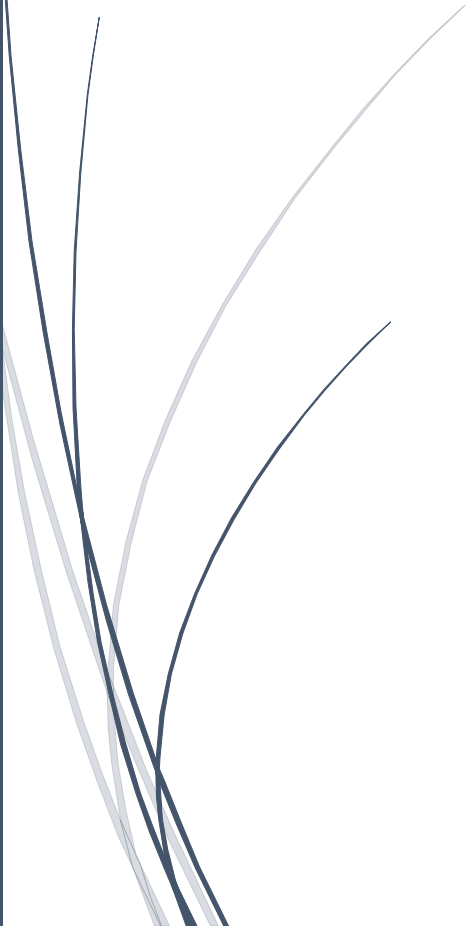


9/13/2022

# RASHID LATIF KHAN UNIVERSITY

Student Hand Book



# **Rashid Latif Khan University**

## **Vision:**

**Achieving Professional & Academic Excellence  
through Innovation leading to a Positive Impact on  
Society**

## **Mission Statement:**

**To create a Community of Life Long Learners,  
Responsible and humane Global Citizens, and  
Champions of collective Success.**

### Daily Affairs Guideline

Students shall contact with the Processing office only while execution office is responsible to execute all applications/quires with in defined time as mentioned in SOP of that task.

Tasks	Offices	
<b>NEW ENROLEMENT</b>	<b>Processing Office</b>	<b>Execution Office</b>
Online Apply Admission Test Offer letter Academic Credentials Submission Fee submission CMS generation / Orientation University Registration ID Card	Online (admissions.riphah.edu.pk) Admission Office Admission Office Online/ Coordination Office Fee and Dues Office Automated SSD / Coordination Admission Office SSD	Admission Office Admission Office/ Coordination Office Admission Admission Office/ Fee & Due Coordination Office/SSD Registrar Office/ Finance Coordination Office of Academic Affairs SSD
<b>ROUTINE SEMESTER</b>	<b>Processing Office</b>	<b>Execution Office</b>
Course Enrolment Commencement of Classes Attendance Management Exams Date sheet Announcement Display of notified Result Result Card Extract of Result Extract of Result-official Add/Drop Course Result Correction/ Course Replacement	Coordination Office Coordination Office Coordination Office Coordination Office Coordination Office SSD / Exams SSD SSD Coordination Office Coordination Office/ Exams	Coordination Office Coordination Office Coordination Office Coordination Office Coordination Office Exams/ SSD Exams/ SSD Exams/ SSD Coordination Office Exams
<b>GENERAL QUIRIES</b>	<b>Processing Office</b>	<b>Execution Office</b>
General Queries, Complaints and Information Financial Assistance All type of Admission Queries Issuance of Special Letters / Certificates Temporary ID Cards External Scholarship Attestation Documents Verification Application processing of Transcript Issuance of Transcript Processing / Issuance of Degree Processing of Convocation Registration Parking Pass Hostel Transport Students Society Registration & Management CR/GR Councils Issuance of Sports goods Announcement of co-curricular Activities Cafeteria Discipline	Online(facilitations.riphah.edu.pk) Fee and Dues Office Admission Department SSD SSD SSD SSD SSD Exams SSD/ Exams Online/SSD Operations Department Admission Department SSD SSD SSD SSD Operations Department Proctor Board	SSD Fee and Dues Office Admission Department SSD SSD Office of Academic Affairs SSD Exams Exams Exams SSD Operations Department Hostel Admin Operations Department SSD SSD SSD SSD/Faculty Operations Department Disciplinary Committee

## SEMESTER RULES AND REGULATIONS

For

### UNDERGRADUATE & GRADUATE STUDIES

#### 1) SCHEME OF STUDIES STRUCTURE

##### 1.1 Undergraduate Structure Summary (After Completion of NQF Level Five - 5)

Total No. of Credit Hours		BS 4 Years	BS 5 Years
(Minimum):		126	160
(Maximum):		140	180-above**
Semester Duration:		<ul style="list-style-type: none"><li>• Minimum of 16 weeks of teaching excluding examinations</li></ul>	
Course Duration:	4 years BS Programs	<ul style="list-style-type: none"><li>• Minimum of 8 semesters</li><li>• Maximum time limit of 6 years, further extendable for one year with the approval of Vice Chancellor.</li></ul>	
	5 years BS Programs	<ul style="list-style-type: none"><li>• Minimum of 10 Semesters</li><li>• Maximum time limit of 7 years, further extendable for one year with the approval of Vice Chancellor.</li></ul>	
Summer Session:		<ul style="list-style-type: none"><li>• For deficiency/failure/repetition of maximum 2 courses of 03 credits each, Professional programs like Education, medicine and those requiring Clinical work can offer max 6-9 credit hours.</li></ul>	
Course Load per Semester for Regular Full-Time Students:		<ul style="list-style-type: none"><li>• 15-18 Credit Hours</li><li>• 18-22 (Medical, Pharmacy and Allied Health Sciences)</li></ul>	
**Subject to meeting the requirements of the respective Accreditation Councils to meet the International Standards for Credit Hours required.			

## 1.2 MS/MPhil Structure Summary (After Completion of NQF Level Six - 6)

<b>Total No. of Credit Hours:</b>	<ul style="list-style-type: none"> <li>• 30 (including a minimum of 24 Credit Hours of Course Work + 06 Credit Hours for Thesis or the candidates will either need to complete 30 credit hours of course work)</li> </ul>
<b>Semester Duration:</b>	<ul style="list-style-type: none"> <li>• Minimum of 16 weeks of teaching excluding examinations</li> </ul>
<b>Course Duration:</b>	<ul style="list-style-type: none"> <li>• Minimum of ¾ semesters, (1.5/2 years) for full time students and minimum of 8 semester ( 4 years) for part time students</li> <li>• Maximum time limit of 3 years for full time students and maximum of 6 years for part time students, further extendable for one year with the approval of Vice Chancellor</li> </ul>
<b>Number of Regular Semesters</b>	<ul style="list-style-type: none"> <li>• 04 Semesters</li> </ul>
<b>Summer Session:</b>	<ul style="list-style-type: none"> <li>• Only for deficiency/failure/repetition courses (further chance through approval of statutory bodies)</li> </ul>
<b>Course Load per Semester for Regular Full-Time Students:</b>	<ul style="list-style-type: none"> <li>• 09-12 Credit Hours</li> </ul>

## **2) SCHEDULE OF SEMESTERS**

- 2.1** There will be two regular semesters (fall, spring) in an academic year. Fall/Spring semesters will spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams).
- 2.2** The Institute has liberty to enroll students (if they fulfill the admission criteria) for Fall/Spring semester or for any single course and issue transcript with letter grades at the end of the semester.
- 2.3** Depending on the availability of staff and necessary facilities HEIs can offer a summer session. Students can enroll maximum of 2 Theory courses or 1 lab course during summer sessions.
- 2.4** Foreign students under student exchange programme will be enrolled for any semester or for any single course and HEIs will issue transcript with letter grades at the end of the semester. Admission offer letter of the foreign student will be forwarded to HEC for issuance of NOC.

