



Qurtuba University
Of Science & IT

STUDENT Handbook

FACULTY OF ENGINEERING

2017 onwards

This Handbook is Subject to amendments as and when approved by the competent authority. Whenever made, amendments shall be notified on the University's website and facebook page. Students are advised to check the website and facebook page regularly and insert amendments in their copy of the hand book whenever notified.

Record of Amendments

Amendment No	Dated	Article Amended	Authority
1.			
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Introduction

Qurtuba University of Science & Information Technology Student Handbook contains the Vision, Mission, Objective , core values, guide map of the both campuses , departments and the relevant programs offered in each department, guidelines , instructions, rules and regulations, policies , procedures and such other contents, for the information and guidance of the students . Contents of the Handbook are mostly extract from the Qurtuba University of Science and Information Technology Ordinance 2001 and Statues 2017. The policies and procedures contained in this book are subject to change from time to time by the University to fulfill the Mission and Objectives. The University reserves the right to implement such changes without prior notice

The University's Administration wishes you good luck here at Qurtuba.

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Qurtuba University of Science & Information Technology

Vision and Mission.

Vision:

To help establish a knowledge-based, tolerant, and progressive society that may strive for the establishment of a just socio-economic, Political and moral order in the Islamic Republic of Pakistan.

Mission:

To help our youth in the acquisition of academic and moral excellence and to facilitate them in their quest for inquiry, so that they may know the truth, which in turn, will emancipate them from ignorance and enable them for service to mankind and submission to Allah Almighty.

Core Values & Objectives

Core values

- To encourage spirit of quest & inquiry at the university, especially at pre doctoral and doctoral levels.
- To rear and inductive process of reasoning, because deduction posits whereas induction examine the truth.
- To raise professional and academic leadership.
- To foster a sense of honor, dignity and self esteem.

University Objectives

- To ensure a conducive environment for high quality teaching and; earning through imaginative, stimulating and inspiring professional classroom application to further the frontiers to the existing knowledge.
- To give value to each individual's right to actualize his or her full potentials.
- To ensure an effective system of personal care and academic support for nurturing talents to excellence.
- To encourage students to achieve academic brilliance and to strengthen their moral integrity.
- To facilitate students in the growth of their creative, critical and independence thinking.
- To cultivate the spirit of tolerance and understanding towards other culture, races and world-views.
- To produce inductive and well-rounded citizens and dynamic leadership for our motherland

Founding President Message



Knowledge as power is a strong actor of both social and moral change. It is the only source and reason of man's ascendancy over all other creatures. Only knowledge based civilizations can survive and keep on developing in the run. Keeping in view the importance of knowledge for all art human development, the QES was founded in the early eighties with the establishment of a primary School.

With the blessing of Allah Almighty the system has expanded horizontally from Peshawar to D.I.Khan and vertically from elementary school to university campuses within a short span of thirty years. Since its inception, the system has been working successfully towards the attainment of excellence in academics and in character building, with special focus on strengthening our social-moral values.

The system has improved through continued struggle and is endeavoring to inculcate in its students adherence to our values, total commitment to the spirit of inquiry and logic, dedication to serve the home-land with zeal, zest and devotion. The system continues to strive for initiating and maintaining the best possible learning friendly environment, with emphasis on exploring and promoting students' talent enabling them to show enviable performance in the field of academics, research and service to mankind.

I hope that Qurtuba Education System, will one day revive our illustrious academic traditions of the past and will prove as the cradle of knowledge and research for Pakistan in particular and ummah in general. I am fully convinced that we have immense human resources with requisite talent to realize the vision.

I pray to Allah, The Almighty, to bless us with understanding, empower us with courage and equip us with skills to fulfill our mission and enable us to regain our glorious past and pride.(Ameen)

Prof. Abdul Aziz Khan Niazi (late)

President Message



Welcome to Qurtuba University of Science and Information Technology D.I.Khan. The founder of this University, late Abdul Aziz Khan Niazi, has said that our university represents a continuation of the great and noble virtue of learning that distinguished Islamic civilization in its Golden Age which started from Qurtuba Spain back in 711 AD.

Centuries ago, science and invention had the power to transform human lives. Today, in the twenty-first century, Qurtuba University of Science & Information Technology is extending the frontiers of scientific understanding and discovering the technologies of tomorrow. We are working hard with our qualified faculty and researchers to help realize our province vast potential as a diversified and knowledge-based economy. We will be attracting and nurturing future generations of engineers, technologists, innovators and entrepreneurs, to contribute to a prosperous and sustainable future for Pakistan.

I invite you to learn more about us. Please read the objectives and aims of the newly established Engineering Program. Enjoy tour of our breathtaking campus with its outstanding scientific facilities along-with its Islamic style architectural building.

Maj. (R) Dr. Abdul Hafeez Khan Niazi

(President)

Vice Chancellor Message



Qurtuba University of Science and Information Technology was established with the sole purpose of imparting quality education in the various fields of science and I.T.

The target areas are educationally backward areas of this country. By the grace of ALMIGHTY ALLAH, we have achieved our objects as many of the students are coming for admission from far flung areas of the country. The single most objective of this university has been the accomplishment of high academic standards with full emphasis on moral excellence.

In view of our concerted efforts, HEC has raised our category to W-3. This is a highest category in the ranking of universities of the private sector of the country. Recently the Department of Management Sciences got unique honor of getting “X1” category by the National Business Education Accreditation Council of HEC for BBA and MBA programs. Similarly, the Department of Computer Science has also been recognized by the Accreditation Council of this subject.

All this has been possible due to our everlasting endeavors of both highly qualified teaching and administrative staff and the most refined students of this university. Improvement of library has been the regular feature since its inception of Qurtuba Education System. Many new titles have been added to the University Library and now it has the relevant books needed for the programs offered in this University. The computer laboratories have an atmosphere for all kinds of research in various fields of studies with the help of internet services. With wireless internet facility, we have an access to digital library of HEC where one can get requisite information of academic nature. We are proud to announce that HEC and Law BAR Council have allowed us to start 5-year (10 Semester) LL.B. program which is commencing from this session. Besides, new program like M.Sc. in the subjects of Physics and Chemistry and 4 Years (8 Semester) BS in Physics has also been started. In the broader perspective and recognition of University internationally, we are in the process of developing linkage programs with some of the leading foreign universities. Qurtuba University has a unique honor of starting M.Phil& Ph.D. classes in the fields of Management Sciences, International Relations, Political Sciences, Education, Urdu, English, Mathematics, Islamiat and Pakistan Studies. These programs will not only strengthen the faculty of the university but will also help in solving the lingering problems, which hinder the pace of development of the area in various fields through quality research. It is our belief that teaching and research transform the mind and integrate not only the individual but also the whole nation. Teaching and research Institutes/Universities, we presume, determine the future of a nation.

Prof. Dr. Hameedullah Khan Alizai

Vice Chancellor

Qurtuba University History

Qurtuba University of Science and Information Technology is one of the pioneer private sector universities of Khyber PakhtunKhwa Pakistan. The university was established through a charter issued by the Governor (K.P.K) on 30th August 2001 and is recognized by the Higher Education commission (former UGC), Islamabad.

The University has been working sincerely towards the attainment of character-building and cultivates in its students the quest for inquiry so that they may extend the frontiers of knowledge & be able to bring peace & prosperity to the country. Our goal is to revive the memories of the city of Cordova, known as “Madina tul Ilm”. This city was known as the cradle of knowledge and research for centuries. European scholars & students also thronged to this seat of learning & acquired specializations in various fields of knowledge.

Qurtuba University Peshawar in Map

Qurtuba University

4.3 ★★★★★ 11 reviews
University

Directions

SAVE NEARBY SEND TO YOUR PHONE SHARE

Sector K 1, Street 4, Peshawar, Pakistan

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11 reviews

WRITE A REVIEW

Quick facts

Map data ©2016 Google Terms Send feedback 2 km

List of Department wise Academic programs

DI Khan Campus

Department	Programs
Sciences & IT	BCS
	BS Physics
	MCS
	MS Computer Science
	M.Sc Chemistry
	M.Sc Physics
	M.Sc Zoology
	B.Tech Civil
	B.Tech Elec
Management Science	BBA
	B.Com
	MBA 2.5
	MBA 3.5
	MBA 1.5
	M.Phil Mgt. Sci.
	Ph. D Mgt. Sci.

Teachers Education	M.Ed
	M.Phil Education
	Ph.D Education
Political Sci. & IR	M.Phil Pol Sci.
	Ph.D Pol Sci.
Linguistics, Literature & R.S	BS English
	M.Phil English
	M.Phil Urdu
	M.Phil Islamiat
	Ph.D Urdu
Engineering	BSc Civil
	BSc Electrical
Law	LLB (Hons)

List of Departments and related programs

Peshawar Campus

Department	Programs
Sciences & IT	BCS
	BSc
	BS Physics
	MCS
	MS.Comp Science
	M.Sc Chemistry
	M.Sc Botany
	M.S Botany
	M.Sc Physics
	M.S Physics
	M.Sc Zoology
	M.Sc Mathematics
	M.S Mathematics
Management Science	BBA
	B.Com
	BS Economics
	MBA 3.5 years
	MBA 1.5 years

	MBA 2.5 years
	MBA 2 years
	M.Com
	M.Sc Economics
	M.S Mgt. Sci.
	M.S Economics
	Ph. D Mgt. Science
Teachers' Education	B.Ed
	M.Ed
	M.S Education
	Ph.D Education
Political Sci. & IR	B.A
	M.A Political Sci.
	M.A IR
	M.Phil Political Sci.
	M.Phil IR
	Ph.D Political Sci.
	Ph.D IR
Linguistics, Literature & R.S	BS English
	MA English

	M.Phil English
	Ph.D English
	M.Phil Urdu
	Ph.D Urdu
	M.Phil Islamiat

DEFINITIONS

1. University Authorities

“University Authorities” means the authorities of the University as provided under Section-7 of the Qurtuba University of Science & IT Ordinance-2001.

2. University Officers

“University Officers” means, the officers of the University as provided under Section-8 of the Qurtuba University of Science & IT Ordinance-2001.

3. Academic Program

An “Academic Program” means a program of studies, which leads to the award of a University degree/diploma/certificate to a student, after successful completion of the prescribed requirements.

4. Semester

a) A “Semester” means an academic period, in which one set of courses in each discipline of studies is offered. The duration and schedule of a semester for each programme of studies will be of 18 weeks with 16 weeks of teaching and 2 weeks of examination etc. However the duration of summer semester or any change in other semester (if any) will be approved and announced by the university well before the commencement of the semester.

b) Zero semester

Zero semester will be offered in special circumstances as and when required for a particular program. The duration of such program may vary on case to case basis.

