

Government College Women University Sialkot

FACULTY HANDBOOK

PERFORMANCE EVALUATION STANDARDS FOR THE HEIS STANDARD 4

YEAR 2015

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Faculty and Staff Handbook

WELCOME

Welcome to GC Women University Sialkot!

We are glad you have chosen to join us. These policies are intended to give you an overview of your obligations and responsibilities during your employment here. We believe many of your questions about your work at GC Women University Sialkot will be answered in these policies. The development or amendment of these policies is solely at the discretion of GCWUS. It is a good habit to check periodically to make sure you have the most recent version of these policies.

These policies replace any previous versions and supersede any and all memoranda or previous policies/practices here at GCWUS. If there is any question about a current policy, this Faculty Handbook should be the primary guide. Please review these policies carefully and ask your supervisor/ department head if you have any questions.

May your work here at GCWUS be a rewarding experience for you.

Best wishes as you work with us.



GC Women University Sialkot (GCWUS) Faculty and Staff Handbook

OVERVIEW

GC Women University Sialkot - (GCWUS)'s Faculty and Staff Handbook has been prepared to provide a summarized ready-reference to those procedures, policy statements and regulations that are of particular concern to members of GCWUS faculty and staff. It does not claim to be a comprehensive documentation of all of the Institutional matters. It is intended that this handbook will provide introductory information about the Institute to new and existing members of GCWUS and will also serve as a convenient reference on HR policies and procedures.

This Handbook is also available on the official website. The information in this handbook is subject to change as and when deemed necessary. Amendments will be issued to keep this document up-to-date.



**THE GOVERNMENT COLLEGE WOMEN UNIVERSITY SIALKOT ACT
2012
(ACT VII OF 2013)
C O N T E N T S**

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**Government College Women University Sialkot Act 2013
(Act VII of 2013)**

[5 January 2013]

*An Act to provide for the establishment of the
Government College Women University Sialkot.*

Preamble.– Whereas it is expedient to provide for the establishment of the Government College Women University Sialkot and for ancillary matters;

It is enacted as follows:-

**CHAPTER I
PRELIMINARY**

1. **Short title and commencement.**– (1) This Act may be cited as the Government College Women University Sialkot Act 2012.
(2) It shall come into force at once.
2. **Definitions.**– In this Act–
 - (a) “Academic Council” means the Academic Council of the University;
 - (b) “affiliated college” means a college or institute affiliated with the University;
 - (c) “Authority” means an Authority of the University;

- (d) “chairperson” means the head of a department, principal of a constituent college or director of an institute;
- (e) “Chancellor” means the Governor of the Punjab;
- (f) “Commission” means the Higher Education Commission set up under the Higher Education Commission Ordinance, 2002 (LIII of 2002);
- (g) “constituent college” means a college maintained and administered by the University;
- (h) “Controller of Examinations” means the Controller of Examinations of the University;
- (i) “Dean” means the head of a faculty of the University;
- (j) “department” means a teaching department maintained and administered by the University in the prescribed manner;
- (k) “faculty” means an administrative and academic unit of the University consisting of one or more departments, institutes or constituent colleges;
- (l) “Government” means Government of the Punjab;
- (m) “institute” means an institute established, maintained and administered by the University;
- (n) “prescribed” means prescribed by the rules, statutes or regulations;
- (o) “Pro-Chancellor” means the Pro-Chancellor of the University;
- (p) “Pro-Vice Chancellor” means the Pro-Vice Chancellor of the University;
- (q) “Registrar” means the Registrar of the University;
- (r) “Search Committee” means the Search Committee consisting of at least five persons constituted by the Government for making recommendations for the appointment of the Vice Chancellor;
- (s) “statutes”, “regulations” and “rules” mean respectively the statutes, regulations and rules made under the Act;
- (t) “Syndicate” means the Syndicate of the University;
- (u) “teacher” includes a Professor, Associate Professor, Assistant Professor, Lecturer, Teaching Assistant, Demonstrator and Instructor engaged whole-time by the University and such other person as may be prescribed;
- (v) “Treasurer” means the Treasurer of the University;
- (w) “University” means the Government College Women University Sialkot; and
- (x) “Vice Chancellor” means the Vice Chancellor of the University.

CHAPTER II

THE UNIVERSITY

- 3. Incorporation.**– (1) The Government shall, by notification, reconstitute the Government College for Women Sialkot as the Government College Women University Sialkot.
- (2) The University shall be a body corporate having perpetual succession and a common seal with power to acquire, hold and dispose of property and shall, by the aforesaid name, sue and be sued.
 - (3) The Government may, by notification, affiliate any of its post graduate and degree colleges with the University.
 - (4) The University may, with the approval of Government, open and administer a sub-campus of the University.
 - (5) The University shall consist of the following:-
 - (a) Chancellor;

- (b) Pro-Chancellor;
 - (c) Vice Chancellor;
 - (d) Pro-Vice Chancellor;
 - (e) members of an Authority;
 - (f) chairpersons and Deans;
 - (g) teachers and students of the University; and
 - (h) officers and members of the staff of the University.
- (6) The property on which the Government College for Women Sialkot is established shall stand transferred to the University.
- (7) All employees of the Government serving in the Government College for Women, Sialkot immediately before coming into force of this Act shall be considered on deputation with the University.
- (8) Subject to the Criteria notified by the University, an employee of the Government on deputation with the University may, within three hundred and sixty five days from the date of commencement of this Act, opt for absorption in the service of the University as a one time option.

4. Functions of the University.– (1) The University shall–

- (a) provide for education in such branches of knowledge as it may deem fit, and make provisions for research, service to the society and for the application, advancement and dissemination of knowledge in such manner as it may determine;
- (b) establish, maintain and administer a department, constituent college or an institute;
- (c) establish and support other facilities for education, training and research;
- (d) prescribe courses of studies;
- (e) decide teaching methods and strategies in order to ensure the most effective educational and training programmes;
- (f) hold examinations in the prescribed manner and, if a person qualifies the examination, award degree, diploma, certificate and other academic distinction to the person;
- (g) prescribe the terms and conditions of employment of the officers, teachers and other employees of the University;
- (h) engage, where necessary, a person on contract for specified duration and to specify the terms of the engagement;
- (i) provide career counselling and job search services to the students and alumni;
- (j) maintain linkages with alumni;
- (k) provide and support the academic development of the faculty of the University;
- (l) confer degree on a person who has successfully conducted research in the prescribed manner;
- (m) institute Professorship, Associate Professorship, Assistant Professorship and Lectureship or any other post and may appoint a person on the post;
- (n) create a post for research, extension, administration or other related purposes and appoint a person to the post;
- (o) institute and award financial assistance to students in need, fellowships, scholarships, bursaries, medals and prizes in the prescribed manner;
- (p) provide for the residence of the students, establish and maintain halls of residence and may approve or licence a hostel, lodging or boarding place;
- (q) maintain order, discipline and security in a campus of the University;
- (r) promote the extracurricular and recreational activities of the students and make arrangements for promoting health and general welfare of the students;

- (s) demand and receive such fees and other charges as it may determine; and
- (t) perform any other prescribed or ancillary function.
- (2) The University may:
 - (a) institute programs for the exchange of students and teachers between the University and any other university, educational institution or research organization;
 - (b) develop and implement fund-raising plans;
 - (c) accept an examination and the period of study spent by a student of the University at any other university or place of learning equivalent to an examination or period of study of the University and may withdraw such acceptance;
 - (d) cooperate with a public authority, university or private organization in the prescribed manner;
 - (e) make provision for research, advisory or consultancy services and enter into arrangements with any other institution, public or private body, commercial or industrial enterprise in the prescribed manner;
 - (f) receive and manage property transferred and grants, contributions made to the University and to invest any fund in the manner as it may deem fit;
 - (g) print and publish research or work;
 - (h) admit any college or other educational institution to its privileges or withdraw such privileges in the prescribed manner;
 - (i) affiliate or disaffiliate a college or any other educational institution in the prescribed manner; and
 - (j) exercise any power ancillary to the above powers or as may be prescribed.

5. University to be open to all classes, creeds, etc.— The University shall be open to all persons irrespective of their religion, race, creed, class or color and the University shall not deny its privileges to a person on any such grounds.

6. Jurisdiction.— The jurisdiction of the University shall be restricted to the Province of the Punjab.

CHAPTER III

OFFICERS OF THE UNIVERSITY

- 7. Officers of the University.**— The following shall be the officers of the University—
- (a) Chancellor;
 - (b) Pro-Chancellor;
 - (c) Vice Chancellor;
 - (d) Pro-Vice Chancellor;
 - (e) Deans;
 - (f) chairpersons;
 - (g) Registrar;
 - (h) Treasurer;
 - (i) Controller of Examinations; and
 - (j) such other persons as may be prescribed.

- 8. Chancellor.**— (1) The Governor of the Punjab shall be the Chancellor of the University.
- (2) The Chancellor or a nominee of the Chancellor shall preside at convocation of the University.
 - (3) The University may, subject to the prior approval of the Chancellor, confer honorary degree.
 - (4) Subject to this Act, the Chancellor may approve the draft statutes submitted by the Syndicate or refer the statutes back to the Syndicate for reconsideration.
 - (5) In the performance of all the functions under this Act, the Chancellor shall act and shall be bound in the same manner as the Governor of a Province acts and is bound under clause (1) of Article 105 of the Constitution of the Islamic Republic of Pakistan.
- 9. Inspection and inquiry.**— (1) The Chancellor may direct inspection or inquiry into the affairs of the University.
- (2) The Chancellor shall convey the views with regard to the result of the inspection or inquiry to the Syndicate and may, after ascertaining the views of the Syndicate, recommend any remedial action to the Syndicate.
 - (3) The Syndicate shall, within the time specified by the Chancellor, submit report to the Chancellor about the action taken on the recommendation of the Chancellor.
 - (4) If the Syndicate fails to take action to the satisfaction of the Chancellor within the specified time, the Chancellor may issue such direction as the Chancellor deems appropriate and the Syndicate shall comply with the direction.
 - (5) The Chancellor may set aside a decision or action of the Syndicate, which, in the opinion of the Chancellor, is against the law, interest of academic excellence of the University, religious or cultural ideology, or national integrity.
- 10. Pro-Chancellor.**— (1) Minister for Higher Education of the Government shall be the Pro-Chancellor of the University.
- (2) The Pro-Chancellor shall perform functions under this Act and exercise powers of the Chancellor, except the powers under section 9 of the Act, as may be prescribed or assigned to the Pro-Chancellor by the Chancellor.
- 11. Vice Chancellor.**— (1) A person who is eligible and who is not more than sixty five years of age on the last date fixed for submission of applications for the post of the Vice Chancellor may apply for the post.
- (2) The Government shall determine, by notification in the official Gazette, the qualifications, experience and other relevant requirements for the post of the Vice Chancellor.
 - (3) The Government shall constitute, for a term of two years, a Search Committee consisting of not less than three and not more than five members for making recommendations for appointment of the Vice Chancellor,
 - (4) The Search Committee shall follow such procedure and criteria, for selection of the panel for the post of the Vice Chancellor, as the Government may, by notification, determine.
 - (5) The Search Committee shall recommend to the Government, in alphabetical order, a panel of three persons who, in its opinion, are suitable for appointment as the Vice Chancellor.
 - (6) The Chancellor shall appoint the Vice Chancellor for each term of four years but the Vice Chancellor shall serve during the pleasure of the Chancellor.
 - (7) The Government shall determine the terms and conditions of service of the Vice Chancellor.
 - (8) The incumbent Vice Chancellor shall not be allowed any extension in the tenure but subject to eligibility the Vice Chancellor may again compete for the post of the Vice Chancellor in accordance with the procedure prescribed by or under this section.

