

STUDENT HANDBOOK
UNDERGRADUATE STUDENTS

Volume - II



Lahore Garrison University

NURTURING FUTURE OF PAKISTAN
IN AN EXCELLENT ENVIROMENT

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Message by the Vice Chancellor



The long-term growth and sustainable development of nations highly depends on the professional excellence of its individuals. Human resources can perform brilliantly, only if their capabilities are built, continuously upgraded, and motivated enough to work individually and collectively for welfare of the society. This can happen only in the presence of an all-inclusive, vibrant, dynamic, and competitive higher education system matching national and international standards of acceptance and practices. Universities contributions extend beyond traditional academic functions and have a profound impact on economic, social, and environmental dimensions.

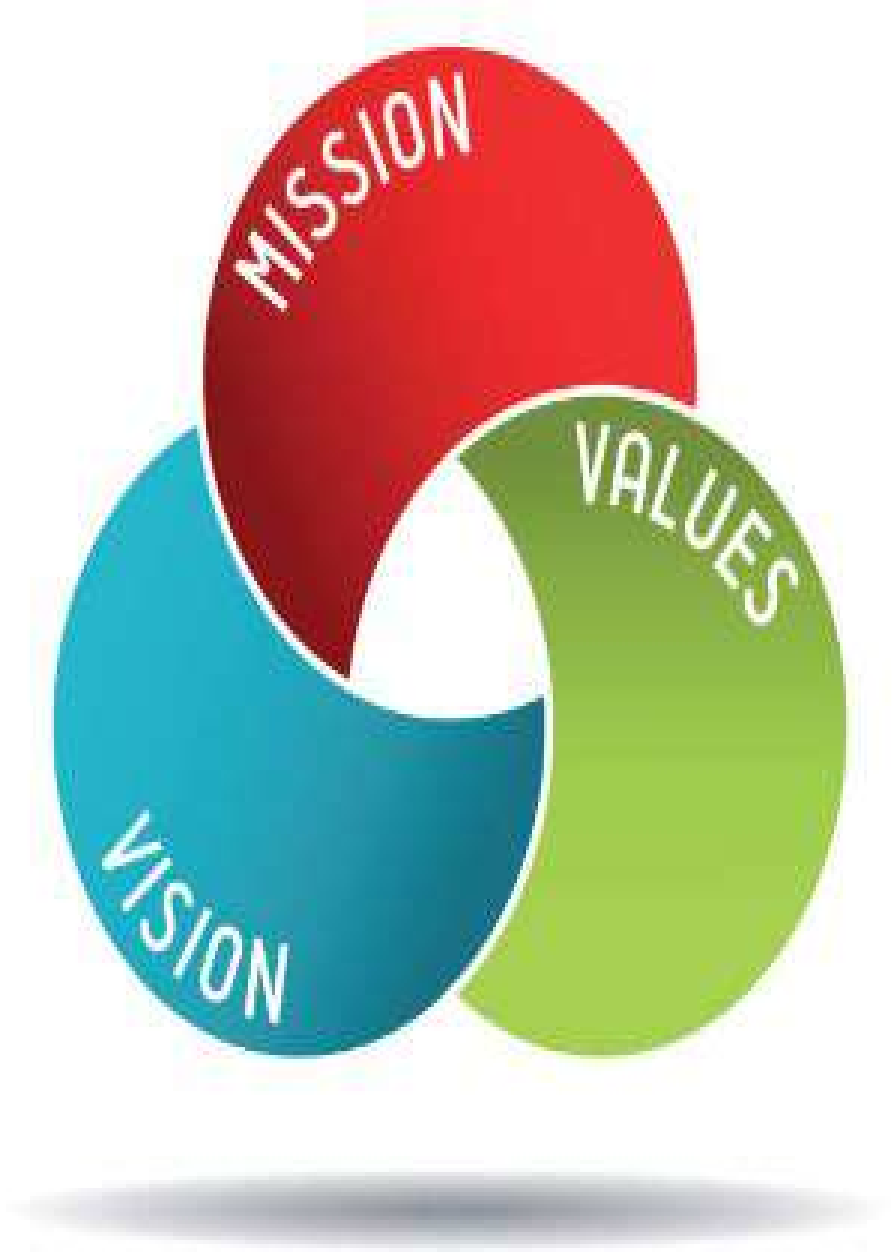
The Lahore Garrison University (LGU) envisions a research based and demand driven future through provision of quality education to ensure sustained supply of talented graduates with strong leadership abilities and entrepreneurial skills. Our university takes pride in strong character building based on ethical and moral values. The diversity and depth of our academic programs and multidisciplinary nature of applied research sparks creative, imaginative, and inventive insights that offers solutions to real life problems. We mean to make a difference by heavily investing in academic, research and innovation programs so that it can impact people, drive economies, sustain growth, and ensure all round development within a society.

The faculty of LGU is highly qualified, experienced, dedicated and always striving to enhance and establish a student-centric learning environment through creative pedagogy. The institute features exceptional infrastructure facilities conducive to higher teaching-learning environments and research. We are committed to cultivating robust collaborations with industry and academic institutions, both on a national and international scale, with the aim of strengthening our research and innovation capacities. This endeavor not only enriches our faculty and students' learning experiences but also offers them opportunities to actively participate in real-world projects, gaining invaluable hands-on experience.
I warmly invite you to join us on this thrilling voyage of education, exploration, and creativity.

Maj Gen Muhammad Khalil Dar, HI(M) (Retd)

OUR VISION

An inclusive university nurturing skilled professionals and responsible citizens.



OUR MISSION

To foster an open and supportive educational environment that produces graduates who can innovate as entrepreneurs, and serve as responsible citizens through transformative learning, industry collaboration and a commitment to sustainability.

OUR VALUES

Innovation
Excellence
Empathy
Attitude of Gratitude
Integrity
Inclusivity
Discipline
Tolerance

HISTORICAL PERSPECTIVE

- ✓ **The concept of LGU was approved in principle by COAS on 9th Mar 2010**
- ✓ **The idea was based on the merging of two postgraduate colleges (working under LGES) to constitute the basic infrastructure of LGU**
- ✓ **Both colleges were declared campuses of LGU and the University started functioning w.e.f Apr 2011**
- ✓ **Degree classes of both colleges were shifted to the New Campus at Phase - 6 DHA in May 2012 as directed by HQ 4 Corps**
- ✓ **LGU got its Charter approved from Punjab Assembly on 19 March 2014**



Disclaimer

Please note that the information provided in this catalog is based on the most accurate data available as of its publication in September 2025.

The University retains the right to amend or update any information without prior notice at its discretion.

For the latest version, please visit

http://www.lgu.edu.pk

ERP AND REGISTRATION

CHAPTER - I

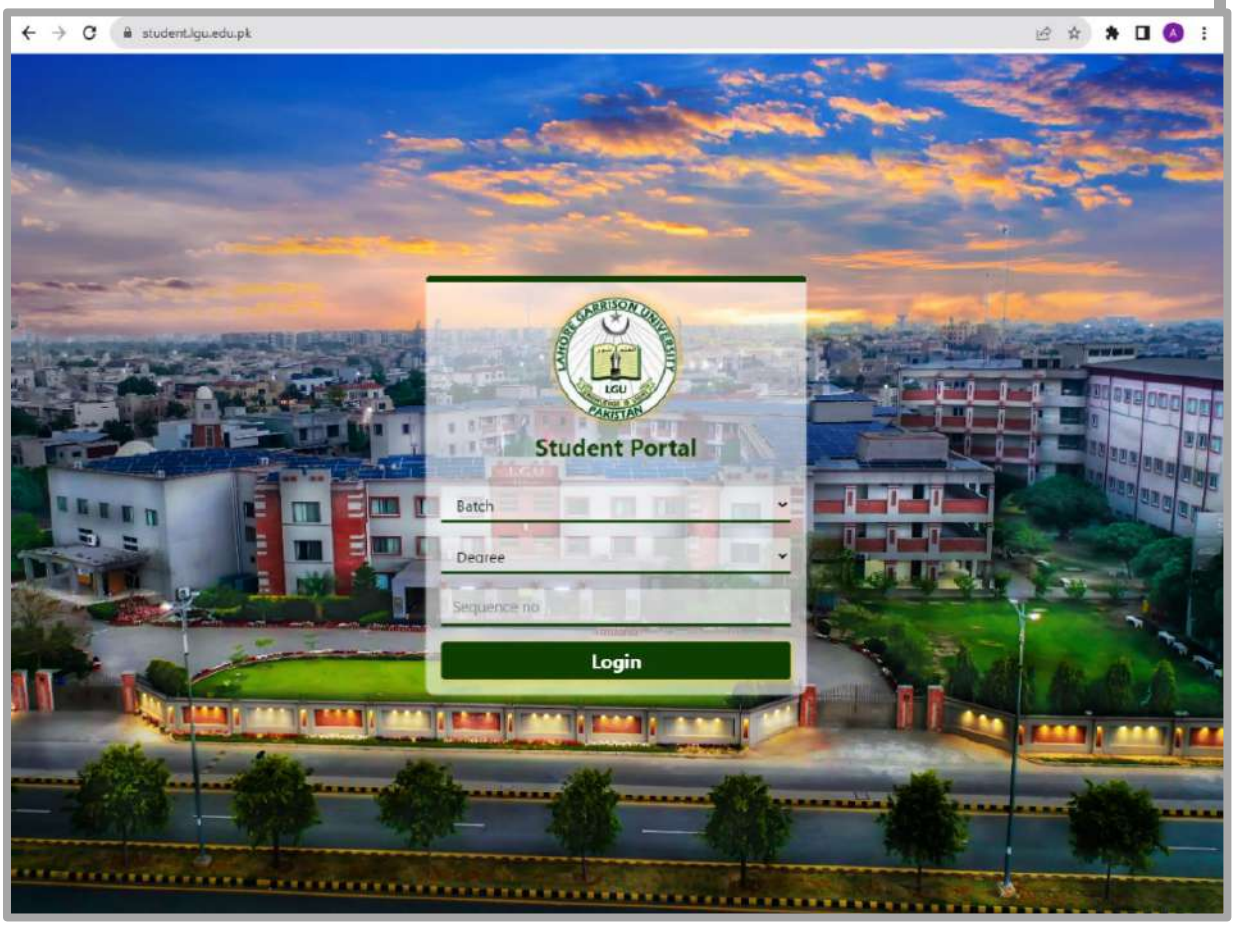


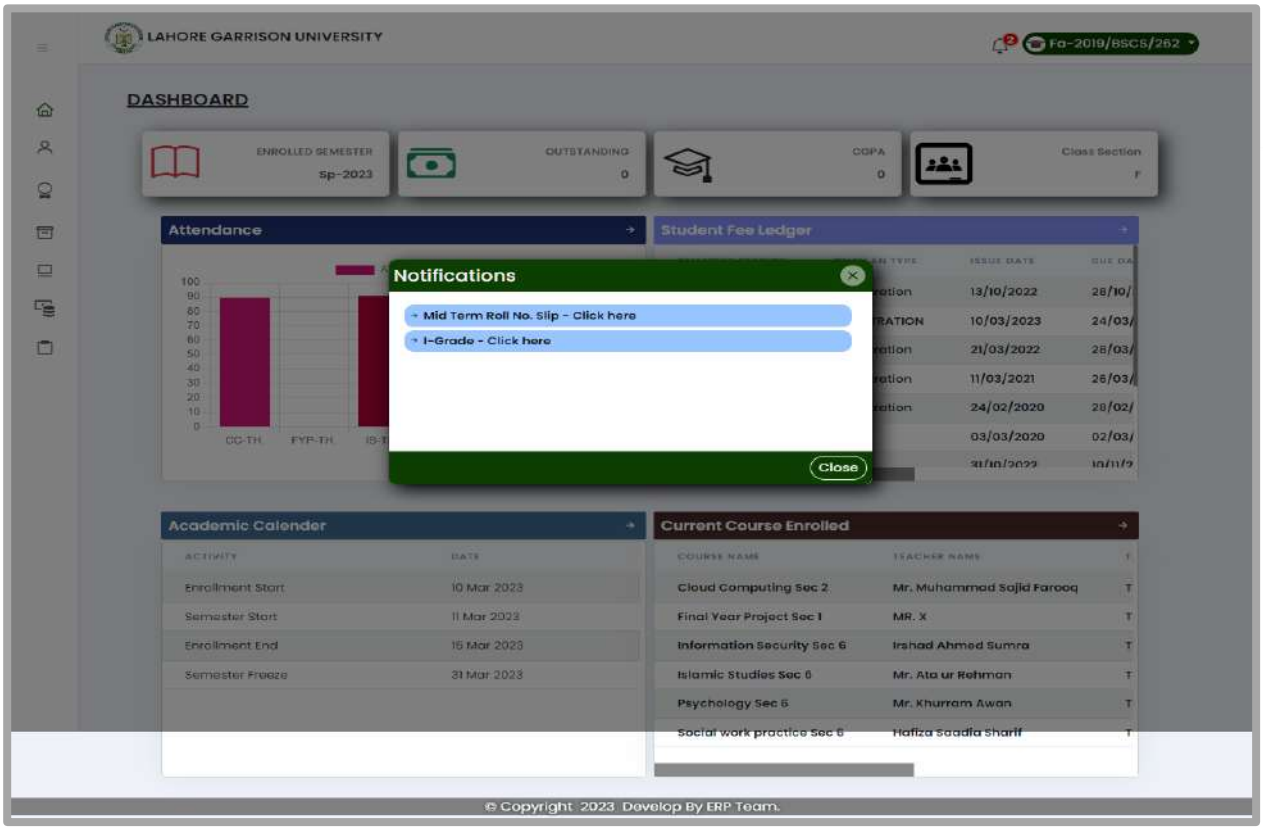


Login Page {https://student.lgu.edu.pk/}

1. Select batch(e.g.: fa-2023), degree(e.g.: BSCS), and sequence number (e.g.: 001) and click on the login.

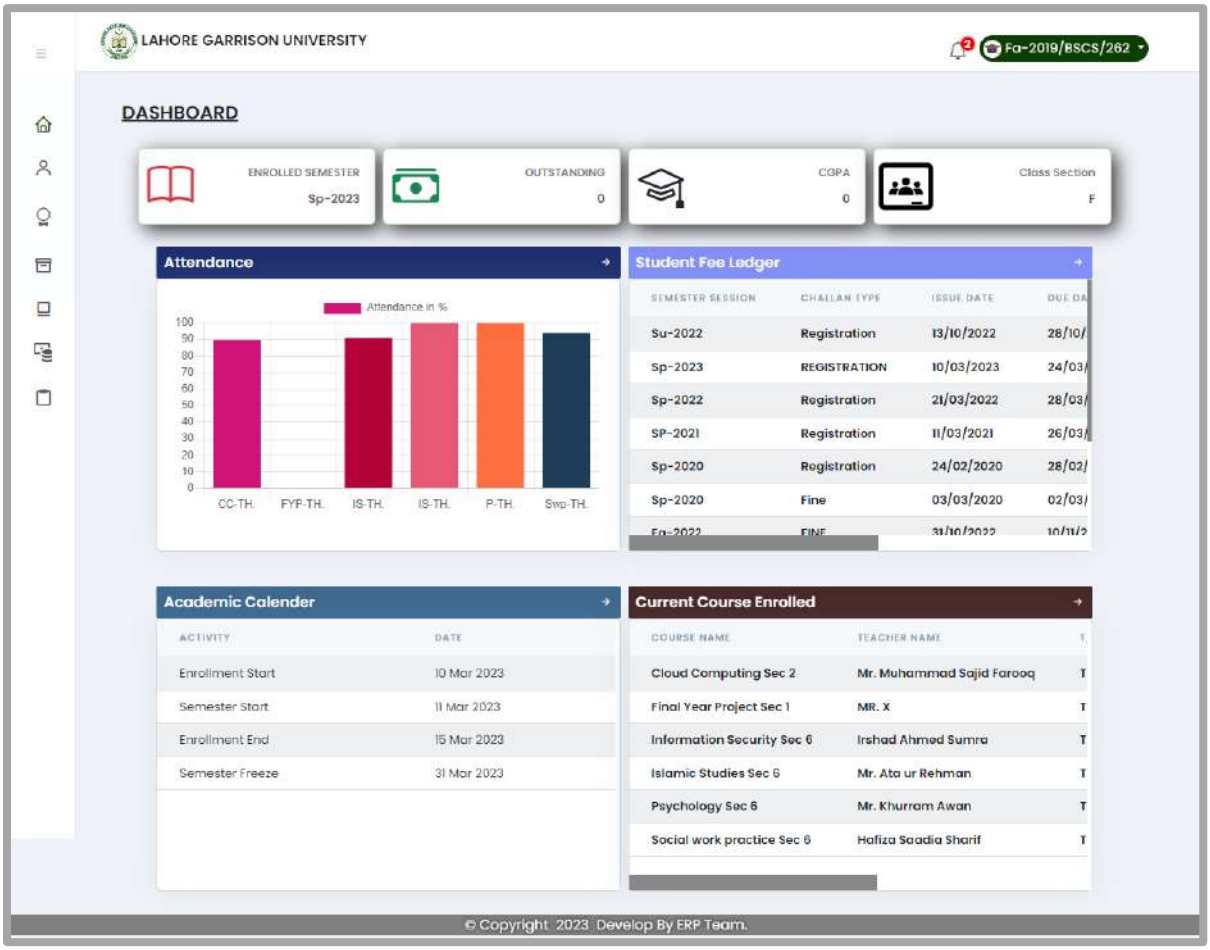
2. Enter the password, if you have forgotten the password then click on forget password.





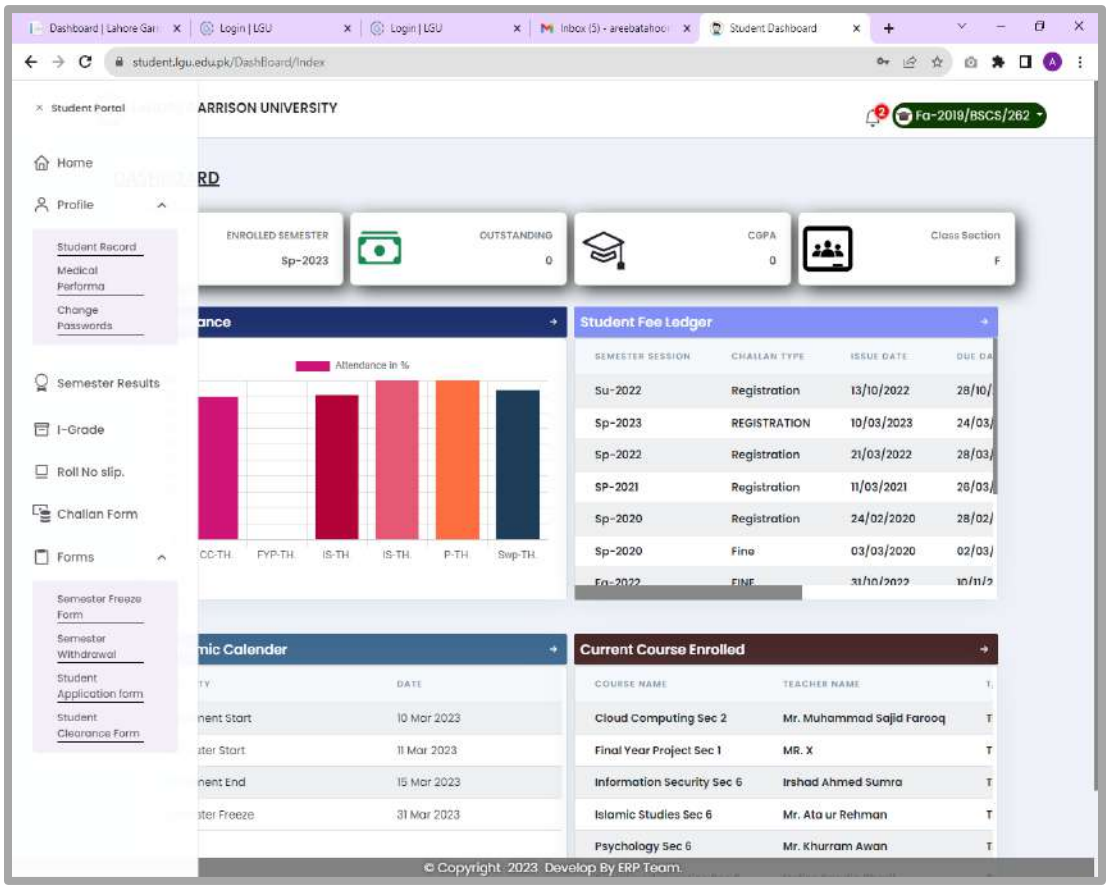
Dashboard Notification

This notification page displays messages or updates.



Dashboard

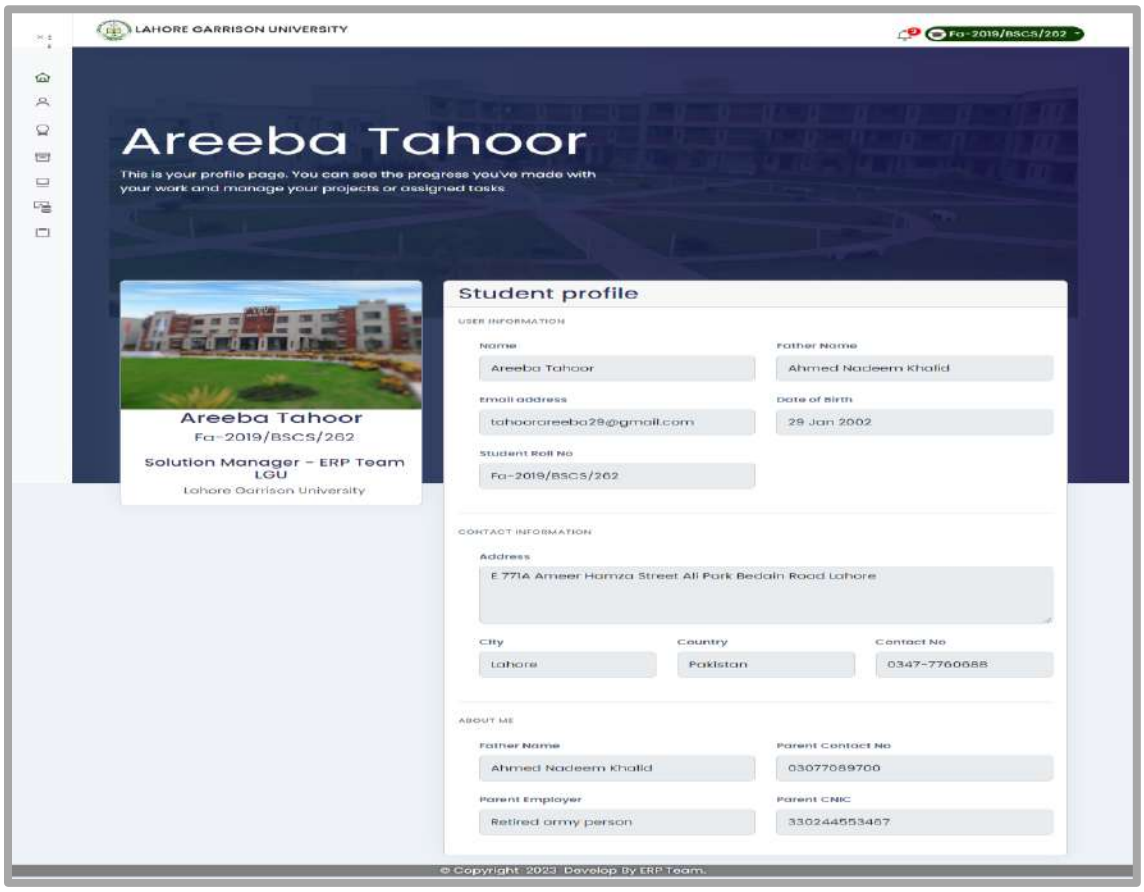
The dashboard serves as an essential hub for students, providing a comprehensive overview of crucial academic details. Here, students can easily access information regarding their Challans, displaying any pending fees or dues. It also showcases vital academic aspects like current enrolled semester details, attendance records, CGPA (Cumulative Grade Point Average), and class section allocation. This centralized platform empowers students to track their progress, manage financial obligations, and stay updated on their academic standing within the institution.

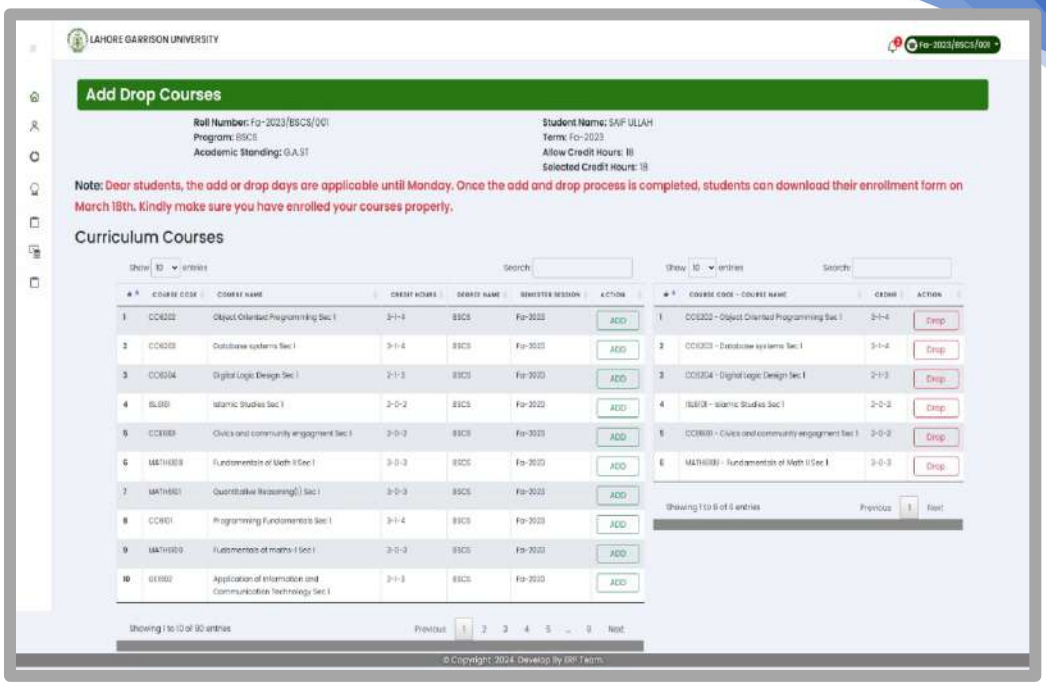


Side Bar

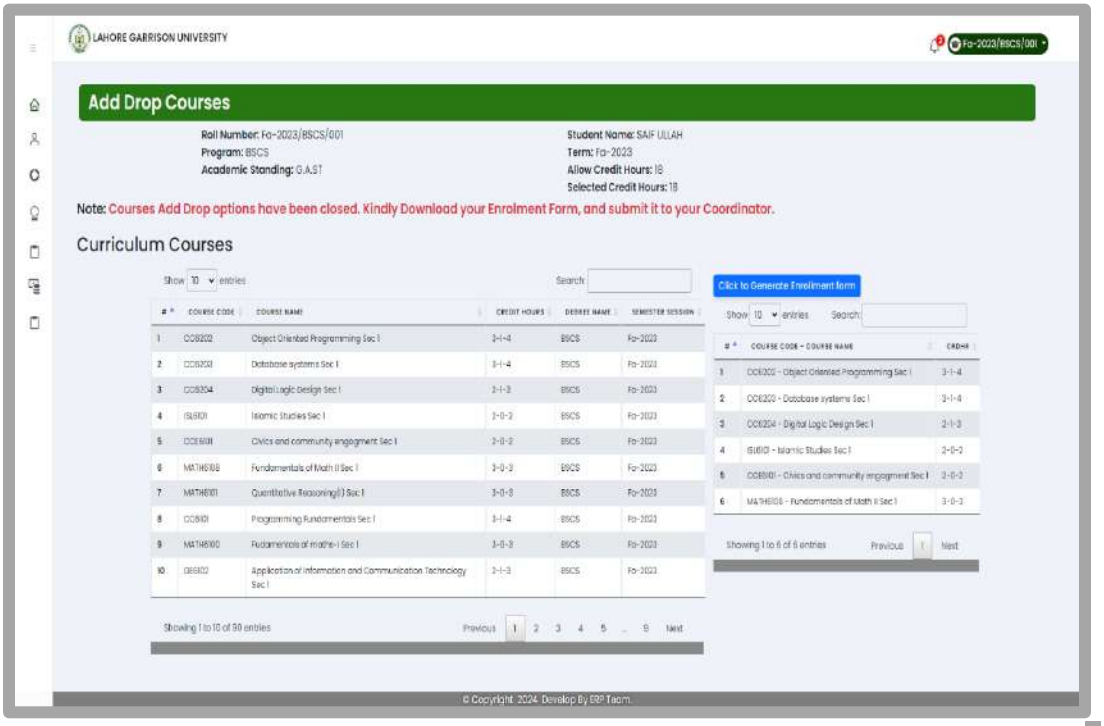
Student Record

The student profile prominently showcases crucial details, encompassing personal and family information. It includes the student's particulars like name, address, contact details, and identification information. Moreover, it features contact information, ensuring easy access to reach the student. Additionally, it incorporates father-related specifics such as name, occupation, and contact details, fostering a comprehensive view of the student's family background within the educational system's records.



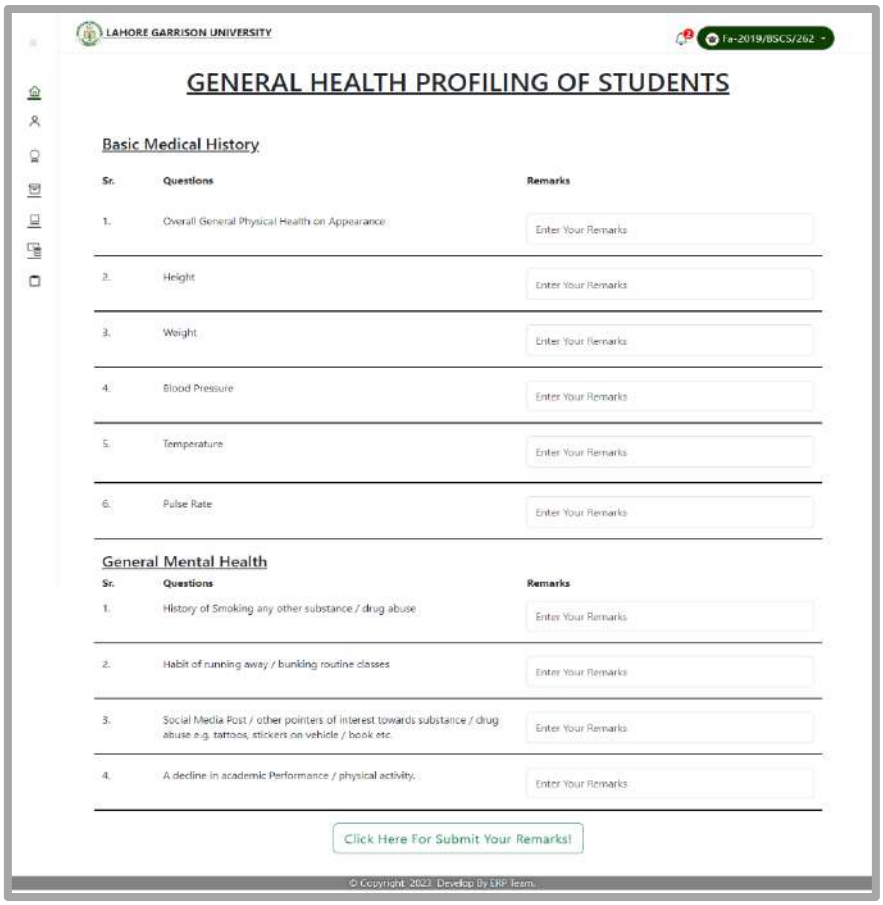


Student Enrollment: - Students can enroll in courses through their student portal. Firstly, you need to log into your student portal. Once logged in, locate the option in the sidebar labeled "Semester Enrollment." Clicking this button will direct you to a page displaying all available courses in the first table. Here, you can add courses at designated times. On the right side of the table, you will see all the courses you have added, and you will have the option to drop a course within a specific time period. After the enrollment period concludes, an option to download the enrollment form will become available. This form must be submitted to your ERP Coordinator.