5. Subject or Course

A “Subject” or “Course” means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours, in relation to the credit hours specified for that course, during a semester.

6. Credit Course

A “Credit Course” means a course of study, successful completion (including examination) which shall be a requirement for earning the degree, diploma, etc. The result of the credit course will be counted towards the calculation of grade point average (GPA) / cumulative grade point average (CGPA).

7. Non-Credit Course

A “Non-Credit Course” means a course of study, successful completion of which shall not be a requirement for the degree. However, the student will have to complete the prescribed attendances for the course and pass the course in the examination. However, result of the non-credit course will not be counted towards the calculation of GPA/ CGPA of the student.

8. Credit Hour (Ch)

A lecture of one-hour duration per week for the whole semester (minimum 16 hours per Semester) for a subject, countable towards a student’s CGPA will be considered as one credit hour. However, in case of seminars, tutorials and laboratory work, one credit hour may require two / three contact hours, depending upon the nature of the topic/ subject.

9. Grade Point (GP)

Number of points representing the letter-grades scored by a student in a subject examination, as prescribed.

10. Grade Points of a Credit Course

Total number of points scored by a student in the examination of a credit course. This number is the product of points representing the letter-grade (LG) scored by the student in a course, and the number of credit hours of the course.

$GP = \text{Numerical Grade} \times \text{Credit Hour}$

11. Semester Grade Point Average (GPA)

The summation of grade points (GPs) of all credit courses in a semester, divided by the total number of credit hours taken by a student during a semester, i.e.

$$\text{GPA} = \frac{\text{Sum of GPs of all credit courses in a semester}}{\text{Sum of Credit Hours of all subjects in a semester}}$$

12. Cumulative Grade Point Average (CGPA)

The summation of grade points (GPs) of all credit courses in a degree program, divided by the total number of credit hours taken by a student beginning from the admission till the last examination held i.e.

$$\text{CGPA} = \frac{\text{Sum of GPs of all credit courses in a degree program}}{\text{Sum of Credit Hours of all subjects in a degree program}}$$

Calculation of GP, GPA AND CGPA

GPA = Grade Point Average

CGPA = Cumulative Grade Point Average

NG = Numeric Grade

CHs. = Credit Hours

GP. = Grade Point

LG= Letter Grade

GP:

GP of a subject is calculated by multiplying the NG of that subject with the CHs. of that subject, i.e $GP = NG \times \text{Credit Hours}$.

e.g. If student gets 75 marks in a subject of 3 CH., he is given a letter grade (L.G) of B+ and a Numeric Grade (NG) of 3.5 according to statutes. The GP of that subject will be $3.5 \times 3 = 10.5$

Similarly the GP of all the other subjects of that semester is calculated

Assuming the following as an example case

S#	Subject	Marks (%)	LG	NG	CH.	GP
1	"W"	70	B	3.0	3	9.0
2	"X"	65	C+	2.5	3	7.5
3	"Y"	80	A	4.0	3	12
4	"Z"	90	A+	4.0	3	12

Sum of Credit Hours= (3 Credit Hours + 4)= 12

Sum of GP= (9.0+7.5+12+12)= 40.5

GPA = $40.5/12 = 3.38$

Master & Bachelor SCHEME OF STUDIES

1. There shall be two semesters (Fall and Spring) and, if and when necessary, a summer semester in one academic year. The Spring Semester commences normally in February / March and the Fall Semester in September/October, for a continued period of eighteen weeks i.e. sixteen weeks of classrooms studies and two weeks of examinations. However, depending on declaration of FA/F.Sc and BA/B.Sc results, the University may delay commencement of semester.
2. The Summer Semester, which becomes functional only if decided by the University, will be of shorter duration, running from June (on conclusion of the Spring Semester) to August (for the duration of summer vacations). Students failing in some/all subjects are required to repeat a semester can register in this semester. New students can also register in the summer semester.
3. The student registering in summer semester shall pay full dues like the normal semester students for full subjects. Those registering in one or two subjects will however pay dues to be decided by the University.
4. If the University is closed during any semester, due to unavoidable circumstances, in addition to the specified holidays, that semester shall be extended by the time period for which the University remained closed and classes missed will be arranged through holding extra classes or through any other means feasible for the University.
5. Programs being conducted under annual system (if any) will have their academic year from October/November to September/October next year. However, the university may change the schedule of commencement/ termination as per the situation.
6. After 12 years of schooling the total credit hours required for BS, BBA, B.COM, BCS, BIT, B.Sc Engineering and B.Tech or equivalent (04 year programs) may vary between 128-138 Credit Hours, 4 Academic years / 08 semesters
7. **For BA/B.Sc, BBA, B.Com, BCS/BIT or equivalent Hons programs (having 14 years of schooling).**

Students having achieved 14 years education or two-year bachelor after FA/F.Sc. (12 year) or equivalent degree, are required to complete the deficiency of credit hours out of 128 -138 credit hours two more academic years to earn honor degree.

8. After 12 years of a schooling the total credit hours required for LLB 5 year programs may vary between 166 – 172, five Academic years / ten semesters.
9. The University may change the academic calendar, as and when required

10. Credit Hour (CHs)

a) Normally abbreviated as “CHs”, the term credit hour refers to the value placed on a course. One credit hour means teaching (contact hours) of one-hour duration in a particular subject for the duration of a semester i.e. 16 weeks. A course equal to 3 credit hours and the duration of the lecture should be 3 hrs per week. This is typically in the form of three 1-hour lecture per week or two 1.5-hour lecture per week. This term is used to:

- i. provide students with a guide to the amount of work, a course may entail;
- ii. indicate a student enrolment load;
- iii. define the requirements for the award of degree.
- iv. quantify its recognition of learning; and
- v. indicate the amount of work, a student has successfully completed towards the award of degree.

b) The typical course/credit structure for a undergraduate program (especially science/technical / Engineering) will have the following key features:

- i. Between 128-138 credit hours are required of all undergraduates. However, the number of credit hours may vary as per requirement of the respective accreditation council.
- ii. Nearly 50 % of total credit points should be taken in courses prescribed for the major. Credit points are earned in courses based upon the amount of time and effort required for those courses.

- iii. Nearly 25 % credit hours should be of courses outside the prescribed course for the major but related to the specialization/ majors, meaning core, basic science requirements etc.
 - iv. Nearly 25 % credit should be earned taking multi-disciplinary courses outside the school of the major
- c) In a 4 years undergraduate program, the total credits required for graduation vary between 128-138. A year consists of two semesters, the student shall complete the required course work in minimum 8 semesters. The course load for each semester varies between 15-18 credits hours.
- d) BBA, B.Com equivalent (2 years) program up to 60-66 credit hours and remaining credit hours (to complete 128-138) course total need to be completed by the candidates for award of BBA, B.Com equivalent Honors degree.
- e) A list of various undergraduate programs, along-with requirement of minimum credit hours, is given below.

<i>Program</i>	<i>Minimum Credit Hours</i>
a. 4-Years Bachelor degree (8 Semesters)	128-138 Credit Hours
b. 2-Years Bachelor degree (4 Semesters)	60-66 Credit Hours
c. 5 Years Bachelor of Law (LL.B) – 10 Semesters	166-172 Credit Hours
d. 2-Year Master's degree (4 Semesters)	60-72 Credit Hours
e. Two Years MBA (Executive) – (4 Semesters)	66-72 Credit Hours
f. B.Ed (Hons) (8 Semesters)	140-142 Credit Hours
g. B.Ed two and half years (5 semesters)	90 Credit Hours
h. B.Ed one and half years (3 semesters)	54 Credit Hours
i. One Year M.Ed – (2 Semesters)	30-36 Credit Hours
j. BS (LIS) (4 year Program) (8 semesters)	130-138 Credit Hours
k. One year Diploma after BA/BSc or equivalent (2 Semesters)	30 Credit Hours (minimum)

Note: Students with BA. BSc degree or equivalent (2 years / 60-66 credit hours) programs will require completing the remaining credit hours for two more academic

years, so as to complete the deficiency up to 128-138 CHs (minimum) course total, for the award of BS degree / equivalent.

- f) Every student of the University is required to complete his course requirements as per minimum and maximum duration specified against each course.

Program	Minimum Duration	Maximum Duration
a. 4-Year Bachelor degree after FA/F.Sc or equivalent (Minimum 12 years of schooling)	4 Academic years	6 Academic Years 7 Academic years for Engineering
b. 2-Year Master's degree after 14 years of education or equivalent	2 Academic years	3 Academic years
c. 2-Year Bachelor's degree after FA/ FSc or equivalent	2 Academic years	3 Academic years
d. 5 – Year LL.B (Bachelor of Law)	5 Academic years	7 Academic years
e. B.Ed (Hons)	4 Academic Years	6 Years Academic years
f. One Year M.Ed	1 Academic year	2 Academic years
g. 4-Year B.Com (Honors)	4 Academic years	6 Academic years
h. 2-Year B.Com	2 Academic years	3 Academic years
i. Two Year MBA (Executive)	2 Academic year	3 Academic years
j. 1- Year M.Com (after B.Com-Hons)	1 Academic year	2 Academic years
k. Two Year M.Com (after 2 years bachelor degree)	2 Academic years	3 Academic years
l. BS LIS (Bachelor of Library & Information Science)	4 Academic years	6 Academic years
m. One Year Postgraduate Diploma	1Academic year	2 Academic years

11. Medium of Instruction & Examination

- a) The medium of instruction and examination shall be English. However, for B.Ed and Islamic & Pakistan Studies and language course, the students will have an option to attempt the Examination in either English or Urdu and in the language concerned unless specified otherwise.

- b)** For the programs of languages, the medium of instruction and examination shall be the language concerned, or as decided by the Board of Studies, if needed.

12. Internal Assessment

Examination will be conducted in accordance with the procedure described under “Examination System”. For each of the course in each semester in which regular lectures are delivered and practical /laboratory work conducted. In addition, assignments/presentation and quizzes/tests etc will also carry credit as specified.

Master & Bachelor ADMISSION REGULATIONS

1. Admission to the University, not being a matter of right, shall be selective, on the basis of merit. There will be no reserved seats, unless otherwise specified in a particular program.
2. Foreign students will be eligible for admission only if their applications are routed through the concerned agencies designated by the Govt of Pakistan, and they meet the requirement for admission. Standard Operating Procedure (SOP) duly prepared in this regard shall be followed.
3. Admission Committee, consisting of the Director Admission, two teachers, Senior Coordinator and Admission office in-charge of the Department/Center/Institute, will be constituted by the Vice Chancellor / Pro Vice Chancellor for each department, Students convicted for moral turpitude by a court of law, and those rusticated/expelled during academic career, shall not be admitted to any program. However, candidates having been rusticated in the past for “indiscipline” may be considered for admission by the President on conditions to be specified by the Admission Committee. Similarly, students involved in political activities during their academic career and having been penalized either by their educational institution or a court of law shall be refused admission by the University.