## **3) SUMMER SEMESTER**

- 3.1** Summer semester will be offered as an optional semester of 08-09 weeks duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer.
- 3.2** Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.
- 3.3** A student will only be allowed to register in 1-2 courses of up to 08 credit hours for remedial work.
- 3.4** 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 (Fall/Spring) semester.

#### **4) COURSE DESCRIPTION AND COURSE LAYOUT FOR UNDERGRADUATE STUDENTS**

- 4.1** All 4-years undergraduate degree programs are composed of 126-140 Credit Hours in which (126 represents the minimum and 140 represents the maximum credit hours required to be completed).
- 4.2** Minimum of 160 credit hours for 5-year degree program subject to meeting the requirements of the respective Accreditation Councils
- 4.3** In undergraduate degree programs, major courses are classified into two categories.
- a. Foundation or core courses
  - b. Elective (courses from area of specialization/major study)
- 4.4** 78-87 credit hours must be earned taking a sequence of introductory, intermediate, and advanced level courses prescribed for the major area of concentration that means foundation and elective (courses of area of specialization).
- 4.5 For Social and Basic Sciences**
- The courses for Social and Basic Sciences disciplines will consist of 60-65% of curriculum towards the discipline specific areas.
- 4.6 For Engineering/Technology Programs**
- While for the Engineering/technology program these will consist of 65-70% of curriculum towards the discipline specific areas of concentration as required by Accreditation Councils. All Undergraduate programs have a required component of 8-9 courses of 22-25 credit of General Education.
- 4.7** An Undergraduate Degree Program usually includes theory courses, community work/thesis/research report/project/studio work and internship.
- 4.8** Theory: A theory course is of 03 to 04 credit hours as per requirement of discipline.

Course	Duration of Class
<b>Theory Course of 03 Credit Hours</b>	3 classes of 01 hour per week Or 2 classes of 1.5 hour per week Or 1 class of 03 hours class per week
<b>Practical (Lab)Work/Field Work of 01 Credit Hour</b>	03 hours per week

- 4.9 Final/Graduation Project:** Every student should write a project report/thesis/research report and defend his/her project work/internship work in the final year up to maximum of 06 credit hours individually on a research/project topic approved by the relative Advisor/Supervisor/Faculty.
- 4.10 Internship:** Students should be encouraged to do internship in a relevant academic, research or business organization relating to the discipline chosen for specialization of maximum of 3 credit hours offered in any upper division semester as per requirement of discipline.
- 4.11** Course contents, if revised, shall be approved by the faculty. The teacher concerned will be responsible for determining the details of the course. The Dean / HOD shall call the meeting of the teachers at the relative degree programs for the purpose.
- 4.12** Courses will be numbered and codified as follows:

**☐ 4-Years Bachelors Program**

- All courses given in the first year (1<sup>st</sup> & 2<sup>nd</sup> semesters) will be designated by 100.
- All courses given in the second year (3<sup>rd</sup> & 4<sup>th</sup> semesters) will be designated by 200.
- All courses given in the third year (5<sup>th</sup> & 6<sup>th</sup> semesters) will be designated by 300.
- All courses given in the fourth year (7<sup>th</sup> & 8<sup>th</sup> semesters) will be designated by 400.



## 5) 5-Years Bachelors Program

- All courses given in the first year (1<sup>st</sup> & 2<sup>nd</sup> semesters) will be designated by 100.
- All courses given in the second year (3<sup>rd</sup> & 4<sup>th</sup> semesters) will be designated by 200.
- All courses given in the third year (5<sup>th</sup> & 6<sup>th</sup> semesters) will be designated by 300.
- All courses given in the fourth year (7<sup>th</sup> & 8<sup>th</sup> semesters) will be designated by 400.
- All courses given in the fifth year (9<sup>th</sup> & 10<sup>th</sup> semesters) will be designated by 500.

### 5) CREDIT HOURS FOR UNDERGRADUATE AND GRADUATE DEGREES

- 5.1** All 4-years undergraduate degree programs are composed of 124-140 Credit Hours in which (124 represents the minimum and 140 represents the maximum credit hours required to be completed).
- 5.2** The 5-year undergraduate degree programs are composed of 160-180 credit hours subject to meeting the requirements of the respective Accreditation Council(s).
- 5.3** A course may range from one (1) credit hour to four (4) credit hours.
- 5.4** A credit hour means teaching/earning a theory course for one hour each week throughout the semester (with minimum of 16 contact hours in a semester).
- 5.5** One credit hour in laboratory or practical work/project or studio work would require lab/studio contact of three hours per week throughout the semester.
- 5.6** The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical part.
- 5.7** Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/studio work/field work/practical work supervised and graded by the faculty, and 4(1+3)/4(1-3) means a total of four credit hours, of which one is of theory while three credit hours are for laboratory/studio work/field work/practical work as per requirement of discipline.

## **6) TOTAL PERIOD OF STUDY**

The normal duration of study for the 4-years & 5-years Bachelor's degree programs will be:

- 6.1** Minimum of 8 semesters ( 4 years/As per accreditation body \*) for 4-Year degree program
- 6.2** Minimum of 10 semesters ( 5 years/As per accreditation body \*) for 5-Year degree program
- 6.3** In case of valid reasons/excuse the period of study will be extended for two additional years (4 Semesters) in all above stated programs i.e., maximum time limit of 6 years for the 4 years degree program and 7 years for 5 years degree program, that is further extendable for one year with the approval of Statutory Bodies.

## **7) ACADEMIC CALENDAR**

- 7.1** The University will publish a detailed catalogue including schedule of its whole academic year (including fall, spring semesters), Admission requirements, Academic Programs offered, key financial aid policies of the Institute and scholarship opportunities for the convenience of students and Faculty members. The calendar will include the following information:
  - a. Semester starting date.
  - b. Holidays during the semester.
  - c. Semester termination date.
  - d. Mid-Term exam week
  - e. Final exam week.
  - f. Result notification and transcript issues dates. Each transcript will have course grades, semester Grade point average (GPA) and cumulative GPA (CGPA).
  - g. Controller of Examinations will be responsible for issuing the transcripts (and degree supplement form on request) to students and their faculty advisors in a timely manner to facilitate enrollment for the next semester or graduation.

- 7.2** In case, if the Institute is closed due to unusual circumstances, then special makeup classes will be arranged converting weekends or holidays to working days to cover the lapsed period of the students.

## **8) ENROLLMENT & REGISTRATION IN COURSES**

- 8.1** The Faculty will assign an advisor to each student on admission. The advisor and the student together will develop a flexible comprehensive plan of study that will be implemented in each semester. The advising file will be updated each semester and will include copies of transcripts and GPA earned.
- 8.2** Students are required to choose the courses they wish to enroll in, prior to the start of a semester with the advice of an advisor. For this purpose, the Institute will publish a schedule for enrollment of students. The students may make any change (add/drop) in the courses they are taking within second week of the semester and record the changes in Advisor file and office of the registrar. No drop and add will be allowed after the third week of the semester.
- 8.3** A student who wishes to add or drop a course or change a section of a course after registration must complete the relevant procedure as prescribed by the Institute.
- 8.4** Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
- 8.5** A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.

