



Government College Women University Sialkot



GCWUS

Student Handbook 2015



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Vision

Women Empowerment through Quality Higher Education.

Mission

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

Social Impact

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

Excellence in Teaching and Education

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

Welcome Message by the Voice 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.

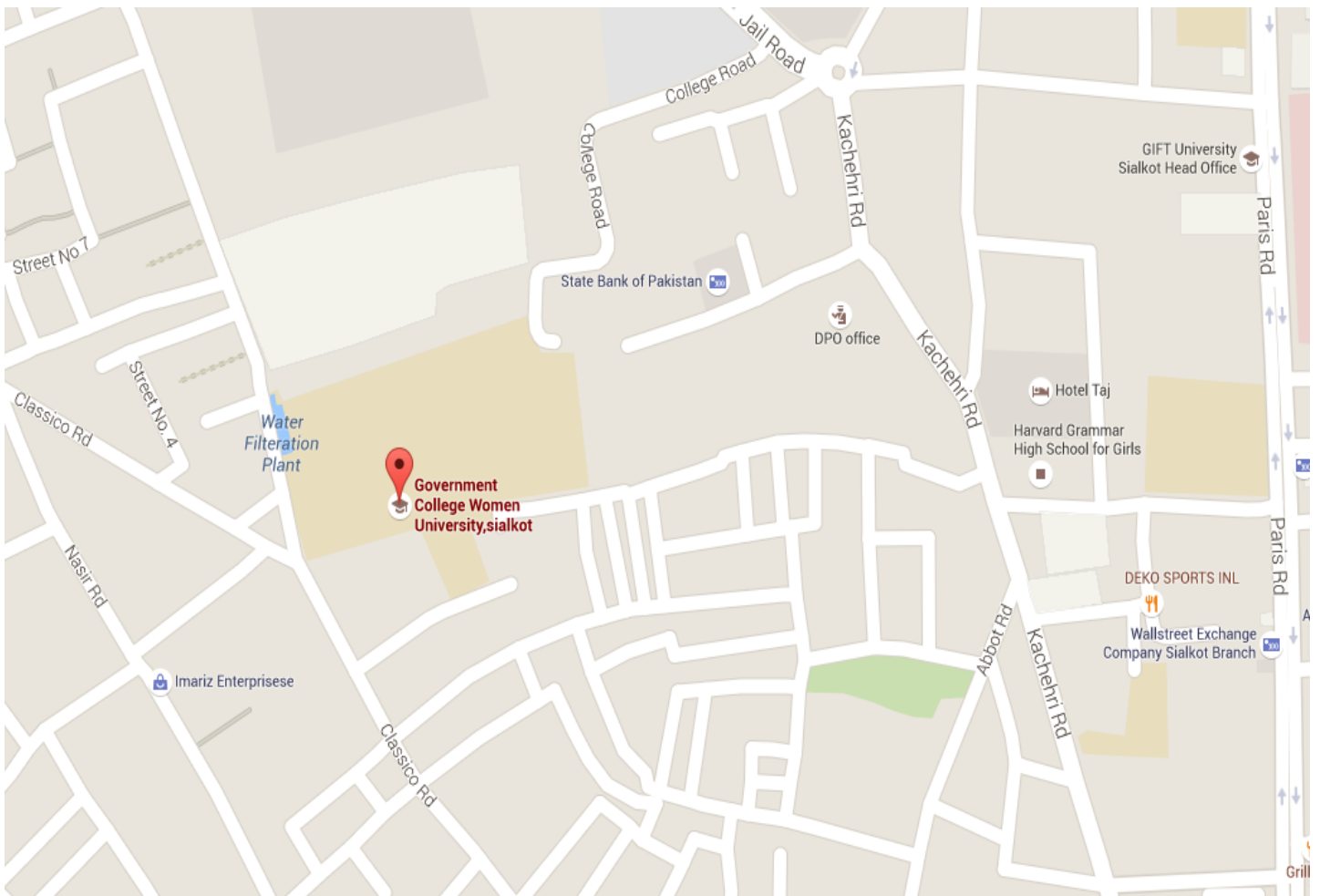
GCWUS is the first Women University in Sialkot as it has been universally realized that women play a key role in a country's governance. Our vision is to empower a diverse community of female students by inflaming their intellect, stirring their creative faculties and finding true success through high 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



GCWUS Map



Where to go for answers:

