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**University Of Central Punjab**

# **Student Handbook**

**Undergraduate Studies**

2019-2020

## **Welcome to University of Central Punjab**

Greetings and a very warm welcome to the University of Central Punjab (UCP)! We thank you for having chosen UCP. We further extend our gratitude to parents for having entrusted us for the education of their children.

UCP is well known for its academic excellence and exhibiting highest standards of professionalism in providing exemplary services to the University's students, faculty, staff, and alumni. University of Central Punjab is a multi-disciplinary University providing excellent environment conducive to learning, research and innovation. University has already carved a niche for itself in the academia world-wide.

The University since its inception has continued to provide quality education and training to all students to meet the increasingly complex needs of the future with great emphasis placed on developing and sharpening the students' analytical, creative, thinking, and presentation skills. Besides academic excellence, co-curricular activities are given due importance. A number of clubs and societies are available to develop student's leadership qualities through debates, dramas, sports and community services.

Outstanding teaching, scholarships, support, flexibility and choice in programs, and extra-curricular benefits come together to create a transformational student experience. Our students are the emerging leaders who will help shape tomorrow's Pakistan and the world beyond. You are welcome once again and I am sure your stay at the campus will be most exciting and enabling you to make positive contribution in your life.

**Pro-Rector, UCP**

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# 1 - Purpose

The purpose of this Handbook is to counsel freshmen as well as current students and to provide them with information about our academic processes, rules and regulations, university discipline, campus life and highlighting some challenges they might face. The document has been divided into three sections.

1. The first section may illustrate the transition process
2. Second part provides knowledge about academic rules and regulations
3. Third part may inculcate moral and ethical values among UCP students

It is our belief that at the time of orientation students may only require their schedule of classes but as they commence and advance with their studies they might need further guidance. It provides information and guidance which may help them to make the most of the opportunities offered at the University of Central Punjab. A careful study of this will help them in settling down and will provide them the essential guidelines needed to successfully pursue their studies at University of Central Punjab.

Student Handbook is part of our effort to answer the critical needs of students, who encounter any difficulty in their academic, social and personal life at campus. Acquainting students with this information at the time of orientation will ensure that the transition from college to university will not only be smooth but also enjoyable and provide our students with lifelong skills.



## 2 - The Community at UCP

We mentor students not only in their academics but also help them to take advantage of many rich opportunities in their personal life. The educational philosophy of UCP lays emphasis on training of mind rather than stuffing it with inert body of facts and on expanding the scientific imagination rather than making them tread the well-worn and outmoded grooves of thought. Guided by such convictions, students are educated by confronting them with real life problems and inculcating in them a problem solving approach. Students are encouraged to explore, to solve problems, to break new grounds and to develop leadership qualities.

One goal of university education is to help them develop as a unique individual to be educated as a whole person, intellectually, emotionally, socially, ethically, and spiritually. Their development and learning as an individual occur, in part, when they engage in relationships with others and in activities that optimally challenge them. To enhance their growth and learning, become actively involved in the life of the UCP community. Engage their fellow students, faculty, staff, and UCP's various communities of interests and form relationships that both challenge and support their growth.

UCP does provide first hand advising services to its students, because a well-informed student can make most of the opportunities offered at UCP for his/her academic, personal and social growth. We try our best that our students may utilize their entire human potential. In this regard, we also help them out in their character development, instilling leadership, courage and vision in their personalities.

## 3 - Student Development at UCP

It is observed that, most of the youth is wasted on the young however, it is our goal to make you feel fulfilled come graduation time and we do this by helping you to make the right choices in order to ensure success in your academic life as well as your future beyond UCP.

Throughout your academic journey at UCP you will be faced with momentous decisions which will determine many aspects of your future. You will be faced with questions such as; how much time to give to each course; what to specialize in; how to independently make decisions for your social and professional life.

We believe that there are three important components to keep in mind while making decisions during your time at UCP.

The component of the self involves the students examining their values, personalities, cultures, likes, dislikes, strengths, challenges, skills, attitudes and beliefs. Successful students will learn more about each of these aspects of the self and they will become aware that they are in a constant state of evolution. The second component, the university environment, involves students learning how to navigate themselves through their academic careers, becoming aware of the purposes of higher education, seek diverse and challenging educational and social experiences, use available resources, make well-informed decisions regarding their academic career, and develop a regard for lifelong learning.

The third component, the environment external to the university, mandates that the student cultivates a worldview, achieve a sense of purpose in life, and develop in ways that foster personally defined success, wellbeing happiness, and fulfillment in ever-evolving world.

## **4 - Understand the Transition**

Why do some undergraduates feel they are making the most of their years at university, while others are far less positive. What choices and attitudes distinguish between these two groups. What can an individual student do, and what is the responsibility of the university so that the student feels gratified come graduation.

The transition to university involves many changes which significantly change your personal, social and academic life; therefore, it is important to understand that it will take time to adjust to these changes.

As your time at university will be a new experience, we have highlighted some common challenges faced by freshman and how you can tackle them head on.

### **4.1 Challenges Freshmen Face**

During the transition from college to university, there are three main factors which influence the student's life. Basically, these are certain choices which students may need to understand whether they have to make them carefully and purposefully, or make them haphazardly, with little thought and planning.

First of all the academic adjustment, or how well students deal with their academics. Secondly, social adjustment, when students engage themselves in the process of individualization from their families and at the end emotional adjustment, when students have depression during their academics and commonly freshmen students. Following are main challenges that freshmen might face at UCP:

#### **4.1.1 Increased Pace of Academics**

Students admitted in the University of Central Punjab come from various academic backgrounds. Most of them are either from the Pakistani Intermediate/Matriculation or the British GCE examination system. It is common for students from

intermediate or the British GCE system to have their academic success be determined by annual examinations. Therefore, it is important to highlight that they are going to be entering a very different system based on semesters which requires some getting used to. This includes material being covered a lot faster and regular assessments in the form of quizzes, assignments, projects as well as mid-term and final examinations. In essence, there are a lot more components to be aware of and to keep track of if a student wishes to succeed academically.

### **4.1.2 Academic Difficulty Level**

University level courses need not only be covered faster than school studies but also they demand more attention and engagement because they are more advanced and more challenging. Students need to be aware of the different methods through which they will be assessed. Examinations can be either practical or theoretical, making it essential that students have clear concepts and fully understand the material. Special attention needs to be paid to regular attendance as well as making sure that they have pre-requisites for advanced level courses ensuring that they will be able to keep up with the rest of the class.

### **4.1.3 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 you may have more cultural, geographical and social diversity than you have experienced at your previous college or school. While adjusting to your new environment you might feel a sense of alienation and might find it hard to connect with your peers leaving you feeling isolated and lonely. This could also negatively affect your academics.

In this regard, UCP promotes student participation in a variety of physical, intellectual, athletic and recreational activities through Student Societies. The intentions are:

- To give students opportunities to engage in the activities of their choice at various skill levels, contributes to the development of student leadership.
- To increase collaboration between the individual clubs.
- To compete effectively at national/international events,
- To act as ambassadors of the institution to promote the image and reputation of UCP as an institution that encourages diverse extracurricular activities.

#### **4.1.4 Increase of Independence Level**

The students who are outside from Lahore and they join UCP, their responsibilities are increased more in the sense that not only they have to concentrate on their studies, but also have to take care of them. Many responsibilities are added in their life like; they have to maintain their academic grades, and need to take ownership for every aspect of their life here, like social, residential and personal. While the ability to deal with this increased independence is an essential element of the personal development and maturation process during university. In this regard, UCP does provide facilitation in hostel allotment, on campus food availability, transportation and banking facility.