## **9) RE-SIT EXAMINATION / REPEATING COURSES / IMPROVEMENT IN CGPA**

- 9.1** The students who cannot appear in the examination because of valid excuse / reason, on approval by the respective Dean of the Faculty shall be allowed to appear in the re-sit examination within one week after the final examination subject to the payment of special examination fee of Rupees 2500/- for each course. If the number of courses is more than 2, then a lumpsum of Rupees 5000/- shall be paid as special examination fee to the Faculty.

- 9.2** If a student gets 'F' grade, s/he will be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier will also be recorded on the transcript.
- 9.3** Undergraduate students may be allowed to repeat a course in which s/he has obtained grade below "C". In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA. The Institution may define maximum number (<6) of courses that student may be allowed to repeat in an eight-semester degree program.
- 9.4** A graduate student (MS/MPhil) with a 'C' grade can repeat the course if s/he desires to improve the grade. Each Faculty may define the maximum number of courses (<3) that a student may repeat at the Graduate level. In such a case, both the course and the grade obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA.
- 9.5** In case of CGPA improvement, it would be recorded with ("Imp") on the transcript.

#### **10) RE-ADMISSION ON MEDICAL / EMERGENCY GROUNDS**

- 10.1** The student who discontinues studies on medical/emergency ground will be allowed to seek readmission in the same semester next year after paying semester fees.
- 10.2** During the period of discontinuation of studies, the hostel, medical and transport facilities if provided by the Institute, shall be curtailed that are being availed by the respective student.

#### **11) PROBATION**

- 11.1** Probation is a status granted to the student whose academic performance falls below the minimum Institute standard.
- a. The students acquiring less than 2.00 out of 4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester and s/he will be put on probation for the next semester.

- b. The students acquiring GPA 1.70 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve the grade.
- c. Students acquiring GPA less than 1.70 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will be dropped from Institute rolls. However, s/he will be eligible to seek re- admission.
- d. Re-admission will be allowed only once during 4 years BS degree program. Re- admission will be allowed after the payment of full admission fee and the student will be considered as external candidate).
- e. Students on probation in two consecutive semesters even after attending Summer Semester in one academic year will take re-admission in that particular academic year once only.
- f. There will be maximum two academic probations in four-year Bachelor degree program. Both the probations cannot be granted / availed in first four semesters. A student who is on probation 2nd time even after attending summer semester in first four semesters shall be removed from rolls of Institute. However, s/he can take re-admission only once during 4 years BS degree program.

**11.2** In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all Institute programs.

**11.3** The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the Institute.

**11.4** The students who have been given the right to extend the duration of study for one additional year are required to pay new registration fee along with normal fee for that academic year.

**11.5** It is also mandatory to obtain at least 50% marks in Practicals, Projects, Thesis, Assignments, Test and Theory Paper separately/aggregate for passing a course.

## **12) WITHDRAWALS / ADDS / CHANGE OF COURSES**

The enrolled students may:

- i. change the course(s) in their program of study not later than 7 days
- ii. drop/add the course(s) within two weeks

after the date of commencement of the semester with the permission of the Dean of the respective Faculty if such change/add/drop does not affect the requirements of minimum/maximum course workload conditions. Withdrawals from a course will be allowed one week before the end of semester under the approval of the Dean of the respective Faculty which will be represented by "W" in the transcript.

## **13) NOTIFICATION OF RESULTS**

- 13.1** The teachers are required to submit the result(s) within 10 days after the commencement of their respective course examination for the necessary approval of the Dean of the Faculty.
- 13.2** The results shall be declared by the Controller of examinations after the necessary approvals within two (2) weeks after the final examinations.
- 13.3** The degree program coordinator will ensure declaration of the results within the stipulated period of two weeks.
- 13.4** If the teacher concerned does not submit the results within two weeks even after reminders by the Dean of the Faculty, then the Dean of the Faculty may appoint any other teacher to organize the respective examination(s) again and to submit results within one week after the conduction of the examination.

## **14) MIGRATION / TRANSFER / EXEMPTION OF CREDITS**

- 14.1** The Institute will follow the developed criteria for transferring the credit hours/exemption of credit hours through a standing committee for the purpose. However, as some guidelines are mandatory to follow as per the laid down criteria by HEC for recognized Higher Education Institutions.

- 14.2** Migration / Transfer of a student may be allowed subject to the fulfillment of the Migration Regulations of RLKU. The credits earned in the previous institution may be permitted to be transferred to the Institute subject to the condition of similarity / equivalence with the courses offered at RLKU.
- 14.3** The students of RLKU may also be allowed to migrate / transfer from one Faculty / Programme to another Faculty / Programme (Internal Transfer) with the mutual consent of the Deans of the Faculties after taking approval from the standing committee for the purpose. In such cases, the transfer should not be allowed after 3<sup>rd</sup> Semester unless core courses are taken as per requirement of the said degree to which the transfer is requested. Otherwise, the student must repeat the 3<sup>rd</sup> semester of the degree program to which the transfer request has been initiated.
- 14.4** The migration in all cases shall only be permissible if the student fulfills requirements of merit and availability of the seats.
- 14.5** The credits earned in the parent or Programme of study will be considered for exemption of similar/identical courses by the Faculty to which the student is admitted.
- 14.6** Credits are transferred on course-to-course basis i.e., a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University. The mapped courses must achieve at least 75% of equivalence among the topics that are being taught in those courses.
- 14.7** No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.
- 14.8** The decision of the Faculty will be deemed final in this respect.
- 14.9** Credit hours may only be transferred between duly recognized HEIs (Higher Educational Institutes) and internationally recognized universities.

## 15) FREEZING OF SEMESTER

- 15.1** In case of a valid reason, a student may freeze his/her studies maximum for one year (two semesters) subject to the permission of the Dean of the concerned Faculty provided his/her outstanding dues are clear and paid.
- 15.2** If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- 15.3** If a student is not enrolled in any course in a semester, s/he will not be considered a regular student at the Institute in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the Institute is not required to offer all courses in each semester.
- 15.4** In special hardship cases, the Institute may develop any criteria for freezing a semester with the prior permission of the Vice Chancellor. Medical certificate must be duly signed by the Institute designated Medical Officer.
- 15.5** The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session, but hardship cases can be considered by the competent authority only.
- 15.6** Freezing of first two semesters for BS and first semester for MS is not allowed.
- 15.7** Under special \*hardship circumstances (as mentioned below) freezing of first semester can be considered by the approval of competent authority.
- a. Iddat or Iddah
  - b. Maternity/Delivery
  - c. Death in the immediate family
  - d. Any other subject to acceptance on justified rationale

**Note:** Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite as the case may be for other semester's predecessor to the freezing Semester.

- 15.8** After rejoining the studies, the student must submit the outstanding fees and other dues.



