implementing & monitoring of Strategic & Operational plan by each department and quality checks & risk management aspects for all departments. The director assists departments and committees in preparing the policy and procedure. It undertakes the responsibility of designing, electing and evaluating the Feedback system, IE tools of the institution and provides inputs to the decision makers. It is also aims at determining the best practices that help in enhancing quality in academics and academic support services and internal benchmark. The Director of Institutional Research, Quality Assurance, Outreach and Accreditation Office supports the implementation of overall strategies of the institution and support the Vice Chancellor in day to day operations of the University.

Note: This position meets the criteria and parameter set for Associate Professor rank/level Please refer to the Associate Professor title.

F. ASSOCIATE DEANS (UNDERGRADUATE/GRADUATE)

A faculty member with administrative responsibilities to support Dean Office work. The rank of Associate deans is usually attained by appointment or nominated within SOB for both programs. From Assistant Professor or equivalent after a positive evaluation of performance and promise during the review period. An appointee to this rank must hold a doctorate in the discipline of his specialization or have the requisite professional experience.

The candidate must have at least five years of full time teaching experience. The candidate must demonstrate a significant track record and substantial contribution to the scholarship in his/her field demonstrated by evidence of at least three referred publication and two reputed conference



presentations and must have effective teaching experience. Must have proven records of services rendered to academic institution and society. Those who are appointed / selected for this position can go through a normal selection process or can be nominated internally.

Designation	Total number of Teaching and administrative/industry experience	Research Publication + Conference Presentation (Refereed Publications A & B Category + Conference)
Associate Dean	10	10 (3 publications in B category in last 4 years)

G. HEAD OF RESEARCH AND INNOVATION

Head of Research and innovation position is usually completed by appointing or promoting from Assistant Professor or equivalent after a positive evaluation of performance during the review period and meeting the required criteria for the position. An appointee to this position must hold a doctorate in required filed with a professional experience related to Dept. work as per the requirement. The Candidate will be allocated a teaching load as per the requirement.

H. HEAD OF GENERAL EDUCATIONS

Head of General Educations position is usually completed by appointing or promoting faculty within Department itself or equivalent after a positive evaluation of performance during the review period. An appointee to this position must hold a related degree doctorate / Master in required filed with a professional experience related to Dept. work as per the requirement. The Candidate will be allocated a teaching load as per the requirement.

I. REGULAR ACADEMIC MEMBERS

The following are the job specifications of full time Faculty positions at SUC. These positions are filled as and when the vacancies arise as per the standard Rank / Faculty ratio of SUC. However, it does not assure automatic Promotion / Rank change of an existing Faculty Member upon attainment of stated experience/ qualification criteria.

i. PROFESSOR

The rank of Professor is usually attained by appointment or promotion from Associate Professor or equivalent after a positive evaluation of performance and promise during the review period. An appointee to this rank must hold a Doctorate in the discipline of his specialization or have the requisite professional experience. The candidate must have at least fifteen years of full time teaching experience in a University or worked in SUC at the rank of Associate Professor for at least five years and must have a total teaching experience of fifteen years. The candidate must demonstrate a significant track record and substantial contribution to the scholarship in his/her field, demonstrated by evidence of at least four referred publication and three reputed conference presentations and must have effective teaching experience. The candidate must have proven records services rendered to Academic Institution and society.

Designation	Total number of Teaching and administrative/industry experience	Research Publication + Conference Presentation (Refereed Publications A & B Category + Conference)
Professor	10	15 (4 publications in A and B category in last 4 years)

ii. ASSOCIATE PROFESSOR

The rank of Associate Professor is usually attained by appointment or promotion from Assistant Professor or equivalent after a positive evaluation of performance and promise



during the review period. An appointee to this rank must hold a doctorate in the discipline of his specialization or have the requisite professional experience.

The candidate must have at least five years of full time teaching experience at the level of Assistant Professor in a University or worked in SUC at the rank of Assistant Professor for at least five years and must have a total teaching experience of ten years. The candidate must demonstrate a significant track record and substantial contribution to the scholarship in his/her field demonstrated by evidence of at least three referred publication and two reputed conference presentations and must have effective teaching experience. Must have proven records of services rendered to academic institution and society.

Designation	Total number of Teaching and administrative/industry experience	Research Publication + Conference Presentation (Refereed Publications A & B Category + Conference)
Associate Professor	7	10 (3 publications in B category in last 4 years)

iii. ASSISTANT PROFESSOR

The rank of Assistant Professor is usually attained by appointment or promotion from Lecturer after a positive evaluation of performance and promise during the review period. An appointee to this rank must hold a doctorate in the discipline of his specialization or have the requisite professional experience. The candidate must have at least five years of full time teaching experience at the level of Lecturer in a University or worked in SUC at the rank of Lecturer for at least three years and must have a total teaching experience of seven years. The candidate must demonstrate a significant track record and substantial contribution to the scholarship in his/her field demonstrated by evidence of at least three referred publication and two reputed conference presentations and must have effective teaching experience. The candidate must have proven records of services rendered to academic institution and society.

Designation	Total number of Teaching and administrative/industry experience	Research Publication + Conference Presentation (Refereed Publications A , B and C Category + Conference)
Assistant Professor	5	7 (3 publication in B & C category in last 4 years)

iv. LECTURER

An appointee to this title must have completed the Doctorate Degree or Master's Degree in the discipline. The appointee must demonstrate promise of professional growth in his/her field and the potential to achieve excellence in teaching. The candidate with experience of at least five (5) years in teaching at higher education level shall be preferred.

Designation	Total number of Teaching and administrative/industry experience	Research Publication + Conference Presentation (Refereed Publications + Conference)
Lecturer	3	1 (1 publication in B & C category in last 4 years)

v. SR. INSTRUCTOR

An appointee to this title must have completed the Master's Degree in the General Education discipline. The appointee must demonstrate promise of professional growth in his/her field



and the potential to achieve excellence in teaching. The candidate with experience in teaching of at least three (3) years at higher education level shall be preferred.

Designation	Total number of Teaching and administrative/industry experience	Research Publication + Conference Presentation (Refereed Publications + Conference)
Sr. Instructor	3	NA

vi. INSTRUCTOR

An appointee to this title must have completed the Master’s Degree in the discipline. The appointee must demonstrate promise of professional growth in his/her field and the potential to achieve excellence in teaching. The candidate with experience in teaching at higher education level shall be preferred.

Designation	Total number of Teaching and administrative/industry experience	Research Publication + Conference Presentation (Refereed Publications + Conference)
Instructor	1	NA

A Faculty Member with higher qualification and better credentials can be appointed at a lower rank if a vacancy exists in the lower rank only and similarly a person not matching the specified criteria may be considered for appointment on ad-hoc basis for higher rank under exigent circumstances. The decision to bypass the predetermined standards temporarily for certain appointments or promotions rests with the VC during non-availability of suitable Faculty.

vii. LAB ASSISTANTS

This position is attained by selection. The rank on this level must hold a Diploma in Computer Science, Information Technology, Engineering or other relevant with at least 3 years of relevant experience or a Bachelor with 2 years of relevant experience is required. Current industry certifications such as Microsoft, Cisco, Security/Networking, Server, and/or Hardware certifications may be preferred.

A staff member with higher qualification and better credentials can be appointed at a lower rank if a vacancy exists in the lower rank only and similarly a person not matching the specified criteria may be considered for appointment on ad-hoc basis for higher rank under exigent circumstances. The decision to bypass the predetermined standards temporarily for certain appointments or promotions rests with VC during non-availability of suitable staff.

J. NON REGULAR ACADEMIC MEMBERS

i. VISITING FACULTY (International)

A person who has experience of working with accredited University may be appointed as visiting faculty on an annual contract. The qualifications and requirements shall commensurate with similar appointments to Full-Time Faculty ranks. Faculty recruited under this contract is treated as a full time faculty. The Visiting Faculty in this category if he wishes, will be provided visa, subsidized accommodation, and transportation. Visiting Faculty Members will have a full teaching load and should complete all tasks (Academic administrative work / invigilation duties / Academic Advising / Services to Community & SUC) allocate to them during a particular semester. Visiting Faculty are required to participate in research works like the full time faculty members and contribute services to SUC & community during the Academic Year.



A person who is on sabbatical break from full-time teaching for more than one year will be considered and hired as a full time faculty only.

Note:

- Please refer to the Recruitment Policy and Procedure for hiring visiting faculty members.
- Please refer to RIC Policy and Procedure for the research work requirement of full time faculty.

ii. ADJUNCT FACULTY

An Adjunct Faculty is appointed on hourly basis. Adjunct Faculty Members will be remunerated as per lecture or session conducted and can be engaged for up to a maximum of 6 credits per semester for UNDERGRADUATE LEVEL (SCHOOL OF BUSINESS & SCHOOL OF IT) and maximum of 6 credit for GRADUATE LEVEL (SCHOOL OF BUSINESS). Adjunct Faculty are required to give at least an hour of Administrative duties (for every 3 credits / course allocated) for counseling and other student requirements.

Policy Outline: Visiting and Adjunct Faculty Members required qualifications for teaching any course are identical to a full time faculty as mentioned above. They are encouraged to contribute to conduct research as well as services to community and SUC. However, their evaluation shall be based only on teaching effectiveness component of the FES.

iii. GRADUATE ASSISTANTS

SUC with a sound Graduate assistant should be able to improve the educational experience for undergraduate and graduate students alike, as well as enhance the research potential of its graduate programs. Students, departments and the University as a whole are beneficiaries of quality graduate assistantship programs when such programs are well conceived and executed.

The primary goal of Graduate assistant is to augment the student's educational objectives and to assist in the prompt and successful completion of the student's degree program. The student and the department share a central responsibility in the student's education. The graduate assistant is clearly a student who, while making progress in the degree program, has special opportunities to receive experience in a profession under the supervision of a faculty mentor.

It is the responsibility of Deans to facilitate this process along with Faculty members to attend the goal of education

iv. RESEARCH AND INNOVATION DEPARTMENT

a. Head of Research and innovation

Head of Research and innovation position is usually attained by appointing or promoting from Assistant Professor or equivalent after a positive evaluation of performance and promise during the review period. An appointee to this position must hold a doctorate in required filed with a professional experience related to Dept. work as per the requirement. The Candidate will be allocated a teaching load as per the requirement.

The candidate must have at least 10 years of full time teaching experience at the level of Assistant Professor or more in a University or worked in SUC at the rank of Assistant Professor for at least five years and must have a total teaching experience of ten years. The candidate must demonstrate a significant track record and substantial contribution to the scholarship in his/her field demonstrated by evidence of at least six referred publication and two reputed conference presentations and must have effective teaching experience. Must have proven records of services rendered to academic institution and society.



5. i Faculty/Staff Evaluation

Policy number	HUMR_POLICY_10
Policy name	Faculty/Staff Evaluation
Policy version	Version 4
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	4 April 2022
Verified by	DYASS & REGISTRAR

EVALUATION OF FACULTY MEMBERS

I. INTRODUCTION

Faculty Evaluation System is the mechanism that evaluates the overall performance of faculty members at SUC. The purpose of this document is to establish framework to measure the annual performance of faculty members including the goals. The document serves as a guideline for evaluating the performance of faculty members through a systematic method of collection, collation, analysis of data and interpretation for planning training and development programs and taking decisions on retention of faculty members.

II. GOALS

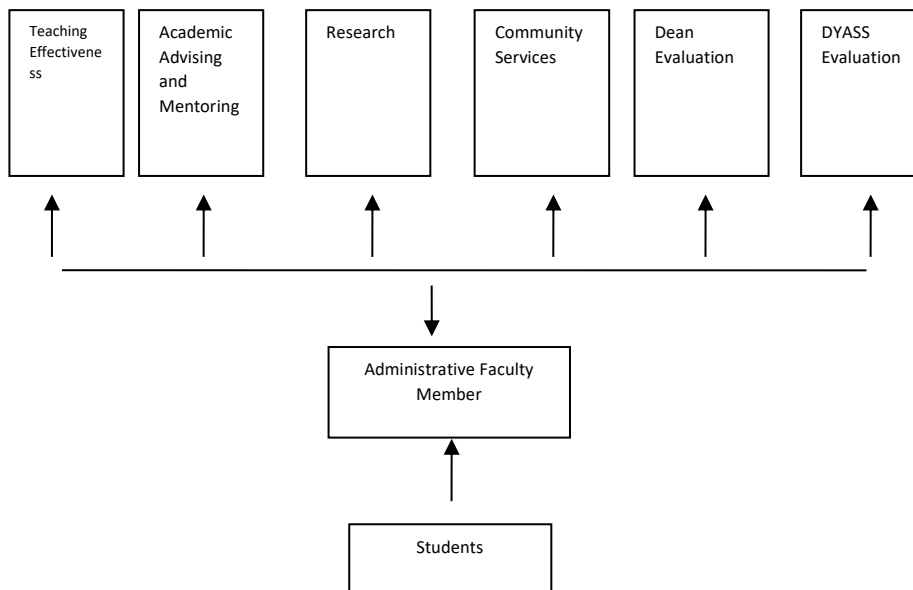
- A.** To assess the performance of faculty members including the achievement of goals on annual basis and motivate them.
- B.** To measure the contribution of faculty members in achieving the vision of SUC
- C.** To plan for training & development in enhancing the capacities of faculty members in delivering quality inputs to academic and services
- D.** To recommend for renewal of term contract, merit pay/increments, promotions, retention and separation

III. FES FRAMEWORK

The FES framework is a tool to measure the performance of the faculty in a holistic manner encompassing the Teaching Effectiveness, Research, Community Services, administrative and individual goals.



1. FES framework



IV. PROCESS FLOW

i. Steps of evaluation

The FES committee comprises of VC, VICE CHAIR AAC, Dean School of Business, Dean School of IT and DyASS which has the final authority pertaining to annual faculty performance appraisal. The process of evaluation is given below:

- a. Faculty members submit their institutional goal setting before the start of the academic year and the same will be approved by VC and VICE CHAIR AAC (nominated AAC Member) and VC's office forwards the approved goals to Faculty Members, Committee Chairs, HR and IRQAOA department
- b. Faculty members submits the Course file every semester/quarter to IRQAOA department
- c. Faculty members submits the faculty portfolio to the IRQAOA department at the end of spring semester as per the FES Components (Refer FES Table-1) requirement
- d. The FES Sub-Committee evaluates documents at the end of the spring semester and feed the rating in the online FES system.
- e. IRQAOA department forwards compiled reports to FES committee for review.

ii. Document to be submitted in the Faculty Portfolio for FES evaluation

- a. Course files for the academic year
- b. Evidences of Scholarly activities
- c. Evidences of Community Services activities
- d. Evidences of Achievement of institutional Goals set at the beginning of the academic year



V. COMPONENTS OF THE FES SYSTEM

Table-1 : Evaluation component

Evaluation Components	Weights
FES component	80%
Institutional Goal Setting Component (refer goals setting manual for details)	20%
Overall rating	100%

The FES has 8 components in the process of evaluating the performance of a faculty member for Undergraduate (**Table-2**) and Graduate (**Table-3**) faculty members as stated below:

Table-2 - Undergraduate Faculty Evaluation System		
SNo.	Evaluation Component	Weight (%)
a	Teaching	35
	i. Teaching Effectiveness – Course file review	25
	ii. Students Feedback	10
b	Academic Advising	
	i. Academic Advising Committee	2.5
	ii. Students Feedback	2.5
c	Research	30
d	Community Services	7.5
e	Academic Support Services (DyASS)	2.5
f	Dean (School of Business/ School of IT) Evaluation	15
g	Faculty Self Evaluation	5
	Overall	100

**Table-3 - Graduate Faculty Evaluation System**

S. No	Evaluation Component	New Weight (%)
a	Teaching	32.5
	iii. Teaching Effectiveness – Course file review	22.5
	iv. Students Feedback	10
b	Academic mentoring	2.5
	iii.Academic mentoring committee	1.5
	iv.Students Feedback	1
c	Research	40
d	Community Services	5
e	Academic Support Services (DyASS)	2.5
f	DEAN - School of Business / DEAN - School of IT Evaluation	10
G	Faculty Self Evaluation	5
	Overall	100

Each of the FES sub components are further explained in the following pages.



A. Teaching Effectiveness

Introduction

Evaluation of Teaching Effectiveness (TE) is primarily based on the evaluation of course files. This will help in measuring the innovative and creative teaching methodologies used in delivering the course in an effective manner and improve learnability by addressing the gaps identified in the process of evaluation. Responsibility of conducting The Teaching Effectiveness evaluation component is given in the table 4 below

Table-4 - Teaching Effectiveness			
S. No	Description	Undergraduate Weight (%)	Graduate Weight (%)
i	Teaching Effectiveness Evaluation	25	22.5
ii	Student Feedback	10	10
	Total Weight	35	32.5

i. TE Committee Evaluation Course file Evaluation

Course file evaluation component is given in Table-5 (Refer **Annexure-A-Course File Evaluation form for details**) .

Table 5 - Course file Evaluation

Description	Components	Committee Evaluation Weight (Undergraduate)	Percentage
Course file Evaluation	1. Course file components as per Annex 16 MOE 2019 Standards 2. Curriculum design 3. Innovation and Creativity	25	100%
Total		25	100%

Course file evaluation is reflection of how the course has progressed throughout the study period and is a good measure of the pedagogy, student engagement, achievement of learning outcome and the level of academic rigor that the student has undergone during the semester. Evaluation helps in determining the achievement of learning outcomes and



the issues encountered during the course so that appropriate decision can be taken to improve and evolve the conduct of the course. The course file is evaluated by DIRQAOA and Dean-SOB and Dean-SOIT as per **Annexure A – Course file Evaluation form**

a. Curriculum Design

Course Delivery Package is the instrument to measure the curriculum design component of FES whereby the faculty members are required to enrich the course conduct by adding updated reading materials, online resources, journals, articles, news items and contemporary best business practices. The organization of CDP also indicates balanced scheduling of curriculum through proper distribution of chapters and selection of appropriate assessment tools used in the measuring the learning outcomes.

The evidence of carrying out all the activities listed in the CDP will be evaluated through course file submission.

b. Innovation and Creativity

This component is used in measuring any innovative approach used to conduct the course so as to increase the learnability and student engagement. The focus of evaluation under this component will be to address a bottleneck or gap in student learning. Some Examples of creative and innovative teaching approaches are given below for reference and the faculty member is encouraged to device any approach that may achieve the goal of learnability.

1. Activity based learning
2. Research based learning
3. Learning Outcome based field visits
4. Learning Outcomes based Guest lectures
5. Student seminars
6. Learning Management System Contents

The evidence of innovation and creativity and student engagement is evaluated through course file submission.

1. Document to be submitted by faculty members in the course file for evaluation
 - a) Faculty members need to submit course file for each courses taught during each semester in both hard and soft copy format as per the Annex 16 of Ministry of Education 2019 standards (Separate file for Weekday and Weekend mode if the same course taught during weekday and weekend mode)
 - b) Soft copies of PowerPoint slides or any other course materials
 - c) Evidence of New material developed
 - d) Evidence on Innovative and creative teaching methodology
 - e) Additional Readings- Electronic resources, virtual library resources
 - f) All assessments carried out including marking guidelines and rubrics
 - g) Students Answer scripts across the range showing the evidence of achievement of learning outcomes

ii. Student Feedback

Student Faculty evaluation matrix is given in Table-6.

Student assess the faculty members delivery and class management through the following questions.

- a) Faculty properly orients the criteria for assessments
- b) Faculty language is clear and understandable
- c) Faculty makes the course interesting



- d) Faculty explains the concepts with the help of practical examples and answers questions satisfactorily
- e) Faculty encourages the use of additional reading materials that are helpful in the learning process
- f) Faculty is available for any additional academic assistance (Faculty is helpful - CHEDS)
- g) Faculty maintains class discipline
- h) I am satisfied with Teaching methods (CHEDS)
- i) Faculty encourages use of library resources
- j) Faculty integrates Information Technology in course delivery

Table 6 -Student Faculty Evaluation Matrix
(Refer Annexure C FES-Academic Faculty Feedback form for details)

Description	Weight	Percentage
Faculty language is clear and understandable	1.00	10.00%
Faculty explains the concepts with the help of practical examples and answers questions satisfactorily	1.00	10.00%
Faculty properly orients the criteria for assessments	1.00	10.00%
Faculty encourages the use of additional reading materials that are helpful in the learning process	1.00	10.00%
Faculty orients students about expected learning outcomes	1.00	10.00%
Faculty makes the course interesting	1.00	10.00%
Faculty is available for any additional academic assistance	1.00	10.00%
I am satisfied with Teaching methods	1.00	10.00%
I am satisfied with the way the faculty member conducts the online classes	1.00	10.00%
Faculty provided guidance for all assessment components conducted online	1.00	10.00%
Total	10.00	100%



B. ACADEMIC ADVISING

i. Introduction:

Academic advising component evaluates the advisory level played by the faculty member in providing guidance on academic, career and overall personality development of the student. Further the component evaluates the role of advisors in enabling the student to adapt to SUC environment, continuous monitoring of student's academic progression assigned to the advisor. This component is assessed by items in table 7 of the FES and evaluated by the academic advising/mentoring committee (Refer Annexure D- ACADEMIC ADVISING/MENTORING COMMITTEE EVALUATION) and Student (Annexure E - STUDENT ACADEMIC ADVISING SURVEY) .

Table-7- Advising			
S.No	Description	Committee	Students
b	Academic Advising	2.5	2.5

ii. Evaluation Guidelines

The faculty members are required to submit report on the following areas of advising: Academic Counseling, progression counseling, GPA requirement for graduation, SAP cases, attendance, Career Counseling, PSDP, soft skills developments, orientation on SUC policies and procedures, Orientation of Functional Departments, Response to SSD request, timely feedback, relevancy of the feedback and any other matter relevant for academic advising. Responding timely to the correspondence from the Chair, utilization of Academic Advising System will also be considered during evaluation

C. ACADEMIC MENTORING

i. Introduction

Academic mentoring component is evaluated on providing guidance on academic, career and overall personality development of the Graduate student. Further the component evaluates the role of mentors in enabling the student to adapt to higher learning environment, continuous monitoring of student's academic progression assigned to the mentor. This component is assessed by items in table 8 of the FES and evaluated by the academic advising/mentoring Committee (Refer Annexure D- ACADEMIC ADVISING/MENTORING COMMITTEE EVALUATION) and Student (Annexure F - STUDENT ACADEMIC MENTORING SURVEY) .

Table-8 – ACADEMIC MENTORING			
	Description	Committee	Students
3.b	Academic Mentoring	1.5	1

**ii. Evaluation Guidelines**

The faculty members are required to submit report on the following areas of mentoring: Identified Student unique Qualities, Motivated students to develop skills, provided academic guidance, Helped in developing networking, involved the students in social and community activities, SAP cases, Orientation of Functional Departments, Response to SSD request, timely feedback, relevancy of the feedback and any other matter relevant for academic mentoring. Responding timely to the correspondence from the Chair and utilization of Mentoring system will also be considered during evaluation

Table 9 - Academic Advising Committee Evaluation**(Refer Annexure D-Academic Advising Committee Evaluation form)**

Description	Weight Undergraduate	Percentage
Have the advisors followed the calendar and checklist	0.25	10%
Major areas of orientation covered by the advisors and mentors as per the policy	0.375	15%
Timely feedback (Prompt response to requests from Admin, and Academic Advising Committee Chair)	0.25	10%
Utilization of the advising system (using online feedback and reporting system)	0.5	20%
Relevancy of Reports towards progression of advisees/mentees	0.75	30%
Overall effectiveness of the advising	0.375	15%
Total	2.5	100%

Table 10 - Academic Advising Student Evaluation - Undergraduate**(Refer Annexure-E/F- Academic Advising/Mentoring Student Evaluation form)**

S.NO.	STATEMENTS	Weight	Percentage
1	Advisor/Mentor is effective in orientating on policies and procedures	0.625	25%
2	The advisor/mentor available for guidance according to advisory/mentor schedule	0.625	25%
3	Advisor/Mentor follows the advising Calendar	0.625	25%
4	Advisor/mentor responded Satisfactorily though portal/in person	0.625	25%



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D. FES – RESEARCH

i. Introduction

Scholarly activities are an integral part of academic functions in an institution of higher education. Skyline University College encourages faculty members to actively participate in academic and practical research forums. Faculty members are encouraged to publish in Scopus indexed and peer reviewed journals, presentation in international conferences, participate in seminars and carry out projects, collaborative work with industry.

The research papers must be published in refereed journals and all the conference presentations preferably be from reputable Academies or Associations (Sample of Recommended Scopus Indexed Journals and Refereed Conferences are mentioned in the Faculty Evaluation Criteria in the Research Policy Document).

Faculty members are encouraged to conduct good research in their own areas of broad specialization. Generally, Business Education provides a solution to corporations and contributes the practical aspects for students' learning, in this connection, Research committee will also maintain a research culture in order to explore relevant research areas and identify funding opportunities for Faculty and Students. This component is evaluated by Research & Innovation Council (**Refer Annexure-G- FES-RESEARCH COMMITTEE EVALUATION FORM**) as per items in table 11 of the FES.

ii. PUBLICATIONS, PATENTS, CONFERENCE AND OTHER RESEARCH OUTPUT/PARTICIPATION (ACADEMIC/ INDUSTRY)

4. Yearly Individual Faculty Member Research Target

Each faculty member in SUC has to achieve following minimum Research Point (RP) from their Research and scholarly activity as per their position. Details of earning RPs are in Table-1 given below.

Position	Total Research Points	Condition (refer Table-1)
Instructor	8	A minimum of total 8 RP from all categories.
Senior Instructor	12	A minimum of total 12 RP from all categories.
Lecturer	20	A minimum of total 6 RP from categories 1-7 mentioned in evaluation criteria.
Assistant Professor	30	A minimum of total 13 RP from categories 1-7 mentioned in evaluation criteria.
Associate Professor	35	A minimum of total 16 RP from categories 1-7 mentioned in evaluation criteria.
Professor	40	A minimum of total 20 RP from categories 1-7 mentioned in evaluation criteria.



5. Evaluation criteria

Table1: Publication evaluation criteria /Details of Research Points (RP)

Category	Research and Scholarly Contribution	Research Points	Cap on Max. RP considered in FES
1.	SCOPUS Q1 / ABDC Listed A* Graded Journals, IEEE Transactions & Letters/ IETE Level 1 /ACM/ISI/ SCI-Expanded	12	No limit
2.	SCOPUS Q2 / ABDC Listed A Graded Journals/ ESCI (WOS)IEEE, IETE equivalent level 2 Journals	9	No limit
3.	SCOPUS Q3 / ABDC Listed B Graded Journals IEEE, IETE equivalent level 3 journals	7	No limit
4.	SCOPUS Q4/ ABDC Listed C Graded Journals, American Society for Engineering Education/ Institute of Industrial Engineers, Inc./ Computing Sciences Accreditation Board	6	No limit
5.	Patent filed (recognized by the MoE, UAE)	12	No limit
6.	Patent awarded (recognized by the MoE, UAE) (In case patent filed and awarded both happens in same academic year, only awarded RPs will be considered)	20	No limit
7.	Working Model/Prototype of Product developed (verified by Head-Research and Innovation) Add 10 RPs if it gets International award, 5 for National award, leads startup add 15, student involved add 5	10	No limit
8.	Citations (only SCOPUS indexed journals for previous calendar years, i.e. calendar year 2021 for AY 2021-22). Each 10 citations will be considered as one Unit	1	4
9.	Peer reviewed National/international Journals (Non-Indexed)	2	4
10.	Journal publication with a co-author from one of the QS/ THE/ Shanghai top 400 universities (points to be added to each SUC author in addition to the Total Research Points as stated in category 1-4 only).	4	No limit
11.	Cases published with any of the following reputed international case houses: HBS, Ivey, Babson, Dartmouth.	12	No limit
12.	Cases published with other reputed international case houses such as case center etc.	9	No limit
13.	Book (from reputed international publisher such as Pearson, Cengage, McGraw Hill, Routledge, Oxford University Press, IGI Global, Palgrave MacMillan)	20	No limit



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14.	Edited Book (from reputed international publisher such as Pearson, Cengage, McGraw Hill, Routledge, Oxford University Press, IGI Global, Palgrave MacMillan)	14	No limit
15.	Book Chapters (Published internationally in an edited book from a reputed publishers i.e. IGI Global, Palgrave MacMillan etc.)	6	No limit
16.	Paper presented in national/International Conferences by reputed universities, associations etc. (Proceedings is SCOPUS/IEEE indexed and submitted to the research committee)	4	8
17.	Paper presented in national/International Conferences by reputed universities, associations etc. (Proceedings to be submitted to the research committee)	2	4
18.	Editorial work (Editor-in-chief, Associate editor, Article editor, Keynote speaker, Conference chair... etc.)	2	4
19.	Reviewed research paper for SCOPUS/ABDC/SCI/IEEE journals	.5 point for each paper reviewed	4
20.	Publication of Knowledge Update article on SUC website	2	4
21.	Evaluation of Ph.D./DBA Thesis	2	4
22.	Supervising Ph.D./DBA per candidate	2	4
23.	Award of Ph.D./DBA degree to supervising candidate	5	No limit

6. Point sharing system

Research papers co-authored with faculty members not affiliated with SUC will get full Research Points, whereas co-authored with SUC faculty member(s) will get RP in equal proportion. For example, 3 authors from SUC, each will get one-third of equivalent Research Points.

Evaluation of Faculty Research

Percentage achieved by any faculty member will be the average of percentage score of Total Research Point Earned and percentage score of the condition. Average score will be calculated by dividing the faculty score by the minimum required score.

Example: An Assistant Professor with a total research points of 28 of which, 12 are from category 1-7, and 16 are from remaining category, average score will be:

$$(12/13 + 16/17)/2 = 93.2$$

All faculty members are expected to achieve a minimum of 80% under research and scholarly activity in their FES.

For Instructors and Senior Instructor, it is recommended to collaborate with other faculty members in writing research papers which will be considered for their promotion. The details of the same can be checked in the promotion policy.



iii. RESEARCH PROJECTS (PROJECT SHOWCASE)

A research project is a scientific investigation, usually using scientific methods, to achieve defined objectives for the betterment of society. There are two broad category of projects,

- 3 Non-Funded Projects: Faculty members of SUC involved in any non-funded project(s) are required formally to inform the institution through Head-Research and Innovation, who will maintain school wise record for audit, national and international agencies.
- 4 Funded Projects: This type of projects are divided in two categories,
 - (i). Internally Funded Projects: Projects funded by the school or SUC
 - (ii). Externally Funded Project: Projects funded by external agencies.

Procedure for Internally Funded Projects

- 9 Faculty members (maximum 4 as a group) of SUC can apply for funds to carry out research projects in prescribed form, refer Form for Research Project.
- 10 A project can be of a maximum duration of two years
- 11 RSAC will evaluate the proposals and submit the recommendation to the VC within 4-6 weeks for final approval.
- 12 RSAC may return the proposal to the group for further improvements/updates.
- 13 RSAC will communicate the decision of the approval to the group for start of the project.
- 14 All the expenses of the approved projects must be approved by RSAC, Registrar, DEAN's & VC as per the policy.
- 15 Group must submit progress report in each semester, annual and final report to RSAC for review, audit and release of funds.
- 16 Final output of project will also be evaluated by the RSAC.

iv. RESEARCH OUTPUT CATEGORIES

a. Definition of Research

Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understanding. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes. This definition of research is consistent with a broad notion of RSAC as comprising of creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of business, technology, humanity, culture and society, and the use of this stock of knowledge to devise new applications. This definition of research encompasses pure and strategic basic research, applied research and experimental development. Applied research is original investigation undertaken to acquire new knowledge but directed towards a specific, practical aim or objective (including a client-driven purpose).

b. JOURNAL ARTICLES

To be included in this category, the publication must meet the SUC definition of research and:

1. Must be published in a scholarly journal
2. Must be a research published in the current collection year and the year of publication must be stated within or on the work being claimed with the exception of the expanded year of publication
3. Must have been peer-reviewed and Scopus indexed/ ABDC/ ACM/ IEEE etc.



The journal articles must be Scopus indexed and can meet the criteria include:

1. Critical scholarly texts which appear in article form
2. Articles reviewing multiple works or an entire field of research
3. Invited papers in journals
4. Articles in journals which are targeted to both scholars and professionals
5. Articles in a standalone series
6. Book reviews
7. Case studies

c. CONFERENCE PROCEEDINGS

1. To be included in this category the conference publication must meet the SUC definition of research and
2. Be published in full. The papers may appear in a number of different formats, e.g. a volume of proceedings, a special edition of a journal, a normal issue of a journal, a book or a monograph, CD-ROM or conference or organizational website
3. Must be research published in the current collection year, and the year of publication must be stated within or on the work being claimed with the exception of the expanded year of publication
4. Be peer reviewed
5. Be presented at conferences, workshops or seminars of national or international significance available to the wider audience
6. The author must be affiliated with the SUC or claiming institution

7. Keynote speech and invited papers may be included where all other papers for the conference are peer reviewed.
The types of conference publications that are unlikely to meet the criteria include papers that appear only in a volume handed out to conference participants.
8. Verification Requirement
Please send this documentation direct to the RSAC
9. Complete copy or offprint of paper
 - 9.1. complete photocopy of table of contents, preface, introduction and pages showing all bibliographical information as appropriate (ISBN or ISSN, authors(s), editor, publisher and all dates referring to copyright, publication, printing and distribution)
 - 9.2. Proof of national or international significance if not clearly shown in documents above. National/international significance of a conference may be indicated by the presence of interstate/international speakers, or a listing of previous conference venues showing that the conference is held in a range of national/international locations, and
 - 9.3. Evidence indicating the author's affiliation to the SUC or any institution. By-line or footnote or statement in publication indicating research undertaken in author's capacity as a staff member.
 - 9.4. if a Keynote address, evidence of this and evidence that all other conference papers were peer reviewed
 - 9.5. proof of peer review
 - 9.6. Proof of peer review can be in the form of a:
 - 9.6.1. statement in proceedings that full papers are refereed, or
 - 9.6.2. statement from conference organizer/editor, or
 - 9.6.3. copy of assessment showing assessment made on full paper



a. BOOKS & BOOK CHAPTERS

To be included in this category the publication must meet the SUC definition of research and:

- 1 Must be a major work of scholarship
- 2 Must be research published in the current collection year, and the year of publication must be stated within or on the work being claimed with the exception of the expanded year of publication
- 3 Must have an International Standard Book Number
- 4 Must be written entirely by a single author, or by joint authors who share responsibility for the whole book
- 5 Must have been published by a commercial publisher, or if not published by a commercial publisher, must have been peer reviewed

b. Verification Requirements

Please send verification documentation directly to the RSAC

1. Complete photocopies of the table of contents, preface, introduction and pages showing all bibliographical information (ISBN, author(s), publisher and all dates referring to copyright, publication, printing and distribution)
2. Evidence indicating the author's affiliation to the SUC or claiming institution.
3. By-line or footnote or statement in publication indicating research undertaken in author's capacity as a staff member or student of the university.

m. STRATEGIC RESEARCH PERFORMANCE CATEGORIES

Following the release of the SUC Strategic Plan, the following categories of research activity items were added to the collection, to capture progress towards the targets set down in the Strategic Plan for the key performance indicators of *International Linkages* and *External Collaborations*:

- 1 Invited Keynote Addresses at International Conferences
- 2 Editorial Board Memberships of International Journals
- 3 Overseas Research Visitors
- 4 Guest Editorship of a Special Edition of a Refereed Journal
- 5 International Research Collaborations (Top 400 QS ranked universities)
- 6 National Research Collaborations

n. KNOWLEDGE UPDATE

Faculty members of SUC are expected to write at least two short articles of around 1000 words, known as Knowledge Update (KU) for regular online publication through SUC website. Head-Research and Innovation, will share template and schedule for all faculty members, for timely submission of KU article. Faculty members will submit the KU article to the Head-Research and Innovation, who will review/ get it reviewed, check its relevance, originality, plagiarism and approve for publishing online as per the KU calendar. After publishing the KU article faculty member can claim for the Research Points as mentioned in Table 1.

o. INDUSTRY UPDATE

SUC believes that their management officials, faculty members and staff to be aware of recent developments in industry, government policies, other socio-economic environment. With this objective, Head-Library make sure that a brief document with list of major events from authentic online sources are compiled and send to Head-Research and Innovation once in a week for verification. After verification/update Head-RI forward will forward the list to Media and communication department for putting it



is a desired format and send back to Head-RI. Then Head-RI forward the mail to management, faculty and staff for their kind perusal and update.

D. FES – SERVICES TO COMMUNITY

i. Introduction

Services to Community are defined as contribution by the faculty members towards the society with respect to themes decided by SUC and if the faculty member wants to pursue their areas of interest & expertise must take approval from Community Services committee. It provides an opportunity to the institution and its members to engage in achieving their responsibility towards the society.

Table-12 Community Services			
S. No	Description	Undergraduate	Graduate
1	Contribution to SUC's Social Activities (100%) Only initiator 60% Only Contributor 30% Only Participant 10%	7.5	5
	Total Weight		

This component is evaluated by Services Committee (Refer Annexure-H- FES-SERVICES TO COMMUNITY COMMITTEE EVALUATION FORM) as per items in table 12 of the FES.

a. Contribution to SUC's Social Activities

Explanation of the Component:

Social activities are defined as those activities which directly benefit the society at large. These activities based on SUC theme of Community services (not limited to) are broadly classified as participating in awareness campaigns on health, environment, conservation and recycling of resources, adult education, and conducting / organizing charity programs during natural calamities, drugs, traffic or any other issues which arise from time to time pertaining to the society. If the faculty member wants to pursue their areas of interest & expertise, the faculty member must take approval from Services committee. Faculty members can also actively associate with international, national community service agencies and submit a report.

E. ACADEMIC SUPPORT SERVICES EVALUATION

i. Introduction

Faculty members in addition to their teaching activities are required to manage administrative activities, self-management & development of various academic resources for the smooth conduct of the academic operations as per the relevant policy and procedures.

Table -13 Academic Support Services		
Table	Description	Undergraduate and Graduate Weight (%)
1	Following Policy & Procedure (HR)	2.5%



2	Administrative and Examination Deadlines (ADMIN & EXAM)	
3	Developing Library Services (LIBRARY)	
4	Developing IT services (IT)	
5	Meeting Deadlines As Per Institutional Calendars – IRQA	
	Total Weight	2.5

ii. Management of Academic Supports Services Activities - IE Tool Objectives

- a. To effectively meet administrative and Institutional Effectiveness deadlines.
- b. To Adhere to policies and procedures of the SUC for smooth conduct of academic operation
- c. To contribute towards development of the library and IT services.

iii. Steps of Evaluation

- a. Step – 1:** The Academic Support Services (ASSE) evaluation Committee Chair reviews the last years report and initiates the plan for upcoming academic year.
- b. Step – 2:** The chair briefs the committee members in regard to guidelines and necessary clarity for evaluation.
- c. Step– 3:** ASSE subcommittee chairs submit their semester wise feedback about faculty members’ adherence to deadlines, policy and procedures and contribution to development of resources to Academic Support Evaluation Committee Chair.
- d. Step – 4:** ASSE Subcommittee chairs evaluate individual faculty member and feed the rating in the online FES system as per the predetermined components.
- e. Step – 5:** The ASSE committee chair calls for a meeting for any moderation if required and the final ratings are fed into the FES System after moderation.
- f. Step – 6:** IRQAOA department receives the compiled report from the chair and forwards to FES committee for review.

iv. Dissemination of Data and Decision Making

The report of the ASSE committee (management of academic support services activities) is forwarded from IRQAOA department to the FES committee.

v. Following Policy and Procedure

This component is assessed by items in table 14 of the FES and is evaluated by ASSE Committee (**Refer Annexure – I- FES-ASSE-FOLLOWING POLICY AND PROCEDURE**)

Table 14 – Following Policy and Procedure

S. No	Description	Undergraduate and Graduate Weight	%
1	Following policy & procedures of SUC	0.100	20%



2	Positive approach towards organization	0.100	20%
3	Adherence to JD and work schedule	0.100	20%
4	Contribution to Employee Development	0.100	20%
5	Commitment	0.100	20%
Total Weight		0.500	100%

a. Evaluation for the component (Following Policy and Procedures 7):

The faculty members are evaluated for their adherence to polices and procedure of SUC.

b. Evaluation Guidelines (Following Policy and Procedures):

Formal and informal inputs received from various departments including the records maintained in Human Resources Department are used for the purpose of evaluation of this component

vi. Adherence to Administrative Deadlines

This component is assessed by items in table 15 of the FES and is evaluated by ASSE Committee (Refer Annexure-J-FES-ASSE-ADMINISTRATIVE DEADLINES)

Table15 – Adherence to Administrative Deadlines			
S. No	Description	Undergraduate and Graduate Weight	%
1	Adherence to Deadline i. Administration Deadline a. Attendance Entry b. Dissertation c. Internship ii. Examination Deadline	0.167	33.34%
2	Adherence to policy and procedure i. Timely Marks Entry ii. Grade Change	0.167	33.28%
3	Punctuality i. Class Timing ii. Invigilation	0.167	33.28%
Total Weight		0.5	100%

a. Explanation for the component (Adherence to Administrative Deadlines):

The faculty members are evaluated for their adherence to administrative deadlines

b. Evaluation Guidelines (Adherence to Administrative Deadlines):

Records maintained in administrative department are used for the purpose of evaluation of this component

**vii. Developing Library Services**

This component is assessed by items in table 16 of the FES and is evaluated by ASSE Committee (**Refer Annexure-L FES-ASSE-LIBRARY**)

Table 16 -Developing Library Services			
S.No	Description	Undergraduate and Graduate Weight	%
1	Faculty Contribution to improve Library Resources	0.500	100%
	Total Weight	0.500	100%

a. Explanation for the component (Developing Library Services): The faculty members are evaluated for their contribution to improve and increase the utilization of library resources based on the above parameters

b. Evaluation Guidelines (Developing Library Services):

Records maintained in library department are used for the purpose of evaluation of this component

viii. Developing IT Services:

This component is assessed by items in table 17 of the FES and is evaluated by ASSE Committee (**Refer Annexure-M FES-ASSE-COMPUTING**)

Table 17 - Developing IT Services		
S.No	Description	Committee Undergraduate and Graduate weight (%)
1	Adaptation to the SUC Information Systems (Example ERP, online attendance, study material upload, use of advisory module, assessment entry etc.)	0.250
2	Helpful suggestion to improve the use of IT Services including software, hardware and portal services	0.250
	Total Weight	0.500

a. Explanation for the component (Developing IT Services):

The faculty members are evaluated for their adaptation and contribution towards improvement of IT services based on the above parameters

b. Evaluation Guidelines (Developing IT Services):

Records maintained in IT department are used for the purpose of evaluation of this component.

**ix. Meeting deadlines as per Institutional Calendars**

This component is assessed by items in table 17 of the FES and is evaluated by ASSE Committee (Refer Annexure–L FES-ASSE-IR)

Table 17 –Meeting Deadline as per Institutional Calendar			
S.No	Description	Undergraduate and Graduate Weight	%
1	Meeting Deadline as per Institutional Calendar (Timely submission of complete Course files)	0.500	100%
	Total Weight	0.500	100%

c. Explanation for the component (Meeting Deadline as per Institutional Calendar):

The faculty members are evaluated for their timely submission of complete course files in both Hard and soft copy format

d. Evaluation Guidelines (Developing Library Services):

Records maintained in IRQAOA department are used for the purpose of evaluation of this component

F. DEAN (DEAN – SCHOOL OF BUSINESS/ DEAN – SCHOOL OF IT) EVALUATION

Dean is responsible for monitoring academic operations and its smooth conduct. The evaluation component is given in table 18 (ANNEXURE N - FES - DEAN – SCHOOL OF BUSINESS / DEAN – SCHOOL OF IT EVALUATION) Head of General Education will also evaluate General Education Faculty members along with the respective Deans and average rating will be considered for General Education Faculty members under this component.

Table 18 – Dean (Dean SOB and Dean SOIT)			
S. No	Description	Undergraduate weight (%)	Graduate weight (%)
1	Adherence to class schedule and assessment schedules	9	7.5
2	Contribution to National Accreditation activities (MOE Program Initial accreditation/Reaccreditation)		
3	Contribution to International Accreditation (AACSB/ABET etc.)		
4	Contribution to Co-Curricular activities (Student Seminar, Knowledge update, Newline, IE committees)		
5	Contribution to Conferences and workshop		



6	Overall Academic Delivery	6	5
	Total	15	12.5

Dean of respective schools will evaluate faculty members based on the reports from Associate Deans in the following criteria

G. SELF-EVALUATION BY FACULTY MEMBERS

i. Introduction

The faculty member will award the value under this component based on his/her self-assessment in regard to performance as per the job description including Teaching, Research and Services. The evaluation component is given in table 19 (Refer ANNEXURE B - FES-FACULTY SELF EVALUATION FORM)

Table 19. Self-Evaluation		
S.No	Description	Faculty Self Evaluation (%)
1	Self-Evaluation a) Teaching b) Research c) Services	5
	Total Weight	

H. GOAL SETTING EVALUATION

AAC Chair – VC and AAC Vice Chair Evaluation is based on the achievement of institutional goals set by the faculty member at the beginning of the academic year approved by FES committee. The faculty members have one full year to achieve their institutional goals and Evaluation will take into account evidences provided towards achievement of the goals by the faculty member. Refer goal setting manual for further details

I. PART TIME (ADJUNCT) FACULTY EVALUATION

In case of part time (visiting and adjunct) faculty the process of renewal of contract is initiated two months before the starting of next semester. Based on FES performance evaluation for the existing contract period, the FES Committee recommends to the respective Dean’s (School of Business/ School of IT) either to renew or reject the renewal of the Faculty member’s contract based on the Faculty standing as per the FES criteria of rating scale mentioned above. If the Faculty members fall “Below Expectation” the Faculty member’s contract is not renewed for forthcoming semesters.

Evaluation of visiting and adjunct faculty members is conducted on semester basis evaluating faculty members knowledge of subject matter, teaching and student learning, grading and assessments. Sources of evaluation for Visiting & adjunct faculty members are students formal feedback, course file evaluation, Dean/Associate Dean’s/ Head General Education /Discipline Leader’s evaluation based on classroom observation. The details of evaluation are given in the below table:



Table 20: Part Time Faculty Evaluation

COMPONENT	SUB COMPONENTS	WEIGHT	EVALUATORS
Academic Quality Assurance (AQA)	Teaching Effectiveness	70	Students, DIRQA, Dean/Associate Dean/Discipline Leader
	Delivery		
	Curriculum design & Class Management		
Academic Support Services Evaluation (ASE)	Following Policy & Procedure – HR	30	Head HR, Head Administration and Examination, IRQAOA department, Head of Library, Head of IT
	Administrative and Examination Deadlines – Admin		
	Meeting Deadlines As Per Institutional Calendars – IRQA		
	Developing Library Services		
	Developing IT services		

J. EVALUATION DURING PROBATION PERIOD FOR NEWLY JOINED FULL TIME FACULTY MEMBER

SUC ensures that its selection process identifies and recruits the candidates who best fits into the position. To assess the suitability of the new appointee to the working environment of organization the employee is placed on probation for a period of six months. The purpose of probation is to thoroughly assess the abilities, ethics, work culture and the compatibility of the probationer with the working environment of SUC.

Procedure for Evaluation of Probation for newly recruited Faculty Member:

Step- 1: Faculty member joins SUC

Step-2: Interim review is conducted to assess the performance of the staff member through Observation by Head of Department and informal feedback from various Departments

Step-3: If the performance is found satisfactory then the normal probation is continued till 6 months else the staff member is placed under remediation process to improve their performance

Step-4: At the end of the probation period (6 months) final evaluation is carried out through the following reviews

- i. Final student’s academic faculty feedback
- ii. Review of Teaching Effectiveness Committee (Peer Review/ Course Material Development / Assessment Tools / Creativity etc.)
- iii. Review of Research Committee in terms of Research Plan.



- iv. Review of Services Committee in terms of Services plan for coming Academic year.
- v. Review by Associate Deans, Dean (School of Business and School of IT), DYASS and HRD.

Step-5: HRD forwards the final review report with either of the following recommendations for VC review and approval

- i. Confirmation
- ii. Conditional probation with remediation process till end of the year
- iii. Rejection

Step-6: Based on the approval from Vice Chancellor, HRD calls a meeting for the Vice Chancellor, Associate Deans, Dean (School of Business and School of IT), DYASS/Registrar and probationer and issues the letter of confirmation/ conditional probation with remediation process/ rejection to the candidate and gives a fair chance to both the parties for clarification of issues involved, if any.

Note: The candidates who are under condition probation with remediation process will be evaluated under annual Faculty evaluation and decision will be taken on continuation/separation based on the outcome of the annual faculty evaluation.

K. EVALUATION OF ACADEMIC SUPPORT STAFF

I. INTRODUCTION

SUC is committed for systematic evaluation of Academic Support Services Staff annually to acknowledge, encourage the exceptional operational performance and identify professional development opportunities in an academic year. Staff evaluation is done through “Staff Evaluation System” (SES).

II. GOALS

The formal performance evaluation system is designed to:

- A. Acknowledge the exceptional performance in operations
- B. Provide a formal means of constructive, open and honest communication with supervisor
- C. Enhance employee development through performance feedback and identification of future professional development activities
- D. Measure and document job performance as a basis for making promotion, compensation and other personnel management decisions
- E. Improve employee's job satisfaction and morale

III. PROCESS FLOW

Step 1

SES Committee consists of VC and DyASS as permanent members for every year evaluation

**Step 2**

VC orients staff members on goal setting, objectives and guidelines for the evaluation at the start of the academic year

Step 3

Heads of Departments finalize their institutional goal as specified in the goal setting manual guidelines and submit it to VC's office at the start of the academic year. VC and DSA review and approve the goals setting for the academic year.

Step 4

Formal evaluation process is initiated with HRD sending emails to all staff members to indicating the start of the online evaluation process.

Step 5

After the end of the spring semester, the HOD and Staff members award the grades under the self-evaluation component and present the status of achievement of goal set at the beginning of the academic year to VC and DSA with evidence of achievement.

Step 6

Chair AAC - VC and Vice Chair AAC - DSA evaluates the achievement status of goal set at the beginning of the academic year by the HOD and staff based on the evidence provided

Step 7

The staff members logs on to the portal and complete their allotted evaluation components.

Step 8

IRQAOA department compiles and analyzes the data and submits the results to the SES Committee.

Step 9

SES committee discusses outcomes of the evaluation with staff members and suggestions for improving the weak areas.

