

Student Handbook 2018



Government College Women University Sialkot

DISCLAIMER

This catalogue represents the most accurate information available at the time of publication in June 2018. The University reserves the right to correct or otherwise change any information without prior notice at its sole discretion.

The most updated version is available at the university portal

<http://gcwus.edu.pk/wp-content/uploads/GCWUS-Student-Handbook-2018.pdf>

Government College Women University, Sialkot, Kutchehri Road, Sialkot, Pakistan.

Tel: +92 52 9250 170

Website Address: www.gcwus.edu.pk

Table of Contents

Vision	1
Mission	1
Social Impact.....	1
Excellence in Teaching and Education	1
Welcome Message by the Vice Chancellor.....	2
GCWUS Map.....	3
Where to go for answers	4
Programs offered.....	5
Intermediate.....	5
Under graduate.....	5
Post graduate.....	6
Faculties	6
Faculty of Natural Sciences.....	6
Faculty of Arts and Social Sciences.....	6
Faculty of Administrative & Management Sciences.....	6
Academic Guidelines.....	7
Examination Rules	8
Total Period of Study.....	9
Schedule of Semester.....	11
Credit Hour	11
Admission.....	13
Repeat Course	13
Semester Freeze / Unfreeze	13
Teaching Methodology	14
Grades	15
Evaluation	16
Class attendance	20
Amendments / Alteration / Additions	20
Position in the Class	21
Academic Calendar	21
Teacher Evaluation	21
Unfair Means Cases	21

Cancellation of Admission	22
Fall / Spring Semester	22
Student Grievance against Course Instructor	22
Waiver of Islamic Studies for Non-Muslim Students	22
Change of Supervisor	23
Amendments in MS Rules	23
Fee Rules	37
Fee Concession	37
Fee Refund Policy	37
Plagiarism Policy	38
Student Code of Conduct	47
Harassment	50
Directorate of Student Affair	50
Career Counselling Center	51
Finishing School	51
Societies	52
General Facilities	55
Library	55
Security	55
Smart University	56
E-Rozgaar Center	56
Office of Alumni	56
Health Care Center	56
Hostel	57
Transportation	58
Other Facilities	58

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 through:

- Dissemination of knowledge
- Development of new knowledge
- Preservation of knowledge
- Outreach and engagement

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 institutions, 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.

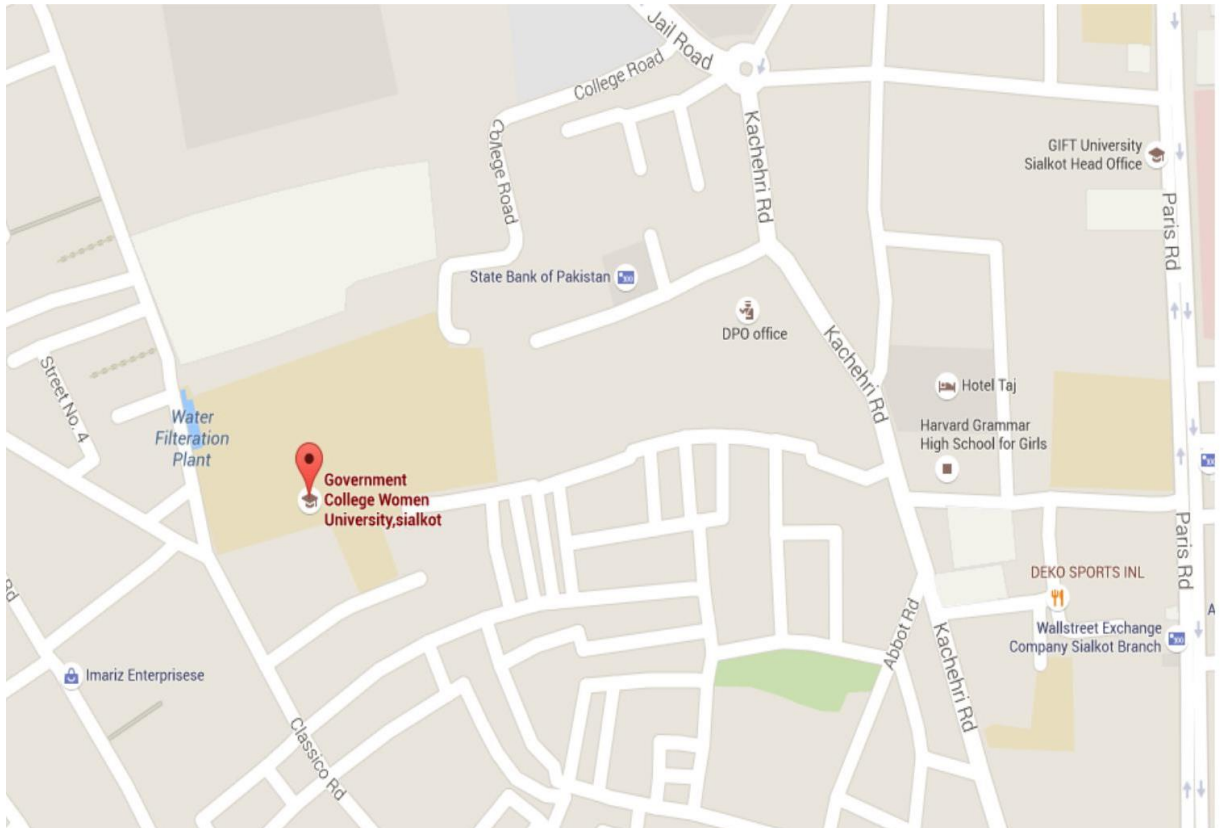
GCWUS is very fortunate to have outstanding and dedicated faculty which is religiously committed to inducing and inculcating high moral values, sense of civic responsibility and inquisitiveness among the students.

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-
Vice Chancellor

University Map



Where to go for answers:

Registration	Registrar	Mr. Muhammad Iqbal Mirza	Tel : 052-9250170-120
Payment of University Dues	Treasurer	Mr. Khurshid Alam	Tel : 052-9250648-128
Examination	Addl. Controller of Examinations	Mr. Gulshan Aslam	Tel : 052-9250768-166
Society Actives	Director Students Affairs	Dr. Shagufta Firdous	Tel : 052-9250137-
Academic Matters	Director Academics	Ms. Salma Khurshid	Tel : 052-9250137-158
Quality Enhancement Cell	Director	Mr. Ijaz Ahmad	Tel: 052-9250650
Office of Research, Innovation & Commercialization	Manager	Mr. Sohaib Saleem	Tel: 052-9250170-109
Hostel	Hostel Warden	Ms. Riffat Shahzady	Tel : 052-9250137-149
Transport	Administrator Facilitation Center	Lt. Col. ® Syed Qamar Shehzad Gillani	Tel : 052-9250656-121, 111
Identity Cards Lost and Found	Chief Security Officer	Lt. Col. ® Syed Qamar Shehzad Gillani	Tel : 052-9250656-121
Scholarship and Financial Assistant	Treasurer	Mr. Khurshid Alam	Tel : 052-9250137-128
Books Journals	Librarian	Ms. Mamoona Najam	Tel : 052-9250137-143
Printing Services	Canteen	Mr. Khalid	Tel : 052-9250652-147

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-Islamic Studies
11. BS-Mathematics
12. BS-Psychology
13. BS-Physics
14. BS-Political Science
15. BS-Sociology
16. BS-Statistics
17. BS-Urdu
18. BS- Zoology

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

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

Post Graduate

GCWUS offers MS Programs for following disciplines.

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

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

Examination Rules

Definitions

- a. "Semester" means a period of teaching and examination of 20 weeks including all gazette holidays.
- b. "University" means Government College Women University, Sialkot
- c. "Vice Chancellor" "Dean", "Registrar", "Director QEC", "Chairperson", "Controller" "Director Sports" means respectively the Vice Chancellor of the University, the Dean of faculty of Engineering, the Registrar of the university, the Director Quality Enhancement Cell, the Chairperson of respective department, the Controller of Examinations and the Director Sports of the university.
- d. "Academic Year" means the period of program covering two semesters.
- e. "Board of studies" means the Board of studies of the department concerned.
- f. "Credit Course" means a course of study, the successful completion of which shall be a requirement of obtaining the Bachelor Degree.
- g. "Credit Hour" means the rating allotted to each course during a semester. One lecture hour per week is equal to one credit hour. One lab work session of 2 lecture hours per week is also equal to one credit hour. If a course is taught for four lectures and two lab work sessions of 2 lecture hours per week shall be of six credit hours.
- h. "Cumulative Grade Point Average" means the grade point average of a student at the end of each semester after second semester considering the grades obtained in all the courses or at the end of the entire period of study.
- i. "Grade point average" means the average value of all grade points earned by a student in a semester. Grade point Average (GPA) is an expression for the performance of the student in the course she has taken during a particular semester. This is calculated by adding the quality points of all the courses taken in a semester divided by the total number of credit hours.
- j. "Quality points" means a product of grade point (GP) and credit hours (CH). For example if a student obtains a B grade in a course of 4 credit hours then his quality point (QP) will be calculated as follows $QP=GP \times CH=3 \times 4=12$
- k. "Non-Credit course" means a course of study, the successful completion of which shall not be a requirement for the degree.
- l. "Student Service Center"(SSC) means the center that provides academic and administrative support services to the students.

