



CITY UNIVERSITY OF SCIENCE & INFORMATION TECHNOLOGY



STUDENTS HAND-BOOK

VICE CHANCELLOR's MESSAGE

I welcome you to City University of Science & Information Technology. I am sure your time spent with us will be rewarding and pleasant. City University has total commitment to the achievement of excellence in education, guidance, and training. Our prime aim is to provide an environment which is stimulative, enterprising and conducive to learning. Highly qualified, competent and caring faculty and benign staff will always be there to help you reach and achieve your short or long term goals.

Education is not merely the acquisition of bookish knowledge, but involves developing self discipline, feeling of affection and concern for your fellow students, your teachers and others. It gives you courage and confidence to take on challenges, develops an analytical and inquiring approach to problems and above all makes you a good human-being.

This book will make it easy for you to understand the rules which apply to you as a registered student. I expect that your conduct inside and outside the campus is mature and should reflect credit on the university. You should be proud to be a part of this university.

Best wishes,

Prof. Dr. Muhammad Asrar Khattak,

Rules & Regulations

1. Details of Rules & Regulations concerning admissions, degrees, fees, scholarships, students' conduct & discipline, examinations, and medals & certificates are given in the Statutes, Regulations and Rules – 2001 of City University of Science & Information Technology, Peshawar .

 2. This Hand-Book 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 way. Please note that ***“Ignorance of rules and regulations, (academic / administrative) is no excuse for any damage or liability which you may face or incur during your course of study”.***

 3. ***This handbook is accurate at the time of publication. Alteration / addition in the rules and regulations*** may be made from time-to-time. It is the students' responsibility to incorporate and be aware of such amendments as will be promulgated in the form of notices etc. All this will form part of the **Students' Hand-Book.**
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SECTION – 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:

- i. **Credit Course** means a course of study required for a degree and is counted in the computation of Cumulative Grade Point Average (CGPA).
- ii. **Non-Credit/Audit Course** means a course attended with no liability of taking its examinations and is not counted in the computation of CGPA.
- iii. **Credit Hour** means a course requiring one contact hour in theory or two contact hours in practical per week.
- iv. **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.
- v. **Semester** means a period of 16-18 weeks in which 16 weeks shall be the actual teaching time and the rest may be used for admission/enrolment, conduct of examination, preparation and declaration of results, etc.
- vi. **Trimester** means three terms in an academic year, each term of 14-16 weeks.
- vii. **Core Course** means a course which is directly related to a specific degree programme and can not be substituted with any other course.
- viii. **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.
- ix. **Pre-Requisite Course** Means a course which must be passed before registering in advance level course.
- x. **Elective** is an optional course which a student has to select to go for a specific specialization.
- xi. **University Elective** is a course which a student has to take as prescribed by the University.
- xii. All other expressions shall have the same meanings as assigned to them in section 2 of the City University of Science & Information Technology Ordinance, 2001.

2. Degree Programmes & Durations

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

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Programme	Duration		Credit Hours
	Minimum	Maximum	
Bachelor	4 years, 8 semesters	5 years	130+
Master	2 years, 4 semesters / 2 years, 6 trimesters	3 years	72+
B.Ed/M.Ed.	1 year, 3 trimesters	2 years	30+
PGD - BA	1 year, 3 trimesters	2 years	30+
M.S. – C.S.	2 years, 6 trimesters	3 years	30+
M.S. – BA (Track -1)	2 years, 6 trimesters	3 years	36+
M.S. – BA (Track -2)	16 months, 4 trimesters	3 years	36+
M. Phil	2 years, 6 trimesters	3 years	35+
Ph. D.	3 years, 9 trimesters	6 years	30+

- iii. Degree programme must be completed within the time period laid down above. However, in special cases, the Vice Chancellor may extend this period for a maximum of one more year.
- iv. The curricula for various degree programmes shall be notified each year and revised, if necessary with the approval of Academic Council.
- v. There shall be four types of courses offered in a degree programme i.e. Core, Supporting, University Elective and Elective courses.
- vi. Islamic Studies shall be compulsory at Bachelors level for Muslims with option of taking Ethics for non-Muslim students. Pakistan Studies shall be compulsory for all students.
- vii. If a candidate does not have adequate background for the degree course programme he/she intends to take up, he/she may be asked to take some deficiency course(s) as determined by the concerned authorities. These courses will be mandatory but will not be counted in calculating SGPA/CGPA.

3. Semester System

- i. There shall be two semesters (Fall and Spring) and, if necessary, Summer semester in an academic year. The academic session is normally from September to July the following year. However, certain degree programmes may be run on trimester basis.
- ii. The Fall Semester is normally from September-January (5 months) and the Spring Semester is from mid February to mid July (5 months). In case the teaching in the University is suspended for any reason, the duration of the semester shall be extended to the extent of the time period lost.
- iii. Each semester shall be of 16-18 weeks. The Summer Semester, if held, shall be of 8-10 weeks. At the end of each semester, one to two weeks shall be allocated for the conduct of examination, compilation of results and enrolment.

4. Organization of Teaching

- i. The departments/divisions/institutes or constituent / affiliated institutions of the University shall conduct teaching in various courses through lectures, discussions, practical work in laboratories, demonstrations, field work, seminars, tutorials, audio-visual aids, study tours and other methods of instructions.

