

Rules and Regulations PhD Programs

1. MEDIUM OF INSTRUCTION:

The medium of instruction and examinations shall be English (Except Faculty of Humanities and Languages, which shall be in Urdu or their relevant subject language).

2. DURATION OF THE COURSE:

2.1 The duration for the Degree of PhD shall be 3 to 8 years in full residence as well as for the university employee admitted as part time students.

2.2 The employees of the government/ other agencies nominated for Ph.D. degree at this University shall have to take study leave to pursue studies as a regular student, failing which she shall not be admitted. However, after getting admission by a nominee in the university, it would be obligatory for the parent department to sanction the study leave or extension in the leave in favour of the nominee within one semester failing which her admission shall stand cancelled.

3. DURATION OF THE SEMESTER:

There shall be 2 semesters (Fall and Spring) of 18 weeks each in an Academics year. The commencement of semesters shall be regulated by the Academics Council.(Explanation: Out of 18 weeks, 16 weeks shall be actual teaching time; the rest may be utilized for enrollment, conduct of examinations and declaration of results, etc.)

4. SUBJECTS OF STUDY:

The subjects of study for the degree programs are given in schedule –III, which may be amended from time to time. A student shall present an acceptable thesis in addition to completing her approved course work and comprehensive examination in order to qualify for the award of the degree.

5. MINIMUM REQUIREMENT FOR THE VARIOUS DEGREE PROGRAMMES:

5.1 A student admitted to the PhD degree program shall take minimum 22 credit hours followed by Comprehensive Examination. She will have to defend PhD synopsis and thesis. Deficiency course(s) shall not be counted toward the minimum credit hours requirement.

5.2 Public thesis Defence is mandatory. The University will notify in advance the date, time and venue of the event.

6. ROUTING OF Academics MATTERS:

All the Academics matters should be routed through the proper channel i.e. through the Chairperson /Incharge of the Department/Director and Principal /Dean/Coordinator of the faculty concerned.

7. DEFICIENCY COURSES:

If the course(s) studied by a candidate in her previous degree (on the basis of which admission is requested) does not provide adequate background for the degree program of study, she may be required to makeup the deficiency by taking additional course(s) as determined by the respective departmental Board of Studies.

8. UNIVERSITY EMPLOYEES:

8.1 The Academics Staff: A teacher / researcher of the GCW University Faisalabad (regular) may be allowed to enroll herself for post graduate courses after getting permission from the competent authority under prescribed rules of the university. She under this arrangement will be a part time student and a full

time employee. She will be allowed to enroll maximum of two courses and one seminar or special problem. The minimum residential period for part time PhD student shall be 8 semesters with a maximum limit of 14 semesters for completion of degree; Of these for the first 4 semesters, fifty percent of total fee (except registration fee, admission fee, examination fee, library security) shall be charged. After four semesters, full fee/dues shall be charged for them as regular students.

In case she intends to take maximum credit hours allowed to a full time student then she will have to take study leave from the University as per rules and pay full dues.

8.2 Administrative Staff: The administrative staff (only female) of the GCW University Faisalabad (regular) will be treated at par for admission to various post graduate courses under evening program after getting permission from the Competent Authority under prescribed rules of the University. She will take maximum of two courses, one seminar or special problem. The minimum residential period for part time PhD student shall be 8 semesters with a maximum limit of 14 semesters for completion of degree; Of these for the first 4 semesters, fifty percent of total fee (except registration fee, admission fee, examination fee, library security) shall be charged. After four semesters, full fee/dues shall be charged for them as regular students.

She under this arrangement will be a part time student and a fulltime employee. In case, she intends to take maximum credit hours or take morning course, she will have to take study leave from the university as per rules and pay full dues. However, the number of seats for admission to various degree programs for administrative staff might be fixed by the Vice Chancellor.

9. ENROLLMENT

9.1 An application for enrollment on the prescribed form (Course Registration Form, GS-10), accompanied by proof of fee payment (bank receipt) shall be presented to the office of the Director Academics on the day(s) notified for enrollment.

9.2 The Director Academics under special circumstances and on payment of late fee prescribed for this purpose may permit a student to enroll within ten days after the commencement of the classes.

9.3 The Vice Chancellor may allow a student to be enrolled till the last day of the 4th week after the commencement of classes under special circumstances, in individual cases and for reasons to be recorded, with double late fee prescribed for this purpose.