1. Total Period of Study

(i) BS (4-Year Degree Program)

The normal duration of a 4-years bachelor (BS) program is four years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for two additional years (i.e., four semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the University. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fees for these years.

(ii) MS/M. Phil (2-Year Degree Program)

The normal duration of a 2-years MS/M. Phil program is two years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for two additional year (i.e., four semesters). The students who do not complete studies within the stated period will have their names struck off from the rolls of the university. The students who have been given the right to extend the duration of study for additional one year must register and pay tuition fees for the year.

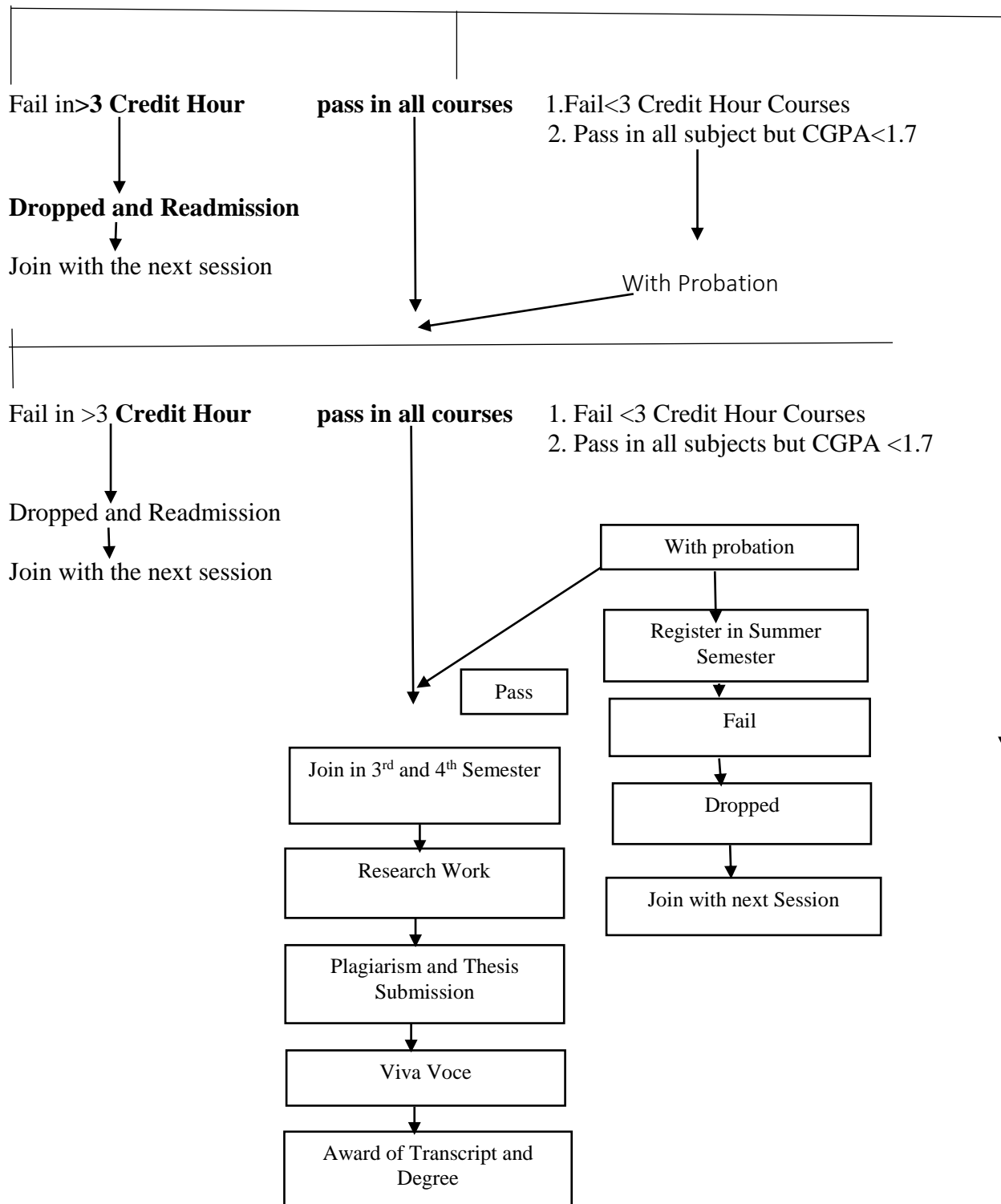
Master of Science (MS) programs

1. Criteria for admission in MS Program

- (i) Sixteen years of schooling or four years education (124 CH) after HSSC/F.A/F.Sc/ Grade 12 equivalent will be required for admission in MS
- (ii) For award of MS/Equivalent degree, candidates will either need to complete 30 credit hours of course work or complete 24 credit hours of course work along with the minimum of 6 credit hours for research Work/Thesis.

Flow Diagram of MS (2-years) Degree Program

1st Semester



Schedule of Semester

(i) Undergraduate Structure

Total No. of Credit Hours	130 – 136
Semester Duration	16-18 weeks
Course Duration	8 Semester (4 years)
Number of Summer Session	1 in one academic year
Course Load per Semester for Regular Full-time Students	15-18 Credit Hours

(ii) MS / M.Phil Structure, after completion of 124-136 Credit Hours by Undergraduate students

Total No. of Credit Hours	30 (minimum 24 credit hours of Course Work + 6 credit hours* of Research or course work)
Semester Duration	16- 18 weeks
Course Duration	2 years
Number of Regular Semesters	4
Number of Summer Sessions	1 in one academic year
Course Load per Semester	9–12 Credit Hours

2. Credit Hours

- (i) A credit hour means teaching a theory course for one hour each week throughout the Semester.
- (ii) One credit hour in laboratory or practical work / project would require lab contact of two hours per week throughout the semester.
- (iii) The credit hours are denoted by two digits within brackets with a Plus in between. The first Digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3+0) means three credit hours of theory, while 4(3+1) means a total of four credit Hours, of which three are of theory while one credit hour is for laboratory.
- (iv) The weekly contact hours of a 3(3+0) course will be three, the contact hours of a 4(3+1) Course will be six.
- (v) The contact hours during each week of the Summer Session will be doubled to ensure that the course is completely taught in a semester with half the duration compared with a regular (Fall/Spring) semester.

2.1 Minimum Credit for the completion of a Degree Program

A detail of minimum credit hours and semesters for each discipline is given below

Sr. #	Program	Min Credit Hours	Semesters
1	BS Honors	130-136	8
2	Ms/M.Phil	30	4

2.2 Credit Transfer Policy

GCWUS accepts credit transfer requests of students from other HEC recognized Universities. A kind of holistic assessment, based on consideration of the following is employed by GCWUS in this regard, for suitability of the credit transfer:

(i) Compatibility

A course not part of the GCWUS program/ curriculum shall not be transferred.

(ii) Academic Achievements

Courses with less than grade C for undergraduate and grade B for graduate shall not be entitled for the credit transfer.

(iii) Academic Reference

NOC and transcript from the previous University.

(iv) All credit transfer applicants must also meet the standard entry Criteria for GC Women University, Sialkot.

(v) Representation

A transferred course shall be shown by “T” on the transcript and shall not be counted in the CGPA/GPA calculations.

How – where – when to apply for the Credit Transfer:

- a) Use application form for the credit transfer available from the SSC and GCWUS website www.gcwus.edu.pk
- b) Fill up the form completely.
- c) Form is supported with
 - 1- NOC
 - 2- Courses(s) outlines
 - 3- Transcript for the previous University
- d) However, in case of credit transfer within the University is requested, no course outline is required: all passed courses will be transferred to the Major, the student requested for.
- e) Submit the application at the SSC, from where it will be forwarded to the program Director and the Registrar for their approval; if and when it is approved and received, it is preceded at the SSC accordingly for the credit transfer.
- f) All such applications need to be submitted before start of classes of a semester, to give ample time for processing of the application.

3. 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.

(i) Change of Discipline

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

(ii) 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.

4. 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.

5. 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.

5.1 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.

6. 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. 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.
- c. Teaching in each Department shall be organized through courses specified for each subject.
- d. 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.

(ii) Course File

Each teacher shall maintain his/her course file comprising the following:-

- 1. Course Outline
 - a. Course title & Course code, Credit Hours
 - b. Course Objectives & Outcomes
 - c. Topics to covered each week
 - d. Schedule of assessments
(Quizzes, Mid Terms, Projects, Presentations, Home Work, Practical)

- e. Reference Book List
2. Time Table
3. Quiz / Test question paper and result
4. Assignment & Presentation Topics for whole class Roll # wise and their results
5. Mid Term Question Paper
6. Final Term Question Paper
7. Award List
8. Student attendance record
9. Teacher and course evaluation by students

7. 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 4.00, **A** for 3.66, **B+** for 3.33, **B** for 3.00, **B-** for 2.66, **C+** for 2.33, **C** for 2.00, **C-** for 1.66, **D+** for 1.33, **D** for 1.00 and **F** for 0.00 or fail and **I** for incomplete, **W** for withdraw, **N** for No grade reported.