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- ii. Teaching shall be conducted by the University teachers or such other persons as may be declared to be teachers by University Regulations.
- iii. Students may be excluded from lectures at the lecturer's discretion if they arrive late.
- iv. Medium of instruction for teaching and examination shall be English, except Islamic Education/Ethics where Urdu may be the medium.

5. Registration

- i. Students are required to pre-plan their course-work each term with the assistance of Academic Advisors. This should be done prior to registration.
- ii. A student shall register himself/herself each semester unless he/she has completed all the requirements for the degree.
- iii. All students shall fill the prescribed Registration Form at the beginning of each semester for the courses they will study during that semester and submit the same to the office concerned.
- iv. Students shall not be allowed to register for a course whose pre-requisites have not been cleared. However, on the recommendation of the Head of Department, the Vice Chancellor may waive off the pre-requisites.
- v. A student who wishes to pass "F" may also register for Summer Semester, if offered.
- vi. A full-time student shall be required to take courses of not less than 12 credit hours in a semester. A student shall not be registered for more than 18 credit hours per semester. However, the Vice Chancellor may allow more than 18 credit hours in special cases.
- vii. A full-time student in a trimester has to take not less than 9 credit hours or 2/3 of the courses of the full load.
- viii. At the beginning of each semester, students shall be offered courses of full load (12/18 or more Credit Hours), but they have the choice to select less courses than the full load. A student registering for less than 12 credit hours will be a **part time student**.
- ix. The registration shall be considered incomplete if a student does not make full payment of prescribed fees and submit the prescribed form in the Admission Office.
- x. The enrolment and fee payment shall be completed within notified dates unless authority concerned may, under special circumstances, permit a student with late fee to enroll within two weeks after the commencement of the semester.
- xi. There shall be a minimum of 15 students registered in a course to be offered. However, in special cases, a course may be conducted with less students with the prior permission of the Vice Chancellor.
- xii. 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 not later than 15 days after the date of enrolment.
- xiii. A course may be offered to a student as tutorial when:
 - a. the course can not be offered as regular,
 - b. the number of students is less than 5,
 - c. he/she is in his/her last semester,

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- d. he/she has failed a course which is pre-requisite to other courses.
The fee charges, tests and examinations will be as for a regular course.
- xiv. A student shall be allowed to:
 - a. Add / drop a course within 7 days of the commencement of a semester.
 - b. Withdraw from a course within 4 weeks of the commencement of semester; Withdrawn courses will appear on transcript with letter grade "W",
 - c. Change his/her declared major/specialization choice after obtaining the advice and approval of the Dean / Head of Department. A cumulative GPA of 2.0 is required for a change of major. It is the responsibility of the student to formulate, after the change, a curriculum plan for the completion of the degree,
 - d. Change his/her degree programme, up to 2nd semester after obtaining the advice and approval of the Head of Department and Registrar.
- xv. Non-registration in any semester by a student, his/her admission shall stand suspended. The authority may remove him/ her from suspension if he/she applies for regularization. In case one fails to enroll for two consecutive semesters, his/her admission shall be cancelled. Re-admission of such student shall be considered as a fresh admission and admission fee charged.
- xvi. A student wishing to drop a semester due to some plausible reasons must apply to the Registrar before the start of the semester.

6. **Transfer of Credits.**

- i. In migration cases, a maximum of 50% credits of the total credits of the degree programme may be accepted for transfer to this university as per rules.
- ii. Students wishing to claim exemption, on the basis of their already held degrees, may be granted up to a maximum of 30% exemption on the degree programme of this university as per rules.
- iii. Students should not assume that their academic qualifications will allow them Credit Transfer/Course (s) Exemption till written confirmation has been given by the Registrar.

7. **Minimum Acceptable Grades**

- i. "D" Grade (1.5 GP) is acceptable in Bachelor and Master degree programmes, but **students are required to have CGPA of 2.00 for the final degree** to be issued.
- ii. "C" grade (2.0 GP) is acceptable in the courses of MS / M.Phil and Ph.D. degree programmes. However, in minimum of 2.5 and 3.0 CGPA will be required for award of MS / M. Phil and Ph. D. degrees respectively.
- iii. Students securing semester GPA less than 2.0 will be placed on "Academic Probation" and will be required to meet an Academic Advisor for mandatory counselling. A student who remains on probation for three consecutive semesters will cease to be a student of the university; however, the student may apply for re-admission but will have to repeat all failed courses and 40% of completed courses.

8. **Transcript**

- i. The office of the Controller of Examinations shall issue transcripts of all semester results.

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- ii. Students who get “D” or “F” grade shall be allowed to improve their grades. They will be required to register themselves for those courses in which improvement is desired and attend classes. They will appear in the examination with the regular class in the mid term and final term and practical examinations, and will have to pay the complete fee of the courses.
 - iii. Students who fail to complete a course for reasons beyond their control may be granted grade Incomplete “I”. This subject can be completed subsequently but before the end of the following semester and by depositing the required fee. The grade “I” will then be replaced by the earned grade.
 - iv. In the final transcript abbreviation “TR” and “EX” will appear against transferred credits and exempted courses respectively.
 - v. Letter “W” will appear in the transcript against courses from which a student withdraws officially.
9. **Master of Science (M.S), Master of Philosophy (M.Phil) & Doctor of Philosophy (Ph.D).**
- Specific Instructions and Regulations for M.S, M. Phil and Ph.D students are contained in the book for these programmes. However, general rules and regulations contained in this book, will equally apply to the students and scholars of these programmes.

