

# Faculty Orientation



# Orientation Overview

**LUMS Values**

**Schools**

**Senior Management**

**LUMS Organogram**

**Essentials**

**Benefits & Facilities**

**Important Interfaces**

**Reporting Suspicious Activity**

**Understanding & Reporting Sexual Harassment**

# LUMS Values

- **Merit**
- **Integrity**
- **Academic Freedom**
- **Tolerance**
- **Diversity**
- **Excellence**

# Schools



**SBASSE**



**SDSB**



**MGSHSS**



**SAHSOL**



**SOE**

# Senior Management



Vice Chancellor  
Dr. Arshad Ahmad



Provost  
Dr. Farhat Haq



Vice Provost  
Dr. Tariq Mahmood Jadoon

# Deans



Dean - MGSHSS

Dr. Ali Khan



Dean - SBASSE

Dr. Muhammad Sabieh Anwar



Honorary Dean - SDSB

Dr. Alnoor Bhimani



Dean - SOE

Dr. Faisal Bari



Interim Dean - SAHSOL

Dr. Sadaf Aziz

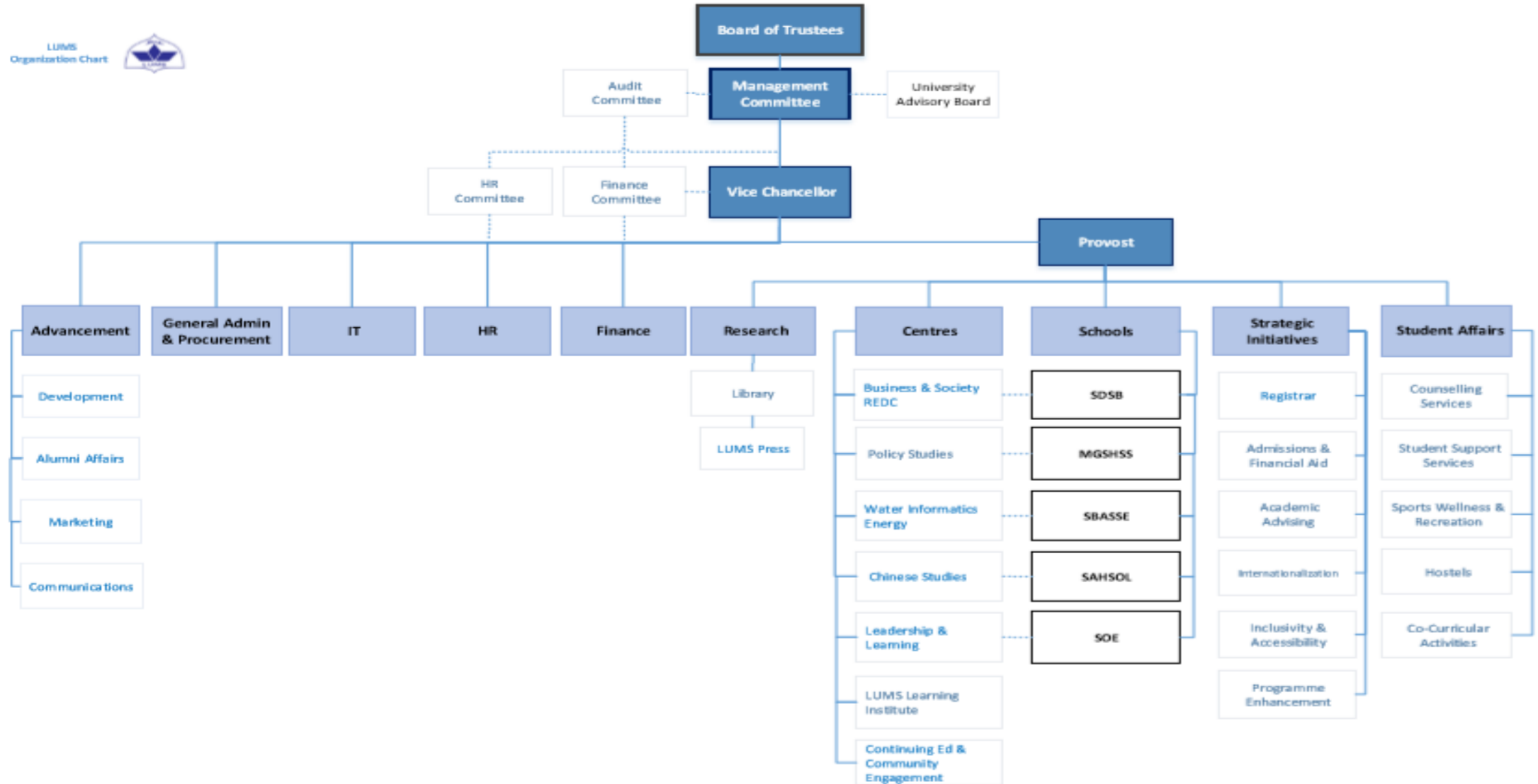