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:

Marks Range	Grade Point	Letter Grade
85 and above	4.00	A+
80 – 84	3.66	A
75 – 79	3.33	B+
70 – 74	3.00	B
67-69	2.66	B-
64-66	2.33	C+
60-63	2.00	C
57-59	1.66	C-
53-56	1.33	D+
50-52	1	D
0-49	0	F
Incomplete	0	I
Withdraw	0	W
No Grade reported	0	N

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+	2.33	2.33*3	6.99
364	3	A	3.66	3.66*3	10.98
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:

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

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

8. 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, Presentation,
 - 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 Examination schedule/program shall be notified by the Controller of Examinations atleast 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 final 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 Chair-person and Dean and appointed by the Vice-Chancellor) and the concerned faculty member under whose supervision the Thesis/Project is completed.

IV. 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:

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.

V. 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 is able to 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 has to 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.

VI. 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.

9. Class attendance

- (i) At the end of each Semester the Teacher concerned shall send attendance record to the Dean, through the Chair-person 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 Chair-person 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 sports person participating in games of *National or International* level, as verified by the Director sports and recommended by Chair-person 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 sports person 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.

10. Amendments/Alterations/Additions

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

11. Positions in the Class

- (i) Merit Positions/Medals/Prizes/Role of Honour shall 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)

12. Academic Calendar

Government College Women University, Sialkot publishes a schedule of complete academic year for its fall, spring and summer semesters for the convenience of students and Faculty Members mentioning the following:

1. Semester starting date
2. Holidays during the semester
3. Semester termination date
4. Final exam week
5. Grade notification date

Students are responsible to meet the requirement and deadline published for each semester in the academic calendar of the university. Students will also be expected to know and adhere to the rules, regulations, course loads, prerequisites, and policies of the university, as well as those of the departments / institutes in which they are enrolled.

13. Teacher Evaluation

The evaluation of teacher is mandatory because there is very little control over the teacher when she is in the classroom. The evaluation will be done in the last week of the semester without the presence of the teacher so as to maintain impartiality by Quality Enhancement Cell. The evaluation will be shared with the concerned teacher for her improvement/knowledge. Evaluation done by the students will completely be anonymous, i.e., the students will not be required to indicate their names, roll numbers, registration numbers and/or any other student. Evaluation can be done online from www.lms.gcwus.com using student's own username and password

14. Unfair Means Cases

The course instructor will report unfair means cases in quizzes and mid semester examinations to the Unfair Means Committee within one week for necessary action as under:

Any candidate detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other candidate to copy his answer book, or using, or

attempting to use these or any other unfair means, will be dropped from the program not exceeding two semesters.

UMCs in the final examinations will be handled by the office of the Controller of Examinations, Government College Women University, Sialkot.

15. Cancellation of admission

If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, her admission shall stand cancelled automatically without any notification.

16. Fall / Spring Semester

There will be two regular semesters (Fall and Spring) in an academic year. Each semester will be spread over 16-18 weeks (inclusive of exams).

17. Student grievances against any course instructor

GCWU Sialkot has a 3 member Committee headed by a senior faculty member to redress the grievances of the students about any course instructor or grades or for any other issue.

A student must approach the Head of the Institute for a grievance on grade within 5 days of the receipt of the grade. The Head of the University/ Department shall forward the grade grievance to a 3 member committee and it will be mandatory on the Committee for hearing both sides (student and the instructor), and will give a final decision within 5 days or before the start of registration for the new semester whichever comes early. The decision of the Committee will be final.

A Departmental Committee headed by the Chairperson / Senior Faculty Members will be constituted to check randomly a few papers of the final semester examination for uniformity of scoring & covering of the course content.

18. Waiver of Islamic Studies for Non-Muslim Students

Non-Muslim students are exempt from taking Islamic Studies which is a core course for BS (Honors) students. They may select Values and Ethics instead. To register for it, they will be required to fill in Add/Drop form **Make-up Examination Policy**

Absence from examination is permissible only in extreme situations beyond the control of the student. Serious illness of the student or death in the immediate family is regarded as a legitimate reason for scheduling a make-up exam.

The request for scheduling a make-up exam must be made by the student or someone on her behalf, on the Make-up Exam petition Form which must be submitted to the SSC, along with other required documents, within three working days of missing the exam. Medical Certificate (In case of illness) of private hospital will not be entertained. The SSC will then direct the case to the concerned instructor.

For make-up exams, there will be a default penalty of 20% grade reduction in that component of

the grade. Make-up exam (s) can be substituted by an ‘average score’ in consultation between the instructor and the HOD/Dean.

The make-up exam must be taken within two weeks of the original exam with a maximum extension of up to one month. This will be coordinated by the SSC in consultation with the instructor (s).

The Students involved in extracurricular activities, arranged by societies or other Institutions, need to get prior permission from the HOD/Director in case they would miss a quiz or an exam.

Note:

*Private arrangement for make-up examination between a student and a teacher is not allowed.
The Student who misses a Scheduled make-up exam will not be given a second chance.
Make up exam policy implies only on Mid Term Exams, there will be no make-up for Final Term Exams.*

19. Change of supervisor

Advance studies and research board is authorized to permit the change of supervisor.

Amendments in MS Rules:

Approved in the meeting of 5th Academic Council and 1st meeting of BASR.

Rules and Regulations for MS Degree Program

1. INTRODUCTION

The aim of this hand book is to provide guidance to both students and faculty on the management of postgraduate research in the Government College Women University Sialkot (GCWUS). It includes the University’s various Codes of Practice which apply to MS students and should be read in conjunction with the Statutes and Regulations for the relevant degrees. All MS students are part of GCWUS which aims to give them assistance in achieving their goal for the award of a higher degree. The University is very much concerned with both the academic and personal skills of student’s life and aims to foster a stimulating research environment.

1.1. Research Degrees:

Government College Women University Sialkot operates MS programs in which the first element is the coursework taught during first year of enrollment. After qualifying coursework students undertake a research thesis as the partial requirement of a research degree.

1.2. Requirements for MS Degree:

The requirement of MS degree is that a candidate should have completed the coursework and investigated critically and evaluated an approved topic, and made a substantial contribution

to knowledge in the area. The candidate must have demonstrated an understanding of research methodology appropriate to the chosen field, and presented and defended a thesis, by oral examination, to the satisfaction of the examiners.

1.3. Enrolment:

Government College Women University Sialkot shall offer MS programs, duly approved by HEC, for female students in all faculties. “Admission will be carried out once or twice a year i.e., Spring or Fall.” The admission will be purely on merit basis.

1.3.1 Eligibility Criteria for Admission:

Eligibility criteria for MS program (as per HEC guidelines) is as follows:

- Sixteen years of education in relevant field will be required for admission in MS program.
- A minimum CGPA of 2.5 (out of 4 in the semester system and 1st division in annual system in graduate degree) is required.
- A university committee consisting of at least 2 PhD members will conduct a subject test at par with NTS-GAT test and qualifying score will be 60%.
- The admission will be advertised in national newspapers and on university website.
- The candidates will apply to the relevant teaching department through admission committee. The departmental admission committee will scrutinize the application forms and interview the candidates for suitability.
- The merit will be determined as follows:

Sr.#	Description	Marks
1	Academic qualifications*	40
2	Publications in HEC approved journals/ Exhibitions/ Design Projects (One mark for each publication)	05
3	Professional experience in relevant field (one mark for each year for job in the relevant field/as per Departmental preference)	05
4	Subject written Entry Test*	40
5	Interview*	10
Total		100

Course / Degree	% age marks						
		45%	50%	55%	60%	70%	≥80%
Matric	Marks	2	4	5	7.5	8.5	10
F.A / F.Sc.	Marks	2	4	5	7.5	8.5	10
B.A / B.Sc.	Marks	2	4	5	7.5	8.5	10
M.A./M.Sc (Annual System)	Marks	2	4	5	7.5	8.5	10
M.A./M.Sc (Semester System)	CGPA						
		2.5	2.7	3.0	3.4	≥3.8	
	Marks	5	6	7.5	8.5	10	
BS(Hons.) 4 Years/ B.Sc(Hons) 4 Years/ (16 years edu)	Marks	10	12	15	17	20	

On successfully satisfying the departmental admission committee, the candidate will be registered as MS student in the relevant department

1.4. Minimum and Maximum Time Requirements for Award of MS Degrees

Government College Women University Sialkot offers full time MS degree programs in various disciplines. Facility of part time study programs is not available. Minimum time period required to earn MS degree would be 2 years, whereas maximum time period, with duly obtained extension, would be 4 years.