SECTION – II

REGULATIONS RELATING TO FEES

1. Fee Deposit Schedule

- i. At the time of first admission to the University, students shall be required to pay the admission, verification and degree fees.
- ii. At the beginning of each semester (including first semester), students shall have to deposit the registration, tuition, transcript and examination fees.
- iii. Courses fee shall be calculated as follows:
Total No. of Credit Hours in Semester x Fee per Credit Hour.
- iv. Courses fee can be paid either in full at the start of the semester or in installments. Installment must be paid in time as these fall due. All dues of the semester must be cleared before the final examination, failing to do so the student shall not be allowed to appear in the examination.
- v. Fine will be charged and results with-held if dues are not cleared by the specified date and time.
- vi. The fees may be increased by 15% annually due to inflation.

2. Fee Refund Schedule

- i. Fee deposited before the start of the semester or at the time of admission, shall only be refunded according to the following schedule:
 - a. Before the commencement of regular classes - 100%
 - b. Within 7 days after the commencement of regular classes - 50%
 - c. One week after the start of regular classes - 0%

Note: Admission Fee is NON REFUNDABLE.
- ii. Fee deposited by old students shall only be refunded/ adjusted according to the following schedule:
 - a. Course fee of a course dropped with in 7 days of commencement of semester- 100%
 - b. Course fee of a course withdrawn with in 4 weeks of commencement of semester- 50%

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SECTION – III

REGULATIONS RELATING TO SCHOLARSHIPS

1. General

- i. The Vice Chancellor shall sanction University Scholarships and other concessions on the recommendations of the University Scholarships Committee constituted by him.
- ii. The University shall award scholarships received from Government, other agencies, and from its own funds.
- iii. The scholarships shall be awarded to students subject to the following conditions:
 - a. 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.
 - b. The student shall maintain a minimum of 80% attendance of the degree programme of the discipline concerned.
 - c. The student shall be a “FULL TIME” University student of the regular classes.
- iv. The students of Degree Programmes having special fee-package are not entitled for scholarships. It includes B.Ed., M.Ed., MBA(Evening), PGD(BA), M.Phil (Edu), and Part-Time Students.
- v. The number of scholarships awarded for each degree programme in each discipline shall be distributed equally between the male and female candidates.
- vi. 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.

2. Types of Scholarships

- i. **Merit Scholarships** The Merit Scholarships shall be awarded on semester-to-semester basis as follows:
 - a. Merit Scholarship-I
 - (1) Waiver: 100% Tuition Fee
 - (2) Eligibility: Atleast 75% marks in the preceding annual exam (Intermediate/Bachelor)
 - (3) Continuation: A minimum of 3.67 CGPA in the preceding semester with full load of courses passed.
 - b. Merit Scholarship-II
 - (1) Waiver: 50% Tuition Fee
 - (2) Eligibility: Atleast 65% marks in the preceding annual exam (Intermediate/Bachelor)

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- (3) Continuation: A minimum of 3.33 CGPA in the preceding semester with full load of courses passed.

ii. **Goodwill Scholarships:** The Goodwill Scholarships shall be awarded for the entire degree programme as follows:

a. Goodwill Scholarship – I

- (1) Waiver: Admission Fee + 30% Tuition Fee.
(2) Eligibility: Ex-Students of Peshawar Model Educational Institutes (PMEI).
(3) Continuation: A minimum of 2.50 CGPA in the preceding semester with full load of courses passed.

b. Goodwill Scholarship – II

- (1) Waiver: 30% Tuition Fee.
(2) Eligibility: Ex-Students of Govt. Schools/Colleges, Govt. Employees and their wards.
(3) Continuation: A minimum of 2.50 CGPA in the preceding semester with full load of courses passed.

Note: The scholarships are only for tuition fee (and also for admission fee in case of PMEI students) as detailed above. All other fees shall be paid by the students for the semester concerned according to the prescribed fee- structure.

3. Scholarship Tests

- i. The candidates shall pass Entry Test with at least 75% marks.
ii. The candidates shall have minimum marks of 60% in the final merit list.
iii. The weightage for the preparation of final merit list shall be as under:

a. **For Bachelor**

Matric	-	10%
F.A./F.Sc	-	40%
Entry Test	-	50%

b. **For Master**

Matric	-	10%
F.A./F.Sc	-	15%
B.A./B.Sc.	-	25%
Entry Test	-	50%

4. These regulations are subject to change from time-to-time by the competent authority i.e. the Vice Chancellor in consultation with the President of the University.

