

GC Women University, Sialkot



GCWUS

Student Handbook 2017



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Vision

Women Empowerment through Quality Higher Education.

Mission

To produce highly skilled women, work force to cater the country's current and future needs, especially for the transformation of the society to a patriotic, productive, tolerant and cooperative society.

Social Impact

GCWUS formulates to suit a wide cross section of the population in terms of education and absorption of new technologies.

Excellence in Teaching and Education

Provide high quality education in science and technology within the reach of all sections of the society.



Welcome Message by the Vice Chancellor



On the behalf of University, I would like to take this opportunity to welcome you to Government College Women University, Sialkot, a prime park taker in developing education in Sialkot. Establish in 1951 as a college, it is Sialkot's oldest institution of higher learning. Form humble beginnings it emerged as Sialkot's most distinguished and an iconic education institution, resulting in its up graduation as a University in 2012.

This prestigious seat of learning occupied a crucial place in the emergence and preservation of the intellectual heritage of Sialkot. This heritage cinches that GCWUS attracts the best students regardless of circumstances and background. Despite being a new University, our graduates are extremely well received in our mobile world.

GCWUS is dedicated to the promotion of quality education in a wide range of contemporary disciplines. The high standards set by GCWUS have made it the first choice of many aspiring students. In addition to undergraduate programs being offered, GCWUS has amplified its offerings to graduate and post graduate courses including MS programs in Urdu, Economics, Islamic Studies, Political Sciences and English. The courses are upgraded on regular basis to keep abreast with trends in the job market and changing borderlands in knowledge.

GCWUS is very fortunate to have outstanding and dedicated faculty which is religiously committed to inducing and inculcating high moral values, sense of civic responsibility and inquisitiveness among the students.

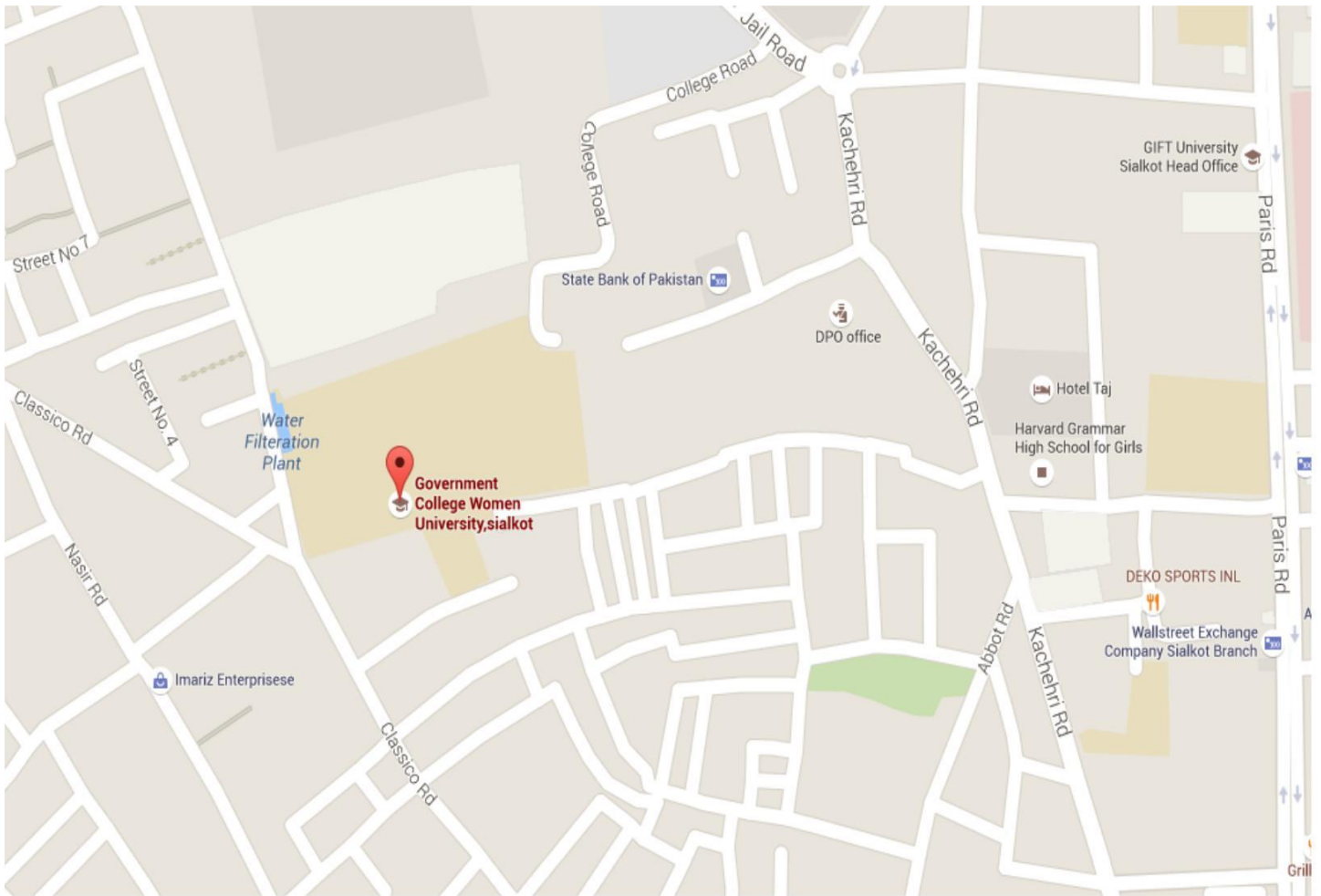
GCWUS is the first Women University in Sialkot as it has been universally realized that women play a key role in a country's governance. Our vision is to empower a diverse community of female students by inflaming their intellect, stirring their creative faculties and finding true success through high quality teaching and learning. Our challenge for the future is to establish ourselves firmly among the nation's leading universities by nurturing compassionate women leaders for next generation. I hope you will support us in our endeavor aimed at women empowerment amply reflected in Mohammad Ali Jinnah's words:

“There are two powers in the world; one is sword and the other one is pen. There is a great competition and rivalry between the two. There is a 3rd power stronger than both, that is of the Women.”

