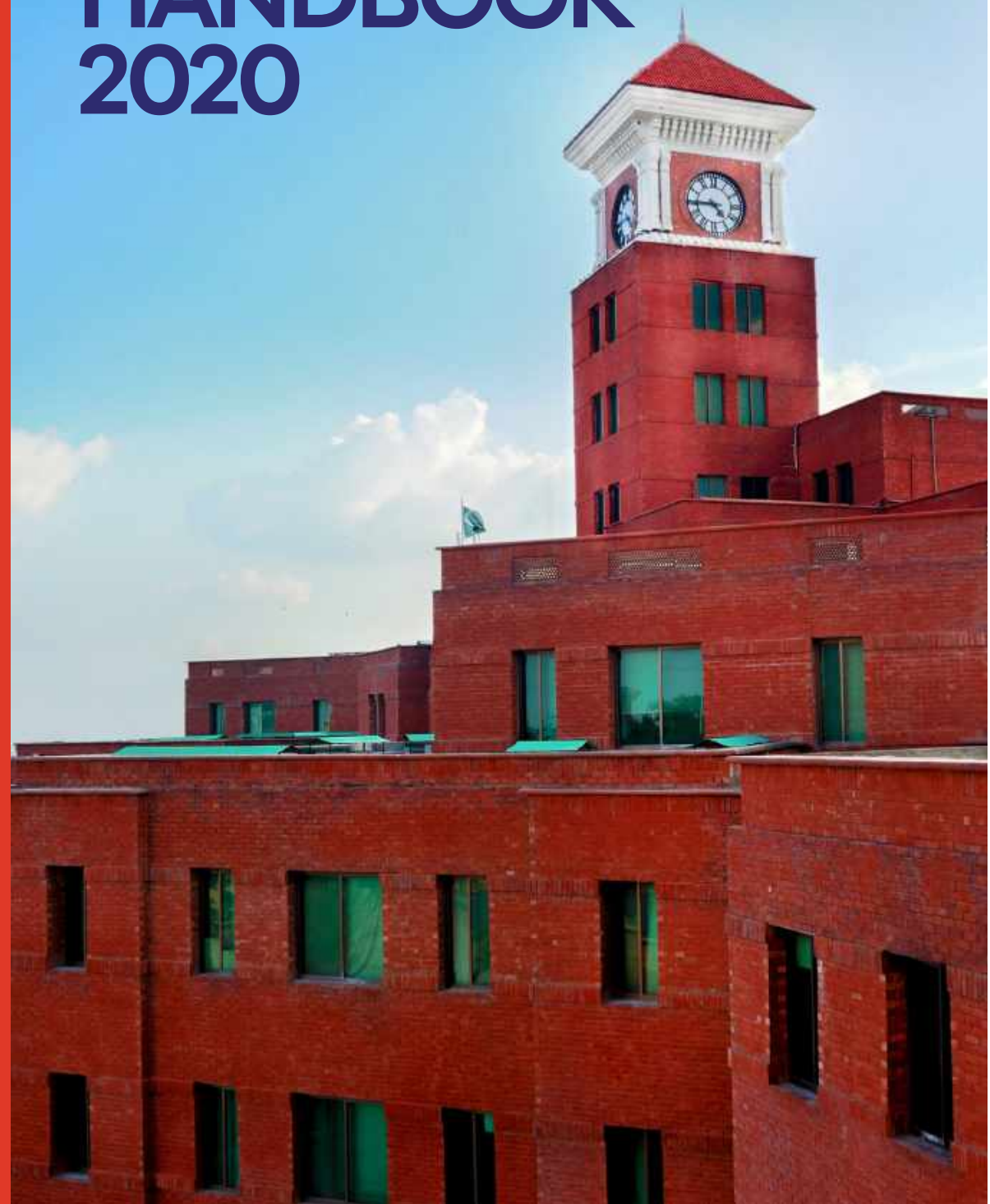


UNIVERSITY OF
CENTRAL PUNJAB

📍 1 - Khayaban-e-Jinnah
Road, Johar Town, Lahore.

STUDENT HANDBOOK 2020





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ACADEMIC AND SOCIAL CALENDARS

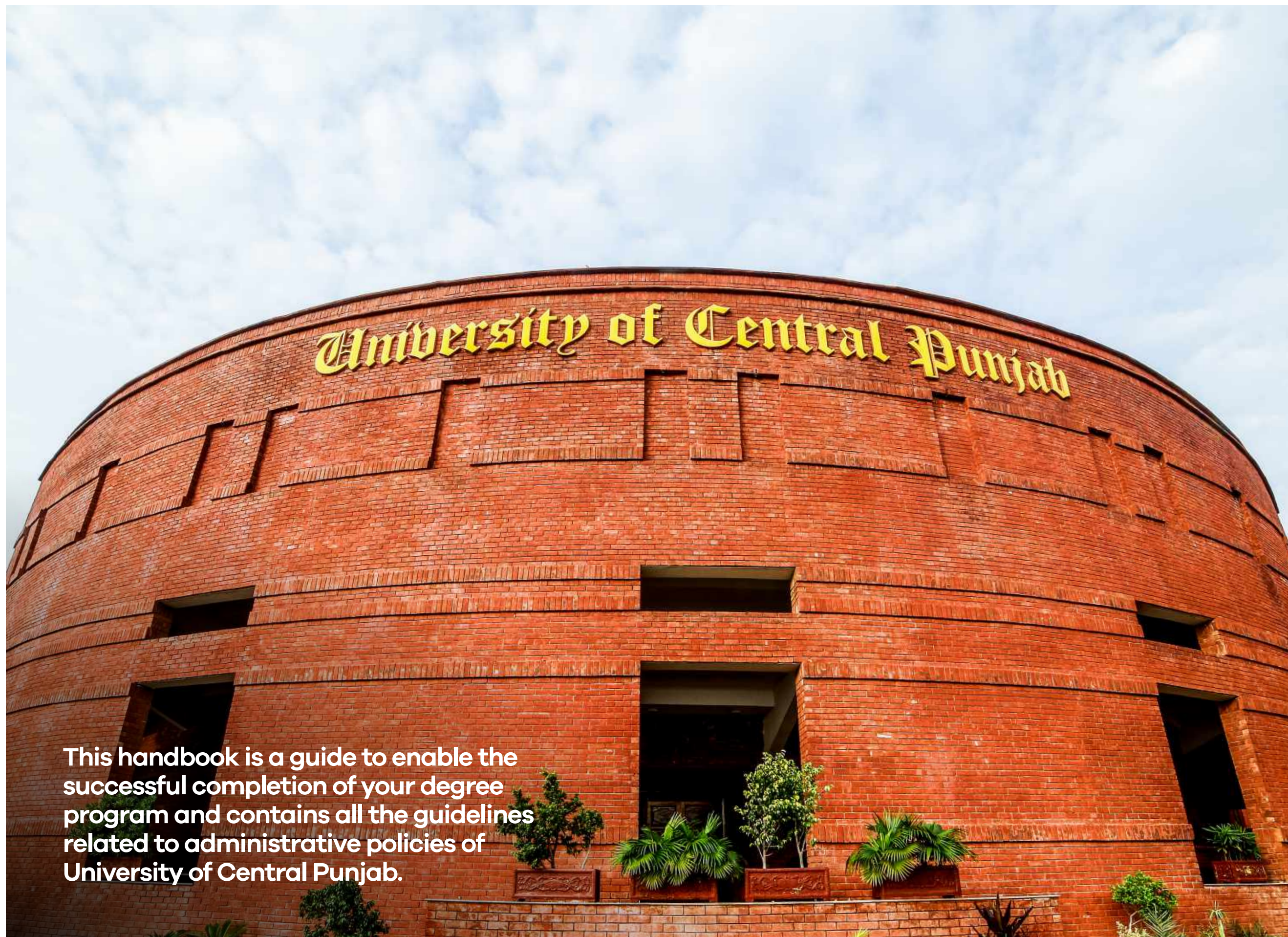
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Campus Map



This handbook is a guide to enable the successful completion of your degree program and contains all the guidelines related to administrative policies of University of Central Punjab.