Important Points

Contact your ERP coordinator if you do not see the courses.
For inquiries about academic standing, contact the Exam Department.
Ensure all dues are cleared before enrolling

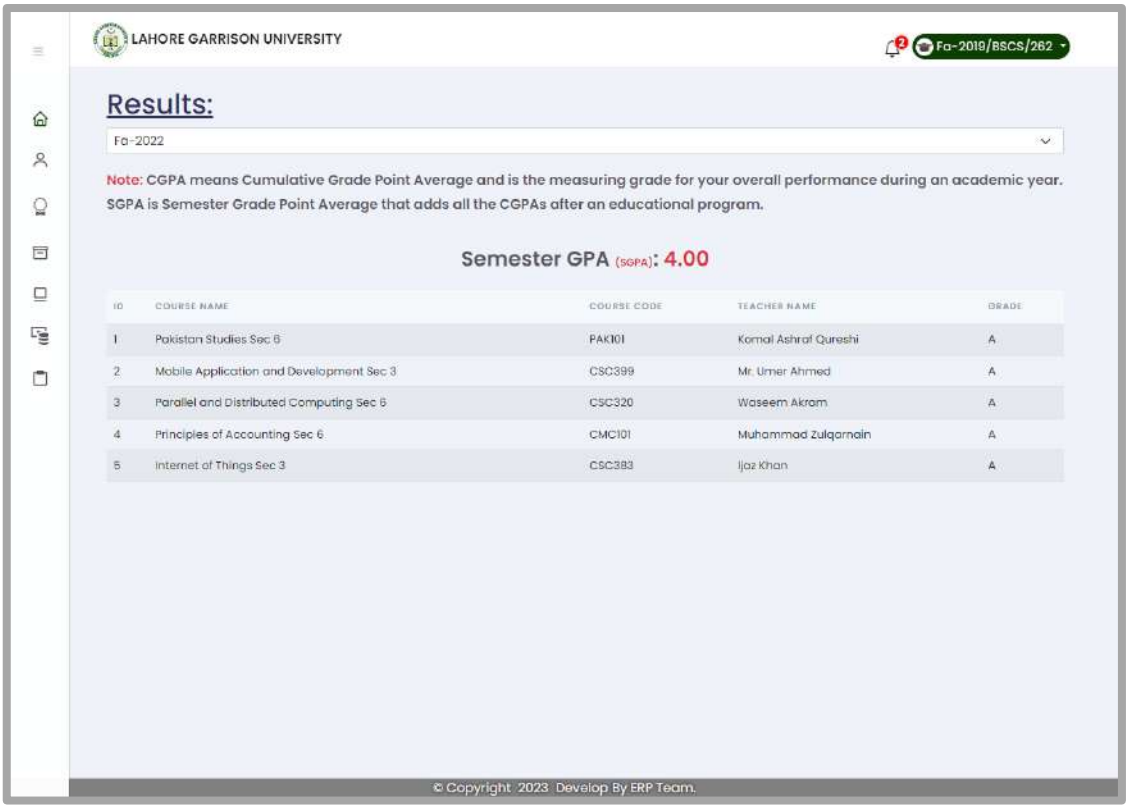


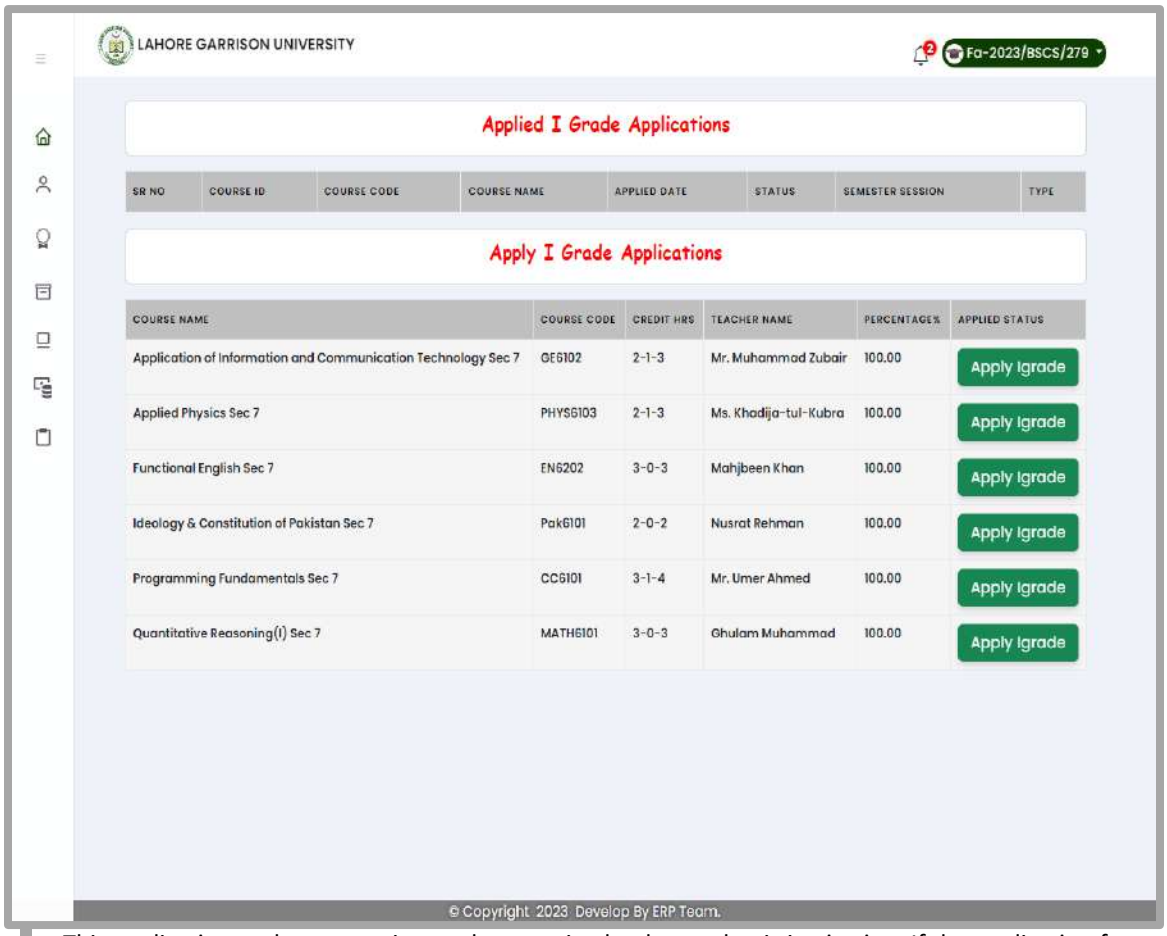
Medical Performa

The medical Performa option provides a structured platform where individuals can input and maintain their medical information systematically. It's a comprehensive form or interface within a system that collects vital health-related details, including medical history, existing health conditions, known allergies, ongoing medications, emergency contact information, and possibly immunization records.

Semester Results

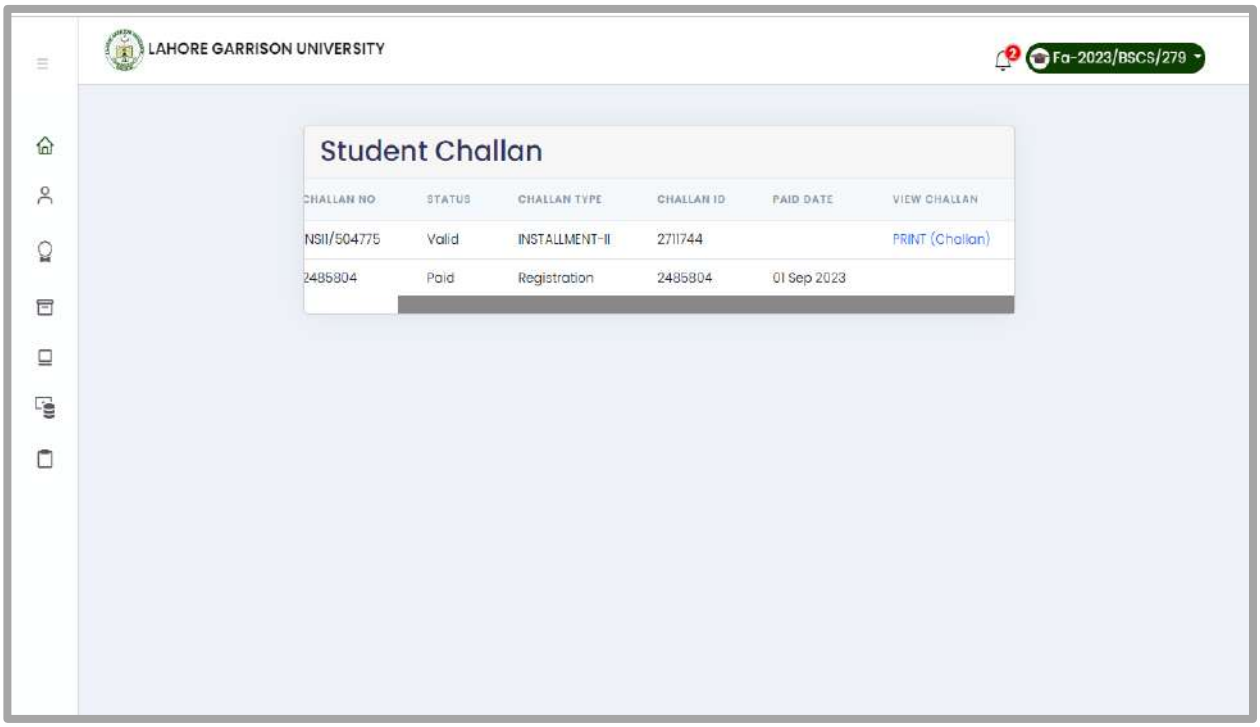
The semester results option provides students with a detailed insight into their academic performance for a specific academic term or semester. It offers a comprehensive breakdown of grades achieved in individual subjects or courses and the Semester GPA undertaken during that particular semester.





I Grade

The "I" grade provides a mechanism for students who have missed an exam due to a valid reason. it allows them the opportunity to make up for the missed exam. When a student misses an exam for a legitimate reason, they can apply for an I grade through a designated process. This application undergoes review and processing by the academic institution. If the application for an I grade is accepted, the student receives the opportunity to take a makeup or I - grade exam.



Challan Form

The challan form option grants students the ability to access and print their complete challan or installment-specific challans. It offers a convenient platform where students can view, download, and print their entire fee details or installment-wise fee schedules.

STUDENTS' REGISTRATION RULES & INSTRUCTIONS

For smooth functioning, updating the record and to assist the LGU students, guide lines for registration are appended below: -

1. **REGISTRATION POLICY:-** Registration cards of all students 1st semester are prepared by Registrar Branch handed over to concerned HoD. Students will have to get his/her registration card before his/her mid-term exams of 1st semester from concerned HoD. In case of original card is lost Rs.500/- will be charged for provision of duplicate card. Other guidelines are as under.
    a) LGU has the right to cancel the admission in case of fake certificates/ degrees.
    b) If roll no is issued to the student and he/she leaves before start of classes, registration fee will not be refunded.
    c) For change of department after admission, new registration process will be processed through admission office. Similarly change of any other course, fresh admission and registration process will be completed. Registration fee & cost of prospectus will have to be paid by the student in both conditions unless waived off by the competent authority.
2. **PROVISION OF TESTIMONIALS/ CERTIFICATES/ DEGREES:-** Photo copy of all result cards/certificates/degrees duly attested/verified by the board/University/HEC will be deposited in original. However, if original certificate/degree is attested by HEC/ IBCC, its photo copy will be accepted. Testimonials will be deposited within three months after admission. If not done so, fine will be charged as under:-
    a) Rs.2,500/- after mid of 1st semester.
    b) Rs.5,000/- after completion of 1st semester. Special permission by the competent authority will have to be sought to sit in the exam.
    c) Rs.10,000/- in case not deposited after mid of 2nd semester. Special permission by the competent authority will have to be sought to sit the exam.
3. **DOCUMENTS, REQUIRED AT THE TIME OF CLEARANCE BY REGISTRAR BRANCH:-** Testimonials from concerned Board/University/HEC (if not provided earlier).
    a) 1 x colour picture (passport size) to be pasted on the space given on the clearance form.
    b) University card to be deposited. Rs.500/- will be charged for loss of student card.
    c) Student will first get the clearance form signed by laboratory, library, HoD, ERP, QEC, Accounts, Exam and then by Registrar Branch.
4. **CORRECTION OF NAME ETC OR OTHER INFORMATION PROVIDED BY THE STUDENT:-** As per HEC, name and father name should be same as per Matric and CNIC. Spellings are checked from the certificate and CNIC provided by the students. In case of any disparity for correction of name, or any other query, following procedure will be adopted:-

a) Rs.1,000/- after one year of admission/registration will be charged as processing fee. All relevant papers will be provided by the student.

b) Rs.2,000/- after two years of admission/registration will be charged as processing fee. All relevant papers will be provided by the student.

c) Rs.3,000/- after three years of admission/registration will be charged as processing fee. All relevant papers will be provided by the student.

d) Rs.5,000/- after four years of admission/registration will be charged as processing fee. All relevant papers will be provided by the student. This will stand for two years after completion of degree.

e) Rs.10,000/- after six years after admission and onward will be charged as processing fee. All relevant papers will be provided by the student.

f) Processing fee will be deposited in account office on slip.

5. **CANCELLATION OF REGISTRATION:-** For cancellation of registration following procedure will be adopted:-

a) If a student fails to attend even a single lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification as per University /HEC Rules.

b) If a student wants to cancel his/her registration with the university, he/she shall have to obtain NOC/Clearance Certificate from the university.

c) LGU has the right to cancel the Registration in case of fake certificates/ degrees.

d) Disciplinary action

6. **RE- REGISTRATION POLICY:-** For Re Registration following procedure will be adopted:-

a) Students who are not able to complete her degree program after availing the two years of extension period shall be Re-Registered.

b) Application Form of Re-Registration shall be submitted by the student to the Registrar Office on prescribed Registration form.

c) Student shall attach all the relevant/supporting documents with Registration form.

d) Registrar office shall submit the Registration form to Controller of Examinations Office for the assessment of status of student and for comments.

e) If a student does not submit the thesis at the time of Re Registration the case shall be forwarded to the Chairperson of the relevant department for the approval and comments.

f) Re-Registration of the student shall be recommended by the Registrar, Controller of Examination, Head of Department and shall be approved by Vice Chancellor.

g) Student shall pay full admission fee.

h) NOC shall be cancelled if already issued.

Re-ADMISSION / Re-REGISTRATION POLICY

If a student wishes to rejoin Lahore Garrison University after getting clearance, he / she can do so as per the following details: -

1. **Student has not taken Admission in Any Other University**
    a) Written Statement: The student needs to submit a written statement on stamp paper confirming that he / she has not taken admission in any other university since leaving the original university.
    b) Re-admission Process: The student must fill out an application for re-admission, indicating their previous admission status and attaching the written statement.
    c) Payment of Full Admission Fee: The student must pay the full admission fee again to secure his / her re-admission at the Lahore Garrison university.
    d) Update Student Records: Once all requirements are met and fees are paid, the university will update the student's records to reflect his / her re-admission.
    e) Academic Advising: The student should meet with an academic advisor to plan their coursework and ensure a smooth transition back into their original academic program.
2. **Rejoining LGU Before Completion of One Semester at another university**
    a) Submission of Migration Certificate: The student must obtain and submit a migration certificate from the university where they were admitted but did not complete the semester. This certificate should confirm the student's admission and partial attendance.
    b) No Objection Certificate (NOC): The student should obtain a No Objection Certificate (NOC) from the other university, indicating no objections to the student leaving and joining another institution.
    c) Written Statement: The student needs to submit a written statement on stamp paper confirming that he/she has not completed a semester at the other university and now wishes to rejoin LGU.
    d) Re-admission Process: The student must fill out an application for re-admission, indicating their previous admission status and attaching the necessary documents (migration certificate and NOC).
    e) Payment of Full Admission Fee: The student must pay the full admission fee again to secure their re-admission at the LGU.

f) Academic Considerations: Since the student did not complete a semester at the other university, there will be no need for a credit transfer evaluation. The student's previous academic records will be reinstated.

g) Update Student Records: Once all requirements are met and fees are paid, the university will update the student's records to reflect their re-admission.

h) Academic Advising: The student should meet with an academic advisor to plan their coursework and ensure a smooth transition back into their original academic program.

Note: -

i. If a student has completed one or more than one semester in any other university after clearance from LGU, Re-admission will be dealt with as per LGU Migration Policy.
ii. The student has to return the NOC issued by the University to rejoin the University.
iii. Rejoining is subject to completion of the degree within the allowable duration.

ACADEMIC POLICIES

CHAPTER - II



ADMISSION POLICY – UNDERGRADUATE PROGRAMS – FALL 2025

1. **GENERAL:-**

a) Admission to various study disciplines in LGU is granted strictly on merit and in accordance with the rules, regulations, policies and procedures of the University under the guidelines of HEC. Applications for admission will be accepted according to the schedule notified and no application form will be accepted after the last date except with the special permission of the Vice Chancellor. After the completion of the necessary stages of admission, the list of successful candidates will be displayed /uploaded on University Notice Board and LGU Website. Students, who fail to pay all the dues by the due date their right of admission will be forfeited.

b) University has the right to reject any candidates applications if found guilty of misconduct branch of discipline or character failure exhibited in the previous attended institution.

c) After admission if at any stage of study the documents submitted are found fake, false stated leading to aware of admission, the student will be terminated instantly.

d) Candidates wishing to apply on sports and special category bases are requested to submit a separate Sports Form/Special Category Form along with the General Admission Form separately for each Game/Activity/Category to which they wish to apply. On the top centre of general admission form such applicants must write following in block capital letters "SPORTS BASIS/SPECIAL CATEGORY BASIS".

e) Application forms can be obtained from LGU admission office or the candidates may apply online.

2. Eligibility Criteria

a) **BS, BBA, 4 years and ADP 2 years (Other than BSCS, BSSE & BS IT)**

i. The applicant (male/female) applying for admission in B.S, BBA, (4 years) and ADP (2 years) all other undergraduate programs must have secured minimum 55% marks in Intermediate or equivalent degree (12 years education); however, for programs in Biology, Physics, Chemistry, and English, the minimum requirement is 50%.

ii. All interested applicants of A Levels must submit their equivalence certificate.

iii. 54.5 % and above will be considered as 55% and 49.5% as 50% where applicable.

iv. Minimum of 50% marks required in entry test.

v. Applicant holding ADP/BSc / BA or any other 14 years studies discipline can also apply for admission in BS 5th semester of respective discipline. The minimum requirement of CGPA secured in ADP degree is 2.0 out 4.0. for BSc / BA / or equivalent degree holders the minimum requirement for admission is 50% marks and such students have to clear the deficient courses as indentified by the respective department.

vi. Applicant must be citizen of Pakistan or AJ &K.

b) **BS 4 years and ADP 2 years (All programs of BSCS, BSSE & BS IT)**

i. The applicant (male/female) applying for admission in B.S (4 years) and ADP (2 years) all other undergraduate programs must have secured minimum 60% marks in Intermediate or equivalent degree (12 years education).

ii. All interested applicants of A Levels must submit their equivalence certificate.

iii. 59.5 % and above will be considered as 60%.

iv. Minimum of 60% marks required in USAT entry test.

v. Applicant holding ADP/BSc / BA or any other 14 years studies discipline can also apply for admission in BS 5th semester of respective discipline. The minimum requirement of CGPA secured in ADP degree is 2.0 out 4.0. for BSc / BA / or equivalent degree holders the minimum requirement for admission is 50% marks and such students have to clear the deficient courses as indentified by the respective department.

vi. Applicant must be citizen of Pakistan or AJ &K.

3. **Quota / Concession**

a) 2%. For disabled students.

b) 1%.Foreign students (whose names are recommended by the Ministry of Education, Govt. of Pakistan, according to the prescribed procedure).

c) There is special consideration for the students of AJ&K, GB, KPK, Balochistan and Sindh (provided those disciplines are not offered by HEIs of the above mentioned areas)

Sr. No.	Area	Number of Seats
1.	Azad Jammu and Kashmir	04
2.	Gilgit Baltistan	05
3.	KPK/FATA	10 (6+4)
4.	Balochistan	04
5.	Sindh	04

d) 100% concession for son/daughter of martyrs of Army Officer, JCO/NCO/OR.

e) 2% outstanding Sports students (Selected on the recommendations of the Special Committee appointed by the Vice Chancellor for the said purpose).

f) 2% for religious minorities in all the programs/disciplines.

g) Priority admission for sons and daughters of serving and retired personnel of the defense forces, Pakistan Rangers and defence paid category (Mil farms, MES etc.). Fee concession is applicable subject to approval of the competent authority.

h) Admissions at LGU are open to students of any religion, caste, belief, language, gender and culture.

i) Students may apply for fee concession in the following categories after taking the admission in LGU.

Sr.No	Category
1	Merit Based Scholarship
2	Performance Based Scholarship
3	Garrison & Kinship Based Scholarship
4	LGU Employee Based Fee Concession
5	Need Based Scholarship
6.	Admission fee will not be charged from old students of LGU

ADMISSION POLICY – GRADUATE PROGRAMS – FALL 2025

1. **General**

   a) Admission to various graduate study disciplines in LGU is granted strictly on merit and in accordance with the rules, regulations, policies and procedures of the University under the guidelines of HEC. Applications for admission will be accepted according to the schedule notified and no application form will be accepted after the last date except with the special permission of the Vice Chancellor.

   b) After the completion of the necessary stages of admission, the list of successful candidates will be displayed /uploaded on University Notice Board and LGU Website simultaneously. Students, who fail to pay all the dues by the due date their right of admission will be forfeited.

   c) University has the right to reject any candidate's application if found guilty of misconduct, breach of discipline or character failure exhibited in the previous attended institution.

   d) After the admission, if at any stage of studies the documents submitted are found fake, false state or fudged leading to award of admission, the student will be terminated instantly.

   e) Application forms can be obtained from LGU admission office or the candidates may apply online.

   f) After admission the student has to submit the verified academic documents from respective boards and HEC before the completion of 2nd semester.

   g) Admissions at LGU are open to students of any religion, caste, belief, language, gender and culture.

2. **Eligibility Criteria**

   a) **MS/M.Phil (2 years)**

      i. Sixteen years of schooling or four years education (minimum 120 credit hours) after HSSC/FA/FSc / grade 12 or equivalent (MA,MSc, BS Hons, BE, BS, MBBS, DVM, D/Pharm, LLB, etc) shall be required for admission.

      ii. Must have 50% marks (under annual system) or 2.5 out of 4 CGPA (under semester system) in BS / equivalent program.

      iii. GRE/HAT General / Equivalent tests, with a passing score of 60% or 50% marks in university test. GRE / HAT General / Equivalent tests score is valid for a period of two years.

      iv. Interview conduct by Department Admission Committee.

v. A candidate working in Govt./ Semi Govt. / Private institute may apply. Such candidates will have to submit "No Objection Certificate" from Head of institute where they are working.

b) **MBA (1.5 years)**

i. Must have 16 years business education or BBA Hons with minimum 50% marks (under annual system) or 2.5 out of 4 CGPA (under semester system) in BS / equivalent program.

ii. GRE/HAT General / Equivalent tests, with a passing score of 60% or 50% marks in university test. GRE / HAT General / Equivalent tests score is valid for a period of two years.

iii. Interview conduct by Department Admission Committee.

iv. A candidate working in Govt./ Semi Govt. / Private institute may apply. Such candidates will have to submit "No Objection Certificate" from Head of institute where they are working.

c) **MBA (2 years for Non Business Graduates)**

i. At least Sixteen years of formal non business education or the applicants holding the following degrees / equivalent (MA,MSc, BS Hons, BE, BS, MBBS, DVM, D/Pharm, LLB, etc). Must have 50% marks (under annual system) or 2.5 out of 4 CGPA (under semester system) in BS / equivalent program.

ii. GRE/HAT General / Equivalent tests, with a passing score of 50% or 50% marks in university test. GRE / HAT General / Equivalent tests score is valid for a period of two years.

iii. Interview conduct by Department Admission Committee.

iv. A candidate working in Govt./ Semi Govt. / Private institute may apply. Such candidates will have to submit "No Objection Certificate" from Head of institute where they are working.

d) **Ph.D**

i. **Qualification**

a. The candidate must have been awarded MS/M.Phil or Equivalent Degree.

OR

b. Students pursuing MS/M.Phil studies and interested in continuing to Ph.D will be granted provisional admission upon satisfaction with admission committee regarding statement of purpose and students. Commitment to the Ph.D program, provided that confirmation of the admission shall be

subject to the fulfillment of the following conditions within a period of one year from the date of provisional admission.

- ❖ Award of MS/M.Phil Degree, as prescribed in HEC graduate policy 2023.
- ❖ Clearance of the admission test, as per prescribed in para-3 below.

ii. CGPA

a. A minimum CGPA of 3(out of 4 in the semester system or 60% (in the annual system) in the MS/M.Phil //Equivalent degree being considered for admission, is required whether such degree was obtained from Pakistan or foreign universities.

b. If the CGPA / percentage is not mentioned on the transcript, the candidate must produce Equivalent weightage from the parent university.

c. The student having strong demonstrated interest in obtaining Ph.D degree, but his / her CGPA is below (3 out of 4 in the semester system or 60% marks in the annual system) in the most recent degree obtained, can be admitted to a Ph.D program after fulfilling the following requirements.

- ❖ Shall study additional courses of 9-12 CH of level 7 taking a zero semester at LGU and score minimum out of 4 CGPA.
- ❖ The departmental admission committee is satisfied that the applicant knowledge of primary area (level 7) has sufficiently prepared him or her to undertake the course of studies of the doctoral program.
- ❖ These requirements shall be in addition to any other requirements set in HEC graduate policy 2023 for admission to a Ph.D program.

iii. **Admission Test**

a. LGU will conduct the test equivalent to GRE / HAT General Developed at the university, with the passing score of 60%.

OR

b. Accept a test equivalent to GRE / HAT General, conduct by testing bodies accredited by HEC, with a passing score of 60%.

c. A candidate working in Government / Semi Government or Private Institutions may apply. Such candidates shall have to submit “No Objection Certificate” from the head of the institution where he/she is working.

vi. **Final Merit List :-** After meeting admission Criteria the candidates will be admitted on merit in accordance to the priority given in final merit list prepared by Department Admission Committee basing on the available supervisors and following

- ❖ Research / teaching experience.
- ❖ Publications
- ❖ Proposed research plan
- ❖ Academic record
- ❖ Performance in admission test

3. **Quota**

a) 2%.Quota for disabled students.

b) 1%. of Foreign students (whose names are recommended by the Ministry of Education, Govt. of Pakistan, according to the prescribed procedure).

c) There is special consideration for the students of AJ&K / GB /KPK, Balochistan and Sindh (provided those disciplines or not offered by HEIs of the above mentioned areas.)

