

# hSTUDENTS' HANDBOOK

Fall 2016 & Onwards



## CITY UNIVERSITY OF SCIENCE & INFORMATION TECHNOLOGY

Chartered by Government of Khyber Pakhtunkhwa  
Recognized by Higher Education Commission (HEC)  
Accredited by Pakistan Engineering Council (PEC)  
Accredited by National Computing Education Accreditation Council (NCEAC)  
Category "W" University

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## **Students' Handbook**

Effective from Admissions of Fall 2016

This Students' Handbook aims at familiarizing the students with the important policies, rules and regulations, which they have to observe during their studies at the City University. In case of any query the students may contact Student Services Office of the University.

City University reserves the right to change, amend, replace or annul any part or whole of this document.

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## VICE CHANCELLOR'S MESSAGE

I welcome you to City University of Science and Information Technology (CUSIT) Peshawar and appreciate your selection for a better and brighter future with us. Universities and Higher Education Institutes (HEI's) are entrusted with three major roles to play in a society. Firstly, imparting state of the Art knowledge Skills and Attitudes (KSA) to the students. Secondly facilitating cutting edge research on the contemporary issues and thirdly providing vision and direction to the communities and nation.

At City University of Science and IT (CUSIT), the objectives of various programs have been aligned with the desired outcomes for developing wholesome personality of the students, so that they can easily face the challenges of our society and job markets. Conducive research environment has been developed with highly qualified faculty and best resources to enable the students, conduct high quality research and innovations. The Quality Assurance (QA) initiatives of the CUSIT have been developed in line with the Higher Education Commission protocols of Quality Control (QC), including, developing and revision of various programs on the basis of alumni and employers' feedback, national & international expectations, and global compatibility.

A rigorous undergraduate program has been developed in the fields of Computer Sciences, Management Sciences, Engineering, Architecture Sciences, Social Science and Humanities.

In addition to it, CUSIT has embarked upon new graduate and post graduate programs in Project & Construction Management, Economics, Engineering, Computer Science & IT, Education and Mathematics. All these programs have been developed to respond to the expectations of various accreditation councils and dynamic job market at national & global levels.

CUSIT has also developed collaboration with national and international institutions of high repute. CUSIT partnered in arranging "8<sup>th</sup> International Conference on Construction in Twenty First Century (CITC-8)" was held at Greece in May, 2015, with East Carolina University, Auburn University Florida International University USA as well as Aristotle University Greece ([www.citcglobal.com](http://www.citcglobal.com)). The 9<sup>th</sup> Conference of the series is scheduled in March 2017 at Dubai, UAE. At the same time, "First International Conference on Emerging Trends in Engineering, Management and Sciences (ICETEMS-1)" was held in December, 2014 at Pak China Friendship Centre Islamabad ([www.cusit.edu.pk/icetems](http://www.cusit.edu.pk/icetems)) and ICETEMS-2 is scheduled in December, 2016. In last one year CUSIT has developed collaboration with All World Network-USA, Association of Business Executives (ABE)-UK, London School of Economics, Istanbul Tech University, Istanbul University, Riphah International University, Centre of Advanced Studies in Engineering (CASE), Pakistan Red Crescent Society (PRCS), Entrepreneurship Development Institute (EDI), Security Exchange Commission of Pakistan (SECP), GIK, Pakistan Engineering Council, Institute of Engineers Pakistan and many other national and international Institutes of Higher Learning having outstanding repute.

The City University Consultancy Services and Research (CU-CSR) Islamabad has been focusing over the internships and placement of our graduates, Alumni affairs and Industry Academia linkages, to explore more opportunities for our students and graduates. More recently CUSIT ALUMNI portal has been developed to actively engage with our graduates of various programs. Students are advised to regularly visit the City University website and Facebook for such updates.

CUSIT remains a best choice institution for talented students of KPK, who have dreams to realize, in enabling environment with us. We are constantly striving to upgrade our programs and facilities to improve our national and international standing.

I pray and wish that may Allah the Almighty give you and us the divine capabilities to excel in our endeavors, and jointly take our country to a new destiny-Amen

Best wishes,

## Rules & Regulations

This Students' Handbook does not provide detailed information on all rules and regulations. Details of Rules & Regulations pertaining to admissions, degrees, fee, scholarships, students' conduct & discipline, examinations, and medals & certificates are given in the Statutes, Regulations and Rules of City University of Science & Information Technology (CUSIT), Peshawar.

This Handbook is regularly updated and the latest version is shared with the students after their registration at CUSIT, however review of academic, financial, and other considerations leads to changes in policies, rules, and regulations. Therefore, alteration / addition in the rules and regulations may be made from time-to-time. It is the responsibility of students to incorporate and be aware of such changes as will be promulgated in the form of notices etc. All such alterations / additions will form part of the Students' Handbook. Every student must check CU-LMS, Notice Boards, Notice Terminal and CUSIT website, Facebook etc on daily basis..

This Handbook will make it easy to understand the rules which apply to you as a registered student of City University. All students are expected to behave in an orderly and disciplined manner. Please note that "Ignorance of rules & regulations, (academic / administrative / financial) is no excuse for evading / escaping from any damage or liability which you may face or incur during your course of study".

## Abbreviations Used

BBA	:	Bachelor of Business Administration
BBS	:	Bachelor of Business Studies
B. Com	:	Bachelor of Commerce
BS Eco	:	Bachelor of Science in Economics
BCS	:	Bachelor of Computer Science
B.Ed.	:	Bachelor of Education
BS-CS	:	Bachelor of Science in Computer Science
BS-SE	:	Bachelor of Science in Software Engineering
B.Sc Elet.	:	Bachelor of Science in Electrical Engineering
B.Sc Civil	:	Bachelor of Science in Civil Engineering
B. Tech	:	Bachelor of Technology
B.Sc Elet.Tech	:	Bachelor of Science in Electrical Engineering Technology
B.Sc Civil Tech	:	Bachelor of Science in Civil Engineering Technology
BS-Maths	:	Bachelor of Science (Mathematics)
BS-English	:	Bachelor of Science (English)
B.Arch	:	Bachelor of Architecture
BS-IT	:	Bachelor of Science (Information Technology)
M.A.	:	Master of Arts
M.Sc	:	Master of Science
MBA	:	Master of Business Administration
MPM	:	Master of Project Management
M. Com	:	Master of Commerce
M. Ed.	:	Master of Education
MIS	:	Management Information System
M. Phil	:	Master of Philosophy
MS - CS	:	Master of Science in Computer Science
MS - MS	:	Master of Science in Management Sciences
MS - SE	:	Master of Science in Software Engineering
MS-IT	:	Master of Science in Information Technology
MS-EE	:	Master of Science in Electrical Engineering
MS-Maths	:	Master of Science in Mathematics
Ph. D	:	Doctor of Philosophy
PMEI	:	Peshawar Model Educational Institutes
CGPA	:	Cumulative Grade Point Average
SGPA	:	Semester Grade Point Average

F	:	Fail
Govt	:	Government
GP	:	Grade Point
HEC	:	Higher Education Commission
HoD	:	Head of Department
I	:	Incomplete
ID	:	Identity
Lab	:	Laboratory
S	:	Satisfactory
CU-LMS		City University Learning Management System
SMS	:	Short Messaging Service
SSO	:	Student Services Office
UDC	:	University Discipline Committee
UFM	:	Unfair Means
W	:	Withdrawn
E	:	Electronics
CUSIT	:	City University of Science & Information Technology



## CHAPTER – I

### REGULATIONS RELATING TO DEGREE PROGRAMMES

#### 1. Definitions

In these regulations, unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby respectively assigned to them:

- a. **Credit Course** means a course of study required for completion of degree programme. It is counted in the computation of Cumulative Grade Point Average (CGPA).
- b. **Non-Credit Course** means a course attended with liability of taking and passing its examinations. However, it is not counted in the computation of CGPA.
- c. **Credit Hour** means a course requiring one hour of instruction in theory or three hours in practical / laboratory work per week for the duration of a semester.
- d. **Semester** means a period of 16-18 weeks inclusive of examinations. There may be summer semester of 8 weeks duration.
- e. **Core Course** means a course which is directly related to a specific degree programme and can not be substituted with any other course.
- f. **Supporting Course** means a course which is not directly related to a specific degree programme but will improve its quality and is compulsory to complete a degree programme.
- g. **Pre-Requisite Course** means a course which must be passed before registering for an advance level course.
- h. **Deficiency Course** means a course in which a student has been declared deficient by a competent authority of the university at the time of admission into a degree programme.
- j. **Elective** is an optional course which a student has to select from a number of choices to go for a specific specialization.
- k. **University Elective Course** is a compulsory course prescribed by the University to improve English, communication skills, computer literacy etc.
- l. **Compulsory Course** is a course which must be passed for award of degree.
- m. **Maximum Course Load** is the number of courses required to be registered by a student per semester in order to complete the degree programme in the minimum laid down duration.
- n. **Specialization** means taking courses in order to focus on a specific area of study of a degree programme.
- o. All other expressions shall have the same meanings as assigned to them in the Ordinance 2001, Statutes, Regulations and Rules of the City University of Science & Information Technology, Peshawar.