Step 10

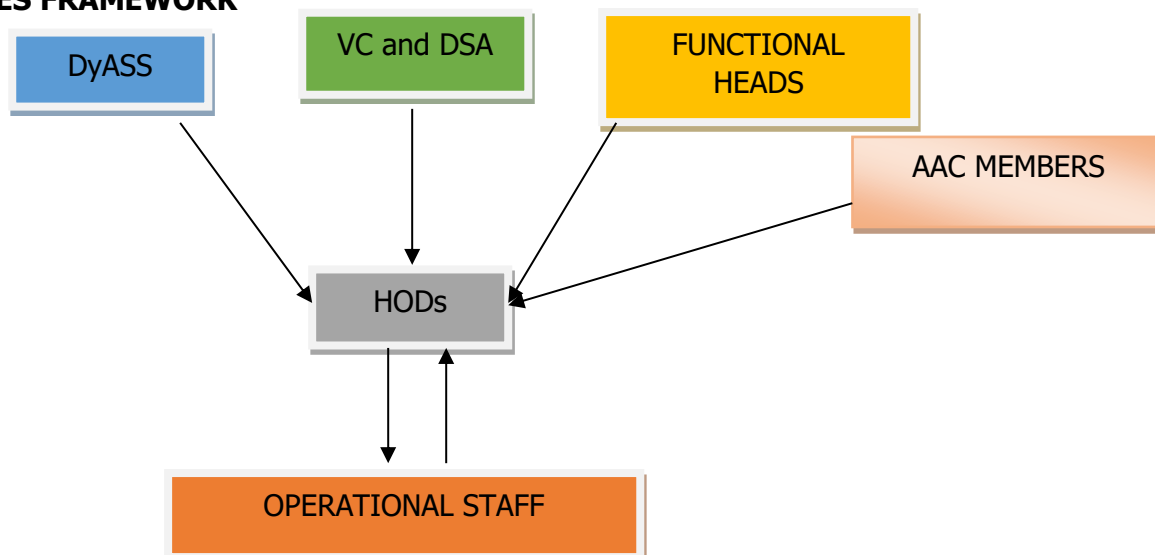
Staff Evaluation Committee forwards its recommendation to the VC for his approval.

IV. DISSEMINATION OF DATA AND DECISION MAKING

The SES committee reviews the evaluation report and discusses the feedback and appraises individual staff members for necessary actions. SES evaluation report also helps in identifying staff development programs & planning staff recruitment.



V. SES FRAMEWORK



VI. COMPONENTS OF THE SES SYSTEM

i. Head of Department

The evaluation component and its corresponding weights are given below:

Table 1 – HOD Evaluation component

Evaluation Components	Weights
a. SES component	80%
b. Institutional Goal Setting Component	20%
Overall rating	100%

a. SES Component

Table 2 – HOD SES component

S. No	Component	Weights
1	Functional Head based on JD and general evaluation parameters	40%
2	AAC evaluation on overall performance of the department	15%
3	Operational Staff evaluation based only on general evaluation parameters	20%
4	Rating from Students Feedback (Applicable for Departments dealing with Students)	20%
5	Self-Evaluation	5%



6	Total	100%
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b. Goal setting component – Refer goal setting manual

For IRQAOA department Overall academic support services students rating will considered

ii. Operational Staff

The evaluation component and its corresponding weights are given below:

Table 3 – Operational Staff evaluation component

S. No	Component	Weight (%)
1	DyASS/ Functional Head based on general evaluation parameters	20%
2	AAC evaluation on overall performance of the department	15%
3	HOD based on JD and evaluation parameters	40%
4	Rating from Students Feedback (Applicable for Departments dealing with Students)	20%
5	Self-Evaluation	5%
6	Total	100%

For IRQAOA department Overall academic support services students rating will considered

iii. Support Staff

The evaluation component and its corresponding weights are given below:

Table 4 – Support Staff evaluation component

S. No	Component	Weights
1	HEAD OF MAINTENANCE/RESPECTIVE HODs	30
2	HEAD OF FINANCE	30
3	HHR	40

VII. ACADEMIC SUPPORT EVALUATION GUIDELINES

A. HOD EVALUATION GUIDELINES

i. SES Evaluation

Performance evaluation of HODs is carried out by objectively measuring staff member’s ability to meeting requirements of job descriptions, managerial capabilities, leadership abilities and communication skills. The evaluation is done by VC, DyASS and/or



Functional Head, Operational Staff (as applicable), Students (as applicable). All the evaluations are carried out as per the evaluation tools attached in the Annexure.

Table 5 - Head of Department Evaluation Matrix

S. NO	Components	Weight %
Table 1	Achievement of Departmental Goals	20.00%
Table 2	Interpersonal and Communication Skills	10.00%
Table 3	Productivity/Quantity of Work	10.00%
Table 4	Relationships with Clients	10.00%
Table 5	Work Habits	5.00%
Table 6	Staff Management	10.00%
Table 7	Leadership	15.00%
Table 8	Overall Management	20.00%
	TOTAL (Standard)	100.00%

a. Section 1: Achievement of departmental goals

1. Explanation of the Component

Measures the achievement of department goals during the academic year

2. Evaluation Guidelines

Departmental goals achievement status is measured through evidences presented in semester and annual closing reports.

b. Section 2: Employee Performance as per JD

1. Explanation of the Component

Measures the HOD's performance according to each component mentioned in the job description

2. Evaluation Guidelines

Evaluator to evaluate HOD's performance as per HOD's JD through evidences presented in semester and annual closing reports.

Section 3: Interpersonal and Communication Skills

1. Explanation of the Component

It is a measure of ability to effectively provide necessary information clearly and in a timely fashion, listens carefully and has ability to express opinions and decisions clearly.



2. Evaluation Guidelines

The interpersonal and communication skills are evaluated based on following statements:

- i) Makes clear, effective oral communication and presentations.
- ii) Writes clear, concise and complete communication.
- iii) Communicates appropriate information timely to the management, other departments and subordinates.
- iv) Provides timely and relevant information to SUC community and external agencies.

Section 4: Productivity

1. Explanation of the Component

Measures HOD's ability to exceed expectations in terms of volume of work, assigned tasks, complete projects and assignments

2. Evaluation Guidelines

The Productivity component is assessed according to the following statements:

- i) Percentage of work accomplished by the department with accuracy during the semester
- ii) Assigned tasks are completed within specified time frame by the individuals;
- iii) Departmental operational calendars are followed

Section 5: Relationships with Clients

1. Explanation of the Component

Measures the ability to communicate effectively with senior administration, peer administrators or managers, and subordinates; obtains and disseminates information to others with a "need to know;" represents the SUC appropriately and effectively among the external public and private constituencies.

2. Evaluation Guidelines

The Relationships with Clients are evaluated using the following statements:

- i) Responding courteously and promptly to all internal and external clients.
- ii) Conveys positive image of the department.
- iii) Exhibits ability to adapt to people from different cultures.
- iv) Maintains calm, professional approach to work related pressure.
- v) Maintains confidentiality of information of SUC; uses discretion when discussing these matters.
- vi) Works in coordination with other departments and faculty to provide departmental services.

Section 6: Work Habits

1. Explanation of the Component



Measures the ability to meet deadlines, allocates and delegates the work effectively to right persons, systematic and methodical in completing the task, proactive and has problem solving attitude.

2. Evaluation Guidelines

- i) The work habits are evaluated using the following statements.
- ii) Regular and punctual to attend office work.
- iii) Follows procedures for requesting leave and reporting absence, and provides necessary documentation.
- iv) Uses work time appropriately for work activities; attends meetings promptly.
- v) Demonstrates flexibility in scheduling and accepting work assignments to meet needs of the department and prioritizes the work as per the requirement of the department.
- vi) Manages stress, conflict, frustration and does not affect the normal functions.
- vii) Follows official dress code and presents in a professional manner.
- viii) General Appearance and grooming is appropriate.

Section 7: Leadership

1. Explanation of the Component

Measures HOD's ability to provide leadership, goals setting and develop strategies for attaining goals. Develops team spirit and plans, organizes, directs and controls effectively the various activities of subordinates. Provide opportunity for developing technical and personal skills. Trains employees and reposes trust and inculcates values and ethics.

2. Evaluation Guidelines

The leadership qualities are evaluated using the following statements:

- i) Selects trains and develops employees through proper orientation of policies, procedures and work ethics.
- ii) Provides ongoing feedback; actively solicits employee inputs and encourages staff development.
- iii) Appropriate allocation of work to staff so as to achieve optimum productivity; encourages employee involvement in planning and organizing work.
- iv) Delegate authority through clearly stated objectives and assigned accountability.



Section 8: Overall Management

1. Explanation of the Component

Measures HOD's leadership skills, judgment, initiatives, Effective management of projects, subordinates, budget, performance management process and organizational change to produce positive results

2. Evaluation Guidelines

The overall Management capability will be assessed according to the following statements:

- i) Encourages and demonstrates qualitative performance.
- ii) Collect information, materials and people into a coherent, logical and effective unit.
- iii) Consistently reaches sound decisions as solutions to problems.
- iv) Responsible and exhibits mature managerial/professional behavior.
- v) Contributes to SUC through business development/ image building.

ii. HOD Self Evaluation

HOD's award grades under the self-evaluation component based on the SES Components. IRQAOA department compiles the self evaluation report and forwards it to SES committee along with the SES report

iii. Students Evaluation

Students evaluate the services provided by each department through academic supports services feedback conducted at the end of the academic year (**Annexure A1**) and the feedback rating will be included in the HOD's Evaluation. IRQAOA department compiles the feedback report and forwards it to SES committee along with the SES report

iv. DyASS and/or Area Head (VC/Registrar) evaluation

Each HOD's will be evaluated by their corresponding Area Heads to whom they are reporting and the evaluation will be based on the SES components.

v. VC evaluation

Head of Departments are required to finalize the institutional goal to be achieved and submit it to VC. After the spring semester the HODs are required to present the status of achievement of goals to SES committee. VC evaluate the achievement status of the goals set at the beginning of the academic year and the same will be included in the HOD's Evaluation.

B. OPERATIONAL STAFF EVALUATION GUIDELINES

i. SES evaluation

Performance evaluation of staff is carried out by objectively measuring staff member's ability to meet the requirements of job descriptions, operational responsibilities and meet deadlines. The evaluation is done by SES HOD, DyASS and Students (as applicable). The Head of departments are required to indicate the accomplishment of tasks and make necessary notes in case of incomplete works so as to make the evaluation objective and measurable both quantitatively and qualitatively. All the evaluations are carried out as per the evaluation tools attached in the Annexure.



Table 6 - Operational Staff Evaluation Matrix

S. NO	Components	Weight %
Table 1	Contribution to achievement of Departmental goals during the academic year	20.00%
Table 2	Job Knowledge	15.00%
Table 3	Quality of Work	15.00%
Table 4	Judgment/ Problem-Solving	10.00%
Table 5	Interpersonal and Communication Skills	10.00%
Table 6	Productivity/Quantity of Work	10.00%
Table 7	Innovation (Simplify the work procedure)	5.00%
Table 8	Relationships with Clients	10.00%
Table 9	Work Habits	5.00%
	TOTAL (Standard)	100.00%

Section 1: Contribution to achievement of departmental goals

1. Explanation of the Component

Measures the contribution of the staff towards achieving the departmental goals corresponding to the job description of the staff.

2. Evaluation Guidelines

The achievement status of the departmental goals are evaluated based on the evidences presented in the semester and annual closing report of the department.

Section 2: Employee Performance as per JD

1. Explanation of the Component

Measures the Employee's performance according to each component mentioned in the job description

2. Evaluation Guidelines

Evaluator to evaluate employee's performance as per HOD's JD through evidences presented in fortnightly and monthly reports.

Section 3: Job Knowledge

2. Explanation of the Component

Measures demonstrated job relevant knowledge and essential skills gained through experience, education and/or specialized training.

3. Evaluation Guidelines



The Job knowledge are evaluated using the following statements:

- i)** Follows SUC policies/protocols in carrying out job responsibilities.
- ii)** Clear understanding of job responsibilities, roles and duties.
- iii)** Has a necessary competency in accomplishing job duties.
- iv)** Responds to the inquiries as per the rules and regulations
- v)** Consults with others to clarify issues when required.

Section 4: Quality of Work

1. Explanation of the Component

Measures demonstrated ability to provide accurate, reliable output and confirms to policy and procedures.

2. Evaluation Guidelines

The Quality of work are evaluated using the following statements:

- i)** Produces accurate and reliable output/service.
- ii)** Provides complete and effective service to internal & external clients.
- iii)** Documents, files, reports have clear, complete and accurate correspondence with internal and external clients.
- iv)** Consistent improvement seen in terms of quality of work, meeting deadlines and accuracy.

Section 5: Judgment/Problem-Solving

1. Explanation of the Component

Measures performance in identifying and resolving problems; following through on assignments; and initiating or modifying ideas, methods, or procedures.

2. Evaluation Guidelines

The Judgment /Problem Solving are evaluated using the following statements:

- i)** Identifies key issues to be addressed, records and keeps appropriate parties well informed about the issues.
- ii)** Analyzes issues and responds appropriately according to the priorities considering holistic effects of the decision.
- iii)** Responds to problems perceived by others and takes action in a timely manner.
- iv)** Capable of providing solution to the problems when needed, involves others to find effective solutions.
- v)** Uses outside resources and consultations to the extent; seeks advice/approval when appropriate.



Section 6: Interpersonal and Communication Skills

1. Explanation of the Component

It is a measure of ability to effectively provide necessary information clearly and in a timely fashion, listens carefully and has ability to segregate issues in accordance to importance, priority and relevancy to the operations and communicate the policy and procedures to the stakeholders.

2. Evaluation Guidelines

The Interpersonal and Communication skills are evaluated using the following statements:

- i) Listens effectively and clarifies the issues with the student/staff.
- ii) Makes clear, effective oral presentations.
- iii) Develops clear, concise and complete written materials.
- iv) Communicates appropriate information to SUC Community.

Section 7: Productivity/Quantity of Work

1. Explanation of the Component

Measures ability to exceed expectations in terms of work volumes and ability to complete assigned tasks with accuracy and assignments before deadline

2. Evaluation Guidelines

The Interpersonal and Communication skills are evaluated using the following statements:

- i) Percentage of work accomplished with accuracy during the semester.
- ii) Assigned tasks are completed within specified time frame;
- iii) Departmental operational calendars are followed as per the job description.

a. Section 8: Innovation

1. Explanation of the Component

Measures the ability to contribute to new ideas, uses new methods for improved efficiency.

2. Evaluation Guidelines

Innovation Skills will be assessed according to the following statements:

- i) Contributes new ideas and methods and implements necessary actions.
- ii) Uses new methods for improved efficiency.
- iii) Demonstrates initiative in taking charge of new assignments and task.
- iv) Adapts to changing priorities, new ideas and methods.



b. Section 9: Relationships with Clients

1. Explanation of the Component

Measures the ability to develop and maintain positive and functional relationships with internal/external clients that helps in building coordination among the various functional teams.

2. Evaluation Guidelines

The Relationships with Clients are evaluated using the following statements:

- i)** Responding courteously and promptly to all internal and external clients.
- ii)** Conveys positive image of the department.
- iii)** Exhibits ability to adapt to people from different cultures;
- iv)** Maintains calm, professional approach to work related pressure.
- v)** Maintains confidentiality of information of SUC; uses discretion when discussing these matters.
- vi)** Works in coordination with other departments and faculty to provide departmental services.

c. Section 10: Work Habits

1. Explanation of the Component

Measures staff member's ability to meet deadlines, ability to complete the tasks systematically and methodologically. Demonstrates flexibility towards work timings and shares responsibilities with others. and is proactive in accomplishing tasks.

2. Evaluation Guidelines

The work habits are evaluated using the following statements:

- i)** Regular and punctual to attend office work.
- ii)** Follows procedures for requesting leave and reporting absence, and provides necessary documentation.
- iii)** Uses work time appropriately for work activities; attends meetings promptly.
- iv)** Demonstrates flexibility in scheduling and accepting work assignments to meet needs of the department and prioritizes the work as per the requirement of the department.
- v)** Manages stress, conflict, frustration and does not affect the normal functions.
- vi)** Follows official dress code and presents in a professional manner.
- vii)** General Appearance and grooming is appropriate.

ii. Operational Staff Self Evaluation

Operational award grades under the self evaluation component based on the SES Components. IRQAOA department compiles the self evaluation report and forwards it to SES committee along with the SES report



iii. Students Evaluation

Students evaluate the services provided by each department through academic supports services feedback conducted at the end of the academic year and the same will be included in the operational staff evaluation. IRQAOA department compiles the feedback report and forwards it to SES committee along with the SES report

VIII. RATINGS AND AWARDS

Table 8 - Ratings Scale

Percentage	Scale
90 - 100	Outstanding
80 - 89	Exceeds Expectation
70 - 79	Meets Expectation
Below 70 - [under observation]	Below Expectation

Employee whose ratings fall below 70% will be kept on observation status and will be required to improve their performance in the next semester immediately preceding the evaluation, failing which the management will reserve the right to initiate corrective action.

5. j Nepotism/Employment of Relatives.

Policy number	HUMR_POLICY_11
Policy name	Nepotism Policy
Policy version	Version 1
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	18 JULY 2019
Verified by	DYASS & REGISTRAR

For SUC to function in the best interest of the stakeholders and the community in general, it is expected to be free from the influence of the decisions of family members of the investors / board members that may not be in best interest of the normal functioning of the institution.

Relative is defined as a parent, parent-in-law, child, spouse, brother, sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law and sister-in-law.

Nepotism policy of SUC is designed to prevent relatives of the Board members to be active participants in the day to day operations and decision making relating to hiring and firing of employees, reviews of policies & procedures, budget allocations and formulation of strategic plans and its implementation. Relatives of employees of the institution are not placed in a direct supervisory line with respect to each other to avoid any kind of conflict of interest while executing their responsibilities. The nepotism policy mentioned above is not to be construed to limit the hiring, promotion, or employment opportunities of any particular group of applicants.

The nepotism policy applies to any person who is employed as a full, part-time, student or temporary employee by SUC. The related employees however are not eligible to participate in the process of review, recommendation and/or decision making in any matter concerning hiring, opportunity, promotion, salary, retention, or termination of a relative as defined.



As per the policy, no contracts can be offered to the relatives of the members of the board/employees of SUC. However, the contract can be awarded to the relative members if the application has undergone the due process of competitive bidding wherein a prior public disclosure to public and open tenders with public notice procedures have been followed.

Remedies for employees and contracts

i. Employee:

The institution may resolve any violation of this policy by voluntary transfer, or if an agreement cannot be reached, by involuntary transfer, from a unit or position, or by termination as applicable.

ii. Contracts:

In case of contracts been awarded that breach the Nepotism policy will stand null and void and the contracts will be awarded to the next best bidder.

5. k Faculty/Staff Discipline Policy

Policy number	HUMR_POLICY_12
Policy name	Faculty/Staff Discipline Policy
Policy version	Version 1
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	18 JULY 2019
Verified by	DYASS & REGISTRAR

The purpose of the disciplinary procedure is to streamline and ensure smooth operation within the framework of SUC Policy & Procedures. The SUC believes that the majority of Employees work satisfactorily. However, in order to promote and maintain effective work ethics and practices, it is essential to lay down procedures to deal with those cases of capability, conduct, disregard of rules and regulations, which arise from time to time. The disciplinary procedures include identifying the nature of indiscipline and the correction factors ranges from a verbal warning to separation.

The disciplinary procedure is initiated by the HRD by forming an adhoc disciplinary committee consisting of Vice Chancellor, and one more Member is co-opted based on the nature of the issue. The procedure for any disciplinary action is as given under corrective measure.

i. Categories

The three broad categories covered under the procedure are given below:

- a. Dereliction of responsibilities
- b. Indiscipline or Misconduct
- c. Gross misconduct

When one of the mentioned categories is found, an Employee is subject to this Procedure, regardless of occupation, or position, may be warned, or dismissed by Management in accordance with the provisions of this policy. The Vice Chancellor’s determination of category



for disciplinary action shall be reasonable, based on the provisions of this policy, and be factually supported. A single disciplinary action may include one or more categories.

a. Dereliction of responsibilities

Disciplinary procedures would be applied after ensuring that the reason of the problem is related to negligence, motivation, and commitment of the Employee. Categories include but are not limited to:

1. Failure to produce a sufficient quantity of work,
2. Failure to produce work of acceptable quality,
3. Failure to produce accurate work,
4. Failure to produce work on time,
5. Poor manner of work performance,
6. Continued tardiness, absenteeism, or other abuses of leave

For problems related to inherent disciplinary issues, action would normally not be initiated without prior counseling and corrective measures being explored and given a chance. However, if it is established that the capability problem is related to the negligence, motivation or commitment of the employee, formal action will follow.

b. Indiscipline or Misconduct

Indiscipline or Misconduct occurs when an employee exhibits any severe or pervasive behavior and could result in discipline, including willful or negligent actions or behaviors by a Employee that are unacceptable in the employment context (either on or off the job), that may disrupt the workplace, and/or that may constitute abuse of any person for whom (or property for which) the SUC has responsibility. These include but are not limited to:

1. Violence or other aggressive or disruptive behaviors,
2. Illegal activities,
3. Willful violations of Federal/State law or regulations or SUC policies
4. Insubordination,
5. Misuse of SUC property,
6. Refusal or failure to carry out reasonable instructions
7. Smoking in non-designated areas
8. Distribution of unauthorized pamphlets or literature
9. Breach of any of the SUC regulations
10. Engaging in any other professional activity outside the SUC without the prior written consent of the Vice Chancellor
11. Gambling in the premises
12. Failure to maintain/obtain credentials or the falsification of credentials,
or
13. Professional misconduct.



c. Gross Misconduct

Gross Misconduct occurs when an Employee's actions (or inaction):

1. Result in death or serious bodily injury, or create conditions that increase the chance for death or serious bodily injury, to employee(s), Member(s) of the public, and/or to person(s) over whom the SUC has responsibility, or
2. Result in loss of (or damage to) SUC property or funds that results in a serious impact on the SUC and/or work unit.
3. Theft of SUC property
4. Criminal offence
5. Creating negative influence on others
6. Instigating other staff members against policy
7. Indecent conduct
8. Taking any other paid employment or remunerative activity
9. Reporting for duty whilst under the influence of alcohol or drugs
10. Acts of incitement
11. Harassment or actual acts of discrimination
12. Breach of duty regarding confidential information
13. Taking gifts or favors from students to award unduly higher grades, revealing the question papers or any other exam related confidential matter.
14. Taking gifts or favors from the employees to tilt the decision in their favor.
15. Failure to declare an interest which may be contrary to the best interests of the SUC.
16. Disrespecting colleagues, senior management or staff.
17. Employees are not allowed to involve in any sort of fund raising activity for any cause without prior permission from the Dean (School of Business and School of IT). If any such incident will be considered as a Breach Contract and will lead to immediate termination with forfeiting of all benefits accrued till then.

d. Corrective Measure

The level of action will depend on the seriousness of the offence. HRD will convene a meeting with the ad-hoc Disciplinary committee as mentioned above to decide the corrective measures. In case of decision of written warning or dismissal the HRD Head must hold a "Pre-Disciplinary Meeting" with the Employee to provide him an opportunity to address concerns before it makes the disciplinary decision. Other than the Committee one more Employee may be present at the Pre-Disciplinary meeting either to counsel or to witness the proceedings.

1. Verbal Warning

Incidents which warrant formal disciplinary action that arise out of the Employee's work, omission, conduct, tardiness or absence record, will call for the employee being formally informed why his services are deemed unsatisfactory. The first warning, unless it is a serious matter shall be verbal.



2. Written Warning

Failure to heed the verbal warning and improve, or if the act is repeated, or a more serious offence is committed, or there is involvement in a subsequent but different offence, and which warrants disciplinary action will result in a written warning. The warning will also state that further penalty will be considered if there is no satisfactory improvement.

3. Final Written Warning

In the event of failure to improve in spite of verbal & written warning and the conduct remaining unsatisfactory, or if the offence is sufficiently serious to warrant only one written warning, but insufficiently serious to justify dismissal, a Final Written Warning shall be given to the Employee. When the final written warning is issued, the Employee is put under close scrutiny for the period of one semester. Failing to comply will lead to termination with immediate effect.

4. Dismissal

The disciplinary penalty of dismissal with immediate effect will be applied when further misconduct is committed within the observation period of a final warning or where gross misconduct occurs. Disciplinary action taken against you will be based on the following procedure:

Offense	First Occasion	Second Occasion	Third Occasion	Fourth Occasion
Dereliction of responsibilities	Formal Verbal Warning	Written Warning	Final Written Warning	Dismissal
Misconduct	Written Warning	Final Written Warning	Dismissal	
Gross Misconduct	Dismissal			

In all other cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the rules in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not regarded.

e. Authority to Take Disciplinary Action

1. The responsibility to deal and initiate disciplinary action including written warning would be with the Vice Chancellor in coordination with Dean (School of Business and School of IT)/HOD, DYASS & HRD.
2. The responsibility to deal with final written warning would lie with the Vice Chancellor who will do so in conjunction with Vice Chancellor, Dean (School of Business and School of IT), DYASS & HRD.
3. The responsibility to deal with dismissal cases would be with the Vice chancellor.



1. **Disciplinary Action Committee in case of Academic Staff:**

Disciplinary Action committee will comprise of the Vice Chancellor, DYASS & Head Admin, who will coordinate with the HRD in case of any disciplinary issue so that the HRD can take action accordingly.

2. **Disciplinary Action Committee in case of Academic Support Staff:**

Disciplinary Action committee will comprise of the Vice Chancellor, DYASS and HOD who will recommend course of Action to the HRD in case of any disciplinary issue so that the HRD can coordinate action accordingly.

5.1 Faculty and Professional Staff Appeals

Policy number	HUMR_POLICY_13
Policy name	Faculty and Professional Staff Appeals
Policy version	Version 1
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	18 JULY 2019
Verified by	DYASS & REGISTRAR

A. INTRODUCTION

SUC recognizes the need for appeals policy for Faculty and staff members who may wish to appeal for the review of the decisions by appropriate authorities. This appeal can be against the process of enquiry or non-compliance of policy or decisions which are non-commensurate to the offence. Otherwise, the staff may report a Grievance as per the Grievance Policy and Procedure for Faculty and Professional Staff.

B. PURPOSE

To enable the employees of SUC to exercise their right to appeal against decisions which are contrary to the policies and procedures laid down.

C. GROUNDS OF APPEAL

This policy applies to Faculty and Staff members employed at SUC on a contractual basis and not to temporary or part time employees.

An employee may appeal for the review on following grounds:

- i. Review of applications rejected for promotion contrary to the SUC Promotion Policy and Procedures.
- ii. Review of rejected applications of current employees for appointments to advertised positions
- iii. Decisions awarded by the committees which are contrary to the policy and procedures in the redressing the issue at hand
- iv. Any biases that may have prompted decisions by the officials which are not within the framework of policy and procedures
- v. Unsatisfactory decisions awarded while redressing the grievances.



D. TIMEFRAME FOR APPEAL

The Employee may appeal against the decisions within 15 days of receiving the decision or communicated through any appropriate media (email, SMS, telephonic conversation or any other appropriate mode) to the next higher authority.

The Committee shall give its recommendations to the Vice Chancellor within 15 days and the Vice Chancellor shall review the report and communicate the committee's decision to the appellant within 10 days of receiving the decision from the committee.

E. FORMATION OF APPEALS COMMITTEE

The Dean has a right to form an adhoc committee and appoint members based on the nature of appeal and expertise required for resolving the issue. The Vice Chancellor appoints the Chair of the committee to review the appeal. The committee shall consist of 3 or 5 members as required.

F. RESPONSIBILITIES OF THE COMMITTEE

- i. Upon receiving the appeal, the Chair of the committee calls for a meeting of members.
- ii. The members review the decision and the relevant documents submitted to the committee.
- iii. Any additional information required will be sought from concerned department to have a holistic understanding of the issue.
- iv. The Committee reviews the documents related to the appeal and if necessary may invite the aggrieved party to hear the grounds of appeal and its justification.
- v. The committee evaluates the arguments of both the parties and submits the report to Vice Chancellor.
- vi. The Vice Chancellor communicates the decision of the Appeals Committee.
- vii. If still the matter is not resolved, the aggrieved party may search for alternative dispute resolution methods.

C. HANDLING OF LEGAL ISSUES

i. Introduction

SUC's most important assets are its employees. Staying competitive in educational sector and at any stage requires a strong relationship between a business' ownership and management and the rest of the workforce. Strong workplace relationships are grounded in positive corporate policies relating to employment as well as the adherence to state and federal laws regarding employee rights and protections. To maintain the good employee relations and harmonious working conditions, SUC resolve legal issues at the lowest possible level and take action positively. SUC forms an internal Legal Affairs Committee based on the requirement.

The internal Legal Affairs Committee may consult Legal Advisor / Consultant appointed by SUC on all legal matters based on the severity and the implications of the matter.

ii. Formation of Committee

The Vice Chancellor has a right to form an internal Legal Affairs Committee and appoint members based on the nature or severity of the issue. The Vice Chancellor appoints the Chair of the Legal Affairs committee to review the issue. The committee shall consist of 3 or 5 members as required.

iii. Responsibility of the Committee

The committee is responsible for identifying, reviewing the legal issues and also evaluates and investigate the cases presented to them for decision making. The committee also consults the Legal Advisor or Consultant to seek for professional legal assistance. (to be further updated by HR from HR policy manual)



iv. Process Flow

- The Chair of the Legal Affairs Committee and HR calls for a meeting of its members.
- The members review the decision and the relevant documents submitted to the Legal Affairs Committee.
- Any additional information required will be sought from concerned department to have a holistic understanding of the case / issue.
- The Legal Affairs Committee and HR reviews the documents related to the issue / case and evaluates the opinions of both the parties
- The Legal Affairs Committee and HR will consult the Legal Advisor or Consultant to seek for professional legal assistance before submitting the report to the Vice Chancellor.
- Vice Chancellor communicates the report of the Legal Affairs Committee and HR to the BOT and the decision to resolve the issue is taken.

Frequency and authority of review

Components	Preparation of Plans	Preparation frequency	Review frequency	Timeline	Responsible to implement	Reasons for amendment	Approval Authority
Legal issues policy	Legal Affairs committee	As and when required	Yearly	July	HR	Based on the Legal requirement	VC

5.m Faculty and Professional Staff Grievances

Policy number	HUMR_POLICY_14
Policy name	Faculty and Professional Staff Grievances
Policy version	Version 2
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	2 NOVEMBER 2020
Verified by	DYASS & REGISTRAR

A. GRIEVANCE POLICY & PROCEDURES

The Grievance Procedure provides guidelines for Employees to lodge a formal grievance/complaint against an injury caused in the due process of administrative operations, policy matters or individual(s) action to seek remedy within the SUC.

A grievance is a matter of concern for SUC therefore all matters brought to the notice of the management through the Grievance procedure are resolved in a professional manner. It must be noted that grievance procedure can only be invoked in cases as stated within the section “Definition of Grievance” below.



A grievance procedure is not a formal judicial proceeding and therefore is not required to comply with rule of evidence that is applicable in a court of law. To the extent that any provisions of this procedures conflicts with any applicable law, the superior law of the land prevails.

i. Applicability

The Grievance Redressal Procedure shall not apply to the VC. All other Employees may seek redressal through this process.

ii. Grievance Policy

A Grievance is a formal complaint made by an employee that his/her terms or conditions of employment at SUC, or ability to act in his/her professional or academic capacity at the SUC is significantly impaired due to serious violation as a result of one or more of the conditions listed below:

a. Violation of academic freedom as defined in this manual

1. Discrimination on the basis of age, disability, ethnic or national origin, gender, race or religion
2. Violation or misapplication of SUC contractual provision, practice, procedure, regulation or rule
3. Violation of accepted standards of behavior in the workplace of the SUC as stated in this manual.

b. Timeframe for grievance Redressal

The Employee may apply for Redressal of the grievance within 15 days of receiving the decision or communicated through any appropriate media (email, SMS, telephonic conversation or any other appropriate mode) to the next higher authority.

The Committee shall give its recommendations to the HRD within 15 days and the HRD shall communicate the committee's decision to the aggrieved party within 10 days of receiving the decision from the committee.

c. Procedure of Grievance Redressal

The order in which adversarial parties may try to resolve their disputes is as stated below:

1. Informal Attempts at Conflict Resolution

Before a formal grievance is filed, a potential grievant should attempt to resolve the grievance informally with the concern parties or may take the help of arbitration within the SUC.

2. Notice of Grievance

If informal approaches to resolve grievance fails, then Employee with grievance must file a "Grievance form" available with HRD and must be submitted to the HRD. The "Grievance form" shall contain a concise statement of the reasons that led to the



grievance. The statement must also specify the remedy. The grievant must file the notice within 7 working days of the grievance.

3. Formation of a Grievance Committee

The Vice Chancellor in consultation with Head HRD shall appoint a Grievance Committee of three (3) Members from a pool of eligible Employees who are not party to the grievance. The Vice Chancellor and Head HRD must ensure that the appointees to the Grievance Committee are free from perceived bias, conflict of interest or such previous association with the issues that are raised by the grievance and/or hold close association with the parties to the grievance. No person must be involved in the pending grievance process that has rendered a previous judgment on parties to the grievance on hand.

The Grievance Committee will receive a copy of the “Grievance Redressal Form” along with supporting documents filed by the parties to the grievance.

4. Mandate of a Grievance Committee

The responsibility of the Grievance Committee is to recommend what action should be taken and suggests a time frame for compliance. In reaching its recommendation, the Committee should consider the relief requested by the grievant(s), but the Committee has wide discretion and may recommend appropriate relief within SUC Guidelines and Regulations.

The type and extent of relief by the Committee’s discretion may be influenced by its views on factors such as:

- a. Whether the violation was intentional or unintentional
- b. Whether the violation involved negligence or was a result of reasonable misinterpretation of responsibilities
- c. The likelihood of the immediate or possible future harm involved and its magnitude.

In case the Employee’s continued presence would hamper or prejudice the investigation, the Employee may be suspended, for a period, which would be as brief as possible. The employee under suspension would not be allowed to enter the premises unless accompanied by a designated senior Employee.

d. The Grievance Hearing

Once a “Grievance Redressal Form” has been appropriately filed and all necessary information has been included, the Vice Chancellor along with and the Head HRD will convene the organizational meeting of the Grievance Committee within three working days of receipt of notice from aggrieved party/parties to:

1. Elect a chair
2. Establish procedures necessary for a fair and orderly meeting



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3. Forward a copy of the “Grievance Redressal Form” to all parties against whom the grievance is filed
4. Solicit documents or other hard copy or electronic evidence from parties to the grievance

The manner in which the oral proceedings are conducted will be determined by the Chair of the Grievance Committee in consultation with the Members of the Committee through the documentation of the proceedings. At the discretion of the Committee, parties and their advisors may be allowed to question the witnesses.

e. The Findings of the Grievance Committee

The proceedings of the hearing by the Committee shall be recorded and a report of its deliberations and its recommendations, specifying the rational(s) for its recommendations are submitted to the Vice Chancellor to help him arrive at final decision in the case. Once the Committee has completed its receipt of oral and written evidence, it shall meet in executive sessions to consider its conclusion and recommendations. In executive session, only Members of the committee shall be present. The Committee’s recommendation must be submitted within five (5) days of completion of its deliberations. Copies of the Committee’s recommendations and report shall be forwarded to the parties of the grievance.

f. The Final Decision of the Vice Chancellor

The Vice Chancellor’s decision shall be submitted to the parties as soon as possible, ordinarily within five working days of receipt of the Committee’s recommendations. The Vice Chancellor’s decision will be submitted to the parties in writing and sent to the office address of the parties at the SUC.

The Vice Chancellor’s decision in all cases will be final.

Unless confidentiality is waived in writing by all parties, participants are required to maintain confidentiality of the proceedings. Information concerning a grievance may be provided to appropriate officials of the SUC on a need-to- know basis. The person so informed shall be bound by the confidentiality requirements.

5.n Graduate Assistants

Policy number	HUMR_POLICY_15
Policy name	Graduate Assistants
Policy version	Version 1
Standards applicable	MOE Standard 5: Faculty and Professional Staff
Policy owner	Human Resource Department
Date of recent modification	18 JULY 2019
Verified by	DYASS & REGISTRAR



ESTABLISHED 1990

The institution ensures that its use of Graduate (MBA) students as assistants in teaching and instruction takes account of their other academic responsibilities. Graduate MBA students may support the faculty by aiding with class activities (such as practical sessions and tutorials), facilitating group discussions and team-based learning, and offering research and technical support.

Graduate assistants (GA) work a set number of hours per week and in return receive a tuition fee waiver or a monthly stipend. Both are awarded on a competitive, semester-by-semester basis (not awarded in the summer semester). A graduate assistantship may be held for a maximum of two years.

- i. A GA will provide students with opportunities to develop research experience by working with a faculty member on research-related activities.
- ii. GA will provide students with opportunities to gain teaching-related experience through part-time employment in positions such as lab assistants.

5.0 Probation Period

Policy number	HUMR_POLICY_16
Policy name	Probation Period
Policy version	Version 2
Standards applicable	MOE Inspection Directorate Standard 6a
Policy owner	Human Resource Department
Date of recent modification	21 April 2022
Verified by	DYASS & REGISTRAR

SUC ensures that its selection process identifies and recruits the candidates who best fits into the position. To assess the suitability of the new appointee to the working environment of organization the employee is placed on probation for a period of six months. The purpose of probation is to thoroughly assess the abilities, ethics, work culture and the compatibility of the probationer with the working environment of SUC.

A. Procedure for Evaluation of Probation for AAC:

- i. For Academic AAC members:
Note: Refer to Procedure for Evaluation of Probation for Academics. Additionally, they are evaluated on their administrative task performance by VC.
- ii. For Academic Support Services AAC Members:
Note: Refer to Procedure for Evaluation of Probation for Academic Support Services. Additionally, they are evaluated on their administrative task performance by VC.

B. Procedure for Evaluation of Probation for Academics:

- i. Interim Students Feedback in 3rd or 4th week
- ii. Final student’s feedback as per the IE Calendar
- iii. Review of Teaching Effectiveness Committee (Peer Review/ Course Material Development / Assessment Tools / Creativity etc.)
- iv. Review of Research Committee in terms of Research Plan.
- v. Review of Services Committee in terms of Services plan for coming Academic year.
- vi. Review by Associate Deans, Dean (School of Business and School of IT), DYASS and HRD.
- vii. The Vice Chancellor recommendation report (Based on above mentioned feedbacks)
- viii. HRD forwards the recommendation to the Vice Chancellor for approval/ rejection.



Based on approval/ rejection by the Vice Chancellor, HRD calls a meeting for the Vice Chancellor, Associate Deans, Dean (School of Business and School of IT), DYASS/Registrar and probationer and issues the letter of confirmation/ rejection to the candidate and gives a fair chance to both the parties for clarification of issues involved, if any.

C. Procedure for Evaluation of Probation for Academic Support Staff & Training (CCL):

- i. Orientation checklist during Induction and Job Expectation
- ii. Observation and Informal feedback from various Departments
- iii. HOD recommendation report (Based on above mentioned feedbacks)
- iv. Review by DYASS & HRD.
- v. HRD forwards the recommendation to the Vice Chancellor for approval/ rejection.
- vi. Based on approval/ rejection by the Vice Chancellor, HRD coordinates a meeting of DYASS, Vice Chancellor and probationer and issues the letter of confirmation/ rejection to the candidate and gives a fair chance to both the parties for clarification of issues involved, if any.
- vii. Vice Chancellor recommends to signs for confirmation.

D. Terms & Conditions during Probation Period

- i. All employees are hired on probation for the first six months of their employment.
- ii. During the Probation period the newly hired employee will be entitled to all paid Government Holidays, and Health Insurance.
- iii. The employee must complete the Probation period successfully to be eligible for the SUC Benefit. No paid Leave / Annual Leave can be granted during Probation period. Leave can be taken in case of emergency during Probation only after due approval from the Vice Chancellor which extends the probation days by the total number of leave days availed.
- iv. Confirmation of probationer is based on the Vice Chancellor’s recommendation based on various inputs.
- v. On confirmation, the employee is eligible for all benefits and additional perks from the date of appointment.
- vi. In case of the probationer failing to successfully complete the probation period to the satisfaction of the management, in all respects, a letter of rejection is issued terminating the contract.

5.p Golden Visa Policy

Policy number	HUMR_POLICY_17
Policy name	Golden Visa Policy
Policy version	Version 1
Standards applicable	NA
Policy owner	Human Resource Department
Date of recent modification	1 April 2022
Verified by	DYASS & REGISTRAR

The UAE Government launched the golden visa with the purpose to retain talented people in the country who can contribute significantly to the UAE’s economy. By eliminating the restriction of needing sponsor, individuals who meet the eligibility criteria can apply for this visa.

SUC Facilitate eligible employee to apply for Golden visa by issuing a no objection certificate. Employee seeking NOC from SUC need to follow below mentioned steps:



- A. Submit an official application to HR department for approval.
- B. Once approved by VC, no objection certificate issued.

In case SUC authorities approves to issue NOC following guidelines will be applicable:

- i. The employee will bear full expenses of the golden visa.
- ii. SUC visa will be canceled once the employee applying for golden visa receives a formal approval, and same is submitted to SUC HRD.
- iii. The Employee undertake to follow SUC policies and procedures according to the signed employment contract. Same terms and condition of employment contract will be applicable.
- iv. Benefits / allowances given to employee (Accommodation, Furniture, Tickets, and Medical insurance) will be as per SUC policy.
- v. The Employee will share a copy of his new visa / ID and any other formal documents with HRD as and when required.
- vi. In case Employee resigns or terminated, Gratuity and other benefits will be as per SUC policy and UAE law.
- vii. In case new visa is rejected for any reason from authorities, SUC will not be held responsible and employee will bear all expenses for SUC visa upon receiving SUC Management approval.



SKYLINE UNIVERSITY COLLEGE

Date: ___ / ___ /20

REQUEST FOR NOC FOR GOLDEN VISA

Employee Name:.....	Designation:.....
Employee ID#:.....	Department:.....

I,..... Kindly request HR Dept. to Issue no objection letter to to obtain long term residency visa (Golden Visa).

I undertake to:

- i. Bear all related expenses of Golden visa.
- ii. Follow SUC policies and procedures according to signed employment contract.
- iii. Share a copy of Golden visa / ID and any other formal documents whenever required.

Name: _____

Signature: _____

Approvals

HR APPROVAL	DYASS APPROVAL	VC APPROVAL

Note:

- i. SUC visa will be canceled once the employees applying for golden visa receives a formal approval and same is submitted to SUC HRD.
- ii. In case new visa is rejected for any reason from authorities, SUC will not be held responsible and employee will bear all expenses for SUC visa upon receiving SUC Management approval.



MOE STANDARD 6. STUDENTS

6. a UNDERGRADUATE ADMISSIONS

Policy number	ADMN_POLICY_15
Policy name	Undergraduate Admission Requirement
Policy version	Version 6
Standards applicable	MOE Standard 6: Students
Policy owner	ADMINISTRATION
Date of recent modification	24 JANUARY 2022
Verified by	DYASS & REGISTRAR

A. DIRECT ENTRY REQUIREMENT FOR BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

All admissions in SUC are guided by Ministerial Decrees # 200/year 2004, 133/year 2005 and Decree 55/ year 2021; and MOE-CAA Standards for Licensure & Accreditation 2019.

An applicant seeking admission for the Bachelor of Business Administration program is required to fulfill the following conditions:

- i. High School Qualification
- ii. English Language Proficiency
- iii. Mathematics Proficiency
- iv. Arabic Language Proficiency
- v. Personal Interview
- vi. MOE Equivalency

Please refer below sections for details of the above requirements:

i. HIGH SCHOOL QUALIFICATION

- a. Prospective student should have 70% marks for Advanced or Elite Track or 75% for General Track or equivalent in International standard or its equivalent as per the International Grade Conversions published by World Education Services Inc. (www.wes.org) and www.classbase.com. Student having any equivalent qualification from an institution in UAE must get the documents attested by the Ministry of Education. For qualifications obtained from abroad, attestation is required from the relevant authorities of that country and Ministry of Foreign Affairs, UAE.
- b. IGCSE/GCSE/GCE (O-Level): All documents require attestation from the competent authorities.

1. 13 YEARS OF SCHOOLING

- 1.1. Student class no. 10 – should pass 5 “O level “ (grade A to E)
- 1.2. Student class no. 11 – should pass “2 AS level” or “1 A level” (grade A to D)
- 1.3. Student class no. 12 – should pass : 2 AS level” or “1 A level” (grade A to D)
- 1.4. Student should submit the school transcript to confirm the year of studies
- 1.5. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade
- 1.6. Equivalency is compulsory for admission for individual student



2. 12 YEARS OF SCHOOLING

- 2.1. Student class no. 11 – should pass 5 “O level “ (grade A to E)
- 2.2. Student class no. 12 – should pass “2 AS level ” or “1 A level” (grade A to D)
- 2.3. Student should submit the school transcript to confirm the year of studies
- 2.4. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade
- 2.5. Equivalency is compulsory for admission for individual student

c. **American Diploma after 12 years of schooling**

1. Minimum 5 courses in each grade 10, 11 and 12 with passing mark of 70% for Advanced or Elite Track or 75% for General Track or equivalent in International standard (Refer ministerial degree 4443/2001)
2. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade.
3. As per MOE guidelines, SUC accepts Students with American Diploma under any one of the below mentioned categories:

3.1. **IB Diploma:**

- 3.1.1. Students are required to study 6 subjects from different academic areas of which 3 are studied at higher level and 3 at standard level.
- 3.1.2. Student must receive a minimum score of 24 points across 6 subjects with at least 12 points from higher level subjects and a minimum of 9 points from standard level subject

3.2. **IB Certificate**

- 3.2.1. IB certificates are considered as American Diploma and are equalized by Ministry of Education
- 3.2.2. Students with IB certificate must obtain a minimum grade of 22 points

3.3. **IB Career:**

- 3.3.1. IB Career is considered as Vocational (Technical School)
- 3.3.2. Students with IB Career must obtain a minimum grade of 26 points

d. **Indian Board(CBSE)**

Higher Secondary certificate with minimum 50%, which is equivalent to 75% of UAE entry requirement as per classbase.com

e. **Pakistan Board**

Higher Secondary certificate with minimum 55%, which is equivalent to 75% of UAE entry requirement as per classbase.com

f. **Other SS Qualifications (inside UAE):**

Students from the Iranian, Indian, Pakistani, Philippine, French or German high school curriculum require 12 years of schooling and attestation from MOE or KHDA or ADEC.

g. **Secondary School Qualifications Obtained Outside UAE:**

1. Must meet the requirements for admission into university in the country of origin
2. With Min 11 years of schooling



3. Attestation of Secondary School Qualification by Education Authority in Home Country, Ministry of Foreign Affairs in the Home Country, UAE Embassy, and Ministry of Foreign Affairs in UAE

ii. ENGLISH LANGUAGE PROFICIENCY

Prospective student is required to fulfill any one of the following English Proficiency requirements for admission to Bachelor of Business Administration program as given below:

- a. A minimum score of 1100 in EmSAT Achieve English (Emirates Standardized Test)
- b. A minimum score of 500 out of 677 on Institutional Test of English as Foreign Language (TOEFL-ITP) (certificates will be accepted upon verification by the ETS)
- c. A minimum score of 5.0 on International English Language Testing System (IELTS - Academic)
- d. Any other equivalent test standardized nationally, or internationally, recognized and approved by the MoE.

Table 1: English Proficiency Score Range for Direct entry to Bachelor of Business Administration Program

S.No	EmSAT Achieve English	IELTS [ACADEMIC]	TOEFL - ITP	Enrollment Status
1	>=1100	>=5	>=500	Direct entry to Bachelor of Business Administration Program

NOTE:

1. A native speaker who has completed his / her undergraduate education in an English-medium institution may not be required to provide certification in English Language Proficiency
2. Institutional TOEFL / IELTS score only from recognized testing centers or AMIDEAST is acceptable
3. Requirements are applied regardless of educational system or country where student is coming from.
4. The English proficiency qualifying result should be submitted along with the application
5. Transfer student need to have English proficiency eligibility upon registration

iii. MATHEMATICS PROFICIENCY

Prospective student is required to fulfill any one of the following Mathematics Proficiency requirements for admission to Bachelor of Business Administration program as given below:

- a. A minimum score of 600 in EmSAT Mathematics Test
- b. A minimum score of 600 in SAT

iv. ARABIC LANGUAGE PROFICIENCY

Prospective student is required to fulfill, Proficiency requirements for admission to Bachelor of Business Administration program as given below:

- a. A minimum score of 600 in EmSAT Arabic Language test
- b. Non-Arab students can register for non-credited Basic Arabic Language course at the institution.



v. **PERSONAL INTERVIEW**

Prospective student is required to pass the personal interview set by the institution.

vi. **MOE EQUIVALENCY**

MOE Equivalency is required for all qualifications other than UAE curriculum.

B. CONDITIONAL ADMISSION REQUIREMENT FOR BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

The VC reserves the right to admit a student on condition to the Bachelor of Business Administration program under following circumstances where the student does not satisfactorily meet the admission criteria as per MOE:

i. **CONDITIONAL ADMISSION CAN BE ALLOWED FOR NOT ACHIEVEING THE EMSAT ARABIC LANGUAGE SCORE**

The requirements for conditional admission under the above circumstances are detailed below:

a. **CONDITIONAL ADMISSION TO STUDENTS NOT MEETING ARABIC LANGUAGE PROFICIENCY REQUIREMENTS**

Students who have fulfilled the High School requirement and have not achieved an Arabic Proficiency score as given in below table may be conditionally admitted to the Bachelor of Business Administration program by signing an undertaking for submission of the required Arabic score within the first semester. The student is also required to register for the Arabic course offered at SUC and must obtain a minimum Arabic Proficiency score as per the Admission requirements in order to continue his / her admission to the Bachelor of Business Administration program.

Table 2: Arabic Proficiency Score Range for Conditional Admission to Bachelor of Business Administration Program

EmSAT Arabic Language	Enrollment status
<600	Conditional enrollment in Bachelor of Business Administration Program within in the first semester and register into Arabic course

b. **PROCEDURE TO APPLY FOR CONDITIONAL ADMISSION**

1. Fill up the Application form for Admission in SUC.
2. Submit Admission entry requirement documents.
3. Pay the application, registration and first installment fee along with the submission of application form
4. Students need to register for Arabic course
5. Appeal to VC for consideration of conditional admission
6. Conditional admission may be granted / rejected at VC's discretion

C. DIRECT ENTRY REQUIREMENT FOR BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY PROGRAM

All admissions in SUC are guided by Ministerial Decrees # 200/year 2004, 133/year 2005 and Decree 55/ year 2021; and MOE-CAA Standards for Licensure & Accreditation 2019.



An applicant seeking admission for the Bachelor of Science in Information Technology program is required to fulfill the following conditions:

- i. High School Qualification
- ii. English Language Proficiency
- iii. Mathematics Proficiency
- iv. Personal Interview
- v. MOE Equivalency

Please refer below sections for details of the above requirements:

i. HIGH SCHOOL QUALIFICATION

- a. Prospective student should have 60% marks in the secondary school of UAE or its equivalent as per the International Grade Conversions published by World Education Services Inc. (www.wes.org) and www.classbase.com. Student having any equivalent qualification from an institution in UAE must get the documents attested by the Ministry of Education. For qualifications obtained from abroad, attestation is required from the relevant authorities of that country and Ministry of Foreign Affairs, UAE.
- b. IGCSE/GCSE/GCE (O-Level): All documents require attestation from the competent authorities.