4. Eligibility for Admission

Eligibility for Bachelor and Masters Degree Programs

Candidates seeking admission to Bachelor and Masters Degree Programs of the University must fulfill the eligibility conditions as reflected in the latest University Prospectus for each program.

Eligibility of existing programs is as follows: -

S.No	Degree	Eligibility
1.	Bachelor of Arts	F.A/F.Sc or equivalent with 45 % marks or 2nd Division

2.	Bachelor of Science in Zoology	F.Sc (Pre-Medical) or equivalent with 45 % marks or 2nd Division
3.	Bachelor of Science in Botany	F.Sc (Pre-Medical) or equivalent with 45 % marks or 2nd Division
4.	Bachelor of Science in Geography	F.Sc or equivalent with 45 % marks or 2nd Division
5.	Bachelor of Science in Computer Science	F.Sc or equivalent with 45 % marks or 2nd Division
6.	LLB Five years	F.A or equivalent with 45 % marks or 2nd Division
7.	Bachelor of Business Administration (Honors)	F.A/F.Sc/DBA/D.com or equivalent with 45 % marks or 2nd Division
8.	Bachelor of Business Administration	F.A/F.Sc/DBA/D.com or equivalent with 45 % marks or 2nd Division
9.	Bachelor of Commerce (Honors)	F.A/F.Sc/DBA/D.com or equivalent with 45 % marks or 2nd Division
10.	Bachelor of Commerce	F.A/F.Sc/DBA/D.com or equivalent with 45 % marks or 2nd Division
11.	Bachelor of Science in Physics	F.Sc or equivalent with 45 % marks or 2nd Division
12.	Bachelor of Science in English	F.A/F.Sc or equivalent with 45 % marks or 2nd Division
13.	Bachelor of Science in Economics	F.A/F.Sc/DBA/D.com or equivalent with 45 % marks or 2nd Division
14.	Bachelor of Technology in Electrical	DAE Elect / F.Sc or equivalent with 45 % marks
15.	Bachelor of Technology in Civil	DAE Civil / F.Sc with or equivalent 45 % marks
16.	Bachelor of Science in Electrical Engineering	F.Sc or equivalent with 60 % marks in Pre Engineering
17.	Bachelor of Science in Civil Engineering	F.Sc or equivalent with 60 % marks in Pre Engineering
18.	Bachelor of Computer Science (Honors)	F.CS/F.Sc or equivalent with 45 % marks or 2nd Division
19.	Bachelor of Science in Software Engineering	F.CS/F.Sc or equivalent with 45 % marks or 2nd Division
20.	Bachelor of Science in Political Science	F.A/F.Sc or equivalent with 45 % marks or 2nd Division
21.	Bachelor of Science in International Relations	F.A/F.Sc or equivalent with 45 % marks or 2nd Division
22.	Bachelor of Science in Zoology	F.Sc pre medical or equivalent with 45 % marks or 2nd Division
23.	Bachelor of Science in Botany	F.Sc pre medical or equivalent with 45 % marks or 2nd Division

24.	Bachelor of Science in Chemistry	F.Sc pre medical or equivalent with 45 % marks or 2nd Division
25.	Bachelor of Science in Mathematic	F.Sc pre Engineering or equivalent with 45 % marks or 2nd Division
26.	Bachelor of Science in Pakistan Studies	F.A/F.Sc or equivalent with 45 % marks or 2nd Division
27.	Bachelor of Science in Islamiat	F.A/F.Sc or equivalent with 45 % marks or 2nd Division
28.	Bachelor of Science in Urdu	F.A/F.Sc or equivalent with 45 % marks or 2nd Division
29.	Bachelor of Science in Sociology	F.A/F.Sc or equivalent with 45 % marks or 2nd Division
30.	Bachelor of Education (Honors)	F.A/ F.Sc or equivalent with 45 % marks or 2 nd Division
31.	Bachelor of Education two and half years	BA/BSc or equivalent with 45% marks or 2 nd division
32.	Bachelor of Education one and half years	MA/MSc or equivalent with 45% marks or 2 nd division
33.	Master of Education	B.Ed or Equivalent with 45% marks or 2nd division
34.	Master of Science in Economics	B.A/ B.Sc or equivalent with 45 % marks or 2 nd Division
35.	Master of Science in Zoology	B.Sc with Botany, Zoology or equivalent with 45 % marks or 2nd Division
36.	Master of Science in Botany	B.Sc with Botany, Zoology or equivalent with 45 % marks or 2nd Division
37.	Master of Science in Mathematics	B.Sc with Mathematics -B or equivalent with 45 % marks or 2nd Division
38.	Master of Science in Chemistry	B.sc with Chemistry with 45% marks or 2nd division
39.	Master of Science in Physics	B.sc with Physics and Mathematics with 45% marks or 2nd division
40.	Master of Arts in English	B.A with English as elective subject or equivalent with 45% marks or 2nd division
41.	Master of Arts in International Relation	B.A or equivalent with 45 % marks or 2ndDivision
42.	Master of Arts in Political Science	B.A or equivalent with 45 % marks or 2nd Division
43.	Master of Commerce one year	B.Com Hons with 45 % marks
44.	Master of Commerce two years	B.Com 2 years with 45 % marks

45.	Master of Computer Science	B.Sc Computer or Equivalent with 45% marks or 2nd division
46.	Master of Science in Geography	B.Sc Geography or Equivalent with 45% marks or 2nd division

5. Admission to Second Master/ Bachelor Degree Course in the Same Discipline

A candidate with Master (16 years of education) / Bachelor (16 years of education) in any discipline, seeking admission to Master-degree / Bachelor degree program in the same discipline as a regular student, is eligible for admission provided he meets all other requirements.

6. ADMISSION PROCEDURE: - Following procedure will be followed for admission: -

- a) Admission shall be based on merit to be determined by the Admission Committee.
- b) If any candidate fails to appear before the Admission Committee for interview or for admission test at the fixed date and time, he may not be considered for admission.
- c) For admission to the first semester, candidates shall apply to the University, as per date/ schedule as announced.
- d) If any of the particulars given by a candidate in his application for admission is found incorrect or false, or if facts are suppressed by him, he shall be refused admission. If incorrect or false statement or suppression of facts is detected after a candidate has been granted admission, his admission shall be cancelled.

7. Registration

- a) Soon after the admission in a program, the student will be given a registration number, known as ID number.
- b) If a candidate fails to enroll in the first and subsequent semesters within seven days of the date of his admission/promotion and/or commencement of classes, his admission will stand cancelled. He may, however, be readmitted by the

Admission Committee with the approval of the Vice-Chancellor, on payment of prescribed late fee, but not later than three weeks of commencement of classes.

- c) Before the conduct of Mid Term Exam, the name, percentage, date of birth, examination passed with year, Roll number, marks, division, the institution last attended and the course to which a candidate has been admitted, shall be reported to the Registrar by the Head of the Department/ Institution concerned in the prescribed form, with the recommendation of the Admission Committee, after due verification of the particulars of candidates and payment of dues by them, for approval and registration in the University Students Register for issue of Registration Card.

8. Documents Required

All applications will have the following enclosures:

- a) Photostat copies of the certificates of examinations passed and detailed marks certificates, duly attested by a BPS-17 or above officer/equivalent.
- b) Character certificate from the institution last attended or, in the case of private candidates, a certificate of good character signed by a Magistrate first class, MPA or MNA of the area, or Headmaster/Headmistress of the High School, or any other officer of equal or higher rank.
- c) Four passport size photographs duly attested by any officer mentioned under sub-clause "8-b".
- d) Original Migration certificate in the case of students who have passed the last qualifying examination from any Board / University of Pakistan.
- e) Copy of Computerized National Identity Card duly attested by any officer mentioned under sub-clause "b"
- f) Domicile certificate
- g) NOC for admission from employer, in case of a serving candidate.
- h) NOC from the designated government agencies in case of foreign nationals.
- i) Undertaking on the prescribed format.

j) EATA Certificate in case of engineering and medical candidates and original document e.g DMC, Certificates etc.

a. Provisional Status

a) Students who have appeared in the examination of a Board/University and are waiting for the announcement of the results may be admitted temporarily on Provisional Status with an undertaking on Judicial Stamp Paper, that they shall produce their result sheets within fifteen days of the date of announcement of results by the respective University/Board. If the student fails to achieve the required percentage of marks in the Board/ University examination, he shall stand disqualified and his admission shall stand cancelled. No refund of dues paid will be admissible. The candidate shall also produce an attempt Certificate from the relevant Board/University.

b) Submitting incomplete, false or misleading information is a justifiable ground of denial of admission and removal from the University rolls, at any time.

b. Forfeiture of the right of admission

A selected candidate, who fails to fulfill the requirements as laid down in the above clauses within the prescribed time limit, shall forfeit his right of admission.

11. Fee Structure

Every student will pay admission, tuition and other fees/dues as prescribed by the University from time to time at the time of registration.

12. Inter-Campus transfer of students

Inter-Campus (Constituent University Campuses) transfer of a student may be allowed on payment of a fee of Rs.2000/- (Rs: Two thousand only) if the Vice-Chancellor / Pro Vice Chancellor is satisfied that the circumstances of the student warrant such a transfer. Such Inter-Campus transfer will be allowed only once during a Bachelor or Master degree program of a student.

13. Change of Specialization

A student desirous of changing his specialization can do so at the discretion of the competent authority, subject to the availability of a particular specialization, within a week of start of a semester (s), failing which he/she will have to restrict

himself/herself to a particular specialization opted for and no change will be allowed under any circumstances thereafter.

14. Additional Specialization

A student may be admitted by the Admission Committee in a degree program for additional specialization, provided he gets regular admission once again for such specialization by paying the dues and study the required subjects for a particular specialization as well as the core subject(s) in the semester offering these subjects.

15. Admission in second discipline of BSc Engineering

1. Candidates seeking admission in second discipline, should have passed their first discipline by obtaining minimum of 2.00 CGPA from any recognized Engineering University / College. However, they will be required to clear those subjects of BSc. Engineering which they have not studied in first discipline.
2. Candidates shall be registered for courses rather than for classes.
3. Admission shall be granted within 15 days of the commencement of first semester of the second discipline. However, they will get credit of the common courses, already studied in the first discipline.
4. Each department may admit candidates in second course subject to availability of seat(s).
5. Tuition fee / other dues shall be charged as specified by the University.
6. Candidates for the second degree program may opt to register for any subject in which they are exempted for having passed it during their first degree program. Previous results of the subjects shall become invalid, once they opt to reregister in the same.