- (9) If the office of the Vice Chancellor is vacant or the Vice Chancellor is absent or is unable to perform the functions of the Vice Chancellor owing to any cause, the Pro-Vice Chancellor shall perform the functions of the Vice Chancellor but, if at any time, the office of Pro-Vice Chancellor is also vacant or the Pro-Vice Chancellor is absent or is unable to perform the functions of the Vice Chancellor owing to any cause, the Chancellor shall make such temporary arrangements for the performance of the duties of the Vice Chancellor as the Chancellor may deem fit.

12. Powers of the Vice Chancellor.– (1) Subject to this Act, the Vice Chancellor shall be the chief executive officer of the University and shall ensure that the provisions of the Act, statutes, regulations and rules are faithfully observed.

- (2) The Vice Chancellor may attend a meeting of any Authority or body of the University.
- (3) Subject to the conditions as may be prescribed, the Vice Chancellor may, in an emergency, take an action which is not otherwise in the competence of the Vice Chancellor but is within the competency of any Authority.
- (4) The Vice Chancellor shall, within seven days of taking an action under sub-section (3), submit a report of the action taken to the Pro-Chancellor and to the members of the Syndicate; and the Syndicate shall, within forty five days of such an action of the Vice Chancellor shall pass such orders as the Syndicate deems appropriate.
- (5) Subject to the general supervision and control of the Syndicate, the Vice Chancellor may–
 - (a) direct a teacher, officer or other employee of the University to take up such assignment in connection with examination, administration or any other activity in relation to the University;
 - (b) sanction by re-appropriation an amount for an unforeseen item not provided for in the budget of the University;
 - (c) make appointments of such categories of employees of the University and in such manner as may be prescribed;
 - (d) take disciplinary action against a teacher, officer or any other employee of the University in the prescribed manner;
 - (e) delegate, subject to such conditions as may be prescribed, any of the powers of Vice Chancellor to a teacher or officer of the University; and
 - (f) exercise such other powers as may be prescribed.
- (6) The Vice Chancellor shall prepare an annual report containing information as regards the preceding academic year including disclosure of all relevant facts pertaining to academics, research, administration and finances of the University.
- (7) The Vice Chancellor shall, within three months of the end of an academic year, submit the annual report of the University before the Syndicate.

13. Pro-Vice Chancellor.– (1) The Chancellor shall appoint the Pro-Vice Chancellor of the University, from amongst the three senior most Professors, for a term of three years.

- (2) The Pro-Vice Chancellor shall perform the functions as may be assigned to Pro-Vice Chancellor under this Act, statutes or regulations.
- (3) The Syndicate or Vice Chancellor may assign any function to the Pro-Vice Chancellor.

14. Registrar.– (1) The Syndicate shall, on the recommendation of the Vice Chancellor, appoint a Registrar in such manner and on such terms and conditions as may be prescribed.

- (2) The Syndicate shall not appoint a person as Registrar unless the person possesses the prescribed qualifications and experience.

- (3) The Registrar shall be a full-time officer of the University and shall–
 - (a) be the administrative head of the secretariat of the University and be responsible for the provision of secretariat support to the Syndicate and the Vice Chancellor;
 - (b) be the custodian of the common seal and the academic records of the University;
 - (c) maintain a register of the students and graduates in the prescribed manner;
 - (d) supervise the process of election, appointment or nomination of a member to an Authority or body of the University in the prescribed manner; and
 - (e) perform such other duties as may be prescribed.
- (4) The Registrar shall hold office for a term of three years.

15. Treasurer.– (1) The Syndicate shall, on the recommendation of the Vice Chancellor, appoint a Treasurer in such manner and on such terms and conditions as may be prescribed.

- (2) The Syndicate shall not appoint a person as Treasurer unless the person possesses the prescribed qualifications and experience.
- (3) The Treasurer shall be the chief financial of the University and shall–
 - (a) manage the assets, liabilities, receipts, expenditures, funds and investments of the University;
 - (b) prepare the annual and revised budget estimates of the University and present the estimates to the Syndicate;
 - (c) ensure that the funds of the University are spent according to the budget or any other special arrangement;
 - (d) ensure that the accounts of the University are audited annually and are available for submission to the Syndicate within six months of the end of a financial year; and
 - (e) perform such other functions as may be prescribed or assigned to Treasurer by the Syndicate.
- (4) The Treasurer shall hold office for a term of three years.

16. Controller of Examinations.– (1) The Syndicate shall, on the recommendation of the Vice Chancellor, appoint a Controller of Examinations in such manner and on such terms and conditions as may be prescribed.

- (2) The Syndicate shall not appoint a person as Controller of Examinations unless the person possesses the prescribed qualifications and experience.
- (3) The Controller of Examinations shall be a full-time officer and shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed.
- (4) The Controller of Examinations shall hold office for a term of three years.

17. Appointments.– The University may appoint such persons in its service as may be necessary in such manner and on such terms and conditions as may be prescribed.

CHAPTER IV

AUTHORITIES OF THE UNIVERSITY

18. Authorities of the University.– (1) The following shall be the Authorities of the University–

- (a) Syndicate;
 - (b) Academic Council;
 - (c) Boards of Faculties;
 - (d) Board of Advanced Studies and Research;
 - (e) Selection Board;
 - (f) Finance and Planning Committee; and
 - (g) any other Authority as may be prescribed.
- (2) The Syndicate may constitute committees consisting of the members of the Syndicate or it may create committees consisting of members of the Syndicate or teachers or officers of the University or a combination of all or any of such persons.

19. The Syndicate.– (1) The Syndicate shall consist of–

- (a) Pro-Chancellor who shall be its chairperson;
 - (b) Vice Chancellor;
 - (c) Pro-Vice Chancellor;
 - (d) Secretary to the Government, Higher Education Department or a nominee not below the rank of Additional Secretary;
 - (e) Secretary to the Government, Finance Department or a nominee not below the rank of Additional Secretary;
 - (f) Secretary to the Government, Law and Parliamentary Affairs Department or a nominee not below the rank of Additional Secretary;
 - (g) Chairman of the Commission or a nominee not below the rank of a whole time member of the Commission;
 - (h) one Vice Chancellor of any public University of the Punjab to be nominated by the Chancellor;
 - (i) three senior most Deans of the faculty to be nominated by the Chancellor;
 - (j) three persons ²[including at least one woman] of eminence to be nominated by the Chancellor;
 - (k) Chairman Board of Intermediate and Secondary Education, Gujranwala;
 - (l) two Principals of constituent colleges to be nominated by the Government;
 - (m) two Principals of affiliated colleges to be nominated by the Government; and
 - (n) three women members of the Provincial Assembly of the Punjab to be nominated by the Speaker of the Assembly.
- (2) The Registrar shall be the Secretary of the Syndicate.
- (3) The Pro-Chancellor may nominate a member of the Syndicate to preside over a meeting of the Syndicate in the absence of the Pro-Chancellor.
- (4) The members of the Syndicate, other than ex-officio members, shall hold office for three years.
- (5) Eight members of the Syndicate shall constitute the quorum for a meeting of the Syndicate.
- (6) The Registrar shall, with the approval of the chairperson of the Syndicate, summon a meeting of the Syndicate.
- (7) The Syndicate shall take decision by majority of the votes of members present and voting and the Registrar shall clearly reflect in the minutes of the meeting the dissent, if any, along with the reasons of such dissent.

20. Powers and duties of the Syndicate.– (1) The Syndicate shall be the executive body of the University and shall, subject to the provisions of this Act and statutes, take effective measures to raise the standard of teaching, research, technological development, publication and other academic pursuits and exercise general supervision over the affairs of the University and management of the property of the University.

(2) Without prejudice to the generality of the foregoing powers and subject to the provisions of this Act, the Syndicate may–

- (i) hold, control and administer the property and funds of the University;
- (ii) govern and regulate, with due regard to the advice of the Finance and Planning Committee in this behalf, the finances, accounts and investments of the University and for that purpose, to appoint such agents as it may deem fit;
- (iii) consider and approve the annual report, the annual and revised budget estimates and to re-appropriate funds from one major head of expenditure to another;
- (iv) transfer and accept transfer of movable or immovable property on behalf of the University;
- (v) enter into, vary, carry out or cancel contracts on behalf of the University;
- (vi) cause proper books of account to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
- (vii) invest any money belonging to the University including any unapplied income in any of the securities described in section 20 of the Trusts Act 1882 (II of 1882), or in the purchase of immovable property or in such other manner, as it may determine, with the like power of varying such investments;
- (viii) receive and manage any property transferred, grants, bequests, trusts, gifts, donations, endowments and other contributions made to the University;
- (ix) determine the form, custody and regulation of the use of the Common Seal of the University;
- (x) provide buildings, libraries, premises, furniture, apparatus, equipments and other means required for carrying out the work of the University;
- (xi) establish and maintain halls of residence and hostels or approve or license hostels or lodgings for the residence of students;
- (xii) affiliate or disaffiliate Colleges and Institutes;
- (xiii) admit educational institutions to the privileges of the University and withdraw such privileges;
- (xiv) arrange for the inspection of the academic departments;
- (xv) institute Professorships, Associate Professorships, Assistant Professorships, Lecturer ships' and other posts and to suspend or abolish such posts;
- (xvi) create, suspend or abolish such administrative, technical, research, extension or other posts as may be necessary;
- (xvii) appoint University teachers and other officers on the recommendation of the Selection Board for teaching and other managerial posts;
- (xviii) confer with prior approval of the Chancellor, an honorary degree;
- (xix) prescribe the duties of the officers, teachers and other employees of the University and of those working in the University on deputation or on contract;
- (xx) appoint members to the various Authorities, Committees and Bodies in a prescribed manner;

- (xxi) remove any person from the membership of any authority if such person has accepted any assignment which involves absence from the University for a continuous period of six months or more;
- (xxii) regulate, determine and administer, all other matters concerning the University and to this end exercise all necessary powers not specifically mentioned in this Act and statutes but not inconsistent with the provisions of the Act;
- (xxiii) appoint Professor Emeritus on such terms and conditions as may be prescribed;
- (xxiv) suspend, punish and remove from service in the prescribed manner officers, teachers and employees whom it is empowered to appoint;
- (xxv) consider and approve regulations recommended by the Academic Council; approve statutes and recommend those drafts of the statutes, for approval of the Chancellor, which pertain to terms and conditions of service of the University employees;
- (xxvi) delegate any of its powers to an Authority or officer or a committee or subcommittee; and
- (xxvii) perform such other functions as may be assigned to it under the Act and the statutes.