Dean - OSA

Dr. Adnan Zahid

# LUMS Organization Chart

LUMS  
Organization Chart

# Essentials

## Car parking sticker

Email the following documents at:  
[imran.asif@lums.edu.pk](mailto:imran.asif@lums.edu.pk)

- CNIC – front & back
- Vehicle Registration Book
- Bank Letter (In case of Lease)
- Copy of LUMS Smart Card
- Owner's CNIC and Relation (if you are not the owner)

## Work PC

In case of any technical issues or IT support, please call ext. 4140, 4199 or email at [helpdesk@lums.edu.pk](mailto:helpdesk@lums.edu.pk)

## Welcome Announcement

Log on to: [welcome.lums.edu.pk](http://welcome.lums.edu.pk)  
as new employee

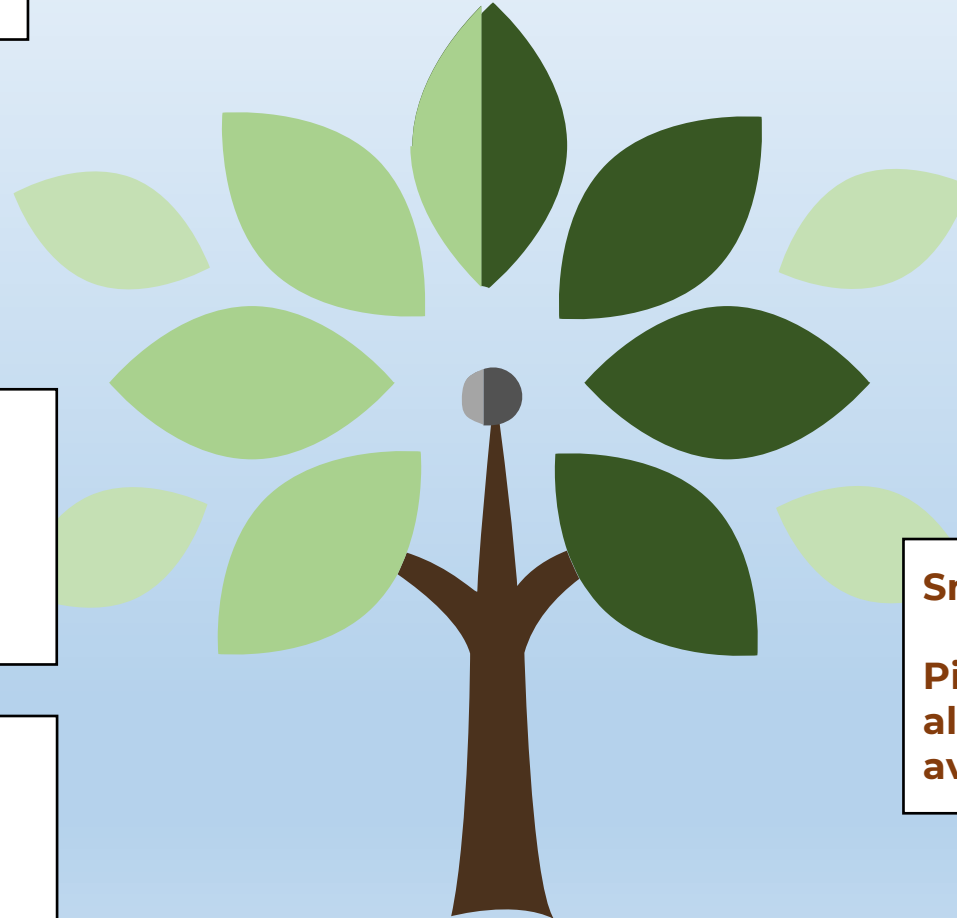
For opening a payroll bank account & pay related queries, email at:

[asaheed@lums.edu.pk](mailto:asaheed@lums.edu.pk)  
[snaqvi@lums.edu.pk](mailto:snaqvi@lums.edu.pk)