-Prof. Dr. Farhat Saleemi



GCWUS Map



Where to go for answers:

Academic Matters	Director Academics	Ms. Salma Khurshid	Tel : 052-9250137-158
Registration	Registrar	Mr. Muhammad Iqbal Mirza	Tel : 052-9250170-120
Examination	Addl. Controller of Examinations	Mr. Gulshan Aslam	Tel : 052-9250768-166
Scholarship and Financial Assistant	Treasurer	Mr. Khurshid Alam	Tel : 052-9250137-128
Payment of University Dues	Treasurer	Mr. Khurshid Alam	Tel : 052-9250648-128
Society Actives	Director Students Affairs	Dr. Shagufta Firdous	Tel : 052-9250137-
Hostel	Hostel Warden	Ms. Riffat Shahzady	Tel : 052-9250137-149
Identity Cards Lost and Found	Chief Security Officer	Lt. Col. ® Syed Qamar Shehzad Gillani	Tel : 052-9250656-121
Books Journals	Librarian	Ms. Mamoona Najam	Tel : 052-9250137-143
Printing Services	Canteen	Mr. Khalid	Tel : 052-9250652-147
Transport	Administrator Facilitation Center	Col. ® Syed Qamar Shehzad Gillani	Tel : 052-9250656-121, 111



Programs Offered

Intermediate

GCWUS offers Intermediate Programs for following disciplines.

1. **FSC (Pre-Engineering)**
2. **FSC (Pre-Medical)**
3. **ICS**
4. **General Science**
5. **Humanities**

Under Graduate

GCWUS offers BS Programs for following disciplines.

1. **BS-Botany**
2. **BS-Business Administration**
3. **BS-Chemistry**
4. **BS-Computer Science**
5. **BS-English**
6. **BS-Economics**
7. **BS-Environmental Science**
8. **BS-Fine Arts**
9. **BS-Information Technology**
10. **BS-International Relations**
11. **BS-Islamic Studies**
12. **BS-Mathematics**
13. **BS-Psychology**
14. **BS-Physics**
15. **BS-Political Science**
16. **BS- Sociology**
17. **BS-Statistics**
18. **BS-Urdu**
19. **BS- Zoology**

GCWUS offers MA / M.Sc. Programs for following disciplines.

1. **MA-Urdu**
2. **MA-Islamic Study**
3. **MA-English**
4. **MA-Economics**
5. **M.Sc.-Psychology**
6. **M.Sc.-Physics**
7. **M.Sc.-Mathematics**
8. **M.Sc.-Chemistry**
9. **M.Sc.-Botany**
10. **M.Sc.- Zoology**



Graduate

GCWUS offers MS Programs for following disciplines.

1. MS-Chemistry
2. MS-Botany
3. MS-English
4. MS-Islamic Study
5. MS- Zoology
6. MS-Economics
7. MS-Urdu
8. MS-Business Administration
9. MS-Political Science
10. MS-Physics

Faculties

Faculty of Natural Sciences

Botany
Chemistry
Computer Science
Environmental Science
Information Technology
Mathematics
Physics
Statistics
Zoology

Faculty of Art and Social Sciences

English
Fine Arts
Islamic Study
Political Science
Psychology
Sociology
Urdu

Faculty of Management and Administration Science

Business Administration
Economics



Academic Guidelines



Rules Governing Admission

Admission

The number of seats available for admission in the 1st semester for each Academic Year/session and other requirements regarding eligibility of candidates for admission shall be such as announced by the University through the University Admission Policy amended from time to time. Unless otherwise provided in the relevant prospectus, admission shall be made strictly on the basis of academic record and admission test to be conducted by the university.

Change of Discipline

One week after the commencement of classes the University will provide facility for changing discipline if student meets the defined merit.

Admission by Migration

Under extraordinary circumstances the Vice Chancellor, on the recommendation of the migration committee may allow migration of a student as per Migration Rules amended from time to time.

Migration Policy

Migration from other universities may be allowed, subject to the availability of seats on the following grounds;

1. Transfer of parents
2. Shifting of residence of parents
3. Any other un-avoidable circumstances
4. Grades/GPA acceptable to the Department concerned

The application for migration shall not be entertained unless signed by the parents along with documentary proof.

Repeating of Course

- a) A student will be allowed to repeat in the following manner, a course in which she was absent or has secured cumulative “F” grade whenever the course is offered.
 - (i) Candidate who had appeared in surprise test, quiz, assignment and Mid-term Examinations but remained absent in Final Term Examination or could not secure 50% marks shall repeat the course whenever the course is offered.
 - (ii) Candidate who remained absent through out and did not take the examination shall be required to repeat all the subjects by readmission.
- b) Permission for repeating a course will be given by the Dean on the recommendation of the Chairperson concerned.

Freezing a Semester Re-admission and Leave.