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SECTION – IV ATTENDANCE POLICY

1. The educational process at the University depends, to a large extent, on regular classes; these can influence academic record, or even lead to dropping from the course, award of “F” grade, or expulsion from the University. For a student to qualify for programme completion, he/she has to fulfill the following requirements:
 - i. Students must meet the attendance criterion in every course. Students with less than 75% attendance in theory or practical separately of any course, shall not be allowed to sit in the final examination of that particular course in a semester. The period of absence in the case of participation in co-curricular/sports activities outside Peshawar, with the permission of the Competent Authority, will not be counted.
 - ii. Absence from classes due to bonafied reasons may be condoned up to maximum of 40% of the total lectures delivered.
 - iii. Attendance shall be counted from the date of commencement of classes.
 - iv. If a student remains absent for one week continuously from all classes without intimation, his/ her admission would be suspended.
 - v. 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 / Head of Department.
 - vi. 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. The student will have to satisfy the Registrar about the genuineness of his/her request.
 - vii. It is the responsibility of the student to be aware of their attendance status at any given time. Attendance status can be checked from course teacher/Students Services Office (SSO) or University’s website.
2. Following marks on the basis of attendance percentage will be awarded to a student in the Internal Evaluation result :

Attendance	Marks
100%	5.0
95%	4.5
90%	4.0
85%	3.5
80%	3.0
75%	2.5
Below – 75%	0

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SECTION – V

REGULATIONS RELATING TO EXAMINATIONS

1. At the beginning of each semester, the Controller of Examinations shall announce the schedule of examinations.
2.
 - i. The examination paper shall normally be set and marked by the teacher(s) teaching the course.
 - ii. In case a teacher who teaches a course is not present at the time of examination, the Head of the Department/Controller of Examinations may appoint another teacher for the purpose.
 - iii. The management may appoint External Examiner(s) for the final examination for quality control purposes.
 - iv. The examination shall normally be conducted by the Instructor. The Controller of Examinations may make arrangements for invigilation.
 - v. 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.
 - vi. 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, properly approved by the Vice Chancellor, shall be final.
3. **Examination and Evaluation**
 - i. Each subject shall carry 100 marks during a semester. Students shall be assessed for 50% of the grade during the semester and 50% at the end of the semester.
 - ii. The evaluation during the semester shall be made by the teacher through the tests, quizzes, time-constraint assignments, group assignments, attendance, presentation, mid term examination etc. There shall be a final examination of the remaining 50% of the marks at the end of each semester. The University may engage External Examiners for the final examinations for quality control purposes.
 - iii. If a course includes a Practical, a student shall have to pass Theory as well as Practical examinations separately. The Practical shall carry at least 30% of the total marks in that course.
 - iv. 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.
 - v. No student will be allowed to appear in any examination without clearance slip and University I.D. card.
 - vi. Students are required to bring their own calculator, ruler, pen etc during the examination. Borrowing of these items is strictly prohibited.
 - vii. All working i.e. rough work, graph-papers, tables etc should be attached to the Answer Script.
 - viii. Writing on the question paper, except roll number, is not allowed.

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- ix. Use of Digital Diary / Computer note book during examination is strictly prohibited. Mobile phones are not allowed inside the examination hall.
- x. It is the responsibility of the candidate to check the Notice board regularly for any Notice/Announcement regarding Examination and point out any clash in papers to the Examinations Section or SSO.
- xi. Candidates are not allowed to talk to each other inside the hall.
- xii. Students must read the question paper carefully and make sure to observe/follow the instructions given there-in.
- xiii. No written material in any form is allowed inside the hall until and unless allowed by the superintendent (In case of open book examination only).
- xiv. Any kind of misbehaviour, disturbance in and out side the hall will account severe consequences to the candidate as per university's rules.

4. Major Assignment

Students, without exceptions, of all degree programmes (morning, afternoon and evening shifts) are required to submit one major assignment per course in a semester.

- i. A Major Assignment is one of the assignments that a student takes for each course during a semester. The relative quality and size of the Major Assignment will be observed by the respective teacher.
- ii. The Major Assignment shall carry standard ten (10) marks in the Internal Evaluation.
- iii. The Major Assignments should preferably be assigned to the students just after the Mid-term Examinations (or at any appropriate time to be decided by the HOD concerned in consultation with the teachers of the respective courses).
- iv. The Major Assignment should 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 HOD concerned in consultation with the teachers of the respective courses).
- v. All those students who submit their Major Assignment shall be awarded marks in the Internal Evaluation Sheet of the respective course(s).
- vi. Students who do not submit their Major Assignment shall be awarded zero (0) marks in the Internal Evaluation.
- vii. The Major Assignment should preferably be hand-written in students' own hand-writing on the Assignment-Sheet available at the Book-Shop.
- viii. 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), showing complete information like Student I.D. No. , Programme, Shift, Course, Section, Topic of Assignment etc.
- ix. The Major Assignment should be submitted individually by each student even if it is done collectively in a group form.
- x. Copied / photo-copied / mismatched hand-written Major Assignment shall not be accepted in any case.

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5. Make-Up Examination

- i. There will be no make-up examinations. In special cases like self hospitalization, death of blood relations, Head of Department may allow a make-up examination.
- ii. A student who is in his/her last semester and has passed the Internal Evaluation but failed the final examination may apply for a make-up final examination.
- iii. Make-up concession can be availed only once for each course.
- iv. Application for a make-up examination must be submitted within 7 days after the scheduled examination ends.

