



JINNAH UNIVERSITY FOR WOMEN

Student Hand Book

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Jinnah University for Women Student Hand Book

Foreword

Jinnah University for Women Student Handbook contains guidelines, rules, regulations, policies and procedures for the information, guidance and implementation by the student, and Faculty of the University.

This handbook is to provide guiding principles to Jinnah University for Women students for a smooth academic life at the campus. Students at Jinnah University for Women come from different areas of the country and they have to interact with the Faculty and Administration. These guidelines will make possible for to create a conducive environment for academic and non academic activities. The University aims to prepare the students to face future challenges after completing education and also to equip them with high moral and ethical values. University has highly qualified and experienced Faculty, well equipped Laboratories and a Library with latest books and e-library facility extended by Higher Education Commission. Efficient internet facilities are also available within the campus.

The University provides academic regulation / counseling to all students through Chairperson of the concerned department. The Student / Teacher relationship helps to enhance the student's opportunities for academic success.

Students must meet their teachers to inform them about problems pertaining to studies and performance. The responsibility for meeting degree requirements including pre-requisites is to be met by the student.

The University reserves the right to amend the Regulations when required without any prior intimation. Students are expected to keep themselves abreast of any such changes in their own interest. In case of any conflict the decision and interpretation of the authorities of the University will be final and binding on all.

CHAPTER # 01

Admission Policy

Admissions will be conducted twice a year.

The University offers Academic Programs in BS, B.Com, BBA, Pharm-D (Pharmacy), MS, M.A, M.Sc., M.Com, MBA MS/ M.Phil and Ph.D. A regular admission section under Advisor Admissions exists to facilitate the new entrants.

Every student taking admission in the University has to be conversant with the University rules and regulations and abide by them. Rules governing attendance and promotion are of special importance.

The Four Years Bachelor of Studies (BS) program is equivalent to the old Masters degree. A student of BS, B.Com and BBA will have to take two subsidiary subjects besides a major subject and compulsory subjects during first two years of BS.

Admissions for students to University are open exclusively for Girls.

Application for admission on the prescribed forms are invited through advertisements in the daily News paper and given on website and official Facebook Page. Admission forms duly completed in all respect shall be submitted to admission office along with an attested copy of certificate of the last examination passed and other relevant documents notified for the purpose.

Eligibility

A student placed in 3rd division or obtaining less than 45 percent marks in the pre-requisite examination is not eligible for admission in the University.

A candidate who has already obtained a BS or Masters Degree is not eligible for re-admission or fresh admission in any BS or Masters Program. If any such case is noticed, the student's admission will be cancelled and legal action can be initiated against her. However, students who have done their masters in Urdu or English can apply for admission to M.A. Urdu (Linguistics) or M.A. English (Linguistics), respectively. Similarly, students who have completed M.A English Linguistics can do second masters in English Literature. These candidates will have to comply with the general rules for admission.

Only those candidates can apply for admission who have passed the pre-requisite examination within last five years.

Some admission seats in each department have been allocated on merit for candidates who have passed the prerequisite examinations more than 5 years ago.

Candidates desirous of taking admission on the basis of degrees/ certificates awarded by public sector institutions in Pakistan should get the equivalence of their degrees/certificates determined by the University Equivalence Committee, before the scheduled date of admissions.

Inadvertent admission of candidates from non-recognized institutions can be cancelled at any time.

No supplementary candidate is eligible for admission in the University.

Procedure of Admission

The date of opening of admissions, availability of forms, submission of forms and other details are announced on Jinnah University website and official Facebook Page. Website: www.juw.edu.pk, Facebook Page: www.facebook.com/juwofficialpage and through advertisement in the newspapers.

A merit list is prepared for every department after verification of the eligibility and documents of the applicants, on the basis of criteria set down for that department.

Students who have passed their last examination from Board, College or University outside Karachi will have to submit a migration certificate from the respective institute in order to complete the enrolment formalities.

It is to be pointed out that all admissions are provisional subject to verification of documents. If any candidate secures admission on the basis of misinformation and/or fake documents, her admission can be cancelled at any time and the deposited fee shall not be returned. Suitable punitive action will also be taken which can extend up to debar from any educational institution for three years.

Provisional Admission

Students who are admitted provisionally in a semester either as a “result awaiting” candidate or on any other ground must meet the University admission eligibility requirements in the same semester and submit the relevant documents to the admission office within 05 weeks.

Result awaiting applicants are required to submit an undertaking along with the application.

Cancellation of Provisional Admission

Provisional admissions of the students who are admitted on ‘result awaiting’ basis will be cancelled if they do not submit the requisite documents meeting eligibility criteria within 06 weeks of commencement of the semester or if the awaited results are below the eligibility criteria of that programme. Supplementary in any subject is considered as failing the examination even if the student has obtained the minimum requirement of %age.

Degrees offered by the University

FACULTY OF PHARMACY

DEPARTMENT OF PHARMACY	
Degree	Duration
Pharm-D	5 Years

FACULTY OF BUSINESS ADMINISTRATION, COMMERCE AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION	
Degree	Duration
BBA, MBA	4 Years, 3.5 Years, 2.5 Years, 1.5 Year

DEPARTMENT OF COMMERCE	
Degree	Duration
BS, M.Com	4 Years, 2 Years

DEPARTMENT OF ECONOMICS	
Degree	Duration
BS, MA	4 Years, 2 Years

FACULTY OF SCIENCE

Biological Sciences Section

DEPARTMENT OF BOTANY	
Degree	Duration
BS, MSc	4 Years, 2 Years

DEPARTMENT OF ZOOLOGY	
Degree	Duration
BS, MSc	4 Years, 2 Years

DEPARTMENT OF ENVIRONMENTAL SCIENCES	
Degree	Duration
BS, MSc	4 Years, 2 Years

Chemical Sciences Section

DEPARTMENT OF BIOCHEMISTRY	
Degree	Duration
BS, MSc	4 Years, 2 Years

DEPARTMENT OF CHEMISTRY	
Degree	Duration
BS, MSc	4 Years, 2 Years

Molecular Sciences Section

DEPARTMENT OF BIOTECHNOLOGY	
Degree	Duration
BS, MSc	4 Years, 2 Years

DEPARTMENT OF FOOD SCIENCE & TECHNOLOGY	
Degree	Duration
BS	4 Years

DEPARTMENT OF MICROBIOLOGY	
Degree	Duration
BS, MSc	4 Years, 2 Years

Physical Sciences Section

DEPARTMENT OF COMPUTER SCIENCE & IT	
Degree	Duration
BS. (CS, IT. SE). MCS MIT, MSE	4 Years, 2 Years

DEPARTMENT OF MATHEMATICS	
Degree	Duration
BS, MSc	4 Years, 2 Years

DEPARTMENT OF PHYSICS	
Degree	Duration
BS, MSc	4 Years, 2 Years

FACULTY OF ARTS

Linguistics Section

DEPARTMENT OF ENGLISH	
Degree	Duration
BS, MA	4 Years, 2 Years

DEPARTMENT OF URDU	
Degree	Duration
BS, MA	4 Years, 2 Years

Social Sciences Section

DEPARTMENT OF EDUCATION	
Degree	Duration
BS, MA, B.Ed, M.Ed	4 Years, 2 Years, 4 Years, 15 Months, 13 Months

DEPARTMENT OF INTERNATIONAL RELATIONS	
Degree	Duration
BS, MA	4 Years, 2 Years

DEPARTMENT OF ISLAMIC LEARNING	
Degree	Duration
BS, MA	4 Years, 2 Years

DEPARTMENT OF MEDIA SCIENCES	
Degree	Duration
BS, MA	4 Years, 2 Years

DEPARTMENT OF POLITICAL SCIENCE	
Degree	Duration
BS, MA	4 Years, 2 Years

DEPARTMENT OF VISUAL STUDIES	
Degree	Duration
BS, MA	4 Years, 2 Years

Eligibility and Degree Requirement for Various Programmes

Degree	Course Duration	Requirement for Admission	Requirement for Degree Award
Pharm-D (Doctor of Pharmacy)	5 years or 10 semesters	Minimum 60 % marks in H.S.C (Pre-Med) from a recognized Board Qualifying Aptitude Test & interview	1.Total credit Hours = 192 Minimum CGPR = 2.5
BS, BBA	4 Years or 8 Semesters	Minimum 45% marks in H.S.C from a recognized Board Qualifying Aptitude Test & interview	1.Total credit Hours = 192 2.Minimum CGPR = 2.5
BS(CS) BS (IT) BS (SE)	4 Years or 8 Semesters	1.Minimum 45% marks in H.S.C (Pre.Eng.), (General Group with Maths / Computer) (Pre-Med.). [Pre Med, students shall have to take foundation course in Mathematics or H.S.C (commerce) from a recognized Board. 2.Qualifying Aptitude Test & interview *General Group Students shall have to take foundation course in Mathematics and Physics	1.Total credit Hours = 141 2.Minimum CGPR = 2.2
MS	2 Years 4 Semesters	1.Minimum 45% marks in BS(CS) of 120 credit hours or MCS (Students will be required to complete the deficiency of courses or Cr. Hrs., if any) or computer science and computer engineering graduates with 45% aggregate marks (also required to cover the deficiency). 2.Qualifying Aptitude Test & interview	1.Total credit Hours = 30 2.Minimum CGPR = 2.5
BS (Science)	4 Years or 8 Semesters	1.Minimum 45% marks in H.S.C (Pre-Med) for Biological subjects or Pre-Engineering for Physical Science subjects from a recognized Board 2.Qualifying Aptitude Test & interview	1.Total credit Hours = 124-136 2.Minimum CGPR = 2.2
BS (Arts)	4 Years or 8 Semesters	1.Minimum 45% marks in H.S.C from a recognized Board 2.Qualifying Aptitude Test & interview	1.Same as for BS (Science)
BS (Commerce)	4 Years or 8 Semesters	1.Minimum 45% marks in H.S.C from a recognized Board 2.Qualifying Aptitude Test & interview	1.Total credit Hours = 145 2.Minimum CGPR = 2.5
MBA (A)	1.5 Years 3 Semesters	1. 4 Years BBA degree, 4 Years B.Com 2. Qualifying Aptitude Test & interview	1. Total credit Hours = 36 2. Minimum CGPR = 2.5
(B)	2.5 Years 5 Semesters	1. M.A, M.Sc. (or 16 years of education) or non business schooling and (Pharm-D) 2. Qualifying Aptitude Test & interview	Total credit Hours = 72 Minimum CGPR = 2.5

