

REGULATIONS OF UNIVERSITY



LAHORE GARRISON UNIVERSITY

LAHORE GARRISON UNIVERSITY | Phase VI, Lahore, Pakistan

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LAHORE GARRIOSN UNIVERSITY

Despite being a relatively new University, LGU has made remarkable impact on the canvas of higher education in Lahore metropolitan. Since its inception, LGU has immensely progressed within a short duration of 4 years which is persistently ongoing as can be witnessed in the ever increasing intake of students. This, besides being a tribute to its pioneers, been made possible due to the hard work of highly qualified and committed faculty and staff members.

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PART – I

SERVICE MATTERS

CHAPTER I

SERVICE REGULATIONS – DEFINITIONS

1. **Short Title, Commencement and Application.** These regulations may be called the Lahore Garrison University Service Regulations, 2016 and shall come into force at once after the approval of BOG.

2. Definitions. In these regulations unless there is anything repugnant in the subject or context:-

- a. **“Act”** means the Lahore Garrison University ACT 2014(ACT VI OF 2014)
- b. **“Appointment on contract”** means appointment made on contract basis on mutually agreed terms and conditions for 1 year.
- c. **“Treasurer”** means Treasurer of the University
- d. **“Audit Officer”** means Internal audit officer of the University
- e. **“Pay Scale”** means scales of pay decided by the University including increments
- f. **“Competent authority in relation to exercise of any powers”** means:
 - (1) the Board or any officer to whom such powers have been delegated by the Board; or
 - (2) the Vice Chancellor or any Officer to whom such powers have been delegated by the Vice Chancellor;
- g. **“Family”** means wife/husband and children of the employees.
- h. **“Honorarium”** means a recurring or non-recurring payment granted to an employee from the Lahore Garrison University fund in recognition of voluntary good service or special work of an occasional character with the sanction of the competent authority;
- i. **“Month”** means calendar month according to Georgian Calendar;
- j. **“University Employee”** means a person duly appointed by the competent authority of the University against any of the post in Lahore Garrison University including faculty, administrative and technical staff. All employees are on contract for the first year and become permanent employees from the start of second year.
- k. **“Pay”** means an amount drawn monthly (Gross) by an employee as pay which has been sanctioned for a post
- l. **“Prescribed”** means prescribed by the rules, statues and regulations;
- m. **“PSO”** means Principal Staff Officer that includes Registrar, Controller of Examination and Director at the University Secretariat.
- n. **“Selection Committee”** means a committee constituted by the University to select all the staff, other than faculty, and recommended their names for approval to the Vice Chancellor;

- o. **“Teacher”** includes Professors, Associate Professors, Assistant Professors and Senior Lecturers, Lecturers and Junior (Associate) Lecturers permanently engaged whole time by the University and such other persons as may be prescribed;

CHAPTER II

TYPES & CLASSIFICATION OF SERVICES

The employees of the University are classified in six main groups:

1. Management

- i. Vice Chancellor
- ii. Registrar
- iii. Controller of Examination
- iv. Treasurer
- v. Director Academics
- vi. Director of Financial & Planning
- vii. Director of Research & Development
- viii. Director of IT and Enterprise Resource Planning
- ix. Director of Planning and Development
- x. Director of Human Resources
- xi. Director Quality Enhancement Cell
- xii. Director of Student Affairs
- xiii. Director ORIC
- xiv. Internal Auditor

2. Academic Staff

- i. Dean
- ii. Chairperson/Chairman of the Departments
- iii. Faculty Members
- iv. Teacher Assistant
- v. Lab Engineers

3. Executives

- i. Deputy Registrar
- ii. Deputy Controller of Examinations
- iii. Deputy Director Student Affair
- iv. Deputy Director Human Resources
- v. Deputy Treasurer
- vi. Deputy Director Quality Enhancement Cell
- vii. Deputy Director Planning & Development
- viii. Deputy Director of IT and Enterprise Resource Planning
- ix. Deputy Director Research & Development
- x. Deputy Director ORIC

4. Officers

- i. Assistant Registrar
- ii. Assistant Directors
- iii. Assistant Controller of Examinations
- iv. Assistant Treasurer/ Finance Officer
- v. Assistant Manager
- vi. Software/Hardware/Network Engineer
- vii. Internal Audit Officer
- viii. Finance Officer

5. Secretarial and Other Staff

- i. Superintendents
- ii. Coordinators
- iii. Lab Supervisors
- iv. Senior Data Entry Operators
- v. Senior Lab Assistants
- vi. Senior Library Assistants
- vii. Network Technicians
- viii. Data Entry Operator
- ix. Lab/Lib Assistants
- x. Office Assistants
- xi. Receptionist

6. Skilled

- i. Horticultural Superintendent
- ii. Technical Staff
- iii. Telephone operator
- iv. Electricians, Generator operator.
- v. Carpenters
- vi. Drivers & Tradesmen

7. Unskilled

- i. Head Mali
- ii. Mali / Helper
- iii. Waiters
- iv. Naib Qasid
- v. Guards
- vi. House Keeper

The designation assigned from time to time is intended to describe the nature of responsibility attached to the job in a general manner. The University, however, may assign a designation

not stated in group of the employee's scale if such designation is considered more appropriate. However, the salary of an employee is dependent only upon the group and scale and necessarily on the designation assigned to him.

CHAPTER III

Eligibility for Appointments

- a. **Nationality.** No person shall be eligible for appointment in the University unless he/she is a Pakistani National. When a suitable Pakistani National is not available, a non-Pakistani national may be appointed on such terms and conditions and for such duration as the Competent Authority may decide. However, a foreign national may be appointed in Academic Staff category in a Talent Exchange Program according to the rules of Government of Pakistan.
- b. **Qualifications.** No person shall be appointed to any post in the University for which technical and/or professional qualifications are an approved pre-requisite unless he possesses the minimum qualifications.
- c. **Verification of Documents.** Appointment in the University shall be conditional until verification of personal data, certificates of service or qualifications, references and any other information or particulars which the University may require from the concerned office and departments. If information found incorrect at any subsequent stage, the services are liable to be terminated.
- d. **Medical Fitness.** No person shall be eligible for appointment in the University unless declared medically fit by the Medical Officer.
- e. **Age.** If secondary school certificate is not available as a proof of age, the age assessed through the CNIC shall be placed on record and shall be final for all purpose.

Disqualifications

No person shall be appointed or confirmed who has been dismissed from the services of Lahore Garrison University or by any government department whether central or provincial, or by any semi-government autonomous body or from any previous employment for the reason of misconduct etc. or conviction for a criminal offence involving moral turpitude. It is revealed, after such appointment has made or is being made, that information of such previous dismissal has been kept hidden, the University shall have the right to remove/terminate unconditionally and without any liability such person without notice.

Creation and Abolition of Posts

The Board may, at any time, in the best interest of the University create or abolish any post or posts in any class or classes, whether permanent or temporary. The board may delegate to any person(s) or a committee to perform this duty / function.

Appointment Process

1. The Chairpersons of the Departments/Director of a branch will raise the requisition along with the job description/resume for the requirement of the slot on the specified proforma to the Registrar Office.
2. Upon receipt of requisition, Registrar Office will raise a minute sheet for the approval of Vice Chancellor.
3. After the approval, Deputy Registrar (HR) will advertise the post and arrange resumes of the suitable/short listed candidates for the desired post from the applications and resumes received in response to advertisement, online applications and application received through networking. University criteria for appointment of officers and faculty, based on the guidelines of HEC, are attached with these regulations.
4. Registrar will arrange the meeting of Selection Board members in view and will communicate the same date to the candidates. In case of selection of non-officers cadre Registrar will arrange the meeting of Selection Committee as per availability of the committee members and will communicate the same date to the candidates.
5. After selection of the suitable candidate(s), the proceedings will be signed by the respective Selection Board/Committee which will recommend the salary for the selected candidates.
6. All appointments of officers' cadre/faculty will be on contract subject to the approval of the Board.
7. All appointments are on contract for the first year but will be permanent after the start of second year.

Salary and Commencement of Service

1. The starting salary of the faculty or non-faculty employee will be recommended by Selection Board. In all cases, Vice Chancellor will be final authority to decide the final salary of the employee.
2. Pay and allowances shall accrue from the date on which an employee report for duty in writing at the place and time intimated to him, provided that he reports within the first half of the official working hours, otherwise salary will accrue from the next following day.
3. The newly appointed employee will submit the verified (by HEC) educational and experience documents to Registrar Office within 15 days.
4. The newly appointed employee will be issued an Employee Card bearing employee name and designation, which should be displayed visibly during his/her presence in the University.
5. The newly appointed employee will be provided a hand book or CD containing the following useful material required to perform his job.

- Copy of appointment letter
- University Rules and Regulation
- Job Description

Probation & Confirmation

1. All initial appointments shall be placed on probation for a minimum period of one year.
2. After the expiry of probation period the respective Dean / Principal Staff Officer/ Chairperson will initiate a written performance report of the employee and recommend it to the Vice Chancellor:
 - a. In case of satisfactory performance, confirmation of service of the employee; and
 - b. In case of unsatisfactory performance, confirmation of service or extension in the probation period for another six months.
3. The extension in probation period will be notified by an order in writing and copy will be provided to the employee and respective reporting officer. After the completion of 2nd probation , the services of the employee will be either confirmed if his / her performance is satisfactory or terminated in case of unsatisfactory performance on the recommendation of reporting officer.
4. Upon such confirmation, the employee shall be deemed to be in the contractual services of the University and shall be entitled to all the privileges and rights accruing to him from the date of his joining the services, except as may be specially provided in any relevant rules of the University.
5. **Visiting Faculty.** Visiting Faculty shall be treated as contractual employee. Visiting faculty shall be appointed on the recommendations of the Chairperson and Dean concerned for a specific duration approved by the Vice Chancellor.

Increments and Promotions

1. The performance of every employee shall be assessed at least once a year, in the month of December. The annual assessment shall be made in the first instance on the Performance Evaluation Forms by his Reporting Officer and reviewed by the higher authority nominated for this purpose for each group.
2. The performance evaluation shall be communicated to the employee at all levels and his signatures shall be obtained.
3. Every employee shall be entitled to the increment(s) in his pay in accordance with annual increment(s) stated by annual budget announcement by Federal Government. Final decision regarding the increase will be by VC.
4. The University through a properly constituted Selection Board may in deserving cases, where recommended by any Chairperson of the department in writing, grant an employee one or more special increment(s).

5. Any employee reaching the ceiling within the salary group shall not be entitled to promotion in the next higher group automatically. His performance shall be reviewed by the Competent Authority who may at his discretion grant an increase not exceeding the maximum increment of the scale.
6. Selection is the function of the Selection Board / Committee and cannot be claimed as of right.
7. For fixation of salary on promotion / upgrading, if benefit is less than half the rate of increment in the new grade, one advance increment shall be added.
8. All Faculty are entitled to one increment each for a Gold Medal at undergraduate, graduate and postgraduate level.

Transfers

1. Employees of the University can be transferred from one department/campus to another generally in their normal line of duty in the services of the University. Transfer of employees shall, to the extent possible be in consultation with the Chairpersons of the department/Director concerned and the Competent Authority depending upon the availability of vacancy in the department / section in which transfer is being made.
2. Employee shall be transferred based on the following:
 - i. Need of the University
 - ii. Availability of vacancy
 - iii. Career growth of the individual
 - iv. Optimal utilization of skills and knowledge
 - v. Need for experience
 - vi. Administrative reasons

Resignations and Terminations

1. An employee may resign from the services of the University, at any time, by giving three months notice in writing or make payment of a sum equivalent to gross pay in lieu of the notice period as per provision of his/her contract. For faculty members, no notice will be accepted during semester. However, it will be accepted before and at the end of semester. On immediate leaving of LGU by the employee, three months' salary will have to be deposited. Notice will be served on either side. However, he will be required to complete all his responsibilities and duties, before his/her relieving. This includes, finishing any course being taught during the semester. For administrative staff one month notice is required to resign the services by either side. Termination due to gross misconduct as determined by the LGU would at any time be immediate without notice period.
2. The Competent Authority may, however, waive such notice period completely or partly in exceptional cases on the basis of outstanding performance and contribution of the employee

and recommendations by respective Deans / PSO / Chairpersons / Directors. The reasons are to be recorded for such a decision.

3. In case the services of an employee are being terminated by the University on account of unsatisfactory performance and ill-discipline, the record of counseling / warnings / evaluations etc. shall be provided fair opportunity to explain his / her position in front of a committee constituted for the purpose.
4. The competent authority of the University may at its sole discretion, waive or reduce the amount due by an employee in lieu of notice period in extreme exceptional circumstances subject to employees outstanding performance and contribution.
5. All benefits with regards to permissible leaves and retirement benefits etc. of an employee shall ceased as soon as the resignation is tendered and accepted, regardless of the notice period being served.
6. In either of the aforementioned cases, any employee who leaves with or without notice, or whose services are terminated by the University with or without notice (as the case may be) shall not be absolved of the obligations to obtain proper clearance from the University in writing.
7. In all cases of resignation, Registrar Office will conduct a formal exit interview with the departing staff. The objective is to get a candid assessment of how the University is perceived and what can be done for improvement. The exit interview notes will be filed with HR for further action, if needed.

Resignation Process

1. Employee submits the resignation to his her respective Dean / PSO / Chairperson / Manager.
2. Dean / PSO / Chairperson/ Manager Will forward the resignation to the VC through the channel of reporting with his/her recommendations on the basis of evaluation.
3. After formal approval by the Vice Chancellor, Registrar Office will issue the notification as regards the relinquishment or charge to relevant offices including the outgoing employee, concerned Dean / PSO / Chairperson, Treasurer, with a copy to the Vice Chancellor.
4. Outgoing employee will seek the clearance from all departments on clearance certificate and submit to the Registrar Office.
5. Completion of handing / taking over formalities by Chairpersons.
6. Conduct of exit interview by Registrar Office.

CHAPTER IV

PERKS AND PRIVILEGES

1. *Education Subsidy and other Incentives*

- a. **Subsidy in Own Tuition Fee.** Faculty member can avail 75% fee concession in MS/Mphil and Phd programs; if enrolled in LGU with the condition of three year bond for MS program and 5 Years bond for Phd program to serve in LGU.
- b. **Fee concession to wards of Employees.** Wards of the employees of the University will be given 50% concession in the tuition fee of the University. (Not be combined with any other scholarship or concession to wards of any employee)

2. *Financial Perks*

- a. **Personal Interest Free Loan.** All employees are entitled to loan equal to three months' salary without interest once in three years to meet their personal needs which shall be returned in 12 monthly installments. The employee will be required to provide the Treasurer Office 12 postdated cheques against the sanctioned loan. Extending this facility is not matter of right and will be extended subject to availability of funds.
- b. **Loan for Purchase of Laptop.** All employees are entitled to interest free loan for the purchase of laptops which shall be returned in 12 monthly installments.