## 16) COURSE WORKLOAD AND CHANGE OF COURSE

### 16.1 Undergraduate Students

#### 16.1.1 4-Years Bachelor's Degree Programs

- a. An undergraduate program of instruction generally includes a 15-18 credit hours course load including exams in a regular semester. The required course load for a full-time undergraduate is minimum of 15 credit hours per semester.
- b. During summer semester, a student can take up to eight to nine credit hours.
- c. A student who had earned an "F" Grade in a course in 7<sup>th</sup> or 8<sup>th</sup> Semester, will enroll again in 7<sup>th</sup> or 8<sup>th</sup> semester (whatever the case may be) of next class. However, he may enroll in summer also.
- d. The students who have earned an "F" grade or "D" grade in any course and want to improve the grade, will enroll the course in the coming semester or in the summer semester if course is offered and classes taken of that course.
- e. In case any student wishes to enroll for one more course beyond 18 cr. Hours s/he may be allowed by institution in either of the two cases—
  - If his/her CGPA is above 3.5 and
  - The student needs the course to graduate on time,

#### 16.1.2 5-Years Bachelor's Degree Programs

- a. An undergraduate program of instruction generally includes a 15-19 credit hours course load including exams in a regular semester. The required course load for a full-time undergraduate is minimum of 15 credit hours per semester.
- b. During summer semester, a student can take up to eight to nine credit hours.
- c. A student who had earned an "F" Grade in a course in 9<sup>th</sup> or 10<sup>th</sup> Semester, will enroll again in 9<sup>th</sup> or 10<sup>th</sup> semester (whatever the case may be) of next class. However, he may enroll in summer also.

- d. The students who have earned an “F” grade or “D” grade in any course and want to improve the grade, will enroll the course in the coming semester or in the summer semester if course is offered and classes taken of that course.
- e. In case any student wishes to enroll for one more course beyond 19 cr. Hours s/he may be allowed by institution in either of the two cases—
  - If his/her CGPA is above 3.5 and
  - The student needs the course to graduate on time,

## **16.2 MS/MPhil Students**

- a. A graduate student normally enrolls for 9-12 credit hours in a regular semester. A graduate student must take at least 9 credit hours in Fall and Spring semesters to be classified as a full-time student.
- b. During summer semester, a student can take up to eight to nine credit hours.
- c. A student who had earned an “F” Grade in a course in 3<sup>rd</sup> or 4<sup>th</sup> Semester, will enroll again in 3<sup>rd</sup> or 4<sup>th</sup> semester (whatever the case may be) of next class. However, he may enroll in summer also.
- d. The students who have earned an “F” grade or “D” grade in any course and want to improve the grade, will enroll the course in the coming semester or in the summer semester if course is offered and classes taken of that course.
- e. In case any student wishes to enroll for one more course beyond 12 cr. Hours s/he may be allowed by institution in either of the two cases—
  - If his/her CGPA is above 3.5 and
  - The student needs the course to graduate on time,

## **17) CLASS ATTENDANCE**

- 17.1** A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final term examination.
- 17.2** In case of absence as a result of late admission, medical grounds (2-5 weeks in a stretch), change of course and/or foreign visits (2-5 weeks in a stretch), the teacher

will give extra (make-up) materials to the student to compensate the deficiency because of said absence after permission by the Institutional Examination Committee to appear in the examinations of the course.

- 17.3** At the end of each month, the teacher concerned shall send to the Dean of Faculty through concerned HOD, a statement giving the total number of lectures delivered and practical conducted by him together with the number of lectures and practical attended by each student.
- 17.4** In case, a student remains absent from the class for seven consecutive days without leave, his/her name shall be removed from the rolls.
- 17.5** A student having class attendance less than 75% in a particular course, will be required to repeat the course when it is offered again. The student will be awarded Grade “FW” i.e., Forced Withdrawal and will not be counted towards the calculation of GPA/CGPA.
- 17.6** In case of extra-curricular activities, as verified by the concerned authority and recommended by the Dean of the concerned Faculty, 75% of the requisite attendance in lectures and practicals will be calculated on the basis of total number of lectures/practicals, delivered to his/her class in a course, minus the number of lectures/practicals delivered to this class on the days actually spent by the student in such extra-curricular activities. However, the Faculty shall arrange before the commencement of mid and final semester examinations, special lecture(s) for such students concerned in order to make up the deficiency in lectures/practicals calculated in the aforementioned manner.

## **18) EVALUATION / EXAMINATION SYSTEM**

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

**a. For theory courses without practical**

<b>Nature of Examination</b>	<b>Weightage (Min / Max)</b>
Quizzes/Presentation	<b>5-10%</b>
Mid Semester Examinations	<b>15-25%</b>
Sessional (Assignments/Presentations/Attendance etc.)	<b>5-25%</b>
Final Term Examination	<b>30-50%</b>

**b. For courses with practical (Lab / Studio etc.)**

<b>Nature of Examination</b>	<b>Weightage (Min / Max)</b>
Quizzes	<b>5%</b>
Mid Semester Examinations	<b>20%</b>
Sessional (Assignments/Presentations/Attendance etc.)	<b>15%</b>
Practical Examination	<b>20%</b>
Final Term Examination	<b>40%</b>

- 18.3** In the beginning of a semester, the Instructor of each course should hand out a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.
- 18.4** There will be no Supplementary/Special Examination in a Semester System; if a student fails in a course, s/he is required to repeat it. An incomplete grade will be awarded by the faculty only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc.
- 18.5** The teacher is responsible for the evaluation of work/performance of the students of his class and for the award of grades to them on the basis of such evaluation.

- 18.6** The number and nature of tests and assignments depends on the nature of course. However, in case of taught courses there will be at least one home assignment, sessional works and two tests (Mid-Semester and Final Examination) in each course with the prescribed weightage.
- 18.7** To pass a course, a student must obtain 'D' Grade (50% Marks) cumulative in the Mid-Semester Exam and Final Term Exam and Sessional out of assigned marks.
- 18.8** There shall be no choice in questions in the Mid-Semester and Final Term Examinations.
- 18.9** The marked scripts of quizzes, mid-semester exams, and assignments shall be shown to the students concerned by the respective teachers within one week of conduction/submission and taken back immediately.
- 18.10** In case a student is not satisfied with his/her award even after checking his/her answer script, or clarification from the teacher, he/she may make written complaint to the Dean of the concerned Faculty within two weeks of the end of the relevant exam.
- 18.11** The mid-semester exam shall be held in the 9th week and the final term examination shall be held in the 18th week of the commencement of the semester.
- 18.12** The submission of results of the Final Term examination(s) should be done with in 10 days of the conduction of the said exam to the Examination Committee.
- 18.13** In view of the weightage for the various examinations, the duration of the papers is recommended as follows:
- |                       |   |
|-----------------------|---|
| a. Mid-Semester Exam: | One hour  |
| b. Final-Term Exam:   | Two hours   |
| c. Lab Exam:          | Two hours   |
| d. Studio Exam:       | As per recommendation and requirement or<br>Nature/type of the course |
- 18.14** The Studio practical exams shall be evaluated by the jury comprising of internal and external examiners as per nomination and recommendation by the concerned Dean.
- 18.15** Examinations may be held on consecutive days excluding holidays. The examination schedule shall be displayed on the notice board(s) by the controller examinations.

- 18.16** Home assignments shall be deposited to the teacher concerned as per the deadline provided by the teacher.
- 18.17** The teacher concerned shall prepare three copies of the award lists. He shall retain one copy with him, send one copy to the relevant Dean/HOD and one copy to the Controller examinations.
- 18.18** The controller examinations shall notify the final results to the students.
- 18.19** The scripts of mid and final term examinations will be retained till the graduation of the relevant student or according to the policy defined by the relevant accreditation agency/body.
- 18.20** In case a candidate is unable to appear in part or whole of the Mid semester or Final term examination of a semester on medical grounds, he may be allowed to appear in the Special Mid Semester or Final term examination to be arranged by the relevant Faculty provided he/she should fulfill the condition of the required attendance percentage.

