

## Teaching and Examinations

Regulations Relating to Semester System of Teaching and Examinations for Bachelor Degree Programmes of the University of Engineering and Technology, Taxila.

### a. Short Title, Commencement and Applicability:

- i. These Regulations shall be called "The University of Engineering and Technology Taxila Regulations Relating to Semester System of Teaching and Examinations for Bachelor Degree Programmes".
- ii. These shall come into force with immediate effect for undergraduate degree Programmes of the University and will be applicable for all enrolled students.

### b. Definitions:

- i. "Academic Council" means Academic Council of the University.
- ii. "Academic Year" means a year normally consisting of two regular (i.e. Fall and Spring) semesters of 18-20 weeks duration each and one optional (i.e. Summer) semester of 9-10 weeks duration inclusive of examinations, internships or any other academic activity.
- iii. "Board of Undergraduate Studies" means the Board of Undergraduate Studies of the concerned Academic Department of the University.
- iv. "Candidate" means a student who intends to appear in an Examination.
- v. "Casual Student" means a student who is not on the rolls of the University after passing out his session i.e. after completion of his minimum degree duration period but is otherwise eligible to take the courses and to appear in the examination. He shall, however, be governed by the University Examinations and Discipline Rules & Regulations.
- vi. "Chairman" means the Chairman of the concerned Academic Department of the University.
- vii. "Controller of Examinations" means the Controller of Examinations of the University.
- viii. "Contact Hours" means the total number of lectures, tutorials and laboratory hours per week.
- ix. "Course Teacher" means a person appointed by the competent authority, who teaches a course and then evaluates the students as per University rules and procedures.
- x. "Credit Hour" means 1 hour of theory lecture or

3 hours of practical work in a course per week for the semester.

- xi. "Cumulative Grade Point Average (CGPA)" means the credit-hour weighted average of the Grade Points earned for all the courses in all the semesters attended.
- xii. "Dean" means the Dean of the concerned Faculty.
- xiii. "Department" means an Academic Department of the University.
- xiv. "End Semester Examination" means the examination to be held at the end of each semester on such dates as the University may determine.
- xv. "Faculty" means the concerned Faculty of the University.
- xvi. "Grade" means the letter grade earned by a student in a course depending on his performance in that course.
- xvii. "Grade Points" means the points (numerical value) associated with each letter grade.
- xviii. "Mid Semester Examination" means the examination to be held after eight (08) weeks of teaching in case of regular semesters and after four (04) weeks of teaching in case of optional semester on such dates as the University may determine.
- xix. "Regular Student" means a bonafide student while enrolled during the minimum duration of a degree programme of this University and who does not maintain admission simultaneously in any other degree/diploma programme of this University or any other institution.
- xx. "Semester" means a declared duration covering 18-20 weeks of teaching in case of regular semester and 9-10 weeks of teaching in case of optional semester including examinations.
- xxi. "Semester Grade Point Average (SGPA)" means the credit-hour weighted average of the Grade Points earned for all the courses in a semester.
- xxii. "Subject" means a course of studies as prescribed in the detailed syllabi approved by the competent authority, whose successful completion shall be the requirement of the Degree.
- xxiii. "Syndicate" means the Syndicate of the University.
- xxiv. "University" means the University of Engineering and Technology Taxila.
- xxv. "Vice-Chancellor" means the Vice-Chancellor of the University.

c. **Explanations:**

In these regulations: -

The pronoun "he" and "its" derivatives are used for both male and female persons.

Depending upon the context, the words imparting the singular number include the plural number as well, and vice-versa.

d. **Academic Programmes:**

Bachelor of Science Degree shall be awarded in the following disciplines:

- i. Civil Engineering
- ii. Computer Engineering
- iii. Electrical Engineering
- iv. Electronic Engineering
- v. Environmental Engineering
- vi. Industrial Engineering
- vii. Mechanical Engineering
- viii. Software Engineering
- ix. Telecommunication Engineering
- x. Computer Science
- xi. Metallurgy and Material Engineering
- xii. City and Regional Planning
- xiii. Mechatronics Engineering (Chakwal Campus)
- xiv. Electronic Engineering (Chakwal Campus)
- xv. Petroleum & Gas Engineering (Chakwal Campus)
- xvi. Management Sciences (Chakwal Campus)
- xvii. Computer Science (Chakwal Campus)
- xviii. Any other discipline as and when approved by the University Authorities

e. **Academic Calendar:**

The Bachelor's Degree Programme shall be spread over four academic years (i.e. minimum Eight Regular Semesters). Each academic year shall consist of two regular teaching semesters i.e.; Fall and Spring and an optional Summer semester. Summer semester shall be primarily for those students who want to repeat / improve certain courses to make up for their academic deficiencies.

The minimum strength to offer a course in Summer Semester will be Five (05) students.

Teaching shall be mandatory for all offered courses in summer Semester.

It shall be in the best interest of the students to clear their failed courses or the courses where they want to improve their grades by repeating the courses as early as possible. The University will not be responsible to offer failed or improvement courses in the final year unless and until the other conditions of Summer Semester registration are met. In case of regular semesters (i.e. Fall and Spring) there shall be sixteen weeks of teaching. End Semester Examination shall be held in the eighteenth and nineteenth weeks. While in case of Summer semester, ninth week shall be for End Semester Examination. The Director Academics shall notify academic

schedule of complete year for its Fall, Spring and Summer Semesters for the convenience of students and faculty members mentioning the following:

- i. Semester registration date
- ii. Semester starting date
- iii. Mid semester examination week
- iv. Semester termination date
- v. End semester examination weeks

Students shall be responsible to meet the requirements and deadline published for each semester in the academic calendar. Students shall also be expected to know and adhere to the rules, regulations, course loads and policies of the University as well as those of the departments in which they are enrolled.

## Part-I. GENERAL

- a. The minimum duration of the degree programme shall be four academic years (i.e. Eight Regular Semesters). While the maximum duration allowed is seven years.
- b. Notwithstanding anything to the contrary contained in these regulations, no candidate shall be admitted to an examination after the expiry of seven academic years. This period shall be counted from the date of his registration to the first semester in the University. Provided that in case a candidate is admitted directly to a higher class, he shall not be admitted to an examination after the expiry of the remaining period for the session to which he is admitted.
- c. The total number of credit hours required for the award of degree shall be 130-136 while the number of credit hours per semester shall be 15-18. The courses of study, the credit hours allocated to each subject, the total credit hours offered in a semester and the detailed syllabi shall be as approved by the competent authority.
- d. A minimum CGPA of 2.0 for the total semesters of a degree programme shall be required for the award of degree. The student affected by this regulation shall have the option to repeat the courses in which his grade is less than C- within the maximum allowable time period.
- e. An academically deficient regular student shall be allowed to repeat / improve the courses during the summer semester if offered as well as during the regular semesters whenever the teaching and examination schedule makes it possible for him to register himself for the courses and to take the end semester examination. While the academically deficient casual student shall be allowed to repeat/improve the courses either during summer semester or whenever the teaching and examination schedule makes it possible for him to register himself for the courses and to take the End Semester Examination. In case of repetition/ improvement of a course the student shall have to pay course registration and examination fee as prescribed by the University.