16. Admission by Migration in BSc Engineering

The Admission Committee may, on payment of Rs. 100,000/- as migration fee in advance, recommend admission on migration basis to a student within one month of the commencement of semester, subject to the following conditions.

1. That there exists a vacant seat in the session in which he intends to migrate.
2. That the migration is being made from a PEC accredited institution / university (for B.Sc Engineering only).
3. That the admission is being made in the same discipline.
4. That the applicant produce a No Objection Certificate from the institution concerned along with a statement of total classes held, number of classes attended and the courses studied by the candidate.
5. That the candidate has not been debarred from taking examination, nor has been expelled rusticated from the institution and that no disciplinary action is pending against him.
6. That the Head of the concerned Department in Qurtuba University of Science & IT agrees to accommodate him depending on the facilities available in the department.
7. That the Head of Department evaluates the courses studied by the applicant and considers them equivalent to the courses offered/taught in the Qurtuba University of Science & IT. If needed, he may ask the applicant to repeat certain courses.
8. That the application for migration in based on changes in circumstances which render it practically impossible for the applicant to continue his studies in his parent institution.

17. Provisional Admission in BSc Engineering

On fulfillment of the obligations mentioned in the above clauses, a selected candidate will be admitted to the University provisionally, which shall be confirmed after due verification of his/her documents. In case a document proves to be false, fake, or fabricated, the student shall be liable to expulsion from the university rolls and fees and charges deposited by him/her shall be forfeited to the University.

18. Cancellation of Admission

a) A bonafide student of the University may apply in person or through parent/guardian to the Head of his department for cancellation of admission on a judicial stamp paper worth Rs.50/-, duly attested by an Oath Commissioner.

Fee refund policy in case of cancellation of admission will be as under.

- i.** Full tuition fee refund up to seven days of the commencement of classes.
 - ii.** Half tuition fee refund from eight to fifteen days of the commencement of classes.
 - iii.** No tuition fee refund from sixteen days of the commencement of classes.
- b)** Admission can also be cancelled on the grounds of (a) default in payment of University dues, (b) poor academic performance, (c) disciplinary action and (e) under special circumstances i.e. in case of death or under any directive of the Government or a court of law.

Master & Bachelor EXAMINATIONS REGULATIONS

1. All examinations schedule of each semester shall be included in the annual academic calendar.
2. Instructions with regard to conduct of examinations shall be circulated to all concerned invigilating staff at least one week before the commencement of examinations. A minimum of one invigilator will be assigned for a group of thirty students.
3. A head invigilator (Hall Superintendent) to be appointed by the Controller of examinations, shall be responsible for the proper conduction of the examination. Deputy Hall Superintendent shall also be appointed to assist the hall superintendent and shall replace him in his absence.
4. The Head invigilator (Hall Superintendent) shall have the powers to disallow any student(s) involved in misconduct which may come in to his notice, from continuing the examination or may taking any other appropriate action.
5. The Head invigilator shall report in writing to the Controller of Examinations, all cases referred to in E-4 above for appropriate action.
7. Student(s) involved in using unfair means, or those in possession of cheating material or cheating from Mobile Phone, shall be immediately removed from the examination hall and the matter be reported to the "Examination and Disciplinary Committees", through the Controller of Examinations for taking action against them.

7. Custody of Answer Books

All Answer Books of Examinations shall be sent to the Controller of Examinations for further necessary action the same day, immediately after the paper completion.

8. Assessment System / Distribution of Marks

- a) The evaluation will be external as well as internal or as prescribed by the University from time to time. For the evaluation of Internship Report/Project, an external examiner shall also be associated, wherever required.

b) For Engineering Students

The capstone project, carried out by students' groups in the last two semesters will be marked as follows:

- 35% sessional work, to be assessed by Project Supervisor
- 20% presentations of work by Evaluation Committee
- 45% Viva examination (including evaluation of project report)

The Project Supervisor will award 15% of the sessional marks at the end of 7th semester and the remaining 20% at the end of 8th semester

Grade "IP" (in Progress) is awarded for Project in the 7th semester, which converts to an appropriate letter grade at the end of 8th semester, based on student's performance in both semesters.

A Project Evaluation Committee (notified by the Head of Department) will assess the progress of the project through four student presentations, each carrying 5% marks. In the first presentation, student will present the project proposal on prescribed format, while in other presentations, progress report will be presented.

The presentation will be scheduled as follows:

1 st Presentation	Second week of 7 th semester
2 nd Presentation	Mid Term Exam week of 7 th semester
3 rd Presentation	Final Exam week of 7 th semester
4 th Presentation	Mid Term Exam week of 8 th semester

The Viva Voce Examination will be given by the Examination Committee, comprising the External Examiner, Project Supervisor of the concerned group, and Head of Department. Each member will award marks out of 15%, making a total of 45% marks.

Following scheme of examination at present will however be followed till it is changed or notified otherwise.

c) Semester System-Non Engineering

• Mid Term examination	20
• Final term examination	70
• Quizzes/Assignments/Tests/Attendances/	10
• Projects and Presentation as assessed by the concerned teacher.	
Total =	100

d) Engineering Semester System

The distribution of marks for theory courses shall be as follows:

- 25% Sessional Evaluation, including home Assignments, Quizzes, Oral Tests, Class Presentations and Projects etc.
- 25% Mid Term Examination
- 50% Final Term Examination

Final examination will cover full course prescribed for the semester.

e) Annual System

Academic programs being conducted under annual system will be examined as under: -

- Mid Term examination up to 25% of total marks allocated to the subjects
- Annual exam At the end of the year for the remaining marks
- Practical/ Viva-voce where ever applicable.

9. Paper Pattern

Each paper will contain objective and descriptive questions.

- a)** Midterm 5 marks for objective+ 15 marks for subjective questions.
- b)** Final term 10 marks for objective+ 60 marks for subjective questions.
- c)** or, as communicated by the controller of examinations.

10. Grading System / Degree Requirement

For the purpose of assessment of a student's performance, the following grading system will be followed:

Maximum CGPA shall be 4.00 and minimum CGPA shall be 2.00 for obtaining a degree, for Non Engineering Programs.

Letter Grade	Marks	NG	Definition
A +	90 – 100	4.0	Outstanding
A	80 – 89	4.0	Excellent
B+	75-79	3.5	Very Good
B	70-74	3.0	Good
C+	65-69	2.5	Fair
C	60-64	2.0	Pass
<u>Below</u>	<u>60</u>	<u>0.0</u>	<u>Fail</u>

Grading System for Engineering

Grade	Grade Points	Grade	Grade Points
A	4.00	C	2.00
A ⁻	3.67	C ⁻	1.67
B ⁺	3.33	D ⁺	1.33
B	3.00	D	1.00
B ⁻	2.67	F	0.00
C ⁺	2.33		

Rounding off Principle:

1. While calculating GPA/CGPA, marks 0.5 and above will be rounded off to next digit.
2. In Engineering no Rounding off Principle will be applicable

Note: After re-appearing in a subject, or subjects, and improving grades, the earlier grades obtained by a student will be ERASED and the latest grade obtained by him will be shown in the transcript, if it is of higher value.

11. Promotion to Next Semester

a) Requirement for promotion to next semester for Non Engineering programs:

Promotion	Requirement
From 1 st to 2 nd Semester	Passing 50% subjects, fraction being counted as one, i.e. 3 out of 5, or 3 out of 6 subjects.
From 2 nd to 3 rd Semester	passing all subjects of 1 st Semester (if available) and 50% of 2 nd Semester.
From 3 rd to 4 th Semester	passing all subjects of 1 st & 2 nd Semester (if available) and 50% of 3 rd Semester.
From 4 th to 5 th Semester	passing all subjects of 1 st , 2 nd & 3 rd Semester (if available) and 50% of 4 th Semester.
From 5 th to 6 th Semester	passing all subjects of 2 nd , 3 rd & 4 th Semesters (if available) and 50% of 5 th Semester.
From 6 th to 7 th Semester	passing all subjects of 3 rd , 4 th & 5 th Semesters (if available) and 50% of 6 th Semester.
From 7 th to 8 th Semester	passing all subjects of 4 th , 5 th & 6 th Semesters (if available) and 50% of 7 th Semester.

Note: University may grant relaxation for promotion in cases, where students could not appear in examination to pass failed subjects of previous semester due to none holding of examination of those subjects.

b) However, for obtaining a degree, the maximum duration of the time-period prescribed in the Statutes will not be extended.

c) For Engineering and B.Tech program

- i. A student who obtains SGPA of 2.0 or less in any semester, shall be issued a written warning by the department chairman. A copy of the warning letter shall be sent to the parents/ guardian.
- ii. A student who obtains SGPA of 2.00 or less for three consecutive regular semesters and his /her CGPA is less than 2.00, will be required to re-register until

he/she improves CGPA to the minimum requirement for graduation. A written warning of this possibility will be sent to the student (with a copy to parents/guardian) if his/her SGPA is less than 2.00 for two consecutive semesters.

- iii. A student whose CGPA in the first two semesters is less than 1.5, shall not be allowed to register for the third semester until his/her CGPA has improved to 1.5 or more.
- iv. A student who has earned three more F grades in the first two semesters and these F grades are still outstanding at the start of the 5th semester, shall not be allowed to register in the 5th semester until he/she passes these courses.
- v. A student must graduate within seven years to be eligible for registration with Pakistan Engineering Council.
- d) In case of failure in a subject/subjects, the student is required to:
 - i. Pass either the elective subjects he/she failed to pass in the preceding semester, without taking the classes, or can take new elective subjects (if available) by taking the classes. The student can take new elective subjects provided that;
 - ii. The HOD or competent authority permits him in writing.
 - iii. The level of new elective course shall be equal to the one that the student has failed.
 - iv. A student, bared from sitting in any examination due to shortage of attendance, level will be considered as failed in those subjects.

Degree Requirements for Engineering Programs

To earn a B.Sc. Engineering Degree, a student must:

- (a) pass all the courses of study prescribed in the relevant Scheme of Studies
- (b) obtain a Cumulative Grade Point Average (CGPA) of at least 2.0
- (c) complete 800 hours of Practical Training from a recognized government, semi-government, or private engineering organization.

For Civil Engineering, a student must:

- (a) Complete the Survey Camp, conducted by the University for Civil Engineering students.

(b) Practical Training may be carried out during summer vacations of 2nd and 3rd academic years and also after completion of the course of studies.

12. Chances for Reappearance/Passing a subject

- a) A student shall have to clear all subjects with in the maximum specified time period for a degree. However, the frozen semester, if any, will not be counted for calculating the maximum period of study excluding Engineering Programs
- b) In a failed subject, without attending the class. The student will have an option to take subsequent midterm exam and final, or both, by paying the required exam fee. Quizzes, assignments/projects etc will not be re-examined if those were held and marked initially.
- c) While in Engineering Programs students have to reregister as a full time student in the fail subject.