- (i) A student may discontinue her studies by freezing a semester with the permission of Chairperson concerned due to illness duly certified by a district hospital countersigned by the University Medical Officer. The Chairperson concerned would intimate the same to the Dean and Controller of Examinations.



- (ii) A student may also discontinue under the circumstances beyond her control to be determined by the Chairperson concerned, in each case on a written application by the student. The Chairperson concerned with prior approval of Dean shall duly notify it accordingly under intimation to Controller of Examinations.
- (iii) A student can discontinue only if discontinuation is sought prior to enrollment in the second or subsequent semester, the student shall have not to pay the dues.
- (iv) A student who seeks discontinuation shall have to enroll in the program offered by the department as per the courses of studies in vogue at that time.
- (v) Discontinuation shall not be allowed for more than two times in whole degree program in any case. A student who discontinues with the permission may enroll in the same semester the following year with the written permission from Head of the Department concerned.
- (vi) In general, a discontinuing student will be allowed to start the studies where she left off. But in special circumstances, where the program has been discontinued or re-designed, the Dean shall have the final authority regarding re-admission of the student.
- (vii) The Batch/Session of the discontinuing student shall remain unchanged.

CREDIT TRANSFER POLICY

- i. The merit of the applicant should be higher or equivalent to the minimum admission criteria in that particular discipline/degree program/batch.
- ii. The applicant desiring credit transfer will submit an application form accompanied by copies of all previous transcripts, course outlines, his/her latest photograph, duly verified by the Registrar/Principal/Chairperson/Head of the Department of the institution in which he/she is currently enrolled.
- iii. The applicant must have CGPA of at least 2.00 for undergraduate programs and 2.50 for **Graduate / Post Graduate programs.**
- iv. Depending upon the similarity and equivalence of the courses, only credit hours of courses shall be transferred which shall have at least 60% marks in annual system and above grade/marks in Bachelor or B and above grades in Master programs in semester system.
- v. The participant will provide a clearance certificate from his/her previous institution and will register himself/herself with GCWUS within the stipulated time.
- vi. The participant will have to cover the entire deficient course(s) (if any) within the stipulated time for the completion of her degree.
- vii. The credits transferred are counted towards degree requirements of a participant. However, GPA of transferred credits will not be counted towards the calculation of CGPA, and that only 'Transferred' will be written against those courses whose transfer of credits was allowed by the respective Dean.



Program Specific Credit Transfer Policy

Program specific credit transfer policy is also applicable as stated below;

Credit Transfer Policy for Undergraduate or MA/MSc Level Programs.

- i. 50% courses of the total credit hours for the program can be transferred at the undergraduate level and 30% can be transferred in graduate programs of the course work only.

“Note: Last merit of the admission for that program (requested to get transfer) will also be considered.”

Credit Transfer Policy for MS/MPhil or 18 Years Program.

- i. On the recommendations of the concerned Dean may allow to transfer maximum of two courses of MS/MPhil or equivalent to complete that program at GCWUS. The Academic Council is authorized to transfer more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean
- ii. On the recommendations of concerned Dean, the authorities may allow any student, who has completed course work of MS/MPhil or equivalent in any other HEC approved university, for transfer of credit hours. Such candidates should at least have CGPA of 3.0 and must have taken almost same courses or courses which can be substituted provided that such credit hours are not less than the B grade, in each course under consideration for transfer.

“Note: Last merit of the admission for that program (requested to get transfer) will also be considered.”

Transfer-Migration to/from GCWUS

- i. Through an authentic/logical plea, duly supported by black and white evidence, one can apply for transfer of credits from an HEC recognized university/degree awarding institute to the GC women University (GCWUS). However, candidate will have to file application for this at least one month before the commencement of a regular semester.
- ii. Subject to the similarity and equivalence of at least 80% of courses of the respective discipline/degree for undergraduates and graduate programs and availability of seat(s), the transfer of credit request(s) will be processed for a regular semester only.

Formal Requirements for Transfer/Migration

- External Credit Transfer Form
- No Objection Certificate (From last institution)
- Course outline/Road map of the last institution/program
- Provisional transcripts of the semesters attended at last institution



Leave

For a prolonged/ extraordinary leave of more than one semester, the student shall apply for leave with a valid reason approved by the program Director. Leave application shall be Submitted before a semester starts. The student will not have to pay any charges during leave. Leave is valid for two semesters. After the two semesters, the student shall rejoin, register in courses and continue studies, failing which her admission shall be cancelled automatically, without any prior information/ intimation.

Manner and Method of Teaching

- (i) Teaching
 - a) Ordinarily the teaching shall be through lectures, tutorials/ assignments, periodic quizzes, tests/examinations discussions, seminars, demonstrations, practical work in laboratories, field work, project, and any other method of instruction approved by the University.
 - b) The courses shall be assigned codes according to a scheme. The course code numbers once fixed shall not be changed even if the course has been abolished.
 - c) Teaching in each Department shall be conducted by the University teachers or such other persons as may be declared to be teachers by the authority.
 - d) Teaching in each Department shall be organized through courses specified for each subject
 - e) English shall be the medium of instruction and examination would be taken in English except in the subjects of Islamic Studies/Ethics and Pakistan Studies, where the candidates may have an option to select Urdu or English.



Rules Governing Payment of Fees

Fee Concession

A total of up to 10% deserving and needy students are granted financial assistance in the form of 100%, 75%, 50% and 25% waiver in tuition fee only.