(C)	3.5 Years 7 Semesters	1. BBA 3 Years, B.Sc, B.A (or 14 years of education) 2. Qualifying Aptitude Test & interview	Total credit Hours = 96 Minimum CGPR = 2.5
MCS/ MIT/MSE	2 Years or 4 Semesters	1. Minimum 45% marks with relevant subjects of science in B.Sc. from a recognized University. 2. Qualifying Aptitude Test & interview	1.Total credit Hours = 84 2.Minimum CGPR = 2.2
M.Sc	2 Years 4 Semesters or 1 Year 2 Semesters for Hons. Students	1. Minimum 45% marks with relevant subjects of Science in B.Sc. from a recognized University. 2. Qualifying Aptitude Test & interview	1.Total credit Hours = 30 after B.Sc and 60 after B.Sc Pass Degree 2.Minimum CGPR = 2.2
M.A	2 Years 4 Semesters or 1 Year 2 Semesters for Hons. Students	1. Minimum 45% marks in subjects of Arts in B.A or B.Sc from a recognized University 2.Qualifying Aptitude Test & interview	1.Same as for M.Sc
M.Com	2 Years 4 Semesters or 1 Year 2 Semesters for Hons. Students	1. Minimum 45% marks in B.Com from a recognized University 2. Qualifying Aptitude Test & interview	1.Total credit Hours = 54 2.Minimum CGPR = 2.5
M.Ed	3 Semesters 1.5 years	1. Minimum 45% marks in H.S.C Minimum 45% marks in B.A, B.Sc B.Com, BBA, B.Ed, from a recognized University 2. Qualifying Aptitude Test & interview	1.Total credit Hours = 54
BS (B.Ed.) B.Ed.	8/4 Semesters 3 Semesters		1.Same as for M.Ed.
BS (electronics)	4 Years or 8 Semesters	1. Minimum 45% marks in H.S.C (Pre-Eng) 2. Qualifying Aptitude Test & interview	1.Aggregate marks required for award of degree 55% 2.Total credit Hours = 147
BS Visual Studies	4 Years or 8 Semesters	1. Minimum 45% marks in H.S.C 2. Qualifying Aptitude Test & interview	1.Minimum CGPR = 2.5

ELIGIBILITY CRITERIA FOR MS/M.PHIL, Ph.D PROGRAM

M.S./M.Phil./Ph.D. Programme in the following Disciplines

Biochemistry, Chemistry, Microbiology, Mathematics, Botany, Zoology, Pharmaceutical Practices, Education & Mass Communication

Regulations

For MS/ M.Phil, 16 years of schooling or 4 years education (130 credit hours) after HSC/F.A./F.Sc. (i.e. M.A., M.Sc., MBA, M.Com., B.S.) or its equivalent qualification in the relevant field from Higher Education Commission (HEC) recognized University.

The GAT-General as conducted by National Testing Service (NTS) will be required at the time of admission.

For award of MS/M.Phil./equivalent degree candidate will either need to complete 30 credit hours course work or 24 credit hours course work +6 credit hours research work/Thesis.

For Ph.D. Program, MS. M.Phil., or its equivalent qualification in the relevant field from HEC recognized University.

For Admission into Ph.D the minimum CGPA 3.0 or First Division in MS/M.Phil./equivalent is required.

A subject test conducted by NTS or ETS, USA in the area of specialization chosen at Ph.D. level must be cleared prior to admission for the Ph.D. Program.

The minimum period for completion of Ph.D. program shall be 2 years and maximum period shall be 5 years.

Admission will be given subject to the availability of the supervisor in the field of research strictly according to HEC requirement.

Those admitted have to complete/pass 18 credit hours course work.

(NTS/GAT guidance available)

STANDARDIZED FORMAT / SCHEME OF STUDIES FOR FOUR-YEAR INTEGRATED CURRICULA FOR BACHELOR DEGREE IN BASIC, SOCIAL, NATURAL AND APPLIED SCIENCES

STRUCTURE

Sr.	Categories	No. of courses Min – Max	Credit Hours Min – Max	Percentage
1.	Compulsory Requirement (No Choice)	9 – 9	25 – 25	19.23
2.	General Courses to be chosen from other departments	7 – 8	21 – 24	17.30
3.	Discipline Specific Foundation Courses	9 – 10	30 – 33	24.23
4.	Major Courses including research project / Internship	11 – 13	36 – 42	30.0
5.	Electives within the major	4 – 4	12 – 12	9.23
	Total	40 – 44	124 – 136	100

- Total numbers of Credit hours 124-136-140
- Duration 4 years
- Semester duration 16-18 weeks
- Semesters 8
- Course Load per Semester 15-18 Cr hr
- Number of courses per semester 4-6 (not more than 3 lab / practical courses)

LAYOUT

Compulsory Requirements (the student has no choice)		General Courses to be chosen from other departments		Discipline Specific Foundation Courses		Major courses including research project/internship		Elective Courses within the major	
9 courses		7-8 courses		9-10 courses		11-13 courses		4 courses	
25 Credit hours		21-24 Cr. hours		30-33 Credit hours		36-42 Credit hours		12 Credit Hours	
Subject	Cr. hr	Subject	Cr. hr	Subject	Cr. hr	Subject	Cr. hr	Subject	Cr. hr
1. ENGLISH I	3								
2. ENGLISH II	3								
3. ENGLISH III	3								
4. ENGLISH IV/ UNIV. OPTIONAL *	3								
5. PAKISTAN STUDIES	2								
6. ISLAMIC STUDIES / ETHICS	2								
7. MATHEMATICS I	3								
8. MATHEMATICS II / UNIV. OPTIONAL **	3								
9. INTRODUCTION TO COMPUTER	3								
	25								

* University has the option to recommend any other course in lieu of English IV

** University may recommend any other course in lieu of Mathematics II

MODEL SCHEME OF STUDIES FOR 4 YEAR INTEGRATED BS

Semester/Year	Name of Subject	Credits
First	ENGLISH-I	3
	PAKISTAN STUDIES	2
	MATH/STAT-1	3
	GENERAL-I	3
	GENERAL-II	3
	FOUNDATION-I	3
		17
Second	ENGLISH-II	3
	ISLAMIC STUDIES / ETHICS	2
	MATH/STAT-II / UNIV. OPTIONAL	3
	GENERAL-III	3
	GENERAL-IV	3
	FOUNDATION-II	3-4
		17-18
Third	ENGLISH-III	3
	INTRODUCTION TO COMPUTER	3
	GENERAL-V	3
	GENERAL-VI	3-4
	FOUNDATION-III	3-4
		15-17
Fourth	ENGLISH-IV / UNIV. OPTIONAL	3
	GENERAL-VII	3
	GENERAL-VIII	3
	FOUNDATION-IV	3-4
	FOUNDATION-V	3-4
		15-17
Fifth	FOUNDATION-VI	3
	FOUNDATION-VII	3
	MAJOR-I	3
	MAJOR-II	3-4
	MAJOR-III	3-4
		15-17
Sixth	FOUNDATION-VIII	3
	FOUNDATION-IX	3
	MAJOR-IV	3
	MAJOR-V	3-4
	MAJOR-VI	3-4
		15-17
Seventh	MAJOR-VII	3-4
	MAJOR-VIII	3-4
	ELECTIVE-I	3
	ELECTIVE-II	3
	MAJOR-IX RESEARCH PROJ / INTERNSHIP	3
		15-16

Eight	MAJOR-X RESEARCH PROJ / INTERNSHIP	3
	MAJOR-XI	3-4
	MAJOR-XII	3-4
	ELECTIVE-III	3
	ELECTIVE-IV	3
	TOTAL – 124-136	15-17

Note: For BBA, MBA, Computer Science and Information Technology and Pharm-D, the criteria given by HEC and Pharmacy Council respectively are followed.

COURSE LAYOUT FOR UNDERGRADUATE STUDENTS

124-140 Credit Hours are required in all undergraduate degree programs (124 represents the minimum and 140 represents the maximum credit hours required).

- 78-87 credit hours must be earned taking courses prescribed for the major that means foundation and elective (courses of area of specialization). These courses for social and basic sciences disciplines will consist of 63.50%, while for the engineering program these will consist of 65-70% of curriculum towards the discipline specific areas.

The University follows the HEC policy regarding weightage for major that means foundation and elective (courses of area of specialization), compulsory and related subject as per template/framework available on HEC

A theory course which equals 03 Credit hours and the length of the class contact hour should be 3 hours per week. This is typically in the form of three 1-hour classes per week or two 1.5 hour classes per week.

Project: Every student should write a project report in the final year.

Internship: Students are encouraged to do internship in a relevant organization relating to the discipline chosen for specialization.

Course for BS (4-Years) at University

Faculties of Science and Arts

1. Compulsory course: (09 courses + Urdu, only for Arts faculty)

- Total credit hours Arts Faculty: 28
- Total credit hours for Science Faculty: 25

2. General (Subsidiary) Courses: (To be chosen from other Departments)

- Students can select two subjects each from both or any one faculty as general course. For courses of each general subjects, (12 credit hours) are offered by both faculties.

- Total credit hours for 8-general courses (first two years only): 24

3. Discipline Specific Courses (Major): (Obligatory)

- i) Foundation: (10 courses, 30 credit hours)
- ii) Major: (13 courses, 39 credit hours)
- iii) Elective: (04 courses, 12 credit hours)
- Total course and credit hours: (27 & 81)

**** Total Course and Credit hours for Arts Faculty: (28+24+81) = 133**

**** Total Course and Credit hours for Science Faculty: (25+24+81) = 130**

Fees/Payment

- **Fee Structure**

Please refer to the University Prospectus for detailed fee structure pertaining to concern programmes. Changes, if and when made, will be intimated to students and will also be posted on the University website.

- **Payment of Fee**

New students must deposit their fee on or before the date notified by the University failing which the candidature for admission in the University shall stand cancelled.