- 21. Academic Council.**– (1) The Academic Council shall consist of–
- (i) Vice Chancellor who shall be its Chairperson;
 - (ii) Deans;
 - (iii) chairpersons;
 - (iv) three Principals of affiliated colleges nominated by the Syndicate;
 - (v) all Professors including Professors Emeritus;
 - (vi) two Associate Professors, two Assistant Professors and two lecturers to be elected from amongst themselves;
 - (vii) three persons ⁴³[including at least one woman] of eminence to be nominated by the Syndicate;
 - (viii) Secretary to the Government, Higher Education Department or a nominee not below the rank of Deputy Secretary;
 - (ix) five experts ⁴⁴[including at least two female experts] in the field of education to be nominated by the Chancellor;
 - (x) Registrar (Member/Secretary);
 - (xi) Controller of Examinations; and
 - (xii) Librarian of the University.
- (2) The members of the Academic Council, other than ex-officio members, shall hold office for three years; and if the office of any such member becomes vacant before the expiry of the term, the vacancy shall be filled for the remaining period in the prescribed manner.
- (3) The quorum for a meeting of the Academic Council shall be one-third of the total number of members, a fraction being counted as one.

- 22. Powers and duties of the Academic Council.**– (1) The Academic Council shall be the academic body of the University and may lay down proper standards of instruction, research, publication and examination and to regulate and promote the academic life of the University and affiliated colleges.
- (2) In particular and without prejudice to the generality of the foregoing provisions, the Academic Council may:
- (i) advise the Syndicate on academic matters;
 - (ii) regulate teaching, research and examinations;

- (iii) regulate the admission of students to the courses of studies and examinations of the University and affiliated colleges;
- (iv) regulate the award of studentships, scholarships, medals and prizes;
- (v) regulate the conduct and discipline of students of the University and affiliated colleges;
- (vi) propose to the Syndicate schemes for the constitution and organization of faculties, institutes and other academic bodies;
- (vii) propose regulations on the recommendations of the Boards of Faculties and the Boards of Studies for consideration and approval of the Syndicate;
- (viii) propose for each academic year, on the recommendations of the Boards of Studies, regulations prescribing the courses of studies, the syllabi and the outlines of tests for all examinations; provided that, if the recommendations of a Board of Faculties or the Board of Studies are not received by the prescribed date, the Academic Council may, subject to the approval of the Syndicate, permit such regulations to continue for the following years;
- (ix) recognize the examinations of other Universities or examining bodies as equivalent to the corresponding examinations of the University;
- (x) appoint members to the Authorities in accordance with the provisions of this Act; and
- (xi) perform such other functions as may be prescribed by the statutes.

23. Board of Faculty.– (1) There shall be a Board of Faculty for each faculty which shall consist of–

- (a) Dean of the faculty (Chairperson);
 - (b) Professors and the chairpersons in the faculty;
 - (c) two teachers to be nominated by the Academic Council on the basis of their specialized knowledge of the subjects which, though not assigned to the faculty, have in the opinion of the Academic Council, important bearing on the subjects assigned to the faculty;
 - (d) two experts in the field from outside the University to be appointed by the Syndicate; and
 - (e) one member to be nominated by the Vice Chancellor.
- (2) The members other than ex-officio members of a Board of faculty shall hold office for a period of three years.
- (3) The quorum for a meeting of a Board of faculty shall be one half of the total number of members.
- (4) A Board of faculty, subject to the general control of the Syndicate and Academic Council, may–
- (a) co-ordinate the teaching and research work in the subjects assigned to the faculty;
 - (b) scrutinize the recommendations of a Board of Studies comprising a faculty with regard to the appointment of paper setters and examiners for graduate and postgraduate examinations and to forward the panels of suitable paper setters and examiners for each examination to the Vice Chancellor;
 - (c) consider any other academic matter relating to the faculty and to submit its report to the Academic Council;
 - (d) prepare a comprehensive annual report regarding the performance of each department, constituent college or Institute comprising the faculty for presentation to the Academic Council; and
 - (e) perform such other functions as may be prescribed by statutes.

24. Board of Advanced Studies and Research.– (1) The Board of Advanced Studies and Research shall consist of–

- (a) Vice Chancellor (Chairperson);
 - (b) all the Deans;
 - (c) Controller of Examinations;
 - (d) one University Professor from each faculty to be nominated by the Syndicate;
 - (e) one member to be nominated by the Vice Chancellor;
 - (f) three members from the relevant field, research organizations and Government, to be nominated by the Syndicate; and (g) Registrar (Secretary).
- (2) The term of office of the members of the Board of Advanced Studies and Research other than ex-officio members shall be three years.
- (3) The quorum for a meeting of the Board of Advanced Studies and Research shall be one half of the total number of members.

25. Functions of the Board of Advanced Studies and Research.– The Board of Advanced Studies and Research shall–

- (a) advise an Authority on all matters connected with the promotion of advanced studies and research publication in the University;
- (b) consider and report to an Authority with regard to a research degree of the University;
- (c) propose regulations regarding the award of a research degree;
- (d) appoint supervisors for a postgraduate research student and to approve title and synopsis of a thesis or dissertation;
- (e) recommend panels of names of examiners for evaluation of a research examination; and
- (f) perform such other functions as may be prescribed by the statutes.

26. Selection Board.– (1) The Selection Board shall consist of– (a) Vice Chancellor (Chairperson);

- (b) Dean of the faculty concerned;
 - (c) chairperson concerned;
 - (d) one ⁵⁴[female] member of the Syndicate to be nominated by the Syndicate;
 - (e) one eminent scholar to be nominated by the Syndicate;
 - (f) two experts ⁶⁰[including at least one female expert] to be nominated by the Government; and (g) Registrar (Secretary).
- (2) The members other than ex-officio members shall hold office for a period of three years.
- (3) Five members including at least one expert shall constitute the quorum for a meeting of the Selection Board.
- (4) No member who is a candidate or whose family member is a candidate, for a post to which appointment is to be made, shall take part in the proceedings of the Selection Board for selection of a candidate on such post.
- (5) In selection of candidates for the post of Professor or Associate Professor, the Selection Board shall co-opt or consult three experts in the subject and in selecting candidates for any other teaching post, two experts in the subject, to be nominated by the Vice Chancellor from a standing list of experts for each subject approved by the Syndicate.
- (6) The Syndicate may approve or revise the standing list of experts of a subject on the recommendation of the Selection Board.

27. Functions of the Selection Board.– The Selection Board shall–

- (a) consider the applications and recommend to the Syndicate, the names of suitable candidates for appointment to teaching and other posts and recommend suitable salary for the selected candidate; and
- (b) consider all cases of promotion or selection of officers of the University and recommend the names of suitable candidates for such promotion or selection to the Syndicate.

28. Finance and Planning Committee.– (1) The Finance and Planning Committee shall consist of–

- (a) Vice Chancellor (Chairperson);
 - (b) all the Deans;
 - (c) one member of the Syndicate to be nominated by the Syndicate;
 - (d) one member of the Academic Council to be nominated by the Academic Council;
 - (e) one representative each from Higher Education Department and Finance Department of the Government not below the rank of a Deputy Secretary;
 - (f) Director Planning or any other nominee of the Commission;
 - (g) Registrar; and
 - (h) Treasurer (Secretary).
- (2) The term of office of the nominated members shall be three years.
- (3) Five members of the Finance and Planning Committee shall constitute the quorum for a meeting of the Finance and Planning Committee.

29. Functions of the Finance and Planning Committee.– The Finance and Planning

Committee shall–

- (a) prepare the annual statement of accounts and propose annual budget estimates and make recommendations to the Syndicate;
- (b) review periodically the financial position of the University;
- (c) advise the Syndicate on all matters relating to finance, investments and accounts of the University; and
- (d) perform such other functions as may be prescribed by the statutes.

30. Appointment of Committees by Authorities.– Any Authority may constitute such standing, special or advisory committees as it may deem fit, and appoint to such committees persons who may not be its members.

CHAPTER V

STATUTES, REGULATIONS AND RULES

31. Statutes.– (1) Subject to the provisions of this Act, Syndicate may make statutes or recommend statutes relating to the matters specified in clauses (i) and (ii) of sub-section (2) to the Chancellor.

- (2) The statutes may be made to provide for and regulate all or any of the following matters:-
- (i) scales of pay, method of recruitment and other terms and conditions of service of officers, teachers and other employees of the University and the constitution of their pension, insurance, gratuity, provident fund and benevolent fund;
 - (ii) conduct and discipline of the officers, teachers and other employees of the University;
 - (iii) constitution, powers and duties of the Authorities and conduct of elections to such Authorities and related matters;
 - (iv) affiliation and disaffiliation of colleges, institutes, etc. and related matters;

- (v) admission of educational institutions to the privileges of the University and the withdrawal of such privileges;
 - (vi) establishment of Institutes, faculties, colleges, departments and academic divisions;
 - (vii) powers and duties of officers, teachers and employees of the University;
 - (viii) conditions for appointment of Professors Emeritus;
 - (ix) conditions on which the University may enter into arrangements with public bodies or other organizations for purposes of research and advisory services;
 - (x) general scheme of studies including the duration of courses, the system of examinations and the number of subjects and papers for examinations;
 - (xi) award of honorary degrees;
 - (xii) maintenance of register of students and registered graduates;
 - (xiii) conduct of elections for membership of Authorities of the University and related matters; and
 - (xiv) all other matters which are to be or may be prescribed or regulated by statutes.
- (3) The Syndicate shall recommend statutes under clauses (i) and (ii) of sub-section (2) to the Chancellor who may approve it with or without any modification or may refer it back to the Syndicate for reconsideration or may reject it.