It shall be noted that a student can only improve a grade lower than C- (i.e. D & F).

- f. An academically deficient student (i.e. Regular and Casual) shall be allowed to get himself registered for two courses at maximum irrespective of the credit hours in a summer semester. The contact hours during the summer semester shall be doubled to ensure that the course is completely taught in a summer semester with half of the duration compared to a regular (Fall or Spring) Semester. An academically deficient regular student will also be allowed to get himself registered for two additional courses at maximum with lower semesters if offered with his regular semester. Whereas an academically deficient casual student will also be allowed to get himself registered for five courses at maximum with lower semesters if offered in regular semesters.
- g. The registration, attendance, conduct of examination and result display policies etc. during the summer semester shall be same as in regular semester. Letter grade awarded during summer semester shall not be more than a 'B' grade.
- h. The medium of instructions and examinations shall be English for all subjects except Islamic Studies and Pakistan Studies for which the medium of instructions and examinations shall be either Urdu or English.

## Part-II. SEMESTER REGISTRATION

The registration of the students for each semester other than the first semester shall be made by the concerned Academic Department of the University. The registration for the first semester shall be made by the Registrar of the University.

- a. The registration of the students for each semester shall be made in accordance with the Academic Calendar notified by the Director Academics. The application forms shall be obtained from the office of the Chairman of the concerned Department. The students shall submit the forms duly filled up to the Chairman of the Department. After necessary verifications, the Chairman of the Department will notify the list of registered students within ten days of the start of regular semester and four days of the start of summer semester. He will also forward these lists to all concerned within a week.
- b. In case of a regular semester if a student misses his registration for cogent reasons, and applies for it within ten days of the notification of the list of registered students, he may be allowed to get himself registered with his class by the Dean of the Faculty concerned. He will, however, be required to pay re-admission fee as prescribed under the rules. He shall not claim any other relaxation in the rules governing teaching and examinations.
- c. If a student fails to get himself registered for a regular semester within the prescribed time, his name shall be deemed to have been struck off the University Rolls and he shall not be allowed to take the classes and appear in any examination.

## Part-III. ATTENDANCE REQUIREMENTS

No candidate shall be eligible to appear in an End Semester Examination unless the following conditions are fulfilled:

- He has been on the rolls of the University during the semester for which the examination is being held, unless allowed by the regulations to take examination in order to repeat/improve a course.
  - He is not debarred from taking the examination under the University rules and regulations in-force for the time being.
  - He has attended a minimum of 75% of the total number of lectures delivered, the laboratory periods held, design and practical work done in a course during the Semester for which the exams is being held. The Dean of the concerned faculty may, for valid reasons, condone this deficiency upto 10% on the recommendations of the Chairman of the department in consultation with the course teacher concerned.
- d. If a student does not fulfill the condition of attendance, he shall be awarded an F-grade in that course and will have to re-register for that course in the summer semester if offered or in a regular semester in which the course is being offered.
  - e. The course teacher concerned will prepare the attendance record and will display and forward the list of such candidates who do not fulfill the condition of attendance to the Controller of Examinations through the Chairman of the Department and Deans Committee immediately after the completion of the teaching session. Such candidates shall not be allowed to appear in the end semester examination of that course.
  - f. At the end of each month, the teacher concerned shall send to Chairman of the Department, a statement giving the total number of lectures delivered and practical conducted by hi together with the number of lectures and practical attended by each student.

## Part-IV. CONDUCT OF EXAMINATION

### 1. Students Evaluation System

The performance of every student shall be continuously monitored and assessed throughout the semester. During the semester a student's performance shall be evaluated by taking quizzes, assignments, mid semester examination, laboratory reports, and project presentations etc. An end semester examination shall also be taken at the end of each semester covering the entire syllabus.

The course teacher shall be responsible for the evaluation of work/performance of the students of his class and for the award of grades to them on the basis of such evaluation.

### 2. Grading Mechanism

Course grades shall be awarded to the students preferably based on their relative performance in the course with minimum student's strength more than ten(10). Grading shall be usually carried out on the basis of normal distribution

curve using statistical methods with preferably B as the class average, however, the course teacher's decision in this regard shall be considered final. Grades shall be indicated by letters. There shall be 4-letter grades i.e. A, B, C & D for individual courses with 9 performance levels e.g;

Letter Grades	Performance Levels
2 As	A & A-
3 Bs	B+, B & B-
3 Cs	C+, C & C-
1 D	Simple D
F	Fail
I	Incomplete

The grade points assigned to the letter grades shall be indicated as under:

Letter Grade	Grade Points
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

The following guideline for the award of Letter Grades can be followed by the course teachers in case of absolute grading and project evaluation etc.

Marks (%age)	Letter Grade
90-100	A
85-89	A-
80-84	B+
75-79	B
70-74	B-
65-69	C+
60-64	C
55-59	C-
50-54	D
<50	F

### 3. Semester Grade Point Average (SGPA)

The semester grade point average (SGPA) shall be calculated by multiplying the grade points earned in a course with the number of credit hours of that course, taking the sum of such products for each course taken in that semester and finally dividing the result by the total number of credit hours attempted in that semester.

### 4. Cumulative Grade Point Average (CGPA)

The cumulative GPA (CGPA) shall be calculated similarly (as that for SGPA) for all the courses taken in all the semesters of the degree programme.

### 5. Evaluation Components

#### a. Sessional Awards:

- (i) **Quizzes:** There shall be an appropriate number of quizzes (announced/ nannounced) per course.
- (ii) **Mid Semester Examination:** There shall be one mid semester examination of 1.5 to 2.0 hours duration per course in a semester after eighth week of teaching in case of regular semester and after fourth week in case of optional semester.
- (iii) **Home Assignments / Mini Projects:** There shall be an appropriate number of Home Assignments and / or Mini Projects per course in a semester.
- (iv) **Laboratory Reports:** The students shall submit laboratory reports on each laboratory practical held, which the course teacher will evaluate. In this case each experiment, design, drawing, project or assignment shall be considered an examination.

#### b. End-Semester Examination

There shall be one End-Semester Examination of 2.00 to 3.00 hours duration covering the entire course at the end of each semester. The examination shall be held in the last two weeks of each regular semester and last one week of Summer Semester.

### 6. Weightage of Evaluation Components

The final grade shall depend on the marks obtained in each of the evaluation components listed above. The weightage given to each component is as follows:

In case of courses not having any laboratory / practical work, the weightage of End Semester Examination shall be 60%. While in case of courses having only laboratory / practical work, the weightage of laboratory reports shall be 100%.