1. 13 YEARS OF SCHOOLING

- 1.1. Student class no. 10 – should pass 5 “O level “ (grade A to E)
- 1.2. Student class no. 11 – should pass “2 AS level ” or “1 A level” (grade A to D)
- 1.3. Student class no. 12 – should pass : 2 AS level” or “1 A level ” (grade A to D)
- 1.4. Student should submit the school transcript to confirm the year of studies
- 1.5. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade
- 1.6. Equivalency is compulsory for admission for individual student

2. 12 YEARS OF SCHOOLING

- 2.1. Student class no. 11 – should pass 5 “O level “ (grade A to E)
- 2.2. Student class no. 12 – should pass “2 AS level ” or “1 A level” (grade A to D)
- 2.3. Student should submit the school transcript to confirm the year of studies
- 2.4. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade
- 2.5. Equivalency is compulsory for admission for individual student

c. American Diploma after 12 years of schooling

1. Minimum 5 courses in each grade 10, 11 and 12 with passing mark of 60% (Refer ministerial degree 4443/2001)
2. Islamic Education is compulsory for Muslims regardless of Nationality and Arabic Language is compulsory for Arabs. However, both Islamic Education and Arabic Language are not considered in calculation of the passing grade.
3. As per MOE guidelines, SUC accepts Students with American Diploma under any one of the below mentioned categories:

3.1. IB Diploma:



- 3.1.1. Students are required to study 6 subjects from different academic areas of which 3 are studied at higher level and 3 at standard level.
- 3.1.2. Student must receive a minimum score of 24 points across 6 subjects with at least 12 points from higher level subjects and a minimum of 9 points from standard level subject

3.2. IB Certificate

- 3.2.1. IB certificates are considered as American Diploma and are equalized by Ministry of Education
- 3.2.2. Students with IB certificate must obtain a minimum grade of 22 points.

3.3. IB Career:

- 3.3.1. IB Career is considered as Vocational (Technical School)
- 3.3.2. Students with IB Career must obtain a minimum grade of 26 points

d. Indian Board(CBSE)

Higher Secondary certificate with minimum 33%, which is equivalent to 60% of UAE entry requirement as per classbase.com

e. Pakistan Board

Higher Secondary certificate with minimum 40%, which is equivalent to 60% of UAE entry requirement as per classbase.com

f. Other SS Qualifications (inside UAE):

Students from the Iranian, Indian, Pakistani, Philippine, French or German high school curriculum require 12 years of schooling and attestation from MOE or KHDA or ADEC.

g. Secondary School Qualifications Obtained Outside UAE:

1. Must meet the requirements for admission into university in the country of origin
2. With Min 11 years of schooling
3. Attestation of Secondary School Qualification by Education Authority in Home Country, Ministry of Foreign Affairs in the Home Country, UAE Embassy, and Ministry of Foreign Affairs in UAE

ii. ENGLISH LANGUAGE PROFICIENCY

Prospective student is required to fulfill any one of the following English Proficiency requirements for admission to Bachelor of Science in Information Technology program as given below:

- a. A minimum score of 1100 in EmSAT Achieve English (Emirates Standardized Test)
- b. A minimum score of 500 out of 677 on Institutional Test of English as Foreign Language (TOEFL-ITP) (certificates will be accepted upon verification by the ETS)
- c. A minimum score of 5.0 on International English Language Testing System (IELTS - Academic)
- d. Any other equivalent test standardized nationally, or internationally, recognized and approved by the MoE.

Table 1: English Proficiency Score Range for Direct entry to Bachelor of Science in Information Technology Program



S.No	EmSAT Achieve English	IELTS [ACADEMIC]	TOEFL L - ITP	Enrollment Status
1	>=1100	>=5	>=500	Direct entry to Bachelor of Science in Information Technology Program

NOTE:

1. A native speaker who has completed his / her undergraduate education in an English-medium institution may not be required to provide certification in English Language Proficiency
2. Institutional TOEFL / IELTS score only from recognized testing centers or AMIDEAST is acceptable
3. Requirements are applied regardless of educational system or country where student is coming from.
4. The English proficiency qualifying result should be submitted within 1 week of the commencement of the program
5. Transfer student need to have English proficiency eligibility upon registration failing which they will have to undergo the preparatory courses as will follow above category

iii. MATHEMATICS PROFICIENCY

Prospective student is required to fulfill any one of the following Mathematics Proficiency requirements for admission to Bachelor of Science in Information Technology program as given below:

- a. A minimum score of 500 in EmSAT Mathematics Test
- b. A minimum score of 500 in SAT.

iv. PERSONAL INTERVIEW

Prospective student is required to pass the personal interview set by the institution.

v. MOE EQUIVALENCY

MOE Equivalency is required for all qualifications other than UAE curriculum

D. ADMISSION TO PEOPLE OF DETERMINATION

SUC admits People of determination after a due process of understanding the learning abilities and the approaches of teaching to them is clearly understood. SUC facilitates the special needs student by allocating extra time to help them learn without sacrificing the syllabus and the rigor required in it.

Upon meeting the admission requirements, the candidates shall be interviewed by the concerned teaching faculty members under the guidance of a committee, which shall be formed as and when required and the outcomes of the interview are recorded and communicated to the candidate and the Vice Chancellor for necessary actions. The interview shall be focused on:

- i. To understand the nature of shortcomings
- ii. To understand the learning abilities, assessment modes, additional time required for completion
- iii. To understand the learning abilities through computer
- iv. To understand their skill levels in assessing



6. b GRADUATE ADMISSIONS

Policy number	ADMN_POLICY_16
Policy name	Graduate Admission Requirement
Policy version	Version 4
Standards applicable	MOE Standard 6: Students
Policy owner	ADMINISTRATION
Date of recent modification	31 AUGUST 2021
Verified by	DYASS & REGISTRAR

A. DIRECT ENTRY REQUIREMENT- GRADUATE

All admissions in SUC are guided by Ministerial Decrees # 200/yr. 2004 and 133/yr. 2005; The Standards for Licensure & Accreditation 2019.

An applicant seeking admission for Graduate program is required to fulfill the following two conditions:

- i. Bachelor Degree
- ii. English Language Proficiency
- iii. Personal Interview

Details of the above two requirements are as follows;

i. Bachelor Degree Grade

- a. Bachelor's degree earned in a discipline appropriate for the prospective graduate degree, with a minimum cumulative grade point average (CGPA) of 3.0 on a 4.0 scale or its established equivalent

ii. English Language Proficiency Requirement (TOEFL/IELTS/EmSAT)

Prospective MBA student is required to fulfill any one of the following requirements for admission as given below:

- a. A minimum score of 550 out of 677 on Institutional Test of English as Foreign Language (TOEFL-ITP)
- b. A minimum score of 6.0 on International English Language Testing System (IELTS - Academic)
- c. A minimum score of 1400 in EmSAT Achieve English (Emirates Standardized Test)
- d. Any other equivalent test standardized nationally, or internationally, recognized and approved by the MoE.



Table -3 English Proficiency Score Range for Direct Entry to Graduate Program

S.No	IELTS [ACADEMIC]	TOEFL - ITP	EmSAT Achieve English	Enrollment Status
1	>=6	>=550	>=1400	Direct Entry to MBA Program

NOTE:

1. A native speaker who has completed his / her undergraduate education in an English-medium institution may not be required to provide certification in English Language Proficiency
2. Institutional TOEFL / IELTS score only from recognized testing centers or AMIDEAST is acceptable.
3. Requirements are applied regardless of educational system or country where student is coming from.
4. The English proficiency qualifying result should be submitted within 1 week of the commencement of the program
5. Transfer student need to have English proficiency eligibility upon registration failing which they will have to undergo the preparatory courses as given in above table-3
6. If a student joins graduate program immediately upon completion of the SUC undergraduate program, the English proficiency scores obtained at the time of admission to undergraduate program can be accepted for admission to the graduate program provided he meets requirements given in above table-3. Otherwise the student has to submit a new IELTS / TOEFL / EMSAT score as per requirement.

iii. Personal Interview

Prospective student is required to pass the personal interview set by the institution

B. CONDITIONAL ADMISSION REQUIREMENT- GRADUATE

The VC reserves the right to admit a prospective graduate student on condition under following circumstances where the student does not satisfactorily meet the admission criteria as per MOE.

The requirements for conditional admission have been detailed below:

i. CONDITIONAL ADMISSION TO BUSINESS GRADUATES

Candidates seeking admission in Graduate Program of SUC and is short of meeting CGPA or English language proficiency criteria, which are categorized in the following table, will be considered under conditional admission.



CATEGORY	UG-CGPA	ENGLISH PROFICIENCY REQUIREMENT		
		IELTS [ACADEMIC]	TOEFL - ITP	EmSAT Achieve English
Case-BA	≥ 3 on scale of 4 or its equivalent	5.5-5.9	530-549	1250 - 1399
Case-BB	2.50 to 2.99	Meets the criteria (refer English Proficiency criteria)		
Case-BC	2.00 to 2.49	Meets the criteria(refer English Proficiency criteria)		

CASE-BA: CANDIDATES HAVING CGPA ≥ 3.0 ON 4.0 SCALE NOT MEETING ENGLISH PROFICIENCY REQUIREMENT

ENGLISH PROFICIENCY REQUIREMENT			ENROLLMENT STATUS
IELTS [ACADEMIC]	TOEFL - ITP	EmSAT Achieve English	
5.5-5.9	530-549	1250 - 1399	Conditionally enrolled in the Graduate Program with a maximum of 2 courses to be taken in the first semester and must complete the 2 courses with a minimum CGPA of 3.0 on a scale of 4.0 within one semester and undergo 45 hours of English preparatory course or be subject to dismissal

CASE-BB: CANDIDATES HAVING CGPA BETWEEN 2.5 TO 2.99

CASE BB
a. Must achieve an overall grade point average of 3.0 on a 4.0 scale within first semester, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the MBA program in first semester of Weekdays or first two semesters of Weekend or be subject to dismissal



CASE-BC: CANDIDATES HAVING CGPA BETWEEN 2.0 TO 2.49

CASE BC	
a.	Must complete a maximum of nine graduate-level credit hours as remedial preparation for the graduate program (These remedial courses are not for the credit within degree program).
b.	The student must achieve a minimum CGPA of 3.0 on a 4.0 scale within first semester, or its established equivalent, in nine credits hours of remedial courses in order to progress to the graduate program or be subject to dismissal

ii. **CONDITIONAL ADMISSION TO NON-BUSINESS GRADUATES**

Candidates seeking admission in Graduate Program of SUC and is short of meeting CGPA or English language proficiency criteria, which are categorized in the following table, will be considered under conditional admission.

Candidates seeking admission in Graduate Program of SUC and is short of meeting CGPA , which are categorized in the following table, will be considered under conditional admission.

UG-CGPA	English Proficiency	
Case-NA	≥ 3.0	Meets the criteria (refer English Proficiency criteria)
Case-NB	2.50 to 2.99	Meets the criteria (refer English Proficiency criteria)
Case-NC	2.00 to 2.49	Meets the criteria(refer English Proficiency criteria)

CASE NA: CANDIDATES HAVING CGPA ≥ 3.0 ON 4.0 SCALE

NA -1 WITH ENGLISH PROFICIENCY
Must complete the MQP requirement and must achieve a minimum CGPA of 3.0 on a 4.0 scale in each MQP course within first semester or be subject to dismissal

CASE NB: CANDIDATES HAVING CGPA BETWEEN 2.5 TO 2.99

NB -1 WITH ENGLISH PROFICIENCY
a. Must complete the MQP requirement and must achieve a minimum CGPA of 3.0 on a 4.0 scale in each MQP course within first semester or be subject to dismissal
b. Must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in nine credits hours of courses in the first semester of the graduate program or subject to dismissal



CASE NC: CANDIDATES HAVING CGPA BETWEEN 2.0 TO 2.49

NC -1 WITH ENGLISH PROFICIENCY

- a. Must complete the MQP requirement and must achieve a minimum CGPA of 3.0 on a 4.0 scale in each MQP course in first semester or be subject to dismissal
- b. Student also must achieve a minimum CGPA of 3.0 on a 4.0 scale in second semester, or its established equivalent, in six credits hours of remedial courses in order to progress to the graduate program or be subject to dismissal (These remedial courses are not for the credit within degree program)



c. TRANSFER ADMISSION

Policy number	ADMN_POLICY_17
Policy name	Transfer Admission Policy
Policy version	Version 2
Standards applicable	MOE Standard 6: Students
Policy owner	ADMINISTRATION
Date of recent modification	20 JANUARY 2022
Verified by	DYASS & REGISTRAR

A. TRANSFER ADMISSION REQUIREMENT FOR UNDERGRADUATE PROGRAMS

SUC accepts students who wish to transfer from a federal or licensed institution in the UAE, or a foreign institution of higher learning based outside the UAE and accredited in its home country.

Transfer of credit is granted under the following conditions:

- i. Students seeking transfer to BBA program must meet the English, Mathematics and Arabic proficiency requirement.
- ii. Students seeking transfer to BSIT program must meet English and Mathematics Proficiency requirement
- iii. The student must be in good academic standing and still eligible to return to the current or former institution.
- iv. Students who are not in good standing may get transfer only to a different major / concentration from the one from which the student is transferring
- v. The course contents mentioned in the Course Delivery Package of the previous institution should match to a minimum of 75% of the SUC Syllabus of the corresponding course thereby ensuring similarity in the course learning outcomes.
- vi. The student must attend a minimum of 50% of the credit hours of their study plan at SUC in other words, only up to 50% of the courses offered in SUC can be offered as transfer of credits transferred to the program.
- vii. The credit hours completed must be equivalent or higher to the corresponding courses offered at SUC.
- viii. The students must have passed the course with a minimum of 'C' grade or equivalent.
- ix. Maximum credits awarded for transfer admission will be limited to specified courses at SUC. In case credits earned at the original institution are less than those at SUC, the lower credits will be awarded as transfer.
- x. No transfer can be awarded for Capstone and protected courses of SUC.
- xi. Once TOC is granted and the Graduation plan is signed by the student, the student cannot challenge the TOC decision during the progression of course.
- xii. A student is placed in the Senior Level status only after completing all the balance courses till the junior level.
- xiii. In case student changes the major / concentration area of study the student will have to re-apply for TOC. Prohibit accepting credit twice for substantially the same course taken at two different institutions.
- xiv. The grades of transferred courses will not be included while calculating the student's Grade Point Average (GPA).
- xv. The processing fees of TOC is non-refundable and is charged (as per applicable fee structure).
- xvi. Transfer admission students will not be included in the toppers list.
- xvii. TOC will be awarded to students of Higher College of Technology diploma holders on the following conditions. (This provision is made available as per the Ministry of Higher Education & Scientific Research (MOE) circular no.1 (amended) dated 11th March 2006).



1. In case of transfer admissions to Bachelor of Business Administration Program, the applicant must have 12th standard Certificate with minimum 70% marks for Advanced or Elite Track or 75% for General Track or equivalent in International standard
 2. In case of transfer admissions to Bachelor of Science in Information Technology Program, the applicant must have 12th standard Certificate with minimum 50% marks.
 3. His/her diploma should be accredited and attested by MOE or its equivalence certificate for those who graduate outside UAE.
 4. To check the validity of the certificate issued by HCT and make sure that it is authentic.
 5. CGPA should be 2.0 and above.
 6. The student should get "C" grade and above in the following subjects:
 1. English
 2. Math
 3. Computer
 7. Any other conditions followed by the institutions. Once the acceptable transfer of credits is decided, the student is informed and can then proceed for registration. Appropriate fee reduction is given for the courses granted transfer of credit.
- xviii. Once the TOC is granted, it will be informed to student along with the graduation plan for review & consent with signature.
- xix. Once a student will change his/her major / concentration, process will be treated as new, thus, additional fee will be applicable as per published fees structure.
- xx. Once a student has joined the SUC and wish to enroll external course/s, these courses should be approved by Administration Dept. before starting the course; otherwise TOC will not be granted along with applicable fees.
- xxi. This TOC process once approved is applicable only for the mentioned intake.
- xxii. TOC will not be granted to conditionally enrolled student for the courses, which are in offer in the 1st semester.
- xxiii. TOC students understand that even if they are left with less number of courses at any level, they cannot be granted courses from next level unless and until they have successfully completed level which they are in, as per SUC policy.
- xxiv. Fee waiver for the TOC courses granted will be applicable only on completion of the program, otherwise, the full amount must be paid.

NOTE:

1. *For transfer from one school to other school within SUC, the TOC policy shall remain same. However, the fee structure of the new school to which the student is transferred shall be applicable.*
2. *In case the student was granted any scholarship / fee waiver, the percentage of scholarship / fee waiver shall remain same. However, the amount of discount shall be calculated based on the new fee structure applicable for the specific school.*



6. d. Advanced Standing.

NOT APPLICABLE

6. e. Recognition of Prior Learning.

Policy number	ADMN_POLICY_18
Policy name	Recognition of Prior Learning
Policy version	Version 2
Standards applicable	MOE Standard 6: Students
Policy owner	ADMINISTRATION
Date of recent modification	27 December 2021
Verified by	DYASS & REGISTRAR

A. Introduction

The National Qualification Authority defines Recognition of Prior Learning as: “the assessment of previously unrecognized skills and knowledge achieved outside the formal education and training system”. SUC RPL policy assess the previously attained unrecognized knowledge and skills against the requirement of formal qualification in terms of outcomes to achieved (Program or course learning outcomes).

SUC RPL policy assess the previously attained unrecognized knowledge and skills against the requirement of formal qualification in terms of outcomes to be achieved (Program or course learning outcomes). RPL regulations apply to all forms of recognition of prior learning, including transfer of academic credit and admission with advanced standing. The RPL applicant will be awarded credit when they have demonstrated that they have successfully met the learning outcomes and assessment criteria of the program

B. The policy

This policy is aimed at awarding exemption, or seeking equivalency or recognition of prior learning to avoid repetition of courses for which the learner is skillful and competent to demonstrate and continue further studies based on that experiential learning. It also avoids duplication of studies by the student who has acquired knowledge and skills from non-recognized or accredited bodies.

Exemption is granted to the courses after the candidate exhibits the ability based on the evaluators recommendation. The exempted courses will appear on the transcript without any credit score or value.

Equivalency is the awarded certificate that is equivalent to the existing course of the university in terms of its contents and grade or approval of the issuing authority and attested from the relevant bodies of the issuing country, which is recognized by MOE, in UAE. The course that is equated appears on the transcript but no credit score or value I assigned to it.

Recognition of prior learning is the acceptance of non-credited learning certificate or experience certificate for partial or full credited course or courses in the area of specialization, The recognized credits / courses are reflected in the transcript without any credit score or value being reflected.



C. Requirements

Prior learning certificate, or diploma or any other means of document that establishes the validity and reliability of the prior learning acquired by the learner.

Submission of the documents with proper attestations to authenticate the level of the certificate.

Submitting a portfolio of work experience and achievements with evidences

D. Guide for applying for the program

- i. RPL applicants also needs to submit an evidence-based portfolio of the work experience or competencies acquired through certificates and work experience attested by approving agency of that country.
- ii. Job descriptions of the work or statements of work, roles and responsibilities or projects done
- iii. reference letters detailing relevant skills and competencies connected to the program applied
- iv. submit attested testimonies of certificates at the time of application
- v. SUC RPL committee will assess RPL application and the Portfolio, to verify whether the applicant has achieved the learning outcomes including knowledge, skills and competences required for a particular course that the applicant applied.
- vi. A challenge examination will be conducted on courses to assess the level of learning and the ability to meet the academic rigor requirements of undergraduate or graduate programs.
- vii. Minimum grade for consideration is 'C+' grade with grade point 2.5 over 4 scale.
- viii. Prospective students who are seeking credit based on formal and/or non-formal prior learning need to submit the application with requisite fee.
- ix. No grades will be assigned for transferred credited courses.
- x. The result of assessment will be formally communicated to the applicant by the committee
- xi. No more than 50 % of the total program credits will be awarded for any RPL application, in case of graduate program no more than 25% of the credits are transferable.
- xii. Issue a letter of admission

E. RPL Committee

The RPL committee consists of Dean of school and subject experts in the domain of skill sets or competency as deemed necessary, quality unit representative and administration/ registration office representative. The committee evaluates as per the assessment form requirements and recommends or rejects the student on the grounds of meeting of non-meeting the admission requirement. The committee shall review the RPL application as per the assessment form and award partial or full credits to be transferred to SUC program without any value of credit being transferred in the transcript. Criteria for evaluation can be decided by the evaluators consisting of Dean, Quality unit and administration department – it could be a challenge exam/s, followed by demonstration of skills in the form of small project work that can assessed and an interview. Upon satisfaction the evaluators can recommend credit transfers – minimum grade required to qualify is 'C +' that is 2.5 on a scale of 4 points awarded by the evaluators. SUC grading policy would be used for evaluation.



F. Criteria for awarding TOC for RPL

S.No.	Nature of Certificate (Diploma / Certificate) mapped with Level 6 and 5 of QF Emirates	Number of years of experience	Issuing authority / attested by MOE	Transfer of credits in SUC
1	Diploma	5 years	Accredited	3 credits
2	Certificate - Level 5	10 years	Accredited	3 credits

G. Public disclosure

This policy would be displayed in the public disclosure sources with giving details about method of claiming RPL, procedures to be followed, exams to be undertaken, the maximum limit of courses in the program that can be awarded as mentioned in the policy, display of credits score in the transcript.

Public disclosure and guidance: apart from the display of the RPL policy the intending learner can visit the dean of school or the registration department for further details or send mails to clarify any further details.

The method of awarding exemption, equivalency and recognition of prior learning is stated in the policy for any further details the candidate can consult registration department.

H. Appeal Process

The candidate after receiving the communication from the administration office may accept or challenge the decision of the committee by appealing through mail . In case of challenge the candidate must follow the below process.

- Make an appeal in one week time from the date of receipt of the communication from SUC.
- Upon receiving the appeal from the candidate the committee shall review the concerns and if necessary will address the issue and communicate the decision to the candidate within 10 days with proper reasons for declining or revoking of the earlier decision and revised communication.
- The candidate must refer to the case and the issue in clear terms through a letter.
- Appeals can be made with necessary fee for consideration.
- The candidate may submit any further documents as evidences to support in case of decline and the reasons are clearly specified.
- All appeals must be made to the dean for consideration.

The candidate upon receiving the revised communication on prior learning exemptions can accept or appeal to the Dean for second time for any further clarification and is required to follow the instructions given by the Dean for any further consideration else it can be considered as final word from the dean. The candidate is also free to give his comments or feedback through mail after the process is completed.



ESTABLISHED 1990

I. RPL TOC assessment form

Name:

Date:

STUDENT ID:

Bachelor of Science in Information Technology
Concentration in Enterprise Computing [JAN 2022 INTAKE]

Certification Requirements

BS IT Core Courses (63 Credits)	CODE	Prior learning Certificates and years of experience in relevant fields	Recognition status of issuing agency	ACCEPTED TOC
Core Courses (51 credits)				
Digital Logic	BIT1101			X
Principles of Programming Language	BIT2102			X
Computer Organization	BIT2103			X
Web Design and Development	BIT2104			X
Data Structures and Algorithm Analysis	BIT2105			X
Database Management Systems	BIT2106			X
Human-Computer Interaction	BIT2107			X
Computer Architecture	BIT2108			X
Innovation(P)	BUS3102	Protected course TOC Can not be awarded		
Operating Systems	BIT3209			X
Computer Networks	BIT3111			X
Information Technology Project Management	BIT3112			X
Mobile Application Development	BIT3113			X
Information Technology and Ethics	BIT4117			X
Big Data Analytics	BIT4118			X
Computing Project(P)	BIT4219	Protected course TOC Cannot be awarded		
Information System Audit and Control	BIT4220			X
Elective Courses (Any two Courses) (6 Credits)				
Distributed Database Systems (E)	BIT3110			X



Data Warehousing and Data Mining (E)	BIT3114			X
E-Commerce(E)	BIT3115			X
Internet of Things(E)	BIT3116			X
Capstone Courses (6 credits)				
Strategic Information System Management (C)	BIT4121			Capstone Courses: No TOCs can be awarded
Internship (C,S)	IND 4101			

General Education (36 credits)	CODE	EQUIV UNIT		ACCEPTED TOC
Introduction to Information Technology	CIS1003	1213111		AWARDED TENTATIVELY
Economics	ECO 1001			X
English	ENG1001			X
Business Communication	ENG1102			X
Core Life Skills and Happiness	GEN1001			X
UAE Society	GEN1002			X
General Science	GEN2004			X
Basic Arabic	GEN2005			X
Advanced Arabic	GEN2006			X
Islamic Culture	GEN2007			X
Critical Thinking & Problem Solving	HUM1001			X
Mathematics - I	MAT1004			X
Mathematics - II	MAT1105			X

Major Requirements (21 credits)	CODE	EQUIV UNIT	ACCEPTED TOC
Major Core Courses (15 credits)			
Software Engineering	ITE3110		X
E-Supply Chain Management	ITE3111		X
IT Infrastructure and Emerging Technologies	ITE3112		X



Business Process Modeling	ITE4113		X
Enterprise Information System Security	ITE4114		X
Major Elective Course (Any one course) (3 Credits)			
High Performance Computing (E)	ITE4117		X
Cloud Computing (E)	ITE4118		X
Knowledge Management Technology(E,P)	ITE4015	Protected course TOC Cannot be awarded	
Major Capstone Course (3 Credits)			
Enterprise Systems (C)	ITE4316	Capstone Courses: No TOCs can be awarded	
Category	Total Credits	TOC awarded Tentatively (Maximum 60 Credits can be awarded)	
General Education Courses	36	3	
Core Courses	63	0	
Major Courses	21	0	
Total Credits	120	3	

Criteria for awarding TOC for RPL

S.No.	Nature of Certificate (Diploma / Certificate) mapped with Level 6 and 5 of QF Emirates	Number of years of experience	Issuing authority / attested by MOE	Transfer of credits in SUC
1	Diploma	5 years	Accredited	3 credits
2	Certificate – Level 5	10 years	Accredited	3 credits

* TOC will be awarded for anyone of these

** The scheduling of these courses is subject to number of students opting for this course as an elective. Tentatively the student can be awarded 3 credits as TOC against the transcript of . The complete TOC evaluation will be done upon receiving the original transcript or certificates and relevant experience in the field of specialization.

This is subject to presenting the original transcript for audit as well as the accreditation status of the institution, where the student is

The TOC Awarded shall not make any difference to the length of the degree program and courses will be allotted as per the 4-year plan of the BS IT degree on offer. A tentative graduation plan will be given along with the admission kit

HEAD OF TOC

COMMITTEE



6. f STUDENT RECORDS

Policy number	ADMN_POLICY_19
Policy name	STUDENT RECORDS
Policy version	Version 3
Standards applicable	MOE Standard 6: Students
Policy owner	ADMINISTRATION
Date of recent modification	18 January 2022
Verified by	DYASS & REGISTRAR

The documents maintained in SUC normally fall in three categories viz:

- i. Administrative records
- ii. Academic records
- iii. Financial records

A. ADMINISTRATIVE RECORDS

Administrative records comprise of the personal profile of each and every student of SUC and consist of the following:

- i. **Enrolment Form:** Each student fills up the enrollment form at the time of registration. The form lists the personal information, passport and visa details, the major area of the program the student has opted for, educational qualifications, work experience, registration payments, the terms and conditions on which the admission is given. Once the result of the entrance examination is available, the administration department updates the file. This document is maintained only till the student qualifies for and attends the graduation ceremony.
- ii. **Directory Information:** The directory information consists of data regarding the address, telephone number, mobile number, email address etc. This record is stored electronically soon after the student is registered. It is also available as a hard copy in the enrolment form. The record is updated as and when the student informs of a change. Normally, this information is also updated every year by floating an address update form.
- iii. **Record of Entry Level Qualifications:** A copy of the higher secondary school certificate is maintained in the personal file of the student. While accepting this document, the student is required to show the original certificate to SUC officials, who verify and attest the copy of the certificate.
- iv. **Results of Personality And Interest Tests: (Optional) :** A record of the results of the personality and interest tests are kept in the Administration Dept. The record will be maintained till the student graduates.
- v. **Record of Discipline:** In case the student has been involved in any incidents of indiscipline, a record of the incident is kept in the student's personal file.
- vi. **Attendance Record:** The student's attendance is recorded in the system through software.



- vii. **Letter of Admission:** A copy of the letter of admission and the fee payment schedule is filed in the personal records of the student.
- viii. **Copy of Passport:** A copy of the passport along with the visa information is filed in the personal record of the student.
- ix. **Miscellaneous Documents:** Copies of letters issued to the student, proof of mitigation, DAC letter and any other correspondence with the student, are also filed in the personal file of the student.
- x. **Graduation Information and Copies of Transcript:** Copies of all transcripts issued to the students, grade warnings, letters of probation and suspension if any, and the graduation information forms a part of the academic profile, which is filed in the personal file of the student.

Transcripts and Degree completion authentications are securely stored with defined access rights, either in soft or hard copy, and are accessible for a period of not less than fifty (50) years.

- xi. **Accessibility to The Records:** Only the following personnel have an access to the records unless specified by the student:
 - 1. Vice Chancellor
 - 2. Registrar & DYASS
 - 3. Dean – School of Business
 - 4. Dean – School of IT
 - 5. Head – Admin & Exam Department
 - 6. Administrative Officers
 - 7. Filing Clerk in the Administration Department
 - 8. MOE Officials

B. ACADEMIC RECORDS

The Administration Department maintains the academic records of each student. The records

Comprise of the following:

- i. **Curriculum Requirement:** Students enrolled each year follow a particular curriculum. The administration department keeps a record of the applicable curriculum. The record is transferred to the electronic archive after the student graduates.
- ii. **Details of Transfer of Credits:** All documents related to the transfer of credits such as the transcripts, course description, and the details of accepted transfers, are kept with the administration department for each such student. The details of transfer of credits accepted are transferred to the student's electronic records.
- iii. **Details Of Courses Undertaken And The Grades Awarded:** As and when the student takes the courses, and, appears for the examinations, his/her profile is updated in the software. The details of credits undertaken and the grades awarded, the GPA and the CGPA of the student is available through the software. The record is



transferred to the electronic archive once the student graduates. These records are very important since the student's performance and graduation depends on the accuracy of such records. It is the responsibility of the Administration and Examination Department to maintain accurate records.

- iv. **Hard Copies of Transcripts Issued, And, The Degrees Awarded:** A grade report is issued to each student at the end of every semester. A consolidated grade report is filed in the student file at the end of the academic year. Official transcript will be issued only with the Degree. However a student may request for interim transcripts by paying the necessary fees. A copy of every issued transcript is kept in the student's personal file. The hard copies of degrees are retained by the administration department for a period of four years after the student graduates from the SUC, thereafter, the copies are destroyed. However, the electronic copies are retained for at least a period of 50 years.
- v. **Copies of Coursework / Examination Scripts:** The Examination Department retains the examination scripts for a period of one year after the declaration of the results after which they are destroyed.
- vi. **Accessibility To The Records**
Only the following personnel have an access to the records unless specified by the student:
 - 1. Vice Chancellor
 - 2. Registrar & DYASS
 - 3. Dean – School of Business
 - 4. Dean – School of IT
 - 5. Head – Admin & Exam Department
 - 6. Administrative Officers
 - 7. Filing Clerk in the Administration Department
 - 8. MOE Officials

C. FINANCIAL RECORDS

Records of all financial affairs related to a student including the total fees payable, installments paid, any fee reductions, scholarships awarded, and the current balances are maintained by the Finance Department. The main document related to the student is the ledger that is stored electronically and transferred to electronic archives as a permanent record.

- i. **Accessibility To The Records**
Only the following personnel have an access to the records unless specified by the student:
 - 1. Vice Chancellor
 - 2. Registrar & DYASS
 - 3. Dean – School of Business
 - 4. Dean – School of IT
 - 5. Head – Admin & Exam Department
 - 6. Administrative Officers



7. Filing Clerk in the Administration Department
8. MOE Officials

D. METHOD AND DURATION OF KEEPING AND DESTROYING RECORDS

Documents such as graduation requirement records, transcripts and degree certificates related to students are kept in fire-proof cabinets with proper locking system for a period of four years after the student graduates from the SUC thereafter, the hard copies are destroyed after scanning the copies which will be retained as electronic copies for at least a period of 50 years. All documents that need to be destroyed are put through paper shredder.

E. OFF-SITE CONTINUOUS BACKUP OF ELECTRONIC DATABASE

All student records including the student directory, course information, attendance, assessment records, transcripts and degree certificates are kept in electronic format in a centralized manner. The accessibility of these records is limited to SUC's administrative staff with an access password. SUC has an off-site continuous electronic backup for all student records. An automatic back-up of these records shall be taken on a daily basis which is stored in the Cloud Server / Off-Site Server. These records will be kept for a period of 50 years.

F. FILE SCANNING

All files of registered students of SUC are maintained as soft copy. Once the final registration is complete the student records are scanned and a soft copy of the same is maintained and the backup is stored at the appropriate secured places as per backup policy, to enable SUC retrieve the information during emergency contingency.

G. UPDATING STUDENT DATA

Any change in the student's personal details should be updated by filling up by student data update form. This form is available in student portal upon student request the data is updated in the computer as well as student personal file. The students are solely responsible in providing the updated data. This data is mostly used for the communication between SUC and the students. Dependent & Non-Dependent students must submit the correct guardian details to the SUC.

H. STUDENT VISA/PASSPORT/EMIRATES ID EXPIRY CHECK

Registration department regularly carries out verification of data in order to assess the expiry dates of documents required to stay in the country so that renewal of these documents can be undertaken within the specified time limits. The registration department informs the concerned department and students regarding the status at least 6 months before the date of expiry.

I. RECONCILIATION OF ACTIVE STUDENT LIST

Registration department reconciles the active student list with the finance department on a monthly basis so as to assess the exact number enrolled in SUC and follow-up for the necessary action.



6.g Information release

Policy number	ADMN_POLICY_20
Policy name	Information release
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	ADMINISTRATION
Date of recent modification	16 July 2019
Verified by	DYASS & REGISTRAR

SUC accords all rights of privacy to its students. SUC will not disclose any information about the student's academic and nonacademic records without the consent of the student. The exceptions could be the following:

- a. Vice Chancellor and Dean of respective Schools
- b. CAA & MOE Officials
- c. Another University / College where student might be interested in joining, on student's request.
- d. Person(s) or organization(s) providing financial support
- e. Accreditation Agencies
- f. Judicial Orders
- g. Academic Advisors/Mentors

Information regarding name, age, address, telephone number, date & place of birth, major field of study, degrees awarded, and participation in extra-curricular activities etc. may be provided at the discretion of the SUC. A student may withhold the release of the above information through a written request to the administration.

6. h DEGREE AUDIT POLICY

Policy number	ADMN_POLICY_21
Policy name	DEGREE AUDIT POLICY
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	ADMINISTRATION
Date of recent modification	16 July 2019
Verified by	DYASS & REGISTRAR

On completing the graduation requirement and the student is eligible for the award of the degree the registration department carries out a thorough check of graduation candidacy status sheet and cross checks with the concerned departments for declaring the student eligible for the award of degree. Any incompleteness found during the audit the student is informed to fulfill the requirement to be able to qualify for receiving the degree.

Process of Candidacy sheet:

- i. Step 1: Graduating students file to be prepared by Administration which includes the following:
 - a. Copy of attested/equivalency - high school / O level certificate/degree
 - b. Copy of TOEFL / EmSAT/ IELTS



- c. Copy of the transcripts
 - d. Copy of TOC confirmation
 - e. Final Statement of Account
 - f. Candidacy sheet containing clearance from all departments
 - g. Graduation Application form
- ii. Step 2: Graduation Board will verify the following components are met:
- a. Entry requirements
 - b. Academic requirements
 - c. Graduation Requirements
 - d. Financial Requirements
 - e. Departmental clearance
 - f. Signing on certificates

A. MOE PORTAL UPDATION

After issuance of the degree; the registration department uploads the required documents to the MOE DMS Portal www.amricon-dms.com for the attestation process of the student.

The uploaded documents are as follows:

- a. Copy of Emirates ID.
- b. Copy of Previous Study Certificate. [If the certificate is granted by a foreign country, the high school certificate must be equalized by the Ministry of Education]
- c. Copy of Transfer Transcript.
- d. Copy of Academic Certificate.
- e. Copy of the Transcript.

6. i Grade Approval and Change Policy

Policy number	ADMN_POLICY_22
Policy name	Grade Approval and Change Policy
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	ADMINISTRATION
Date of recent modification	16 July 2019
Verified by	DYASS & REGISTRAR

A. Grounds of Appeal

The student may appeal ONLY against the marks/grade awarded in a course under the following circumstances.

- a. Procedure is not in accordance with the current approved regulations.
- b. Material and significant administrative error has taken place.
- c. Unfair discrimination
- d. Inconsistency of the decision
- e. Disagreement with marks or a grade cannot itself constitute ground for appeal.



It is important for students to understand the status of numerical marks/grades assigned to pieces of work. Assessors make their judgments on individual student performance within the assessment regulations of a program which outline the objectives of study and standard to be obtained. Assessment is a matter of judgment. Academic judgments of this type cannot in themselves be questioned or over turned.

B. Time Duration of Appeal

An appeal must be logged with the Administration department within five working days of communication of a result. The appeal addressed to the DYASS & Registrar must be in appeal form highlighting the grounds on which the appeal is being made. Documentary evidence if available must be enclosed to support the appellant's case.

C. Appeal Hearing

When there are sufficient grounds for an appeal the arrangement is done to call for an appeal board.

Appeal board will consist of:

- a. Vice Chancellor
- b. DYASS & Registrar
- c. Dean – School of Business, Dean – School of IT
- d. Advisor
- e. Faculty Concerned
- f. Recording Secretary

At least three members are required to be present to constitute forum for a board. The student will be allowed to present his case. The board will communicate through the chair the decision of the appeal board in writing to the student. Decisions of the appeal board cannot be challenged or subjected to review.

6.j Career Services

Policy number	STSR_POLICY_01
Policy name	Career Services
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	Student Services Department
Date of recent modification	18 JULY 2019
Verified by	DEAN-STUDENT AFFAIRS

I. INTRODUCTION

The purpose of Career Counseling is to counsel the students who are seeking internship and placements. The orientations are carried out to facilitate students and give them tips on the internship and placements. As per policy, students are facilitated with internship opportunities only once. Similarly, placement facilities are provided to students wherever opportunities are available.

II. PURPOSE OF CAREER COUNSELING

- a. To provide career counseling and outreach to students, alumni and faculty.
- b. To provide career development and job search counseling to University students and



- alumni in both individual and group settings, decided and undecided students
- c. To develop a general knowledge and understanding of the related professions represented by Skyline programs in the Colleges and School and maintain familiarity with the education, training and career opportunities and expectations
 - d. To conduct regular outreach efforts including workshops and presentations to classes, student clubs and organizations
 - e. To develop strong relationships with chairs, department heads and faculty in the Colleges and School; target key faculty for employer recruitment opportunities
 - f. To develop and maintain an advertising strategy specifically designed to attract more students to the on-campus recruiting schedule and on-line career services
 - g. To disseminate employment and internship opportunities to appropriate faculty, organizations, and students
 - h. To participate in employer development activities including employer visitations, advisory boards and on-campus recruiting, and the development of job and internship leads
 - i. To identify online resources for a variety of career issues, academic majors and career fields
 - j. To facilitate planning and coordination of career outreach and programs such as job fairs, career programs, and employer panels
 - k. To enhance awareness and visibility of the Career Development.
 - l. To encourage faculty to maintain equitable opportunities for students by posting jobs and internships sent directly to department from the Career Gear database
 - m. To provide consultation and organization assistance to departments in their development of major specific career related events
 - n. To maintain ongoing professional development via involvement with relevant professional associations
 - o. To collaborate on the development and enhancement of Career Development of SSD portal and coordinate with Computing for Career Gear software; integrate technology into daily operations, programs and presentations.
 - p. To provide career assessment and interpretation to undecided students through services offered by the Peer Career Program (training is provided)
 - q. To organize and plan seminars and workshops on career planning or career development.
 - r. To evaluate students' background, education, and training, to help them develop realistic goals
 - s. To guide students through making decisions about their careers, such as choosing a new profession and the type of degree to pursue
 - t. To help students in job search skills, interviewing and networking
 - u. To assist students in locating and applying for jobs, by teaching them strategies to find openings and how to write a résumé
 - v. To advise students on how to resolve problems in the workplace, such as conflicts with bosses or coworkers



III. COORDINATION WITH OTHER UNITS

The Career counselor shall carry out the activities in coordination with other departments as follows:

- A. Corporate Affairs department
CAD and the career counselor will work together on setting up workshops and fairs to enhance employability and increase industry involvement of SUC students.
- B. Events Coordinator
Events and the career counselor will work on the makeup of events centering around student’s involvement in the fairs and the organization of out of campus career promoting activities.
- C. Teaching effectiveness committee (TEC)
The career counselor will coordinate with the members of the teaching effectiveness committee in order to suggest the needed Professional Skills Developments PSDP’s to students, the career counselor will also support the TEC in designing the schedule and conduct such skills developments to students
- D. Internship, workshop & training
The CDP of SUC’s internship will be explained to the Career counselor by Admin. He/she will handle the process of resume building and verification, collaborate with Corporate affairs on readiness of students for interviews and post-employment.

Workshops and training are to be carried out on a semester-by-semester basis. Career counselor will be in charge of the materials and presentation of career related topics/issues to educate, improve and sharpen the skills of students as regards their employability.

6. k Residential Life (Hostel Policy)

Policy number	SPOR_POLICY_03
Policy name	Residential Life (Hostel Policy)
Policy version	Version 2
Standards applicable	MOE Standard 6: Students
Policy owner	SPORTS DEPARTMENT
Date of recent modification	28 JUNE 2020
Verified by	DASS & REGISTRAR

I. INTRODUCTION

SUC offers self-sufficient hostel rooms on a twin sharing basis where each room is equipped with study tables, chairs, single beds, cupboards, table lamps, curtains and other necessary equipment. Skyline has authorised staff member to manage the Hostel. The apartments are fully furnished with provision for self-cooking. Maintenance and housekeeping are managed by the Maintenance Department. The policies of the hostel contribute to the healthy environment, commitment and discipline among the students. Students on Skyline visa whose parents are not in UAE should stay in the accommodation provided by the SUC. The students are encouraged to develop community life and inculcate the spirit of tolerance, thus taking care of their psychological and emotional problems and shape themselves to be better citizens. It is in this



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spirit that the rules and regulations are framed for the orderly and peaceful living. The accommodation facility is extended to the employees as well on approval by the management and subject to the availability.

II. FACILITIES

- i. Internal Hostel (Boys/Male employees)
- ii. External Hostel (Girls/Female employees)
- iii. Internet
- iv. Recreation facilities
- v. Transport during weekends
- vi. Kitchen
- vii. Laundry

III. SERVICES

- i. Internet (For the Internal Hostel only)
- ii. Grocery items are available (For the Internal Hostel only)
- iii. Picnics, Get together, Birth Day Parties etc.
- iv. Chef's service is available
- v. Health/Medical support for students in emergencies

IV. HOSTEL FEE & PAYMENT

- i. The payment schedules for new and existing students will be announced by the Finance Department every year. Hostel fee for the financial year 2019-2020 will be **AED 21,000/-**. The hostel fee shall not include mess charges.
- ii. Hostel fee should be remitted to the Finance Department in two installments. **(AED 10,500/- x 2 = 21,000/-)** It is mandatory that a student who avails the hostel facility should continue to stay in the hostel for minimum one year and till the end of the academic year.
- iii. Part time students can stay during the examination week with the following fee;
 - AED 100/- per day (Twin sharing)
 - AED 200/- per day (Single occupancy)
 - AED 500/- (Refundable deposit)
- iv. Bachelor staff/faculty of Skyline University also can be accommodated in the hostel rooms on a monthly basis as per availability. The rent payable will be;
 - AED 1,000/- per month (Twin sharing)
 - AED 1,750/- per month (Single occupancy)
 - AED 1,000/- (Refundable deposit)

Allocation of rooms for staff will be purely based on the approval by the hostel management. The hostel contract must be signed by the staff to avail the accommodation.



V. CAUTION DEPOSIT & REFUND

A caution deposit of AED-1000/- has to be remitted in the finance department at the time of admission. This amount is refunded to the students from the finance department at the time of checkout with the approval of the Hostel In-charge.

VI. AUTOMATED SYSTEM TO KEEP IN OUT LOG

There is an automated biometric system to keep track of students in out log at the entrance. Students are not allowed to go out or come in between 12midnight – 6am during weekdays and 1am – 6am during weekends. The gates will remain closed during these hours.

VII. TERM/PERIOD OF STAY

- i. All the students admitted to the hostel should stay in the hostel preferably for the duration of the course.
- ii. The student is also required to pay hostel room fee in advance, for the Academic year in which the student join the hostel.
- iii. In case if the student wants to stay with the local guardian he/ she has to provide an undertaking by the parent, ID copies and tenancy contract of the local guardian along with the request to the administration. This must be submitted to the administration before the end of the academic year.
- iv. A student can leave the hostel and stay with his/her local guardian only at the end of the academic year. Students are not allowed to leave the hostel in between the academic year.

VIII. ARRANGEMENT AT THE TIME OF VACATION

All hostel students (Male & Female students) may vacate their rooms before proceeding on summer vacation. A separate cloak room is made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside locked suitcases, trunks/boxes and should bear complete details. The items kept inside the room are to be entered in the note book kept by the in-charge of the cloak room.

Students who have kept their belongings in the cloak room should positively report on or one day before the reopening day and move to their respective rooms. Students who come late are not entertained for any loss of property and are penalized.

IX. ADMISSION TO HOSTEL

- i. Students seeking admission in hostel must fill the hostel application form at the time of admission in the SUC. **Refer Annexure for Hostel application form**
- ii. Application for admission to the furnished apartment must be submitted to the Finance Department. HRD must be given request in case of employees.
- iii. Admission to the hostel is strictly based on first come first serve basis.
- iv. First preference is given to the international students who are on SUC visa.
- v. In case accommodation is still available local students will be considered.
- vi. Each student residing in the hostel must pay a caution deposit of AED.1000/- which is refundable at the time of check out after adjusting any charges due against.
- vii. Local guardians, if any, should be authorized by the parent.
- viii. Application for admission to the hostel must be submitted to the Finance Department.



- ix. The right of admission to the hostel is reserved. Admission to the University Hostel will not be made as a matter of routine and it will be at the discretion of the Management.
- x. Students with chronic medical problems will not be admitted to the Hostel. By chance, if any student with chronic medical problem gets admitted to the hostel, he/she will be asked to vacate the room immediately, when it is brought to the notice of the Hostel Management to enable the student to have proper medical care by the parent/guardian.
- xi. Part time students can avail the hostel facility with the permission of the hostel in-charge, after remitting the fee in the finance department
- xii. Bachelor staff/faculty also can avail the hostel rooms on a monthly basis as per availability and approval by the SUC Management.

X. ORIENTATION & HOSTEL INDUCTION

Hostel orientation will be conducted by the Hostel In-charge at the start of every semester. Students are informed of all necessary information, rules & regulations and safety in the hostel. A detailed hostel policy will be handed over to each student at the time of check-in. Hostel staff, who are available 24/7 will support all the new students to settle comfortably.

XI. WELCOME KIT

All the new students/employees will be given a welcome kit which includes basic sanitary items and hostel information pamphlet.

XII. UNDERTAKING

Students' whose local guardians are in UAE; an undertaking by the parent should be furnished. Local guardian's passport copies, photograph, undertaking and tenancy contract copy must be submitted along with the application. Local guardian should be a relative authorized by the student's parents and is a resident visa holder in UAE. The local guardian should have a tenancy contract in his/her name in UAE.

XIII. HOSTEL MEETINGS

Hostel meetings will be scheduled periodically by the Hostel In-charge. It is mandatory that all the students attend the meetings. Any issues of the students can be discussed and necessary solution may be sought by the concerned person/department. Hostel Manager/Supervisor will convey the problems faced by the hostel students to the concerned department.

XIV. GUESTS

Guests are not permitted to stay in the hostel. If the parents wish to stay, then the student/parent may approach the hostel staff, for getting accommodation in the guest house, subject to availability. The guest house will be provided on a nominal rent.

XV. HOSTEL DISCIPLINE

- i. Strict silence should be observed between 10:30 pm & 6:00 am.
- ii. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc., Every student of the hostel should have the civic responsibility that he or she should not be a cause of nuisance, annoyance or disturbance to others.
- iii. All hostellers have to be present in their respective rooms and keep open the rooms between 10:30 pm & 11:00 pm every day (except Fridays) to enable the Hostel In-charge to take the attendance.



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- iv. Authorized University staff or security officers will do surprise visits in the rooms without prior notice.
- v. The hostellers are not to enter into any unnecessary conversation, discussions, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentarily language against the hostel staff is strictly forbidden.
- vi. The hostellers shall not waste electricity & water. Wastage of any such resource is national loss. If anyone is found indulging in such wastage, he/she will be asked to vacate the hostel, since wastage causes unnecessary and unavoidable expenditure to others.
- vii. Smoking is prohibited in the hostel buildings.
- viii. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will be asked to vacate the hostel and the matter will be referred to the Disciplinary Action Committee.
- ix. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
- x. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Hostel In-charge is final and binding on the individual's concerned.
- xi. Day scholars are not allowed in the hostel, unless approved by the Hostel Management.
- xii. Celebrating birthday parties inside the hostel is strictly prohibited.
- xiii. Collection of donation for any purpose (Religious / otherwise) is also strictly prohibited.
- xiv. Students are not allowed to play skating rollers and other outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents.
- xv. When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.
- xvi. Walking along staircases should be silent, gentle without creating nuisance / noise to fellow hostellers.
- xvii. Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take the permission of the Warden and communicate the information to the academic advisor in writing.
- xviii. Clock alarms should be switched off, when not in use. There have been instances when students have set the alarm and gone on long leave, and some of them ringing for hours and spoiling the peace of fellow hostellers.
- xix. Water should be carefully used and not wasted.
- xx. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among roommates it should be reported to the In-charge for appropriate action.
- xxi. Unauthorized absence / late coming (without prior permission from the warden) will be suitably fined and expelled from the hostel. Such students shall not be readmitted under any circumstances.



- xxii. Violation of any of these rules would result in punitive action and serious violations would be referred to the Disciplinary Action Committee. The decision of the Committee will be informed to the student in written. If the student is unhappy, he / she may appeal to the Vice Chancellor through the SUC grievance redressal procedure with help of SSD. After the Vice Chancellor reviews the appeal the decision of the Vice Chancellor will be final and intimated to the student and the department and the necessary punishment will be implemented.
- xxiii. Students themselves are responsible for their valuables like laptops, mobile phones, money etc. Whenever leaving the room students are expected to lock the cupboards/lockers/room etc.

XVI. DAMAGES AND RECOVERY

Mishandling of dining hall furniture, room furniture, any property or fittings of the hostel is strictly forbidden. The cost of damages will be recovered in the following manner:

- i. All the property assets & equipment must be carefully handled. Any accidental or intentional damages done to the assets will be recovered. In case of intentional damages along with recovery the student will be expelled from the hostel and will not be readmitted.
- ii. If any individual or group is identified to have caused the damage, the cost of the damage will be recovered from him/her/group.
- iii. If assets in any of the hostel rooms are found to be damaged and the person(s) is/are not identified, then the cost will be recovered from the room-mates collectively.
- iv. If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property results in expulsion from the hostel.

XVII. USE OF INTERNET AND TELEPHONE

Students/Employees are given free internet in the hostel; however, it is subject to change. Telephone calls made from hostel phone will be charged as per the Etisalat rates. Students are advised to use their own mobiles for making calls. Pre-paid recharge vouchers are available with the hostel staff.

XVIII. CHECKOUT PROCEDURE

For checkout the student/employee has to intimate the hostel staff well in advance (at least one week) to ensure enough time is given to complete the process. This requires checking of the room condition as well as completing the documentary procedures. The SUC will not be responsible for any of the damaged or missing items that are left in the room or in the storage areas. If the student does not follow the checkout procedure, and compensate any damage in the room, he/she will be charged accordingly by the University.