Sr. No.	**Area**	**Number of seats**
1.	Azad Jammu and Kashmir	04
2.	Gilgit Baltistan	05
3.	KPK	10
4.	Balochistan	04
5.	Sindh	04

SEMESTERS IN AN ACADEMIC YEAR

In an academic year, the standard practice is to include two regular semesters (fall and spring) along with a separate summer semester. Here is a detailed explanation of each semester and its characteristics:

1. **Fall / Spring semester:** The fall semester is the first regular semester of the academic year. It usually begins in late summer or early autumn, depending on the academic calendar. However, spring semester follows the fall semester and typically begins in winter or early spring.
2. **Summer semester**: The summer semester is a separate period of study that follows the regular fall and spring semesters. It is designed for concentrated study, often focusing on completing remedial coursework or offering specialized classes.
3. **Duration**: The fall / spring semester typically spans a period of 16 to 18 weeks. This duration includes instructional weeks, as well as designated time for both midterm and final term examinations. However, the summer semester is relatively shorter, typically lasting for 8 to 9 weeks.
4. **Course Offerings**: During the fall / spring semester, a wide range of courses and academic programs are offered. Students have the opportunity to enroll in various classes related to their minor, core, elective and major or program of study.
5. **Coursework:** Throughout the fall / spring semester, students attend lectures, participate in discussions, complete assignments, and work on projects specific to their courses. The coursework aims to cover the required learning objectives within the designated timeframe.
6. **Midterm examination**: The fall / spring semester includes a midpoint examination known as the midterm examination. This examination assesses students' understanding of the material covered in the first half of the semester.
7. **Final term examination**: At the end of the fall / spring semester, students take final term examination to evaluate their comprehension and knowledge of the entire / assigned course material covered during the semester.
8. **Breaks and Holidays**: The fall / spring semester may include breaks and holidays such as summer break, winter break, Eid holidays, Muhram holidays, Christmas, National holidays like Pakistan day, Independence Day, Quid-e-Azam day etc.,

ACADEMIC CALENDAR 2026 – 27

ACADEMIC CALENDAR 2026–27			
Summer Semester 2026			
Course Offerings + Enrollment Week		23 Jun to 5 Jul 2026	
Commencement of Classes		6 Jul 2026	
End-Semester Exam		From 10 Aug 2026	
Results Submission by Departments to CoE		15 Aug 2026	
Results Submission by CoE for VC's Approval		20 Aug 2026	
Declaration of Results by CoE		20 Aug 2026	
Description		**Fall-2026 Semester**	**Spring-2027 Semester**
Course Offerings + Enrollment Week		23 to 28 Aug 2026	25 to 29 Jan 2027
Commencement of MS / MPhil / PhD Classes		29 Aug 2026	30 Jan 2027
Commencement of BS Classes		31 Aug 2026	1 Feb 2027
Orientation – Fresh Intake		1 & 2 Sep 2026	3 Feb 2027
Last Date for Submission of Enrollment to ERP		7 Sep 2026	8 Feb 2027
Semester Freeze – Last Date		14 Sep 2026	15 Feb 2027
Mid-Semester Exam		From 24 Oct 2026	From 27 Mar 2027
Semester Withdrawal – Last Date		6 Nov 2026	9 Apr 2027
End-Semester Exam		From 26 Dec 2026	From 29 May 2027
Results Submission by Departments to CoE		7 Jan 2027	10 Jun 2027
Semester Break		11 to 22 Jan 2027	14 to 25 Jun 2027
Results Submission by CoE for VC's Approval		18 Jan 2027	21 Jun 2027
Declaration of Results by CoE		18 Jan 2027	21 Jun 2027
Enrollment - Summer Semester 2027		-	22 & 29 Jun 2027
PUBLIC / GAZETTED HOLIDAYS			
Youm-e-Ashura*	25 & 26 Jun 2026	Kashmir Day	5 Feb 2027
Independence Day	14 Aug 2026	Pakistan Day	23 Mar 2027
Eid Milad-un-Nabi*	26 Aug 2026	Eid-ul-Fitr*	8 to 11 Mar 2027
Allama Iqbal Day	9 Nov 2026	Labour Day	1 May 2027
Quaid-e-Azam Day	25 Dec 2026	Youm-e-Takbeer	28 May 2027
* Subject to sighting of moon.		Eid-ul-Adha*	17 to 20 May 2027

CREDIT HOUR

The concept of credit hours is widely used in the higher education system. Credit hours are a measure of the academic workload or the amount of instructional time assigned to a course. Here is an explanation of credit hours:

1. **Definition of credit hour:** A credit hour represents the total workload for a course, including contact hours (classroom or instructional time) and the expected student effort outside of class. It is a unit that quantifies the time and effort required to complete a course successfully.
2. **Credit hour for theory courses**: A credit hour in a theory course refers to one hour of teaching or earning credit per week throughout the duration of the semester. For example, if a course is designated as having three credit hours (3), it means that it requires one hour of theory instruction per week. The class time can be organized in different ways, such as three classes of one hour each, two classes of 1.5 hours each, or one class of three hours.
3. **Credit hour for laboratory / practical work / projects**: A credit hour for laboratory, practical work, or project-based courses indicates the amount of time spent in the lab or engaging in practical work per week. One credit hour for such courses typically corresponds to three hours of lab contact or practical work per week throughout the semester. This means that for a course with one credit hour (1), students are expected to spend three hours per week in the lab or engaging in practical activities related to the course.
4. **Credit hour notation**: Credit hours are represented using a specific notation that consists of two digits within brackets, with a hyphen or plus sign in between. The first digit represents the theory component of the course, while the second digit represents the practical component. Some examples are explained below:
    a) **3(3+0) / 3(3-0):** This notation signifies a three-credit-hour course, with all three credits allocated to theory. It indicates that the course consists solely of theory instruction without any practical component.
    b) **4(3+1) / 4(3-1):** In this case, it represents a four-credit-hour course, with three credits assigned to theory and one credit allocated to laboratory, studio work, field work, or practical work. The practical component is supervised and graded by the faculty.
    c) **4(1+3) / 4(1-3):** This notation indicates a four-credit-hour course, with one credit dedicated to theory and three credits assigned to laboratory, studio work, field work, or practical work. The specific allocation of credits depends on the requirements of the discipline or course.

COURSE HANDBOOK

At the beginning of each semester, it is customary for instructors to distribute a syllabus to students enrolled in their courses. A syllabus is a document that serves as a roadmap for the course, providing essential information and guidelines to students. Here is a detailed breakdown of the components typically included in a syllabus:

1. **Course information:** The syllabus starts with basic course information, such as the course title, course code, instructor's name, contact information, office hours, and location of the course. This section provides students with essential details about the course and how to reach the instructor if needed.
2. **Course description and objectives**: The syllabus outlines the course's purpose, objectives, and an overview of the topics and concepts that will be covered during the semester. It gives students an understanding of the course's focus and what they can expect to learn.
3. **Attendance policy**: The syllabus includes an attendance policy that outlines the expectations and requirements regarding student attendance. It may specify the number of allowed absences, the consequences for excessive absences, and any procedures for reporting absences or requesting makeup opportunities.
4. **Grade distribution policy**: This section explains how student grades will be determined and distributed throughout the course. It includes information about the grading scale, specific weightage assigned to various assessments (such as exams, assignments, projects, and participation), and the criteria used for evaluating student performance.
5. **Assessment criteria**: The syllabus provides details about the assessment methods and criteria used to evaluate student learning. It may outline the types of assessments (e.g., exams, quizzes, papers, presentations) and describe the specific criteria or rubrics that will be used to evaluate student work.
6. **Paper specifications**: If the course involves writing papers or reports, the syllabus may provide specifications such as formatting guidelines, word limits, citation styles, and submission deadlines. This ensures that students understand the expectations for their written assignments.
7. **Examination dates**: The syllabus typically includes the dates or a tentative schedule for exams throughout the semester. This allows students to plan and prepare accordingly and be aware of important deadlines.
8. **Schedule of material**: The syllabus outlines a schedule or timeline indicating the topics, readings, or chapters to be covered each week during the semester. It provides an organized plan of the course's content, allowing students to follow along and manage their time effectively.

9. **Take-home assignment policy**: If take-home assignments are part of the course requirements, the syllabus may specify any specific instructions or guidelines for completing and submitting these assignments. It may include information on deadlines, required format, and expectations for originality and academic integrity.
10. **Required and recommended reading materials**: The syllabus lists the required textbooks, readings, or other materials needed for the course. Additionally, it may suggest supplementary or recommended readings that students can explore to enhance their understanding of the subject matter.
11. **Other important information**: The syllabus may include any additional information that is crucial for students to successfully complete the course. This could include details about class policies (e.g., late work policy, participation expectations), resources available to students (e.g., tutoring services, library resources), and contact information for academic support services or other relevant personnel.

By providing students with a comprehensive syllabus, instructors ensure transparency and clear communication of course expectations, policies, and requirements. The syllabus serves as a guide throughout the semester, helping students stay organized, plan their workload, and understand the structure and objectives of the course.

REGULAR SEMESTER ENROLLMENT

Students are required to register for each semester within the specified registration period. This typically involves submitting the necessary documents, fees, and completing the registration process as per the approved scheme of studies and registration guidelines. Following is the explanation in this regard: -

1. Each department takes responsibility for organizing the enrollment process for their respective courses. The departmental administration, in coordination with faculty members, ERP coordinators, determines the course offerings for the semester, including the specific sections, timings, and faculty assignments according to the dates mentioned in the Academic Calendar.
2. After finalizing the course offering, LGU provides students with a dedicated online platform, often referred to as the student portal. This portal serves as a central hub for students to access important academic information, including course registration and selection. Details are as follows: -

a) ***Logging into the student portal***: Students use their LGU credentials to log into the student portal. Upon successful login, they gain access to various features and resources offered through the portal.

b) ***Accessing course offerings:*** Within the student portal, students can navigate to the section dedicated to course registration or enrollment. This section typically provides information on available courses, course codes, names, descriptions, timings, and faculty details for the upcoming semester.

c) ***Reviewing course details:*** Students have the opportunity to review the details of each course, including its content, prerequisites, and any additional information provided by the department. This helps students make informed decisions about their course selections.

d) ***Selecting courses:*** Using the student portal, students can indicate their preferred courses by selecting the appropriate sections or time slots for each course. The online system usually allows students to make changes to their selections until a specified deadline.

e) ***Confirming course selections:*** Once students have finalized their course selections, they typically proceed to confirm their choices through the student portal. This confirmation step ensures that the selected courses are officially registered in their academic records.

f) ***Verification and approval:*** The student portal automatically verifies the eligibility of students for the selected courses, taking into account prerequisites, program requirements, and any restrictions. The system may check for potential conflicts in the course schedule or any other issues that may require attention.

g) ***Confirmation and course schedule:*** After the verification and approval process, students receive a confirmation of their course selections. The student portal is usually updated to display the finalized course schedule, including the selected courses, their timings, locations, and the assigned faculty members.

3. Examination Office on the basis of finalized enrollment shall conduct the examination (*Mid-term and Final term*) and notify the results.
4. An undergraduate student can enroll the courses (*12 – 18 credit hours*) in a semester as per the following: -
    a) A student with good academic student* status can enroll the courses in a regular semester according to the approved scheme of study.
    b) A student having probation* in the previous semester can avail 12 credit hours in a regular semester.
    c) A student eligible for re – admission* can enroll 12 credit hours (with "D", "C-", "F" and not enrolled course/s) in a regular semester after departmental consultation and availability of subject enrollment.
    d) A student eligible for enrollment suspension* can enroll subject(s) with "D", "C-" & "F" grade after departmental consultation and availability of subject enrollment.
    e) However, a student who wish to graduate on time or have CGPA greater than or equal to 3.50 can avail one extra subject beyond 18 credit hours.

    * For the understanding of good academic student, probation, re-admission and enrollment suspension, refer to section, Dropped out policy.
5. Enrollment in less than 12 credit hours may by allowed in one of the following conditions: -
    a) Enrollment in less than 12 credit hours is a result of an approved scheme of studies.
    b) Enrollment in less than 12 credit hours may by allowed to students who encounter challenges that hinder their ability to complete their degree within the regular time frame. These challenges could include personal circumstances, health issues, financial constraints, or other genuine factors that impact their academic progress.
6. The Policy for the regular semester fees is as follows:
    a. The fees for the regular semester shall be charged on the basis of per credit hour fee (as per approved fee structure).
    b. Any change (e.g., increase or decrease) in credit hours comparing to the prior semester is subjected to the approval from competent authority without prior notice.
    c. A student with outstanding dues cannot register for either regular or summer semesters.
    d. The fees for the regular semester will be non-refundable.
7. For new admissions fee refund policy is as follows:
    a. Full (100%) fee will be refunded in case of withdrawal of admission within 7 days.

b. Half (50%) fee will be refunded in case of withdrawal of admission from 8th to 15th days.

c. No (0%) fee will be refunded after 15th day from the commencement of the classes.

SUMMER SEMESTER ENROLLMENT

A summer semester is an optional semester of 8 – 9 weeks' duration offered (once per academic year) with double contact hours for removing deficiencies of the students. A student will only be allowed to register in 1 - 2 courses (*maximum of 2 theory courses or 1 lab course*) of up to 08 credit hours for remedial work in a summer semester (*if offered*) as per the following explanation:

1. A student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.
2. Students are also allowed to enroll in subjects that they have not studied before, provided they meet the necessary prerequisites (if any) and subject availability. This gives students an opportunity to explore new areas of interest, fulfill their degree requirements, or make up for any missed courses during the regular academic year. Facility is available to students subject to following criteria:
    a) Concerned student is student of last academic year of the degree. Last academic year include students of seven and eight semesters.
    b) Have CGPA equal to or more than 3.00.
    c) If enrollment is a mandatory requirement for students admitted under the provisions of the new undergraduate policy who intend to choose a major or minor in a specific subject.
3. Enrollment in summer semester is subject to the availability of faculty members, resources, and minimum class size requirements. The university reserves the right to determine the viability of offering a particular subject based on these factors.
4. Student is allowed to register course(s) in summer semester with "D", "C-"and "F" grade. Moreover, a student can also enroll a deficiency course(s). The term "deficiency course" means a course or courses that a student is required to take to address specific academic deficiencies. These deficiencies may include a lack of prerequisite courses, insufficient credits, or not meeting the minimum academic standards required for admission or progression in a program.
5. Each department takes responsibility for organizing the enrollment process for their respective courses. The departmental administration, in coordination with faculty members and ERP
6. coordinators, determines the course offerings for the semester, including the specific sections, timings, and faculty assignments according to the dates mentioned in the Academic Calendar.
7. After finalizing the course offering, LGU provides students with a dedicated online platform, often referred to as the student portal. This portal serves as a central hub for students and help them in

logging into the student portal, accessing course offerings, reviewing course details, selecting courses, confirming course selections, verification and approval, confirmation and course schedule process.

8. A student can add / change the enrolled subject within one week from the commencement of summer semester classes.
9. Head of departments will make arrangement (like issuance of date sheet, invigilation plan, etc.) for the smooth conduct of Midterm examination. However, examination office on the basis of finalized enrollment shall conduct the final term examination and notify the results.
10. There is restriction on the award of maximum grade in summer semester, Maximum grade "B" can be awarded in the result of summer semester.
11. The Policy for the summer semester fees is as follows:
    e. The fees for the summer semester shall be charged on the basis of per credit hour fee (as per approved fee structure for the summer semester).
    f. No installment of the fee shall be allowed.
    g. There will be no scholarship applicable for the summer semester.
    h. All categories (1SF, 2SF, 3SF and Sports) students are subjected to pay summer semester fee.
    i. There will be no subsidy or relief for Shaheed category students.
    j. The fees for the summer semester will be non-refundable.

ENROLLMENT OF PREREQUISITE COURSES

Prerequisite courses are courses that must be completed before enrolling in a more advanced course. Prerequisite and corequisite* courses must be taken sequentially, meaning that they cannot be taken in the same semester. By ensuring that students have a strong foundation before advancing to more complex material, LGU aim to enhance learning outcomes and help students succeed in their academic pursuits. A policy regarding the enrollment of prerequisite courses establishes guidelines for students who need to fulfill certain requirements before being eligible to enroll in specific courses.

* *Corequisite course are courses that must be taken simultaneously with another course, as they complement each other and are essential for a comprehensive understanding of the subject matter.*

1. **Course availability and offerings:** Academic departments typically schedule prerequisite and corequisite courses in a way that allows students to complete them before advancing to higher-level courses. The availability and offerings of these courses may vary based on factors such as faculty availability,

classroom capacities, and curriculum design. It is important for students to be aware of course sequencing and plan accordingly to ensure they have access to the necessary courses in the appropriate semesters

2. **Academic planning:** When planning their course schedules, students should consult the course catalog or academic program guidelines to identify prerequisite and corequisite requirements. Department concerned person can also provide guidance on the appropriate sequencing of courses and help students plan their academic progression effectively.
3. **Prerequisite requirements:** Certain courses may have prerequisites, which are courses that must be successfully completed before enrollment in the desired course is permitted. Prerequisites are designed to ensure students possess the necessary foundational knowledge and skills to succeed in advanced or specialized courses.
4. **Prerequisite checking:** Prior to enrolling in a course, departmental concerned person is responsible to make sure that students is meeting the pre-requisite requirements specified in the course catalog or academic program guidelines. This can be done during enrollment process by checking the university's registration system.

ENROLLMENT OF ALTERNATIVE COURSES

(Against already studied course with grade "F, D or C- ")

Enrollment of alternative course allows students to choose an alternative subject if they have failed to pass a particular subject or if they wish to improve their grade. The decision to offer an alternative subject is based on certain conditions, which are analyzed and determined by the concerned department. This policy aims to support students in overcoming challenges, fostering their academic growth, and ensuring they have the best possible learning experience. Here's a detailed explanation of the policy:

1. **Genuine issue:** The policy recognizes that students may encounter genuine issues that affect their ability to pass a particular subject or desire to improve their performance. These issues can include personal circumstances, difficulty grasping the subject matter, or external factors that impact their academic progress.
2. **Alternative subject option:** To address these situations, the policy allows students to opt for an alternative subject in place of a previously studied subject in which they failed to pass or want to improve their grade. This gives students the opportunity to pursue an alternative path to meet their academic requirements and progress in their studies.
3. **Unavailability or infeasibility of previously offered subject:** The alternative subject is offered when the previously studied subject is not available or cannot be offered due to certain reasons. These reasons may include the subject not being included in the current curriculum or semester, limited class availability, unavailability of a suitable instructor, or any other logistical or practical constraints.

4. **Student's level:** Another consideration is the student's level of proficiency or readiness to pass the previously offered subject if it were to be offered again. The policy acknowledges that some students may not be at the required level of understanding or preparedness to successfully pass the subject, even if it is available. In such cases, the student is allowed to select an alternative subject that better aligns with their capabilities and academic goals.
5. **Analysis by the concerned department:** The responsibility of evaluating the circumstances and determining the eligibility for an alternative subject lies with the concerned department. Department assesses the student's situation, reviews the reasons for failure or desire for improvement, and considers the feasibility and suitability of offering an alternative subject. They take into account factors such as course availability, curriculum requirements, the student's academic performance, and any specific program guidelines.

CHANGE OF ACADEMIC PROGRAM

The policy regarding the change of academic program outlines the process and requirements for students who wish to switch to a different program of study within the university. Here is a detailed explanation of the policy:

1. **Eligibility and merit:** In order to be considered for a change of academic program, students must meet the eligibility and merit criteria specified for the desired program. These criteria may include specific academic qualifications, minimum admission percentage requirements, or any other prerequisites determined by the university.
2. **Seat availability:** The change of academic program is subject to the availability of seats in the desired program. If there are no available seats or the program has reached its maximum capacity, the change may not be possible. Seat availability is determined by the university based on various factors such as resources, faculty, and infrastructure.
3. **Approval process:** To initiate the change of academic program, students are required to submit an application on the prescribed proforma. This proforma is a standardized form provided by the university specifically for program change requests. The application must be submitted within one week from the commencement of classes to ensure timely processing.
4. **Dean's approval:** After receiving the application, it is reviewed by the respective dean of the current and desired programs. The Dean evaluates the eligibility and merit of the student for the desired program and makes a decision based on the available information. The Dean's approval is an important step in the process and ensures that the student meets the necessary requirements for the program change.
5. **Vice chancellor's approval:** Once the Dean has given their approval, the application is forwarded to the Vice Chancellor for final consideration and approval. The Vice Chancellor, being the highest

authority in the university, reviews the application and makes the final decision regarding the program change request.

6. **Timely submission:** It is crucial for students to adhere to the specified timeline for submitting the application, which is usually within one week from the commencement of classes. This allows the university to process the requests efficiently and accommodate any necessary adjustments in the student's academic journey.
7. **Fee**: Students are not eligible to initiate the case until all types of dues are cleared. Scholarship percentages are applicable on tuition fees in case of an increase in tuition fees due to a change in the program, the scholarship amount will be the same, or the percentage of the scholarship may be reduced. Furthermore, they will be required to pay the admission fee again.

COURSE CANCELLATION

The university has the authority to cancel a course if it does not meet the minimum enrollment criteria (minimum 10 students) or if there is a lack of available faculty. The specific minimum required number of students for elective or summer courses will be determined based on the circumstances and needs of the situation. This ensures that courses can be conducted effectively and efficiently.

Additionally, the university reserves the right to create new sections of a course or make adjustments to the existing sections. This may involve transferring students from one section to another, depending on the needs and capacity of the course. Such adjustments can be made at any stage of the course, ensuring that students are appropriately accommodated and the course requirements are fulfilled.

If the LGU cancels a course, no cancellation fee will be imposed on the student. However, if a student voluntarily requests the cancellation of a course, fees will be charged based on the following policy:

- Full Fee Refund: Available up to the 7th day from the commencement of classes.
- Half Fee Refund: Applicable from the 8th to the 15th day from the commencement of classes.
- No Fee Refund: No refund is provided for cancellations requested from the 16th day of the commencement of classes onwards.

ENROLLMENT CANCELLATION AND REINSTATEMENT

Students are required to enroll the courses as per the approved scheme of studies and academic standing (i.e., good academic student, probation, improve CGPA, re-admission and enrollment suspension). Enrollment cancellation and reinstatement are explained below: -

1. **Enrollment cancellation** (*This policy should be read in conjunction with enrollment Reinstatement policy*): -

   a) If a student fails to join classes after proper enrollment and remains absent for 30 or more days from the commencement of classes without any prior documented reason(s), enrollment shall stand cancelled automatically.

b) If a student after enrollment joins classes but remains absent for 30 or more days during the semester without any prior documented reason(s), enrollment shall stand cancelled automatically.

c) Head of the departments will forward the list of enrollment cancellation to the concerned dean of faculty for approval of the competent authority. Moreover, dean of faculty shall forward the approved lists to the registrar office for notification.

2. **Enrollment reinstatement**: -

   a) If the enrollment of a student is cancelled due to any unavoidable circumstances, he / she cannot enroll in an available semester without getting the absentee period or enrollment cancellation regularized. Absentee period means the duration in which he / she did not enroll the semester.

   b) He / she will apply for reinstatement of the enrollment to regularize the absentee period or enrollment cancellation after paying 100 percent current admission fee plus outstanding fee (if any).

   c) Enrollment reinstatement will be allowed twice in the entire degree program (subject to degree completion duration limit).

NOTE: - *In case of enrollment cancellation, fee will not be refunded or carry forwarded.*

ADD – DROP – CHANGE OF COURSE(s)

A student registered in a program may add, drop, or change a course unless with the permission from the head of department responsible for the program and subject to the limit of allowed credit hours of a semester.

1. **Adding a course:** Students who wish to enroll in an additional course beyond their initial course selection may need to seek permission from the head of department. The availability of adding a course may depend on factors such as seat availability, prerequisite requirements, and the student's academic standing.
2. **Dropping a course:** Students may have the option to drop a course from their schedule, removing it from their academic record. However, certain conditions or deadlines may apply, and students may need to obtain permission from the head of department or follow specific procedures defined by the institution.
3. **Changing a course**: Changing a course typically involves replacing one course with another within a specified timeframe. The head of department's permission may be necessary to ensure the appropriateness of the change and its compatibility with the student's program requirements.
4. **Additional fee**: If there is an additional fee involved, the student has to pay the fee before attending the respective course. In some cases, adding or changing a course may require payment of

additional fees. These fees may be associated with course materials, laboratory access, or other supplementary resources. It is important for students to be aware of any additional fees associated with adding or changing a course and ensure timely payment before attending the respective course.

5. **Familiarize academic calendar:** A student can add, drop, or change a course as per the provisions of the academic calendar. The academic calendar provides important dates and deadlines related to course add/drop/change procedures. It outlines specific periods during which students can make these changes without incurring any penalties or academic consequences. It is crucial for students to familiarize themselves with the academic calendar to understand the specific timelines and procedures for making course changes.

WITHDRAWAL FROM COURSE

A student registered in a program may add, drop, or change a course unless with the permission from the Head of Department responsible for the program and subject to the limit of allowed credit hours of a semester.

1. **Withdrawal within a specified timeframe:** Students are allowed to withdraw from a course(s) typically within a specific period, usually ranging from 4 to 6 weeks from the start of classes. This allows students to assess their ability to successfully complete the course and make a decision accordingly.
2. **Adverse impact on other courses**: The option to withdraw is available when a student believes that continuing with a particular course will have a detrimental effect on their performance in other courses. This provision acknowledges the potential challenges that an overly burdensome course load may present.
3. **Departmental ERP coordinators:** Each department typically has an ERP coordinator responsible for managing academic administrative tasks, including the withdrawal process. The coordinator will establish and communicate the specific procedure that students must follow to initiate the withdrawal of a course(s).
4. **Limit on course withdrawals**: Students are usually permitted to withdraw from a maximum of 02 courses within a single semester. This limit helps ensure that students maintain an appropriate level of academic progress.
5. **Maximum limit on accumulated W's**: Students are typically restricted from accumulating too many course withdrawals (maximum four W's) during their entire course of studies. This requirement aims to encourage students to responsibly manage their academic commitments and progress steadily towards their degree.
6. **Non-attendance and official withdrawal**: Merely not attending a course does not count as an official withdrawal. Students must follow the designated withdrawal process within the specified timeframe.

7. **Withdrawal after 'F' grade**: Once 'SF' grade (failure due to short attendance) or “F” grade (indicating failure) has been awarded, the option to withdraw from the course is generally no longer available. This policy ensures that students cannot misuse the withdrawal option to avoid failing grades caused by poor attendance.
8. **Recording of 'W' grade**: When a student successfully withdraws from a course, a letter grade of 'W' is typically recorded on their academic transcript against that specific course.
9. **Exclusion from GPA/CGPA calculation**: The 'W' grade is usually not considered in the computation of the grade point average (GPA) or cumulative grade point average (CGPA). This ensures that the withdrawal does not impact the student's overall academic standing.
10. **Impact on academic honors/awards**: The presence of a 'W' grade on a student's transcript may disqualify them from being eligible for certain academic honors or awards. This policy emphasizes the importance of consistent academic performance and discourages excessive course withdrawals.

Note: - The course fee, if withdrawn, will neither be refunded nor carried forward.

WITHDRAWAL FROM SEMESTER

In case of an emergency/transfer of residence etc., a student may be allowed to withdraw from all registered courses for the semester before the tenth week from the commencement of regular semester classes subject to the following procedure:

1. **APPLICATION SUBMISSION:** The student must apply for Semester Withdrawal, along with all the necessary documentation and a justification for the withdrawal, to the Head of the Department responsible for their academic program. This application serves as the initial step in processing the case.
2. **DEPARTMENTAL PROCESSING:** The Head of the Department reviews the application and supporting documents submitted by the student. They assess the validity of the request and determine whether it meets the criteria for a semester withdrawal. If the department approves the request, the case proceeds to the next step.
3. **DEAN'S APPROVAL**: The complete case, including the application and supporting documents, is forwarded to the concerned Dean of the Faculty. The Dean reviews the case and decides on the approval of the semester withdrawal. If the Dean approves the withdrawal, the case proceeds to the next step, involving the Vice Chancellor's approval.
4. **VICE CHANCELLOR'S APPROVAL**: The Dean of the Faculty submits the case to the Vice Chancellor for their final approval. The Vice Chancellor, based on the merits of the case, makes the ultimate decision regarding the student's withdrawal from the semester.

5. **REGISTRAR'S NOTIFICATION:** Once the Vice Chancellor approves the withdrawal, the Registrar's Office is responsible for notifying the withdrawal of the semester officially. They maintain proper records of the withdrawal and ensure that all stakeholders, including relevant departments and administrative offices, are informed by providing them with a copy of the complete case.
6. **NULLIFICATION OF EXAMINATIONS/ASSESSMENTS**: If a student withdraws from a semester, all the examinations and assessments they have undertaken during that particular semester become null and void. The student's performance in those exams and assessments will not be considered or recorded.
7. **MAXIMUM WITHDRAWAL LIMIT**: A student is allowed to withdraw from a maximum of one semester throughout their entire degree program. This limitation ensures that the withdrawal option is not abused and encourages students to maintain consistent academic progress.
8. **TRANSCRIPT EXCLUSION:** The courses associated with the withdrawn semester will not be displayed on the student's transcript. This means that the transcript will not reflect any record or indication of the courses taken or attempted during the withdrawn semester.
9. **NO FEE REFUND:** If a student chooses to withdraw from a semester, they are not entitled to a refund of the semester fee they have already paid. The fee is generally non-refundable, regardless of the circumstances leading to the withdrawal
10. **COUNT TOWARDS DEGREE DURATION:** When a student withdraws from a semester, that semester is still included in the total number of semesters allowed to complete the degree program. It means the withdrawn semester is considered as one of the semesters the student has utilized, despite not actively participating in coursework. This policy ensures students adhere to the maximum limit set for completing their degree program and encourages timely progress toward graduation.

FREEZE OF THE SEMESTER

The freeze of the current semester is a temporary measure implemented in response to a significant event or circumstance that affects the normal operations of the academic institution. This policy is designed to address the unforeseen challenges that may arise and ensure the well-being of the students, faculty, and staff. During a freeze of the semester, the following guidelines and provisions are typically put into effect:

1. **Freezing / Suspending a semester:** Students who face acute domestic problems or valid difficulties are allowed to freeze or suspend a semester before the commencement of semester classes. This option is available based on a favorable recommendation from the head of the department and the dean of faculty. The purpose is to provide support and flexibility to students dealing with challenging situations.

2. **Eligibility based on previous semester performance:** Students are eligible to freeze or suspend a semester before the start of the academic session if they have successfully passed the final examinations of the previous semester. Additionally, they must maintain a minimum GPA/CGPA required to be considered a good academic student. This requirement ensures that students who are struggling academically are not eligible for a freeze
3. **Restrictions on freezing first two semesters of BS:** Generally, students are not allowed to freeze the first two semesters of their Bachelor of Science (BS) program. However, under special hardship circumstances, such as iddat (mourning period), maternity/delivery, death in the immediate family, or other justifiable reasons, the competent authority may consider freezing the first semester.
4. **Final approval and notification:** The freeze of a semester becomes valid only after it receives final approval from the Vice Chancellor. Once the Vice Chancellor grants approval, the registrar's office issues an official notification, confirming the student's freeze status.
5. **Limit on consecutive freezes:** Students are not permitted to freeze more than two consecutive regular semesters. This restriction is in place to encourage continuous academic engagement and progression, avoiding prolonged breaks in their studies.
6. **Freeze within degree completion timeframe:** Students are allowed to freeze a semester within the overall timeframe specified for the completion of their degree program. This timeframe is determined by the statutes or regulations of the university. It ensures that students can exercise the freeze option without exceeding the maximum allowed time for degree completion.
7. **Implications of freeze on studentship status and facilities:** During the freezing period, the applicant loses their studentship status temporarily. As a result, they are not entitled to avail themselves of any facilities provided by the university to regular students. This includes access to facilities such as hostel accommodations, transportation services, library resources, medical services, etc.
8. **Rejoining after freeze:** Upon completion of the freezing period, the student can rejoin the same semester they had frozen or according to the semester enrollment approved by the department. However, special cases may be considered if approved by the Vice Chancellor, who has the authority to make exceptions based on unique circumstances
9. **Counting frozen semesters towards degree program:** A frozen semester is counted towards the maximum permissible number of semesters to complete a degree program. This means that even though the student is not actively engaged in coursework during the frozen semester, it still contributes to the overall duration of their degree program. It is important for students to be mindful of this factor when considering a freeze, as it impacts their progress towards graduation.
10. **Fee:** It is important for students to familiarize themselves with the fee-related policies. In case fee is paid before freeze of semester, fee will be carry forwarded to next semester.