VISION

To become an internationally acclaimed university in teaching and research.

MISSION

To provide quality education to the youth of our nation in a stimulating and conducive learning environment by equipping them with the intellectual and technological tools necessary to meet the challenges of the future.

CORE VALUES

At University of Central Punjab the following core values set the foundations for the code of conduct:

DISCIPLINE

INTEGRITY

COMPETENCE

RULE OF LAW

DIGNITY

RESPECT



WELCOME MESSAGE

It is a privilege for me to be associated with this alma mater and it is a great honour for me to welcome the new batch of students coming from different parts of Lahore, as well as, Pakistan, to be a part of our programs. Those who have relocated from another town in quest of knowledge, I would like to reassure you that here, you can feel at home. The faculty, seniors and peers together form a part of an extended family whom you can look up to for any guidance, support and help that you might require not only to move forward, but to also excel in the chosen programs.

The University of Central Punjab has a long list of achievements which gives you enough reasons to be proud of your association with it. In addition to its highly qualified faculty with diverse fields of expertise, UCP offers a vibrant learning environment that is enriched further with various national and international conferences, seminars and workshops. These opportunities will not only hone your knowledge, but also leadership and team-building skills which would go on to help you greatly in the professional world. Our curriculum is not just focused on the academic content laid down in the course books, but takes it a notch higher by providing exposure to real-life scenarios and ever-evolving developments in the respective fields of study which help keep you abreast with the dynamic demands of work and life.

Our faculty members have progressive and high impact research portfolios, including contributions in reputable



journals. We encourage healthy interaction between students and faculty; the learning experiences thus shared pave a strong path for academic enhancement and overall development of the learners. Here, we strive to not just prepare you as future additions to the job market, but also to transform you into a well-rounded, empathetic, more confident, wiser and smarter YOU – ready to take on the challenges of the world. Our students will be the architects to design not only a well-equipped scientific world, but also a beautiful humanistic view of the world.

Wishing you a wonderful start to an exciting learning journey at UCP, where we remain committed to provide you with an enriching, enabling and stimulating learning environment.

Farzana Shahid
Registrar UCP

INTRODUCTION TO THE HANDBOOK

The University Handbook is a part of our effort to answer the critical needs of students who encounter any difficulty in their academic, social and personal life at campus. The handbook contains rules, policies, and guidelines applicable to the UCP's student community. This shall also include important dates for the academic year along with links to other

information crucial to the students. Graduate education and its governance are shared responsibilities and the most visible activity of graduate education is the intellectual interaction of faculty and students involved in the learning process. Academic leaders and departmental support is committed to provide the atmosphere in which education and research can flourish, that is central to our vision



STUDENT WELFARE



SOCIAL SUPPORT AND ADJUSTMENT

Entering a new environment and having to establish new friendships and professional relationships from scratch can be a daunting task. Therefore, having social support becomes one of the most important factors for freshmen. At UCP, students experience cultural, geographical and social diversity at a larger scale. In order to ease the process of adjustment and networking, UCP promotes student participation in a variety of physical, intellectual, athletic and recreational activities through Student Societies. With this we intend:

- To give students the opportunity to engage in activities of their choice at various skill levels, contributing to the development of student leadership
- To increase collaboration between the individual clubs
- To enable students to compete effectively at national/international events
- To enable the students to act as ambassadors determined to build a positive word-of-mouth for the institute

REGISTRAR OFFICE

The Registrar Office is central to your academic journey at UCP. It owns the academic calendar,

and plans stringent deadlines around the year along with their execution. It is responsible for the registration of students in courses and implementation of university policies. The Registrar Office also manages the distribution of semester schedules. Similarly, the office is involved in the issuance of challan forms, scholarships, and discounts.

STUDENT COUNCIL

Student Council is the true reflection of the University of Central Punjab. It is an umbrella under which 33 clubs and societies promote healthy activities to up-scale the image of the university. The core objective of Student Council is personality grooming of students so that they can aptly face the emerging challenges of the contemporary world. The Student Council at UCP reaches out to students and inculcates in them a feeling of belonging to a community, and facilitates them in making sound social and academic judgments. It also helps in promoting their emotional and physical wellbeing.

The Student Council aims to develop the personality of students by instilling in them leadership skills, building camaraderie, ensuring character building, teaching event management and developing an understanding of organizational behaviour. This is done by improving their communication skills and encouraging community service, as well as, developing a sense of giving back to the society. Student Council also

helps students in their social issues, regarding stress management, counselling and personality grooming through help of educated and experienced clinical psychologists and trainers.

CAREER SERVICES OFFICE

The Career Services Office is responsible for placement of students in the job market for regular jobs and internships, and at universities abroad for higher studies by shortlisting scholarship opportunities for them. The office also aids in enhancing and maintaining employer/university and alumni relations.

The office also offers counselling and placement services, and undertakes a wide range of activities that include company presentations, on-campus job fairs, workshops on resume writing and interviewing skills, and job search strategies among others.

The objective is to help the student body and organizations in evaluating options and making the right choice to match their respective needs.

LIBRARY

The University of Central Punjab has a well-stocked library on campus to serve the study and research needs of its students and faculty members. The library provides an extensive range of valuable

resources in print and electronic form to support university's mission and to enhance the learning experience of the community.

The library stocks



In addition, the Higher Education Commission has given the library access to over 12000 online full-text journals, international databases and other material published online worldwide.

The library is fully automated and the collection can be accessed online. The multimedia section has a collection of renowned documentaries, lectures and educational films. In addition to the routine operations, the library also offers "ask a librarian" feature, content alert, electronic document delivery and anti-plagiarism and citation services, making it a fully user-centric and research-oriented library with a

productive learning environment.

Augmented library website:

www.library.ucp.edu.pk

Digital library portal:

<http://digitallibrary.ucp.edu.pk/index.jsp>

The library has its own set of rules for circulation services which includes the University ID cards for entrance, library support staff for reaching required material through OPAC (Online Public Access Catalogue), issuing books through LMS, charging fine in case of exceeding given limits, signing the book card and circulation slip, and reserving books on demand.

Research Assistance offered by UCP Library includes the following:

- Conducting research
- Developing tools
- Analyzing the data
- Formatting and documentation styles
- Reference/citation management software
- Orientation Sessions for "EndNote"

SPECIAL NEEDS SERVICE

UCP offers intellectual and psychological support to its differently abled students and ensures the provision of the required assistance, allowing them to build career skills,

perform better academically and learn to live as independent individuals.

SAFETY & SECURITY

The University of Central Punjab discourages and maintains a strict action policy against:

• Endangering Behaviour

Taking or threatening action that endangers the safety, physical or mental health, of life of any person, or creates a reasonable fear of such action.

• Stalking

Engaging in a pattern of unwanted conduct directed at another person that threatens or endangers the safety, physical or mental health, or life or property of that person, or creates a reasonable fear of such a threat or action.

• Indecent exposure

Defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

• Harassment

Harassment is strictly prohibited at UCP and constitutes as unacceptable behaviour which is a punishable offence. Harassment includes any unwelcoming sexual advances, bullying, causing interference with work performance or creating an intimidating, hostile or offensive work environment. UCP will not tolerate any kind of harassment of any member of the UCP

community and will strive through education and deterrence to create an environment free from such behaviour on its premises. UCP affirms the right of every member of its constituencies to live, study and work in an environment that is free from harassment. UCP recognizes that as an academic and free community it must uphold its fundamental commitments to academic freedom along with the freedom of expression and association. The university will maintain an environment in which students, teaching and non-teaching staff can engage in free enquiry and open discussion of all issues without intimidation and harassment of others.