All the cases of Financial Assistance shall be processed through Financial Assistance Committee duly constituted.

The concessions are granted for one semester only but continue on the condition that the performance and the behavior of the student is satisfactory.

Refund of Fee Policy

The fee once deposited is non-refundable except for the refundable amount of Library security. However, mentioned below the 'National Level Fee Refund Policy at Higher Education Institutions of Pakistan' as circulated by the HEC, Islamabad vide letter No.10-1/HEC/A&C/2012/94 dated September 11,2012 is also applicable. If University cannot start any advertised program due to any valid reason then University will refund full fee.

Percentage (%) of Tuition Fee	Timeline for Semester (working days addition)
Full Fee Refund	up to seven working days of commencement of classes
Half Fee Refund	from 7 th to 15 th working days of commencement of classes
No Fee Refund	After 15 working days of commencement of classes

After 15 working days of commencement of classes if a student at any stage intends to quit her studies, she may apply for refund of Library security.

Rules Governing Examinations

Evaluation

- a) The evaluation of the students shall be done by following assessment methods for each course during each Semester. These shall be termed.
 - i. Quiz, Surprise Test, Assignment
 - ii. Mid-Term test
 - iii. Semester Examination and or Practical /Lab Examination.

I. Quiz/Surprise Test/Assignment/Presentation

- a) At least two Assignments and two surprise tests and random quizzes shall be given in each course during one semester. The first assignment and first surprise test shall be given, collected and assessed during 3rd & 5th week and the Second assignment and second surprise



test shall be given, collected and assessed during 12th and 14th week of the semester and the result finalized after Inviting objections one week before termination of the courses. The students may be asked to give presentations as and when required by the teacher in addition, random quizzes shall also be given as decided by the concerned teacher.

- b) If student fails to submit an Assignment on the due date, on account of any genuine reason, the teacher concerned may allow her to submit the same within the next one week. Assignments shall not be accepted for evaluation after one week of the due date.
- c) In case a student fails in a surprise test/quiz or is absent, the same shall not be re-conducted whatever may be the reason.

II. Mid--Term test

- a) There shall be a Mid-Term Test in a course during a semester, which shall be held during the 9th week after the commencement of the Semester.
- b) The duration of the Midterm Test shall not be more than two hours.
- c) The conduct (fixing of time, date and place) of Mid-term Test shall be the responsibility of the Chairperson concerned department with the consultation of Dean.
- d) There shall be no separate Mid-term test for failures or repeat test for absentees on any account.
- e) The scripts of Mid-term tests shall be shown to the students after evaluation/marking. The award lists/marks sheets of the tests will be displayed on the Notice board of the Department immediately after evaluation. A copy of the award lists of these tests will also be submitted by the teacher/examiner to the Chairperson of the department concerned.
- f) If any student is not satisfied with the evaluation of Mid-term Test, she may represent to the chairperson of the concerned Department within 7 working days of the declaration of the result. The decision of the Chairperson after consulting the examiner concerned in the matter shall be final. Any representation after the expiry of 7 working days will not be entertained. The final award list of Mid-term Tests along with the marks of Assignment, tests shall be forwarded by the teachers to the Chairperson concerned within two weeks of the Final Semester Examination. The Marks so communicated to the Chairperson shall be final and no subsequent change shall be permitted.

Practical Examination/Lab.

Examination the Practical/Lab.

Examination may include:

- i. Journals, Reports-Evaluation.
- ii. Practical, Viva-Voce Examination.

III. Final Term Examination

- a) The Examination in all the courses shall be conducted by the Controller of examinations.



- b) The Examination shall be open to a student who has been on the rolls of the University provided that her examination form is duly certified and forwarded by the Chairperson of the Department.
- c) The duration of Examination in all the courses (irrespective of the number of credit hours) shall not be more than three hours except engineering drawing, which shall be of maximum four hours.
- d) The Examination shall be held at the end of each semester. Preparation leave shall be allowed to the students after the completion of 16 weeks teaching period and before the commencement of Semester Examination as decided by the university.
- e) The Examination schedule / Program shall be prepared by the Controller of examinations in consultation with the Chairperson of the department concerned and approved by the Vice Chancellor on the recommendation of the Dean
- f) The Controller of Examinations shall notify the Examination schedule / program at least one week in advance of the commencement of the Examination.
- g) After holding the semester examination each teacher shall prepare three copies of the result/awards on the prescribed award list. She shall retain one copy with her, shall send one copy to the Head of the Department and last to the Controller of Examinations along with scripts and question paper. The Controller of Examinations shall prepare the result and submit it to the Vice Chancellor for approval. After approval, the result shall be notified by the Controller of Examinations and a copy of the same shall be submitted to the Dean. Results of each semester along with scripts shall be forwarded to Controller of Examinations, within the prescribed period as mentioned in Examinations Rules.
- h) The Controller of Examinations shall be responsible for compilation/tabulation of the results and for submitting it to the Vice Chancellor for approval before its announcement.
- i) The Controller of Examinations shall issue Marks / Grade certificate to each individual student appearing in the examination on the prescribed form and fees after declaration of the results on the request of the student.
- j) For the programs / degrees where research is optional, the students are required to submit the Thesis / Project report within two months from the date of last examination of the final semester. However, this time duration can be extended with the permission of the Head of the concerned Department. The evaluation of the project shall be made by the panel of three examiners comprising the Head, external examiner (to be recommended by the concerned Chairperson and Dean and appointed by the Vice Chancellor) and the concerned faculty member under whose supervision the Thesis/Project is completed.