Step 1: Student has to fill up the hostel clearance form

Step 2: Necessary clearances from hostel security and Head of Sports has to be obtained



XIX. SAFETY AT HOSTEL

- i. Health and safety Policy is displayed in the Sports notice board and in the students & staff portals
- ii. Emergency evacuation plan is displayed in the Hostel building at designated areas for the attention of hostel students and staff
- iii. Fire Exits, Fire Extinguishers, Fire Hose reels, Assembly points etc. are displayed as per requirement
- iv. All safety policies are adhered and orientations are given to Hostel students at the time of admission to Hostel
- v. Fire & Safety training is conducted for staff & students
- vi. Periodical audits are conducted as per calendar, to ensure that the health & safety standards are maintained in the hostel
- vii. Any gaps identified in the audit will be rectified immediately
- viii. An external agency is also contracted for auditing and maintaining the fire & safety equipment



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6.1 STUDENT FINANCE

Policy number	STUDENT FINANCE
Policy name	FINA_POLICY_01
Policy version	Version 2
Standards applicable	MOE Standard 6: Students
Policy owner	Finance Department
Date of recent modification	18 MAY 2020
Verified by	VICE CHANCELLOR

A. FEES COLLECTION POLICY

- a. Student is required to submit postdated cheques, credit card or bank transfer authorization as per the fee payment plan issued to the student at the time of the admission. The fees should be paid before 10th of the month and no exchange of cheques are allowed, however, cash payment against the cheques can be done 5 days prior to the date of the cheques. Post Dated Cheque (PDC) for next Academic Year (AY) should be submitted before commencement of final examination of the Spring Semester each AY for re-registration for next AY. Once paid the 1st installment for the next AY will be non-refundable.
- b. Enrolled students at SUC must choose one of the following payment options & finalize the arrangements with the Finance Department
 1. Post Dated Cheques (PDC) to be issued in name of:
SKYLINE UNIVERSITY COLLEGE LLC
 2. Credit card authorization for each Academic year
 3. Full Academic year payment in Cash
- c. Students who fail to make payment of tuition fees within the first ten days will be charged AED 10/- per day from the 11th of the due month till the payment is received.
- d. Student whose fees are outstanding for 2 weeks after due date, their portal services will be blocked and activated only on clearing their dues.
- e. Student having one-month outstanding will be deactivated and they will be withdrawn from the semester. Students having tuition fee due will have their academic record withheld and would not be allowed to proceed the semester as well as not to register for the next semester by paying the required re-registration fees.
- f. Student will be notified for non-payment of fees will be sent to the student. The notice will specify the amount of the debt and the date at which the termination becomes effective. The student may have the choice of re-admittance provided the entire dues to the SUC is paid; SUC has the right to impose a re-registration fees which will be payable in a manner specified by SUC at that time. A re-registration fees of AED 6,500/- will be applicable in order to reactivate the student.
- g. Any change due to acceleration, SAP status, postponement, reactivation, re-registration will be notified through a revised invoice accordingly.
- h. Fee waiver/Scholarship will be adjusted in the final two years. If student cancels his admission before completion of the program, the fees will be calculated as per the original fee structure and the fee waiver/scholarship granted will be revoked and refund if applicable will be processed as per the refund policy.
- i. In the event that student would like to avail visa letter from SUC, policies pertaining to Visa letter will be applicable. Visa letter will be issued only for a period of one year upon submission of documents and including current and postdated cheques as per the fee structure.
- j. In case of postponement the charge on the credit card will be deferred to the next semester.
- k. In case of cancellation of admission, the University has the right to charge the fees accrued till the date of cancellation and subsequently the bank will be informed to cease further debits.



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- l. The payment of miscellaneous fee needs to be paid including tax before the services are availed.
- m. Student enrolling for repeating courses:
 1. Students enrolling for repeating courses only must pay fees for the repeating course vide cash / cheque within the semester for which the student is enrolled. Students enrolling only for repeating course. In a semester will not be charged for the tuition fees for that particular semester and the student will be issued a revised invoice with the new graduation plan upon successful progression to the next semester.
 2. Students enrolling for normal subjects and repeating course: in this case the tuition fees needs to be paid as per the invoice along with repeating course either by cash / cheque which needs to be paid within the semester for which the student is enrolled.
- n. In line with the Federal Decree-Law No. 8 of 2017 issued on Value Added Tax (VAT) will be effective as of 1st January, 2018

The following procedures will have to be abided by the students who choose the recurring payment authorization:

1. In the Debit / Credit card authorization (Recurring Payment Authorization) form the details of the card and the card owner and the tuition fees for the full academic year will be mentioned as per the student fee details. If the student is using the card details of anyone else, then letter authorizing the owner of card to pay for the student fees along with valid identification (Emirates ID) is to be furnished.
2. If a prospective student is unable to furnish the details of his card at the time of admission, the same needs to be furnished to finance department within 5 working days.
3. If the credit card / debit card expires between his periods of study, new card details to be furnished before the next debit cycle.
4. If the student wishes to replace the card details, the same has to be furnished 15 days before the next debit cycle.
5. Deferment of fees will not be allowed for any student.
6. If the student wishes to pay the tuition fees in advance by cash, they need to inform the finance department 10 days in prior to stop the recurring debit for the month/s.
7. In the event of a card being dishonored, the student will be considered as a willful defaulter and the University's policy of late fee charges will apply.
8. In case of postponement the charge on my credit card will be deferred to the next semester. In case of cancellation of my admission the University has the right to charge the fees accrued till the date of cancellation and subsequently the SUC bank to be informed to cease further debits.

The following procedures will have to be abided by the students who chose to pay the tuition fees by postdated cheques:

1. All cheques should be made payable to **SKYLINE UNIVERSITY COLLEGE LLC** and the date mentioned on the cheques should not be latter than the 10th of the month. Any exception should be ratified by the concerned official.
2. If the student is issuing cheques which is not from their account, then letter authorizing the owner of cheque to pay for the student fees along with valid identification (Emirates ID) is to be furnished.
3. No exchange of cheques is allowed, however, cash payment against the cheques can be done 5 days prior to the date of the cheques.
4. In the event of a cheque being dishonored, the student will be considered as a willful defaulter and the University's policy of cheques return charges will apply.
5. Each student should ensure the honoring of their cheques as the state laws ensures maximum penalty for cheques which are returned unpaid. In the event of a cheque being dishonored the student will be penalized with a cheque return charge of AED 500/- and further acceptance of cheques from the student will be denied.



In case of postponement the cheques will be deferred to the next semester. In case of cancellation of my admission the University has the right to charge the fees accrued till the date of cancellation and subsequently the SUC bank to be informed to cease further debits.

i. MISCELLANEOUS FEE

a. Convocation fee

Convocation fee of AED 3,675/- VAT will be payable additionally to the total fee and will be applicable in the final year.

For international students, Graduation fee of USD 1,000/- will be payable additionally to the total fee and will be applicable in the final year.

b. Hostel Fee payment policy

1. The payment schedules for new and existing students will be announced by the Finance Department every year. Hostel fee for the academic year 2019 - 2020 will be **AED 21,000/-**. The hostel fee shall not include mess charges.
2. Hostel fee should be remitted to the Finance Department in two installments. **(AED 10,500/- x 2 = 21,000/-)** It is mandatory that a student who avails the hostel facility should continue to stay in the hostel for minimum one year and till the end of the academic year.
3. A caution deposit of AED-1000/- has to be remitted in the finance department at the time of admission. This amount will be refunded to the students from the finance department at the time of checkout with the approval of the warden.

c. Transportation Fee payment policy

Transportation fees should be remitted to the Accounts Department on or before the 10th of each month, where he / she will be issued with a bus pass when they pay for their transport fees.

i. Introduction of VAT

As per the UAE Ministry of Finance executive regulation for the federal decree law No. (8) of 2017 Value Added Tax (VAT) of 5% will be introduced in the country with effect from January 01, 2018. The Regulation defines VAT as the 5% tax imposed on the import and supply of goods and services at each stage of production and distribution, including what is a deemed supply, with the exception of specific supplies subject to the zero rate and what is exempted as specified in the Decree-Law.

B. FEE CHANGE POLICY

The Marketing Department along with the Finance Department after careful study of the market conditions, fees charged by competitors and general feedback from the students enrolled in the last Academic Year, recommends changes in the fee structure. The same is forwarded to the Dean for review and seek approval from BOT.

Once approved by the BOT, the new fee structure will be implemented and corresponding changes will be published in the website, catalog and all other internal and external published documents before the start of the academic year. The new fee will be applicable to the students admitting into the program.

Tuition fee for the continuing student shall remain same as per the fee structure issued at the time of admission. The miscellaneous fees are subject to change annually and is updated in the system and all publication of SUC before starting of the new academic year.



C. FEE STRUCTURE FOR DEGREE PROGRAMS

SUC policy with regards to the Tuition Fee and other Miscellaneous Fee is implemented after the approval from Board of Trustees.

Tuition Fee charged per credit remains the same for the students once they register with the university however, the students should continue and complete the program without any postponement or break in between. If student postpones officially for one semester only, then the tuition fee remains the same. Not attending classes beyond one semester will be considered as new admission and published Tuition Fee for the new admissions will be applicable. Tuition Fee is subject to change annually and will be applicable for new admissions only.

Miscellaneous & Additional Fee is subject to change annually and becomes applicable from the start of New Academic Year for continuing and new students, in which case the details will be published by the Finance Department before the start of each Academic Year. The changes in the Miscellaneous & Additional Fee changes will be communicated to students through either SMS or emails and will be published on the website, catalog, notice board and student handbook well in advance. Students are required to take note of such changes and clarify with appropriate officials if needed. Students are required to take note of such changes and clarify if needed. Student is required to pay additionally the VAT charges as applicable in the financial year.

D. MISCELLANEOUS FEE COLLECTION POLICY

a. Convocation fee

Convocation fee of AED 3,675/- VAT will be payable additionally to the total fee and will be applicable in the final year.

For international students, Graduation fee of USD 1,000/- will be payable additionally to the total fee and will be applicable in the final year.

b. Hostel Fee payment policy

1. The payment schedules for new and existing students will be announced by the Finance Department every year. Hostel fee for the academic year 2019 - 2020 will be **AED 21,000/-**. The hostel fee shall not include mess charges.
2. Hostel fee should be remitted to the Finance Department in two installments. **(AED 10,500/- x 2 = 21,000/-)** It is mandatory that a student who avails the hostel facility should continue to stay in the hostel for minimum one year and till the end of the academic year.
3. A caution deposit of AED-1000/- has to be remitted in the finance department at the time of admission. This amount will be refunded to the students from the finance department at the time of checkout with the approval of the warden.

c. Transportation Fee payment policy

Transportation fees should be remitted to the Accounts Department on or before the 10th of each month, where he / she will be issued with a bus pass when they pay for their transport fees.

E. REFUND POLICY

- i. **Application Fee** – AED 1,000/- + VAT 5% - Non-refundable / Non transferable
- ii. **First Installment Fee** – AED 6,500/- + VAT 5% - Refundable before the commencement of the program the student has enrolled. No refund is applicable after the commencement of the program even if the student has not attended the class or is yet to give an English and or math placement exam or result is still awaited. A student registering after the commencement date of the intake, in such cases there will be no refund applicable under any circumstances. (The above mentioned are common rules for all the below categories)



iii. Main Program

- a. **Tuition Fee:** The tuition fee will be calculated until the date of official cancellation by the student or their guardian. If a student fails the English Preparatory exam after the commencement of the class and wishes to discontinue, no refund will be applicable.
- b. **Preparatory Course**
1. **PASS:** If a student successfully passes the Preparatory, course and wishes to join the degree program the first installment fee will transferred.
 2. **PASS:** If a student successfully passes the Preparatory course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- will not be refunded
 3. If the student wishes to postpone to the next intake, the first installment fee can be transferred to the subsequent intake by filling the postponement form without any additional fee. However, if he wishes to postpone for the second time, he has to pay as per the published fee structure as a postponement fee and a new fee structure will apply.
 4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases, no refund will be applicable to the First Installment fees.
FAIL: If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement with in the first semester, in such case student's conditional admission will canceled with no refund. Any PDC submitted will refunded from 2nd semester onwards.
 5. **Tuition Fee:** The tuition fee will be calculated until the date of official cancellation by the student or their guardian.
- b. **Scholarship/Fee Waiver/Recommendation:** If a student is on any scholarship/waiver, the same is applicable only if a student completes the degree. If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before the release of any academic & non-academic documents.
- c. **Postponement:** If the student wishes to postpone to the next intake before the commencement of the program, the first installment fee can be transferred to the subsequent intake by filling the postponement form without any additional fee. However, if he wishes to postpone after batch commencement if even the student has not attended any class the student has to pay the postponement fee as per the published Miscellaneous Fee Structure of AY 2021-22 and new fee structure will apply. [Not applicable for visa, visa-embassy letter & international students]. If the student transfers his admission to the next intake and decides to cancel his admission in such cases no refund will be applicable on the first installment fees.
- d. **Hostel:** Once the hostel is booked and the student wishes to cancel, the student is liable to pay for the complete one year.
- e. **Transportation:** Transportation fee as per the published Miscellaneous Fee Structure of AY 2021-22 is to be paid for a minimum period of one month and there is no refund if the student wishes to cancel it in the middle of the month.

iv. Visa Students – Local

- a. **Tuition fees:** If the student wishes to cancel the program in between, fees accrued till the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before the release of any academic & non-academic documents. If a student cancels before the commencement of the degree program the fee paid towards tuition, (installments) will refunded. However, no refund is applicable for the First Installment fee. If a student cancels



after the commencement of the degree program, any advanced installment paid will be non-refundable.

- b. **Visa:** If a visa is rejected by the Immigration and Naturalization authorities, SUC will retain the Application fee (AED 1,000/-) + AED 500/- as service charges from the visa fees and refund the remaining fees. If a student is rejected on health grounds by the Immigration and Naturalization Authorities; in such cases, the Application fee, first installment fee & visa fee will be non-refundable. The hostel fees will be calculated until the last day of his/her stay and the rest of the fees (Passport Guarantee & 1st Cheques Payment) will be refunded. If the student cancels, the degree program after the visa is applied there will be no refund of visa fee as well as the Application fees & First Installment fees. Visa charges are fully non-refundable once the visa is filed to Immigration Authorities (subject to change as per Government rules and regulations). Postponement to the next intake will not be allowed.

v. **Visa-Embassy Letter Case**

- a. **Tuition Fees:** If the student wishes to cancel the program in between, fees accrued until the date of cancellation excluding scholarship/fee waiver/recommendation granted must be paid before the release of any academic & non-academic documents. If a student cancels before the commencement of the degree program the fee paid towards tuition, (installments) will be refunded. However, no refund is applicable for the First Installment fee. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable.

b. **Preparatory course**

1. **PASS:** If a student successfully passes the Preparatory, course and wishes to join the degree program the first installment fee will be transferred.
 2. **PASS:** If a student successfully passes the Preparatory course and does not wish to continue with the degree program, the first installment fee of AED 6,500/- will not be refunded.
 3. The first installment fee can be transferred to one subsequent intake only, if the student officially fills-up postponement form with an applicable fee however, the new fee structure will apply.
 4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases, no refund will be applicable to the First Installment fees.
 5. **FAIL:** If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement within the first semester, in such case student's conditional admission will be canceled with no refund. Any PDC submitted will be refunded from 2nd semester onwards
 6. **First Cheques Payment:** English Preparatory course - In case, the student fails any of the placement tests, the first cheque payment will be adjusted towards the fee for the English preparatory program. The student will have to pay the first installment fee of the Main Program.
- c. **Visa Letter:** If the student is granted a visa based on the letter issued by SUC, no refund of fees paid until the First Semester is applicable. In case, when the letter is issued to the student based on which the student got the visa under their sponsorship, in such cases, the SUC will inform the concerned Immigration Authorities for the cancellation of students' admission in order to get the visa canceled and no refund of first semester fees. If the visa is rejected before the commencement of classes and the student wishes to



discontinue and returns the original visa/embassy letter issued by SUC, the fees paid excluding the First Installment Fee will be refunded. Once the visa letter issued by SUC has been used, postponement to the next intake will not be allowed. If the student does not attend any class for 3 consecutive weeks from the commencement of the class, SUC has the right to cancel/revoke the letter issued with the concerned authority.

vi. Visa Students – Overseas

- a. First Installment Fee: (as per the fee structure) Nonrefundable / Nontransferable.
- b. Tuition Fee: If a student cancels before the commencement of the degree program the fee paid towards tuition, (installments) will not be refunded. If a student cancels after the commencement of the degree program, any advanced installment paid will be non-refundable. The first installment fee can be transferred to one subsequent intake only. if the student officially fills-up postponement form with the applicable fee. However, a new fee structure will apply. Once the student has come & attended the class, no postponement will be allowed. If the student fails the English Preparatory exam and wishes to discontinue, SUC will retain the first installment fee along with visa and entrance exam fee and refund the remaining fees (passport guarantee & hostel deposit).
- c. **Preparatory course**
 1. PASS: If a student successfully passes the Preparatory, course and wishes to join the degree program the first installment fee will transferred.
 2. PASS: If a student successfully passes the Preparatory course and does not wish to continue with the degree program, the first installment fee will not be refunded.
 3. The first installment fee can be transferred to one subsequent intake only, if the student officially fills-up postponement form with an applicable fee however, the new fee structure will apply.
 4. If the student transfers his admission to the next intake and decides to cancel his admission thereafter, in such cases, no refund will be applicable to the First Installment fees.
 5. FAIL: If a student fails the English Preparatory exam and is unable to provide the result as per admission requirement with in the first semester, in such case student's conditional admission will be canceled with no refund. Any outstanding fee has to be cleared.
 6. In case, the student fails the English preparatory program and placement exam, the first installment payment will be adjusted towards the fee for the English preparatory program. The student will have to pay the first installment fee of the Main Program.
- d. **Visa Fee:** – USD 1,781/- + VAT 5% Non-refundable / Nontransferable. If a visa is rejected by the Immigration and Naturalization authorities, SUC will retain the first installment fee and refund the remaining fees. If a student is rejected on health grounds by the Immigration and Naturalization Authorities; in such cases, the first installment fee & visa fee will be non-refundable. The hostel fees will be calculated until the last day of his/her stay. The rest of the fees (Passport Guarantee & 1st Cheques Payment) will refunded. If the student cancels the degree program after the visa is applied there will be no refund of visa fee as well as the First Installment fees. Visa charges are non-refundable once the visa is filed to Immigration Authorities. Subject to change as per Government rules and regulations. If a registered student wants to postpone to next succeeding intake, visa postponement charge as per the published Miscellaneous Fee Structure of AY 2021-22 applies.



- e. **Hostel:** Once the hostel is booked and the student wishes to cancel, the student is liable to pay for the complete year.
 - f. **Scholarship/Fee Waiver:** If the student wishes to cancel the program in between, fees accrued until the date of cancellation excluding scholarship/fee waiver granted must be paid before release of any academic & non-academic document.
- vii. **Class Size Policy is not met**
- a. **If class size is not met at the beginning of the batch/ Cohort:**
 - 1. SUC will not conduct the program and hence student may cancel the admission and fees paid for the semester will be refunded.
 - 2. Student may shift to any other program at the same level available in Skyline University College in which case the fees paid will be adjusted
 - 3. If the student, after shifting to another program at SUC, wishes to cancel his admission within one week of commencement of the semester, fees paid will be refunded.
 - b. **If class size is not met at any stage during the conduct of the program:**
 - 1. If the class size policy is not met at any stage during the conduct of the program, the student can opt any other major /concentration available in SUC. After joining the new major /concentration and if the student is not satisfied and decides to cancel within one week of the commencement of the semester, fees paid for the semester will be refunded. However, if he cancels after one week of commencement no refund will be applicable.
 - 2. Student may cancel his admission and transfer to any other University. In such case the required letters will be given by SUC to the student at no additional charges. The transcript for the completed courses will be given provided no dues are outstanding.



6. m Student Discipline

Policy number	STSR_POLICY_02
Policy name	Student Discipline
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	Student Services Department
Date of recent modification	16 JULY 2019
Verified by	DEAN-STUDENT AFFAIRS

Any violation of the code of conduct as specified in the student handbook is liable for punishment. Some of the specific violations could be:

- a. Any misbehavior or misconduct, which may distort the image of the SUC.
- b. Misconduct in classroom, computer lab, or library.
- c. Any insult to faculty or staff members.
- d. Any damage to SUC property.
- e. Any misconduct during exams.
- f. Moving around as couples.
- g. Dress code
- h. Fighting.
- i. Theft.

In order to make fair decisions on any misconduct/ misbehavior or violation of a student, a disciplinary committee called Disciplinary Action Committee (DAC) is in place. The objective of this committee is to hear from the student and the complaint involved in such an act in order to decide the course of action to rectify such misbehavior / misconduct in the future. The administration department will present the case to the committee at the time of meeting /hearing. The DAC consists of:

- a. Vice Chancellor
- b. Chairman of DAC Committee
- c. One faculty member teaching the student who has been called for hearing
- d. REGISTRAR & DYASS
- e. Dean of Student Affairs
- f. The Advisor of the student
- g. Class Representative
- h. Head – Admin Department

The decisions made by this committee is communicated to the student concerned, copy of the written decision is filed in the student’s file and the punishment decided by the committee should be served by the student.

Levels of Disciplinary Action, Responsible Authority

- i. Verbal warning - Admin
- ii. Written warning – Admin (Maximum 2 written warnings)
- iii. Depriving the student of some privileges – Admin (1 to 2 weeks)
- iv. Preventing the student from attending SUC – Temporary Admin (Suspension not exceeding 7 working days)



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- v. Suspending the student for more than 7 working days – DAC*
- vi. Permanent expulsion from SUC - DAC*
- vii. Canceling registration the academic degree given to the student
- viii. SUC Management can cancel the degree in case of any falsification or deceit information or records is discovered after the completion of degree

The level of disciplinary action will depend on the number of, and/or the extent of violation. Registrar & DYASS carries the right to apply any level of punishment depending on the seriousness of indiscipline act committed by the student.

6. n. Student Attendance.

Policy number	ADMN_POLICY_22
Policy name	Student Attendance
Policy version	Version 4
Standards applicable	MOE Standard 6: Students
Policy owner	ADMINISTRATION
Date of recent modification	25 April 2022
Verified by	DYASS & REGISTRAR

Attendance is mandatory for students in all the classes during the conduct of a course. Absence from classes prevents a student from getting full benefit of a course. Accordingly, absence can result in lower grades due to missed continuous assessment.

The SUC acknowledges that individual circumstances may prevent a student from attending class or classes. It is the University’s policy to excuse the absence of students that result from the following causes:

1. Illness of the student
2. Accident
3. Death in family
4. Compelling circumstances beyond the student's control.
5. National /military services
6. Representation/involvement in SUC approved events

However, the attendance of a student to appear for the final examination/assessment of the semester/term MUST be at least 75% or above, of the total hours allocated to a course with mitigated absence.

The minimum attendance required to appear for the final examination/assessment in a course is 75% of total credit hours for both Undergraduate and Graduate students. Student having less than 75% attendance in a course have to repeat the course in next offering by paying applicable fee.

The student is responsible for all materials covered and announcements made during his/her absence. Students claiming mitigated absence may apply to the Student Service Department with copy to the concerned faculty members in writing and furnish documentary support of their assertion that absence



resulted from one of the above mentioned causes. However, all absence mitigation is restricted up to a maximum of 25% of the total hours allocated to a course.

Enforcement of the class attendance policy lies with the faculty. However, the decision of a faculty to withdraw a student from class due to poor attendance will be as per SUC policy.

A. Absence and Appeal

Student is expected to attend all classes but in case his/her attendance is between 65% to 74.9% due to unavoidable circumstances (mentioned above) may apply for waiver with necessary documentary proof to the Student Services Department at least 10 days before start of final examination/assessment. A committee consisting of Dean-Student Affairs, Registrar & Deputy Director-Academic Support Services in consultation with Dean of respective school will review such cases and appropriate decision will be taken subject to approval of Vice Chancellor of the University. Only approved cases will be allowed to appear in final examination/assessment. Unapproved cases need to repeat the course in next offering by paying applicable fee.

B. Eligibility for Final and Re-sit Examination

Student having 75% or above attendance and approved cases (of 65%-74.9%) will be eligible for appearing in final and/or resit examination/assessment. All other cases will be required to repeat the course in next offering by paying applicable fee. .

If the student does not attend all courses in a particular semester his/her name will be cancelled from the SUC and has to apply for the re-registration and in such case new academic policy (if applicable) will be applied.



6. o. Gender Segregation

Policy number	ADMN_POLICY_12
Policy name	GENDER SEGREGATION POLICY
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	ADMINISTRATION
Date of recent modification	15 December 2021
Verified by	DYASS & REGISTRAR

A. INTRODUCTION

This policy aims at providing an effective active learning environment to meet UAE needs associated with preparing a knowledgeable, conscious and refined generation in an academic and social context proper to the society.

B. POLICY AND PROCEDURE

Based on the instructions issued by the MOE, the university has adopted mixed-gender education policy as follows:

- i. The SUC infrastructure, facilities and services are adequate enough to support the implementation of this policy.
- ii. The SUC applies the policy of complete separation in the classrooms and labs and all other areas designated for the students.
- iii. The SUC provides equal facilities and education opportunities for both the genders.
- iv. The University believes in the positive impact of cultural, gender and linguistic diversity in the enrichment of its intellectual and social environment.

6. p STUDENT ACTIVITIES

Policy number	STSR_POLICY_03
MOE Standard 2019	Standard 6: p
Policy name	Student Activities
Policy version	Version 2
Policy owner	SSD
Date of recent modification	27 December 2021
Verified by	Dean Student Affairs

A. Introduction

Student Activities are an important element of learning process, in order to develop the students in a holistic manner, committees and clubs are formed to Plan, Organize and Conduct various activities throughout the academic year and helps students hone their managerial and leadership skills.



B. Formation of Committees and Clubs

Formation of student activity committees and clubs is initiated by the SSD by giving a presentation about the various committees and clubs, their formation, roles, responsibilities and functions. The SSD invites interested students to register online through their portal for membership of various committees and clubs based on their areas of interest, after receiving the nominations SSD conducts an election to constitute a formal body of elected members to execute the functions of the committee. The committees and clubs have an executive body comprising of head, core members and chaired by faculty or staff members only to provide guidance and assistance when required. The chairs of the committees are nominated by DSA and approved by the VC. The duration of the committee is one academic year.

C. Functions of Committees and Clubs

- a. To plan a yearly calendar of activities and inform the student community.
- b. To prepare the budgets and get approvals
- c. To coordinate for necessary infrastructural support to conduct activities
- d. To conduct the planned activities
- e. To review and provide feedback
- f. To recommend appreciation for outstanding performance of the team members
- g. To conduct pre and post activity meetings

D. Process Flow

- a. Students are informed about the importance of committees, clubs, membership, roles and responsibilities
- b. Members are enrolled in various committees
- c. Heads are elected
- d. Activities and budgets are planned
- e. Activities are reviewed and feedbacks provided
- f. Activities are conducted
- g. Reports are recorded and Disseminated to the VC

E. Tenure and Authority

Responsibility to form a committee or club	Responsibility to inform and conduct election	Responsibility to conduct student activities and prepare budgets	Responsibility to form, amend committees and approval of budget	Tenure of the committees and clubs
DSA & Events Coordinator	DSA&Events Coordinator	DSA & Events Coordinator & Chair of Student Clubs and Committee	VC	One academic year except CR which is semester wise



SUC focuses on the overall development of the students through essential extracurricular and co-curricular activities at various levels. Student Events Coordinator coordinates the formation of these committees and conducts the elections of student committee heads. New students are given a presentation about the committees, by Events Coordinator in the beginning of each academic year and interested candidates can fill up the committee registration form available with Student Events Coordinator or on the student portal. The committees' membership is offered on a nondiscriminatory basis and is open to all students. Budget will be allocated for each clubs/committees. Each committee is chaired by a Faculty member or Staff member. Student Events Coordinator is responsible for organizing the year round extracurricular activities on campus and coordinating for intercollegiate activities. Responsibilities include:

- i. To plan a yearly calendar of events and activities.
- ii. To coordinate for necessary event-based technical and monetary support to students.
- iii. To inform the Administration & Examination Department about attendance mitigation cases as per the institutional policy for students participating in extracurricular activities.
- iv. To acknowledge student effort.

The Events Coordinator along with the committee head (student) will be responsible for:

- i. Allocating staff and student for various events throughout the year.
- ii. To prepare the basic structure of all the events and communicate the same to the respective event heads.
- iii. Monitoring and participating in the regular meetings of the committee members for various events.
- iv. Assisting the event heads in the smooth flow of the events.
- v. Coordinating for student participation in various Inter-University competitions.
- vi. Coordinating with the Finance Department for financial requirements of the Committee.

F. Flow

STEP 1: The students' events coordinator will give orientations to all students in their class rooms explaining the importance of these committees.

STEP 2: Allocating budget for each club.

STEP 3: Events coordinator will ensure that all details of the committees are uploaded in student's portals.

STEP 4: Events coordinator should coordinate with IT department to make sure that online registration is activated.

G. Responsibilities of Student Interested in Membership

- i. To fill up the online committee membership form before deadline.
- ii. To read various announcements related to events and activities on notice boards, portal and poster on a regular basis.
- iii. To apply for participation in any event well before the announced deadline.
- iv. To contact the Events coordinator if interested to get a platform to showcase their talent in any field.
- v. To take prior permission from the Administration & Examination Department to use



- any of the SUC facilities for any extracurricular activities.
- vi. To take prior permission from the Administration & Examination Department to miss any classes in order to practice for any event.
 - vii. To take prior permission from the Administration & Examination Department to stay back in SUC during afternoon break for any extracurricular activities.

H. Student Clubs

Following are the active clubs at Skyline University College:

a. Performing Arts Club

The Performing art club consists of three (3) sub – clubs which are Dance and Music, and Drama.

b. Dance and Music Club

1. Purpose of the Club

The aim of the Dance Club is to provide an open and supportive environment for further enhancement of various dance/music forms, student choreography, and student performance. In addition, talent hunt would be conducted to discover new dancers/musicians.

It is an opportunity for all students to choreograph and perform dance pieces for their peers, faculty, and family. People of all backgrounds, cultures, majors, and genders are encouraged to participate.

2. Benefits of Joining the Club

- 2.1. Participation in University College's events and competitions as a dancer.
- 2.2. Being in the spotlight!
- 2.3. Gaining additional skills and talents from other members by sharing.

c. Drama Club

1. Purpose of the Club

The aim of the Drama Club is to provide an opportunity for the students interested in theater to participate in all aspects of drama and enable them to stage dramas on their own. Students will be involved in all phases of play production such as performance, direction, design, technical support, backstage crafts, publicity, etc.

2. Benefits of Joining the Club

- 2.1. Participate in the University College plays.
- 2.2. Develop and share your talent and skills in play production.
- 2.3. Build strong social ties with fellow club members.
- 2.4. Have fun!



d. Community Service Club

1. Purpose of the Club

The basic aim of this club is to enable students to give something back to the society in general. It will also help them to face reality and get a better understanding of the world around them thus helping in providing an overall education which does not limit itself just to classrooms.

Since most of the events get media exposure it will also be a way to promote Skyline College's efforts and interest in helping the unfortunate.

2. Benefits of Joining the Club

- 2.1 Participate in the University College plays.
- 2.2 An added benefit of learning something new outside university books.
- 2.3 A chance to feel the realities of the world.
- 2.4 An opportunity to feel responsible about someone else other than yourself.
- 2.5 An eye opening and life long experience.

e. Toastmaster & Debate Club

1. Purpose of the Club

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week for approximately an hour. Each meeting gives everyone an opportunity to practice: Members learn how to plan and conduct meetings. Members present one-to two minute impromptu speeches on assigned topics. Two or more members present speeches based on projects from manuals in Toastmasters' proven communication and/or leadership programs. Projects cover topics such as speech organization, vocal variety, language, gestures and persuasion.

Every prepared speaker is assigned an evaluator who points out speech strengths and offers suggestions for improvement. 'Toastmasters' produces results. Around the world more than four million men and women of all ages and occupations have benefited from Toastmasters training. Thousands of corporations, community groups, universities, associations and government agencies now use Toastmasters training.

The purpose of the Debate Club is to provide opportunities for students to build communication skills through practice and participation in intramural and interscholastic speech and debate competitions; develop and pursue excellence in public speaking and oration in collegiate level. It aims to give club members practice in public speaking and to debate on various topics.

2. Benefits of Joining the Club

- 2.1 Learn to communicate more effectively.
- 2.2 Become a better listener.
- 2.3 Improve your presentation skills.
- 2.4 Increase your leadership qualities.
- 2.5 Become more successful in your career.
- 2.6 Build your ability to motivate.
- 2.7 Reach your professional and personal goals.



- 2.8 Increase your self-confidence.
- 2.9 Increase your leadership potential.
- 2.10 Builds self-confidence.
- 2.11 Enhances public speaking skills and debate techniques.
- 2.12 Develops decisive awareness and personality.

f. Outdoor Adventure Club

1. Purpose of the Club

The primary purpose of the Outdoor Adventure Club is to provide regular outdoor activities, promote interest in the outdoor activities, and encourage the practice of limited impact outdoor ethics for Skyline University students. Using adventure in its many forms, we aim to expand and diversify student experiences, and provide experiential education that accentuates lessons learned in the classroom.

2. Benefits of Joining the Club

- 2.1 Opportunity to experience outdoor activities.
- 2.2 Leadership development, relationship building and environmental responsibility.
- 2.3 Provide a place to plan out trips, meet new people, learn new skills, and try new types of activities.
- 2.4 Promote personal growth.

I. Student Committees

The 4 student committees at SUC are as follows:

i. Events Committee

Events committee is responsible to coordinate and organize year round events in the SUC. Also, this Committee will be responsible to coordinate the Inter - University activities and competitions. Committee head will be elected by the committee members and the chairperson would be the Events Coordinator.

The Events Coordinator along with the committee head (student) will be responsible for:

- 1. Allocating staff and student for various events throughout the year.
- 2. To prepare the basic structure of all the events and communicate the same to the respective event heads.
- 3. Monitoring and participating in the regular meetings of the committee members for various events.
- 4. Assisting the event heads in the smooth flow of the events.
- 5. Coordinating for student participation in various Inter – University competitions.

ii. News and Media Committee

The News and media committee is responsible for contributing to all photography of events and student activities. It also contributes to the Newline Magazine.

The purpose of the News and Media club is to provide committee members with different opportunities for creative expression. The members of the committee will share their artistic skills with the school community through such projects as scenery work for university activities and banners/posters for various events. The committee presents students with an opportunity to practice their artistic abilities, express themselves through art, and contribute to the student life community.



The SUC publishes “Newslines” magazine once in a year. This publication involves contributions from students & faculty members and also highlights the year round activities. Students are permitted to work for the magazine for an academic year and re-appointment is subject to performance.

The committee shall comprise of:

1. Chairman (Faculty Member)
2. Students
3. English Faculty
4. Head of Administration, Registration & Examination Department
5. In-house IT department

The Newslines Committee shall be responsible for:

1. The publication of the Newslines.
2. For collecting and contributing articles (report on events / general)
3. Encourage students to contribute articles
4. Select and edit manuscripts
5. Plan the page layout
6. Proof read the draft copy
7. Circulate/distribute the final copy

iii. **Class Representative Committee**

The Class Representatives Committee consists of one representative elected once in a year from each class. Elected Class Representatives thereafter elect the President and Vice-President of the Class Representative Committee. The Class Representatives Committee also consists of HODs and Head of Advisor/Mentor.

Responsibilities of Class Representatives:

1. To discuss student affairs, academic and academic support services related matters.
2. Are solely responsible for the representation of respective student affairs and programs.

iv. **Sports Committee**

Sports Committee is responsible for coordinating various indoor and outdoor sports activities at Intra University and Inter-University level. The committee is headed by the Head – Sports Department. The duties are as follows:

1. Holding regular meetings with the committee members as and when required
2. Declaring list of award winning students of the scholarship.
3. Preparing a calendar of the meetings and send a copy to Head of Administration, Registration & Examination Department.
4. Monitoring timely communications with students and staff related to various events around the year.
5. Coordinating with the finance department for Financial requirements of the committee.



6q. Student Council.

Policy number	STSR_POLICY_04
Policy name	Student Council (Class Representatives)
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	Student Services Department
Date of recent modification	18 JULY 2019
Verified by	DEAN-STUDENT AFFAIRS

The Student Council at SUC is represented by the Class representatives body. SSD conducts the election of Class representatives from each class. SSD meets the Class Representatives twice in every semester and receive their feedback related to issues faced by students with different academic and academic support service units.

SSD disseminates the feedback to different units and assists in resolving any issues. Dean of Student Affairs will prepare the minutes of the meeting with response to their suggestions or requirements from different departments and send it back to CRs.

Process Flow

Step 1 planning of schedule for different activities

Step 2 election of CR's (one academic and one nonacademic)

Step 3 conduct meetings as per scheduled.

Step 4 prepare MOM and send them to different departments to get the feedback.

Step 5 get back to CR's and provide them with answers to all their comments and queries.

6. r STUDENT PUBLICATIONS AND MEDIA

Policy number	STSR_POLICY_05
Policy name	STUDENT PUBLICATIONS AND MEDIA
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	Student Services Department
Date of recent modification	18 JULY 2019
Verified by	DEAN-STUDENT AFFAIRS

A. INTRODUCTION

Students Publication Policy is aimed at developing the written communication skills among the students and inculcates the habit of writing articles, composing poetry, news items and exhibit artistic and photographic talents. The policy focuses on mobilizing and motivating students to Plan, Collect, Edit and Publish articles in internal and external publications.

B. FORMATION OF THE COMMITTEE

The formation of publication committee is by the approval of Vice Chancellor. The chair of the committee is nominated by Dean –Student Affairs and approved by the Vice Chancellor and has tenure of two years. The chair of the committee initiates co-opting members of the publication committee. The internal publication committee is formed by registering students and electing the Editorial Board for the academic year. The committee comprises of faculty member as the chair of



committee, English faculty member to provide guidance, Editor in Chief, Editors, Reporters, Proof Readers and Designers.

C. FUNCTIONS OF THE COMMITTEE

- i. To encourage and mobilize students to write original articles, composing poetry and news items for internal and external publications
- ii. To Plan and design the structure of the internal publications
- iii. To collect, edit and publish internal publications
- iv. To maintain originality and ethical practices in publications
- v. To generate funds for the internal publications
- vi. To review and provide feedback about the quality of the publications

D. Process flow of the committee

- i. Chair of Publication Committee invites the candidatures of students interested to be members of the publication committee
- ii. The Editorial Board is elected
- iii. The roles and responsibilities of Student Editors, Reporters, Proof Readers, Designer and other members are assigned by the Editor in Chief
- iv. The planning, designing and structure of internal publication is prepared
- v. Preparation of budgets
- vi. Information is disseminated to student body, faculty members and other stakeholders to contribute the written/artistic piece of work to the editorial board
- vii. Review the works for originality and quality of the works within the publication ethics
- viii. Selecting, composing, designing and editing the works for the internal publication.
- ix. Finalizing, Coordinating and executing the publications
- x. Distributing the publication to the stakeholders
- xi. Submitting the feedback and financial report on the publication activity.

Tenure and authority

TABLE 3.9.1				
Responsibility to form the publication committee	Responsibility to inform and conduct election	Responsibility to publish and prepare budget	Responsibility to form, amend committees and approval of budget	Tenure of the student members
Vice Chancellor	Chair of publication committee	Publication Committee	Vice Chancellor	One academic year



6. s. STUDENT RIGHTS AND RESPONSIBILITIES

Policy number	STSR_POLICY_06
Policy name	STUDENT RIGHTS AND RESPONSIBILITIES
Policy version	Version 1
Standards applicable	MOE Standard
Policy owner	Student Services Department
Date of recent modification	18 July 2019
Verified by	DEAN-STUDENT AFFAIRS

A. STUDENT RIGHTS

- i. Students have the right to freedom of expression in the classroom. It is the responsibility of the faculty member to ensure that each student in the classroom is provided an atmosphere which is conducive to freedom of expression by encouraging discussion and permitting exception to the views he/ she has presented.
- ii. Students have the right of expression in the classroom and the responsibility to learn from the course of study according to the standards of performance established by the faculty. Student behavior in the classroom should contribute to the learning process.
- iii. Students will have the right of timely access to an assigned advisor, the right to receive pertinent and accurate information as needed for academic and career planning and the right to make their own decisions.
- iv. Students of SUC who believe they have been subjected to any form of discrimination or have been denied access to services, have the right to file their grievance with the Student Services Department
- v. Students have the right to appeal against marks or grades awarded which they are not satisfied.
- vi. Students have the right to participate in extra-curricular and co-curricular activities depending on their skills and capabilities

B. STUDENT RESPONSIBILITIES

The student shall be responsible for conducting themselves as follows

- i. Students shall conduct themselves with reasonable consideration for all other persons within the SUC.
- ii. Students shall not indulge in any behavior likely to bring the SUC to disrepute.
- iii. Students shall comply with any reasonable instruction issued by any member of staff of the SUC.
- iv. No student will tender false or deliberately misleading information.
- v. Male and female students are not allowed to move together or sit together in class rooms.
- vi. A student shall not use, or incite others to use physical violence while in the SUC premises.
- vii. A student shall not damage, threaten to damage or incite others to damage any equipment or property of the SUC while on premises.
- viii. Students shall comply with the fee policy of the SUC.
- ix. Students shall comply with all regulations pertaining to the use of library and other SUC facilities.
- x. No student shall create excessive noise, write on walls, make rude remarks, and use abusive or unreasonable behavior in the SUC premises. Violators will be suitably punished.
- xi. Malicious or willful damage to SUC property or the property of any student or member of staff will lead to severe disciplinary action.
- xii. Students are supposed to switch-off smart devices and mobile phones in the classrooms and handover to the security before entering for examinations.



- xiii. Students should adhere to the class timings as per the rules & regulations in force.
- xiv. Smoking is prohibited in SUC as per the UAE Law. Any violation will lead to fines.
- xv. Chewing of tobacco or any other form of betel etc. is prohibited. Anyone found to be violating this will be penalized.
- xvi. Writing & drawing on desks is strictly prohibited. Any violation will lead to fines.
- xvii. Eatables & drinks are allowed outside the SUC building or in the cafeteria only.
- xviii. Students using bus should strictly comply with the rules and regulations of transport.
- xix. Students shall not litter or throw rubbish. A littering fine as per fees applicable is imposed on violations.
- xx. Students shall not remove, deface or damage the premises, equipment or property belonging to the SUC.
- xxi. Students will be required to make good, in whole to the satisfaction of the Management of the SUC, any damage caused to the SUC property.
- xxii. The SUC accepts no responsibility to any private property being lost or damaged in the SUC premises.
- xxiii. Students bringing vehicles shall observe car-parking regulations in force as well as the speed within the college boundaries.
- xxiv. Students are not allowed to bring their friends / outsiders (except parents) to the SUC. In case of emergency they may contact the Administration & Examination Department for approval.
- xxv. Student must carry their SUC Identity Card when they are inside the campus.
- xxvi. Playing cards in any form in the SUC campus is strictly prohibited

6. t. STUDENT COUNSELING

Policy number	STSR_POLICY_07
Policy name	STUDENT COUNSELING
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	Student Services Department
Date of recent modification	18 July 2019
Verified by	DEAN-STUDENT AFFAIRS

A. INTRODUCTION

Student Counseling Policy is aimed at comforting the students in the first month of joining the SUC by orientating them on various Academic and Academic Support Service aspects of SUC. The counseling continues throughout the tenure of the students in SUC on various dimensions of academic related issues, performance issues, career issues and graduation requirement. Student Counseling also helps students to take maximum benefit of facilities and services rendered by SUC as a student and as an Alumnus. The Academic Counseling at the Undergraduate level is carried out by the Academic Advisor, similarly Academic Counseling at the Graduate level is carried out by Academic Mentor.

B. FORMATION OF ACADEMIC ADVISING /MENTORING COMMITTEE

The structure of student counseling is divided into Academic and Academic Support Services Counseling. The Academic Counseling is carried out by academic advisors/mentors (faculty members) appointed by the Dean of Respective Schools based on the closest expertise relevant to the student's major/concentration field of study. The coordination of Academic Advising/Mentoring activity is the responsibility of Academic Advising Committee headed by a chair who is also appointed by the Vice Chancellor. The Academic Support Services counseling is provided by the SSD.



C. COUNSELING FOR ACADEMIC ISSUES

The Academic Counseling Services carried out by Advisors/Mentors is aimed at assisting students to resolve their issues related to Academic Progression, Performance, Satisfactory Academic Progression (SAP), Graduation Requirements, Change of Majors/Concentration and any issues related to Academics. Also in case of any students with special needs, additional counseling is provided by the faculty and staff in addition to SSD. Academic Counseling is extended to assist students in reducing test/exam anxiety, improve study habits and help involve in active learning to attain academic goals. The Academic Counseling also involves allocation of additional time, personal and peer coaching within the working time frames of SUC. Academic advising calendar is followed to carry out counseling and orientation on a semester basis

D. COUNSELING FOR ACADEMIC SUPPORT SERVICE ISSUES

Academic Support Service Counseling by SSD is aimed at informing the students about the sources and procedures of resolving student’s issues relating to the academic support services. In case of Academic and academic support service issues are overlapping with each other the Advisors/Mentor will be consulted for resolving the issues.

E. ORIENTATION

A detailed orientation is carried out in the first week as per the SUC policy. It also makes students aware of the availability of various learning resources, IT, sports facilities and other student development activities. The counseling also aims at the student’s awareness about various policies, procedures and the hierarchy of the authorities they can approach to smoothly resolve their issues.

The counseling continues at the sophomore, junior and senior levels. Counseling at sophomore level is aimed at orienting students about acceleration program, changes in fee payment structure, GPA requirements and the process of enrolling for the accelerated program. The counseling at senior level is aimed at meeting graduation requirements, career counseling including placement and pursuing higher studies, alumni relations, internship, dissertation, capstone course and the academic awards.

F. CONFIDENTIALITY

All matters related to students’ Counseling information are sensitive therefore all efforts will be taken to maintain confidentiality of the matters and the privacy of the student is maintained and protected. Information would be revealed only to concerned authorities involved in decision making in relation to that matter. In case of any external agency like Police, Court, Ministry Officials require this information may be provided on request and due consideration.

G. TENURE AND AUTHORITY

Responsibility to form the Academic advising committee	Allocation of students to the advisors/Mentor	Counseling academic support services issues	Responsibility of carrying out academic advising /mentoring (providing feedback and report)	Responsibility to compile the overall academic advising/mentoring report with recommendation
Vice Chancellor	DSA	SSD	Advisor/Mentor	Academic advising committee chair (DSA)

H. COUNSELING PROCESS

Flow

Step 1 Checklist of different counseling’s will be prepared by Admin

Step 2 Calendar is prepared by Admin taking care of the progress of the semester



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Step 3 Data is accessible online or can be obtained from Administration when required

Step 4 All forms and letters should be signed by students and uploaded in their portal

The counseling process at Skyline University College includes addressing the student needs for academic and career development. SUC ensures to maintain confidentiality of the interactions with students and helps them resolve or cope with problems and developmental concerns.

I. COUNSELING TO NEW STUDENTS

i. Provisional Admission Counseling

If students fail to provide all the admission related documents within the first two weeks of admission at Skyline then he/she is granted Provisional admission until they submit the complete documents as per the admission policy. Such students are counseled by Administration in order to encourage them to submit all the necessary documents and secure a confirmed seat for the course.

Counsel the new students about the importance of submitting all necessary documents for their scholarship as per what they have signed in the underwriting letter, inform them that if the documents or admission requirements are not met; their scholarship will be cancelled.

(Refer Provisional Admission letter)

ii. TOC Counseling

SSD counsels students who joined SUC as Transfer of Credit from other university. These students are counseled on one to one base regarding the academic requirement, the SAP policy, graduation requirement and the learning resource facility. A complete graduation plan is also given to them based on the subjects approved by the Vice Chancellor after considering the TOC courses awarded from the previous university. The department counsels the student on the progress of courses at each level along with the prerequisite information. Later on, every year the academic progress of the student is monitored by Administration.

(Refer TOC application form)

J. Counseling to Continuing Students

i. Provisional Admission Counseling

If students fail to provide all the admission related documents within the first two weeks of admission at Skyline then he/she is granted Provisional admission until they submit the complete documents as per the admission policy. Such students are counseled by SSD in order to encourage them to submit all the necessary documents and secure a confirmed seat for the course.

(Refer Provisional Admission letter)

ii. TOC Counseling

SSD counsels students who joined SUC as Transfer of Credit from other university. These students are counseled on one to one base regarding the academic requirement, the SAP policy, graduation requirement and the learning resource facility. A complete graduation plan is also given to them based on the subjects approved by the Vice Chancellor after considering the TOC courses awarded from the previous university. The department counsels the student on the progress of courses at each level along with the prerequisite information. Later on, every year the academic progress of the student is monitored by Administration.

(TOC application form)



iii. SAP Counseling

SAP counseling is carried out to those students who have low satisfactory academic progress levels as per the qualitative and quantitative standards required under the SAP policy.

Satisfactory Academic Progress (SAP) is measured by way of qualitative progress (grade-point average) and quantitative progress (hours earned) as per the SAP policy. SAP is monitored during the Spring semester for all students with low CGPA.

SSD receives the list of students not meeting the SAP requirements from administration department at the end of each semester. Each student is called individually by the Student Counseling Coordinator and the impending situation is explained. Necessary improvement measures are pointed out to the student in order to increase his/her GPA.



iv. Graduation counseling

Students are provided with graduation counseling around two semesters prior the graduation date.

Students are counseled for graduation on the following points-

1. Number of credits completed
2. Number of remaining subject in order to graduate.
3. Review of CGPA, GPA of Capstone course, GPA of Major course and any repeating courses or failure course.
4. PSDP is compulsory for students in their fourth year.

Note: If the student does not meet the above criteria then Administration counsels student further.

Refer Exit interview form

v. Withdrawal & repeating course counseling

During the first week of the semester only a student can withdraw the course without payment. It will not reflect in the transcript but if the students wishes to withdraw the course after one week of the commencement, then he/she will be charged for the course as per the policy and it will be reflected in the transcript as 'W' (Withdrawn) and the students will have to repeat the course next semester if it is offered.

Administration will review the graduation plan of the withdrawn/failed student on receiving the list from administration. This process is carried out each semester to help students reduce the financial and academic burden. SSD counsels the students who have failed or a student wanting to increase his/her CGPA to repeat the course. Students are allowed to repeat the course only twice during the program.

vi. Accelerated counseling

Student may opt for accelerated program as per the policy of SUC. To take up an accelerated Program, students should maintain a GPA of 2.5 or above in the first three semesters with 45 credit hours. Accelerated program helps them in finishing a four year course in three years' time.

All the Freshman students are provided information on the accelerated Program at the time of their Admission. The Admission Kits issued by Administration also contains complete details of the accelerated Program.

After completion of two semesters, the SSD and advisor/mentor will once again call the students and inform them about the eligibility requirements for accelerated Program. On completion of three semester eligible students are informed to register for the accelerated Program. Students are counseled for taking the accelerated program after understanding the preparedness and capability of bearing the increase in financial obligation associated with accelerated Program.