Resuming Semester after Cancellation of Admission due to Absence / Non-Payment of dues / fee

- A student, who fails to register in any semester, or leaves the University without prior approval, can resume the same program with the approval of chairperson/Dean fulfilling all requirements and will be allowed as per odd/even semester and subject to condition that the student will not go over the maximum time limit for the programme i.e. it will not become a time bar case.
- If the student had absent without getting registered and without paying fee for the new semester, fee will be paid for the absented semester along with readmission fee and registration fee on resuming the programme.
- Enrolled students are required to pay fee/dues on or before the date notified by the university otherwise fine of Rs. 100/- per day will be charged till deposition of the fee. For revival of the registration a student will have to pay full admission fee besides fine. Amount of fine may change from time to time.

In all the above cases, time bar duration of the student will be governed through the rules and regulations applicable to the origin entry. Their fee structure will be as per the revised rates as applicable to the students of the semester in which she is rejoining.

Adjustment / Transfer of Tuition Fee

Received amount of tuition fee shall be adjusted/ transferred in the following cases:

- Tuition fee shall be adjusted / transferred to the next semester if a course is cancelled and an alternate course is not offered.
- Tuition fee shall be adjusted / transferred to the next semester if a student freezes a semester.
- No fee will be refunded once the student has registered for course in the Summer Session.

Cancellation of Admission Due to Absence / Non-Payment of dues / fees

Admission of a student will be cancelled in the following cases:

- If a student absents without any information, without getting registered or without paying fee for the new semester.
- If a student fails to attend any lecture during the first three weeks after the commencement of the semester as per announced schedule, her admission shall stand cancelled automatically without any notification.
- If an admission of student is cancelled at her own request then it will be resorted on when: She has not withdrawn security deposit. Not more than one year has passed after cancellation of admission.

Late Fee

- Enrolment Fee Rs.1000/= will be charged in addition to Normal fee.
- Late fee will be charged according to criteria set by finance department.
- Late fee Rs.100/= will be charged from the student not paying the dues within the date.

Refund of Fee

Fee will be refunded according to HEC letter;



HIGHER EDUCATION COMMISSION

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Muhammad Raza Chohan
Director General (Admin. & Coord)

Immediate
By special messenger/TCS

No. 10-1/HEC/A&C/2012/94
September 11, 2012

Subject: National Level Fee-Refund Policy at Higher Education Institutions of Pakistan

The Islamabad High Court directed Higher Education Commission to restructure and standardize fee-refund policy at national level. In compliance to the direction of the Honorable Court, HEC requested Chair of the Vice Chancellors' Committee (Public) to constitute a Committee for formulating a standardized fee-refund policy for adoption.

Afterwards, recommendations of the aforementioned Committee were taken to as Agenda Item # 3 of the 27th Meeting of the Commission, which was held on Monday, August 27, 2012 at the Higher Education Commission, Islamabad. Following policy/decision is being circulated to all Universities/HEI in public and private sector for necessary adoption.

Item # 3 National Level Fee-Refund Policy at Higher Education Institutions of Pakistan

Decision

The Commission endorsed following national level Fee-Refund Policy recommended by the Committee constituted by the Chairman Vice Chancellors' Committee in compliance to the order of the Islamabad High Court to the Chairperson HEC. The Commission further desired to circulate policy to all universities in public and private sector for necessary adoption.

%age of Tuition Fee	Timeline For Semester/Trimester System	Timeline For Annual System
Full (100%) Fee Refund	Up to 7 th day of convene of classes	Up to 15 th day of convene of classes
Half (50%) Fee Refund	From 8 th - 15 th day of convene of classes	From 16 th - 30 th day of convene of classes
No Fee (0%) Refund	From 16 th day of convene of classes	From 31 st day of convene of classes

(Muhammad Raza Chohan)

Vice Chancellor/Rector/Head of Institute/Director
All Public and Private Sector Universities/DAIs

Fee for Dropping of Semester

A student in a semester may drop the entire semester on compassionate grounds up to the 15th week of an ongoing semester subject to the following conditions:

- No semester fee will be refunded.
- The case for dropping of the semester has to be recommended by the Chairperson and approved by the Dean.
- If a student freezes a semester(s), she will resume her studies from the same stage where she left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- If a student is not enrolled in any course in a semester and she will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester; however, she will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

Note:- Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite or the case may be for other semesters predecessor to the freezing Semester.

Registrations/Enrollments

Maximum time period to complete a degree program for each type of degree offered by the University is mentioned on page 06. Furthermore, minimum duration of the degree program is also specified

- At the beginning of studies, every student shall register with the University in the discipline for which she has been recommended by the Admission Committee.
- All admissions shall remain provisional until the submission of:
 - Pre-requisite original, along with attested copies of these documents.
 - Payment of fee/charges.
 - Any other supporting documents that may be required.
 - Submission of attested copies of certificates within 06 weeks of commencement of semester by the candidate awaiting result at the time of admission, is mandatory; otherwise the University may cancel her admission.
- A verification/confirmation fee would be charged by the University for the Verification of the original documents.
- The Deputy Registrar Academic Office, on completion of admissions formalities, shall allot enrolment numbers to successful candidates notify their registration and issue registration cards.

Semester Enrollment

- Enrollment by each registered student shall be mandatory in each semester on the dates notified in University Academic Calendar.
- The Dean's Office shall notify the list of enrolled students within first two weeks of commencement of the semester to the Registrar and the Controller of Examinations. No student will be guaranteed enrollment in a course/semester (as applicable) until registration has been completed.
- In a regular semester, a student is enrolled in the courses as specified in the plan of study of that degree/program.
- In Summer Semester, a student may enroll in a maximum of five courses. Semester Enrollment fee will not be charged for the Summer Semester. Rules of probation, relegation, etc. shall not be applicable to summer semester.
- If a student is failing to complete her program with her entry/session and still needs further study to pass credit courses, such a student may enroll in a regular semester up to the Credit Hours as laid down by HEC but must complete all her degree requirements in all respects within the maximum allowed period for the respective degree.
- No transfer from evening program to morning program or vice versa where evening program are run.

Repeat Courses

- Only those courses can be repeated in which the student has obtained a grade 'C+' or below;
- If GPA falls below 2.2 and 2.5, then the student will be on warning.
- A student is not allowed to repeat the courses in case her degree has been issued;
- A course can be repeated either in a regular semester or in a summer session; No repeat examination without attending classes.
- A student may repeat and qualify courses within one year of the completion of the Program by her but remaining within the maximum allowed period for the respective degree; No repeat examination without attending classes.
- A student is to surrender her original Final Transcript (if issued) before enrolling for Repeat of Course.
- A student has to apply for course repetition on the prescribed form; the decision to approve repetition will rest with the Dean of the Faculty.

A student opting to repeat course(s) shall not be eligible for top student honors /awards even if she improves and obtains equal or better CGPA.

Summer Session

A student who has either failed or has been stopped to take the examination due to shortage of attendance or wishes to improve her grade is allowed to registrar in Summer Session who may be from even or odd semester.

Students with short attendances, repeater students and failure students can appear in the examination only after studying the full course being arranged by respective departments in regular semesters, otherwise they will have to attend the classes arranged in summer session and then appear in the examination. The students can not appear in the examination without attending course classes of Summer Session arranged for six (6) to eight (8) weeks.

The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular semester.

The students who are provisionally admitted in the next Semester are also required to qualify the prerequisite of 80% for promotion in the Summer Session otherwise their promotion will be cancelled.

The students are allowed to register at the maximum in Five courses only in summer session.

Fee Per course is Rs. 3000/- and for practical Rs. 500/-. The examination fee is Rs. 500/- these dues are for repeaters in both regular semester or summer session.

Class Attendance

- A Student must maintain at least 75% attendance in each subject/course she is enrolled in a semester. In case a student fails to maintain 75% attendance in a subject/course she shall not be allowed to appear in the practical, midterm and final Examination of the subject and shall be awarded an 'F' grade in that subject.
- If a student is absent from classes continuously for 18 days in a regular semester without information and approval of the Chairperson of the Department then such a student shall be issued a letter of warning to explain and justify the absence. The student shall only be allowed to again start attending classes after she has provided an acceptable explanation for the absence.
- If the student not respond within 05 days of the issuance of the letter her admission to the University shall be suspended and the student shall only be allowed to attend classes from the next semester after she has paid the prescribed re-instatement fee for the current semester; the student shall be treated as if she dropped the semester.

Migration to other Universities**Migration Certificate:-**

A migration certificate shall be issued to students desirous of leaving the University. In this connection an application on prescribed form shall be submitted to the Registrar, through the Chairperson and Dean of concerned department and the Faculty respectively.

- Students of institutions other than Jinnah University for Women, joining the university shall be required to produce a migration certificate at the time of enrolment if she qualified her last examination from institution other than the University/ Board of Karachi.
- Students who want to leave the University shall apply to the Registrar with necessary fee mentioning reason (s) for leaving, and shall quote their enrolment number (s) in the application. The Registrar shall issue a migration certificate to them on complying the entire requirement.
- Migration Certificate shall not be issued to students expelled or suspended from the university on reasons of misconduct till such time as the period of punishment expires.
- On surrendering of migration certificate the student may be considered for readmission / enrolment.

Repeated courses from another Institution

Once transfer credits are evaluated, the total number of these credits applicable to a degree will not be reduced unless the student repeats already-awarded transfer credit at the concerned Department of Jinnah University for Women.

General Studies for Transfer Students

The Academic committee with the concerned Department of respective Faculty, offers assistance to students transferring from other institutions with the help of Examination Department and Equivalence Committee. Specific services include preliminary and/or official transcript evaluation, educational planning, transition to academic departments, and resolution of transfer problems. Transfer would be on the basis of official transcript submission. The transfer would be permitted on the basis of evaluation of application. The University reserves the right to reject any student without notification.

Credit Transfer and Exemption Policy / TOC: Transfer of Credit

The course work being sought for credit transfer has been completed at a HEC recognized educational institution.