Evaluation Component	Weightage
Unannounced Quizzes	10%
Mid Semester Examination	20%
Home Assignments / Mini Projects	10%
Laboratory Reports	20%
End-Semester Examination	40%

### 7. Choice in Question Papers

There shall be no choice of questions in any of the evaluation components.

### 8. Absence from Examination

Absentees in any of the evaluation components shall be awarded zero marks whereas the absentee of end semester examination shall be awarded an F grade irrespective of sessional marks.

### 9. Maintenance and Display of Sessional Awards

- The marked scripts of each examination component i.e. quizzes, assignments mid and end semester examination answer scripts concerned teachers. in case a student is not satisfied with his awards and /or clarification from the teacher concerned, he may make written complaint to the Chairman of the Department who will refer his case to decision of the Committee shall be final.
- A student who fails to take his Mid Semester Examination due to some unavoidable circumstances (beyond his control) shall apply in writing to the Chairman for retaking mid semester examination before the End Semester Examination. The Chairman will refer his case to the Departmental Semester Committee for consideration and decision. The decision shall be communicated to the Controller of Examinations in writing. In case a student is allowed to retake Mid Semester Examination, the examination will be conducted by the course teacher before the End Semester Examination on payment of prescribed fee by the student.
- The teacher concerned shall prepare four copies of the sessional awards. He shall retain one copy with him; shall send one copy each to the Chairman of the Department concerned and the Controller of Examinations immediately after the completion of the teaching session. He shall also display a copy of the sessional awards on the Notice Board before the start of end semester examination.

### 10. Place and Conduct of Examination Date Sheet

The Controller of Examinations shall issue the

date sheet for each mid and end semester examination. Mid Semester examination shall be held on consecutive days excluding holidays which means that no gap shall be allowed between the two papers. While the End Semester examination shall be held on alternate days.

### 12. Paper Setting and Marking of Scripts for End Semester Examination

The course teacher(s) shall be responsible to set the question paper covering the entire syllabus, mark the answer scripts and prepare the award lists.

- The course teacher after setting the question paper shall get it photo copied by himself in accordance with the number of students and deliver it to the Centre Superintendent on the date of examination as per date sheet.
- On receipt of Answer Scripts from the Centre Superintendent on the same day, the course teacher shall mark the scripts for each examination and prepare the award lists on the prescribed form. After the end semester examination, he shall send the award lists (hard and soft copies) along with the marked scripts and question papers of Mid and End Semester examinations to the Controller of Examinations through the Chairman of the concerned department after a departmental faculty meeting. under sealed cover within the specified time limit.
- The course teacher(s) shall be responsible to ensure that there is no discrepancy in the marks entered in the award lists, the marks entered on the cover page of the scripts and the marks awarded to the questions in the scripts. A fraction of half or more shall be counted as one mark and less than half ignored in grand total only.
- The time limit for marking the scripts shall be ten (10) days. If a teacher cannot mark the scripts within the prescribed time limit due to unavoidable circumstances, he may obtain prior permission from the Controller of Examinations for extension of time before the expiry of the prescribed time limit. The extension in time limit shall, however, not be more than four days.
- A deduction of Rs. 50/- per day will be liable to be made from the remuneration of the examiners for delayed submission of results after the prescribed time limit.

### 13. Final Year Project

In the final year, students shall be required to do a project which is assigned six credit hours, two credits in the seventh semester and four credits in the eighth semester. A list of available projects shall be notified by the concerned department at the start of the academic year. Students shall be required to consult their faculty advisors for the selection of a project. Students shall be required to complete their projects and present their reports (in hard-bound form) before the end semester examination of their eighth semester. A three members committee including the project supervisor nominated by the Chairman of the Department

and approved by the Vice-Chancellor shall evaluate these projects at the end of eighth semester. The eighth semester project evaluation shall be held after the examination weeks and shall be followed by an open presentation

#### 14. **Summer Internship**

Every student shall be required to participate in an eight weeks practical training programme during the summer of their second or third year and submit a formal report to the Chairman of the Department.

#### 15. **Final Award**

The final award once received by the office of the Controller of Examinations shall not be liable to a subsequent change except with the permission of the Vice-Chancellor.

#### 16. **Notification of Result**

As soon as possible after the completion of the examination, the Controller of Examinations shall notify the result.

#### 17. **Re-Checking of Answer Scripts**

There shall be no re-evaluation of answer scripts of the end semester examination. However, a candidate shall be allowed to have his answer scripts rechecked by the Controller of Examinations on payment of prescribed fee within fifteen days of the declaration of the result. The Dean of the Faculty concerned may condone the delay up to a maximum period of ten days on payment of double fee. The Controller of Examinations shall certify that:-

- a) The script has not been changed.
- b) No portion of the script has been left unmarked.
- c) The marks awarded in the script have been correctly brought out on its cover.
- d) The grand total on the cover of the script is correct.
- e) The grand total on the cover of the script is correctly transferred to the award list.
- f) The result has been correctly posted and notified

#### 18. **Academic Deficiencies**

A student, who obtains one or more of the following in a semester result, shall be considered academically deficient:

- i) One or more "F" grades in a semester.
- ii) One or more "I" grades in a semester
- iii) SGPA less than 1.00 at the end of 1st semester
- iv) CGPA less than 2.00

##### (a) **Academic Dismissal**

A student who fails to obtain a minimum GPA of 1.0 at the end of 1st semester of a degree programme shall be placed on academic probation for the 2nd semester. In case, he fails to improve his CGPA to 1.0 at the end of 2nd semester, his name shall be removed from the Rolls of the University. Students dismissed on academic grounds shall, however, be furnished with an official

transcript indicating the course completed along with grades earned in registered courses.

##### (b) **Re-admission**

Re-admission in the first year, without going through the admission process, is granted to only those undergraduate students who have been dismissed on academic grounds but only for once. There is no second re-admission.

##### c) **Relegation to Lower Semester**

An academically deficient student can apply to the Chairmen of concerned department for Willing Relegation to lower semester to overcome his academic deficiencies. The Chairman will refer his case to the Departmental Semester Committee for appropriate decision which will be forwarded to the Controller of Examinations through the concerned Dean for Vice Chancellor's approval and subsequent notification. The Willing Relegation to lower semester can only be availed once during the entire degree programme subject to written consent of the parents / guardians.

#### 19. **Incomplete (I) Grades**

A student may request for the award of an 'I' (Incomplete) grade, if for some genuine reasons (beyond his control), he fails to appear in an end semester examination or final project. 'I' grade will not be awarded for any other deficiency in a course (e.g. shortage in attendance etc). For the award of an 'I' grade, the student will apply on a prescribed form "i.e. 'I' Grade Application Form" to the Chairman of the concerned department, who will refer the case to the Departmental Semester Committee for consideration. The Departmental Semester Committee will make its recommendations based on the genuineness of the case and on the basis of his performance in mid semester examination, lab work, home assignments, quizzes, class participation etc.