## 2. Degree Programmes & Durations

- a. The University shall offer courses leading to Bachelor/Master/MS/M. Phil/Ph. D degrees in various specializations such as Computer Science, Engineering, Management Sciences, Mathematics, English, Education etc, under the Semester System.
- b. The duration and credit hours requirement of various degree programmes is tabulated as under:

Programme	Years of Education	Duration		Total Semesters	Credit Hours
		Minimum	Maximum		
Bachelor	16	4 years	5 Years	8	130+
B.Sc. Electrical / Civil Engineering) Technology	16/17	4 years	5 years	8	130+
B. Arch/DPT/Pharm-D	17	5 years	6 years	10	172+
Master	16	2 years	3 years	4	72+
MBA (16 years Relevant education)	18	2 years	3 years	3	30+
MBA (16 years non Business Education)	18	2 years	3 years	3	60+
M.S/M.Phil	18	2 years	3 years	4	30+
Ph.D	21	3 years	6 years	6	27+

However, credit hours requirement and duration of the programmes may be changed under instructions from Higher Education Commission (HEC) / Relevant Accreditation Councils.

- c. All degree programmes must be completed within the time period laid down above.
- d. The curricula for various degree programmes shall be notified each year and revised with the approval relevant Statutory Bodies of University where required.
- e. Islamic Studies shall be compulsory for Muslims at Bachelor level with option of Ethics for non-Muslim students. Pakistan Studies shall be compulsory for all students.
- f. If a candidate does not have adequate background, for the degree programme he/she intends to take up, he/she may be asked to take some deficiency course(s) as determined by the authorities concerned (only for those programs where HEC allows). These courses will be mandatory but will not be counted in calculating SGPA/CGPA.

## 3. Semester System

- a. There shall be two semesters (Fall and Spring) in an academic year. The academic session is normally from September to August the following year.
- b. The Fall Semester is normally from September to January and the Spring Semester is from February to June. Each semester shall be of 16-18 weeks. In which 16 weeks shall be the actual teaching time and the rest may be used for

admission / registration, conduct of examination, compilation and declaration of results, etc. In case the teaching in the University is suspended for any reason, the duration of

the semester shall be extended for suitable time period deemed necessary by the University or extra classes may be arranged to make up the deficiency.

- c. There may be summer semester during the period, when normal semester is off preferably from July to August of 8 weeks duration. The contact hours during each week of the summer semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester. Student will only be allowed to register in 1/2 courses of 3/6 credit hours. The decision of University regarding offering of the Summer Semester, courses offered and registration of student (s) in this context shall be final and binding on the students.

#### 4. **Organization of Teaching**

- a. The departments of the University shall conduct teaching in various courses through lectures, discussions, and practical work in laboratories, demonstrations, field work, seminars, tutorials, audio-visual aids, projects, and team based assignments, case studies, study tours and other methods of instructions as deemed necessary for effective delivery by University.
- b. Teaching shall be conducted by the University teachers or such other persons as may be declared to be teachers by University Regulations.
- c. Students may not be allowed by the teacher to attend lecture if they arrive late.
- d. Medium of instruction for teaching and examination shall be English, except for Islamic Studies / Ethics, where Urdu may be the medium. Students will have to communicate in English during class and at the Campus.
- e. Any class session missed by the teacher, due to any reason, will be made up in order to complete the required contact hours specified for the semester.

#### 5. **Registration**

- a. Students are required to pre-plan their course-work each term with the assistance of Academic Advisors. This should be done prior to registration.
- b. A student shall register himself/herself in each semester before the prescribed dead line for course registration unless he/she has completed all the requirements for the degree.
- c. Students are required to choose the courses they wish to enroll in, prior to the start of the semester and fill the prescribed Registration Form and submit the same to the Registrar through Students Services Office (SSO). The final decision to allocate the courses to the student and allow him to register in such courses shall rest with the University.
- d. A student may register, his/her failed course or courses for improvement of grades, in summer semester, when offered, subject to the notified terms and conditions of the Summer Semester.
- e. Students shall not be allowed to register for a course whose pre-requisites have not been passed. However, on the recommendation of the Head of Department (HoD), the Vice Chancellor may waive off the condition of pre-requisites.

- f. At the beginning of each semester, students shall be offered courses of full load. A student shall not be registered for more than 18 credit hours per semester in undergraduate program and 12 credit hours in graduate programs. Course load in summer semester will be 6 credit hours.
- Any undergraduate student who wishes to enroll for more than 18 credit hours may be allowed by the university to take one extra course of 3 credit hours if his/her CGPA is above 3.5 or in case of repeating/failed/dropped courses.
- g. The students of Bachelor/Master programmes, where applicable, have to register for the 6 credit hour project in the final semester or 3 credit hours each in the 2<sup>nd</sup> last and last semester of their programme as per their respective scheme of study, reflected in the prospectus of the program at the time of admission or as amended by the University on the recommendation of respective department.
- h. In degree programmes where writing project report / thesis is not mandatory as per HEC Policy, the student may take two additional courses of 3 credit hours each where allowed.
- J. The registration and fee payment shall be completed within notified dates. If a student does not pay 1<sup>st</sup> installment of prescribed fee within two weeks of the start of the semester, his/her semester will be frozen.
- k. For a course to be offered there shall be a minimum of 15 students registered. However, in special cases, a course may be conducted with less students with the prior permission of the Vice Chancellor.
- l. When a course, for which a student is registered, cannot be offered according to the announced Programme, he/she may take an alternative course. However, this must be done within two weeks after the date of registration.
- m. A student shall be allowed to:
- i. Make a change (add/drop) in their courses within two weeks of the start of the semester.
  - ii. Withdraw from a course within 4-6 weeks of the commencement of semester; Withdrawn courses will appear on transcript with letter grade "W".
  - iii. Change his/her declared specialization / major choice upto 2<sup>nd</sup> semester for two years Masters, 5<sup>th</sup> semester for Bachelor 4/5 years programs after obtaining the approval of the HoD / Dean. A CGPA of 2.00 is required for a change of major.
  - iv. A student who withdraws after the 6<sup>th</sup> week shall be awarded "F" grade which shall count in the GPA.
- n. The admission of the student shall stand suspended if he/she fails to register in the following / subsequent semester. The authority may review the suspension if he / she applies for regularization.
- o. If a student fails to attend any lecture during the first four weeks after the commencement of semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.
- p. In case a student fails to register for two consecutive semesters, his / her admission shall be cancelled. Re-admission of such student shall be considered as a fresh admission and full admission fee shall be charged.

## 6. Freezing of Semester

- a. A student wishing to drop a semester due to some plausible reason must apply to the Registrar, for the freezing, before the start of the semester.
- b. No freezing during the semester will be allowed.
- c. If a student freezes a semester(s), He / she will resume his/her studies from the same stage where he / she left (froze). The maximum duration of the degree program shall remain the same.
- d. If a student is not enrolled in any course in a semester he/she will not be considered a regular student of the university in that period. The student may then enroll in these courses in a subsequent semester, however, he/she has to meet pre-requisites requirements of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

**Note:-** Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite or the case may be for other semesters predecessor to the freezing Semester.

## 7. Transfer of Credits

Students desiring to transfer their credits, earned at other institutions, will be accepted under the following conditions:

- a. Credits have been earned from institutions recognized / accredited by HEC.
- b. Original transcript is produced along with photocopy.
- c. Course outline, duly signed by the institute, is produced for evaluation.
- d. No credit hours of a course will be accepted for transfer if the grade is less than 'C' for undergraduate and 'B' grade for graduate level programs.
- e. Credits from other institution will be evaluated by the equivalence/evaluation committee on a course-to-course basis with the courses offered by the University.
- f. Course outlines should match minimum 75% with that of the University.
- g. Maximum credit equivalent to 40% of the total credits of the degree programme of City University may be accepted for transfer.
- h. Grades / grade points of the transferred courses will not be counted towards CGPA of courses of the University.
- i. Character certificate, from the previous institution is produced.
- j. Students should not assume that their academic qualifications will allow them transfer of credits till written confirmation has been given.

- k. In case of acceptance and willingness of the student for admission, he / she will have to produce migration certificate from the previous institution.
- l. Student will pay credit transfer fee for each transferred credit hour.
- m. The transferred courses will appear in the full transcript of the University along with the name of the University/institution.

**8. Minimum Grades for Award of Degree**

- a. For award of degree, the minimum acceptable CGPA on the scale of 4.00 is:

<b>Programme</b>	<b>CGPA</b>
Bachelor / Master	2.00
MS / M. Phil	2.50
Ph. D	3.00

**9. Improvement of Grades**

- a. It is compulsory to improve the grade “F” in any case. Students may also improve grade “C-,D+,& D” at under-graduate level and grade “C+, & C” at graduate level.
- b. Students will be required to register themselves for those courses in which improvement is desired and will have to pay the complete fee of the course.
- c. These students will attend at least 75% of classes and appear in all the examinations with the regular students.