ATTENDANCE AND LEAVE POLICY

Students are expected to attend all scheduled classes, tutorials, laboratories, and other academic activities as outlined in their course syllabus. Regular attendance is essential for students to fully engage in the learning process, participate in class discussions, and benefit from the knowledge and expertise of faculty members. The university considers attendance as a measure of a student's commitment to their education and a key factor in achieving academic success. Following is the attendance policy in respect of student attendance: -

1. In order to appear in the final examination of a course, a student must have attended at least 80 percent of classes held in that course.
2. There are no **leaves** to be availed at LGU. Students are required to manage their absentees (*absents or leaves - in case of emergency, late in class, travel abroad, any sort of surgery/operation, or any other genuine reason*) within allowable limit of 20 percent.
3. However, in case of absence due to any genuine reason, late admission, medical reason, or change of course, the teacher may give extra (*makeup*) classes / material to the student to compensate for the deficiency because of the absence. Head of the departmental shall get the approval of such cases from the concerned dean of the faculty.
4. Two attendance probations per subject (04, 03 and 02 credit hour course) are allowed to the students. However, one attendance probation is allowed for a subject of 01 credit hour. Following is the explanation in this regard: -
    a) First probation will be allowed after availing following mentioned absentees from the commencement of classes: -

Particulars	Number of absentees			
	4 credit hour	3 credit hour	2 credit hour	1 credit hour
1st Probation	2	2	1	1

    b) Second probation will be allowed after availing following mentioned absentees after expiry of first probation: -

Particulars	Number of absentees			
	4 credit hour	3 credit hour	2 credit hour	1 credit hour
2nd Probation	2	2	2	-

5. After the expiry of attendance probations {(one for 01 credit hour course) and (two for 04, 03 and 02 credit hour course)} and availing following absentees after second probation, respective course is placed in temporary course withheld category. Detail is as under: -

Particulars	Number of absentees			
	4 credit hour	3 credit hour	2 credit hour	1 credit hour
Temporary course withheld	4	2	1	1

6. Concerned student, HOD and course instructor will be informed through ERP in case of attendance probation(s) and temporary course withheld situation.
7. Dean of Faculty may relax the above-mentioned limit to 75 percent in case of valid reason recommended by the concerned head of the department. Moreover, such relaxation will only be allowed in exceptional circumstances which are acceptable to concerned Dean of Faculty before the final decision of permanent course withheld.
8. In case of full utilization of absentee limit of temporary course withheld category and special relaxation by the concerned Dean of Faculty (if any), decision regarding the permeant course withheld will be made before final term examination according to the directions of the Vice Chancellor.
9. In case of attendance is less than the required level, a student will not be permitted to attempt the particular final term paper and grade SF* will be awarded.

   * Grade **SF** is used for failure due to short attendance and is treated like grade **F**.

10. The student will be required to repeat the course in the summer semester or in regular semester (*subject to allowed semester credit hours' limit*).

STUDENT ASSESSMENT

During a semester of studies, various activities may be scheduled in a course for the purpose of student assessment and grading. These activities help evaluate students' understanding, knowledge, and skills related to the course material. Here is a detailed explanation of the assessment activities mentioned:

1. **QUIZZES:** - Quizzes are short assessments conducted at irregular intervals throughout the semester. They are often used to gauge students' understanding of specific topics or to reinforce learning. Quizzes are typically conducted frequently, with a recommended frequency of around two quizzes per credit hour. The exact schedule and format of quizzes may vary depending on the instructor and course requirements.
2. **MID-TERM EXAMINATION:** - A mid-term examination is a formal assessment conducted during the middle of the semester. It is usually of one-hour duration and covers the material taught in the course up to that point. The mid-term examination provides an opportunity to assess students' comprehension and retention of the course content. In the summer semester, an hourly test will replace the mid-term examination.

3. **END TERM EXAMINATION:** The end term examination is a comprehensive assessment conducted at the completion of the course. It typically covers the entire syllabus recommended by the departmental board of study. The end term examination is usually two hours long and evaluates students' overall understanding and mastery of the course material.
4. **CLASS ASSIGNMENTS: -** Class assignments are tasks or exercises given to students by the course teacher to assess their grasp of the course contents. These assignments are designed to reinforce learning and provide opportunities for students to apply their knowledge in practical ways. Class assignments can take various forms, such as written assignments, problem-solving tasks, or presentations. The course teacher grades these assignments to assess students' performance.
5. **PRACTICAL / LABORATORY TESTS: -** In courses that include practical or laboratory components, tests are conducted to evaluate students' ability to apply theoretical knowledge in real-world or hands-on situations. These tests assess students' practical skills, experimental techniques, and their understanding of the practical applications of the course material. Practical/laboratory tests ensure that students have acquired the necessary competence for practical application of the knowledge they have gained.
6. **PROJECTS: -** Projects are practical or research-based assignments given to students to test their ability to translate theoretical knowledge into practical applications. These projects aim to solve real-world problems or explore specific topics in depth. Projects allow students to demonstrate their analytical, problem-solving, and research skills. The assessment of projects may contribute to the end semester examination score, depending on the prescribed course assessment criteria.
7. **CASE STUDIES: -** Courses that are case-based may require students to submit a comprehensive case study as a contributing part of the course grade. Case studies involve analyzing real-life scenarios or situations related to the course content. Students are expected to apply their knowledge and critical thinking skills to analyze and propose solutions for the given cases. Case studies assess students' ability to apply theoretical concepts to practical situations and their analytical and problem-solving abilities.
8. **PRESENTATIONS:** Presentations assess students' ability to communicate effectively and present information in a structured and coherent manner. Students may be required to give individual or group presentations on specific topics related to the course. Presentation assessments consider factors such as content knowledge, delivery, organization, visual aids, and engagement with the audience.
9. **ONLINE ASSESSMENTS:** With the increasing use of technology in education, online assessments have become common. These assessments can include online quizzes, timed tests, discussion board

participation, online assignments, and multimedia projects. Online assessments provide flexibility in terms of timing and allow for automated grading in some cases.

10. **PEER ASSESSMENTS:** Peer assessments involve students providing feedback and evaluating the work of their peers. This assessment method promotes self-reflection, critical thinking, and the development of evaluative skills. Peer assessments can be used for assignments, presentations, projects, or group work. Clear assessment criteria and guidelines are typically provided to ensure fairness and consistency.
11. **PORTFOLIOS:** Portfolios are collections of student work that demonstrate their progress, achievements, and learning throughout the course. Portfolios may include a variety of artifacts, such as essays, projects, reflective journals, artwork, or multimedia presentations. Portfolios provide a holistic view of students' growth and allow for self-reflection and self-assessment.
12. **ORAL EXAMINATIONS:** Oral examinations involve students answering questions or engaging in a conversation with the instructor or an examination panel. This assessment method evaluates students' verbal communication skills, critical thinking, and depth of understanding. Oral examinations can be used in language courses, literature studies, or any discipline that requires effective verbal expression.
13. **ONLINE DISCUSSION PARTICIPATION:** Online discussions assess students' engagement, critical thinking, and communication skills in a virtual learning environment. Students participate in online discussions by sharing their ideas, asking questions, and responding to their peers' contributions. Assessments consider the quality and frequency of participation, as well as the ability to construct and support arguments.
14. **OPEN-BOOK EXAMS:** Open-book exams allow students to refer to their textbooks, notes, or other resources during the assessment. These assessments focus on applying knowledge, critical thinking, and problem-solving rather than memorization. Open-book exams simulate real-world scenarios where access to resources is available, and students must navigate and analyze information effectively.

OPEN-BOOK EXAMINATION AND RESTRICTED MATERIALS POLICY

In some cases, examinations may be designed as open-book tests or require specific materials such as laptops, books, articles, or any other relevant resources. However, even in such scenarios, there are certain guidelines and restrictions in place to ensure fairness and maintain academic integrity during the tests, midterms, or final term examinations.

1. **Provision of specific information**: The superintendent, who is responsible for supervising the examination process, plays a crucial role in informing the respective students about the

specific guidelines for each examination. The information regarding the use of books, notes, papers, or other materials is provided by the examination conduct cell or the examination department.

2. **Use of specific resources**: While the examination allows the use of specific resources, it is important to note that students are generally prohibited from being in possession of any additional books, notes, papers, or materials during the examination. This is done to prevent any unfair advantage that may arise from accessing unauthorized or irrelevant resources during the test. This restriction aims to ensure that all students are evaluated on a level playing field and that their performance is based primarily on their understanding and application of the course material rather than external aids. By not allowing additional resources, the examination process aims to assess the student's comprehension, critical thinking, and problem-solving skills based on the designated materials or resources permitted for that specific examination.

OBJECTIONABLE / UNETHICAL MATERIAL IN QUIZ / QUESTIONS

1. To avoid any untoward incident due to objectionable/ unethical material in quiz / questions following instructions will be followed/implemented: -

   a) Sensitization and Training: -

      1) All faculties / depts shall consider improving their academic and research environment in accordance with the Islamic principles, values and ideology of Pakistan with the objective of preventing any inappropriate occurrence in the University.
      2) Strictly adhere to the religious, cultural, and social values and norms while developing and delivering lectures, and preparing assessment tools, including quizzes and assignments, etc.
      3) Provide regular training and sensitization programs for faculty and staff on cultural diversity, inclusivity, and ethical standards.

   b) Enhance Monitoring and Evaluation:- A mechanism may be evolved by respective chairpersons/ Deans to periodically evaluate the quizzes under subjects / disciplines such as languages, Islamic Studies, History, etc. to evaluate if the contents, expressions, and questions are framed appropriately and avoid controversial topics, and conform to religious, cultural, ethnic, ethical, social values and considerations. Completion of course files with respect to quizzes and assignments and its periodical review process must be ensured.

   c) Faculty Evaluation:- The faculty and staff employment contract should specifically elaborate and seek endorsement of the considerations mentioned in code of academic conduct.

d) Student & Faculty Orientation

1) Relevant promotional material, symbolism (quotes, sign/billboards, thematic pictures or designs) may be prepared, displayed and distributed to establish conducive and beneficial organization environment within the University.
2) Orientation Packs for faculty as well as Students should contain all relevant material and formally seek support of the faculty, staff and students for adhering to the Islamic cultural principles and values.
3) Smart and attractive Massive Open Online Courses (MOOCs), promotional material such as pics, video clips, etc. may be prepared and staff, faculty and students are required to complete such MOOC within first year of joining the institution.

e) Academic Integrity Cell. Academic Integrity Cell will be set up by Dir Academics to oversee academic integrity and ensure compliance with ethical standards.

f) Counselling/ Wellbeing Centres. A mechanism may be evolved by head of Depts to detect abnormal behaviours and extend counselling services to the needy staff/ faculty/ students.

g) Regular Audits

1) LGU QEC will conduct regular audits of academic material (i.e question papers & course packs) and process to identify and address any potential issue.
2) Maintain regular communication with HEC to ensure compliance with their regular guidelines and recommendations.

h) Policy Revisions. Review and revise policies and procedures to ensure they are robust and effective in preventing matters regarding objectionable quiz / question papers.

GRADING SYSTEM

Grading system serves as an assessment tool to evaluate student performance, provide feedback on learning outcomes, determine academic standing, and facilitate the recognition of achievements within an academic program. Two grading systems are in practice i.e., Absolute and Relative grading.

1. **RELATIVE GRADING SYSTEM:** In a relative grading system, the grades awarded to students are based on their position or rank within the class or a specific group of students. This means that the actual scores or marks achieved by students may not directly correspond to their final grades. Instead, grades are determined by considering the performance of all the students in a particular course or examination.

   The main idea behind relative grading is to differentiate students based on their performance relative to their peers. It takes into account the overall performance of the entire class or group and assigns

grades accordingly. This approach can be useful in situations where the difficulty level of the course or exam varies or when it is necessary to compare the performance of students in a competitive setting.

Relative grading policy will be used to calculate GPA for evaluating the performance of a class by the faculty member teaching the particular course where the class size is 20 or more than 20 students. Relative Grading allows for screening students according to their performance relative to their peers. In relative grading a histogram of total marks obtained by all students is taken and ranges for assigning various grades are decided for awarding the grades. Student must earn minimum grade point of 1.00 to clear a course.

GRADE	GRADE POINT
A	4.00
A^-	3.70
B^+	3.30
B	3.00
B^-	2.70
C^+	2.30
C	2.00
C^-	1.70
D	1.00
F	0.00
SF (Failure due to short attendance)	0.00
I	Incomplete
W	Withdrawal

Preferable lower limit for the award of grade “D” is 40 percent marks. Lower limit for the award of a grade "D" at 40 percent marks signifies a minimum standard of achievement that students must meet to pass a course or assessment. This lower limit is put in place to ensure that students have demonstrated a basic understanding and competency in the subject matter.

2. **ABSOLUTE GRADING SYSTEM:** Absolute grading policy will be used to calculate GPA for evaluating the performance of a class by the faculty member teaching the particular course where the class size is less than 20 students as per the following grading chart: -

MARKS	GRADE	GRADE POINT
85	A	4.00
79	A^-	3.70
74	B^+	3.30
70	B	3.00
66	B^-	2.70
62	C^+	2.30
58	C	2.00
54	C^-	1.70
50	D	1.00
Less than 50	F	0.00
SF (Failure due to short attendance)		0.00
	I	Incomplete
	W	Withdrawal

AWARD OF GRADE - F

1. In case of academic failure, the student shall be awarded as “F” grade.
2. If the attendance of a student in a particular subject is less than the required attendance, he / she shall not be allowed to appear in final examination of that subject. Moreover, he / she shall be awarded “SF” grade in such subject(s).
3. Whenever a student misses final term examination (due to reason not acceptable to the course instructor, head of the department or dean of the faculty), he / she shall be awarded as “F” grade.
4. If a student is involved in unfair means in academic and non-academic activities, grade “F” will be awarded if approved by the competent authority.

AWARD OF GRADE - W

When a student successfully withdraws from a course, a letter grade of 'W' is typically recorded on their academic transcript against that specific course.

AWARD OF GRADE – I (On campus / Online Examination)

Whenever a student misses the Mid-term / Final term examination (*due to reason acceptable to the faculty member, Head of the department, or Dean of the faculty and approved by the competent authority*), the Examination office shall conduct an on-campus/online grade – I examination but not later than two weeks from the original date of missed examination or as per examination schedule.

Eligibility: -

1. If a student because of illness or any other genuine reason listed below fails to complete the requirements of a course, he/she may be awarded an "I" grade.
    a) **Medical reason: -** In case of medical reason **(*Illness / Accident etc.*),** the medical certificate must be approved by the LGU Medical Officer rather than a certificate issued by the Government / Military hospital.
    b) **Death: -** In case of death in his / her immediate family **(parents, grandparents, and siblings),** a death certificate must be submitted.
    c) **Online examination: -** In case of online examination reasons **(*Moodle login, unstable internet, electricity failure, pictures uploading, paper submission, etc.*),** a particular case must be approved by the course instructor and ERP representative.
    d) **Sports competition: -** If the student is representing the university in some dully approved competition during the examination period.
    e) **Any other genuine reason: -** If any other genuine reason **(*ISSB etc.*)** is acceptable to the course instructor and approved by the respective Dean of the faculty.
2. In order to be awarded a grade of 'I', the student's attendance must exceed 80 percent or meet the approved attendance percentage prior to the commencement of the final term examination.
3. No request for grade - I shall be entertained for the improvement of marks.
4. Grade-I examinations will be held during the Fall and Spring semesters, but there will be no grade-I examination during the summer semester.
5. Moreover, time-barred cases shall not be entertained in any case.

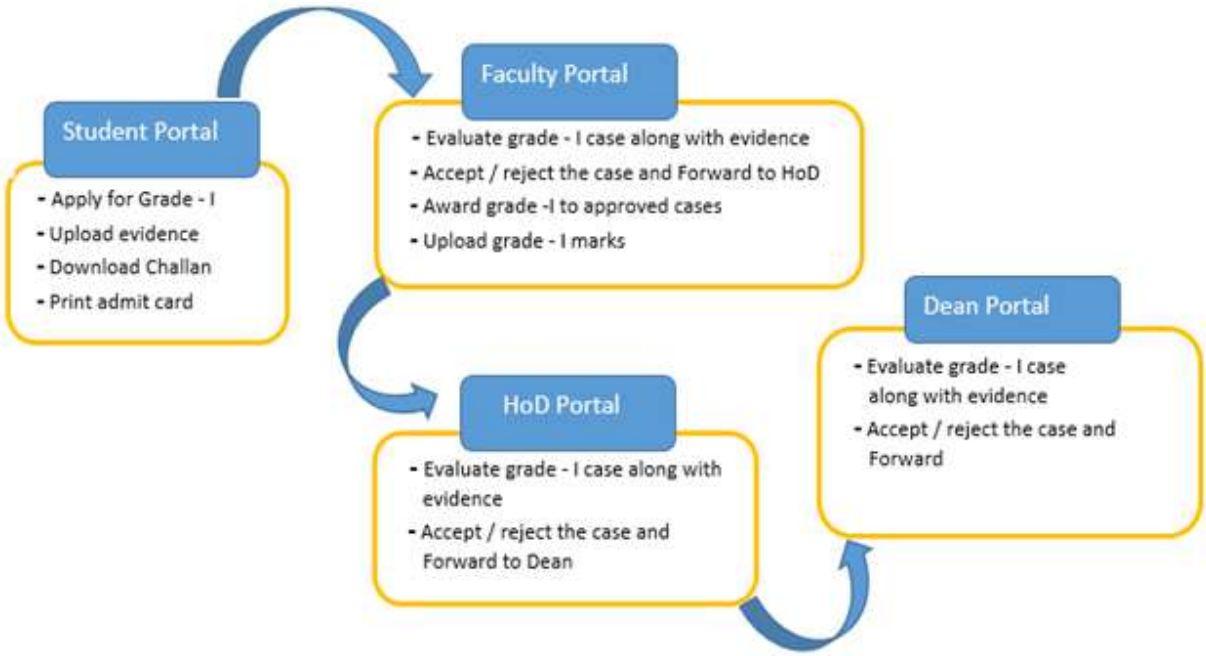
Procedure: -

Academic departments will make arrangements for the enrollment of Grade – I through the student portal according to the approved examination schedule.

1. The concerned course instructor will recommend/reject the grade - I case and forward the recommended grade - I cases to HOD through the faculty portal.
2. The head of the department will make an initial inquiry into the subject matter and forward the recommended/rejected cases along with justifications to the concerned dean of the faculty.
3. The dean of the faculty will forward the duly recommended cases to the controller of examinations for onward approval of the Vice-chancellor.
4. The Treasurer's office will levy an examination fee* on students for the Grade-I examination.

* The students who have enrolled in one subject will be charged an examination fee of Rs. 5000, while those who have enrolled in more than one subject will be charged an examination fee of Rs. 10000.

5. The examination office will handle the conduct matters related to the on-campus/online grade-I examination as per the examination schedule.
6. The concerned course instructor will mark the Grade – I solved answer scripts received from the examination office.
7. This is the responsibility of the course instructor to carefully upload marks in his / her award through the faculty portal.
8. After incorporating the grade computed following the 'I' grade, students will be assigned a new academic status, which will be included in the calculation process of GPA/CGPA.



GRADING SCHEME

GRADING SCHEME: - The courses which are to be cleared by the students are of four categories: -

a) Purely Theoretical Course.
b) Purely Practical Course.
c) Partially Theoretical and
d) Partially Practical Course.

The basis for the determination of a student's grade will depend on the discretion of the departmental board of study. However, to bring uniformity in all the departments of the university, the following pattern may be followed:-

GRADING SCHEME			
Particulars	**Duration**	**Frequency**	**Weightage (%age)**
For Purely Theoretical / Partially Theoretical Course			
Quizzes	Own Time	❖ Minimum 02 per Cr. Hr. ❖ Minimum 03 for more than 2 Cr. Hr.	5 – 10
Assignments / Projects / Presentations	Own Time	As per the discretion of the departmental board of study	5 – 25
Sessional	Own Time		10 – 15
Mid-term Examination	60 Minutes	01	20 – 25
End term Examination	120 Minutes	01	35 – 40

GRADING SCHEME			
Particulars	**Duration**	**Frequency**	**Weightage (%age)**
For Purely Practical / Partially Practical Course			
Quizzes	Own Time	❖ Minimum 02 per Cr. Hr. ❖ Minimum 03 for more than 2 Cr. Hr.	30 (As per Discretion of the Departmental Board of Study)
Assignments / Projects	Own Time	As per the discretion of the departmental board of study	
Presentations	Own Time	As per the discretion of the departmental board of study	
Lab work evaluation	Own Time	As per the discretion of the departmental board of study	30
End term Examination	Own Time	01	40

The following grading scheme will be used for case reports of the psychology department.

GRADING SCHEME	
Particulars	**Weightage (%age)**
Site Supervisor	15
Internal Supervisor	35
External Supervisor	50

For the courses which are partially theoretical and partially practical, the grading scheme suggested in the above formats will be followed. However, the final grade shall be computed as per the pattern explained below: -

PARTIALLY THEORETICAL AND PARTIALLY PRACTICAL COURSE				
Subject	Credit Hours (Theory)	Credit Hours (Practical)	Percentage Marks Earned	
			Theory	Practical
Chemistry	3	1	75	65
Overall Grade = (75 x 3) + (65 x 1) / (3 + 1) = 72.30 % (Approx. 72%)				

GPA & CGPA CALCULATION

CALCULATION OF SEMESTER GPA: - Semester GPA is calculated as per the following formula: -

$$\text{GPA} = \frac{\text{SUM OF SEMESTER GRADE POINTS}}{\text{SUM OF SEMESTER ATTEMPTED CREDIT HOURS}}$$

Letter grades are assigned by the instructor and grade points are calculated as per the explanation given in the following table: -

SEMESTER GPA					
Course Taken	Letter Grade	Course Credit Hour	Numeric Equivalent	Grade Point = Grade Point x Credit Hour	
Course – 1	B	4	3.00	4 x 3.00	12.00
Course – 2	A^-	3	3.70	3 x 3.70	11.10
Course – 3	B^+	3	3.30	3 x 3.30	09.90
Course – 4	W	3	-	-	-
Course – 5	F	2	0.00	2 x 0.00	00.00
TOTAL CREDIT HOURS		**12**	***TOTAL GRADE POINTS***		**33**
SEMESTER GPA					***2.75***

CALCULATION OF SEMESTER CGPA

Semester CGPA is calculated as per the following formula: -

$$\text{CGPA} = \frac{\text{SUM OF ALL GRADE POINTS}}{\text{SUM OF ALL ATTEMPTED CREDIT HOURS}}$$

FIRST SEMESTER

Letter grades are assigned by the instructor and grade points are calculated as per the explanation given in the following table: -

FIRST SEMESTER GPA					
Course Taken	**Letter Grade**	**Course Credit Hour**	**Numeric Equivalent**	**Grade Point = Grade Point x Credit Hour**	
Course – 1	B	4	3.00	4 x 3.00	12.00
Course – 2	A^-	3	3.70	3 x 3.70	11.10
Course – 3	B^+	3	3.30	3 x 3.30	09.90
Course – 4	W	3	-	-	-
Course – 5	F	2	0.00	2 x 0.00	00.00
TOTAL CREDIT HOURS		**12**	***TOTAL GRADE POINTS***		**33**
FIRST SEMESTER GPA					***2.75***

SECOND SEMESTER

Letter grades are assigned by the instructor and grade points are calculated as per the explanation given in the following table: -

SECOND SEMESTER GPA					
Course Taken	**Letter Grade**	**Course Credit Hour**	**Numeric Equivalent**	**Grade Point = Grade Point x Credit Hour**	
Course – 1	B	4	3.00	4 x 3.00	12.00
Course – 2	A^-	3	3.70	3 x 3.70	11.10
Course – 3	B^+	3	3.30	3 x 3.30	09.90
Course – 4	A	3	4.00	3 x 4.00	12.00
Course – 5	F	2	0.00	2 x 0.00	00.00
TOTAL CREDIT HOURS		**15**	***TOTAL GRADE POINTS***		**45**
SECOND SEMESTER GPA					***3.00***

CGPA CALCULATION

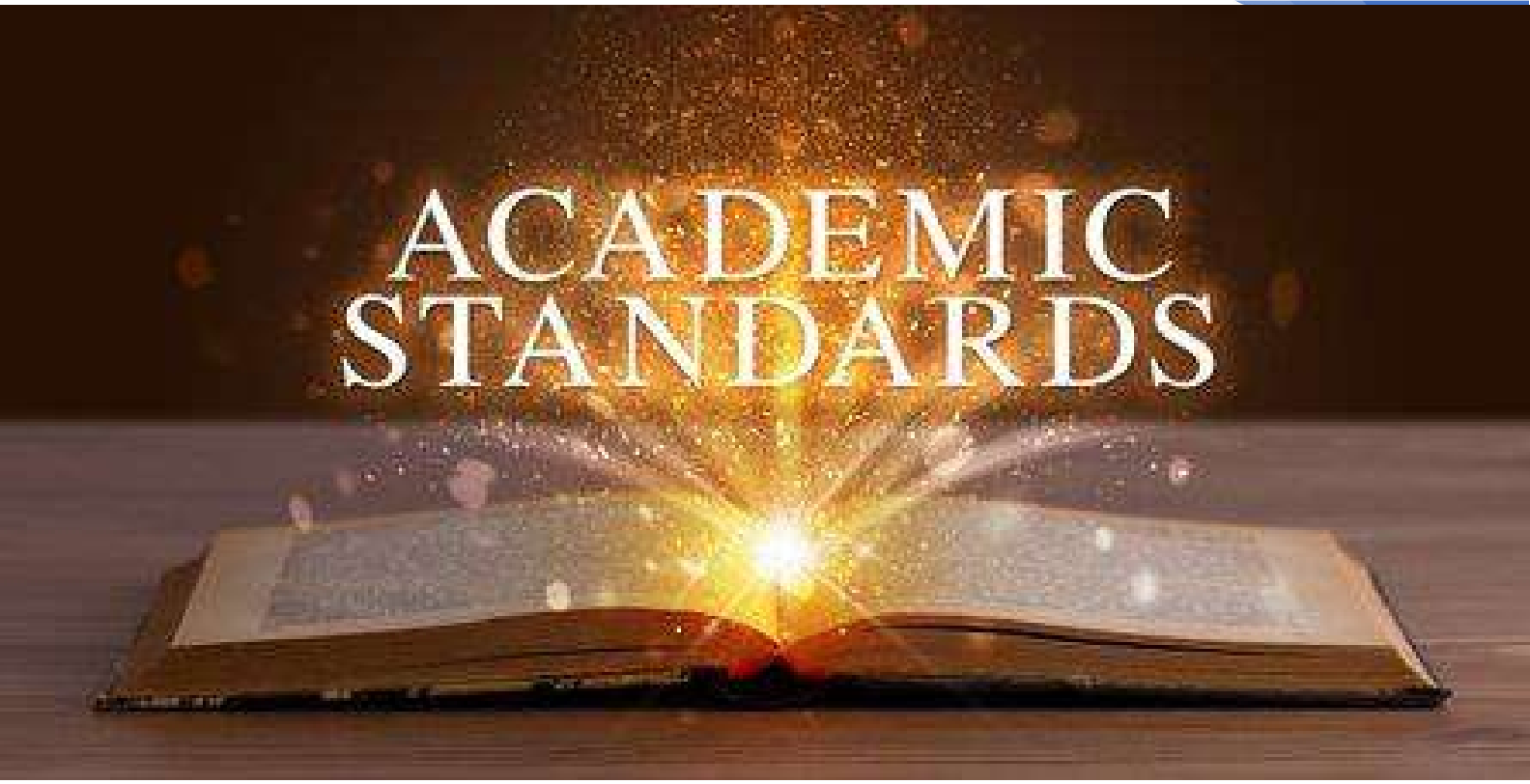
CGPA is calculated as per the following formula: -

$$\text{CGPA} = \frac{\text{SUM OF ALL GRADE POINTS}}{\text{SUM OF ALL ATTEMPTED CREDIT HOURS}}$$

$$\text{CGPA} = \frac{78\ (33 + 45)}{27\ (12+15)}$$

$$\text{CGPA} = 2.89$$

Note: - *GPA shall be displayed up to two decimal positions. In calculating GPA if the third decimal figure is 0.5 or more than 0.5, the second digit shall be raised by one point (as 2.666667 shall be considered as 2.67 whereas 2.872223 shall be taken as 2.87).*



DURATION OF STUDIES

Duration for completing the BS Programs as approved by the Higher Education Commission (HEC) shall be as under: -

Semester Duration	Fall Semester	16-18 Weeks (*Inclusive of days required for examinations*)
	Spring Semester	16-18 Weeks (*Inclusive of days required for examinations*)
Summer semester		01 per Academic year
		08 Weeks (*Inclusive of days required for examinations*)
Course Duration (BS Disciplines)		08 Semesters (*4 Years*)

AWARD OF DEGREE

A degree is awarded to the students in the light of the following conditions: -

1. Have earned the approved number of credit hours and duration as approved by Lahore Garrison University. However, limits provided by the Higher Education Commission (HEC) are as follows

Program	Minimum Credit Hours	Minimum Duration	Maximum Duration
For students under the old undergraduate policy			
BS Program	124	4 Years	7 Years
For students under the new undergraduate policy			
BS Program		4 Years	7 Years
with one Major	120		
with one Major and one Minor	132		
with one Major and two Minor	144		
with two Majors	198		
Note: - Maximum credit hours limit will be determined as per the requirements approved for the award of a specific degree.			

2. Have earned a minimum CGPA of 2.00.
3. Has no un-cleared "F", "SF", "I" or "W" grade in any course required for the degree.
4. Has completed the research project, internship, and thesis/case study, as applicable.

Note: - *For the award of a degree, a student has to meet all the requirements of clearance.*

GOOD ACADEMIC STANDING AND DEFICIENCIES

Good Academic Standing: -

1. A student is said to be in good academic standing, if he / she has maintained a minimum GPA of 2.00 and CGPA of 2.00 (after enrollment suspension) at the end of each regular semester.

Academic Deficiencies: -

1. A student is said to be in a situation of academic deficiency if the final results of a semester contain one or more from the following list: -
   a) Grade "F" in any course
   b) Semester results shows GPA less than 2.00
   c) Semester results shows CGPA less than 2.00 (*After enrollment suspension*)

Categories to Handle Academic Deficiencies: - Academic deficiency can be handled as per the following categories: -

1. Probation
2. Re – admission
3. Enrollment suspension
4. Separation from the academic program
5. Repetition of course(s) or semester

1. **Probation: -** An academic deficient student is said to be on probation if he/ she is allowed to continue regular academic activities. Following is the explanation in this regard:

    a) An academic deficient student will be placed on 1st probation if his / her GPA falls below 2.00 for the first time in his / her duration of the degree. 1st probation means that such student will be promoted to next regular semester.

    b) If his / her GPA again falls below 2.00 in any subsequent semester after availing 1st probation chance, he / she shall be promoted to next semester on 2nd probation.

    c) There will be maximum two academic probations in four-years bachelor's degree program. Both the probations cannot be granted / availed in first four semesters. However, in case of two probations in first four semesters or two consecutive semesters even after attending summer semester he / she will be eligible to seek re – admission as per guidance by the respective department if conditions allow so.

    d) If academic performance of a student improves and GPA / CGPA is equal to or above 2.00, the student will regain good academic status.

    Note: - *Status of deficient or good academic student shall be decided after declaration of Fall Semester's result. However, status of deficient or good academic student after Spring Semester shall be decided after declaration of Summer Semester's result (If offered).*

2. **Re - admission: -** An academic deficient student is eligible for Re – admission in case of expiry of second probation chance at the end of second semester or at the end of third semester as per guidance by the respective department if conditions allow so. Following is the explanation in this regard:

    a) Re – admission may be allowed at the end of third semester in case of two consecutive probations in first two semesters. If GPA of the student falls below 2.00 at the end of fourth semester, he / she will be separated from the program.

    b) Re – admission may be allowed at the end of fourth semester in case of second probation at the end of third semester. If GPA of the student falls below 2.00 at the end of fifth semester, his / her regular semester enrollment will be suspended.

    c) Student will be promoted to next regular semester if GPA of the student is 2.00 or above 2.00.

    d) Re – admission will be allowed after the payment of full admission fee.

    e) A student eligible for re – admission can enroll 12 credit hours (*with "D", "C-", "F" or not enrolled course/s*) in a regular semester.