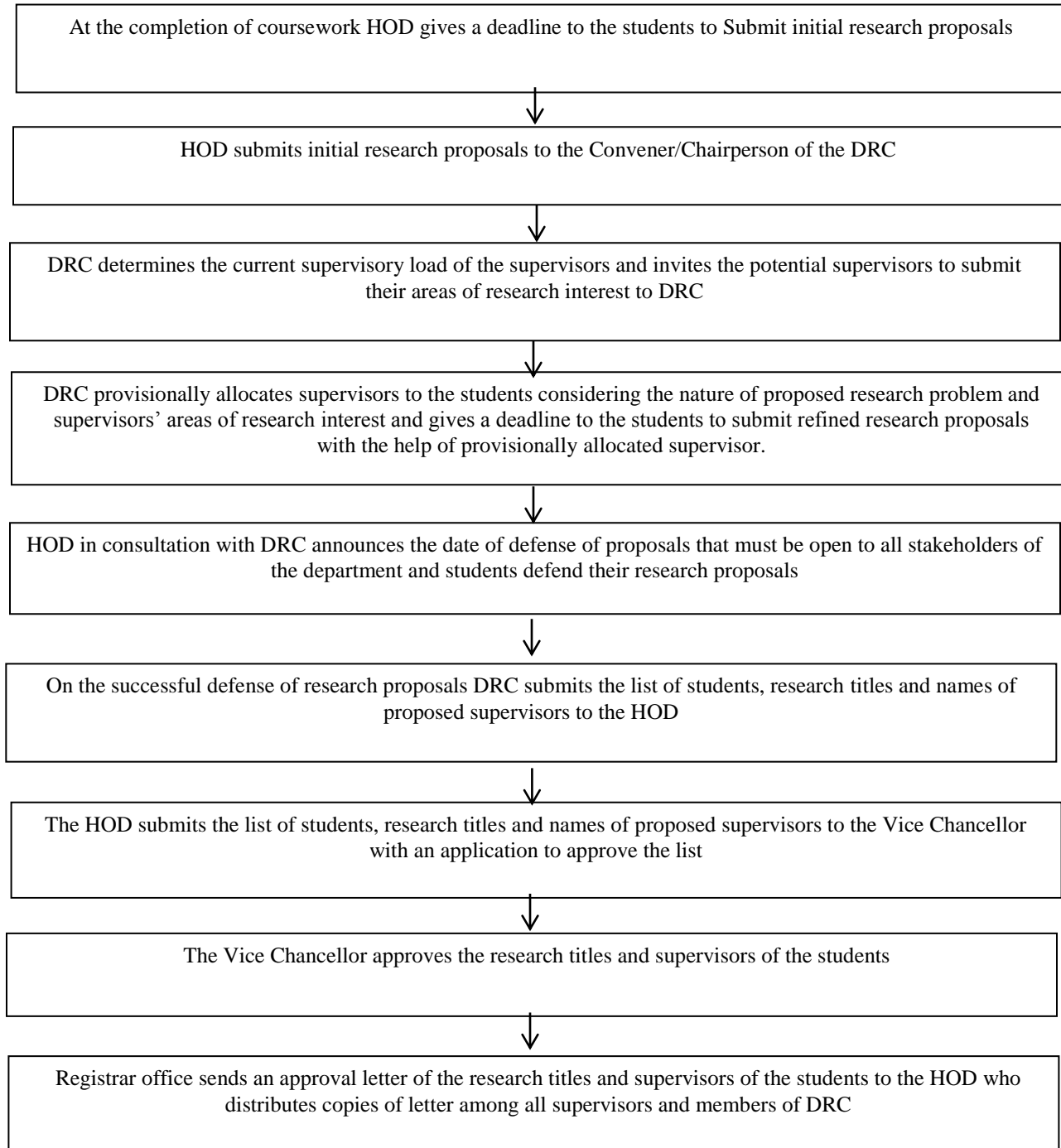
Students admitted to MS program are required to spend at least 2 years of study at GCWUS. However, time spent at the university should not exceed 4 years. Students may freeze their program maximum for the period of 1 year but not in first semester. Maximum time allowed for the award of MS degree may not be extended regardless whether a student freezes her program for the allowed period or not. If a student remains unable to obtain a degree within the maximum time period allowed for the degree, the student's eligibility for the degree will be terminated. If a student does not unfreeze her program of study within one year her enrolment will be terminated.

1.4.1 Rules for Extension

If a student does not complete degree requirements within two year she needs to apply an extension. The application should be addressed to the Chairperson/In Charge of the concerned department. All the extensions would be granted on the recommendation of the supervisor. All the university fees are payable by the student for the extension of one semester or more. Any extension applied for more than three but less than six months would be considered as of one semester. Chairperson/In charge of the department, Dean of the faculty and Vice Chancellor of the university may grant the extension of three months, one semester and up to two years respectively.

1.5. Thesis Registration:

All MS students must have their research proposal and supervisory arrangements approved by the University. However, in case of justifiable reasons and on recommendations of a Departmental Research Committee (DRC) the Vice Chancellor may allow certain students to opt two courses in MS program in lieu of thesis. Other students must complete thesis registration process within six months after qualifying coursework. The registration process requires students to specify their research proposal in the prescribed manner, and should make a presentation and defend it before Departmental Research Committee (DRC). DRC will ensure that the supervisory and resource arrangements offered to the student are satisfactory. DRC will further ensure that the student is undertaking a viable research which is liable to be completed within the prescribed time limit. If some amendments and fine tuning are required these will be incorporated by the student in the final draft of the synopsis. Once the proposal has been recommended by the DRC for approval the case would be sent to the Vice Chancellor by the head of the department for approval of thesis title and supervisor name. If a student fails to defend her research proposal she would be given another fair opportunity to defend her research proposal after the gap of minimum one month and maximum two months. In case the student again fails to defend her research proposal she would be required to change her research problem and appear before the DRC to defend new research proposal in the following semester. If she remains unable to defend new research proposal she would be required to withdraw her candidature. Moreover, if a student does not appear in research proposal defense before the DRC in two consecutive meetings scheduled for this purpose she would be required to withdraw her candidature.

Process of MS Thesis Title and Supervisor Allocation Approval

1.6 Supervision:

Research supervision of the student is a considerable responsibility, and takes up a great deal of time when done properly. Students are expected to arrange regular meetings with the Supervisor throughout the year. It is essential that meetings are held regularly, and that properly formulated and timetabled work plans are set. It is expected that a full time student would have at least 24 contact hours with the Supervisor each year. The number and frequency of meetings will depend on individual needs and research progress. Students are responsible for keeping the contact record book up to date and must ensure that the documentation and reports are duly signed by the supervisor submitted in time to assess the progress of work.

1.7. Monitoring:

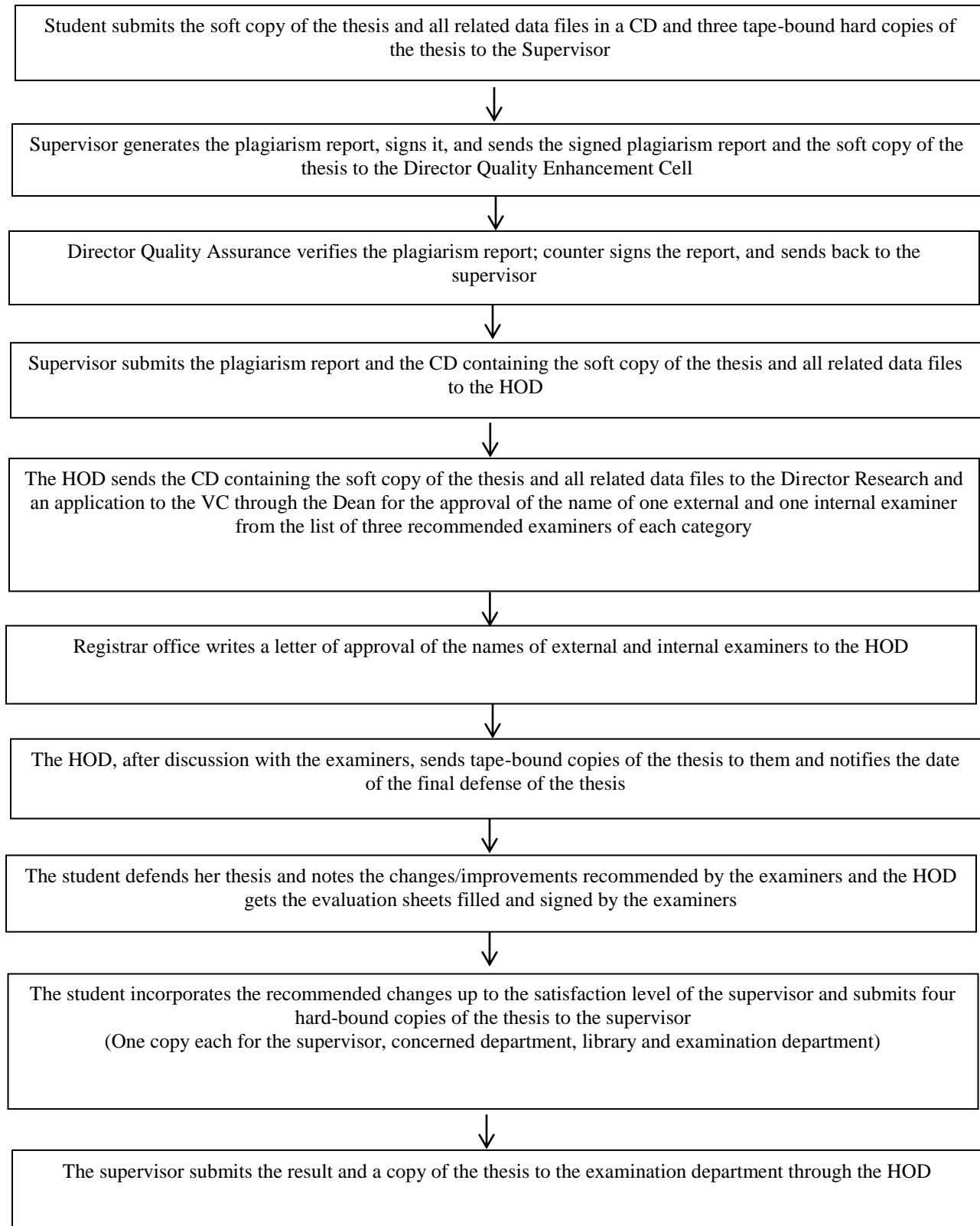
“All research students will have a one hour meeting in person with their supervisors per week. Seminars will be conducted. All research students are required to submit a quarterly progress report to the head of the department duly approved by the supervisor.”