1. The application for credit transfer will be submitted by the student supported by the following documents:
 - The course outline, laboratory work and teaching plan of the course that was completed in a different University/Institution and which is being nominated for credit transfer.
 - The course contact hours and the name of the Faculty who taught the course along with the relevant grades.
 - A lower level degree course is non transferable to high level degree program such as a course done at Bachelors level is non transferable to Master program.
 - If the course content is similar to the course content at Jinnah University for Women to the extent of maximum 80% the course credit will be considered for transfer.
2. A student registered in a program may not be transferred to another program in the University until she has obtained the permission of the Dean and Registrar's office.
3. Student must obtain an approval by the concerned Chairperson of the Departments.
4. The duration of the course must be same or more than the duration of course at the Jinnah University for Women.
5. Students should have secured at least CGPA 2.50/4.0 in case of Semester System and 50% in case of Annual System.
6. Equivalence Committee (convened for the purpose) or subject expert of the relevant field of study will make final recommendations.
7. If the case is approved, final transcript of the student shall be endorsed as follows:
 - TOCs in the result column, the words "Credit Transferred" shall be added.
 - Exemption(s) A footnoted list, titled "Additional Courses Completed" shall be added.
8. Students applying for transfer of credits are to submit NOC from last attend attended institution and to deposit Rs. 1000/- per course as processing fee.
9. Transfer to advanced degree program like MS leading to Ph.D. may be allowed subject to recommendation of the BASR.
10. If there are some common courses between student's previous academic program of Jinnah University for Women and the one she is joining, she may claim exemption for such courses as mentioned, subject to approval by the Dean.
11. A maximum of 50% of the total credit hours of the relevant academic program (for semester system) are allowed for exemption, subject to approval by the Dean upon the recommendations of the concerned chairperson.

Academic Calendar of the University:

Students may download Academic Calendar from the University website, may note down from the Notice Board of respective department or for new entrants is given in the prospectus.

Scheme/Duration of Studies:

The University follows semester system of instruction for its degree programs. An Academic Year at University shall consist of two regular semesters and one short semester. The regular semesters shall be called Fall Semester and Spring Semester, respectively. The short semester shall be called Summer Semester.

The duration of a regular semester shall be a minimum of 18 weeks including 16 weeks of teaching and two weeks for examinations. The short summer semester shall be of 8 weeks total duration inclusive of the classes and examinations. A course taught in the summer semester will be taught at twice the pace i.e. for a 3 credit hour course, 6 hours classes/week will be held. However, for calculating student's GPA it will be deemed as a 3 credit hour course.

After each regular semester, there shall be a Semester Break of 3 weeks duration. The starting dates for each semester in any given Academic Year shall be notified through the Academic Calendar. The Summer Semester is mainly meant for removing academic deficiencies.

Orientation:

Participation in orientation is a requirement for all new students. It is designed to provide new students with information regarding university services, policies and procedures, student responsibilities and faculty expectations. It generally takes place just before commencement of first semester.

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 and subsequent approval of the Vice Chancellor. Application for change of Academic Program will be submitted on the prescribed Performa.

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 ten students.
- University reserves the right to form new sections and adjust/transfer students to other sections at any stage of the course.

Change of Subjects

The migration from one department to another within faculty i.e; change of Major subject will be allowed only after one year (02 semesters) with the condition that the student has

achieved 60% marks on aggregate in the two semesters and 70% marks in the relevant subject where the student is interested to migrate.

Students seeking change in any of the minor subject can apply for change within 30 days of the start of the semester of 1st year as well as 2nd year. All such permissions would be granted by the Dean on the recommendation of the Chairperson, provided there is a provision of such combinations in the statutes.

CHAPTER # 02

Examination

In each semester, students may be required to appear in quizzes, midterms, final examinations, presentations (individual/groups), group discussion, and submit projects / assignments/lab reports. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage can be determined on the basis of following guidelines:

Nature of Examination	Weightage (Min/Max)
Quizzes	5-10 %
Mid Semester Examinations	20-25 %
Assignments/Presentations/Practicals	5-25 %
Sessional Examination	10-15%
Final Examination	35-40%

- Examination fee Rs.1000/= will be charged before semester examination.

Note: All are passing heads

- In the beginning of a semester, the teacher of each course should hand out the information to students defining attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedules of material to be taught, take home assignment policy, reading material and any other information important for the successful completion of the course.

Method of Assessment

Actual teaching in a semester is spread over 16 weeks. A mid - term test is held after 8 weeks of teaching and a final (Terminal) Test is held after 16 weeks of teaching. For assessment purpose, students are given two types of grades, numeric and alphabetic.

Numerical Grading:

For numerical grading, in general, a course is assigned 100 marks, irrespective of the credit hours, with the following distribution of marks:

Mid - Term Test	20 marks
Final Exam	80 marks
	(without Lab. Work or field work)
Lab/Field Work	20 marks
Final Exam	60 marks

To qualify a course, it is necessary to pass in lab work/field work, in the final examination and total separately, whereas all are passing heads.

The faculty of commerce and Business Administration and department of computer science and Information Technology have their own assessment system, which is based on hourlies, quizzes, assignments and report writing instead of the mid-term test and lab work.

Alphabetic Grade

In addition to the numerical grades, the students are given alphabetic grades called Grade Point, on the scale 4 i.e. A carries 4, B, C, D, F carry 3,2,1 and Zero respective.

Grade Point Ratio (GPR)

The GPR of a semester is calculated by adding the products of grade points and credit hours for individual courses of a semester and dividing it by the total credit hours.

Cumulative Grade Point Ratio (CGPR)

The CGPR (cumulative grade point ratio) for all courses at the end, of ten semesters for Pharm-D, eight semesters for BS, BBA, four semesters for MCS, MIT, MS(SE), MBA is calculated by adding the product of grade points and credit hours for all the courses and dividing it by the total number of credit hours.

To rate the students performance in all the four faculties, the following grades and their corresponding percentage and points are applied.

Percentage Marks	Grade point	GPA	Remarks
80 & above	4.00	A	Excellent
80 – 84	3.66	A-	Excellent
75 – 79	3.33	B+	Good
71 – 74	3.00	B	Good
68 – 70	2.66	B-	Good
64 – 67	2.33	C+	Satisfactory, may need improvement
61 – 63	2.00	C	adequate, needs improvement
58 – 60	1.66	C-	
54 – 57	1.3	D+	inadequate, needs improvement
50 – 53	1.00	D	must repeat course
Below 50	0.00	F	Fails

Note:

- Students may repeat a course in which C, C, or D grade was earned. Only the better grade will be considered for the computation of CGPA.
- A course can be repeated, whenever the course is offered again or in summer session only after attending the classes of the course.
- Minimum CGPA required for the award of degree in different faculties is as follows:

Faculties of Arts and Science	CGPA = 2.2
Faculties of Pharmacy, Commerce and Business Administration	CGPA = 2.5
- Whenever, the CGPA of a semester drops below the required, the student will be put on probation for the next semester.
- If she fails to improve, she shall not be promoted to the next semester and shall have to repeat the whole year, to improve her CGPA.
- Terminal Test, Lab. Work and Total are passing heads, if student fails in Terminal or Lab. Work result will not be compiled.

COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPAs) will be calculated using the following relationships:

GPA = Sum over Courses in Semester (Course Credit Hours X Grade Point Earned)

Total Semester Credit Hours

CGPA = Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)

Minimum marks required to qualify a course in different faculties

Faculty of Arts, Science and Pharmacy	60%
Faculty of Business Administration and Commerce	60%
Department of Visual studies	60%

Minimum CGPR/CGPA required for the award of degree

Faculty of Arts, Science	2.2
Faculty of Pharmacy, Business Administration and Commerce	2.5

For assessment purpose, students are given two types of grades, numeric and a alphabetic.

Re-evaluation & Re-checking of Papers

Only recounting is allowed (checking the papers for numerical mistakes, omissions and to see if any question is unmarked). If a student wants any paper to be re-checked she shall deposit re-checking fee of Rs. 500/- per paper, and submit request for re-checking to the Controller of Examinations within five working days of the declaration of result. The Controller of Examinations to inform respective Dean of the Faculty and a committee comprising of Dean, Concerned teacher, a senior teacher of the respective department and Controller of Examination to review and then the decision taken to be conveyed to the student by Controller of Examination.

Course Repeat Policy / Academic Warning

- A student in good standing whose cumulative GPA falls below 2.0 will be on academic warning status with the institution during her next semester. A student will be removed from this warning status and returned to good standing if she achieves a cumulative GPA of at least 2.2 at the end of his or her semester on warning status.
- Students may repeat a course in which C, C, or D grade was earned. Only the better grade will be considered for the computation of CGPA.
- A course can be repeated, whenever the course is offered again or in Summer Session after attending the classes.
- Minimum CGPA required for the award of degree in different faculties is as follows:
- Faculties of Arts and Science CGPA = 2.2
- Faculties of Pharmacy, Commerce Economics and Business Administration CGPA=2.5
- Whenever, the CGPA of a semester drops below the required, the student will be put on probation for the next semester.
- Three (3) consecutive probations for 3 to 4 years program, two 2 consecutive probations for 2 to 2.5 years program and one 1 probation in 1.5 years program.
The student placed on probation list shall have to ensure a CGPA of 2.5 or above in the next regular two consecutive chances, may be in a regular or summer semester. Failing to which her registration shall stand cancelled. However the Vice Chancellor is competent to relax this condition by allowing one more chance or allowing admission to some other program being offered at Jinnah University for Women.
- Terminal Test, Lab. Work, Mid-term, and all tests during semester are passing heads.
- A student in good standing whose cumulative GPA falls below 2.0 will be on academic warning status with the institution during her next semester. A student will be removed from this warning status and returned to good standing if she achieves a cumulative GPA of at least 2.2 at the end of her semester on warning status. If a student fails to maintain the minimum CGPA of 2.0, after availing chance for the paper(s) when offered then she will be dropped from the programme. A student dropped on academic grounds may be permitted to join other academic programmes, provided she fulfills the basic criteria for admission to the concerned programme. If

there are some common courses between the student's previous academic programme and the only one they want to join, credits can be claimed for only those courses passed during the previous programme. Change of academic discipline can also be allowed on students own choice/request.