13. Withdrawn of a course/courses

- a) A student may withdraw from a course at any time during the first two weeks of the semester if he feels that the withdrawal can benefit him for the remaining course/Courses. Course withdrawn by the student after the expiry of two weeks will be recorded on the transcript and the letter "W" will be posted on the transcript of the student concerned.
- b) A student cannot withdraw more than 50% of the courses offered in a Semester i.e. Maximum two courses out of five, or three out of six can be withdrawn. The courses withdrawn may be core or elective, or both courses authorized with the consultation of the coordinator/HOD for that particular semester. Courses can be withdrawn ONLY ONCE in a Semester.

14. Auditing of a Course

A student who desires to attend a course without taking exam will be allowed to attend a course as auditor and this will be shown in the transcript card. However, no credit will be granted for the audited course. Attendance in auditing course is however compulsory.

15. Rechecking of Scripts (Answer Books)

- a)** There shall be a Rechecking Committee for rechecking of scripts (Answer books), to be constituted by the Controller of Examinations.
- b)** The Rechecking Committee will ensure that:
 - i.** All answers have been marked by the examiner.
 - ii.** The total of marks allotted for specific answer is correct.
 - iii.** The answer book belongs to the candidate concerned (by comparing his handwriting with documents available, or by obtaining his specimen handwriting)
 - iv.** The marks allotted to the candidate are in conformity with the marking scheme of the examiner in other cases.
 - v.** In case the Answer book is unmarked, the same will be sent to an Examiner for evaluation by the Controller of Examination.
 - vi.** In case the answer to a question has been left unmarked or the marking of the script, in the unanimous opinion of the Committee, is at variance with the general standard of marking of the examiner, the script will be referred back to the Examiner along with the comments of the Committee, for reconsideration.
 - vii.** While forwarding the script of the candidate to the examiner, the script of the candidate(s) on whom the opinion of the Committee, is based, will also be provided to the Examiner for reference.
 - viii.** The examiner concerned will forward his views/opinion to the Committee within two weeks of the receipt of scripts.
 - ix.** The Committee will then take necessary decision (which shall be final) in the matter on the basis of the examiner's view/opinion.
 - x.** In view of the sensitive nature of its work, the Committee may hold meetings in camera, should the situation so warrant.
- c)** a student desirous of rechecking his scripts, will;
 - i.** apply for rechecking of his answer script within a week of the declaration of results, stating clearly in the application why the request is being made and

- ii. pay the required fees for re-checking as prescribed by the University from time to time.

Note:- Rechecking shall not be allowed in cases of quizzes, tests, assignments, projects, thesis, practical, viva-voce and practical courses etc

d) Evaluation/Re-evaluation of Answer Scripts – Special Powers of Controller of Examinations.

Notwithstanding the above provisions, the Controller of Examinations shall have special powers in respect of associating any internal/external examiners for preparing Question Papers and evaluation/re-evaluation of scripts in order to ensure fair and judicious evaluation of Answer Scripts of a student and decide the case with the approval of the Vice-Chancellor.

16. Passing in Additional Attempts

a) Merit Position

Only those students, who have passed the examination as a whole on FIRST ATTEMPT in the regular examination along with other students, are entitled to a merit position, provided the number of students in the class is not less than ten. Passing examination in a subsequent attempt debars the student from the award of merit certificate. Similarly, students improving their grades or passing a course (s) through the award of grace marks are also not entitled to any merit position.

b) Improvement of Grade

Students desirous of improving their grade point (GP) in a course (s) in each semester from GP less than 3 are allowed to avail only one chance for improving their GP, on payment of prescribed examination fee. A student may be allowed to apply for improvement of any theoretical subject(s) only once within the stipulated time of program.

17. Absence from Examination

Absence from examination will mean failure in the examination.

18. Transcript

a) Complete Transcript

A complete transcript is issued after completion of particular program and after clearance of all dues.

b) Official Transcript will be issued in the prescribed manner

c) Progress Report will be issued in the prescribed manner

d) Transcript for Re-Appearing Students

The transcript of those students, who qualify a subject/subject(s) in more than one attempt, will indicate the words "Repeated" against the subject(s), which the student has passed on subsequent attempt(s).

19. Transfer of Credits

a) Credits may be considered for transfer from any other accredited institution / university of similar standing, if these correspond to an approved program in a discipline of studies of the University.

b) Only courses in which at least a "C+" grade i.e. Numeric Grade 2.5 or it's equivalent obtained by the student will be considered for transfer.

c) Only those courses, which were completed within the last three years, will be considered for transfer.

d) A credit cannot be transfer in 1st, 7th and 8th Semester in engineering

e) Not more than 50% of the courses will be credited

f) Not more than 70% of the course will be credited in non-engineering programs

20. Temporary Withdrawal and Rejoining

Students withdrawing from a program can do so and rejoin within one year of the date of leaving provided they have submitted an application to defer his program.

21. Attendances

A student is required to attended at least 85% (in all subject), lectures delivered and practical / laboratory work conducted before he is allowed to sit in the mid-term and final examinations_in a semester. A student falling short of this

requirement may be debarred from taking in an examination. The Vice-Chancellor may, however, condone a deficiency up to ten (10) per cent in attendance.

22. Absence from Classes

Unauthorized (without prior approval, and sickness supported by Medical Certificate (MC)) absence from class for four days continuously will result in suspension from the Department/University, and unauthorized absence for two weeks, on the whole, during a semester, will result in removal from the University rolls. In the event of removal from the rolls, the student will have to apply for re-admission and, if the Admission Committee accedes to his request, he may be re-admitted on payment of full dues, readmission fee and fine (if any). Admission in hospital or provision of MC does not provide any excuse for absence, and shortage of attendance. Shortage in attendance will, however, be the student's own responsibility; provided that re-admission after removal will be allowed ONLY ONCE during the academic program of a student.

23. Requirements for Award of Degree.

A degree shall be awarded to a student only if he/she has passed all the prescribed courses (without any failures), has also completed the minimum required credits and obtained minimum required CGPA 2.00 to qualify for the award of degree or as prescribe by the relevant councils.

The President may relax these regulations in exceptional cases and circumstances, in order to avoid hardship to a student, provided an Academic Committee of the Department/Center/Institute concerned appointed by the President so recommends

24. Cheating in Examination

If a student is caught with cheating, the case is reported by the invigilator and Hall In-charge on a written paper dully signed by them, to the examination section of the University. There is a Disciplinary and Examination Committee, where the case is put forward and the concerned student is called to appear before the committee and defend his/her case. If the student is found guilty the

committee takes disciplinary action against him/her as per the statutes of the University.

25. Plagiarism

If the student is found guilty in for taking words , figures , ideas or material from other works then the case will be reported to the Plagiarism Standing committee for necessary action against him/her as per the Plagiarism Policy of the University .

M.Phil /M.S and Ph.D Statutes & Regulations

Definitions

1. In these Statutes and Regulations, unless there is anything repugnant in the subject or context,

a) “Board” means the Board of Advanced Studies and Research (BOASAR) as constituted under Section-7 of the First Statutes appended to the Qurtuba University of Science & IT Ordinance-2001.

b) “Examiner” means examiner, appointed under the provision of these Statutes and Regulations.

c) “Graduate Studies Committee” /“Academic Committee” (in case of group of subjects) means a committee of department/s or a group of subjects as the case may be, as constituted under Section 15 of Part-C of these Statutes and Regulations;

d) “Head” means Chairperson of a Department / Director of an Institute / Center

e) “Institute” means a constituent/affiliated department / centre, of the University;

f) “M.Phil and MS.” means Master of Philosophy and Master of Science respectively.

g) “Ph. D.” means Doctor of Philosophy;

h) “Related Subjects” mean subject(s) which are supportive of the major field of the studies;

i) “Research Scholar” means a person registered in the M. Phil /M.S and Ph. D program;

j) “Secretary” means, the Registrar or his nominee dealing with academic affairs of M. Phil /M.S and Ph. D program;

k) “Supervisor” means a supervisor appointed for a research scholar under Section 17 of Part-C of these Statutes and Regulations;

l) "Research Proposal" means Proposal on the prescribed format on which a scholar wishes to carry out his / her research work for submission to Board for approval.

m) "Thesis" means manuscript of original research work carried out by an M. Phil./ M.S. research scholar;

n) "Dissertation" means manuscript of original research work carried out by a Ph. D. research scholar;

o) "University" means the Qurtuba University of Science & Information Technology.

(2) All other terms and expressions shall have the same meaning as assigned to them under Section-2 of the Qurtuba University of Science & Information Technology Ordinance 2001 or as explained in these Statutes and Regulations.

Part (A)

Scheme of Studies for M.Phil and MS Degree Programs :-

- (1) Course work in the major subject, in which a scholar is registered.
- (2) Course work in subject(s) related to the major subject.
- (3) Research Proposal on a topic to be approved by the Board.
- (4) Thesis on a topic approved by the Board.
- (5) Viva-Voce/Public Defense

Duration of M.Phil and MS degree programs:-

- * (1) The duration of M.Phil /MS Degree Program shall spread over a minimum period of four semesters (2 years) and maximum of eight semesters (4 years), provided that extension beyond eight semesters will be granted by the Board on the recommendations of the supervisor, quoting genuine reasons for such extension, if so requested by the scholar in writing.
- (2) The scholar shall be required to Submit Research Progress Report on the prescribed form through the Supervisor along with dues clearance receipt before the commencement of the ensuing semester, non-compliance of which will entail cancellation of the admission.

Eligibility and Degree Requirement :-

- (a) Sixteen years of schooling or four years education with a minimum of 50% marks in final degree examination in annual system or a CGPA of 2.5 from an HEC recognized University/Degree awarding Institution, after HSSC/FA/FSc/Grade 12 or equivalent.

Further provided that candidates having 45 % marks or equivalent grade in the subject of English Language and Literature shall also be eligible.

- (b) Passing of University Entry Test conducted by the University through a committee to be constituted, or GAT-General conducted by the NTS with a minimum of 50% cumulative score.

- (c) The scholar will be required to complete a minimum of twenty four credit hours of course work with 2.5 CGPA along with six credit hours of research work.
- (d) A minimum CGPA of 2.5 shall be required for the award of M.Phil and M.S degree;
- (e) The Scholar will be entitled to improve his / her CGPA by repeating the courses **only once within a maximum period of first four semesters.** Failing which he/ she shall be considered as withdrawn.+
- (f) The thesis shall be evaluated by two experts having M.Phil / MS/ Ph.D qualification in the relevant subject from within the country in the prescribed manner;

Admission Procedure

- (1) Admission to M.Phil / MS degree program shall be advertised in consultation with the Deans/ Heads of the concerned institute;
- (2) The number of scholars to be admitted shall be determined by the Graduate Studies Committee;
- (3) Applications on prescribed form shall be submitted to the Registrar Office, within the prescribed period, who shall keep a record of all the applications received;
- (4) The short listed candidates, based on Entry Test and previous academics, shall be interviewed by the member (s) of Graduate Studies Committee for final selection for admissions.
- (5) The names of the provisionally admitted candidates shall be notified within one month of selection by the Registrar Office.