3. *Research Paper Publications & Awards*

a. **Research Paper Publications**

- i. Any faculty/admin member, who is the principal author and bore expenses for paper publication in an academic journal can get the reimbursement of the amount, which is lower of *actual amount or Rs. 10,000/-* (Inclusive of payment processing charges). Further requirements regarding the conditions can be found in the appendix.
- ii. The paper must be published in HEC approved local and international Journals.
- iii. A committee; containing DBS members; Dean, HOD and senior faculty, nominated by the Dean of respective department shall review the cases of reimbursement of paper publication.
- iv. The recommendations shall be submitted on prescribed form.
- v. The employees (faculty and staff) can claim maximum three publications in a year.
- vi. The employee must have minimum qualification of MA, MSc or Higher qualification.
- vii. The employee must have 06 months experience either on contractual or on permanent capacity in LGU.
- viii. The name of the University (LGU) must be mentioned on the face/ title of the paper.
- ix. The employee must submit following documents for reimbursement
 - DBS Report
 - Letter of paper acceptance
 - Payment slip

- Payment proof/document
 - Copy of paper
 - Any other documents required by Accounts Dept.
- x. The payment shall be made in the name of the principal author within seven days after the submission of complete case.

b. Annual Research Awards

Any faculty or admin member will be awarded monetary and non-monetary benefits on paper publications as stated below;

Sr. No.	Nature	Non- Monetary Benefit	Monetary Benefit
1	Five or more publications in a year as Principal Author (If more than one authors the committee shall analyze quality/impact factor of the Journal)	Souvenir & Certificate	Rs. 25,000
2	Best paper of the session (Local Conference); only if principal author	Certificate	Rs. 5,000
3	Best paper of the conference (Local Conference) ; only if principal author	Souvenir & Certificate	Rs. 10,000
4	Best paper of the session (International Conference) ; only if principal author	Souvenir & Certificate	Rs. 25,000
5	Best paper of the conference (International Conference) ; only if principal author	Souvenir & Certificate	Rs. 50,000

- The benefit of above policy can be availed by the both faculty and Admin staff (if meeting all above eligibility Criteria).
- A notification of DARC committees of each department for analyzing travel grants and research paper publication cases.
- For research award a Campus Research Committee (CRC) will consider the case.

c. Incentive for presentation of Papers in conferences / Seminars.

- i. University will provide advance payment for the travelling, residency and seminar/conference registration fee to the faculty for presenting papers in any National and International conference/seminar.
- ii. In case of just attending the conference/seminar, individual shall take the approval for the expenditure from the DBS. After approval of the necessary amount, it shall be released to the individual.

4. Medical Insurance (Optional)

The Medical Insurance (indoor) will be provided to the employees. Additionally, maximum four family members (Spouse, Children, Father and Mother) will be insured as the part of the University. No encashment facility will be available to the employees.

5. Gratuity/Benevolent Fund

Any faculty or non-faculty member from the point of becoming permanent/Contractual cum Regular employee of the university will become eligible to receive gratuity at the retirement/ termination/ resignation of his/her service after 2 years. The gratuity amount will be the most recent gross pay of the respective employee and the total amount can be calculated using the formula below;

$$\text{Gratuity Amount} = \text{Most recent gross pay per month} \times \text{Total No. of Years of service}$$

6. Scholarship for Higher Studies (Faculty Development)

Any faculty can avail the scholarship for the higher studies i.e. M.Phil., PhD or Post Doctorate after securing admission in a local or foreign University.

- Any faculty member securing admission in local university can avail maximum tuition fee scholarship.
- Any faculty member that has secured admission in foreign university can avail a monthly stipend of US \$ 1500 per month for M.Phil. and US \$ 1800 per month for PhD studies.
- Faculties securing foreign university admission, will also be considered for leave of the whole period till he/she complete the degree. [Review Part III, Ch-5, Point 2 h]
- Any faculty member applying for the above stated scholarship will also have to sign a legal binding with the university. The terms of the legal binding will be considered by the competent authority.

7. Welfare Fund

A welfare fund shall be generated to support the low paid employees (scale 4 to 14) and meet their needs in case of financial hardship. This fund will be used to meet the expenses incurred on the personal marriage / Marriage of wards of low paid employees, funeral expenses of deceased serving employee and to support the deceased family

Beneficiaries

Following employees of the University with minimum of six months service are eligible to get assistance from this fund:

- i. Employees from grade LGPS-4 to LGPS-16
- ii. Under exceptional circumstances, case of any employee may be considered.
- iii. Employees Annual Dinner

Occasions

Financial assistance may be provided on the following occasions:-

- i. Death of Employee
- ii. Death of spouse / parents / children
- iii. Health issue e.g for investigation / treatment.
- iv. Marriage of children.
- v. Other occasion of distress.
- vi. Welfare of employees (once only)

Award Committee

- i. President: Registrar
- ii. Members:
 - a. Concerned Director of Campus or HOD
 - b. Senior Most Dean
 - c. Treasurer
- iii. Secretary: Deputy Registrar (HR)

Procedure

- i. On eve of an obituary, concerned branch / campus to initiate claim on behalf of the affected employee.
- ii. Desirous individual may apply to the Vice Chancellor through proper channel.
- iii. Desirous after verification of facts to forward the case with recommendations to the committee through Registrar branch.
- iv. Case will be processed by Registrar Branch for approval of the Vice Chancellor.
- v. Accts Branch to maintain all record of income / exp.

Amount

Financial assistance may be given as one time measure. The amount may vary according to circumstances. Under mentioned amount is the max limit, to be reviewed every 3 years.

a. Death of Employee	
i. On Duty Death	
1. LGPS-4 to 10	8 Gross Salaries
2. LGPS-12 to 16	6 Gross Salaries
3. LGPS-17 to 20	4 Gross Salaries
ii. Off Duty Death	
1. LGPS-4 to 10	6 Gross Salaries
2. LGPS-12 to 16	4 Gross Salaries
3. LGPS-17 to 20	2 Gross Salaries
b. Death of spouse	Rs. 15,000/-
c. Death of Mother, Father or Child	Rs. 10,000/-
d. Marriage of Son	Rs. 10,000/-
e. Marriage of daughter	Rs. 15,000/-

- | | |
|--|---------------------------------------|
| f. Serious injury / illness
(Whichever is less) | Rs. 20,000/- or 50% of hospital bills |
| g. Other occasions | as per dictates of circumstances |

8. Transport Facility

50% subsidy will be offered in transport charges.

Scale Increment & Adhoc Allowance

Each employee will be eligible for annual scale increment after the completion of 1 year service. Adhoc allowance is as per internal procedure.

CHAPTER V

LEAVE

General Provisions

- a. All types of leave should be applied on prescribed form as per Annex-A by the applicant to the Chairman / Chairperson of department in writing and sanctioned in terms of days by the leave sanctioning authority. The leave account of each individual shall be maintained by the institution (LGU).
- b. It is necessary to specify the reason for which leave is applied for.
- c. All leave entitlements shall be on calendar day basis. Employee claiming any kind of leave or holiday falling in between non-working days shall be counted as part of leave being availed.
- d. Any employee on leave shall not take up any service or accept any appointment during the period of his / her leave.
- e. The teaching staff shall be entitled to avail vacations. However, the Vice Chancellor, Registrar, Deans, Directors, Chairman / Chairpersons and other administrative staff will remain present during the vacations and be entitled to avail earned leave (EAR) in lieu thereof under the rules.
- f. If earned leave granted during the last month of the year overflows into the next year it would be treated as leave for the year during which it had started.
- g. Vice Chancellor, Registrar, members of the administrative staff/class-IV staff & all academic faculty and non-faculty employees will be allowed to accumulate earned leave up to a maximum of three months. The accumulated earned leave may be encashed after retirement or resignation.

Types of Leaves

LGU employees will be entitled to following types of leave

Casual Leave

1. Casual leave up to 10 days in calendar year may be allowed to the faculty/non-faculty employees to meet the urgent and pressing needs. Leave not availed shall be encashed at the end of the year with December Pay by approval of VC.
2. Visiting faculty is entitled for 2 days casual leave per semester, only in case where they can fulfill the missed credit hours.

Sick Leave

Sick leave may be availed on production of medical certificate from a Government Hospital, CMH and any registered Private Hospital. Maximum period of sick leave that can be availed is 30 days. All sick leave cases will be forwarded by the respective department's head for approval by competent authority.

Sick Leave on Temporary Disability

Three month sick leave (one and a half month with full pay and the rest with half pay) can be availed by all types of staff with 3 years of service in case of an employee is hospitalized or is temporarily disabled. All leave sanctioning authorities while making a recommendation of leave shall ensure that hospitalization and disability is genuine. Employees with more than 5 years of service shall be entitled to two (02) months sick leave with two month gross pay and one month with half gross pay during the year.

Hajj / Umrah/ Ziarats Leave

All type of staff is entitled to 30 days of Hajj and 15 days of Umrah with pay when travelling by air if he/she has put in 2 years' service.

Maternity Leave

45 days of maternity leave shall be granted to female employees with full pay with more than 1 year in service with LGU. The leave shall not be granted for more than 3 times in entire service. Leave beyond three times may be sanctioned without pay.

Paternity Leave

Similarly, the male admin/non-admin employees can avail 05 days leave shall be granted with full pay with more than 1 year in service with LGU. The leave shall not be granted for more than 3 times in entire service. Leave beyond three times may be sanctioned without pay.

Family Leave

All employees should be entitled to get 10 days leave with pay on death of wife/husband, wife/husband parents, and children. In case of a Muslim female *iddat* leave of 4 months and 10 days with full pay can be availed.

Earned Leave (EAR)

Employees in addition to other types of leave will be entitled to 15 earned leave annually in accordance with the following regulations given in the succeeding sub paragraphs. For each calendar of service earned leave with pay may be granted in full or in parts during the calendar year as under:

1. Vice Chancellor and Registrar for 15 days: During this period the duties will be mutually adjusted between the authorities
2. Academic and Non-Academic Heads& faculty members 15 days during summer Vacation: During the vacations duties would be adjusted mutually.
3. Administrative Staff / Class-IV staff 15 days: The duties shall be adjusted mutually decided by their superiors.
4. Vice Chancellor, Registrar and members of the administrative staff/Class-IV and regular faculty members will be allowed to accumulate earned leave upto a maximum of three months. The accumulated leave may be encashed at the time of retirement/ Resignation on gross pay (on- Grade /Regular Staff).

Study Leave

Study leave for the purpose of enhancing qualifications may be allowed with no pay & with an undertaking to join back LGU on completion of study. However, the period of study leave will only be counted towards promotion / seniority, if the leave is for completing PhD or Post-Doctoral Degree. The higher qualification obtained must be in one of the subjects being taught at LGU. The employee will produce original degree / certificates as soon as he/she obtains the required qualification before joining back LGU.

In order to eligible for study leave, the applicant should follow the following procedure:

- a. Document evidence in form of admission letter/enrollment letter should be provided by the applicant.
- b. Requires approval of Academic Council (as and when constituted). It is the duty of respective Chairman / Chairperson and deans to put it into academic council through Director Academics / Registrar Office.
- c. Director Academics / Registrar Office will process the leave after consulting concerned members of Academic Council.
- d. Study leave shall not be granted to a University employee/faculty member who is due to retire within next 3 years of the date on which he is expected to return to duty after the expiry of leave.
- e. Leave should be sanctioned for total years initially mentioned on the admission letter, and require prior approval by providing evidence of continued education for cases where the time period exceed more than that stated in the admission letter.

EX-Pakistan Leave

When no other leave by rule is admissible, it may be granted up to a maximum period of 3 months (without pay) providing an employee has served LGU for 2 years. It can be availed by all employees/faculty members.

Extra-Ordinary Leave

Academic and non-Academic staff may be granted Extra-Ordinary leave:

1. When no other leave by rule is admissible.
2. When other leave is admissible but the Academic/non-Academic employee applied in writing for the grant of extra-ordinary leave.
3. Extra-ordinary leave shall always be without pay and allowances and it shall not be counted as service for increment of pay.
4. A teacher/employee may be granted Extra Ordinary Leave for a period of one year once in entire service.

Leave Sanctioning Authority

Following should be the leave sanctioning authority of LGU:

a. For Academic Staff:

- | | |
|--------------------------|---|
| (1) Chairman/Chairperson | casual and earned leave up to 3 days |
| (2) Deans | casual and earned leave up to 5 days |
| (3) Vice Chancellor | All other type of leaves/exceeding 5 days |

b. Non-Academic Staff:

- | | |
|---------------------|---|
| (1) Department Head | casual leave up to 3 days |
| (2) Registrar | casual leave up to 5 days |
| (3) Vice Chancellor | All other type of leaves/exceeding 5 days |

Absence without Leave

Employee will be considered to have absented himself/herself if he/she arrives late for duty or during duty time leaves without prior permission of the concerned head of department. An exception however, to this rule will only be considered in the following circumstances:

1. The employee's child husband/wife or any other dependent is admitted in the hospital.
2. The employee has to leave the city due to grave emergency.
3. For any such unforeseen situation the employee will ensure that the competent authority is informed within 24 hours of its occurrences.

CHAPTER VI

CONDUCT AND DISCIPLINE

1. **Conforming to rules and regulations.** Every employee shall conform to and abide by orders / instruction which may be given, from time to time, by any person under whose jurisdiction, superintendence or control he/ she may for the time being be placed.
2. **Working Environment.**
 - a. **No Smoking Policy.** The University is committed to provide a smoke free work environment where every smoker / nonsmoker can work in good health. Accordingly, the employees are not allowed to smoke at the workplace. This policy applies to all premises of Lahore Garrison University during and after official working hours.
 - b. **Dress Code.** The University maintains a professional working environment. All employees should follow the dress code that is appropriate for the office and students interaction as appended below:-
 - (1) **Men:** Formal attire i.e suits or formal trouser/ shirt and tie, polished shoes. On Friday formal neat shalwar kameez / Kurta is allowed with waist coat.
 - (2) **Women:** Culturally appropriate / decent attire e.g shalwar kameez or Kurta suit, shoes (formal flat heels)
3. **Late Sittings.** Academic block / library shall remain open till prescribed timings and the Secretariat offices till 4:00 pm. An employee may be required to sit late beyond office timing. However, in case where an employee sits beyond working hours during work days, he/she will have to obtain approvals from Competent Authority.
4. **Sexual Harassment.** The University exercises zero tolerance with regard to sexual harassment.
5. **Breach of Conduct.** Major breaches of conduct;
 - a. Willful negligence, inefficiency, inattention, or inordinate delay or wasteful working in the performance of duty.
 - b. Impertinence, insubordination, disobedience, disorderly behavior, riotous or any other act subversive to discipline.
 - c. Willful omission or commission against the interests of or resulting in loss to the University.
 - d. Breach and evasion of rules, regulations, orders, instructions issued by the University.
 - e. Irregular, late attendance and habitual absence from duty and absence from duty without authorization for more than 10 days.