1.8. Presentation of Thesis:

The thesis must be submitted in the format set out in accordance with the University’s regulations. Two copies of thesis are to be submitted for examination in tape binding with an electronic copy of the thesis in a CD. Five copies of the thesis must be submitted in a permanently bound form after approval for the award of degree.

1.9. Examination:

The Controller of Examinations will make necessary arrangements for the candidate’s examination with the approval of Vice Chancellor. The examiners will be appointed by the Vice Chancellor out of panel of examiners approved by the Advanced Studies and Research Board. Following is the flow of thesis evaluation at GCWUS.

Process of MS Thesis Evaluation at GCWUS

1.11. Withdrawal of Candidature:

The scholar may be allowed to withdraw the candidature for reasons to be recorded.

1.12. Administrative and Academic Matters:

All general administrative matters will be dealt by the Registrar. The academic or other issues related to examination will be taken up by the Controller of Examinations.

2. STATUTES AND GENERAL REGULATIONS FOR MS

2.1 Statutes:

2.1.1. The minimum duration of the MS program shall be two (2) years.

2.1.2. The admission of MS students shall be carried out in the prescribed manner under the supervision of Admission Committee.

2.1.3. The candidate shall be eligible to take examination if she has registered herself as a student of MS, in accordance with admission regulations and fulfills the requirements of attendance and course work.

2.1.4. The degree of MS will be conferred on a person who holds master's degree in the relevant subject and passes the MS examination in accordance with the prescribed regulations.

2.1.5. The thesis shall be evaluated by one internal and one external examiner.

2.1.6. Provided that there is nothing contrary to the rules and regulations as laid down by the University for the examination in the relevant field, a candidate may submit her thesis for the award of MS degree after meeting the following requirements:-

- i. The research work was carried out in accordance with the relevant rules and regulations of the University.
- ii. The thesis is submitted by the candidate through the supervisor.
- iii. The candidate has successfully defended her thesis in presentation and viva examination.

2.2. General Regulations

2.2.1. The academic requirements for the MS degree shall comprise course work and a thesis based on research.

2.2.2. Each student shall follow the Syllabus and Courses of Studies as may be prescribed by the Academic Council from time to time.

2.2.3. Student shall be required to pay the tuition fee and such other dues as may be determined by the University.

2.2.4. The candidate shall be awarded the degree provided that she successfully completes all courses of studies, qualifies all examinations and fulfills the requirements of research work and thesis.

2.2.5. Students dropped or struck off the rolls of the University due to shortage of lectures or poor performance or non-appearance in the examination or non – payment of dues etc., may not be granted re-admission.

2.2.6. Any student, who was rusticated, expelled or whose entry in the University Campus was banned for any reason what so ever, shall not be readmitted.

2.2.7. For the MS program research may be proposed in any field of study provided that the research proposal is based on sound theme and may include creative work, scholarly editions, software development and other forms as may be prescribed from time to time.

2.2.8. The University shall encourage collaborative research with industrial and commercial organizations to:

- i. Provide a wider range of experience and expertise to assist in the development of the project.
- ii. Enable the candidate to become a useful member of research community.
- iii. Promote research culture in the University.
- iv. Work for National Development and Economy.

3. BASIC REQUIREMENTS FOR MS DEGREE:

3.1 Enrolment

3.1.1. The admission process will be coordinated and organized by the office of Registrar;

3.1.2. There shall be an Admission Committee to supervise that admissions are made in accordance with rules and regulations;

3.1.3. Admission shall be made on the basis of merit in accordance with the defined in 1.3.1.

3.1.4. The Vice Chancellor shall finally approve the admissions in the light of recommendations made by the Admission Committee. All such students who are admitted shall be enrolled within the prescribed time period and follow the schedule of studies.

3.1.5. To be eligible for admission to MS; a candidate must possess a masters degree or honours degree in the relevant field recognized by HEC.

3.1.6. Each candidate shall make an application for admission on a prescribed form along with documents specified in the admission form.

3.1.7. The followings shall not be eligible for admission:-

- i. Anyone who has been rusticated or expelled by any University or College for misconduct or use of unfair means in the examinations or any offence involving moral turpitude.
- ii. Anyone who was admitted earlier to MS program but later was declared to have ceased to be a student of the University under the prescribed regulations.

3.1.8. All admissions made in contravention to these Regulations shall be void.

3.2 Registration:

3.2.1. A person may apply to register for a research degree, by completing the appropriate form for the degree of MS.

3.2.2. In approving an application for registration for Departmental MS Admission Committee shall satisfy itself: insofar as is reasonably possible on the available information that:

- i. the candidate appears suitably qualified to commence the research program;
- ii. the candidate's research program appears viable;
- iii. the supervision arrangements appear adequate and likely to be satisfied.

3.2.3. Where a research project is part of funded research, the University Research Ethics Committee shall establish to its satisfaction that the terms on which the research is funded do not detract from the fulfillment of the objectives and requirements of the candidate's research degree.

3.2.4. A candidate shall register on a full time basis. A full-time candidate shall normally devote on an average of at least 6 hours daily to research.

3.2.5. If a candidate or the University wishes the thesis to remain confidential for a period of time after completion of the work, application for approval shall normally be made to the Vice Chancellor at the time of registration or during studies.

3.2.6. A candidate shall follow a program of prescribed studies whereby it is necessary for the attainment of competence in research methods and of knowledge related to the subject of the thesis. The program shall be intended to:

- i. provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research;
- ii. provide a body of knowledge normally associated with a degree in the field of study of the proposed research; and
- iii. provide breadth of knowledge in the related subjects.

3.2.7. If a student fails to make progress in work that is judged unsatisfactory by the departmental research committee, the Department shall advise the candidate of this fact in writing, and identify a reasonable time (not normally less than six months) for improvements to be made. If the progress is judged insufficient at the end of the stated period, the Department may cancel the enrollment

3.2.8 Candidate will normally be expected to reach the required standard for the award of degree for which she is registered within the specified time period starting from registration.

3.2.9 Total numbers of Credit Hours required will be 30, (minimum 24 Credit Hours of Course Work + 6 Credit Hours of Research).

3.3. Supervision

3.3.1. Research work of the candidate may be supervised by one or two research supervisors.

3.3.2. In case one of the two supervisors is from outside the university the research supervisor from within the University has the overall responsibility to supervise the candidate on regular basis.

3.4. Monitoring

3.4.1. Department Research Committee will monitor, on quarterly basis, the progress of every candidate registered for research degree to establish, on the basis of information available, that good progress is being made and that supervision and facilities are adequate and will forward the report to the Vice Chancellor through Director Research. Upon receipt of monitoring report that progress of the student is not satisfactory, Vice Chancellor shall take appropriate action. This

may include change of the supervisor, recommendations to the supervisor that the student is required to withdraw.

3.4.2 In all cases where the Departmental Research Committee is of the view that a student's progress is unsatisfactory and withdrawal is required, the candidate shall be informed of this fact, in writing, by the Department after the approval from Vice Chancellor. The candidate shall be given a reasonable time (not normally less than 06 months) for making improvements. If the improvements are not made within the prescribed time limit, the candidate shall be informed in writing by the Department that a decision has been made to withdraw her registration.

3.4.3 Where the candidate is prevented by ill-health or other good cause, from making progress with research, the registration may be suspended with the approval of the Vice Chancellor, normally for not more than one year at a time. It is the candidate's responsibility to inform the Department of the circumstances, medical or otherwise, which is likely to adversely affect her program of study.