6. Grading Procedure

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

Percentage Marks	Grade Points	Letter Grade
92-100	4.00	A+
86-91	3.67	A
79-85	3.33	B+
70-78	3.00	B
63-69	2.50	C+
56-62	2.00	C
50-55	1.50	D
Below 50	0.00	F

- ii. Letter grades "W" (Withdrawal), "I" (Incomplete), "EX" (Exemption) and "TR" (Transfer of credits) will not count towards SGPA/CGPA computation.

7. Calculation of SGPA/ CGPA

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

$$\text{SGPA} = \frac{\text{Sum of (Subject Credit Hours x Corresponding Grade Point)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum of (Subject Credit Hours x Corresponding Grade Point)}}{\text{Total Credit Hours Taken}}$$

8. Thesis/Project

- i. The project work may be undertaken concurrently with the course work in the last semester. The permission to submit the project report for evaluation shall be granted only on successful completion of the course requirements.
- ii. A student enrolled for Bachelor's/Master's degree, shall be required to submit thesis / project report for evaluation after he/she has passed all the final semester examinations in the approved courses, and has fulfilled the residential requirements.
- iii. The thesis/project report shall be prepared and presented in the manner laid down in the Manual of Instructions for Thesis / Project of the concerned department.
- iv. The unbound Thesis/Project report shall be referred to the Examiners for evaluation, duly certified by Advisor that the contents and form of the thesis are satisfactory for submission.

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- v. The students of Bachelor/Master programmes have to register for the 06 credit hour project in the final semester of their programme, provided they have completed their course work in all respects.
- vi. In degree programmes where writing thesis is not mandatory, the student may take two additional courses of 3 credit hours each.

9. Evaluation of Thesis/Project

- i. Both synopsis and thesis/project report shall require the approval of the Departmental Committee.
- ii. The thesis/project report shall be evaluated by an External Examiner and Internal Examiner (Advisor) jointly.
- iii. The student shall give a seminar on his/her thesis/project report before viva-voce examination where required.
- iv. 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 may be allowed. The notification to this effect may be made by the Head of Department under intimation to the Controller of Examinations.
- v. The Controller of Examinations shall get the thesis/project report evaluated within two months after the date of submission/re-submission to his office. Any delay beyond two months shall be brought to the notice of the Vice Chancellor.
- vi. The thesis/project report shall be evaluated according to the following numerical and letter grades: -
 - a. There shall be 100 marks allocated for Thesis/Project.
 - b. 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.
 - c. Both the examiners shall sign the thesis/project report after the Viva-Voce Examination, after making necessary corrections and incorporating there-in, any suggestions made by the Board of Examiners.
 - d. Both the examiners shall sign the result sheet prescribed for this purpose at the end of the examination. The advisor will submit the result to the Controller of Examinations within 24 hours of the Viva Voce Examination.
 - e. 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.

10. Failure in Thesis Examination

- i. If a candidate 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. However, he/she shall not be entitled to re-submit his 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 of this chance only once.
- ii. If a student fails to submit his/her project report/thesis on or before prescribed date, he/she shall be granted incomplete grade (I).
- iii. A student who gets an "I"-grade in the project/thesis shall register him/herself again in the next semester by paying the registration and thesis/project fee until the project/thesis is completed.

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11. **Project / Thesis Work**

The subject approved for project / thesis shall remain valid only for two semesters/three trimesters from the date of admission of the candidate to the course.

12. **Declaration of Results**

- i. The result of each course shall normally be declared within two weeks after the examination.
- ii. The Controller of Examinations will notify the result of each examination.
- iii. The Vice Chancellor may issue orders withholding a particular result, if it is considered necessary to do so.
- iv. Each successful candidate of a Degree Examination shall be conferred a degree at the subsequent Convocation held. The candidates, who are absent on the occasion of Convocation, shall be granted the Degree in absentia on payment of prescribed fees.
- v. The Controller of Examinations shall issue Provisional Certificate and Transcript to a successful candidate on payment of prescribed fee.

13. **Appeals**

- i. 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.
- ii. 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; who may have a grievance concerning their grades.
- iii. Appeals must be lodged and fee paid within 7 days of the declaration of result of the concerned course. The decision of the Committee shall be final.

14. **Academic progress.**

- i. Normal academic progress of a student refers to maintenance of minimum CGPA i.e. 2.0 at the scale of 4.0 required for award of the degree. A student who falls below 2.0 will be placed on "Academic Probation" and served a written warning. On receipt of third consecutive warning, a student is separated from the degree programme. However, Vice Chancellor using his discretionary powers may allow a student to continue.
- ii. In order to maintain satisfactory academic progress as a student, he/she is sent a letter of warning whenever his/her semester SGPA falls below 2.0.
- iii. A student who has attempted 18 semester hours and his/her CGPA is below 0.66/1.00, Bachelor / Master programmes respectively, automatically drops out and ceases to be a student of the university.
- iv. A student is dropped from the degree programme and ceases to be a student of the university when his/her CGPA and the semester hours attempted are as follows:

Bachelor Programme

Attempted Semester Hours *	CGPA
36	Below 0.8
54	Below 1.0
72	Below 1.25
90 or more	Below 1.50

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Master Programme

Attempted Semester Hours *	CGPA
18	Below 1.0
36	Below 1.25

B.Ed. / M.Ed.