- f. Conviction for a criminal offence involving moral turpitude, unauthorized disclosure of any confidential information or handing over confidential documents or copies thereof relating to the affairs of the University.
- g. Acceptance from a subordinate employee of the University or from persons having or likely to have dealings with the University or from such companies or candidates for employment in the University or from such companies or candidates for employment in the University, of any gifts gratifications, loans gratuities, rewards or financial benefits whatsoever, directly or indirectly, on his behalf or on behalf of any other person of his family.
- h. With-holding of any information or work from an officer which he is normally entitled to have in normal performance of his duties or preventing an officer from performing his duties and functions.
- i. Willful tempering with, theft or destructions of any records, documents and any property of the University.
- j. Borrowing money from of in any way placing himself under a pecuniary obligation to any employee of the University or any persons or firm having or to have dealings with the University.
- k. Favoritism and nepotism.
- l. Representation or submission whether personal or official either written or verbal to higher authority except through proper channel. Withholding of representation without due authority.
- m. Making any statement, or addressing letters to the press or delivering a speech or Radio / TV, Face book/Twitter etc. Concerning the affairs of the University unless duly authorized by the competent authority.
- n. Going on strike or inciting others to go on strike.
- o. Approaching foreign mission for any purpose whatsoever without prior approval of the competent Authority.
- p. Compel or attempt to compel the management to accept any demand by using intimidation coercion, pressure, threat confinement to or ouster from a place dispossession, assault physical injury and disconnection of telephone, water or power facilities of such other methods.
- q. Drunkenness during duty hours.
- r. Breach of any bye-law relating to use of official family accommodation framed by the Management from time to time.
- s. Gambling in the premises of the University, or in any subordinate office project or the township.

- t. Any other act of omission or commission which the Board or the Competent Authority may hold to be misconduct.

6. **Inquiry Procedure.** The following procedure shall be observed when an employee is proceeded against under these statues;

- a. In case where an employee is accused of subversion, corruption, or misbehavior, the respective Chairperson / Director shall initiate a disciplinary case to the Registrar office.
- b. Registrar shall issue a show cause notice to the employee to explain his / her position as regards the accusation / act.
- c. After receipt of the reply of the employee, the registrar shall process the case to the Vice Chancellor for taking decision whether the case merits summary disposal or require the inquiry through an inquiry committee.
- d. In case the Vice Chancellor decides to dispose off the case summarily, the registrar shall take action on the decision.
- e. In case the competent authority decides to order an inquiry, the registrar shall constitute an inquiry committee.
- f. The inquiry committee shall:
 - (1) Record all the evidences related to the case.
 - (2) Provide the accused a reasonable opportunity personal hearing to explain his / her before the inquiry committee.
 - (3) Prepare the report including the findings, opinion and recommendations and submit to the registrar for obtaining the final decision by the Vice Chancellor.
- g. The registrar shall notify the final decision to the employee, the Chairperson / Director concerned.
- h. Vice Chancellor shall be the final authority in all such cases.

7. **Penalties.** The following types of minor and major penalties, or any other punishment as the competent authority may decide, depending on the nature of each offence / charge, may be imposed for misconduct / indiscipline

a. Minor Penalties

- (1) Censure
- (2) Withholding promotion or increment for specific period.
- (3) Recovery from pay of the whole or any part or any pecuniary loss caused to Lahore Garrison University by negligence or breach of orders.

b. Major Penalties

- (1) Demotion
- (2) Deductions

8. **Appeals.** An employee shall have the right of appeals of making an application for review to the concerned inquiry committee of any of the penalties imposed upon him / her within 30 days of the date of orders conveying such penalties. The Vice Chancellor shall have final powers to accept or reject an appeal.

PART –II
ACADEMIC REGULATIONS / RULES FOR
STUDENTS

CHAPTER I

ACADEMIC REGULATIONS PRELIMINARY

1. **Short Title and Commencement.** These Regulations may be called the Lahore Garrison University Academic Regulations. They shall come into force at once.

2. **Definitions.** In these regulations, unless there is anything repugnant in the subject or context:-

- a. **“Academic Advisor”** means a member(s) of the academic staff to be appointed by the Chairperson of a Department, College or Institute for guiding and counseling students and for supervising their academic performance till their final graduation from the University.
- b. **“Academic Program”** means a program of studies, which leads to the award of a University degree to the students, after successful completion of all its requirements.
- c. **“Act”** means the LAHORE GARRISON UNIVERSITY Act, 2014
- d. **“Board of Faculty”** means the board of faculty for each faculty of the University
- e. **“Contact Hour”** means one hour including ten minutes break spent on academic and research related activities including instructional work/tutorials, laboratory work (practical), research work, projects, seminars, workshops, internships, etc during the course of studies at the University.
- f. **“Controller of Examinations”** means the Controller of Examinations (COE) of the University.
- g. **“Credit Course”** means a course of study, successful completion of which degree.
- h. **“Credit Hour (Cr Hr)”** means a lecture of one hour during (including ten minutes break) per week per semester for a subject countable towards a student’s Cumulative Grade Point Average. However, in case of seminars tutorials and laboratory work (practical), one credit hour may require two or three contact hours depending upon the nature of the subject.
- i. **“Cumulative Grade Point Average (CGPA)”** means the summation of grade points of all credit courses divided by the total number of credit hours taken by a student, i.e.

$$\text{CGPA} = \frac{\text{Sum of (P} \times \text{N)}}{\text{Sum of N}}$$

Where ‘P’ represents grade point assigned to a letter grade scored by the student in a course and N represents the number of credit hours associated with the course.

- j. **“Departmental Board of Studies (DBS)”** means each department’s board of studies.
- k. **“Grade”** means a letter grade indicating the quality of students’ academic performance.
- l. **“Grade Point”** means number of points representing the letter grade obtained by a student in a course/subject;

- m. **“Grade Points of a Credit course”** is the product or sum points representing the letter grade scored by the student in a course and the number of credit hours assigned to the course.
 - n. **“Non-Credit Course”** means a course of study, successful completion of which shall not be a requirement for the degree.
 - o. **“Semester”** means an academic period, in which one set of courses in any discipline of engineering, religious education, mathematics, management etc. is offered. The duration of a semester shall be a minimum of 18 weeks including 16 weeks of teaching and 2 weeks for examinations. The academic year consists of two regular semesters; fall and spring. There may be a short summer semester of minimum 8 weeks duration. A course offered in summer semester will be taught at twice the pace i.e. for a (3-0) credit hour course, 6-hourly classes/week will be held. However, for calculating the student’s GPA, it will be deemed as a (3-0) credit hour course.
 - p. **“Semester Grade Point Average (GPA)”** means the summation of grade points of all credit courses divided by the total number of the credit hours taken by a student during a semester.
 - q. **“Subject” or “Course”** means a topic or subject related to an academic program, which is to be studied by a student for a fixed number of credit hours during a semester. Each subject shall carry a specific discipline code and number.
 - r. **“Thesis Supervisor”** means a person who supervises/guides thesis/dissertation of a student till successful completion of research work. The supervisor must have sufficient experience and relevant qualification preferably PhD in the field of research.
 - s. **“University”** means the Lahore Garrison University
3. All other words and expressions used, but not defined herein, shall have the some meanings as defined in the Act.

CHAPTER II

SEMESTER RULES

2.1 ADMISSION POLICY

1. Admission to various classes in LGU is granted on merit strictly and in accordance with the rules, regulations, policies and procedures of the University. 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 all the necessary stages of admission, the list of successful candidates will be displayed on the University Notice Board. Students, who fail to pay all the dues by the due date their right of admission will forfeited.
2. University authorities can reject candidate's application for admission on the ground of unbecoming character or conduct. The students of the University, who are found guilty of misconduct or indiscipline will be consequently punished or fined and shall not be considered for admission.
3. The applications of the students who are found to have an unbecoming character and conduct will be rejected. No appeal can be filed against the rejection.
4. After the admission of a candidate, if it comes to the knowledge of the University Authorities at any stage, that the documents submitted by the candidate for admission carry a misstatement, or are fake, or there is an error in these documents, that may affect his/her merit, his/her admission will be cancelled.
5. Candidates who apply on Sports and Special Category Basis 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. They must write, "Sports Basis/Special Category Basis" in block letters on the top of the General Admission Form.
6. Admission will be strictly on merit and interview basis.

ELIGIBILITY CRITERIA

- **BA / B.S. (Hons.)**

The applicant (Male / Female) applying for admission to **BA / B.S. (Hons)** must have Intermediate or equivalent degree with at least 50% marks for BSCS and 45 % for all other subjects.

- **MA / M.Sc. (2 years program)**

The applicant (Male / Female) applying for admission to **MA / M.Sc.** must have Graduation or 14 years relevant education with at least with at least 50% marks for MCS and 45 % for all other subjects.

- **MBA (1.5 years program)**

The applicant (Male / Female) applying for admission to **MBA** must have

1. BS/BA (Hons.) 4 years relevant education with Graduation or equivalent degree with at least 45% marks.
2. 45 % marks in university test

- **MBA (3.5 years program)**

The applicant (Male / Female) applying for admission to **MBA** must have

1. Graduation or 14 years relevant degree with 45% marks.
2. 45 % marks in university test

- **MS / M.Phil.**

A candidate should have relevant sixteen years of education or 4 years **BA/BS (Hon.)**

1. 50% marks in University test or GAT-General
2. A candidate must have 50% marks (under annual system) or 1.8 out of 4 CGPA and 2.8 out of 5 CGPA (under semester system).
3. 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 they are working.
4. There is no age limit for admission to MS / M.Phil. Program.

QUOTA FOR APPLICANTS

1. Quota for disabled persons 2%
2. Children / spouses/ real brothers or sisters/nephews or nieces (in this order of priority) of the LGU Teachers, serving or retired (excluding teachers on deputation/part-time teachers) with a service of not less than 5 years. This is also applicable to self-supporting Afternoon/Evening program. 2.5% (with a minimum of one seat).
3. Foreign students (whose names are recommended by the Ministry of Education, Govt. of Pakistan, according to the prescribed procedure) 1%.
4. Son/Daughter of martyrs of Army, War disabled, serving and retired army personnel subject to the recommendation/certificate by the relevant body. A certificate of martyrdom issued by the G.H.Q Adjutant General Branch should be attached along with the recommendation letter is 4%.

5. Outstanding Sports Persons. (Selected on the recommendations of the Special Committee appointed by the Vice-Chancellor for the said purpose) 2%.
6. Students having distinction in Co-curricular activities to be selected by a Committee to be appointed by the Vice-Chancellor for this purpose. Activities to be decided by the admission committee 2%.
7. Students nominee from Azad Kashmir (to be nominated by the respective Nomination Board and recommended by the Federal Govt.) 4 seats in the whole University (other than those disciplines being offered at Azad Jammu and Kashmir University).
8. Students' nominee from Gilgit-Baltistan (to be nominated by the respective Nomination Board and recommended by the Federal Govt.). 5 seats in the whole University (other than those disciplines which are not offered in the Karakorum International University of Gilgit-Baltistan).
9. Student/s nominee from FATA (to be nominated by the respective Nomination Board and recommended by the Federal Govt.). 5 seats in the whole University (other than those disciplines which are being offered in FATA).
10. Students from Baluchistan having domicile and education throughout from Baluchistan are eligible only. (Applications are acceptable directly from the candidates of Balochistan). 4 seats in the whole University (other than those disciplines being offered at any Institutions of Sindh).
11. Student/s nominee from Sindh (to be nominated by the respective Nomination Board and recommended by the Federal Govt.). 4 seats in the whole University (other than those disciplines being offered at any Institutions of Sindh).

ADMISSION ON SELF FINANCE BASIS

- **BA / B.S. (Hons)**
 - No. of Seats: 5 Seats for all discipline. The candidates are required to submit a bank draft of Rs. 100,000/- in favor of the "Treasurer" LGU, along with the application form for these seats.

- **Master Degree**
 - No. of Seats: 5 Seats for all discipline. The candidates are required to submit a bank draft of Rs. 120,000/- in favor of the "Treasurer" LGU, along with the application form for these seats.

- **MS/ M.Phil. Degree**

- No. of Seats: 5 Seats for all discipline. The candidates are required to submit a bank draft of Rs. 100,000/- in favor of the "Treasurer" LGU, along with the application form for these seats.

2.2 SEMESTER ENROLLMENT

1.2.1. Regular Semester Enrollment: Undergraduate student are required to enroll the courses as per the scheme of studies approved by the Board of Studies. Following is the explanation in this regard:-

- a. Arrangements for the enrollment of semester courses (in regular and summer semester) will be made by the departmental board of study according to the dates mentioned in the Academic Calendar on the form available at www.lgu.edu.pk.
- b. After finalizing the enrollment of courses, departmental board of study will forward the enrollment lists to the respective dean of the faculty for final approval.
- c. Dean office shall forward the enrollment lists to the examination office and treasure office within two weeks from the commencement of classes. Moreover, examination office on the basis of received enrollment shall conduct the examination (*Midterm and Final term*) and notify the results.
- d. A student can enroll the courses in a semester as per the following:-
 - i. A student with good academic status can enroll the courses according to the approved scheme of study in a regular semester.
 - ii. A student having warning in the previous semester can avail minimum of 12 and maximum of 15 credit hours in a regular semester.
 - iii. A student having probation in the previous semester can avail 12 credit hours in a regular semester.

Note: - * *A course cannot be enrolled-in unless a student has passed its pre-requisite course(s) as indicated in the relevant plan of study.** Enrollment fee shall be charged / refunded as per the policy of treasurer office.*

1.2.2. Summer Semester Enrollment: Undergraduate student can enroll maximum 02 courses in a summer semester (*if offered*) as per the following explanation:

- a. A student can enroll maximum 02 courses in a summer semester.
- b. Arrangements for the enrollment of summer semester courses will be made by the departmental board of study according to the dates mentioned in the Academic Calendar on the form available at www.lgu.edu.pk.

- c. A student with more than one “F” grade in any semester(s) cannot enroll a course for grade improvement in summer semester.
- d. Departmental board of study after reconciling summer semester registration with treasurer office shall display the initial enrollment lists for students before the commencement of classes.
- e. A student can add / change the enrolled subject within one week from the commencement of summer semester classes.
- f. Departmental board of study shall incorporate the changes (*in the enrollment list*) highlighted by the students and forward the enrollment to the concerned Dean of the faculty for final approval. Moreover, Dean Office shall forward the approved lists of summer semester enrollment (*within two weeks*) to the examination office.
- g. Examination office on the basis of received enrollment data shall conduct the examination and notify the results.

Note: - summer semester enrollment fee shall be charged / refunded as per the policy of treasurer office.

1.2.3. Course Cancellation: University may cancel any course due to low enrollment or non-availability of faculty. Minimum required strength for offering elective / summer courses will be decided according to the requirement of the situation. University reserves the right to form new sections and adjust / transfer students to other sections at any stage of the course.

CHANGE OF ACADEMIC PROGRAM

The change of Academic Program will only be permitted subject to fulfillment of eligibility and merit of respective program, availability of the seat, approval by the deans and subsequent approval of the Vice Chancellor. Application for change of Academic Program will be submitted on the prescribed proforma within one week from the commencement of classes.