In case the student is allowed an 'I' grade in a course by the Chairman of the Department on the recommendations of the Departmental Semester Committee, he would be allowed to take only End Semester Examination of that course on payment of prescribed fee. The 'I' grade must be completed before the commencement of the forthcoming End Semester Examination, failing which the 'I' grade will automatically be converted to 'F' Grade. "I" grade will not be awarded in Summer Semester.

#### 20. **Repeating Courses / Improving Grades**

- a) If a student obtains 'F' Grade in any course, he shall have to repeat that or an equivalent course. Similarly whenever a student obtains a grade "D", he can repeat that course to improve his grade. A student shall be allowed to repeat a maximum of six courses to improve the grades during

- the entire degree programme.
- b) An academically deficient regular student will be allowed to repeat / improve maximum of two courses during a summer semester if offered as well as during a regular (Fall or Spring) semester whenever the teaching and examination schedule makes it possible for him to register himself for the courses, attend the classes and to take the Mid and End Semester Examinations. While the academically deficient casual student shall be allowed to repeat/improve if offered the courses either during summer semester or whenever the teaching and examination schedule makes it possible for him to register himself for the courses, attend the classes and to take the Mid and End Semester Examinations. Casual students can register for a maximum of Two courses in a Summer Semester and Five (05) Courses in a Post Eighth Regular Semester. In case of repetition / improvement of a course the student shall have to pay course registration and examination fee as prescribed by the University.
  - c) As soon as a student is registered for a course, his previous grade for that course whether low or high shall be cancelled, and only the latest grade earned by the student shall be considered for the computation of CGPA. It shall be noted that a student can only improve a grade D and F.
  - d) In case a student repeats a course which has already been taken, and in case a student takes a new course in lieu of the course in which he failed, both the courses alongwith grades will be reflected on his transcript.

## 21. Freezing of Semester

Students will be allowed to freeze a semester only once during the entire degree programme owing to some extreme and genuine reason to be determined by the Departmental Semester Committee. Students shall not be allowed to freeze their First and Second Semester(s), in any circumstances. Only those students who have completed their First Academic Year at the University shall be eligible to avail this facility. A student must apply to the Chairman of the Department, in writing, for freezing of one or two consecutive semesters within fifteen days of commencement of the semester. Students can request for freezing of at most two (02) consecutive semesters with Summer Semester not being counted. The Dean of concerned faculty will approve the request on the recommendation of the Departmental Semester Committee and Controller of Examinations shall notify the Freezing of Semester(s) accordingly. On his return, the student will be re-registered in the same semester with next junior class, in case of freezing two consecutive semesters and his courses shall be evaluated by the concerned Chairman of the department

to determine their relevance to the changes made in the curriculum (if any). In such a case, the student shall be required to modify the degree plan in order to ensure conformity to the recent curriculum. Also, students will be required to pay the difference of University fee (if any) besides the re-registration fee. In case of freezing one semester, the student may re-join his own class. The deficiency created by frozen semester shall be made up after completing the remaining courses with his class i.e. after eighth semester by enrolling as a Casual Student.

However, the students allowed to freeze their semester for proceeding abroad under Educational Exchange Programs, will be eligible to register themselves for deficient courses in forthcoming Summer and / or Regular Semesters to overcome their academic deficiencies, provided the requirements for registration in Summer and/or in Regular Semesters (as additional courses) are fulfilled as prescribed in the prevailing regulations.

The maximum duration of the degree programme shall remain the same which will be considered from the date of his first semester registration including the frozen semesters.

## 22. Withholding of Comprehensive Result

The comprehensive result of a candidate, who is allowed to appear in the final semester examination while carrying courses of the lower semesters, shall not be declared till he clears the courses of lower semesters as a Casual Student. His Comprehensive result will be declared with the session in which he clears his last course of the degree programme. After the declaration of Final Semester Result, the students with status "Passed" shall be required to submit the "DEGREE REQUIREMENTS COMPLETION FORM" complete in all respects within four days of the notification. Failing which Comprehensive Result Notification will be issued and the students will have no claim to improve their grades afterwards.

Also, the students with status "Passed" and interested in improving their grades ( D grade) and the students with status "Failed" shall be required to submit the "CASUAL STUDENT ENROLLMENT FORM" complete in all respects, for registration as Casual Students.

## 23. Transfer of Credits

Transfer of credits shall be applicable only for those students who have been migrated to this University. Credits for only those courses shall be transferred which fulfill the following criteria:

- Credits can only be transferred from a PEC (Pakistan Engineering Council) accredited programme.
- A course with similar title, standard, duration, credit hours and matching course description is available in the relevant academic programme of the University. The course equates in description and laboratories work (if any) with the similar course of the relevant academic programme of the University. The duration of the course must be same or more than the duration of the course in the programme of the

University.

- The candidate should have secured at least "B" grade in that course as per the grading system of the University.
- A maximum of 50% of the total credit hours of the relevant academic programme of the University shall be allowed for transfer.
- Transfer fee as prescribed by the University, shall be paid by the candidate.
- Transfer of credits is considered on the basis of course contents and credit hours to be decided by the Departmental Semester Committee.
- Transferred credits shall not be included in CGPA calculation however, will be reflected on the transcript as Transferred Credits.

#### 24. Award of Degree

A candidate shall be admitted to the degree if:

- a) He has earned total credit hours required for the degree within the prescribed duration of the degree programme.
- b) He has obtained pass grades in all the courses offered in a semester.
- c) He has passed all the semesters in the relevant discipline with at least 2.00 CGPA upto completion of a degree programme.
- d) He has submitted the Degree Requirements Completion Form.
- e) In case of the degree in Civil Engineering he has attended and satisfactorily completed annual survey camp organized by the University as certified by the Chairman of the Department.

#### 25. Award of Honours

A candidate shall be declared to have obtained the degree with Honours and the fact shall be recorded on the provisional certificate as well as on the degree, provided that:

- a) He has obtained CGPA of 3.7 or more.
- b) He has completed the degree programme within the minimum duration as specified in the regulations.
- c) He has not obtained 'F' grade in any course during the entire degree programme.
- d) He has not improved any grade in the entire degree Programme.
- e) He has not transferred any credit from other institutions.

#### 26. Award of Medals

A candidate who fulfills all the requirements for the award of degree with Honours shall be entitled to the award of a medal for overall best performance on the basis of combined eight semester examinations result in each discipline.

#### 27. Semester Grade Sheet

Obtaining of Semester Grade Sheets (SGS) at the end of each semester shall be mandatory for all students. Prescribed Fee will be charged at the start of each semester

with semester registration fee and SGS will be issued to the students within ten days of their respective result notification without any application. The SGS shall indicate Courses alongwith Letter Grades, Grade Points, SGPA, and CGPA.

#### 28. Transcript of Awards

A Transcript of Awards shall be issued to each student after completion of the degree programme on the payment of prescribed fee.