**10. Transcript**

- a. Transcripts of all semester results shall be issued by the office of the Controller of Examinations.
- b. The following types of transcripts are issued:
  - i. E-Transcript : For each / all semester results.
  - ii. Full Transcript : On completion of degree programme covering all the semesters results.
  - iii. Duplicate Transcript : In case a transcript is lost and will be issued on payment of fee
  - iv. Revised Transcript : When there in any contents of the transcript.
- c. Students who fail to complete a course for reasons beyond their control may be granted grade Incomplete “I”. This course can be completed subsequently but before the end of the following semester. The grade “I” will then be replaced by the earned grade.
- d. Transferred courses from other institutions will be listed in the full transcript with the name of University/institution.
- e. Letter “W” will appear in the transcript against courses from which a student withdraws officially.

- f. In case of Ph. D letter "S" for satisfactory will appear in the transcript against research dissertation which spreads over more than one semester.
  
- g A normal full transcript issued by the University carries CGPA and letter grades, however, a student, on demand, may be issued certificate of CGPA with percentage marks. A student getting any CGPA will be given the minimum percentage of the corresponding percentage band. For example for CGPA of 3 the percentage associated will be 71 %.

## CHAPTER – II

### REGULATIONS RELATING TO FEE

#### 1. Fee Deposit Schedule

- a. At the time of admission to the University, fee schedule will be provided to the students. Students shall be required to pay fees relating to the admission, verification of previous credentials and degree fee.
- b. At the beginning of each semester (including first semester), students shall have to deposit the fee for registration, courses, examination, and other such fee as may be prescribed.
- c. Fee can be paid either in full at the beginning of the semester or in installments. Installments must be paid in time as per announced schedule of payment.
- d. If a student fails to pay registration installment within two weeks of the commencement of semester, his / her name may be excluded from class attendance, and the semester shall stand freeze automatically.
- e. If dues are not cleared by the dates notified in the semester tentative schedule, fine will be charged against each installment (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) as per policy.
- f. All dues must be cleared before the final examination; otherwise, the student may not be allowed to appear in the examination. No make-up examination shall be allowed for such cases.
- g. Courses fee shall be calculated as follows:

Total Number of Credit Hours in a Semester x Fee per Credit Hour.

#### 2. Fee Refund Schedule

- a. Fee Deposited at the time of admission by fresh students or before the start of the semester, shall only be refunded subject to the following criteria:
  - (i) Upto 7th day of orientation / commencement of classes: 100%
  - (ii) From 8th-15th day of orientation / commencement of classes: 50%
  - (iii) From 16th day of orientation / commencement of classes: 0%
- b. Fee deposited by existing students at the start of the semester shall only be refunded/ adjusted according to the following criteria:
  - i. Course fee of a course dropped within two week of the commencement of semester classes : 100%
  - ii. Course fee of a course withdrawn within four weeks of the commencement of semester classes : 50%



## CHAPTER – III

### REGULATIONS RELATING TO SCHOLARSHIPS

#### 1. General

- a. The Vice Chancellor shall sanction University Scholarships and other concessions on the recommendations of the University Scholarships Committee constituted by him.
- b. The University shall award scholarships received from Government, other agencies, and from its own funds.
- c. The scholarships shall be awarded to students subject to the following conditions:
  - i. The student shall follow the general standard of conduct, behaviour, and discipline. He/she shall refrain from activities not appropriate for a student and from conduct harmful to the interest of the country, its people, and the University.
  - ii. The student shall maintain a minimum of 75% attendance in all courses of the degree programme and the specified CGPA.
  - iii. The student shall be a “Full Time Regular Student” of the University.
- d. The students of degree programmes having special fee-package are not entitled for scholarships.
- e. The number of scholarships awarded for each degree programme in each discipline may vary and shall be distributed on merit.
- f. In case CGPA of two or more students is equal, then the merit will be decided on percentage of marks of the candidates. If marks are also equal, the one older in age shall be awarded.
- g. It shall be the responsibility of the candidate competing for the scholarship to prove (where required) the “true-income” of his / her parents/guardian, acceptable to the University by providing evidence of such claim.
- h. A student shall avail only one scholarship at a time.
- j. The scholarships are only for tuition fee. All other fee shall be paid by the students according to the prescribed fee structure.
- k. Scholarships, whenever, offered by other organizations, institutions, agencies etc. will be notified. Students meeting the scholarship criteria may apply.
- l. The rules, terms and conditions for the award of scholarships are subject to change from time-to-time by the competent authority.
- m. For committing an act of indiscipline an awarded scholarship may be withdrawn by the competent authority.

## 2. Types of Scholarships \*

(The scholarship scheme shall be applicable for the programs mentioned by the University as per the terms and conditions given)

<p><b>1. Open Merit Scholarship - I</b></p> <p><b>(i) Waiver:</b> 100% Tuition Fee (from 1st semester)</p> <p><b>(ii) Eligibility:</b> At least 75% marks in Intermediate Exam</p> <p><b>(iii) Renewal:</b> A minimum of CGPA 3.33 / 4.00 in the preceding semester with full load of courses passed (for Top 20% of the Batch only)</p> <p><b>(iv) No. of Scholarships:</b> All eligible at the time of Admission.</p>	<p><b>4. Goodwill Scholarship - II</b></p> <p><b>(i) Waiver:</b> 20% Tuition Fee (from 1st semester &amp; onwards)</p> <p><b>(ii) Eligibility:</b> Ex-Students of Government Schools or Colleges / Retired or Serving Government Employees and their children.</p> <p><b>(iii) Renewal:</b> A minimum of 2.50 CGPA in the preceding semester with full load of courses passed</p> <p><b>No. of Scholarships:</b> All eligible at the time of Admission</p>
<p><b>2. Open Merit Scholarship - II</b></p> <p><b>(i) Waiver:</b> 50% Tuition Fee (from 1st semester &amp; onwards)</p> <p><b>(ii) Eligibility:</b> At least 65% marks Intermediate Exam</p> <p><b>(iii) Renewal:</b> A minimum of CGPA 3.00 / 4.00 in the preceding semester with full load of courses passed (for The Next Top 20% of the Batch only)</p> <p><b>(iv) No. of Scholarships:</b> All eligible at the time of Admission. For BBA/BS A&amp;F/BS-SE/BS-CS/BS-English/BS-MLT/BS-Mathematics/DPT/BS-Arch Programmes.</p>	<p><b>5. Females Scholarship</b></p> <p><b>(i) Waiver:</b> 50% Tuition fee</p> <p><b>(ii) Eligibility:</b> Females with 50% / 64.99% marks in Intermediate Exam.</p> <p><b>(iii) Renewal:</b> A minimum of 2.50 CGPA in the preceding semester with full load of courses passed</p> <p><b>No. of Scholarships:</b> All eligible at the time of Admission</p>
<p><b>3. Goodwill Scholarship-I</b></p> <p><b>(i) Waiver:</b> 30% Tuition Fee (from 1st semester &amp; onwards)</p> <p><b>(ii) Eligibility:</b> Ex-Students of Peshawar Model Educational Institutes (PMEI) / Children of Serving Employees of PMEI</p> <p><b>(iii) Renewal:</b> A minimum of 2.50 CGPA in the preceding semester with full load of courses passed</p> <p><b>(iv) No. of Scholarships:</b> All eligible at the time of Admission</p>	<p><b>6. PMEI Employees Scholarship (Weekend Program)</b></p> <p><b>(i) Waiver:</b> 100% Tuition fee</p> <p><b>(ii) Eligibility:</b> Any employee of the PMEI Institute will be eligible for 100% waver on tuition fee only for all MS-M.Phil (Programs)</p> <p><b>(iii) Renewal:</b> A minimum of 2.70 CGPA in the preceding semester with full load of courses passed</p> <p><b>(iv) No. of Scholarships:</b> All eligible at the time of Admission</p>
<p>*For programs where scholarships are offered, Terms &amp; Conditions apply as per University policy.</p> <p>In all cases where regulations / policies are silent or where there is a difference of opinion about their interpretation, the decision of the committee appointed by the Vice Chancellor will be final, provided that it is not inconsistent with or repugnant to these regulations.</p>	

## CHAPTER – IV

### REGULATIONS RELATING TO ATTENDANCE

1. The educational process at the University depends, to a large extent, on regular classes, make-up classes, laboratory work, in-semester Assessment (test and examinations etc). Failure to attend any of these can influence academic record, or even lead to dropping from the course, award of “F” grade, or expulsion from the University. Following rules will apply to attendance:
  - a. Students must meet the attendance criteria in every course. Students with less than 75% attendance in theory / practical / laboratory work separately shall not be allowed to sit in the final examination of that particular course.
  - b. The period of absence in the case of participation in co-curricular/sports activities outside Peshawar, with the prior permission of the Competent Authority, will not be counted in the attendance shortage. The department ,SSO office and student will maintain proper record of such events.
  - c. Attendance shall be counted from the date of commencement of classes.
  - d. If a student remains absent for one week continuously from all classes without .  
intimation, his / her admission may be suspended.
  - e. In case a student plans to proceed on long leave e.g Hajj or Umrah etc. in a semester, his / her leave will be counted against 25% allowable absentees. No additional concession in leave shall be allowed in any case. Student has to complete 75% of attendance to appear in examinations in all cases.
  - f. If a student fails to pay registration installment of fee, his / her name may be deleted from attendance list and may not be allowed to attend classes.
  - g. Students shall take the required number of quizzes / examinations, complete assignments / projects and fulfill other evaluation criteria set by the University. In case a student joins a course after it has started, he /she will be responsible for any missed quizzes, assignments, and lectures. The marks in missed quizzes will be zero while make-up tests, assignments, projects, and labs can be arranged in consultation with the teacher / HoD, to give him/her fair chance.
  - h. The HoD shall grant leave to a student on the recommendation of the concerned teacher(s). The production of a medical certificate, in support of leave, shall be compulsory for an ailing student. All leave, for any reason, will be part of allowable absentees i.e. 25% of the total contact hours. No additional concession in leave shall be allowed in any case. Student has to complete 75% of attendance to appear in examinations.
  - i. It is the responsibility of the student to be aware of their attendance status at any given time. Attendance status can be checked from the concerned teacher / SSO/ CULMS or University’s Website Online Students’ Information System and daily online attendance system in the class. In case, students finds any discrepancy in his/her attendance, he/she must immediately inform the teacher and HoD. The teacher will rectify this deficiency (if any) with evidence at the SSO level with in next two classes. In case, the student fails to intimate such discrepancy within next two classes, his/her right for rectification of attendance record will cease.
  - j. In case a student, his guardian or relative communicates directly or indirectly with the teacher incharge of a course, incharge attendance module of the University

MIS or any other staff for undue favor in making up short fall in attendance in order to gain admission to the examination shall be treated under unfair means chapter V para 18.d.