Note: - Change of academic Programme will be dealt as per the policy of treasurer office.

2.3 COURSE DESCRIPTION

The contents of each course shall be prepared by the faculty of concerned department, and approved by Board of studies of that discipline and later by the Academic Council. The teacher concerned will be responsible for determining the depth/details of the course. The Chairman/Chairman/Chairperson shall call the meeting of the teachers and BOS for the purpose. All the courses running under various Programme shall be designated by “Course Codes”. A Course code shall comprise Subject code, Programme code, Semester code and Course number. The definition of each is as follows:

Subject Code: Each subject shall be represented with 3/4 alphabets; as ENG for English; APSY for Applied Psychology CHEM for Chemistry etc. A list of subject codes is given in following Table.

Discipline	Code	Discipline	Code
Chemistry	CHEM	Statistics	STAT
Physics	PHYS	Commerce	CMC
Botany	BOT	Business Management	BMT
Zoology	ZOOL	Computer Science	CSC
Microbiology	MCBY	Education	EDU
Molecular Biology	MLBY	Islamiyat	ISL
Biochemistry	BCHM	Biotechnology	BTEC
Applied Psychology	APSY	Pak Studies	PAKS
Mass Communication	MCN	Mathematics	MATH
Urdu	URDU	Sociology	SOCY
English	ENG	Physical Education	HPED
Economics	ECO	Home Economics	HECO
Fine Arts	FIA	Geography	GEOG
History	HIST	Pol. Science	POLS
Persian	PER	Arabic	ARA
Library SC	LIBS	Any Other	MISC
Clinical Psychology	CPSY		

- 2.3.1. Programme Code:** A single digit shall represent the type of programme e.g. 3 for BS, 5 for M.A./M.Sc.(2yr) and 7 for M.Phil.
- 2.3.2. Semester Code:** This digit varying from 1 to 8 shall indicate the number of the semester in which that course shall be conducted.
- 2.3.3. Course Number:** Every course of a semester shall be assigned a number, generally varying from 01 to 19.

Example: CHEM- 337 reveals that 7th course of BS Chemistry which shall be conducted in 3rd semester.

Note: To indicate the elective /optional/thesis special Course Code may be used. New codes maybe added as per requirement

2.4 ATTENDANCE POLICY

2.4.1. Attendance

Following is attendance policy in respect of attendance for undergraduate students:-

- a. In order to appear in the final examination of a course, a student must have attended at least 80% classes held in that course.
- b. In case of valid reasons, on the recommendation of departmental board of study, the concerned Dean may relax the above mentioned limit to 75%.
- c. In case of attendance less than the required level, the student will be required to repeat the course in the summer semester.
- d. Departmental board of study will forward the short attendance data of the department to the concerned dean of the faculty for final approval and forward the same to the examination office as per the schedule issued by the examination office.
- e. All absences (In case of emergency, late in class, travel to abroad, any sort of surgery / operation or any other genuine reason) must be within allowable limit of 20 to 25 percent as per the situation of the case.
- f. However, In case of absence due to any genuine reason, late admission, medical reasons, or change of course, the teacher may give extra (makeup) material to the student to compensate the deficiency because of the absence subject to the approval of concerned dean of the faculty through departmental board of study.

2.4.2. Leaves

There are no **leaves** to be availed at LGU. Students are required to manage their attendance as per above guidelines. However, one additional absence is allowed if the student is travelling for Hajj, subject to submission of documentation and requisite approval by concerned dean of the faculty.

Note: - In case of short attendance of a student in a subject, grade "F" shall be awarded.

2.5 GRADING SYSTEM

Relative grading policy will be used to calculate GPA for evaluating the performance of a class by the faculty teaching the particular course. 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 at undergraduate level.

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
I	Incomplete
W	Withdrawal

AWARD OF “F”, “I” and “W”

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 “F” grade in such subject(s).

Award of Grade 'I'

1. If a student because of illness or any other genuine reason fails to complete the requirements of a course, he / she may be awarded as “I” grade.
2. Departmental Board of Studies will make initial inquiry to the subject matter and forward the case for the approval of concerned dean of the faculty.
3. For the award of “I” grade, attendance of the student must be more than 75%.
4. **Mid Semester Examination:** - Whenever a student misses Mid Semester Examination due to reasons acceptable to the Departmental Board of Studies and approved by the concerned dean, examination office shall conduct examination but not later than four weeks from original date of missed Mid Semester Exam
5. **End Semester Examination:** - Whenever a student misses End Semester Examination due to reasons acceptable to the Departmental Board of Studies and approved by the

concerned dean, make up examination shall be arranged within first two weeks after the beginning of the subsequent semester.

6. In case the student fails to make up the requirements of a course within two weeks from the commencement of subsequent semester, he / she will receive a grade 'F'

Note: - For the completion of missed course work requirements, student has to submit fee as per the policy of treasure office.

Award of Grade 'W'

1. “W” grade shall be awarded as per the explanation given under the head “Withdrawal of a course(s)”.

2.6 GRADING SCHEME

The courses which are to be cleared by the students are of three categories:-

- ❖ Purely Theoretical Course.
- ❖ Purely Practical Course.
- ❖ Partially Theoretical and Partially Practical Course.

The basis for the determination of a student's grade is depend on the discretion of the individual faculty/Departmental Board of Studies. However, to bring uniformity in all the departments of the university, following pattern may be followed:-

GRADING SCHEME			
Particulars	Duration	Frequency	Weightage (%age)
<i>For Purely Theoretical / Partially Theoretical Course</i>			
Quizzes	Own Time	<ul style="list-style-type: none"> ❖ Minimum 02 per Cr. Hr. ❖ Minimum 03 for more than 2 Cr. Hr. 	25
Assignments / Projects	Own Time	As per Discretion of the individual faculty / Departmental Board of Studies	(As per Discretion of the individual faculty / Departmental Board of Studies)
Presentations	Own Time	As per Discretion of the individual faculty / Departmental Board of Studies	
Mid Semester Exam	60 Minutes	01	25
End Semester Exam	120 Minutes	01	50

GRADING SCHEME			
Particulars	Duration	Frequency	Weightage (%age)
<i>For Purely Practical / Partially Practical Course</i>			
Quizzes	Own Time	❖ Minimum 02 per Cr. Hr. ❖ Minimum 03 for more than 2 Cr. Hr.	30
Assignments / Projects	Own Time	As per Discretion of the individual faculty / Departmental Board of Studies	(As per Discretion of the individual faculty / Departmental Board of Studies)
Presentations	Own Time	As per Discretion of the individual faculty / Departmental Board of Studies	
Lab work evaluation	Own Time	As per Discretion of the individual faculty / Departmental Board of Studies	30
End Semester Exam	Own Time	01	40

For the courses which are purely theoretical or purely practical, the grading scheme suggested in the above format is followed for grade evaluation. However, a subject with both categories i.e. theoretical and practical, the final grade is 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 % (Aprox. 72%)				

2.7 STUDENT ASSESSMENT

Following activities may be scheduled in a course during a semester of studies for the purpose of student assessment and grading:

1. Quizzes: -

Quizzes may be conducted frequently in each course at irregular intervals (recommended 2 per credit hour) throughout the semester, without intimation.

2. Midterm Exams: -

Midterm Exam of one hour duration will be conducted in each course according to the examination schedule. In the summer semester, there may be a hourly test instead of Mid-term Exams.

3. End Semester Examination: -

A comprehensive examination of two hours duration will be given in each course on its completion and it shall cover the syllabus recommended by the departmental board of studies.

4. Class Assignments: -

Assignments relevant to the course of study may be given and graded by the course teacher to substantiate the students' grasp of course contents.

5. Practical/Laboratory Tests: -

Where applicable, these tests shall include all such examinations/evaluations necessary to ascertain the level of competence of practical application of knowledge acquired.

6. Projects: -

Projects may be assigned to students as a practical/research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical application to solve a real world problem. Where projects are prescribed as part of the course assessment it is permissible for the project assessment to contribute to End Semester Examination score.

7. Case Studies: -

Case-based courses may require a comprehensive Case Study to be submitted and evaluated as a contributing part of course grade.

2.8 GPA & CGPA CALCULATION

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 grade 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:-

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

1st SEMESTER

Letter grade 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
<i>TOTAL CREDIT HOURS</i>		12	<i>TOTAL GRADE POINTS</i>		33
<i>FIRST SEMESTER GPA</i>					2.75

2nd SEMESTER

Letter grade 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:-

$$\begin{aligned}
 \text{CGPA} &= \frac{\text{SUM OF ALL GRADE POINTS}}{\text{SUM OF ALL ATTEMPTED CREDIT HOURS}} \\
 \text{CGPA} &= \frac{33 + 45}{27} \\
 \text{CGPA} &= 2.89
 \end{aligned}$$

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).

2.9 GRADE APPEAL POLICY

If a student is dissatisfied with a result, he / she will submit an appeal to the examination department on the form duly filled by the student, available at www.lgu.edu.pk.

1. If the issue is regarding the final examination, the student will be asked to submit the form with the fee applicable for rechecking of paper.
2. If the issue is regarding the recording of marks by the teacher, the Head of the Department after discussing the matter with the teacher will either approve or disapprove the appeal.
3. The request if approved will be forwarded to the Examination Department with the reason of alteration in grades along with the proof.

2.10 ADD - DROP - CHANGE OF COURSES

1. A student registered in a program may add, drop or change a course in the University 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.
2. A student can add or change a course within seven days from the commencement of semester classes.
3. A student can drop a course within two weeks from the commencement of semester classes.
4. If there is additional fee involved a student has to pay the fee before attending the respective course.

2.11 WITHDRAWAL

2.11.1. Withdrawal from Course

1. A student may withdraw from a course(s) after two weeks of the semester if he/she feels that he/she cannot complete it and continuing with it will adversely affect all of the other courses also. The HOD must be informed by the student through a written request on the prescribed form regarding his/her intention for withdrawal of a course. Concerned HOD will forward the case to the dean of the faculty for approval.
2. The registrar office will notify the withdrawal of a course for a student on receipt of case from the concerned dean of the faculty. Moreover, complete case of withdrawal will be forwarded to examination office for onward process.
3. Students can withdraw from a maximum of 02 courses in one semester (*He / she will not be allowed to accumulate more than 4 W's at any one particular time during course of studies*) one week before the commencement of final term examinations.
4. Non-attendance will not constitute an official withdrawal. Similarly, withdrawal cannot be allowed after award of 'F' grade due to less than required attendance.

5. Letter grade 'W' shall appear in the transcript against the specific course and shall not be considered for computation of GPA.
6. Student having 'W' on the transcript will not be considered for any academic honour / award.

Note: -Fee for a withdrawn course(s) shall be dealt as per the policy of the Treasure office of the LGU.

2.11.2. Withdrawal from All Courses in a Semester (Semester Withdrawal)

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 subject to the following procedure:-

1. Student has to submit the application for Semester Withdrawal, with complete necessary documentation and justification, to the concerned head of department for initial processing of the case.
2. The head of department will send the complete case to the concerned Dean of the faculty for approval
3. The registrar office shall notify the withdrawal of a semester and keep proper record. Moreover, a copy of complete set will also be forwarded to examination office for maintaining proper result.
4. In case of a semester withdrawal all examinations / assessments undertaken by the student during the semester will become null and void.
5. A maximum of one semester can be dropped in the entire degree program.
6. The dropped semester courses will not be displayed on a student's transcript.
7. Student is not entitled for refund of semester fee.

Note: -A withdrawn semester shall count towards the maximum permissible number of semesters to complete a degree program.

2.12 MIGRATION / TRANSFER/ EXEMPTION OF CREDITS

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 the academic performance of reasonably high standards. The candidate must possess minimum 60% marks in matriculation and intermediate (SSC & HSSC) for undergraduate and CGPA of at least 3.00 for graduate level. The children of officers under transfer belonging to Pak Army, Air Force, Navy or Civil service may be considered on priority. Maximum 50% of total credit hours earned of the Programme can be allowed for migration from the previous HEC-recognized Degree Awarding Institutions, subject to the following 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 required form designed by the Registrar Office along-with the following documents:-
 - Photocopies of previous passed academic level (Matriculation, Intermediate and current).
 - Duly signed official transcript.
 - Relevant course contents.
 - No Objection Certificate from the parent Institute.
 - Course transfer form.
 - Character certificate from parent institute.
 - Bank draft amounting to Rs. 5000/- (Rupees five thousand) in favour of Lahore Garrison University as migration processing fee.
3. Registrar office will forward the migration case to the concerned Departmental Board of Study after initial inquiry.
4. Departmental Board of Study 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 original earned grade is 'B' or better*) before forwarding a report containing recommendations (*subject to availability of seats*) to the registrar office.
5. In the case of suitable report by the departmental board of study, process for verification of submitted transcript will be initiated and send by the registrar office to the concerned institutions for verification. The Registrar office shall keep a record of the cases whose verification has not yet 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 preferred by the equivalence committee along-with course exemption form signed by the president equivalence committee and forwards the migration case to the concerned dean of the faculty.
7. Cases for Migration will require approval of the Vice Chancellor and Transfer of Credits will require the approval of the Dean of the Faculty. In both cases, the Registrar will issue notification of approval.
8. *Migration / Transfer Fee*

- a) Migration from foreign universities to Lahore Garrison University shall be Rs 150000.
 - b) Migration from local universities to Lahore Garrison University shall be Rs 100,000
 - c) The Vice Chancellor may relax a portion of fee in special circumstances.
9. If credit is given for courses taken at other educational institutions, then credit hours for these courses are counted towards the graduation requirement. A maximum of 50% credit hours can be transferred but the grades obtained in the completion of these credit hours are used in the computation of the CGPA. The credits of such courses will be included in the completed credits whereas the course grades will not be shown on the transcript.
10. Like other undergraduate students at LGU, transfer students must graduate within a maximum of six consecutive calendar years from the date of admission. This duration will be reduced by one calendar year for every 30 credit hours transferred to LGU.

2.13 FREEZING OF SEMESTER

1. Freezing / suspending of a semester is allowed to the students facing acute domestic problems or any other valid difficulty before the commencement of semester classes , based on the favorable recommendation of the Head of the Department and the approval of the Dean of the Faculty.
2. Freeze of a semester shall be valid after the notification by the Registrar office.
3. Students are allowed to freeze / suspend the semester before the start of the academic session, if they have passed the final Examinations of previous semester with a minimum GPA / CGPA required for the academic standing of the University to remain registered.
4. Students are not allowed to freeze more than two consecutive regular semesters. They are also not allowed to freeze more than four semesters in the entire duration of the degree program.
5. Students are allowed to freeze the semester within the overall degree awarding time frame (i.e. maximum time allowed for the completion of the degree as specified in the Statutes).
6. During the freezing period student will be allowed to get registered the courses already studied. However, registration of new subjects will not be permitted.
7. During the freezing period the applicant will lose his / her studentship status and shall not be entitled to avail any facility like hostel / transport / library / medical etc. which the University extends to its regular students. The student will rejoin the same semester which he / she has frozen on the basis of genuine reason.