## **19) INDISCIPLINE IN EXAMINATIONS**

- 19.1** Any candidate found guilty of following matters; his/her case will be submitted to Unfair Means Cases Committee constituted by the Institute. This committee will be constituted of 02 senior faculty members, Director of students affairs, headed by senior Professor of the Institute.
- a. Removes a leaf from his/her answer book, the answer book shall be cancelled.
  - b. Submits forged or fake documents in connection with the examination.
  - c. Commits impersonation in the examination.
  - d. Copies from any paper, book or notes.
  - e. Mutilates the Answer Book.
  - f. Possesses any kind of material, which may be helpful to his/her in the examination.

- g. Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- h. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the Institute in connection with the examination.
- i. Misbehaves or creates any kind of disturbance in or around the examination center
- j. Uses abusive or obscene language on the answer script.
- k. Possesses any kind of weapon in or around examination center.
- l. Possesses any kind of electronic device which may be helpful in the examination

**19.2** His/her case shall result in penalties keeping in view the nature and intensity of offence.

- (i) Cancellation of paper\*.
- (ii) Suspension from programme for one semester.
- (iii) Heavy and light Fine
- (iv) Expulsion forever from the Institute.
- (v) Any other.

*\* Unfair Means Cases Committee will decide that the student will have to appear in summer semester/with regular semester for the cancelled paper.*

**19.3** Appeal against the decision of the Unfair Means cases Committee

If a student is not satisfied by the decision of the Unfair Means Cases Committee, s/he can submit his/her appeal within a week after the decision of the Committee to the Vice Chancellor. No appeal shall lie against the decision of the Syndicate.

## 20) GRADING SYSTEM

Keeping in view the variations related to the semester academic system, the following equivalence of GPA/CGPA and percentage is recommended for adoption:

### Fractionalized Grading Policy

Grade	Grade Points	Percentage obtained in a Semester System
A	3.67 - 4.00	85 and above
A-	3.34 - 3.66	80 - 84
B+	3.01 - 3.33	75 - 79
B	2.67 - 3.00	71 - 74
B-	2.34 - 2.66	68 - 70
C+	2.01 - 2.33	64 - 67
C	1.67 - 2.00	61 - 63
C-	1.31 - 1.66	58 - 60
D+	1.01 - 1.30	54 - 57
D	0.10 - 1.00	50 - 53
F	0.00	Below 50

## 21) COMPUTATION OF SEMESTER GPA AND CGPA

### GPA:

This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in the semester concerned.

$$\text{GPA} = \frac{\text{Sum over all courses in a Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

### CGPA:

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

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all Semesters (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours taken in all Semester}}$$



## **22) CGPA REQUIRED FOR COMPLETION OF UNDERGRAD AND GRADUATE STUDIES**

**22.1** For completion of the degree, the minimum qualifying CGPAs for BS and MS/MPhil Students are 2.00 and 2.50, respectively.

**22.2** In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, s/he may be allowed to get re-admission in one or more courses, in which his/her Grade is below C, along with the forthcoming semester, provided that s/he is not debarred under the CGPA Improvement Regulation and time duration specified for the program.

## **23) RE-CHECKING OF EXAMINATION SCRIPT**

The answer book of a candidate shall not be re-assessed under any circumstances.

- a. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer or re-checking committee appointed shall see that:
  - i. There is no computational mistake in the grand total on the title page of the answer book.
  - ii. The total of various parts of a question has been correctly made at the end of each question.
  - iii. All totals have been correctly brought forward on the title page of the answer book.
  - iv. No portion of any answer has been left un-marked.
  - v. Total marks in the answer book tally with the marks sheet.
  - vi. The handwriting of the candidate tally in the questions/answer book.
- b. The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.

- c. The marks of a candidate could even decrease in light of (a) (iii) above. In the event of reduction of marks, the record shall be corrected accordingly, and revised transcript will be issued.

#### **24) DAMAGED / LOST ANSWER SCRIPT**

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

- a. Average marks shall be awarded to the student in that subject/course.
- b. In case of Final Examination, if the candidate so desires, s/he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.
- c. In case of Internal Assessment, if the candidate so desires, s/he shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

#### **25) APPROVAL OF APPOINTMENT OF SUPERVISORS AND SUBJECTS FOR RESEARCH / PROJECTS**

The approval of subjects for research and appointment of supervisors (Internal & External) in the case of 4 / 5 Years Bachelors and 2 Years MS/MPhil degree programs, examination shall be accorded by the Chairman on behalf of the Advanced Studies and Research Board on the recommendations of the Board of Studies.

#### **26) REQUIREMENTS FOR AWARDING OF DEGREES**

##### **26.1 For Undergraduate Students**

- A student must have a regular admission in the Undergraduate program of the Institution.
- A student must have qualified in accordance with the existing rules and regulations in each one of the semesters (4-Years/5-Years Degree Programs) separately, i.e., by

securing at least a 'D' grade in the course(s) as to fulfill the requirements laid down below:

- He/she must have earned the prescribed number of credits required for the bachelor's degree
  - (4-Years = Should earn minimum of 60 credit hours out of a total of 124– 140 credit hours) from the institution from where s/he will be entitled for the degree.
  - (5-Years = Should earn a minimum of 75 credit hours out of a total of 160 credit hours) from the institution from where s/he will be entitled for the degree.
- He/she must have obtained a minimum CGPA of 2.00.

## **26.2 For MS/MPhil Students**

- A student must have a regular admission in the MS/MPhil program of the Institution
- He/she must have obtained a minimum CGPA of 2.50.
- He/she must have earned the prescribed number of credits required for obtaining the degree i.e., 15 credit hours from the HEI from where he/ she will be entitled for the degree.

## **27) DEGREE CONFERMENT**

- 27.1** The Institution should conduct Convocation once in a year to award the degrees to the qualified students as per criteria.
- 27.2** Urgent degree can be issued as per policy of the Institution upon the request of student.
- 27.3** Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of candidate.
- 27.4** The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per Institution rules.
- 27.5** The Duplicate Degree shall be signed by the Controller of Examinations only.

## 28) AWARDS & DISTINCTIONS

- 28.1** Medals/Prizes/Rolls of Honor/Positions will be awarded to the students passing their internal as well as external examinations/term papers in the first attempt.
- 28.2** Letter Grades will be awarded on the basis of GP / GPA / CGPA, and Positions would be given on the basis of CGPA. In case two or more students are acquiring same CGPA only then the Position would be decided on the basis of percentage among those students.
- 28.3** The disciplines where number of students is less than 05, no position will be awarded in semester system.
- 28.4** No medal and roll of honor will be granted to candidates who passed the examination in 2nd attempt.
- 28.5** The result of the candidate is not declared within the prescribed time of the degree, then no medal will be awarded.
- 28.6** No Medal/Roll of Honor will be awarded in the case of improving CGPA.