#### **4.1.5 Strong Competition**

UCP is considered one of the best institutes of Pakistan. Therefore, accomplished students from best institutions become part of UCP after rigorous entry requirements. This feeling of being special because of their achievements is tested when they join UCP and see that almost everyone here is either as accomplished as they are, and that there are some who have performed better than they did at

school. Due to this reason, some students are discouraged, but the others consider it strong challenge, and they prepare themselves to compete at larger level where a lot of multitalented students are their competitors, and standards of evaluation are also different than schools. Learning from the success of others and drawing inspiration from them is a mature and growth-oriented response to competition.

## **5 - Study Skills for Students**

If two people study in the same way, it is not necessary that the things work for one person would be beneficial for the other one too. But there are some techniques by which students can produce effective results in their academics, because they minimize the forces which increase the gap in the learning of different people, working in the same way. All people have different interests in their lives, and they learn the things in different ways. So it is not possible that every student would feel pleasure by studying every subject in the program. We can only wish.

The way you study, shows how much you are willing to bring you up, and how you want to present yourself in front of others. Every small decision that you make about yourself, is a reflection of your brain pattern, so you require punctuality, dedication, creativity and self-discipline in your personality. To become a successful college student, this is not the key to put enormous time in your studies, but also you need to spend your time in a smart way. A few of study skills are described below:

### **5.1 Time Management**

In UCP, students have surprise quizzes, assignments, and multiple deadlines on a single day but they have to learn how to manage their time effectively because time management is crucial to academic success and to experience an accomplished life at university.

Following are few of time management strategies for UCP students, which will help them out to spend a quality student life at campus.

#### **5.1.1 Plan Your Semester Activities**

You need to plan your semester activities at the start of every semester. You must prepare a planner for your semester activities. In UCP, there are some fixed

activities like midterm and end term which may be conducted at specific period, but there are some other activities which need to be planned as the semester goes on like quizzes, assignments, and institute events. You must prioritize your time for your academics, but allocate time for extracurricular activities too, because they also play an important role in your academic life. As the semester progresses, fresh additions can be made to the schedule like new assignments, quizzes and projects.

### **5.1.2 Frame Your Weekly activities**

After completing the broad sense of activities, you need to plan weekly activities. Here, time log will help you out that what assignments must do first, and which course needs more time, and what deadlines I need to meet first. Actually, this narrow down planning help you out in the sense that you get feedback immediately, about your efforts. If students prepare a time log half hour by half hour, then it makes the things more easy for them and it also brings commitment in your decisions. A weekly plan will also help you out to balance your academic, social and personal life in UCP.

You need to ensure that your plans must be realistic and you need to plan activities in a way that every need must be fulfilled. You need to give proper time to your studies but also need to have proper sleep because if you ignore your health and social life then it brings stress on your mind and you cannot concentrate on your studies. You must need to find a place where you feel better to study.

### **5.1.3 Evaluate Your Planner**

You must have flexibility in your plans, and you must change the plan if it is not working accordingly or you are not getting benefit from it because they are just to plan your activities. If you lose some activity from your planner then you must need to adjust it later.



### **5.1.4 Create a To-Do List**

You need to prepare a “Things to Do” list weekly. It reminds you, what important assignments you need to complete and what quizzes you need to prepare in that week. You also do not forget to do important things.

Utilize Your Time Properly: Students must need to utilize their time properly. Most of the students have very tedious schedule of classes and they have sufficient time during their classes e.g. if their first class was at 8:00am, but next class is at 2:00pm. Normally, students waste their time in between classes because a large part of the day, which should be put to essential use may elapse in between them. During this time you can go through lecture notes, assignments, and quizzes. Here, In UCP you have to realize that nobody is to remind you that you are getting late from your class. Even in class, most of the instructors even don't know that you are present or absent. Subjects are taught with increased pace as they were in schools. Few students realize that how they have to manage their time, but most of the students dont realize that they are slipping their grades, and they are keeping themselves away from their goals.

### **5.1.5 Concentrate on Work**

Always remember that one hour of focused hard work is worth more than a couple of hours of distracted effort on a task. If something is bothering you or is constantly on your mind, then it is better to get it sorted out before you sit down to work.

### **5.1.6 Keep a Balanced Life**

Although academics should always be your first priority at UCP, but extracurricular activities and social interaction with diverse peers also enrich your university experience. Extracurricular activities help students to develop a balanced and well-rounded personality, which future employers and international universities seek in

potential candidates. Moreover, striking an important balance between academics and extracurricular activities provide an accomplished and well-rounded university experience.

## **5.2 Study Agenda for the Day**

First of all you need to refer your day planner, and you have to prioritize your work whose deadline is nearby. Then you need to setup a goal to accomplish the prioritized work in the given day. It might be the quiz, assignment or exam.

It is suggested to plan your next day the night before. If there will be any fresh change on the next day it might be adjusted accordingly.

## **5.3 Get a Feel for Your Reading Material**

First of all you must find a place where you can study properly. It might be library, study room or study lounge. If you'll go just page through page of your reading material, then even if you spend whole day at one topic then it will not be helpful for you. You must have a feel for your reading material, and concentrate while you are studying. To become an active reader, it is important to remain focused throughout. You must read the concepts with deep thoughts and try to put some questions in your mind about it, to make sure that you understand all the concepts. You also try to make relations among the topics previously read. After reading the material you must need to read the headings again especially in theoretical courses, because during exams even if you forget the concept of the topic then at least you can elaborate the headings. If you follow this technique then reading material becomes more interesting and helpful for you.

## **5.4 Prepare Lecture Notes**

You are required to prepare the notes of every lecture. These will be handy for the preparation of your quizzes as well as home assignments. It is very difficult to remind everything which you studied in the whole semester, but if your lecture notes are available with you then you can prepare your exams properly. You must need to prepare your notes effectively so that you could get results in your examinations.

## **5.5 Group Study**

In UCP, we have established the process that students must have combined study with their peers, so that they could have group study, and their concepts might be more clear after the discussions. They can share their reading material and can support each other in academic and social matters.

## **5.6 Look at Review Questions**

During exams and weekly tests, you are required to have a look at review questions, given mostly at the end of each chapter. Sometimes you read the whole chapter, but during exams you get stuck and clueless. It is better, to test yourself before you appear in the exam.

## **5.7 Organize your Study Material**

You must organize your study material even from the first lecture of your course, because the lecture notes which you prepare yourself are most suitable for you, because they are according to your understanding.

It is suggested that students must have a file, where they must arrange their reading materials in the organization scheme that suits them. During exams, if your handouts, notes, and other materials are already arranged then you will waste less time in retrieving, and you can give sufficient time to your preparation.

## **5.8 Respect your Own Learning Style**

As you know, every person has different learning style and when you register yourself in any program then it is not necessary that every instructor's teaching style would be according to your learning style.

Sometimes, such kind of disconnect in learning and teaching style may discourage you, but in this case you must appreciate your learning style and you must be more active in your class. You need to clear your concepts from your instructor, TA, and peers. You must use other sources like text books, web, and articles for your understanding.

## **6 - Preparation of Exams**

You must not lose your focus near the exams, but also to stick more on your subjects and must provide more time to your studies. Exam phobia can take the brightest students down, so it is important not to let this stress get to you.

### **6.1 Make Study Group**

During exams, you must prepare the past paper questions as well as the review questions at the end of the chapters. Group study help you in the sense that if any concept is not clear to you then may other peer can help you out, because you do not have sufficient time to consult the reference books at that time.

### **6.2 Read Lecture Notes**

You need to read your lecture notes during the exams so that you may have the idea that what chapters are part of the exam, because it is common that students miss out to study some important chapters because they did not know whether it was part of the exam or not.