Note: -A frozen semester shall count towards the maximum permissible number of semesters to complete a degree program. Moreover, such student will be dealt as per the policies of the treasure office for fee matters.

CHAPTER III

EXAMINATION POLICY

3.1 Departmental Examination Committee

1. Departmental Examination Committees are mandatory for smooth conduct of semester system examinations.
2. Head of the department will be president of Concerned Departmental Examination Committee.
3. Three to four members of concerned department will be members of concerned Departmental Examination Committee.
4. All the queries of students shall be removed by the concerned departmental examination committee. However, in case of difficulty to solve the problem committee shall contact the examination office.

3.2 Examination Schedule

The Controller of Examinations shall publish the examination schedules for the semester within one week from the commencement of semester classes and forward a copy to departmental board of studies. All the departments shall follow the examination schedule for onward examination activities.

3.3 Notification of Date Sheet

1. Examination Branch shall prepare and notify the date sheet department wise on the basis of enrolled courses data provided by the deans of the faculties.
2. Date sheet shall be notified 15 days before the commencement of Midterm and End term examinations.

3.4 Admit Cards

1. Admit card is compulsory for the student to enter the examination room / hall allocated for midterm and end term examination.
2. Admit card(s) (*on the basis of semester enrollment and short attendance data*) shall be issued to departmental examination committees as per the examination schedule issued by the examination branch.
3. Treasurer office shall issue the defaulters lists to the departments as per the dates mentioned in the examination schedule.
4. Departmental examination committees will issue the admit cards to the students other than the students nominated as defaulters by the Treasurer office. However, admit cards of defaulter students shall be issued after approval from the treasurer office.

5. In case of loss of admit card, Rs.200 per duplicate admit card shall be charged from the student before the commencement of examination. However, Rs.500 shall be charged during the examination for urgent duplicate admit card.

3.5 Conduct of Examination

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

Invigilator Responsibilities: -

1. Invigilators should arrive at the examination hall at least half hour before the start of the examination to report for their duty to superintendents and remain for an additional 20 minutes after the examination to collect and wrap up the examination scripts.
2. Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues.
3. Invigilators must be as quiet as possible during the examination duration implementing the examination rules and regulations and remaining vigilant throughout the examination duration.
4. Invigilator must offer advice and guidance to unregistered candidates (if any) without allocated seats;
5. Ensuring that candidates do not talk once inside examination venues.
6. Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures.
7. They should not explain any questions asked by the candidates or allow any other person to ask questions of, or read answers to, the candidates.
8. Exam invigilators must deal with students who arrive late at the examination venue and record their attendance and consult with the superintendent, whether extra time will be granted to such candidates or not.
9. Delivering and collecting scripts carefully at the start and end of the examination in accordance with strict directions of the superintendent.
10. Invigilators must not permit candidates to leave the examination hall room before the half time and the last 15 minutes of the examination.
11. They should also take immediate actions in case of candidates caught cheating during the examination and report to the superintendent. If unauthorized materials are found inside the examination hall, they should remove them immediately and report to UMC committee or discipline committee.

12. Invigilators must handover and assist the superintendent to prepare the solved scripts envelopes.
13. Supervising candidates leaving examination venues, ensuring that candidates do not remove equipment or stationery from the venue without authorization and ensuring that candidates leave venues in an orderly and quiet manner.
14. Assist the superintendent with the packing of examination papers, stationery, seating plans and equipment prior to the examinations and after the examination is over.

Student Responsibilities: -

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 10 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; otherwise an '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 faculty.
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 hall will only be permitted after 30 minutes of commencement of Midterm Examination and after one hour in case of the Final 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:
 - a. Any written or oral communication among students during an exam.
 - b. Providing information about the content of an examination.
 - c. A student's use of a substitute or surrogate to take an examination.
 - d. Indulging in unruly behavior in the examination hall.
8. 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.

3.6 Use of Reference Material

Prior to class test, mid / end-semester examinations, the concerned faculty / invigilator shall announce such books, notes or other material which can be referred to by the students during the tests / examinations. Examinee shall not be in possession of any other books, notes, papers or material etc.

3.7 Unfair Means

Examinations System and its authenticity is one of the major indicators which make the University and its degree credible. All regulatory bodies like Pakistan Engineering Council (PEC) and Charter Inspection & Evaluation Committee (CIEC) monitor the Examination System during their visits. 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. These are also available on LGU Website. 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.

Use of unfair means generally covers following:

1. An attempt to have access to the question paper before the test/examination.
2. 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.
3. Any form of communication by the examinees with any one in or outside the test/examination room while the test/examination is in progress.
4. 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.

3.8 Penalties for Academic Dishonesty

Sr. No	Acts of Using Unfair Means	Penalty
1	Possessing written material, relevant or irrelevant to the Paper concerned	<ol style="list-style-type: none"> 1. Grade „F“ in the relevant Course / cancellation of Paper in case of relevant material. 2. Only warning in case of irrelevant material 3. Warning, copy to Parents <p>Note: UFM committee will issue warning letter and that will be communicated to parents, concerned dept. controller examination and VC office by registrar branch.</p>
2	Writing on palm, arm or anywhere on the students body or clothes whether the written material is related or unrelated to the concerned Paper	<ol style="list-style-type: none"> 1. Grade „F“ in the relevant Course / cancellation of Paper 2. Answer copy is immediately taken from the student. 3. Warning, copy to Parents <p>Note: One or more than one penalties can be imposed by UFM committee</p>
3	Possessing Mobile Phones (on or off) PDAs and other electronics accessories	<ol style="list-style-type: none"> 1. Grade „F“ in the relevant Course / cancellation of Paper 2. Answer copy and mobile phone is immediately taken from the student. 3. Minimum Rs.1000 fine 4. Warning, copy to Parents <p>Note: One or more than one penalties can be imposed by UFM committee</p>
4	Giving / receiving assistance or allowing any other student to copy from his/her Answer Copy	<ol style="list-style-type: none"> 1. Grade „F“ in the relevant Course / cancellation of Paper 2. 2000 Rs fine 3. Warning, copy to Parents <p>Note: One or more than one penalties can be imposed by UFM committee</p>
5	Removing a leaf from Answer Copy	<ol style="list-style-type: none"> 1. Grade „F“ in the relevant Course / cancellation of Paper 2. Fine Rs. 3,000/- 3. Warning, copy to Parents <p>Note: One or more than one penalties can be imposed by UFM committee</p>
6	Taking the whole or a part of an answer copy or of a continuation sheet into or out of Examination Hall /Room	<ol style="list-style-type: none"> 1. Grade „F“ in the relevant Course / cancellation of Paper 2. Student will not be allowed to appear in next paper until answer copy is recovered 3. Fine Rs. 3,000/- 4. Warning, copy to Parents <p>Note: One or more than one penalties can be imposed by UFM committee</p>
7	Substituting the whole or a part of an Answer Copy or a continuation sheet not duly	<ol style="list-style-type: none"> 1. Grade „F“ in the relevant Course/ cancellation of Paper 2. Fine Rs. 3,000/-

	issued to him/her for the Examination	3. Warning, copy to Parents Note: One or more than one penalties can be imposed by UFM committee
8	Forging, mutilating (damaging), altering, erasing or otherwise tampering with marked answer copy	1. Grade „F“ in the relevant Course/ cancellation of Paper 2. Fine Rs. 2000/- 3. Warning, copy to Parents Note: One or more than one penalties can be imposed by UFM committee
9	Impersonation or misconduct of a serious nature in the exam	1. Grade „F“ in all subjects 2. Expulsion from University 3. Fine Rs. 10,000/- Note: One or more than one penalties can be imposed by UFM committee. Decision of committee will be approved by worthy vice Chancellor
10	Using abusive or obscene language in his/her answer copy	1. Grade „F“ in the relevant Course / cancellation of Paper 2. Fine Rs. 3,000/- 3. Warning of expulsion, copy to Parents Note: One or more than one penalties can be imposed by UFM committee
11	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. Grade „F“ in the relevant Course / cancellation of Paper 2. Fine Rs. 3000/- 3. Warning, copy to Parents Note: One or more than one penalties can be imposed by UFM committee. Invigilator statement regarding this issue will be considered liable and authentic.
12	Refusing to obey any instructions related to conduct of Examination issued to him/her by the University authorities	1. Grade „F“ in the Course 2. Fine Rs. 3,000/- 3. Warning of expulsion, copy to Parents Note: One or more than one penalties can be imposed by UFM committee
13	Refusing to obey the Invigilator or Head Invigilator in the Examination Hall/Room and misbehaving / misconduct with invigilator or creating any kind of disturbance in or around the Examination Hall/Room	1. Rustication for one semester 2. Grade „F“ in the Course 3. Fine Rs. 5,000/- 4. Warning, copy to Parents 5. Any other penalty suggested by committee Note: One or more than one penalties can be imposed by UFM committee. Decision of committee will be approved by worthy vice Chancellor
14	Communicating or attempting to communicate with Examiner with the intention of seeking answer to the question /influencing him /her in the	1. Grade „F“ in the relevant Course / cancellation of Paper 2. Warning, copy to Parents Note: One or more than one penalties can be imposed by UFM committee.

	award of marks etc	
15	Possession of firearms, knives etc. inside and in the vicinity of Examination Room/Hall	<ol style="list-style-type: none"> 1. Grade „F“ in all the subjects 2. Expulsion from the University 3. Fine Rs 10,000/- 4. Any other penalty suggested by committee <p>Note: One or more than one penalties can be imposed by UFM committee. Decision of committee will be approved by worthy vice Chancellor</p>

3.9 Answer Script Viewing

1. Students will be shown all Midterm Examination answer scripts in the following class(s) by the faculty to review their performance for future guidance.
2. Final Examination answer scripts will not be shown to the students. However, requests for Final Examination scripts re-checking will be entertained as per the provisions of paper rechecking guidelines.

3.10 PAPER RECHECKING

1. A student can apply for rechecking of answer scripts within 10 days of result announcement with single fee of Rs. 500 per paper.
2. The dean of the concerned faculty may recommend the rechecking case of a student for next 05 days on payment of double fee.
3. Incomplete and incorrect forms shall be returned to the candidate for completion and if it is not submitted within the prescribed time limit, no action shall be taken on it.
4. Time-barred application shall not be entertained.
5. 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 final marks of the student will be decided according to the results of re-checking.
- j. Application(s) relating to end semester examination will be entertained only.
- k. Pre-end semester examination marks will not be changed.

3.11 Of Academic Transcript / Detailed Mark Sheet

University will issue transcript upon written request of the student. Transcript will be issued as per the following explanation:-

Final Transcripts: -

1. Final Transcript and Pass Certificate is issued only after completion of all degree requirements (refer to section on Rules Governing Degree Completion) and clearance of all obligations to the University.
2. A student desirous of obtaining Academic Transcript / Detailed Marks Sheet may apply to submitting “Final Transcript and Degree Clearance Form”, available at www.lgu.edu.pk, with required documentation to the Controller of Examinations.
3. Transcript issue requests are not to be accepted from, or transcript released to, third parties without a written consent from the student.
4. LGU will not process Final Transcript, Pass Certificate & Degree if discrepancy is found in the educational documents provided by the student at the time of submitting the Final Transcript and Degree Clearance Form.
5. Student’s Name and Father’s Name should be correctly written and spelt in English on educational documents submitted.
6. **Semester Result Card:** - A student desirous of obtaining semester result card may apply to submitting form available at www.lgu.edu.pk, with required documentation to the Controller of Examinations and submit the prescribed fee.
7. Semester result card shall be issued only to :-
 - a. Students with good academic status having no “F” grade.
 - b. Students with good academic status having three or less than three “F” grade.
 - c. Student leaving the university.

Fee for issuance of semester result card shall be charged as per the following explanation:-

Category	Fee per Semester result card	Processing Fee	Minimum Time	Maximum Time
Normal	Rs. 500 / -	-	10 working days	20 working days
Urgent	Rs. 500 / -	Rs. 500 / -	05 working days	10 working days

Note: - Semester result cards and Final transcript shall be issued as per the provisions of the Charter of the university.

CHAPTER IV

AWARD OF DEGREE AND ACADEMIC STANDARDS

4.1 Academic Standards For Bs Programs

DURATION OF STUDIES

Duration for completing the Bachelor's 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		08 Semesters (3.5 – 4 Years)

AWARD OF DEGREE

Undergraduate degree is awarded to the students on the recommendation of Faculty Board of Studies who satisfy the following conditions:-

- Have earned minimum number of credit hours and duration for completing the Bachelor's Programs as approved by the Higher Education Commission (HEC) shall be as under

Program	Minimum Credit Hours	Minimum Duration	Maximum Duration
BS Program	130	4 Years	7 Years

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

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

4.2 GOOD ACADEMIC STANDING AND DEFICIENCIES FOR B.S. (4yr) and M.A/M.Sc. (2yr)

Good Academic Standing

Maintaining a good academic performance during their study duration is the prime consideration for the students. A student is said to be in good academic standing, if he / she has maintained a minimum CGPA of 2.00 at the end of each regular semester.

Academic Deficiencies

- I. **Definition:-** A student is said to be in a situation of academic deficiency if the final results of a semester contains one or more from the following list:-
 1. Grade “F” in any course
 2. Semester results shows GPA less than 2.00
 3. Semester results shows CGPA less than 2.00
 4. Grade “I” in any course
- II. **Categories to Handle Academic Deficiencies: -** Academic deficiency can be handled as per the following categories:-
 1. Academic Warning.
 2. Probation.
 3. Separation from the Academic Programme.
 4. Repetition of Course(s) / Semester.
 5. Suspension

Explanation

- I. **Academic Warning: -** Academic warning is issued to advice the student to improve his / her studies seriously so that the danger of facing probation situation can be avoided. Warning letters are issued in the presence of any of the following situations:-
 1. If Semester GPA in any semester falls below 2.00, regardless of the CGPA.
 2. Earns “F” grade(s) in a course(s) in any semester.

Note: -Warning letter is issued if the student does not qualify for any other academic deficiency.

- II. **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:-

1. Two probations are allowed in complete duration of the degree. Probation is not applicable to 1st semester. Moreover, a student may go on probation without receiving an academic warning beforehand.
2. An academic deficient student will be placed on 1st probation, if his / her CGPA 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 (excluding summer semester).
3. If his / her CGPA 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 (last chance).
4. If CGPA of the student again falls below 2.00 after 2nd probation, he / she will be separated from the Programme.
5. If academic performance of a student improves and CGPA is equal to or above 2.00 then the student will regain good academic status.