3. **Enrollment suspension: -** Following is the explanation in this regard:

   a) Enrollment of an academic deficient student will be suspended if GPA of a student falls below 2.00 after availing re – admission chance at the end of fourth semester.

   b) Enrollment of an academic deficient student will be suspended if GPA of a student falls below 2.00 after availing second probation at the end of fourth or subsequent semester.

   c) Regular semester enrollment will be suspended maximum for one year. Enrollment suspension can be removed after one / two semester(s) subject to the approval of concerned dean of the faculty.

   d) Student can enroll subject(s) with "D", "C-" or "F" grade as per the availability of subject enrollment.

   e) If CGPA of the student is 2.00 or above after expiry of enrollment suspension stage, he / she will be promoted to regular semester.

   f) After availing enrollment suspension chance, concerned student has to maintain a CGPA of 2.00 till the completion of degree requirements. If CGPA of the student falls below 2.00 after expiry of enrollment suspension stage, he / she will be separated from the program.

4. **Separation from the Program: -** An academic deficient student will be separated from the Program if he / she is not allowed to continue regular academic activities i.e., declared unsuitable for onward studies. Following is the explanation in this regard: -

   a) If GPA of the student falls below 2.00 at the end of fourth semester after availing Re – admission at the end of third semester, he / she will be separated from the program.

   b) If CGPA of the student falls below 2.00 after expiry of enrollment suspension stage, he / she will be separated from the program.

   c) On disciplinary grounds as per the discipline rules and regulations of the LGU.

   d) In case the student cannot complete the degree requirements within the maximum stipulated time (including summer semester). However, head of the department shall get such cases approved by the dean of the faculty.

   e) A case of separation from the program will be effective after notification.

5. **Repetition of Course(s) / Semester: -** Repetition of courses is allowed for the reasons explained below: -

   a) **Clearance of "F or SF" Grade: -**

   i. A student shall opt to clear "F or SF" grade(s) when subject is offered by the department.

   ii. Concerned department will make arrangements for the registration of "F or SF" grade(s) in regular or summer semester (*subject to maximum credit hours' limits / course limit*)

iii. The transcript of a student shall show better attempt made for the clearance of "F or SF" grade(s) and only one 'F or SF' will be counted irrespective of the attempts.

iv. The student who repeats a course with "F or SF" grade shall not be eligible for academic honors / awards.

b) **Clearance of "W" Grade: -**

i. A student shall opt to clear "W" grade(s) when subject is offered by the department.

ii. Concerned departmental will make arrangements for the registration of "W" grade(s) in regular or summer semester (subject to maximum credit hours' limits / course limit).

iii. The transcript of a student shall show both the grade(s).

iv. The student who repeats a course to clear a "W" grade shall not be eligible for academic honors / awards.

c) **Improvement of CGPA: -**

i. A student shall opt to improve a subject with "D" and "C-" grade when subject is offered by the department.

ii. Concerned department will make arrangements for the registration of subjects for improvement in regular or summer semester (*subject to maximum credit hours' limits / course limit*).

iii. A student cannot enroll more than 05 courses in the entire degree program.

iv. The transcript of a student shall show both the grades. However, a better grade will be counted towards CGPA calculation.

v. The student who repeats a course to improve CGPA shall not be eligible for academic honors / awards on the basis of new earned grade.

RE-ENROLLMENT AND GRADE IMPROVEMENT POLICY

A minimum cumulative grade point average of 2.00 is required to be entitled to a BS degree. if a student obtains a CGPA below 2.00 at the end of their final semester, they may be allowed to re-enroll in courses with a grade below C, along with their upcoming semester. However, a couple of conditions need to be met for this re-enrollment option.

1. **Debarred under CGPA improvement regulation**: The student should not be debarred under the CGPA improvement regulation. This means that they must not have violated specific rules or regulations related to improving their CGPA, such as academic misconduct or repeated failures.
2. **Time duration specified for the program**: The time duration specified for the program should allow for this re-enrollment opportunity. Each academic program or degree may have its time

limits or restrictions, and the student must meet those requirements to be eligible for re-enrollment.

THESIS / PROJECT

1. Students who have fulfilled the essential corequisite and prerequisite course requirements, along with any other necessary prerequisites, are eligible to register for the research project / thesis. This registration is a mandatory component of the degree program in which they are currently enrolled. It signifies that students have met the academic criteria and are ready to undertake the research project or thesis that is essential for the completion of their degree. By successfully registering for the research project / thesis, students demonstrate their preparedness to engage in advanced research and contribute to their field of study.
2. Thesis / project must be completed within allotted period for the completion of thesis / project. After completion of regular degree duration, department has to apply for the extension of thesis / project.
    a) Students have the option to avail the first extension for their thesis or project without any additional fee. This means that if a student requires more time to complete their thesis or project beyond the initial deadline, they can request an extension without incurring any financial charges. The first extension provides students with the necessary flexibility to ensure the successful completion of their thesis or project without any financial burden.
    b) After availing the first extension, students will be required to pay an extension fee for any subsequent extensions for three credit hours per extension [other than thesis / project etc.]. This means that if a student needs additional time beyond the first extension to complete their thesis or project, they will be responsible for paying a designated fee for each subsequent extension granted. The specific details regarding the extension fees, payment process, and any other relevant policies can be obtained from the Treasurer's Office.

GRADE REVIEW POLICY

Grade review policy outlines the process through which students can request a review or reconsideration of a grade they have received for a particular course or assignment. Grade review is not meant to challenge the academic judgment or subjective assessment of an instructor.

1. **Grounds for Grade Review:** Students can apply for grade review for the grounds mentioned below:
    a) **Calculation errors:** Students may request a grade review if they believe there has been a mistake in calculating their final grade. This could include errors in adding up scores, recording grades incorrectly, or miscalculations in weighted averages.

b) **Application of grading criteria:** If a student believes that the grading criteria outlined in the course syllabus or assignment instructions were not applied accurately or consistently, they can request a grade review. This could include cases where the instructor deviated from the stated grading rubric or failed to provide clear guidelines for evaluation.

c) **Bias or discrimination:** If a student suspects bias or discrimination in the grading process, they may request a grade review. This can include instances where the student believes their grade was influenced by factors such as their race, gender, religion, or personal beliefs rather than their actual performance.

d) **Procedural errors:** Students may request a grade review if they believe that procedural errors occurred during the assessment process. For example, if there was an unfair advantage given to certain students, a breach of academic integrity, or any other irregularities that could have affected the grading outcome.

e) **Consistency in evaluation:** If a student can demonstrate that their work was assessed differently compared to other students who produced similar quality work, they may request a grade review. Inconsistencies in evaluation among students could indicate a potential error or inconsistency in grading.

f) **Documentation or evidence discrepancies**: If a student can provide additional documentation or evidence to support their claim that the original grade was incorrect, they can request a grade review. This could include overlooked assignments, missing records, or other relevant evidence that was not considered during the initial assessment.

2. **Initial discussion with instructor:** The first step in the grade review process is for the student to engage in an open discussion with the instructor. This provides an opportunity for the student to express their concerns, seek clarification on grading criteria, or present any additional information that may impact the grade decision. The instructor may provide further explanation or reconsideration based on the student's argument. If the student and instructor are able to reach a resolution, instructor will initiate the case for grade change.
3. **Formal grade review request:** If the student and instructor are unable to reach a resolution, the student may proceed with a formal grade review request to head of the department. The request should include a clear explanation of the reasons for the review and any supporting evidence or documentation.
4. **Review by head of the department:** Upon receiving the formal grade review request, the head of the department will review the student's request, examine the evidence presented, and evaluate the

instructor's assessment. He / she will consider the arguments from both sides to make an informed decision regarding the grade.

5. **Review by dean of the faculty:** In some cases, if the head of the department is unable to resolve the issue or if the situation is deemed extreme, the case can be referred by head of the department to the dean of the faculty, who holds a higher level of authority within the academic structure. The dean will conduct a thorough review of the case, considering all relevant factors, and make a decision on the grade.
6. **Final decision and communication:** After the review process is complete, the final decision regarding the grade by the competent authority will be communicated to the student. If the grade review request is concluded for grade change, then appropriate steps will be taken to reflect the revised grade in the student's records.
7. **Confidentiality and impartiality:** Throughout the grade review process, confidentiality and impartiality should be maintained. This means that the identities of the students involved, as well as the details of the review, should be kept confidential to protect the integrity of the process and emphasize on the importance of fair and unbiased evaluations during the review.

GRADE CHANGE POLICY

Grade review policy outlines the process through which students can request a review or reconsideration of a grade they have received for a particular course or assignment. Grade review is not meant to challenge the academic judgment or subjective assessment of an instructor.

1. **The Grade review request conclusion:** After the grade review process is completed and it is determined that a grade change is warranted, the course instructor takes the responsibility to initiate the grade change request. This occurs when the instructor is convinced, either personally or by the head of the department or dean of the faculty, that the initial grade assigned to the student was incorrect or requires adjustment based on the evidence provided during the grade review process.
2. **Grade change request submission:** The course instructor, who is responsible for evaluating the student's performance, submits a formal grade change request to the controller of examinations. Along with the request, the instructor includes documented evidence supporting the need for the grade change. This evidence may consist of the reviewed assignments, exams, or any other relevant materials that influenced the decision to revise the grade.
3. **Review by controller of examinations:** Upon receiving the grade change request and supporting documentation, the controller of examinations reviews the request and evaluates the evidence provided by the instructor. The controller of examinations ensures that the documented evidence is

suitable for grade change. This verification ensures the accuracy and appropriateness of the request before proceeding to the Vice chancellor.

4. **Final approval and documentation:** The Vice Chancellor makes a final decision on whether to approve the grade change request. If approved, the Vice Chancellor provides the necessary authorization and documentation to support the grade change decision by signing official documents. The course instructor will be sent a letter from the concerned dean, urging them to be more diligent in the future.
5. **Forwarding to director ERP through registrar:** After the grade change request receives final approval from the Vice Chancellor, the case is forwarded to the director ERP, typically through the registrar. This step ensures that the necessary administrative adjustments are made within the university's ERP system to reflect the updated grade for the student.

STUDENT GRIEVANCES

A student grievances policy is an essential framework to address various concerns and complaints that students may encounter during their academic journey. These policies aim to provide students with a fair and transparent process to voice their grievances and seek resolution. A student can file a complaint with the grievance committee, which comprises the registrar, controller of examinations, the respective department head, and the relevant faculty dean.

A comprehensive student grievances policy often encompasses a wide range of issues. These can include academic-related grievances, such as unfair evaluation practices or academic misconduct allegations. Discrimination and harassment grievances, administrative or procedural issues, facilities and services concerns, student-staff relationship grievances, and grievances related to disciplinary actions are also commonly addressed. Here is a detailed explanation of the student grievances:

1. Academic-related grievances:
    a) Unfair evaluation or grading practices: This includes situations where students believe they have been unfairly evaluated or graded, such as subjective grading or inconsistent assessment criteria.
    b) Academic misconduct or plagiarism allegations: Grievances related to accusations of academic dishonesty, such as plagiarism or cheating, and disputes regarding the validity of those allegations.
    c) Unreasonable or biased treatment by faculty or staff: Grievances arising from perceived bias or unfair treatment by faculty members or staff, including issues related to favoritism, prejudice, or inappropriate behavior.

d) Inadequate or inappropriate teaching methods: Grievances regarding ineffective teaching methods, inappropriate course materials, or failure to provide necessary instructional support.

2. Discrimination and harassment grievances:
    a) Discrimination based on race, gender, religion, disability, or other protected characteristics: Grievances related to unfair treatment or discrimination based on a student's personal characteristics.
    b) Sexual harassment or any form of harassment or bullying: Grievances arising from incidents of sexual harassment, bullying, or any other form of harassment that creates a hostile or unsafe environment for the student.
3. Administrative or procedural grievances:
    a) Enrollment and registration issues: Grievances associated with errors or problems in the enrollment or registration process, such as incorrect course assignments, issues with class schedules, or difficulties in accessing required courses.
    b) Financial matters, such as fee payment or refund disputes: Grievances related to financial issues, including disputes over fee payments, refunds, or financial aid.
    c) Inadequate or incorrect information provided by the institution: Grievances arising from the provision of incorrect or misleading information by the institution, which may have resulted in negative consequences for the student.
    d) Mishandling of official records or documents: Grievances related to errors or mishandling of student records, transcripts, certificates, or any other official documents.
5. Facilities and services grievances:
    a) Maintenance or cleanliness issues within the campus or student facilities: Grievances regarding inadequate maintenance, cleanliness, or safety concerns in campus facilities, such as classrooms, libraries, dormitories, or recreational areas.
    b) Insufficient or inadequate access to library resources, laboratories, or other facilities: Grievances arising from limited access or inadequate resources in academic facilities, including libraries, laboratories, computer facilities, or other educational resources.
    c) Problems related to transportation, accommodation, or other support services: Grievances concerning transportation services, accommodation arrangements, or any other support services provided by the institution that are deemed inadequate or unsatisfactory.

6. Student-staff relationship grievances:
    a) Unprofessional behavior or misconduct by staff members: Grievances related to unprofessional conduct, inappropriate behavior, or misconduct by staff members, including faculty, administrative staff, or support staff.
    b) Lack of responsiveness or support from academic advisors or support staff: Grievances arising from insufficient support or unresponsiveness from academic advisors, counseling services, or other support staff.
    c) Challenges related to student-teacher communication or relationships: Grievances regarding difficulties in communication or strained relationships between students and faculty members, which may affect the student's academic experience or progress.
7. Grievances related to disciplinary actions:
    a) Unfair disciplinary actions or sanctions imposed on students: Grievances associated with disciplinary actions taken against students, such as penalties, suspensions, or expulsions, where the student believes the actions were unfair or disproportionate to the violation.
    b) Inadequate due process in disciplinary proceedings: Grievances stemming from perceived failures to provide students with a fair and transparent disciplinary process, including issues related to the right to be heard, access to evidence, or proper notification.
    c) Disagreements with disciplinary decisions or outcomes: Grievances resulting from dissatisfaction with the outcome of disciplinary proceedings, where students believe the decisions or sanctions imposed were unjust or unreasonable.

MIGRATION / TRANSFER / EXEMPTION OF CREDIT

Eligibility: -

1. Migration of a student from or to LGU may be allowed subject to the fulfillment of migration regulations of Lahore Garrison University. The candidate should have academic performance of reasonably high standards.
2. The candidate must possess minimum marks in intermediate as per approved admission criteria and a CGPA of at least 3.00 in Parent University.
3. The children of officers under transfer belonging to Pak Army, Air Force, Navy or Civil service may be considered on priority.

Procedure: -

1. A student can apply for migration after completion of first year of study at Parent University.
2. Student is required to submit an application at least one month before the commencement of semester classes on the form along-with the following documents: -

a) Photocopies of previous passed academic level (Matriculation, Intermediate and current).
b) Duly signed official transcript.
c) Relevant course contents.
d) No objection certificate from the parent Institute.
e) Course transfer form.
f) Character certificate from parent institute.
g) Bank draft amounting to Rs. 5000/- (Rupees five thousand) in favor of Lahore Garrison University as migration processing fee.

3. Registrar office will forward the migration case to the concerned department after initial inquiry.
4. Head of the department will review the official transcript, detailed course contents (*subject to the condition of similarity of course contents at least 70% / equivalence*) and course transfer form (*Only those courses will be transferred where the minimum original earned grade is 'B'*) before forwarding a report containing recommendations (*subject to availability of seats*) to the registrar office.
5. In the case of suitable report by the head of the department, process for verification of submitted transcript will be initiated and sent by the registrar office to the concerned institute for verification [if submitted parent university transcript is unverified]. The registrar office shall keep a record of the cases whose verification has not yet been completed and ensure there is no undue delay in the finalization of these cases.
6. In case of receipt of verification from the parent university, the registrar office shall forward the case to the equivalence committee for finalization of exemption courses. The decision of the president equivalence committee in accepting or rejecting a case of course exemption will be final. The exemption orders will be processed by the equivalence committee along-with course exemption form signed by the president equivalence committee and forwarded the same to concerned dean of faculty.
7. Cases for migration will require approval of the Vice Chancellor and transfer of credits will require the approval of the dean of faculty. In both cases, the registrar office will issue notification of approval.
8. If credit is given for courses taken at other educational institutions, then credit hours for these courses are counted towards the graduation requirement. However, parent university course code, course title and credit hours will be shown on the official transcript of the Lahore Garrison University. Moreover, transferred grades will not be used in the computation of the CGPA.

9. Migrated student must complete the degree according to the duration required for the award of degree from the date of admission. However, this duration will be reduced against the transferred credit hours.

Migration / Transfer Fee

1. Migration from foreign universities to Lahore Garrison University shall be Rs 150000.
2. Migration from local universities to Lahore Garrison University shall be Rs 100,000
3. The Vice-Chancellor may relax a portion of the fee in special circumstances.

Award of Degree

1. Admission of an undergraduate student must be of regular category. Moreover, he/she will complete a minimum of 60 credit hours out of degree prescribed credit hours**.**

ACADEMIC MEDAL POLICY

LGU will award regular medals to outstanding students on convocation based on Best Academic Standing (outstanding performance in the academic curricular activities in each degree session). The awards comprise gold, silver and bronze medals for academics. The details are as follows.

1. **Gold Medal:** The following requirements must be met in order to qualify for gold medal.
    a) Minimum CGPA of ≥3.50. The session should have a minimum of 10 students*.

*If an academic session has less than 10 but more than 5 students, only a first position certificate will be awarded. Moreover, no award will be given in case of less than 5 students in a session.

    b) Highest Academic Standing. Highest degree CGPA will be considered to select a top student. If more than one student achieves the same highest CGPA, then the following will be considered in the indicated order.
        i. Highest overall percentage.
        ii. Highest number of A grades, if undecided then A−, if still undecided then B+.
        iii. If two students have the same highest CGPA, overall percentage and number of A, A−, B+ grades, then medals will be awarded to both the students.
    c. Degree completed in minimum prescribed time. For BS programs, the minimum prescribed time is 4 years. Summer semester duration will not be considered in the minimum prescribed time.
    d. Courses cleared in first attempt. There should be no repeat course(s), F-grades, withdrawals, and semester freeze.
    e. No transfer of credits from other universities.
    f. No disciplinary proceedings leading to punishment.

2. **Silver Medal:** The following requirements must be met in order to qualify for silver medal.
    a) Minimum CGPA of ≥3.50. The session should have a minimum of 10 students.
    b) Second highest Academic Standing. Second highest degree CGPA will be considered to select a top student. If more than one student achieves the same second highest CGPA, then the following will be considered in the indicated order.
        i. Second highest overall percentage.
        ii. Second highest number of A grades, if undecided then A−, if still undecided then B+.
        iii. If two students have the same second highest CGPA, overall percentage and number of A, A−, B+ grades, then medals will be awarded to both the students.
    c. Degree completed in minimum prescribed time. For BS programs, the minimum prescribed time is 4 years. Summer semester duration will not be considered in the minimum prescribed time.
    d. Courses cleared in first attempt. There should be no repeat course(s), F-grades, withdrawals, and semester freeze.
    e. No transfer of credits from other universities.
    f. No disciplinary proceedings leading to punishment.
3. **Bronze Medal:** The following requirements must be met in order to qualify for bronze medal.
    a) Minimum CGPA of ≥3.50. The session should have a minimum of 50 students.
    b) Third highest Academic Standing. Third highest degree CGPA will be considered to select a top student. If more than one student achieves the same third highest CGPA, then the following will be considered in the indicated order.
        i. Third highest overall percentage.
        ii. Third highest number of A grades, if undecided then A−, if still undecided then B+.
        iii. If two students have the same third highest CGPA, overall percentage and number of A, A−, B+ grades, then medals will be awarded to both the students.
    c. Degree completed in minimum prescribed time. For BS programs, the minimum prescribed time is 4 years. Summer semester duration will not be considered in the minimum prescribed time.
    d. Courses cleared in first attempt. There should be no repeat course(s), F-grades, withdrawals, and semester freeze.
    e. No transfer of credits from other universities.
    f. No disciplinary proceedings leading to punishment

HIGH ACHIEVERS' RECOGNITION POLICY

Lahore Garrison University acknowledges the outstanding performance of high achievers after completing a semester. High achievers are recognized through the Vice Chancellor's List and the Dean's List. The criteria for inclusion in these lists are as follows:

1. **Categories**: High achievers are recognized through the Vice Chancellor's List and the Dean's List. The criteria for inclusion in these lists are as follows:
    a) **Vice Chancellor's List**: Students who have achieved a GPA (Grade Point Average) of 3.90 or above are eligible for the Vice Chancellor's List.
    b) **Dean's List**: Students with a GPA ranging from 3.70 to 3.89 are eligible for the Dean's List.
2. **To be included in both lists**: To be included in both lists, students must meet specific conditions, including:
    a) **Clearance of all enrolled courses**: Students must have successfully cleared all the courses they were enrolled in during the semester.
    b) **No enrollment of grade "I"**: Students should not have any "I" (Incomplete) grades in the semester for the midterm or final term examinations.
    c) **No withdrawal of course**: Students should not have any "W" (withdrawal) grades in the semester for the midterm or final term examinations.
    d) **Inclusion of students with fewer enrollments**: The decision to include students with fewer course enrollments in the lists will be determined by the head of the respective departments.
    e) **Students who have already graduated or are about to graduate**: Students should not belong to already passed out academic session or are in their last semester will not be considered for inclusion in the vice Chancellor's List or the dean's List.
    f) **Guilty of academic misconduct**: Student should not be found guilty of academic misconduct. Excluding students involved in unfair means cases will promote academic integrity and ensure that the lists exclusively honor students who have achieved outstanding academic performance through honest and ethical means.
3. **Process for preparing and finalizing the lists**: The process for preparing and finalizing the lists is as follows:
    a) **Examination Branch's Role**: The examination branch is responsible for forwarding the data containing students' particulars regarding the Vice Chancellor's List and the Dean's List.

b) **Vetting and approval by Head of Departments**: Based on the received date from the examination branch head of the departments (HODs) will finalize both lists and ensure the eligibility of the included students and forward the same to the concerned dean for final approval.

c) **Forwarding to the Director of Student Affairs**: Once the lists are duly vetted and approved, the deans forward them to the Director of Student Affairs. The Director oversees the conduct of the recognition ceremony, including the preparation of cheques and certificates.

POLICY OF ACADEMIC HONOR CODE

The Academic Honor Code is a policy put in place to ensure and uphold the principles of academic integrity for both students and faculty. It serves as a set of guidelines and expectations that govern ethical conduct in academic settings. The policy aims to foster an environment of trust, fairness, and honesty, promoting a high standard of academic integrity within the educational institution. Key components of an academic honor code include:

1. **Plagiarism** (*This para should be read in conjunction with Plagiarism policy*): - The policy explicitly prohibits plagiarism, which refers to presenting someone else's work, ideas, or words as one's own without proper attribution. It emphasizes the importance of giving credit to the original source through appropriate citation and referencing.
2. **Cheating**: (*This para should be read in conjunction with Unfair means policy*): - The policy addresses various forms of cheating, such as unauthorized collaboration, using unauthorized materials during exams, copying from others, or obtaining answers through dishonest means. It emphasizes the importance of individual effort, honest representation of one's work, and respecting the intellectual property rights of others.
3. **Academic Misconduct**: The policy covers other forms of academic misconduct,
    a) **Falsification of Data**: Falsifying or fabricating data involves intentionally altering or inventing research findings or experimental results. This form of misconduct undermines the accuracy and integrity of academic research.
    b) **Unauthorized Access**: Unauthorized access involves obtaining or using privileged information or resources without proper authorization. This can include accessing restricted materials, breaching security systems, or using unauthorized technology during exams.
    c) **Multiple Submissions**: Submitting the same work for credit in multiple courses without the explicit approval of the instructors is generally considered academic misconduct. Students

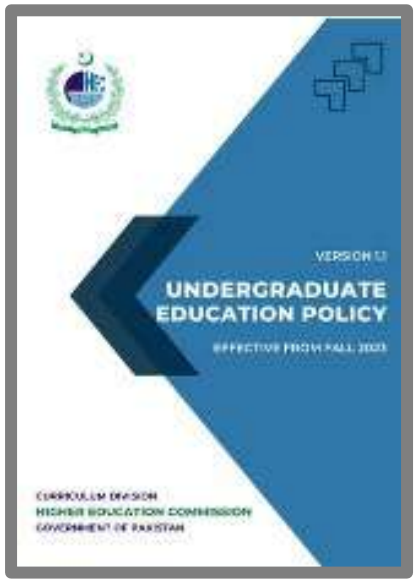
are expected to produce original work for each assignment or course unless explicitly stated otherwise.

d) **Unauthorized Collaboration**: This pertains to instances where students collaborate on assignments or exams without permission. It emphasis to know the boundaries for collaboration and requires students to clearly delineate their own work.

e) **Unauthorized Assistance**: The policy discourages seeking or providing unauthorized assistance in academic work. It includes actions such as using external services to complete assignments, having someone else write or substantially contribute to one's work, or obtaining unauthorized access to privileged information.

4. **Consequences**: Consequences for violating the Academic Honor Code can range from academic penalties such as failing grades or course retakes to more severe consequences like suspension or expulsion from the university. The specific penalties are typically determined by the severity of the offense.

The academic honor code serves as a vital framework for promoting a culture of academic integrity, encouraging students to develop their intellectual abilities, critical thinking skills, and ethical behavior. By adhering to the code, both students and faculty members contribute to the preservation of the university academic reputation and the integrity of the educational experience.



UNDERGRADUATE POLICY

(In case of any provisions of conflict in the under-mentioned particulars, the conflict will be HEC undergraduate policy.

FRAMEWORK OF NEW UNDERGRADUATE POLICY

1. **General Education Requirements (Gen Edn Req)**:
    a) **Purpose:** These courses are designed to help students develop essential academic skills. The focus is on improving their ability to think critically, reason logically, and communicate effectively.
    b) **Structure:** Students must complete a set of 12 courses that make up 30 credit hours in total. These courses cover a broad range of foundational subjects and must be completed within the first four semesters of the student's program. This ensures that all students, regardless of their major, have a strong educational foundation.
2. **Major/Disciplinary Requirements:**
    a) **Definition:** A major is the primary area of study chosen by a student. It represents the specialized academic discipline in which the student will concentrate. Examples of majors include Microbiology, Chemistry, Mass Communication, and Computer Sciences.
    b) **Requirements:** To complete a major, students must complete a minimum of 78 credit hours within their chosen field of study. This ensures that students gain in-depth knowledge and expertise in their specific academic discipline.
3. **Interdisciplinary / Allied / Distribution Requirements:**
    a) **Purpose:** These courses are designed to provide students with knowledge and skills that span multiple disciplines. The goal is to enhance interdisciplinary competency and to broaden the academic scope of the student's major.
    b) **Structure:** Students are required to complete a minimum of 12 credit hours in courses that are in allied or complementary disciplines to their major. This ensures that students have

a well-rounded education and can integrate different perspectives into their primary field of study.

4. **Minor (Optional):**
    a) **Definition:** A minor is a secondary area of academic concentration that a student can choose to complement their major. It typically involves a smaller set of courses focused on a specific discipline that is different from, but related to, the major.
    b) **Requirements:**
        i. The specific courses and prerequisites for a minor are determined by the relevant academic department.
        ii. The minor must consist of at least 12 credit hours. This allows students to gain additional expertise in a secondary field, enhancing their overall educational experience and potentially improving their career prospects.

Note: - In summary, the interdisciplinary requirements ensure students receive a broad education that complements their major, while the optional minor provides an opportunity for additional specialization.

5) **Internship / Field Experience:**
    a) **Purpose:** The internship or field experience is designed to give students practical, hands-on experience in their field of study. This allows them to apply the knowledge and skills they have acquired in the classroom to real-world situations.
    b) **Structure:** Students must complete an internship that is worth 3 credit hours. The internship typically lasts for 6-8 weeks and can be completed during a semester or during a semester break.
    c) **Requirement:** The internship is mandatory for all undergraduate programs, including Associate degree programs. This ensures that all students gain valuable work experience before they graduate.
    d) **Supervision:** Faculty members (FMs) will collaborate with field supervisors to monitor the student's progress and ensure that the internship experience is educational and beneficial.
    e) **Timing:** Students are not allowed to undertake an internship before completing four semesters. This ensures that they have acquired sufficient foundational knowledge and skills before applying them in a professional setting.

6) **Capstone Project Explanation:**
    a) **Definition and Origin:** The term "Capstone" is derived from the final decorative stone placed on top of a building or monument, symbolizing its completion. In higher education, it has been

widely used in the USA since the mid-20th century to describe a final project that completes a student's course of study.

b) **Purpose:** A capstone project allows students to synthesize and apply the concepts, principles, and methods they have learned throughout their studies to address real-world problems. It serves as an integrative experience, bringing together their academic knowledge and practical skills.

c) **Difference from a Thesis:**

i. **Capstone Project:** Focuses on addressing an issue in the field by applying existing knowledge to solve real-life problems. This often involves fieldwork or practical application.

ii. **Thesis:** Aims to create new knowledge through original research, involving proving or arguing a hypothesis rather than just investigating a topic.

d) **Requirements:**

i. **Timing:** The capstone project is preferably undertaken after the fourth semester to ensure students have sufficient knowledge and skills.

ii. **Supervision and Grading:** The project must be supervised and graded by a faculty member according to the protocols set by the concerned department.

iii. **Credit Hours:** It is a mandatory requirement worth 3 credit hours for all undergraduate or equivalent degree programs, except for Associate Degrees. This ensures that students complete a significant, culminating project as part of their academic curriculum.

FRAMEWORK OF BS PROGRAM

Lahore Garrison University offer undergraduate or equivalent degree programs in various combinations to meet diverse academic goals. These combinations include a single major, a single major with one or two minors, or double majors without any minor. Below is the detailed structure for each combination:

1) **Single Major:** This is the simplest and most common combination where a student focuses on one primary area of study. The single major combination ensures that students receive a comprehensive education, combining a broad-based general education with specialized knowledge in their chosen field, along with practical and integrative experiences. The structure includes:

a) **General Education Courses: 30 Credit Hours (Mandatory):** These courses provide a broad foundation of knowledge and skills, helping students refine their scholarly abilities, reasoning, and communication.

b) **Major (Disciplinary): 78 Credit Hours (Minimum):** The core courses specific to the student's chosen field of study. These courses provide in-depth knowledge and skills pertinent to the major.

c) **Interdisciplinary/Allied/Distribution: 12 Credit Hours (Minimum):** Courses from allied or complementary disciplines that reinforce interdisciplinary competencies and broaden the student's academic perspective.

d) **Internship/Field Experience: 3 Credit Hours (Embedded in Major Courses):** Practical experience in the field related to the major, allowing students to apply classroom knowledge in real-world settings. This is usually a mandatory component and is embedded within the major's credit requirements.

e) **Capstone Project: 3 Credit Hours (Embedded in Major Courses):** A culminating project that integrates and applies what students have learned throughout their coursework. This project is also embedded within the major's credit requirements and is mandatory for completing the degree.