### **6.3 Sleep Properly**

You must stick on the planner, and give proper time to your studies and sleep. You must not stay up the whole night before the exam otherwise you may lose your focus during the exam, and you will not be able to complete your exam properly.

## **6.4 Identify Most Prepared Questions**

Before starting, you must identify the questions which are better prepared than others and start off with these, because it gives confidence if the things get right in the exam.

## **6.5 Dont Get Bugged Down on Questions**

If you get stuck on some question, then you should not waste your time in thinking and worrying about it, but also you should move on other questions, because ideas start to come in mind as you solve other questions.

## **6.6 Be Specific in Your Answers**

You must read your questions properly, and answer them specifically because if you go for other details then it will not help you out in your grades but also it will be the wastage of time. Also do not expect anything on guess, because instructor will grade you what you have written, not on what you have implied.

## **6.7 Review Your Exam**

You must not hand over your paper early, but also you should try to review your paper as many times as you can, because sometimes we have many mistakes in our paper which are overlooked by reviewing the paper.

## 7 - Academic Calendar Fall 2019 (October 2019 – February 2020)

Activity	Date	Day
Registration, Add / Drop and Payment of Dues by ongoing students	Sep 30 - Oct 14, 2019	Mon - Mon
Orientation of New Students of Fall-19	Oct 11 -12, 2019	Fri - Sat
Commencement of Classes	Oct 14, 2019	Mon
* Eid-E-Milad-UI-Nabi	Nov 10, 2019	Sun
** Convocation	Dec 17, 2019	Tue
End of 8 Week Classes	Dec 06, 2019	Fri
*** Mid-Term Exam (9th Week)	Dec 09 - 18, 2019	Mon - Wed
**** Quaid Day	Dec 25, 2019	Wed
Last Date for Withdrawal of Courses	Jan 24, 2020	Fri
End of 16 weeks Classes	Jan 31, 2020	Fri
Final Exam	Feb 03 - 14, 2020	Mon - Fri
**** Kashmir Day	Feb 5, 2020	Wed
Submission of Result	Upto Feb 19, 2020	Wed
Grade Notification	Feb 21, 2020	Fri
Semester Break	Feb 15 - Mar 01, 2020	Sat Sun
Registration and Payment of Dues (Spring - 20) by ongoing students	Feb 24 Mar 06, 2020	Mon Fri
Commencement of Classes Spring 2020	March 09, 2020	Monday

\* Subject to the Sight of Moon

\*\* Subject to the Confirmation of Patron

\*\*\* Each Faculty will announce the Mid Term Exam Dates according to its convenience within the given dates in the calendar

\*\*\*\* Gazetted Holidays

<b>Semester Working</b>					
<b>Month</b>	<b>Days</b>	<b>Sat &amp; Sundays</b>	<b>Holidays</b>	<b>Exam/ Result/ Convocation Days</b>	<b>Teaching Days</b>
October, 2019	18	04	-	-	14
November, 2019	30	08	02	-	20
December, 2019	31	09	01	-	21
January, 2020	31	08	-	-	23
February, 2020	21	06	01	9+5	-
<b>Total</b>	<b>131</b>	<b>35</b>	<b>04</b>	<b>14</b>	<b>78</b>

Add Drop must be completed before commencement of classes i.e. 14th October, 2019



# **8 - Faculties at University of Central Punjab**

## **8.1 Faculty of Management Studies**

Faculty of Management Studies (FOMS) being the premier faculty of UCP, galvanized by the founding team's vision, started offering management programs that soon made inroads into an educational sector that was rapidly growing competitive. Since then UCP has taken a number of innovative measures both in academics and management to ensure that the students receive education of the highest standards. With the passage of time, the mission of UCP has been reinvigorated to keep itself abreast with fast changing modern tools and techniques.

The legacy of PCBA has been transformed into UCP-Business School since 2013 with new mission and objectives. Highly qualified and competent team of teachers, state-of-the-art facilities, excellent research environment and both academic and physical resources to groom students are the salient features of UCP Business School.

UCP Business School believes in providing its students with a strong knowledge base alongside professional skills, business acumen, and a passion for research to produce high quality professionals, researchers and leaders for private and public sectors in Pakistan, and beyond.

## **8.2 Faculty of Information Technology**

To stay competitive in the post-industrial world, individuals and organizations have to acquire optimum IT skills and adopt innovative structures. Therefore, IT is regarded as the backbone of institutionalized economy.

Punjab Institute of Information Technology which was established in 1993, evolved into a full-fledged Faculty of Information Technology, with the establishment of University of Central Punjab in 2012.

Offering BSCS, BSSE, MS and PhD programs in Computer Science and Software Engineering. FOIT has latest methods of instruction and state-of-the-art IT labs. Our faculty is committed to nurture well-trained IT professionals and researchers who can lead the world to a better tomorrow.

### **8.3 Faculty of Engineering**

UCP's Faculty of Engineering has been established to meet the requirements of industrial sector in Pakistan. Currently, we have three department, Electrical, Mechanical and Civil engineering. The faculty has developed its infrastructure in compliance with the guidelines of Pakistan Engineering Council (PEC). This enables us to provide our students top class education in a world class environment, to produce a breed of engineers who are well-versed in latest technology and knowledge to make life convenient for humanity at large.

### **8.4 Faculty of Arts & Social Sciences**

Critical thinking, analytical skills and deductive reasoning, transform a student into a scholar. This is what Faculty of Arts and Social Sciences aims to achieve by instilling among our students a passion for reading, writing and research. For students of humanities erudition is the only road to success.

Comprising departments of English Literature and Linguistics, Economics, Psychology and International Relations, UCP's Faculty of Arts and Social Sciences produces extraordinary minds with an ability to view the world from a daringly different perspective.

## **8.5 Faculty of Pharmacy**

Envisioned to strengthen the culture of healthcare in Pakistan and abroad, by producing accomplished pharmacists, UCP's Faculty of Pharmacy is a world class institution.

Adhering to the guidelines provided by Pharmacy Council of Pakistan, we have developed a state-of-the-art infrastructure. Our international curriculum along with periodic visits to hospitals, labs, and drug manufacturing units, enrich the exposure of our students with hands-on experience, helping them build a distinguished career in the field of pharmacy.

## **8.6 Faculty of Media & Communication Studies**

Foreign qualified faculty, on-campus production house and radio station, coordination with group channels Dunya News, and Lahore News, add a new dimension to the study of media at UCP's School of Media & Communication Studies.

Through enlightening theoretical learning and rigorous practical training, we groom media professionals who are fully-equipped to excel in a booming media industry in Pakistan.

## **8.7 Faculty of Life Sciences**

UCP's Faculty of Life Sciences provides quality education with a focus on research excellence, to groom outstanding scientists in some innovative fields such as Biochemistry, Microbiology, Biotechnology, and Food Sciences.

Keeping up with the changing times of 21st century, our graduates are trained along international lines to counter the challenges faced by humanity, all over the world.

We also have a substantial research portfolio and strive to achieve research excellence across the range and our research strategy is to harness the strengths and breadth of our research to meet the changing needs of society, industry and healthcare and to address the global challenges of climate change, energy, global health and security.

## **8.8 Faculty of Sciences**

The aspiration to have an independent Faculty of Science has been long-standing at UCP and through the hard work, dedication and vision of many people, it is now a reality. FoS is a home to the foundation science disciplines. We are a diverse faculty that encompasses Chemistry, Physics, Mathematics, Zoology and Botany. We provide leading-edge education using evidence based approaches to improve and innovate at all levels.

Science plays a huge part in our daily life it is everywhere and inescapable. Every day, we draw on science knowledge to make sense of the world around us. Science is about discovery, research, entrepreneurship and curiosity and that's what we do at the FoS. Our Mission at the Faculty of Sciences is to prepare students to become self-reliant professionals imbued with the critical thinking and adaptability necessary to meet future challenges and excel in all aspects of life.