3.4.4. A candidate shall submit the thesis in order that it is received before the expiry of the maximum period of registration. The Vice Chancellor may extend a candidate's period of registration, normally for not more than one year at a time under exceptional circumstances on genuine grounds.

3.4.5. Where a candidate has discontinued the research, the withdrawal of registration shall be intimated to the Registrar on the appropriate form with an application.

3.4.6. A candidate shall pay such fees as may be determined from time to time by the University which are intimated to the candidate at the beginning of each academic year.

3.5. Submission of Thesis

3.5.1. The candidate shall ensure that the thesis is submitted and received by the Examination Department of the University within the prescribed time limit.

3.5.2. The thesis shall be submitted by the candidate through her research supervisor. The candidate should not assume that the supervisor's consent to the submission of a thesis guarantees the award of degree.

3.5.3. The candidate shall take no part in the arrangement of the examination and shall have no formal contact with the external examiner.

3.5.4. The candidate shall have to declare that the thesis has not been submitted for award of any other degree.

3.5.5. The candidate shall ensure that the format of the thesis is in accordance with the requirements of the University's regulations as prescribed in MS Thesis Module.

3.5.6. The candidate shall be eligible for MS thesis examination provided:

- i. that she has been a student on a regular basis for the prescribed period.
- ii. that she successfully completed the prescribed courses, including seminars and tutorials to the satisfaction of the supervisor.
- iii. that she has completed the thesis on the basis of synopsis of research work approved by the Vice Chancellor.

- iv. that after completion of the requirements stated above, the candidate shall submit an application on a prescribed form to the Controller of Examinations for conducting the thesis viva voce examination.
- 3.5.7. Five copies of the thesis shall be submitted for examination to the Office of Controller of Examinations in bound form.
- 3.5.8. The thesis shall be presented in English.
- 3.5.9. There shall be an abstract of approximately 300 words bound into the thesis which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and the contribution made to the knowledge in the subject concerned. Five loose copies of the abstract shall be submitted along with the thesis. The loose copies of the abstract shall have the name of the author, the degree for which the thesis is submitted, and the title of the thesis.
- 3.5.10. The thesis shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- 3.5.11. The candidate may publish research work before submitting the thesis but reference shall be made in the thesis to any such publication. Copies of published work should either be bound in the thesis or placed in an adequately secured pocket at the end of the thesis.
- 3.5.12. Normally the text of MS thesis in all disciplines (excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography) shall not exceed 20,000 words.
- 3.5.13. The copies of the thesis submitted for examination shall remain the property of the University but the copyright of the thesis shall be vested in the candidate.

3.6 Thesis Examination

- 3.6.1. The examination for the MS shall be based on course work, evaluation of the research thesis and viva voce examination.
- 3.6.2. A candidate shall be allowed to appear in the examination, provided that he/she has been registered by the University during the session and has attended at least 80% of the lectures and completed the course work to the satisfaction of the department concerned.
- 3.6.3. The thesis shall be sent for evaluation to the external examiner, well in time before the date of viva-voce examination and should be approved by her/him.
- 3.6.4. After the approval by the evaluators, the thesis viva-voce examination should be held within the University Campus on such date and time as may be notified by the Controller of Examinations. The Controller of Examinations shall make appropriate arrangements for the conduct of thesis viva-voce examination in consultation with the Department concerned, the external and internal examiners.
- 3.6.5. Supervisor(s) shall act as coordinator(s) and shall be present as observer(s) only. They will not participate in discussion.
- 3.6.6. The thesis viva-voce examination shall be conducted by one External Examiner and one Internal Examiner who shall submit a report on the quality of research suitability of the candidate for the award of degree.

3.6.8. The reports and recommendations of the examiners in respect of the candidate shall be placed before the Vice Chancellor for confirmation.

3.6.9. Where evidence of academic misconduct in the presentation of the thesis or other irregularities in the conduct of the examination come to light subsequent to the recommendation of the examiners, the Vice Chancellor shall consider the matter, if necessary in consultation with the examiners, and take appropriate action.

3.7. Course Work

Each Departments / Centres / Institutes / Colleges / School shall decide its own compulsory, core/ minor, major and elective subjects. The courses offered by a Departments / Centers / Institutes / Colleges / School shall be announced with a short description of each course along with time, day, class room, name of the teacher, semester and credit hours.

3.7.1. A regular student will normally be required to take workload (for course work) of six to twelve credit hours in each semester.

3.7.2. At the end of the first semester a student must obtain a minimum Grade Point average (GPA) of 2.50 to be promoted to the second semester. In order to qualify a course GP 2.0 / 60% marks are required.

3.7.3. In case a student is able to obtain GPA of 2.30 or more but less than 2.50 she will be promoted to the second Semester on probation. The candidate, who fails to secure 2.30 GPA in the first Semester shall stand automatically dropped from the rolls.

3.7.4. At the end of the second semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.50 and must also pass at least 50% of the courses offered her in order to be promoted to the third semester. If any of the preceding two conditions is not complied with by a student then she shall be removed from the rolls of the Departments / Centres / Institutes / Colleges / School.

3.7.5. In the 3rd or 3rd and 4th semesters a student will carry out research work / internship under the supervision of his / her supervisor and submit research thesis / report / project by the end of 3rd or 4th semester.

3.7.6. In the third semester a student will also be required to repeat those courses of the first semester in which she had failed and maintains CGPA of 2.50 failing which her name will be removed from the Departments / Centres / Institutes / Colleges / School.

3.7.7. In the fourth semester, a student will be required to repeat those courses of the second semester in which she had failed and maintains CGPA of 2.50 failing which her name will be removed from the Departments / Centres / Institutes / Colleges / School.

3.7.8. A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 2.50 but not less than 2.30 at the end of the 4th semester, may be allowed to repeat up to two courses (varying 2-6 credits) in which he / she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50 failing which she shall not be awarded degree and removed from the rolls of the Departments/ Centres/ Institutes/Colleges/ School.

3.7.9. A student who is “Failed to pass” in a course in 1st semester may be allowed to take one additional course during the 2nd /3rd semester with the permission of the head of the Departments / Centres / Institutes / Colleges / School and controller of examinations.

3.7.10. A student who is “Failed to pass” in a course in 2nd semester may be allowed to take one additional course during the 3rd /4th semester with the permission of the head of the Departments / Centres / Institutes / Colleges / School and controller.

3.7.11. The teacher shall send a copy of the activity record of the courses on prescribed Proforma to the Chairman / Director / Principal and Controller of examinations at the end of each semester.

3.7.12. Only those students who scored CGPA = 2.5 will be awarded MS. Degree

3.8. MARKING CRITERIA FOR MS DEGREE PROGRAM

Mid-Term	Presentation	Assignment /Tests	Final-Term	Grand Total
25%	15%	10%	50%	100

3.9. CREDIT TRANSFER POLICY

3.9.1. The merit of the applicant should be higher or equivalent to the minimum admission criteria in that particular discipline/degree program/batch moreover Last merit of the admission for that program (requested to get transfer) will also be considered.”

3.9.2. 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.

3.9.3. The applicant must have CGPA of at least 2.00 for undergraduate programs and 2.50 for Graduate / Post Graduate programs.

3.9.4. 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.

3.9.5. The participant will provide a clearance certificate from his/her previous institution and will register himself/herself with GCWUS within the stipulated time.

3.9.6. The participant will have to cover the entire deficient course(s) (if any) within the stipulated time for the completion of her degree.

3.9.7. 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.

3.9.8. Program Specific Credit Transfer Policy

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

3.9.9 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.

3.9.10. 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.

3.9.11. 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

3.10. Award of Position

3.10.1. The candidate/student who are employees of GC Women university Sialkot are not eligible for award any position or Medals in any degree program being taught at GC Women University Sialkot . This policy is also applicable to both previous and current programs being taught at GCWUS.

3.10.2. If more than one candidate achieves same CGPA, all will be eligible for position or medal.

3.11. Policy Limitation

The University reserves the right to change or revise any admission related policy at any time without prior notification. In matters where GCWUS Admission Policy is unclear or ambiguous, the policies of Higher Education Commission of Pakistan will prevail.

Fees Rules

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 7 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 quite her studies, she may apply for refund of library security.

Fee Structure

Tentative average fee for different programs is as under, which may change at any time.

Sr. #	Department	BS	MA/MSc	MS
1	Botany	15,500	16,500	41,200
2	Business Administration	15,500		32,900
3	Chemistry	15,500	16,500	41,200
4	Computer Science	15,500		
5	English	13,100	14,100	32,900
6	Economics	15,500	16,500	32,900
7	Environmental Science	15,500		
8	Fine Arts	17,500		

9	Islamic Studies	13,100	14,100	29,700
10	Mathematics	15,500	16,500	
11	Political Science	13,100		29,700
12	Psychology	13,100	14,100	
13	Physics	15,500	16,500	41,200
14	Sociology	13,100		
15	Statistics	15,500		
16	Urdu	13,100	14,100	29,700
17	Zoology	15,500	16,500	41,200

Plagiarism Policy

1. Preamble

In the wake of fundamental improvements being introduced in the system of Higher Education in Pakistan, the credit, respect, recognition of research and scholarly publications, career development and financial gains are now linked with such original works accomplished without replicating the efforts of other researchers. It has therefore become necessary that the menace of plagiarism is highlighted and curbed through exemplary punitive actions. On the other hand, we must also guard against bogus or false complaints in order to prevent victimization which may make researchers and scholars shy away from research simply because of the fear of prosecution. A Plagiarism Policy has therefore become necessary to create awareness, de fine various forms in which Plagiarism exhibits itself, present a methodology of investigation, cater for punitive action proportional to the extent of the offence and even address the issue of false or spurious complaints.