32. Regulations.– (1) Subject to the provisions of this Act and the statutes, the Syndicate may, on the recommendation of the Academic Council, frame regulations in respect of all or any of the following matters:-

- (i) courses of study for degrees, diplomas and certificates of the University;
 - (ii) manner and method of teaching conducted in the University and affiliated colleges;
 - (iii) admission of students to the University and conditions under which they are admitted or allowed to take courses and examinations of the University and become eligible for the award of degrees, diplomas and certificates;
 - (iv) fees and other charges to be paid by students for admission to the courses of studies and the examinations of the University;
 - (v) conduct of examinations;
 - (vi) conduct and discipline of students of the University;
 - (vii) conditions of residence of the students of the University or colleges including the levying of fee for residence in halls of residence and hostels and approval of hostels, and lodgings for students;
 - (viii) conditions for acquiring research degrees;
 - (ix) institution of fellowships, scholarships, medals and prizes;
 - (x) institution of stipends and free and half-free studentships;
 - (xi) academic costume;
 - (xii) use of the library;
 - (xiii) formation of teaching departments and Boards of Studies; and
 - (xiv) all other matters which under the Act or the statutes are to be or may be prescribed by regulations.
- (2) The Academic Council shall prepare and submit the regulations to the Syndicate and the Syndicate may approve them with or without modifications or refer them back to the Academic Council for reconsideration or reject them.

- 33. Rules.**— (1) An Authority or a body of the University may make rules consistent with this Act, statutes and regulations, to regulate the conduct of its business.
- (2) The Syndicate may direct any Authority or body of the University to amend or repeal any rules made by the Authority or body.

CHAPTER VI

FINANCIAL PROVISIONS

- 34. University Fund.**– (1) There shall be a fund to be known as the Government College Women University Sialkot Fund which shall vest in the University and to which shall be credited all sums received by the University.
- (2) The University may accept donations in the shape of land, vehicle, equipment or any other item that may facilitate the functioning of the University and all such donations shall be used, maintained and disposed of by the University in the prescribed manner.
- 35. Budget, audit and accounts.**– (1) The budget of the University shall be approved and its accounts shall be maintained and audited in such manner as may be prescribed by the Syndicate.
- (2) The Syndicate may approve the budget of the University, appropriations of accounts of the University and settle an audit para relating to the audit of the University.
- (3) The Syndicate may delegate the power of appropriation or re-appropriation of funds to an officer of the University.

CHAPTER VII

MISCELLANEOUS

- 36. Appeal to Syndicate.**– (1) If an order is passed by an Authority, body or officer of the University, other than the Chancellor, and an appeal against the order is not provided under the statutes or regulations, any aggrieved person may prefer an appeal against the order to the Syndicate.
- (2) The Syndicate may constitute a committee of its members to hear and dispose of any appeal on behalf of the Syndicate.
- (3) If a member of the Syndicate is the officer who passed the order or who is also member of the Authority against whose order appeal is filed before the Syndicate, such member shall not hear the appeal as member of the Syndicate or committee constituted to hear and dispose of the appeal.
- 37. Removal of difficulties.**– If any difficulty arises in giving effect to any of the provisions of this Act, the Government may give such directions, not inconsistent with the Act, as it may consider necessary for the removal of such difficulty.
- 38. Indemnity.**– No suit or legal proceedings shall lie against the Government, the University or any Authority, officer or employee of the Government or the University or any person in respect of anything which is done in good faith under this Act.

**STATUTES FOR COMPOSITION AND FUNCTIONS OF FACULTIES
OF
GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT**

Faculties

The University shall include the following faculties.

1) Faculty of Natural Sciences

The faculty of Natural Science shall comprise of

- a. Department of Botany
- b. Department of Chemistry
- c. Department of Computer Science
- d. Department of Information Technology
- e. Department of Mathematics
- f. Department of Physics
- g. Department of Statistics
- h. Department of Zoology

2) Faculty of Arts & Social Sciences

The faculty of Social Science shall comprise of

- a. Department of English
- b. Department of Fine Arts
- c. Department of Islamic Studies
- d. Department of Psychology
- e. Department of Political Science
- f. Department of Sociology
- g. Department of Urdu

3) Faculty of Administrative & Management Sciences

The faculty of Administrative and Management Science shall comprise of

- a. Department of Business Administration
- b. Department of Commerce
- c. Department of Economics

1. There shall be a Board of each Faculty which shall consist of

- (i) The Dean to be appointed in the prescribed manner as per rule.
- (ii) the Professors and the Chairmen of the Teaching Departments comprised in the Faculty;

- (iii) (one Lecturer, one Assistant Professor and one Associate Professor to be appointed by rotation in order of seniority from each Department constituted in the Faculty; and
 - (iv) Three teachers to be nominated by the Academic Council by reason of their specialized knowledge of the subjects which, though not assigned to the Faculty, have in the opinion of the Academic Council, important bearing on the subjects assigned to the Faculty.
2. The members mentioned in clauses (iii) and (IV) of above paragraph shall hold office for two years.
 3. The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, a fraction being counted as one.
 4. The Board of each Faculty shall, subject to the general control of the Academic Council and the Syndicate, have the powers:-
 - a. to co-ordinate the teaching, publication and research work in the subjects assigned to the Faculty;
 - b. to scrutinize the recommendations of the Boards of Studies comprised in the Faculty in regard to the appointment of paper setters and examiners, except for research examinations, and to forward the panels of suitable paper setters and examiners for each examination to the Vice-Chancellor;
 - c. to consider any other academic matter relating to the Faculty and to report thereon to the Academic Council; and
 - d. To perform such other functions as may be assigned.

5. Deans of Faculty

1. There shall be a Dean of each Faculty, who shall be the convener of the Faculty council.
 2. The Dean of each Faculty shall be appointed by the Syndicate from amongst the three senior most professors in the Faculty for a period of three years and shall be eligible for re-appointment.
 3. The Dean shall present candidates for admission to degree except Honorary Degrees, in the course falling within the previews of the Faculty.
 4. The Dean shall coordinate and supervise inter-departmental matters relating to teaching and research.
 5. The Dean shall exercise such administrative and academic powers as may be delegated to her.
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STATUTES FOR EMPLOYEES EFFICIENCY AND DISCIPLINE OF GOVERNMENT COLLEGE WOMEN, SIALKOT

1. Short title, commencement and application:-

These statutes may be called Government College Women statutes for Employees Conduct and Discipline – 2015

- i) They shall come into force at once and apply to all employees except holders of such posts, as may be specified by the Chancellor.

(i) Definitions:

1) In these statutes, unless the context otherwise requires:-

- a) **“Accused”** means an employee of the against whom action is to be taken under these statutes;
- b) **“Authorized Officer”** means a person authorized by the Competent Authority to perform functions of an authorized officer under these Statutes;
- c) **“Competent Authority”** means an officer or Authority, competent to appoint the accused;
- d) **“Employee”** includes a teacher and an officer other than Chancellor, Pro-Chancellor or Vice-Chancellor.
- e) **“Misconduct”** means conduct prejudicial to good order of service, discipline or conduct unbecoming of an officer and a lady/gentleman and includes any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Chancellor, Pro-Chancellor, the Vice Chancellor, or any Officer/Authority of the university in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of her service; and
- f) **“Penalty”** means a penalty which may be imposed under these statutes.

2) In case two or more University employees are to be proceeded against jointly, the competent authority or, as the case may be, the authorized officer for such an employee senior-most rank, shall be the Competent Authority or, as the case may be, the Authorized Officer in respect of all such accused.

3) Words and expressions used but not defined shall bear the same meanings as they bear in the Government College Women University Sialkot ACT 2012 (VII of 2013).

(ii) **Grounds for penalty** A University employee, who :-

- a) is inefficient or has ceased to be efficient: or
- b) is guilty of misconduct; or
- c) is corrupt, or may reasonably be considered corrupt because:-
 - i. s/he is, or any of his/her dependents or any other person through her/him or her/his behalf, is in possession of pecuniary resources or of property disproportionate to her/his known sources of income which she/he cannot reasonably account for; or
 - ii. s/he has assumed a style of living beyond his/her perceived means
- d) is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or

is guilty of disclosure of official secrets to any unauthorized person, and his/her retention in service is, prejudicial to the interest of the University or national security; shall be liable to be proceeded against under these Rules and one or more of the penalties hereinafter mentioned may be imposed on him/her.

ii) **Penalties:**

1) The following are the minor and major penalties, namely:

a) Minor Penalties

- i) Censure;
- ii) With holding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the Rules or orders pertaining to the service or post;
- iii) Stoppage, for a specific period, at an efficiency bar in the time-scale, otherwise than unfitness to cross such bar;
- iv) Recovery of the whole or any part of any pecuniary loss caused to the University by negligence or breach of orders.

b) Major Penalties:-

- i) Reduction to a lower grade or post time-scale or to a lower stage in a time-scale;
 - ii) Compulsory retirement;
 - iii) Removal from service; and
 - iv) Dismissal from service.
- a) Removal from service does not, but dismissal from service does, disqualify for further employment.
- b) In these Rules, removal or dismissal from service does not include the discharge of an University employee;
- a) Appointed on probation, during the period of probation or training rules applicable to him; or
 - b) Appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
 - c) Engaged under a contract, in accordance with the name of contract.

5. Initiation of proceedings:

If, in the opinion of the Competent Authority, there are sufficient grounds for proceeding against a University employee, it shall direct the authorized officer to proceed against the said University employee.

1. Inquiry procedure to be observed by the Authorized Officer:

The following procedure shall be observed by the Authorized Officer when a University employee is proceeded against under these Rules:-

- 1- In case where a University employee is accused of subversion, corruption or misconduct, the Authorized Officer may require him to proceed on leave, if due, or, with the approval of the competent authority, suspend him, provided that any continuation of such leave or suspension shall require approval of the Competent Authority after every three months;
- 2- The Authorized Officer shall decide whether in light of facts of the case or the interest of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he/she so decides, he/she shall appoint an Inquiry Officer or Inquiry Committee consisting of two or more persons who or one of whom shall be of the rank senior to the accused or all of the co-accused.
- 3- If the Authorized Officer decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall—
 - a) By order, in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
 - b) Give him a reasonable opportunity of showing cause against that action:
Provided that no such opportunity shall be given where the Competent Authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.
- 4- On receipt of the explanation of the accused, if any, the proved. If it is proposed to impose a minor penalty, he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Competent Authority along with the explanation of the accused, and his own recommendations regarding the penalty to be imposed.