The Harassment Monitoring Officer, like all other officers is obliged to uphold the same principles. An academic and free community must also include freedom of movement and freedom of access to facilities and resources without fear of harassment, discrimination or violence. UCP recognizes its legal and moral responsibility to protect all of its members from sexual harassment and to take action if such harassment occurs. To these ends it has developed a policy on, and procedures for, dealing with complaints of sexual harassment, including a range of disciplinary measures up to and including dismissal.



FINANCIAL SUPPORT

MERIT SCHOLARSHIPS FOR NEW UNDERGRADUATE ADMISSIONS

FOE, FOIT, FOLS	FOMS, FOS, FASS, FMCS, ADP-ALL	FOP, FOL	SCHOLARSHIP	CONTINUATION CGPA
85% Marks in FA/FSc	75% Marks in FA/FSc	N/A	100%	3.95 or Higher (Only if awarded at the time of admission)
80% Marks in FA/FSc	70% Marks in FA/FSc		75%	From 3.90 to 3.94
75% Marks in FA/FSc	65% Marks in FA/FSc	75% Marks in FA/FSc	50%	From 3.50 to 3.89
70% Marks in FA/FSc	60% Marks in FA/FSc	70% Marks in FA/FSc	25%	From 3.25 to 3.49
2nd Semester and onwards			12.5%	From 3.00 to 3.24

Note: Any student acquiring the continuation CGPA shall be eligible for the corresponding scholarship even if not awarded at the time of admission (Except 100% Merit Scholarship)

PGC SCHOLARSHIPS

CATEGORY	FOMS, FOS, FASS, FOLS, FMCS, ADP-ALL	Continuation Scholarship	Continuation CGPA
PGC	All Degree Programs (50% at the time of admission)	50%	3.25 or Higher
		25%	From 3.00 to 3.24
		12.5%	From 2.50 to 2.99
PGC	FOP, FOE, FOIT, FOL	CONTINUATION SCHOLARSHIP	CONTINUATION CGPA
	All Degrees (25% at time of admission)	25%	3.00 or Higher
		12.5%	From 2.50 to 2.99

OTHER UNDERGRADUATE SCHOLARSHIPS

CATEGORY	ELIGIBILITY	SCHOLARSHIP	Continuation CGPA
NEED BASE	Case evaluation by the committee	25-100%	3.00 or Higher
DISABLED	Official disability certificate and committee assessment	25-100%	2.50 or Higher
KINSHIP	Proof of first kin enrolled in PGC/UCP	25%	3.00 or Higher
	Proof of Second kin enrolled in UCP	50%	3.00 or Higher
TALENT	Based on co and extracurricular activities and committee assessment	25-100%	2.00 or Higher
CONTINGENCY	Death certificate of father/guardian	50%	3.00 or Higher

GRADUATE SCHOLARSHIPS (MS/M.PHIL)

CATEGORY	FOMS, FASS, FOLS, FMCS, FOP, FOE FOIT, FOL	SCHOLARSHIP	CONTINUATION CGPA
MERIT	3.80 CGPA in 16 Years Degree	75%	3.9 or Higher
	3.60 CGPA in 16 Years Degree	50%	From 3.75 to 3.89
	N/A at the time of admission	25%	From 3.5 to 3.74
UCP ALUMNI	3.50 CGPA (50% admission fee shall be charged)	50%	3.50 or Higher
	3.00 CGPA (50% admission fee shall be charged)	25%	From 3.0 to 3.49
	N/A at the time of admission	12.5%	From 2.5 to 2.99
DISABLED	Official disability certificate and committee assessment	25-75%	2.50 or Higher
KINSHIP	Proof of first kin enrolled in PGC/UCP	25%	3.00 or Higher
	Proof of second kin enrolled in UCP	50%	3.00 or Higher
Faculty Members & Staff	5 Years satisfactory service	50%	3.00 or Higher
	3 Years satisfactory service	25%	3.00 or Higher

Note: Merit Scholarship can be received during any semester, during normal degree duration, by attaining continuation CGPA.

ACADEMIC RULES AND REGULATIONS

Study at the University of Central
Punjab is governed by the following
rules:

REFUND OF FEE

All fees, once paid, are non-refundable and non-transferable. Only in case of new admissions, there is a fee refund policy and its details are as follows:

- Admission fee is NON-REFUNDABLE
- 100% tuition fee is refundable if refund request is received before or within the 1st week after the commencement of classes
- 50% tuition fee is refundable if request for refund is received in the 2nd week after the commencement of classes
- No fee is refunded if the request is received after the 2nd week of commencement of classes
- In case a program is not being offered by the university after its advertisement, 100% tuition and admission fee shall be refunded

Note: Fee refund request shall only be entertained if raised on the prescribed Fee Refund Form available at the Admissions Office.

CLASS ATTENDANCE

Students must attend all the lectures for each course in which they are registered. Students not adhering to class

attendance policy will be restrained from appearing in the final examination and will be given W grade in the course. A student must have 80% attendance in each course/lab. A student missing more than 20% of the total classes/lab, will be withdrawn from the course/lab. No transfer of dues or tuition fee is permissible when a student is withdrawn from a course.

Attendance will be counted from the 1st day of classes. A student delaying his/her registration and the payment of fee will be marked absent from classes, which could result in shortage of the required attendance and hence, debarring the student from final examination. In any course, 4 absences shall be treated as leave and no fine shall be charged. Beyond that, a fine per absence may be imposed as a deterrent and after 6 absences, the course shall be withdrawn automatically with W grade in the transcript.

SEMESTER CREDIT HOURS

One theory credit hour (1 Cr.Hrs) means that a particular course must have at least one hour of teaching per week, for a period of 16 weeks. Hence, a course of 3 Cr. Hrs. will have 48 hours teaching or contact hours in a semester. On the other hand, 1 Lab Cr. Hrs. would mean 3 contact hours per week for 16 weeks.

For a 3 Cr.Hrs course, there would be two 1hr 30min slots and for 1 Cr.Hrs lab work, 3-hour slots are, respectively, defined in the timetable. The time allocated for Mid and Final examinations is excluded from the computation of class/lab contact hours.

WITHDRAWAL FROM A COURSE

In order to withdraw from course(s) a written request must be submitted to the Dean/HOD within the dates published by the Registrar Office in the University Academic Calendar. If approved by the Dean/HOD, the student(s) can withdraw from that particular course. However, W grade will appear on the transcript and fee paid for such courses will neither be refunded nor be carried over to the next semester.

SEMESTER LEAVE OR FREEZING A SEMESTER

Students who wish to discontinue study for a semester are supposed to get written permission from the Dean's Office in the first week of the semester on the prescribed form. They may resume their study in the next semester after seeking permission from the relevant Dean's Office at the time of registration. Students taking semester break without

permission will be dropped from the university roll and will be treated as inactive students during their absence. These students will not be allowed to register in a subsequent semester unless their absence is regularized. A two semester unauthorized absence shall lead to cancellation of admission. Such candidates shall be charged admission fee again if they are granted re-admission.

EVALUATION SYSTEM

It is at the discretion of the course instructor to decide on the weights of all examinations, assignments, projects, presentations and quizzes etc. However, as a broad guideline set by the university, the distribution of weights of these components are as given below:

NAME OF EXAM	WEIGHTAGE (%)
Quizzes, Assignments, Project, Class Participation, etc.	30-40 %
Mid-Term Examination	20 %
Final Examination	40-50 %

Mid Term and Final Term examinations shall be administered by the Controller of Examinations Office (COE), and a date sheet in this respect shall be circulated by the COE Office, which must be complied with. No Mid Term or Final Term examination shall be entertained if it is conducted without the approval of COE Office.