9.4 Enrollment in absentia is not allowed. Student is required to be present in person with a proof of identification (University Identity Card or Computerized National Identity Card etc.) for enrollment.

9.5 Enrollment will only be considered complete when Course Registration Form (GS-10) is submitted to the office of the Director, Academics. Only depositing of fee will not serve the purpose.

9.6 A candidate admitted to a degree program shall so long as she has not submitted thesis, has to enroll for each semester.

9.7 The students who will enroll in 9th and 10th semesters will have to pay additional fee of 50% and 100%, respectively over and above the regular fee.

10. DISCONTINUATION / FREEZING OF STUDY / SEMESTER

10.1 A student may discontinue enrolled semester before appearing in the final examination with the permission of the Vice Chancellor obtained through the Registrar on the recommendations of the Dean/Coordinator/Director / Principal because of sickness duly certified by the University Medical Officer or due to any circumstances beyond her control.

10.2 The facility of discontinuation can be availed only once during the whole degree program.

10.3 A student so permitted to discontinue is required to resume her studies from next semester on the recommendation of Chairperson/Incharge/Director/ Principal/ Dean/Coordinator concerned and notified by the Director Academics.

10.4 A Candidate shall not ordinarily be allowed to discontinue studies during the first semester

10.5 During the semester freeze, bonafide status of the student shall remain suspended. She will not be entitled to avail any privilege as that of a regular student.

10.6 An HEC fellowship awardee will be allowed to join a training program with the condition that her training would not disturb her enrollment in the University and will remain intact. On her returning and rejoining the University, she would have to meet the enrollment formalities

(Ex-post-facto) of this period (the whole period of HEC scholarship) and it would also be included in the period of residential requirements of the scholar.

11. RE-ADMISSION

11.1 If a student fails to enroll in any semester(s) without permission of the Competent Authority, she shall cease to be on the rolls of the University and in case she desires readmission, she shall have to apply for re-admission.

11.2 The office of Director Academics on the recommendation of the Dean/Coordinator and by the permission of the Competent Authority may re-admit such a candidate subject to payment of Rs.5000/- as readmission fee in addition to the regular semester fee. Re-admission will be allowed only if a student can maintain 75% attendance in the admitted semester.

11.3 The Dean/Coordinator may refuse the re-admission if the reasons presented are not convincing. Note: The period of gap semester will not be counted towards residential requirements.

12. SUPERVISORY COMMITTEE

12.1 (a) The Supervisory Committee of a student shall be proposed by the respective Board of Studies of the Department/Institute during 1st semester.

(b) Supervisory Committee shall consist of two teachers from the major field of study and one from the minor/elective field of study. However, if an outstanding specialist in a major or minor/elective field of study is available outside the University, she may be taken as a member of the Supervisory Committee in place of a teacher or as an additional member.(c) Supervisor of the student will act as Chairperson of the Supervisory Committee.

(d) Supervisory Committee proposed by the respective Board of Studies and recommended by the Chairperson / Incharge/Director of the Institute/ Principal and Dean/Coordinator of the faculty concerned, shall be approved by the Board of Advanced Studies and Research and notified by the Director Academics.

(e) Supervisory Committee may be revised according to the regulation (12.1 (a) to (d)) with the reasons of change to be recorded.

12.2 In case, a student duly recommended by the Chairperson/Incharge and Dean/Coordinator/Director/ Principal concerned to conduct her complete/part of thesis research in other institution/laboratory, is allowed by the Director Academics. The helping scientist may be taken as

Supervisor-II/Special Member on the Supervisory Committee of the student. However, the university will not bear any financial liability in this context.

12.3 The Professor Emeritus may act as Supervisor/member of Supervisory Committee of postgraduate students if she is stationed at Faisalabad.

12.4 Foreign Faculty members, HEC National Professors/HEC Eminent Scientists may act as Supervisor/member of the Supervisory Committee provided that they are appointed at this University for three years.

12.5 Retired teachers of the GCW University Faisalabad may continue as Supervisor/member of the Supervisory Committee to their previous postgraduate students if they had supervised the student up to the approval of the synopsis. However, on re-employment for three years they may be given supervision of a new student.