## CHAPTER – V

### REGULATIONS RELATING TO EXAMINATIONS

#### 1. General

At the beginning of each semester the Academic Calendar shall be announced, which will be comprised of the study period, schedule of various assessments and Exams etc. The Controller of Exam will announce the schedule of various assessments/Exams.

#### 2. Conduct of Examinations

- a. The mid-term examination paper shall normally be set and marked by the teacher teaching the course.
- b. In case a teacher who teaches a course is not present at the time of examination, the HoD/Controller of Examinations may appoint another teacher for the setting of paper.
- c. The management may appoint External Examiner(s) for the final examination for quality control purposes.
- d. The examination shall normally be conducted by the class teacher. The Controller of Examinations may make arrangements for the invigilation by internal / external invigilators as required at the approval of the competent authority.
- e. In case a candidate's script is lost after the teacher/examiner receives it, he / she may be required to reappear in the lost paper on a date to be fixed by the Controller of Examinations even if he/she passes in all other courses.
- f. In case of a dispute as to whether a candidate's paper was received or not by the teacher/ examiner, the finding of the Registrar / Committee, duly approved by the Vice Chancellor, shall be final.

#### 3. Evaluation Criteria

- a. Each course shall carry 100 marks. Students shall be assessed for 50% of the marks during the semester and 50% at the end of the semester.
4. The evaluation during the semester, called Internal Evaluation, shall be made by the teacher for 50 marks through tests, quizzes, time-constraint / group / major assignments, presentations, projects, midterm examination etc.
5. There shall be a final examination of the remaining 50 marks at the end of each semester.
- d. If a course includes practical / laboratory work, a student shall have to pass both theory and practical examinations separately.

#### 4. Instructions for Examination Halls

- a. Students must enter the Examination Hall 10 minutes before the start of the examination and get seated according to seating plan for the day. Students, arriving late by 10 minutes after the start of examination, due to reasons beyond their control, may be allowed by the superintendent.

- b. No student will be allowed to appear in an examination without Clearance and University I.D. Card. I.D. Cards must be kept displayed during the examination.
- c. Students are required to bring their own calculator, ruler, pen etc. during the examination. Borrowing of these items is strictly prohibited. No programmable Calculator is allowed in the Exam hall.
- d. All working i.e. rough work, graph-papers, tables etc should be attached to the Answer Script.
- e. Writing anything on the question paper, except ID number, is prohibited.
- f.
  - i. Use of digital diary, note-book computer, mobile phone or any kind of electronic device during examination is strictly prohibited.
  - ii. All these devices may not be allowed or must be switched off and kept inside the pockets or purses.
  - iii. Any one caught using such devices will be penalized by cancelling the paper or fine or both.
  - iv. For use of mobile phones during the Examination, a fine of Rs. 1000/- (apart from any other penalty) may be imposed on the spot.
- g. It is the responsibility of the candidate to check CULMS, Notice Board regularly for any Notice / Announcement regarding examination and point out any clash in papers to the Examinations Section or SSO.
- h. Candidates are not allowed to talk to each other inside the hall.
- j. Students must read the question paper carefully and make sure to observe/follow the instructions given therein.
- k. No written material in any form is allowed inside the hall until and unless allowed by the superintendent (In case of open book examination).
- l. Any kind of misbehavior, disturbance in and out side the hall will account severe consequences to the candidate as per university's rules.
- m. Any nonverbal gesture by the student, which help other student in solution of the paper or a question is allowed. Such actions shall be treated as unfair means and the student (s) may be penalized under the relevant rules.
- n. The student has to sit in the Exam hall for a minimum of one hour after start of the paper, even if the student is not attempting the paper. Leaving the hall before the prescribed time or instigating other students to leave the hall shall be treated as major misconduct.

## 5. Major Assignment

- a. A major assignment is one of the assignments that a student takes for each course during a semester. All students except students of engineering discipline are required to submit one major assignment per course in a semester. The relative quality and size of the major assignment will be observed by the respective teacher.

- b. The major assignments would be assigned to the students at an appropriate time to be decided by the teachers of the courses in consultation with respective HoD.
- c. The major assignment would preferably be collected from the students within two weeks from the date of assigning them or at any appropriate time to be decided by the teacher concerned in consultation with the respective HoD.
- d. The major assignment shall carry standard ten (10) marks in the internal evaluation. All those students who submit their major assignment shall be awarded marks in the Internal Evaluation Sheet of the respective course(s). Students who fail to submit their major assignment shall be awarded zero (0) marks.
- e. The award list of major assignment / session marks will be displayed online /Notice board to the students at least two weeks before the end of semester.
- f. The major assignment should preferably be hand-written in students' own hand-writing on the Assignment-Sheet available at the Book-Shop.
- g. A computer-typed major assignment shall be accepted only in those cases where they are effective and necessary. In case of computer-typed major assignment, it must be accompanied by the duly-filled Assignment Form (available at the Book- Shop).
- h. The major assignment must be submitted individually by each student even if it is done collectively in a group form. At the time of submission of assignment(s) to teacher/department coordinator, the counter file of submission sheet dully signed by the receiver with date, shall be returned to the students for later use as evidence of timely submission. The student's claim for timely submission of assignments will not be entrained without such proof.
- i. Copied / photo-copied / mismatched hand-writing, major assignment shall not be accepted in such cases.

## 6. **Make-Up Examination**

- a. There will be no make-up examination. In special cases like self hospitalization, death of blood relations, the HoD may recommend a make-up examination. The decision of the Vice Chancellor shall be final in such case.
- b. A student, who is in the last semester and has passed the sessional evaluation in a course but has failed the final examination, may apply for a make-up final examination; however, this concession will be for a maximum of two courses for students of final semester only. (pls. check as it doesn't coform to HEC Rules)
- c. Make-up concession can be availed only one time for each course.
- d. Application for a make-up examination must be submitted and its fee paid within one week after the declaration of final results. No time barred request shall be considered.

## 7. **Failed Course(s)**

If a student fails in any course in a semester, he/she will have to retake the course as follows:

- a. Will repeat the course by registering as a regular student.

- b. A student who has not been permitted to appear in the examination due to shortage in attendance will have to register and repeat the failed course as a regular candidate in the next / subsequent semesters.
- c. Failed courses may be registered in Summer Semester if offered.

**8. Grading Procedure**

- a. The equivalence of % marks, letter grades and grade points shall be as follows.

Percentage Marks	Grade Points	Letter Grade
85 & above	4.00	A
80-84	3.67	A-
75-79	3.33	B+
71-74	3.00	B
68-70	2.67	B-
64-67	2.33	C+
61-63	2.00	C
58-60	1.67	C-
54-57	1.30	D+
50-53	1.00	D
Below 50	0.00	F

- b. Letter grades “W” (Withdrawn), “I” (Incomplete), and “S” (Satisfactory) are not counted towards SGPA/CGPA computation.
- c. Letter grade “F” (Fail) will be counted towards SGPA / CGPA computation.

**9. Calculation of SGPA/ CGPA**

SGPA/CGPA is calculated at the end of each semester according to the following formula:

$$\text{SGPA} = \frac{\text{Sum over Courses in Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours x Corresponding Grade Point)}}{\text{Total Credit Hours Taken in all semesters}}$$

**10. Thesis/Project**

- a. The project work may be undertaken concurrently with the course work in the 2<sup>nd</sup> last and last semester. The permission to submit the project report for evaluation shall be granted only on successful completion of the course requirements.
- b. A student registered for Bachelor / Master degree, shall be entitled to submit thesis/ project report for evaluation after he/she has passed all the final semester examinations in the approved courses.
- c. The Thesis / Project Report shall be prepared and presented in the manner as laid down in the Manual of Instructions for Thesis / Project of the concerned department.