#### 29. Provisional Certificate

A candidate who fulfills all the requirements for the degree shall be issued a provisional certificate on the payment of prescribed fee before the issuance of the degree. This provisional certificate will not itself confer any right or privilege for admission to the degree.

#### 30. University Degree

The degree shall normally be issued to the graduates at the time of University Convocation without any fee. However, a graduate after obtaining the provisional certificate can apply for issuance of the degree before convocation on payment of the prescribed fee. The graduates who receive the degree in absentia after the convocation shall also be required to pay the prescribed fee.

#### 31. Issuance of Certificates / Degrees

Subject to fulfillment of requirements and submission of application on prescribed forms with fee:

- Degree will normally be issued within two months of the receipt of the application.
- Any other certificate or duplicate copy (other than degree) will be issued within six days of receipt of application.

**Note: A candidate shall deposit double the prescribed fee if he requires a certificate or duplicate copy (other than degree) within 24 hours.**

#### 32. Certificate Fees

The rates of fee for various certificates shall be as under:

a)	Semester Grade Sheet	Rs. 200
b)	Transcript of Awards	Rs. 1500
c)	Provisional Certificate	Rs. 1000
d)	Degree in Absentia/Degree Before Convocation	Rs. 2000
e)	Any other Certificate	Rs. 250
f)	Duplicate Certificate/ Degree	Double of the normal fee
g)	Verification fee of University Degree/Certificates:	
	Degree/ Transcript of Awards	Rs. 500 each
	S.G. Sheet/ Provisional Certificate/ Any other Certificate etc.	Rs. 250 each

### 33. Other Fees

a)	Semester Examination Fee	Rs. 1000/- per semester
b)	Summer Semester Registration Fee	Rs. 2000/- per credit hour
c)	Registration Fee for Improvement of a Course during Regular Semester	Rs. 2000/- per credit hour
d)	Post Eight Semester Registration Fee	Rs. 2000/- per credit hour
e)	Fee for 'I' Grade / Mid Semester Retake Examination	Rs. 1000/- per course
f)	Rechecking of Answer Script Fee	Rs. 500 per script

**Note:** The rate of fee may be revised by the University Authorities from time to time and will be applicable to the currently enrolled students of previous entries also. Fee will not be refundable in any case.

### 34. Disposal of Marked Answer Scripts

The marked answer scripts of a particular mid and end semester examinations shall be retained in the office of the Controller of Examinations for a period of one year. After this period, the scripts shall be disposed off accordingly.

### 35. Departmental Semester Committee

#### 1) Constitution of the Committee

Each Department shall have a Departmental Semester Committee constituted by the Vice Chancellor comprising the following:-

- i) Chairman of the Department
- ii) Two/ three senior most faculty members
- iii) The teacher concerned may be co-opted in case of complaint of the students.

#### 2) Functions of the Committee

- Ensure content coverage of courses by comparing test with the course outlines and work plan provided by the teacher.
- Monitor classroom activities as reflected in the course outlines.
- Examine all problems regarding uniformity before the declaration of results.
- Address and decide student's complaints/appeals regarding sessional / grade awards.
- Examine & Approve students requests for Award of 'I' Grade, Freezing of Semester and Retake of Mid Semester Examination.
- Examine & Approve students

requests for Willing Relegation to Lower Semesters only for the purpose of overcoming their Academic Deficiencies.

- Examine & Approve Transferred Courses and corresponding credits for Migration Cases.

### 36. University Semester Committee

#### a. Constitution of the Committee

There shall be a semester implementation committee to be constituted by the Vice-Chancellor. The Committee shall consist of the following:

- i) The Deans of all Faculties.
- ii) The Director Quality Enhancement.
- iii) The Director, Academics
- iv) The Controller of Examinations.
- v) The Deputy / Assistant Controller of Examinations (Secretary)

#### b. Functions of the Committee

- i) Provide consultation to the Academic Departments converting to the semester system from the term system.
- ii) Provide support in the implementation of semester system by arranging short courses for the faculty on its various aspects.
- iii) Monitor the implementation of semester system.
- iv) Address various issues arising with relation to the implementation of the semester system.
- v) Recommend necessary amendments in the semester regulations, if needed.
- vi) Examine and Approve students requests for Re-admission.

## MIGRATION

# 22

- 22.1 Subject to the provisions of Regulations, the Vice-Chancellor may admit a student to the University by migration from other universities or institutions accredited by the Pakistan Engineering Council.
- 22.2 No student shall be admitted to first year and final year classes by migration.
- 22.3 No student other than regular student shall be allowed admission by migration.
- 22.4 Admission by migration shall not be allowed ordinarily after the expiry of three weeks from the commencement of the session.
- 22.5 No student shall be admitted by migration unless he produces a "No Objection Certificate" and good

moral character certificate to the effect that:

- a. He has obtained not less than 2.8 GPA or equivalent in the examination on the basis of which migration is requested.
  - b. He has neither been debarred from taking University examinations nor suspended nor expelled nor rusticated, for whatsoever reason, from the University or institution from which he intends to migrate.
  - c. No disciplinary action is pending against him.
- 22.6
- a. The application shall be accompanied by a detailed marks certificate showing the examination passed by the student including Intermediate (Pre-Engg)/BSc Examination on the basis of which he secured admission in the parent university or institution.
  - b. No student admitted to any university or institution against seats reserved for special categories shall be eligible for admission by migration.
  - c. Only those students, who have academic merit at par with the students admitted in this University on open merit in the respective classes, shall be considered for admission by migration.
  - d. No student shall be migrated to the University who carries any of his papers of previous years.
  - e. No migration shall be allowed to and from the constituent/affiliated institutions.
  - f. Subject to eligibility under the regulations, the grounds for migration shall constitute changes in circumstances, which render it practically impossible for the student to continue his studies in his parent university or institution.
  - g. Migration application will be entertained only on the prescribed application form, obtainable from the Student Section, at the cost of Rs.500/-.
  - h. A migration fee Rs 25,000/- (Twenty five thousand only) per year to be studied will be charged at this university.
- 22.7
- A student desiring to leave this University in order to join another university or institution shall apply to the Dean of the Faculty concerned on the prescribed form.
- 22.8
- The student will be required to clear all the university dues before he applies for migration.
- 22.9
- In case of a student who has been debarred from taking University examination or has been expelled or rusticated, for whatsoever reason, No Objection Certificate shall not be issued so far as the punishment is in force.
- 22.10
- The Registrar shall issue No Objection Certificate,

which shall be valid only for sixty days.

- 22.11
- A student who has obtained No Objection Certificate from this University, but has not secured admission in another institution, may be re-admitted to the University in the class to which he can be admitted under the regulations provided that:
- a. His absence from the current teaching session of that class does not exceed four weeks, and that
  - b. He surrenders the No Objection Certificate.
- 22.12
- Any changes/ additions/ modifications, if made in the above regulations, will also be applicable.