Supervision

The number of M.Phil / MS scholars under the supervision of a faculty member having Ph.D qualification, shall not exceed eight. Based on the consent of the respective Supervisor, the number of M.Phil / MS scholars may be increased to a maximum of twelve with the approval of the Board; Provided that a faculty member having M.Phil / MS qualification with five years teaching / research experience in higher education may also supervise an M.Phil / MS scholar.

Part (B)

Scheme of studies for Ph.D Degree Program:-

- (1) Course work in the major subject, in which a scholar is registered;
- (2) Course work in subject(s) related to the major subject;
- (3) Passing of comprehensive examination after completion of the required course work.
- (4) Research Proposal on a topic to be approved by the Board.
- (5) Dissertation on a topic approved by the Board.
- (6) Viva Voce / Public Defense

Duration of Ph.D degree program:-

- * (1) The duration of Ph.D Degree Program shall spread over a minimum period of six semesters (3 years) and maximum of sixteen semesters (8 years), provided that extension beyond sixteen semesters will be granted by the Board on the recommendations of the supervisor, quoting genuine reasons for such extension, if so requested by the scholar in writing.
- (2) The scholar shall be required to submit Research Progress Report on the prescribed form through the Supervisor along with dues clearance receipt before the commencement of the ensuing semester, non-compliance of which will entail cancellation of the admission.
- (3)

Eligibility and Degree Requirement

- a. M.Phil /M.S (18 year education) /equivalent, with minimum CGPA 3.0 (in the semester system), or, First Division (in the Annual System), in the relevant field from an HEC recognized University/DAI.
- b. Passing of University Entry Test conducted by the University with 60% cumulative score through a committee to be constituted or ETS, USA in the area of specialization, chosen at

the Ph.D level, with minimum 60% marks, preferably prior to the admission, or GAT-Subject conducted by the NTS with a minimum of 60% cumulative score.

- c. Course work of 18 credit hours in the first year (two semesters) shall be required to be completed with a minimum CGPA 2.5 and followed by a comprehensive examination with minimum 50 % score for granting Ph.D candidacy.
 - d. The dissertation shall be evaluated by at least two Ph.D experts in the relevant field from foreign countries as per HEC guidelines, in addition to at least one local examiner from within the country in the prescribed manner.
- (5) Publication /acceptance of at least one research article by the scholar in an HEC recognized “X” or above category journal (“Y” in case of social sciences and languages, “Z” in case of Urdu, subject to the periodical revision by HEC), prior to the holding of public defense;
 - (6) Public defense.

Admission Procedure:-

- (1) Admission to Ph. D. degree program shall be advertised in consultation with the Deans/ Heads of the concerned institute;
- (2) The number of scholars to be admitted shall be determined by the Graduate Studies Committee;
- (3) Applications on prescribed form shall be submitted to the Registrar Office, within the prescribed period, who shall keep a record of all the applications received;
- (4) The short listed candidates, based on Entry Test and previous academics, shall be interviewed by the member (s) of Graduate Studies Committee for final selection for admissions;
Further provided that candidates for admission in Ph.D Management Sciences and English shall submit and defend research proposal for Ph.D in interview for admission.

- (5) The names of the provisionally admitted candidates shall be notified within one month of selection by the Registrar Office.

Supervision:-

The number of Ph.D scholars under the supervision of a faculty member having Ph.D degree, shall not exceed five. Based on the consent of the respective supervisor, the number of Ph.D scholars may be increased to a maximum of eight with the approval of the Board.

Part (C)

(Applicable to M.Phil / MS and Ph.D Programs)

Admission and Tuition Fee etc:-

- (1) The scholars shall be required to pay tuition fee and other admission dues as prescribed by the university from time to time.
- (2) Admission of those, who fail to pay the dues within one month of the date of provisional admission, shall stand cancelled. Foreign nationals shall also be required to pay tuition fees, etc. as prescribed by the University from time to time. Such candidates shall be required to forward their admission applications along with NOC issued from the respective consulate and Passport & Visa. They shall also produce equivalence certificate of their academic degrees etc along with the documents required for admission.

Registration:-

- (1) A scholar shall be registered in a teaching / research institute of the University.
- (2) The Registrar Office shall maintain a register of research scholars and allot a registration number to each scholar at the time of provisional admission.
- (3) Registration may be renewed on payment of the prescribed fee, if a scholar is re-admitted within a year after having been struck off the rolls.

Approval of Admission and Confirmation of Registration:

- (1) The Registrar Office shall forward cases of provisional admission within one month from the date of recommendations by the Graduate Studies Committee to Vice Chancellor, through the Dean of Faculty, for approval.
- (2) On completion of the prescribed course work and passing the comprehensive examination (in case of Ph.D), the Registrar Office may confirm registration of the scholar in the respective degree program.

Graduate Studies Committee (GSC) :-

- (1) There shall be a Graduate Studies Committee (GSC) for a period of three years to be constituted by the President. The Registrar, after consulting with the, Dean(s) shall send the names of members of the Graduate Studies Committee to the President for approval.
- (2) **The Graduate Studies Committee (GSC) shall consist of:**
 - (a) The Dean of Faculty shall be its Convener;
 - (b) Two senior teachers of the University, preferably having a Ph. D. degree, shall be the members;
 - (c) Two experts, as co-opted members, to be nominated by the President from within the University, in consultation with the Dean.

Supervisor:-

- (1) In consultation with the research scholar, a teacher / expert holding a Ph. D. degree in the relevant field, shall be appointed as supervisor, both for MS / M.Phil and Ph.D scholar.
Provided that in case of M.Phil / MS scholar, a faculty member having M.Phil / MS qualification with five years teaching /research experience in higher education may also be appointed as supervisor.
- (2) The Registrar shall forward the name of the supervisor, who agrees to such supervision, for each scholar to the Board for approval;
Provided that, if so required, one co-supervisor may also be appointed with the approval of the Board.
- (3) If the scholar requests for the change of supervisor, quoting genuine reasons for the same, or if the sitting supervisor wishes on his own that the scholar should change his /her supervisor, the Board may allow such change of supervisor.

Conduct of Examination :-

- (1) For each semester, there shall be two examinations; mid-term and final term, in addition to assignments;
- (2) The weight-age of the examination and assignments shall be as follows:
 - (a) Assignments, term papers, etc 20%
 - (b) Mid-term examination 30%
 - (c) Final Term examination covering the entire course contents 50%

Grading System :-

Grading System for M.Phil

<u>Letter Grade</u>	<u>Marks</u>	<u>NG/ Value</u>
A+	90-100	4.00
A	80-89	4.00
B+	75-79	3.50
B	70-74	3.00
C+	65-69	2.5
C	60-64	2.00
F	Below 60	0.0

Grading System for Ph.D

<u>Letter Grade</u>	<u>Marks</u>	<u>NG/ Value</u>
A+	90-100	4.00
A	80-89	4.00
B+	75-79	3.50
B	70-74	3.00
C+	65-69	2.5
F	Below 65	2.0

In case, numerical grades are not feasible (e.g field work, dissertation, comprehensive examination) or not required (e.g related courses), letter grade P(Pass) or F(Fail) shall instead be used, which shall not be counted towards the CGPA.

Credits and Audits :-

- (1) Unless otherwise prescribed, a credit shall represent a study in an approved course carried out for one theory contact hour or two laboratory contact hours per week per semester;

- (2) A scholar seeking to attend a course without taking examination in that course shall be called an auditor and shall be shown as such in the transcript;
- (3) An auditor shall have to seek prior permission of the University to be registered as an auditor and shall pay the regular fees but no credit shall be granted for the course.

Course Change and Credits :-

- (1) A scholar shall be required to complete the course work within the semester in which he / she takes that course. If a scholar fails to complete the course within the prescribed period including extension, if any, the course shall be marked as "incomplete" on the scholar's record and shall not be credited towards the CGPA;
- (2) At the request of the scholar, the head of the institute may change his / her status in a course to that of an auditor or he / she may be permitted to withdraw from course but not later than the end of the fourth week of the semester. In case of the status so changed, the scholar's record will be marked as Auditor or as withdrawn against that course, as the case may be.

Comprehensive Examination:-

- (1) On successful completion of the course work, the Ph.D research scholar shall have to pass the comprehensive examination in the subject/discipline with minimum 50 % score before presenting the research proposal ;
- (2) There shall be only **one extra chance** for passing the comprehensive examination to be availed consecutively.
- (3) In case of failing the comprehensive examination, after availing the additional chance, admission of the concerned research scholar shall stand cancelled.

Research Requirements, (Thesis / Dissertation): -

- (1) The research proposal shall be submitted, after passing the comprehensive examination by the Ph.D scholar, for approval of the Board but not later than the completion of the third semester.
- (2) In case of M.Phil / MS, the research proposal shall be submitted after successful completion of the course work by the scholar with a minimum CGPA of 2.5.
- (3) The Ph.D scholar shall be required to complete research work / dissertation in at least two calendar years (4 semesters) under the guidance of the supervisor, while the M.Phil / MS scholar shall be required to complete the research work in at least one semester under the guidance of the supervisor.
- (4) The research scholar shall write thesis/dissertation on approved topic. One ring bound printed copy duly signed by the supervisor, shall be submitted to Graduates Studies Committee for internal evaluation by an expert within Pthe University. After internal evaluation, if it is approved, then four ring bound printed copies of the thesis / dissertation on A-4 size paper shall be submitted to the Controller of Examinations, for the purpose of examination.
- (5) The thesis / dissertation shall be submitted only after due approval by the supervisor in the prescribed manner..

Plagiarism Test.

Plagiarism Test shall be conducted by the Controller of Examinations through Quality Enhancement Cell (QEC) on the submitted thesis / dissertation before their submission to experts for evaluation.

Appointment of examiners for evaluation of M.Phil / MS thesis and Ph.D dissertation:-

- (1) The office of Controller of Examinations, in consultation with the supervisor, shall send a panel of examiners, to President, consisting of at least five experts having Ph.D in the relevant

field from the technologically / academically advanced countries and three from within the country.