GRADES & GRADING SYSTEM

On the conclusion of a semester, every student shall receive a grade report through University Portal, indicating academic progress of the student in enrolled courses and labs. The university, in general, follows the relative grading system where the final grades are distributed as follows:

NAME OF EXAM	WEIGHTAGE (%)
Quizzes, Assignments, Project, Class Participation, etc.	30-40 %
Mid-Term Examination	20 %
Final Examination	40-50 %

The grading system of UCP is a 4-point grading system; similar to the one prevalent at most of the accredited institutions across the globe. The numerical equivalence and associated percentages of letter grades are given below:

LETTER GRADE	GRADE POINTS	MARKS (%)
A	4.00	86 - 100%
A-	3.67	82 - 85%
B+	3.33	78 - 81%
B	3.00	74 - 77%
B-	2.67	70 - 73%
C+	2.33	66 - 69%
C	2.00	62 - 65%
C-	1.67	58 - 61%
D+	1.33	54 - 57%
D	1.00	50 - 53%
F	0.00	Below 50%
W	----	Withdrawal
I	----	Incomplete
N	----	Continued
S	----	Satisfactory
US	----	Unsatisfactory
P/F	----	Pass/Fail
(...)	----	Grade Replaced

Satisfactory/Unsatisfactory grade is awarded in progress research work, whereas, Pass/Fail grade is awarded on the conclusion of research work, or in non-credit activities such as non-credit internship etc. Grades with no defined grade points shall not contribute in GPA/CGPA calculation.

TRANSFER OF CREDITS & COURSE EQUIVALENCE

Transfer of credit is decided at the time of admission and is determined on course-to-course basis. Students seeking admission with advanced standing must provide all previous (original) academic records to the Admission Department before commencement of classes. The university's acceptance of credits from other institutions is subject to the following conditions:

- Transfer credits must come from a regionally accredited and HEC approved institution
- The transfer course must be similar in content and scope to the UCP course, or must conform to the same competency level of a similar course taught at UCP
- Only those courses and credits shall be considered for transfer in which the applicant has got grade C+ or higher and B- or higher for undergraduate

and graduate programs, respectively

- Credit hours against accepted courses shall appear on UCP transcript without grades
- Maximum credits transfer shall not exceed 50% of the total credit hours required for the degree program in which the applicant has sought admission in UCP
- Applicants expelled from other institutions, for any reason whatsoever, shall not be considered for credit transfer

FINAL TERM EXAMINATION

On the conclusion of 16-weeks of teaching, there shall be an examination referred to as Final Term Examination. It is usually a three hours examination and the schedule of the same is published by the Controller of Examination (COE) Office, well in advance. Students are required to take the Final Term Examination of each registered course, failing which a grade shall be awarded as per the earlier status of the course. Only those students shall be eligible to sit in the Final Term Examination who have met the minimum attendance requirement and have cleared their semester dues.

Under normal circumstances, there is no provision of retake of Final Term Examination. However, in case of exceptional

circumstances, the case may be submitted to the COE Office along with certifiable documents, which after due consideration shall be forwarded to the concerned Committee for a decision.

SUMMER SEMESTER

Summer semester is usually offered for makeup and deficiency courses. In a summer semester, a 3 Cr.Hr. theory course or 1 Cr.Hr. Lab can be completed in 8 weeks' time by completing 48 hours of teaching/contact hours on an accelerated pace. Maximum allowed course load for Graduate/Undergraduate students, in a summer semester, is 8 Cr.Hrs (two courses). Under usual conditions summer internship and course registration both are not allowed simultaneously. Since summer courses are normally offered on student's request, thus, course drop policy is not applicable on summer registration and a course registered in a summer semester shall be treated as confirmed and be charged accordingly.

INCOMPLETE GRADE

A student may be awarded I (Incomplete) grade if he/she fails to meet all requirements of a course for the reasons beyond his/her control and shall

be subject to the following:

- It is usually permissible in research related studies and is awarded with the prior approval of the concerned Dean/HOD
- Grade in a regular course/labs can only be awarded under extenuating circumstances if approved by the COE
- Grade must be changed into an earned grade within 4 weeks after the declaration of the result; otherwise it shall automatically be converted into F grade

CGPA

A student's Cumulative Grade Point Average (CGPA) is computed by multiplying the number of credit hours of each course by the grade points assigned to that grade, then dividing the sum of these products for all courses by the total number of credit hours in which the student was enrolled. Grade I and W are not involved in the calculation of GPA/CGPA. All undergraduate students must maintain a minimum CGPA of 2.00 out of 4.00 for successful continuation of studies at UCP, whereas, at Masters level, a minimum CGPA of 2.50 out of 4.00 is required to continue with the program satisfactorily. To continue in PhD, scholars are required to maintain a CGPA of 3.00 out of 4.00 throughout their academic career.

ACADEMIC PROBATION AND EXPULSION

All undergraduate and graduate students who fail to maintain a minimum CGPA of 2.00 or 2.50 respectively, will be placed on warning status at the time of declaration of semester result. Students with two consecutive warnings shall be placed on probation for the next semester. At the end of that semester, if they fail once again to attain the required minimum CGPA of 2.00 or 2.50 for an undergraduate or graduate program, such students shall be dropped from the university roll. Therefore, all undergraduate and graduate students are, strictly advised to ensure that their CGPA is above the minimum required level throughout their course of studies. In case a scholar remains on probation for two consecutive semesters his/her case may be referred to the Board of Advance Study Research (BASR) for decision on his/her expulsion or otherwise.

COURSE LOAD UNDER PROBATION

Students on probation are advised to repeat courses with grade(s) below C+ for graduate level courses and below C for undergraduate level courses and will not be allowed to take any new course in the following semester. These students will be assigned courses by their

respective Advisors with due approval of the relevant Dean's office.

COURSE REPETITION

Students receiving an F grade must repeat that course or its equivalent and both grades will appear on the transcript. In order to improve CGPA, a student is allowed to improve a maximum of 6 courses at undergraduate level and 3 courses at graduate level, excluding those in which F is replaced. The original as well as the revised grades of all repeated courses will be shown on the transcript; however, better grades shall be considered towards CGPA calculation.

TIME LIMIT OR PROGRAM COMPLETION

From the date of first registration, all Bachelor degree programs must be successfully completed within a maximum duration of 7 years. MS/M.Phil degree programs with or without thesis must be completed within a maximum of 4 years. A PhD scholar must qualify course work followed by comprehensive examination within two years (4 semesters) from the date of enrollment and synopsis qualification within a maximum of 3 years (6 semesters). For PhD program, maximum allowed duration

under usual circumstances, inclusive of semester break, if any, shall be 7 years. Under extreme circumstances a one-year relaxation in this period may be granted if approved by the competent authority of the University.

APPLICATION TO REQUEST A TRANSCRIPT/DEGREE

Transcripts and Degrees are issued only on the written requests of the students. Verbal or telephonic requests for Transcript/Degree are neither entertained nor accepted. Official Transcripts and Degrees are issued on the University stationary, bearing the official embossed seal of the University. Transcript or other evidence of attendance will not be issued to, or on behalf of, a student if student's dues are unpaid to the University. Each student must obtain a clearance from relevant quarters of the University indicating that all outstanding dues/books/equipment etc., have been cleared before raising request of the Transcript. Program completion Transcript or Degree is issued if attested copies of earlier academic testimonials are submitted or original documents are shown in person to the Registrar/COE of the University.