12.6 Adhoc/contract teachers may act as Supervisor/member of the Supervisory Committee only where there is a shortage of regular faculty members. Faculty on Tenure Track System (TTS) / Interim Placement of Fresh Ph.D Program (IPFP) will be considered as regular faculty for the subject purpose.

12.7 HEC rules shall be followed for allowing the maximum number of Ph.D. students under one supervisor, which states as under;

a) The maximum number of Ph.D. students under the supervision of a full time faculty member, will normally be 5 which may be increased to 8 under special circumstances in teaching departments subject to the prior approval of the Higher Education Commission.

b) Eminent faculty/scientists such as HEC Distinguished Professors, Fellow of Royal Societies (FRS) and those who have cumulative impact factor of 100 or more can supervise as many Ph.D. students as they wish.

13. REVISION OF REGISTERED COURSE

13.1 A student may be permitted to revise her Course Registration Form (GS-10) within 20 days from the commencement of classes. After this period, she may be allowed to revise Course Registration Form up to 28th day from the commencement of classes on payment of Rs.1,000/- as Course Registration Form (GS-10) revision fee.

13.2 The students of first semester may be allowed to revise their Course Registration Form (GS-10) within 30 days of the last date of enrollment without any fee.

14. COURSE OF STUDY

14.1 All post-graduate courses will be designated an appropriate course code and will be preceded by the suitable alphabets indicating the name of the respective department.

14.2 A full time student can enroll up to 15 credit hours in a semester. However, the Vice Chancellor may relax enrollment up to 1 extra course for a semester.

14.3 Out of the total number of credits referred to the Regulation 5.1, only two credit hours each shall be earned through Seminar and one through Special Problem. Out of these two seminars, one should relate to the subject of her research and should be delivered at the time of preparation of synopsis, at university level.

14.4 A course can be repeated three times (enrolled four times) at the most. The Controller of Examinations office will mention corresponding repetitions in the result notification and the student shall mention repetition status in the Course Registration Form (GS-10).

14.5 Transfer of Credits: The Director Academics, may consider credits earned by a student at another HEC recognized institution, subject to a maximum of 50 per cent of the minimum credit hours requirements for the degree, on the recommendations of Equivalence Committee provided that:

a) The contents of the course(s) for which credit is claimed, are identical or similar to the course included in her planned course work program.

b) The course for which credit is claimed has not been used for any other degree.

c) Courses with less than B grade shall not be considered for transfer of credits.

14.6 Students would submit their Course Work Program during first semester and Synopsis during the 4th semester of their program of study.

14.7 A course studied to qualify a degree will not be taken / considered for any other higher degree program.

14.8 Credit earned for a course shall lapse on the expiry of five years for regular students and seven years for part time students from the end of the semester in which the course was qualified. The Vice Chancellor may revalidate the lapsed courses for special reasons to be recorded.

Explanation: Deficiency course once qualified will not lapse and shall not be called in question again and need not to be revalidated.

14.9 No course shall carry more than 4 credits.

15. Examinations

15.1 Examination Fee: University examination fee shall be charged at the time of enrollment of each semester.

15.2 Tests and Examinations:

a) There shall be two examinations mid and final in each semester. In addition to these examinations, the teacher shall give home assignments and quizzes etc. to the students. The form of these examinations will be left to the teacher who will be solely responsible for the conduct of examination as well as evaluation in her course. The grade given in the course by the teacher shall be final.

b) Only those students, who have at least 75% attendance in theory and practical separately in each course, shall be eligible to appear in the final examination.

A teacher shall report to the Dean/Coordinator/Director/Principal concerned through the Chairperson/Incharge of the concerned Department the names of students who are absent from the lectures/practical continuously for seven days to enable Director Academics to strike off names of such students. She may be re-admitted under the university rules or refused admission if the reasons Advanced for readmission are not convincing.

15.3 The final examination for a semester shall be held on a date, time and place to be notified by the teacher in advance.

15.4 To pass a deficiency course, a student is required to obtain at least "C" grade.

15.5 The scripts of each examination shall be discussed with the students.

15.6 The mid-semester examination shall be held during 9th week of the semester which shall carry 30 percent of the total allocated marks for the course. This examination shall be held by the teacher concerned who shall determine the form of the examination.