- d. The unbound Thesis / Project Report, duly certified by Supervisor that the contents and form of the thesis are satisfactory for submission, shall be referred to the External Examiners for evaluation.
- e. The cover colours of the bounded thesis / project shall be as under:

<u>Programme</u>	<u>Colour</u>
Bachelors	Sky Blue
Masters	Maroon
M. Phil / MS	Navy Blue
Ph. D	Black

- f. The topic approved for project / thesis shall remain valid only for two semesters/three trimesters from the date of admission of the candidate to the course.
- g. The thesis / project should be completed in the currently registered semester. In case of delay in completion of research, the student has to pay the registration fee of the following semester.

#### 11. Evaluation of Thesis / Project

- a. Synopsis for thesis shall require the approval of the Graduate Study Committee.
- b. Project reports shall require the approval of the Departmental/Evaluation Committee.
- c. The thesis shall be evaluated by External Examiners and Internal Examiner (Supervisor) jointly.
- d. The student shall give a seminar on his/her thesis / project report before defense / viva-voce examination where required.
- e. The date, time and venue of examination shall be notified at least one week before its commencement and the faculty and students interested to participate in the oral presentation shall be allowed. The notification to this effect shall be made by the Controller of Examinations / HoD.
- f. The Controller of Examinations shall get the thesis / project report evaluated within two months after the date of submission/re- submission.
- g. The thesis/project report shall be evaluated by two examinees according to the following numerical and letter grades:
  - i. The thesis shall be graded in percentage of marks.
  - ii. The marks so awarded shall be converted into letter grades by the prescribed formula. Average grade on the basis of course work and thesis shall then be worked out to calculate the final CGPA.
  - iii. Both the examiners shall sign the thesis/project report after the defense / Viva-Voce Examination, after making necessary corrections and incorporating there-in, any suggestions made by the Board of Examiners.
  - iv. Both the examiners shall sign the result sheet prescribed for this purpose at the end of the examination. The Supervisor will submit the result to the

Controller of Examinations within 24 hours of the public defense / viva voce examination.

- v. In case of disagreement among the examiners regarding the acceptance of the thesis/project report, it shall be referred to a third External Examiner, appointed by the Vice Chancellor, whose decision shall be final.
- vi. Thesis evaluation fee will be paid by each student.

## 12. **Failure in Thesis Examination**

- a. If a student fails in the thesis/project report evaluation, he/she has to register again and submit a revised thesis/project report on payment of the prescribed project and examination fee.
- b. However, the student shall not be entitled to re-submit the thesis /project report before the expiry of six months after the date of declaration of the result of the last thesis/project report evaluation. He/She can avail this chance only once.
- c. If a student fails to submit or has not been able to complete his/her thesis / project on or before prescribed date in a semester will be awarded grade Incomplete ("I") and shall register him/herself again in the next semester by paying the registration fee until the project/thesis is completed.

## 13. **Declaration of Result**

- a. The result of each programme shall normally be declared within two weeks after the examination.
- b. The Controller of Examinations will notify the result of each examination.
- c. The Vice Chancellor may issue orders withholding a particular result, if it is considered necessary to do so.
- d. The Controller of Examinations shall issue Provisional Certificate and Full Transcript to a successful candidate.

## 14. **Appeal Against Examination Result**

- a. A student not satisfied with his/her result can only apply for re-checking of final term paper within 07 days of the declaration of result. Answer script will not be shown to the student. Re-checking will be limited to re-counting of total marks and any question / portion left unmarked. Reassessment / re-evaluation of the answers books / scripts shall not be allowed.
- b. Students, who may have grievance concerning their grades, may lodge an appeal for review within 5 days of declaration of result of the concerned course(s).
- c. Each department shall constitute a committee of two-three senior teachers of the department of which the Head shall be the Convener, for hearing the appeals of the students.
- d. The decision of the Committee duly approved by the Vice Chancellor shall be final.

15. **Academic progress**

- a. Normal academic progress of a student refers to maintenance of minimum CGPA 2.00 required for award of the degree. A student who falls below the minimum CGPA 2.00, required for award of degree, will be placed on “**First Academic Probation**” for the next semester and served a written warning. If a student does not come out by increasing his/her CGPA to the minimum desired CGPA 2.00/4.00, then he/she will go on second probation which is “**Last Academic Probation**”. If the student does not come out from the “Last Academic Probation” by achieving the minimum desired CGPA, he/she shall be dropped out from the University. The Number of Probation will be printed on the Partial E-Transcripts as “First Academic Probation” and “Last Academic Probation.
- b. A student who is placed on Academic Probation will be required to register failed courses on priority basis and to meet an academic advisor for mandatory counseling.

16. **Requirement for Award of Degree**

It is the responsibility of each student to fulfill the following graduation requirements:

- a. The student has earned the requisite credit hours of the degree Programme.
- b. The student’s CGPA on the scale of 4.0 is not less than:
  - i. Bachelor/Master = 2.0
  - ii. M. Phil / M.S. = 2.5
  - iii. Ph. D = 3.0
- c. The student has passed all the core, supporting and compulsory courses of the degree Programme.
- d. The student has met his / her financial and material obligation towards the university and there is nothing outstanding against him/her.
- e. The student had produced clearance certificate from all concerned departments and individuals.

17. **Award of Degree**

- a. A candidate who passes all the examinations with the prescribed CGPA shall be awarded degree which shall be conferred on him/her at the subsequent convocation, which is normally held annually.
- b. The candidates, who are absent on the occasion of convocation, shall be granted the degree in absentia on payment of prescribed fee.
- c. It is mandatory for all students to pay convocation fee and necessary to be present at the occasion.
- d. The Controller of Examinations will issue Provisional Certificate pending issue of final degree.

- e. The character certificate will be issued by the Registrar.

**18. Unfair Means (UFM)**

- a. In case a candidate, who has been admitted to an examination or is appearing or has appeared in an examination, commits or attempts to commit any of the following acts namely:
  - i. Receives assistance from other person(s) in the examination.
  - ii. Gives assistance to other candidate in the examination.
  - iii. Copies from any paper, notes, books or any material or allows another candidate to copy from his/her answer book.
  - iv. Removes a leaf or leaves from his/her answer book.
  - v. Uses abusive or filthy language/ sketches in his/her answer book.
  - vi. Smuggles an answer book in or out from the examination room.
  - vii. Communicates directly or indirectly with the Controller of Examinations or any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
  - viii. Communicates directly or indirectly with an Examiner with the intention of getting to disclose any question or questions set or to be set by him/her or with the object of influencing him/her in the award of marks,
  - ix. Communicates directly or indirectly with the teacher in-charge of the Examination Centre or any other person connected with the supervision of an examination, for the purpose of persuading such person to give undue assistance or show undue favour to the candidate.
- b. Such a candidate shall be liable to one or more of the following actions:
  - I. Fine.
  - II. Fail that paper.
  - III. Fail all papers of that semester.
  - IV. Expulsion from University.
- c. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in clauses 18,a,vii, viii & ix with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself.
- d. If a candidate gains admission to the examination or attempts to gain admission by:
  - i. Making a false statement in his/her admission form.
  - ii. Producing a false / manipulated/tempered document.
  - iii. Forging another person's signature on a document.
  - iv. Allowing another person to impersonate him/her.

Then he/she shall be liable to have his/her answer book for the examination cancelled; to be debarred from appearing at any future examination of University and from admission to any class in the University for a period not exceeding three years inclusive of the year in which the offence occurred.

- e. If a candidate possesses any firearms or anything capable of being used as a weapon of offence in or around the examination room or assaults or threatens to assault a person engaged in the conduct of an examination, he/she shall be expelled by the teacher/invigilator from the examination of that day and shall further be liable to have his/her answer books for the entire examination cancelled and to be debarred from appearing at any examination of the University and from admission to any class in the University for a period not exceeding five years, inclusive of the year in which the offence took place.
- f. If a candidate practices any other unfair means in connection with an examination not covered by the above regulations, he/she may be awarded penalty warranted by the circumstances of the case, provided that the penalty awarded does not exceed the maximum as laid down in the regulations mentioned above.
- g.
  - i. If the impersonator mentioned in sub- para d, iv above is on the rolls of the University, he/she shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination for a period not exceeding five years.
  - ii. If the impersonator mentioned in sub-para d, iv above is not on the rolls of the University but holds a degree or diploma conferred or granted by the University, he/she may be dealt with under the laws of the country.
- h. If a person on the rolls of the University abets a candidate in the commission of any of the offences mentioned above, he/she shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.
- j. If a person on the rolls of the University obstructs any University official, the supervisor of any examination room or any person connected with the conduct of an examination, in the discharge of such person's duties, he/she shall be liable to be expelled from the University for a period not exceeding three years, inclusive of the year in which the offence occurred.
- k. The above penalty may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.
- l. In all cases where a candidate or a number of candidates create disturbance in and outside the examination hall or the place of examination by:
  - i. Shouting or resorting to violence so as to disrupt the examinees.
  - ii. Inciting examinees to boycott their examinations and walk out or to go on strike, or use violence against the examinees to prevent them from completing their examination.
  - iii. Forcing their entry into room of examination or forcing a procession for going to the room/hall of examination for the purpose mentioned above.

Then any or all of the above acts, whether done individually or collectively, shall constitute a serious breach of rules of examination and the person(s) committing them shall be debarred from the University and expelled from the University for two years.