- Askari Bank
- MCB
- Bank Alfalah
- Faysal Bank
- Standard Chartered

## Smart card

Picture with white background along with a essential information – available on the database form



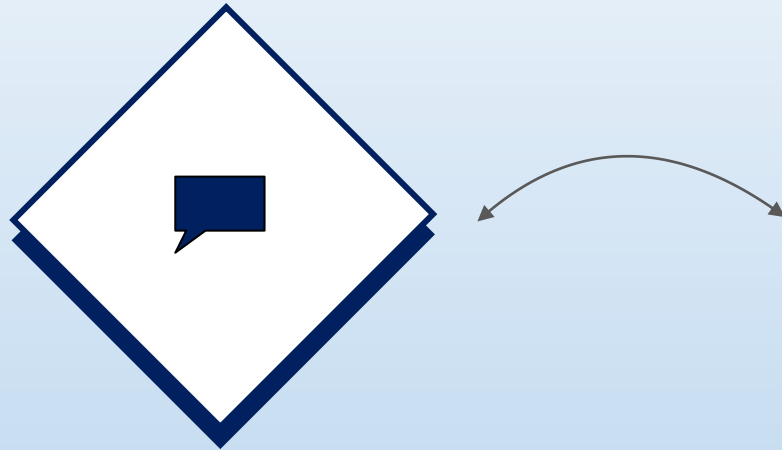


# **Benefits and Facilities**

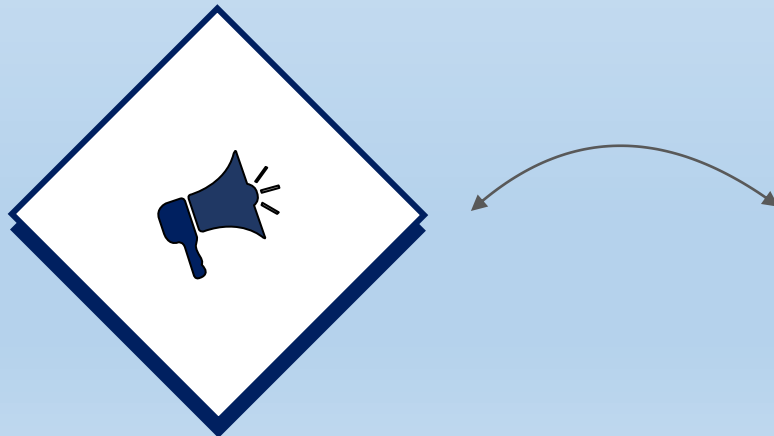
**A brief overview**

Benefits & Facilities	Summary		Tuition Fee Waiver	After three years of service, all regular employees are entitled to a full tuition waiver of undergraduate tuition fee for their children if they get admitted to LUMS through the standard admissions process, subject to University policy.														
<b>Provident Fund (PF)</b>	Employee Contribution: 10% of basic salary  LUMS Contribution: 10% of basic salary  (Basic is 57% of Gross Salary)  PF Loan – apply through e-portal - <a href="http://sap.lums.edu.pk/eportal">sap.lums.edu.pk/eportal</a>		<b>EOBI</b>	All regular employees are eligible for Employee Old-Age Benefits Scheme														
			<b>On-campus Daycare</b>	On-campus state of the art daycare facility at subsidized rates, subject to availability.  For information, charges and enrollment, please email Ms. Maryam Mohsin (Daycare Administrator) at <a href="mailto:maryam_mohsin@lums.edu.pk">maryam_mohsin@lums.edu.pk</a>														
	<table border="1"> <thead> <tr> <th data-bbox="333 347 1034 386">Type of Cover / Limit</th> <th data-bbox="1034 347 1268 386">PKR</th> </tr> </thead> <tbody> <tr> <td data-bbox="333 386 1034 428">Outpatient (OPD) Limit (per family per year)</td> <td data-bbox="1034 386 1268 428">100,000</td> </tr> <tr> <td data-bbox="333 428 1034 469">Hospitalization (IPD) Limit (per person / ailment per year)</td> <td data-bbox="1034 428 1268 469">1,000,000</td> </tr> <tr> <td data-bbox="333 469 1034 511">Maternity Limit – Covered under IPD (normal delivery)</td> <td data-bbox="1034 469 1268 511">120,000</td> </tr> <tr> <td data-bbox="333 511 1034 552">Maternity Limit – Covered under IPD (C section)</td> <td data-bbox="1034 511 1268 552">200,000</td> </tr> <tr> <td data-bbox="333 552 1034 586">Daily Room Limit</td> <td data-bbox="1034 552 1268 586">15,000</td> </tr> </tbody> </table>		Type of Cover / Limit	PKR	Outpatient (OPD) Limit (per family per year)	100,000	Hospitalization (IPD) Limit (per person / ailment per year)	1,000,000	Maternity Limit – Covered under IPD (normal delivery)	120,000	Maternity Limit – Covered under IPD (C section)	200,000	Daily Room Limit	15,000	<b>Transport for Female Employees</b>	Female employees can avail a pick and drop facility at subsidized rates, subject to availability. For information, charges and to avail this facility, please email Ms. Sehar Ejaz (Associate Team Lead - General Admin) at <a href="mailto:sehar.ejaz@lums.edu.pk">sehar.ejaz@lums.edu.pk</a>		
	Type of Cover / Limit	PKR																
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		<b>Relocation Allowance</b>	A moving allowance for faculty (Assistant Professor & above) after joining at LUMS which includes one way Airfare + Moving allowance of USD 2200 (if relocating from outside Pakistan) and PKR. 35,000 (from outside Lahore).															