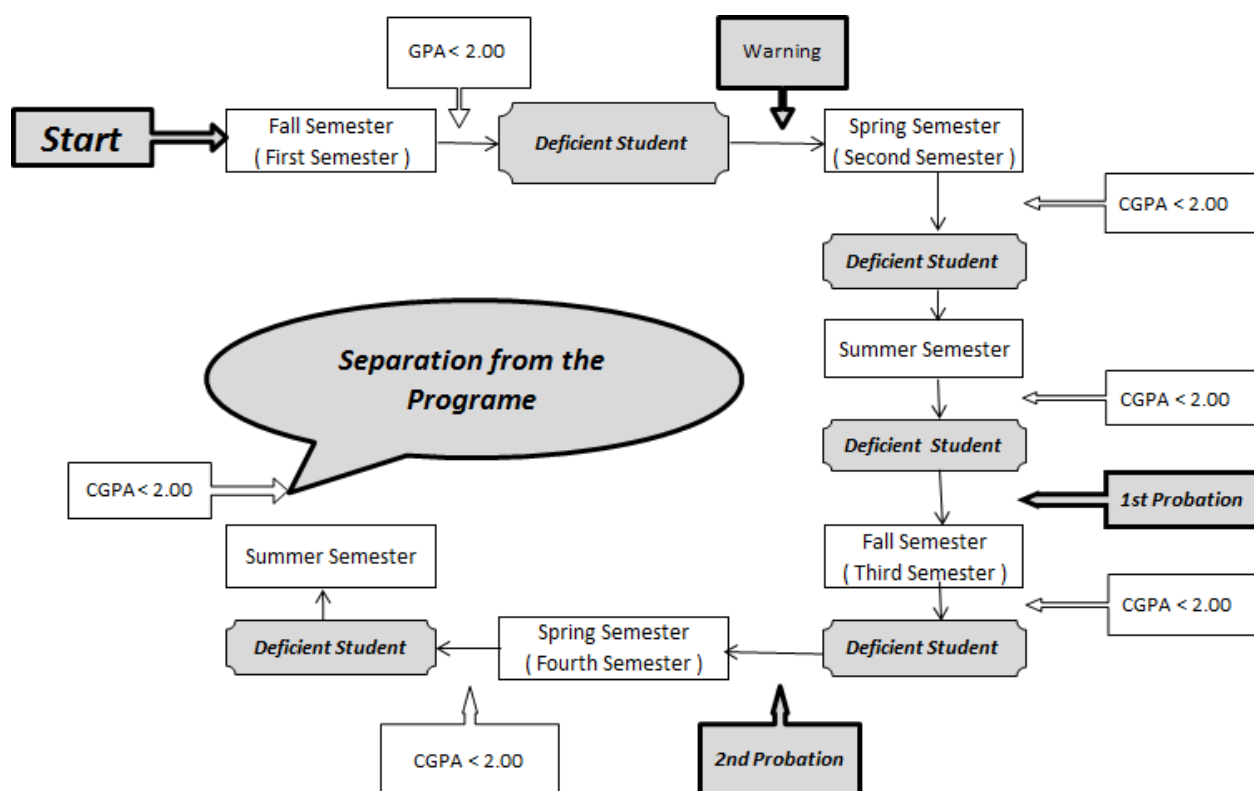
Note: - Status of deficient or good academic student after declaration of Spring Semester result shall be decided after Summer Semester (If offered).

III. Separation from the Programme: - An academic deficient student shall be separated from the Programme, 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:-

1. Earns five “F” grades in 1st semester.
2. Accumulate seven or more “F” grades.
3. Availed two chances of probation.
4. On disciplinary grounds as per the discipline rules and regulations of the LGU.
5. In case if the student cannot complete the degree requirements within the maximum stipulated time (including summer semester). However, Departmental Board of Studies shall get such cases approved by the Faculty Board of Studies.

Note: If a student is likely to be separated from the Programme, Registrar office shall communicate and dully record such cases.

Figure 1: Graphical representation of warning, probation and separation from the Programme



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

a. Clearance of “F” Grade: -

1. A student shall opt to clear “F” grade(s) when subject is offered by the department.
2. Departmental Board of Studies will make arrangement for the registration of “F” grade(s) in regular or summer semester (subject to maximum credit hours limits) and forward the enrolment to examination office after getting approval from the respective Dean.
3. The transcript of a student shall show all the attempts made for the clearance of “F” grade(s) and only one ‘F’ will be counted irrespective of the attempts.
4. The student who repeats a course with “F” grade shall not be eligible for academic honors / awards.

Note: Fee shall be charged as per the policies of the treasurer office.

b. Clearance of “W” Grade:

1. A student shall opt to clear “W” grade(s) when subject is offered by the department.
2. Departmental Board of Studies will make arrangement for the registration of “W” grade(s) in regular or summer semester (subject to maximum credit hours limits) and forward the enrolment to examination office after getting approval from the respective Dean.
3. The transcript of a student shall show both the grade(s).
4. The student who repeats a course to clear a “W” grade shall not be eligible for academic honors / awards.

Note: Fee shall be charged as per the policies of the treasurer office.

c. Improvement of CGPA: -

5. A student shall opt to improve a subject with “D” grade when subject is offered by the department.
6. Departmental Board of Studies will make arrangement for the registration of subjects for improvement in regular or summer semester (subject to maximum credit hours limits) and forward the enrolment to examination office after getting approval from the respective Dean.
7. The transcript of a student shall show both the grade(s) but better grade shall be counted towards CGPA calculation.
8. The student who repeats a course to improve CGPA shall not be eligible for academic honors / awards on the basis of new earned grade.

Note: Fee shall be charged as per the policies of the treasurer office.

III. Procedure to Handle Academic Deficiencies:- Cases of academic deficiencies will be dealt as per the following explanation:-

1. Departmental Board of Studies will review the final semester results of academically deficient students received from the examination office and forward the recommendations regarding the deficient students to the Faculty Board of Studies within one week from the date of announcement of semester results.
2. Faculty Board of Study will evaluate and finalize / approve the recommendations received from the Departmental Board of Studies and approve academic deficient student result.
3. Moreover, to:-
 - a. Issue Warning letter.
 - b. Declare student status as on probation.
 - c. Recommend repetition of courses or semester.
 - d. Recommend suspension.

- e. Recommend Separation.

Examination Branch shall prepare probation and warning letters and forward the same to the Registrar office. Registrar office shall finalize the communication of probation and warning letters. However, letters for suspension, separation and repetition of courses shall be prepared and communicated by the Registrar office.

4.3 ACADEMIC STANDARDS FOR MASTERS PROGRAMS

DURATION OF STUDIES

Duration for completing the MA / M.Sc. 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		04 Semesters (2 Years)

AWARD OF DEGREE

Undergraduate degree is awarded to the students on the recommendation of Faculty Board of Studies who satisfy the following conditions:-

- a. Have earned minimum number of credit hours and duration for completing the Bachelor's Programs as approved by the Higher Education Commission (HEC) shall be as under

Program	Minimum Credit Hours	Minimum Duration	Maximum Duration
MA / M.Sc.	66	2 Years	3 Years
MBA	96	3.5 Years	5 Years

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

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

4.4 GOOD ACADEMIC STANDING AND DEFICIENCIES FOR M.A/M.Sc.(2yr)

Good Academic Standing

Maintaining a good academic performance during their study duration is the prime consideration for the students. A student is said to be in good academic standing, if he / she has maintained a minimum CGPA of 2.00 at the end of each regular semester.

Academic Deficiencies

I. **Definition:-** A student is said to be in a situation of academic deficiency if the final results of a semester contains one or more from the following list:-

1. Grade “F” in any course
2. Semester results shows GPA less than 2.00
3. Semester results shows CGPA less than 2.00
4. Grade “I” in any course

II. Categories to Handle Academic Deficiencies

Academic deficiency can be handled as per the following categories:-

1. Academic Warning.
2. Probation.
3. Separation from the Academic Programme.
4. Repetition of Course(s) / Semester.
5. Suspension

Explanation

I. Academic Warning

Academic warning is issued to advice the student to improve his / her studies seriously so that the danger of facing probation situation can be avoided. Warning letters are issued in the presence of any of the following situations:-

1. If Semester GPA in any semester falls below 2.00, regardless of the CGPA.
2. Earns “F” grade(s) in a course(s) in any semester.

Note: -Warning letter is issued if the student does not qualify for any other academic deficiency.

II. 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:-

1. Two probations are allowed in complete duration of the degree. Probation is not applicable to 1st semester. Moreover, a student may go on probation without receiving an academic warning beforehand.

2. An academic deficient student will be placed on 1st probation, if his / her CGPA 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 (excluding summer semester).
3. If his / her CGPA 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 (last chance).
4. If CGPA of the student again falls below 2.00 after 2nd probation, he / she will be separated from the Programme.
5. If academic performance of a student improves and CGPA is equal to or above 2.00 then the student will regain good academic status.

Note: - Status of deficient or good academic student after declaration of Spring Semester result shall be decided after Summer Semester (If offered).

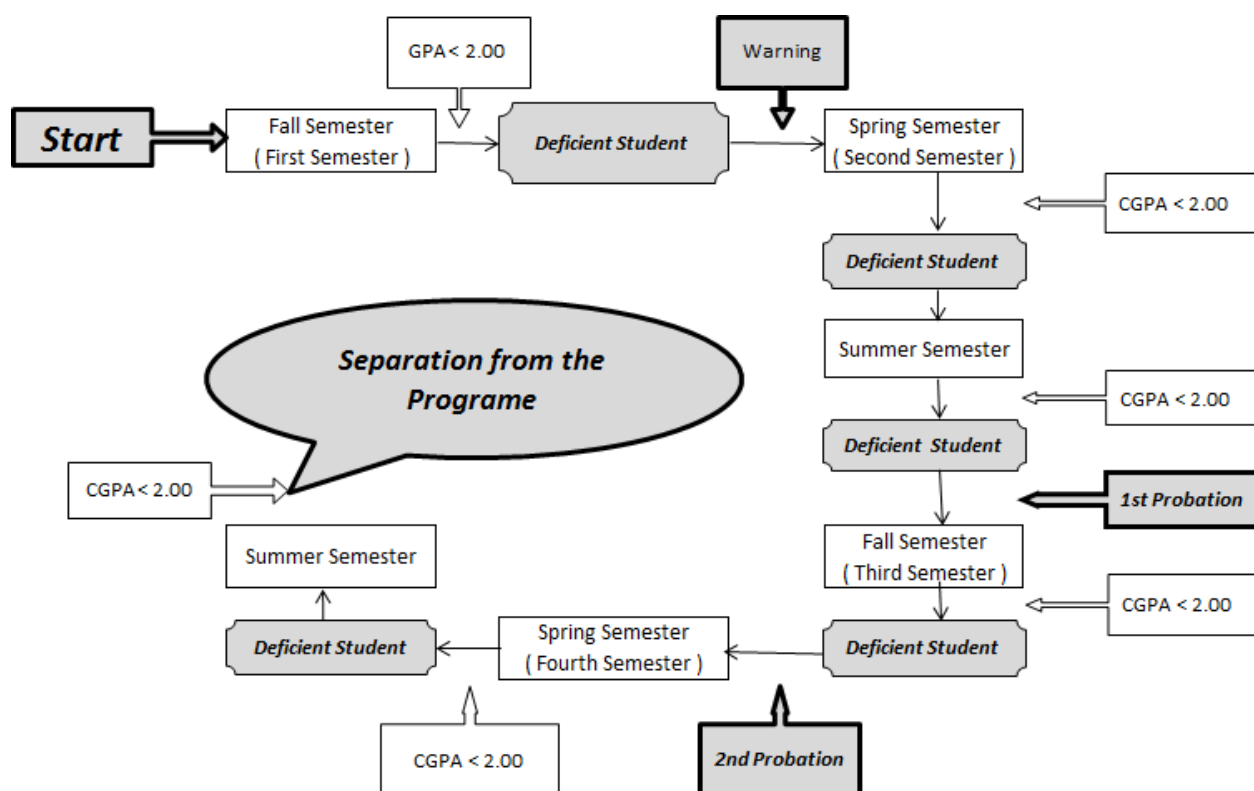
III. Separation from the Programme

An academic deficient student shall be separated from the Programme, 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:-

1. Earns five “F” grades in 1st semester.
2. Accumulate seven or more “F” grades.
3. Availed two chances of probation.
4. On disciplinary grounds as per the discipline rules and regulations of the LGU.
5. In case if the student cannot complete the degree requirements within the maximum stipulated time (including summer semester). However, Departmental Board of Studies shall get such cases approved by the Faculty Board of Studies.

Note: If a student is likely to be separated from the Programme, Registrar office shall communicate and dully record such cases.

Figure 2: Graphical representation of warning, probation and separation from the Programme



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

a. Clearance of “F” Grade: -

1. A student shall opt to clear “F” grade(s) when subject is offered by the department.
2. Departmental Board of Studies will make arrangement for the registration of “F” grade(s) in regular or summer semester (subject to maximum credit hours limits) and forward the enrolment to examination office after getting approval from the respective Dean.
3. The transcript of a student shall show all the attempts made for the clearance of “F” grade(s) and only one ‘F’ will be counted irrespective of the attempts.
4. The student who repeats a course with “F” grade shall not be eligible for academic honors / awards.

Note: Fee shall be charged as per the policies of the treasurer office.

b. Clearance of “W” Grade:

1. A student shall opt to clear “W” grade(s) when subject is offered by the department.
2. Departmental Board of Studies will make arrangement for the registration of “W” grade(s) in regular or summer semester (subject to maximum credit hours limits) and forward the enrolment to examination office after getting approval from the respective Dean.
3. The transcript of a student shall show both the grade(s).
4. The student who repeats a course to clear a “W” grade shall not be eligible for academic honors / awards.

Note: Fee shall be charged as per the policies of the treasurer office.

c. Improvement of CGPA: -

1. A student shall opt to improve a subject with “D” grade when subject is offered by the department.
2. Departmental Board of Studies will make arrangement for the registration of subjects for improvement in regular or summer semester (subject to maximum credit hours limits) and forward the enrolment to examination office after getting approval from the respective Dean.
3. The transcript of a student shall show both the grade(s) but better grade shall be counted towards CGPA calculation.
4. The student who repeats a course to improve CGPA shall not be eligible for academic honors / awards on the basis of new earned grade.

Note: Fee shall be charged as per the policies of the treasurer office.

V. Procedure to Handle Academic Deficiencies:-

Cases of academic deficiencies will be dealt as per the following explanation:-

1. Departmental Board of Studies will review the final semester results of academically deficient students received from the examination office and forward the recommendations regarding the deficient students to the Faculty Board of Studies within one week from the date of announcement of semester results.
2. Faculty Board of Study will evaluate and finalize / approve the recommendations received from the Departmental Board of Studies and approve academic deficient student result.
3. Moreover, to:-
 - f. Issue Warning letter.
 - g. Declare student status as on probation.
 - h. Recommend repetition of courses or semester.
 - i. Recommend suspension.

- j. Recommend Separation.

Examination Branch shall prepare probation and warning letters and forward the same to the Registrar office. Registrar office shall finalize the communication of probation and warning letters. However, letters for suspension, separation and repetition of courses shall be prepared and communicated by the Registrar office.

4.5 ACADEMIC STANDARDS FOR MS / M.PHIL PROGRAMS

ADMISSION REQUIREMENT

1. Admission requirement:

For admission into the M. Phil/MS minimum CGPA 2.5 (out of 4.0 in the Semester System) or Second Division (in the Annual System) in M. A. /M. Sc. /Equivalent degree is required.