Examination Rules

1. Student should be punctual and be in time in the Examination Hall. Before starting time for each paper or practical.
2. Bring Admit cards, no student shall be allowed in the Examination Hall without admit card.
3. Bring all needed items e.g. pens, pencils, sharpeners, rulers, erasers etc. No borrowing of these items from other candidates will be allowed.
4. The student must be respectful towards invigilation staff. Misbehavior, misconduct will be dealt with serious punishment and cancellation of the paper.
5. Books, magazines, notes, written or blank paper sheets etc, are not allowed inside Examination Hall. If found in the possession of any candidate her paper shall immediately be cancelled.
6. Writing on palm, arm or anywhere on the candidate's body is considered enough proof of cheating whether the written material is related or unrelated to the exam paper. Such a written material shall result in the cancellation of the respective paper and strict disciplinary action shall be taken against the student.
7. Electronic notebooks, mobile phones, electronic dictionary/directories etc or any other material relevant for the subject is not allowed in the Examination Hall. Calculator may be allowed in certain papers as per instructions.
8. No candidate should allow anyone to impersonate to appear in the examination on her behalf. This shall result serious consequences such as cancellation of registration from JINNAH UNIVERSITY FOR WOMEN.
9. Cheating from, and helping other candidates in the Examination hall would also result in serious consequences and cancellation of the paper.
10. No page should be torn from the main answer book or extra sheet, and nor part of these is to be taken out of the Examination Hall. Such practice will result in the cancellation of the paper.
11. Discipline is to be maintained in the Examination Hall. Talking, making noise, shouting or throwing objects etc. shall be considered as serious and punishable offence.
12. In case, any clarification / correction in examination paper is required or indicated by the students, the subject teacher shall be contacted by the respective invigilator. After required clarification no one shall be allowed to ask any question.

Breach of Examination Rules/ Punishments

- i. If a candidate is found having in possession of papers, books, notes, mobile with material relevant to respective paper or any other material which might possibly be of assistance in examination, she shall be expelled from the examination of that day by

the examination discipline committee and the paper will be cancelled of that day. Mobile phones will be confiscated and on penalty of Rs 5000/- will be returned with apology application from the student.

- ii. Any candidate, detected in giving or receiving assistance or found guilty of copying from any paper, book or note, or using or attempting to use these or any other unfair means, shall be expelled from the examination. The paper of such candidate will be cancelled.
- iii. Any candidate, obtaining admission to the examination on false representation made in her application form or by false personification, or forging another student's signature on the form shall be liable to cancellation of the examination result by the examination discipline committee.
- iv. A candidate, found guilty of disclosing her identity or making peculiar marks in the answer book, or students, parents, relative, guardian or friends communicating or attempting to communicate with an examiner with the object of influencing in the award of marks, shall be deemed to have used or attempt to use unfair means and shall be liable to the same punishment as described for other cases above.
- v. In any case not covered by the foregoing Regulations, the body concerned shall take such action against the candidate or candidates concerned as the circumstances of the case may warrant. The action taken against the candidate to be approved by the Dean committee and then notified by Registrar.
- vi. Each Board of Studies shall draw up a list of paper-setters and examiners in the subject or subjects with which the Board is concerned.
- vii. No person shall be suggested as a paper-setter or examiner against whose work, at a pervious examination, there has been an adverse report.
- viii. No person shall be appointed a paper-setter or examiner whose relative is appearing at the examination.

Semester System

- The Jinnah University for Women follows semester system, according to which an academic year is divided into two semesters, each of 20 weeks duration including one week for registration and two weeks for examinations.
- The short summer semester shall be of 8 weeks total duration inclusive of the classes and examinations. A course taught in the summer semester will be taught at twice the pace i.e. for a 3 credit hour course, 6 hours classes/week

will be held. However, for calculating student's GPA it will be deemed as a 3 credit hour course.

- Students are required to take prescribed number of courses in a semester, which varies from five to ten courses depending upon the discipline. Each course is assigned a number of credit hours mentioned against the course. Credit hours mean the number of theory lectures per week each of one hour duration for a period of 16 weeks. For example a 3 credit hour theory course means 3 hours of teaching per week for 16 weeks. 1 credit hour of Lab. work means 2 to 3 periods per week.
- The university offers four years Bachelor of Studies, BS Degree Programmes to all students of Faculties of Arts, Science, Business Administration, Economics and Commerce entering the university after qualifying their HSC or equivalent examination, BS Programmes are spread over four years of eight semesters. Students registered for four years BS degree course have the option to terminate their studies after the successful completion of two years. In this case they shall be awarded of BA/B.Sc/B.Com (Pass) degrees respectively. This process is not right nor the University is bound. The student has to submit affidavit justifying the cause of terminating the studies. However, the fulfillment of rule 29 given in semester rules is mandatory.
- Students are also admitted to Two years Masters Programmes in the faculties of Arts, Science, Business Administration Economics and Commerce for M.A, M.Sc., MCS, MIT, M. Com., MBA degree courses, after graduation in their respective fields of study.
- BS students of Arts and Science faculties are required to take five or six courses in each semester. In the first two years BS students are required to take four courses of major subject and eight courses of two minor subjects; one course of each subject in a semester. Thus, in the first two years, there is no distinction between major and minor subjects; all three are of equal weightage. Students are also required to take compulsory courses of Pak. Studies, Islamiyat, Computer Science, Mathematics or Biology, Urdu (for Faculty of Arts Students only), one course each beside four courses of English.

Semester Rules

1. Students are required to take the prescribed number of courses in a semester.
2. All courses are of 100 marks each.
3. Students shall be awarded an alphabetical and a numerical grade.
4. Students failing in a course must repeat the course whenever it is offered again. For example first semester course can be repeated in Third Semester and Third

Semester courses in Fifth Semester and in summer session but only after attending the classes of the course.

5. For promotion to the next academic year, students must have passed in at least 80% of the courses offered during the particular academic year. For example, if five courses per semester are offered in an academic year, then for promotion from first year to second year, the student should have passed in eight courses.
6. Students of Pharmacy are allowed to improve D-grade, whenever the course is offered during their regular studies and in Summer Session.
7. Students failing to get the aggregate marks or grade for the award of degree are allowed to repeat courses to be decided by respective Dean (for students of Science, Arts, Business Administration Commerce and Economics and Pharmacy).
8. Student of Pharmacy is allowed to repeat any six courses in which she obtained 'D' or 'C' grades, if she has cleared all courses, but is short of required 2.5 CGPR for the award of degree.
9. A maximum number of three attempts including the first attempt are allowed to qualify a course.
10. Students having less than seventy five percent (75%) attendance in a course shall not be allowed to take the final examination of that course. The attendance in the course will be counted from the date of commencement of classes and not from the date admission.
11. Admission of students failing to attend classes for 18 days continuously after the commencement of classes shall stand cancelled.
12. Students failing to qualify a course in first attempt shall not be given a rank (merit position).
13. A student who becomes absent in the regular mid-term test or fails to qualify this test, a second mid-term test shall be arranged just after the terminal examination of the course.
14. In case a student misses the Mid-Term Test in a course, her result of the course shall be compiled with out the marks of the Mid-Term Test.
15. In case a student fails to submit her assignment of a course by the prescribed date, her result of the course shall be compiled with-out the marks for assignment. (The dead line for submitting assignment will be given by the course incharge)
16. For outgoing student i.e. failing in their final year examinations, a special examination shall be arranged after the declaration of their results.
17. A student who wishes to appear in a University examination shall submit an application on the prescribed form along with the required fee to the Controller of Examination through the Chairperson. The application shall be submitted within the due dates. After due date forms shall be accepted with a late fee only.
18. The Controller of Examinations shall issue an admit card to the student. The student shall be allowed to take an examination only on production of this card to the invigilator. In case admit card is lost or damaged the Controller of Examinations shall issue another duplicate one on payment of fee.

19. In general the course incharge who has taught the course during the semester, shall be the paper setter for the semester examination. No teacher shall be appointed examiner, whose immediate relative is taking the examination of that course.
20. The Vice Chancellor shall appoint a moderation committee for each department to moderate the question papers submitted to the Chairperson at least fifteen days before the commencement of examinations. The Dean of the concerned faculty shall be the Chairperson of the committee.
21. The committee shall be responsible for the peaceful conduct of the examination and will also review all results of teacher before completion and display of result.
22. The examiner shall submit the result on prescribed award sheets to the Controller of Examinations within seven days from the date of examination of the concerned course and after the process of review.
23. The course incharge / examiner shall prepare five copies of the result. First three copies shall be submitted to the Controller of Examinations through the Chairperson of the concerned department. One copy shall be submitted to the Chairperson and one copy shall remain with the course incharge. The result shall be displayed on the notice board before submission to the Controller of Examinations.
24. No change in result shall be possible, once it is submitted to the Controller of Examinations.
25. Change of subsidiary courses of B.A / B.Sc. (Hons) as well as well as 4 years BS program shall be permissible up to three weeks after the commencement of the semester.

Incomplete Grade (IG)

- i) If a student absents her-self from the Terminal Examination (which constitutes head of passing) but fulfils the attendance requirement as prescribed, her result shall be declared incomplete.
- ii) A student with incomplete course shall be required to complete it when ever the course is offered again on payment of the prescribed fee, with permission of the chairperson and the Dean.
- iii) If such a student fails to avail the next opportunity she shall be declared failed.

Student Grade Appeal

- If students have reason to question the validity of a grade received in a course, they must make their request for a change before the end of the third week of the semester following the completion of the course. It is the responsibility of the student to initiate a grade appeal within the time limit, and to follow the procedures specified by the Concerned Department and the Examination Department. All decisions will be reviewed by the Grade Review Committee (Set up by the VC/Dean of the concerned faculty).

Award of degree

Requirements for Award of Degree

University on recommendations of the Board of Faculty shall award degree to a student who satisfies the following conditions:

- Has completed the minimum required credit hours of courses as prescribed for the degree program in which the student is registered.
- A student must have a regular admission in the Undergraduate program of the Institution and should earn a minimum of 60 credit hours out of a total of 124–140 credit hours from the institution from where she will be entitled for the degree. Has achieved a minimum CGPA of 2.2 / 2.5 for undergraduate degree program.
- A student must have a regular admission in the MS/MPhil program of the Institution, and should earn a minimum of 15 credit hours from the HEI from where he/ she will be entitled for the degree and has obtained CGPA of 2.5 for graduate degree.
- Has no un-cleared „F“ or 'I' or 'W' grade in any course required for the degree.
- Has successfully completed the design/research project or thesis/case study, as applicable.
- Has completed non-credit mandatory Internship, if required.
- Has cleared all dues.