Accelerated program form

vii. Low attendance counseling

Student with less than 50% attendance by the end 3rd week of are called to the SSD to discuss the reasons for their low attendance and the consequences for not maintaining the required attendance. They are made aware of the importance of regularity in attending classes and coordinate with advisor/mentors and class teachers to further counsel the student so as to cope



up with the academic requirements. They will also be informed of not being allowed to attend the final examination and the cost and time implication in completing the course.

viii. Low CGPA student counseling

The SSD receives the list of students having a low GPA from the Administration. The Students Services Department will call these students and counsel them to improve their GPA and if required a meeting is arranged with advisor/mentor and concerned faculty for additional counseling.

Students are also made aware of the fact that if they do not reach the benchmarks set for the course for that particular year then student will go through probation, final warning and suspension or is advised to repeat the entire course.

ix. Exam Absentees Counseling

List of students who miss the mid-term or final exams is forwarded by the Administration department to SSD at the end of the examination session on day to day basis. SSD calls these students and tries to understand and evaluate the reasons which caused them to remain absent during the exam.

In case a serious issue is prevalent, students are encouraged to fill the mitigation form and the process is explained.

x. Mitigation Counseling

SSD contacts the students who miss an examination and is called for mitigation counseling. The student is asked to submit necessary documents proving his/her reason to have missed the exam. The documents are forwarded to the adhoc Mitigation committee who decides the possibility of retaking the exam. The student is also made aware of the possibility of rejecting the mitigation appeal by the committee if the circumstances and the evidences of the proof not convincing.

Mitigation is applicable in case of

1. Accident
2. Death of immediate family
3. Hospitalization
4. Religious reason (Haj)

(Mitigating Circumstances Form)

xi. RESIT COUNSELING

If the student fails in the Final examination, the student Counseling Coordinator calls and motivates the student to appear for a resit exam and explains the consequences in failing to do so.

(Resit application form from Admin Manual)

xii. Financial Outstanding Counseling

Finance department forwards to SSD a list of students with a financial outstanding before the start of the mid-term exam. SSD then counsels the students to pay their outstanding fees before the examination.

Students with outstanding fees of two months and above are encouraged to pay monthly fees in installments and the same applies for the final exam as well.

Students are encouraged and advised to discuss any financial issues with SSD so that necessary steps and measures can be taken. SSD makes such students aware of the various scholarship opportunities available at SUC to help them through their academic year. In order to support



them further, their resume are forwarded to the Corporate Affairs Office to help them secure part time or full time jobs.

xiii. Postponement & Reactivation Counseling

SUC policy allows a Student to postpone his/her studies by one semester once in an academic year.

Postponements are allowed in the following cases-

1. Death in the family
2. Financial problems
3. Work pressure
4. Travelling out of country
5. Hospitalized

Students intending to postpone a semester have to approach the SSD who will handover them the postponement application form, ask them to meet their advisor/mentors and assist them in completing the application form.

The SSD will also followup with the students who have postponed a semester at the end of the semester and encourage to reactivate his program. They are given the reactivation form which is forwarded to Finance for the new fee structure applicable and then to the Administration department for the new graduation plan.

xiv. Cancellation & Exit Interview Counseling

When a student approaches the SSD for admission cancelation he/she is thoroughly counseled and the reasons behind cancelation is understood. Once he signs the cancelation form, SSD forwards the same to various other departments like Finance, Administration, Library and HR. Upon successful clearance from all the departments the students' admission is considered to be cancelled.

Exit interview is carried out where the student is asked to answer a questionnaire. The student is given full confidence of confidentiality of the information he/she supplies. The purpose of the exit interview is for departmental improvement.

xv. Visa Student Counseling

Students who have opted for university VISA are counseled by the SSD to complete the course within the stipulated time. Students on university VISA are continuously counseled throughout their academic period for low GPA, low attendance and date of graduation and VISA renewal.

The Human Resource Department sends the list of Visa students whose visa renewal is due to the Administration . The Administration issues a letter detailing out information on the Visa charges, documents and provide the application form to be filled up for completeing the renewal process. All the required documents along with the duly filled application form is forwarded by Administration to the finance department and later on to the HR department. A list of graduating Visa students is sent by the Administration department to the SSD, who will send them a letter informing about the cancellation of their visa post completion of their graduation.

xvi. Hostel Student Counseling

The Student Counseling Coordintor visits the Hostel students atleast thrice a year wherein they are encouraged to speak freely about the various issues they face. Purpose of the meeting is to relax the students and give them a homely feel. The suggestion and/or issues discussed by the



students are noted down by the SSD, who then follows up on the requests made and issues described. The SSD is supported by Sports department for the counseling of hostel students.

6. u. HEALTH SERVICES

Policy number	SPOR_POLICY_02
Policy name	HEALTH SERVICES
Policy version	Version 2
Standards applicable	MOE Standard 6: Students
Policy owner	Sports Department
Date of recent modification	18 MAY 2020
Verified by	DYASS & REGISTRAR

The Sports department at SUC is responsible for providing health services specified below to students, faculty staff and other stakeholders as and when required during their presence within the SUC campus:

- i. To have a MOU with a hospital/clinic for the medical support whenever required.
- ii. To provide a clinic equipped with necessary equipment.
- iii. To keep a medical file for each student.
- iv. Approved number of qualified first-aiders
- v. To provide continuous health education program for the students and staff
- vi. To provide an environment that contributes to the cultural, social, moral, intellectual, and physical development of students.

6. v. ACADEMIC ADVISING

Policy number	STSR_POLICY_08
Policy name	ACADEMIC ADVISING
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	Student Services Department
Date of recent modification	18 July 2019
Verified by	DIRQAOA

A. INTRODUCTION

SUC has an effective academic advising scheme that has helped the academic performance of students in the past. The objective of academic advising is to help students achieve a higher degree of academic performance through the processes of planning and development of their study, growth, and a career that would lead to a prosperous future, while they are studying in SUC. A faculty member of SUC, who has the closest expertise relevant to the student's major field of study, is assigned to the group of students as 'Advisor'. Every student is assigned to an Advisor at the time of admission. The advisor provides the student with information about courses, accessing University facilities and academic support units, and guidance on how to perform better in their courses and programs of study.



The following are the goals of the Academic Advising:

- i. Monitoring the progress of the students continuously.
- ii. Implementing and communicating information about academic policies, procedures and graduation requirements.
- iii. Assisting students in clarifying their academic goals and objectives.
- iv. Providing individual and/or group advising opportunities to assist students in achieving academic success.
- v. Making referrals and directing students to appropriate academic support units and resources.
- vi. Demonstrating a high level of professionalism and consistently maintaining confidentiality in advising/ counseling matters.
- vii. 5% of attendance is reserved to the academic meeting with the advisor

a. Student's Rights

Students will have the right of timely access to an assigned advisor, the right to receive pertinent and accurate information as needed for academic and career planning and the right to make their own decisions.

b. Student's Responsibilities

The following are the responsibilities of the students to make the scheme work effectively for their optimum benefit:

1. Make an effort to get to know their advisor.
2. Maintain an academic advising and career-planning file.
3. Know the degree requirements and other relevant academic policies and procedures.
4. Complete academic requirements in a timely manner.
5. Initiate timely career and academic inquiries and discussions with advisor.
6. Make regular progress in appointments and also meet advisor for assistance when questions or problems arise.
7. Prepare a list of questions or concerns prior to meeting with the advisor.
8. Be considerate to the advisor's schedule of advising appointments and arrive promptly.
9. Take responsibility of their decisions.
10. Provide regular feedback of Academic Advising scheme and the advisor.

c. Student Feedback

60% attendance is required for the feedback.

Flow

Step 1 Allocating Advisors by the Advisory committee

Step 2 Admin will allocate the advisees to different advisors and mentors.

Step 3 IT and Admin will make sure that the name of the advisor is reflected in the students' portal

Step 4 IT will ensure that the Advisory list for each advisor is uploaded in the advisor's advisory system

Step 5 The chair will send the details of different advisory meet

Step 6 SSD will ensure that All Advisors are keeping their advisory hours on their notice boards of their offices

Step 7 The chair will send the advisors all points he wants them to raise during the first/second Advisory meet and ask them to send their feedback

Step 8 Advisors will present the progress of their advisory to the Chair during MT exam week

Step 9 Final report and presentation will be submitted by advisors to the chair



Step 10 Taking the feedback from the IRQAOA department

Step 11 The feedbacks are discussed with Advisors / mentors during their annual evaluation meeting

B. New Students

- a. Each undergraduate student is assigned a faculty who will act as their advisor and guide them regularly for their academic and career progression. Similarly, each graduate student is assigned a faculty member who acts as their mentor and guides them for their academic and career progression. These advisors or mentors provide proper orientation to all their advisees and the primary purpose of this orientation is to familiarize with them and inform them who their advisors / mentors are. During this session, they are also notified about their duties and responsibilities as advisee, importance of academic progression and academic quality assurance. All advisees have to update their personal details with the advisors / mentors to enable the ease of communication between the two and timely provision of advising services to them.
- b. The advisors or mentors inform their respective advisees on the various academic services like provision of CDP including assessment tools, study material, grade improvement policies. Students are also informed on the usage of portal services for checking attendance, assessment marks, grades and for various other requests, making online requests and interacting with faculty to understand their progress in the course. Students are told that any issues faced by them on the above academic matters should be immediately addressed to the concerned advisors who will help in resolving them at the earliest.
- c. At the same time they are made aware of the requirements of various academic support services units which include document submission to different department for completing the admission formalities, collection of rental books and timely return, payment of fees on schedule & late payment fees , Checking of statement of account, de-activation process adopted by various department, locker usage and timely return of key, use of sports facilities and participation in Co-curricular & Extra-curricular activities.
- d. Students are informed about the procedure for appealing in case of any grievance with regards to grades, late submission, attendance, re-quizzes and portal activation.

C. Continuing Students

The advisors / mentors provided an orientation to the TOC students who start their Programs at the intermediate stage similar to the new Students. (Refer section II-A above). They are also oriented on the study material, Course delivery package, assessment and usage of portal services to access their attendance information, assessment marks, and grades and also to make various online requests. TOC students are encouraged to interact with the faculty for course progress by using their official id.

The information on the alumni club and its activities is provided to the **junior accelerated** and **senior students**.

The advisors focus on re-enforcing academic services / issues faced by the continuing students related to CDP & Assessments, Grade Improvement, Online request, etc. They provide information on the requirements for Internship/Internship Project/Dissertation.

The advisors / mentors also focus on re-enforcing academic support services / issues faced by continuing students with regards to submission of relevant documents required by various departments. The advisors / mentors orient them on the requirements of accelerated program, graduation, Internship/Internship Project, Dissertation, Scholarship, Rewardship.



The advisors / mentors remind them about the collection of rental books and returning on time, timely payment of fees & late payment fees, checking of statement of account, de-activation process by various department, usage of locker and returning key on time, use of sports services and participation in Co-curricular & Extra-curricular activities. Students are informed about the grievance and appeal procedures related to grades, late submission, attendance and re-quizzes and portal activation.

6. w STUDENT ACADEMIC INTEGRITY AND PLAGIARISM POLICY

Policy number	ACAD_POLICY_08
Policy name	Student Academic Integrity and Plagiarism Policy
Policy version	Version 3
Standards applicable	MOE Standard 6: Students
Policy owner	Academics
Date of recent modification	27 December, 2021
Verified by	DEAN-SOB & DEAN-SOIT

A. INTRODUCTION

The main purpose of Academic integrity and Plagiarism Policy is to foster a culture of academic honesty and enrich institutional repository with high quality original and genuine work. It also aims to empower the learners in gaining a clear understanding of how to write in their own words which is free of all kinds of plagiarism and unfair means with full academic integrity as per national/international standards.

B. PLAGIARISM

Plagiarism is an adoption or incorporation of other’s work/idea without proper attribution of the source and associated references. Students may get involved in the act of plagiarism while submitting their, Assignment(s), Case study(s), proposal(s), term paper(s), project(s), dissertation, thesis or any other submission related to the course/program. It is the obligation of the student to read, understand and comply with the policy of academic integrity and plagiarism. In case of any clarification approach to concerned faculty member/academic supervisor/advisor.

In brief the following acts will be covered under plagiarism;

- i. Paraphrasing materials or ideas of others without identifying the sources.
- ii. Using sources of information (published or unpublished) without identifying the source.
- iii. Directly quoting the words of others without using quotation marks or indented format to identify them.
- iv. Verbatim quotation without proper referencing
- v. Cut and paste from any electronic/print media without proper referencing
- vi. Unauthorized collaboration of student/outsider for completion of academic work
- vii. Failure to acknowledge assistance
- viii. Inaccurate citation
- ix. Auto-plagiarism-not to submit (partially or full) already submitted work elsewhere
- x. Detection of plagiarism based on plagiarism software is also included.



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C. ACADEMIC SUBMISSION AND PLAGIARISM DETECTION

SUC has integrated Turnitin Plagiarism Software, Code Plagiarism Checker available and integrated in Learning Management System, thus enabling the faculty members to identify possible instances of plagiarism and /or similarity detection. Following are general information and rules related to submission of all academic work of the students:

- i. **Turnitin** (Plagiarism Detection Software): is integrated in the student LMS, and students have to upload their submissions on or before deadline for evaluation. Students will be allowed to make the submission only once in the Turnitin (Plagiarism Detection Software) which is integrated in the students' LMS as per the details provided to them by the respective faculty members. There won't be any opportunity for resubmission. As such, students are expected to be sure from very beginning that their work is totally original and free of all kinds of plagiarism.
- ii. In case of Lab Assessments involving software codes, **Code Plagiarism Checker** such as Codequiry and or Staunch will be used by faculty members to check the similarity of source codes, and its syntax.
- iii. Students must upload only their assessments (no playing with fonts, changes of spelling, usage of spinning software, inserting image file, etc.) to obtain similarity index reports.
- iv. Students will be required to make submissions only once and strictly before the submission deadline. Any submission afterwards will not be accepted by the faculty members, and student's submission will be deemed as non-submission.

D. ACCEPTABLE ACADEMIC WORK AND APPLICABLE PENALTY

Students are expected to follow the submission rules, instructions and the timeline set by the respective faculty members. Non-compliance of the set rules and instructions would lead to penalties deemed appropriate for an academic work. Further details on acceptable similarity index for plagiarism and penalties applicable are as follows:

- i. Submitted Assessments with an aggregate Similarity Index exceeding 10% excluding citations and references and shall not be considered as acceptable submission by the faculty member.
- ii. Any submission of academic work with more than 10% of Similarity Index by Turnitin software or Code Plagiarism Checker will be awarded ZERO marks.
- iii. It should be noted that an extremely small similarity index value (e.g. 0 or 1%, and likewise) will be subject to thorough investigation by the faculty for a faulty/manipulated submission, and by asking for submission of original assessment for verification and investigation.
- iv. In case extremely small similarity index value or over 10% similarity index, concerned faculty member should provide feedback to the student/group and take necessary action.
- v. Students violating the guidelines related to similarity index will be subject to penalties, and faculties need to report the same in the Academic Management System, so that violation is logged, and is visible to other faculty members in students' academic profile.
- vi. Second violation of the set rules, related to similarity index, within the course or semester will be subject to investigation and further action by Disciplinary Action Committee.

E. APPEAL FOR PLAGIARISM

Students who have any kind of valid grievances pertaining to their similarity issues or penalties can appeal for a revaluation/reconsideration to respective faculty members through their account in Learning Management System, explaining the entire issue and seek reprieve for the situation. The concerned faculty member will be responsible for looking into the issue ensuring fairness is maintained all throughout, and if required may refer to Disciplinary Action Committee (DAC) for further investigation and verification. The decision of DAC will be final and binding to the student.



F. OTHER ACADEMIC OFFENSES

The following are other students' academic offenses recognized by SUC.

i. PRESENTING FALSE CREDENTIALS

Is an act of submitting misleading certificates / documents / information like presenting false medical excuses; change of identity; presenting falsified certificates.

ii. CHEATING

- a. Using material not permitted by the faculty during exams, including stored information on electronic devices.
- b. Copying answers from another student on exams or assignments.
- c. Altering graded exams or assignments and submitting them for re-grading.
- d. Submitting the same paper for two classes.
- e. Altering exam answers and requesting that an exam be re-graded.
- f. Cooperating with or helping another student.
- g. Fabricating information such as data for a computer lab exam.
- h. Other forms of dishonest behavior, such as having another person take an exam in your place.

iii. FACILITATING ACADEMIC DISHONESTY

- a. Allowing another student to copy an assignment or problem set that is supposed to be done individually.
- b. Allowing another student to copy answers during an exam.
- c. Taking an exam or completing an assignment for another student.

iv. COLLUSION

- a. The work that has been done with others is submitted and passed off as solely the work of one person.
- b. Working with others without permission from your faculty to produce work which is then presented as your own independent work.

v. FABRICATION OF DATA

- a. The falsification of data, information, or citations in any formal academic exercise.
- b. This includes making up citations to back up arguments or inventing quotations. Fabrication predominates in the natural sciences, where students sometimes falsify data to make experiments "work". It includes data falsification, in which false claims are made about research performed, including selective submitting of results to exclude inconvenient data to generating bogus data.

vi. DECEPTION

Providing false information to faculty concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

vii. SABOTAGE

Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.

All the above defined academic offenses should be reported by the concerned faculty to the DAC. The DAC will investigate and decide on the action to be initiated against the student. The following is the normal flow of such a process.

G. INQUIRY CASE OF SUSPECTED OTHER ACADEMIC OFFENSES (AS MENTIONED ABOVE)

- i. When a student is suspected of other academic offenses, the respective Head/Associate Dean/Dean arrange an initial investigation and may refer the case to DAC.



- ii. The allegation is fully explained and the student is allowed to have his/her say to defend himself / herself in order explain the Academic Offense.
- iii. The DAC will submit its recommendation along with the minutes of investigation to the office of respective Dean for implementation of the decision.
- iv. Student may submit an appeal to the Vice Chancellor within a week. The decision of the Vice Chancellor will be binding to the student and cannot be further reviewed or challenged.
- v. Students having a record of unfair means will not be included in the toppers or Dean's list.
- vi. Report will be placed in the student file, and logged in Academic Management System, and will be communicated to faculty and Academic Advisor.

H. RECOMMENDED ACTIONS BASED OF DAC

- i. In case of first offense, a strict warning is issued to the student against committing offense.
- ii. In case of second offense in any component, all the assessments will be awarded zero and 'F' grade will be recorded in the transcript and student will have to repeat the course.
- iii. In case of third offense, student will be awarded 'F' Grade in all the courses of the current semester.
- iv. In case of fourth offense, student will be dismissed from the University and Dismissal will be reflected in their transcript with no refund of any of the Fees Component.
- v. Student will not be re-admitted and no appeal will be accepted.
- vi. All the details of offense will be recorded in the Student File, and in their Academic Profile.

I. TRAINING ON PLAGIARISM

Training for Faculty Members

- a. All the faculty members requires refresher training on use of Plagiarism software will be provided with necessary training sessions.
- b. All new faculty members need to undergo an orientation training on plagiarism organized by the Research and Scholarly Activity Committee (RSAC).

Training for Students

- a. All the students will be provided an orientation session on academic integrity and plagiarism in the beginning of their first semester organized by Students Services Department.
- b. The faculty members need to orient the students about the plagiarism policy and its consequences in the relevant assessment components.

J. REVIEW OF THE POLICY

The Plagiarism policy shall be reviewed every year or as and when deemed appropriate by the Deans.



6. X. STUDENT APPEALS

Policy number	STSR_POLICY_09
Policy name	STUDENT APPEALS
Policy version	Version 2
Standards applicable	MOE Standard 6: Students
Policy owner	Student Service Department
Date of recent modification	5 January 2022
Verified by	DEAN-STUDENT AFFAIRS

A. Grounds of Appeal

The student may appeal ONLY against the marks/grade awarded in a course under the following circumstances.

- i. Procedure is not in accordance with the current approved regulations.
 - ii. Material and significant administrative error has taken place.
 - iii. Unfair discrimination
 - iv. Inconsistency of the decision
 - v. Disagreement with marks or a grade cannot itself constitute ground for appeal.
- It is important for students to understand the status of numerical marks/grades assigned to pieces of work. Assessors make their judgments on individual student performance within the assessment regulations of a program which outline the objectives of study and standard to be obtained. Assessment is a matter of judgment. Academic judgments of this type cannot in themselves be questioned or over turned.

B. Time Duration of Appeal

An appeal must be logged with the Administration department within five working days of communication of a result. The appeal addressed to the DYASS & Registrar must be in appeal form highlighting the grounds on which the appeal is being made. Documentary evidence if available must be enclosed to support the appellant's case.

i. Appeal Hearing

When there are sufficient grounds for an appeal the arrangement is done to call for an appeal board.

Appeal board will consist of:

- a. Vice Chancellor
- b. DYASS & Registrar
- c. DSA
- d. Dean of respective school
- e. Head – Admin & Exam Department
- f. Advisor
- g. Faculty Concerned
- h. Recording Secretary

At least three members are required to be present to constitute forum for a board. The student will be allowed to present his case. The board will communicate through the chair the decision of the appeal board in writing to the student. Decisions of the appeal board cannot be challenged or subjected to review.



APPEAL IN MITIGATING CIRCUMSTANCES

- a. Plea for Consideration of Mitigating Circumstances for Class Assignments, Tests, Etc.**
Head – Admin Department may exercise his / her judgment based on new calendar deadlines whether to accept the plea for mitigating circumstances for continuous modes of assessments and may administer make up assessments if convinced by his /her genuineness and relevance of the circumstances leading to the student’s missing such assessments. Appeals for consideration of mitigating circumstances for continuous assessment modes must be made within 24 hours of conduct or submission deadline of the assessments. Documentary evidence to substantiate such plea must be provided by students. Appeals after the expiry of 24 hours’ deadline will be considered as time barred. Such decisions will lie on the DYASS & Registrar and will be assessed after discussion with Vice Chancellor & concerned faculty.
- b. Plea for Consideration of Mitigating Circumstances for Final Examination (First Sit)**
If a student is unable to take a scheduled first sit examination due to sickness, accident, death in family, a telephonic intimation of the circumstances must be made, by the student, his friend or relative before or on the day of the examination prior to its commencement to the Administration Department. A medical certificate attested by ministry of health, documentary evidence of the circumstances affecting the student must be submitted within 2 working days of conduct of the examination. Appeals after the expiry of 2 working days’ deadline will be considered as time barred.

Plea for consideration of mitigating circumstances will be forwarded to Head – Admin Department along with necessary documentary evidence.

The Head – Administration along with DYASS & Registrar based on their best judgment will decide whether to accept or reject such an appeal. The decision of the Head - Admin department in this case cannot be challenged or subject to review.

Students must understand that successful consideration of appeal will result in their taking the re-sit examination for a course on first sit basis. Such students will forfeit the rights of a re-sit examination. No mitigating circumstances will be considered for re-sit examination and students failing to undertake re-sit examination will have to repeat the course.

Students, who absent themselves from courses for prolonged period of time, must understand that they cannot redeem their prolonged absence by claiming mitigating circumstances and such students will be required to retake courses at the first available opportunity.

Note: Students are required to use mitigating circumstance form available with the student portal to file their appeal for consideration of mitigating circumstances along with necessary documentation.

Mitigation policy to excuse the absence of students that result from the following causes only

1. Accident
2. In case of death of Immediate Family Member
3. Hospitalization of self
4. Religious (Only for Hajj)

Note: Student is required to use mitigating circumstance form available in the portal to file their appeal for consideration of mitigating circumstances along with necessary documentation.



6. y. STUDENT GRIEVANCES

Policy number	STSR_POLICY_10
Policy name	STUDENT GRIEVANCES
Policy version	Version 1
Standards applicable	MOE Standard 6: Students
Policy owner	Student Service Department
Date of recent modification	18 July 2019
Verified by	DEAN-STUDENT AFFAIRS

The SUC realizes the importance of having a system in order to address and deal with student dissatisfaction. Constant efforts are taken to minimize errors and avoid repetitions of problems related to academic and non-academic services.

For any suggestion or complaint, a student is required to fill in a complaint/suggestion form and submit to the Student Services Department. The form is then duly forwarded to or discussed with the concerned Department head. Any remedial action required, is taken immediately and conveyed through a written reply to the student. Student grievance/complaints & suggestions are also addressed at the Class Representatives' meetings held twice a semester.

The student grievance resolution procedures of the SUC are based on the following principles:

1. Procedures used to review and resolve complaints or grievances should be fair and conclusion drawn after hearing each point of view.
2. Confidentiality will be respected, unless the use of the information is authorized by law.
3. Complaints or grievances will be handled in a timely manner with achievable deadlines specified for each stage in the evaluation process.
4. The decision will be communicated to Students coordinator who in-turn communicates to the student.

All concerned parties to the complaint or grievance is regularly informed on the progress of the matter.

Procedure

Step 1: To fill the compliant suggestion form in the administration department regarding the issues giving the facts of the issue and the nature of the grievance

Step 2: Attempts made by the student to resolve the issue to the concerned faculty/staff and the response.

Step 3: The administration gathers information about the issue from the concerned parties.

Step 4: The administration arranges a meeting between the aggrieved parties; if it is resolved the matter is recorded and closed.

Step 5: If it is not resolved in the first meeting then administration request the DSA to call DAC meeting and presents the case, afterwards the DAC conducts the enquiry and suggest the solution, if it is resolved the matter is recorded and closed.

Step 6: if it is not resolved the matter will be referred to VC by the DSA, the decision of the VC will be final and binding for resolving the issue.

Step 7: Still the matter is not resolved the student may be allowed to take necessary steps to resolve within the SUC framework or UAE legal framework.



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6. z. Alumni Relations

Policy number	STSR_POLICY_11
Policy name	Alumni Relations
Policy version	Version 2
Standards applicable	MOE Standard 6: Students
Policy owner	Student Services Department
Date of recent modification	19 January 2022
Verified by	DEAN-STUDENT AFFAIRS

A. INTRODUCTION OF SUC ALUMNI ASSOCIATION

The official name of the alumni association is the SKYLINE UNIVERSITY COLLEGE ALUMNI ASSOCIATION, hereinafter called 'SUCAA'. SUCAA represents the graduates from both School of Business and School of Information Technology of the Skyline University College Campus.

The Alumni Association was initially establish in year 2001 with the first Alumni meet. The efforts to increase the registrations to the association are revised from year to year. The Alumni Association provides a platform to SUC alumni for their active involvement in various events & projects.

B. ALUMNI OFFICE

The Alumni Office is located in the campus of Skyline University College. The purpose of the alumni office is to establish communication with SUC alumni, update alumni database, conduct professional development activities for alumni, organize events and develop the industry network. The Alumni Office strengthens the Alumni relations through various social, academic and cultural activities.

C. FORMATION OF ALUMNI COUNCIL

The Alumni Council is formed through election of members every year. It comprises of following members:

- i. President (Alumni)
- ii. Vice President (Alumni)
- iii. Alumni Liaison Officer (Faculty or SUC representative)
- iv. Head of Student Committees
- v. Staff members of the University [Student Service Department, Corporate Affairs and Finance]

D. OBJECTIVES OF ALUMNI COUNCIL

The objectives of the Alumni council are as follows:

- i. To plan and conduct various events and activities for SUC Alumni
- ii. To coordinate with various departments for conducting alumni programs and activities
- iii. To share information about various SUC events with Alumni to attend/participate.
- iv. To make persistent and coordinated efforts to improve the Alumni relations
- v. To strengthen ties between the university and alumni
- vi. To encourage the Alumni to participate in various events such as alumni meet, workshops, seminars, etc.
- vii. To encourage alumni and prospective graduates to participate in the self-development and professional development programs set up by the Alumni Affair and other departments
- viii. To guide alumni and prospective graduates through the process of seeking job opportunities by providing them with various counseling services



- ix. To serve the community
- x. Help the department plan the programs and activities targeted at the Skyline Alumni
- xi. Help the departments manage and implement the alumni programs and activities
- xii. Provide advice to the department's director about alumni programs and activities
- xiii. Represent Skyline alumni in all activities in which the department participates

E. ALUMNI ASSOCIATION MEMBERSHIP:

i. ELIGIBILITY:

Any Person who has graduated with a degree from Skyline University College shall be eligible to become Member of the Alumni.

ii. MEMBERSHIP CATEGORIES:

The membership of the Alumni shall consist of the following categories and qualifications:

a. Member:

Any SUC Alumni can become a Member of the Alumni Association. A Member shall have the right to vote in the election of the alumni. A member will also be included in all university events and activities, invited to alumni meets, training programs and special guest lectures.

b. Fellow Member:

Any SUC Alumni with 5 consecutive years of membership of the Alumni will be promoted to become Fellow Member. A fellow member has an all access card to facilities to the university, which include gym, library and recreation center.

c. Honorary Member:

A faculty member of SUC, shall be considered an Honorary Member automatically. Faculty member shall cease to be an Honorary Member if he/ she leaves SUC. The honorary members will not have the right to vote.

Any SUC alumni with 10 consecutive years of membership of the Alumni will be promoted to become an Honorary Member. An Honorary member has an all access card to facilities to the university, which include gym, library and recreation center. They would also be included to be a part of the governance and important decisions made related to the university.

F. BENEFITS OF ALUMNI ASSOCIATION MEMBERSHIP:

SUC Alumni Association provides the following services to its Alumni Association members:

- i. Access to SUC Alumni Portal for membership and career development
- ii. Accessibility to Alumni database of the University for networking activities, lifelong learning, socializing and sharing information with fellow alumni
- iii. Accessibility to Skyline University College Publications
- iv. Opportunity to participate in the Alumni Ambassador Program
- v. Sharing Alumni Testimonials on Social Media and Website of the University
- vi. Participate in Alumni Referral Program for Master's Program
- vii. Receive invites & passes to reunion parties.
- viii. Organize or participate in the social and cultural events and activities of the University
- ix. Opportunity to participate in Short Certification - Reboot & Executive Development Program through CCL for Up skilling
- x. Discounts or Scholarship benefits for Alumni who wish to further their educational qualification at SUC



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- xi. Receive Job Placement Through Alumni Network
- xii. Mentoring from other Alumni for Startup Businesses and Career Growth Initiatives
- xiii. Alumni Association members can also benefit from the placement services, career services, counseling services, etc.
- xiv. Involvement in organizing participating & contribution to the University college academic activities including Professional Skill Development workshops & seminars, career workshops etc.
- xv. Alumni Professional Learning and Experience Practical Insight through Corporate MOUs Opportunity to obtain Professional Certifications Membership. Following are some of the Professional Certifications available to BSIT Alumni:
 - a. Microsoft Programs & Courses
 - b. EC Council Membership and Courses on Ethical hacking and Digital Marketing
 - c. RED Hat Academy Certification
 - d. CISCO Certification on Networking, Cyber Security and Innovation & Entrepreneurship
 - e. IBM Certification on Block chain Technology
 - f. Google Certification
 - g. Robo for Robotics
 - h. Machine Learning
 - i. Big Data and DBMS from ORACLE Academy
 - j. EUMMAS Academy membership for 1 Year and Professional Certification

G. Facilities and Services offered to Alumni

i. Administration Services to Alumni

The Office of the Administration in the university provides a range of services to alumni, including providing transcripts, verification of enrollment/degree, and readmission to the University continuing education or additional degree pursuit.

ii. Access to Computer Lab

Over 200 computers are available in 4 computer laboratories with different configurations to match the requirements of the curriculum. All the computers have Internet accessibility. Assisted by a lab officer, Alumni gets access to use this facility with prior appointment.

iii. Classrooms

Graduates of Skyline University can utilize the Classroom resources if required for their organizational Training or Learning Departments to conduct any trainings in collaboration with Skyline University.

iv. Multi-Gym and Sports Grounds

The Sports department provides a well-equipped gym, which may be use by its Students Alumni, Staff and faculty. Students have to ensure they register their names with the Sports Department before they can use the well-equipped Gym facilities. Students can use this facility between 11.00 A.M. to 7 P.M from Sunday to Thursday wherein the days allocated to boys are Sunday, Tuesday and Thursday and for girls it is on Monday and Wednesday. Boys and girls are not allows to use the gym simultaneously. Skyline University also having Playing Grounds and that is also been available for Football and Cricket Matches for Alumni Association.

v. Multi-Purpose Hall

The Hall facility can be utilize for conducting Workshops for Alumni Association or even further facilitation can be done to their organizations if they require for any of their

vi. Student Common Room

The Sports Department provides a student common room in the University College where different indoor games, meeting rooms, a small café is available for both students and Alumni



H. Events and activities for Alumni

Corporate Affairs Office organizes events for Alumni in coordination with SSD/ Administration Department round the year to strengthen and improve ties. Alumni can benefit from SUC in the following ways:

- i. Alumni requests: Alumni can send their requests to Administration for any documentation; letters, transcripts etc. and the same would coordinate with the respective department/s to address the request.
- ii. Placement Assistance: Corporate Affairs Office keeps the alumni informed of the upcoming job opportunities and takes measures to increase their placement chances. SUC does not guarantee job placements.
- iii. Continuing Education: Administration sends regular information to alumni regarding various types of courses running in the college in order to keep the learning process alive.
- iv. SUC events: Alumni are kept up-to-date about various SUC events to attend/participate.

I. Feedback from Alumni

Skyline University College collects feedback from the Alumni in the following areas:

- i. Alumni feedback
- ii. Graduate Destination Surveys (GDS) conducted by Ministry of Education (MOE) after one year of graduation
- iii. Need Analysis surveys conducted among Alumni to gather opinion on the new proposed programs or concentrations
- iv. Alumni Suggestion to the Management for their learning & Knowledge gain. Alumni have their representation in the Curriculum development and academic board where they actively submit proposal for their continuing learning.

Events feedback related to Alumni events

J. Feedback from the Employers of Alumni

- i. Skyline University in collaboration with Alumni Committee also collect Employer Feedback on regular basis, which identify to determine the future Career development of the current and graduating students.
- ii. Employers engagement also helps to determine the performance of our graduates in the respective Markets



6.ab. Student Study Mode Policy

Policy number	ADMN_POLICY_11
Policy name	STUDENT STUDY MODE POLICY
Policy version	Version 1
Standards applicable	MOE Standard 3: Educational Programs
Policy owner	ADMINISTRATION
Date of recent modification	28 April 2021
Verified by	DYASS & REGISTRAR

A. INTRODUCTION

This policy intends to classify the student mode of study between full-time and part-time and to be identified during the enrollment. This study mode will reflect in student transcript. Except to the extent that a contrary intention is expressed, this policy binds the SUC, staff, students and affiliates.

B. CREDIT POINTS AND STUDENT WORKLOAD

- i. The full-time credit load for undergraduate student is between 12 to 18 credits per regular semester
- ii. The full-time credit load for graduate students is between 9 to 12 credits per regular semester.
- iii. Students undertaking less than 12 undergraduate or 9 graduate credits per regular semester will be considered as studying part-time.
- iv. In Full time mode students can undertake less than 12 undergraduate or 9 graduate credits per regular semester in case student is in last semester and less no. of credits required for graduation.
- v. Students cannot normally be allowed to undertake more than 6 credits in the summer term.
- vi. Exceptions to these limits can only be made for a maximum of an additional 3 credits for students in their final graduation semester or term.

C. POLICY AND PROCEDURE

- i. Weekend program for undergraduate and graduate is considered as part-time.
- ii. If a student's program of study is offered on either full-time or part-time basis, He/She cannot change his/her mode of study from full-time to part-time during his/her studies.
- iii. If a student's program of study is offered on part-time basis, He/She cannot change major/concentration during the course of their studies.
- iv. Maximum number of courses offered to the part time students will be 9 for undergraduate and 6 for graduate program
- v. Part time mode will be reflected in the student transcript.
- vi. All other policies will remain same.

D. START DATES AND APPLICATION DEADLINES

The application process is the same regardless of whether you are applying for a full-time or part-time for undergraduate and graduate program (Refer SUC undergraduate and graduate requirement policy). There is, however, a difference in application deadlines for FT and PT program.



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E. UNDERGRADUATE ADMISSIONS

The Undergraduate (BBA & BSIT) Admissions policies and procedures support employees with admission processes. This is continually updated and includes latest advice and guidance from MOE.

F. GRADUATE ADMISSIONS

The Undergraduate (MBA) Admissions policies and procedures support employees with admission processes. This is continually updated and includes latest advice and guidance from MOE.

G. MODE OF PAYMENT

Mode of payment and registration to semester will as per SUC policy.

6.ac. Policy on extremism, radicalization and terrorism

Policy number	ADMN_POLICY_13
Policy name	Policy on extremism, radicalization and terrorism
Policy version	Version 1
Standards applicable	MOE Inspection Directorate Standard 8: Student Provision
Policy owner	ADMINISTRATION
Date of recent modification	26 December 2021
Verified by	DYASS & REGISTRAR

A. INTRODUCTION

SUC is very much conscious about safety and security of the students and its staff at all the times during their presence in the university campus. We strongly condemn any acts that may lead to terrorism in all its forms and commit ourselves toward defeating terrorism, extremism and radical ideas by any of its constituents be it students, staff or faculty. Any affiliations to organizations that fuel terrorism promoting or posting any kind of posts that are in non-compliance of UAE law of combatting terrorism, extremism are dealt severely, students or faculty are debarred or terminated with immediate effect, and police are informed.

B. PROCEDURES TO ENSURE SAFETY AND SECURITY OF STUDENTS AND EMPLOYEES IN THE CAMPUS

In order to protect the students and staff, SUC provides round the clock security in the campus. Some of the acts of security followed at SUC are as follows:

- i. Recording in and out of people, cars and vendors
- ii. Visitors Identity cards are checked and retained till they exit
- iii. Passes are issued to visitors entering the campus
- iv. In case of any fights or brawls between individuals or groups security guards come into action and incidents are recorded
- v. In case of further escalation university police are informed
- vi. Posting or pasting of banners, thoughts, ideas and articles related to in the campus or any of the public disclosure sources of the university are prohibited and strict legal action will be initiated



- vii. Faculty , students and staff are strictly prohibited from discussing political affiliations or such radical thoughts that may fuel extremism or terrorism are dealt seriously and police is informed about
- viii. Books, journals or any reading or websites relating to such extreme thoughts are prohibited
- ix. Websites and social media platforms are kept free from such posts by alumni or other stakeholders.
- x. Faculty members are cautioned to refrain from deviating from the academics and not indulge in any form of fanning radical thoughts.

MOE STANDARD 7 . HEALTH, SAFETY AND ENVIRONMENT

7. a. Health and Safety.

a. HEALTH AND SAFETY REQUIREMENT FOR HEALTH SERVICES (AS PER MOE)

Policy number	HSEM_POLICY_01
Policy name	HEALTH AND SAFETY POLICY
Policy version	Version 2
Standards applicable	MOE Standard 7a
Policy owner	HEALTH SAFETY & ENVIRONMENT MANAGEMENT COMMITTEE
Date of recent modification	18 April 2020
Verified by	DYASS & REGISTRAR

A. INTRODUCTION

Under the UAE Health & Safety Code, we are committed to undertake proactive measures to maximize safety performance at SUC. This objective is in compliance with SUC’s legal obligations. The Health and Safety Policy provides a framework for the management of health and safety throughout SUC’s undertakings. It is a specific requirement that all Departments and Sections have clear allocation of responsibilities in place for managing health and safety, and detail their organizational arrangements and processes for identifying hazards, assessing and controlling risks, and ensuring compliance with the Policy.

B. FACILITIES

- i. Fire Extinguishers
- ii. Fire Alarms
- iii. Emergency Exit Plans

C. SERVICES

- i. First-Aid facilities and Medical Room
- ii. Multi-Gym
- iii. Health Tips
- iv. Mock drill
- v. MOU with medical centers
- vi. Implement measures to prevent accidents and injuries



- vii. Provide information, instruction, training and supervision as appropriate
- viii. Provide and maintain a safe working environment for employees and students, ensuring adequate facilities and welfare arrangements are in place
- ix. Conduct regular inspections and audits of Departments, Services, and Sections to ensure compliance with health and safety requirements.

D. VICE CHANCELLOR'S RESPONSIBILITY –HSE COMMITTEE

Vice Chancellor is responsible for the planning, development and implementation of SUC Health and Safety Management Policies.

Vice Chancellor fully accept that the effective management of health and safety is fundamental to enable SUC to minimize the impact of accidental loss on our activities and will assist us to meet our budget targets and the quality and efficiency of our performance. To support this commitment, we will regard legal or statutory requirements as setting the minimum standard we must achieve and health and safety needs will take precedence over all other operational activities. Where required, unsafe activities will be suspended until appropriate control actions are implemented.

To assist us in managing health and safety, the Head Sports Department of SUC has been appointed as University Health and Safety Head to co-ordinate health and safety and ensures that management objectives are an integral part of our activities and continuous improvement programs.

We ensure that, SUC employs a competent staff as Head of Health and Safety to support the management team and staff by providing health and safety management assistance, and where necessary, additional support is provided through external consultants. We will ensure that a number of competent persons are appointed to assist Management in meeting their responsibilities.

While it is a principle duty of all Managers to actively maintain and improve health, safety and welfare of all persons in their area of accountability; success in achieving this goal, and maintaining appropriate standards of health and safety, can only be achieved through the full co-operation and commitment of all concerned, whether manager, safety representative or employee.

All personnel have a responsibility never to perform a task that they believe to be dangerous or for which they have not received appropriate instructions, training and the correct equipment in order to carry out the task safely.

E. HEALTH AND SAFETY POLICY

The Health and Safety Policy provides a framework for the management of health and safety throughout SUC's undertakings. It is a specific requirement that all Departments and Sections have clear allocation of responsibilities in place for managing health and safety, and detail their organizational arrangements and processes for identifying hazards, assessing and controlling risks, and ensuring compliance with the Policy. This includes:



- i. Implement measures to prevent accidents and injuries
- ii. Conduct risk assessments and take appropriate action on findings
- iii. Provide and maintain safe environment and equipment
- iv. Ensure safe systems and methods of work
- v. Provide arrangements for safe handling, transportation and storage of articles and substances
- vi. Provide information, instruction, training and supervision as appropriate
- vii. Provide and maintain a safe working environment for employees and students, ensuring adequate facilities and welfare arrangements are in place
- viii. Provide personal protective equipment in line with risk assessments and safe systems of work
- ix. Ensure adequate emergency arrangements are in place
- x. Ensure consultation and communication on health and safety matters is undertaken timely
- xi. Provide sufficient funds and resources to meet all stated objectives and to meet legal compliance requirements for health and safety
- xii. Conduct regular inspections and audits of Departments, Services, and Sections to ensure compliance with health and safety requirements.

This Policy is readily available to all Faculty members, staff and students, through various media formats such as notice boards, induction, training and the SUC intranet site.

The Policy is reviewed annually to monitor its effectiveness and to ensure that it reflects changes in legislation or corporate requirements. Interim reviews will also be undertaken as appropriate.

For all Health and Safety Policies, the custodian is the Vice Chancellor of SUC.

F. EVALUATION OF HEALTH AND SAFETY

- i. Health and safety Policy is displayed in the Sports notice board and in the students & staff portals
- ii. Emergency evacuation plan is displayed for the attention of staff & students
- iii. Fire Exits, Fire Extinguishers, Fire Hose reels, Assembly points etc. are displayed
- iv. These policies are adhered and orientations are given to staff & students at the start of each semester
- v. Fire & Safety training is conducted for staff & students
- vi. Periodical audits are conducted as per calendar, to ensure that the health & safety standards are maintained
- vii. Any gaps identified in the audit will be rectified immediately
- viii. An external agency is also contracted for auditing and maintaining the fire & safety equipment.

G. ACTION PLAN IN THE EVENT OF FIRE

- i. Raise the Alarm; by operating the fire alarm system
- ii. Call Fire Brigade; follow procedure. (Call 997 from a mobile number)
- iii. Fight the fire; if safe to do so, by using an appropriate fire extinguisher



- iv. Evacuate; the building using the nearest available exit. DO NOT USE LIFTS
- v. Proceed; to the designated assembly point
- vi. Do not re-enter; until told it is safe to do so

H. MEDICAL EMERGENCY MANAGEMENT

- i. Scene survey; Check if there is any danger. Make sure the scene is safe and if unsafe remove any danger if safe to do so
- ii. Assess response; Treat the patient in the position found. Call ambulance if required. (Call 998 from a mobile number)
- iii. Shout for help; and do a secondary survey if trained to do so
- iv. Open Airway
- v. Check breathing; if breathing is normal, manage life threatening conditions. If appropriate place patient in recovery position and call for an ambulance. (Call 998 from a mobile number)
- vi. Summon help; Send or go for help. Ask for an AED. If alone call for ambulance first
- vii. Give CPR if trained and; if required
- viii. Continue CPR until help/ambulance comes or till the patient breath normally.
- ix. Manage any other life threatening situations

7. b. Equipment and Software Replacement.

Policy number	COMP_POLICY_01
Policy name	Equipment and Software Replacement Policy
Policy version	Version 1
Standards applicable	MOE Standard 7: Health, Safety and Environment
Policy owner	Computing Department
Date of recent modification	18 July 2019
Verified by	DYASS & REGISTRAR

A. EQUIPMENT AND SOFTWARE REPLACEMENT POLICY

The computing department Laptop, Desktop Computer (PC), network, storage & other IT related asset equipment replacement and upgrade policy for SUC in order to utilize the benefits of next-generation office environments, simplify technical support issues, and increase SUC’s ability to deploy new solutions to business problems.

Laptop & Desktop computers, by their nature are relatively inexpensive computing devices that have a limited life compared to other office equipment. The rule of thumb for obsolescence of laptop/ desktop computers is 3-4 years. However, changing business practices, new technology and new software applications can impose increased demands on computing power that can force a more frequent replacement cycle for staff / student affected by the changing business practices or those using the new technology or software.

Guidelines & procedures are required to maintain a replacement cycle of personal computer equipment within the useful and expected lifetime of the equipment, while preventing a proliferation of aging, obsolete, out-of-warranty, unsupported, and incompatible systems.

- i) Upgrading is expensive because, more often than not, multiple system components must be upgraded in order to achieve the intended performance improvement.



- ii) The purchase price of the various hardware components needed to accomplish an upgrade will exceed the purchase price of a new computer.
- iii) The cost of labor to install an upgrade to existing hardware will far exceed the cost of labor to install a new PC.
- iv) Upgraded PCs have uncertain maintenance profiles and support costs.
- v) There is no increase in residual value of upgraded PCs.
- vi) Upgrading PCs tend to increase the overall complexity in the installed hardware base.

The following is a general guideline for replacing Laptop/PCs & IT assets. All departments should consult with computing department for assistance in determining their specific replacement needs. Replacement schedules vary according to ageing policy.

The ageing table facilitates the department in taking decision regarding replacement of old stock and purchase of new stock. Expired or damaged stocks are listed for discarding from the stocks after due approval from the finance department after proper audit is carried out. On approval, the list of discarded items are forwarded to CRDC and Vice Chancellor for their approval. Technology equipment often contains parts, which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, Tonner, Cartridge, speaker, mice, keyboards, printers, scanners, backup tapes, PC, Monitor and any computer/technology equipment or peripheral devices. Therefore, IT department calls disposal item collection agency such as (Bee'a'h) to collect from University campus.

7. c. Data Security.

Policy number	COMP_POLICY_02
Policy name	Data Security
Policy version	Version 3
Standards applicable	MOE Standard 7: Health, Safety and Environment
Policy owner	Computing Department
Date of recent modification	11 APRIL 2022
Verified by	DYASS & REGISTRAR

Data Security policy guidelines of SUC are aimed at maintaining security of information regarding its Students, Faculty and Staff. It also provides guidelines on the security of institutional data relating to its policy, procedures and operations. This policy outlines the responsibility of authority of data generation, recording, and modification, accessing, publishing and discarding the data. The policy guideline envisages appropriate procedures for the Protection of Confidentiality, Availability, Privacy, and Integrity of information at SUC. The policy also includes physical security of equipment's where information is processed and stored, sources of maintaining the regular backup to avoid loss of data due to intentional, accidental, or natural causes that may affect the normal functioning of the institution.

A. RESPONSIBILITY OF MAINTAINING DATA SECURITY

Responsibility of maintaining security of data related to the institution and its stakeholders primarily rests with the Vice Chancellor. The authority to give access to data is with the Vice Chancellor. The Vice Chancellor authorizes the respective Department Heads and the staff involved in operations to have access to the data for the day to day Planning, Executing, Evaluating and reporting the operations.



The custody of data is with the Head of the Department relating to their department and the authority to share the information with the other operational department is limited to the extent of meeting the institutional requirement. This information can be transferred through electronic, verbal or documentary forms.

Certain critical data recording, maintenance, modification requires approval from the Vice Chancellor.

B. ACCESSIBILITY TO THE DATA

Data type	Authority to Maintain data	Authority to access	Authority to approve to access data
Students			
Administrative records	Administration & Examination	1.Vice Chancellor 2. Program Coordinator 3. DYASS & Registrar 4.DIRQAOA 5. Head – Admin & Exam Department and staff of Admin and Examination	Vice Chancellor
Academic records	Administration	1. Vice Chancellor 2. DEAN-SOB, DEAN-SOIT 3. Registrar 4. Head – Admin & Exam Department and staff of Admin and Examination	Vice Chancellor
Financial records	Finance and Administration	1.The Vice Chancellor 2. Head – Admin & Exam Dept. and department staff 3. Head of Finance and Finance department staff	Vice Chancellor
Faculty and Staff	Human Resources Department	1. Vice Chancellor 2. Registrar 3. Head HR 4. HR dept. staff	Vice Chancellor
Operational data	Head of Concerned department	1. Vice Chancellor 2. DEAN-SOB, DEAN-SOIT 3. Head of Concerned department 4. Staff of concerned department	Vice Chancellor
Institutional level data	IRQAOA department	1. Vice Chancellor 2. Dean-SOB, Dean-SOIT 3. Head-IR 4. IRQAOA department	Vice Chancellor

Note: The above data can be accessed by BOT, MOE officials & their representatives and law enforcing officials upon the permission of Vice Chancellor. Authority to amend data security policy rests with VC.

C. METHOD OF KEEPING AND DESTROYING RECORDS



Documents such a graduation requirement records, transcripts and degree certificates related to students are kept in fire-proof cabinets with proper locking system for a period of four years after the student graduates from the SUC thereafter, the hard copies are destroyed after scanning the copies which will be retained as electronic copies for at least a period of 50 years. All documents that need to be destroyed are put through paper shredder.

D. OFF-SITE CONTINUOUS BACKUP OF ELECTRONIC DATABASE

All student records including the student directory, course information, attendance, assessment records, transcripts and degree certificates are kept in electronic format in a centralized manner. The accessibility of these records is limited to SUC’s administrative staff with an access password. SUC has an off-site continuous electronic backup for all student records. An automatic back-up of these records shall be taken on a daily basis which is stored in the Cloud Server / Off-Site Server. These records will be kept for a period of 50 years

7. d. Appropriate Use of Technology Resources.

Policy number	COMP_POLICY_03
Policy name	Appropriate Use of Technology Resources
Policy version	Version 2
Standards applicable	MOE Standard 7: Health, Safety and Environment
Policy owner	Computing Department
Date of recent modification	26 December 2021
Verified by	DYASS & REGISTRAR

The Computing Department provides information technology resources at SUC to the students such as portal services and email services. SUC student can use their personal devices like Laptop, iPad, iPhone, Kindle etc. in the SUC campus as per following guide lines.