Attempted Semester Hours *	CGPA
12	Below .66
24	Below 1.0

* Re-taking a course does not count towards the total attempted hours

15. Requirement for Award of Degree

- i. Fulfillment of graduation requirements is the individual student's responsibility.
- ii. The student has earned the requisite credit hours of the degree program.
- iii. The student's CGPA on the scale of 4.0 is not less than:
 - a. Bachelor/Master = 2.0
 - b. M. Phil / M.S. = 2.5
 - c. Ph. D = 3.0
- iv. The student has passed all the core, supporting and compulsory courses of the degree programme.
- v. The student has met his financial and material obligation towards the university and there is nothing outstanding against him/her.

16. Award of Degree

A candidate who passes all the examinations with the prescribed CGPA shall be awarded the Bachelor/Master/M.Phil/Ph.D degree as the case may be, which shall be conferred on him at the subsequent convocation held. The Controller of Examinations on request may issue provisional Degree Completion Certificate pending issue of final degree.

17. Unfair Means

- i. 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:
 - a. Receives assistance from other persons in the examination,
 - b. Gives assistance to another candidate in the examination,
 - c. Copies from any paper, notes, books or any material or allows another candidate to copy from his/her answer book,
 - d. Removes a leaf or leaves from his/her answer book,
 - e. Uses abusive or filthy language/sketches in his/her answer book,
 - f. Smuggles an answer book in or out from the examination room,
 - g. 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,
 - h. 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 or with the object of influencing him in the award of marks,
 - j. Communicates directly or indirectly with the teacher in-charge of the Examination Centre or any other person connected with the supervision of an

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examination, for the purpose of persuading such person to give undue assistance or show undue favour to the candidate, then such a candidate shall be liable to one or more of the following actions:

- (1) Fine
 - (2) Fail that paper.
 - (3) Fail all papers of that semester.
 - (4) Expulsion from University.
- ii. 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 g.h.j of Unfair Means with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself.
- iii. If a candidate gains admission to the examination or attempts to gain admission by:
- a. Making a false statement in his/her admission form,
 - b. Producing a false document,
 - c. Forging another person signature on a document;
 - d. 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.
- iv. 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/supervisor 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.
- v. 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.
- vi. a. If the impersonator mentioned in para-iii (d) 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.
- b. If the impersonator mentioned in para-iii (d) 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. His/her conviction by a court of law for cheating may result in imprisonment which may extend up to seven years, or fine, or both.
- vii. 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.

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- viii. 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.
- ix. 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.
- x. 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:
 - a. Shouting or resorting to violence so as to disrupt the examinees,
 - b. Inciting examinees to boycott their examinations and walk out or to go on strike, or use violence on present examinees from completing their examination,
 - c. Forcing their entry into room of examination or forcing a procession for going to the room/hall of examination for the purpose mentioned above,
- xi. 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,

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SECTION – VI

REGULATIONS RELATING TO STUDENTS CONDUCT & DISCIPLINE

1. General Instruction

- i. Conduct of student inside / outside university should be mature and reflect credit on the university.
- ii. Students should Keep the management informed of any change in the home address / telephone number.
- iii. While at the campus students are required to possess and display the identity cards at all times. Without it, they may be excluded from lectures, and will be denied administrative and examination facilities.
- iv. The university will not be responsible for the loss of personal possessions or for personal injury to the student while on the premises.
- v. 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 Head of Department. They are advised to take an “Introductory Letter” for the same and should, under no circumstances, visit any individual or organization without taking a prior appointment.
- vi. It is the responsibility of every student to **check the Notice Board and Notice Terminal daily.**
- vii. Student are not allowed to take food or soft drink in the class-room / Library / Computer Lab/ Auditorium.
- viii. Any student found defacing the walls, will result in strict disciplinary action against him/her.
- ix. Pets are not allowed in the campus.
- x. Mobile phones must be switched off / kept at silent mode during classes.
- xi. Students should park their vehicles in the designated areas at their own risk,
- xii. **Every student shall observe the following code of honour:**
 - a. Faithfulness in his/her religious duties and respect for the convictions of others in matters of religion, conscience, customs and convictions .
 - b. Loyalty to Pakistan and abstain from acts which might harm its honour and prestige in any way.
 - c. Truthfulness and honesty in dealing with other people.
 - d. Respect for elders and politeness to all, especially to women, children, old people, the weak and the helpless.
 - e. Respect for the teachers and others in authority in the University.
 - f. Cleanliness of body, mind, speech and habits.
 - g. Helpfulness to fellow-beings.
 - g. Devotion to studies and sports.
 - h. Observance of thrift and protection of public property.