2. Procedure to be observed by the Inquiry Officer and Inquiry Committee:

Where an Inquiry Officer or Inquiry Committee is appointed, the Authorized Officer shall:-

- 1) Frame a charge and communicate it to the accused together with statement of allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.
- 2) Require the accused, within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defense of the accused, as may be considered necessary, and the accused shall be entitled to cross-examine the witness against him.
- 3) The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and examine such oral or documentary evidence in support of the charge or in defense of the accused, as may be considered necessary, and the accused shall be entitled to cross-examine the witness against him.
- 4) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons therefore, shall be reported forthwith to the Authorized Officer. Normally no adjournment shall be for more than a week.

- 5) Where the Inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper the progress of the enquiry, he/she or it shall administer a warning and if, thereafter, he/she or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he/she or it thinks best suited to do substantial justice.
- 6) If the accused absents him/her from the enquiry on medical grounds, he/she shall be deemed to have hampered or attempted to hamper the progress of the enquiry unless medical leave, applied for by him/her is sanctioned on the recommendation of a Medical Board. Where, in view of the serious condition of the accused, it may not be possible for him/her to appear before the Medical Board, the Board shall examine him/her at his/her residence of which complete address must always be given in the leave application and at which he/she must be available.
 Provided that the authorized officer may, in his discretion, sanction medical leave up to seven days without the recommendation of the Medical Board.
- 7) The Inquiry Officer or the Committee, as the case may be shall, within ten days of the conclusion of proceedings or such longer period as may be allowed by the Authorized Officer, submit his/her or its findings and the grounds thereof to the Authorized Officer.
- 8) On the receipt of the report of Inquiry Officer or Inquiry Committee, the Authorized Officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Competent Authority along with the charge-sheet, a statement of allegations served on the accused, explanation of the accused, the findings, of the Inquiry Officer or Inquiry Committee and his/her own recommendations regarding penalty to be imposed.

3. Action by the Competent Authority:

In the case of any proceedings, the record of which has been reported for under clause (4) of section 5 or clause (8) of section 6, the Competent Authority shall, after affording the accused an opportunity of being heard in person, pass such order as it may deem fit.

4. Rules not to apply in certain cases:-

Nothing in these statutes shall apply to a case:

- 1) Where the accused is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence of fine or of imprisonment:
- Or**
- 2) Where the authority is satisfied that, for reasons to be recorded in writing, it is not reasonably practicable to give the accused an opportunity of showing cause.

10. Procedure of inquiry against officer lent to the Government or other Universities, Institutions etc.:

- 1) Where the services of a University employee to whom these Rules apply are lent to any Government or to other institutions or to a local or other authority, in these Rules referred to as the borrowing competent authority, the borrowing Competent Authority shall have the suspension or requiring him to proceed on leave and of initiating proceedings against him/her under these Rules.

Provided that the borrowing Competent Authority shall forthwith inform the Competent Authority which has lent his services, hereinafter in these statutes referred to as the lending Competent Authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be:

Provided further that the borrowing Competent Authority shall obtain prior approval of the syndicate before taking any action under these Rules against an University employee holding a post in Grade 17 or above.

- 2) If, in the light of the findings in the proceedings taken against a University employee in terms of clause (1) above, the borrowing Competent Authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending competent authority the record of the proceedings and thereupon the lending competent authority shall take action as prescribed in these Rules.

11. Power to order Medical Examination as to mental or bodily infirmity:

- 1) Where it is proposed to proceed against a University employee on the ground of inefficiency by reasons of infirmity of mind or body, the Competent Authority may, at any stage, whether or not an Authorized Officer has been directed to proceed against him, require the University employee to undergo a medical examination by a Medical Board or a Medical Officer/ Superintendent as the Competent Authority may direct, and the report of the Board or the Medical Superintendent shall for part of the proceedings.
- 2) If a University employee refuses to undergo such an examination, his refusal may, subject to the consideration of such grounds as he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of the examination would prove unfavorable to him/her.

12. Appeal against penalty:

Any University employee on whom a penalty has been imposed under these statutes, may within 30 days from the date of the communication of the order, may file appeal against the order.

Provided if the Syndicate is satisfied that there is sufficient ground for extending the time, it may entertain the appeal or the review petition at any time.

13. Petition of Appeal:

Every appeal, preferred under these Rules shall be made in the form of a petition in writing and shall set forth concisely the grounds of objection to the order appealed from and shall not contain disrespectful or improper language and shall be submitted to the Vice-Chancellor and she shall forward the same along with the comments, within a fortnight, to the Syndicate.

14. Determination of appeal by the Syndicate:

The Syndicate shall cause notice to be given to the appellant and the Competent Authority or the Authorized Officer imposing penalty, of the time and place at which such appeal will be heard. The Syndicate shall send for the record of the case, if such record is not already with it. After perusing such record and hearing the appellant, if he/she appears and the representative of the punishing authority, if he/she appears the Syndicate may, if it considers that there is no sufficient ground for interfering, dismiss the appeal or may:-

- 1)
 - a) reverse the finding and acquit the accused; or
 - b) order and direct that further or fresh inquiry be made or
 - c) alter the findings maintaining the penalty or with or without altering the finding, reduce the penalty: or
 - d) subject to the provisions of clause(2) enhance the penalty.
- 2) where the syndicate proposes to enhance the penalty, it shall:-
 - a) by order, in writing, inform the accused of the action proposed to be taken and the grounds of the action; and
 - b) give him a reasonable opportunity to show cause against that action.
- 3) In dealing with an appeal, the Syndicate, if thinks additional evidence to be necessary, may either take such evidence itself or direct it to be taken by the Authorized Officer and when such evidence has been taken the Syndicate shall thereupon propose to dispose of the appeal.

15. No second appeal except in certain cases:

1. No appeal shall lie against any order made by the Syndicate except in case the Syndicate enhances the penalty.
 2. In every case, in which the Syndicate enhances the penalty impose by the Competent Authority or the Authorized Officer, the accused may, within 30 days of the communication of the order make appeal to the Syndicate. Provided if the Syndicate is satisfied that there is sufficient ground for extending the time, it or he may entertain the appeal or the review petition at any time.
 3. The appeal shall be filed in the manner indicated in Rule 13 and the Senate shall determine the appeal in the manner provided in this Rule 15 and may, in its discretion, exercise any of the power in the said Rules.
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**STATUTES REGARDING APPOINTMENT AND DUTIES OF DEANS
OF
GOVERNMENT COLLEGE WOMEN UNIVERSITY SIALKOT**

Appointment of Dean:

1. There shall be a Dean of each Faculty, who shall be the Chairman and Convener of the Board of the Faculty.
2. The Dean of each Faculty shall be appointed by the Syndicate from amongst the three senior most Professors/Associate Professors in the Faculty for a period of three years and shall be eligible for re-appointment.
3. Provided that if no Professor/Associate Professor is available in a Faculty, a Professor/Associate Professor from some other Faculty may act as a Dean till a Professor/Associate Professor of the Faculty itself is appointed.

Duties and Responsibilities of the Dean:

1. The Dean's position is highly responsible requiring full time attention.
2. The Dean shall be responsible to the Vice Chancellor for the administration of the Faculty and shall exercise the responsibilities of the Faculty Dean in accordance with the policies and procedures of the University.
3. The Dean is expected to maintain the confidence of the Faculty under her control and also maintain good working relationship with University administration.
4. The Dean shall chair the Faculty Board meeting. It is the responsibility of the Dean to develop Faculty development policies with consultation of the Chairpersons of the relevant departments
5. Shall maintain the record of students of her Faculty.
6. Shall provide the University administration with the views of the departments on issues and plans
7. Shall develop a budget for the administration of the Faculty and ensure that the budget is expended keeping in view the general objectives towards which the budget was developed.
8. Shall maintain link between her Faculty, other faculties, QEC, Directorate of Research, Directorate of Faculty Development and other national/international academic institutions, research organizations and industry.
9. Shall liaison with the relevant professional bodies.
10. Shall support curriculum development and initiation of new undergraduate and graduate programs in line with the University's overall academic vision.
11. Encourage high standards of teaching, methods of teaching evaluation and grading practices.
12. Shall foster and encourage research within the Faculty.
13. The Dean shall present candidates for admission to degrees, except Honorary Degrees, in the courses falling within the purview of the Faculty.
14. The Dean shall perform such administrative and academic duties as may be assigned to her by the Vice chancellor.

STATUTES REGARDING APPOINTMENT OF CHAIRPERSONS AND THEIR DUTIES

Appointment of Chairperson:

- 1) There shall be a teaching department/institute/Centre for each subject or a group of subjects, as may be prescribed by Regulations, and each teaching department/institute shall be headed by a Chairperson/Director.
- 2) The Chairperson of a Teaching Department and the Director of an Institute shall be appointed by the Syndicate on the recommendation of the Vice-Chancellor from amongst the three senior-most Professors of the Department for a period of three years and shall be eligible for reappointment.
- 3) Provided that in a Department where there are less than three Professors the appointment shall be made from amongst the three senior most Professors and Associate Professors of the Department.
- 4) Provided further that in a Department, in which there is no Professor or Associate Professor, no such appointment shall be made and the Department shall be looked after by the Dean of the Faculty with the assistance of the senior most teacher of the Department.

Duties of the Chairperson/Director:

1. The Chairperson of the Department in consultation with the staff of the department and relevant Dean of the Faculty shall formulate and monitor the academic planning, development and performance of the department, prepare departmental strategic plans.
2. Promote excellence in teaching, research and community service
3. Develop a vision that supports the particular goals of the department and goals of the University.
4. Work with University authorities for infrastructure planning and provision of facilities.
5. Provide key communication link between the University administration and the departmental faculty.
6. Provide equal opportunity to all faculty members for their professional growth.
7. Ensure that the information which she receives from the University authorities is appropriately acted upon and/or disseminated within the department if so required.
8. Hold staff meeting at least twice each semester and will be responsible for chairing and conducting those meetings in accordance with the University regulations.
9. Will attend all meetings which she is required to attend.
10. In consultation with the Director QEC, will ensure that the quality enhancement process operate within the department
11. Will ensure that the staff and research students are aware of various research funding sources, code of conduct of research, ethical framework of research, plagiarism policy etc.
12. Responsible for the environmental sustainability and safety of the property under her control.
13. In consultation with the Chief Security Officer, shall make and implement asset and personnel security policy in the department.
14. Will carry out such other duties and responsibilities as may be asked by the Vice Chancellor.