## STUDENTS DISCIPLINE RULES

# 23

- a. These rules shall be called the "University of Engineering and Technology, Taxila (Students General Discipline) Rules, 1998".
- b. These Rules are in effect from 1998.
- c. Unless otherwise explained in the context or explicitly expressed, the following terms shall mean as defined in each case:
  - (1) "Academic Department" means an academic department of the University.
  - (2) "Committee" means the Students Discipline Committee of the University constituted by these rules.
  - (3) "Country" means Pakistan in case of native students and in case of foreign students this term refers to the native country of such foreign students.
  - (4) "Examination Hall" means a place declared as examination hall or as such.
  - (5) "Hall of residence" means the hostel of the University or such place as may be declared as residence hall for students.
  - (6) "Student" means a bonafide student of the University, both native and foreign, in accordance with the respective rules.
  - (7) "University" means the University of Engineering and Technology, Taxila
  - (8) "Vice-Chancellor" and other officers /authorities mean the Vice-Chancellor and other officers / authorities of the University.

**Note:** The general pronoun "he" and its derivatives shall mean either of the sex, unless otherwise explicitly expressed.

- d. Every student must observe the following code of honour:

- (1) He must be faithful in his religious duties and respect the conviction of others in matters of religion and custom.
  - (2) He must be loyal to his country and refrain from doing things, which might lower its honour and prestige.
  - (3) He must be truthful and honest in his dealings with all people.
  - (4) He must respect the elders and be polite to all especially to women, children, old people, the weak and the helpless.
  - (5) He must respect his teachers and others in authority in the University.
  - (6) He must keep clean in body and mind, standing for clean speech, clean sport and clean habits.
  - (7) He must help his fellow beings especially those in distress.
  - (8) He must devote himself faithfully to his studies.
  - (9) He must observe thrift and protect property.
- e. No student shall :-
- (1) Smoke in his classroom, laboratory, workshop, library, examination hall or convocation hall and during studio work or academic functions.
  - (2) Consume alcoholic liquor or other intoxicating drugs within the University campus or hall of residence or examination hall or during the instructional, sports or cultural tours or survey-camp; or enter any such place or attend any such tour or camp, while under the influence of such intoxication.
  - (3) Organize or take part in any function within the University campus or a hall of residence or organize any club or society of students except in accordance with the prescribed rules and regulations.
  - (4) Collect any money or receive donations or pecuniary assistance for or on behalf of the University or any University organization except with the written permission of the Vice-Chancellor or any officer authorized by the Vice-Chancellor;
  - (5) Stage, incite, participate in or indulge in any walkout, strike or other form of agitation against the University or its teachers or officers.
- (6) Interfere in the official proceedings of the examination or other University business.
  - (7) Threat or misbehave with the officers or other employees of the University or try to influence such officers or employees in any way in connection with their official assignments.
  - (8) Instigate or take part in any boycott of examination or create disturbance in or, around the examination hall.
- f. Every member of the teaching staff shall have the powers (and it shall be his duty) to check disorderly or improper conduct or any breach of the rules by students occurring in any part of the precincts or the University. Should such misconduct occur in room when the student is under the charge of an instructor/supervisor, the latter shall report the matter, without delay, to the Chairman of the Department.
- g. The Librarian shall be responsible for maintenance of order of the library. In case of disorderly conduct or any breach of rule he may require the student so offending to withdraw from the library for the remainder of the day and shall immediately report the offense to the Chairman, Library Committee.
- h. The Senior Warden/Warden and the Resident Tutor shall be responsible for the maintenance of order among the students in hall of residence or hostels. The Director, Physical Education shall be responsible for the maintenance of order among the students on or near the playground or while otherwise under his charge.
- i. (1) There shall be a Students Discipline Committee, to deal with the serious cases of in-discipline, consisting of the following :-
- (a) Chairman, to be nominated by the Vice-Chancellor.
  - (b) One member to be nominated by the Syndicate
  - (c) One Member to be nominated by the Academic Council.
  - (d) Two members not below the rank of Associate Professor, to be nominated by the Academic Council.

- (e) The Senior Warden, (Ex-Officio Member).
- (f) The Director Students Affairs, (Ex-Officio Member/Secretary)
- (2) The term of office of the members other than ex-officio members shall be two years.
- (3) The quorum for a meeting of the Committee shall be four.
- j. The functions of the Committee shall be :-
- (1) To propose regulations to the Academic Council, and other authorities, for the conduct of the University students.
- (2) To maintain discipline and to guard against the breach of discipline.
- (3) To perform such other functions as may be prescribed.
- k. A student shall be guilty of an act of indiscipline and shall be liable for each act to one or more of the penalties mentioned in Rule 23(2), if he :-
- (1) Commits a breach of any of the rules of conduct specified in Rule 23e; **or**
- (2) Disobeys the lawful order of a teacher or other persons in authority in the University; **or**
- (3) Habitually neglects his work or habitually absents himself from his class without reasonable cause; **or**
- (4) Willfully damages University property or the property of a fellow student or any teacher or any employee of the University; **or**
- (5) Does not pay the fees, fines or other dues leviable under the University Act, Statutes, Rules, Regulations or Instructions; **or**
- (6) Does not comply with the rules relating to residences in the hostels or hall of residence or the Rules relating to the University Dress Code; **or**
- (7) Uses indecent language, wears immoderate dress, makes indecent remarks or gestures or behaves in a disorderly manner; **or**
- (8) Commits any criminal, immoral or dishonorable act (whether committed within the University campus or otherwise) which is prejudicial to the interests of the University; **or**
- (9) Humiliates, or causes to humiliate, his fellow student or a teacher or officer or other employees of the University; **or**
- (10) Possesses, carries or uses any type of weapons/fire arms or explosive material within the University premises; **or**
- (11) Spreads by word, mouth or written material, religious, sectarian, ethnic, regional or linguistic conflicts/hatred; **or**
- (12) Uses or takes possession of the University transport unauthorisedly; **or**
- (13) Shows immodest/indecent or contra-Islamic behavior with fellow boy/girl student; **or**
- l. (1) The penalty or penalties imposed shall be appropriate and proportioned to the nature and gravity of the act.
- (2) The penalties which may be imposed and the authority or authorities competent to impose each kind of penalty are specified in the table given below:

Sr. No.	Penalty	Authority Competent to impose the penalty
(a)	Exclusion from classroom Laboratory, Workshop or field work for the periods concerned, for not more than four such consecutive periods.	Teacher Incharge
(b)	Exclusion from the game or the field for not more than one week.	In charge of the game
(c)	Exclusion from instructional or sports tour or survey camp.	Teacher In charge or Tour In charge/ Chairman
(d)	Exclusion from the Department for a period not more than one year.	Heads of Department/ Chairman
(e)	Exclusion from the Library for not more than two weeks.	The Chairman Library Committee
(f)	Exclusion from all classes or any class in any Faculty for a period not exceeding one year.	Dean of the Faculty
(g)	Exclusion from the Hall of residence for a period not exceeding six months.	Resident Tutor, Warden, Senior Warden