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2. Prohibited Acts

The following acts are prohibited for students:

- i. Smoking in the classroom, laboratory, workshop, library or auditorium and at academic functions except designated areas for this purpose.
- ii. The consumption of alcoholic drinks or other intoxicants 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.
- iii. Collecting money or receiving funds or pecuniary assistance for or on behalf of the University.
- iv. 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 agitation 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

i. The Following are acts of indiscipline for students:

- a. Committing a breach of rules.
- b. Disobeying the lawful order of a teacher or other person in authority in the University.
- c. Habitually neglecting work or absenting from class without valid reason.
- d. Willfully damaging public/University property or the property of a fellow student or any teacher or any employee of the University.
- e. Non payment of the fees, fines or other dues under the University Regulations and Rules.
- f. 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 dishonorable act (whether committed within the University Campus or outside), or any act which is prejudicial to the interest of the University.
- g. Indulging in acts, which may cause insult or physical injury to students, teachers, officers, staff of the university or any other person.
- h. Spreading by words of mouth or written materials, the religious, sectarian, ethnic, regional or linguistic conflicts / hatred.
- j. Possessing, carrying or using any type of weapon / fire arms or explosive material within the University premises.
- k. Use of University property, including buildings, equipment, vehicles etc without lawful authority.
- l. Allowing or abetting entry to the premises of the University of expelled students or anti-social elements.
- m. Obstructing the proper functioning of the University.
- n. Using threatening / abusive language, orally, in writing or by gestures against an official of the University.

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- ii. 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

- i. Every faculty member shall have the power to check any disorderly or improper conduct, or any breach of the regulations, by students in any part of the University Campus(es). 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 Head of the Department and may require the student to leave the classroom.
- ii. 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 remainder of the 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.
- iii. The Director Sports/Teacher Incharge of Sports shall be responsible for the maintenance of order among the students on or near the area allocated for the sports/games.
- iv. 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).
- v. 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.
- vi. A student may report a case of indiscipline against his/her fellow student to a Proctor, the Chief Proctor or Vice Chancellor who will refer the case to the U.D.C. or it may be reported directly to the U.D.C. The U.D.C. 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 U.D.C.

5. Rustication

- i. The U.D.C., 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 or three trimesters), 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.
- ii. 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 subsequent months.
- iii. A rusticated student if re-admitted may appear in the examinations if he/she is otherwise eligible, and provided he/she is permitted to do so by the Registrar. The student shall himself/herself be responsible for the shortage of attendance, if any.

6. Expulsion

- i. 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 University Discipline Committee or any Officer (Head, Dean, and Registrar) of the University for a period not exceeding two years.

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- ii. The period of expulsion shall be counted from the date of issue of such a notice by the U.D.C, Dean, and Director of an Institute or Head of the Department, who shall have powers to enforce his orders, subject to the confirmation by the Vice Chancellor or Board of Governors.
- iii. 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.
- iv. Cases of expulsion will be registered in the University and notified to all institutions, departments and universities.

7. **Proceedings for Serious Acts of Indiscipline**

- i. A student accused of a serious act of indiscipline such as:
 - a. Indulges in criminal act(s),
 - b. Provokes other fellow students to demonstrate or boycott classes,
 - c. Possesses fire arms on the campus, or
 - d. Indulges in an immoral act;then he/she shall be proceeded against immediately by the Disciplinary Committee/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 wilful 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.
- ii. The matter may also be reported to the police, if necessary.

8. **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 wilful 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.

9. **Appeal**

- i. An appeal, against rustication or expulsion shall lie to a committee comprising the Vice Chancellor and the Head of the Department/Dean of the Faculty concerned.
- ii. 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.
- iii. 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.
- iv. The Vice Chancellor may revise the penalties imposed by the UDC/ Dean/ HOD/Director as the case may be.

10. **Examination Offences**

- i. Cases of indiscipline in examination room or around and use of unfair means shall continue to be dealt with by the Controller of Examinations and the Registrar of the University.

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- ii. The Vice Chancellor may, in case of an emergency, take any action against a student or students pending reference to the Discipline Committee. 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.

11. **Residuary Regulations**

- i. The University normally follows Government gazetted holidays. The Vice Chancellor can grant up to six days holidays in an academic year on special occasions.
- ii. 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.

SECTION – 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 to a student securing First Position in the final University Examinations of the discipline concerned, provided that:

- i. The student has secured CGPA of not less than 3.00 out of 4.00 in the aggregate in the combined result of the constituent campus (es),
- ii. The student has passed all the examinations on the first attempt in the regular examination alongwith all other students of his/her class,
- iii. The number of graduates in the discipline concerned is not less than 5.
- iv. The student is not currently under investigation or penalized in the past for violation of the Rules and Regulations of the University.

2. University Merit Certificates

The University Merit Certificates shall be awarded to students securing First, Second and Third Positions in the final University Examinations of the discipline concerned, provided that :

- i. The students have secured CGPA of not less than 3.00 out of 4.00 in the aggregate in the combined result of the constituent campus (es),
- ii. The students have passed all the examinations on the first attempt in the regular examination alongwith all other students of his/her class,
- iii. The number of graduates in the discipline concerned is not less than ten.
- iv. The student is not currently under investigation or penalized in the past for violation of the Rules, Regulations of the University.

3. University Distinction Certificate

The University Distinction Certificate shall be awarded to a student securing First Position in the final University Examination of the discipline concerned, provided that:

- i. The student has secured CGPA of less than 3.00 but more than 2.50 out of 4.00 in the aggregate in the combined result of the constituent campus (es),
- ii. The student has passed all the examinations on the first attempt in the regular examination alongwith all other students of his/her class,
- iii. The number of graduates in the discipline concerned is not less than 5.
- iv. The student is not currently under investigation or penalized in the past for violation of the Rules, Regulations of the University.