Issue of Degree and Other Certificates:

- Successful candidate of a degree program shall receive a degree conferred on her at a convocation held for the purpose.
- Degrees can be collected personally by the student or by an authorized nominee, following prescribed procedure.
- Degrees shall remain in safe custody at the University with the Office of the Controller till the time they are collected by the students.
- Each successful candidate of a non-degree program shall receive a certificate duly signed by the Dean of the Faculty.
- If an admission of student is cancelled at her own request then it will be resorted on when:
 - i. She has not withdrawn security deposit.
 - ii. Not more than one year has passed after cancellation of admission.

Issuance of Transcript**Interim Performa**

- Issued by Controller of Examination in each semester after result is compiled for each student.

Final Transcript

- Final transcript will be issued to the students once they have completed all the pre-requisite for the award of degree i.e their required credit hours are completed.
- Students must clear their outstanding dues prior requesting for the final transcript.
- The students who have completed their final semester but not their degree requirements (project/thesis/internship etc) and are desirous of final semester transcript would be issued a plain paper Semester Result Intimation, clearly depicting remarks “Programme is Incomplete”.
- The final transcript will be issued with the signature of Controller of Examinations.

Verification of Degree/Transcript and Issuance of NOC/Migration Certificate

Documents of verification and requests for NOC/Migration Certificate are to be forwarded to the Registrar Jinnah University for Women, following prescribed procedure.

CHAPTER # 03

Code of Conduct

As a student of JINNAH UNIVERSITY FOR WOMEN, one will be required to observe the following code of conduct:

- Respect for convictions and traditions of others in matters of religion, and customs while observing your own religious duties / customs.
- Loyalty to Pakistan and refraining from doing anything which is repugnant to its honor and prestige in any way.
- Truthfulness and honesty in dealing with other people.
- Special respect for teachers and others in authority in the University.
- Devotion to studies and prescribed co-curricular activities.
- Observance of thrift and protection of property.
- Observance of the rules and regulations of the University in force from time to time.

Action against Misconduct

Every member of the faculty and staff has the responsibility as well as the power to check any disorderly or improper conduct of, or any breach of the regulations, by students in any part of the University or outside when on a visit that has been sponsored or organized by it. Misconduct in a classroom when student is under the charge of a teacher shall not be allowed and punitive action, if found guilty, may be initiated depending upon the seriousness of the misconduct. Faculty members to warn students and also to forward observation slips about the good or bad conduct of any student

Prohibited Acts

The following acts are prohibited for students:

- Organizing or taking part in any function inside the University or organizing any club or society of students except in accordance with the prescribed rules and regulations, unless permission is granted.
- Collecting any money or receiving funds or pecuniary assistance for or on behalf of the University except with the written permission.
- Staging, inciting or participating in or abetting any walk-out, strike or other form of agitation against the University, or its teachers, officers or authorities inciting any one to violence, disruption of the peaceful atmosphere in any way, making inflammatory speeches or gestures which may cause resentment, issuing of pamphlets or cartoons casting aspersions on the teachers or staff of its authorities /bodies or doing anything in any way likely to promote rift and hatred among the students, issuing statements in the press, making false accusations or lowering the prestige.
- Theft of any item which is University property, including unauthorized taking away of library books / any equipment.

- Indulging in acts involving chalking of premises or display of posters/leaflets/notices jeopardizing the maintenance of good order and discipline at the University premises.
- Fighting / quarrelling with other students.
- Facilitating any unauthorized person to enter into the university premises without any prior permission.
- Use of unfair means at an examination

Provoking others to Misconduct

Provoking Others to Misconduct

- Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

Unlawful Assemblies

- Assemblies 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.

Political/Ethnic/Racial Activities

- Use of University facilities or equipment for political activities, indulgence in political/ethnic/racial activity, or use of students for furthering the cause of a political party at the campus.

Harassment

To indulge in following:

- Passing remarks, placing visual or written material, aimed at a specific person or group.
- With the intention of causing harm to the person or group.
- Creating an environment which limits a student's educational opportunity.
- 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.
- Any kind of sexual harassment.
- Physical assault.

Moral Dishonesty

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

Classroom rules

- The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful act or other behavior that results in disruption of a class, 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.

Abuse of the Student Conduct System

Abusing the student conduct system includes, but not limited to:

- Failure to obey the notice from a University official to appear for a meeting or hearing as part of the student conduct system.
- Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.
- Disruption or interference with the orderly conduct of a hearing proceeding.
- Causing a violation of University Code of Conduct hearing.

Indecent Behavior 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.

- Damage to the university fixtures / furniture, scribbling/carving on desks, wall chalking, misusing of lab/university equipment, etc.
- Use of mobile phone in classrooms, examination halls, labs and library thus disrupting the discipline of the said places.
- Making of speeches, shouting slogans or circulation of printed / photo-copied material derogatory to Islam, or any religion, Pakistan, any racial/ethnic group, the prestige of the University, its faculty, its employees or other students.

Enforcement of Code of Conduct

- 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 relevant DSU authorities, Registrar Office, respective HODs or Class Advisors for taking appropriate action/remedial measures. Matters of indiscipline would be referred to the DSU authorities, which are authorized to check indiscipline matters and decide as per DSU 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 disciplinary action as per DSU rules / regulation / statutes.
- Every member of the Faculty shall have the power to check any disorderly or improper conduct of, or any breach of the regulations, by students in any part of the University or outside when the visit is sponsored or organized by it. Misconduct in a classroom when a student is under the charge of a teacher shall not be allowed and a punitive action such as a fine, removal from the classroom or a punishment of greater magnitude may be imposed as decided by the authority so empowered.
- Female students facing any kind of harassment from any person at the Campus must report the incident to the respective HOD or in the Registrar's Office.

Punishment or Penalty for Acts of Indiscipline

Punishment or penalty for acts of indiscipline shall be according to the gravity of the case and may be any one or more of the following:

Minor Punishments

Warning in writing: Notice to the offender, verbally or in writing, that continuation or repetition of prohibited conduct may result in further disciplinary action.

Probation: Probation for a specific period.

Fine: Fine which may amount up to Rs. 5,000.

Withholding of certificate: Withholding of a certificate of good moral character.

Removal of privileges: Deprivation from the privileges enjoyed by the students.

F Grade. Award of “F” grade in a paper.

Major Punishments

Expulsion: Expulsion from the class for a specific period up to one semester.

Fine: Fine which may amount up to Rs.10,000.

Exam Result: Cancellation of examination result.

Rustication: Expulsion or rustication from the University/CU for a specific period.

Degree: Non conferment of degree / transcript.

Acts of Indiscipline

- Commits a breach of conduct specified in the regulations.
- Disobeys the laws, orders of a teacher or other person in authority.
- Habitually neglects her work or absents herself from the classroom without valid reason.
- Willfully damages property or the property of fellow students or any teacher or employees of the University.
- Does not pay the fee, fines, or other dues payable under the laid down rules and regulations.
- Uses indecent language, wears immodest dress (Enters the University premises in improper dress), makes indecent remarks or gestures or behaves in a disorderly manner; or commits any criminal, immoral or dishonorable act or any act which is prejudicial to the interests of the University.
- Use of unfair means at examination.

Procedure Breach of Discipline

A teacher, staff member or an officer in whose presence or in relation to whom an act of indiscipline has been committed or who gets to know of such act, shall either deal with the

case herself, or if in her view the case is one which can be more appropriately dealt by another authority or a penalty of greater magnitude than she shall:

- Refer the case to the concerned Chairperson.
- The case of breach of discipline shall be referred to the Student Advisor who shall be competent to deal with it at her end or refer it to the Disciplinary Committee for investigation which will either impose the penalties of within its powers.
- When a case against a student is referred to the Disciplinary Committee, it may, if it deems fit, suspend the student from the classes till the finalization of the case.

Rustication

- Rustication may be awarded up to a maximum upon the recommendation of the disciplinary committee. The penalty when imposed on a student shall always mean a minimum loss of one semester as far as her appearance in the examinations is concerned. The student under rustication shall have the option of rejoining the University at the beginning of the academic year after the completion of rustication period subject to prior approval from the Vice Chancellor.
- No fee is charged from a rusticated student for the time period during which her name remained struck off from the rolls. However, the previously deposited fee shall not be refunded.
- Before being rusticated from the University, the student will be allowed a reasonable chance of defense against the accusations.
- Decision of the management in this regard may not be challenged in any court of law

Expulsion

- The Chairperson reports the name of the student who has been found guilty of an offence warranting expulsion stating the reasons for the proposed action. The student is allowed reasonable chance to defend herself against the expulsion.
- The name of the expelled student shall immediately be removed from the University rolls, and fee for remaining month(s) of the semester shall not be refunded.
- The student expelled from the University shall not be readmitted to any of the University's academic program.
- Cases of rustication and expulsion will be registered in the University records.
- Decision of the management in this regard may not be challenged in any court of law

Appeal

- An appeal against the penalty may be submitted by the student with the Vice Chancellor within ten (10) days of announcement of the punishment.
- No appeal shall lie against decision of an authority imposing a penalty other than rustication or expulsion except on the ground that such authority has imposed a penalty which she was not competent to impose.

- An appeal on the ground that an authority has imposed a penalty which she was not competent to impose, shall lie with the body or person of higher authority than the one who imposed the penalty.
- No appeal by a student shall be entertained unless it is presented within 10 days of the notification of the decision on student's Notice Board provided that the Vice Chancellor may, for valid reasons, extend this period.

CHAPTER # 04

Student Affairs Committee

There is a student affairs committee comprising:

- Advisor
- Coordinator
- Advisory Committee consisting of teachers of 4 faculties
- Proctors.