2. Subject Test:

A General test conducted by the National Testing Service (NTS) or arranged by the Board of Studies in the area of specialization chosen at the M. Phil/MS level must be cleared prior to admission for the M. Phil/MS Program. In the case of GAT General, minimum 50% marks are required to pass.

If the Test is not available in NTS list, then a University Committee consisting of at least 2 Ph. D faculty members in the subject area will conduct the Test and qualifying score for this will be 60%.

DURATION OF STUDIES

Duration for completing the MS. / M.PHIL 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		04 Semesters (2 semester course work + 2 semester research work)

AWARD OF DEGREE

MS / M.PHIL degree is awarded to the students on the recommendation of Faculty Board of Studies who satisfy the following conditions:-

- a. Have earned minimum number of credit hours and duration for completing the Bachelor's Programs as approved by the Higher Education Commission (HEC) shall be as under

Program	Minimum Credit Hours	Minimum Duration	Maximum Duration
MS / M.PHIL Program	30	1.5 / 2 Years	3 Years

- b. Have earned minimum CGPA of 2.50.
c. Has no un-cleared "F", "I" or "W" grade in any course required for the degree.
d. Has successfully completed the research project, internship and thesis/case study, as applicable.

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

GOOD ACADEMIC STANDING AND DEFICIENCIES FOR MS / M.Phil.

Good Academic Standing

Maintaining a good academic performance during their study duration is the prime consideration for the students. A student is said to be in good academic standing, if he / she has maintained a minimum CGPA of 2.50 at the end of each regular semester.

Academic Deficiencies

- I. **Definition:-** A student is said to be in a situation of academic deficiency if the final results of a semester contains one or more from the following list:-
1. Grade "F" in any course
 2. Semester results shows GPA less than 2.50
 3. Semester results shows CGPA less than 2.50
 4. Grade "I" in any course
- II. **Categories to Handle Academic Deficiencies: -** Academic deficiency can be handled as per the following categories:-
1. Academic Warning.
 2. Probation.
 3. Separation from the Academic Programme.
 4. Repetition of Course(s) / Semester.
 5. Suspension

Explanation

- I. **Academic Warning:** - Academic warning is issued to advise the student improve his / her studies seriously so the danger of facing probation situation can be avoided. Warning letters are issued in the presence of any of the following situations:-

1. Earns “F” grade(s) in a course(s) in any semester.

Note: -Warning letter is issued if the student does not qualify for any other academic deficiency.

- II. **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:-

1. One probation is allowed in complete duration of the degree. A student may go on probation without receiving an academic warning beforehand. Probation is allowed only in the first semester.
2. A student will be placed on probation if his / her 1st semester GPA ranges between 2.00 – 2.49. Probation means that such student will be promoted to next regular semester (excluding summer semester).
3. If at the end of 2nd semester, CGPA of a student (Good academic or deficient student) ranges between 2.00 – 2.49, he / she has to improve CGPA to go for the thesis. Following will be the possible possibilities:-
 - a. *In case of no “F” grade student has to improve CGPA by repeating course(s) (if grades can be improved).*
 - b. *In case of “F” grade student has to improve CGPA by clearing grade “F”.*
 - c. *Failure to improve CGPA will result in separation from the programme.*

Note: - Status of deficient or good academic student after declaration of Spring Semester result shall be decided after Summer Semester (If offered).

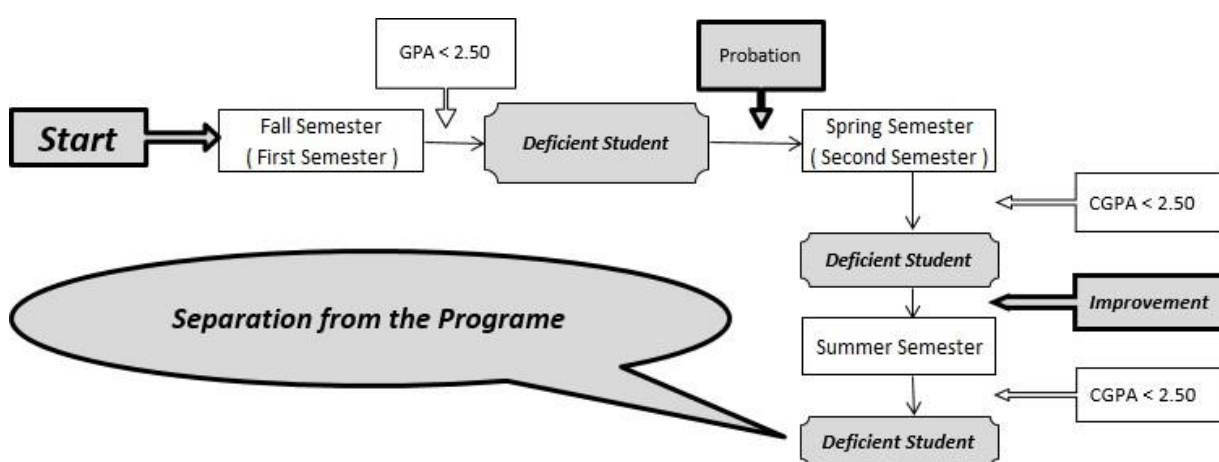
- III. **Separation from the Programme:** - An academic deficient student shall be separated from the Programme, if he / she is not allowed to continue regular academic activities i.e. declared unsuitable for onward studies. Following is the explanation in this regard:-

1. Earns five “F” grades in 1st semester.
2. Accumulate three or more “F” grades.
3. GPA / CGPA falls below 2.00.

4. Failed to improve CGPA after second semester (*If at the end of 2nd semester, CGPA of a student ranges between 2.00 – 2.49*)
5. On disciplinary grounds as per the discipline rules and regulations of the LGU.
6. In case if the student cannot complete the degree requirements within the maximum stipulated time (including summer semester). However, Departmental Board of Studies shall get such cases approved by the Faculty Board of Studies.

Note: If a student is likely to be separated from the Programme, Registrar office shall communicate and duly record such cases.

Figure 3: Graphical representation of warning, probation and separation from the Programme



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

a. Clearance of “F” Grade: -

1. A student shall opt to clear “F” grade(s) when subject is offered by the department.
2. Departmental Board of Studies will make arrangement for the registration of “F” grade(s) in regular or summer semester (subject to maximum credit hours limits) and get approval from the respective Dean.
3. The transcript of a student shall show all the attempts made for the clearance of “F” grade(s) and only one ‘F’ will be counted irrespective of the attempts.
4. The student who repeats a course with “F” grade shall not be eligible for academic honors / awards.

Note: Fee shall be charged as per the policies of the treasurer office.

b. Clearance of “W” Grade:

1. A student shall opt to clear “W” grade(s) when subject is offered by the department.
2. Departmental Board of Studies will make arrangement for the registration of “W” grade(s) in regular or summer semester (subject to maximum credit hours limits) and get approval from the respective Dean.
3. The transcript of a student shall show both the grade(s).
4. The student who repeats a course to clear a “W” grade shall not be eligible for academic honors / awards.

Note: Fee shall be charged as per the policies of the treasurer office.

c. Improvement of CGPA: -

1. A student shall opt to improve a subject with “D or C” grade when subject is offered by the department.
2. Departmental Board of Studies will make arrangement for the registration of subjects for improvement in regular or summer semester (subject to maximum credit hours limits) and get approval from the respective Dean.
3. The transcript of a student shall show both the grade(s) but better grade shall be counted towards CGPA calculation.
4. The student who repeats a course to improve CGPA shall not be eligible for academic honors / awards on the basis of new earned grade.

Note: Fee shall be charged as per the policies of the treasurer office.

VI. Procedure to Handle Academic Deficiencies:- Cases of academic deficiencies will be dealt as per the following explanation:-

1. Departmental Board of Studies will review the final semester results of academically deficient students received from the examination office and forward the recommendations regarding the deficient students to the Faculty Board of Studies within one week from the date of announcement of semester results.
2. Faculty Board of Study will evaluate and finalize / approve the recommendations received from the Departmental Board of Studies and approve academic deficient student result.
3. Moreover, to:-
 - k. Issue Warning letter.
 - l. Declare student status as on probation.
 - m. Recommend repetition of courses or semester.
 - n. Recommend suspension.
 - o. Recommend Separation.

Examination Branch shall prepare probation and warning letters and forward the same to the Registrar office. Registrar office shall finalize the communication of probation and warning letters. However, letters for suspension, separation and repetition of courses shall be prepared and communicated by the Registrar office.

THESIS

1. Course Work:

Minimum duration for M Phil/MS program (24+6= 30 credit hours) is two years and maximum five years. Course work of 24 credit hours is required to be completed in the first year (two semesters) followed by a comprehensive examination and thesis of 6 credit hours in the next year (two semesters). A student obtaining minimum CGPA 2.5 will be allowed to appear in comprehensive examination and minimum 60% marks are required for going into thesis.

2. Synopsis Submission:

Synopsis prepared by the candidate under the guidance of Supervisor after passing the comprehensive examination, shall be presented in the Board of Studies of the concerned Department and then the faculty. The approved synopsis shall be sent to BASR (Board of Advanced Studies and Research).

3. Synopsis Approval:

A candidate has to defend his/her synopsis in the meeting of BASR in the presence of Supervisor, Head of the department and Dean of the concerned faculty. The BASR may reject or defer the synopsis with valid reasons.

4. Thesis Submission:

- a) A candidate registered for M. Phil/MS programme, after clearing Comprehensive examination may submit his/her thesis for evaluation within one year or maximum in three years after approval of synopsis by the BASR. The name of a candidate failing in submitting his/her thesis in the prescribed period of time will be eliminated from the department.
- b) The Plagiarism Test must be conducted on the Thesis before its submission to the external examiner.
- c) After successful completion of the research the thesis shall be written by the candidate himself / herself under the guidance of his/ her Supervisor. The

Supervisor shall provide a certificate that the work is original and completed under his/her supervision.

- d) In case of successful writing of the thesis, five hard copies (one for the external examiner, one for supervisor, one for central library and one for departmental, one for the candidate) and one soft copy of the thesis shall be submitted to the Controller Office of LGU for evaluation. The thesis shall be written and bound according to the format approved by the Academic Council of LGU.

5. Thesis Evaluation:

- a) The thesis must be evaluated by one of the Ph. D expert of the field.
- b) For the selection of the names of examiners, a panel of examiners (comprising of minimum 3 examiners) shall be submitted to BASR through Board of Studies for subsequent selection by the Vice Chancellor.
- c) The Controller Office shall send a consent advice to the External Examiner and on positive response shall deliver a hard copy of the thesis to him/her.
- d) The candidate shall be eligible for the M. Phil/MS degree on the positive report of the examiner. In case of total rejection the candidate will have to pass through the same procedure again.
- e) In case the examiner suggests some alterations or improvements in the thesis, the thesis shall be deferred and resubmitted after incorporating those alterations or improvements by the candidate.
- f) After the successful Viva Voce examination, a certificate recommending the conferment of the degree, duly signed by the Supervisor, Head of the department and External examiner shall be sent to the Controller of Examination LGU for notification.

CHAPTER V

CODE OF CONDUCT

5.1 LGU CODE OF CONDUCT

1. INTRODUCTION

LGU is emerging as a leading university in Lahore and fulfilling its responsibility of graduating culturally enlightened, technologically knowledgeable, academically competent, and research oriented productive citizens who are prepared to lead, inspire, and serve humanity. The university wholeheartedly commits itself and all its resources to this sacred and responsibility.

The LGU community comprises a diverse population of students in pursuit of academic excellence and take its students to be the representative of LGU family. It strives to refine the ability of students to reason and to communicate freely and clearly so as to become responsible, morally equipped, moderate and well-rounded citizens of a diverse world. It is therefore expected that these attributes, in turn, should be reflected in their everyday behavior, attitude and dress.

LGU believes that the regulations, guidelines, and safeguards described herein are indispensable features to maintaining an academic environment commensurate with the teachings, learning, and development endeavors of the university community.

2. DEFINITION OF TERMS:-

Definition of different terms are:-

- a. Complainant means a person who makes a complaint or reports a violation of the University Code of Conduct or University regulations and policies.
- b. Intentional means deliberate.
- c. Respondent means a person who has been accused of violating the University Code of Conduct.
- d. Student means any currently enrolled person for whom the institution maintains educational records, as defined by the University regulations.
- e. Reckless means careless or heedless of the potentially harmful consequences of one's behavior, where risks of harm to persons, property or normal University operations exists or can be reasonable foreseen.
- f. University Official is a person employed by the University in an administrative, supervisory, academic, research, or support staff positions.

5.2 GENERAL

- **Federal / Provincial Laws and Ordinances** Violation of a Federal / Provincial law or ordinance will be dealt accordingly under these laws.
- **Gender Mixing** Students are strictly reminded to follow the acceptable social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated.
- **Littering** It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the campus premises. The designated waste boxes should be used for the purpose.
- **Sports**
 - a. Sports expect all individuals and teams involved in sport to participate showing sportsmanship, respect, consideration and appreciation towards their opponents, teammates, officials and University staff at all times.
 - b. Under no circumstances should be a student react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.
 - c. Individuals signing the player registration form are agreeing to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action being taken by the University.
 - d. Persons under the influence of drugs are not permitted to participate in sport activities at the University and as such will result in disciplinary actions by LGU.
 - e. On a final note, please remember that no referee, umpire or official is perfect, there may be disagreement with every decision that is made and and, just like players, they make mistakes too. Decisions should be taken gracefully.
- **Dress Code** In order to maintain academic dignity and sanctity of the institution, students and staff of the university are required to wear decent dress keeping in view the local cultural values. The dress restriction is not to impose any rigidity or regimentation but is in accordance with the spirit of discipline and punctuality which is the premier aspect of life style at the campus. Purpose of dress code is to establish the basic guidelines for appropriate work dress that promote a positive image of LGU also allow maximum flexibility to maintain good morale, respect, cultural values and due consideration for safety while working at laboratories. To abide by the student dress code, student should not:-
 - a. Wear light or see-through dress.
 - b. Wear Shorts, or sleeve-less shirts.
 - c. Wear Tee-Shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others.

- d. Wear torn clothing.
- e. Wear jogging or exercise clothing during classes.
- f. Put on excessive makeup or wear excessive jewellery.
- g. Wear untidy, gaudy or immodest dress in classrooms, cafeteria and university offices.
- h. Wear unprofessional attire in formal programs and interviews.

All faculty members, administrative staff, support staff and students will be expected to monitor this code of conduct and report any such disregard or violations to LGU.

5.3 ACADEMIC DISHONESTY

Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of University academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Common example of academically dishonest behavior includes, but is not limited to, the following:

- a. Cheating Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so.
- b. Fabrication Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- c. Facilitating Academic Dishonesty Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- d. Plagiarism Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.
- e. Unauthorized Collaboration Providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the instructor.

5.4 MORAL DISHONESTY

Moral dishonesty means act which does not conform to know norms of decency.