- (2) The President shall appoint at least three examiners in case of Ph.D dissertation, one of whom shall be from within the country. In case of M.Phil / MS thesis, the President shall appoint at least two examiners from within the country. Majority positive opinion shall count towards the award of the degree.
- (3) The Controller of Examinations shall send thesis / dissertation to the examiners confidentially, who shall evaluate the same and communicate the result as per below format.
 - a. The scholar is recommended for the award of the degree;
 - b. The scholar should revise the thesis / dissertation for re-submission;
 - c. The thesis / dissertation is rejected.
- (4) If majority of the examiner report that the thesis / dissertation needs revision, the scholar may be allowed to revise the same within a period of twelve months. It shall be re-submitted for re-evaluation to the same examiners.
- (5) If majority of the examiner report that the thesis / dissertation, despite some shortcomings, is of sufficient merit, the scholar may be directed to improve the thesis / dissertation for re-submission within six months, but without re-evaluation.
- (6) The re-submitted thesis / dissertation must carry a certificate by the supervisor to the effect that the shortcomings, so identified, have been rectified.

Public Defense:-

A research scholar shall be required to defend the thesis /dissertation in public to be conducted by one of the three approved examiners in the presence of the supervisor, and members of the Graduate Studies Committee, if available. In case of non availability of the supervisor on this occasion, the concerned Dean will represent him.

Chances for Re-submission of thesis, dissertation and reappearing in viva-voce / Public Defense:-

- (1) Only one chance for re-submission of thesis or dissertation shall be allowed ;
- (2) If the revised Ph.D. dissertation is not approved, it shall be deemed to have been rejected. Similarly, if the revised M.Phil / MS thesis is not approved, the same shall also be deemed to have been rejected.
- (3) If the dissertation is adjudged as adequate but the scholar shows poor performance in the public defense, in view of external examiner and supervisor, the scholar may be given a chance to reappear in the public defense within a period of three to six months, failing which it shall be deemed to have been rejected. In case of failure in defending the Ph.D dissertation, the scholar may be awarded M.Phil/MS degree, on the recommendation of the head of the department concerned, the supervisor and the external examiner conducting the defense.

Study Leave and No Objection Certificate:-

An employed person may be considered as a whole-time regular scholar without obtaining study leave subject to the production of a “No Objection Certificate” from the employer concerned to the effect that studies of the scholar shall not be affected by his / her official duties”.

Leave of Absence / Deferment:-

- (1) On the recommendation of the Graduate Studies Committee, a research scholar may be allowed leave of absence / deferment up to one semester only in course work, on valid grounds by the concerned Dean;
- (2) Leave of absence shall be excluded from the total period of study. The scholar shall not be required to pay any fee during the leave of absence.

Cancellation of Registration:-

Registration of a scholar failing in the examinations(s) or failing in the fulfillment of other relevant requirements provided in these Statutes and Regulations shall stand cancelled.

General Provisions:-

- (1) The research scholar shall have to attend at least 85% of the total contact hours of a course;
- (2) The scholar, who continues as a regular student of the University during the period of revision of thesis / dissertation etc, shall have to pay the tuition fee etc for the semester(s) for which he /she stays in the University;
- (3) English shall be the medium of instructions and examinations for thesis / dissertation of all subjects, except the subject of Islamiat, Urdu, Arabic and languages other than English. In case of Islamiat, thesis / dissertation may be written in English, Arabic or Urdu.
- (4) The admission of a research scholar may be cancelled if his /her academic progress or conduct is found unsatisfactory by the supervisor at any stage.
- (5) The scholar shall abide by these Statutes and Regulations and other rules and regulations with regard to the students conduct and discipline framed by the university from time to time.
- (6) In case of Ph.D. dissertation, the size of the typing paper should be A-4. The final five copies of the dissertation must be hard bound in black cloth. The complete title of the dissertation should be printed in block, golden letters at the top of the cover. Full name of the scholar should be printed in the middle of the cover. The spine should have the surname of the scholar, the year of submission and presentation of the dissertation.
- (7) In case of M.Phil/M.S thesis, the size of the typing paper should be A-4. The final five copies of the thesis must be hard bound (Navy Blue). The complete title of the thesis should be printed in

block golden letters at the top of the cover. Full name of the scholar should be printed in the middle of the cover. The spine should have the surname of the scholar, and the year of submission and presentation of the thesis.

Students Conduct and Discipline Regulations

University is an institution where the students are imparted knowledge and their personalities are developed, so that they become useful members of the society in which they live. The need for disciplined and organized life on the University campus is extremely important. It is therefore, essential that rules and regulations are clearly laid down to ensure an orderly and decent atmosphere in the University. Hence, the following Regulations have been framed:

Students' Code of Conduct / Ethics

The following code of conduct shall be adhered to, by every student:

- a) Loyalty to Pakistan, and refraining from doing anything, which is repugnant to its honour and prestige in any way.
- b) Truthfulness and honesty in dealing with others.
- c) Respect for elders and politeness to all, especially to women, children, old people, the weak and the helpless members of society.
- d) Respect for teachers and others in authority in the University.
- e) Faithfulness in his religious duties and respect for convictions of others in matters of religion, conscience and customs/traditions.
- f) Cleanliness of body, mind, speech and habits.
- g) Devotion to studies and prescribed co-curricular activities.
- h) Protection of the University/Public and Private property.
- i) Observation of rules and regulations enforced from time to time.
- j) Non-indulgence in political activities/refraining from unethical/ immoral activities.

1. Action against Misconduct

Every member of the Faculty shall have the power to check any disorderly or improper conduct or any breach of regulations by a student in any part of the University premises or outside on any study tours or any university sponsored academic / Co-curricular activity. Misconduct in a classroom, when a student is

under the charge of a teacher, shall not be allowed and a punitive action such as a fine, removal from the classroom, or a punishment of greater magnitude, may be imposed as decided by the authority so empowered.

2. **The Student Advisor / Coordinator** or any other employee authorized by the President/Vice-Chancellor shall be responsible for the maintenance of law and order in the University.

3. **Prohibited Acts**

The following acts are prohibited for students:

- a) Smoking in the University premises, classroom, laboratory, library, examination hall and auditorium, and during academic functions.
- b) Provision and consumption of alcoholic drinks or other intoxicating drugs within the University Campus or during sports, cultural tours, survey campus or entering such places or attending any such tours or campus while under the influence of intoxicants.
- c) Organizing or taking part in any function inside/ outside the campus or organization of any club or society of students, unless the competent authority may permit.
- d) Indulging in political activities.
- e) Collecting any money or receiving funds or pecuniary assistance for or on behalf of the University, except with the written permission of the person authorized in this behalf.
- f) Staging, inciting or participating in or abetting any walk-out, strike or other form of agitation against the University, or its teachers, officers or authorities; inciting any one to violence, disruption of the peaceful atmosphere in any way; making inflammatory speeches or gestures which may cause resentment; issuing of pamphlets or cartoons, casting aspersions on the teachers or staff or authorities/ bodies, or doing anything in any way likely to promote rift and hatred among the students, issuing statements in the press, making false accusations or lowering the prestige of the University.
- g) Using of mobile for listening music, watching movies/ pictures or internet surfing in classes, examination hall and university premises in prohibited.

- h) Taking photographs / making videos by mobile / camera in the class / and university premises, without prior permission of the competent authority.
- i) Breach of student code of conduct given in a regulation G (1)
- j) Harassment of female students in the University / outside the University by a student

4. Acts of Indiscipline

A student who;

- a) commits a breach of conduct specified in these regulations;
- b) disobeys the lawful orders of a teacher or other person in authority;
- c) habitually neglects his work or absents himself from the classroom without valid reason;
- d) damages the University, public or private property or the property of fellow-students or any teacher or employee of the University;
- e) does not pay the fees, fines, or other dues in time payable under the laid down rules and regulations
- f) uses indecent language, wears immodest dress, makes indecent remarks or gestures, or behaves in a disorderly manner; commits any criminal, immoral or dishonorable act (whether committed within the University or outside), or any act which is prejudicial to the interest of the University; shall be liable, for each such act, to the penalties specified hereunder, and from time to time, through written orders, notifications, or included in these regulations.

5. Penalties

Acts of Indiscipline	Penalty	Authority
a. Violation of the Code of Conduct/Ethics as provided in Section G-1.	Warning / Fine of Rs.5000 to 10000 / cancellation of admission	University Disciplinary Committee
b. Smoking in the University premises, classroom, laboratory,	Warning / fine of Rs. 500 to 1000	Senior Coordinator /

library, examination hall and auditorium, and during academic functions.		Coordinator / HOD
c. Provision and consumption of alcoholic drinks or other intoxicating drugs within the University Campus or during sports, cultural tours, survey campus or entering such places or attending any such tours or campus while under the influence of intoxicants.	Warning / fine of Rs. 1000 to 5000	University Disciplinary Committee
d. Organizing or taking part in any function inside/ out side the campus or organization of any club or society of students, unless the competent authority may permit.	Warning / fine of Rs. 500 to 1000	Senior Coordinator / Coordinator / HOD
e. Indulging in political activities.	As per undertaking furnished by the student at the time of admission	University Disciplinary Committee
f. Collecting any money or receiving funds or pecuniary assistance for or on behalf of the University, except with the written permission of the person authorized in this behalf.	Warning / fine of Rs. 500 to 1000	Senior Coordinator / Coordinator / HOD
g. Staging, inciting or participating in or abetting any walk-out, strike or other form of agitation against the University, or its teachers, officers or authorities; inciting any one to violence, disruption of the peaceful atmosphere in any way; making inflammatory speeches or gestures which may cause resentment; issuing of pamphlets or cartoons, casting aspersions on the teachers or staff or authorities/ bodies, or doing anything in any way likely to promote rift and hatred among the students, issuing statements in the press, making false accusations or lowering the prestige of the University.	Warning / fine of Rs. 1000 to 5000	Senior Coordinator / Coordinator / HOD
h. Using of mobile for listening music, watching movies/ pictures or internet surfing in classes,	Warning / fine of Rs. 500 to 1000	Senior Coordinator / Coordinator / HOD

examination hall and university premises in prohibited.		
i. Taking photographs / making videos by mobile / camera in the class / and university premises, with out prior permission of the competent authority.	Warning / fine of Rs. 500 to 1000	University Disciplinary Committee
j. Harassment of female students in the University / outside the University by a student	As prescribed in Harassment of Women Act	As defined in Harassment of Women Act

8. Rustication and Expulsion

a) Rustication

- i. This penalty, when imposed on a student, will always normally mean the loss of one/two Semesters in so far as attending classes and appearance in the University examinations is concerned.
- ii. The name of rusticated student will be struck off the rolls and no refund of fees/dues paid is permissible.
- iii. PROVIDED that in case of indiscipline warranting immediate action against a student, the Vice-Chancellor shall be competent to issue orders of rustication of the student for a period to be specified.

b) Expulsion

- i. The name of the expelled student will immediately be removed from the rolls.
- ii. A student expelled shall not be re-admitted to the University.
- iii. Cases of expulsion will be registered in the University records and announced to all Departments/Institutions of the university, as well as all Universities in the country.

c) Defense by a student intended to be expelled

A student expelled from the University will be allowed a chance of presenting his defense in writing to the accusations against him. In case the defense in writing (to be submitted within three days of issuance of expulsion orders) is

considered as unsatisfactory by the President/ Vice Chancellor, the expulsion orders shall stand implemented.