1. The SUC will provide assistance to on-campus students connecting personal computers to the SUC campus network.
2. The SUC will not install operating systems or application software on student systems other than that required to gain access to SUC’s networks.
3. SUC does not take the responsibility of repairing any student-owned equipment, software, or operating system files.
4. Students are responsible for keeping personal computers virus-free. Students who are knowingly or unknowingly propagating viruses on the SUC network will be disconnected from the network.
5. Student should not use the external storage media such as USB/CD/DVD/Pen Drive etc. on the SUC network without the approval of concerned faculty member, staff or Computing Department.
6. Student should not use SUC printing resources from their personal devices such Laptop, iPhone, iPad, Blackberry etc. without approval of Computing Department.



A. GUIDELINE ON SUC NETWORK USAGE WITH STUDENT OWNED DEVICES

a. Acceptable Devices

Students may access the student wireless network with any device with Wi-Fi (802.11 b/g) connectivity. Students may only access the network with devices that are their own personal property.

b. Content Filtered

Access through Cyberoam (as per SUC's Internet Access Policy) to the Internet will be provided for student owned devices.

c. Personal Responsibility

The SUC assumes no responsibility for the loss of, theft of or damage to any personal devices that a student connects to the student wireless network through Wi-Fi, wired or any information on that devices.

d. Security

Students shall not impair the security of the SUC network. This expectation includes but is not limited to:

1. Students are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the SUC student wireless network. Devices without up to date security programs may be denied access to the network of SUC.
2. Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords every fortnightly. Students are expected to notify to Computing Department immediately if they believe their student account has been compromised.
3. Students are expected to log onto the student wireless network only with their account and not to allow others to use their account.

e. Inappropriate Use

The SUC network is a shared network where all users are obliged to use the resource responsibly. Students are provided access to the SUC student wireless network through their personal devices primarily for educational purposes only. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate SUC policy or UAE law. These include but are not limited to:

1. Students are allowed to use only approved online academic/business games through SUC network.
2. Downloading software, music, movies or other content is in violation of licensing requirements, copyright or other intellectual property rights.
3. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
4. Conducting for-profit business.
5. Using hacking tools on the network or intentionally introducing malicious code into the SUC's network.
6. Conducting any activity that is in violation of SUC policy or UAE law.



7. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
8. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

f. No Expectation of Privacy

The SUC can and does monitor internet access and activity on the SUC's network, including but not limited to sites visited, content viewed and email sent and received. The SUC may examine a student's personal device and search its contents if there is a reason to believe that SUC policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

g. Disruptive Activity

Students should not intentionally interfere with the performance of the student wireless network and the SUC's overall network.

h. Unauthorized Networks

Students may not create unauthorized wireless networks to access SUC's student wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

Unauthorized copying computer program(s) from the SUC Computer System is prohibited.

i. Consequences of Inappropriate Use

Students who misuse SUC's student wireless network will be subject to discipline which may include loss of access to student wireless or all internet access and/or other appropriate disciplinary or legal action in accordance with the SUC Policy.

B. SUC ISSUED SIM CARDS POLICY

i. Introduction

The purpose of this policy is to facilitate the marketing, PRO, Corporate Affairs, Finance, CCL & IT staff (eligible upon approved of management) in their jobs by increasing communication within the organization and especially amongst each other and to prevent them from the hassle of purchasing SIM Cards/Hand Sets.

ii. Objective

This policy has been introduced to:

- a. Clearly define who is entitled to a mobile line (SIM card) issued and how the costs of purchasing the asset plus ancillary equipment, and the rental and call costs will be met;
- b. streamline statement administration and payment, and the reimbursement of the costs of business calls;

iii. Scope

This policy covers the usage of a mobile phone by permanent Skyline University College staff (eligible upon approved of management) where the regular use of a mobile phone is necessary or useful to meet the requirements of the job.



iv. Responsibility

The preparation of this policy, procedure, forms, letters, and its revision along with justification & obtaining approval from the Management and its implementation and monitoring is the responsibility of Finance Department.

v. Rules

The University College will provide the official SIM to all entitled employees of Marketing, PRO, Corporate Affairs, Finance, CCL & IT staff (eligible upon approved of management) after they have signed an Agreement. This SIM card must be returned upon transfer / discontinuation of the services with the University College.

This facility is provided for official purpose. Monthly Billing Statement would be received at the Finance Department. Any bill exceeding the entitled limit would be debited from the respective monthly salary of the concerned employee.

vi. Mobile Call Limits

SUC shall provide allowances to specific employees for making business calls based on their departmental requirement ranging from Dhs. 30 to Dhs. 300 (As per individual agreement). The business call expenses are exclusive of international incoming roaming calls, international outgoing calls and international data and sending international SMS. In case the call expenses exceed beyond this range, the staff has to bear the excess amount. The staff may either pay this amount in cash to Finance department before 20th of every month or Finance shall deduct the excess amount from his/ her salary. We hope that this would not only improve the coordination and communication amongst the team members, but also would result in better organizational management.

- a. Apart from the above, any additional bill/invoice in a particular month which exceeds the threshold level of individual agreement with employee will pay the amount in cash to the Finance Department before 20th of every month or Finance Department may deduct the amount from their monthly salary.
- b. For any international calls for the purpose of marketing activities, the employee will use through their mobile phone only.
- c. The local and international call, SMS and data package from the SUC provided mobile line will be utilized for official purposes.
- d. Any billed amount exceeding the provided plan will be payable by the individual users.
- e. Any staff traveling on international assignment will not be paid any additional per diems for calls and if the University College or vice versa wishes to get in touch on emergency will be done through this line.
- f. The safeguard use of handset and SIM issued is responsibility of the individual. Report any damage or loss will be paid or shouldered by the individual.
- g. In case of loss of SIM card, the employee must inform the University College as soon as possible to avoid any misuse of the SIM and will be replaced SIM card or pay the amount as per actual to replace the lost SIM card.
- h. I acknowledge that I have read and understood the terms and conditions of this agreement and further agree to abide by all the terms and conditions set forth herein.

(Signature of the User)

Finance Department / Signature & Stamp



Details of the asset are given below:

vii. DELIVERY NOTE

Description of the SIM Card: ---, Mobile No ---, Serial No ---

I have received the above stated items and I am satisfied with their working condition.

Issued by/ Name

Issued to / Name

Signature / Date

Signature / Date

C. LAPTOP / DESKTOP USAGE POLICY

All the employee of SUC agrees to the following conditions for using the laptop provided by the university college:

- i. SUC provides Laptop / Desktop to all the staff of SUC Campus office & International office.
- ii. I will only use the laptop for University-related, educational purposes. I will not install and/or download any unauthorized software and/or applications.
- iii. I will use the laptop on the Skyuniversity Server only in the University Campus.
- iv. I will abide by the University’s Acceptable Computer Use Policy (see attached).
- v. I will notify the LSS (Computing Dept.) immediately if I experience any problems with the laptop.
- vi. Whenever I will go for annual vacation I will submit the Laptop / Desktop to the IT Department for maintenance / upgrade / services.
- vii. When I return the laptop, I will power on the laptop in front of a staff member in order to ensure that the laptop is in working condition. Failure of laptop to power on at the time of return will result in a call to the Help Desk. Check-in will be suspended and/or a note will be added to my file until the problem is identified and resolved.
- viii. We are highly recommending to the all the employee not to store or Saving personal data and if they are storing or saving personal data SUC IT Department has no liability if the Hard Disk damaged. It is user’s responsibility to take care of their personal data.
- ix. I accept any and all responsibility for the laptop computer, power cord, and network card between the time I accept possession and the time I return the same. I understand that failure to comply will result in loss of privileges and/or other sanctions it may even result in withdrawal of service provided.
- x. If loss or damage to equipment occurs, I agree to pay any repair and/or replacement costs, which are incurred. NOTE: The Computing Dept. is responsible for determining market value and/or damages, and for the collection of costs, if necessary. (if any internal / external damage employee will pay for the actual cost.
- xi. I will save all work on my D-drive. Any work saved on the laptop other than D-Drive will be deleted once the laptop is returned. If you save in C-Drive LSS is not responsible for loosing data.
- xii. I understand that I am solely responsible for the security of laptop while it is checked out to me and I will not leave it unattended at any time.
- xiii. I will, along with a staff member, inspect the laptop for any visible damage(s) and make note of any problems such as the examples listed below: Keyboard, Power Cord, Screen, USB Drive, Mouse & Other.
- xiv. The laptop issued is a Skyline University College property the same can be requested for use for other purposes without causing any hindrance in any individual works.



- xv. Laptop should be used for only official purposes as it will contain official data. The laptop can be carried home over weekend or holidays.
- xvi. Computer access is provided only for activities that support education, research, administrative processes, and other University-sanctioned pursuits. All internet activities must be consistent with this purpose.
- xvii. All current faculty, staff, and students may access Skyline University College's computer systems by obtaining proper University authorization. When a staff/Faculty is no longer registered that individual's account will be deleted from the system. Users are expected to refrain from deliberately performing acts that will impair the operation of any facet of the computing resources of the University or the resources of any recipient of the information. Such acts include permeating computer viruses, sending excessively large mailings, large print jobs, batch programs, and "junk mail" including chain letters.

i. VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:

- 1. Commercial activities for personal gain.
- 2. Knowingly creating, displaying or transmitting threatening, racist, sexist, obscene or harassing language and/or materials, including electronic mail (email)
- 3. Games
- 4. Copyright and licensing violations,
- 5. Violation of personal privacy,
- 6. Disclosing/sharing one's access code/password,
- 7. Vandalism and mischief that incapacitates compromises or destroys University resources and/or violates federal and/or provincial laws.
- 8. Procedures for dealing with violations: Violations of this policy are subject to policy-defined disciplinary action as decided by the committee. Policy review: This policy will be reviewed annually to account for changes in technology and University planning.

D. ARCHIVING OF PHOTOGRAPH & VIDEO POLICY

The SUC photograph and video resource will be safeguarded / protected. As an institutional asset, photograph and video resource will be protected from deliberate, unintentional, or unauthorized alteration, destruction and/or inappropriate disclosure or use in accordance with established institutional policies and practices.

The SUC photograph and video resource will be shared based on institutional policies, are not owned by a particular individual, unit, department, or system of the University. The photograph and video resource will be made accessible to all authorized users and systems.

The SUC photograph and video resource will be managed as an institutional resource. Photograph and video resource organization and structure will be planned on functional and institutional levels. Photograph and video resource usage and photograph and video resource sources will be managed through centralized server.

E. GAINING REMOTE ACCESS OR USING THIRD PARTY SOFTWARE

Remote access involves setting up a VPN (Virtual Private Network) connection between the remote PC/Laptop using Dell SonicWall (SRA 4600) VPN client software and a special gateway router that allows access to the university network over the internet. This remote access requires a high-speed



connection to the internet via an ISP. Access is granted to users by login, using an account name and password combination. when actively connected to the SUC network, all the traffic to and from the remote attached PC/Laptop is through the VPN secure tunnel, excluding internet browsing so users will not be able to access internet browsing such as checking mails, searching in google & other activities.

SUC provides remote access so that authorized personnel have access to SUC network services from outside the campus. Remote access is strictly controlled and made available only to Administrators (IT-Head), IT Staff, and faculty & authorized personnel with a defined official work needs, at the discretion of the Vice Chancellor's approval.

Any other employee who wants to access the system remotely has to take the written approval from Vice Chancellor's office. All the employees are responsible for adhering to all of IT policies and procedures, not engaging in illegal activities, and not using remote access for interests other than those for SUC. It is the remote access user's responsibility to ensure that the remote worksite meets security & configuration standards. This includes configuration of personal PC/Laptop, routers and Wi-Fi networks.

i. RULES AND REGULATIONS OF VPAN ACCESS

- a. VPN access is provided through the IT Dept. no other department may implement VPN services.
- b. Only the VPN client software (Dell SonicWall SRA 4600) distributed by IT may be used.
- c. VPN account names and passwords will be assigned by an IT administrator or authorized delegate.
- d. It is the responsibility of employees and third parties with VPN privileges to ensure that unauthorized users are not allowed access to the SUC network.
- e. All network activity during a VPN session is subject to SUC policies and may be monitored for compliance.
- f. Dual (split) tunneling is NOT permitted during VPN sessions to the SUC network.
- g. All computers connected to the SUC network via VPN or any other technology must use the most up-to-date anti-virus software that meets or exceeds the corporate standard. Proof of compliance may be required prior to the assignment of a VPN account.
- h. VPN users will be automatically disconnected from the SUC network after thirty minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
- i. The VPN gateway is limited to an absolute connection time of 24 hours.
- j. Users of computers that are not SUC-owned equipment must configure the equipment to comply with SUC's VPN and Network policies.
- k. By using VPN technology with personal equipment, users must understand that their machines are in fact SUC network, and as such are subject to the same rules and regulations that apply to SUC-owned equipment.
- l. SUC employees must discuss the viability of remote access with their immediate supervisor. If the supervisor approves, enter a request for VPN services via portal services request form for Faculty and Staff upon request, provide proof of anti-virus compliance to the IT network administrator.
- m. The IT network administrator or delegate will provide the software and setup instructions. Install the VPN software on the target computer as instructed. A computer capable of providing appropriate network connectivity.



- n. Broadband connection to the Internet via a local Internet Service Provider (ISP)
- o. Internet interface device (provided by and connects to the ISP network)
- p. Ethernet network interface in computer (connects to ISP interface device)
- q. VPN Client Software (provided by IT) and installation instructions

Any employee found to have violated this policy may be subject to disciplinary action as per HR policy guidelines.

7. e. Equipment and Software Technical Support.

Policy number	COMP_POLICY_04
Policy name	Equipment and Software Technical Support
Policy version	Version 1
Standards applicable	MOE Standard 7: Health, Safety and Environment
Policy owner	Computing Department
Date of recent modification	18 July 2019
Verified by	DYASS & REGISTRAR

A. COMPUTER AND NETWORK USAGE POLICY

The purpose of the computer and network usage policy is to plan, implement & maintain IT infrastructure to support the academic and academic support service departments in providing teaching, learning, research and departments to extend services to the SUC community. This usage policy codifies what is considered appropriate usage of computers and networks within SUC and determines the rights and responsibility of the users and the Computing Department.

- i. Procurement of Hardware & Software**
SUC procures only authorized licensed hardware and software from certified vendors as per the requirements and the directions of strategic plan arising after assessments made at the end of academic year.
- ii. Regulations for using Information Resources**
SUC community users must respect the rules & regulations of Computing Department in order to optimize the computing services.
 - a. Modification or Removal of IT Equipment**
Users must not attempt to modify or remove computer equipment, software or peripherals that are installed in the system. Any such attempts will consider breach of regulations and the individual would be subjected to disciplinary action.
 - b. Access and Use of Other's ID**
All users must use only their personal id and passwords. Any unauthorized means of accessing SUC's computers, networks or other information technology resources is liable for disciplinary action.
 - c. Email**
The email services provided by SUC must be used only for official purposes in communicating with faculty, staff & student and external stakeholders. Any misuse of email services by users or sending chain-letters, unsolicited bulk electronic mail either locally or off-campus is prohibited and is considered as breach and strict action may be initiated on the defaulters.



d. Repro-graphics

Repro-graphic services are provided to faculty, staff & students to facilitate in accomplishing the academic and academic support service activities. The repro-graphics must be used for all the legal documents. Using repro-graphic services for un-authorized and illegal material is strictly prohibited. SUC users are requested to use eco-friendly approaches while printing and photocopying.

e. Unauthorized Or Destructive Programs

All computer users of SUC must not intentionally develop or use programs which may disrupt computer networks. The use of any unauthorized or destructive program may lead to disciplinary action.

f. Unauthorized Access

Computer users of SUC must refrain from gaining access to unauthorized information resources which are prohibited by law in UAE. Giving password to others and enabling them to access is considered unauthorized access and such persons will be liable for disciplinary action.

g. Reporting Problems

All the users of SUC IT services are responsible to provide information to the computing department regarding the problems encountered with respect to the network, security and other IT services. This will enable to the department to rectify the problems and provide uninterrupted service to the users.

h. Password Policy

Users are requested to avoid misuse of personal email id, portal, class room & ERP id. The users are advised to change their password at regular intervals. If the user is not changing the password within 30 days, the system may force the user to change the password (Password must be minimum eight (8) characters with first letter capital followed by any four alphabetic and numeric characters each).

i. Monitoring

Computing Department technician reserves the right to examine all data stored in the machines with Internet connection to ensure compliance with all regulations and policies. The network / system administrator may review files and communications to maintain system integrity and ensure that students are using the system responsibly.

j. BYOD Smart Classroom

The computing department provides smart classroom to enhance e-learning in the classroom. This facility will enable the faculty & students to use the IT resources effectively in improving the presentation skills and display of information from other sources stored.

k. Assignment of IP address to faculty, staff & student

The computing department assigns static IP address to all the staff and faculty members in order to resolve issues which may arise in case of any dispute. Some dynamic IP addresses are also maintained by the computing department for assignment to part time faculty members as per the requirement. For the student's Wi-Fi access dynamic IP address are issued automatically in the Firewall and router.

B. INTERNET AND WI-FI POLICY

Faculty, staff and students of the SUC are provided with User ID and password which enables them to access computer resources.



i. Academic Use

Internet resources are made available to students to support their studies. It is inappropriate for students to use these resources for personal gains.

ii. Authorized Access

Faculty, staff and students are provided with the computer resources. All computers (PC's and Notebooks) in the SUC are interlinked with the Ethernet and / or Wireless Local Area Network (WLAN). The SUC Internet service is accessed via a Cyberoam Firewall, which monitors sites and restricts those which may be in breach of the following rules:

1. Each student can gain access to internet access with data transfer facility to a maximum limit of 20 GB every month for academic purpose. On reaching the maximum limit the student may avail additional data transfer limit with the permission of Head Computing Department.
2. Each user issued with a unique id and password to use internet facility.
3. The students can also access the SUC Wi-Fi network within the campus from their personal Laptops/ iPhone/ iPad/ Tablets etc.
4. Improper use of SUC network by any student will be subjected to the SUC disciplinary action.
5. The SUC management reserves the right to withdraw certain Internet sites and services for any reason and may from time to time gain access to the search history of individual information may be used as evidence in disciplinary or legal proceedings.
6. SUC does not install jammers, robots as per the UAE's internet policy however students are requested to use mobile phones judiciously without disturbing the proceeding of the class / learning environment of the SUC.
7. Wi-Fi Policy Inside Classroom: The students can also access the SUC Wi-Fi network inside the classroom as per the requirements of learning environment within the classroom from their personal Laptops/ iOS/ iPad/Any Android, devices or Tablets etc. Student can access as per the faculty's guidelines inside the classroom to access the internet to meet the deadline of assignment, quizzes, online quiz (SCORM), project work etc.

C. STUDENTS INTERNET USAGE

Internet facility is provided to the students only for educational purpose. The following policy require strict adherence. Any infraction thereof could result in disciplinary action as per SUC policy & such users will be debarred from use of the information technology services of SUC. Unacceptable conduct includes the following and liable for disciplinary action including those are staying in the SUC premises boy's hostel:

Users who engage in:

1. The site falls under the prohibited content categories of the UAE's internet access management policy.
2. Obscene & criminal activities which are against the local laws and abusive in nature to gender, race, religion & community.
3. Misrepresenting themselves or needlessly revealing their email address, personal contact information, financial information or phone / mobile / fax numbers of oneself, fellow students, colleagues or SUC in any of the web registrations, email or chat.
4. Blogging, posting anonymous messages, accessing or exploring on-line locations and instant messaging or downloading any music videos, movie trailers or videos of any type or violating copyright law including unauthorized downloading of software from the Internet, including games, music files or commercial screensavers.



5. Downloading / transmission of any material violating any national or international law or SUC policy, this includes, but is not limited to, copyrighted materials, licensing agreements, threatening materials, materials protected by trade secret or educational material.
6. Commercial activities, productive advertisement, political issues, gambling, coaching, observing or using internet for personal financial or commercial gain or falsifying permission, authorization or identification documents or do commercial activities including purchasing products or services through internet.
7. Intentionally wasting finite resources, e.g., on-line time, unauthorized chatting etc.

D. COMPUTER LAB USAGE POLICY

Rules and regulations for using SUC computer Lab (All the users should strictly abide by the below specified guidelines)

- i. Computer Labs should be used exclusively for the benefit of SUC community to create an environment of learning and speed of services.
- ii. Do not allow his/her id & password to be used by anyone other than Computing Department staff.
- iii. Do not damage any of the equipment in the computer
- iv. Do not download and store culturally undesired/unwanted files in the system.
- v. Do not modify the configuration of equipment, until the permission of Computing Department staff is obtained.
- vi. Do not bring any pirated software and install on any of the workstations in the computer lab.
- vii. Do not bring any eatables or drinks inside the computer lab.
- viii. Do not use mobile phones inside the computer lab.
- ix. The students must comply with the instructions from a member of Computing Department staff.
- x. Uses of mobile phones / smoking are strictly prohibited in computer lab.
- xi. Deliberate damage to, or loss of, materials, equipment or furniture is a breach of these regulations, will brought to the notice of Vice Chancellor. Under such circumstances the student may be required to pay for any damage to the property he/she has caused then they should compensate the SUC for any loss it may have suffered.

The SUC accepts no responsibility for personal property lost or damaged at the SUC premises, including in computer lab.

E. GUIDELINE ON SUC NETWORK USAGE WITH STUDENT OWNED DEVICES

i. Acceptable Devices

Students may access the student wireless network with any device with Wi-Fi (802.11 b/g) connectivity. Students may only access the network with devices that are their own personal property.

ii. Personal Responsibility

The SUC assumes no responsibility for the loss of, theft of or damage to any personal devices that a student connects to the student wireless network through Wi-Fi, wired or any information on that devices.



iii. Security

- a. Students shall not impair the security of the SUC network. This expectation includes but is not limited to:
- b. Students are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the SUC student wireless network. Devices without up to date security programs may be denied access to the network of SUC.
- c. Students are expected to safeguard all network passwords. Students should not share network passwords with others and should change passwords on regular basis. Students are expected to notify to Computing Department immediately if they believe their student account has been compromised.
- d. Students are expected to log onto the student wireless network only with their account and not to allow others to use their account.

iv. Inappropriate Use

The SUC network is a shared network where all users are obliged to use the resource responsibly. Students are provided access to the SUC student wireless network through their personal devices primarily for educational purposes only. Incidental personal use of the network is acceptable, but students should not use the network for personal activities that consume significant network bandwidth or for activities that violate SUC policy or UAE law. These include but are not limited to:

- a. Students are allowed to use only approved online academic/business games through SUC network.
- b. Downloading software, music, movies or other content is in violation of licensing requirements, copyright or other intellectual property rights.
- c. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
- d. Conducting for-profit business.
- e. Using hacking tools on the network or intentionally introducing malicious code into the SUC's network.
- f. Conducting any activity that is in violation of SUC policy or UAE law.
- g. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
- h. Accessing or attempting to access material or systems on the network that the student is not authorized to access.

v. No Expectation of Privacy

The SUC can and does monitor internet access and activity on the SUC's network, including but not limited to sites visited, content viewed and email sent and received. The SUC may examine a student's personal device and search its contents if there is a reason to believe that SUC policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

vi. Disruptive Activity

Students should not intentionally interfere with the performance of the student wireless network and the SUC's overall network.



vii. Unauthorized Networks

Students may not create unauthorized wireless networks to access SUC’s student wireless network. This includes establishing wireless access points, wireless routers and open networks on personal devices. Unauthorized copying computer program(s) from the SUC Computer System is prohibited.

viii. Consequences of Inappropriate Use

Students who misuse SUC’s student wireless network will be subject to discipline which may include loss of access to student wireless or all internet access and/or other appropriate disciplinary or legal action in accordance with the SUC Policy.

F. OFFICE 365 POLICY

Office 365 includes Office Online and works with Office desktop programs. user can also use Office 365 to share and collaborate with people inside and outside SUC on documents stored in OneDrive. Use Office Online to view and edit Word, Excel, PowerPoint, and OneNote files in a web browser. Store documents in Office 365 and access them seamlessly in Office desktop applications as old as Office 2007. User can stream Office desktop applications to PC/Laptop without a download. Access and edit documents from your phone, tablet, or other mobile device. Collaborate on Word, Excel, PowerPoint, and OneNote files, including simultaneous co-authoring. User are provided with 50 GB storage in Microsoft Office 365 (Mail Exchange 2013) and 25 GB storage in the OneDrive

7. f. IT Management & Security Policy.

Policy number	COMP_POLICY_05
Policy name	IT Management & Security Policy
Policy version	Version 1
Standards applicable	MOE Standard 7: Health, Safety and Environment
Policy owner	Computing Department
Date of recent modification	August 15, 2021
Verified by	DYASS & REGISTRAR

A. INTRODUCTION

This policy is an addendum to policies that already exists in IT Policy Manual, and will override the framework defined earlier during normal mode of operations. This policy was developed by E-Learning task force to meet the E-Learning contingency requirements, and guides the management, monitoring and security of Information resources including E-Library, Learning Management System, Synchronous Learning Access Servers, and Data Centre Operations, which included ERP servers.

B. Purpose

The purpose of Information Security and maintenance policy is to ensure that Cybersecurity triad of **Confidentiality** (guides the type of information that can be accessed based on roles), **Integrity** (guides that information is not altered, and is trustworthy) and **Availability** (guides on continuous availability of information using Maintenance, Replacement and Redundancy of the Hardware and Devices) is guided in a strategic way. This policy will provide the framework for redefining the other security policies that exists in the IT Policy and Procedure manual.



C. OBJECTIVES

1. The objective of this policy is that critical university data resources can be accessed only by authorized people and sensitive information is protected from the reach of unauthorized access, thus maintaining **Confidentiality & Integrity** of Information Resources.
2. To ensure that network infrastructure is reliable, and there is an active failover in case the primary resources are disrupted, thus ensuring high level of Resource **Availability**.
3. To provide a framework for replacement, and maintenance of devices in order to experience disrupted services.

D. Policy Framework

1.1 Domain Access Policy

This policy specifies the guidelines to access the resources accessible using unified authorization credentials.

- 1.1.1** The IT resources available for member's access can only be accessed, if a member is a part of skylineuniversity.ac.ae domain.
- 1.1.2** Windows Active Directory Server Authentication controls the access to server resources, irrespective of the devices and the location of resource access.
- 1.1.3** Every member (faculty, student or staff), at the time of their joining is provided a unique Active Directory userid, wherein the staff and faculty's access is either based on their roles (example ssd@skylineuniversity.ac.ae, finance@skylineuniversity.ac.ae, dean.soit@skylineuniversity.ac.ae, etc.), or based on their names (for faculties: firstname.lastname@skylineuniversity.ac.ae), or based on their 5 digit enrollment id's (for students: 15771@skylineuniversity.ac.ae)
- 1.1.4** Access credentials should not be shared or given to anyone other than the user to whom they were assigned.
- 1.1.5** The E-Mail Server is hosted in Microsoft Azure cloud, and can only be accessed through MS-TEAMS or Office365 portal using their valid domain credentials.
- 1.1.6** The **Password Protection Policy** regulates the Password for all the members. (Refer Section 1.2)
- 1.1.7** The access to domain is automatically disabled once a member leaves the organization (Faculty & Staff: Resignation, Termination or suspension; For Students: Graduation, transfer etc.) though the mails are retained for a period of three (3) months, beyond that the mailbox is automatically cleaned, and account is deactivated.
- 1.1.8** In case student's files a Cancellation Request, the account is disabled as soon as the application is processed by the Registration Department.
- 1.1.9** The E-Learning Resources (Learning Management, Online Examination Server, e-Library Access, and Synchronous Learning (MS-TEAMS)), are also governed by the Domain access policy, and Synchronous Learning Policy (Section 1.3)

1.2 Password Protection Policy:

The core purpose of this policy is to ensure, every user of skylineuniversity.ac.ae domain, creates strong passwords, and changes regularly to avoid identity or data theft.



- 1.2.1 All system level passwords irrespective of their authority level should be changed after 90 days
- 1.2.2 All user level passwords must be changed after 90 days, and cannot be reused again.
- 1.2.3 In no circumstances password should be communicated in clear text (Example: over the E-Mail).
- 1.2.4 All passwords should adhere to the Password Construction Guidelines described in below clause.
- 1.2.5 Should be minimum Eight (8) Characters across all the systems.
- 1.2.6 Should contain uppercase letters (A-Z), lowercase letters (a-z), based 10 digits (0-9), and special characters such as: &, % etc.
- 1.2.7 Not be a dictionary word or proper name.
- 1.2.8 Should not be the same as user ID.
- 1.2.9 Not be identical to previous Ten (10) passwords.
- 1.2.10 Not be transmitted in the clear or plaintext.
- 1.2.11 Should be reset by authorized user only.

1.3 BRING YOUR OWN DEVICE (BYOD) POLICY

The Computing Department provides information technology resources at SUC to its members such as E-Learning services. SUC student can use their personal devices like Laptop, iPad, iPhone, Kindle etc. in the SUC campus as per following guidelines.

- 1.3.1 The SUC will assist on-campus students connecting personal computers to the SUC campus network.
- 1.3.2 The SUC will not install operating systems or application software on student systems other than that required to gain access to SUC's networks.
- 1.3.3 SUC does not take the responsibility of repairing any student-owned equipment, software, or operating system files.
- 1.3.4 Students are responsible for keeping personal computers virus-free. Students who are knowingly or unknowingly propagating viruses on the SUC network will be disconnected from the network.
- 1.3.5 Student should not use the external storage media such as USB/CD/DVD/Pen Drive etc. on the SUC network without the approval of concerned faculty member, staff or computing department.
- 1.3.6 Student should not use SUC printing resources from their personal devices such Laptop, iPhone, iPad, Blackberry etc. without approval of computing department.

1.4 E-Learning Servers, Data Center Security, Backup & Redundancy

- 1.4.1 Server Infrastructure is hosted over the Microsoft AZURE secure cloud data center, with a backup at Etisalat Hor-Al-Anz (Dubai) data center that provides 99.99% up-time, and Active-Active failover.
- 1.4.2 The access to datacenter is prohibited, and only after raising a ticket by the Head of IT, can a person visit to rectify the issue.
- 1.4.3 All the Operating System, and Database Servers operate under the legal Microsoft License Agreement, and it is prohibited to install any software apart from tested applications in the production server.



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- 1.4.4 Any modification to the database or application should be tested in test server, and after a thorough review can be updated on the Production server.
- 1.4.5 The server resources are protected with Firewallled security, the access to these resources is restricted to specified software team using 256-bit encrypted IPSEC VPN tunnel.
- 1.4.6 Any faculty or admin member wishing to access the E-Learning or Campus3K ERP, need to access it using secured VPN client software installed on their system. This software should be disabled in the campus, as access is already through a secured site-to-site VPN tunnel.
- 1.4.7 Data Centre operates under Virtualization platform wherein a new server can be allocated based on the needs of the resources.
- 1.4.8 A table of all the Virtual Servers, along with their processing power, memory allocated, and the Head of IT Department in a secured location maintain Disk Space carved.
- 1.4.9 All the data on the servers is backed up on real-time basis on Storage Area Network.
- 1.4.10 IT Department must maintain 2X storage, to ensure the exponential growth of data is catered to.
- 1.4.11 The Hard Disk Drives of Storage Area Network and Servers must be replaced after every 3 years.
- 1.4.12 All the Data resources are block replicated using Active-Active Failover policy.
- 1.4.13 A Storage Area Network working on RAID-5 provides the central storage services to all the Server machines, and is connected to Data Redundancy Site using a secured tunnel.
- 1.4.14 The Data Redundancy Site must have the same capacity of primary SAN storage, and replication is enabled on a dedicated Internet Leased Line over a 256-bit encrypted tunnel.
- 1.4.15 The Data center should retain the capacity of 10 U size to accommodate two addition servers, one switch and backup device in case of contingent additions.
- 1.4.16 All the devices must be under service warranty, with a storage capacity planning of 5 years. After that data should be archived on digital media in the data center.

1.5 Hardware, and Software Maintenance & Security Policy

Skyline University College has a well-defined procedure for maintaining the IT assets deployed for providing access to Information resources. The policies governing its maintenance is defined below:

1.5.1 All-in-One's, Desktop, Laptops & Smart-Devices (ADLS):

- 1.5.1 The IT Team maintains a full list of ADLS devices, along with their ageing history.
- 1.5.2 All the devices are installed with legal version of Operating System, and licensed Microsoft productivity apps.
- 1.5.3 A repository of Asset allocation amongst its members is maintained by IT department, and the same needs to be returned in case the member decides to leave the University.
- 1.5.4 The device can be accessed using the member's unique login domain credentials provided during their time of joining the campus. (Refer Domain Access Policy)



- 1.5.5 In order to support the Mobility, devices are pre-installed with a secured Virtual Private Network app, that can be accessed from distant location.
- 1.5.6 It is strongly recommended to use the devices for educational purpose and install only licensed and recommended application, as the logs are captured by central active directory server on regular intervals.
- 1.5.7 The Use of USB/Disk Drives is strictly prohibited, and Office-365 productivity tools should be used strictly for information sharing.
- 1.5.8 All the devices are updated with latest version of auto-updated Anti-Virus and Internet Security Suites. In no circumstance this service should be disabled by its faculty members, as this service is provided to assets deployed and distributed by IT department only.
- 1.5.9 IT team has a full time service teams, which has call based agreements with 3rd party service providers to provide the support to its members.
- 1.5.10 The IT Team will only service the devices provided by the SUC, and in no way will provide repairing services to personal devices and gadgets owned by the members. Though the access related issues will be troubleshooted by the IT Team.
- 1.5.11 The Printing services for faculties is based on print quota allocation of 1000 pages per month, though this quota is just a monitoring benchmark, and in case of urgent requirements, a mere information over mail to the IT department will suffice the justification for an increase.
- 1.5.12 The Printing Services for students is paid, and can be accessed using top-up credit on their student id cards.
- 1.5.13 In case a device is having a hardware malfunction, an alternate device will be allocated to its member. In all other cases, members need to back up their data in Microsoft One Drive, before presenting their devices to the IT Team.
- 1.5.14 The IT Team conducts a regular maintenance of its assets and may ask the member to present the device in their center.
- 1.5.15 All the devices in this category has an estimated lifetime of 3-5 years, though the device can be retired based on its working condition by the Head of IT.
- 1.5.16 All the devices are adhering to Microsoft Licensing Policy, and is governed by Microsoft School Agreement.

Communication Equipment's, Security Devices, Cables, and WiFi

- 1.5.17 This policy is applicable to all active (Routers, Switches, Firewalls) and passive components (Racks, Patch Panels, Cables, and Patch Cords) deployed within the campus.
- 1.5.18 The services offered by IT within the campus is powered over a robust Fiber optic backbone that interconnects various sections of the campus together.
- 1.5.19 The access to Data Centre resources can be achieved by plugging the RJ-45 connections from the University campus.
- 1.5.20 In order to access the resources, a private static IP address will be allocated by IT department, and is Administratively protected to allow any changes.



- 1.5.21 The IT team always maintains 25% of equipment's and 2 rolls for Cat6A cable, and 1000 mtrs of Single Mode Fiber cable in its stock should the need arises.
- 1.5.22 SUC has a policy to modify its cable infrastructure every 5 years, though this policy can be modified based on the recommendation of Computing Resource Development Committee.
- 1.5.23 The Firewalls deployed by the University are always under manufacturer's warranty and an Active subscription is maintained for its operation.
- 1.5.24 All the packets and Frames are filtered using Deep Packet Inspection to prevent any Intrusions.
- 1.5.25 An additional level of security in context to Gateway Antivirus Suite is installed on Edge devices to block any unauthorized access.
- 1.5.26 In order to access WiFi services, students can access by authenticating themselves using CISCO two-factor pre-authentication services.
- 1.5.27 Guests can access the services, by entering their mobile number, and an access code is send using SMS service on their active numbers. The access is limited to one hour only.
- 1.5.28 All the traffic (inbound and Outbound) is actively monitored by the Active devices, Wi-Fi Controllers and the Firewalls.
- 1.5.29 The IT department reserves the right to deactivate any host in case it is found to be broadcasting traffic or propagating virus or Trojan.
- 1.5.30 All the devices in this category has an estimated lifetime of 3-5 years, though the device can be retired based on its working condition by the Head of IT.

1.6 Social Media Policy

The policy defined by SUC covers medium and modes of social media platform including (WhatsApp, Facebook, LinkedIn, Twitter, and Wikipedia) and other blogging and posts based online sites that includes blogs, posts created under the patronage of Skyline University College but is not limited to them. The underlying document also holds coverage over the usage of social media for both a personal or professional purpose, during office hours or on their personal time to the degree that it may have an impact on the operations of the organization. The following policy governing under this.

- 1.6.1 Staff refrain from posting any SUC information on a public platform without the proper approval from the authority.
- 1.6.2 Staff should be aware that SUC is able to track the materials and details that employees are making available via social media. Staff to make full use of their discretion when publishing material that is neither disrespectful nor damaging to SUC, its staff or clients.
- 1.6.3 Staff should refrain to print or post or disclose any information considered confidential. If question arises what is deemed appropriate, then staff should check with the HR dept. and/ or their respective HOD's.
- 1.6.4 If employees experience a situation that tends to become antagonistic with social media, employees may disengage respectfully from the conversation and request guidance from a supervisor / HOD.



1.6.5 Social, tribal, political remarks or videos should not be shared in this group.

E. REVIEW OF THE POLICY

This policy was reviewed and endorsed by both the Deans of both the Schools and the Head of Computing department. The Vice-Chancellor subsequently approved the policy after reviews.

MOE STANDARD 8. LEARNING RESOURCE CENTER

8. a. LRC/Library Policy, Procedures and Regulations

Policy number	LIBR_POLICY_01
Policy name	Library Policy, Procedures and Regulations
Policy version	Version 3
Standards applicable	MOE Standard 8: Learning Resource Centre
Policy owner	Library
Date of recent modification	20 April 2022
Verified by	DYASS & REGISTRAR

A. ACQUISITION PROCEDURES

i. ORDERS

- a. Book Requisition by faculty members may be applied through the portal. The LRC staff checks duplication of the book. If the LRC already holds the title, it will be informed to the faculty concerned and his/her request will be eliminated.
- b. If not the LRC Staff searches each 'title in print' to verify the accuracy of the information and the availability of the title in the market. Each order form must include the Title, Author, ISBN number, Edition/year, publisher information and price etc.
- c. The order forms will be processed by the HOL in consultation with DEAN – School of Business and DEAN – School of IT and sent to VC for final approval.
- d. The approved requisition will be processed to obtain quotations from vendors, the vendors prices will be reviewed and compared to place the order.

ii. RECEIVING AND INVOICING

- a. The received items are verified for accuracy of shipment. The order card is matched with the item, and a processing slip listing the date received and the price of the item is placed in a pocket with the order card to be given to the Librarian. The item is then received and invoiced in KOHA Software.
- b. The Acquisitions assistant notes the date received the budget account and the amount to be paid on the invoice and then prepares a Cheque request for the Finance Department. A copy of all documentation is retained for LRC records.
- c. The Cheque requests are then given to the Librarian to be entered into the budget spreadsheet.



B. COLLECTION & DEVELOPMENT

i. OBJECTIVES

The primary goal of the Library is to support objectives of SUC.

The objectives of collection development are:

- a. To support the SUC curriculum
- b. To strengthen the collection
- c. To provide services for the research and information needs of the SUC community.

ii. SELECTION RESPONSIBILITY

The process of selection, acquisition and organization of learning resources is a cooperative venture between the LRC-Library Committee which comprises of faculty members of different subject areas, VC, DEAN - School of Business, DEAN- School of IT, DYASS & Registrar, Subject Experts & the Head Librarian. The requisition of books also may come from the Program Review Committee and the course reports that may require adding, removing, acquiring new reference books, case studies, databases, simulation games, etc. The acquisition process is initiated after the submission of requests by the faculty. The requests are discussed by HOL in the Learning Resource Committee-LIBRARY and finally approved by VC.

C. COLLECTION DEVELOPMENT ACTIVITIES

i. LIBRARY RESOURCE DEVELOPMENT COMMITTEE (LRDC)

SUC organizes three meetings in a year on semester basis. During the meeting, Members discuss the areas of improvement in the collection development. Members suggest for the library development and HOL will initiate the given suggestions and discuss with DYASS & Registrar and get the approval from the Vice Chancellor. SUC conducts various collection development activities which include organizing and participating in the Book Fairs, receiving input from faculty members and procure various reference titles in order to meet the requirements of strategic plan

ii. LIBRARY RESOURCE PLANNING REVIEW

Library resources will be maintained as per the Resource Adequacy Feedback (RAF) and the as per the Strategic Plan of SUC

iii. SELECTION CRITERIA

The following criteria apply to selection of materials (excluding periodicals) for the library collection:

- a. Request for books or learning material from faculty, student, LRDC
- b. Present holdings of books in subject area
- c. Projected number of student for the semester
- d. Number of cycles of lending
- e. Reputation of author and publisher
- f. Availability of online learning resources relevant to the books
- g. Availability and price
- h. Approval by Vice Chancellor

iv. Other guidelines for selection:

- a. Textbooks are purchased when they have inherent value to the collection as a reference work or authoritative source.
- b. Multiple copies of titles are purchased only when it is appropriate and recommended by Chair-LRDC.



- c. Paperback editions of books are purchased if available.
- d. Materials are selected in a wide range of formats such as hardbound and paperbound print, a variety of electronic formats, audio-visual, etc. When multiple formats are available, the Library avoids duplication in most cases. Decisions on choice of format are based on ease of use, the need for simultaneous users, preservation, storage and price.
- e. Consideration to replace lost or damaged materials is based on availability, significance to the collection and relevancy to the current use.

D. PRINT/ELECTRONIC BOOK PROCUREMENT PROCEDURE:

The Books in print/electronic form for Undergraduate programs of School of Business and School of IT will be purchased on the recommendation of the Program Review Committee. The number of copies procured based on the student's strengths in every semester. The rental books will be used for minimum of four cycles and then it will be changed as per the recommendation received by the Program Review committee subject to the availability of prescribed edition in the market. The electronic textbooks can be accessible through their student's portal. Reference books will be procured based on the recommendation of RAF, LRDC,-Book Fair and SUC strategic plan

E. MBA CORETEXT PRINT/ELECTRONIC BOOKS

Students of Graduate Program (MBA) in School of Business will be given core text of their subjects as print/electronic. A student will be allowed to the class, only if he/she carries the core text books. Students are responsible to collect the Print Books from the library on semester basis. The electronic textbooks can be accessible through their student's portal. The collection of core text in every semester is compulsory for the students.

F. PERIODICALS

The Library acknowledges that periodical subscriptions represent an ongoing commitment; therefore, budgeting and selection differ from that involved in purchasing periodicals. The selection of periodical title does involve a prospective longstanding commitment, and because of annual increases in subscription rates, the acquisition of a periodical title receives substantially more consideration than the acquisition of a single periodical.

Some or all of the following criteria are used in evaluating periodical titles for acquisition or cancellation:

- i. Support of present academic curriculum
- ii. Present use of this or other periodicals in a subject area
- iii. Projected future use
- iv. Price, projected availability of funds
- v. Reputation of journal and/or inclusion in a prominent abstracting and indexing source.

G. JOURNALS & MAGAZINES

The Library also subscribes to several magazines related to different subject areas mainly on global news, trends in Education, Tourism, Business, IT and The selection is done by the LRDC keeping in view the authenticity and popularity of the magazines. The print journals subscription will be reduced from 10 to 6 as per the MOE recommendations.

H. ELECTRONIC RESOURCES

The Library is well equipped in terms of providing electronic resources in the form of E- journals and electronic databases. The Library has 23 computer terminals especially for electronic resources access and has been named as E- library area. The effectiveness ease of use and multi user access procedure guides the selection, acquisition and maintenance of electronic resources. Electronic resources are provided to support the instructional program and research needs of the SUC community.



The selection of electronic resources is the responsibility of the Head Librarian after the approval of Vice Chancellor in coordination with Dean – School of Business and Dean - School of IT.

The primary criteria for the selection of electronic products are the extent to which it is relevant to the curriculum; improves the overall library collection; and/or enhances the user’s access to information. Other factors considered during the selection process are:

- i. Compatibility of the resource with existing hardware and technical support
- ii. Licensing restrictions and costs
- iii. Ease of use
- iv. Multi user quality
- v. Data ownership

I. ELECTRONIC DATABASES

Equivalent library and learning resources will be available to students enrolled in SUC programs and courses. Elements of library support and learning resources available to students will include electronic document delivery, electronic journals, full-text databases, end- user searching, reference assistance and instruction, reciprocal borrowing and interlibrary loan services, and cooperative arrangements with other libraries for collection access. Electronic databases are evaluated annually paying particular attention to changes in the databases and the needs of the SUC community. SUC LRC subscribes to major E-databases like ProQuest, Ebook Central, EBSCO and IGI Global, IEEE Computer Science Digital Library, SCOPUS besides seven more International Association Membership. The Students, Faculty & Staff will be given orientation to use the above Electronic databases and Association Memberships.

i. ON CAMPUS

Electronic databases are accessible in the Library premises especially Electronic Library Area consisting of 23 computer terminals to access and E-Library search station with 2 computer terminals are available to access for all the stakeholders of SUC. Moreover the all the e-resources can be accessible through LMS as well.

ii. OFF CAMPUS

Electronic databases are integrated with LMS for the Faculty members, staff and students through LMS to access anytime and anywhere.

J. GIFTS/DONATION

The LRC will accept gifts/donation with the understanding that they will not necessarily be added to the collection. The material will be evaluated by the same standards of the selection as those used in the purchase of new materials. Gifts, which do not comply with the LRC’s objectives and policies, will be refused. The LRC does not set aside special sections for any gift books or accept books on indefinite loan. The LRC reserves the right to discard any and all gifted books and journals. The LRC accepts donations of materials with the understanding that any materials deemed inappropriate to the collection will be discarded or may be returned to the donor upon request. A gift plate identifying the donor is inserted in gift materials or items purchased with gift funds.

K. INTELLECTUAL PROPERTY RIGHTS / COPYRIGHT LAW

The SUC LRC strictly follows the Intellectual property rights and copyrights of all the materials.

i. PRINT MATERIALS

- a. Books – up to two chapters or 10% - whichever is greater.
- b. Journal articles- up to two articles from an issue or 10% - whichever is greater.
- c. Conference proceedings- up to two papers or 10% - whichever is greater.
- d. Short book, report, pamphlet – up to 10% but not more than 20 pages.
- e. Copied materials must be submitted with full reference citation.



- f. When copying any such source, an acknowledgement from the Head Librarian is required.

ii. NON PRINT/ELECTRONIC MATERIALS

- a. Due to licensing restrictions, remote access to licensed electronic resources is limited to students, faculty, and staff at SUC.
- b. It is the responsibility of each user to ensure that his or her use of these products is for non-commercial purposes only. In general, authorized users may access such products for noncommercial educational, scholarly, and research purposes.
- c. Prohibited actions generally include:
 - 1. Systematic downloading;
 - 2. Posting copyrighted materials on publicly accessible Web sites;
 - 3. Use of “robots,” “spiders,” “crawlers,” or other software designed to automatically and systematically copy and download licensed resources;
 - 4. Commercial use.
- d. Such activities risk the entire SUC community’s continued access to and use of any licensed electronic resources. Web activity may be monitored by vendors and publishers, and violation of the licensing agreement could result in cancellation of the service.
- e. Access to the resources should be at the Campus, or via Learning Management Systems only.

Do’s	Don’ts
making limited print or electronic copies (such as single articles)	systematic or substantial printing, copying or downloading (such as entire journal issues or books)
using for personal, instructional or research needs	selling or re-distributing content, or providing it to an employer
sharing with SUC faculty, staff and students	sharing with people other than SUC faculty, staff and students
posting links to specific content	posting actual content or articles to web sites.
	Modifying, altering, or creating derivative works

iii. CENSORSHIP

The selection of LRC books and materials is based on the LRC user’s right to read and his freedom from censorship by others. Some LRC materials are controversial and may offend some persons. Selections for the LRC will not be made on the basis of anticipated approval or disapproval, but rather on the merits of the material in relation to the building of the collection, and to serving the interests of the users and supporting the curriculum.

The LRC holds censorship to be a purely individual matter and declares that while anyone is free to reject for himself books and other materials of which he does not approve; he cannot exercise the right of censorship to restrict the freedom of others.

Should a person challenge learning materials, he will be expected to complete a request for reconsideration of learning resources. Upon completion of this form, the Head-Librarian will make an evaluation of the request.



iv. CATALOGING

The Library collections including print and non-prints are cataloged electronically through the Library Management software using the **Dewey Decimal classification (DDC) system 23rd edition** and subjects heading are given through **Library of Congress Subject Headings(LCSHs) 30th edition**. The only exceptions are periodicals, which are arranged in alphabetical order by title. Bibliographic records are exported from KOHA to the **Online public access catalog (OPAC)**, ensuring that the records meet international bibliographic standards. The bibliographic records are available in the **Anglo American Cataloguing Rules II (AACR II)** format and are also available in mnemonics format. All the details are maintained in the **Accession Register**.

i. DEWEY DECIMAL CLASSIFICATION (DDC) SCHEME EXPLAINED

- a. 000 Computer Science, Information & General Works
- b. 100 Philosophy & Psychology
- c. 200 Religion
- d. 300 Social Sciences
- e. 400 Language
- f. 500 Science
- g. 600 Technology
- h. 700 Arts & Recreation
- i. 800 Literature
- j. 900 History & Geography

This scheme follows a decatomy hierarchical structure and further each class is divided into 10 subdivisions.

ii. OPAC (ONLINE PUBLIC ACCESS CATALOGUE)

The LRC collection is managed through the KOHA online Catalog system known as OPAC or Online public access Catalog. The LRC is able to manage its acquisitions, cataloging, circulation and public access using this system. After LRC materials are cataloged electronically using the online public Access Catalog (OPAC) database, the bibliographic records are exported to website for use by the LRC users.