<b>IGI Health Insurance</b>	To submit a claim for OPD expenses, please click the below link and use the mentioned credentials:  <a href="https://claims.igiinsurance.com.pk/health/new/login.asp">https://claims.igiinsurance.com.pk/health/new/login.asp</a> Username: Your CNIC without dashes (passport number in case of foreign nationals) Password: abc123*+  <i>Please change your password immediately after logging in.</i> <ul style="list-style-type: none"> <li>• IPD coverage includes self, spouse and children</li> <li>• OPD coverage includes self, spouse, children and parents</li> </ul>		<b>Accommodation</b>	On-campus and Askari housing, subject to availability.  For information and to avail this facility, please email Mr. Anjum Naveed (Assistant Manager Accommodation) at <a href="mailto:anaveed@lums.edu.pk">anaveed@lums.edu.pk</a>														
			<b>Leaves</b>	<ul style="list-style-type: none"> <li>• Summer and winter breaks</li> <li>• Paid Sabbatical leave</li> <li>• Maternal and paternal leaves</li> <li>• Leave without pay</li> </ul>														
			<b>Health &amp; Wellness</b>	Free access to the sports complex and gym. Swimming pool at a subsidized rate of Rs. 500 per month. Family and guests can also avail by pre-booking and paying a per visit charge of Rs. 250.  For bookings, visit <a href="http://sports.lums.edu.pk">sports.lums.edu.pk</a>														
			<b>Library</b>	Free access to the Gad & Birgit library which is one of the most contemporary and up to date libraries in the country														
<b>Group life Insurance</b>	<table border="1"> <thead> <tr> <th data-bbox="333 1082 512 1123">Plan</th> <th data-bbox="512 1082 1268 1123">Sum Insured</th> </tr> </thead> <tbody> <tr> <td data-bbox="333 1123 512 1165">A*</td> <td data-bbox="512 1123 1268 1165">3,000,000</td> </tr> <tr> <td data-bbox="333 1165 512 1206">A</td> <td data-bbox="512 1165 1268 1206">2,500,000</td> </tr> <tr> <td data-bbox="333 1206 512 1248">B</td> <td data-bbox="512 1206 1268 1248">2,000,000</td> </tr> <tr> <td data-bbox="333 1248 512 1289">C</td> <td data-bbox="512 1248 1268 1289">1,500,000</td> </tr> <tr> <td data-bbox="333 1289 512 1330">D</td> <td data-bbox="512 1289 1268 1330">1,000,000</td> </tr> <tr> <td data-bbox="333 1330 512 1372">E</td> <td data-bbox="512 1330 1268 1372">500,000</td> </tr> </tbody> </table>		Plan	Sum Insured	A*	3,000,000	A	2,500,000	B	2,000,000	C	1,500,000	D	1,000,000	E	500,000	<b>Discounts</b>	All employees can avail discounts at various restaurants and retail outlets just by presenting their LUMS Smart card. Information on the applicable discount partners can be found at: <a href="https://hr.lums.edu.pk/corporate-discounts-offers-alumni">https://hr.lums.edu.pk/corporate-discounts-offers-alumni</a>
	Plan	Sum Insured																
	A*	3,000,000																
	A	2,500,000																
	B	2,000,000																
	C	1,500,000																
	D	1,000,000																
E	500,000																	
		<b>Work Computer</b>	All regular faculty is provided with a work computer															
		<b>On-campus Parking</b>	On-campus parking for all registered vehicles. Special designated parking for disabled															
Sum insured as per plan x 2 in the event of accidental death		<b>On-campus Convenience</b>	Medical Centre, Mosque, ATM, Superstore, Pharmacy and Dining Facilities															