## **8.9 Faculty of Law**

Dignified in our legacy of 29 years, Faculty of Law, previously (Punjab Law College) marks the beginning of a new era in legal academia from the platform of UCP. Our experience, achievements, aspiration and devotion is our largest asset. We emphasize the distinctive feature of our teaching methodology, which comprises of not only the three tiers of regular law teaching but ancillary teaching as the part and parcel of the coaching plan. We believe that a student should not

be confined to his course books only but for personality grooming, there must be exposure to real professionalism, development of analytical observation and awareness of the social norms. Our objective is to inculcate all these capabilities in our students to enable them to explore and advocate the Justice according to law.

## 9 - Emergency Resources

### 9.1 Emergency Call Numbers

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

1	Security Officer Mr. Muhammad Sarwar	Ext. 549 0344-4631765
2	Chief Security Maj. (R) Naveed Mukhtar	Ext. 580 0300-2332277 0302-6913336
3	Dir. Admin Office: Ext. 426, 388	0321-4563410

### 9.2 First Aid Box Facility

(Available at the following locations at UCP Campus)

Sr.	Office / Venue	Official Incharge	Ext.
1	Dean FOP Office, 3rd Floor, Building-A	Mr. Hamid Iqbal	Ext-507
2	Security Office, Basement-1, Building-A	Mr. M. Sarwar	Ext-549
3	PDM Office, Basement-1, Building-A	Mr. Khushnood	Ext-530
4	Sports Complex	Mr. Noman Azeem	Ext-472
5	Daycare Centre, Lab Blocks Building	Ms. Iqra Sumair	Ext-368
6	Girls Hostel	Ms. Naila Shafi	Ext-332
7	Admin Office, G-Floor, Building-B	Mr. M. Irfan	Ext-426
8	Library, 5th Floor, Building-B	Mr. Mudassar	Ext-181
9	Facilitation Officer, G-Floor, Building-C	Mr. Ahmed Kamal	Ext-705
10	FOE all Labs, Building-A	-	-

## **10 - Support Offices**

### **10.1 Registrar Office**

The Registrar Office serves as the university backbone; it owns the University Academic Calendar and plans/meets stringent deadlines accordingly round the year. 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, Registrar Office is involved in the issuance of challan forms, scholarships, and discounts.

### **10.2 Student Council**

Student Council is the true reflection of University of Central Punjab. It is an umbrella under which 33 Clubs & Societies promote healthy activities to up-scale the image of 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. Student Council at UCP reaches out to students, inculcates in them a feeling of belonging to a community and facilitates them in making sound social and academic judgments while promoting their emotional and physical wellbeing so that it fosters intellectual growth, integrity and a sense of responsibility in them. The Student Council aims to develop the personality of students by inculcating leadership skills, building camaraderie, ensuring character building, teaching event management and developing an understanding of organizational behavior by improving communication skills and encouraging community service as well as developing a sense of giving back to the society. Student Council also helps out students in their social issues regarding Stress Management, Counseling and Personality Grooming by involving highly educated and experienced Clinical Psychologists and trainers.

### **10.2.1 Centre of Excellence, Chinese Language**

Keeping in view the importance of Chinese Language and CPEC, Student Council has established Centre of Excellence which offers HSK Level I, II & III Chinese Diploma Programs. Chinese Consulate General, Lahore donated State of the Art Lab and Confucius Centre, University of the Punjab provides qualified Chinese Teachers.

Objectives of Centre

- To Initiate Chinese Language 3 credit hours program (HSK Level I) for all faculties
- To start a Chinese language Diploma at UCP in collaboration with Confucius Institute
- To establish a Confucius class room with the help of Confucius Institute Punjab University
- To establish linkages between University of Central Punjab and Chinese Universities for Students, Teachers and Cultural Exchange Programs
- To establish cooperation with Confucius institutes in Pakistan and China
- To establish CPEC classroom for initiating seminars and project design required for China Pak Economic Corridor

### **10.3 Career Services Office**

The Career Services Office is responsible for placement of students in the job market for regular jobs and internships, placement of students at universities abroad for higher studies, explore scholarship opportunities for students, employer/University Relations, maintains Alumni Relations. This office 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. As a centralized, comprehensive Career Services Office, this office is involved in a wide variety of programs including career planning services, experiential learning, employer relations and recruitment services, planning for higher studies, scholarships etc. The objective is to help the students and the companies in evaluating options and making the right choice to match their respective needs.

## **10.4 English Language Center**

The English Language Centre (ELC) has been established to facilitate the English Language faculty to enhance their teaching/learning skills. The ELC will also facilitate the students to enhance their language and critical thinking skills to enable them to successfully navigate the challenges of the future.

## **10.5 Sports Department**

Sports are an integral part of extracurricular activities at UCP. Some of sports activities at UCP include league tournaments of Badminton, Basketball, Cricket, Hockey, Soccer, Swimming, table tennis etc. Apart from on campus activities, students take an active part in inter collegiate tournaments such as Cricket, Badminton, Tug of war, Wrestling and other physical activities. UCP has also made prominent marks in the history of Inter University Sports Championships and winning HEC General Trophy since last six years. Most of the sports persons of University of Central Punjab are representing Pakistan at national and International level. The legendary sports persons of UCP have ultimately achieved Gold Medals in SAF Games, Asian Games, Islamic games and commonwealth games.

## **10.6 Volunteers in Service (VIS)**

To shape up our students into responsible citizens of community, Volunteers in Service (VIS) program was launched in spring 2007. Every student is required to perform volunteer work before graduation with one or more of the renowned partners of VIS department. These partners include local and international organizations such as NGOs, NPOs, Hospitals, Rehabilitation Centers, Formal and Non-formal Schools etc. Some of our partner organizations are UNAI, IAVE, WWF, Shaukat Khanum Cancer Hospital, Akhuwat, Rescue 1122, Care Foundation, Fatimid, National Hospital, Shalimar Hospital and many others.

By now, more than 16,000 volunteers have completed their VIS requirement with an average of 1,500 volunteers annually. VIS department also plans, designs and executes various campaigns with or without its partner organizations.

Various trainings are also arranged for our volunteers to sensitize them on numerous issues like Human Rights, Peer Education, Active Citizenship and Documentary Making on Social Issues with partners like The British Council, Youth Parliament of Pakistan and MTV Staying Alive Foundation.

## **10.7 Office of Research, Innovation and Commercialization**

Office of Research, Innovation and Commercialization (ORIC) at UCP was established in January, 2016 to efficiently and effectively develop, expand, enhance and manage the university's research based innovation and commercialization activities and link them directly to the educational, social and economic priorities of the university and its broader community.

The objective of ORIC is to develop, expand, enhance and manage the university's research programs efficiently and effectively and to link research activities directly

to the educational, social and economic priorities of the university and its broader community. The ORIC at UCP is responsible for assuring that the quality of research reflects the highest international standards and promoting the stature of the university among the world's best research institutions.

In pursuit of this mission, the new established ORIC foresees the responsibility of guaranteeing that all research programs and policies reflect the core values of academic freedom, professional integrity and ethical conduct and full compliance with university and higher education policies, legal requirements and operational standards of the university.

## **10.8 Takhleeq**

Entrepreneurship is an economic driver. Spirit of entrepreneurship among students and faculty is fostered through an appropriate eco system, consisting of systematic training, mentorship and opportunities. Hence we at University of Central Punjab are dedicated to produce job creators rather than job seekers. For this very reason, we have established Takhleeq, our Incubation Center.