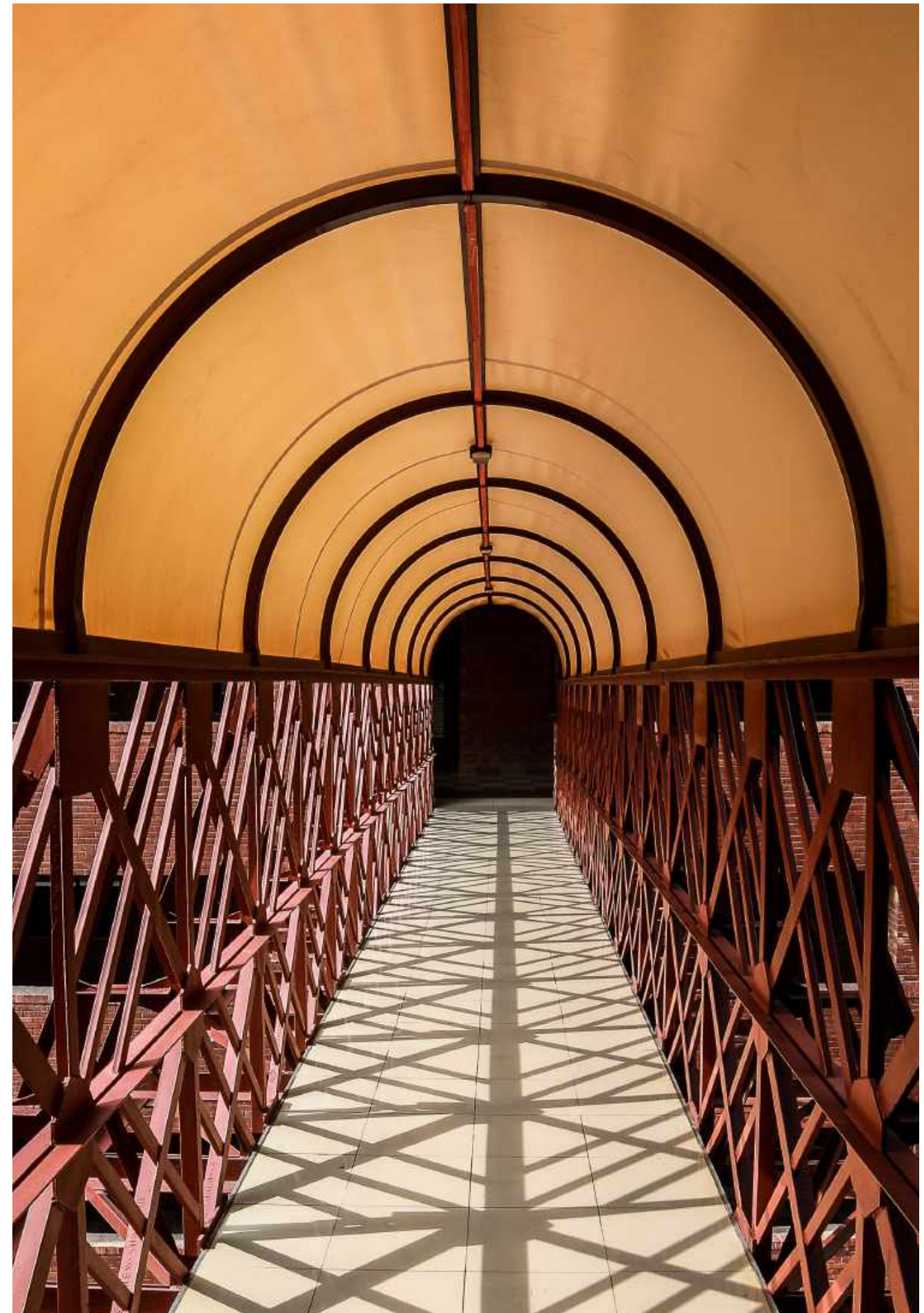
RETAKE OF FINAL EXAMINATION

Students may experience exceptional circumstances that make it impossible for them to attend examinations. Such students are required to submit details of extenuating circumstances with documented evidence to COE Office. This evidence shall be initially scrutinized by the COE Office, and based on the COE initial judgment, the case may be returned for more documents or forwarded to the three members of Dean's Committee for its final disposal. Retake examination can be considered under two scenarios:

- a) serious illness of the student,
- or
- b) death of an immediate family member.

The detail of the policy is as under:

- The student must intimate the COE Office prior to the examination and a detailed application with evidence indicating exceptional circumstances faced by the student must be submitted as soon as possible but not later than 7 days from the date of examination.
- In case of self-illness, a certifiable evidence from a reputed hospital shall be required.
- In case of death of an immediate family member (parents/ biological brother or sister/son or daughter/husband or wife), a death certificate from an appropriate office should be submitted.
- The committee shall interview the applicants if deemed appropriate, and it shall verify the submitted evidence to assess the genuineness of the requests. It shall then finalize its findings within two weeks from the date of declaration of result.
- If the retake application is due to the death of an immediate family member, only one-day exam(s) could be considered for re-examination.
- If retake is approved by the Dean's Committee, I Grade shall be granted to the approved cases, which must be converted into an earned grade within four weeks from the date of declaration of the result, otherwise, I grade shall be converted into F grade.
- Retake examination shall be awarded final letter grade on absolute scale by using grading table without taking into consideration average or normalization factor.
- If a student failed to attend all the examinations of the registered courses, he/she shall not be considered for retake, rather the Deans Committee shall evaluate such a case for semester freeze/drop, and in this respect, its finding shall be final.



RESIDENCE



UCP GIRLS HOSTEL RULES & REGULATIONS

1. Resident students are required to safeguard the hostel belongings, avoid damaging the hostel property and are expected to take care of cleanliness of the hostel.
2. Approval for hostel accommodation will be for one semester only. Extension for another semester will be based on performance and conduct.
3. No visitors/guests shall be accommodated in the hostel under any circumstances.
4. No resident shall be allowed to possess precious items (jewellery etc.) and excessive money in the hostel. The hostel administration shall not be responsible for any loss or damage(s) in this regard.
5. Residents shall remain respectful to hostel administration and the security staff of the university. Any rude and/or impolite behaviour of the resident will not be bearable and strict action shall be taken against them.
6. Day Scholars are not allowed to enter and/or visit the hostel.
7. Smoking, drinking and keeping of liquor, drugs and weapons is strictly prohibited in the hostel and entails expulsion from the hostel.
8. The resident students have to deposit hostel dues within specified period as notified by the management. Failure to deposit dues within specified date will lead towards imposition of fine and/or withdrawal from hostel seat allocation.
9. Management may change the seat/room of the resident as and when required. No resident student is allowed to change her seat/room without prior permission of the hostel authorities.
10. Every part of the hostel shall be open and freely accessible to the hostel authorities for inspection at any time. All students are required to coordinate with the officials.
11. No resident student shall indulge in any activity that may disturb other residents.
12. All electrical appliances must be switched off before leaving the room. Leaving the room without switching them off shall be an offence and could be punished with fine.
13. At the time of admission to the hostel, every resident's parents/guardian must provide a list of visitors (not more than 5) on the prescribed form. The list must include name(s), relationship with the resident student, photocopy of their CNIC and specimen signature. The list must be signed by the Parents/Guardian.

14. If the resident students wish to take leave, the application must be submitted to the warden three days prior. Resident students are required to fill out the gate pass book clearly mentioning the reason for which the leave is requested and with whom she is leaving.

15. Resident students are not allowed to go to the UCP offices, academic blocks, lawns and the university's main gate after the end of classes (i.e. 10:00 PM)

16. Every resident student is expected to preserve peace, tranquillity and calm atmosphere in the hostel and respect to the rights of others. They are not allowed to hold any political or religious meetings, which are likely to hurt the sentiments of other resident(s).

17. Hostel shall be open to students only when the University is engaged in regular sessions/classes/examinations. However, postgraduate students involved in research may be allowed to stay in hostel only on the recommendations of concerned Supervisor/Head of the department.

18. Every resident must strictly follow the hostel closing hours. Residents have to check in and check out while entering/leaving the hostel through bio-metric machine.