2. Definition

According to the Concise Oxford Dictionary, Plagiarism is defined as taking and using the thoughts, writings, and inventions of another person as one's own". This, or various similar definitions found in recognized publications / documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. In order to establish the violation of ethical norms or academic or intellectual dishonesty resulting from Plagiarism and to take punitive actions in this regard, it is necessary that the variety of forms in which Plagiarism manifests itself are known. These include but are not limited to the following:

- “Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.
- Copying elements of another author's paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source. Verbatim copying portions of another author's paper or from reports by citing but not clearly differentiating what text has been copied (e.g. Not applying quotation marks correctly) and /or not citing the source correctly” [1]
- "The unacknowledged use of computer programs, mathematical / computer models / algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical deviations and calculations, designs / models / displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artifacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music / composition of any sort, posters, presentations and tracing." [2]
- "Self-plagiarism, that is, the verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source." [1]

3. Explanation from Wikipedia, the free encyclopedia

Wikipedia, the free encyclopedia on the web describes and explains Plagiarism as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Unlike cases of forgery, in which the authenticity of the writing, document, or some other kind of object itself is in question, plagiarism is concerned with the issue of false attribution. Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud and offenders are subject to academic censure. In journalism, plagiarism is considered a breach of journalistic ethics, and reporters caught plagiarizing typically face disciplinary measures ranging from suspension to termination. While plagiarism in scholarship and journalism has a centuries-old history, the development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier. Plagiarism is different from copyright infringement. While both terms may apply to a particular act, they emphasize different aspects of the transgression. Copyright infringement is a violation of the rights of the copyright holder, which involves the loss of income and artistic control of the material when it is used

without the copyright holder's consent. On the other hand, plagiarism is concerned with the unearned increment to the plagiarizing author's reputation. In the academic world, plagiarism by students is a very serious academic offense which can result in punishments such as a failing grade on the particular assignment (typically at the high school level), or a failing grade for the course (typically at the college or university level). For cases of repeated plagiarism, or for cases where a student has committed a severe type of plagiarism (e.g. copying an entire article and submitting it as his / her own work), a student may be suspended or expelled, and any academic degrees or awards may be revoked. For professors and researchers, who are required to act as role models for their students, plagiarism is a very serious offence, and is punishable by sanctions ranging from suspension to termination, along with the loss of credibility and integrity. Charges of plagiarism against students, faculty members and staff are typically heard by internal disciplinary committees, which students and faculty members have agreed to be bound by." [3]

Wikipedia also describes Self-plagiarism as "the re-use of significant, identical, or nearly identical portions of one's own work without acknowledging that one is doing so or without citing the original work. Typically, high public-interest texts are not a subject of self-plagiarism; however, the authors should not violate copyright where applicable. "Public-interest texts" include such material as social, professional, and cultural opinions usually published in newspapers and magazines." [3]

4. Aim: The aim of this policy is to apprise students, teachers, researchers and staff about Plagiarism and how it can be avoided. It is also aimed at discouraging Plagiarism by regulating and authorizing punitive actions against those found guilty of the act of Plagiarism.

5. Applicability: The policy is applicable to students, teachers, researchers and staff of all institutions and organizations in Pakistan who are involved in writing or publishing their work. In this context a "Student" is a person who, on the date of submission of his / her paper / work is a registered student of any University or Degree Awarding Institution recognized by Higher Education Commission (HEC). "Teachers and Researchers" include faculty members or equivalent of the University / Organization or/ of a constituent or affiliated college or researchers of an organization and such other persons as may be declared to be so by regulations. "Staff" is any employee of an organization involved in writing and publishing his / her work.

Any person listing his CV on the website or any current publication or applying for any benefit on the basis of published or presented work that is plagiarized will be liable to be punished as per prescribed rules.

6. Responsibility of the Institutions & Organizations: All institutions and organizations are responsible to apprise their students, teachers, researchers and staff of the definition, implications and resulting punishments in case, after due investigation, they are found guilty of plagiarism. The institutions / organizations must acquaint their students, teachers, researchers and staff with this policy and ensure that they are fully aware that all authors are deemed to be individually and collectively responsible for the contents of papers published by Journals / Publishers etc. Hence, it is the responsibility of each author, including the coauthors, to ensure that papers submitted for publication should attain the highest ethical standards with respect to plagiarism. To facilitate the institutions / organizations in creating awareness about Plagiarism, a modified version of "Little Book of Plagiarism", a publication of Leeds Metropolitan University is appended as "Annexure" to this policy. Any University or Degree Awarding Institution which does not adopt and implement this policy will have its degree derecognized by HEC.

7. Reporting: To inform HEC or respective Universities / Organizations of alleged plagiarism, a complaint is to be made by email, post, fax or other means to HEC Quality Assurance Division or respective Universities / Organizations. In case of lodging a complaint in the form of a letter, copy may be sent to HEC. The following information is to be provided:

- a) "Citation of the original paper or document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.
- b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure proper investigation.

- c) Copies of both papers if possible.
- d) Any other information that would help HEC or respective Universities / Organizations to efficiently resolve the claim.”[1]
- e) Name, designation, organization, address, e-mail address and telephone number of the complainant.

Investigation:

8. Upon receipt of an allegation of Plagiarism, the HEC Quality Assurance

Division will request the respective Vice Chancellor / Rector / Head of the Organization to carry out investigation. The complaints received through HEC or directly by a University / Organization will be dealt with by the Universities / Organizations according to the procedures given below. The Vice Chancellor / Rector / Head of the Organization will have the discretion of not taking any action on anonymous complaints. For investigation of Plagiarism cases, the Vice Chancellor / Rector / Head of Organization will have an obligation to:

- a) Constitute a **“Plagiarism Standing Committee”** consisting of 3 senior faculty members, a subject specialist in that particular field is to be co-opted, a senior student (only if a student is being investigated upon) and a nominee of the HEC. The seniority of the members of “Plagiarism Standing Committee” should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.
- b) Provide a guideline, prepared by HEC for the functioning of the "Plagiarism Standing Committee", to all members of the Committee.
- c) Provide clear terms of reference to the “Plagiarism Standing Committee” for their investigation.
- d) The members of the “Plagiarism Standing Committee” are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
- e) Provide opportunity to the author / authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author

whose paper is deemed to have been Plagiarized and / or the complainant, to justify the complaint.

- f) Provide every opportunity to the “Plagiarism Standing Committee” to use all foreseeable means to investigate the plagiarism claim.

9. The Plagiarism Standing Committee shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:

- a) Manual and / or automated tests for content similarity [1].
- b) Determination of the extent and quantum of significant material plagiarized.
- c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
- d) Consultation with legal counsel.[1]
- e) Consult / contact witnesses and record statements there-of if so required
- f) Consult / contact present and / or past employers of the authors.

10. The “Plagiarism Standing Committee” will submit its report with clear cut findings and recommendations to the Vice Chancellor / Rector / Head of the Organization within a specified period not exceeding sixty days. The Vice Chancellor / Rector / Head of the Organization will have the discretion to implement the recommendations after approval through the statutory process and take punitive action against the offender as per penalties prescribed under this policy or to forward the report to HEC or his / her parent organization for further action if outside their purview / jurisdiction.