## CHAPTER – VI

### REGULATIONS RELATING TO CONDUCT & DISCIPLINE

#### 1. General Instructions

- a. Conduct of students inside / outside the university should be mature and reflect credit on the university.
- b. Students should keep the administration informed of any change in their home address / telephone / mobile number.
- c. While at the campus, students are required to display the University identity cards at all times otherwise they may be excluded from lectures, and will be denied administrative and examination facilities.
- d. The university will not be responsible for the loss of personal possessions or for personal injury to the student while on the premises.
- e. It is the responsibility of the student to be fully prepared academically and morally while visiting outside companies / attending interviews, project work, assignments, field visit etc. They should be properly dressed and project the right image of the University when visiting individuals or companies. They should, under no circumstances, go for such visits without taking permission from the concerned Faculty Member and HoD. They are advised to take an “Introductory Letter” for the same from the office of Registrar and should, under no circumstances, visit any individual or organization without taking a prior appointment.
- f. It is the responsibility of every student to check the Notice Boards and Notice Terminal daily. Information is also passed on through MIS SMS, however, the University will not be responsible if such information is not delivered to the recipient.
- g. Students are not allowed to take food or soft drink in-side the University building i.e. class-rooms / library / labs / auditorium etc.
- h. Strict disciplinary action shall be taken against any student found defacing the walls and littering around.
- j. Pets are not allowed in the campus.
- k. Mobile phones must be switched off / kept at silent mode during classes.
- l. Students shall park their vehicles at their own risk in the designated areas.
- m. Without permission, from the competent authority of the University, displaying / posting of publicity related material of other organizations / firms on the walls / notice boards, is prohibited.
- n. Every student shall observe the following code of honour:
  - i. Faithfulness in his/her religious duties and respect for the convictions of others in matters of religion, conscience, customs and convictions.

- ii. Loyalty to Pakistan and abstain from acts which might harm its honour and prestige in any way.
- iii. Truthfulness and honesty in dealing with other people.
- iv. Respect for elders and politeness to all, especially to women, children, old people, the weak and the helpless.
- v. Respect for the teachers and others in authority in the University.
- vi. Cleanliness of body, mind, speech and habits.
- vii. Helpfulness to fellow-beings.
- viii. Devotion to studies and sports.
- ix. Observance of thrift and protection of public property.

## 2. **Prohibited Acts**

The following acts are prohibited:

- a. Smoking and use of tobacco in any form at the University campus and within 50 meters as per "Tobacco Free Campus" Law.
- b. The consumption of alcoholic drinks or other intoxicant drugs within the University Campus during instructions, sports or cultural tours or survey camps or entering such places or attending any such tour or camp while under the influence of such intoxicants.
- c. Collecting money or receiving funds or pecuniary assistance for or on behalf of the University.
- d. Staging, inciting or participating in, or abetting any walk-out, strike, or other form of agitation against the University or its teachers or officers; inciting anyone to violence; disruption of the peaceful atmosphere of the University; making speeches or gestures which may cause resentment; issuing of pamphlets or cartoons or doing anything in any way likely to promote rift and hatred among various groups or classes of students; issuing statements in the press; making false accusations or lowering the prestige of the University.

## 3. **Acts of Indiscipline**

- a. The following are acts of indiscipline:
  - i. Committing a breach of rules.
  - ii. Disobeying the lawful order of a teacher or other person in authority in the University.
  - iii. Habitually neglecting work or absenting from class without valid reason.
  - iv. Willfully damaging public/University property or the property of a fellow student or any teacher or any employee of the University.
  - v. Non payment of the fee, fine or other dues under the University Rules and Regulations.

- vi. Use of indecent or filthy language, wearing immodest and provocative dress, making indecent remarks or gestures, or behaving in a disorderly manner, or committing any criminal, immoral or dishonourable act (whether committed within the University Campus or outside), or any act which is prejudicial to the interest of the University.
  - vii. Indulging in acts, which may cause insult or physical injury to students, teachers, officers, staff of the university or any other person.
  - viii. Spreading by words of mouth or written materials, the religious, sectarian, ethnic, regional or linguistic conflicts / hatred.
  - ix. Possessing, carrying or using any type of weapon / fire-arms or explosive material within the University premises.
  - x. Use of University property, including buildings, equipment, vehicles etc without lawful authority.
  - xi. Allowing or abetting entry to the premises of the University of expelled students or anti-social elements.
  - xii. Obstructing the proper functioning of the University.
  - xiii. Using threatening / abusive language, orally, in writing or by gestures against an official of the University.
  - xiv. Conduct / an act to the prejudice of university discipline.
- b. Such a student, as mentioned above, shall be guilty of an act of indiscipline and shall be liable to one or more of the penalties mentioned in regulations.

#### 4. **Action In Case of Misconduct**

- a. Every faculty member shall have the authority to check any disorderly or improper conduct, or any breach of the regulations, by students in any part of the University Campus(s). In case, such misconduct occurs in a classroom when a student is under the charge of a teacher, the latter may summarily impose a fine not exceeding Rs.1000/- or report the matter immediately to the HoD and may require the student to leave the classroom.
- b. On written report / complaint of a teacher, about an act of misconduct of a minor nature, the HoD may suspend a student from taking classes for a maximum of two weeks.
- c. The Librarian shall maintain law and order in the library. In case of any disorderly conduct or any breach of Regulations, he/she may require the offender to withdraw from the library for the remaining day; or if the offence is of more severe nature, he/she may fine him/her up to Rs. 500/- or report the matter to the Registrar.
- d. The Director Sports/Teacher Incharge of Sports shall be responsible for the maintenance of order among the students on the sports fields.
- e. The Vice Chancellor shall have the powers to impose any of the penalties listed in regulations, or to refer any case to the University Discipline Committee (UDC) for further inquiry and recommendations.



- f. When a case against a student is referred to the UDC, the Committee may, if it deems fit, suspend the student from the University Rolls till the decision of the committee.
- g. A student may report a case of indiscipline, against his/her fellow student, to a Proctor, the Chief Proctor, HoD, Registrar, Director Administration or Vice Chancellor who will refer the case to the UDC or it may be reported directly to the UDC. The UDC will investigate the case and then impose penalty. A student may appeal to the Vice Chancellor against the action taken or penalty imposed by the UDC within one week of the announcement of the decision. The decision of the Vice Chancellor will be deemed final.

5. **Suspension:**

The UDC, Vice Chancellor, Dean of Faculty, Head of Department or Registrar may suspend and debar a student from entering into the campus; on committing breach of rules / regulations/ instructions or committing an act of indiscipline. In case a student is proved innocent, his absence from academic activities due to suspension will be compensated at the time of evaluation of attendance for appearing in examinations.

6. **Rustication**

- a. The UDC, Vice Chancellor, Dean of a Faculty, Head of a Teaching Department or a Director of an Institute of the University may rusticate a student for misconduct or gross breach of discipline. Rustication, whenever imposed on a University student, shall always mean the loss of one year (two semesters), in so far, as his appearance at a University examination is concerned. The period of absence from the University Teaching Department will, however, depend upon the time of the year when the penalty is imposed.
- b. The name of the rusticated student shall immediately be removed from the Faculty/ Department rolls, and no fee shall be charged from him/her for current and subsequent semesters.
- c. A rusticated student if re-admitted may appear in the examinations if he/she is otherwise eligible, and permitted by the Registrar. The student shall himself/herself be responsible for the shortage of attendance, if any.

7. **Expulsion**

- a. If a student commits such an offence which demands expulsion, the Vice Chancellor may expel a student for misconduct or gross breach of discipline either himself / herself or on the report and recommendations of the UDC or any Officer (HoD, Dean, and Registrar) of the University for a period not exceeding two years.
- b. The period of expulsion shall be counted from the date of issue of such a notice by the UDC, Dean, and Director of an Institute or HoD, who shall have powers to enforce his orders, subject to the confirmation by the Vice Chancellor or Board of Governors.
- c. A student expelled from a Faculty/Department may be re-admitted into that Faculty / Department after the expiry of the period of expulsion, if permitted by the Vice Chancellor.

- d. Cases of expulsion will be registered in the University and notified to all institutions, departments and universities.

## 8. **Proceedings for Serious Acts of Indiscipline**

- a. A student accused of a serious act of indiscipline such as:
  - i. Indulges in criminal act(s).
  - ii. Provokes other fellow students to demonstrate or boycott classes.
  - iii. Possesses fire-arms on the campus.
  - iv. Indulges in an immoral act;

Then he/she shall be proceeded against immediately by the UDC/Advisory Committee and the proceedings shall be completed within 48 hours of first report of the Officer or act of indiscipline. The accused shall be provided with an opportunity of personal hearing. In case of willful absence, ex-parte action shall be taken against the accused. Before the ex-parte action is taken, a notice shall be displayed on University Notice Board.

- b. The matter may also be reported to the police, if necessary, for legal action against the accused student.

## 9. **Appeal**

- a. An appeal, against rustication or expulsion shall lie to a committee comprising the Vice Chancellor and the HoD/ Dean of the Faculty concerned.
- b. No appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion, except on the ground that such authority has imposed a penalty, which it was not competent to impose.
- c. Appeal against the competency of an authority that imposes a penalty, shall be filed within three days from the date on which the decision is communicated to appellant, provided that the Vice Chancellor may for valid reasons extend this period.