The OPAC includes local information for our LRC such as barcode number, collection, bibliographical details, call number, copy/volume number, holding LRC and format type. The OPAC can be accessible through the Learning Management System of SUC for the availability of the LRC resources

iii. CATALOGING PROCEDURES: RENTAL AND REFERENCE BOOKS

- a. All rental and reference books have a barcode with protector tape and RFID Tags are pasted on the back cover.
- b. The Librarians will enter the bibliographic records of the book. A tag is added to the record, which includes barcode number, collection, and call number, volume number, holding library, and price and format type. Barcode labels are printed and pasted for reference books with the accession numbers provided to each book. Whereas for rental collections, the accession number is preceded with RB and pasted. All these entries are automatically added to the record in the OPAC and it is automated through KOHA software.
- c. Before shelving the books in order, tagging and recording in OPAC are essential.

iv. CATALOGUING PROCEDURES: SERIALS

The Serials/Journals details like volume, issue and year are encoded in the KOHA software and the copy of the same are maintained in the Library.



v. CIRCULATION

i. Library Use

The Library is open to the faculty members, staff, students, alumni and outside stakeholders who are engaged in research activities.

a. GENERAL RULES OF THE LIBRARY

1. Silence should be maintained in the LRC.
2. Spitting, smoking and other offensive or objectionable practices are strictly prohibited.
3. Cell phones should be kept in the silent mode with in LRC premises.
4. Using audio devices is not allowed (use of earphones is acceptable)
5. Engagement in noisy activities is not allowed (except in approved areas)
6. Interrupting or disturbing other members in the Library is not allowed
7. Student ID Cards should be shown at entrance & also on demand whenever there is a Check.
8. Student ID cards/borrower cards are not transferable. Books are issued against borrower cards only by submitting their ID cards.
9. On completion of course “No dues Certificate” will be issued only on submitting all the materials borrowed from the library.
10. Overdue charges will be collected if book is not returned by due date.
11. If book is lost borrower is responsible to replace the book or pay latest market price. If title is out of print price will be charged as per Library norms.
12. No eatables are allowed in the Library.
13. Violations of Library rules can lead to hefty fines / debarred from Library.
14. Playing games, downloading games, software, music /video files is strictly prohibited in the electronic library area.
15. Library computers are meant for academic purpose only students are allowed to work on their assignments also.

b. BORROWING PRIVILEGES

Borrowing privileges are available to SUC faculty, staff and currently enrolled students, as well as alumni and outside members who can avail membership for their research purposes. The SUC provides identity cards to each student which is also used as a membership cards or library cards for issuance/return of books and other materials. The ID card is scanned with barcode technology and the books are issued with the help of Library management software. For the faculty members, staff and others, membership cards are developed through the Library database management software and the same is maintained records.

c. BORROWER OR LIBRARY MEMBERSHIP CARDS

Individuals must complete a registration card and update their individual finger print registration or ID card in the KOHA software using the barcode technology in order to borrow materials from the Library. For faculty, staff and currently enrolled students, barcodes are attached to the library system at the beginning of each semester or any other convenient time. The students from the other schools, colleges and universities can use the library resources inside the SUC premises at Free of Cost by submitting their ID proof. Library membership comes at AED 250 annual charges with a security deposit of AED 500 (refundable) if the member wants to check out the materials.

d. BORROWER CONFIDENTIALITY

The SUC Library protects the confidentiality of each member. The Library staff shall not disclose any personal or circulation record information regarding any if a book is urgently



needed, the staff will make arrangements for making the book available within a reasonable timeframe.

e. RULE FOR CIRCULATION - STUDENTS

The number of books to be issued and loan period is classified into 4 broad categories. They are as follows:

1. Undergraduate program (School of Business & School of IT)
 2. Graduate program (School of Business)
 3. Faculty and Staff
 4. Others include CCL students, Alumni and outside members
- Collection of core text books from library is the responsibility of the borrower and no refund of utilization fee will be applicable.

1. Membership Fees

The Library fees for SUC student is included in the annual fees as per the institution policies. All library borrowings will come into force after a member pays applicable security deposit which will be refunded at the time of withdrawal of membership or cancellation of the admission after deducting any dues pending against the library.

The outside members will have to pay applicable annual membership with a security deposit of AED 500/= and it has to be renewed each year. The alumni members of SUC can access the library e-resources absolutely free of charge through the portal.

2. Membership Forms

Alumni Membership forms are available in the portal and print copies in the library as well.

3. Rules for Circulation of Print Materials for students

3.1. Core Text

The students can borrow the books as per the courses enrolled and needs to be return as per the deadline received from the Library Department

3.2. Reference Books

Students can borrow maximum of 3 books and needs to return as per as per the deadline received from the Library Department.

3.3. Study Materials / Kit

Study materials / Kit will be used as per the following guidelines for the short courses;

Category	Membership Type	Maximum No. of study materials	Materials / Duration	No. of Reference Books	Loan Duration
CCL	IATA	1	Sale	2	7 days
ELC	TOEFL	1	Semester	N/A	N/A
	IELTS	2	Sale	N/A	N/A
	PET	1	Sale	N/A	N/A
OTHER	Alumni & others	N/A	N/A	2	7 days



4. Rules for Circulation of Non-Print Materials (NPMs)

The students cannot checkout any audio visual materials from the Library. They can use the Audio Visual materials like CDs, DVD, Cassettes materials in the Library with the permission of their respective faculty. Students may use audio-visual materials in the electronic library area of the Library. Materials must be returned to the circulation desk during library hours after use.

5. Rules for Circulation for Students

The Students from School of Business and School of IT can receive the Books from the library for every semester basis. Students need to personally visit the library and collect the books. It is mandatory for the students to collect the core text from the library on semester basis.

6. Renewals

Users may renew any materials borrowed from the LRC provided that no other borrower has made a request for the item. Two renewals will be allowed for any issued reference materials for the period of 7 days. On-campus students must present the book and a current identification card at the Circulation Desk. Requests for renewals by telephone or via email to library will be accepted only in case of emergencies or mitigation circumstances.

7. Reservation

Resources can be reserved only when they are on loan. The availability of the reserved item would be informed through e-mail. The reserved resource should be collected from LRC within 24 hours after intimation, otherwise the reservation stands cancelled.

8. Return

Books should be returned on or before the due date mentioned by the Library.

9. Late Fines

The Library charges a fine of AED 1/ per day per book as overdue for all the library books from the students.

10. Penalty for Damages/Lost

The cases of penalty for any damage or loss of any item will be referred to Head-Librarian for action. In case of the dispute not resolved at this stage will be referred to DYASS / Registrar.

f. Refund of TOEFL books deposit

TOEFL books should be returned within 3 months from the date of borrowing. Nonrefundable deposit will be forfeited, in case student fail to do so.

g. Check in:

All core text books should be returned as soon as they finish their final exams and the reference books should be returned as per the due date given. It is the sole responsibility of the borrower to check the status of books issuance and return in their library account through Online Public Access Catalogue (OPAC) and immediately contact the library staff for clarification if any.

h. Forfeit/Debit policy

The library books should be returned on or before the deadline, failing to do so the total cost of the books will be Forfeited or Debited in their account. If the books are returned in good condition after the debit, 50% of the amount from the total will be refunded.



i. Fine for lost Books lost fine refund policy

If the books are lost by the Students, they have to either pay the cost of the books or finance department will debit the amount in their account. This amount is reversible if the books are found and returned after the payment within the semester.

j. RULE FOR CIRCULATION - FACULTY & STAFF

The eligibility for full time faculty, part-time faculty and staff members to borrow from Library begins from receiving the intimation about the new member from Human resource department. The faculty members can avail library books by observing the following circulation policy.

a. Rules for Circulation of Print Materials

The categories of members and their privileges are as follows:

Category of Faculty & Staff	Max. no. of books	Loan Duration
Full time faculty	10	120 days for core text (15 days for reference books)
Part-time faculty	4 for each course allocated (2 core text & 2 reference books)	120 days for core text (15 days for reference books)
Staff	4	15 days for all books

Note: All reference print materials including reference books, current issues of periodicals, bound volumes of periodicals, reports, manuals etc. will be issued for fifteen days only. The faculty will have to return the materials before due date in case of demand by any other member of the Library.

All core text and reference materials borrowed by the faculty have to be returned to the library at the end of each academic year.

b. Rules for Circulation of Non-Print Materials (NPMs)

Non- print materials (NPMs) in the collections of Library include items such as DVDs/CDs/Videos/CDs/ Video Cassettes, Audio Cassettes, Slides etc.

All audio-visual materials will be issued to the faculty for the classroom demonstration only through the computing department who would display the material as per faculty requirement and then return to the Library. Items can be retained for a maximum of seven days only.

c. Renewals of audio / video

Issued documents and other items are renewable, provided there is no demand for the material by other members. Two renewals are allowed for any issued material if there is no reservation against the particular item..

d. Penalty for Damages/Lost

The cases of penalty for any damage or loss of any item will be referred to the Head-Librarian for action. The user needs to check the price with the library staff and make the payment in the Finance Department and submit the receipt to the library.



i. NON-CIRCULATING MATERIALS

Reference books like dictionaries, encyclopedias, atlas, maps etc., are not circulated by the Library.

ii. CLEARANCE FORM

SUC Library will issue the clearance certificate to any faculty member only after he/she returns the borrowed materials from the Library to all those who leave the organization after returning, replacing or paying for all outstanding print and non-print materials that they have not returned to the Library.

vi. CONSERVATION, PRESERVATION AND RESTORATION

Library materials are expensive to purchase, to process, and to house. SUC Library acknowledges the necessity of preserving all holdings. The Librarians will consult with the LRDC to determine what action should be taken with damaged books or other damaged materials. The Librarian will help to determine an emergency plan and oversee the initiation of action should an emergency arise.

i. GENERAL PRINCIPLES

- a. Care and handling of library materials will be stressed to library employees and library users.
- b. Temperature and humidity controls will be sought for library materials.
- c. Book repair will be provided for materials damaged through rough use, heavy use, or accident.
- d. Binding will be used to preserve periodicals and other materials as needed.

ii. REPLACEMENT OF LOST, DAMAGED, MISSING AND TORN LIBRARY MATERIALS

a. Books

The Librarians are responsible for making decisions regarding the replacement of lost, damaged, missing or worn library materials. The librarian will determine whether to replace a specific book or purchase a comparable book guided by the following considerations:

1. Does the material being replaced meet general library collection policy?
2. Does the frequency of use justify replacement?
3. Is the item used for class reserve reading or is it on a faculty recommended reading list?
4. Is the item listed in Books for SUC Libraries or other recommended book lists?

b. Periodicals

Library staff will identify lost, damaged and missing serials and will take steps to replace these materials. Decisions to replace annual, biennial and irregular serials will be handled according to the policy for monographs described above with the Head Librarian having the responsibility to order replacements.

The following serial items will not be replaced when lost or damaged:

1. Newspapers and newsletters
2. Titles that are not held permanently
3. Titles that are not indexed

Since back issues may be expensive, the decision to replace will be guided by the following considerations:

1. Does the material being replaced meet general Library collection policy?



2. Does the frequency of use justify replacement?
3. Should microforms be purchased rather than replacing paper issue(s)?
4. Is the periodical readily available elsewhere, including full-text sources available to Library users
5. Does the information in the particular title have lasting value?
6. Is the lost or damaged piece more than five years old?

vii. WEEDING OF RESOURCES

i. Discard Plan

SUC LRC staff will analyze the existing collections based on the year of publication and physical condition of the print books. The HOL prepares the analysis report and it will be verified by the DYASS & Registrar DEAN- School of Business and DEAN – School of IT. The outdated materials will be removed from the stock after the approval of LRDC members.

ii. Reference books:

The LRC holdings are evaluated to identify inappropriate or outdated materials. This process is accomplished through a cooperative effort between the LRC staff and the academic faculty. Faculty members who are in the LRDC have the responsibility of weeding outdated or inaccurate materials in their area of expertise. DYASS & Registrar instruct the LRC staff and they are responsible for removing multiple copies, multiple editions, outdated materials and worn or damaged materials.

iii. Rental Books

Rental Books will be weeded out based on the recommendations received from the Program Review committee. Once the new title reviewed and finalized by the program review committee and it will be sent to Vice Chancellor for the final approval. The Library staff is responsible for eliminating the existing titles.

iv. BASIC CRITERIA

The main criterion for discarding books from reference collection is their lack of use. The following factors are also important and are considered by LRDC Committee:

- a. Obsolete and/or inaccurate material
- b. Subject no longer of current interest
- c. Poor physical condition
- d. Old edition is no longer appropriate within current environmental context
- e. Whether the title to be discarded is part of multi-volume set or series

v. FREQUENCY OF DISCARD

- a. 2% of stock annually
- b. Dissertations after 3 years of submission
- c. As an ongoing collection management tool for each collection area

vi. RETENTION

- a. Seminal works and selected copies of dissertations (approved by the Faculty)
- b. Local study material

vii. DISPOSAL OF WITHDRAWN STOCK

- a. Last copies of material in good physical condition are offered to members of the Library
- b. Withdrawn books shall be handed over to any needy universities or institutions or organizations or recycling agencies
- c. Other material may be offered for sale at the Library's discard through exhibition
- d. Material in poor physical condition is disposed



i. **CONSIDERATIONS FOR PERIODICALS**

- a. Incomplete and short runs of a title may be withdrawn particularly when the title is not received currently.
- b. Titles which contain information that is not useful long-term, such as newsletters and trade magazines, usually have automatic discard patterns established such as "latest two years only retained".
- c. Annuals, biennials and regularly updated editions of guidebooks, handbooks, almanacs and directories have a de-selection pattern established depending on the value of the information contained retained in the earlier editions. Often one or two older editions are kept in Reference and/or Circulating collections.
- d. Duplicate issues of journals and magazines are discarded when a volume has been bound.

viii. **PERFORMANCE MEASUREMENT OF LIBRARY**

The Library conducts feedbacks at the end of each academic year regarding utilization, infrastructure and other issues. The feedback report is effective in measurement of the various issues and requirement related to the library. The report of the feedback is evaluated by the LRDC committee and makes it suggestions and recommendations depending upon the findings of feedback.

ix. **RESOURCE UTILIZATION BY FACULTY AND STUDENTS**

The Library Performance measured by the utilization of library resources of both Print and Online Resources by the faculty, staff & students. The reports will be displayed at the end of every year to the Academic Support Service Meetings and will be discussed in the LRDC meetings also. The corrective measures will be suggested by the members.



MOE STANDARD 9. FISCAL RESOURCES, FINANCIAL MANAGEMENT AND BUDGETING

9.a. Internal Audit.

Policy number	FINA_POLICY_02
Policy name	Internal Audit Policy
Policy version	Version 1
Standards applicable	MOE Standard 9: Fiscal Resources, Financial Management and Budgeting
Policy owner	Finance Department
Date of recent modification	21 July 2019
Verified by	Vice Chancellor

Internal Audit is an independent, objective, assurance and consulting activity designed to add value and improve an organizations operations. It helps the SUC accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve effectiveness of risk management, control, and governance process.

A. Objectives

Internal Audit assists SUC in assessing risks and evaluating the controls designed to address those risks. Internal Audit furnishes management with analysis, recommendations, counsel and information concerning the activities reviewed. The audit objective includes promoting effective control at reasonable costs.

B. Scope

The scope of internal audit activity includes examining and evaluating the policies, procedures and systems which are in place to ensure: reliability and integrity of information, compliance with policies, plans, procedures, laws and regulations; safeguarding assets; economical and efficient use of resources; and accomplishment of established objectives and goals for operations or programs. Internal audit also provides special services within the SUC concerning issues related to internal controls, special investigations, and other areas of interest and concern.

C. Functions

Functions of the internal audit include:

- i. The primary duty of the Internal Audit department is to develop and implement, on a continuous basis, an internal audit program to check and verify the existence of an adequate internal control system. Internal controls include:
 - a. Internal check, a set of arrangements made so that the work of one person is checked by another person.
 - b. Inspection – a periodic system of examination of processes, approvals, documentations, security controls, accounting, etc to ensure that:
 1. Internal controls are adhered to,
 2. Statutory matters are complied with and
 3. Regulatory controls are observed.
- ii. Examination of financial and operating information including review of means used to identify measure, classify and report such information and specific inquiry into individual items including detailed testing of transactions, balances and procedures.
- iii. Review of the, efficiency and effectiveness of operations including non-financial controls of the company.



- iv. Review of compliance with laws, regulations and other external requirements and with management policies and directives and other internal requirements.
- v. Perform these other functions through internal check arrangements:
 - a. All banking procedures are observed.

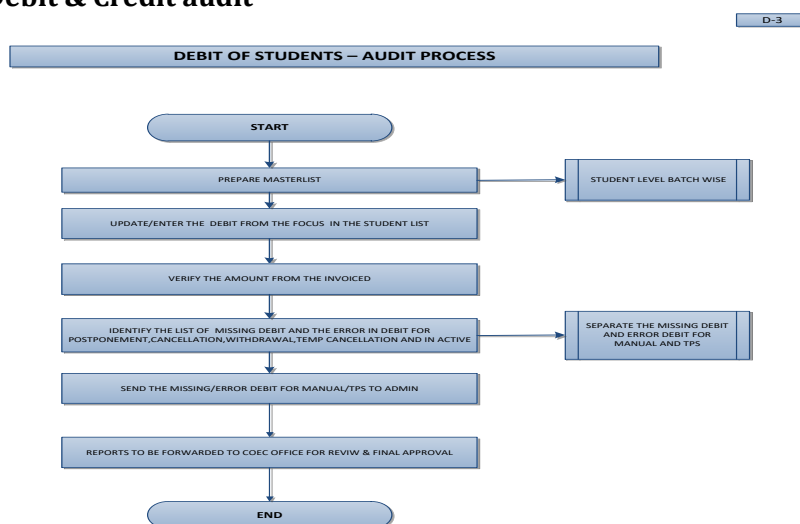
D. The Standard Procedure for each audit includes the following steps:

- i. Based on the strategic plan the scope and objectives are defined.
- ii. The department wise auditing of physical assets and the budget to actual variances are conducted.
- iii. Draft report is prepared and discussed with the concerned departments regarding deviations from the plan.
- iv. Reporting to the management about the status and unanswered discrepancies.
- v. Key issues and alternative activities are discussed with the management.
- vi. Records are maintained for future review.

E. Internal audits are categorized into the following:

- i. **Physical Resource audit**
 - a. Furniture’s & Fixtures audit
 - b. IT fixed assets
 - c. Sports fixed assets
 - d. Store Audits
- ii. **Scholarship**
 - a. MOU based scholarships
 - b. Sports scholarships
 - c. Reward ship
 - d. Toppers scholarship
 - e. Need based scholarship
 - f. Fee waiver audit

iii. **Debit & Credit audit**



iv. **Invoice audits**

The finance department conducts audit of the invoices processed after each intake to determine the adequacy and effectiveness of internal control over invoice processing.



v. **Student ledger audit**

A major aspect of auditing involves verifying the accuracy of the student ledgers, which are carried out at the end of each semester. The process includes:

- a. Verify the debits are attached to each student ledger corresponding to the student invoices.
- b. Verify the auxiliary incomes in the student ledger
- c. Verify the debit notes and credit notes passed to each student ledger
- d. Verify the post dated cheques entered in the student ledgers
- e. Verify and confirm the student net balances

vi. **Miscellaneous fee audit**

Steps to be followed for doing the Miscellaneous fees audit:

- a. After completion of month the miscellaneous credit is extracted from Focus Software Management and compared with the debits in Focus & TPS .
- b. To reconcile all credits have corresponding debits
- c. Report to be extracted

vii. **Proforma Invoice And Invoice Audits**

- a. PI's are audited after each intake by verifying the total number of students enrolled into the Enrollment Management System and by verifying the number of actual enrollments imported by Focus Software Management through the Transaction Processing System (TPS). The reports are generated by the TPS, which helps to understand the total conversions.
- b. Invoice Audit, more than correcting errors delivers control, visibility and improved efficiency within operations. After the PI process is complete the Administration Department enrolls the students and each student is attached with an invoice as per his admission status. The relevant fee structures which are attached are used by the TPS for student debits. All the students are initially attached with the normal fee structures and students who are having fee waivers are attached with the discounted fee structures after meeting the admission criteria and criteria pertaining to award of fee structures.
- c. Internal departmental calendars are made which mentions the period the audit has to be performed. After the close of each intake, the TPS generates reports that help us to understand if all the students enrolled have been attached with fee structures.

viii. **Scholarship Audits**

Scholarships are given to various government organizations, schools, clubs, corporates, Non-profit organizations where SUC has signed memorandum. The following steps are to be followed when scholarship audit is conducted:

- a. Relevant documents pertaining to the scholarship is met by the student
 - b. Students submit all the documents within the stipulated time frame
 - c. The scholarship awarded matches the amount in the ERP
 - d. The student meets all criteria if the scholarship is to be credited in student account.
 - e. The scholarship report to be extracted from TPS
 - f. The figures is to be cross tallied with the marketing data .
- F. Students will be required to maintain CGPA of 3.00 to continue to qualify for 50% scholarship and 2.50 to continue to qualify for 25% scholarship. At the end of each semester in any case the student falls below the above mentioned marks respectively the scholarship will be withdrawn for the next semester. Once student recuperate and achieved the required CGPA respectively the scholarship



will be reinstated for the upcoming semester.

G. Audit Timeline

SR	DESCRIPTION	FREQUENCY	PERIOD		RESPONSIBILITY
1	FURNITURES & FIXTURES	TWICE IN A YEAR	FALL	SUMMER	FINANCE EXECUTIVE
2	IT FIXED ASSETS	TWICE IN A YEAR	FALL	SUMMER	FINANCE EXECUTIVE
3	SPORTS EQUIPMENTS	TWICE IN A YEAR	FALL	SUMMER	FINANCE EXECUTIVE
4	INVENTORY AUDIT	TWICE IN A YEAR	FALL	SUMMER	FINANCE EXECUTIVE
5	SCHOLARSHIP AUDIT	THRICE IN A YEAR	FALL	SUMMER	FINANCE EXECUTIVE
6	DEBIT AUDIT	MONTHLY			FINANCE EXECUTIVE
7	STUDENT LEDGER AUDIT	MONTHLY			FINANCE EXECUTIVE
8	MISCELLANEOUS FEE AUDIT	MONTHLY			FINANCE EXECUTIVE
9	INVOICE AUDITS	MONTHLY			FINANCE EXECUTIVE

H. The Audit Process

Every Month/quarter (list annexed) the internal auditor of SUC carry out a thorough review of all the financial records in relation to the predefined policies and procedures. After all verification is completed, the auditor prepare a report that documents in line with the objectives, procedures and process of plan at the beginning of the academic years and provide recommendation for improvements.

i. Responsibility and Authority

Approval to Appointment of Internal auditor	Responsibility to furnish records	Responsibility to Submission of Audit reports to EC	Review of financial policies and amendments	Review and necessary action on Internal Audit report
Vice Chancellor	Departments	Internal Auditor	VC	Departments

I. The Audit Selection Process

i. Risk Assessment

Risk assessment is the identification and analysis of risks to the achievement of the University's established objectives. It is important that Internal Audit's resources be allocated and priorities established to address areas with the highest risk exposure. The degree of risk associated with an area can be measured in financial terms, in terms of activities that affect the delivery of important services to the University community, in terms of goal importance or activities that are regulated by external bodies.

Risk factors must be considered when prioritizing audits and may include, but are not limited to, complexity and size of the operation, personnel turnover, results of previous audits and laws and regulations. In addition, some areas require more frequent audit or review while others may only need to be reviewed every few years.

ii. Internal Controls

The existence and effectiveness of internal controls within a department or process is another consideration in the audit selection process. A preliminary step in determining the existence of such controls would include reviewing whether goals and objectives are clearly defined and that actual operations are consistent with those goals.

iii. Types of Audits

Audit projects can normally be categorized as one of the following:



- a. *Financial Audit* - this type of audit involves a review of a department's records and reports in order to check that financial transactions are properly recorded in the University's financial accounting and reporting system.
- b. *Operational/Process Audit* - this type of audit involves a review of a department's operating processes, procedures and associated internal control activities.
- c. *Compliance Audit* - this type of audit generally involves verification of whether or not the department, area or individual is in compliance with established guidelines (policies, procedures, laws, and regulations). Various programs, contracts and grants have specific rules and regulations that must be followed in order to maintain funding.
- d. *Special Requests (investigative engagements)* - this type of audit is usually requested by management. The purpose is to investigate incidents of possible fraud or misappropriation of assets.
- e. *Multiple Objectives* - this type of audit will be comprised of one or more of the aforementioned audit categories and is often referred to as a department or unit audit.
- f. *Follow-up Engagements* - this type of engagement reviews administration's action plans implemented based on a previous audit or review.

J. Conducting an Audit

An audit is normally conducted in four phases and during each phase in the audit process staff from the units involved will have the opportunity to participate. The process works best when management and Internal Audit have a solid working relationship based on clear and ongoing communication.

Listed below is the process for the four different phases of an audit.

i. Planning

Prior to beginning the audit, Internal Audit Department personnel will gather as much information as possible about the area to be audited. Prior audits, if applicable, would be reviewed and areas of concern would be highlighted.

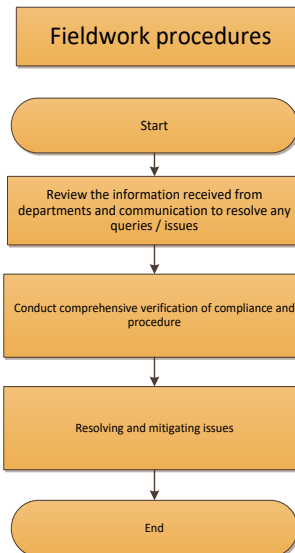
The responsible Vice Chancellor, would be notified in writing of the audit. The written notification would provide brief information regarding the audit, the time frame for return of the questionnaire and the intent to contact them in the near future to set up the entrance conference.

Audit objectives will be determined and formulated prior to the end of the planning phase. After audit objectives are approved by the Internal Audit Director, a written notification will be sent to the client.

ii. Fieldwork

The next phase of the audit process involves gathering information via interviews with key personnel, review of department manuals, policies and procedures, general operations, etc. This work is tailored to address the audit objectives determined during the planning phase.

When performing tests on items, the Internal Auditor may select audit items via a technique called sampling. Sampling allows the auditor to test attributes and internal controls activities by selecting a sample of transactions from a population of data (e.g., payroll checks, Travel and Business Expense Reports and testing the presence or absence of certain attributes or qualities. For example, a sample of records are selected and tested to see whether or not each contains a signature of approval by an authorized signer. Sampling permits the auditor to review a portion of the total population to determine and express an opinion on whether or not the University is in compliance with policies and procedures, assets are being safeguarded and managed appropriately, or grant sponsor requests are being followed. It allows the auditor to gather evidence that the system of internal controls that has been established is actually in place and functioning appropriately.



iii. **Reporting**

After technical review, a preliminary draft report is prepared and sent to the client. This report will contain an executive summary letter, introduction, statement of objectives and scope, conclusion and summary, appendices outlining the detail of the reported findings and exhibits as appropriate.

The client will have the opportunity to review the preliminary draft for errors in fact and will be asked to provide a response and corrective action plan to the reported findings.

A final draft report containing the client's responses and action plan will then be issued to the Vice Chancellor for review and comment prior to final issuance and distribution.

The final report will be issued to the Board of Trustees and other responsible parties.

iv. **Follow-up**

Typically, follow-up activities are scheduled after issuance of the final audit report depending on the significance of the findings noted. Follow-up activities focus primarily on the progress the client is making to correct matters previously reported and any specific instructions received from the University President and Vice President responsible for the area audited. Generally, follow-up report distribution will parallel that of the final audit report.



9.b. External Audit.

Policy number	FINA_POLICY_03
Policy name	External Audit Policy
Policy version	Version 2
Standards applicable	MOE Standard 9: Fiscal Resources, Financial Management and Budgeting
Policy owner	Finance Department
Date of recent modification	13 May 2022
Verified by	Vice Chancellor

A. Introduction

The purpose of this policy is to ensure that the external checks are in place to review and verify the implementation of financial policies and the best practices are adhered. The external audit is carried out on quarterly basis to monitor the financial transaction are taking place according to polices and that the risk bearing issues are identified and mitigated at its source.

B. Appointment Of External Auditor

BOT shall approve a suitable firm to be External Auditor for the financial year. In arriving at this recommendation, BOT shall consider a number of factors including the professional reputation of the firm, audit approach and methodology, qualifications, relevant experience and quality of audit services.

C. Procedure

Every quarter the auditors visits SUC and carry out a thorough review of all the financial records in relation to the predefined policies and procedures. After all fieldwork is completed, the auditor may prepare a report that documents objectives, procedures, conclusions, and recommendations.

D. Responsibility and Authority

Table					
Approval to Appointment of external auditors	Appointment of External Audit firm	Responsibility to furnish financial records	Responsibility to Submission of Audit reports to VC	Review of financial policies and amendments	Review and necessary action on External Audit report
BOT	VC	Head of Finance Department	External Auditor	VC	BOT



9.c. Budgeting.

Policy number	FINA_POLICY_04
Policy name	Budgeting
Policy version	Version 1
Standards applicable	MOE Standard 9: Fiscal Resources, Financial Management and Budgeting
Policy owner	Finance Department
Date of recent modification	21 July 2019
Verified by	Vice Chancellor

The budget process is initiated by reviewing the guidelines of Strategic Plan and reviewing the previous year’s income and expenditure statements. It also evaluates the market conditions to develop current year budget. The finance department initiates the procedures of preparing the current year budget by inviting departmental requirements. The finance department then compiles short term and long term institutional budget and send to VC to seek final approval from BOT.

Budgeting forms one of the prime functions of the Finance Department. The financial budget is prepared on the following basis:

- A. Revenue**
 - a. Revenues from the existing number of students.
 - b. Reserves
 - c. Receipts from miscellaneous sources.
 - d. Receipts from ELC & CPD
- B. Sponsorships, Donations**
 - a. Funds received from charitable institutions towards students scholarships.
 - b. Sponsorships, donations received from corporate.
- C. Forecasting**
 - a. Review the strategic plan projections.
 - b. Review of proposed facilities
 - c. Proposed targets for student’s enrollments
- D. Preparation Of Overall Budget**
 - a. Budgets are prepared based on reviewing the previous year’s allocated budgets and utilization
 - b. Reviewing projected strategic activities
 - c. Projected fee / market trends
 - d. Proposed budgets from each department
 - e. Inflation rate
 - f. Contractual agreements
- E. Allocation Of Funds To Various Departments As Per Proposed Budget**
 - a. Academics (Undergraduate and Graduate Program)
 - b. Marketing
 - c. Human Resources Department
 - d. Library
 - e. Computing
 - f. Administration
 - g. Corporate Affairs
 - h. Sports
 - i. Institutional Research Office
 - j. Finance
 - k. Centre for Professional Development
 - l. Maintenance



- m. English Language Centre
- n. Students services departments

F. Budget Reviews & Amendments

The developmental activities and the enrollments for each intake are carefully monitored and suitable amendment is recommended to the Vice Chancellor whereupon ratification is send for approval. The suggestions put forth are based on careful analysis of internal budgets, financial data and enrollments achieved during the intakes. The enrollments are carefully monitored in each enrollments and the variance to the budget are carefully analyzed to make suitable amendments in the existing budget.

G. Unspent Budget Amount

Departments would not include an unspent balance as a budget category. Any budgeted figure does not have to balance out to zero. The budget should be what is planned to be spent within the year. Thus the unspent amount will not be carried over to the next year budget.

9.d. Financial.

Policy number	FINA_POLICY_05
Policy name	Financial
Policy version	Version 3
Standards applicable	MOE Standard 9: Fiscal Resources, Financial Management and Budgeting
Policy owner	Finance Department
Date of recent modification	14 MAY 2022
Verified by	Vice Chancellor

A. APPROVAL & DELEGATION AUTHORITY

SUC is committed to ensuring strong organizational performance through sound corporate governance practices. Delegation of authority is recognized as a critical component of the framework. Delegation of Authority will support the pursuit of the SUC’s functions and strategic priorities as well as the efficient, effective day-to-day management and operation of the SUC.

The VC is empowered with the task of approval of all documents. The Vice Chancellor of SUC is authorized to approve the budget and expenditures less than AED 5000/- and expenditures above AED 5000/- will need to have the approval of the BOT. Delegations and approvals related to expenditure of any kind can only be exercised within approved budgets. There is no authority to incur expenditure unless there is an approved source of funds. Any variation from the original approved expenditure must also be approved by the Vice Chancellor provided that the total cost (including the variation) is within the limits of their delegation. If the increased total cost exceeds the limit of the delegate's delegation, then the transaction must be approved by the Vice Chancellor. Any Department or individual who incurs expenditure beyond or without an approved source of funds is accountable for that expenditure. Any contingency or any major expenses are referred to the BOT for final approval.

B. PROCEDURE FOR AMENDMENT IN POLICIES & PROCEDURES

Any proposal for amendment shall be submitted to the Vice Chancellor through the Heads of Departments. This will normally be given in form of revised procedures to replace the existing procedure in the manual.

Subject to approval, amendment can be effected to reflect the business dynamics and/or economic realities without any prejudice to the objective of the manual.



i. Review Of Existing Policy & Procedures

Policies and procedures of SUC are reviewed on a regular basis. The review cycle may vary depending on the policy type and its scope. Review dates are set to allow adequate time for revision and approvals processes.

ii. Procedure for development Of New Policies

The need for new policy and / or procedures may be initiated by the departments based on:

1. Changes to external operating environment
2. Review of strategic directions of the institution

iii. Amendment To Existing Policies

If an existing policy does not meet the best practice guidelines or if there are new risks that the policy should address, the policy is subject to amendment within the guidelines of SUC. The new changes are first ratified then approved by the Vice Chancellor after which it is amended and disseminated to the concerned departments and individuals.

iv. Fee Structure, Review And Amendments

SUC policy with regards to the Tuition Fee and other miscellaneous Fee is implemented after the approval from Board of Trustees, the board approves the changes in accordance with the Strategic Plan to enable SUC to manage its financial resources effectively and plan development and strategic initiatives to provide quality education.

Tuition Fee charged per credit remains the same for the students once they register with SUC however, the students should continue and complete the program without any postponement or break in between. If student postpones officially for one semester only, then the tuition fee remains the same. Non-attendance beyond one semester will be considered as new admission and published Tuition Fee for the new admissions will be applicable. Tuition Fee is subject to change annually and will be applicable for new admissions only.

Miscellaneous & Additional Fee is subject to change annually and becomes applicable from the start of New Academic Year for continuing and new students, in which case the details will be published by the Finance Department before the start of each Academic Year. The changes in the Miscellaneous & Additional Fee changes will be communicated to students through their emails, published on the website, catalog, notice board and student handbook well in advance. Students are required to take note of such changes and clarify if needed.

v. Statement Of Account

Student's statements of account are uploaded in the portal at the end of every semester. Students can also request for statements by applying online through their online portal services.

vi. Invoicing Of Students

On completing all admission formalities the students are issued fee invoices for the total amount payable. The invoice will reflect the transfer of credit amount, any fee waivers applicable to the student which is deducted from the total fees. Students whose admission formalities are not completed will not be eligible for the fee waiver. On completing the admission formalities a revised invoice will be issued to the student by the Administration Department.

Changes in invoices happens when students deviates from his actual progression and has a break in his continuation of study due to postponement of studies. A revised invoice is generated indicating the revised graduation plan.



Additional invoices are generated by the Administration Department for students incurring miscellaneous charges like repeating courses, hostel fees.

vii. Review of Chart of Accounts

The chart of accounts is a listing of all accounts used in the general ledger. The chart is used by the FOCUS software to aggregate information into an entity's financial statements. Chart of Accounts are reviewed before the start of each academic year to:

- i. Locate any inconsistencies
- ii. Verify that similar types of accounts are set up for financial consolidations to function properly
- iii. Determine which object account numbers are available (unused) if you need to add new accounts.

C. TRANSACTION PROCESSING SYSTEM (TPS)- PROCEDURES

The transaction processing system in the ERP handles the financial aspect of the department where it interfaces with the financial software. The modules which is in the TPS are:

- i. Creation of fee structures for School of Business (BBA & MBA), School of IT(BSIT), ELC, CPD and Miscellaneous Fees
- ii. Monthly auto debiting of students from Admin department
- iii. PI approval process
- iv. Invoice generation
- v. Fee waiver approval
- vi. Processing of refunds for cancelled students
- vii. Processing of cancellation, postponements, temporary cancellation
- viii. Scholarship Reports
- ix. Invoice verification reports

D. Creation of fee structures

New fee structures are created in the module on the approval of the fee structures from the VC office. Different fee structures for School of Business, School of IT, ELC fees, CPD fees and miscellaneous fee structures are fed into the TPS.

Fee structure comprises of the below mentioned categories:

After the fee structure entries are completed the audit trail and the summary sheets are extracted to check on errors and the fee structures are uploaded in the system for integration into the EMS-CMS and Admin module.

E. Pro-forma Invoice approval process

When an admission is done in the EMS-CMS module the marketing department inputs the amount which is to be collected from the applicant. The data is pushed into the TPS integration channel where the data is further extracted into the Finance accounting software. The initial admission fee along with other miscellaneous fees is collected from the applicant.

F. TOC invoice generation

TOC students invoice is generated from the TPS by feeding the below mentioned data:

- i. Select the student granted TOC
- ii. Input the number of TOC granted for the student (the TOC amount will automatically appear)
- iii. Select the start date and end date of the applicant
- iv. Enter the amount paid by the student till the date of entry
- v. TPS generates the invoice



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- vi. Verify the invoice for any errors
- vii. Forward the invoice to the Administration Department.

G. Monthly auto debiting of students from Admin department

Students whose admissions are processed through the TPS will have the invoice attached to their profile and based on the fee structure the monthly debits are generated by the TPS and the data is extracted into the financial accounting software.

H. Fee waiver approval

All fee waivers granted to the student at the time of admission will be approved from the TPS. The following criteria are checked by the finance department:

- i. The files of the student are transferred to the students.
- ii. The files are checked for the endorsement letters from the place of work.
- iii. The categories of the fee waiver are checked.
- iv. Files are approved and returned to Administration Department

I. Refund processing for cancelled students

The refunds of admission and other fees for the newly enrolled students are processed through the TPS. The procedures to be followed are;

- i. Marketing Dept. does the process of the new student’s cancellation in EMS-CMS.
- ii. The data is pushed to TPS and the cancellation amount due if any is calculated by the TPS.
- iii. The cancellation and form and refund form is printed and forwarded for approval

9.e. Purchasing and Inventory Control.

Policy number	FINA_POLICY_06
Policy name	Purchasing and Inventory Control
Policy version	Version 1
Standards applicable	MOE Standard 9: Fiscal Resources, Financial Management and Budgeting
Policy owner	Finance Department
Date of recent modification	21 July 2019
Verified by	Vice Chancellor

The policy guidelines set forth in this document are intended to ensure compliance with the guidelines set by SUC for all authorized purchases.

These guidelines are not intended to supersede or invalidate requirements or restrictions that may be in effect in individual departments, provided they are within the SUC guidelines. Each purchaser needs to be aware of his or her department’s policy restrictions regarding purchases.

A. Purchasing Department Authority

Purchasing authority is granted by the Management to the Office of Finance, and then delegated to the Purchasing Department.

B. Conflict Of Interest



It is the responsibility of each member of the SUC staff and the Purchasing Department to assure that the SUC does not knowingly enter into any purchase commitment that could result in a conflict of interest. The Purchasing Department will refer questionable situations to the Management of SUC.

C. Personal Purchases

The Purchasing Department does not enter into any negotiation or become involved in any transaction for purchases of a personal nature for the SUC staff. The Purchasing Department may question requisitioned items that seem to be of a personal nature or an inappropriate expense against SUC fund.

D. Ethics

All Purchasing Department employees, and all other personnel authorized to conduct purchasing activities, must adhere to the principles and standards of SUC. Each employee involved in the expenditure of SUC fund is held to the highest degree of public trust and will abide by the following:

- i. Give first consideration to the objectives and policies of SUC.
- ii. Strive to obtain the maximum value for each amount of expenditure.
- iii. Decline personal gifts or gratuities.
- iv. Grant all competitive suppliers equal consideration.
- v. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- vi. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement or a sample of the product.
- vii. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- viii. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my College permit.
- ix. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- x. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- xi. Foster fair, ethical, and legal trade practices.

E. Special Approvals / Review

The following purchases require the additional approval of the individuals and areas noted, and must be processed through the Purchasing Department:

- i. Advertising: Vice Chancellor
- ii. Equipment Leasing: HOF
- iii. Insurance: HOF
- iv. Office Equipment (copiers, computers): Head – IT Dept.
- v. Painting Services and Renovations involving Painting Services: HOF & Maintenance Dept.
- vi. Repair, Renovation and Construction: Vice Chancellor
- vii. Purchase of Library Books: Vice Chancellor & Head of Library

F. Emergency Purchase Order

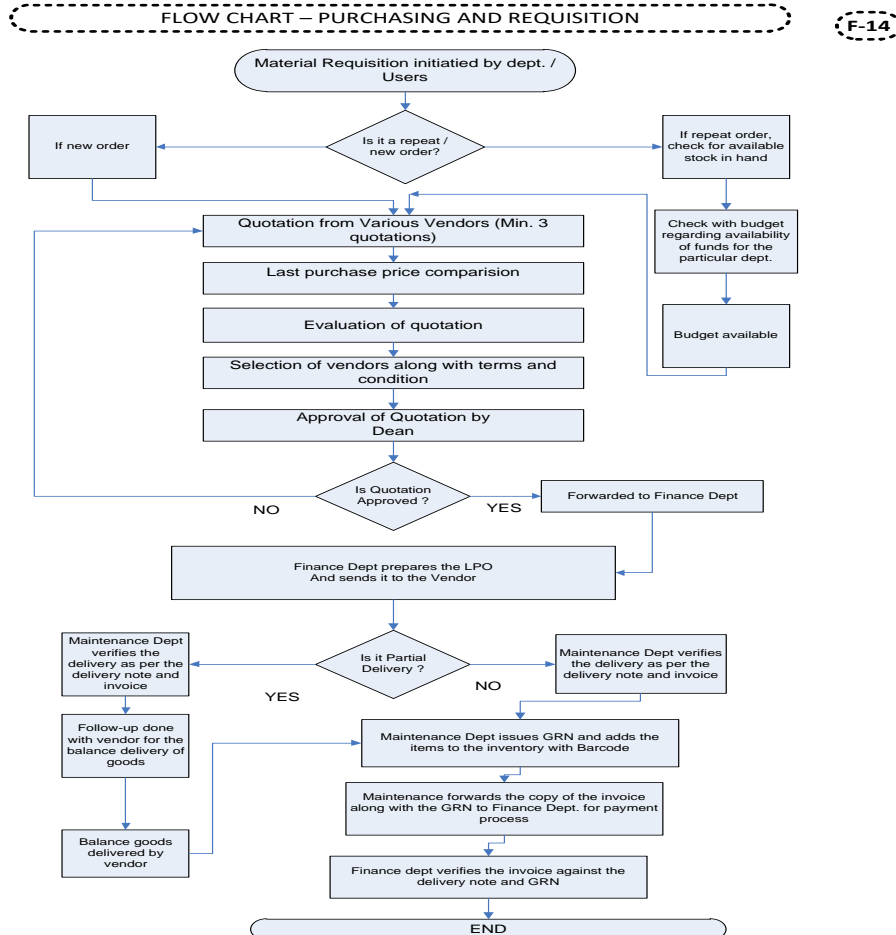
The justification for emergency procurement is based on a time sensitive project or purchase. A delay in the issuance of an emergency purchase order would have adverse consequences to essential daily operations, special events, health, safety, and/or environmental issues. This



ordering venue should be reserved for true emergencies with potential for additional damages or expenses such as burst pipes or breakages. Emergency orders:

1. Require a requisition sent to the Purchasing Department;
2. Are usually placed with the supplier via a verbal purchase order;
3. Are followed by written confirmation to the supplier with purchase order

G. Approval Process



H. Procurement Policy

i. Introduction

The Procurement policy of SUC is aimed at achieving effective operations. It manages the purchase requirements of all departments by a well-defined system of requisition, purchasing, receiving, payments, maintaining and supplying the inventories as and when required.

ii. Procurement Of Policy Framework

Procurement policy is aimed at meeting the requirement of strategic plan and annual plans to facilitate the departments achieve planned activities during the academic year. The objective of the policy is to optimize the utilization of resources without affecting the operations.

iii. Procurement Process

a. Requisitioning

Requests for supplies, materials, equipment and services are to be submitted by the academics and academic support services departments initiating the request.

The following procedures are to be followed to complete and process a Requisition



1. Complete purchase requisition online by specifying the items desired with the estimated cost.
 2. Select a vendor, based on vendor selection process
 3. Selected vendor should be reliable and capable of meeting the requirements with facility of after Sales Service wherever required.
 4. Get approval of the Requisition
- b. **Review of Requisition**
1. Level of stock available
 2. List of vendors and requests for quotation
 3. Compare the quotation for quality and price as per previous purchase
 4. Appropriate quotation along with requisition is approved against the budget
 5. Necessary approvals and preparation of purchase order
- iv. **Processing Of Purchase Order**
After the approval of requisition the online purchase order is generated. The Purchase Order serves as the official authorization of the SUC to make a purchase. Process of issuing the purchase and maintaining proper record of accounts shall be as per the process established by the Finance department.
- v. **Contingency Purchasing**
Contingency purchases are made outside the regular purchasing procedures as requested by the departments in cases of urgent requirements as per the situation which may cause operational hindrances and long term financial losses. For contingency purchases the written/verbal request for the purchases needs to be made and the reasons for it. Later the detailed reasons for such purchases must be sent to the finance department for records.
- vi. **Receipt Of Supplies, Materials Or Equipment**
Supplies, materials and equipment purchased against LPO by SUC are generally received by the maintenance department. As items are received, it is the responsibility of the department to note the date on which the goods were received, and other information that applies to the particular shipment and to forward this information to the Finance department. On receipt of the materials the purchase vouchers are entered in the system and maintenance department ensures that The payments are made by the finance department only after the goods received are in good condition are recorded in books of inventory specifying the quantity and quality specified in the LPO. All the assets and equipment's are properly bar coded for further verification. The supplies, materials or equipment to be accepted by the Requisitioning Departments as per the specifications mentioned in the Purchase Order.
- vii. **Payment To Creditors**
All payments to the vendors/suppliers are made against invoices corresponding to the LPO by the finance department only. The payments are made in cheque as per the procedure established by the finance department after verification by the head of the requisitioning department on the receipt of good as per the LPO specification.



9.f. Cash Management.

Policy number	FINA_POLICY_07
Policy name	Cash Management
Policy version	Version 1
Standards applicable	MOE Standard 9: Fiscal Resources, Financial Management and Budgeting
Policy owner	Finance Department
Date of recent modification	21 July 2019
Verified by	Vice Chancellor

This section is responsible for managing the revenue SUC. The revenue management activities are largely focused on receiving fees, fund raising activities and any other sources of collection of funds by SUC.

BOT authorizes Finance department to be the custodian of all financial transactions of the institution and enables the department to manage the financial flows and assess all risks associated with it.

For SUC the main source of revenue generation is the collection of tuition fees for all the programs conducted, it also includes the incomes from auxiliary services and revenue generated from short courses.

A. Cash Management

i. Collections and Cash

The revenue and fund collections are the sole responsibility of the Finance Department. Collections are made by persons authorized by finance department should deposit the collections on day to day basis.

All the receipts by the cashier are accounted in the accounting software indicating clearly the source of receipts. The department manages SUC revenue, bank transactions, and records and safeguards the interest of SUC through evaluating risk management and judiciously handling financial resources of the institution.

ii. Functions Of Cashier

The main functions of cashier are:

- a. Identify the purpose for which the amount is collected.
- b. Identify the purpose for which the amount is paid.
- c. Cash received at the counter has to be verified in the cash counting machine for counterfeits.
- d. For every inward / outward transaction appropriate vouchers are raised with proper details.
- e. Reconciling the receipts / payments with cash and Cheques.
- f. Prepare daily cash / bank reports
- g. Daily cash receipts / collection of Cheques are deposited in the bank the next working day.
- h. Recording daily transactions in the accounting software.
- i. Prepare daily cash transaction report to be
- j. Preparing monthly, quarterly and yearly collection reports.

iii. Process For Collecting Cash

- a. The cashier collects the full payments as per the debit note or the voucher.
- b. If part payment is collected from the student the cashier has to obtain prior authorization from the HOD.



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- c. The cashier is solely responsible for verifying, reconciling of all the cash / bank transactions in the day and discrepancies between the total amounts are to be rectified.
- iv. **Depositing of Cash**
 - a. The cashier has to take approval from the Head of the Department for making any deposit of cash into the bank.
 - b. The steps to be followed for depositing cash are:
 1. The amount of cash to be deposited is to be entered in the deposit form and cash deposited needs to be re-verified by the person taking the cash.
 2. Security to be provided to the personnel taking cash for deposits.
 3. After making the deposit the acknowledged deposit form to be returned to the cashier
 4. The cashier makes necessary entry in the Focus Accounting Software.
- v. **Process For Collecting Cheques**
 - a. The cashier has to verify that Cheques received are in account payee form addressed to "Skyline University College".
 - b. The cashier has to verify the amount in words and figures.
 - c. Ensure the cheques are signed.
 - d. The cashier can accept only cheques which are dated for the month and to receive any postdated cheques the cashier needs to take approval from HOD.
 - e. The cashier has to accept cheques with full payment and If part payment cheques are presented the cashier has to obtain prior approval from the HOD.
 - f. All cheques received the details of the student / payer must be mentioned at the back of the cheque. (SUC Bank A/c No. /Student ID No. / Contact Nos.).
 - g. The voucher entry for cheques received should be posted only after realization in the bank.
- vi. **Precautions For Accepting Cheques**
 - a. Accept cheques from the students who do not have previous history of bounced cheques.
 - b. Verify that the student is not included in the most recent returned cheque list.
 - c. If the payer is listed in the returned cheque list, do not accept the cheque.
- vii. **Depositing of Cheques**
 - a. Depositing of daily cheques should be done in the Panini online cheque deposit machines
 - b. Log of all cheques deposited should be recorded
 - c. Cheques that are cleared in the bank should be couriered to the bank within 2 working days.
 - d. Cheques which are not cleared should be retained in finance department and necessary entries to be passed in the Focus management software.
- viii. **Cheque Return Procedures**
 - a. On receiving the cheque return notification from the bank the payer is contacted to clear the outstanding payments.
 - b. On receipt of the return cheque the details are posted in the respective student ledger and the payer will be listed in the defaulters list.
 - c. A Penalty of AED500/- are charged to the student for bounced cheques.
 - d. The student is given a maximum of two weeks to clear the return cheque amount failing which the names are forwarded to the Administration department / Students department for further action.
 - e. If the payment vide cheque is already credited in the student account and the cheque is bounced then reverse the entry to the debit account of the student along with the cheque return charges.
 - f. Once collection is received against the bounced cheque along with the penalty, the returned cheque is handed over to the payer.
 - g. If the return cheque is unpaid for a period of more than three months, the cheque has to be referred to the legal authorities.



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B. Revenue Collections

All revenue collections in SUC are in the form of cash, Cheques, Online Payment, Bank transfers and payment made through Credit & Debit cards.

i. **Receipting**

The Cashier is responsible for the collection and receipting of University revenue. Cash receipting procedures are in place to ensure that all University monies are accurately collected, recorded and banked. Examples of cash receipts include:

- a. Tuition fee
- b. Miscellaneous fees
- c. Bookshop
- d. Reprographics
- e. Library Fines
- f. Student Transport fees
- g. Facility hire fees

ii. **Invoicing**

An invoice is raised to recover dues from students / external organizations in return for goods or services which have been provided by the University.

Invoices are raised for a wide variety of goods and services including:-

- a. Invoice for student tuition fees to Government Departments / Banks / Charitable Organizations
- b. Consulting Services
- c. Rental of Premises
- d. Hiring facilities of Playgrounds

iii. **Admission and Tuition Fees**

- a. Admission fee is collected at the time of admission of a student into SUC as per the published fee structure.
- b. An initial pro-forma invoice is generated by the ERP (EMS-CMS) at the time of admission where the initial charges are debited for the student.
- c. After registration, tuition fee is collected as per the fee payment plan which is generated by the ERP.
- d. The administration department issues the invoice to the student after verification of the invoice by the finance department.
- e. The student will be eligible for fee waivers and discounts as per the admission / placement requirements. The student with fee waivers are required to adhere to the normal fee payment plan till the admission criteria's are completed.
- f. Once a fee plan is issued it becomes the responsibility of the student to make the payment in total to be eligible for receiving the degree.
- g. The finance department relies on debit note raised by the ERP and the Administration Department on a monthly/semester basis and continues till the student is graduated or cancels and exits SUC.

iv. **Short Course Fees**

The Finance Department is also entrusted to collect fees for the short courses conducted by the SUC. The collection of fees in this case is also based on the debit notes raised by the ERP.

v. **Collection Of Security And Refundable Deposits**

The finance department is also entrusted to collect refundable deposits from the students and use these funds as security deposits till the student is pursuing academic programs in the institution. Following are the categories where deposits are collected from students.