STATUTES FOR COMPOSITION AND FUNCTIONS OF SECURITY, SAFETY AND HOUSE KEEPING COMMITTEE

OF GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

1. Composition of Security, Safety and Housekeeping Committee

- (1) The Security, Safety and Housekeeping Committee shall consist of
 - (i) Chief Security Officer as Chairperson
 - (ii) One Faculty member to be nominated by the Vice Chancellor
 - (iii) One officer from admin department
 - (iv) One member from accounts department
 - (v) Estate officer/care taker

- (2) The quorum of the meeting of the committee shall be three members

2. Functions of Security, Safety and Housekeeping Committee

The functions of the Security, Safety and Housekeeping Committee shall be

- (i) Ensure the safety of persons, including University employees, students, guest of and visitors to the campus.
- (ii) Assure the safety, security, and protection of University property, including buildings, grounds, equipment, and other assets of the University, as well as non- college property located temporarily or permanently on University grounds.
- (iii) Respond to emergency situations or conditions and provide assistance or take actions appropriate to the crisis situation within legal limits of the Committee's authority

3. Basic Duties

In fulfilling these three primary responsibilities (protection of persons, protection of property, and emergency-response services), the duties of staff under the control of Security, Safety and Housekeeping Committee shall include, but are not limited to, the following:

- a) Patrolling campus grounds on foot.
- b) Conducting regular checks and inspections to ensure building safety and security;
- c) Reporting damage, malfunctions, faulty equipment or utilities, or any unusual or questionable or dangerous or suspicious conditions or activities anywhere on campus, indoors or outdoors;
- d) Assisting all persons to comply with University regulations and rules of conduct on Campus, including issuing traffic and parking citations when appropriate;
- e) Providing security coverage for special University functions as assigned by a direct-line supervisor;
- f) Providing crowd control when necessary and as assigned by a direct-line supervisor.
- g) Responding to requests for routine departmental services (e.g., unlocking a classroom for a person authorized to enter).

SEMESTER RULES AND REGULATIONS OF GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT

Definitions

- a. "Semester" means a period of teaching and examination of 20 weeks including all gazetted 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-Years 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-Years 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 one additional year (i.e., two 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.

(iii) Ph.D

The normal duration of Ph.D program is five years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for four additional year (i.e., 8 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 four years must register and pay tuition fees for these years.

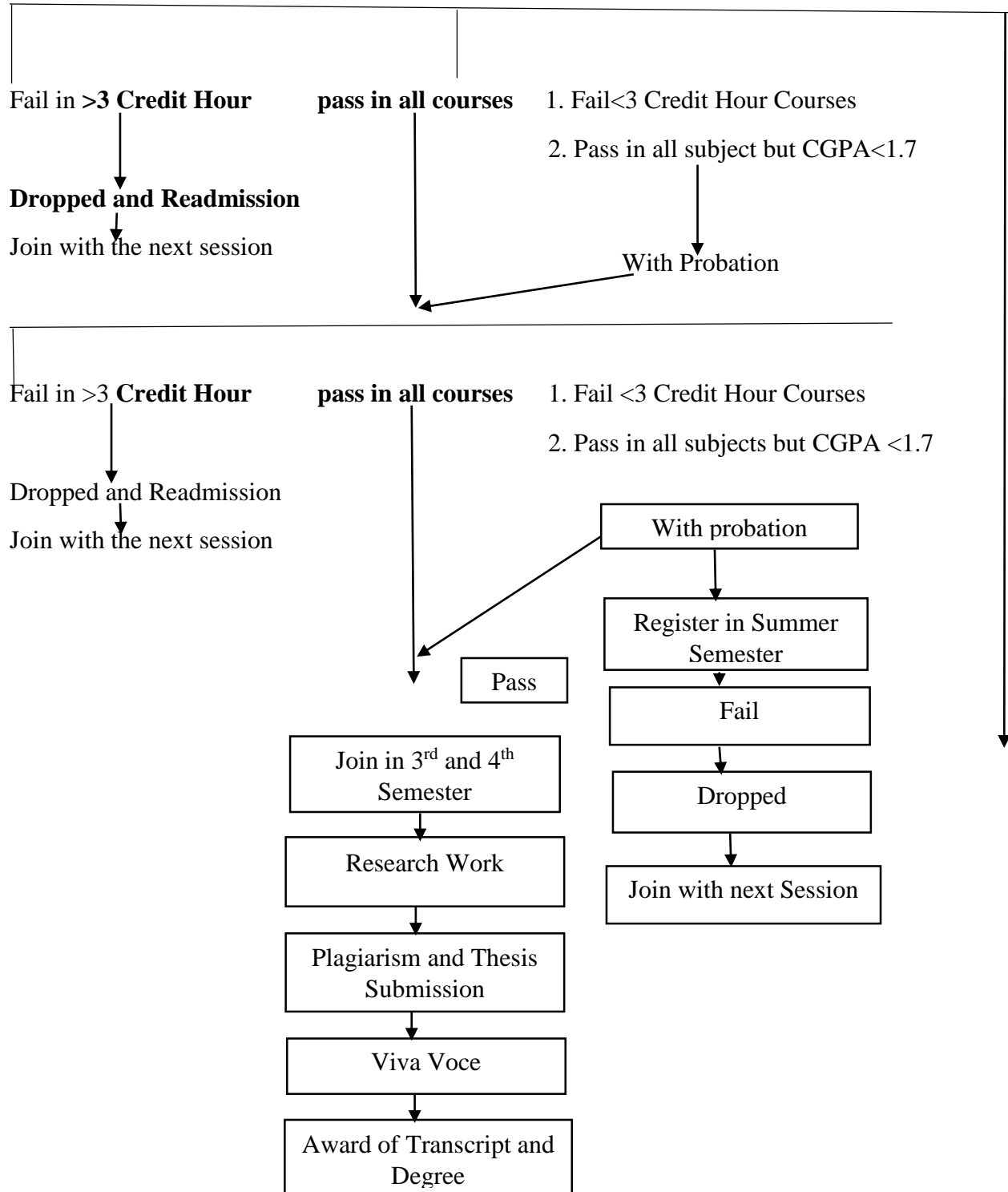
Master of Science (MS) programs

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.

2. Flow Diagram of MS (2-years) Degree Program

1st Semester



Doctor of Philosophy (Ph.D) Program

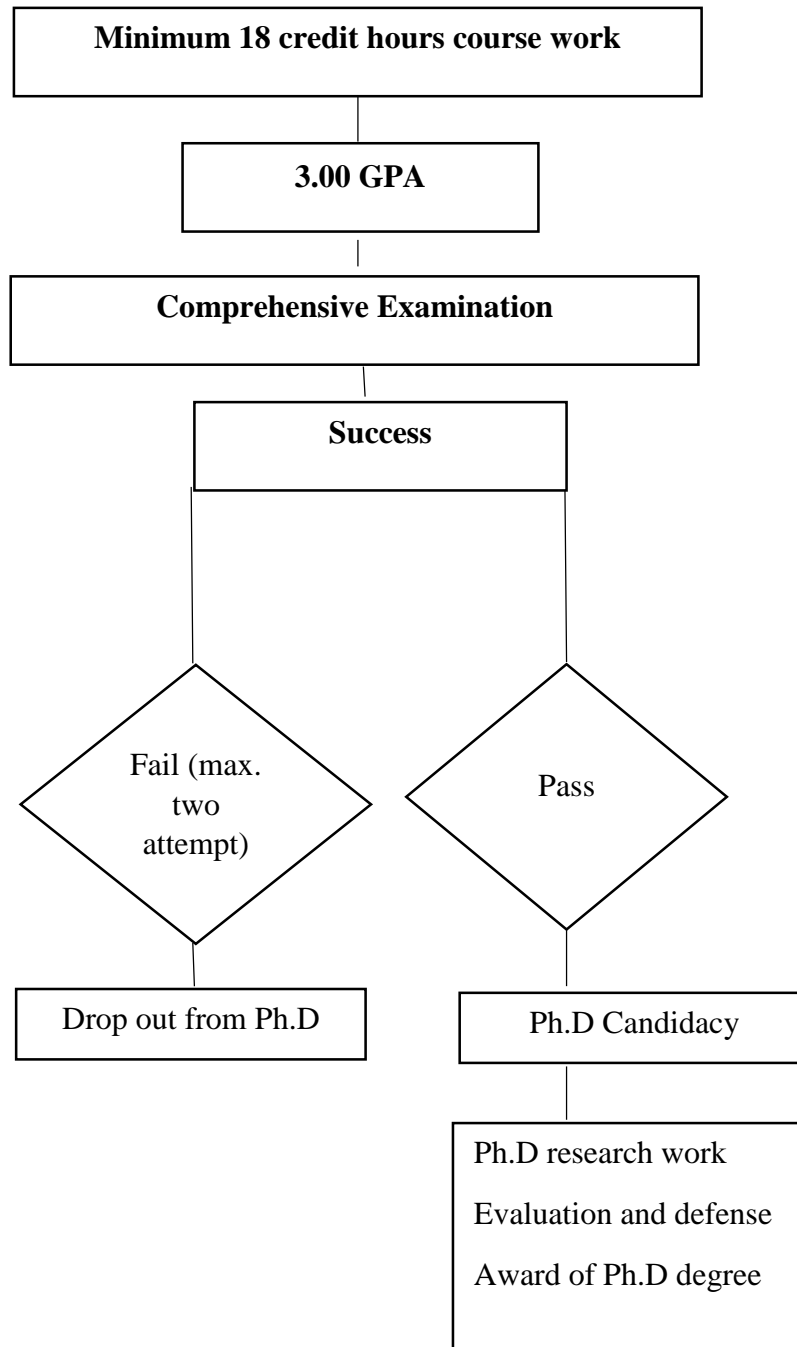
1. Admission Requirements:

- For admission in Ph.D minimum CGPA 3.00 (out of 4.00 in the semester system) or first division (in the Annual System) in MS/M.Phil/Equivalent is required.
- In the case of GAT Subject test a minimum of 60% of marks is required to pass the test.
- In the case GRE Subject Test, minimum acceptable score will be 60% percentile.
- If the test is not available in NTS subject list, then a University Committee consisting of at least 3 Ph.D faculty members in the subject area and approved by the HEC will conduct the Test as per with GRE Subject Test and qualifying score for this will be 70% score.