Academic Matters	Director Academics	Mrs. Neelofur Iftikhar	Tel : 052-9250137 PABX: 152
Registration	Additional Registrar	Ms. Kashif Nazir	Tel : 052-9250170 PABX: 117
Examination	Controller of Examination	Ms. Khadija-tul-Kubra	Tel : 052-9250137 PABX: 158
Scholarship and Financial Assistant Payment of University Due	Registrar	Ms. Azra Sabtain	Tel : 052-9250137 PABX: 150
	Treasurer	Ms. Naila Arshad	Tel : 052-9250650 PABX: 114
Society Actives	Society Coordinator	Dr. Hira Khalid	Tel : 052-9250137 PABX: 152
Hostel	Hostel Warden	Ms. Asifa	
Identity Cards	Chief Security Officer	Lt. Col (R) Qammar shahzad Gilani	Tel : 052-9250656 PABX: 121
Lost and Found	Chief Security Officer	Lt. Col (R) Qammar shahzad Gilani	Tel : 052-9250656 PABX: 121
Books Journals	Librarian	Mrs. Kamala Rafique	Tel : 052-9250137 PABX: 143
Printing Services	Canteen	Ms. Khalid	Tel : 052-9250137 PABX: 147
Transport	Transport Officer	Abdul Majed	Tel : 052-9250137 PABX: 111



Programs Offered

Intermediate

GCWUS offers Intermediate Programs for following disciplines.

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

Under Graduate

GCWUS offers BS Programs for following disciplines.

1. **BS-Botany**
2. **BS-Chemistry**
3. **BS-Computer Science**
4. **BS-English**
5. **BS-Environmental Science**
6. **BS-Fine Arts**
7. **BS-Information Technology**
8. **BS-Islamic Study**
9. **BS-Mathematics**
10. **BS-Psychology**
11. **BS-Physics**
12. **BS-Political Science**
13. **BS- Sociology**
14. **BS-Statistics**
15. **BS-Urdu**
16. **BS- Zoology**

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

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



Graduate

GCWUS offers MS Programs for following disciplines.

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

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

Faculty of Management and Administration Science

Business Administration
Economics



Academic Guidelines



Rules Governing Admission

Admission

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

Change of Discipline

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

Admission by Migration

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

Migration Policy

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

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

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

Repeating of Course

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

Freezing a Semester Re-admission and Leave.

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

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

Leave

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

Manner and Method of Teaching

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

Rules Governing Payment of Fees

Fee Concession

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

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

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

Refund of Fee Policy

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

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

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

Rules Governing Examinations

Evaluation

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

I. Quiz/Surprise Test/Assignment/Presentation

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

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

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

II. Mid--Term test

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

Practical Examination/Lab.

Examination The Practical/Lab.

Examination may include:

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

III. Final Term Examination

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

- b) The Examination shall be open to a student who has been on the rolls of the University provided that her examination form is duly certified and forwarded by the Chairperson of the Department.
- c) The duration of Examination in all the courses (irrespective of the number of credit hours) shall not be more than three hours except engineering drawing, which shall be of maximum four hours.
- d) The Examination shall be held at the end of each semester. Preparation leave shall be allowed to the students after the completion of 16 weeks teaching period and before the commencement of Semester Examination as decided by the university.
- e) The Examination schedule / Program shall be prepared by the Controller of examinations in consultation with the Chairperson of the department concerned and approved by the Vice Chancellor on the recommendation of the Dean
- f) The Examination schedule / program shall be notified by the Controller of Examinations at least one week in advance of the commencement of the Examination.
- g) After holding the semester examination each teacher shall prepare three copies of the result/awards on the prescribed award list. She shall retain one copy with her, shall send one copy to the Head of the Department and last to the Controller of Examinations along with scripts and question paper. The Controller of Examinations shall prepare the 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 Chairperson and Dean and appointed by the Vice Chancellor) and the concerned faculty member under whose supervision the Thesis/Project is completed.

Distribution of marks for each course

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

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

Total:

100%

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

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

Promotion Rules

1. A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of each semester for promotion to the next semester.
2. In case a student 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.

Paper Viewing

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

Class attendance

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

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

1. Promotion to Higher Class

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

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

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

2. Amendments/Alterations/Additions

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

3. Positions in the Class

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

Rules Governing Grading

Grades

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

(i) Numerical Grades:

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

(ii) Alphabetical Grades:

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

1) Grading System

a) Grade points should be as follows:

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

Maximum Grade Point Average = 4.00

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

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

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

2) Grade Point Average

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

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

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

Cumulative Grade Points 27.00
 Total Credit Hours 12
 Grade Point Average 2.25

3) Cumulative Grade Point Average

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

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

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

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

Rules Governing Submission of Research Project, Thesis and Dissertation

Requirement at the time of thesis submission

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

EXTENSION

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

Rules Governing Plagiarism

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

Rules Governing Student Code of Conduct

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

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

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

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

Composition and Function of Discipline Committee

The Discipline Committee shall comprise of the following:

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

The functions of the Disciplinary Committee shall be as under:

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

Confidentiality

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

Code of Conduct

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

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

a) Dress Code (Female Student)

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

b) Academic Conduct

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

Library Conduct

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

c) Disciplinary Conduct

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

remarks or gestures are not acceptable.