# Reporting Suspicious Activity



**Please carry your smart card with you at all times while on campus.**



**In case you identify any suspicious activity / person / material on campus, immediately report to the LUMS security on Ext 2560 / 2561 / 2562/ 2563/ 2564  
Direct number for emergency 0423 5608877**

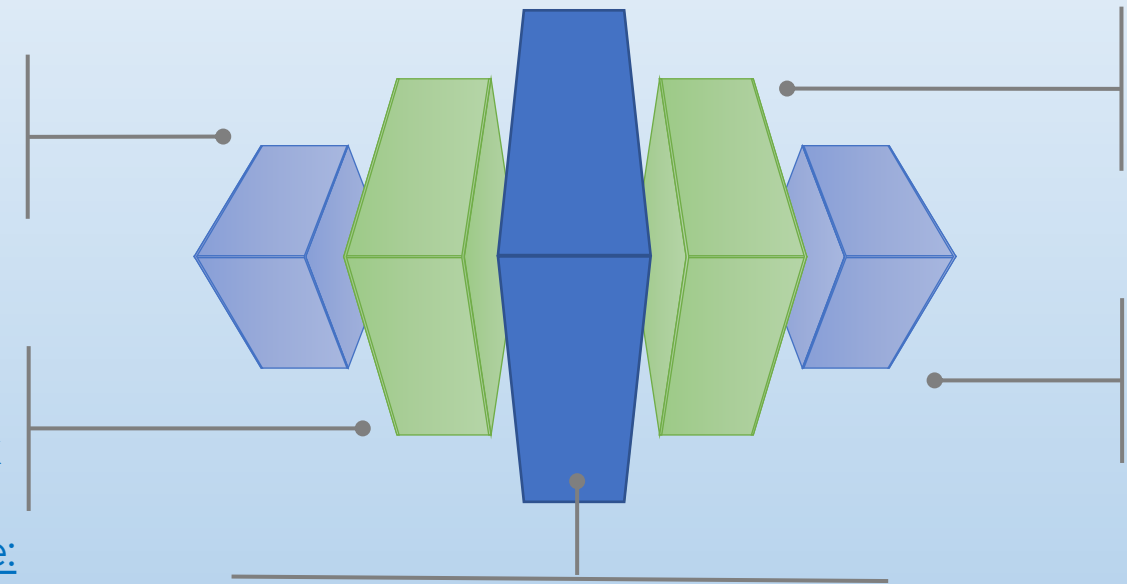
# Important Interfaces

**HR Policies & Forms**  
<https://hr.lums.edu.pk/forms-and-policies>

**Phone Directory**  
[Phonelist.lums.edu.pk](http://Phonelist.lums.edu.pk)

For out of campus use:  
[vpn.lums.edu.pk](http://vpn.lums.edu.pk)

<https://sap.lums.edu.pk/eportal>



**SAP ERP**


**Annual Evaluations**  
[hr.lums.edu.pk/successfactors](http://hr.lums.edu.pk/successfactors)

**E-Portal**







# SAP- FIORI

Employee Provident Fund   Employee Profile Lookup   Time Event   LUMS Employee Self Service


My Time Entry  
Manage Time



LUMS Employee Self Service


<p>My Profile View my profile</p> 	<p>Leave Requests Flag Manage Leave ...</p> 	<p>My Timesheet Manage working time</p> 	<p>My Paystub View my paystubs</p> 	<p>My Travel &amp; Expenses</p> 	<p>Employee Lookup Search for employees</p> 
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Error



# LUMS Phone list

← → ↻ 🏠 <https://vpn.lums.edu.pk/proxy/0e02f59f/https/phonelist.lums.edu.pk/> 📖 ☆ ⚙️ 📄 📄 ⋮