9. Appeal

- i. An appeal against the penalty of rustication/expulsion will be filed by the student with the Registrar's office within 15 days of the announcement of punishment.
- ii. An appeal against the punishment of cancellation of admission, rustication or expulsion shall lie to a Review Committee constituted by the Vice-Chancellor. The Committee will forward its recommendations to the Vice-Chancellor for orders. The Vice Chancellor orders, in the case, shall be final.
- iii. No appeal shall lie against the decision of an authority imposing a penalty, other than cancellation of admission, rustication or expulsion, except on the ground that such authority has imposed a penalty, which it was not competent to impose.
- iv. An appeal on the ground that an authority has imposed a penalty, which it was not competent to impose, shall lie with the body or person of higher authority than the one which imposed the penalty.

10. Compensation for Loss

The Head of the Department/Institution or any teacher or officer to whom the Vice-Chancellor may delegate the powers, may instruct a student to pay compensation for any loss or damage to property belonging to the University, public, authority, or to a fellow student or an employee of the University caused by his act or negligence. If the student does not pay such compensation within a specified period, the Head of the Department/Director Academic/ Senior Coordinator will proceed against the student in the manner as prescribed in these regulations

11. Special Provision.

In special circumstances where these rules are silent and action is required to be taken then the competent authority has the power to take any action in accordance with the law of land.

12. Removal of Difficulties.

If any question arises as to the interpretation of any of the provisions of these Statutes and Regulations regarding implementation or operation, causing substantial hardship to the scholar, it shall be placed before the President, whose decision thereon, not inconsistent with the provisions of the University Ordinance, shall be final;

Students Dress Code

Dress Code:

Dress Code of any educational institution helps to maintain uniformity and decency and promotes discipline. Following Dress Code has to be followed at Qurtuba University of Science & Information Technology:

For Male Students:

- Dress/Casual Trousers
- Jeans (Plain Blue) without any images, graphics & write ups
- Dress/ Casual Shirts (Half / Full sleeves).
- T shirts without any images, messages, graphics & write ups
- Dress/Casual Shoes or Joggers with Socks. (No Sandals)
- Shalwar Qameez with Shoes (only Friday)
- Suit/Combination
- Coat/ Pullovers /Sweater /Jacket in winter

For Female Students:

- Shalwar Qameez. (No Sleeveless)
- Hijab, Abaya, Chaddar etc.
- Full length trousers with long shirt / Kurta. (No tights)
- Light Jewellery & light make up
- Shoes, Sandals & Joggers
- Dupatta/Scarf compulsory with all dresses.
- For non compliance following disciplinary actions will be undertaken:
- Written warning on 1 occasion.
- Fine of Rs. 5000/- on 2 occasion.
- Barring attendance of classes on 3 occasion

Smoking:**Smoking/Intoxication**

- Smoking/Intoxication is strictly prohibited in campus premises. A fine of Rs. 5000/= on first offence and / or expulsion could result on repeated offence.

Environmental Protection

Every Qurtuba University student is expected to conduct himself/herself in an environmentally conscious manner by practicing the following habits:

- Turning off lights and fans when rooms and hallways are not in use
- Using minimum quantity of water and turning off taps when not in use
- Avoiding spillage on floors and mirrors; keeping bathrooms clean, dry, and hygienic; reporting all malfunctions immediately to Administration
- To ensure a clean and safe environment and protection of academic resources, the following are prohibited:
 - Eating/drinking in the library, class rooms, laboratories, and study rooms
 - Littering on the campus by throwing utensils/cups/bottles (disposal only) on campus, and not in garbage
 - Disfiguring furniture and other property by scratching and making graffiti
 - Eating of “paan” and “gutka”
 - Being noisy, using foul language, threatening anyone, using illegal drugs or alcohol, or engaging in any illegal activity while on campus.
 - Harassing any member of the Qurtuba University community

Scholarships

1. Founder's Award:

Two scholarships per year.

2. Merit Scholarships : are awarded in each semester on the basis of higher GPA earned with full semester load:

Class of Minimum 30 Students

1 st	Position	50% Tuition Fee Off
2 nd	Position	30% Tuition Fee Off
3 rd	Position	20% Tuition Fee Off

Class of Minimum 25 Students

1 st	Position	30% Tuition Fee Off
2 nd	Position	20% Tuition Fee Off
3 rd	Position	10% Tuition Fee Off

Class of Minimum 20 Students

1 st	Position	20% Tuition Fee Off
2 nd	Position	10% Tuition Fee Off

3. Concession in Tuition Fee: (Other than Merit Scholarships)

For the Defense forces persons	--- 15% Tuition Fee Off
Ex-Qurtuba Students	---- 15% Tuition Fee Off
Hafiz –e- Quran	---- 15% Tuition Fee Off

4. Other Scholarship

- HEC indigenous
- Worker Welfare Foundation
- ROSE (For Chitral Students)
- Tribal
- NTS merit based Scholarship
- FATA students Scholarship

Students Societies

1. Organizer Society

This society would carry out the following activities:-

- i. Organizing and assisting the Coordinators in each program/event.
- ii. Make students and the concerned Students Societies aware of the internal/external events which are held inside/outside the campus.
- iii. Organizing welcome/farewell party for newly enrolled/graduating students/employees.
- iv. Organizing any other party as asked for.
- v. Submitting report of the event after the event to the Administration.
- vi. To make sure that discipline is maintained during the entire event.

2. Social welfare Society

This society would carry out the following activities:-

- i. To organize social welfare awareness activities through Conference/Seminar/Visits/Campaigns.
- ii. To maintain liaison with other social welfare organizations/NGOs.
- iii. To sign MoU with those organizations.
- iv. To arrange blood donation camps.
- v. To support the thalassemia patients who visit the University.
- vi. To engage students in welfare hobbies by organizing interactive activities.
- vii. To organize and arrange any other activity as required and asked for.

3. Character Building Society

This society will have the following activities:-

- i. Arranging activities for character building of the students and society as a whole. (seminars/conferences/campaigns)
- ii. Promoting the culture of transparency and fairness in the University.

- iii. Organizing and arranging any other activity as required and asked for.

4. Entrepreneurship Society

This society would arrange following activities:-

- i. Arrange Business Plan competition.
- ii. Develop liaison with industry and academia.
- iii. Celebrate global entrepreneur week every year.
- iv. Promote the culture of innovation and creativity.

5. Sports Society

This society will have the following activities:-

- i. Organize all types of sports competitions on the campus for own students.
- ii. Facilitate students in all type of sports activities.
- iii. Arrange Inter Qurtuba contest for all campuses.
- iv. Purchase of sports gears.
- v. Sending students for competitions in other campuses & institutions.

6. Quran Society

This society will have the following activities:-

- i. Organize Qirrat and Naat competitions.
- ii. Arrangement of Mehfil-e-Eid Milad-un-Nabi.
- iii. Any other religious function/Activity.

7. Women's Society

This society will have the following activities:-

- i. Organizing and assisting the Coordinators in each program/event.
- ii. Make students and the concerned female Students aware of the internal/external events which are held inside/outside the campus by various Societies.
- iii. Support female students in every event as and when required.

- iv. To make sure that discipline is maintained during the entire event.
- v. Submitting report of the event after the event to the Administration
- vi. Organizing and arranging any other activity for female students as required and asked for.

Student Support Services

Supporting students during their studies is our main focus. Student Services provide a range of support, information and specialist services to enhance our student Skills.

Academic Advising

Advising involves both the development and communication of accurate information regarding degree programs, courses, resources, University policies and procedures, and career opportunities intended to help students in attaining their educational goals.

Career Counseling

Career counseling offers students the opportunity to explore career fields and potential areas of study. Students take career assessments and process the results with a Counselor. This one-on-one attention helps students focus on their personal and professional interests, career values, and personality type to find a compatible career and academic major.

Disabilities Services

The mission of Disabilities Services is to serve and advocate for students with disabilities, empowering them for self-reliance and independence while promoting equal access to educational opportunities and programs. Information, reasonable accommodation, adaptive technology, and counseling are offered to students.

Educational Counseling

Educational counseling facilitates the exploration of strengths and challenges in a student's academic performance through insights into the learning process. Through assessments and meeting with a counselor (in groups or individually), a student is guided to reaching his or her highest potential for success.

Counseling Service

The Counseling Service is here to help student's personal or emotional problems, that students experiencing during their time at the University, and realize students full academic and personal potential. The service is free and confidential.

Library Services

Services provided by our library, the main aim is to meet the needs of the Faculty's staff and students by providing excellent service, supporting research, learning and teaching, and ensuring that our facilities and services are accessible to everyone. Our librarians are always available to provide help, advice and training on accessing and using our library's resources.

Internet facility

Local Area Network services are provided by the university to the students in computer labs and library

Accommodation Services

The prospect of living abroad, perhaps for the first time and many miles from home, is exciting but naturally a little daunting too!

Our Coordinator Students affairs offer advice and guidance on all accommodation issues. A good selection of private accommodation is available, provided that students apply in good time before the beginning of each academic year.

Laboratories

University offers our students a well equipped computer laboratories including General lab for all students, programming lab for computer science students and research lab for research students. We also provide the well equipped science labs to the students of Botany, Zoology, chemistry, physics and Engineering.

Common Room and Canteen

University provides a Separate common room and canteen facility to female students.

Transport Services

University offers a bus services to our male and female students depending upon the routes of busses.

Financial Services / Scholarships

University offers financial support services by describing the system to help the needy student's i.e needs based scholarship program of scholarship offers from any profit / nonprofit organization.

- HEC indigenous Scholarship
- Worker Welfare Foundation
- Scholarship for Chitral students
- Merit scholarship
- Scholarship for Position holders, Hafiz-e-Quran, Armed force employees
- Founder Scholarship.

Multicultural Student Services

This service is facilitated by senior coordinator and Coordinator Offices, the mission of these Offices are to provide services to Multicultural Student to enhance ethnic minority student retention and matriculation. This desired outcome is achieved through personal and academic support programs and activities which are offered to assist students with their adjustment to campus. In addition, these offices works closely with other campus departments, faculty, and staff to develop a climate in which racial harmony and cultural diversity is valued, appreciated and accepted.



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