Penalties for Plagiarism

11. 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 has own, in a conference / journal. Therefore, the punishments for Plagiarism have been divided into two separate categories, i.e. those for "Teachers, Researchers and Staff" and those for the "Students". The groups have already been defined in Para 5 above.

a) Penalties for Teachers, Researchers and Staff: When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Competent Authority of the Organization, to take any one or a combination of the following disciplinary action(s) against the teacher, researcher and / or staff found guilty of the offence:

i. Major Penalty:

In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then (a) major penalty of dismissal from service needs to be prescribed, along with (b) the offender may be "Black Listed" and may NOT be eligible for employment in any academic / research organization, and (c) the notification of "Black Listing" of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor / Rector / Head of the organization.

ii. Moderate Penalty:

In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving any one or both of the following needs to be imposed (a) demotion to the next lower grade, (b) the notification of "Black Listing" of the author(s) which may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor / Rector / Head of the organization.

iii. Minor Penalty:

In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving any one or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the University / Organization may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

b) Students:

When an act of plagiarism, as described earlier in paras 2 and 3, is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, DEPENDING UPON THE

SERIOUSNESS OF THE PROVEN OFFENCE, will advise the Vice Chancellor / Head of the Organization, to take any one or a combination of the following disciplinary action(s) against the student(s) found guilty of the offence:

- (i) In the case of thesis the responsibility of plagiarism will be of the student and not of the supervisor or members of the Supervisory Committee.
- (ii) The offender may be expelled/ rusticated from the University and from joining any institution of Higher Education in Pakistan for a period as deemed appropriate by the "Plagiarism Standing Committee". A notice may be circulated among all academic institutions and research organization to this effect.
- (iii) The offender may be relegated to a lower class.
- (iv) The offender may be given a failure grade in the subject.
- (v) The offender may be fined an amount as deemed appropriate.
- (vi) The offender may be given a written warning if the offence is minor and is committed for the first time.
- (vii) The degree of a student may be withdrawn if AT ANY TIME it is proven that he or she has presented Plagiarized work in his / her MS, MPhil or PhD dissertation if the extent of plagiarism comes under the category of major penalty as conveyed in Para 11(a-1).
- (viii) The notification of the plagiarism by the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice Chancellor / Rector / Head of the Organization.
- (ix) HEC or the University / Organization may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".
- (x) Any other penalty deemed fit by the "Plagiarism Standing Committee".

c) Co-Authors/Declarations

1. Provided that a co-author has listed a paper in his/her resume and applied for a benefit forthwith, any co-author is deemed to be equally responsible for any plagiarism committed in a published paper presented to or published in a journal or presented at a conference.

2. All Journals in Pakistan must require ALL authors to sign a declaration that the material presented in the creative work is not plagiarized (Sample Attached)

12. Additional Actions Required: In addition to the above punishments, the following additional common actions must be taken if the offence of Plagiarism is established:

- a) If the plagiarized paper is accessible on the web page its access will be removed. The paper itself will be kept in the database for future research or legal purposes.
- b) The author(s) will be asked to write a formal letter of apology to the authors of the Original paper that was plagiarized, including an admission of plagiarism. Should the author(s) refuse to comply then additional punishments as deemed fit may be recommended by the "Plagiarism Standing Committee.
- c) If the paper is submitted but not published yet, the paper will be rejected by the Editor-in-Chief or the Program Chair without further revisions and without any further plagiarism investigation conducted.[1] However, Warning may be issued to the author/ co-author.

13. Appeal: As the penalties are severe, the affected person(s) will have the right to appeal to the Chairman HEC / Vice Chancellor / Rector / Head of the Organization for a review of the findings or may submit a mercy petition within 30 days from the date of notification. Such appeals / petitions will be disposed of within 60 days of receipt, by following the laid down procedures regarding such appeals.14.Penalty for Wrong Reporting / False Allegation: If the case of Plagiarism is not proved and it is confirmed that a false allegation was lodged, the Vice Chancellor /Rector / Head of the Organization will inform the complainants Organization and will recommend disciplinary action against the complainant, to be taken by his / her parent organization. References

[1] “ACM (Association of Computing Machinery) Policy on Plagiarism”

(<http://www.acm.org/pubs/plagiarism%20policy.html>)

[2] “Academic Integrity Statement: Appendix 1” (University of Southampton

Calendar 2006/7(<http://www.calendar.soton.ac.uk/sectionIV/part8a.html>)

[3] “Plagiarism from Wikipedia, the free encyclopedia”

(<http://en.wikipedia.org/wiki/plagiarism>).

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.

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 gesture 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 behavior 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 behavior 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.

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.

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.

Directorate of Student Affairs (DSA)

Directorate of Student Affairs (DSA) at GCWUS reaches out to students, inculcates in them a feeling of belonging to a community and facilitates them in making sound social and academic judgments while promoting their emotional and physical wellbeing so that it fosters intellectual growth, integrity and a sense of responsibility in them. The DSA is a central place on campus; major responsibilities are life advisement, exchange programme(s) announcement to students, sports wellness and recreation (SWR), hostels and Career Counselling Committee. Dr. Shagufta Firdous, Assistant Professor of Department of Urdu is head of DSA.

Career Counselling Centre

The Career Counselling Centre facilitates placements and internships of the graduate and undergraduate programme students. Centre also helps in the pursuit of higher studies for the latter. This office offers counselling and placement services and undertakes a wide range of activities that include company presentations, on campus job fairs, workshops on resume writing and interviewing skills, and job search strategies among others. The objective is to help the students and the companies in evaluating options and making the right choice to match their respective needs. Career Counselling Committee comprises on:

i. Dr. Shagufta Firdous	Chairperson
ii. Dr. Hira Khalid	Member
iii. Ms. Farah Muqadasa	Member/Secretary

The Career Counselling Committee assists students to:

- Assess themselves and define realistic goals.
- Identify attractive work opportunities and potential employers.
- Generate job offers.
- Evaluate job offers.
- Provide career counselling.

Finishing School

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	Irtiqā 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

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.

Cancellation 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.

Security

GC Women University, Sialkot is providing best security for its students, faculty and staff. Retired officers of armed forces are hired for this purpose. They perform their duties in shifts and assure

best security 24/7. University has more than 200 CCTV cameras which are being monitored from a control room.

Smart University

GC Women University, Sialkot is one of the very few universities in Pakistan, where Higher Education Commission Pakistan's Smart University Project is completed. Through this project students can access internet through WiFi throughout the campus and can access HEC's online resources of books and journals on their laptops / mobile. Extended bandwidth of PERN and security cameras are installed in the university through this project.

E-Rozgaar Lab

E-Rozgaar center with 100 laptops is established at GC Women University Sialkot by PITB Govt. of Punjab. Purpose of E-Rozgaar center is to provide training to budding freelancers and enhance their professional capabilities. Through this initiative Government of Punjab will assist the youth in earning sustainable income. One of the major objectives of this project is to provide training opportunities to youth for self-employment using internet based freelancing.

Office of Alumni

The Office of Alumni is the convergence point for both internal and external stakeholders, including students, alumni, faculty, staff, donors, prospective students, visitors etc. GCWUS is newly established university and just one BS session is graduated so far and only one convocation is conducted, so the university have less number of alumni and making this office more functional and making policies to stay connected to its graduates.

Health Care Center

Health care center of university is a multi dimensional section established and organized by GCWUS on 1st January, 2015 including all the fields related to the health of human beings. It is not only included in a society system but also emerging as a system and section for health benefits. All facilities regarding first aid to the students are being provided by the University. Further projects to enhance the services are in progress.

Purpose

The purpose is to provide health services for the GCWUS. First aid is an important aspect of Occupational Health and Safety. In recognition of this health care center of the GCWUS is committed to provide educational and diagnostic tools about health issues.

Present Facilities

Present facilities include basic first aid boxes, wheel chair, patient bed, nursing equipment for education, psychological consultancy and ongoing basic training courses about health. (especially female health)

Upcoming Plans and Implementations

- Health campaigns
- Nutrition and Biotechnology
- Pathology lab for diagnosis and report
- Education
- Oncology treatment tools

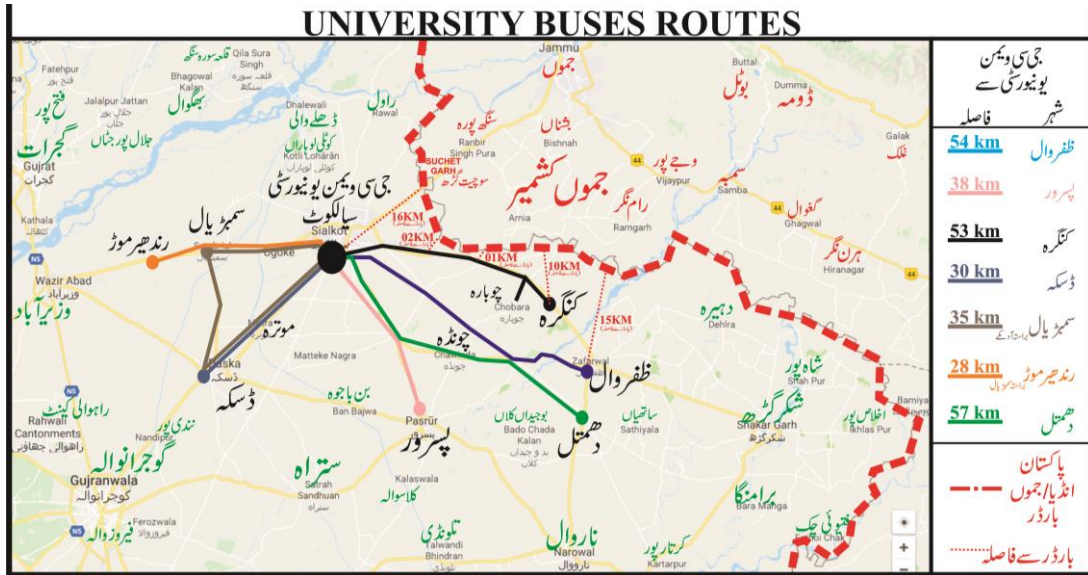
Hostel

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. 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

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.



Other Facilities

Photocopy Shop

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

Cafeteria

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