(h)	Exclusion from the Hall of residence for a period not exceeding one year.	Senior Warden, Warden, Director Students Affairs
(i)	Suspension or removal from a position of authority in a hall of residence	Resident Tutor, Warden, Senior Warden
(j)	Suspension or removal from a position of authority in the Students Union, if any	Director, Students Affairs
(k)	Suspension or removal from a position of authority in the University Sports	The Chairman, Sports Committee
(l)	Cancellation or removal from a position of authority in the University Sports	The Chairman, Sports Committee
(m)	Fine up to Rs. 2000/-	Teaching/ Research Associate, Resident Tutor
(n)	Fine up to Rs. 5000/-	Assistant Professor, Warden
(o)	Fine up to Rs. 10000/-	Associate Professor
(p)	Fine up to Rs. 20000/-	Chairman of a teaching department, Professor, Senior Warden, Director Students Affairs, Chairman Transport Committee
(q)	Fine without any limit	Dean of the Faculty
(r)	Rustication from the University: i) for a period not exceeding one year	Chairman of the Deptt.
(s)	ii) for any period	Discipline Committee, Dean of the Faculty
(t)	Expulsion from the University	Discipline Committee
(u)	Withholding of result/s, certificate of good moral character etc.	Dean of Faculty, Chairman of Deptt. Discipline Committee

**Note:** The terms "Teaching/Research Associate", "Assistant Professor", "Associate Professor" and "Professor" include non-teaching officers, in relation to these rules, holding the posts of corresponding pay scales.

- m. (1) When a case against a student is referred to the Committee, the Committee may, if it deems fit, suspend the student from University Rolls and/or direct him to vacate the hall of residence till it has taken a decision in the case.
- (2) Notwithstanding any thing contained in rule 23m(1), the Vice-Chancellor shall have the powers to impose any of the penalties mentioned in rule 23l(2) or to refer the case to the Committee.
- (3) A teacher or officer mentioned in these rules in whose presence or in relation to whom an act of indiscipline is committed or who obtains knowledge of such act on a report or otherwise, may deal with the case himself or if in his view :-
- (a) the case is one which can be more appropriately dealt with by another authority; **or**
- (b) a penalty severer than
- (4) No student shall be rusticated or expelled from the University, unless he has been allowed reasonable chance of replying to the accusation against him.
- (5) When in the opinion of the
- that which he is competent to impose is called for in the case; shall follow the procedure specified below:
- i. If he is not the Dean of the Faculty he shall refer the case to the Dean who may deal with it himself or refer to the appropriate authority.
- ii. If he is the Dean of the Faculty, he shall refer the case to the Vice-Chancellor or the Committee.

- Committee the penalty of rustication or expulsion is not called for in a case referred to it, it may impose any other penalty or penalties mentioned in the Rule 23l(2).
- n. When a teacher or officer has imposed penalty/penalties on a student under sub rule l(2) of rule 23, the latter shall not be liable to a higher or an additional penalty unless the he has been given a reasonable opportunity of showing cause against the proposed action.
- o. (1) A review petition against the imposition of penalty may be made within a week's time to the teacher/officer who imposed the penalty. In case the student is not satisfied with his decision/revision he may appeal to the Chairman, Discipline Committee who shall place it before the Committee for its consideration and decision within a maximum of six weeks to dispose of the case. A final appeal against the imposition of penalty may then be made to the Committee as provided in Rule 23o(2) of these Rules.
- (2) An appeal against a decision on imposing a penalty mentioned in Sr. No.(r) and (s) of the table under rule 23l(2) shall lie with a committee comprising as mentioned below:
- The Vice-Chancellor
  - All Deans of Faculties
  - One member to be nominated by the Syndicate.
  - The Registrar shall be the Secretary of the Committee.
- (3) No appeal shall lie against a decision of an authority imposing a penalty other than that mentioned in Rule 23 o(1) of these rules except on the ground that such authority has imposed a penalty which it was not competent to impose.
- (4) An appeal on the ground that an authority has imposed a penalty, which it was not competent to impose, shall lie to the Vice-Chancellor.
- (5) No appeal by a student under sub rule (1) or sub rule (4) of this rule shall be entertained, unless it is presented within fifteen days from the date on which the decision is communicated to him, provided that the Vice-Chancellor may, for valid reasons, extend this period up to thirty days.
- p. The Vice-Chancellor or any teacher or officer to whom the Vice-Chancellor may delegate his powers, may direct a student to pay compensation for any loss, or damage to property belonging to the University or to a fellow student or to an employee of the University caused by a willful act or gross negligence of the student and if the student does not pay such compensation within a time to be specified, the Vice-Chancellor may expel him from the University and loss/damage/compensation be recovered from his parents / guardians through legal proceedings.
- q. Code of honour for Bus Routes:
- An individual traveling in the bus must respect the elders and be polite to all especially female students, women, children, old people, the weak and the helpless.
  - All the students must respect the teachers and others in authority in the university.
  - Cassette Player, singing songs, use of vulgar language, card playing, fooling, passing remarks using nick names and smoking, playing music on the mobiles, are prohibited.
  - Hanging with door of buses is prohibited.
  - Forcing driver/cleaner for undue delay, stoppage, changing routes is prohibited.
  - All individuals traveling in the bus must cooperate with the driver/cleaner.
  - For complaints / suggestions contact Chairman Transport/DSA.
- r. Policy to deal discipline cases in the bus routes.
- Any eventuality occurring in the bus routes will be immediately reported by the concerned driver/cleaner to the chairman transport through transport officer/office in writing. Failing to do so action will be taken against them as per E&D rules of the university.
  - Keeping in view the gravity of the problem the Chairman Transport will serve first and second notice to

deal the indiscipline during the bus routes. In acute circumstances the discipline committee empowers the following committee to deal the indiscipline problems in bus routes:

- (a) Chairman Discipline Committee
- (b) Director Student Affairs
- (c) Chairman Transport Committee