2) **Single Major with One Minor:** This combination allows students to major in one primary field while also pursuing a minor in another area of interest, providing additional breadth to their education. Here is the detailed structure:

a) **General Education Courses: 30 Credit Hours:** These courses provide a foundational education in a broad range of disciplines, helping students develop essential skills in reasoning, communication, and critical thinking. They are mandatory for all students.

b) **Major (Disciplinary): 78 Credit Hours (Minimum):** The major consists of core courses focused on a specific academic discipline. These courses provide in-depth knowledge and specialized skills in the chosen field of study.

c) **Interdisciplinary/Allied/Distribution: 12 Credit Hours (Minimum):** Courses from allied or complementary disciplines that reinforce interdisciplinary competencies and broaden the academic perspective of the student. This helps to integrate knowledge from different fields.

d) **Minor: 12 Credit Hours (Minimum):** A minor is a secondary concentration of courses in a different academic discipline that complements the major. It allows students to gain additional expertise and diversify their skill set. The minor must be approved by the concerned statutory body upon recommendation from the relevant department.

e) **Internship/Field Experience: 3 Credit Hours (Embedded in Major Courses):** Practical experience related to the major, providing students with an opportunity to apply their theoretical knowledge in real-world settings. This is a mandatory component embedded within the major's credit requirements.

f) **Capstone Project: 3 Credit Hours (Embedded in Major Courses):** A culminating project that integrates and applies what students have learned throughout their coursework. It involves addressing real-world problems and demonstrating the competencies acquired during the course of study. This is also embedded within the major's credit requirements and is mandatory for completing the degree.

Note:

i. The minor must be approved by the concerned statutory body based on the recommendation from the relevant department. This ensures that the minor is a suitable complement to the major and meets the academic standards.

ii. This combination enables students to gain deep knowledge in their major while also exploring and gaining competence in another field, enhancing their overall educational experience and potentially improving their career prospects.

3) **Single Major with Two Minors:** This combination allows students to major in one primary field while also pursuing two minors in different areas, providing a broad and diverse educational experience. Here is the detailed structure:

a) **General Education Courses: 30 Credit Hours:** These courses provide a foundational education across various disciplines, helping students develop essential skills such as reasoning, communication, and critical thinking. They are mandatory for all students.

b) **Major (Disciplinary): 78 Credit Hours (Minimum):** The major consists of core courses focused on a specific academic discipline. These courses provide in-depth knowledge and specialized skills in the chosen field of study.

c) **Interdisciplinary/Allied/Distribution: 12 Credit Hours (Minimum):** Courses from allied or complementary disciplines that reinforce interdisciplinary competencies and broaden the student's academic perspective. This helps to integrate knowledge from different fields.

d) **Minor – I: 12 Credit Hours (Minimum):** The first minor is a secondary concentration of courses in an additional academic discipline that complements the major. This allows students to gain additional expertise in another field.

e) **Minor – II: 12 Credit Hours (Minimum):** The second minor is another secondary concentration of courses in yet another academic discipline, further broadening the student's knowledge and skills.

f) **Internship/Field Experience: 3 Credit Hours (Embedded in Major Courses):** Practical experience related to the major, providing students with an opportunity to apply their theoretical knowledge in real-world settings. This is a mandatory component embedded within the major's credit requirements.

g) **Capstone Project: 3 Credit Hours (Embedded in Major Courses):** A culminating project that integrates and applies what students have learned throughout their coursework. It involves addressing real-world problems and demonstrating the competencies acquired during the course of study. This is also embedded within the major's credit requirements and is mandatory for completing the degree.

Note: Both minors must be approved by the concerned statutory body based on the recommendation from the relevant department. This ensures that the minors are suitable complements to the major and meet the academic standards.

4) **Double Major:** A double major is an undergraduate academic program where a student pursues two different major areas of study simultaneously, leading to a single degree. Here's a breakdown of the components typically involved in a double major program, based on the structure you provided:

a) **General Education Courses (Gen Edn Courses):** These are foundational courses covering a broad range of subjects such as mathematics, natural sciences, social sciences, humanities, and communication skills. They are designed to provide students with a well-rounded education.

b) **Major (Disciplinary) - I:** This refers to the first major area of specialization that the student chooses to focus on. It typically consists of a set of core courses and elective courses related to a specific discipline or field of study. In this case, a minimum of 78 credit hours is required for this major.

c) **Major (Disciplinary) - II:** Similarly, this is the second major area of specialization that the student chooses to pursue. It also consists of core and elective courses, and a minimum of 78 credit hours is required for this major as well.

d) **Interdisciplinary/Allied/Distribution:** These are additional courses that may be required to fulfill interdisciplinary, allied, or distribution requirements. They may complement the majors or provide a broader perspective across different disciplines.

e) **Internship/Field Experience:** This component involves practical training or work experience related to one or both of the major fields of study. It is typically embedded within the major courses and is aimed at providing students with real-world experience in their chosen fields.

f) **Capstone Project:** A capstone project is a culminating academic experience that integrates the knowledge and skills acquired throughout the program. It often involves independent research, a thesis, or a practical project related to one or both of the major areas of study.

ASSOCIATE DEGREE (AD)

An Associate Degree (AD) is a two-year academic program offered by universities, typically focusing on subjects that are in demand in local and regional industries. Overall, an Associate Degree provides students with a practical and focused education that prepares them for entry-level positions in their chosen field or serves as a stepping stone to higher education opportunities. It offers a balance of theoretical knowledge, practical skills, and real-world experience, making graduates well-equipped for the demands of the workforce. Here's a breakdown of the key components and features of an Associate Degree based on the description provided:

1) **Duration and Structure:** An Associate Degree typically spans two years, divided into four regular semesters. During this time, students complete a set of courses totaling between 60 to 72 credit hours. This structure allows students to gain a comprehensive understanding of their chosen field of study within a relatively short period.
2) **Course Content:** The curriculum of an Associate Degree program is designed to be market-driven, meaning it emphasizes skills and knowledge that are relevant to local and regional industries. The courses offered are tailored to meet the needs of the job market, providing students with practical skills and theoretical knowledge necessary for entry-level positions in their field upon graduation.
3) **General Education Requirements and Internship:** In addition to courses directly related to their field of study, Associate Degree programs often include general education requirements. These courses cover a range of subjects such as mathematics, natural sciences, social sciences, and humanities, ensuring that students receive a well-rounded education. Additionally, internships or practical experiences are typically incorporated into the curriculum to provide students with hands-on training and exposure to real-world work environments.
4) **Transition to Higher Education:** One of the key benefits of earning an Associate Degree is the option to further one's education by transferring to a relevant undergraduate or equivalent degree program. Upon completion of their Associate Degree, students have the opportunity to seek admission into the fifth semester of a bachelor's degree program. The courses completed during the Associate Degree may be exempted, reducing the total duration required to complete the higher degree. However, the specific courses to be exempted are determined by the admitting university on a case-by-case basis, taking into account the curriculum of the bachelor's program and the courses completed by the student during their Associate Degree.

STRUCTURE AND ACADEMIC REQUIREMENTS FOR ASSOCIATE DEGREE (AD) PROGRAM

Structure and academic requirements for Associate Degree (AD) programs are explained as under:

1) **Credit Hours:** Minimum Requirement: AD programs typically require a minimum of 60 to 72 credit hours to complete. This ensures students receive sufficient instruction and coursework to gain proficiency in their chosen field.
2) **Semester Load:**
    a) **A typical semester load**: Semester load ranges from 15 to 18 credit hours. This allows students to balance their coursework with other responsibilities and commitments.
    b) **Maximum Semester Load:** In certain cases where there is a program-specific requirement, universities may offer a maximum of 21 credit hours in a semester. This flexibility enables students to accelerate their progress if necessary.
3) **Total Credit Hours Limit:** It's essential to note that while there may be exceptions for maximum credit hours in a semester, the total number of credit hours for the Associate Degree program must not exceed 72 credit hours. This ensures the program remains manageable and focused.
4) **General Education Courses:** AD programs typically include a mandatory set of general education courses, totaling 30 credit hours. These courses cover a broad range of subjects such as mathematics, natural sciences, social sciences, humanities, and communication skills. General education courses aim to provide students with a well-rounded education, fostering critical thinking, communication skills, and a broader understanding of the world.
5) **Major Courses:** AD programs also include a set of major courses specific to the chosen field of study. These courses are mandatory and typically range from 30 to 42 credit hours. Major courses focus on developing specialized knowledge and skills relevant to the student's intended career path. They provide in-depth instruction and practical experience in the chosen field, preparing students for entry-level positions or further education.
6) **Field experience or an internship:**
    a) **Duration and Credit Hours:** The internship or field experience must span between six to eight weeks and is worth three credit hours. This duration allows students to gain practical exposure to real-world scenarios relevant to their field of study.
    b) **Grading and Evaluation:** The internship experience will be graded by a faculty member in collaboration with a supervisor from the field where the internship takes place. This ensures that the evaluation is comprehensive and considers both academic standards and practical performance.

c) **Exemption Criteria:** Certain programs may be exempted from this internship requirement if they already have an internship component integrated into their curriculum as prescribed by the Higher Education Commission (HEC) through the National Curriculum Review Committee (NCRC), or by the relevant accreditation or professional council. This exemption acknowledges that some programs may have their own internship standards set by regulatory bodies.

7) **CGPA Requirement:** The Associate Degree program requires a minimum Cumulative Grade Point Average (CGPA) of 2.00 out of 4.00 for successful completion. This means that a student's overall average grade across all courses must meet or exceed this threshold.

8) **Program Duration:** The Associate Degree program must be completed within a specified timeframe.

   a) The **minimum duration** to complete the program is four regular semesters, providing students with a structured timeline for their academic journey.

   b) The **maximum duration** allowed for completion is six regular semesters. This ensures that students' progress through the program in a timely manner while still allowing for flexibility.

   c) In exceptional circumstances, such as unforeseen personal or academic challenges, and subject to approval by the university's relevant governing body, students may be granted an extension of one **additional semester** beyond the maximum duration. This extension acknowledges that some students may face obstacles that require additional time to complete their degree requirements.

ENTRY AND EXIT PROVISIONS

1) Pathway for Associate Degree holders:

   a) AD Degree holders shall be allowed admission in the fifth semester of the undergraduate / equivalent **degree program offered in the same discipline** without any deficiency course: This provision allows individuals who have completed an Associate Degree (AD) program to directly enter the fifth semester of an undergraduate or equivalent degree program that is in the same discipline as their Associate Degree. Importantly, there is no requirement for these students to take any deficiency courses, indicating that their Associate Degree coursework adequately prepares them for entry into the higher-level program.

   b) Where the **disciplines of the Associate Degree and the undergraduate / equivalent degree program are different**, students shall be required to complete deficiency courses through a bridging semester before the fifth semester as determined by the admitting university: If the disciplines of the Associate Degree and the undergraduate/equivalent degree program differ, students are required to complete deficiency courses. These deficiency courses are typically

offered in a bridging semester, which is a preparatory period designed to equip students with the necessary foundational knowledge and skills required for success in the higher-level program.

c) **The minimum eligibility** for admission in the fifth semester in above cases is 2.00 / 4.00 CGPA in the prior qualification i.e., Associate Degree. The admitting university may, however, set higher eligibility criteria for the purpose of admission in the fifth semester of BS Degree:

2) Requirements for students to exit from an undergraduate or equivalent degree program with an Associate Degree:

a) **Credit Hours Completion:** The student must have completed a minimum of 60 credit hours. These credit hours should be earned over at least four semesters of the undergraduate or equivalent degree program. Among these 60 credit hours, 30 credit hours must be from general education courses. General education courses typically cover a broad range of subjects and provide students with foundational knowledge and skills.

b) **Minimum CGPA Requirement:** The student must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00 out of 4.00 throughout their studies in the undergraduate or equivalent degree program.

c) **Consistency in Subject Field:** The subject field on the degree obtained upon exiting the program must remain the same as the one in which the student was initially enrolled for the undergraduate or equivalent degree program. This ensures coherence and consistency in the student's academic journey.

d) **Approval by Statutory Body:** The decision to exit from the undergraduate or equivalent degree program with an Associate Degree must be approved by the concerned statutory body of the university. This ensures that the process adheres to institutional regulations and standards.

e) **Availability of Exit Option based on Accreditation:** This option is allowed in disciplines accredited under councils such as NCEAC, NBEAC, and NACTE.

EXAMINATION POLICY

CHAPTER - III



EXAMINATION SCHEDULE

The examination branch of a university is responsible for issuing the examination schedule on a semester basis. This schedule serves as a crucial document for both students and academic departments within the university.

1. **Information related to the upcoming exams**: The examination schedule outlines important information related to the upcoming exams for that particular semester. It includes details such as the commencement dates for both midterm and final term examinations. This information allows students to prepare themselves and plan their study schedules accordingly, ensuring they are aware of when their exams will take place.
2. **Specify the dates**: Furthermore, the examination schedule also specifies the dates for issuing the date sheet. The date sheet contains the specific schedule for each exam, including the date, time, and duration of each paper. This information is crucial for students to know when and where they need to be present for their exams. It helps them organize their time effectively and avoid any scheduling conflicts.
3. **Paper review dates**: Additionally, the examination schedule may include important dates related to the paper review process. After exams are conducted, students often have the opportunity to review their answer scripts or request a reevaluation of their grades. The examination schedule will specify the dates when these processes will take place, allowing students to plan their actions accordingly and take advantage of the review opportunities.

The examination schedule is important not only for students but also for academic departments. It helps departments plan their teaching and assessment activities in a coordinated manner. By knowing the exam

dates, departments can align their curriculum, assignments, and other academic activities accordingly. This ensures a smooth flow of the educational process and facilitates effective coordination among faculty members.

EXAMINATION COORDINATORS

The examination coordinator is an individual responsible for managing various tasks related to examinations within a specific department. Their primary role is to support the examination department by performing various administrative duties and ensuring the smooth conduction of midterm and final term examinations.

1. **Collection of question papers**: One of the main responsibilities of an examination coordinator is to oversee the collection of question papers for both midterm and final term examinations. They collaborate with the faculty members to gather the required question papers, ensuring that the papers are accurate, appropriate, and relevant to the course content.
2. **Handle student queries**: Additionally, examination coordinators also handle student queries and concerns related to examinations. Students may approach the coordinator for clarifications regarding examination procedures, rules, eligibility criteria, or any other examination-related inquiries. The coordinator acts as a point of contact between students and the examination department, providing accurate and timely information to address student concerns.
3. **Circulation of examination information to students**: Another crucial task performed by examination coordinators is the circulation of examination information to students. They are responsible for disseminating essential details such as examination schedules, date sheets, and any other relevant information. This ensures that students are well-informed about the timing, duration, and location of their exams. The coordinator may use various communication channels like email, notice boards, or online platforms to share this information with students.

NOTIFICATION OF DATE SHEET

The examination branch is responsible for managing and organizing the examination process. One of their tasks is to prepare a date sheet, which is a schedule of the upcoming midterm or final term examinations.

1. **Base of date sheet**: The date sheet is prepared based on the enrollment information provided by the students. When students register for their courses or subjects, their enrollment details are recorded by the examination branch. This information includes the courses they are enrolled in and any relevant information such as the session or semester.
2. **Tentative date sheet**: Initially, the examination branch prepares a tentative date sheet. This tentative schedule is not final and is subject to review and approval by the concerned

departments. The tentative date sheet is shared with the respective departments to seek their input and feedback. The departments review the schedule to ensure that it does not clash with any other important events, such as academic conferences, workshops, or other examinations.

3. **Finalized date sheet**: After the departments have vetted and approved the tentative date sheet, the examination branch incorporates any necessary adjustments or changes. Once the date sheet has been duly vetted and finalized, it is issued for student information. The final version of the date sheet is made available to the students, either through online portals, notice boards, or any other appropriate means. This allows students to access the finalized schedule and be aware of the exact dates and times of their examinations
4. **Date sheet issuance time:** To ensure that students have enough time to prepare for their exams, the examination branch issues the date sheet well in advance. This means that the schedule is released before the actual examination dates, allowing students to plan their study time accordingly and make necessary preparations.

ADMIT CARDS / ROLL NUMBER SLIPS

Students can download their admit cards or roll number slips from their ERP (Enterprise Resource Planning) portal. Roll number slip contains important information related to the upcoming examinations, including the examination date, subject details, group, examination center, room allocation and specific additional guidelines. To download the roll number slip, students are required to fulfill certain conditions.

1. **Clearance of fee**: It is mandatory for students to have their fees cleared in order to access and download their roll number slips. If a student has any outstanding fee dues, they will not be able to download their roll number slip until the payment is made and the fee clearance status is updated.
2. **Clearance of attendance**: Additionally, the attendance of the student in a particular subject may also affect their ability to download the roll number slip. If a student has insufficient attendance in a specific subject but is not a fee defaulter, the roll number slip download option will still be active. However, the word "not allowed" will be mentioned against that subject on the roll number slip. This indicates that the student will not be permitted to attempt the paper for that particular subject due to their inadequate attendance.

CONDUCT OF EXAMINATIONS

All the semester examinations (mid-term and final term) will be conducted under the supervision of main examination office. Following explanation will make the conduct of examination clearer: -

Student Guidelines: - To maintain the integrity of the examination process, exams can only be taken with the proof of a valid admit card and student university ID card.

1. To avoid disruption and any undue anxiety, students are requested to arrive at least 15 minutes before the commencement of examination. Students will not be allowed to enter examination room / hall 30 minutes after the start of examination.
2. Students are not allowed to bring mobile phones, bags and books in the examination hall or in the examination Centre. In case of non-compliance 'F' grade may be awarded.
3. Students are not allowed to take question papers outside the examination hall. It is to be returned along with the answer sheet to the concerned invigilator.
4. Students are responsible for bringing their own calculator (*if approved by the faculty*) for quantitative courses. Similarly, students are expected to bring their own stationery items. No borrowing from any other examinee is allowed.
5. Examinees should sit in the rows allocated for the particular paper. Invigilator may re-locate the students if he / she deems fit.
6. Departure from the examination room / hall will only be permitted after 30 minutes from the start of Mid-term Examination and after one hour in case of Final term Examination.
7. Use of unfair means during the examination in any way is totally unacceptable. Any student found doing so the case will be forwarded to unfair means committee or discipline committee as the case may be. A few examples of such behaviors are:
    I. Any written or oral communication among students during an exam.
    II. Providing information about the content of an examination.
    III. A student's use of a substitute or surrogate to take an examination.
    IV. Indulging in unruly behavior in the examination room / hall.

Once the examination time has ended, the examiner will announce "all pens down". At that time no student should be holding a pen in his / her hand.

USE OF REFERENCE MATERIAL

In academic settings, particularly during examinations, the use of reference materials is strictly regulated to ensure fairness, integrity, and accurate assessment of students' knowledge and understanding. Here's a detailed explanation of the guidelines concerning the use of reference materials prior to class tests, mid-semester, and end-semester examinations:

Guidelines for Use of Reference Materials

1. **Announcement by Faculty or Invigilator:**
    a) **Prior Notification:** Before the examination, the faculty member or invigilator responsible for the test will inform the students about which specific books, notes, or other reference materials they are allowed to use during the examination. This announcement is typically made well in advance to allow students adequate time to prepare the permitted materials.
    b) **Clear Communication:** The faculty or invigilator will provide clear instructions about the allowed materials, including details like specific chapters, pages, or types of notes. This ensures that all students have a common understanding of what is permissible.

2) Permitted Materials:
    a) **Types of Materials:** Depending on the examination, permitted materials might include textbooks, class notes, printed handouts, and certain types of calculators or electronic devices.
    b) **Scope of Materials:** The scope of these materials is often restricted to prevent unfair advantages. For instance, only annotated class notes might be allowed, or only certain textbooks without additional notes.

3) Prohibited Materials:
    a) **General Prohibition:** Examinees are not allowed to possess any books, notes, papers, or materials that have not been explicitly permitted by the faculty or invigilator. This prohibition includes unauthorized textbooks, handwritten or printed notes, and any other supplementary materials.
    b) **Electronic Devices:** In many cases, the use of electronic devices such as smartphones, tablets, or smartwatches is also restricted unless specifically allowed for certain types of reference.

4) Enforcement and Monitoring:
    a) **Checking Possessions:** Invigilators may check students' materials before and during the examination to ensure compliance with the announced guidelines. This can involve inspecting books, notes, and any other items brought into the exam room.

b) **Consequences of Non-Compliance:** If a student is found in possession of unauthorized materials, it may be considered an act of academic misconduct. The consequences can range from receiving a warning to more severe penalties such as disqualification from the examination, a failing grade, or disciplinary action as per the institution's policies.

5) **Purpose and Rationale**

a) **Ensuring Fairness:** By clearly defining and limiting the reference materials, the examination conditions are standardized for all students, ensuring that no one has an unfair advantage over others.

b) **Assessing Understanding:** The guidelines help ensure that the examination assesses students' understanding and application of the course material rather than their ability to retrieve information from an extensive array of sources.

c) **Promoting Academic Integrity:** Strict rules regarding reference materials help maintain academic integrity by preventing cheating and ensuring that students' work is their own.

6) **Best Practices for Students**

a) **Adhere to Announcements:** Pay close attention to the faculty or invigilator's announcements regarding permitted materials. Make a note of any specific instructions or limitations provided.

b) **Prepare Allowed Materials:** Organize and prepare the permitted reference materials well in advance. This might involve marking important sections in textbooks or organizing notes in a way that makes them easy to reference during the examination.

c) **Clarify Doubts:** If there is any confusion about what materials are allowed, seek clarification from the faculty or invigilator ahead of time to avoid issues during the examination.

7) **Avoid Unauthorized Materials:** Do not bring any unauthorized materials into the examination hall. Ensure that your study aids comply with the announced guidelines to avoid any risk of academic misconduct.

8) **Conclusion:** The guidelines regarding the use of reference materials during examinations are designed to create a level playing field, accurately assess students' knowledge, and uphold academic integrity. By following these guidelines and preparing accordingly, students can navigate their examinations successfully and fairly.

PERMISSION OF THE WRITER DURING EXAMINATION

The policy states the provisions and guidelines for accommodating visually impaired or physically handicapped students during mid / final Examinations at the University. It ensures that these students have equal opportunities to demonstrate their knowledge and abilities. The policy includes the following provisions:

1. **Means of facilitation:** Visually impaired students may be allowed to use braille, computer-based tools, or any other means of facilitation during their examinations. These accommodations are provided to enable the student to access and engage with the examination materials effectively.
2. **Request for a writer:** Physically handicapped or visually impaired students can request permission through student application form for the approval of the vice chancellor to engage a writer for tests / examinations. The student needs to provide a medical certificate as proof of their disability when making the application.
3. **Extra time:** The student will be granted an additional 30 [for midterm examination] or 60 [for final term examination] minutes of time to solve the question paper. This allows them to compensate for any potential challenges they may face due to their disability and provides an equitable opportunity to complete the examination.
4. **Writer's qualification:** The person acting as a writer for a handicapped student must have a qualification level that is at least one step lower than that of the student. For example, if the student is at level 6 [BS - Hons] or level 5 [Associate degree], the writer should have a qualification level not higher than level 4 [Higher secondary school certificate]. This requirement ensures that the writer possesses the necessary knowledge and understanding to accurately transcribe the student's answers without providing additional assistance.

The policy is designed to ensure that visually impaired or physically handicapped students are given reasonable accommodations to effectively participate in examinations. By allowing the use of appropriate tools, providing additional time, and enabling the engagement of a writer, the policy aims to create a fair and inclusive environment that supports the academic success of all students, regardless of their disabilities.

ANSWER SCRIPT REVIEW AND PERFORMANCE FEEDBACK

Students will have the opportunity to review their answer scripts from both the mid-term and final term examinations. This review is conducted by the faculty with the aim of allowing students to assess their performance, understand their mistakes, and receive guidance for future exams. Here is a detailed explanation of the process and its benefits:

1. **Answer script review**: After the mid-term and final term examinations, students are given the opportunity to review their answer scripts. This involves going through their written responses and evaluating their performance in the exams.
2. **Faculty involvement**: The review process is facilitated by the faculty members who are responsible for evaluating the answer scripts. They make the scripts available to the students for review and provide guidance as needed.
3. **Performance assessment**: During the review, students can examine their answers, understand their mistakes, and identify areas where improvement is required. This enables them to gauge their understanding of the subject matter and evaluate their performance in the exams.
4. **Feedback and guidance**: Faculty members offer feedback and guidance to students during the review process. They may provide explanations for correct answers, highlight common mistakes, and offer suggestions for improvement. This guidance helps students gain insights into their performance and understand how to enhance their understanding and application of the course material.
5. **Reduction in rechecking Cases**: One significant benefit of the answer script review process is that it helps reduce the number of cases where students request a recheck of their papers. By providing students with the opportunity to review their scripts and receive feedback, they can gain clarity on their performance and better understand any discrepancies. This reduces the need for formal rechecking processes and associated administrative efforts.
6. **Enhanced learning**: The review of answer scripts contributes to the overall learning process. It allows students to identify their strengths and weaknesses, learn from their mistakes, and implement corrective measures for future exams. The feedback and guidance provided by faculty members support students' academic growth and enable them to perform better in subsequent assessments.

RESULT COMMUNICATION POLICY

Effective communication of examination results is crucial as it promotes transparency, accountability, and trust within the institution. It engages students in their academic progress, providing valuable feedback and guidance for improvement. Additionally, timely result communication enables students to make informed decisions, plan their academic journey, and seek necessary support if needed.

1. **Adherence to academic calendar**: The result announcement follows the specific dates mentioned in the academic calendar of Lahore Garrison University. The academic calendar outlines the important events, including the timeline for result declaration. By adhering to the calendar, the university ensures that students receive their results within the predetermined timeframe.
2. **Approval by the Vice Chancellor**: Before the results are officially announced and made public, they undergo a review and approval process by the Vice Chancellor. This step ensures the accuracy, fairness, and integrity of the results.
3. **Result communication through student portal**: Result Communication through Student Portal: Once the examination results are compiled and finalized, they are communicated to the students through their dedicated online portal. This portal serves as a secure platform where students can access their individual results by logging in with their credentials. It provides a convenient and confidential way for students to view their grades and performance.
4. **Result Communication through website:** After the Vice Chancellor approve the results, the official result gazette is published on the Lahore Garrison University's website. The result gazette contains a comprehensive list of all the results, typically in a structured format. It is made available to the public on the university's website at www.lgu.edu.pk.

PAPER RECHECKING

Paper rechecking allows students to request a comprehensive review of marked papers, offering you peace of mind and the assurance that your results are accurately represented. We are dedicated to upholding the principles of integrity and accountability, and we encourage you to take advantage of this opportunity if you have any concerns regarding your examination outcomes.

1. **Rechecking of answer script(s) application:** If a student wishes to have their answer script(s) rechecked, they can apply for it within 10 days of the announcement of the results [for final term paper] or 30 days from the conduct of examination [for midterm paper]. The application must be accompanied by a fee of Rs. 500 per paper. This process allows students to request a review of their answer script(s) to ensure accuracy in grading.

2. **Recommendation for rechecking:** Upon receiving the rechecking application, the concerned dean of faculty has the authority to recommend the case for rechecking for the next 5 days [both for midterm and final term paper] . However, this recommendation is subject to the student paying double the fee, i.e., Rs. 1000 per paper. The higher fee ensures that the process is properly administered and encourages students to carefully consider their decision to request a rechecking.
3. **Completing the application form:** It is important for students to submit a complete and accurate rechecking application form. If the form is incomplete or contains incorrect information, it will be returned to the candidate for completion. The prescribed time limit for completing and resubmitting the form must be adhered to. Failure to submit the completed form within the specified time frame will result in no action being taken on the application.
4. **Time-barred applications:** Applications that are submitted beyond the prescribed time limit, known as time-barred applications, will not be entertained. The university has a specific timeframe within which rechecking applications must be submitted, and any applications received after that period will not be considered. This policy ensures that the rechecking process remains efficient and timely, preventing delays in result processing and subsequent administrative procedures.
5. **Procedure:** Re-checking does not mean re-assessment or re-evaluation of the answer book. Following is the procedure for rechecking of papers: -

   It is ensured that:

   a) There is no mistake in the grand total on the title page of the answer book.

   b) The total of various parts of a question has been correctly made at the end of each question.

   c) All totals have been correctly brought forward on the title page of the answer book.

   d) No portion of answer book has been left un-marked.

   e) Total number of questions attempted does not exceed the limit allowed in Question Paper.

   f) Total marks in the answer-book tally with the marks sheet.

   g) Viva/practical & internal assessment marks are not re-tabulated.

   h) The student or anybody on his / her behalf has no right to see or examine the answer-books for any purpose.

   i) Increase / decrease in the marks of the student will be decided according to the results of re-checking.

POLICY FOR LOSS / DAMAGE ANSWER SCRIPT

The policy states the options available to a student in exceptional circumstances where an answer script (exam paper) is damaged, lost, or destroyed due to unavoidable situations. The policy ensures that the student is provided with fair alternatives to mitigate the impact of such incidents. The options are as follows:

1. **Average marks:** In this option, the student will be awarded the average marks obtained in that subject or course. This means that the student's grade will be determined based on the average performance in other assessments or exams related to the subject.
2. **Special examination chance**: If the incident occurs during the midterm / final term examination, the student can choose to take the examination again as a special case as per specially approved scheduled examination. Importantly, the student will not be charged any examination fee for this opportunity. This allows the student to have a fair chance to demonstrate their knowledge and skills in the subject despite the unfortunate incident.
3. **Special chance for Internal Assessment**: If the incident occurs during internal assessments, the student can opt for a make-up assessment in that subject or course. This allows the student to have another opportunity to complete the assessment and have their performance evaluated. Similar to the previous option, there will be no additional fee charged for the make-up assessment.

These options provide flexibility and support to students who face unexpected circumstances leading to the loss or damage of their answer scripts. By offering alternatives such as average marks or additional chances for examinations or assessments, the policy aims to ensure that students are not unfairly disadvantaged due to situations beyond their control.

ISSUANCE OF SEMESTER RESULT CARD

Result cards hold significant importance as they provide an official record of a student's academic performance. They reflect the grades obtained in various subjects or courses, allowing universities, employers, scholarship providers, and other institutions to assess the student's academic capabilities. Result cards are considered an essential document for academic and professional purposes. Students interested in obtaining their result cards are required to follow the procedures outlined below:

1. **Reasons for result card requirement**: Result cards are often required by students for various purposes. Some common reasons include applying for scholarships, maintaining personal records, seeking migration from one university to another, applying for study abroad programs, and for documentation when leaving the university. The result card serves as an official record of the student's academic achievements and is often requested as supporting documentation for these purposes.