15.7 For the purpose of evaluation, one credit will carry 20 marks e.g. a four credit course will carry 80 marks. These marks will be divided in accordance with the credits assigned to theory and practical for each course.

15.8 The following weightage shall be given to the examinations and home assignments;

(a) Mid-semester examination	30%
(b) Home assignments, quizzes, presentations etc.	20%
(c) Final examination	50%
Total:	100%

(Fraction in total marks of a course will be rounded to the nearest to one decimal point)

d) Student have to appear separately in Mid term, Final Term and Practical Examination in each course. If a student fails to appear anyone of the above mentioned examination, then she will be considered fail in that course.

15.9 The duration of examination shall be as under;

Mid-Semester Examination	One hour
Final Examination	Two to three hours

15.10 Final examination covering the full syllabus with at least 25% of the course of mid-semester as well shall be held at the end of each semester.

15.11 Question paper for the mid and final semester examinations shall be set by the respective teacher. However, Chairperson/Incharge/Principal/Director/Dean/Coordinator shall ensure the quality and standard of the question paper set by the teacher.

15.12 To qualify a course, it is essential to pass separately in the theory and practical examinations.

15.13 The teacher shall send the final award list along with answer sheets of mid, final and practical for the course to the office of the Controller of Examinations within 10 days after the end of a semester. The Vice Chancellor may condone the delay in result submission. A soft copy of the award list should also be sent to the office of the Chairperson/Incharge/Dean/Coordinator/Director/Principal of the College & Director Academics.

15.14 On receipt of the award lists, the Controller of Examinations shall notify the results and send copies to the Director Academics, Dean/Coordinator/Director/Principal and the Chairperson/Incharge of the Departments concerned.

16. GRADE POINT AVERAGE

16.1 Grade point and Equivalence between letter grading and numerical grading shall be as follows:

Grade	Value	Marks (%)	Remarks
A	4	80 -100	Excellent
B	3	65 -79.99	Good
C	2	50 -64.99	Satisfactory
F	0	Below 50%	Fail

16.2 If a student fails to obtain 3.0 CGPA at the end of each Academics year (Fall and Spring) her admission shall stand cancelled. However she may seek fresh admission.

Note: The student who avails only one regular semester (Fall/Spring) must obtain 3.0 GPA at the end of the same Academics year to remain on roll.

17. COMPREHENSIVE EXAMINATION

17.1 A student admitted to the course shall take a comprehensive examination, within two semesters after she has successfully completed the approved course work. (Explanation: The comprehensive examination shall be arranged within 12 weeks while the date, time and venue of examination shall be notified within first week of the termination of each regular semester. A student will have to apply for comprehensive examination on the prescribed form at least four weeks before the examination. If a student does not apply within the specified period or does not appear in the examination, she will be deemed to have availed one chance and failed to qualify in the first attempt).

17.2 The comprehensive examination will cover the complete course work and shall consist of a written part followed by an oral part. It will be designed to ascertain whether the student has attained the breadth of knowledge and the intellectual maturity necessary to become a successful scholar in her chosen discipline. It will not be a mere re-examination of previous courses but will test the students' ability to integrate and assimilate the knowledge obtained from the courses, seminars and independent studies.

17.3 A student has to apply on the prescribed form for comprehensive examination to the office of the Director Academics (for 1st and 2nd attempts). In case the student does not apply/appear in the examination, her chance will lapse.

17.4 If a student does not qualify written comprehensive examination, she shall be eligible to re-appear again but only once and within two semesters from the date of the declaration of the result of the examination.

17.5 A student who has passed the comprehensive examination shall be deemed to have become a candidate for admission to Ph.D. degree

COMPREHENSIVE EXAMINATION (WRITTEN)

17.6 The Controller of Examinations shall, with the approval of the Vice Chancellor, notify the date, time and venue of the examination at least two weeks before the commencement of the examination

17.7 Examiners for the written comprehensive examination shall be appointed by the Vice Chancellor, processed through Controller of Examinations office from a panel of examiners (three for each paper) proposed by respective Board of Studies. The number of papers shall be three.

17.8 Each member shall, within seven days after the receipt of the answer books, return them duly marked to the Controller of Examinations along with the award list.

17.9 To pass the written examination a student must secure 65% marks in each paper separately.

17.10 If a student fails in two or more papers, she will be re-examined in all the papers. In case a student fails in one paper, she can re-appear only in the failed paper but only once within two semesters.