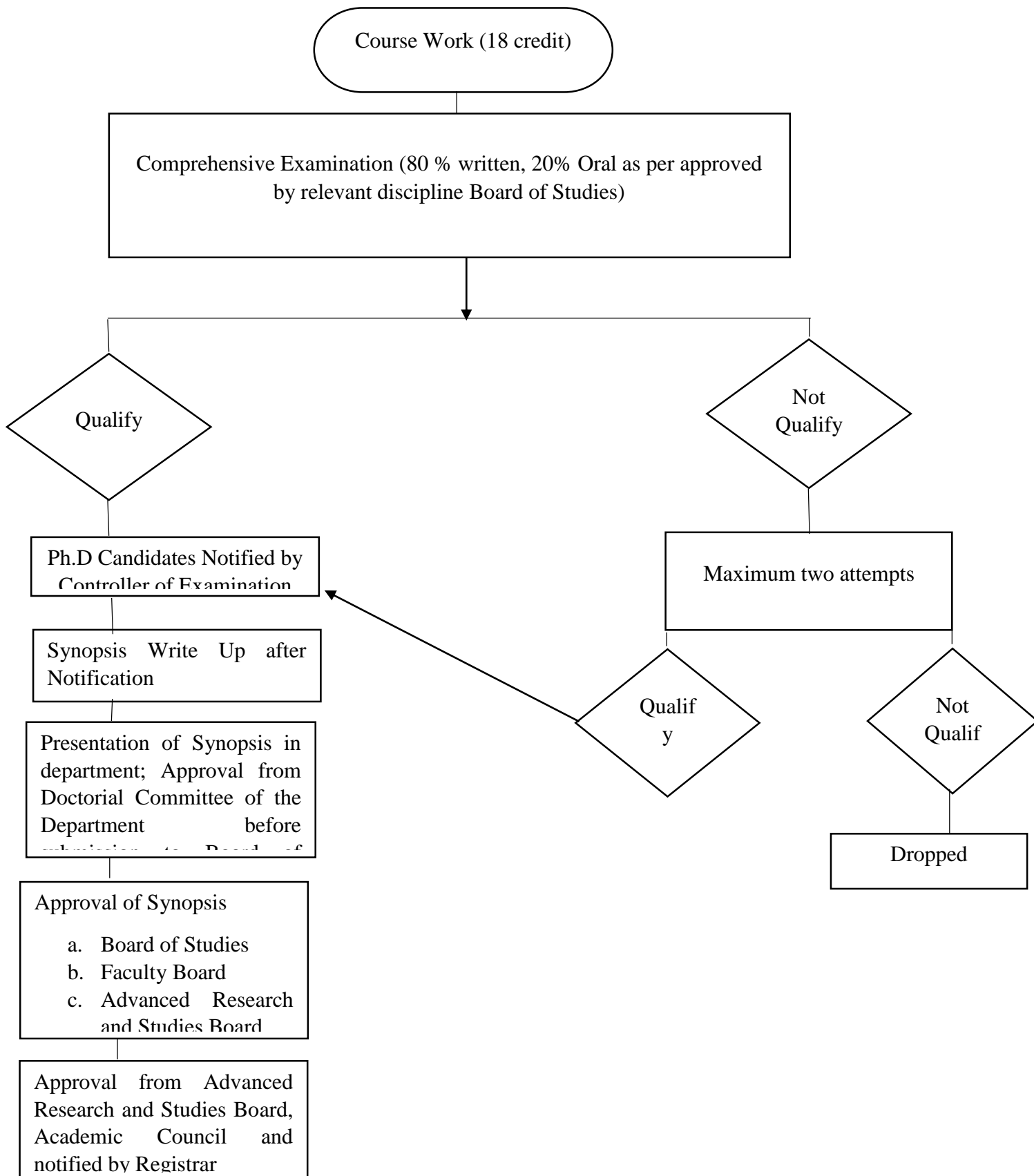
2. Course work

- Course work of 18 credit hours preferably in the first year is required to be completed and followed by a comprehensive examination for granting candidacy as Ph.D research.
 1. Semester 1st 3x3=9 credit hours (compulsory course, research reading-I)
 2. Semester 2nd 3x3=9 credit hours (compulsory course, research reading-II)
 3. Notify the allocated supervisor by the HOD.
 4. Ph.D coordinators are bound to submit the result to the examination branch within one week after the conduct of examination. Examination branch has to notify the result within one week, if delayed then HOD in writing has to convey to the controller of examinations.
 5. Delay at the par of HOD, Director Research may reserve the right for written explanation of HOD.
- Total credit hours of the program =18 credit hour (if need addition coaching semester may be of 12 credits)
- Comprehensive viva will be conducted within one week after the declaration of result.

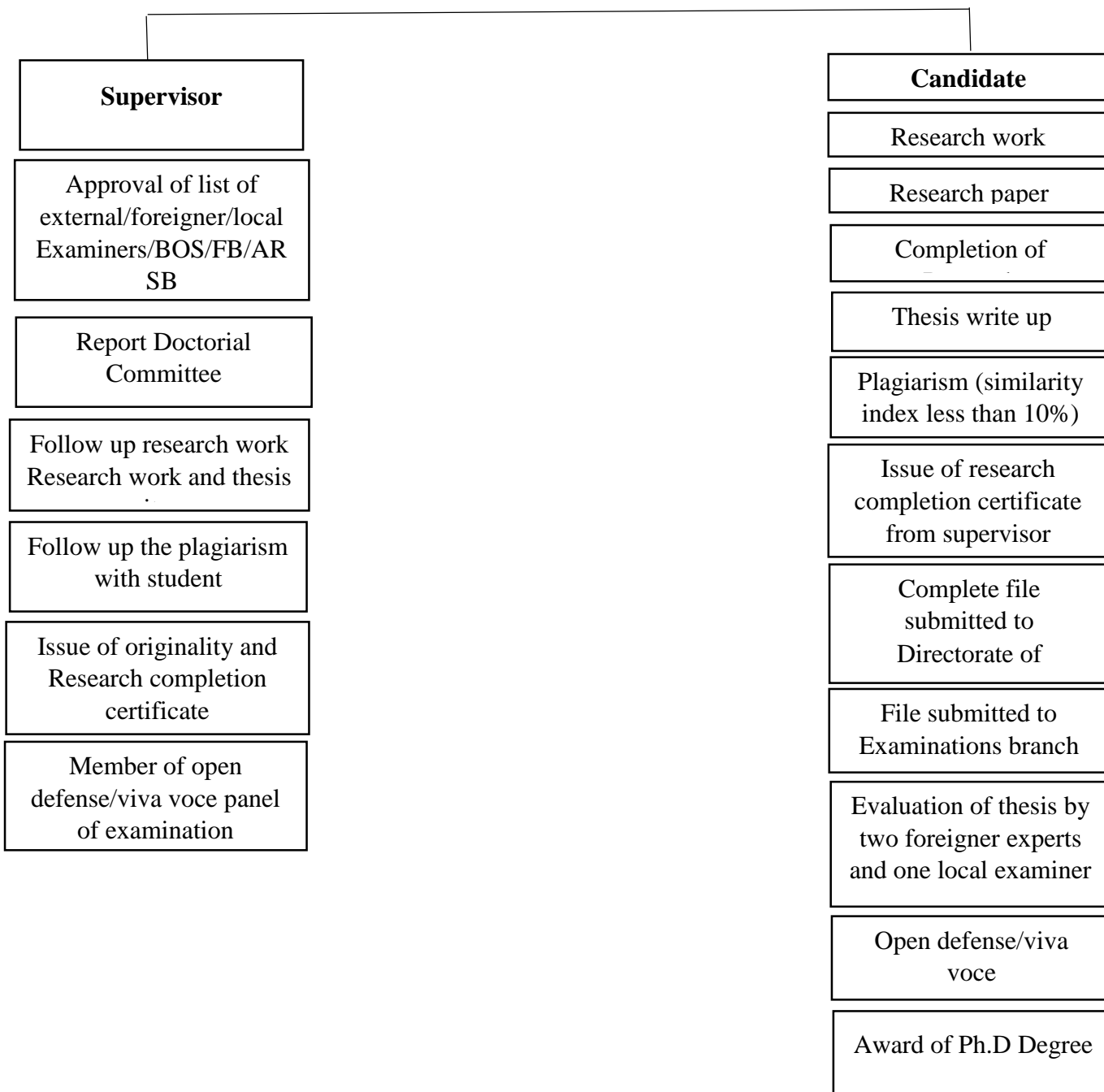
3. Flow diagram of Ph.D Degree Program
1st & 2nd Semester



Flow diagram of requirement for Ph.D Degree program



Flow diagram of Research Work Requirement



*BOS- Board of studies

*FB- Faculty Board

*ARSB- Advanced Research and Studies Board.

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(Controllor Office/Directorate of Research)
12. CD of thesis
13. Hard copy of thesis
14. Submitted to Controllor 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 Controllor of Examinations and notified by Controllor of Examination

Timeframe line of Ph.D program

Phase	Stage	Examination	Duration
Phase1	Course work	Mid and final term of Semester -1 Mid and final term of Semester -1I Comprehensive exam and viva voce	Minimum 1 year Maximum 1.5 year

Ph.D Candidacy

Phase II	Synopsis Writing	Synopsis Write up Approval of Research proposal from Board of Studies, Faculty Board, Advanced Research Studies and Board	6-9 Months
	Research work and thesis write up	Research Work Thesis Write up and submission to Directorate of Research and Controller of Examination	2-3 Years
Total duration of Ph.D Degree			3 years
First extension approved by Director Research with full imbursement			1 year
Second extension approved by Director Research with full fee imbursement			1 year
After 5 Years Re-registration is required			

Thesis may be submitted one year after Synopsis approval from ASRB.

Minimum period of a full time Ph.D (including course work) should not be less than 3 years.

2. 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) Masters / 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

(iii) Ph.D Structure after completion of Ms/M.phil

Course Work	18 Credit hours
Research / Thesis	

3. 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.

3.1 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

3.2 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 proceeded 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.

4. 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.

5. 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.

6. 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 study 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.

6.1 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.

7. 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.