2. **Result card request form:** Students have the opportunity to request their result card, which serves as an official document indicating their academic performance and grades achieved in a particular examination or semester. To initiate this process, students are required to fill out a result card request form indicating the semesters for which result card is required and attach one CNIC copy.
3. **Result card of last semester of the degree:** As a standard practice, the university does not entertain requests for the issuance of result cards for the last semester of a degree. However, exceptions may apply, particularly when a student requires the last semester's result card to apply for government scholarships. In such exceptional circumstances, the university may issue the result card for the last semester, but this will only take place after the final transcript has been issued.
4. **Charges for result card:** To cover administrative costs, a fee is charged for each result card. The following two categories are in practice:
    a) **Normal category**: In the normal category, students are charged Rs. 500 per result card. In the normal category, the result card is typically issued within 3 to 5 days. This timeframe allows for proper verification and generation of the result card.
    b) **Urgent category**: In certain urgent situations where students require the result card in a shorter timeframe, an expedited service is available. In such cases, a higher fee of Rs. 1000 per result card is charged. The result card in the urgent category is generally issued within 1 to 2 days, allowing students to receive it quickly.

ISSUANCE OF ACADEMIC TRANSCRIPT / DETAILED MARKS CERTIFICATE

The issuance of a transcript is a formal process that involves providing students with an official record of their academic achievements and coursework. To request the issuance of a transcript, students are required to follow specific procedures outlined below:

1. **Final transcript issuance:** The final transcript is issued only after the student has completed all the requirements for their degree program. These requirements may include completing a certain number of credits, passing all required courses, fulfilling any research, internship or practical experience obligations, and meeting any other specified criteria.
2. **Form submission:** To obtain an academic transcript or detailed marks sheet, a student who has completed their degree requirements may apply by submitting a final transcript form to the examination office. This form serves as a formal request for the issuance of the transcript. In addition to the form, the student is required to provide copies of all previous educational documents, copy of CNIC and equivalence certificate. Additional documents may be requested if there is any ambiguity or uncertainty in the information provided.

3. **Discrepancy in educational documents:** The university reserves the right to withhold processing the final transcript if any discrepancies are found in the educational documents provided by the student at the time of submitting the final transcript form. When the student submits their application for the final transcript, the university reviews the educational documents they have provided, such as certificates, mark sheets, or degree completion documents. If any inconsistencies or discrepancies are identified examination office may not proceed with issuing the final transcript until the discrepancies are resolved.
4. **Accuracy of name and father's name:** It is important that the student's name and father's name to be correctly written and spelled in English on all the educational documents submitted and matched with the student CNIC. In case of change of a sir name after marriage of a female student, submission of previous CNIC photocopy is mandatory. This requirement ensures accuracy and consistency in the student's academic records. By providing the correct names and spellings, the student's identity is accurately reflected in all official documents, including the final transcript.
5. **Final transcript, degree and convocation charges:** When a student submits a request for the issuance of a final transcript, they are required to include payment for the final transcript charges, degree and convocation charges, as per the prevailing notification. This ensures that the student has fulfilled their financial obligations related to the transcript, degree issuance process and the convocation event.
6. **Issuance of final transcript:** The request for the issuance of the final transcript will be processed within seven days, provided that all degree completion requirements have been met and the clearance form has been submitted. It is important to note that if the student fails to fulfill the necessary degree requirements, any request that has been submitted will not be considered.
7. **Inclusion of all attempts**: The final transcript will include a comprehensive record of all attempts a student has made to pass or improve a particular subject. This means that if a student attempted a subject multiple times, whether they passed or failed, each attempt will be clearly mentioned on the transcript.
8. **Issuance of final transcript with grades:** The university will furnish transcripts that exclusively display letter grades for your academic performance, and no request will be entertained to provide transcripts that show numerical marks or scores.
9. **Re - issuance of final transcript:** Final transcript may be reissued in case of any of the following:
    a) **Mistake in vetted documents:** If any mistake or error is found in the vetted document pertaining to the student's information on the front and back side of the transcript, the student will be required to resubmit the transcript accordingly. Student will again vet the corrected document and submit the transcript charges again.

b) **Misplacement of student documents:** In the unfortunate event that the student's documents are misplaced due to any reason, such as loss or theft, there are additional steps that need to be followed. The student will be required to file a first information report (FIR) reporting the loss of the document. Additionally, the student will need to publish a notice in any newspaper, informing the public about the misplaced document. Student has to submit the transcript charges again.

c) **In case of damaged document:** In case of any damage caused to the final transcript, student will be required to submit the damaged transcript accordingly. Student will be issued transcript but he / she has to pay the transcript charges again.

VERIFICATION / ATTESTATION OF DEGREES / DETAILED MARKS CERTIFICATE

The verification or attestation of degree or detailed marks certificate issued by the Lahore Garrison University is as under: -

SUBMISSION OF FORM: -

1. In case of verification / attestation, required by the student or any government or private institution, a form is required to be submitted along with the following documents: -
   I. Printout of the application form.
   II. Set of Photocopies of Result cards / DMCs / Transcripts of SSC, HSSC, Bachelor Degree (qualification level up to 16 years) for Lahore Garrison University record.
   III. Copy of Computerized National Identity Card / Passport (*in case of Foreign Nationals*).
   IV. Equivalence of HEC in case of Bachelor or Master Degree, etc. from abroad or Deeni Asnaad etc.
2. In case application is being submitted by a person other than the degree holder, the following documents are also required: -
   I. Authority letter duly attested by a Grade 17 officer for the authorized person.
   II. Copy of the Computerized Identity Card of the Authorized person.

VERIFICATION / ATTESTATION FEE: - Verification / Attestation fee required for verification / attestation or re-attestation of degree or detailed marks certificate / incomplete transcripts issued by the LGU is as under: -

1. Rs. 800 / - (each) shall be charged from a walk-in applicant for verification / attestation of original document.
2. Rs. 1000 / - (each) shall be charged from an applicant, applying through any courier service, for verification / attestation of original document.

3. Rs. 500 / - (each) shall be charged from a walk-in applicant for verification / attestation of photo copy of a document.
4. Rs. 700 / - (each) shall be charged from an applicant, applying through any courier service, for verification / attestation of photo copy of a document.
5. However, Rs. 500 / - shall be charged as processing fee for urgent verification / attestation or re-attestation of degree or detailed marks certificate / incomplete transcripts issued by the LGU

Note: - *Lahore Garrison University will charge Rs. 200 / - (each) for re-verification / re-attestation of original documents or photocopy of a document.*

MODE OF PAYMENT: - Verification / Attestation fee can be submitted at the counter of the Treasurer Office or via Bank draft in the name of Lahore Garrison University.

VERIFICATION / ATTESTATION TIME PERIOD: -

1. Verification / Attestation time period required for verification / attestation or re-attestation of degree or detailed marks certificate / incomplete transcript issued by the LGU is as under:
   I. Verification / Attestation for walk-in applicant or through courier service will be processed within seven working days from the receipt of attestation case in the Examination Office.
   II. However, if the verification / attestation is required on urgent basis, then the verification / attestation for walk-in applicant or through courier service will be processed within three working days from the receipt of verification / attestation case in the Examination Office.

MODE OF DELIVERY: - Verified / attested documents will be delivered to walk-in applicant or will be delivered through courier service or will be delivered to any authorized person.

ISSUANCE OF DEGREE ON CONVOCATION

The issuance of a DEGREE is a formal process that involves providing students with an official record of their academic achievements and coursework. To request the issuance of a DEGREE, students are required to follow specific procedures outlined below:

1. **Graduation and university convocation:** When a student successfully completes all the degree requirements, they are considered a graduated student. The university convocation is a formal ceremony or event held by the university to celebrate the achievements of graduating students. It is during this convocation that the degree is typically awarded to the students.
2. **Submission of degree clearance form:** To receive the degree during the convocation, the graduated student is required to submit a degree clearance form. This form serves as a confirmation that the student has fulfilled all the necessary requirements for graduation, including completing the required

courses, meeting the minimum grade point average (GPA), and clearing any outstanding financial or administrative obligations to the university.

3. **Authorization for degree collection:** In case where the graduated student cannot personally receive the degree, he/she has the option to authorize a family member, such as father, mother, brother, or sister, to collect the degree on his/her behalf. This authorization is typically done through a formal specified process, which may involve completing an authorization form or providing a written consent letter / email.
4. **Re - issuance of degree**: Degree may be reissued in case of any of the following:
    a) **Mistake in vetted documents:** If any mistake or error is found in the vetted document [final transcript] pertaining to the student's information [student name, father name, registration number], the student will be required to resubmit the degree accordingly. Student will again vet the corrected document and submit the degree charges again.
    b) **Misplacement of student documents:** In the unfortunate event that the student's documents are misplaced due to any reason, such as loss or theft, there are additional steps that need to be followed. The student will be required to file a first information report (FIR) reporting the loss of the document. Additionally, the student will need to publish a notice in any newspaper, informing the public about the misplaced document. Student has to submit the degree charges again.
    c) **In case of damaged document:** In case of any damage caused to the degree, student will be required to submit the damaged degree accordingly. Student will be issued degree but he / she has to pay the degree charges again.

ISSUANCE OF DEGREE BEFORE CONVOCATION

The LGU recognizes that there may be circumstances where students require their degree before the scheduled convocation ceremony. Students interested in obtaining their degree before the convocation must follow specific procedures outlined below:

1. **Application for issuance of degree before convocation:** In some cases, a student may wish to apply for the issuance of their degree before the scheduled convocation ceremony. This may be due to various reasons, such as time constraints, employment opportunities, further education in abroad, job requirement, salary or allowance increment or personal circumstances.
2. **Submission of form:** To initiate the process of obtaining the degree before convocation, the student is required to submit a specific form for the issuance of the degree. This form serves as an official request from the student to receive their degree earlier than the convocation ceremony.

3. **Proper justification:** Along with the form, the student is typically required to attach a proper justification or reason for their request to receive the degree before the convocation. This justification could include reasons such as immediate job requirements, further education opportunities, or any other compelling circumstances.
4. **Additional charges:** It is important to note that additional charges are associated with the issuance of the degree before the convocation. These charges are determined by the university and are typically communicated to the student through a prevailing notification or fee structure. The student will be required to pay these additional charges to cover the administrative and processing costs.
5. **Approval from the Vice Chancellor:** Once the student submits the form with the proper justification and pays the additional charges, the request for the issuance of the degree before the convocation will be reviewed. The final approval is granted by the Vice Chancellor.
6. **Exclusion from convocation ceremony:** If the student's request for the issuance of the degree before the convocation is approved, they will receive the degree certificate directly from the university. However, it is important to note that by receiving the degree beforehand, the student will not be allowed to participate in the convocation ceremony. This is because the convocation ceremony is typically reserved for students who are receiving their degrees in a collective celebration.

DESTRUCTION OF ANSWER SCRIPTS (Midterm and Final term examination)

The purpose of this policy is to outline the procedures for the destruction of student answer scripts for midterm and final term examinations in accordance with the retention periods specified for each academic year.

1. **Retention period:** The retention period specifies how long the answer scripts from different academic years should be retained before they can be forwarded for destruction. It indicates the minimum period during which the university needs to keep these records before disposing of them. Upon the conclusion of each retention period, the award list provided by the course instructor after the approvals from their respective head of department shall be regarded as the definitive and accurate representation of all shredded answer scripts from both midterm and final term examinations, particularly in the context of any internal/external/court inquiry. Detailed policy explanation is as under: -
    a) **First-Year answer scripts**: After a retention period of four years from the date of commencement of degree, answer scripts of first-year students will be forwarded for destruction.

b) **Second-Year answer scripts**: After a retention period of five years from the date of commencement of degree, answer scripts of second-year students will be forwarded for destruction.

c) **Third-Year answer scripts**: After a retention period of six years from the date of commencement of degree, answer scripts of third-year students will be forwarded for destruction.

d) **Fourth-Year answer scripts**: After a retention period of seven years from the date of commencement of degree, answer scripts of fourth-year students will be forwarded for destruction.

2. **Storage and security**: Answer scripts will be stored in secure and confidential facilities during the retention periods. Storage facilities will be equipped with appropriate security measures to prevent unauthorized access and protect against damage, fire, and water hazards. Only authorized personnel will have access to the storage facilities, and strict confidentiality will be maintained at all times.
3. **Destruction process:** A circulation along with complete lists will be forwarded to the academic and student affairs department for any query / legal proceeding etc. Answer scripts forwarded for destruction will undergo a secure and irreversible destruction method, such as shredding, pulping, or incineration. Destruction will be carried out in a manner that renders the answer scripts unreadable and irretrievable to maintain student privacy. The destruction process will be documented, including the date, quantity, and method of destruction for each batch of answer scripts.

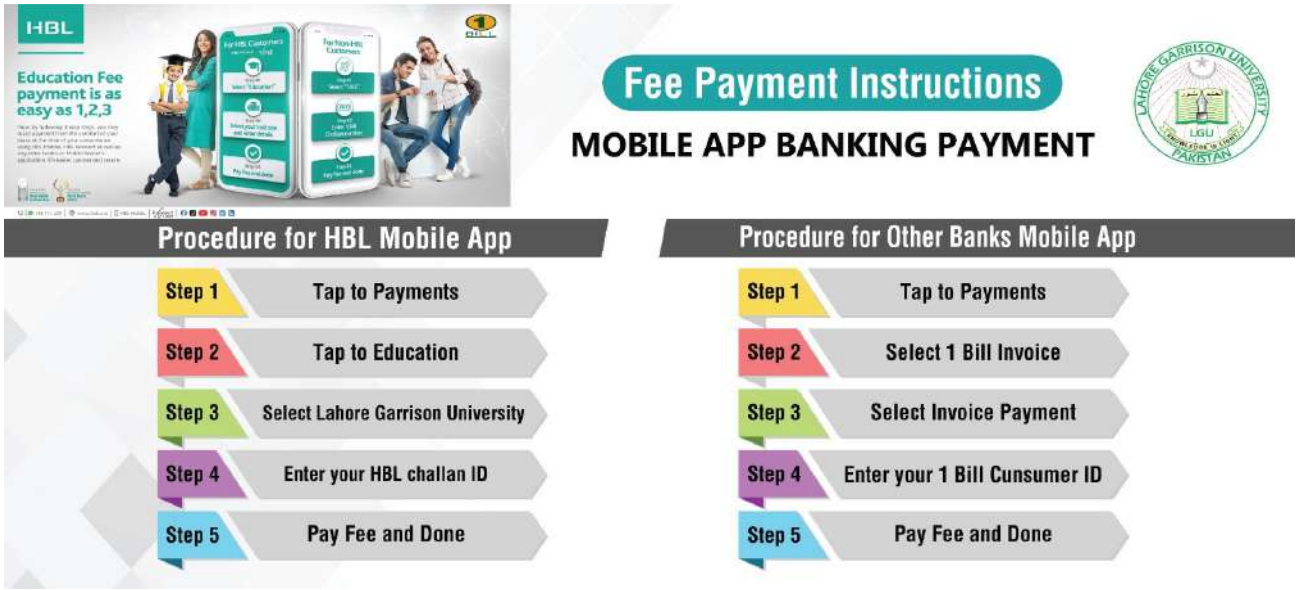
FEE AND SCHOLARSHIP

CHAPTER - IV

FEE PAYMENT INSTRUCTIONS

To facilitate students, the University provides multiple options for depositing fees. Payments can be made either online through the One Bill Invoice system (available across HBL and other participating banks) or through a fee challan obtained from the Accounts Office. Both methods are valid, and students are advised to choose the one most convenient for them.

1. **Online Fee Payment (1 Bill Invoice)**
    a) Students can deposit their fee online using the 1 Bill Invoice option.
    b) This facility is available through HBL and all other banks that support the 1 Bill Invoice system.
    c) Once the fee is deposited, the status is updated immediately on the Student e-Portal.
    d) This method is fast, convenient, and highly recommended.
2. **Fee Deposit through Challan Form**
    a) Students may obtain a fee challan from the Accounts Office.
    b) The challan can be deposited at the designated bank branches.
    c) In this case, the fee status will be updated on the e-Portal within two working days after confirmation.
    d) If the fee status is not updated within the given time, students should contact the Accounts Office.
    e) Students are advised to keep the paid challan receipt until the status is reflected on the e-Portal.



FINANCIAL ASSISTANCE / SCHOLARSHIP

1. Lahore Garrison University offers students, faculty, and staff various scholarships and financial assistance. Scholarships includes:-

   i. Merit based
   ii. Defence Based
   iii. Garrisonian
   iv. LGU Employees
   v. Sport-based
   vi. Need Based.

   The University also gives Defence-Based Subsidies to wards of the Armed Forces. LGU offers needs-sensitive financial assistance to talented students as well. Financial Assistance and scholarships are warded based on recommendations from the financial assistance committee. The committee thoroughly evaluates each applicant using data provided by the students and their families, or any other information the University deems relevant to ensure transparency in the entire process.

2. **Category-I Merit-Based Scholarship**

   a) **Merit-Based Scholarship for Faculty of Computer Sciences**. Merit-based scholarships for computing departments (CS, IT & SE) will be given at the time of admission as per the below table: -

      i. **Intermediate Level**

% of Marks	Tuition Fee Exemption	Continuation Criteria
85% and above	50%	3.5 & Above (SGPA)
Position holder in board	100%	3.5 & Above (SGPA)

      ii. **A-Levels**

Grades	Tuition Fee Exemption	Continuation Criteria
Straight A*	75%	3.5 & Above (SGPA)
At least two A* grades (with not less than A grade in other subjects)	50%	3.5 & Above (SGPA)

   b) **Merit Based Scholarship for All Other Faculties**. Merit-based scholarships for all other faculties will be given at the time of admission as per the table below:

i. **Intermediate Level**

% of Marks	Tuition Fee Exemption	Continuation Criteria
80% to 84.99%	25%	3.5 & Above (SGPA)
85% to 99%	50%	3.5 & Above (SGPA)
Position holder in board	100%	3.5 & Above (SGPA)

ii. **A-Levels**

Grades	Tuition Fee Exemption	Continuation Criteria
Straight A*	100%	3.5 & Above SGPA
At least two A* grades (with not less than A grade in other subjects)	75%	3.5 & Above SGPA

c) **Semester Merit-Based Scholarship**

i. A student who secures 1st position/Topper (not less than 3.8 SGPA) of the department in a semester is eligible for a 50% merit-based scholarship for the subsequent semester only.

ii. If the student is already availing any other scholarship, then the student will get the scholarship whichever is higher for the eligible semester only (not eligible for two scholarships at a time).

iii. Upon discontinuation of Merit-based scholarship (based on semester results), the other type (need-based, kinship, etc.), if any, will resume.

iv. The Controller of the Examinations will provide the list of students who have secured 1st position to the Accounts Department within 7 days of the result announced.

3. **Category-II Scholarship for Defence Personnel.** A 10% Tuition Fee waiver for BS programs will be given to 100 Students (wards of defence personnel) only.

4. **Category- III Garrisonian & Kinship Based Scholarship**

a) Garrisonian-Based Scholarship – Waiver of Admission Fee

i. Students who passed intermediate/ A levels from FoI institutions/ systems would be given an Admission Fee waiver: -

a. Lahore Garrison Education System (LGES)

b. Federal Government Education Institutions (FGEIs)

c. Fazaia Colleges

d. DHA Education System

ii. LGU alumni taking admission to MPhil/PhD will be considered for the admission fee waiver.

b) **Kinship-Based Scholarship**. 25% concession in tuition fee for each sibling. This scholarship will be discontinued when the elder sibling passed out.

5. **Category- IV LGU Employees Scholarship. Fee Concession for an Employee, Employee's Ward(s)**.

Employee's ward(s) means the employee himself, child/children, and wife/husband of the employee. The concession is applicable as per the following criteria:

a) For Employee and Employee's Spouse

Employee	100 % concession in tuition fee
Employee's Spouse	75% concession in tuition fee

b) **For Employee's Children**.

	LGPS – 17 and Above	**LGPS – 4 to 16**
1st Child	50% concession in tuition fees at the undergraduate level	75% Concession in tuition fees at the undergraduate level
2nd Child	25% concession in tuition fees at the undergraduate level	50% Concession in tuition fees at the undergraduate level

c) **Eligibility criteria for Faculty**: -

i. Only regular faculty members with a minimum service of 2 years shall be eligible to obtain a concession on the tuition fee.

ii. A maximum of 20% of seats shall be reserved for faculty in the Ph.D. programs.

iii. The faculty availing the employee based scholarship, will work with LGU minimum of 5 years after completion of his/her Ph.D.

iv. If the Faculty Member resigns before completing the stipulated period as mentioned in Paragraph 5 c (3) above, he/she will reimburse the full cost associated with his/her Ph.D. to LGU.

v. In case a Faculty Member and the Faculty Member's spouse are both enrolled in the same batch, only the faculty member shall be eligible to avail the concession in tuition fee.

vi. The summer semester and extension fee, if any, shall not be covered under this concession scheme.

vii. Any involvement in academic misconduct or disciplinary action will result in immediate termination of the waiver.

6. **Eligibility Criteria for Administrative Staff**: -

a) Only regular LGU administrative staff with a minimum service of 3 years shall be eligible to obtain a fee concession.

b) The study program must be relevant to the job /Post that the administrative staff holds.

c) A maximum of 10% of seats shall be reserved for administrative staff in all programs (Undergraduate and Graduate).

d) The administrative staff availing the employee base scholarship will provide post-qualification services to LGU as follows

   i. For an undergraduate minimum of 2 years
   ii. For M.Phil, a minimum of 3 years
   iii. For PhD minimum of 5 years

e) If the administrative staff resigns before completing the stipulated period as mentioned in Paragraph "d" above, he/she will reimburse the full cost associated with his/her Degree to LGU.

f) In case the employee and the employee's spouse are both enrolled in the same batch, only the LGU employee shall be eligible to avail of the concession in tuition fee.

g) The summer semester and extension, if any, shall not be covered under this concession scheme.

h) Any involvement in misconduct or disciplinary action will result in immediate termination of the waiver.

Note: If the University faces financial constraints, the percentage of the waiver may be reduced, and such a decision will be communicated to the faculty and staff.

7. **Category-V LGU SDGs / Sports-Based Scholarship**:-

The LGU SDGs/Sports-Based Scholarship is designed to support talented athletes from underprivileged and rural areas, aligning with Sustainable Development Goals (SDGs) for equitable access to education. This initiative aims to provide financial support to deserving students with exceptional sports talent, ensuring that they have opportunities for higher education without financial barriers.

The following procedure will be followed:

a) A board will be used to judge the performance of a student in a particular sport at the time of induction. Subsequently, the performance of the scholarship holders will be reviewed at the end of each semester.

b) The Board will recommend percentage-wise fee concession (tuition fee) which varies from 25% to 100%.

c) Free hostel facility is provided to female students only. However, they have to pay for the

messing, electricity and transport.

8. **Category- VI Need-Based Scholarship for Talented Students.**

a) **Definition**. A Need-Based Scholarship is a monetary grant in the shape of a fee concession given to talented students who are facing hardships and cannot pay their university tuition fee. However, it remains subject to the availability of funds as per approved budget.

b) **Eligibility Criteria**: -

i. He/she should be a deserving student

ii. Number of siblings/dependents.

iii. Living in a rented house.

d) Parents of applicants to be divided into different categories such as:-(1) Widow / Single Parent

(2) Disabled (permanent disability) (3) Unemployed

(4) Non gazette retired

(5) Self-employed

(6) Labor class - inclusive of factory workers (7) Working on land (not the landed gentry)

(8) Sudden death of father/bread earner during the running semester

(9) Any other that does not fall in all the above categories but seems deserving.

d. **Procedure**. Students desirous of Need-Based Financial Assistance shall apply on the prescribed form along with the following documents:

(1) Copy of Student ID Card & CNIC/B-Form (2) Copy of the Father's CNIC

(3) Copies of Educational Documents

(4) Evidence of the father's / guardian's income, such as an authentic salary slip or pension book.

(5) In the case of an orphan, a copy of the death certificate. (6) Copies of utility bills for the period of the last six months. (7) Copy of Bank Statement in case of income from business.

(8) Copy of the rent agreement in case of a rented house or in case of income from house rent.

(9) Copies of Fee Bills of other siblings.

(10) Any other document which the Financial Assistance Committee deems

necessary.

e. **Continuation**. If a student's SGPA falls below 3, his/her need-based scholarship will be discontinued for the following semester, however, if the

student achieves 3 SGPA or higher in any subsequent semester, his/her scholarship will be restored from the very next semester.

f. **Need Assessment / Evaluation**. Financial Assistance Committee considers all applications for the grant of need-based assistance in the light of pieces of evidence submitted:

(1) The authenticity of the information provided by the student would be verified by cross-checking the data provided.

(2) If any information is not clear, the LGU Financial Assistance Committee may call the parents or depute someone for verification of the data provided.

(3) During the verification process, if the Committee finds that the information provided by the applicant is false, the Financial Assistance Committee has discretion to disqualify the student from attaining financial assistance and can forward the case to the Disciplinary Committee for more stringent action in case of significant concealment of financial information.

(4) The Committee makes decisions on financial information.

(5) An interview with the student may be conducted by the committee.

(6) Financial assistance is dependent on the availability of university funds. (7) The Committee has a fixed right to award the concession in the following brackets on a multiple of 10's i.e., 10%, 20%, 30% up to 100%.

g. **Academic Support Assistant ASA**. Students of 5th and onward semesters, availing 50% or above need based scholarship are eligible for Academic Support Assistance for rendering services to assigned FMs as per the direction of respective Dean. ASA can be assigned tasks maximum of 5 hours per week.

h. **Eligibility Criteria**:

(1) The student availing 50% or more need based scholarship/financial assistance.

(2) The student is studying in the 5th and onward semester. (3) The student has a minimum 3.5 CGPA.

i. **Procedure**. Upon request of the Deans of respective faculty, the Treasurer's office will provide the Deans with the list of students availing 50% or more need based scholarship. The Dean will assign the ASAs to FMs in the respective faculty.

GENERAL FACILITIES

CHAPTER - V





DIRECTORATE OF STUDENT AFFAIRS

The Directorate of Student Affairs (DSA) serves as the central hub for student engagement and welfare at LGU. It supports students in academic and non-academic matters, coordinates co-curricular and extracurricular activities, and oversees student societies, clubs, Alumni affairs, and placement center. The DSA ensures that students' voices are heard and provides guidance for personal growth, leadership development, and community service.

The office of student societies in LGU will be incubated in Directorate of Student Affairs to streamline the activities of clubs and societies in the university and to initiate different programs and events for the healthy environment of students.

The Directorate of Student Affairs proposes the student society policy which is as follow:

1. **Student Societies Structure:**
    a) There must be at least 1 society of each department. Societies will be initiated/created by the students in the mentorship of a faculty member.
    b) The faculty member will be the head of society.
    c) The head of department will be patron of the society.
    d) The head of department will appoint president and vice president of the society.
2. **Procedure for the formulation of new societies:** The following procedure will be used for the formation of the new societies.
    a) A dully filled application form after approval of the concerned head of department must be submitted to the office of student societies.
    b) Director Student Affairs will evaluate the application, concerning the following conditions:
        i. The objective if the society
        ii. Function of the society
        iii. Proposed calendar events
        iv. Need of the society.

On evaluating the application, director student affairs will seek approval from the Vice Chancellor through Registrar for the formulation of society. Director student affairs will be responsible of evaluating the performance of the society and may cancel registration of a society at any point of time.

3. **SOPs for Student Societies Events:**
    a) Students willing to conduct an event/activity will be required to submit a proposal to the office of student societies, duly signed by the head and patron of the society.

b) Director student affairs will get approval from the Registrar and Vice chancellor Students.

c) After getting approval, society will be eligible to book their venue /facilities by visiting administration department, along with the original copy of the event organizing approved proposal.

d) All booking of the venue/facilities will be done by the administration department.

e) In all the extra co-curricular activities directorate of student affairs will be taken in loop.

f) In all activities/events, students will strictly observe the disciplinary rules.

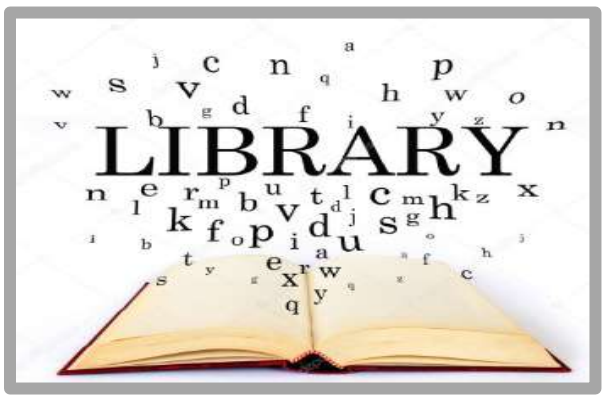


JOB PLACEMENT OFFICE

The Job Placement Office functions under the Directorate of Student Affairs and is responsible for providing career support to LGU students and alumni. It assists in securing internships, part-time roles, and full-time employment opportunities by maintaining strong linkages with industry partners.

To strengthen these efforts, **Industry Liaison Offices** have been established in each faculty. These offices work in close coordination with the Directorate of Student Affairs to identify and manage career opportunities relevant to their respective disciplines. The liaison offices report directly to the faculty deans while ensuring collaboration with the central Job Placement Office.

This integrated system enables LGU to prepare its graduates for the professional world by offering career counseling, networking platforms, career fairs, and direct connections with potential employers.



LIBRARY

LGU's library is a state-of-the-art resource center that provides students access to a wide range of academic materials including books, journals, e-resources, and digital databases. Equipped with modern technology, the library offers study spaces, reading areas, and online catalog systems to support independent and collaborative learning. The library staff is available to guide students in research, referencing, and effective use of resources.

The Library of Lahore Garrison University strives to provide an atmosphere that facilitates learning and reading. To foster such an environment, library users are requested to comply with the rules of conduct listed below: -

a) The library will remain open as per university timings (Monday to Sunday).
b) Student's entrance in the library is strictly prohibited without student card.
c) Handle the library books with care and respect to avoid damage or loss. On return, if a book is found damaged or lost, the borrower will be required to replace it or pay its replacement cost.
d) Remember, stealing books is a grave offence and may result in Suspension of enrollment. Always borrow and return books through the proper checkout procedures to avoid disciplinary action.
e) Leave books on the designated Book Return Carts / Places after reading. Do not place them in shelves as shelving is done by Library Staff only, in an orderly manner.
f) Maintain complete silence in the library at all times. Whispering, talking, or making noise is not permitted. Discussions are only allowed in the Discussion Room.
g) Keep mobile phone on silent mode.
h) Avoid standing and walking in groups, take a seat instead.
i) Maintain the Library decorum: Refrain from eating food, drinking beverages, sleeping, and smoking.
j) Respect Library Resources: Do not damage library materials, equipment, or property.
k) Library staff is here to assist and support your academic and research pursuits. Follow the instructions of library staff and treat them with courtesy and respect.
l) To ensure the safety and security of your possessions, use the available lockers or keep a close eye on your belongings at all times. The library staff will not be held liable for any damage or loss of your personal belongings.
m) Use your own padlocks to secure your lockers. Remember that lockers are the property of the university library and are assigned on daily basis for temporary use only. After closing hours, any locker that is left locked and unattended for an extended period may be considered abandoned. The library staff reserves the right to break open and remove belongings from abandoned lockers to maintain cleanliness and security.