## 29) FORMAT OF FINAL TRANSCRIPTS

The final transcript for the award of degree includes following information:

### Front Side:

- a. Name of Student
- b. Father's Name
- c. Date of Birth
- d. Registration No. /Roll No.
- e. Name of the Programme
- f. Date of Admission into Degree Program
- g. Semester Wise Break-up with Dates
- h. Subjects Detail along with Credit Hours
- i. Type of Enrollment – Full Time or Part Time
- j. Picture of the Applicant be Printed on Transcript
- k. Date of Completion of Degree Requirements
- l. Mode of Study – Regular or Private or Distance Learning

- m. Online Result Verification Key/ID (Front Side at the End of the Transcript)
- n. GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)

**Back Side:**

- a. Basic Admission Requirement of the Programme
- b. Previous Degree held by the Student along with Institution Name
- c. Credit Hours Exempted/Transferred if any/applicable.
- d. CNIC No. for Pakistani and Passport No. for Foreign Students
- e. Grading System must be mentioned on Back Side of the Transcript
- f. Charter Date of the Institute may be mentioned
- g. Name of Campus/College be mentioned along with HEC Permission Date
- h. Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)

*Note: The diploma/transcript must have the water-mark seal on it.*

**30) COURSES ON PASS / FAIL BASIS FOR UNDERGRADUATES**

Internships for certain and defined degree programs wherever required may be offered by RLKU that can be registered or taken on pass/fail basis.

**31) CANCELLATION OF ADMISSION / ENROLLMENT**

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

**32) EXIT FROM 4 /5 YEARS BACHELORS PROGRAM AFTER COMPLETION OF 2 YEARS OF STUDY**

The students of 4 and / or 5 years Bachelors program are allowed to opt for an exit on medical/emergency grounds after successful completion of study of first two years. Such students will be awarded 2 years "Associate Bachelor's Degree" i.e., B.A or B.Sc.

### **33) SPECIAL STUDENTS (PERMISSION FOR WRITER)**

- 33.1** A visually impaired student may be allowed to attempt the Mid/Final Examinations of the Institute on Braille/ Computer/any other means of facilitation.
- 33.2** In case a student is physically handicapped/visually impaired, s/he may apply to the Dean of the respective Faculty (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the Institute two weeks before the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.
- 33.3** The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g., for level 6 student, the writer should be at the most of level 5).

### **34) COURSE FILE**

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

- a. Course Code and Title
- b. Description of Course/Learning Outcomes
- c. Course syllabus and changes, if any, made over at least 3 semesters
- d. Weekly Teaching Schedule
- e. Dates of Mid-Semester Examination
- f. Grading Policy will identify each activity. such as Homework, Quizzes, Mid- Semester Examination, Final Examination and Term Papers etc.
- g. Copy of each Homework Assignment
- h. Copy of each Quiz Assigned
- i. Copy of Question Papers for Mid Semester Examination
- j. Copy of Question Papers for Final/Semester End Examination
- k. Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students
- l. Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery

### **35) TEACHER EVALUATION**

- 35.1** The evaluation of the teacher is mandatory.
- 35.2** The HOD (Head of Department) shall have every course teacher evaluated by the students on what they have taught by them.
- 35.3** The evaluation will be done in the last week of the semester without the presence of the teacher to maintain impartiality.
- 35.4** The evaluation will be shared with the concerned teacher for his/her improvement / knowledge.
- 35.5** Evaluation done by the students will completely be anonymous i.e., the student will not be required to indicate his/her name, roll number, registration number and/or any other means whatsoever.

### **36) STUDENT GRIEVANCES AGAINST COURSE INSTRUCTOR**

- 36.1** The Institute should have a 05-member Committee constituted of 02 senior faculty members, relevant head of the department and dean headed by Controller of Examinations to redress the grievances of the students about any course instructor or grades or for any other issue.
- 36.2** In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Committee.
- 36.3** It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.
- 36.4** A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.

**37) INSTITUTIONAL EXAMINATION COMMITTEE**

- 37.1** Currently, there will be a centralized Institutional Examination Committee that will be supervised by Controller of Examinations.
- 37.2** This committee will oversee the overall preparations for smooth conduction of all types of examinations. The Committee will also examine all matters regarding the uniformity before the declaration of results. The committee must dispense the student complaints.
- 37.3** The committee is also responsible to address UMC cases and make decisions under the semester rules.
- 37.4** In case a student is not satisfied with the decision(s) made by the Institutional Examination Committee, he/she may appeal to the RLKU Semester Implementation Committee (RLKU – SIC).

**38) ACADEMIC HONOR CODE (STUDENT & FACULTY ACADEMIC INTEGRITY)**

- 38.1** The Institute will develop and implement a code of academic integrity for all faculty and students to stay away from academic dishonesty in all scholarly endeavors.
- 38.2** For any violation of the code, appropriate disciplinary steps prescribed in the honor code will be taken.
- 38.3** HEC policy for plagiarism will be a prominent part of the Honor Code.
- 38.4** A clearly defined process of due diligence is mandatory to deter academic dishonesty and promote ethical principles governing academic behavior.



### **39) INSTITUTE FOR ART AND CULTURE SEMESTER IMPLEMENTATION COMMITTEE (RLKU-SIC)**

There shall be an RLU Semester Implementation Committee (RLKU-SIC) to be constituted by the Vice-Chancellor. The Committee shall perform the following functions:

- a. Provide consultation to the Facultys / Centers / Institute to follow and abide by the rules and regulations for semester system set forth by the RLU-SIC committee.
- b. Provide support in the implementation of semester system by arranging training workshops for the faculty on its various aspects.
- c. Monitor the implementation of a smooth and reliable semester system.
- d. Address various issues arising with relation to the implementation of semester system.
- e. Recommend necessary amendments in the semester regulations, if required.
- f. Address and dispense the appeals of the student(s) if he/she is not satisfied by the decision of the Institutional Examination Committee.

**Repeal:** The existing regulations are hereby repealed. However, the cases arising under the repealed regulations shall be governed by those regulations.

## Library Rules

All Library users should abide by the Library Regulations and follow any other instructions from the Library staff on the use of the Library.

- The Library In-charge may temporarily exclude any person who has infringed any of the Library Regulations or who has interfered with the comfort of the other users and the work of the Library staff.
- Umbrellas, food items, rain coats or anything which in the opinion of the Library staff may interfere with the proper use and management of the Library are not permitted inside the Library.
- Users must not wear rain-coats or any clothing likely to soil Library property.
- Smoking is strictly prohibited in the Library. Any user found smoking in the Library will be sent to appropriate University disciplinary bodies. Smoking, Eating, Drinking, Playing, Sleeping and Discussion is prohibited.
- No games are allowed in the Library.
- Library users are required to sit on the seats provided. Tables and chairs should not be moved from their original positions.
- Reservation of seats in the Library is not permitted. Items including library books left unattended on Library desks exceeding twenty minutes may be removed by the Library staff.
- The Library is not responsible for the safe keeping of any belongings left in the Library, therefore cash, jewelry, cell phones and other costly things may not be left in personal belongings area.
- Silence must be maintained in the Library. Use of mobile phones or other electronic equipment will lead to disciplinary actions.
- All Library materials must be kept clean and in good condition. Any user found mutilating or defacing Library materials will lead to disciplinary actions
- When doing photocopies from the Library reading material, the users must observe the laws regarding copyright. Users are warned that they are fully responsible for any legal consequences that may arise concerning copyright.
- Leave your personal belongings such as handbags, briefcases etc. outside the library entrance, on your own responsibility. The library disclaims any liability for loss or damage.
- Submit any book or object for inspection, when requested by the library staff.
- Do not write, underline or mark on library books. Library books are carefully examined on return and the borrower will be held responsible for the damage.
- After reading, leave books on the table or on the book trolley. Please do not shelve the books.
- Do not change configuration of computers or any other equipment in the library. RLKU IT code of conduct must be observed while using IT applications

### **Regulations against Use of Mobile Phones and Other Electronic Equipment in Library**

Display and use of mobile phone is strictly prohibited in the library for all students, staff and faculty. Personal mobile phones and other electronic equipment must be turned off before entering the Library. To maintain a quiet reading environment in the Library, the following measures will be taken against users using other electronic equipment/mobile phones in the Library with immediate effect:

To record the name of a user who is talking on a mobile phone or has other electronic equipment/ringing mobile phone after entering the Library. Library staff will remind him/her of appropriate actions for future violations.