Distribution of marks for each course

The distribution of marks (weightage of grade) in semester will be as follows: For courses where laboratory Practical is not involved:

Surprise Tests	5%
Quizzes	5%
Assignment	5%
Presentation	5%
Mid Term Test	30%
Final Term Examination	50%

Total:

100%

*Assignment for the course/s where only practical work is involved shall include usual assignment, individual/ group tasks and mini projects.

**Semester examination for the course/s where only practical work is involved shall include written as well oral examination decided by the concerned teacher, and individual/group project.

Promotion Rules

1. A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of each semester for promotion to the next semester.
2. In case a student can obtain GPA of 1.70 or more but less than 2.00 except first semester where GPA of 1.50 or more but less than 2.0, she will be promoted to the next Semester on probation (1st probation). If the student does not achieve the desired CGPA of 2.0 but obtains CGPA greater than or equal to 1.7, will go to the 2nd (last) probation. The candidate, who fails to secure 1.50 GPA in the first semester or 1.70 CGPA in a subsequent semester, will stand automatically dropped from the rolls of the University.
3. A student will have the right to avail probation twice in the following semesters.
4. A student must obtain CGPA 2.00 in the last semester of each program for the award of the degree.
5. In the first, third, fifth and seventh semesters a student will be required to repeat those courses of the first, third, fifth and seventh semesters, respectively, in which she had failed.
6. In the second, fourth, sixth and eighth semester, a student will be required to repeat those courses of the second, fourth, sixth and eighth semesters, respectively, in which she had failed.
7. If a student gets D grade, she can repeat the course when offered to improve her grade.

Paper Viewing

- (i) Proper Paper Viewing has to be made mandatory before final submission of result to the controller of examinations and its approval by the Faculty Board of Studies.
- (ii) This would help in avoiding student grievances, biasness and calculation errors etc. in the papers.

Class attendance

- (i) At the end of each Semester the Teacher concerned shall send attendance record to the Dean, through the Chairperson of Department concerned, a statement giving the total number of lectures delivered and practical conducted by her together with the total number of lectures and practical attended by each student in her charge.
- (ii) A candidate with less than 80% attendance in Class lectures and lab work will not be allowed to appear in the Semester Examination in a semester. For genuine reasons the Dean of the faculty of Engineering may condone 5% shortage in attendance on the recommendations of the Chairperson of the Department. In exceptional cases the Vice Chancellor may further condone 5% shortage in attendance on the recommendations of the Dean. Beyond this limit the academic council shall be the competent authority.



- (iii) In the case of a sportsperson participating in games of *National or International* level, as verified by the Director sports and recommended by Chairperson concerned, the attendance in class lectures and lab. work will be calculated on the basis of total number of lectures delivered/practical conducted in a course minus the number of total lecture days actually spent by the sportsperson in representing the university in sports or games.
- (iv) In the case of persons who are selected by the government or the university for proceeding on good-will missions outside the City/Province/Country, the lectures delivered in the concerned classes during the period of absence of such persons not exceeding 15 days shall be deducted from the total number of lectures delivered to the class and the required percentage of attendance for purpose of examinations shall be based on the balance of lectures.

1. Promotion to Higher Class

Candidate in a particular Semester shall be allowed to proceed to the next Semester provisionally on the following basis.

Semester	CGPA	Semester	CGPA
1 st	1.20 GPA	2 nd	1.40
3 rd	1.50	4 th	1.60
5 th	1.70	6 th	1.80
7 th	1.90	8 th	2.00

A candidate failed to maintain the required CGPA in second and subsequent semesters as prescribed above shall repeat the semester.

2. Amendments/Alterations/Additions

These Regulations can be amended/alterd by the Academic Council and whenever the need be, new Regulations can also be added.

3. Positions in the Class

- (i) Merit Positions / Medals / Prizes / Role of Honour s h a l l be awarded to the students in each department by the controller of examination. The merit positions will be based on the results of all the 8 semesters on the basis of highest marks, provided that the students have cleared all the subjects in the first attempt and not penalized by the student disciplinary committee.
- (ii) The students who fail to qualify the Internal Examination in any subject / paper do not qualify for getting any distinction. (In exceptional cases where a student represents GC Women University, Sialkot in sports / Co-Curricular activities and her performance has been verified by the Director Sports or coordinator societies as the case may be, she will be eligible)



Rules Governing Grading

Grades

Grades given to a student in each course shall be of two types:

(i) Numerical Grades:

Assessment of performance on the basis of marks fixed for a course of any credit Hours Unit, shall be termed Numerical grade (NG).

(ii) Alphabetical Grades:

Equivalent of numerical grade in terms of alphabets shall be termed as Alphabetical Grade (AG). Each letter carries a value in terms of numerical points of Grade point (GP).

1) Grading System

a) Grade points should be as follows:

A+ for 4, **A** for 3.7, **B+** for 3.4, **B** for 3, **C+** for 2.5, **C** for 2, **D** for 1 and **F** for 0 or fail and **I** for incomplete.