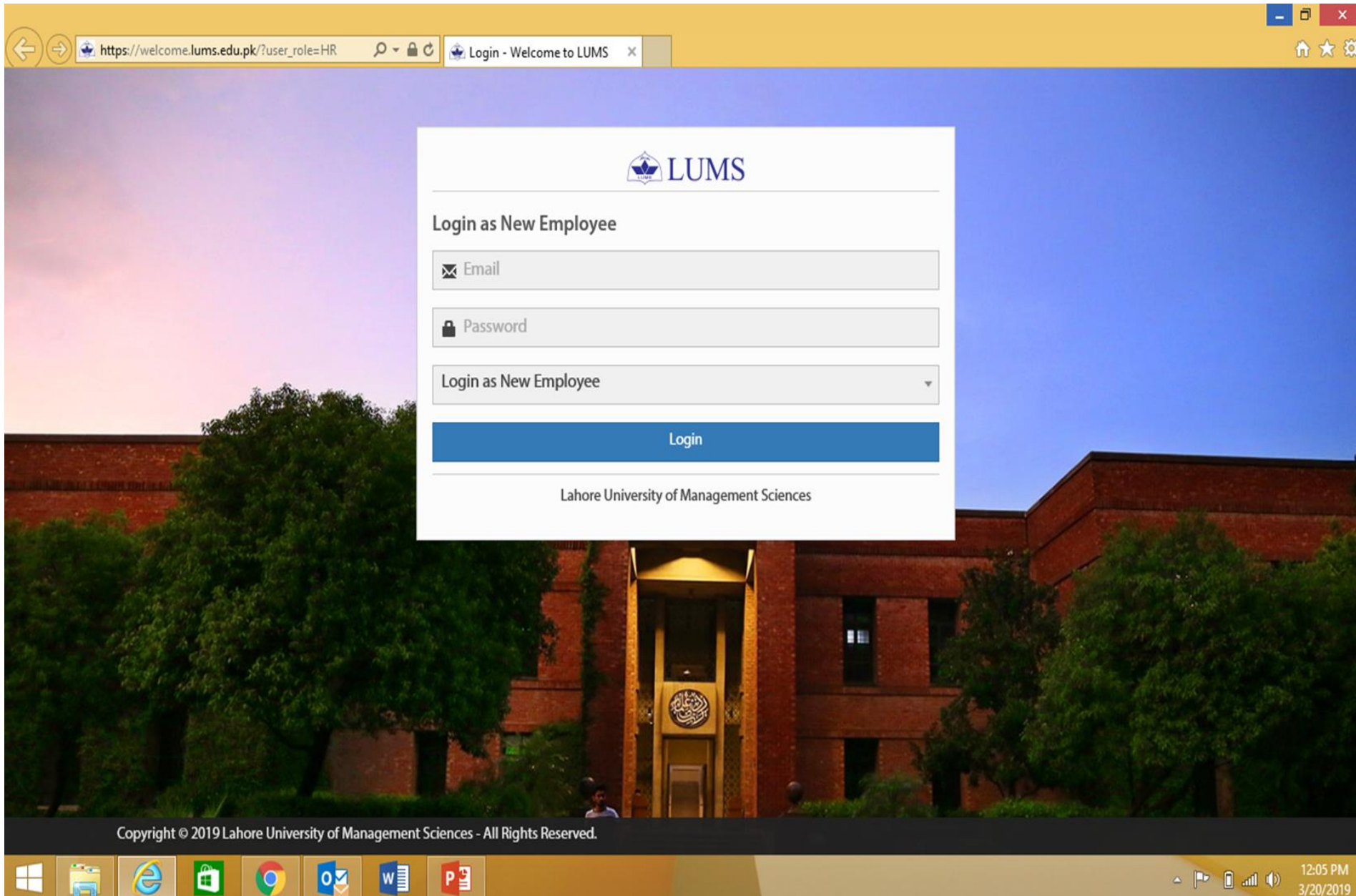
### 📞 Search Phone Extension

Searching Text:

### 📄 Results 1 record(s) found

Emp. Code	Name	Designation	Department	Email	Extension	Location
4605	Mustafa Sohail	Senior HR Lead - Talent Acquisition	Human Resources	mustafa.sohail@lums.edu.pk	8239	

# Welcome Announcement



https://welcome.lums.edu.pk/?user\_role=HR Login - Welcome to LUMS

LUMS

Login as New Employee

Email

Password

Login as New Employee

Login

Lahore University of Management Sciences

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12:05 PM  
3/20/2019

**Thank You!**

**Any Question?**