In the Takhleeq, budding entrepreneurs will be immersed in an environment for startup magic to happen. Surrounded by smart, passionate people and with the best tools available, an entrepreneur will be trained and exposed to deep mentor engagements by industry specialists and seasoned entrepreneurs to a point where they will begin to seek angel investment. We are committed to facilitate and support entrepreneurs who are driven to solve unique problems by investing in their ideas.

Student entrepreneurs will have an access to a state of the art incubation center with a dedicated co-working space, conference rooms, video conferencing facility, copier/printer etc. Potential incubates would have to go through an application process before they are selected. As teams work to build their businesses, they

make invaluable connections to potential customers, partners, investors, and industry influencers.

## **10.9 Quality Enhancement Cell (QEC)**

University of Central Punjab is striving hard to produce highly skilled and ethically strong graduates and to create new knowledge that is locally grounded but at par with the international standards. Quality Enhancement Cell at UCP has set high standards of teaching, learning and research for our teacher and taught. The most important aspect of UCP education and research is focused on ensuring students best learning outcomes and trust of employers and parents. A key feature of quality assurance is fitness for purpose, and this touches all aspects of a university's operations, from learning and teaching to administrative features and the management and leadership systems that support these. Rigorously operated, QEC at UCP has enabled the university to get accreditation of its programs from accreditation agencies and first time obtains QS Asia rank at 450-500.

# 11 - Undergraduate Regulations

## 11.1 Short Title and Commencement

1. These regulations may be called the University of Central Punjab Undergraduate Programs Regulations, 2020.
2. These regulations shall come into force at once.

## 11.2 Definitions

In these regulations, unless there is anything repugnant in the subject or context:

- a) “Active Registration” means a student is registered in a semester.
- b) “Consecutive Semesters” means two successive semesters i.e., spring and fall.
- c) “Controller of Examinations” means Controller of Examinations of the University.
- d) “Credit Hour” means one hour of classroom teaching or three hours of lab teaching in one week.
- e) “Cumulative Grade Point Average (CGPA)” means earned grade points multiplied by credit hours of that course, the sum of the product is then divided by the total number of credit hours attempted in the program.
- f) “Degree Program” means in which the student is enrolled.
- g) “Department” means the department of the University in which the student is admitted.
- h) “Fall semester” means last semester of the calendar year.
- i) “Faculty” means a teaching entity of the University comprising of two or more departments.

- j) “Grade Point Average (GPA)” means earned grade points multiplied by credit hours of that course, the sum of the product is then divided by the total number of credit hours attempted in a semester.
- k) “Higher Education Commission (HEC)” means the Higher Education Commission of Pakistan established under High Education Commission Ordinance 2002.
- l) “Student” means student of University of Central Punjab registered for an undergraduate program.
- m) “Semester” means a period of 16 weeks of academic activities.
- n) “Similarity index” means a report generated by a plagiarism checking software for a particular piece of writing.
- o) “Spring Semester” means first semester of the calendar year.
- p) “Summer semester” means a semester falling between spring and fall semesters having 8 weeks duration.
- q) “Registrar” means Registrar of the University.
- r) “Registration department means registration department of the University.
- s) “Regular semester” means spring or fall semester.
- t) “University” means the University of Central Punjab.

### **11.3 Admission**

1. The University shall invite applications for admissions in various undergraduate academic programs through publication of advertisement.
2. The eligibility criteria for admission in an undergraduate program shall be as follows:

- i. successful completion of at least 12 years of education with relevant subjects as prescribed by the University for an academic program at the time of admission; and
  - ii. qualified the admission test of the undergraduate program, but the applicants who have taken HEC approved test may be exempted from the admission test;
3. In case of foreign qualification an applicant shall be required to provide Inter Board Committee of Chairmen (IBCC) certification.
4. The admission requirements and roadmap of each undergraduate degree program shall be made available on the University website or in the prospectus published by the University from time to time.
5. An applicant awaiting result may apply for admission but if he failed to provide the result before compilation of merit list then his last available result would be used for merit list positioning.
6. If a candidate awaiting result fails to provide the result within the time prescribed by the University authorities, or fails to attain the required percentage announced by the University at the time of admission, his/her admission shall stand cancelled.
7. Admission in the University shall remain provisional until submission of academic documents by the candidate duly attested by IBCC or HEC or Ministry of Education, as the case may be, and a failure in submission of documents as aforesaid shall result in cancellation of admission.
8. The admission shall be awarded on merit based on:
  - i. admission test;
  - ii. earlier academic standing; and
  - iii. interview, if so desired by the department.

9. Subject to Clause 11.3(8), admission of an applicant shall be confirmed on the receipt of prescribed dues within due date as prescribed by the University from time to time.
10. If a first semester student (new admission) decides to withdraw from the University after having registered, he/she shall be entitled to:
  - i. full (100%) tuition fee refund: up to 7th day of commencement of classes;
  - ii. half (50%) tuition fee refund: from 8th - 15th day of commencement of classes;
  - iii. no fee (0%) refund: from 16th day of commencement of classes.
11. In case of incorrect or forged information or documents, the admission shall be cancelled summarily and no transcript shall be issued.
12. A candidate seeking admission or admitted in the University shall abide by all its rules, regulations and policies published from time to time.

## **11.4 Credit Hour**

1. A course Cr. Hrs. is defined as one hour of class work per week for sixteen weeks and laboratory credit hour shall be three hours of practical lab work per week for sixteen weeks.

## **11.5 Academic Year**

1. There shall be two regular semesters i.e., Fall and Spring in an academic year, each semester shall have 16 teaching weeks.
2. A summer semester shall be of 08 weeks duration and it shall be used for internship, business projects and for makeup courses. A limited number of courses, at the discretion of a department, may be offered in a summer semester.



## 11.6 Assessment of Tuition Fee

1. Fee shall be charged per credit hour as determined by the University from time to time.
2. Tuition fee for the registered credit(s) shall be paid within due date to validate the registration. Non-payment of fee within the due date shall result in default.
3. A student who defaults in payment of fee shall not appear in the attendance roll.
4. In a regular semester, if the fee is not paid, within prescribed time, the registration of the course(s) may be canceled
5. For all practical purposes, the cancelled course(s) shall be deemed as never registered.
6. In a Summer semester, if a course is registered, it shall be treated as confirmed and fee shall be charged.

## 11.7 Credit Transfer Policy

1. Transfer credits may be accepted for work completed at an HEC recognized Pakistani or foreign university, and the original transcript issued by the concerned university, which administered the examination shall be submitted to the University along with application for credit transfer.
2. Each credit transfer case shall be examined on its merit by the admission department, in consultation with the respective HoD.
3. Only those courses/credits shall be transferred in which the candidate has got grade C+ or higher and if those can be counted as part of applicants' degree program.

4. Accepted credit hours against course(s), without grades, shall appear on the transcript.
5. Maximum credits transfer shall not exceed 50% of the total credit hours required for the degree program.
6. The department holds an exclusive right to accept or reject any request for transfer of credits.

## 11.8 Registration

1. Subject to 11.8(2) below the normal registration in a Spring or in a Fall semester shall be 15-18 Cr. Hrs. while the maximum shall be 21 Cr. Hrs., In a summer semester it shall be 2 courses with associated labs, if any.
2. The semester load of an individual student shall be determined by the department on the basis of his / her GPA in the previous semester.
3. A fulltime student is required to register for a minimum of 9 Cr. Hrs.
4. A student not registered for a minimum semester load shall not be treated as a fulltime student.
5. Final year project shall be registered after the completion of minimum course work prescribed by the department from time to time.
6. Final year project shall be registered in two parts, Part-I & Part-II in two distinct semesters, none of which can be a summer semester.
7. It is mandatory to qualify the internship after the completion of third year, if it is required by the degree program, and it shall be graded by the department with pass or fail grade.
8. A student cannot register for a course while doing an internship.