Note. Violation of above mentioned rules will result in a fine upto Rs.1000/-. Repeat offenders may face revocation of library privileges.



Policy

LGU provides safe, comfortable, and well-managed hostel facilities for its students. The hostels are designed to offer a home-like environment with furnished rooms, study areas, internet access, and recreational spaces. Separate hostels are available for male and female students, ensuring privacy and security. Hostel administration also organizes activities to promote community living and discipline. A dedicated staff is available to address students' needs, making hostel life a supportive and enriching experience.

1. **Case Referrals:** Each case of ill-discipline shall be reported to the chairperson hostel by warden of the hostel. Any charge be submitted as soon as possible after the alleged violation takes place are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings before the LGU Hostel Committee. Hostel Committee forwards the investigated and enquired case to the VC. VC upon the gravity of the case will decide himself or refer the committee to award minor or major punishment.
2. **Procedure-Disciplinary Hearing:** A disciplinary hearing is a formal process conducted by the LGU Hostel Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.
3. **Punishments:** LGU Hostel Committee will recommend the punishment according to the gravity of the case after giving full opportunity to the defaulter to give his point of view before recommending for award by the VC.
4. **Appeals:** An appeal against the Hostel Committee's decision can be filed with the VC within fifteen days of the announcement of the decision.



Common Room

LGU offers a dedicated Girls' Common Room to ensure a comfortable and secure space for female students on campus. The facility provides seating areas, study corners, and a relaxed environment where students can spend time between classes. It serves as a private space for rest, discussion, and group interaction, promoting convenience and inclusivity. The Girls' Common Room reflects LGU's commitment to providing gender-friendly facilities that support the academic and social needs of its female students.

1. Following instructions should be followed to maintain discipline and provision of comfortable environment of Girls Common Room: -
    a) Girls common room will remain open as per university timings.
    b) Students' entrance is strictly prohibited without student cards.
    c) Treat furniture and appliances with care. Report any damage to the caretaker promptly.
    d) Keep volume levels low while using electronic devices such as laptops, tablets, and phones.
    e) Respect others privacy. To maintain cleanliness, consume food only in designated area.
    f) Encourage open conversations but avoid potentially offensive or uncomfortable topics.
    g) Foster a positive, supportive atmosphere where everyone feels welcome and valued.
    h) Girls Common Room staff is here for your support and assistance. Follow the instructions of staff and treat them with respect and courtesy.
    i) Sleeping and lying down on carpet is not allowed.
    j) Students are not allowed to operate/ adjust ACs.
    k) Use shoe rack for placement of shoes. Shoes are not allowed on carpet.
    l) Use washroom slippers for the toilet.
    m) For any suggestions/complaints contact/inform GCR committee.
2. Furthermore, you are being observed by a security camera. Violation of the above-mentioned rules will result in fine up to Rs. 1000/-. Repeat offenders may face revocation of Girls Common Room privileges.

STUDENTDISCIPLINE AND CODE OF CONDUCT

CHAPTER - VI

CODE OF CONDUCT



Preamble:- Lahore Garrison University (LGU) is committed to nurturing culturally enlightened, technologically skilled, academically competent, and research-oriented citizens who are prepared to lead, inspire, and serve humanity. The University regards its students as ambassadors of the LGU community, and therefore, expects them to uphold its values and reputation in all aspects of life.

This Code of Conduct establishes the standards of behavior expected of all students to ensure an environment conducive to teaching, learning, research, and personal growth. Adherence to this Code is a fundamental requirement of every student enrolled at LGU.

1. **General Principles**
   a) Students must conduct themselves with integrity, honesty, and responsibility at all times.
   b) Students must demonstrate respect for the rights, dignity, and diversity of all members of the University community.
   c) Students are expected to uphold the traditions, values, and reputation of LGU, both on and off campus.
2. **Academic Integrity**
   a) Students must pursue their studies with honesty and dedication.
   b) Plagiarism, cheating, fabrication of information, or any form of academic dishonesty is strictly prohibited.
   c) Students are expected to complete assignments, projects, and examinations independently unless group work is explicitly authorized.
   d) Misuse of intellectual property or unauthorized use of university resources will be treated as a serious violation.
3. **Respect and Civility**
   a) All students must treat faculty, staff, peers, and visitors with respect and courtesy.
   b) Discrimination, harassment, bullying, or use of abusive language will not be tolerated.
   c) Students must contribute to creating an inclusive, supportive, and safe learning environment.
4. **Classroom Conduct**
   a) Students are expected to be punctual and regular in attending classes.
   b) Disruptive behavior such as unnecessary talking, use of mobile phones, or disturbing the teaching process is prohibited.

c) Students must come prepared for lectures, actively participate in discussions, and adhere to instructions given by faculty.

5. **Dress Code and Personal Presentation**
   a) Students must maintain modest, decent, and professional attire in line with the values of LGU.
   b) Clothing that is offensive, inappropriate, or disruptive to the academic environment is not permitted.
   c) ID cards issued by LGU must be worn visibly at all times within the campus premises.
6. **Use of University Property and Resources**
   a) Students must respect and responsibly use university facilities, equipment, and resources.
   b) Any damage, theft, or misuse of property is a violation of this Code and may result in disciplinary action.
   c) University IT systems, internet, and email facilities must be used ethically and in accordance with LGU policies.
7. **Discipline and Conduct Outside the Classroom**
   a) Students must refrain from activities that may harm the reputation of LGU.
   b) Possession or use of drugs, alcohol, weapons, or any prohibited materials is strictly forbidden on campus.
   c) Any form of violence, misconduct, or participation in unlawful gatherings is subject to disciplinary measures.
8. **Respect for Diversity and Tolerance**
   a) LGU promotes harmony among students of different cultures, backgrounds, and beliefs.
   b) Students must respect the religious, cultural, and personal values of others.
   c) Hate speech, sectarianism, or promoting intolerance in any form is a serious offense.
9. **Student Organizations and Activities**
   a) Students are encouraged to participate in co-curricular and extracurricular activities that align with LGU's mission.
   b) All student societies, clubs, and events must be registered and approved by the Directorate of Student Affairs.
   c) Students must ensure that activities do not conflict with academic commitments or university policies.
10. **Disciplinary Action**
    a) Any violation of this Code will be subject to disciplinary proceedings as per the University's rules and regulations.
    b) Penalties may include warning, suspension, fine, expulsion, or other measures deemed appropriate by the University.

c) Students have the right to appeal against disciplinary decisions through the prescribed procedure.



STUDENT DISCIPLINE AND DISCIPLINARY COMMITTEE

Purpose:- The purpose of student discipline at Lahore Garrison University (LGU) is to maintain order, uphold academic integrity, safeguard the rights of all members of the University community, and ensure that the values of respect, responsibility, and professionalism are reflected in student conduct. The disciplinary process is corrective rather than punitive, aiming to guide students toward responsible citizenship.

1. **Disciplinary Committee Composition:-** The University Disciplinary Committee consists of:

a) **Director Student Affairs** – President of the Committee

b) **Eight (08) Members** representing different academic and administrative departments, nominated by the Vice Chancellor

2. **Functions of the Disciplinary Committee:-** The Disciplinary Committee is empowered to:

a) Receive and review reports of misconduct, indiscipline, or violation of the Student Code of Conduct.

b) Conduct inquiries, summon students/witnesses, and collect relevant evidence.

c) Provide students an opportunity to be heard before any decision is taken.

d) Recommend disciplinary actions proportionate to the nature of the violation.

e) Maintain confidentiality, fairness, and impartiality in all proceedings.

f) Submit recommendations for final approval to the Vice Chancellor (in cases of major penalties).

2. Disciplinary Procedure

a) **Step 1 – Reporting**

i. Any faculty member, staff, or student may report a violation of the Student Code of Conduct.

ii. Complaints must be submitted in writing to the Directorate of Student Affairs.

b) Step 2 – Preliminary Review

i. The Director Student Affairs conducts a preliminary assessment of the complaint.

ii. Minor issues may be resolved through counseling, warning, or mediation.

iii. Serious cases are referred to the Disciplinary Committee.

c) **Step 3 – Notice to Student**

i. The accused student receives a written notice outlining:

- ❖ The nature of the allegation

- ❖ Date, time, and venue of the hearing
- ❖ Right to present their defense, witnesses, or evidence

d) **Step 4 – Hearing**

i. The Committee conducts a formal hearing.

ii. The student is allowed to present their case, call witnesses, or submit supporting documents.

iii. The Committee questions both the complainant and the accused.

e) **Step 5 – Decision**

i. After careful consideration, the Committee records its findings and recommends disciplinary measures.

ii. Minor penalties may be implemented directly by the Committee.

iii. Major penalties (suspension, expulsion) require approval from the Vice Chancellor.

f) Step 6 – Communication of Outcome

i. The decision is communicated in writing to the student through notification from Registrar Office.

ii. A copy of the decision is placed in the student's official record.

g) Step 7 – Appeal

i. A student has the right to appeal against the decision within seven (07) working days of notification.

ii. Appeals are submitted to the Vice Chancellor, whose decision shall be final.



ANTI-DRUG AND TOBACCO POLICY

Lahore Garrison University (LGU) maintains a zero-tolerance policy towards the possession, use, or distribution of drugs, narcotics, and tobacco products within its premises, including classrooms, hostels, cafeterias, and all public areas. The University is committed to providing a healthy, safe, and productive learning environment for all students, faculty, and staff. Any student found involved in the use or promotion of drugs, cigarettes, e-cigarettes, or other tobacco products shall be subject to strict disciplinary action, which may include suspension, expulsion, and reporting to legal authorities where necessary. In addition to disciplinary measures, LGU emphasizes awareness, counseling, and rehabilitation support for students struggling with addiction, ensuring a balance between enforcement and guidance.

To maintain discipline and promote a healthy and safe academic environment, Lahore Garrison University enforces the following fine structure for students found involved in the consumption of drugs and tobacco within campus limits:

1. **Category 1: Tobacco (Cigarettes, Vapes, Gotca, Naswar etc.)**

a) **First Offense**:

Warning and fine of **Rs. 2,000**

Student referred to counseling session.

b) **Second Offense**:

Fine of **Rs. 5,000**

Written apology from the student and intimation to parents.

c) **Third Offense**:

Fine of **Rs. 10,000**

Suspension for one week and disciplinary action under university rules.

2. **Category 2: Drug Consumption (Including but not limited to Marijuana, Ice, Cocaine, Pills, etc.)**

a) **First Offense**:

Immediate suspension and fine of **Rs. 25,000**

Student must appear before the Disciplinary Committee along with parents/guardians.

b) **Second Offense**:

Fine of **Rs. 50,000**

Expulsion from hostel (if applicable), academic probation, and compulsory counseling.

c) **Third Offense**:

Expulsion from the University

FIR may be lodged depending on the severity and nature of the case.

Note:

- Fine will be imposed by the Deputy Registrar (Admin) through Security officers and case will be referred to Directorate of Student Affairs.
- Any illegal substances found will be confiscated and handed over to law enforcement authorities.
- The university has a zero-tolerance policy for drug consumption on campus.
- Students are encouraged to report any such activities anonymously through the Student Affairs Office.



ANTI-RAGGING POLICY

Lahore Garrison University is committed to creating a safe, respectful, and inclusive campus environment. Ragging in any form is strictly prohibited and considered a serious offense. This policy outlines the university's stance against ragging, measures for prevention, and actions to be taken in the event of a violation.

1. **Prohibited Conduct :**
    a) Physical abuse, including but not limited to hitting, slapping, or forcibly restraining.
    b) Verbal or mental abuse, including teasing, mocking, or threats.
    c) Any activity that disrupts a student's academic or social life.
    d) Forcing an individual to perform tasks or participate in activities against their will.
2. **Disciplinary Actions :** Any student or group found guilty of ragging will face disciplinary action, which may include:
    a) Suspension or expulsion from the university.
    b) Withdrawal of scholarships or other academic privileges.
3. **Reporting Mechanism:**
    a) Students can report ragging incidents to the Office of Student Affairs.

Lahore Garrison University is committed to maintaining a zero-tolerance stance on ragging and expects all community members to uphold this policy to create a safe and welcoming campus for all.



DRESS CODE POLICY

Lahore Garrison University (LGU) expects its students to maintain a modest, decent, and professional appearance that reflects the values and discipline of the institution. Students are required to dress in a manner that promotes respect, dignity, and an academic environment conducive to learning. Clothing that is revealing, offensive, or inappropriate for a university setting is strictly prohibited. Students must also carry and display their official LGU identification card at all times while on campus. The University encourages students to present themselves neatly and responsibly, recognizing that their appearance is a reflection of both their personal character and the LGU community.

1. **Dress Apply Male Students:**
    a) Dress / causal Trouser
    b) Jeans (Plain) without any image, graphics and write ups.
    c) Dress/casual shirts (half and full sleeves).
    d) T-shirt without any image, message, graphics and write ups.
    e) Formal/causal shoes or joggers with socks.
    f) Shalwar kameez with coat/waist coat and shoes (all days of the week)
    g) Suit / combination
    h) Coat/pullover/sweeter/jacket in winter.
    i) Chaddar/shawls are not allowed.
2. **Dress Apply Female Students:**
    a) Shalwar kameez (No sleeveless)
    b) Hijab, Abaya, chaddar
    c) Full length Jeans/Trousers wit long /kurta (knee length) (tights are not allowed)
    d) Shoes, sandals and joggers.
    e) Duppatta/scarf compulsory with all dresses.

Note: In case of non-compliance, the following disciplinary action must be taken.

- Written warning on 1st occasion
- Fine of Rs.5000/- on 2nd occasion
- Barring attendance of classes on 3rd occasion



ANTI-HARASSMENT POLICY

The university does not tolerate any form of harassment or victimization and expects all students and the members of the university, its visitors, and contractors to treat each other with respect, courtesy, and consideration. Harassment in any form at LGU is considered an offense and is punishable under LGU Policy and Procedure on Harassment, Pakistan Penal Code, Punjab Protection against Harassment of Women at the Workplace Act 2010, and HEC Sexual Harassment Policy.

The university is committed to fostering an inclusive culture to promote equality and maintain a working, learning, and social environment in which the rights of all the members of the university are respected. The university aims to make clear that harassment is unacceptable and that all members of the university have a role to play in creating an environment free from harassment. The university works to provide a mechanism by which complaints wherever possible be addressed timely.

- ❖ All members of the university are expected to support and comply with this policy and demonstrate active commitment.
- ❖ The Registrar, Director HR, or Director Student Affairs, as applicable, in cooperation and coordination with the university's entity heads, shall be responsible for the dissemination of this policy.

Harassment:- includes discourteous, scary, hostile, teasing, ridiculing, degrading, abuse, embarrassing advancements, comments, remarks, or actions. It may include oral/verbal or physical acts including remarks, activities, or actions that affect an employee. Violations can vary from giving benign comments to viciousness and putting the employee in any kind of danger through improper action. Some acts or behaviors considered as Harassment include:

1. A person subjecting another to harassment by engaging in unwanted and unwarranted conduct that has the purpose or effect of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for another person.
2. The vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, or offensive environment for them.
3. Bullying/Ragging is characterized as offensive, intimidating, or malicious behavior or misuse of power intended to undermine, humiliate, or injure the recipient.
4. The university seeks to protect any member of its community from victimization. The university regards victimization as any process where a person is subject to detrimental treatment because that person made an allegation of harassment, supported another person in bringing forward such an allegation, participated in an investigation of a complaint, or is suspected of having done so.
5. Harassment may involve repeated forms of unwanted and unwarranted behavior, but a one-off accident can also amount to harassment.
6. Being under the influence of alcohol, drugs, or otherwise intoxicated is not an excuse for harassment.
7. Harassment can take a variety of forms including but not limited to:
    a) Through individual behavior, face-to-face, either verbally or physically.
    b) Through other forms of communication, including but not limited to, written communication and communication via any form of electronic media or mobile communication device: such behavior may also amount to a breach of the university's Regulations Relating to the use of Information Technology Facilities.
    c) Directly to the person concerned, or to a third party.

d) A prevailing workplace or study environment that creates a culture that tolerates harassment or bullying, for example, the telling of biphobia or racist jokes.

e) Stalking may also be a form of harassment and may be characterized by any of the following repeated and unwanted behaviors:

   i. Following a person.
   ii. Contacting, or attempting to contact, a person by any means.
   iii. Publishing any statement or other material relating or purporting to relate to a person or purporting to originate from a person.
   iv. Monitoring the use by a person of the Internet, email, or any other form of electronic communication.
   v. Loitering in any place (whether public or private).
   vi. Interfering with any property in the possession of a person.
   vii. Watching or spying on a person including using CCTV or electronic surveillance.

f) Sexual harassment: - includes an unwanted sexual advance, request for sexual favors, any sexually demeaning communication, or any verbal/oral/ physical conduct of a sexual act. It may include but is not limited to:

   i. To ask/force/blackmail male/female students to meet supervisors/authorities out of the LGU premises with the promise of improvement in grades or otherwise.
   ii. Financial and sexual gratification from students by any employee of LGU.
   iii. Intimidation of faculty/staff by students/colleagues to tarnish the reputation (character assassination) of faculty/staff.
   iv. Unwelcoming sexual advances - whether they involve physical advancement or not.
   v. Asking male/female students to visit the personal offices of their supervisors/authorities in charge after office hours to discuss their grades and assignments.
   vi. Sexual epithets, jokes, written or oral references to sexual conduct, or gossip regarding one's sex life.
   vii. Comments on an individual's body, about an individual's sexual activity, derogatory remarks on someone’s body, disability, other deficiencies, or prowess; displaying sexually suggestive objects, pictures, or cartoons.

viii. Unwelcoming staring, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments.

ix. Inquiries into one's sexual experiences.

x. Discussion of one's sexual activities (even if males are discussing this, it is done deliberately in front of female students or colleagues).

xi. Using abusive language.

xii. Acts of sexual connotation relating to the same as a common usage in conversation.

xiii. The male head of the department deliberately touched or hit the body of a female employee with an object.

xiv. Male faculty refers to female bodies and reproductive cycles to embarrass female students during class lectures.

xv. Scrutinizing at female/male bodies.

xvi. Needy female students are given financial support by faculty members in exchange for sexual favors.

xvii. Employees tell vulgar jokes with sexual remarks during classes or office hours.

xviii. Supervisors/teachers spend long hours locked away in the office with a young female colleague or student.

xix. Character assassination of female/male faculty to gain political, academic, or financial gains.

xx. Female/male employees initiate intimacy for the benefit of grades, employment, or finances.

xxi. Using vulgar language to address females/males (student, faculty, and other employees).

xxii. To touch one's intimate parts in the presence of females without any reason.

xxiii. Threatening female/male students/faculty/staff by using forged fake documents and pictures to blackmail them into compliance.

xxiv. Anonymous letters/pamphlets/e-mails leading to defamation of character assassination of employees/teachers/students.

Reporting & Procedure of Resolution

1. LGU guarantees that all complaints that are reported will be taken seriously, will be investigated expeditiously, and that all parties will be treated with respect.

2. LGU encourages reporting of all incidents of harassment, regardless of who the alleged offender may be.
3. LGU ensures the confidentiality of the incident and victim by maintaining secrecy of the record before and after the inquiry.
4. LGU ensures the protection of the victim from the alleged harasser for retaliation or undue pressure from the management during the inquiry and after the decision is made.
5. Students who either believe that they have become the victim of harassment or witnessed harassment should immediately discuss it with their HoD, Dean, or Director Student Affairs as applicable.

Informal Resolution Procedure

1. Informal resolution works to bring parties together the parties to discuss and resolve complaints.
2. An employee or student who believes that he/she has been harassed may choose to discuss the matter with the one who is engaged in the behavior keeping one senior LGU official of confidence to act as a liaison for an informal discussion to resolve the matter.

Formal Resolution Procedures

1. An employee or student who believes that the informal resolution procedure is not to be pursued or thinks it to be unsuccessful, the formal resolution procedure should be undertaken.
2. An employee who believes himself/herself grieved regarding harassment will immediately contact the Registrar, Director HR, or Director Student Affairs, as applicable, for assistance in pursuing the matter.
3. If an employee receives repeated allegations of offenses against the same individual but is aggrieved about making the allegation and is not willing to file a formal written complaint or to appear as a complainant, the employee shall inform the Registrar, Director HR, or Director Student Affairs, as applicable, about the same.
4. LGU Harassment Policy shall be used in cases where a student charges another student or staff with harassment. It will also be applicable where an employee charges another employee with harassment.
5. Retaliation from either party shall be strictly monitored. Any occurrence of retaliation by the accused shall result in suspension from the university.
6. As harassment usually occurs when individuals are alone, it is often difficult to produce evidence. Hence it is reiterated that members of the university community shall report any offensive behavior immediately to someone they trust.

Inquiry Committee

1) **For Students**

President	❖ Director Academics
Members	❖ Dir SA&C ❖ Deputy Registrar (Admin) ❖ Concerned Head ❖ 1 x Senior most female staff member (concerned dept)



UNFAIR MEANS DURING EXAMINATION

Examinations System and its authenticity is one of the major indicators which make the University and its degree credible. LGU is making all efforts to ensure the credibility of its Examinations System. LGU takes very serious note of unethical activities including use of unfair means during the Examinations. To caution students to commit Academic Offence carelessly or otherwise, extensive preventive measures are taken to restrain students from use of Unfair Means which include detailed instructions for students to be observed in the Examination Room / Hall and a Warning Pamphlet to caution them not to carry any unauthorized material with them. In addition, an efficient system is in place to handle the cases of those involved in use of Unfair Means during the Examinations. A four-member Committee is constituted by the VC to handle these cases (if any). All such cases are reported to the Committee by the invigilator / superintendent on a prescribed proforma and recommendations of the Committee are implemented forthwith after approval of the Competent Authority. Possible Academic Offences along with the penalty to be levied for each (duly approved by the Competent Authority) has been listed for the guidance of the Committee for even handling of the cases and also for information of the students. Penalties may range from award of „F" grade to Expulsion from the University, depending upon the seriousness of the offence.

1. **Unfair means:-** Use of unfair means generally covers following:
   - ❖ An attempt to have access to the question paper before the test/examination.
   - ❖ Use/possession of unauthorized reference material during test/examination. It does not matter whether the material in possession is related or not, in any way, to any question asked in the test/examination.
   - ❖ Any form of communication by the examinees with any one in or outside the test/examination room while the test/examination is in progress.
   - ❖ Unauthorized entry into faculty's office or that of his/her staff with the intention of having an access to or tampering with the official record/exam paper etc.

SR	ACTS OF USING UNFAIR MEANS	PENALTY
1	Possessing written material, writing on palm, arm, or anywhere on the student's body or clothes, irrelevant to the paper concerned	1. Minimum fine Rs. 3,000/- 2. Warning Letter, copy to Parents
2	Possessing Mobile Phone (Switch off), and smart electronics devices (except scientific calculators where allowed)	1. Minimum fine Rs. 3,000/- 2. Warning Letter, copy to Parents
3	Possessing written material, writing on palm, arm, or anywhere on the student's body or clothes, relevant to the paper concerned	1. Cancellation of Paper 2. Minimum fine Rs. 5,000/- 3. Warning Letter, copy to Parents
4	Possessing Mobile Phone (switch on)	1. Cancellation of Paper 2. Minimum fine Rs. 5,000/- 3. Warning Letter, copy to Parents
5	Giving / receiving assistance or allowing any other student to copy from his/her Answer Sheet	1. Cancellation of Paper 2. Minimum fine Rs. 3,000/- 3. Warning Letter, copy to Parents
6	Removing a leaf from Answer Sheet	1. Cancellation of Paper 2. Minimum fine Rs. 3,000/- 3. Warning Letter, copy to Parents
7	Taking the whole or a part of an answer sheet into or out of Examination Hall /Room	1. Grade "F" in the relevant course/ cancellation of Paper 2. Minimum fine Rs. 5,000/- 3. Case may be forwarded to discipline committee 4. Warning Letter, copy to Parents **Note:** Answer sheet should be recovered.
8	Substituting the whole or a part of an Answer Copy or a continuation sheet not duly issued to him/her for the Examination	1. Grade "F" in the relevant course/ cancellation of Paper 2. Minimum fine Rs. 5,000/- 3. Case may be forwarded to discipline committee 4. Warning Letter, copy to Parents **Note:** Answer sheet should be recovered.
9	Student with short attendance on roll number slip and intends to appear in examination without the permission of competent authority	1. Cancellation of Paper 2. Minimum fine Rs. 3,000/-
10	Forging, mutilating (damaging), altering, erasing or otherwise tampering with roll number slip or with marked answer sheet to dodge the examination system	1. Cancellation of Paper 2. Minimum fine Rs. 3,000/- 3. Warning Letter, copy to Parents

11	Impersonation or misconduct of a serious nature during the exam	1. Grade "F" in all subjects 2. Warning Letter, copy to parents 3. Expulsion from University 4. Minimum fine Rs. 10,000/- 5. Case may be forwarded to discipline committee
12	Using abusive or obscene language in his/her answer copy	1. Grade "F" in the relevant Course / cancellation of Paper 2. Minimum fine Rs. 3,000/- 3. Warning Letter, copy to Parents
13	Repeatedly indulging in cross talk with another student or disturbing the class in any other way. Changed his / her seat / Exam Room in an unauthorized way.	1. Cancellation of Paper 2. Minimum fine Rs. 3,000/- 3. Warning Letter, copy to Parents **Note:** Invigilator statement regarding this issue will be considered liable and authentic.
14	Disobeying the exam authorities/ noncompliance with exam rules and regulations	1. Cancellation of Paper 2. Minimum fine Rs. 3,000/- 3. Warning Letter, copy to Parents **Note:** Invigilator statement regarding this issue will be considered liable and authentic.
15	Student who has incurred penalties in one or more instances during their current or previous examinations	1. Grade "F" in the course concerned/ Cancellation of Paper 2. Double the fine as per previous penalty 3. Grade "F" in all courses of current semester. 4. Warning Letter, copy to parents
16	Possession of firearms, knives, etc. inside and in the vicinity of Examination Room/Hall	1. Grade "F" in all the subjects 2. Minimum fine Rs. 10,000/- 3. Expulsion from the University 4. Case may be forwarded to discipline committee

For the information:

- One or more than one penalty can be imposed in each Sr No by UMC committee.
- Recommendations of UMC committee will be approved by the Vice Chancellor through Registrar office.
- UMC Committee will issue Warning Letter to student and copy forwarded to parents, concerned HoD, concerned Dean, Controller of Examination and VC office through registrar branch.

DISABILITY SUPPORT FOR STUDENTS

CHAPTER - VII



DISABILITY SUPPORT FOR STUDENTS

Purpose

Lahore Garrison University (LGU) is committed to fostering an inclusive and equitable learning environment. This policy ensures that students with disabilities are provided equal opportunities to access, participate in, and succeed in all academic, administrative, and co-curricular activities, in line with The Higher Education Commission (HEC) Policy for Students with Disabilities (2021).

1. **Scope:-** This policy applies to:
   - ❖ All enrolled students of LGU with documented disabilities.
   - ❖ All physical and digital facilities, services, and activities under the University.
2. **Definition of Disability**

   A disability is any physical, sensory, psychological, learning, or chronic condition that substantially limits one or more major life activities. Examples include (but are not limited to):
   - ❖ Visual impairments
   - ❖ Hearing impairments
   - ❖ Mobility impairments
   - ❖ Learning disabilities (e.g., dyslexia, ADHD)
   - ❖ Psychological conditions (e.g., depression, anxiety disorders)
   - ❖ Chronic illnesses

   Students must provide recognized documentation such as:
   - ❖ A Disability Certificate issued by the relevant provincial/national council, or
   - ❖ A CNIC/B-Form with the disability logo issued by NADRA.
3. **Policy Statement**
   - ❖ No student shall face discrimination or denial of admission, academic progression, or participation due to disability.
   - ❖ LGU will provide reasonable accommodations to ensure equal academic and social opportunities.
   - ❖ Disability-related information will be kept confidential.
4. **Governance Structure**

   a) **Accessibility Committee:-** LGU shall establish an Accessibility Committee comprising at least five members:

      i. Director Student Affairs (Chair)

ii. One faculty representative
iii. One administrative representative
iv. A representative from the Medical/Health Services Department
v. One student representative

Responsibilities:

i. Approve and oversee implementation of accommodations.
ii. Monitor accessibility measures across campus.
iii. Review grievances and report annually to the Vice Chancellor and HEC.

Disability Coordinators

- At least two Disability Coordinators (one male, one female) will be appointed under the Directorate of Student Affairs.
- They will serve as the first point of contact for students with disabilities, facilitating assessments, accommodations, and referrals.

5. Admissions

- Students with disabilities will be granted up to 10 years of age relaxation for admissions as per HEC guidelines.
- A minimum quota (1%) shall be reserved for students with disabilities in all admissions.
- During orientation, students will be informed of available accommodations and how to access them.

6. **Academic Accommodations:-** Based on individual assessment, students may receive:

- Extended time for assignments and examinations.
- Scribes, note-takers, or sign language interpreters.
- Use of assistive technology (e.g., screen readers, magnifiers).
- Alternative formats for course material (large print, digital, Braille).
- Seating preferences and accessible classrooms.
- Flexible attendance policies in cases of medical necessity.
- Alternative assessment methods where feasible.

7. Non-Academic Support

- Accessible infrastructure (ramps, elevators, signage, washrooms).
- Priority hostel accommodation where required.
- Counseling and psychological support services.
- Career counseling and placement support tailored to students with disabilities.

8. Grievance Redressal

- Students may submit complaints regarding discrimination, denial of accommodations, or accessibility barriers to the Accessibility Committee through the Disability Coordinator.
- The Committee must investigate and respond within 15 working days.
- Appeals may be made to the Vice Chancellor if a student is unsatisfied with the resolution.

9. Funding & Resources

- LGU shall allocate a dedicated budget for disability support services, including assistive devices, infrastructure adjustments, and training.
- Annual reports on resource utilization and student support will be submitted to HEC.

10. Training & Awareness

- Regular training sessions will be conducted for faculty, staff, and administrative personnel to enhance awareness and sensitivity.
- Student-led awareness campaigns and feedback sessions will be encouraged to promote inclusivity.

11. Monitoring & Review

- The Accessibility Committee will monitor the implementation of this policy.
- An annual review report will be submitted to University management and HEC.
- The policy will be updated every three years or earlier, if required.



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