- If the same user is found to violate any of the above regulations for a second time within one year from the date of the first case, his/her borrowing privilege will be suspended for 14 days with immediate effect. The Circulation In charge will interview the user and remind him/her of appropriate actions for future violations.
- If the same user is found to violate any of the above regulations for a third time within one year from the date of the first case, his/her borrowing privilege will be suspended for 28 days with immediate effect. The Reader Services In charge will interview the user and remind him/her of appropriate actions for future violations.
- If the same user is found to violate any of the above regulations for a fourth time within one year from the date of the first case, he/she will be referred to the Student Disciplinary Committee or any relevant committee which will determine further appropriate action.

### **5.2 Circulation Policy/Lending Rules Admission to the Library**

1. All faculty members, students and staff are eligible users. For admission, students should obtain a Student Identity Card from the admission department. Staff Identity Cards are issued by the HR department Office.
2. Alumni of the university are eligible to apply for readers' cards at the Library circulation counter. Alumni may also apply for borrowers' cards by paying an annual fee of Rs 1000/- plus a deposit of Rs. 5000/- refundable upon termination of borrowing rights.
3. The Library in-charge may approve other persons to use the Library for a specified period or purpose.

All registered users are entitled to borrow materials from the library. Borrowing privileges may differ depending on the membership category. The borrowing privileges are as under:

### **Unauthorized Removal of Library Materials**

All library materials must be properly charged out at the Circulation Counter before leaving the library premises. Students or other users found leaving the Library with materials that have not been properly charged out will be dealt with in the following manner.

## **Unintentional Violation**

### First Time Violation

1. The Counter Supervisor will warn the student that his/ her borrowing privilege will be suspended if the violation is repeated

### **Second Time Violation within 12 Months**

1. The student is requested to fill in a "Record of Unauthorized Removal of Library Materials" form. A note "2nd time unauthorized removal" will be recorded in the Library's patron record.

2. The student's borrowing privilege will be suspended for a period of 2 weeks from the day of the violation.

3. The Circulation In charge or Reader Services In charge will interview the student.

### **Third Time Violation within 12 Months**

1. The student is requested to fill in a "Record of Unauthorized Removal of Library Materials" form. A note "3rd time unauthorized removal" will be recorded in the Library's patron record.

2. The student's borrowing privilege will be suspended for a period of 4 weeks from the day of the violation.

3. The Reader Services In charge or the Librarian will interview the student.

4. A letter to this effect will be issued by the Library to the Academic Department to which the student belongs.

5. A report will be submitted to the Student Disciplinary Committee for necessary disciplinary actions.

## **Intentional Violation**

Students found leaving the Library with materials knowingly hidden in a briefcase or any other objects or underneath the clothes are considered to have intentionally violated the Library's regulation. The following actions will be taken as a deterrent:

1. The student is requested to fill in a "Record of Unauthorized Removal of Library Materials" form. A note "Intentional unauthorized removal" will be recorded in the Library's patron record.

2. The student's borrowing privilege will be suspended immediately.

3. The Circulation In charge or Reader Services Librarian will interview the student, and determine whether the offense is intentional.

4. A letter to this effect will be issued by the Library to the Academic Department to which the student belongs.

5. A report will be submitted to the Student Disciplinary Committee for necessary action

## **Fines**

To encourage timely return of library materials and to provide optimal sharing of the collections, fines are charged for overdue items. Borrowers are responsible for returning or renewing items by the due date. If items are not returned within the due date, fines become retroactive to the first overdue day, at following rates

### **Overdue Books**

Rs. 10/- per book per day will be charged.

### **Lost Books**

A borrower who loses or damages a library book shall have to replace it with a new copy or pay the double of replacement value of the book.

Any material not returned or renewed within 60 days of the date due will be considered LOST.

### **Disciplinary Fine**

Rs. 500 on first time violation, Rs. 1000 on second time violation. If a patron continues, the case will be referred to Value & Ethics Committee / Student Affairs Department.

1-Fine

2-Library membership Cancel

3-Student Branch for Disciplinary action

Overdue and fine notices will be sent through official email accounts. All library fines are only paid with the accounts department. Library account will be blocked if the fine exceeds Rs. 5, 00/-

### **Student Societies Policy**

The University welcomes the contribution made to student life by clubs and societies. Formal registration of society is required, because it assists the smooth running and continuity of societies and clubs, and entitled them to apply for University grants and permission to organize activities.

1. All societies will work under the instructions of Student Services Department-SSD
2. Any society can be approved to work at University level or at faculty level by the approval of competent authority. Society / Club first get approval from faculty and then SSD is the final authority to register the society in consultation with Vice chancellor office. SSD will circulate the society announcement after approval.
3. Society registration forms may receive from student services department or can be download from web site.
4. The objective of society/club should not contradict with mission statement of RLKU.
5. Societies Office holders will be appointed for One year only. One person can be re appoint for next year. New office holders will be announced by SSD in consultation with faculty at the start of Fall Semester every year. Society level, Campus level and University level elections are not allowed. SSD will constitute selection committee for appointment of office holders.
6. Any Faculty member may appoint as supervisor of society/Club, if required.
7. Societies has to submit one year plan at the start of Fall Semester to SSD. SSD will plan annual activities accordingly. 8. Any student can be member of not more than two societies at a time.

## Proctor Board

### Proctor Board Composition & Functions

Sr NO	Designation	Appointed By	Reporting to	Function & Duties
	Campus Proctor	Vice Chancellor	Registrar	<ol style="list-style-type: none"><li>1. Organizing and managing the activities of implementing the RLKU Disciplinary Policy (the Policy).</li><li>2. Assisting Regional Campus Director on policy related matters.</li><li>3. Processing the cases of serious violation of the Rules as reported to Regional Campus Director.</li><li>4. Visiting campuses, periodically, to assess the compliance status, meet Faculty proctors. Also have a quarterly meeting with all the Faculty Proctors and review the status of discipline and report the progress to the Regional Campus Director.</li><li>5. Establish a Management Information Service and submit report of the activities to Regional Campus Director on quarterly basis.</li><li>6. Liaise with Students Services Department for creating synergy on student related matters and activities.</li><li>7. Arranging quarterly meetings with the Directors/HODs at each campus to discuss and resolve policy related issues. Providing guidance/assistance to them on matters relating to the policy when required.</li></ol>

## **Student Code of Conduct**

The Student Code of Conduct outlines the expected levels of conduct of students in RLKU. All the students are responsible for making themselves familiar with all the university rules and regulations which affect them.

The university has employed a campus proctor board, administrative and security staff for the purpose of protecting persons and property and maintaining order on the campus. All matters of indiscipline would be referred to the campus proctor board, which is authorized to check, reprimand or penalize any indiscipline, in any way it deems appropriate.