19. Roll of resident students shall be called daily at the specified timings. All students must abide by the said schedule.

20. The parents/visitors/guests are allowed to meet the residents from 9:00 AM to 5:00 PM at the specified area only.

REFUND POLICY

1. Refundable Security (Rs.10,000/-) will be refunded only when such application, duly signed by the parents/guardian of the student, is received
 2. If a student files an application of hostel fee refund, the following rules shall stand applicable:
 - a) Full dues will be refunded if the application is received before the commencement of the classes and the student does not join the hostel.
 - b) The hostel dues for the month in progress will be charged in case the application is received after the commencement of classes.
 3. In case of withdrawal/expulsion due to indiscipline and/or misconduct, all money deposits made by the resident student will be forfeited.
- Note:** Failure to comply with the above rules shall lead to strict disciplinary actions like imposition of fine and/or termination of hostel seat allocation or any other action that is deemed to be appropriate by the management.

EMERGENCY RESOURCES



EMERGENCY CALL NUMBERS

In case of emergency, the UCP officials can be approached at the following Extensions and Telephone numbers: -

SECURITY OFFICER MR. MUHAMMAD SARWAR	EXT. 549, 0344-4631765
CHIEF SECURITY MAJ. (R) NAVEED MUKHTAR	EXT. 580, 0300-2332277
DIR. ADMIN OFFICE	EXT. 426, 388, 0302-6913336 0321-4563410

FIRST AID FACILITY

A general first aid provision is in place in the campus at all times. First aid boxes containing at least the minimum recommended supplies are available at different locations within the campus. Under University arrangements, some rooms have been designated as first aid rooms for students who require rest and/or medical attention immediately.

At UCP, First Aid box facility is available at different locations including:

DEAN OFFICE, DEPARTMENT OF PHARMACY, 3RD FLOOR, BUILDING-A;	MR. HAMID IQBAL: EXT-507
SECURITY OFFICE, BASEMENT-1, BUILDING-A;	MR. M. SARWAR: EXT-549
PDM OFFICE, BASMENT-1, BUILDING-A;	MR. KHUSHNOOD: EXT-530
SPORTS COMPLEX;	MR. NOMAN AZEEM: EXT-472
DAY CARE CENTRE, LAB BLOCKS BUILDING;	MS. IQRA SUMAIR: EXT-368
GIRLS HOSTEL;	MS. NAILA SHAFI: EXT-332
ADMINISTRATION OFFICE, G-FLOOR, BUILDING-B;	MR. M. IRFAN: EXT-426
LIBRARY, 5TH FLOOR, BUILDING-B;	MR. MUDASSAR: EXT-181
FACILITATION OFFICER, G-FLOOR, BUILDING-C;	MR. AHMED KAMAL: EXT-705
LAW DEPARTMENT	LAW OFFICE
FACULTY OF ENGINEERING	ALL LABS, BUILDING-A



DISCIPLINARY PROCEDURES AND RIGHTS



DISCIPLINARY PROCEDURES AND RIGHTS

University of Central Punjab aims to enrich the personality of its students by inculcating in them, a sense of tolerance, discipline and civilized behavior.

The behavior of the students at the campus will be governed by the following rules and regulations. The Discipline Committee will have the authority to impose penalties on the students found guilty of breach of discipline on the campus and during the conduct of examinations.

DRINKING AND EATING

Drinks and eatables can be consumed only inside the cafeteria and designated areas. Drinking/eating at all other places is prohibited.

DRUGS AND SMOKE FREE CAMPUS

UCP has been declared drugs and smoke-free campus since 2017. Since the inception, UCP has always been conscious of drug abuse and smoking amongst the youth and has maintained the status of a drug and smoke-free campus by virtue of the policies of the

administration, designed to curb this issue and keep the students safe from such evils, within and beyond the campus. The said policy is applicable to all students, faculty, staff, guests and visitors. Any person who is found engaged in the possession, use, dispensation, distribution or manufacturing of controlled substances (drugs) or alcohol, while on UCP property, or who is convicted of a criminal case involving drugs or alcohol is subject to disciplinary action up to, and including, termination. Any person under the influence of alcohol or drugs, or use of drugs shall be expelled from the University. UCP maintains a **Zero Tolerance Policy** against drug abuse and smoking. Moreover, the University also ensures the provision of proper mentoring to help in the rehabilitation of addicts for them to become responsible citizens. The **Advisory Clinic** mentors students and provides support for coping with mental health conditions which may arise due to various reasons including stress and anxiety.

DRESS CODE

Each student, male or female, is expected to give a neat and tidy look. Patchy, tattered and shabby-looking jeans, crew neck T-shirts, loafers, chappals are not allowed. Wrinkled clothes or dishevelled hair are not permitted.

• Male

Formal pants, slacks, khakis, jeans, dress shirts (neatly tucked in), T-shirts (only Polo necks without any offensive words/images/content printed on them). Leather shoes and joggers, shalwar kameez (only on Fridays), or by special permission.

• Females

Shalwar kameez with scarf/duppata, trousers with long shirt, modest make-up and jewellery, if worn.

• Fines

Students violating dress code can be fined up to Rs.500 and shall not be allowed to attend classes.

PARKING

Covered basement parking facility to students and staff is provided on campus. The vehicles which have UCP Parking Stickers are allowed entry in the campus.

ACTS OF INDISCIPLINE

The following, among others, shall constitute as acts of indiscipline:

a) Violation of dress code, and ID card rules

b) Use of indecent and foul language, undesirable remarks and gestures, acts of moral

turpitude, disorderly behavior like abusing, quarreling, fighting, insolence towards others

c) Indulgence in acts which may cause insult or physical injury to the colleagues, teachers, officers and staff of the University or any other person

d) Defying a University official

e) Spreading by word of mouth or written material, any religious, sectarian, ethnic, regional, linguistic conflicts/hatred, or any material derogatory to Pakistan, Islam or any other religion

f) Impersonation, giving false information, willful suppression of information, cheating or deceiving

g) Carrying or use of any type of weapons

h) Damaging University property, including the building, equipment, vehicle, etc. in any manner

i) Using any University property, without lawful authority

j) Sale, distribution or consumption of intoxicants on the campus

k) Use of student organizations for furthering the cause of political parties

l) Bringing to the premises of the University any expelled students or anti-social elements

m) Obstructing the functioning of the University or causing disruption of teaching/research/other activities

n) Any other relevant matter not specifically mentioned in these rules

PENALTIES FOR ACTS OF INDISCIPLINE

Penalties for acts of indiscipline shall be according to the gravity of the case, and may be for any one or more of the following, or any other, as determined by the Disciplinary Committee

MINOR PENALTIES

a) Warning/censuring, verbal or written

b) Putting on probation for a specific period

c) A fine with or without any other penalty

d) Withholding of a certificate of good moral character

e) Withdrawal of benefits/privileges enjoyed by the student(s) of the University

f) Withholding of examination results

MAJOR PENALTIES /PUNISHMENTS

a) Fine commensurate with the nature and extent of misconduct

b) Cancellation of hostel accommodation, if any

c) Cancellation of financial benefits/concessions, suspension of admission and ban on the entry into the premises of the university, for a specific period

d) Cancellation of examination results

e) Rustication from the University for a specific period and ban on entry into University campus

f) Expulsion from the University and permanent ban on entry into the University campus

ACTS OF INDISCIPLINE IN EXAMINATION

a) Helping one another in any manner during examination

b) Getting assistance from a book, notes printed or photocopied material (unless it is clearly mentioned in the instructions of the question paper)

c) Using answer sheets for making appeals to the examiner or writing irrelevant remarks, misusing the answer

sheet, removing pages from answer book, etc.

d) Getting assistance through communication devices like cell phones etc.

e) Replacing answer sheets with other answer sheets not distributed for exam (e.g., prepared at home, prepared on campus prior to the exam, etc.)

f) Exchanging answer sheets with other students

g) Writing Roll Number of another student on one's own answer sheet

h) Cheating and being rude, abusive, aggressive, etc. with the invigilator during examination

i) Disobeying the staff on invigilation/inspection/supervision on duty

j) Creating disturbance around the examination hall

OTHER PENALTIES IN EXAMINATION CASES

a) Verbal warning

b) Written warning/censuring

c) Cancellation of the answer sheet

d) Cancellation of a course

e) Cancellation of the Mid Term

exam for all courses, during the Mid-Term exams

f) Cancellation of one complete semester.

g) Rustication for a specific period of time

h) Expulsion from the University

PLAGIARISM

UCP supports and promotes academic honesty and personal integrity and any form of academic dishonesty is seriously dealt with.