- a. Passport guarantee
- b. Hostel Deposits



c. **Library Deposits for Alumni students**

The deposits are refunded to the students after fulfilling all obligations, in case the obligations are not fulfilled the deposit shall be adjusted against the outstanding fees due to the institution in part or full.

vi. **Safeguarding of Funds**

All revenue collection in any form is maintained in a secured place (Fire proof Cabinet) at all times. Only those persons authorized to receive cash have access to such cash during the business day. Cash receipts not deposited during the business day are to be stored in the SUC's Fire Proof Safe in the Finance Department.

vii. **Reconciliation Of Accounts And Banks**

- a. The process of comparing information that exists in two systems or locations, analyzing differences and making corrections so that the information is accurate, complete and consistent in both systems or locations.
- b. The cashier should ensure that the receipts are generated into the corresponding student's ledger.
- c. This process should be done before the student leaves the cashier's counter, thus the process of reconciliation will be completed. The bank accounts must be reconciled with the bank statements with the cheques and cash deposited to verify any discrepancies.
- d. Reconciliation of the debits which are done by the ERP and the Administration Department is verified and reports are generated for further audits by the internal and external auditor.
- e. Reconciliation of revenue is done on daily basis by tallying the cash received, the credit card receipts are tallied with the summary reports generated from POS machines and the cheques are physically verified with the bank ledger.
- f. Student ledgers are verified and reconciled with the daily summary list.

ix. **Facilitating Internal & External Audit**

The finance department is responsible for keeping the books of accounts, revenue and payment vouchers ready for internal and external audit.

Internal audit are carried out on a monthly basis and the external audits are carried out by the external auditor on quarterly basis.

x. **Revenue Reporting**

The Finance department provides periodic financial reports pertaining to the financial performance. Revenue reports forms part of the financial disclosures done on monthly and quarterly basis with analysis. Reports which are submitted by the department include:

- a. Operating revenue from tuition fees
- b. Operating revenue from auxiliary enterprises

xi. **Dissemination of reports**

The reports generated by the finance department gives a clear picture of the financial position of SUC in terms of actual income, statement of cash flows and variances with respect to the organization as a whole and departments in specific.

The financial information along with observation by the auditor is disseminated to the management for the necessary approval and action.



ESTABLISHED 1990

9.g. Financial Risk Management.

Policy number	FINA_POLICY_08
Policy name	Financial Risk Management.
Policy version	Version 1
Standards applicable	MOE Standard 9: Fiscal Resources, Financial Management and Budgeting
Policy owner	Finance Department
Date of recent modification	21 JULY 2019
Verified by	Vice Chancellor

A. INTRODUCTION

As an Educational institution SUC has a regular flow of various stakeholders which includes employees, students, visitors, service providers, parents and other guests at regular intervals. The risk associated with the infrastructure, facilities, processes, services provided and reputation of the institution are numerous and they arise from internal and external sources. All the risks have the potential to disrupt achievement of the University's strategic and operational objectives, impact the employees, students, visitors, resources and the infrastructure of the university. To minimize such risks SUC aims to manage risks on a continuous basis by identifying, analyzing, evaluating and responding to risks through informed decision process. The process is detailed in the policy below.

B. RISK STATEMENT:

SUC believes that risk management is fundamental to a progressive management practice and is a means to ensure good governance and smooth operations at all levels keeping the risks under control. This enables the University College to achieve its strategic objectives. Risk management policy is useful in identifying the risks, its likelihood and impact and based on that risks are evaluated and necessary preventive and corrective measures are initiated.

C. PURPOSE

Risk management policy of SUC is a formal commitment to manage risks. The aim of the policy is to minimize a risk to the people, process, premises, infrastructure and risks from the environment. In this direction efforts to minimize risks and safeguard the interests of stakeholder's is kept in mind.

D. RISK DEFINED IN SUC

Risk is defined as any event that has a potential to disrupt the normal operations, processes, cause damage to property, assets, fixtures and furnishings, equipment that does not allow SUC to carry out its functioning to attain its goals and objectives over a period of time. It also includes the shortfall in enrollments and employees, financial and resource inadequacies that hampers the accomplishment of its mission and vision.

The risks arising from natural and physical environment can only be mitigated by creating awareness and providing necessary warning systems. Risks also arise from uncertainties in the socio - politico - economic environment impact businesses and will have an influence on the education sector too. In order to mitigate the risks from environment, socio-political conditions and from competitors; continuous process of evaluation of the hazards arising out of environment, equipment, furnishing and facilities, policies, processes and macro environment; it is essential to be prepared to face any eventuality and find alternative strategies to fulfill the university mission in a long run. It is required that all departments compile a risk report based on issues that needs



to be addressed for effective risk mitigation within their purview so that a detailed risk report is regularly submitted for review and necessary improvements based on the recommendations by the review committee.

E. KEY TERMS DEFINITION:

- i. **Hazard/ Aspect:** Anything with the potential to cause harm, loss or damage to human, the environment or SUC property and assets which hampers the functioning of the institution
- ii. **Risk/ Impact:** Is the potential harm that causes loss or damage to the assets and stakeholders and may lead to inability of SUC to achieve its mission and objectives.
- iii. **Risk/ Impact Assessment:** It is a process of measuring the likelihood and the extent of damage to determine the severity of harm. (*loss or damage X Likelihood of its occurrence*)
- iv. **Control Measures:** Necessary means to mitigate and reduce the impact of risks on the human health and safety and the environment for sustainability. The measures, precautions and procedures undertaken and implemented in order to control and handle all potential risks/ impacts is the policy frame for controlling risks. The purpose of the control measures are to identify and evaluate to reduce, eliminate or mitigate risks associated with preserving human health and safety.

IDENTIFIED POTENTIAL RISKS RELATED TO FINANCE DEPARTMENT

Operati ons	Risks	Brief descripti on	Likelih ood	Impa ct	Evalua tion of Initial Risk	Control measures	Time frame	Responsibi lity
Financi al	Insufficient revenue generation	Shortage of funds and issues in institutio nal operations	1	3	3	Ensure proper auditing of balance sheet	Semester	Head of Finance
	Increasing fee outstanding		4	3	12	Regular monitoring of outstanding payments and necessary follow-ups to be done	Semester	Head of Finance
	Non-timely reporting of financial status	Improper financial decisions	2	3	6	Ensure report submission as per calendar	Semester	Head of Finance
	Improper recording of transactions	Non-Compliance to VAT	5	2	10	Ensure proper auditing of transactions	Semester	Head of Finance



	Errors in reconciliations	Auditing issues	5	2	10	Ensure proper auditing of reconciliations	Semester	Head of Finance
	Errors in payments and collections	Impact on cost and revenue	4	2	8	Ensure proper auditing	Semester	Head of Finance
	Allocation of insufficient budget	Issues in operations	1	3	3	Ensure budget allocations based past expense analysis and estimated cost for future needs of the institution based on strategic plan	Semester	Head of Finance and Heads of Department
	Insufficient allocation for safety & security equipment	Increase in losses and damages to resources, people and the assets	1	3	3	Allocate appropriate funds after carefully reviewing the requirement of safety & security equipment in the institution and finding their estimated costs	Semester	Head of Finance



9.h. Auxiliary Enterprises.

Policy number	FINA_POLICY_09
Policy name	Auxiliary Enterprises
Policy version	Version 1
Standards applicable	MOE Standard 9: Fiscal Resources, Financial Management and Budgeting
Policy owner	Finance Department
Date of recent modification	21 July 2019
Verified by	Vice Chancellor

Auxiliary enterprises are self-supporting activities which provide non-instructional support in the form of goods and services upon payment of a specific cost. Auxiliary Enterprises generate revenue and have physical spaces specifically dedicated and assigned to their operations. They have different operating ledgers in the accounting software and have their rates set and approved. The auxiliary activities at SUC include:

- A. Outsourcing Of Cafeteria
- B. Sale of Books,
- C. Transport Services
- D. Hostel Accommodation,
- E. Rental of Playground
- F. Rental of College Premises
- G. Reprographic Services
- H. Sponsorships for Events
- I. Donations Received from Corporate
- J. Playground Revenue

1. Each auxiliary enterprise will be accounted for separately on the accrual basis, (i.e., revenue is recorded when earned and expenses recorded when incurred), regardless of when, whether, or how much cash has been received or paid.
2. Each auxiliary enterprise will normally establish an auxiliary fund balance which may be used for purposes as instructed by the management.
3. Each auxiliary enterprise's auxiliary fund balance will retain its separate accounting identity and will be reported separately.



MOE STANDARD 10. LEGAL COMPLIANCE AND PUBLIC DISCLOSURE

10. a. Conflict of Interest.

Policy number	HUMR_POLICY_16
Policy name	Conflict of Interest
Policy version	Version 1
Standards applicable	MOE Standard 10: Legal Compliance and Public Disclosure
Policy owner	Human Resource Department
Date of recent modification	18 July 2019
Verified by	DYASS & REGISTRAR

Each Employee owes primary professional responsibility to SUC and must avoid outside obligations, financial interests or employment that can affect the objectivity of their decisions as a Member of SUC’s community

Employees must disclose actual or potential conflicts to their supervisor as soon as they become aware of them. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline, up to and including termination of employment.

Employees must not engage in any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties. Examples of matters and relationships that could create a conflict of interest or a potential conflict, include, but are not limited to, when an employee or a Member of the employee’s immediate family:

- A. Accept or solicits a gift, favor, or service from an individual, business, or other party involved, or potentially involved, in a contract or transaction with SUC.
- B. Accept, agree to accept, or solicits money or other tangible or intangible benefit in exchange for the exercise of official powers or the performance of official responsibilities
- C. Accept employment or compensation or engage in any business or professional activity that might require disclosure of the information to SUC.
- D. Accept, agree to accept, or solicits money or other tangible or intangible benefit in exchange for the exercise of official powers or the performance of official responsibilities
- E. Makes personal investments that are contrary to SUC interests



10. b. Anti-Corruption and Bribery.

Policy number	FINA_POLICY_10
Policy name	Anti-Corruption and Bribery
Policy version	Version 1
Standards applicable	MOE Standard 10: Legal Compliance and Public Disclosure
Policy owner	Finance Department
Date of recent modification	21 JULY 2019
Verified by	Vice Chancellor

A. INTRODUCTION

The purpose of this policy is to fight and prevent corruption and bribery in all its forms and to ensure that members of SUC conduct business in an ethical manner and adhere to the requirements of all applicable anti-bribery laws and best practices. SUC has a reputation for honesty and integration in management practices and in its business transactions that it wishes to maintain. This policy will comply with anticorruption and bribery laws wherever it does business as per the United Arab Emirates Law.

B. SCOPE

This policy applies to all members of SUC Community, wherever located, with respect to their activities for or on behalf of SUC or otherwise in connection with SUC activities.

C. PROCEDURES FOR IMPLEMENTATION

A. Providing or Receiving Gifts/Favors:

Providing Gifts/Favors to, and receiving Gifts/Favors from, Third Parties on behalf of SUC can play an important role in strengthening relationships and promoting the educational and research mission of SUC. However, the provision or receipt of Gifts/Favors that are excessive or inappropriate may create the appearance of impropriety or violate anti-bribery laws.

The principal guide in providing or receiving Gifts/Favors is a rule of reasonableness. These practices vary among cultures and what may be normal or acceptable in one culture may not be normal or acceptable in another. Members of the University should always consider whether a Gift/Favor is reasonable and justifiable, taking into account all relevant circumstances, including the intentions of the parties and whether they or their colleagues would be comfortable seeing the Gift/Favor reported publicly.

A Gift/Favor that is not directly or indirectly provided to or received from a Third Parties and that meets all of the following criteria is generally permitted:

- a) It does not include cash or a cash-equivalent (e.g., gift certificates, vouchers, or other items that can be readily exchanged for cash);
- b) It is not intended to improperly influence or reward any person regarding any matter or transaction involving SUC or another party;
- c) It is unsolicited, given infrequently, and given openly, not secretly;
- d) It does not breach any other law or SUC policy;



e) It is given or received in SUC’s name and not in the name of the individual member of the University Community;

f) Any Gift/Favor that does not meet all of the criteria must be approved in advance by the Finance/VICE CHANCELLOR’s Office

B. The reimbursement of travel expenses of Third Parties may not be used as a Gift/Favor and is permissible only when the travel serves a legitimate University purpose, is appropriately documented, and complies with SUC’s Business Expenses Policy.

D. REPORTING

Members of the University Community should report immediately any suspected or actual violations of this policy or anti-bribery laws. Complaints should be made in accordance with grievance policy & procedures policy of SUC.

E. CONSEQUENCES OF VIOLATION

Any member of SUC who violates this policy may be subject to disciplinary action, up to and including dismissal or expulsion, as applicable. Third parties who violate this policy are subject to termination of all relationships with SUC. Violations of this policy may also result in civil and criminal penalties for such individuals in multiple jurisdictions.

F. RESPONSIBILITY

Student & Staff DAC (Disciplinary Action Committee) committee is having the primary and day-to-day responsibility for implementing this policy and for monitoring its use and effectiveness and dealing with any quires on its interpretation. SUC Management at all levels are responsible for ensuring those reporting to them are made aware of this policy and are given adequate and regular training on it. Moreover, all employees of SUC will have overall responsibility for ensuring this policy complies with our legal, obligations and that all are under SUC control and comply with it.

10. c. Copyright and Intellectual Property.

Policy number	HUMR_POLICY_17
Policy name	Copyright and Intellectual Property
Policy version	Version 1
Standards applicable	MOE Standard 10: Legal Compliance and Public Disclosure
Policy owner	Human Resource Department
Date of recent modification	18 July 2019
Verified by	DYASS & REGISTRAR

Any Academic, Research, Training material, applications, projects and Assignments created by the Faculty Member, Staff and the students during their tenure at SUC will be considered as the intellectual property of SUC.

- A. SUC has a right to use all the material (teaching & training) developed by Faculty Member during their tenure for conducting its operations or to enhance its image in the competitive environment.
- B. SUC has a right to copyrights on any applications, projects, systems or software’s created by the Faculty Member, Staff and the students during their tenure at SUC.



- C. The SUC believes that all published works of its community should be available to interested scholars.
- D. SUC holds the rights on all the course material (CDP, CDD) in their structure, content, and the methodology of conduct. In other words the Faculty Members may not conduct the same course using the same content and methodology as followed in SUC during the tenure.
- E. The Faculty Members/ Students also reserve the right to use the created material for their career advancement.
- F. The SUC also believes that the author should be given full credit for any work and should be entitled to retain proprietary rights to the product of the individual’s own initiative and individual labors.
- G. SUC reserves the right to determine whether or not the material will be copyrighted in the name of the author for the material produced by Faculty Members under assignment of SUC.
- H. Any arrangement relating to copyright matters involving sponsored project must be referred to the faculty. Some sponsors have established regulations governing the copyright and/or publications of the results of investigations they sponsor. Before entering a sponsored project, an understanding among the principal investigators, the SUC and the sponsor should be reached regarding the rights to any copyrighted materials produced by the project.
- I. The SUC has the right to use the course materials developed by its Faculty Member as it deems necessary and maintains the right to produce, update, distribute, transmit, alter and prepare derivative works based on course materials.

The SUC Faculty Members must not include the contents of multimedia, electronic, computer bases or distance education courses which constitute breach of intellectual property rights.

10. d. Teach-Out.

Policy number	FINA_POLICY_11
Policy name	Teach-Out
Policy version	Version 1
Standards applicable	MOE Standard 10: Legal Compliance and Public Disclosure
Policy owner	Finance Department
Date of recent modification	21 JULY 2019
Verified by	DIRQAOA

SUC maintains a very sound financial policy wherein major emphasis is given towards maintaining the asset to liability ratio way above the required standard of 1:2. In addition to this annual provisions are made for managing the bad debts and for last three years enrollment short fall reserves are maintained in the form of retained income which is documented in the last two years.

The MBA program is introduced after adequate market needs analysis and due deliberations with academicians, industry experts, alumni and prospective students. However should the program need to be discontinued over a period of time the enrolled students will be given the following options:

- i. Students will be offered to transfer to the existing concentration programs of their choice offered at SUC
- ii. Students can opt to transfer their credits to any of the accredited institutions which have articulation agreements with SUC or any other institutions of their choice.



Finally if the student decides to cancel his registration with SUC, applicable refunds will be offered. The Financial Plan of SUC makes provisions for such contingencies. Personnel involved in the teaching as well as academic support services will be adjusted as per requirement in appropriate positions however in case of non-availability of such positions sufficient notice for separation will be provided as per SUC Policy.

10. e. Publications.

Policy number	MEDC_POLICY_01
Policy name	Publications
Policy version	Version 2
Standards applicable	MOE Standard 10: Legal Compliance and Public Disclosure
Policy owner	Media & Communications Department
Date of recent modification	20 April 2022
Verified by	Director- Marketing & Communication

Under the publication of policy of SUC all publications have to maintain consistency and clarity of information related to the institution. Generally, catalogs and website are the main sources of information to the external community and handbooks are published for internal stakeholders.

A. PUBLICATION PROCESS FLOW

- i. Departments are responsible to prepare the draft contents of publication in line with the SUC policies and procedures
- ii. IRQAOA department reviews the draft document and forwards its recommendation for approval
- iii. VC gives the final approval

B. RESPONSIBILITY AND AUTHORITY

Type of publication	Responsibility of preparing Draft content for publication	Review and amendment of the content	Authority to release for publication	Frequency of update
Catalog	Heads of Department	IRQAOA Department and VC	VC	Annually
Student Handbook	Head of Administration, Registration and Examination	IRQAOA Department and VC	VC	Annually



Faculty Handbook and Staff Handbook	Head of HR	IRQAOA Department and VC	VC	Annually
Advertisement and Brochure	Head of Marketing and Head of HR	IRQAOA Department and VC	VC	As per Schedule
Website content related to policy and procedure	Heads of Department	IRQAOA Department and VC	VC	Semester wise
Website content related to articles and news	Heads of Department	IRQAOA Department and VC	VC	As and when required
Social Media	Heads of Department	MCD/English Faculty	VC	Daily / upon request

10. f. Institutional Relations.

Policy number	CORP_POLICY_05
Policy name	Institutional Relations
Policy version	Version 1
Standards applicable	MOE Standard 10: Legal Compliance and Public Disclosure
Policy owner	Corporate Affairs Office
Date of recent modification	4 August 2019
Verified by	Director-Marketing & Communication

A. Organizing Guest Lectures and Technical Visits

Corporate Affairs Office will send a request letter to the Dean of Respective Schools and entertain request for Guest lectures, live project, Industry Visits, from various faculties in the beginning of the semester. The Corporate Affairs Office will action upon the request sent by the Dean of respective Schools. Dean of Respective Schools to forward the mail in the beginning of the semester stating guest lecture/technical visits required with the following details.

- i. Name of the faculty member
- ii. Request made: Guest Lecture - Topic based; Technical Visit- Industry and Objective for the visit
- iii. No. of students
- iv. Date and time of activity
- v. Purpose of the activity
- vi. Learning Objective achieved
- vii. Technical visit subject related

The Corporate Affairs Office will coordinate with the faculty to help students undertake field visits & industrial tours.

The Faculty Member will orient students before the industry visit about its relevance and expected learning outcomes and assign a small graded assignment to Student. Faculty will send a copy of feedback report of students along with photograph to office of corporate affairs and a copy to IRO.



Thank you letter will be sent by the Corporate Affairs Office to the respective corporate.

B. CEO Lecture Series

Corporate Affairs Office coordinates with the Corporate and extends invitation to the President/CEO of the organization to attend the prestigious SUC event the “CEO LECTURE SERIES” and provide a lecture on specific topics which are discussed internally. The CEOs identified for this event are generally the heads of the organization having responsibility of the entire Asia, Middle East and Africa region and have given their consent to deliver a lecture.

SCOPE: It is a brand building exercise by associating with the super brands by inviting the celebrated CEO’s of the organization. The event brings lot of valuable insights and leadership lessons for the Management Graduates and the academia.

C. Alumni Lecture Series

Corporate Affairs Office prepares and finalizes list of successful Alumni who can be a part of the SUC’s prestigious event “ALUMNI LECTURE SERIES”.

SCOPE: To invite successful Alumni who can share their success story and the transition of their journey from campus life to corporate life with the students.

D. Round Table Conference

As a part of the brand building activities, The Corporate Affairs Office organizes round table conferences or panel discussion wherein professionals are invited from various industrial sectors for participation. The participants get the benefit of networking with counterparts from different corporate sectors and also upgrade their knowledge base by participating in the discussions on current topic.

PROCEDURE

Step 1: Initiate a meeting to discuss areas of current issues with the concerned area chair for organizing corporate round table / seminar / panel discussions.

Step 2: To finalize with the Area Chair/ Dean of Respective Schools the experts from SUC and industry for participation in the round table/seminar /panel discussions.

Step 3: Determine the dates in the calendar for the event

Step 4: Finalize the list of invitees for the event from the media, corporate, schools, consulates, students, clubs and universities.

Step 5: To select external moderator, select venue and prepare budgets for the event.

Step 6: To conduct the event in coordination with Marketing.

Step 7: To coordinate with IRO for event feedback.

Step 8: Share the event experience with SUC community

The Corporate Affairs Office will coordinate with the faculty to help students undertake field visits & industrial tours.

The Faculty Member will orient students before the industry visit about its relevance and expected learning outcomes and assign a small graded assignment to Student. Faculty will send a copy of feedback report of students along with photograph to office of corporate affairs and a copy to IRO.

Thank you letter will be sent by the Corporate Affairs Office to the respective corporate.

10. g. Co-operative Agreements and Contractual Relationships.

Policy number	CORP_POLICY_01
Policy name	Co-operative Agreements and Contractual Relationships
Policy version	Version 2
Standards applicable	MOE Standard 10: Legal Compliance and Public Disclosure
Policy owner	Corporate Affairs Office



Date of recent modification	20 April 2022
Verified by	DIRECTOR-MARKETING & COMMUNICATION

A. ESTABLISHING SCHOLARSHIP MOUS

CAO engages in developing relations with corporate, building brand image, facilitate signing of MoUs with the Corporate, Government Institutions, and Business Councils engaging them in partnerships for various activities relating to academic and community development.

CAO has one of the Goal is in line with the both National & International standards, i.e. to create brand awareness, knowledge exchange and corporate linkages of SUC among the top 50 globally recognized companies in UAE. CAO is geared to create corporate linkages with the renowned MNC's and Local Organizations which are among Fortune 500 and have operations in UAE.

Following are the Steps to follow

- i. Step 1: Collecting appropriate information and attending exhibitions, career fairs, important government and non – government activities which directly or indirectly benefits SUC.
- ii. Step 2: Including list of activities to be conducted in collaboration with the Head of Academics of both School of Business & School of Information Technology in the Corporate Affairs Office monthly plans.
- iii. Step3: Schedules meetings with corporate with predetermined agenda.
- iv. Step 4: Visits the corporate as per schedule and develops networking.
- v. Step 5: Exploring the possibilities of partnering with Corporate for community development and organizing panel discussions.
- vi. Step 6: Corporate MoU signing for different programs offered by the School of Business & School of Information Technology.
- vii. Step 7: Reporting the progress with regard to potential opportunities to Head – DOMC for Marketing Department activities. Once the program is completed the reports, photos, etc. will be sent to the respective partnering corporates.

One of the important role of Corporate Affairs Office is to build long term Corporate/Public relations in order to develop a positive image about SUC by engaging them into constructive activities that are mutually beneficial for the industry and SUC community.

The public relations can be built through various academic and non-academic activities wherein the stakeholders of industry and SUC participate to achieve the desired mutually beneficial goals.

B. POLICY FOR SIGNING MOU WITH CORPORATES

- i. The Corporate Affairs Office coordinates for signing of a Memorandum of Understanding between SUC and the Corporate Sectors. The purpose of signing this MoU is to engage the corporate for community development activities, availing internship and placement opportunities for SUC students, for organizing panel discussions, etc. The MoUs are signed by the Vice Chancellor. The validity of the MoUs commences from the date of signing by both parties and will remain valid unless otherwise terminated by either party or on the



expiry of the agreement. The agreements may also be renewed depending upon the continuation of the agreement between the parties. The MoU clearly lists down the responsibilities of each party involved in the MoU.

ii. Areas of cooperation included in the MOU are as follows:

- a) Scholarship to eligible employees of corporates;
- b) Arranging Management Development Programs as per their requirements;
- c) Counseling Services and Workshops;
- d) Language Programs, Guest Lecture and Technical visits;
- e) Corporate Relations;
- f) Internship & Placement;
- g) Research and Consultancy; and
- h) Event Sponsorship

C. CORPORATE EVENT PARTICIPATIONS

- i. Corporate Affairs Office to attend meeting and conferences and events organized by the Chamber of Commerce, various business councils, organizations/corporations and other government institutions.
- ii. **SCOPE:** Participation in the above events helps networking with the corporate people and further in developing business relation for the mutual benefit of both the organization.

D. SIGNING OF MOU AND ARTICULATION WITH UNIVERSITIES

i. IDENTIFYING INSTITUTIONS FOR PARTNERSHIPS

Skyline University College has established articulation agreements with various Colleges/Universities in Canada, UK, USA, Australia, New Zealand, India, Ireland, Pakistan etc., which facilitates the faculty and students exchange program.

CAO has one of the Goal is in line with the both National & International standards, i.e To enter into agreements with MOE approved universities by signing MOU's and articulations for student and faculty exchange, research collaboration. CAO is working on reaching to the World renowned and Approved Top 400 universities by MOE. This process is in line with the National & International Standard set by the MOE.

Corporate Affairs Office will identify university of repute across the globe including GCC and explore possibilities to work together for mutual benefit. CAO office will also identify and collaborate with universities which are involved in high end research and MOE listed.

ii. SIGNING OF MOU

- a. The corporate Affairs Office sends an email with the proposal of articulation or MoU to all the shortlisted institutions. On receiving a positive response from the institution, further documents are requested to ensure all the requirements of MOE with regards to the partnership agreements are met.
- b. Once the institution is found to meet all the requirements enlisted by MOE, the Corporate Affairs Office initiates the process for signing of MoU with that institution. A draft of the MOU including possible areas of collaboration such as faculty exchange, student exchange, collaborative research, sharing best practices, organizing joint conferences and seminars is sent to the respective institution and for establishing partnership with them. The institution is requested to send their suggestions on the draft MoU after a thorough review. The requirements of the institution with respect to the draft MoU are discussed with the Vice Chancellor and upon approval are



incorporated in the draft MoU. Once the draft MoU format is accepted by both the institutions, the signing of MOU by designated authorities at respective universities takes place.

c. Objective of this Memorandum of Understanding is to promote the cooperation between SUC and the Partner University by carrying out the following activities:

1. Exchange of Expertise and know-how of the best practices followed at each institution that provides a conducive environment for learning;
2. Exchange of books, teaching materials, academic data and dissertations, concerning teaching and scientific research projects;
3. Faculty and Student Exchange;
4. Exchange of information and best practices in the areas of:
5. Community Engagement
6. Professional Development
7. Exchange of contribution in Publications such as Journals, Newsletters, Brochures etc.;
8. Participate in conferences; and
9. Collaboration in Research and Project work

iii. SIGNING OF ARTICULATION

a. Corporate Affairs Office will correspond with the partner institutions for identifying collaborative projects which can be undertaken mutually.

b. The Corporate Affairs Office discusses the possible collaborative projects with the Vice Chancellor and finalizes them. To formalize the execution of partnership activities, an articulation agreement with scope, objectives and details of the activities is signed between the two institutions.

c. In case the collaborative projects are academically oriented, the partner institutions are required to enlist their University in MOE, UAE and requirements are as follows:

1. The institution and its academic programs are approved by competent authorities in the country of study;
2. The certificates issued by the institution are equalized by competent authorities in the country of study;
3. The institution has a campus;
4. The institution is not a broker to issue certificates;
5. The admission policy is compliant with the academically recognized admission policies;
6. Teaching in the institution is based on the traditional ways;
7. Teaching is in the official language of the country or an international language;
8. Institution's specialties are comprehensive;
9. The university does not have duality in the admission system for students, reducing the criteria for foreign students and conceding many academic components and admission requirements;
10. The university is ranked in (The World University Rankings);
11. In case of private university, the Vice Chancellor may require more information that helps develop a clear image of the university including student numbers, rate of PhD holders among faculty members and whether the university is recognized by the equivalency authorities at the GCC countries;
12. Once the listing process is completed, the Institutions are requested to forward their curriculum plan along with course description for all programs offered by them. The curriculum plan along with course descriptions are forwarded to the Quality Assurance Office to develop the course equivalencies for all similar programs offered



at both the institutions. These course equivalencies are sent for Vice Chancellor's review. Once approved by Vice Chancellor, the Corporate Affairs Office will send them along with a draft articulation format to the corresponding institution for their review and feedback. In case the institution agrees with all the terms specified in the agreement, the agreement is finalized and sent to MOE, UAE to seek their approval for signing of this agreement. Upon approval by MOE, the agreement is signed by the respective signatories of both the institution.

The articulation process involves the following steps:

1. Planning

The semester – wise planning of the articulation activities is carried out by Corporate Affairs Office. The Corporate Affairs Office researches the web to identify Institutions from specific countries offering similar programs or courses. Only institutions recognized by authorized regulatory bodies in its home country are considered for articulation agreements. The list of Institutions identified for the purpose of articulation is sent to the Vice Chancellor's Office for review and finalization.

2. Coordination for Partnership Projects

To promote cooperation between universities in the following areas:
Exchange of Expertise and knowhow of the best practices followed at each Institution that provides a conducive environment for learning.

- 2.1 Exchange of students
- 2.2 Exchange of faculty
- 2.3 Exchange of information and best practices in the areas of
Curriculum Development
- 2.4 Research
- 2.5 Community Engagement
- 2.6 Professional Development
- 2.7 Learning Support Services
- 2.8 Exchange of contribution in Publications such as Journals,
Newsletters, Brochures, etc.
- 2.9 Participate in conferences
- 2.10 Collaboration in Research and Project work

3. Feedback of Projects

Once the Articulation agreement is signed, the Corporate Affairs Office works towards the implementation of the agreement by coordinating with representatives at both the institutions and facilitates the execution of different collaborative projects that are agreed upon by both the institutions.
Towards the end, feedback is taken from both the participating universities for the execution of each activity.



10. h. Website.

Policy number	MEDC_POLICY_02
Policy name	Website
Policy version	Version 2
Standards applicable	MOE Standard 10: Legal Compliance and Public Disclosure
Policy owner	Media & Communications Department
Date of recent modification	16 April 2022
Verified by	Director- Marketing & Communication

i. INTRODUCTION

The purpose of the SUC website policy is to ensure clarity and consistency of all the information displayed on the SUC website. The content should be in accordance to the mission, vision, and policies set by the institution. The website is the main source of information about the university and it is necessary to ensure that the content is accurate and contains relevant information.

ii. PROCESS FLOW FOR UPDATING WEBSITE CONTENTS

- i. The requirements of MOE and MOE Inspection Directorate Standards for the website are disseminated to concerned departments and schools by the IRQAOA department so as to carry out necessary updates for meeting the requirements
- ii. In addition, the website sections are reviewed by concerned departments and schools every semester to ensure contents are current and relevant based on structural or operational changes
- iii. The responsibility of reviewing and updating the contents for different sections of the website is carried out as per details given in the below table. The concerned unit shall forward the updated contents to IRQAOA department for initial review and the IRQAOA department shall suggest required updates in the website contents if any
- iv. The concerned unit shall update website contents based on IRQAOA suggestion and forward it to VC for further review
- v. VC shall review the contents and suggest updates if any
- vi. The concerned unit shall update website contents based on VC recommendation if any and submit updated contents to VC or final approval
- vii. Media and Communication department shall ensure that the contents approved by VC are published on the website



iii. RESPONSIBILITY AND AUTHORITY

Website Section	Responsibility of reviewing and updating the website content	Review and suggest amendment of the content if required	Final Approval before the website update	Frequency of review
Institutional updates	IRQAOA department	VC	VC	Semester
Program updates-School of Business	Dean-SOB	DIRQAOA & VC	VC	Semester
Program updates – School of IT	Dean-SOIT	DIRQAOA & VC	VC	Semester
Departmental updates	Heads of Department or Department incharge	DIRQAOA & VC	VC	Semester
Faculty details & Employee Directory	Human Resource department	Dean of respective Schools & VC	VC	Semester
News and events	Media and Communication Department	DOMC & VC	VC	Continuous



10. i. Response to Requests for Information Policy

Policy number	IRQA_POLICY_30
Policy name	Response to Requests for Information Policy
Policy version	Version 1
Standards applicable	MOE Directorate Standard 11 A
Policy owner	IRQAOA Department
Date of recent modification	27 December 2021
Verified by	DIRQAOA

This policy deals with the disclosure of information to the stakeholders upon their request. The request of information relating to the operations and academic services of SUC can be sought by individuals, organizations, regulatory authorities or legal enforcement agencies through a letter of request by mail or hard copy. The process of information dissemination on request will be sent to the Vice Chancellor for his approval and authorizing Registrar to supply the requested information. This information will be provided within a maximum of one week to 10 working days depending upon the nature and details of information requested. All request must be made by the source with proper identification.

A. RESPONSIBILITY AND AUTHORITY

Type of information	Responsibility to prepare / review content	Review and suggest amendment in the content	Final Approval
Operational	Authorized department	Registrar	Vice Chancellor
Academic services	Authorized department	Registrar	Vice Chancellor

MOE STANDARD 11. COMMUNITY ENGAGEMENT

11. a. Community Engagement.

Policy number	CORP_POLICY_04
Policy name	Community Engagement.
Policy version	Version 1
Standards applicable	MOE Standard 11: Community Engagement
Policy owner	Corporate Affairs Office
Date of recent modification	21 July 2019
Verified by	DIRQAOA

A. INTRODUCTION

The Community Engagement Committee (Community Services Committee) will be fully responsible for the activities of the calendar events scheduled during the current academic year and ensure its smooth implementation by providing guidelines and needed support.



B. PURPOSE

To facilitate branding of SUC through Community Engagement activities in coordination with various departments, internal and external organizations.

C. COMMUNITY ENGAGEMENT POLICY

i. Introduction

Community Engagement is an important element of SUC’s Vision and Mission. It is the manifestation of the SUC’s commitment towards society and its social responsibility. On the one hand community engagement ensues Engagement to Community is contribution by Faculty; Staff and Students towards the society while on the other hand it is to involve Faculty, Staff and Students in meaningful interaction with the Industry/Academia/Alumni and Government departments for both upgrading the academic curriculum, internship and placement for students.

ii. Policy Framework

To fulfill the commitment towards Community Engagement, SUC organizes its activities through the offices of Corporate Affairs and engagement Committee.

iii. Policy Guidelines

- a. To plan and execute community service activities for the academic year
- b. To encourage faculty members, staff and students (including student community club) to contribute in community development activities.
- c. To evaluate the benefits of the service activities to the community.
- d. To invite industry experts in developing the curriculum for program and
- e. To arrange placement and internship opportunities for students.
- f. To promote consultancy and joint projects with the identified organizations
- g. To develop an industry – academia forum and organize panel discussions

iv. Tenure and Authority

Table 3.17.1			
Responsibility to form, amend and dissolve Community Engagement units	Responsibility to assess the benefit of the Community Engagement	Approval of Community Engagement activities	Authority to Approve and Amend community engagement policy, procedure and modalities
Vice Chancellor	IRQAOA	AAC	VC

D. MOU SIGNING

Community Engagement committee initiates the process of identifying organization for mutual collaboration towards serving the community at the Emirate and Federal level. Memorandum of Understandings will be signed with the identified organization which can include Government, Semi-Government, Social Engagement Organizations and Corporates. The areas of mutual collaboration will include both training of soft and hard skills for the employees of the organization, participating in the events conducted by the organizations and involve the organizations in SUC community Engagement events.

i. Process for conducting for school workshops on the community Engagement theme

- a. The community Engagement committee coordinates with the marketing department for conducting various workshop for school students, teachers, counselors at SUC or at the school premises as per the requirement
- b. After the events is over the coordinator prepares the event report and forwards it for chairs and the same would also be sent to SUC media and communication department for updating in digital and print media



- c. The committee takes feedback from the participants for assessing the impact of the activity
- ii. Process for liaison with external organization in conducting events through corporate affairs**
The community Engagement committee will coordinate with corporate affairs in community engagement programs initiated by the corporates to service the society. SUC will provide support by involving students, staff and faculty in conducting the events.
- iii. Approval process for events identified by faculty staff members and students**
Generally, the community Engagement conduct the events based on the identified themes but if a faculty, staff and students wants to conduct the events they can submit the proposal through proposal form (Annexure A) to the committee. The committee will review the proposal based on outcomes achieved, feasibility and budget available. After the consultation with the committee members the chair will approve/disapprove the proposal and the same will be communicated to the proposer of the event within two weeks from receipt of the proposal.
- iv. Process for Conducting for External and internal Events**
- The community Engagement committee prepares the yearly calendar of events before the start of the academic year which includes both external and internal events. The events are broadly classified under the categories such as Environment, Education Health, Safety (not limited to)
 - Committee prepares the budget for conducting internal and external events
 - The Engagement committee disseminates the calendar to Faculty, Staff and Students
 - A team will be formed for conducting each internal and external events
 - The community Engagement committee conducts the external event as per the community Engagement calendar and the budget allocated for the particular event.
 - The coordinator prepares the pre- and post-event checklist and disseminates the information to the identified team which is responsible for conducting the events.
 - After the events is over the coordinator prepares the event report and forwards it to chairs and the same would also be sent to SUC media and communication department for updating in digital and print media
 - To take feedback from the external participants for assessing the impact of the activity

E. MANDATORY POLICES

i. AWARD POLICY UNDER FES

Award for best Community Engagement will be presented to Faculty, Staff and Students who excelled in community Engagement during the academic year. The criteria will include both qualitative and quantitative aspects which are listed below

a. Faculty Community Engagement Award:

- Initiating the proposal for conducting the events in innovative way of reaching out to the society
- Fulfilling the assigned responsibility in the conduct of the event
- Evaluate the best impact event.
- FES rating on community Engagement for faculty member

b. Staff Community Engagement Award:

- Initiating or suggesting a proposal for conducting the events in innovative way of reaching out to the society
- Contribution to the successful implementation service committee programs.
- Fulfilling the assigned responsibility in the conduct of the event
- SES rating on community Engagement for member of SUC staff.



c. Students Community Engagement Award:

Corporate Affairs Office will provide inputs for a decision in regards to community Engagement awards to students and assist the Community Engagement Committee

1. Initiating or suggesting a proposal for conducting the events in innovative way of reaching out to the society
2. Contribution to the successful implementation service committee programs.
3. Fulfilling the assigned responsibility in the conduct of the event

To evaluate the performance of the students towards their contribution to the community Engagement, Student committee will be formed in the beginning of the academic year. The committee will comprise of the following members:

- 3.1. President (Senior/Junior)
- 3.2. Secretary (Senior/Junior)
- 3.3. Organizer
- 3.4. Public relation

The Students committee will nominate the best student based on the table below.

S. NO	OBJECTIVES	WEIGHTAGE
1	To Conduct awareness programs Theme based, Social and environmental through Seminars/Workshops for community	20%
2	Contribution to SUC's Social Activities	Initiator 40% Contributor 20% Participant 10%
3	Representing SUC in community forums and competitions	15%
4	SUC Brand Building	25%

Total exceeds 100%, please adjust percentages in each component.

The item Number 2 is understood as below. If a faculty is an initiator then his total will be 100%, If he is a contributor then 80%, Participant then only 70%

ii. PROMOTION POLICY

The Community Services Committee Chair will appraise the performance of a faculty in community service activities at the time of his evaluation for promotion.

iii. ROLE AND RESPONSIBILITIES IN RECRUITMENT

The chair will be part of recruitment process wherein the candidates would be asked about their exposure to Community Engagement, assess the attitude towards community Engagement

iv. ROLE AND RESPONSIBILITIES IN PROBATION CONFIRMATION

The chair will report the activities and involvement of the candidate during his/her probation tenure at SUC in consultation with the committee members. New Faculty member required to submit their plan for community Engagement activities.

v. AUTHORITY OF COMMITTEE MEMBERS

- a. Engagement committee will organize, manage and conduct community Engagement events as per schedule during the academic year.
- b. To evaluate the Faculty, Staff and Students for community Engagement award.
- c. To develop, amend and modify the policies depending on the review and suggestions.
- d. After review of Faculty, Staff and Students the committee would counsel them to be proactively participate in Community Engagement programs.



- e. After first verbal counseling the faculty, staff and student’s involvement will be reviewed and if necessary a letter will be put in the HR file.

11. b. External Advisory Council

Policy number	EADB_POLICY_01
Policy name	External Advisory Council
Policy version	Version 3
Standards applicable	MOE Standard 11: Community Engagement
Policy owner	SUC
Date of recent modification	25 April 2022
Verified by	Vice Chancellor

A. INTRODUCTION

The School of Business and School of Information Technology in SUC have their own External Advisory Council (EAC) responsible for advising the Dean of the respective School on the formulation of strategies required for the growth of the school regionally and internationally. They also advise on directions for achieving sustainability of each program of the school and implementation of strategies. Deans of respective school chair the respective EAC and expected to incorporate the directions and advice of EAC in their planning and operations.

B. GOALS

- i. To suggest strategies for sustainable growth of the school.
- ii. To advise on enhancing the academic and academic services provided by the school.
- iii. To suggest brand building activities.
- iv. To advise on placement, internships and live projects for the students.
- v. To suggest on training, consulting and community service.

C. BY-LAWS

i. **FORMATION & CONSTITUTION OF EXTERNAL ADVISORY COUNCIL**

The External Advisory Council for School of Business and School of Information Technology is formed consisting of members such as consultants, members from corporate, alumni, parents, government executives, social activists and academicians. The Dean of the respective schools are the chair of External Advisory Council.

ii. **APPOINTMENT AND TERM OF EXTERNAL ADVISORY COUNCIL MEMBERS**

The eligibility for appointment to EAC, is that the person from the industry holding senior positions, CEO of corporate, senior officials of government organization, parents and alumni. The members may also be an eminent academician and social activist. These members are recommended by the respective Dean to the Vice Chancellor of the university to be nominated to EAC to provide inputs on the practical aspects of the business environment for assisting the School to formulate its strategic plan and progress to achieve its vision and mission in the long run. The appointment shall continue for a period of **two years** and may be extended for another term of 2 years depending on the mutual agreement.

New EAC members may be added at any point of time as per the requirement of the school and other requirements.



iii. RENEWAL OF TERM OF EXTERNAL ADVISORY COUNCIL MEMBERS:

The External Advisory Council members tenure may be renewed for another term of 2 years depending on the mutual agreement.

iv. RESIGNATION & REMOVAL:

An EAC member may resign by a written notice to the Chair (Dean of the School) of the External Advisory Council which shall be effective upon receipt by the chair or at a subsequent time as set forth in the notice.

v. TIME, PLACE OF MEETING AND RECORDS:

The External Advisory Council is expected to meet **twice in a year**. The meetings shall be held in SUC campus/ online or any other place within the U.A.E. In case, any external advisory council member cannot attend the meeting in person, he may attend through virtual platform. The minutes of the meetings are recorded by the secretary appointed for the meeting by the Chair (Dean).

vi. SPECIAL MEETINGS:

Special meetings of the External Advisory Council may be called by the Chair (Dean) on the written request giving at least one week's time to the members.

vii. DELIVERY OF AGENDA:

The secretary of respective Dean shall mail or fax a copy of notice of meeting and the Agenda to each member of the External Advisory Council at least one week prior to the date of the meeting.

viii. DUTIES OF CHAIR OF EXTERNAL ADVISORY COUNCIL

- a. To call meetings of the External Advisory Council.
- b. To preside over all meetings of the Council.
- c. To appoint members of External Advisory Council
- d. To maintain regular liaison with External Advisory Council Members
- e. To be the spokesperson and representative of the Council for any matter dealt with by the Board of Trustees.
- f. To apprise the Vice Chancellor on plan and execution of EAC suggestions
- g. To nominate internal members such as Associate Dean/ Faculty Member to the External Advisory Council
- h. To perform such other duties as determined by the Council

ix. GENERAL RESPONSIBILITIES OF THE MEMBERS OF THE EXTERNAL ADVISORY COUNCIL

The members of the External Advisory Council are appointed by the Vice Chancellor on the recommendation of respective Dean. As a members of the External Advisory Council, they do not hold any administrative responsibilities. The External Advisory Council has a role to advise the Chair of External Advisory Council on various dimensions of academic and environmental issues in UAE and the region and to provide suggestive directions that may help the sustainable growth of the school in all dimensions.

- a. To advise on all academic and academic services issues relating to school for discussion and decision



- b. To suggest strategies for sustainable growth of the school
 - c. To suggest branding activities of the school
 - d. To suggest training, consulting and community service for developmental of the school
 - e. To enhance student learning and career growth
 - f. To provide suggestions on building strong alumni relationships
 - g. Suggest opportunities of higher education, placements and entrepreneurial opportunities
 - h. To attend meetings of External Advisory Council and contribute constructively.
 - i. Each member is expected to attend all the meetings.
 - j. In the event of absents from the meeting, the member shall inform the inability to attend the meeting to the Chair well in advance.
 - k. Members are prohibited from any financial dealing with the institution.
 - l. The External Advisory Council is responsible for adding value to the school from different perspective that may lead to improvements in the functioning and visibility of the school in the region.
 - m. The External Advisory Council should provide some alternative inputs for the development of the school through council meetings as well as informally throughout the academic year.
 - n. The External Advisory Council enables school to achieve the educational effectiveness, academic excellence and appropriate financial stability of the institution.
 - o. The EAC members represent the standpoint of alumni, parents and friends.
 - p. Attending and actively participating at the council meetings as per schedule
 - q. Serving on select committees or task forces of the council
 - r. Meeting individually with the Dean and / or Vice Chancellor, if required.
 - s. Advising in career service activities, and interacting with current students
 - t. Hosting or participating in SUC events that promote awareness of and interest in the institution and its faculty, departments and programs.
 - u. Identifying and engaging other alumni, parents, and friends in a position to support the university fundraising activities.
 - v. Recommending and supporting the for annual fund and other campaigning activities at a level commensurate with one's capacity.
 - w. Review progress of the institution and share ideas
 - x. Support academic program accountability by providing guidance and feedback and serving as partners in research and community collaborations
 - y. Review governance procedures and provide suggestions for improvements
 - z. Review brochures and website and provide suggestions.
 - aa. Help in formulating new strategies which are presented to the Board of Trustees for review and approval
 - bb. To help the school in understanding the current trends in the industry requirements and job market
- x. CODE AND CONDUCT:**
- a. The EAC members shall conduct in accordance with the responsibilities and obligations as mentioned above and within the applicable laws of UAE.
 - b. The members shall contribute to fulfill their roles and responsibilities with the highest standards of conduct and integrity.



- c. Member of EAC shall not disclose to others, or use to further his or her personal interests, confidential information acquired in the course of performing Board or Committee functions. "Confidential" will be defined as either any information marked "Confidential" or matters of a personal nature concerning an individual; confidential personnel matters.

11. c. Continuous Education and Lifelong Learning.

Policy number	CCLL_POLICY_01
Policy name	Continuous Education and Lifelong Learning
Policy version	Version 1
Standards applicable	MOE Standard 11: Community Engagement
Policy owner	Centre for Continuing Learning
Date of recent modification	18 July 2019
Verified by	Director- Marketing & Communication

A. Introduction

The internship and career placement assistance program assists students to work and learn in a professional environment and get prepared for embarking on employment careers. The program facilitate students to be able to apply the knowledge and skills gained in the classrooms in a work setting, this process enriches student learning experience and helps them transit into the work world.

Centre for Continuing Learning Department coordinates with Corporate Affairs Office to identify internship opportunities and career placement assistance for CCL students studying professional courses.

B. Process:

- a. CCL during the orientation will inform the students regarding the internship and career placement assistance program.
- b. Student then will orient regarding the requirements
 - 1. Updated CV/Resume
 - 2. Contact details
- c. CCL will inform the CAO regarding the application of the student
- d. Students will attend workshop on Resume Writing and Mock Interviews scheduled by the CAO;

C. General Policies Of Centre For Continuing Learning

i. General Admission Requirements

a. Minimum Qualification:

Candidate applying for any of the courses offered under Centre for Continuing Learning should have a minimum qualification of Grade 10 from approved Schools within UAE or outside UAE.

b. Minimum age criteria:

Minimum 17 years of age is required for entry into any of the courses offered by the Centre for Continuing Learning.



c. English Language Proficiency

All candidates are required to have a basic knowledge of English language, writing, speaking and reading.

d. Mathematics Proficiency

For all professional courses conducted by CCL, mathematics is required to compute basic calculation during the course.

e. Computer Proficiency

The candidate enrolling for the courses in CCL must have a basic knowledge on computer skills using word, excel, internet browsing, etc.

ii. APPLICATION

The Application is the enrollment form which is the formal process of registering for the CCL courses. Each student fills up the enrollment form at the time of registration. The form lists the personal information, passport and visa details, the course the student has opted for, educational qualifications, work experience, registration payments, residential address, passport & emirates ID detail, Previous studied institution name, placement test details, work experience, Tuition fees, the terms and conditions on which the admission is given.

It contains the instruction of terms & conditions governing the course including those registration, student conduct, visa, refund policy, examination and fees schedule.

By signing the application, the applicants is accepting to comply with the rules and regulations of Centre for Professional Development and undertake that the documents submitted are genuine.

iii. ADMISSION DOCUMENT REQUIREMENTS

The candidate is required to submit the following documents along with the Fee applicable for the courses opted in to register for the CCL courses:

1. 2 Passport size photographs
2. Passport/Visa Copy



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ABBREVIATIONS	
APOC	Academic Planning and Operations Committee
BBA	Bachelor of Business Administration
BOT	Board of Trustees
BSIT	Bachelor of Science in Information Technology
CAA	Commission for Academic Accreditation
CDD	Course Definite Document
CDP	Course Delivery Package
CLO	Course Learning Outcomes
CR	Class Representative
CEC	Community Engagement Committee
DEAN-SOB	Dean of School of Business
DEAN-SOIT	Dean of School of Information Technology
DOMC	Director-Marketing & Communications
DOPR	Deputy Director - Government And Public Relations
DSA	Dean - Student Affairs
DYASS	Deputy Director -Academic Support Services
EHSM	Environment Health and Safety Management
ERT	External Review Team
FDP	Faculty Development Program
FES	Faculty Evaluation System
DIRQAOA	Head of Institutional Research, Quality Assurance, Outreach and Accreditation
HRD	Human Resources Department
HOG	Head - General Education
IE	Institutional Effectiveness
IRQAOA	Institutional Research Quality Assurance Outreach & Accreditation
KPIs	Key Performance Indicators
LRC	Learning Resource Committee
MBA	Master of Business Administration
MOE	Ministry of Education
PSDP	Professional Skills Development Program
RAF	Resource Adequacy Feedback
SBJ	Skyline Business Journal
SDP	Staff Development Program
SES	Staff Evaluation System
SOB	School of Business
SOIT	School of Information Technology
SUC	Skyline University College
TEC	Teaching Effectiveness Committee
TOC	Transfer of Credit
VC	Vice Chancellor