Maximum Grade Point Average = 4.00

Please Note: Each course Title consists of theory and Practical, as given in the Courses of studies.

b) Equivalence between letter grading and numerical grading shall be as follows:

Grades	Marks (%)	GPA
A+	85-	4.00
A	80-85	3.70
B+	75-80	3.4
B	70-75	3.00
B-	65-70	2.50
C+	60-65	2.00
C	55-60	1.50
D	50-55	1.00
F	Fail	0.00
I	Incomplete	

2) Grade Point Average

The academic rating of a student shall be calculated on the basis of the Grade Point



Average. The Grade Points obtained by a student in each course shall be multiplied by the number of credit hours specified for that course and then the Grade Point Average (GPA) shall be calculated. e.g

Course No.	Credit Hours	Grade	Grade Point	Total Grade	Points
332	3	B	3.00	3.00*3	9.00
342	3	C+	2.30	2.3*3	6.90
364	3	A	3.7	3.7*3	11.10
367	3	F	0	0*3	0

Cumulative Grade Points 27.00

Total Credit Hours 12

Grade Point Average 2.25

3) Cumulative Grade Point Average

- a) The Cumulative Grade Point Average (CGPA) shall be calculated at the end of the second semester and each of the subsequent semesters.
- b) If a student fails to make up the deficiency in her Cumulative Grade Point Average in given the number of chances permitted, she will cease to be on the rolls of the university.

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (C. GPAs) will be calculated using the following relationships:

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

$$\text{C.GPA} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$



Rules Governing Submission of Research Project, Thesis and Dissertation

Requirement at the time of thesis submission

1. Acceptance/publication of at least one research paper in an HEC approved “X” journal “Y” in case of social sciences
2. Pre-submission presentation (for defense)
3. Submission of thesis
4. Certificate of supervisor (originality and research completion)
5. Report of doctoral committee
6. Report of advisory committee
7. Approved list of external/foreigner/local examiner from BOS, ARSB, Academic Council and Syndicate.
8. Plagiarism report
9. BOS Minutes (approval of synopsis minutes)
10. Copies of all notification
11. Check list performs (Controller Office/Directorate of Research)
12. CD of thesis
13. Hard copy of thesis
14. Submitted to Controller of Examinations through Directorate of Research
15. Dissertation approved by two foreigner relevant subject expert (from approved list of examiners)
16. Open defense /viva voce (from approved list of local examiners)
17. Award of Ph.D. Degree
18. Copy of Ph.D. dissertation must be submitted to HEC to record in Ph.D. country directory and for attestation of Ph.D. degree by HEC in future
19. Copy of CNIC

EXTENSION

In case of hardship, extension will be granted only for 1-2 years by Controller of Examinations and notified by Controller of Examination

Rules Governing Plagiarism

Plagiarism is an intellectual crime. As such the penalties for plagiarism should not only take into account the severity and recurrence of the offence, but also the intellectual standing of the offender. This entails a gradual increase in punitive action with minimum punishment for a first-time offence by a student who copies a homework assignment to a maximum punishment for a teacher/researcher/staff who attempts to present / publish, or actually presents / publishes plagiarized material; as his own, in a conference / journal.



Rules Governing Student Code of Conduct

These rules are applicable to all the students of main campus, affiliated colleges and sub campuses

Students are required to conduct themselves in an orderly manner, and not to engage in actions which will or are likely to disrupt the normal working of the University,

Strict disciplinary action will be taken against the students (Day scholars or Boarders) involving themselves individually, in a group or collectively in the premises or hostels, in unethical and undesirable activities like rudeness, mischief, ragging and misconduct towards other students, faculty or staff.

On recommendations of the Discipline Committee duly constituted in prescribed manner, minor or major penalties may be imposed upon defaulters for the good order of the University.

Composition and Function of Discipline Committee

The Discipline Committee shall comprise of the following:

- | | | |
|------|--|--------------|
| i) | Chairperson to be nominated by the Vice-Chancellor from amongst members mentioned in the following clauses (ii), and (iii) | (Chairperson |
| ii) | Two senior teachers to be nominated by the Syndicate | Members |
| iii) | Two senior teachers to be nominated by the Academic Council | Members |
| iv) | Incharge Students" Affairs to be nominated by the Vice-Chancellor | Secretary |

The functions of the Disciplinary Committee shall be as under:

- i) To propose regulations of Discipline to the Academic Council for the conduct of students, maintenance of discipline and for dealing with reported cases of indiscipline, violation of rules including cheating in examinations.
- ii) To oversee matters relating to discipline and conduct of students participating in extra and co-curricular activities.
- iii) To investigate and report to the Registrar within 48 hours all cases of breach of discipline.
- iv) To perform such other functions as may be prescribed by Regulations.

Confidentiality

All business transacted by the Discipline Committee is confidential and each member of the Discipline Committee is expected to observe this confidentially.

Code of Conduct

This Code of Conduct provides a frame work for imposition of discipline through a mechanism of identifying misconduct and imposition of penalties. Policies and rules of this Code are spelled out as under:

- i) Dress Code
- ii) Academic Conduct
- iii) Disciplinary Conduct.



a) Dress Code (Female Student)

- i. White Shalwar Kameez and Dupatta of color assigned to the class in summer.
- ii. White Shalwar Kameez and Dupatta of color assigned to the class with black coat/sweater in winter.

b) Academic Conduct

- i. Students must observe regularity and punctuality. A student having less than 75% attendance in a class will not be allowed to appear in the final term examination of the respective course. Attendance at the University is full time and students are not allowed to be engaged in any form of employment including part time casual work.
- ii. Plagiarism/cheating are prohibited at University. Academic honesty is mandatory. There should be absolutely no plagiarism/cheating in any examination, quiz, assignment report, and or presentation by any student.
- iii. Ideally, cell phones should be switched off during class. Permission to attend to emergencies is to be obtained from the respective faculty.
- iv. Cleanliness of the classes and the GCWUS premises is the responsibility of those who use them.
- v. Sports/music playing or other activities on campus during class timings, especially near class rooms are not allowed.