The commonly observed form of academic dishonesty is plagiarism. Plagiarism is the adoption or incorporation of another's ideas without proper attribution of the source. It is more simply defined as taking the writings of another person or people and representing them to be one's own. It is your obligation to read, understand, and comply with the University's plagiarism policy. A thesis shall be cleared for defense if its similarity index is less than 20% in total and less than 5% from a single source, but similarity from the scholar's own published work carried out during the MS/M.Phil studies shall be excluded.

In order to facilitate the students and/or staff members who wish to attain a plagiarism report, The University's Library has dedicated an email ID, where students can submit their research projects;

refdesk.library@ucp.edu.pk

COMPLAINTS PROCEDURE



GRIEVANCES SETTLEMENT POLICY

1. Undergraduate or graduate students may consider informal procedures to seek redress for what they believe to be unfair, improper, or discriminatory in terms of decisions, actions, or treatment contravening the established policies and procedures of the University.

2. Student submits an application to the Dean/Director of the relevant faculty/school. In most cases, the Dean will:

a) Attempt to resolve the grievance informally

b) Forward it to a lower administrative level for corrective action

c) Direct it to an appropriate faculty-level committee with student representation, such as the Student Affairs Committee, for investigation and recommendation.

The committee chair may interview or request information bearing on the grievance from any member of the faculty, staff, or student body before reporting the committee's findings and recommendations back to the Dean. The Dean of the faculty decides the matter and communicates the decision to the grievant in writing.

3. Cases in which the grievance is non-academic in nature, and involves a unit of the Office of Student Affairs (OSA), the faculty Dean refers the matter to the Head of Student Affairs for resolution. The Head designee:

a) Attempts to resolve the grievance informally, or

b) Convenes and chairs a student grievance panel, which may request information bearing on the grievance from any member of the faculty, staff, or student body



CALL DIRECTORY



CALL DIRECTORY

FACULTY OF MANAGEMENT STUDIES

SR#	NAME	DESIGNATION	EXT
1	Dr. Faisal Mustafa	Dean	701
2	Mr. Dr. Ather Azim Khan	Associate Dean, FOMS	222
3	Dr. Saqib Ilyas	HOD, Undergraduate Program	737
4	Dr. Rubina Tasfeen	HOD MBA Program	782
5	Dr. Aqeel Ahmad	HOD, Post-Graduate Program	721
6	Mr. Ahsan Saleem	Manager Post Graduate Programs	726
8	Mr. M. Naeem Shahzad	PA To Associate Dean FOMS	256

FACULTY OF ENGINEERING

SR#	NAME	DESIGNATION	EXT
1	Dr. Muhammad Akram Tahir	Dean FOE	157
2	Dr. Ali Nasir	HOD Electrical Engineering	255
3	Dr. Rizwan Shad	HOD Mechanical Engineering	162
4	Dr. Kafeel Ahmed	HOD Civil Engineering	551
5	Ms. Shabana Yasmeen	PA To Dean FOE	158

FACULTY OF INFORMATION TECHNOLOGY

SR#	NAME	DESIGNATION	EXT
1	Dr. Ahmad Shabbar Kazmi	Dean	305
2	Dr. Amjad Iqbal	Associate Dean	518
3	Dr. Adnan N. Qureshi	Assistant Professor/HOD Computer Science	467
4	Dr. Nauman Mazhar	Associate Professor/HOD Software Engineering	450
5	Mr. Nauman Masood Alvi	Program Manager	301
6	Mr. Jamal Karamat	Faculty Coordinator	301

FACULTY OF ARTS & SOCIAL SCIENCES

SR#	NAME	Designation	Ext
1	Dr. Fehmida Sultana	Dean FASS	156
2	Dr. Shazia Hasan	HOD Psychology	412
3	Dr. Babar Sultan Ali Khan	HOD English	124
4	Dr. Kashif Munir	HOD Economics	120
5	Dr. Wahid Ahmad Khan	HOD Politics & IR	194
6	Ashraf Khan	PA to Dean FASS	146

FACULTY OF PHARMACY

SR#	NAME	DESIGNATION	EXT
1	Prof. Dr. M. Jamshaid	Dean FOP	590
2	Dr. Mahmood Ahmad	Professor/ HOD	563
3	Mr. Hamid Khan	PA to Dean FOP	507

FACULTY OF MEDIA AND COMMUNICATION STUDIES

SR#	NAME	DESIGNATION	EXT
1	Mr. Taimur-ul-Hassan	Dean, SMCS	333
2	Mr. Waqar	Coordinator M.Phil. & PhD Media & Communication Studies	221
3	Ms. Sofia Raheel	Assistant Manager	490

FACULTY OF LIFE SCIENCES

SR#	NAME	DESIGNATION	EXT
1	Prof. Dr. Mushtaq A. Saleem	Dean FLS	482
2	Dr. Muhammad Afzal	HOD Biochemistry	658
3	Dr. Javed Iqbal	HOD, Biotechnology	505
4	Dr. Raza Hussain	HOD Food Science & Technology	311
5	Abid Hussain	PA to Dean FLS	451

FACULTY OF SCIENCES

SR#	NAME	DESIGNATION	EXT
1	Dr. Hafiza Rizwana Kausar	Associate Dean	752
2	Ms. Romesa	Manager Academics	171

FACULTY OF LAW

SR#	NAME	DESIGNATION	EXT
1	Dr. Hadia Awan	Dean	707
2	Mr. Mubashar Ahmad	PA to Dean	708

STUDENT COUNCIL OFFICE

SR#	NAME	DESIGNATION	EXT
1	Mr. Muhammad Raza	Head of Student Affairs	515
2	Mr. Ahmad Bilal	Manager Events & Activities	148

STUDENT SERVICES CENTER

SR#	NAME	DESIGNATION	EXT
1	Mr. Ali Raza	Manager SSC	680
2	Mr. Fahad	Assistant Manager SSC	355
3	Abdullah	Assistant Manager SSC	679

LIBRARY

SR#	NAME	DESIGNATION	EXT
1	Ms. Rakshanda Kokab	Director Library	101
2	Mr. Mudassar Zafar Bhatti	Senior Librarian	181



ACADEMIC AND SOCIAL CALENDARS



ACADEMIC CALENDAR FALL 2020

(OCTOBER 2020 – FEBRUARY 2021)

ACTIVITY		DATE	DAY	SEMESTER WEEK
Pre-Semester Activities				
	Registration (Ongoing Students) and Payment of Dues	From Sep 28 to Onward	Monday	
	Last date to apply for Program Transfer	October 09	Friday	
	Registration & Add / Drop for Ongoing Students	Upto October 09	Monday	
	The orientation of New Students of Fall 2020	October 09 – 10	Fri – Sat	
Semester Start				
	Last date to deposit tuition fee 1 st Installment (For Ongoing Students)	October 12	Monday	1 st
	Commencement of Classes	October 12	Monday	-
**	Eid-e-Milad-un-Nabi	October 31	Saturday	-
	Last date to submit Entrance Qualification Result	November 02	Monday	
	End of 08 Week Classes	December 04	Friday	8 th
***	Mid-Term Exam (9 th Week)	Dec 07 – 12	Mon – Sat	9 th
****	Convocation	December 21	Monday	-
*	Quaid Day	December 25	Friday	-
	Last date for Withdrawal of Courses	Jan 29, 2021	Friday	-
	End of 16 Weeks Classes	February 04	Thursday	17 th
*	Kashmir Day	February 05	Friday	-
***	Final Exam	Feb 08 – 20	Mon – Sat	18 th – 19 th
	Submission of Result	Up to Feb 25	Thursday	-
	Grade Notification	Feb 26 – 27	Fri – Sat	20 th
	Semester Break	Feb 21 – Mar 01	Sun – Mon	21 st
	Registration and Payment of Dues (Spring 2021)	Mar 01 - 08	Mon – Mon	-

*Gazetted Holidays.