## 11.9 Add/Drop Courses

1. After registration of courses in a semester a student may add or drop a course within a specified period announced by the registration department. A course dropped by a student will be deemed as never registered.

## 11.10 Withdrawal

1. If a student decides not to continue in a course, and add/drop time has lapsed, he/she may withdraw from the course within fifteen weeks from the start of the semester.
2. A course withdrawn shall be reported on the transcript with a *W* status.
3. A withdrawn course shall not be counted towards the calculation of GPA.
4. A withdrawn course shall be treated as a registered course for the evaluation and charging of tuition fee.

## 11.11 Repeat & Substitute a Course

1. A course with grade C- or below may be repeated, and only the better grade shall be counted towards CGPA.
2. Subject to Clause 11.18(2) a student may repeat any one or more courses prior to the completion of degree program.
3. A student may request for substitution of an elective course with another elective course for the purpose of improving the CGPA required for the award of degree. Substitution of a course shall be allowed, with the approval of HoD, at the end of a degree program.

## **11.12 Semester Break**

1. A student, under circumstances beyond his/her control, may apply for a semester break, subject to its approval, the enrolment of the student shall remain intact on the payment of prescribed fee during a semester break
2. A student who is not registered in a semester shall lose his/her enrolment if he/she is not on a semester break.
3. A consecutive two-semester non-registered status shall lead to the cancellation of admission.
4. A student with cancelled admission shall be required to apply for re-admission on the prescribed form.
5. A re-admission request shall only be considered provided the applicant can complete his/her degree program within maximum allowed duration.

## **11.13 Change of Program**

1. A University student may apply for change of the program with the approval of the concerned Head of Department. Such a student shall be issued a new registration number if the transfer is approved.
2. Only related courses along with the grades shall be transferred to the changed program.
3. Student shall pay transfer fee as determined by the University from time to time.

## 11.14 Attendance

1. A student shall only be eligible to appear and take the final examination of a course or lab if he has secured 80% attendance in that course or lab work.
2. There shall be no relaxation in the attendance requirement as mentioned in the Regulation 11.14(1) above under any circumstances.
3. A student may request for withdrawal of a course, prior to the examinations, in which his/her attendance is short by paying a fine as determined by the University from time to time.

## 11.15 Examination and Grading

1. Without prejudice to Regulation 11.14(1) above a student shall be eligible for final examinations if his/her name is included in the exam seating plan.
2. If a student misses final examinations for whatsoever reason, he/she shall be graded on the basis of sessional performance during the semester and there shall be no re-examination.
3. If a student misses final examination on medical grounds, he/she may apply for course(s) withdrawal before the declaration of final results. The department may require the student to provide medical certificate by a registered medical practitioner.
4. Letter grades shall be awarded, at the end of each semester, as per the following distribution:

Name of Exam	Weightage (%)
Quizzes, Assignments, Project Presentation, (Class Participation not more than 5% if required) etc.	40 %
Mid-Term Exam	20 %
Final Examination	40 %

- 
5. Midterm and final term examinations shall be administered by the office of controller of examinations.
  6. Part-I or Part-II of a final year project shall be graded independently in the semester in which it is registered.
  7. The final year project of one year duration shall be graded based on:
    - i. supervisor's assessment;
    - ii. project oral presentation(s);
    - iii. project report; and
    - iv. project demonstration.
  8. The final year project shall be graded by a committee constituted by the department and grade shall be awarded on the submission of project report. Failing to submit the project report in time shall lead to one step lowering (e.g A to A-) of the project final grade.
  9. A final year project report having similarity index greater than 40% shall be awarded F grade.
  10. The university shall follow the following grade definitions:

<b>Grades</b>	<b>Definitions</b>
A	Excellent
B	Good
C	Satisfactory
D	Poor but passing
F	Failure
W	Withdrawal
P	Pass
NC	No Credit
()	Grade Replaced
S	Satisfactory
US	Unsatisfactory

11. Letter grades shall be awarded on the following scheme:

Marks	Letter Grades	Grade Points
90-100	A	4.00
86-89	A-	3.67
81-85	B+	3.33
77-80	B	3.00
72-76	B-	2.67
68-71	C+	2.33
63-67	C	2.00
58-62	C-	1.67
54-57	D+	1.33
50-53	D	1.00
Below 50	F	0.00

12. Incomplete (I) Grade

- i. A teacher may award I (incomplete) grade to a student who fails to meet all requirements for the reasons beyond his/her control.
- ii. I grade can be awarded with the prior approval of the HoD.
- iii. I grade shall not be allowed in a regular course/lab work.
- iv. I grade must be changed into an earned grade within the following semester, otherwise it shall automatically be converted to F grade.

## 11.16 Review of Grade

1. A student may file an application to the office of the controller of examinations for the review of a final grade within two weeks after the declaration of the results.
2. The review of a grade shall be limited to omission and calculation errors.

3. The review process shall be initiated after the receipt of requisite fee as prescribed by the University from time to time.

## **11.17 Probation and Expulsion**

1. A student shall be on probation if he/she fails to attain GPA required to qualify the degree program.
2. If a student remains on probation for two consecutive semesters and fails to maintain CGPA required to qualify the degree, his/her case shall be referred to the Executive Committee of the University for expulsion or otherwise.

## **11.18 Undergrad degree requirements**

1. Subject to Clause 11.18(2) a student shall be awarded the degree on the completion of the following requirements:
  - i. program Cr. Hrs. as prescribed by the department from time to time;
  - ii. 6-8 weeks internship, if required by the department; and
  - iii. attaining a minimum CGPA of 2.0 on the scale of 4.0.
2. The minimum duration requirement for the award of an undergraduate degree shall be four years divided into eight regular semesters; whereas, the maximum allowed time shall be seven years divided into 14 regular semesters. Similarly, for a minimum two years degree program the maximum allowed duration shall be four year.
3. On the successful completion of the credit hours required for an undergraduate degree a student shall be awarded the degree after it is conferred in the convocation. However, prior to the convocation, a student may request program completion transcript and provisional certificate through concerned Head of Department.



## **11.19 Medal Award Policy**

1. A student desirous to compete for the award of a medal shall apply on the prescribed form to the office of controller of examinations within the announced time.
2. A medal shall be awarded only in the respective convocation announced by the Registrar office of the University.
3. Only those graduates shall be considered for the award of a medal who fulfill the following criteria:
  - i. completion of degree requirements within normal duration defined in Clause 11.18(2);
  - ii. CGPA 3.67 or higher on the scale of 4.00;
  - iii. no F grade in the transcript;
  - iv. no transfer of credits from other universities/institutions; and
  - v. no disciplinary proceedings leading to the award of punishment.
4. Subject to Clause 11.19(3) Gold, Silver and Bronze medals shall be awarded to the top three students of each batch of a degree program in their order of merit.
5. If there is a tie in the award of a medal, both will be awarded the medals of the same category.

## **11.20 Excellence Award**

1. An Excellence Award shall be awarded, in a convocation, to an overall best achiever of the University and shall be based on:
  - i. The Student must have represented the University, and won awards, at National/Provincial level(s).

- ii. Students who have represented the University in inter-University competition(s) and won awards.
  - iii. Student's CGPA must be above or equal to 3.0
2. Excellence Award for each convocation shall be decided as per the criteria given in Clause 11.20(1) by a committee constituted by the Pro Rector of the University.
3. A student desirous to compete for Excellence Award shall apply on the prescribed form to the office of controller of examination within the announced time.

## **11.21 Removal of difficulties**

If any difficulty arises in giving effect to the provisions of these regulations, the Academic Council may, by order, do anything which appears to it to be necessary for the purpose of removing the difficulty.