The Student Affairs Committee studies the needs and problems of the students and conveys its recommendations. It forwards to the students (through their representatives) University policies on various administrative matters and also obtains the views of the students. It maintains discipline and check uniform and undesirable / unwanted activity of the students. It communicates with the parents of the student the issue so that further problems may not be created.

Equivalence Committee

There is an equivalence committee comprising:

- Chairman
- All Deans of Faculties
- Controller of Examination
- Registrar

The Equivalence Committee examines the cases of admission of candidates to the university from other Universities, Colleges, Institutes, etc, whose examinations are recognized as equivalent to the corresponding examinations of the university recognized by the Higher Education Commission and makes recommendations to Jinnah University for Women for final approval. The Committee also scrutinizes all applications for transfer of credits and determines the equivalent status.

Disciplinary Committee

The Discipline Committee comprises:

- Student Advisor
- All Deans
- Registrar

The Discipline Committee is responsible for maintaining discipline and deals with all cases of indiscipline on the part of students. It recommends award of penalties / punishments and renders advice to the administration. Matters needed to maintain a peaceful environment on the campus.

The Examinations Committee

The committee monitors the Examination process and helps the invigilation staff in any undesired incident caused by the students. It also forwards any report pertaining to any issue during Examination to the concerned authorities.

Admissions Committee

The Admissions Committee comprises:

- Advisor Admissions
- All Deans
- Registrar

The Admissions Committee is responsible for ensuring smooth conduct of the admissions process and for ensuring compliance of the university policies on the subject. It ensures that the admission criteria are strictly followed.

Plagiarism Standing Committee

The Committee investigates the nature and extent of plagiarism in any research work or project referred to it. The Committee submits its report with clear cut findings and recommendations to Vice Chancellor within week time of reference or as directed. The Committee is guided by the HEC policy on Plagiarism.

Scholarship Committee

There shall be a Scholarship Committee comprising:

- All Deans
- Director Finance
- Registrar

The aim of the Committee is to select the students so as to assist them with their educational expenses. Students will be selected for the award of the following scholarships:

- Merit Scholarships / Need Based

Library

It comprises five sections:

1. Acquisition
2. Circulation
3. Reference
4. Computer Lab
5. Newspaper and Magazines

Central Library is housed in a separate building. It contains over "55000" books on different subjects including Computer Science and Information Technology, Business Administration, Media Sciences, Pharmacy, Life / Physical Sciences, Literature and other subjects.

Library promotes and supports Learning, Teaching and Research in the University, by developing and promoting access to Information Resources; and establishes links to the wider world to promote the transfer of knowledge, by collaborating and cooperating with others.

Various sections of the Library design and conduct their respective operations in accordance with these strategic aims when developing aims and objectives for their day-to-day activities and other projects.

General rules for library

- Users are expected to observe the following rules while using the Library services. Any violation of these rules incurs appropriate disciplinary action.
- Personal belongings such as handbags; brief cases, etc. are not allowed inside the library. The Library staff is not responsible for any loss or damage.
- Submit any book or object for inspection, when requested by the Library staff.
- Do not write, underline or mark any book. Library books are carefully examined on return, and the Borrower will be held responsible for damage of any sort.
- After reading, leave the books on the table.
- Complete silence should be observed except for brief and subdued with the Library Staff.
- Drinks and eatables are not allowed in the Library premises.
- Keep your mobiles off and wimple (Abbaya) are not allowed within the Library premises.
- Do not change the configuration of Computers or any other equipment of the library.
- University code of conduct must be observed while using IT application.
- One book can be borrowed from the library at one time.
- Books can be borrowed for maximum five days.

- There is no lending facility for reference books, Periodicals & newspaper.
- Photocopying facility for reference articles is available.
- Grouped studies should be carried out in the Study room / Classroom rather than in the library.
- Membership of the library will be cancelled /suspended of that student who will disturb the silence of the library.
- Membership of the library can be cancelled /suspended for a minimum period of 10 days, and this period can be increased in the discretion of the librarian.
- A list of suspended library users will be displayed at the notice boards.
- Suspended library users will deposit their library cards during the period of suspension and will not be allowed to enter the library premises.
- Decision of the librarian will be final.
- Any title in the leading section can be reserved in advance. Please make a request at the library desk. Reserved book will be held for a limited time.
- The following rules pertain to renewal of books.
 - i) Book will not be renewed 2nd time.
 - ii) Reserved books will not be renewed.
- The following rules pertain to book lost /damage.
 - i) In case of damage, full price of the book will be charged.
 - ii) In case of loss, 200%price of the book will be charged.
 - iii) Marking, either with pen, pencil or highlighter, is not allowed.

The book will be inspected at the time of return. If books are found marked, Rs.25. Per mark will be charged.
- Student must carry their student ID Cards to enter the library.

i) Acquisition section:

- a) Selection
- b) Cataloging & Classification
- c) Selection of Book Supplier or Vendor
- d) Gifts or Donations

a) Selection:

The Acquisition section plays an important role in the development collection. Acquisition means to acquire and process the library material after selection. It depends on the needs and demands of the faculty as well as other students.

Selection resources:

Demand is the basic factor in selection; these demands are collected from various sources;

- Complain register also displayed in the main entrance in Circulation and Reference Sections.

- The user's students write down their needs on it. That is a basic source to know the user's demands.
- Identify from the Departments.
- Statistics relating to book's circulation (book cards).
- Suggestion from the reader.
- Suggestion from the library staffs working at the circulation counter.

b) Cataloging & classification:

All the book materials or non-book materials are Classified according to "Dewy Decimal Classification Scheme" 22nd edition and the AACR2 (Anglo American Cataloguing Rules 2) use for Cataloging.

c) Selection of book supplier or vendor:

The Librarian selects a book supplier and vendor for the services provided as well as for the discount offer. If a bid situation required, we see on the list of approved vendors and book suppliers, and give an order to a reliable vendor and book suppliers according to their good services. After receiving documents, we check all bibliographical details from the documents according to the order form. Such as Author, Title, Edition, Publisher, Year, Bindings, ISBN, Price and discount offered by the book suppliers and vendors.

ii) Circulation section:

All requested users are entitled to borrow materials from the library. Borrowing privileges may differ depending on the membership category. The borrowing privileges for general books are:

Category	Up to	For
Teaching Staff	05 Books	15 days
Non- Teaching	05 Books	15 days
Students	01 Books	05 days

NOTE:

On a special request, Librarian can issue additional books for a limited period of time to the faculty.

Circulation rules & regulation:

- i) A valid library card must be presented to check any library materials.
- ii) Books may be renewed if another user has not reserved the desired book. Overdue books will not be renewed.
- iii) Reference materials, Annual Reports, pamphlets, Current & Bound Periodicals and Newspapers cannot be issued. Those materials may be consulted within the library premises.
- iv) If a book is accidentally misplaced and cannot be found after a thorough search, this has to be reported to the Circulation Desk immediately to avoid overdue fines.
- v) Library materials borrowed by any member are subject to recall if needed by the library.
- vi) Books accidentally damaged should be reported so that suitable assessment can be made, and damages paid.
- vii) In case loss of a student's Borrower's card, the student must report it immediately to the Librarian and obtain a new card by paying Rs.25/=. However the student is responsible for the books registered in his previous Borrower's Card.
- viii) No certificate of any kind will be issued to students who fail to return the borrowed books and obtain No dues / clearance.
- ix) Books are to be kept in good condition. No marking are to be made inside the books. In the case of any damage to or loss of a book the price of a book will be recovered from the students as per Library Rules.

Fine for Late Return:

- i) Regular books Rs.5/= per book, for per day charge.
- ii) A fine of Rs.500/= will be charged upon the first-time violation. A fine of Rs. 1000/= will be charged upon the second-time violation. If a patron continues, the case will be referred to the university disciplinary committee.

University Database:

The library has its own database named JLMS (Jinnah Library Management System). This Database has been designed by "IT Department" of the Jinnah University on SQL server 2000.

iii) Reference section:

The Reference Section consists of two sub sections:

i) Reference Section:

"Reference section at the library has various books that are sources of information about different subjects. They include Dictionaries, Encyclopedia, Manuals and other informative books. Most books in the reference section may not be taken out, so that they are always available to those who need them.

Special Library Material:

Library subscribes for foreign and local journals. Those are displayed in "Reference Section."

ii) Reading Room (Science/Arts):

Reference Section has a "Science Reading Room" and Arts Reading Room. Courses supported book are available in the reading room. All the books are used within the premise of the "Reference Section."

iii) Computer Lab:

The library also provides an internet facility to the students. In order to keep the pace with the advance communication technology in electronic information area, computer networking cell of "Jinnah University for Women "has established an Internet Lab for students and faculty. This section also provides printout and Photostat services.

Internet Rules:

- Internet Lab administrator shall check the ID cards of students.
- Only University students are eligible to use the Internet facility free of cost.
- The Internet may be used by students for 30 minutes only.
- Chatting, messaging and mobile messaging are not allowed.
- Users shall be penalized for browsing obnoxious materials.

Digital library

University allows access to National digital library facilitated by HEC. It provides e-books, journals, articles on various disciplines which helps the researchers and students to get their required information easily. Link to HEC National digital library is:

<http://www.digitallibrary.edu.pk>

v) Newspapers and magazines section

This Section contains newspapers, magazines, digest and other publications that are published on a periodic basis rather than just at one time. About 05, daily newspapers of both Urdu and English are subscribed for the library. On the increased demand from students, some magazines, novels and digests are subscribed. Novels are available in English and Urdu Languages.

Local Newspaper subscribed:

- Daily Dawn
- Business Recorder
- Daily Jang
- Express
- Jasarat

Magazines:

- Akbar-e-Jahan (weekly magazine Urdu)
- Family (weekly magazine Urdu)
- The Economist

Library Membership Card: Student Card:

Throughout the Academic year students, cards are issued at the Magazine Section from 9:00 a.m. to 3:30 p.m to register the students of the Jinnah University for Women. Students should bring the following when applying for the Library Card.

- Recent Photograph;
- Student ID card;
- Admission Slip;

Faculty Card:

Faculty Card Are issued at the Magazine Section from 9:00a.m. To 3:30p.m on working days. Faculty members are required to present copies of their appointment letters. Same rules applied for the non-teaching staff.