### **1. Attendance at Lectures, Tutorials and Labs**

- Attendance at lectures, labs, tutorials, practical classes, seminars is an integral part of university studies and students are required to be punctual and regular in their attendance.
- The students have to register themselves for the courses of study and have to attend at least 75% of the lectures.
- The student falling short of the required percentage of attendance of lectures/tutorials/practical/laboratory demonstrations shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as withdrawn from that course

### **2. University Identification Card**

- The university ID card is must for entrance to the campus. In case the student fails to comply with university policy of ID card he/she shall be fined Rs. 500.
- The students are required to display their ID cards during their academic hours. If a student fails to produce his/her card at the time of demand by university officials, management, faculty or proctor he/she will be subject to a fine of Rs. 500.
- The students shall be made subject to discipline for:
  - possession of a false identification card;
  - using another student's university card to obtain services or establish the identity;
  - Facilitating the misuse of one's university card.

### **3. On-Campus Co-curricular Activities and Sports Days**

- Students are expected to attend and participate in all the co-curricular activities like debates, conferences, theme days/weeks, student elections and sports days.
- The students must not disrupt any scheduled university ceremonies, events, or activities or shall not intervene in any decisions made by the authorities.

### **4. Participation in Outdoor Events, Shows, Competitions and Expos**

The Student Services and the respective department unanimously will make decision about students' participation in the event. The students shall not be allowed to attend any event not conforming to the university vision.



## **5. Fee and Dues**

- The students shall be regular in making payments of their fees and dues. An amount of Rs. 100/day would be charged on the late payment of fee and dues.
- The students are responsible for getting themselves timely enrolled in the new semester. If the student fails to spot the deadline, he/she would be fined and levied Rs. 1000.

## **6. Class Room Conduct**

- The student shall arrive to class on time and must stay for the entire class period (or until dismissed) and should avoid random arrivals and exits from the class.
- Cell phones and other electronic devices (e.g., pagers, iPods, iPads) must be turned off (or on vibrate) and hidden from view during class time unless authorized by the class instructor.
- Food and beverages are NOT permitted in classrooms/labs/clinics unless authorized by the class instructor.

## **7. Theft, Damage or Destruction of University Property**

- Theft includes taking without expressed permission or, misappropriation of, any property or services of the university or property of others while on university premises or at official university functions; or possession of any property that the student had knowledge or reasonably should have had knowledge was stolen. The students shall not misuse any university document, record, electronic device, or identification, or submission of any forged document or record of the university.
- The students are strictly advised to refrain from damaging university assets. They shall not be allowed to temper, deface, mutilate university property/equipment's/facilities, walls, fixtures, models, specimens, charts, posters, notices and signage etc. Or the property of others while on university premises or at official university functions. In case of serious damage to life and property or a physical attack, the student may be handed over to Law & Enforcement with severe disciplinary action.
- The students shall not place posters, signs or notices on any surface other than authorized notice boards.

## **8. Campus Environment**

### **Level-I**

- The students shall not be allowed to drop litter of any description inside the campus i.e. canteen, classrooms, clinics, labs, corridors and courtyard or outside buildings. They are expected to use dustbins placed near the food court and corridors.
- The students are not allowed to wander in and around the campus or sit in the areas other than designated for sitting.

The students must not block entrances, exits, or corridors of the university buildings.

- The students shall not be allowed to sing, whistle, hoot, or create noise.

- The students shall not be allowed to have mixed gatherings except with the separate seating arrangement in the classrooms/clinics/labs.
- The students should use only areas specified for males and females.
- The students shall not be allowed to have any type of celebrations in the classrooms/labs/ clinics. The students are strictly advised to arrange functions and parties in the designated areas.
- The students shall comply with the directions of the university officials acting in the performance of their duties while on university property.
- The students shall refrain from missing lectures, tutorials, laboratories and shall not conspire against any university regulations or instigate others to do so.
- The students shall not distribute any pamphlets, circulars, newspapers, magazines or collection of signatures inside the campus without prior request and approval from the university authorities.
- The students shall not make unauthorized use of the university's name, logo or bring the university into disrepute by damaging the reputation of the university.
- The students shall not form organizations or working groups and participate in them in the campus without prior request and approval from the university authorities.

## **Level II**

- The students shall not intervene with the educational procedures or administrative activities.
- The students shall not participate in walkouts, strikes, unlawful assemblies or activities violating the disciplinary standards.
- The students shall not make any recording (video, audio), or streaming (audio, video) of conversations (meetings); without the knowledge and expressed consent of all recorded parties (faculty/official staff/students).
- The students should not carry or keep firearms, weapon or replica weapons, knives, firebombs, or other destructive devices, dangerous chemicals capable of causing bodily injury.

## **9. Smoke-free Campus**

The university has adopted a comprehensive smoke-free policy and wishes to promote and support a healthy lifestyle. The university wants its students to comply with this policy and require everyone to respond in a courteous and responsible manner.

- Smoking is strictly prohibited on the campus. It is not permitted inside campuses, including grounds, courtyards and entrances. It also applies to electronic cigarettes, sisha, huka and all illegal substances.
- Smoking is not permitted in university vehicles.

## **The Dress-up Guidelines for Students of Rashid Latif Khan University**

### **Male**

- The MALE students may wear
- Formal Shirts
- Dress Pants/Formal Trousers
- Shalwar Kameez with Waistcoat/ Coats
- Suiting
- Formal/Semi Formal Shoes with socks/Sandals
- Coats/Pullover/Sweater/Jacket in Winter

### **Dress Code for Trips/Sports Activities**

- The male students may wear
- Regular Loose Fitted not Faded Jeans/ khakis with Polo/T-shirts
- Regular Pants and Shirts
- Semi-Formal Shoes/ Joggers/ Fleet Shoes

### **Dress Code Not Allowed in any Case**

- Silky Fabric
- Faded/Bell-Bottom/Torn/Skinny/Low Waist Jeans/Shorts
- Shirts with Funky/Unethical/Political/Religious Slogans/Pictures/lewd Messages in Words/Pictures
- Excessively Tight Clothing & Sleeveless Shirts
- Bright, Dazzling, Shiny, Flashy Colored Clothes
- Ostentatious Jewellery
- Unkempt Hair & Beard Slipper, Flip Flops

### **Female**

The FEMALE students may wear any attire with the following description. Dupatta/Shawl/Chadar/Scarf is mandatory. They may wear Abaya.

- Thick Fabric to Prevent View of Underneath Skin and Garments
- Loose Fitting Full Sleeves & Covered Neck
- Knee length Shirt
- Loose Shalwar/ Trouser

Dupatta/Shawl/Chadar/Scarf

- Long Draping Dupatta/Shawl/Chadar/Scarf
- Dupatta/Shawl/Chadar/Scarf Should Cover Hairline, Neck & Body Completely

## **Hair**

Tidily Tied Back Hair

## **Abaya**

Simple in Design

Sober & Subtle in Colors

## **Shoes**

Formal/Semi Shoes, Joggers, Fleet Shoes

## **Dress Code Not Allowed in any Case**

- Faded, Bell-Bottom, Ripped, Skinny, Jeans /Tights/Capris/Pajamas
- Sleeveless/Half Sleeves/Short length/See-through Attire
- Shirts/ Sleeves without Lining
- Shirts with Funky/Unethical/Political/Religious Slogans/Pictures/lewd Messages in words/pictures Excessively Tight/See-through Clothes
- Bright, Dazzling, Shiny, Flashy Colored Clothes
- Fancy Abayas
- Loud Makeup
- Untied Hair, Unkempt Hair
- Ostentatious Jewellery
- Casual/Fancy Chapal, Flip Flops, Slippers, High Heel Shoes/Sandal