## **12 - General Rules and Regulations**

One of the aims of the programs at UCP is the development of personal and professional ethics among students. Students are expected to conduct themselves as professionals in all aspects of their life at UCP. Professional conduct covers a wide range of activities from interpersonal behavior to maintaining and enhancing the professional values of the University. The university expects all UCP students to take responsibility of their actions on campus as well as off.

### **12.1 University ID Cards**

All students are required to possess a valid university I.D. Card. They are allowed entry in the campus after showing of their ID cards. They are also required to display and show their ID Cards during stay on campus or demand by any university official.

### **12.2 Dress Code for Males**

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

### **12.3 Dress Code for Females**

Shalwar Kameez with scarf/duppata, trousers with long shirt, modest make-up and jewelry, if worn. Each student, male or female, is expected to give a neat and tidy look. Patchy, tattered and shabby look jeans, crew neck T-shirts, loafers, chappals are not allowed. Wrinkled clothes or disheveled hair are not permitted. Students violating dress code can be fined Rs. 500 and will not be allowed to attend classes.

## **12.4 Smoking/Drinking/Eating**

UCP campus is a smoke free zone. Drinks and eatables can be consumed only inside the cafeteria and allowed areas. Drinking/eating at all other places is prohibited.

## **12.5 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.

# 13 - Facilities at UCP

## 13.1 Library

The University of Central Punjab has a full service library on campus to serve the study and research needs of its students and faculty members. The Library stocks over 43,000 books and 1,800 research projects in print format. In addition, the Higher Education Commission has given our campus access to 12,000 online full-text journals, international databases and other material published online worldwide. These invaluable research materials can be accessed by all of our students and faculty members, even from their home computers. Library is fully automated and its collection can be searched online. Multimedia Section has a collection of renowned documentaries, lectures and educational films. Furthermore, to routine operations the library also offers Ask a Librarian, Contents Alert, Electronic Document Delivery, Anti- Plagiarism and Citation Services. It is a fully user-centered and research-oriented library with peaceful learning environment.

### 13.1.1 General Rules and Guidelines

- Display your ID card at the entrance of library (for Students).
- Eatables are not allowed in the library.
- Turn off ringer of your cell phone and if you need to attend a call you are supposed to leave the library premises.
- Do not disturb the settings of the halls by dragging the chairs.

### 13.1.2 How to Use Library Website

Address: <http://library.ucp.edu.pk/>

### **13.1.3 Ask a Librarian**

Visit us in library, or Write us your queries @ [refdesk.library@ucp.edu.pk](mailto:refdesk.library@ucp.edu.pk) Ext: 536

### **13.1.4 Library Admission**

All members of the Authorities, Bodies, Committees, Faculties, Academic and Nonacademic staff and students of the University will be allowed to use the UCP Library Resources & Services. Provided that every person intending to use the UCP Library Services will have to become a registered member of the UCP Library Services.

### **13.1.5 Borrowing**

1. A registered member may borrow UCP Library materials in the manner and for the duration as may be prescribed by the librarian from time to time through rules.
2. All members will be required to produce a valid membership card of the UCP Library.
3. A borrowing member shall be responsible for taking reasonable care of all the library materials which issued to him. He shall be liable to pay the costs of replacement if they are lost or damaged. It shall be mandatory to return the Library materials on the due date of return. The concerned Librarian may renew or reissue the Library materials if they are not required by the other members of UCP Library.
4. Any member of the UCP Library losing his membership card or any Library materials issued shall immediately notify the Librarian.

5. The duration, quantity and type of Library materials which may normally be issued to a member of the UCP Library, will be prescribed by the Librarian through rules. Without prejudice to the generality of the foregoing the following will apply:

- Reference Library materials will not be issued;
- Library materials in heavy demand, of which the Librarian shall be the sole judge, will be issued for a maximum of seven days only.
- Normal issuance duration of the Library materials will be a maximum of fifteen days.
- The Librarian may issue a letter of demand, recalling any issued Library material within the given time.

### **13.1.6 Breach**

The members of the UCP Library shall be required to observe all the University Disciplinary Statutes, Regulations & Rules. The librarian may prescribe a general code of conduct to be observed while within the UCP Library premises. Without prejudice to the generality of the foregoing the following shall apply:

- Smoking, eating and drinking shall not be permitted
- No member shall behave in a manner distracting or disturbing the other members present within the UCP Library Services premises. Use of mobile phones shall be construed as distracting and disturbing.
- No member shall be allowed to bring his personal belongings into the UCP Library premises. Provided that the Librarian may allow a specific item to be brought into the premises.
- The Librarian may require that every item taken out of the UCP Library premises be checked at the exit.

- Removal or an attempt to remove the Library materials without having them duly issued or of willful damage to these materials, may result in the immediate withdrawal of UCP Library membership by the Librarian in addition to other actions taken under the University Disciplinary provisions.
- The Librarian may prescribe, impose or condone fines, charges, and penalties on the members of the UCP Library who breach any statute, Regulation or Rule pertaining to the UCP Library. Provided that all such fines, charges and penalties, shall be notified to all the members and will be displayed at prominent places within the UCP Library premises. The Librarian shall also publish and display information material comprising the Statutes, regulations and Rules pertaining to the UCP Library Services.

### **13.1.7 Restrictions**

The Librarian may withhold or restrict issuance of any of the following Library materials:

- Journals, quick reference books, encyclopedias, dictionaries, photo copies of copyright cleared items, standards, sheet maps, dissertations, high cost or rare items, video cassettes, CDs and audio cassettes.
- Any other Library material which may be declared restricted or not available by the Librarian

### **13.1.8 Miscellaneous**

All the members of UCP Library shall be required to return any Library material issued to them severance of their connection with the University. The University shall be entitled to take appropriate action in case any fails to observe this mandatory provision.



- The Librarian may prescribe opening and closing timings for the UCP Library Services.
- The University may provide photocopying facility within the UCP Library premises.

## **13.2 Transport**

Transport facility is provided to students on nominal monthly charges. A shuttle service between the University of Central Punjab campus and the prescribed routes run every hour. In addition to this service, buses transport students from various locations of Lahore to and from the UCP campus. We at UCP manage an outsourced transport facility at very subsidized cost. A pool of 13 buses ply across the city throughout the day in addition to the shuttle service that remains up from 8:00 AM to 10:00 PM. Students are advised to contact Transportation Office for registration well before the commencement of their classes.

## **13.3 Prayer Area**

To cater for the spiritual well-being of the male and female students, separate arrangements for prayers are made on the campus.

## **13.4 IT Infrastructure**

The University of Central Punjab provides a pervading learning environment through its meticulously planned IT infrastructure. The academic experience of students is supported through extensive lab setup which includes 15 Teaching, 4 General and 1 Research Lab that are equipped with latest computers from DELL, HP, Sun, Apple and IBM. Altogether these labs offer seating capacity of 1240 students. Unsurpassed computing facilities are complemented with free printing,

uninterrupted power supply, high bandwidth internet access and Wi-Fi Hotspots to complete the “always connected” experience.

Information Technology infrastructure is backed by highly professional IT Support Department which guarantees minimal downtime and speedy solutions.

### **13.4.1 Computer Labs Policies & Rules**

The University’s computer labs are valuable pieces of equipment, therefore, it is important that they are not abused.

The following rules are put into place to maintain a positive user experience in the UCP computer labs. Use of computer labs implies consent to below mentioned rules. For further details, please contact at ([itsupport@ucp.edu.pk](mailto:itsupport@ucp.edu.pk))

### **13.4.2 ID cards**

Students are not allowed in the computer labs without showing their University ID card.

### **13.4.3 Dress Code**

Dress should be appropriate and modest in length and coverage that reflect a positive image of the University and contribute to a distraction-free learning environment.