4. In cases of all the categories mentioned above i..e. 1,2 and 3:

- i. If CGPA of two or more candidates is equal, then the Gold Medal/Merit Certificate/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.

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- ii. Students appearing for improvement of division / grade shall not be eligible for the Gold Medal/Merit Certificate/Distinction Certificate.

5. **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 Bachelor Degree student has to score 3.5 and a Master Degree student 3.3 SGPA with full load of courses in a semester. Dean's List of each term will be displayed on the Notice Boards and students issued certificates.

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SECTION - VIII

REGULATIONS RELATING TO LIBRARY

1. Resource Centre

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

- i. Information services as well as a stock of books and periodicals of high quality.
- ii. An effective digital network.
- iii. Access to sources of information in both printed and electronic form.
- iv. 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

The following persons shall have the privilege to draw books from the library to the extent and for the period shown against each, subject to the conditions laid down herein:

	<u>No. of Books</u>	<u>Loan Period</u>
i. Faculty Members	No Limit (Subject to availability and need)	No Limit
ii. Adm. Staff BS-17 and above	04	One month
iii. Ministerial Staff (Class-III)	03	One month
iv. Class-IV (only literate)	02	One month
v. Students	03	Three weeks

3. Terms of loan

- i. Members desirous of using the library must get themselves registered by applying for library membership on a printed form obtainable from the library.
- ii. 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.
- iii. Provided that in case any work marked REFERENCE have more than one copy, the extra copy may be issued to the teacher teaching that course.
- iv. 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 literature, journals, daily newspapers, official statistics, computer programmes, fragile items and literature which is needed for research and study in the library.

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5. **Fine**

Books borrowed by a student shall be returned to the Library on the due date. For any delay beyond the due date, a fine of Re. 5/- per day per book shall be charged, provided that in exceptional circumstances the librarian may remit the fine.

6. **Demand notices and liability**

The library issues demand notices for the return of any item(s) not returned in time. These demands 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. 5/- per day per item from the date of expiry of loan period.

7. **Library Clearance**

- i. No member shall be entitled to receive the pay (in case of employees) and (degree / certificate) (in case of students) unless they produce "Clearance Certificate" from the Library.
- ii. Member(s), 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.
- iii. The employees shall not be allowed to proceed for higher studies or join other departments on deputation, etc, unless they obtain "Clearance Certificate" from the Library.
- iv. 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**

- i. 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.
- ii. 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.
- iii. Members are required to inspect books etc. at the time of issue. They must draw the attention of the staff at the circulation 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.
- iv. 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.
- v. Members and visitors desirous to bring books and other publications into the Library for reading purpose shall obtain permission from the staff at the

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Circulation Desk and present it for checking / verification at the time of leaving the Library.

- vi. All members must intimate any change of address to the Librarian to facilitate effective communication.
- vii. Librarian shall be authorized to withdraw membership from any person found guilty of misusing the library materials or facilities.
- viii. Eating, sleeping, smoking 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 can not 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 decision are made by the Librarian. Suspension may apply to both borrowing and visiting rights. In serious cases, the library has the right to recall all loans with immediate effect.

11. **Rules for the use of computers**

- i. The university library computer is 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.
- ii. To access internet, use personal login. Chatting, playing computer games or access of e-mail is not allowed.
- iii. Breaking into or attempting to break into the university library's computer system or any other computer system, will be considered as sabotage and will be reported to the authority.

12. **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.

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SECTION – IX

STUDENTS SERVICES OFFICE (SSO)

1. This office is for express purpose of facilitating communication between students and members of the teaching and administration staff.
2. All applications should be submitted to the SSO. Reply to the applications would be available within 48 hours.
3. Forms for leave, Add/Drop of courses, request for transcript, incomplete contract, request for internship etc. are available with the SSO.
4. Requests for course completion, merit, character, migration, no objection etc, certificates should be made to SSO.
5. Application for make-up examinations and clearance slips for final examination should be submitted to SSO.
6. Status of attendance, financial dues, course registration, time table, programmes etc. can be inquired from SSO.
7. Suggestions/requests for improvement of the academic/administrative environments, arrangements for extra curricular activities, visits, functions etc. should be made to SSO.

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SECTION – X

TRANSPORT

University's transport may be provided to the students provided space and route allows. The following terms and condition will apply to the transport users :

- a. The student may be picked and dropped at the University's designated point.
- b. Pick and drop from the designated points will be at specified timings. It will be the student's responsibility to catch the transport at these timings. Transport will not wait for late students.
- c. 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.
- d. University may change the type of vehicle for pick and drop.
- e. Facility may be withdrawn due to shortage of transport, route becoming non-feasible, change in student's responsible.
- f. Student will travel at own risk. In case of any mishap / accident the University will not be held responsible.
- g. In case of non-availability of transport on a particular day student will make own arrangements for conveyance.
- h. Transport charges will be paid for the full month irrespective of the number of days transport is utilized.
- j. Transport charges will be paid on monthly basis in advance.
- k. When pick and drop is not required advance notice in writing, must be given by the student to the transport officer before start of the month.
- l. University management reserves the right to withdraw the transport facility without assigning any reason.