(ii) Course File

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

- a. A copy of Syllabus.
- b. A copy of Academic Calendar.
- c. Lecture breakdown for entire semester.
- d. List of subjects taught, teaching notes and sample of practical printouts.
- e. Schedule of tests, assignments and Quiz.
- f. Breakdown of laboratory experiments pertaining to the course and record of successful conduct.
- g. Monthly attendance and proof that it was communicated to students.
- h. Samples of best, worst and average Assignments and Tests along with the question papers, and proof that the results of tests, assignments and Quizzes were communicated to students.
- i. Samples of quizzes.
- j. Listing of textbook and other reference books pertaining to the course.
- k. Record of make-up classes for any un-scheduled holiday.
- l. Details of office hours for tutoring etc.
- m. Recommendation and suggestions related to the course for the next session.

8. 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:

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

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

9. 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 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

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:

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.

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.

10. 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.

11. 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.

12. Amendments/Alterations/Additions

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

13. 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)

14. 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.

Fall- 2014	Holidays	Ist Semester	3rd Semester	5th &7th Semester
Semester Duration		October 20,2014 to February 28,2015	September 15,2014 to February 28,2015	September 15,2014 to February 28,2015
Commencement of classes		October 20,2014	September 15,2014	September 15,2014
Hajj & Eid-ul-Azha Break	October 3-5,2014			
Ashura Holidays	November 1-2,2014			
Iqbal Day	November 9,2014			

Midterm Exam		December 17-23, 2014	November 24-December 2,2014	November 24-December 2,2014
Last date to upload midterm marks		January 5, 2014	December 10,2014	December 10,2014
Quaid- e-Azam day Holiday	December 25,2014			
Last Date to upload Attendance		January 30,2015	January 2,2015	January 2,2015
Eid milad un Nabi(PBUH) Holiday	January 4,2015			
Last date of classes		February 14,2015	January 24,2015	January 24,2015
Exam Break		February 15-17,2015	January 26-31,2015	January 26-31,2015
Kashmir Solidarity Day	February 5,2015			
Final Examination		February 18-28,2015	February 14-28, 2015	February 2-21, 2015
Last Date to upload Sessional result		February 16,2015	February 6,2015	February 6,2015
Semester Break		March 1,2015	March 1,2015	February 22-March 1, ,2015
Spring- 2015	Holidays	2nd Semester	4th Semester	6th & 8th Semester
Semester Duration		March 2,2015 to June 20,2015	March 2,2015 to June 20,2015	March 2,2015 to June 20,2015
Commencement of classes		March 2,2015	March 2,2015	March 2,2015
Pakistan Day	March 23,2015			
Midterm Exam		April 25-May 2,2015	April 25-May 2,2015	April 25-May 2,2015
Labour Day	May 1,2015			
Last date to upload Midterm Marks		May 12,2015	May 12,2015	May 12,2015
Last Date to upload Attendance		June 6,2015	June 6,2015	June 6,2015
Last Date Of Classes		June 20,2015	June 20,2015	June 20,2015
Ramadan Break	June 21-			

	July 17,2015			
Eid-ul-Fitr Break	July 18-20,2015			
Final Examination		July 24-August 15,2015	July 24-August 15,2015	UOG Semester
Last Date to upload Sessional Marks		June 13,2015	June 13,2015	June 13,2015

15. 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 .

16. 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

17. 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.

18. 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).

19. 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.

20. 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

21. 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.

22. Change of supervisor

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

CODE OF CONDUCT FOR STAFF & FACULTY

The management requires all faculty and staff members to abide by the GCWUS Code of Conduct and maintain the highest standards of work performance and conduct, abide by the established rules and regulations, and to contribute effectively towards accomplishment of GCWUS's goals. This Code of Conduct is binding on all employees throughout the Institute without any exceptions. All employees are required to familiarize themselves with these codes.

Employee Behaviour

1.1 Compliance with the Law

Compliance with the local laws in which we operate is an absolute requirement for GCWUS and its employees. Each employee is expected to be familiar with the law as it applies to his/her job, and management shall be responsible for the provision of necessary instruction and advice as appropriate. Although a few employees are legal experts, they are expected to use good judgment and common sense in seeking to comply with all applicable requirements and to ask for advice from management and/or from the Audit or Human Resources function, as appropriate, when uncertain.

Regardless of the sanctions foreseen by the law, any employee guilty of a violation, will be liable to disciplinary consequences because of the violation of his/her employment duties and may entail dismissal from service.

1.2 Responsibility for the Image of GCWUS

To a large extent, the image of GCWUS is determined by our actions and by the way each and every one of us presents and conducts himself/herself. Inappropriate behaviour on the part of even a single employee can cause the Institute considerable damage.

Every employee should be concerned with the good reputation of GCWUS in all aspects of performing his/her job.

Every employee must focus on maintaining the good reputation of, and respect for, the Institute.

1.3 Respect for People

Each employee is entitled to fair, courteous and respectful treatment by his or her supervisors, subordinates and peers. GCWUS will not tolerate discrimination or harassment based on race, sex, religion, creed, regional/national origin, disability, age, family status or any other factor.

All employees shall conduct themselves in accordance with letter and spirit of these principles. Any person who believes that he or she has been discriminated against or personally harassed should report the incident and circumstances to his or her immediate manager or Human Resource manager or other senior manager. They will arrange for the incident to be investigated impartially and confidentially.

GCWUS values the individuality, diversity and creative potential that employees bring to its business, and supports the continuous development of their skills and abilities. Judgments about people for the purpose of recruitment, development or promotion should be made on the basis of a person's ability and potential in relation to the needs of the job. Only those elements relevant to the performance of that job should be taken into account. Overall, success and advancement within the group must depend on personal ability and work performance.

GCWUS does not employ individuals under the age of eighteen.

1.4 Honesty and Integrity

We respect the personal dignity, privacy, and personal rights of every individual. There is no discrimination, harassment or offence allowed. We are honest and ethical and stand by our responsibility. These principles shall apply to both internal cooperation and conduct towards external partners.

1.5 Avoiding Plagiarism

GCWUS has stringent rules for students regarding plagiarism when writing their papers, which are available in the form of a booklet on the GCWUS Portal. The same rules apply to faculty members in their research/publications.

1.6 Avoiding Conflict Of Interest

The GCWUS considers it important to prevent its employees from succumbing to conflicts of interest or of loyalty in their professional activities. Such conflicts can come about if an employee is active on behalf of, or has interests in, another company. The following examples of conflict that must be declared and resolved include:

- Having a family interest in a transaction with GCWUS or any supplier of GCWUS, including through a family member acting as an officer of the counterparty company;

- Being an employee or consultant or advisor to, or being a shareholder of any counterparty in a transaction with GCWUS or of any supplier of GCWUS;
- Hiring or encouraging others in the Institute to hire a family member in any capacity who doesn't otherwise qualify on merit;
- Having an interest in a competitor or supplier GCWUS including acting as an officer, director, employee or consultant or advisor to or being a shareholder of any competitor, supplier or joint venture partner;
- Having an interest in an organization that has, or seeks to do business with GCWUS, including acting as an officer, director, employee or consultant or advisor to or being a shareholder of any competitor, supplier or joint venture partner;
- Acting as an elected or appointed official of any branch of government or any government agency, or as an advisor or consultant to any government agency, which has any regulatory or supervisory power over GCWUS;
- Making unauthorized use of the GCWUS name or letterhead or otherwise representing oneself as a representative of GCWUS to the public, any governmental agency or public interest group regarding policies or positions;
- Having any other business interest or relationship in which it might appear to third parties that an employee has the ability to influence GCWUS's decision-making so as to obtain a monetary or other benefit for the employee, his or her spouse, and child or close family member.
- Intending to begin paid sideline activities; he/she must inform his/her immediate superior beforehand in writing in such an instance. Permission for such activities may be denied if it leads to a decrease in work performance, contradicts the employee's duties within the GCWUS, or threatens to present a conflict of interest. Exceptions are occasional writing activities, lectures, and comparable occasional activities.
- Any employee wishing to know whether an outside business interest represents a conflict of interest must ask the designated senior manager in advance.

Handling of GCWUS's Property

1.7 Assets

- Assets of the GCWUS such as vehicles, equipment, furniture & fixtures, machinery, spares etc. are to be used exclusively for GCWUS business, unless specifically authorized, as in the case of Company-assigned cars, laptops, mobile phones, etc.

1.8 Information Handling

- In no case may any information be retrieved or transmitted which incites racial hatred, glorification of violence, or other criminal acts.
- No employee shall be permitted without the consent of his/her superior to make records, databases, recordings or reproductions unless this is done for GCWUS's business.

1.9 Records and Reports

- Open and effective cooperation requires accurate and truthful reporting. This applies equally to the relationship with investors, employees, customers, and business partners, as well as with the public and all governmental offices.
- Any records and reports produced internally or distributed externally must be accurate and truthful.

Confidentiality

- Confidentiality must be maintained with regard to internal matters, which have not been made known to the public.
- The obligation to maintain confidentiality shall extend beyond the termination of the employment relationship.

Data Protection and Security

- Personal data may only be collected, processed, or used insofar as this is necessary for predetermined, clear, and legitimate purposes. High standards must be ensured with regard to data quality and in technical protection against unauthorized access. The use of the data must be transparent for those concerned; and the rights of the latter must be safeguarded with regards to information and correction and, if applicable, to objection, blocking and deletion.

Electronic Media Usage

- GCWUS provides access to and use of electronic mail, the intranet and the Internet for academic purposes. We do this to make it easier for GCWUS employees to communicate with each other and with appropriate outside parties – including contractors, suppliers, and government agencies and other academic institutions.

- Not to use GCWUS's electronic media for any purposes that violate applicable laws, rules and regulations or GCWUS standards, policies or procedures. This includes transmission of threatening, obscene or harassing materials.
- Incidental personal use of electronic media that does not interfere with GCWUS's business or an employee's performance of his or her responsibilities is acceptable, as long as such use does not include illegal, unethical or otherwise offensive subject matter.
- Except as otherwise provided by applicable law, no employee has any right to privacy regarding use of or access to any electronic media provided by or through GCWUS. GCWUS may monitor or access officer or employee's use of its electronic media at any time in accordance with applicable law.

Implementation

- The management of GCWUS shall actively foster the widespread distribution of the Code of Conduct and see to it that they are implemented permanently.
- Compliance with the law and observance of the Code of Conduct shall be monitored on a regular basis.
- In none of these areas can the Code serve as an exhaustive statement of policy and practice. Reference should be made, where applicable, to the detailed policies, guidelines and rules referred to above. The standards set out in the Code are general and do not address each and every situation which may confront employees at GCWUS. Guidance on the application of the Code to particular situations should, therefore, be sought from management or from the Human Resources, or Audit functions, as appropriate.