## 10. **Compensation for Loss**

The Vice Chancellor or any teacher or officer to whom the Vice Chancellor may delegate his powers, may direct a student to pay compensation for any loss /damage to property belonging to the University or public authority or to a fellow student or to an employee of the University, caused by a willful act or gross negligence, and if the student does not pay such compensation within specified period, the Vice Chancellor may expel him/her from the University.

## 11. **Examination Offences**

- a. Cases of indiscipline in and around examination room and use of unfair means shall continue to be dealt with by the Controller of Examinations and the Registrar of the University.
- b. The Vice Chancellor may, in case of an emergency, take any action against a student or students pending reference to the UDC. In case of rustication or expulsion, may order the removal of a student from the University or restrict his/her entry in the whole or any part of the campus.

## 12. **Residuary Regulations**

- a. The University normally follows Government gazetted holidays.
- b. The Vice Chancellor can grant up to six days holidays in an academic year on special occasions.
- c. In all cases where these regulations are silent or where there is a difference of opinion about their interpretations, the decision of the committee appointed by the Vice Chancellor shall be final, provided they are not inconsistent with or repugnant to these regulations.

## CHAPTER – VII

### REGULATIONS RELATING TO MEDALS / CERTIFICATES

The following medals / certificates shall be granted to the graduates of the University:

#### 1. University Gold Medal

The University Gold Medal shall be granted, batch-wise, to a student securing First Position in the University Examinations of the discipline concerned, except MS/M.Phil and Ph.D program provided that:

- a. The student has secured CGPA of not less than 3.30 out of 4.00 in the aggregate in the combined result of the constituent campus(s), except in the degree Programme MA English where the minimum CGPA shall be 3.00.
- b. The student has passed all the examinations in the first attempt in the regular examination along with all other students of his/her class.
- c. The student has earned all the credit hours required for a programme from this university, with no transfer of credits or exempted courses.
- d. The student is not currently under investigation or penalized in the past for violation of the Rules and Regulations of the University.

#### 2. University Distinction Certificate

The University Distinction Certificate shall be awarded, in case no one qualifies for Gold Medal, batch-wise, to a student securing First positions in the University Examination of the discipline concerned, provided that:

- a. The student has secured CGPA more than 3.00/4.00 in the aggregate in the combined result of the constituent campus(s), except in the M.A English programme where the minimum CGPA shall be 3.00 where the student must have secured CGPA more than 2.70 but less than 3.00 out of 4.00 in the aggregate in the combined result of the constituent campus(s).
- b. The student has passed all the examinations in the first attempt in the regular examination along with all other students of his/her class,
- c. The student has earned all the credit hours required for a programme from this university.
- d. The student is not currently under investigation or penalized in the past for violation of the Rules, Regulations of the University.

#### 3. In case of all the categories mentioned above i.e. 1 & 2:

- a. If CGPA of two or more candidates is equal, then the Gold Medal, Distinction Certificate shall be considered on the highest percentage of marks obtained by the candidate. Furthermore, if marks of the candidates concerned are also equal, then the one older in age shall be entitled.
- b. Students appearing for improvement of grade points in course(s) shall not be eligible for the Gold Medal, Distinction Certificate.

#### **4. Dean's List Certificate**

In recognition of academic excellence, a Dean's List is compiled each term. To qualify for the Dean's List, a student has to score 3.3 SGPA with full load of courses in a semester except MA English where SGPA shall be 3.0. Dean's List of each term will be displayed on the Notice Boards and students issued certificates.

## CHAPTER - VIII

### REGULATIONS RELATING TO LIBRARY

#### 1. **Resource Centre**

The University Library is the most important common resource centre. It is primarily intended for use in academic research and university studies. Its role is to offer:

- a. Information services as well as a stock of books and periodicals of high quality.
- b. An effective digital network.
- c. Access to sources of information in both printed and electronic form.
- d. A creative and stimulating environment for studies.

The library is open to all the students and university staff. The rules and regulations of the library apply to the library visitor/user according to his/her status as an employee or student at the University.

#### 2. **Loan Privilege**

Students shall have the privilege to draw three books from the library for a period of three weeks.

#### 3. **Terms of Loan**

- a. Books borrowed once may be re-issued provided these are not required by any other member. Books will have to be physically presented for re- issue.
- b. Provided that in case any work marked as REFERENCE has more than one copy, the extra copy may be issued to the teacher teaching that course.
- c. Members shall make their own arrangements for carrying books from and to the library.

#### 4. **Items not to be Borrowed**

Items which may not be taken out of the library are reference material, journals, daily newspapers, official statistics, computer programmes, fragile items and literature which are needed for research and study in the library.

#### 5. **Fine**

Books borrowed by a student shall be returned to the Library on or before the due date. For any delay beyond the due date, a fine of Rs. 10/- per day per book shall be charged.

#### 6. **Demand Notices and Liability**

The library issues demand notices for the return of any item(s) not returned in time. These notices are sent, by letter or electronic mail, to the address provided by the borrower. Any borrower who does not return his/her loan after the second demand notice will be suspended from the library and will be liable to pay compensation. An invoice for the amount due will be issued. The compensation to be paid is the cost of replacing the item(s) as well as a fine of Rs. 10/- per day per item from the date of expiry of loan period.

## 7. **Library Clearance**

- a. No member shall be entitled to receive the degree / certificate unless he/she produces "Clearance Certificate" from the library.
- b. Member, intending to obtain clearance, shall apply three days in advance so that the library staff can properly check the record of the concerned member, obtain the price of the books lost by him / her, if any.
- c. The University Authority will have the right to take appropriate action for the recovery of library books or cost of books, in case the member leaves the University without returning the library assets.

## 8. **General Rules**

- a. Members shall not mutilate or damage by writing or marking on pages of any book or publication. Violation of this rule shall require replacement of the damaged volume or payment of its price.
- b. If one volume of a set of books is damaged or lost and it is not available individually, the whole set shall have to be replaced or paid for by the member and the remaining volumes of the set may be retained by the member concerned.
- c. Members are required to inspect books etc. at the time of issue. They must draw the attention of the staff at the Reception Desk to defect / damage, if any in the issuing materials. In case it is not pointed out at the time of issue, the member shall be responsible for any damage, detected subsequently.
- d. Members and visitors shall keep their personal belongings such as books, file cover, bag, purse, etc. with the person on duty at the Reception Desk. No responsibility for the loss of cash, jewellery watch, mobile etc, shall be accepted by the library staff. All valuable items / belongings must be retained in personal custody.
- e. Members and visitors desirous to bring books and other publications into the library for reading purpose shall obtain permission from the staff at the Reception Desk and present it for checking / verification at the time of leaving the library.
- f. All members must intimate any change of address to the librarian to facilitate effective communication.
- g. Librarian shall be authorized to withdraw membership from any person found guilty of misusing the library materials or facilities.
- h. Smoking, eating, sleeping, and loud conversation within the library premises are prohibited.

## 9. **Damage or Loss of Books**

Book(s) lost, damaged, or mutilated in any way by a member shall have to be replaced or paid for as per local market price. If the book is not available and the current price cannot be determined from the local market, then double of the actual price as per record plus additional 25% as fine shall be paid by the member. The books paid for shall be written-off from the stock register.

## 10. **Suspension**

Library users are obliged to follow library rules. The university library has the right to suspend anyone who does not follow library rules and/or has an outstanding debt to the library. Such decisions are made by the Librarian. Suspension may apply to both borrowing and visiting rights. In serious cases, the librarian has the right to recall all loans with immediate effect.

## 11. **Change of Rules**

Conditions for borrowing, rules and regulations for the use of library may be changed. The university library will post all such changes on the library notice board. It is the duty of borrowers/library users to keep themselves informed of any such changes and to follow those rules which are added after the issuance of their library card.



## CHAPTER – IX

### GENERAL INFORMATION & INSTRUCTIONS

#### 1. **Students Services Office (SSO)**

- a. This office is for facilitating communication between students and members of the teaching and administrative staff.
- b. All applications should be submitted to the SSO. Reply to the applications would be available within 48 hours.
- c. Forms for leave, Add/Drop of courses, request for transcript, request for internship etc. are available with the bookshop. The softcopies can also be downloaded from the University website.
- d. Requests for course completion, character, migration, No objection etc, certificates should be made to SSO.
- e. Application for make-up examinations should be submitted to SSO.
- f. Clearance slips for final examination are to be downloaded from the University website, by the student him / her self. In case the student has cleared all dues and other requirements, the MIS would generate Clearance Certificate Online. In case such Certificate could not be downloaded from the system, the student must contact the SSO at least one day before the Paper/Exam.
- g. Status of attendance, course registration, time table, Date sheets programmes etc. can be checked online from the students account / University website.
- h. Suggestions / requests for improvement of the academic / administrative environments, arrangements for extra curricular activities, visits, parties, tours, functions etc. should be made to SSO.
- j. “Lost / Found” inside university must be reported to SSO.