Library Conduct

- i. There should be absolute silence in the library.
- ii. Mobile phones must be switched off in the library/put on silence
- iii. Books, journals and other periodicals are not to be torn or damaged/written upon in any manner
- iv. Books should be returned on due dates otherwise late fine will be imposed.
- v. Library membership will be cancelled/suspended of those students who are found violating library rules.
- vi. All suspended library users will not be allowed to enter the library during the suspension period.

c) Disciplinary Conduct

1. Students must be faithful in their religious duties and respect the conviction of others in matters of religion and customs.
2. Students must be loyal to their Country, Province, City and University and must refrain from doing anything that may lower the honour and prestige of Country, Province, City or the University.
3. No one shall be allowed to comment negatively on ideology of Pakistan, heroes of Pakistan (i.e., Quaid-e-Azam Mohammad Ali Jinnah, Allama Muhammad Iqbal and all others), integrity of Pakistan, Pakistan army, Pakistan Judiciary and the University. Strict disciplinary action shall be taken in case of any breach.
4. Students must respect all faculty members and the authorities in the University.
5. Use of appropriate language is desirable. Cursing or use of slang titles, of undesirable



remarks or gestures are not acceptable.

6. Students are required to maintain absolute discipline in classrooms, library, computer labs and canteen. Students are closely observed for their attitude and behaviour inside and outside the classrooms..
7. Students are not allowed to carry cold drinks/tea and edibles in the classrooms, library and computer labs. They are required to carry litter to the dustbins and return the plates, glasses, bottles and cups back to the cafeteria.
8. Ragging is absolutely prohibited at GCWUS. Any student subjected to such behaviour should report to Registrar/Head of the Department immediately. Strict disciplinary action will be taken against the departments that may lead to expulsion from GCWUS
9. Students are not allowed to collect any money or receive donations on behalf of University/other organization except with the written permission of University authorities.
10. Students are not allowed to organize or take part in any function within the university campus or a hostel or organize any club or society of students except in accordance with the prescribed rules and regulations and with the permission of University authorities.
11. Students are not allowed to stage, incite or participate in or indulge in any walkout, strike or other form of agitation against the University or its teachers or officers.

12. The following Acts shall constitute acts of indiscipline:

- a. Disobeying the lawful order of a teacher or other person in authority in the University
- b. Disorderly behavior, such as shouting, abusing, quarrelling, fighting and insolence
- c. Willfully damaging University property or the property of a fellow student or any teacher or employee of the University
- d. Not paying the fees, fine or other dues leviable under the University ordinance, rules and regulations.
- e. Using indecent language, wearing immodest dress, making indecent remarks or gestures or behaving in a disorderly manner
- f. Carrying, using or threatening to use firearms and deadly weapons.
- g. Using or keeping in possession of drugs or any other intoxicating material.
- h. Defiance of authority or non-compliance of instructions/orders.
- i. False presentation or giving false information or willful suppression of information, cheating or deceiving.
- j. Visiting places declared “out of bounds” for students.
- k. Shouting of slogans derogatory to the prestige of the GCWUS or the reputation of its officers or teachers.
- l. Found under the effect of an intoxicant.
- m. Action which are defamatory or derogatory to the interest of Islam, Pakistan, Sialkot and the University
- n. Making use of unfair means at examinations.
- o. Unauthorized use of or damaging GCWUS’s movable or immovable property.



Harassment

Any students found threatening or harassing any faculty/staff will be punished by the Discipline Committee. Such an act may lead to expulsion from the University the University considers sexual, ethnic, religious or any other form of harassment as an unacceptable and discriminatory practice, offence, which will be dealt with under the relevant agreed disciplinary procedure.

Sexual harassment may be defined as: repeated and unwanted verbal or physical advances, sexually explicit or derogatory remarks which are offensive to the person involved, which cause the person to feel threatened, humiliated, patronized or harassed or which interfere with a person's privacy.

All cases related to sexual harassment will be reported to „Discipline Committee“ in writing. The Discipline Committee“ will inquire into the complaints and decide within the jurisdiction of as guidelines against sexual harassment in institutions of higher education & learning promulgated vide HEC letter No. (FFHP)/HEC/2009/183 dated April 30, 2009.

Punishment

1. The authority to impose punishment or penalty for above mentioned Acts of indiscipline shall be exercised by the officers to the extent given below.
 - i) Fine for each single offence as prescribed by the committee. ii) Detention of students from Examinations.
 - iii) Suspension of one semester
 - iv) Cancellation of admission of a student.
 - (v) The amount of fine shall be decided by the discipline committee according to the nature of offence.
2. All fines imposed shall be simultaneously reported to the Treasurer/ Additional Treasurer.
3. Certificate /Degree/and other documents of a student involved in case of breach of discipline may be withheld till the final disposal of the case.