**Subject to the Sight of Moon.

*** As per the date sheet of COE.

****On confirmation from Patron.

Note:

- Add/drop must be completed before the commencement of classes i.e. 12th October 2020.
- Public holidays shall be observed as per the government schedule and in lieu of that, classes may be arranged on Saturday.

Registrar

ACADEMIC CALENDAR SPRING 2021

(MARCH 2021 – JULY 2021)

ACTIVITY		DATE	DAY	SEMESTER WEEK
Pre-Semester Activities				
	Registration (Ongoing Students) and Payment of Dues	March 01 - 08	Monday	-
Semester Start				
	Last date to apply for Program Transfer	March 05	Friday	1 st
	Registration & Add / Drop for Ongoing Students	Upto March 05	Friday	-
	The orientation of New Students of Spring 2021	March 05 – 06	Fri – Sat	-
	Last date to deposit tuition fee 1 st Installment (For Ongoing Students)	March 08	Monday	2 nd
	Commencement of Classes	March 08	Monday	-
	Last date to submit Entrance Qualification Result (New Admission)	March 22	Monday	4 th
	Sports Week	March 22 - 26	Mon – Fri	4 th
*	Pakistan Day	March 23	Tuesday	-
*	Labor Day	May 01	Saturday	-
	End of 8 th Week Classes	May 07	Friday	10 th
	Last date to deposit 2 nd Installment of Tuition Fee (All Programs)	May 10	Monday	-
**	Eid-UI-Fiter	May 12-15	Wed- Sat	-
***	Mid-Term Exam (10 th Week)	May 17 – 22	Mon- Sat	12 th
	Last Date for Withdrawal of Courses	July 02	Friday	18 th
	End of 16 th Weeks Classes	July 09	Friday	19 th
***	Final Examination	July 12 – 28	Mon- Wed	20 th – 22 nd
	Hajj & Eid UI Azha	July 20-22	Tue – Thu	
	Submission of Results	Up to 30 th July	Fri – Fri	-
	Grade Notification	July 31	Saturday	
	Semester Break	Aug 02 – 06	Mon- Fri	-

*Gazetted Holidays.

**Subject to the Sight of Moon.

*** As per the date sheet of COE.

Note:

- Add/drop must be completed before the commencement of classes on 8th March 2021.
- Public holidays shall be observed as per the government schedule and in lieu of that, classes may be arranged on Saturday.

Registrar

ACADEMIC CALENDAR FALL 2021

(OCTOBER 2021 – FEBRUARY 2022)

ACTIVITY		DATE	DAY	SEMESTER WEEK
Pre-Semester Activities				
	Registration (Ongoing Students) and Payment of Dues	From Sep 20 to Onward	Monday	
	Last date to apply for Program Transfer	October 08	Friday	2 nd
	The orientation of New Students of Fall 2021	October 8-9	Fri – Sat	-
	Registration & Add / Drop for Ongoing Students	Upto October 11	Monday	3 rd
Semester Start				
	Last date to deposit tuition fee 1 st Installment (For Ongoing Students)	October 11	Monday	3 rd
	Commencement of Classes	October 11	Monday	-
**	Eid-e-Milad-un-Nabi	October 19	Tue	4 th
	Last date to submit Entrance Qualification Result	November 01	Monday	6 th
	End of 08 Week Classes	December 03	Friday	10 th
***	Mid-Term Exam (9 th Week)	Dec 06 – 11	Mon – Sat	11 th
****	Convocation	To be Announced		-
*	Quaid Day	December 25	Saturday	13 th
	Last date for Withdrawal of Courses	Jan 28, 2022	Friday	18 th
	End of 16 Weeks Classes	February 04	Friday	19 th
*	Kashmir Day	February 05	Saturday	-
***	Final Exam	Feb 07 – 15	Mon – Tue	20 th – 21 th
	Submission of Result	Up to 18	Friday	-
	Grade Notification	Feb 19 th	Saturday	20 th
	Semester Break	Feb 21 – Feb 26	Mon- Sat	21 st
	Registration and Payment of Dues (Spring 2022)	Feb 21 – Feb 26	Mon – Sat	-

*Gazetted Holidays.

**Subject to the Sight of Moon.

*** As per the date sheet of COE.

****On confirmation from Patron.

Note:

- Add/drop must be completed before the commencement of classes i.e. 8th October 2021.
- Public holidays shall be observed as per the government schedule and in lieu of that, classes may be arranged on Saturday.

Registrar

SOCIAL CALENDAR

(OCTOBER 2020 – DECEMBER 2020)

SR#	DATE	EVENT	SOCIETY/ FACULTY DEPARTMENT
1.	5 th – 10 th October , 2020	Orientation Fall 2020	UCP Student Affairs
2.	29 th October 2020	Pinktober Campaign	Nisa Society
3.	2 nd – 3 rd November 2020	Annual Milaad 2020	Islamic Guidance Club
4.	6 th November 2020	Iqbal Day	UCP Literary Society
5.	6 th – 8 th November 2020	Model United Nation Conference	ICC
6.	13 th November, 2020	Workshop on Networking and Cyber Security	ACM
7.	13 th – 15 th November, 2020	9 th UCP Night Cricket Gala 2020	UCP Sports Club
8.	23 rd – 27 th November 2020	UCP Literary Festival 2020	UCP Literary Society
9.	5 th December 2020	Photowalk'20	UCP Photography Club
10.	19 th December 2020	Farewell 2020	UCP Student Affairs
11.	19 th December 2020	Free Medical Camp at Saifel de Jhook Tandlianwala	UCP Health Club
12.	22 nd December 2020	One Day Trip	UCP Adventure Club
13.	23 rd December 2020	Annual Concert 2020	UCP Student Affairs
14.	To be Decided	23 rd Convocation 2020	UCP Student Affairs

Note: These dates are tentative



GUIDE MAP



BUILDING A

- 1 ADMISSIONS OFFICE
- 2 REGISTRAR OFFICE
- 3 FACULTY OF INFORMATION TECHNOLOGY
- 4 FACULTY OF ENGINEERING
- 5 FACULTY OF PHARMACY
- 6 PRAYER AREA, BASEMENT 1
- 7 SECURITY OFFICE
- 8 ACCOUNTS OFFICE



BUILDING B

- 1 PROVOST OFFICE
- 2 FACULTY OF LIFE SCIENCES
- 3 FACULTY OF ARTS AND SOCIAL SCIENCES
- 4 FACULTY OF MEDIA AND COMMUNICATION STUDIES
- 5 DIRECTOR ADMINISTRATION
- 6 F.M 92.6 RADIO
- 7 LIBRARY



BUILDING C

- 1 FACULTY OF LAW
- 2 FACULTY OF MANAGEMENT SCIENCES
- 3 WEBINAR ROOM
- 4 COMMON ROOM
- 5 LAW MOOT ROOM
- 6 ROOFTOP CAFETERIA