#### 2. **Students’ Online Information System**

Students’ Online Information System is currently facilitating the students to view their regularly updated Examination, Fee, Attendance Record and Personal Data. In the students Login Area they, can Evaluate Teachers, can communicate with other students, faculty and staff members by using Messaging module; can see Notices added by the faculty or staff members and can also directly contact President of the University. Details of the system are as under:

##### a. **Attendance Module**

This Module is updated every four hours. The latest information is available on University website. Using this module, students are able to get attendance percentage, number of classes attended and total classes held of each course. Therefore, students may not contact the Registrar’s office for attendance record; instead, they should log on to website to update themselves.

##### b. **Result Module**

This Module is updated after each examination. By using this module, students are able to see the final examination result of each semester of every course they

studied. If the student has not paid the outstanding dues, he/she would not be able to see respective examination record on the website.

c. **Fee Module**

This Module is updated every four hours. The updated accounts information is available online to the students. The students can see how much they have paid so far and how much is to be paid for the current semester.

d. **Teachers' Evaluation Module**

This Module is available to the students for a specified period of time during the semester to comment and carry out evaluation of teachers, quality of course contents, teaching methodology, facilities and administrative support. In order to get an honest opinion, the identity of the student is kept confidential and un-traceable in the module.

e. **Write to President Module**

Through this Module, students can send their problems and suggestions, in any domain, to the President of the University. No one can see the message except the President. The student must however follow the proper hierarchy from SSO/Teacher, to HoD, Registrar, VC etc.

f. **Library Module**

- i. Students can see the books they got issued and the return date.
- ii. Students can search for a book and its availability by the following methods:
  - By subject
  - By author name
  - By title of the book

g. **E-mail**

Students also have their e-mail ID along with the university domain e.g. 1464@cusit.edu.pk.

h. **Passwords**

- i. The password to login at the University's web portal and on the lab computers is the same.
- ii. If your mobile number is registered in the university's MIS, password can be obtained through SMS alert system.
- iii. Security of the password is the responsibility of the student. Students are strictly advised not to share their password with anyone else.

j. **University's Forms**

Forms like Application, Affidavit for picture, Affidavit for name, Clearance etc. which a student may require, are available in the user login areas which could be got printed for use.

### 3. SMS Alert System

- a. SMS Alert System has been incorporated in the university MIS. Students are sent important / urgent notices and information by the university through the alert system.
- b. For use of the SMS Alert System following should be ensured:
  - i. All students should get their mobile numbers registered with the SSO on which they wish to get the SMS alerts.
  - ii. Students can also register their mobile numbers by sending **register<space>id<space>password** to 0340-9302819 (change in cell number, whenever made, will be notified).
- c. Required information can be obtained simply by sending a specific code to 0340-9302819. In an automatic reply the information linked to the code will be received. Specified codes and codes related information are tabulated as under:-

Code	Information	Code	Information
<b>Codes</b>	List of codes	<b>Tt</b>	Time table for today
<b>Info</b>	Personal Information	<b>Mon</b>	Time table for Monday
<b>Att</b>	Attendance	<b>Tue</b>	Time table for Tuesday
<b>Fee</b>	Semester fee status	<b>Wed</b>	Time table for Wednesday
<b>Pwd</b>	Password	<b>Thu</b>	Time table for Thursday
<b>Register id password</b>	To register mobile number	<b>Fri</b>	Time table for Friday
<b>Courses</b>	List of registered courses	<b>Courseid</b>	Internal Evaluation Marks

- d. Students can find meaning of a word through SMS system by sending **dict<space> word**

### 4. Students' Societies

Co-curricular activities play an important role in the balanced grooming of students and to inculcate in them organizational qualities. To ensure students participation in these activities, different students' societies are established. The President and Vice President of the Societies are elected by the students for a term of two semesters. Members of the societies are nominated by the university in consultation with the President and Vice President of the Societies. At present following students societies are functional:

- a. **Debating Society:**
- b. **Society of Literature, Arts & Culture:**
- c. **Tours / Excursion Society:**
- d. **Sports Society:**
- e. **Music Society:**
- f. **Character Building Society**
- g. **Welfare Society**
- h. **Women's Club**

## 5. Use of Computers in Laboratories, Library etc.

- a. Computers should be used for assignments and curricular activities only.
- b. Playing computer games and chatting are strictly prohibited.
- c. Audio / Video entertainment on computer or on Mobile Devices are not allowed in Computer Labs.
- d. Messengers / Blogging / Entertainment and Objectionable Sites are strictly prohibited.
- e. The university library computers are to be used for information searches, with priority for studies and research. The use of computers is subject to the regulations for the use of computers as stipulated by University.
- f. Any attempt to break into the university computer system or any other computer system, will be considered as sabotage and will be reported to the authority.
- g. In case a class is being conducted in the Computer Lab, the teacher may allow or refuse students other than the class to work in the Lab.
- h. If a student is occupying the computer, not for academic use, Lab staff may ask him / her to leave the computer for other students in need.
- j. In case of any problem / complaint contact Lab Administrator / Incharge Lab.
- k. Any student causing damage to Lab equipment, will make-up for the loss.
- l. Shouting / Fighting / Screaming is strictly prohibited inside the Computer Lab.

## 6. Safety Precautions for Electrical Engineering Laboratories

The department requires everyone, who uses electrical equipment, to understand these safety precautions to comply with the electrical safety related work practices, standards and University's safety policies. The following safe work practices can prevent electrical shock and will ensure human and equipment safety.

- a. Never work alone. If you are working with energized circuits or equipment, make sure that a Lab Incharge is present. In case of any emergency inform your lab supervisor.
- b. If you intend to work on a project using power sources over 50 volts peak, you must obtain permission and receive specific training from your Lab Technician.
- c. Never hurry, always work carefully.
- d. Check circuit power supply voltages for proper value and type (DC, AC) before energizing the circuit.
- e. Do not run wires over moving or rotating equipment or on floor, or string them across walkway from bench to bench.
- f. Remove conductive item like watches, rings etc and do not use metallic pencils, metal or other metallic things when working on exposed circuits.

- g. Any equipment used in the lab must have standard AC plug and a DC plug with + and - printed on it.
- h. Without specific permission from your instructor, do not bring into the lab or use equipment that does not conform to these rules.
- j. Be sure that you and your co-partner know the location of the power shut off switches and that the access to them is not obstructed.
- k. When leaving the test station, even for a short period, turn the power supplies off.
- l. Use dry hands, tools and stand on a dry surface when using electrical equipment or plugging in an electric cord.
- m. If you observe any unsafe condition, inform your Lab Incharge immediately.
- n. All the lab equipment and accessories become liability after issuance. Get only the required equipment issued and return it to lab staff, in serviceable condition, after completion of experiment
- o. Students are responsible for any avoidable damage to the lab equipment.
- p. Perform only assigned experiment as per schedule; any unscheduled practice is strictly prohibited.
- q. Laboratories are sophisticated learning places, the students are required to maintain highest standard of discipline.

## 7. **Tours / Excursions**

University organizes study tours and leisure trips, within and outside the town. Proposals for such tours are forwarded by Tours Society through HoDs to the administration for consideration and approval. Following points should be observed:

- a. Proposals must be submitted at least two weeks in advance clearly stating purpose, place, date / time, duration, number of students etc.
- b. Students must get registered for the tour with SSO / Coordinator (Evening). Unregistered students and outsiders / guests are not allowed on the tour.
- c. Every student must carry University ID card
- d. Nominate student Incharge of the visit
- e. In case of female students no objection certificate from the guardian / parents, will be submitted to the teacher Incharge.
- f. All students must adhere to the pre-decided departure timings.
- g. Discipline must be maintained en-route and at the destination.
- h. Students, when out on the tour, are envoys and representatives of the University. Therefore, they are expected to desist from acts which earn them bad name and tarnish the image of the University.
- j. In case of study tours, all students should be well prepared on the subject of the study, detailed outline of the objective, purpose of the visit / tour and expected outcome.

- k. Students Incharge, on return from the visit, will submit a tour-report and students attendance sheet, duly approved by the tour supervisor, to the administration with a copy to Registrar.

## 8. **Transport**

University's transport facility may be availed by students provided space and route allow. The following terms and conditions will apply to the transport users:

- a. To avail University transport a student must apply and sign an undertaking at the start of the semester. Students can apply any time during the semester but will have to pay full semester transport fee.
- b. Students will be issued transport cards
- c. A student may be picked and dropped at the designated stops. Door – to – door facility will not be provided.
- d. Pick and drop from the designated points will be at specified timings. It will be the students' responsibility to avail the transport at these timings. Transport will not wait for late students.
- e. There will be no liability on the university if transport does not reach the specified point at the specified time due to break-down or traffic jam.
- f. The university may change the type of vehicle on a route.
- g. The transport facility may be withdrawn due to shortage of vehicles, route becoming non-feasible, change in students' residence.
- h. Students will travel in the university's transport at their own risk and cost. In case of any mishap / accident, the University will not be held responsible.
- i. If, due to any reason transport is not available on a particular day, students will have to make their own arrangements for conveyance.
- j. Transport charges will be paid for the full semester irrespective of the number of days the transport is utilized.
- k. When pick and drop is not required, an advance notice, in writing, must be given by the student to the transport Incharge before start of the semester.
- l. The university management reserves the right to withdraw the transport facility without assigning any reason.