Finishing School

Introduction

GC Women University, Sialkot, at the advice of the Vice Chancellor, Prof. Dr. Farhat Saleemi, has started the program of Finishing school under the supervision of Mrs. Naila Arshad (Professor of English). This school intends to focus primarily on etiquette, social skills and cultural norms to prepare young ladies for their entry into the adult society. Ours is the only University in Sialkot which is instilling this awareness in young females and the goal is to produce distinguished, talented, educated, polished and refined young ladies. The curriculum is taught round the final year. The vital skills of finishing school are as under:

- The art of communication
- Information Technology skills
- Ethics
- Social graces
- Dining etiquette
- Personality development



Societies

Departmental Societies

Sr#	Name of Society	Department	Incharges
1	Botanical Society	Botany	Dr. Zahid Ali Butt
2	EMS Event Management Society	Business Administration	Dr. Yasin Munir
3	Iktshaaf Chemical Society	Chemistry	Dr. Tayyaba Shahzadi
4	Computing society	CS & IT	Ms. Farzana Younas
5	Environmental Society	Environmental Science	Ms. Tayyaba Tariq
6	The English Hive	English	Mrs. Rehana Kamran
7	The Economist	Economics	Mrs. Javeria Zahoor
8	Art & Design Society	Fine Arts	Mrs. Saira Bano
9	Bazm-e-Aloum-e-Islami	Institute of Arabic & Islamic Studies	Dr. Syeda Sadia
10	Irtiqa Mathematical Society	Mathematics	Ms. Ayesha Iftikhar Ms. Tayyaba
11	Physics Society	Physics	Ms. Humaira Latif Ms. Huma Malik
12	Political science Society	Political Science	Dr. Humaira Dar
13	Progressive Society	Psychology	Prof. Dr. Hafiz Khalil Ahmad
14	Gaussian Statistical Society	Statistics	Ms. Mahwish Rabia
15	Community Development and Reform Society	Sociology	Mrs. Ayesha Usman
16	Bazm-e- Adab	Urdu	Dr. Sabina Awais
17	Zoological Society	Zoology	Dr. Asma Waheed



University Level Students Societies

Sr#	Name of Society	Incharges
1	Blood Donor Society	Ms. Ammarah Sheikh
2	Character Building Society	Prof. Dr. Khalil Ahmad
3	Cultural Society	Ms. Madiha Afzal
4	Debating Society English	Prof. Naila Arshad
5	Debating Society Urdu	Mrs. Riffat Chaudhary
6	Dramatics Society	Prof. Naila Arshad
7	Fabian Society for Democratic Development	Dr. Humaira Dar
8	Future Zone	Ms. Aliza Basharat
9	GCWUS Entrepreneurial Society	Dr. Yasin Munir
10	Library Society	Ms. Memoona Najam
11	Majlis-e-Iqbal	Dr. Shagufta Firdous
12	Majlis-e-Shair-o-Adab	Dr. Afzaal Butt
13	Peace Society	Ms. Faryal Gill
14	Qirrat and Naat Society	Dr. Naseem Mehmood Mr. Atta Ullah Rahim
15	Quiz Society	Dr. Humaira Dar
16	Research & Development Society	Mr. Sohaib Saleem
17	GCWUS Science Society	Dr. Tariq Mehmood
18	Social Work Society	Mrs. Ayesha Usman
19	Sports Society	Mrs. Atiya Altaf



General Facilities

Library

Membership

At GC Women University, Sialkot students are eligible to become members of the library after getting admission. The staff can avail library facility from the very day of their appointment.

Library Discipline

- ❑ Loss of any library material would be charged three time's current price or replacement of that material and Rs.100 as processing charges.
- ❑ Damages done to library material would be assessed by the librarian.
- ❑ Gossiping, receiving mobile calls, eating, chatting loudly and disturbing the order of the library setting and furniture is strictly prohibited.

Cancelling of library membership

Library membership would be suspended or cancelled along with penalties in the following cases.

- ❑ Nonpayment of library Fine
- ❑ Misconduct with library staff
- ❑ Theft of library material
- ❑ Disturbance in library
- ❑ Non-return of the temporary issued material within due time

Reference Services

Reference services are available in the library. The person at the Desk provides help in locating the material for specific assignment. The Desk therefore, should be the first stop, when assistance is needed locating information for research and class assignment. If anything is lacking, librarian should be contacted. There is available "Online Public Access Catalogue (OPAC)" having the list of more than 18000E Books, Encyclopedia, Articles of Science subjects also in the library of GC Women University, Sialkot.

Circulation Services

Library material can be borrowed and returned at the circulation desk, which is located near the main entrance of the library. Library materials on reserve like text copies, periodicals, reference books, government publications, publications of world bodies and CD's will not be issued.



Hostel

Residential Facility

Government College Women University Sialkot offers hostel facility to the students coming from other cities and abroad. There is student hostel with official capacity of 400 seats in which Blocks are nominated for Graduates and Postgraduate Students. Due to limited accommodation facilities, the hostel seats are provided to the students only on merit based on marks obtained in previous class and distance from the university premises.

- Qualified Administration
- Students Advisory Committee
- Water Filtered Electric Coolers
- T.V and Internet
- Better sanitary system
- Backup power supply system
- Spacious laundry
- Canteen
- Clean and spacious rooms
- Safe environment

Other Facilities

Photocopy Shop

Photocopy facility at GCWUS is available to the students at a very nominal cost.

Cafeteria

GCWUS offers Cafeteria right in University, where full meals, snacks, and refreshments are available.



Transportation

GCWUS is responsible to provide the transportation facility to the students from far flung areas. This facility means to provide convenience to the students to travel in safer mode. University management reserves all the rights to provide the permission to avail the transport facility.

GOVERNMENT COLLEGE WOMEN UNIVERSITY SIALKOT UNIVERSITY BUSES ROUTES

- GCWUS TO DASKA-SAMBRIAL:-** 
- GCWUS TO ZAFARWAL:-** 
- GCWUS TO KINGRA:-** 