- **Responsibility**

We must accept the outcome of our own actions. Therefore, students must strive to exceed peers' and instructors' expectations, meet established deadlines for assignments, and represent the LGU in a positive manner.

- **Enthusiasm**

Seek to exhibit drive and passion in daily activities and towards achieving goals. This means actively engaging in classroom discussions, and being committed in general to the goals of LGU.

- **Self- Esteem**

A strong sense of self-esteem leads to the ability to respect others. This can be accomplished by believing in one's own self and values, seeking out opportunities for self-development, and accepting challenges.

- **Professional Integrity**

We expect the students and faculty to be trustworthy and sincere in all interactions. As part of the LGU community, must be honest and true t words and signs, abide by the honor code, and be committed to your responsibilities.

- **Equity**

This includes matching instructors' and peers' efforts and supporting equal opportunities for all students to learn. Our sense of equity as it extends to our obligations to our obligations to the community and the environment.

- **Compassion**

Committed to practicing care, empathy, and understanding towards others. As part of this objective, positive support be provided, feedback and help to those who need it.

- **Teamwork**

To be successful, cooperation with team members to reach a common goal is pivotal. LGU will create an open atmosphere where constructive ideas can be shared without criticism, and where students can contribute ideas while respecting others on the team.

(Adapted from the UNSECO Charter Quality in Education)

5.5 CONDUCT

1. Extension of the LGU Code of Conduct The LGU Code of Conduct applies to conduct that occurs on the premises, at LGU sponsored activities, and to off-campus conduct that adversely affects the university reputation and/or the pursuit of its objectives. Each member of the LGU shall be responsible for his/her conduct.

2. Classroom Standards The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Students must be protected against infringement of their rights and unfair practices.
3. Identification/Registration Card
 - a. Each member of the University community is issued a picture Identification/Registration card or visitor's pass, and must wear it at all times while on University premises or at University-sponsored activities. Identification/Registration cards must be presented upon entering University buildings and must be worn while on university premises.
 - b. Identification/Registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the University if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.
 - c. Upon card owner's withdrawal from the university, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled, from the university, the identification card must be surrendered to the College/institute/school
4. Visitors and Guests Students may be held accountable for the acts of misconduct of their guests while on university premises or at University-sponsored activities. Visitors, including invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior in the University Premises.
5. Acts for Ill-Discipline/Prohibited Conduct
 - a. **Academic Dishonesty** Violating the University Policy on Academic Dishonesty by committing, or attempting to commit, academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, and facilitating academic dishonesty of others and unauthorized collaboration.
 - b. **Abuse, Assault Threatening Behaviour** Intentionally endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.
 - c. **Firearms, Explosives And Other Weapons** Illegal or unauthorized use, possession, or storage of firearms, explosives(including but not limited to fireworks), other

weapons, or dangerous chemicals on University Premises, whether or not a license to possess the same has been issued to the possessor.

- d. **Violation of Disciplinary Sanction** Knowingly violating terms of any disciplinary sanction imposed in accordance with LGU policies.
- e. **Furnishing False Information** Forgery or Unauthorized Use of Documents. Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency/services ; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and other non-academic records, signatures, seals or stamps thereof.
- f. **Disorderly Conduct or Indecent Behaviour** Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on University-sponsored function/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person to breach the peace on electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge.
- g. **Theft** Theft, or attempted theft, of property or services on University premises or at University-sponsored activities.
- h. **Damage to Property or its Destruction** Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, University property or the property of others on University premises or at University-sponsored activities.
- i. **Non-Compliance with Official Direction** Failure to comply with reasonable direction of University officials acting in performance of their duties.
- j. **Violation of University Regulations and Policies** Violating University regulations or policies including amendments and additions adopted since the publication date.
- k. **Alcohol / Drugs / Intoxicants** Distribution, possession and consumption of alcohol / drugs / intoxicants on University premises or at University-sponsored activities.
- l. **Unauthorized Access to Facilities** Unauthorized access or entry to, or use of, University facilities and equipment. Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment; or, unauthorized entry to or use of University premises.
- m. **Unauthorized, Use of Computer or Electronic Communication Devices** Theft or other abuse of computer facilities and resources including, but not limited to:-
 - I. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

- II. Unauthorized transfer of a file.
 - III. Use of another individual's identification and/or password.
 - IV. Interference with the work of another student, faculty member or University official.
 - V. Sending obscene, abusive or threatening messages.
 - VI. Transmission of computer viruses.
 - VII. Interfering with normal operation of the University computing system.
 - VIII. Unauthorized duplication of software or other violation of copyright laws.
 - IX. Unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.
- n. **Provoking Others to Misconduct** Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.
- o. **Identification / Registration Cards** Failure to wear, or to produce or surrender the identification card upon the request of a University official.
- p. **Animals**
Bringing an animal into any University building, with the exception of animals used for authorized laboratory purposes, or animals being used for security purpose for which permission has been granted.
- q. **Demonstration**
Demonstration exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- r. **Political Activities** Unauthorized use of University facilities or equipment for political activities.
- s. **Harassment** Indulge in following:-
- I. Passing remarks, placing visual or written material, aimed at a specific person or group:-
 - a) With the intention of causing harm to the person or group; and/or,
 - b) Creating an environment which limits a student's educational opportunity.
 - II. Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational opportunity.

- t. **Physical Assault**
 - u. **Gambling** Unauthorized and/or illegal exchange of money favors or services as a result of an unauthorized game or competition.
 - v. **Smoking** Smoking is strictly prohibited and liable to punishment.
 - w. **Abuse of the student Conduct System** Abusing the student conduct system including, but not limited to:-
 - 1. Failure to obey the notice from a university official to appear for a meeting or hearing as part of the student conduct system.
 - 2. Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.
 - 3. Disruption or interference with the orderly conduct of a hearing proceeding.
 - 4. Causing a violation of University Code of Conduct hearing to convene in bad faith.
 - w. **Indecent Behaviour at the Campus** Indecent behavior exhibited at the campus including classes, cafeteria, laboratories etc, defying the norms of decency, morality and religious/cultural/social values by single or group of students.
 - x. Damage to the University fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/university equipment, etc.
 - y. Use of mobile phone in class rooms, examination halls, labs and library thus disrupting the peace of the said rooms.
6. Off-Campus Conduct Conduct occurring off University premises be such that it should not affect the interest/image of the University.
7. Enforcement of Code of Conduct Matters of indiscipline would be referred to LGU authorities, which are authorized to check indiscipline matters and decide as per LGU rules, regulations and policy. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities. Students who are charged with violations of this Code are subject to disciplinary action as per LGU Rules / Regulations / Statutes.

5.6 PUNISHMENT OR PENALTY FOR ACTS OF ILL-DISCIPLINE

Punishments or penalty for acts of ill-discipline shall be according to the gravity of the case and may be one or more of the followings:-

- 1. Minor Punishments
 - a. Warning in Writing Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause further disciplinary action.
 - b. Probation Probation for a specific period.

- c. Fine Fine which may amount upto Rs.3000.
- d. Hostel Suspension/Permanent Removal Expulsion from the hostel for a specified period, or permanent removal from the residence hall.
- e. Withholding of Certificate Withholding of a certificate of good moral characters.
- f. Removal of privileges Deprivation from the privileges enjoyed by the students.
- g. F Grade Award “F” grade in a paper.

2. Major Punishments.

- a. Expulsion Expulsion/withdrawal from the University
- b. Fine Fine which may amount upto Rs.10,000.
- c. Exam Result Cancellation of examination result.
- d. Rustication Expulsion or rustication from the University/college/Institute/Centre for a specific period.
- e. Degree Non conferment of degree/transcript.
- f. Relegation/withdrawal

Other sanctions or a combination of above mentioned punishments as deemed appropriate.

CHAPTER VI

HOSTEL POLICY

6.1 DISCIPLINE PROCESS

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.

CHAPTER VII

CLUBS AND SOCIETIES

There shall be a Students' Council of the University for the Promotion of the general interests of students and to afford a recognized channel of communication between students and the outside business environment. Members of the academic staff may be appointed/nominated as coordinators of different societies of the University.

Each society under the council is required to conduct at least one activity in a semester. The purpose of activity should be enhancement of general knowledge in the student body. Full details of decisions to conduct an activity must be published by the society and the notice made available to all students and to the management of the University.

The Hierarchy of the Council is as under:

- Council Coordinator (a faculty member)
- President
- Vice President
- General Secretary
- Finance Secretary
- Four Executive Committee Members.

Office bearers of the society shall be:

- All students must have a cumulative GPA of 2.5 and above.
- Must not be involved in any unethical activities(according to the University regulations)
- Must not have been fined/penalized or punished at the University for any Offence
- Must be able to spare time for organizing various events and be capable of coordinating other members of the society on regular basis.
- Any member of a society shall not work for another society at the same time.
- Obeying other regulations as may be relevant.

The coordinator of the societies shall get approval from the administrator for an activity 15 days before the scheduled date.

CHAPTER VIII

CAREER COUNCELLING AND ADVISORY

8.1 CAREER COUNSELING AND ADVISORY

The primary responsibility of the office of career services at LGU is to enhance the professional skills portfolio of both students and alumni by organizing a wide range of career related activities such as workshops, individual advisory services, comprehensive job posting, on-campus recruitment facilities, opportunities to meet industry professionals during activities specifically designed for the purpose, etc. The staff within the office is dedicated to helping in all aspects of career planning and development and works closely with faculty, staff, an employer to ensure that the requirements of both the industrial and corporate sector and those of the students are being met. The CCA also helps students identify the career that best suits their interests and skills.

The CCA encourages students to take personal responsibility to utilize its services to develop their career oriented skills from freshman through senior year and beyond. Moreover, it teaches students the skills necessary to formulate successful job search strategies and facilitate career progression. It is dedicated to meeting student needs and is open to provision of individualizing services. It is comprehensive unit that assists students in a variety of ways throughout their stay at the university and even after graduating. Career Counselors are available to provide counseling and assistance regarding career development to students, and alumni in accordance with the University's mission of providing caring nurturing environment. The commitment to serve potential employers in particular and participants in general InshaAllah, will continue with zeal and vigor. In short, office of career services also serves as the pathway for employers to recruit LGU students.

Core Functions

- Job Placements (fresh graduates and alumni)
- Promoting LGU Brand Name
- Personality Development and Training Workshops
- Career Counseling
- Mock Interviews
- Job Notification
- Job Fairs
- Job Facilitation Fair

CHAPTER IX

FINANCIAL MATTERS

FEE RULES & REGULATIONS

Academic Fee

1. In semester system fee of 1 semester can be deposited in one installment or max in two installments.
2. Schedule of installment is displayed on “University Notice Board”. It is the responsibility of student to read the notice board on daily basis and collect its challan form/fee bill timely.
3. Fine Rs.20/- per day will be charged if fee is not deposited within the scheduled dates.
4. Rs. 50/- will be charged in case of duplicate fee bill.
5. If any student fail to deposit its two installment successively, it will be declared as “Defaulter Student” and Rs. 2000/- will be charged as defaulter fine.
6. All type of fee is nonrefundable and can be changed without prior notice.

Transport Fee

1. For availing the University Transport Service student will have to get registered with Transport/Accounts department after this he/she can avail the service.
2. Transport fee must be deposited by the student within the 10th of every month.
3. After the expiry date 10th of each month or due date announce by Accounts Office Rs. 20/- per day will be charged as fine.
4. It is the responsibility of student to collect its transport fee bill timely for payment.
5. Student cannot change its “Bus/Route” without pre-approval of Transport/Accounts department. For the Change of Bus/Route contact to the Transport/Accounts deptt.
6. For semester system only: during semester off period transport fee will be adjusted in next month fee.
7. If any student is found with invalid “Bus Pass” it will be charged fine Rs.500/- and Bus Pass will be captured.
8. Registered student must have to pay its transport fee either he/she avail the service or not. If any student wants to leave the transport service then he/she must have to inform 1 month before through proper application otherwise he/she must pay the transport fee.
9. All type of fee is nonrefundable and can be changed without prior notice.

Refund of Fee

1. Security fee (Refundable) will be refunded to the students after the announcement of their final results.
2. In case a candidate, after getting admission, decides to withdraw from the Institute, following refund policy as per directive of Higher Education Commission(HEC) will be applicable:

% of Tuition fee	Time Line for Semester System	Time Line for annual System
100% fee refunded except admission & registration fee	7th day of convening of classes	15th day of convening of classes
50% fee refunded except admission & registration fee	Withdrawing from 8th to 15th day of convening of classes	Withdrawing from 16th to 30th day of convening of classes
Nothing refund	Withdrawing from 16th day of convening of classes or later	Withdrawing from 31st day of convening of classes or later

In case of existing students nothing shall be refunded to the student.

COURSE REPEATING FEE

Rs. 3000/- per course fee will be charged

FREEZING OF SEMESTER

If a student applies for freezing of a semester then any fee already submitted will be carried over to the semester when the student desires to join again.

WITHDRAWAL OF A COURSE (REGULAR SEMESTER)

No Fee will be refunded if a student withdraws from a course after completion of two weeks of commencement of semester.

SUMMER SEMESTER

No fee will be refunded once the student has registered for a course in the Summer semester.

CANCELLATION OF A COURSE/PROGRAM

Full fee will be refunded to the students if the course, after being offered, is cancelled by the University for any reason. In case a program is cancelled, the entire charges including Admission Fee will be refunded to the students.

REFUNDS TO STUDENTS FAILING TO MEET ADMISSION ELIGIBILITY CRITERIA

If a student, having been awarded provisional admission in a degree program at the University, fails to achieve the minimum eligibility criteria of the University prescribed for the degree program, he/she shall not be entitled for refund of any fee other than Caution Money.

CONFLICT RESOLUTION

In case of any conflict or interpretation of the aforementioned regulations on refund of fee and other charges, the matter will be referred to the Vice Chancellor through the Treasurer whose decision shall be considered final and binding rather than seeking resolution through a court of law

CHAPTER X

LIBRARY RULES

LIBRARY RULES

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

- 1) All people borrowing library material shall produce evidence of identity at the time of requesting for issue of book.
- 2) Books are issued for 14 days (calendar days) to students and 1 month (calendar days) for faculty members.
- 3) Students can reissue a book only four times and faculty twice only.
- 4) Users must bring their membership card while entering the library.
- 5) Group study is not allowed in the library.
- 6) Avoid standing or walking in groups.
- 7) Reference books are not issued to any faculty members or students.
- 8) Silence must be observed strictly in the library.
- 9) Smoking is not permitted in the library.
- 10) Students are requested to switch off/ on silent mode their mobile phones when they enter the library.
- 11) After reading, leave books on the table or on the book trolley. Please do not shelve the books.
- 12) Complete silence should be observed except for brief and subdued talk with the library staff.
- 13) Drinks and eatables are not allowed in the library.
- 14) Keep your mobiles off within the library premises.
- 15) Make sure you have provided correct e-mail address while filling your library membership form.
- 16) Report lost books or other materials to the library immediately to stop overdue fines.