Security in the University

University have round the clock security staff for ensuring safety measures for the premises and the students. However you are advised to personally ensure security of your personal belongings inside and outside the classrooms.

Career Office

- The Career Office is to support students from all academic programmes offered by Jinnah University for Women. The changing requirements of employers and the students by creating innovative ways of bringing both together are to be met. The function of the office is career counseling, resume and covering letter writing, online job listing, Internship placements, alumni tracking, company presentations, career workshops, seminars, on-campus.

Students can register with the office to become a beneficiary of our services on the website: www.juw.edu.pk

Compensation for Loss

The University, may delegate the powers to any teacher to instruct a student to pay compensation for any loss or damage to property belonging to the University, to a fellow student or an employee of the University caused by a willful act gross negligence of the student. If the student does not pay such compensation within a specified period, the Head of the University will initiate appropriate action against her.

Offence during Examinations

- Cases of indiscipline in Examination Hall or around and use of unfair means are dealt with by the Disciplinary Committee.

Student Identity Card

- University ID cards will be issued to the new students. The students will be required to wear their ID Cards in the Campus and present to the authorized persons on demand.

Loss of ID Cards

- In case ID Card is lost, it should be immediately reported to the office which will make arrangements for re-issue of a new card by the University after payment of fine.

Dress Code

- At the University campus all students are expected to wear the prescribed uniform. The uniform for junior students is white plain shirt, white plain shalwar and peach plain dupatta, whereas the students of final year and master classes wear white plain shirt, white plain shalwar and peach and grey plain dupatta. The students wearing scarf are required to use the color of dupatta.

Laboratories Rules:

- Students are expected to observe Lab Rules to ensure their own safety as well as that of the equipment in use and their surroundings. These Rules have been made keeping in view the nature of the equipment and working environment of various Labs and have been displayed in each Lab for compliance. However following general rules are to be followed by all when using University Labs.
- Students are allowed in the Laboratory only when the teacher is present.
- Use of mobile phones in the Labs is strictly prohibited, also no eatables are allowed.
- All equipment and surrounding should be kept neat and tidy before leaving the Lab.
- No loud talking, noisy behavior or music is allowed in the Labs.
- Lab facilities are to be used for Academic purposes only.
- Labs are available only for scheduled classes or as authorized by the Department.
- No outsiders are allowed in the Labs.
- Casual and non-serious attitude in the Laboratory can result in serious accidents. Therefore, remain vigilant and focused at all time.

- Report any broken or faulty equipment to the teacher. Do not attempt to repair any equipment.
- Carefully listen to the instructions given by the teacher and abide by them.
- Lab equipment must not be taken outside the Laboratory premises under any circumstances.
- If you break any equipment, you may be liable to bear the cost of its replacement.
- Do not leave your Lab station unnecessarily during the lab exercise. If you need help, raise your hand and you will be attend by the teacher.
- Carefully listen to the instructions given by the teacher and abide by them. If you do not understand something ask for clarification.
- When the Lab exercise is over, turn off all instruments and leave your working area neat and tidy. Your Lab grade will be affected if your Laboratory station is not tidy when you leave.
- Breach of any Labs Rule may result in imposition of fine or any other disciplinary action as deemed appropriate.

IT Policy:

- The policy for users, faculty and staff at Jinnah University for Women on the use of IT Resources, including computers, printers and other peripherals, programs, data, local and wide area networks, email, and the Internet. Jinnah University for Women promotes access to a wide range of information resources and information processing technologies. The use of computers, PDA's, Tablets, electronic information and computer networks is essential for research, instruction and administration within the academic community at Jinnah University for Women. However, responsible use of these systems is highly important. These policy statements are intended to augment, not supersede, any additional contractual agreements of conduct or confidentiality to which an employee may be subject. The University reserves the right to amend this policy at any time with or without notice.

User Responsibilities:

- It is the responsibility of any person using IT Resources to read, understand, and follow the policy. In addition, users are expected to exercise reasonable judgment in interpreting this policy and in making decisions about the use of IT Resources. Any student with questions regarding the application this policy should seek clarification. Additionally, users must comply with all applicable policies and procedures and state and Federal law. The use of IT Resources is a privilege, not a right, and failure to observe this policy may subject

individuals to disciplinary action. Failure to observe this policy may result in violation of civil and / or criminal laws.

Data Privacy, Integrity and Confidentiality:

- All users with access to confidential data are to utilize all appropriate precautions to maintain the accuracy, integrity, and confidentiality of the data and ensure that no unauthorized disclosures occur.

User's Rights:

- The university provides electronic resources to users to effectively perform their job duties.

University Processes:

- Users should be aware that electronic data, software, and communications files are copied. Items that were deleted may be preserved on backup. All activity on systems and networks to be monitored, logged, and reviewed by system administrator, or discovered in legal proceedings. In addition, all documents created, stored, transmitted or received on university computers and networks may be subject to monitoring by systems administrator.

University rights:

- The University reserves the right to access, monitor and disclose the contents and activity of an individual user's account(s) and to access any university-owned IT-resources and any non-university-owned IT-resources, on university property, connected to university networks. This action may be taken to maintain the network's integrity and the rights of others authorized to access the network. Additionally, this action may be taken if the security of a computer or network system is threatened. This action will be taken only after obtaining approval from a competent authority appropriate to the circumstances and when there is deemed to be an urgent and compelling need to do so.

IT Resource:

- All users are granted access to and permitted use of the university's IT-resources.
- Access is granted for specific purposes based on the user's particular needs.
- All users are provided with the university's on campus network access of Internet access.

Responsibilities:

- Each user shall be responsible for the security and integrity of information stored her personal desktop, laptop.
- Making regular backups of information and files.
- Controlling and securing physical and network access to IT-resources and data.
- Choose appropriate password(s), and guard the security of that password.
- Abide by the password protection practices specified for each IT-resource, and change their access code on a regular basis, or as required by standards.
- Use only the access codes and privileges associated with their computer accounts(s) and utilize those accounts(s) for the purpose for which they were authorized.
- Properly logging out of sessions.
- Monitoring access to their accounts, if a user suspects that their access codes have been compromised or that there has been unauthorized activity on their accounts.
- Show a valid photo ID in order to secure input/output, and use a valid university ID to obtain access to computer labs/facilities.
- Take full responsibility, when sharing access codes and user account information, for the use of any user.
- Respect and honor the rights of other individuals, with regard to intellectual property, privacy, freedom from harassment, academic freedom, copyright infringement, and use of IT-resources.

Restrictions:

Users may not do the following:

- Provide their access codes / passwords to any nonuser / unauthorized person for such access.
- Make use of accounts, access codes, privileges or IT-resources to which they are no longer authorized.
- Tamper with, modify, or alter restrictions or protection placed on their accounts, the university system, or network facilities.
- Extend the network by introducing a hub, switch, router, wireless access point, or any other service or device that provides more than one device to the university network.
- Use the university's Internet access in a malicious manner to alter or destroy any information available on the Internet or on any network accessible through the Internet for which she does not own or have explicit permission to alter or destroy.

- Use knowledge of security or access controls to damage computer and network systems, obtain extra IT - resources, or gain access to accounts for which they are not authorized.
- Physically damage or vandalize IT-resources.
- Attempt to degrade the performance of the system or to deprive authorized users of IT-resources or access to any university IT-resources.
- Send e-mail chain letters or mass mailings for purposes other than official university business.
- Use University systems to relay mail between two non-university e-mail systems.
- Engage in activities that harass, degrade, intimidate, demean, slander, defame, interfere with, or threaten others.
- Establishing servers is only permitted if they do not contain critical/sensitive regulated/operational data and have been identified to IT Services and are regularly scanned for security issues. In addition, they must not violate any other policy or law, or interfere with or limit IT-resources available for authorized use. All network game servers are forbidden.

Copyright and Licensing Protection:

Computer programs are valuable intellectual property. Software publishers can be very aggressive in protecting their property rights from infringement. Users are not permitted to use any software unless it is properly licensed. In addition to software, legal protections can also exist for any information published on the Internet, such as the text and graphics on a web site. As such, it is important that users respect the rights of intellectual property owners.

E-mail and Social Media:

When using e-mail, there are several points users should consider. E-mail addresses identify the organization that sent the message (Ex. Employee.Name@dsu.edu.pk). Thus, users should ensure that all e-mails are written in a professional and courteous tone. Furthermore, although many users regard e-mail as offering a quick, informal way to communicate, users should remember that emails can be stored, copied, printed, or forwarded by recipients. As such, users should not write anything in an e-mail message that they would not feel just as comfortable putting into a formal memorandum. The use of Facebook, Youtube, Twitter, blogs or other form of social media is not allowed.

Code of Conduct in Cafeteria

- Students are to visit the Cafeteria only during their free periods and are expected to abide by the Students Code of Conduct.
- **All food and beverages must be consumed in the cafeteria and should not be taken to class rooms etc.** Any unfinished food/drinks, disposable plates / glasses etc should be discarded or placed in the waste boxes prior to leaving Cafeteria.
- Handle food items and crockery (if provided) with care.
- Food / beverages can be purchased with cash. Students are not allowed to purchase items on credit / loan.
- Do not involve yourself in any unhealthy discussion while in Cafeteria.
- Students will be held accountable for the acts of misconduct of their guests on University premises including Cafeteria.
- Following will be treated as a discipline violation and will warrant disciplinary action as per JUW Rules:
- Use of abusive language with the students, any staff member and cafeteria staff.
- Theft of any kind.
- Misconduct or provoking others to misconduct.
- Indecent behavior defying the norms of decency, morality, religious, cultural and social values.
- Damage to the Cafeteria or University property.

Photocopy and Binding Services for Students

- Student may use on Campus photocopying, computer printing and binding facilities on cash payment.

Transport Facility

- Due to the ideal location of the University, public transport is available at doorstep. Private van service is also available for different parts of city.

Medical Unit

- A room furnished with essential medical facilities with trained nurse present during University timings provides first aid to student and faculty.

Bank

- Bank facility is also available inside the campus for faculty and student. Student fee is collected by the Bank; however after Bank hours, the account section of the University collects the fee to facilitate the students. ATM facility also exists.