18. THESIS SUBMISSION AND DEFENCE

After qualifying the comprehensive examination (written) a student has to defend her PhD synopsis following the under mentioned procedure

- When the student is prepared to defend her synopsis (after synopsis scrutiny), the concerned supervisor will approach the Chairperson/ Incharge of her department for the same.
- The Chairperson/ Incharge will notify the time, date and venue of the synopsis Defence along with the Name of student and title of the synopsis.
- The copies of the notification are to be sent to the Vice Chancellor, Coordinator of the faculty, Director Academics, Controller of Examinations and Notice Board (for all interested students).

- All PhD synopsis Defence should be in the presence of Supervisory Committee and Chairperson of the department, Deans/Coordinators (or their nominee), Director Academics (or her nominee), Faculty members and senior students.
- After the successful Defence the Chairperson will notify to the DA that the student (her name) has successfully defended the synopsis (entitled) along with the attendance sheets.
- The final notification will be made by the Director Academics.
- In case a student fails to defend, the Chairperson will notify the same and also notify the next date, time and venue of Defence.
- The synopsis Defence has no credit hours and no course code.

A candidate who has passed the comprehensive examination shall be allowed to submit thesis. But, before submission, she will have to defend thesis, at University level through video conference. This presentation shall be evaluated by the Supervisory Committee and if found acceptable, the final submission may be allowed.

SUBMISSION AND EVALUATION PROCEDURE OF THESIS

18.2 The thesis shall be completed according to the guidelines approved by the Board of Academics and Research (BASR) and shall be submitted to the office of the Director Academics within 90 days after the termination of the semester.

18.3 A student shall be entitled to submit thesis for examination after she has qualified the approved courses work, qualified the comprehensive examination and has also fulfilled the residential requirements. She is required to submit thesis examination fee before the submission of semi-final thesis.

18.4 The thesis shall be prepared according to the guidelines approved by the Directorate of Academics and shall be submitted to the office of the Director Academics

18.5 The colour of hard bound cover of Ph.D. Program should be dark green with title superimposed in golden.

18.6 The thesis duly certified by the Supervisory Committee that the contents and form of the thesis are satisfactory for submission shall be sent to the external examiner by the office of the Controller of Examinations (CE) for evaluation.

18.7 Two examiners as first choice and two as an alternate in case of being unable to get consent for thesis examination out of the panel of fifteen experts (Ten experts from foreign and five from Pakistan) recommended by the respective Board of Studies shall be appointed by the Vice Chancellor for the evaluation of thesis. The panel of experts should represent at least 4 Technologically/Academically Advanced Countries.

18.8 The Controller of Examinations shall get the thesis evaluated within four months after the date of submission / re-submission of thesis to her office. Any delay beyond three months must be brought to the notice of the Vice Chancellor.

18.9 The thesis must be an original and scholarly contribution to the knowledge of the candidate's chosen field of study.

18.10 Each External Examiner shall explicitly state in her report:

- a) Whether or not the thesis is of sufficient merit to justify the award of Ph.D. Degree to the candidate.
- b) Whether the candidate should be allowed to revise and re-submit her thesis. In the later case the broad lines on which the thesis should be revised must be clearly stated.

18.11 If both the examiners approve the thesis, the candidate shall be recommended for the Viva examination through HEC Video link (Final Defence) and award of the degree.

18.12 A Ph.D. candidate is obliged to submit three copies of her Ph.D. thesis for evaluation.

18.13 A summary be added showing annotated replies as also verified by the concerned Chairperson /Director.

18.14 The Ph.D. thesis will be placed in the office of the Chairperson/Incharge of the concerned department for one week prior to its submission for foreign evaluation. The suggestion received if in order will be incorporated through the Supervisory Committee.

18.15 If both the examiners reject thesis, the candidate shall be declared as failed. However, the Board of Advanced Studies and Research (BASR) may allow a student to re-conduct her research and re-submit her thesis on a new topic as recommended by her Supervisory Committee. This facility would be available only once within the period of residential requirements i.e. 10-14 semesters.

18.16 If one of the examiners approves the thesis and the other rejects it, it shall be sent to a third examiner, for evaluation. If the third examiner approves the thesis, the candidate shall be recommended for the award of the degree, otherwise she shall be declared as failed.