## UNIVERSITY HOSTELS

# 24

- 24.1 Limited hostel accommodation is available at campus for male students. The rooms in the hostels are allotted on the basis of academic merit. However, a casual student or a student involved in any act of misconduct, indiscipline, violation of rules or involvement in any political and objectionable activities, shall be ineligible for hostel accommodation. If the attendance of a student is short, his hostel allotment shall be cancelled. He may apply for fresh allotment after the next semester if his attendance is up to the mark at that time.
- 24.2 A student shall not occupy a room without due allotment. He shall not transfer it to any other person, nor exchange it with another student without permission of the Senior Warden.
- 24.3 The furniture assigned to a room shall not be shifted from it. A resident shall be responsible for the articles issued to him and shall return them to the hostel authorities when leaving the room or hostel. He shall be responsible for making good, any loss or damage to these articles.
- 24.4 A resident who breaks or damages any University property shall have to pay the cost of the articles, in addition to any disciplinary action that may be taken against him.
- 24.5 The residents shall not tamper with the room fittings, nor shall they get the doors fitted with internal locks.
- 24.6 A room or any part of the hostel premises shall not be used **as an office, reading room, library or for any other similar purpose by a political, religious, regional or sectarian body of the students.**
- 24.7 The residents shall not leave lights, heaters or fans ON when the rooms are not in use.
- 24.8 The residents shall not use heaters and air coolers without payment of approved charges and prior permission of the Senior Warden. The use of room heater is restricted to 1000 W. Moreover, the use of electric heaters and air coolers is strictly prohibited during generator (loadshedding) hours in case of violation, the appliance/device shall be confiscated.
- 24.9 The residents are not allowed to use air-conditioners, refrigerators, ovens or similar electrical appliances. A student who violates this restriction will be liable to punishment under rules of discipline, and shall also pay the cost of any damages to the wiring or other fittings, which will be determined by the Senior Warden.
- 24.10 The residents are advised in their own interest, not to keep in their rooms cash or valuable articles like radios, transistors, tape-recorders, TV sets, mobile phones, laptops etc.
- 24.11 The residents shall be responsible for keeping their rooms tidy and clean. They shall not dispose off litter in the verandahs or other parts of the hostel premises.  
**Smoking is strictly prohibited in the hostel premises.**
- 24.12 Every part of the hostel shall be opened to the hostel authorities for inspection at any time during day or night.
- 24.13 The residents are not allowed to wear immodest dress in the hostel.
- 24.14 The residents shall not keep in the hostel any fire arms or other weapons, even if licensed. Violation of this rule shall render a resident liable to expulsion from the University.
- 24.15 A resident shall not indulge in any amusement, which is likely to cause nuisance to others. Loud speakers, woofers and other instruments causing disturbance to other resident students are not allowed in the hostel premises in case of violation, the appliance/device shall be confiscated.
- 24.16 Any religious ceremony likely to injure the sentiments of other residents shall not be performed in the hostel.
- 24.17 The residents are not allowed to gamble or to use any intoxicants and narcotics. Violation of this restriction shall render a resident liable to expulsion from the University hostel, in addition to any criminal proceedings that may be instituted against him under the Penal Law of Pakistan.
- 24.18 The resident students shall not be allowed to accommodate any body else with them. In case an unauthorized person or a non student is found residing in any room of the hostel, strict disciplinary action shall be taken against the resident students concerned which may result into immediate expulsion from the hostel.
- 24.19 Wall chalking, displaying of un-approved posters, pasting of unauthorized notices etc in the hostels as well as in the university premises is strictly prohibited. The students involved in such activities shall be punished in accordance with the University Discipline Rules.
- 24.20 The students are not allowed to form and/or join any unauthorized society, association or group etc in the

hostels as well as in the university on regional, political and sectarian basis. The students showing affiliation with such associations will be dealt in accordance with the University Students Discipline Rules. Unauthorized gathering, arrangement of parties and tours etc and collection of donations by the students is also strictly prohibited in the hostels as well as in the university premises.

- 24.21 Guests may visit the male residents in the hostel between 9.00 a.m. to 7.00 p.m. The male residents shall not receive female guests in their rooms, but may see them in the place reserved for the purpose. The guests approved by the Senior Warden may visit the female residents in Girls Hostel between 4.00 p.m. to 7.00 p.m. only. The female residents can receive the guests in Guest Room only.
- 24.22 Guests are not allowed to stay overnight unless it is permitted by the hostel authorities and accommodation is available in the guest rooms.
- 24.23 The gates of the female hostel shall remain locked for the following hours:-**Summer:**  
2200 hours to 0500 hours (April to September)  
**Winter:**2100 hours to 0600 hours (October to March)
- 24.24 The female residents shall not meet their male guests in or around the hostel premises. A female resident shall not leave the Campus without the written permission of the Hostel Authorities.
- 24.25 Students will have to vacate the hostel accommodation within a week of the expiry of the final semester regular examination.
- 24.26 The Senior Warden may cancel the allotment of a student who violates the Students Discipline Rules of the University.
- 24.27 The resident students must respect every one specially the elders and the hostel staff. If he/she humiliates or causes to humiliates any one , strict disciplinary action shall be taken against him/her besides cancellation of hostel allotment.

## ALLOTMENT OF ROOMS IN HOSTELS 25

- 25.1 A student seeking accommodation in a University Hostel shall submit an application to the Senior Warden on the prescribed form. Allotment will be made by the Resident Tutors under the supervision of the Senior Warden. As far as possible international students shall be provided hostel accommodation.
- 25.2 Students residing within the limits of Taxila, Wah Cantt., Rawalpindi and Islamabad shall not be provided hostel accommodation, unless vacancies are available after accommodating students from outside the above limits.
- 25.3 The types of accommodation presently available in the hostels are;
- (a) Cubicle (b) Dormitory

- 25.4 The order of preference for allotment of the accommodation shall be as follows:
- Final year students
  - Third year students
  - Second year students.
  - First year students
- 25.5 Within each of the categories mentioned in sub-rule 25.4 except categories d, the order of preference shall be as follows:-
- Students who have passed the next below regular semester examination, taken as a whole
  - Students who have failed in not more than three of the papers of the next below regular semester examination
  - Others
- 25.6 **Confinements:**
- Hostel accommodation is not a right but facility provided by the University. It is solely the prerogative of the University to offer a place in the hostel.
  - A student, who fails to fulfill the degree requirements within the minimum prescribed time duration, shall not be allowed to reside in the university hostels.

## UNIVERSITY DRESS CODE

# 26

The students shall wear dress that ensures modesty, sobriety and dignity. The dress must neither be offensive to social norms and ethical values of the society nor injurious to feminine grace and gentleness. Female students shall, preferably, wear a scarf and an overall sufficient to conceal their posture.

## MISCELLANEOUS

# 27

- 27.1 **Liability for Injury Damage and Loss:**  
The University teaching programs include training in its workshops and laboratories, places of engineering interest, industrial concern, and construction jobs. The University or other concerns shall not be responsible in the event of an injury, damage or loss to a student resulting from any cause whatsoever during the course of such training.
- 27.2 **Modification of Rules and Regulations:**  
The rules and regulations governing various aspects of students' life at the University (such as discipline, admissions, examination, migrations, fees and charges etc.) are given in this prospectus or elsewhere as they stood at the time of its publication. There is no guarantee that these rules and regulations will remain unchanged throughout a student's stay at the University; nor does it, in any way restrict or curtail the inherent powers for the University authorities to modify them whenever in their judgment any modifications are called for, and to implement the modified rules and regulations from a date which they deem appropriate.