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

12. The following Acts shall constitute acts of indiscipline:

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



Harassment

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

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

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

Punishment

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



Finishing School

Introduction

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

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



Societies

Media Watch Society

Introduction

In today's world media has become one of the necessities of life. The role of media is to provide the latest information about different happenings. It is entrusted with the task of discovering facts. Being fully aware of this role of media, GCWUS constituted the Media Watch Society on 5th May, 2015. This society will enable the students to refine their art of information diffusion and critical news analysis. This society will organize: Seminars, Conferences, Debates, Newsletter, Training workshops, and Provide coverage to the events in the university.

Aims and Objectives

Following are the objectives of the society:

- This society aims at promoting healthy news criticism to make the students aware of current affairs
- To enable the students to have pace with the international society
- To make the students confident social citizens
- To polish their critical thinking capabilities
- To work for social issues and betterment of community
- To give the students experience of the latest working of leading newspapers and television channels
- To publicize the achievements of university
- To bridge the gap between students & media



Debating Society

Introductions

“Debate is the soul of wit. A good debate shows the logical set of mind!”

Knowledge is a double edged sword, it can make or mar a person if not kept under conscientious check. Debating is a healthy exercise of higher mental faculties of society but where the debate on issues discontinues, it becomes a pool of stagnant waters stinking and gnawing at its own self. This is why debating was also considered an essential part of the training of the education of dignitaries in Grecian times. Romans continued this healthy activity and touched the zenith of success. When the debate is checked in any society, the giants of orthodoxy and extremism clutch the healthy thoughts in their lethal claws. Therefore, a tradition of debate and declamation has always been considered an essential part of the training of youth in educational institutions along with their academic activities. GCWUS is one of such institutions where this activity has been hailed over enthusiastically since its old times as GPGCW and GCWS. The Debating society of GCWUS has been working and touching new landmarks in the field of neck breaking challenges and competition to train its students’ mental faculties under the guidance of very competent faculty and leadership.

Aims and Objectives

- To promote a culture of tolerance through debate in the society
- To strengthen good citizenship qualities among students based on unbiased logical thinking
- To adorn personal negotiating skills of students to make them effective speakers at local, national and global level



Statistics Society

Introductions

Statistical society is promoting research and education in Statistics and inculcating a sense of pride and confidence in our students. The society also aims at instilling awareness about the importance of this discipline of mathematical science amongst students and researchers linked to social as well as physical sciences. The society provides a forum for exchange of ideas among statisticians.

Aims and Objectives

The mission of the Statistical Society of GCWU is to encourage the development and use of statistics and probability.

To achieve this, the Statistical Society shall:

- help to develop a public awareness of the value of statistical thinking and the importance of statistics and statisticians in society;
- promote the highest possible standards for statistical education and practice;
- promote the development of statistical methodology;
- promote a sense of community among all statisticians; and
- Provide a forum for the exchange of ideas between theoreticians and practitioners of statistics.
- Support excellence in statistical practice, research, journals, and meetings.
- Work for the improvement of statistical education at all levels.
- Anticipate and meet member's needs. Need conduct events and seminars to reveal the innate talent of the Varsity's university's student for noble cause.
- Use the discipline of statistics to enhance human welfare.
- Seek opportunities to advance the statistics profession.
- Conduct events and seminars to reveal the innate talent of the Varsity's students for noble cause.
- Create awareness among students regarding the latest developments taking place in the field of education.



The Environmental Protection Society

Introduction

The Environmental protection Society was established in 2014. Since then it is working for the cause of creating awareness among the students at the campus regarding the Environmental issues. This society is working on building a generation of students who are ready to work for environment protection and betterment.

Aims and Objectives

The aim of this society includes

- Creating awareness among students about current environment issues.
- Encouraging students to take part in debates regarding environmental problems and present. Their ideas to resolve certain environmental issues.
- Campaigning for healthy environment.
- Create awareness and taking action for cleaner environment.
- Creating awareness of biodiversity and its importance in environment
- Organizing Seminars, Lectures and Debating Competitions.
- Trips, Walks and Campaigns for creating awareness about the environmental hazards.
- Celebration of Environment Day annually.
- Poster and Model Competition regarding Environmental issues



General Facilities

Library

Membership

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

Library Discipline

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

Cancelling of library membership

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

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

Reference Services

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

Circulation Services

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



Hostel

Residential Facility

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

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

Other Facilities

Photocopy Shop

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

Cafeteria

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



Transportation

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

GOVERNMENT COLLEGE WOMEN UNIVERSITY SIALKOT UNIVERSITY BUSES ROUTES

GCWUS TO DASKA-SAMBRIAL:- 

GCWUS TO ZAFARWAL:- 

GCWUS TO KINGRA:- 