18.17 If one of the examiners approves the thesis and other is of the view that it is not acceptable in the form in which it has been presented but requires revision, the following procedure shall be followed:

(i) The Supervisory Committee of the candidate may either:

(a) write to the examiners concerned explaining why it is not possible to revise the thesis and taking the position that it should be examined in its original form, or

(b) If the views of the examiner were acceptable to the Committee, require the candidate to revise and re-submit the thesis within a period not exceeding two semesters, for re-evaluation.

(ii) If the examiner approves the original thesis or the revised thesis, as the case may be, the candidate shall be recommended for the award of the degree.

(iii) In case of disagreement between the Supervisory Committee and the examiner, the matter shall be referred to the Board of Academics and Research (BASR) which may suggest such action as it may consider expedient.

18.18 If both the examiners express the opinion that the thesis as presented, is not acceptable, but required revision the following procedure shall be adopted:

(i) In case the lines, on which the examiners have suggested revision of the thesis are substantially the same and are acceptable to the Supervisory Committee, they shall call upon the candidate to revise the thesis on these lines and re-submit it within a period not exceeding two semesters, for re-evaluation. The revised thesis shall then be sent to the examiners.

(ii) In case the lines on which the examiners have suggested revision are not acceptable to the Supervisory Committee, the matter shall be referred to the Board of Academics and Research (BASR) which may suggest such action as it may consider expedient.

(iii) In case a candidate, who is required to revise and re-submit her thesis, does not do so within the period allowed, she shall be declared to have failed.

18.19 At least one published research paper in a HEC approved "X" category journal (Y in case of Social Sciences) is essential for the award of Ph.D. degree. The financial incentive to the teacher will be

redeemable after the publication of the paper. The name of the authors must be from within the Supervisory Committee.

Note:- (i) The expenditure to be incurred on research articles submitted to W category journals will be borne by the University.

(ii) Finally approved three copies of hardbound Ph.D. thesis along with two CDs. one each for HEC and University Library shall be provided by the student.

18.20 If the thesis, submitted by a candidate for final evaluation, is proved to be copied / plagiarized, it will be liable to be rejected. The admission of such a candidate shall be cancelled and she will not be readmitted to Ph.D. under any circumstances.

18.21 If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and she will be declared to have failed in thesis examination. Such a candidate shall not be re-admitted to Ph.D. under any circumstances.

19. GENERAL REGULATIONS

19.1 The maximum number of Ph.D students under the supervision of a full time faculty member will be 5 which may be increased to 8 under special circumstances in certain teaching departments subject to prior approval of HEC

19.2 There should be at least three relevant full time Ph.D. Faculty members to launch the Ph.D. program.

19.3 A candidate who has fulfilled all the requirements prescribed for the course shall be awarded the Degree of Doctor of Philosophy.

20. PROCEDURE FOR DEFENDING THESIS

20.1 While defending PhD thesis by a PhD scholar in the absence of Co-supervisor/ Member, the Chairperson of the Department/Director of the Institute in which student is enrolled will sign on behalf of co-supervisor or member. Note: (In case the Chairperson of Supervisory Committee is also a Chairperson of Teaching Department or Director of Institute and is on leave (within country) he must attend the PhD thesis Defence and a date in this regard shall be fixed with his/her consultation.

20.2 For "Minor Change" in the title of the synopsis/thesis, a letter from the Supervisory Committee of the student, will serve the purpose.

20.3 In case of major change, the student will have to defend it again at University level and evaluated by the Supervisory Committee.

20.4 The student who enrolls extra semesters beyond the minimum residential period (six semesters) will have to pay full semester fee for each and every extra semester.

(i) The students who will enroll 9th and 10th semester in their Ph.D. program will not be allowed hostel accommodation.

(ii) After submission of the thesis, the students will not be allowed to stay in the University hostels.

ATTENDANCE SHORTAGE

The minimum percentage required for the students of all degree programs to appear in the final examinations is 75%. The students having less than 75% can apply to waive off deficiency through chairperson/Incharges of the department. For this purpose 5% can be waived off by the Coordinator/Dean of the respective faculty. A student having less than 70% attendance can appear in the examination.

WITH DRAWAL OF COURSES

A student having less than 70% attendance **or any other reason like medical issues/domestic problems etc.** can withdraw on the any two courses (without getting fail credit). For that she has to seek permission of the Vice Chancellor through Chairperson/Incharge/Dean/Coordinator and Director Academics at least two weeks before the final examinations.

UNFAIR MEANS

Plagiarism, cheating and using other unfair means constitute unprofessional conduct.

Unfair means include discussion and exchange of all such class notes and written material between the students which may subvert the learning process.

Exchanging or passing information to other students over the network during lab examination is considered cheating.

Any form of unfair means will be immediately reported by the teacher to the Disciplinary Committee. Severity of Penalty imposed on the student can range from a zero in the assignment/quiz/exam, a failing grade or one grade lower than what is actually obtained in the course, any additional assignment/work before completion of degree or separation from the program.

PAPER RE-CHECKING

In case a student is not satisfied with her award even after checking answer book, or clarification from the teacher, she may make written complaint to Chairperson/Incharge/Director/Principal/Dean/Coordinator who will refer her case to the Examination Committee of the Department/ Institute/College/University.

The teacher shall handover the papers of a course to the Departmental Controller of Examinations/Chairperson/Coordinator who shall keep them in her custody till the notification of the final result of the program.

DISPOSAL OF ANSWER SHEETS AND ADMISSION FORMS:

Controller of Examinations will maintain the record of used answer sheets of all degree programs from year 2013 to onwards for a period of one year after the notification of result. Furthermore, after one year. The first page title page all the used answer sheets will be shredded after seeking approval of the Vice Chancellor and the remaining sheets will be auctioned accordingly. All the admission forms from year 2013 to onward for all degree programs will be maintained till the completion of half of the degree period viz four semesters for BS, two semesters for M.A/ M.Sc / M.Phil / MS and three semesters for Ph.D. and thereafter the first page (title page) will be shredded after seeking approval from the Vice Chancellor and the remaining sheets will be auctioned, accordingly.

Migration Policy and Leave Rules

MIGRATION POLICY

There will be no local migration within city. Moreover, migration from private institution to Government institution is also not allowed. A student can apply for migration if she meets the open merit with following conditions:

The student's marks should not be less than university's open merit of the particular major. The Academics certification of the student will be examined by the Migration Committee. Migration will be

notified by registrar office after the recommendation of the Academics department and Migration Committee.

The NOC and character certificate from the respective universities/ colleges have to be provided by the student.

TRANSFER OF CREDIT HOURS

- a. Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer her credits to University Y provided that course A is equivalent to course B taught at the Y University
- b. The percentage of the students in the courses which were passed from the parent University (s) may be considered the minimum percentage of this University in the GPA/CGPA i.e. A grade=80%, B grade =65% and C grade = 50% (irrespective of her percentage acquired at parent University (s) while granting migration) and this practice should be continued in future migration cases.
- c. No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate level.
- d. HEIs are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single class and issue the students a transcript for the courses completed.
- e. Credit hours may only be transferred between Chartered HEIS.
- f. Migration shall be allowed after successful completion of one Academics year, having CGPA 3.00 out of 4.00 from Public Sector Universities.
- g. Migration is allowed only up to 50% credit hours of the Program.

Leave Rules:

All types of leaves (marriage leave, Ummrah leave, Hajj Leave, Medical Leave and any other type of leaves during the semester) will be counted as absent while calculating the attendance shortage of the student in the course. Furthermore, if a student continuously remains absent for a week without intimation, she will be struck off from the university roll by the respective Coordinator/Dean. However, she may seek re-admission through the request forwarded from Coordinator / Dean office upon submission Rs. 5000/- re-admission fee. A student can avail Facility of readmission only one time in whole degree.

The student participating/representing the university with due approval of the Competent Authority in various co-curricular activities / sports at national and international level will be considered / counted as present during the event period while calculating attendance shortage. Moreover, there will be no final examination for them 2nd time.

Summer Semester

1. Summer semester is offered every year after spring semester.
2. Minimum limit for offering a course will be at least five students, except for students enrolling summer semester after 8th semester for BS and 4th semester for MA/MSc.
3. The maximum credit hours which a student can enroll during summer is 12.
4. The student who enrolls maximum credit hours i.e., 12 will have to pay full

semester fee rather than @ per credit in addition to Rs. 5000/-