### **13.4.4 Account Usage**

Every user must use his/her own account. Accounts are not to be shared. This is for accountability and security. You must log out when you leave the computer system. Users should not access other people’s files unless permission has been given by the file’s owner.

### 13.4.5 Broken Equipment

Do not try to remove or fix equipment yourself. If you encounter problems with the equipment, you should report to the lab supervisor. Students found guilty in damage of lab equipment will be fined for damages.

### 13.4.6 Mobile Phone Usage

Use of mobile phones is not allowed in computer labs.

### 13.4.7 Laptops and USBs

Personal Laptops and USBs are not allowed to use in computer labs. However, students are allowed to keep their laptops alongside their sitting to prevent any kind of damage or theft issue.

### 13.4.8 Strictly Forbidden

1. Unauthorized visitors are not allowed in computer labs.
2. NETSEND utility/command is not allowed in computer labs.



## **13.5 Cafeteria and Food Points**

There are two cafeterias at UCP which serve quality food in a hygienic environment to students from 8:00 am to 9:00 pm daily. Similarly, Food Street offers various traditional foods such as BBQ, halwapuri, chaat, dahi-baray, gol-gappay, fresh juices and shakes. A special care is taken in managing all food points so as to provide hygienically fresh food at subsidized/approved rates. The vendors are bound to provide services as per approved SOPs of Punjab Food Authority. The students and faculty members are encouraged to share feedback for improvement.

## **13.6 Banking and ATM**

To fulfill the financial needs of the students, Albaraka Bank booth and ATM are installed on campus for fast and convenient fee transactions and money transfers.

## **13.7 On Campus Female Hostel**

To provide a secure accommodation to female students, UCP has started an on campus hostel facility. It has a place to accommodate 200 students at a time. UCP hostel has fully air-conditioned rooms along with 24/7 Wi-Fi connectivity, laundry, ironing and all the other modern facilities are also available to the students.

The UCP Administration with special focus on convenience, security and sanitation runs an on-campus Girls hostel. Keeping in view the limited seats the students are advised to apply for the hostel facility in advance. The seats are allotted on first come first serve basis.

### 13.7.1 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 (jewelry 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 behavior of the resident will not be bearable and strict action shall be taken.
6. Day Scholars are not allowed to enter and 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 before. 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 going.
15. . Resident Students are not allowed to go to the UCP offices, Academic Blocks, Lawns and University Main Gate after the close of classes (i.e. 10:00 PM).
16. Every Resident Student is expected to preserve peace, tranquility 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 feelings of other resident/s.

### **Hostel Timings**

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.

Failure to comply with the above said 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.

## **13.8 Sports Complex**

University of Central Punjab facilitates the physical wellbeing of its community through a specifically designed Sports Complex on the campus. The contemporary

gymnasiums provide separate facility to male and female students. The sports complex also offers a 25 yards long, all-season swimming pool with four lanes and a depth of 3 feet to 6 feet. Other recreational facilities include table tennis and foosball inside the Sports Complex.

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## 14 - Student Societies

Academic study should be one's primary responsibility in UCP, but the University also considers that there is still much to be learned by taking advantage of the many opportunities outside the classroom. By getting involved in the activities such as student societies, internships, welfare projects, faculty research and recreational sports, students develop valuable skills which not only facilitate them in their campus life but also they get the knowledge and confidence for the life after University.

Students must be involved in these kind of activities, because it brings the affiliation among them and the University, and they consider themselves a valuable part of the UCP community. They build strong relationships with their peers, faculty, administration and other stakeholders.

If students get involved in the activities outside the classroom then they attain the following benefits in their life.

1. Students are affiliated with their peers from different cultures and different backgrounds in the student societies. They learn how to appreciate the diversity and when they go to organizations they encourage such diversity
2. They learn how to deal the administration, and how they have to manage their budgets
3. Students get to know about themselves, and they realize their skills. They get exposure of different fields inside the societies like Registrations, creativity, promotions, human resources, marketing, relationship building and finance
4. They build strong relationships with the institutes and the organizations, so when they join the organizations they already have strong networks
5. They learn how to work in a team, and how they have to encourage their team fellows

6. Leadership skills are developed, by getting involved in the student societies

## 14.1 Guidelines for Society Members

There are few guidelines while joining the student societies:

- You must involve yourself in the opportunities that interest you. You will find many student societies at UCP, you can participate in more than one but you must be active for one society which appeals you more, so that you may get some recognition in the society
- There must be a balance in your academics and co-curricular activities. Because research shows that more involvement brings more benefits but its excess put in danger. At UCP academics are more important so keep in mind to have a balance in all activities otherwise it will affect your academics and wellness
- Fresh students must balance their co-curricular activities with their academics.

## 14.2 Club/Society Registration

All UCP students are eligible to participate in student societies regardless their race, religion, sex, color, age, marital status or ethnic origin, but there are certain requirements which must be fulfilled by every student before becoming the member of every society. Each society establishes the registration desk on Orientation Day to accommodate new students. All the clubs keep membership open till first month of both semesters Fall & Spring. If the applicant fulfils the criteria mentioned on Registration Form and gets selected after interview then he/she will be registered member of the said Society. In case of any query students may visit Student Council Office located in Sport Complex or send mail on [events@ucp.edu.pk](mailto:events@ucp.edu.pk). Also,

students having distinctions and track records in the domains relevant to these societies may directly approach Student Council.

Website: <https://www.ucp.edu.pk/facilities/student-affairs/>

Facebook: [www.facebook.com/UCPSTUDENTCOUNCIL](http://www.facebook.com/UCPSTUDENTCOUNCIL)

### 14.3 Student Societies at UCP

University of Central Punjab recognizes a wide variety of student societies to facilitate diverse interests of the student body. Student Council is the governing body for all societies that are administered by student representatives. Societies are granted certain privileges to promote student participation in a variety of physical, intellectual and recreational activities.

#### List of Societies & Clubs at UCP

Sr.	Society	Patron
1.	UCP Catalyst Society (UCS)	Dr. Ather Azim Khan
2.	Ushers Club (UC)	Mr. Tahir Ashfaq
3.	UCP Dramatics Club (UDC)	Ms. Ayesha Kashif
4.	Jehaad for Zero Thalassaemia / Blood Donor Society (JZT/BDS)	Dr. Rafiq Malik
5.	UCP Sports Club (USC)	Mr. Nouman Azeem
6.	UCP Debating Society (UDS)	Ms. Ayesha Sheeraz
7.	Plektra Music Society (PMS)	Mr. Shibli Mansuri
8.	Islamic Guidance Club (IGC)	Dr. Majid Gulzar
9.	UCP NISA Society (UNS)	Ms. Marriam Rao
10.	UCP Photography Club (UPC)	Ms. Madiha Hamid
11.	Character Building Society (CBS)	Ms. Saba Javed
12.	UCP Health Club (UHC)	Dr. Irfan Bashir
13.	Society For Mechanical Engineering (SME)	Mr. Ahmad Mehmood
14.	Association of Computer Machinery (ACM)	Dr. Oumair Naseer

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<b>Sr.</b>	<b>Society</b>	<b>Patron</b>
15.	UCP Psychology Society (UPS)	Ms. Momina Nayyar
16.	UCP Media Club (UMC)	Mr. Muhammad Irfan Ali
17.	Institute of Electrical & Electronics Engineers (IEEE)	Dr. Syed Atif Ali Mehdi
18.	The Entrepreneurship Club (TEC)	Ms. Amina Rizwan
19.	International Crisis Chamber - ICC (MUN)	Dr. Syed Karrar Haider
20.	Ulrich's HR Forum (UHF)	Ms. Mahpara Shah
21.	Society of Life Sciences (SLS)	Dr. Javed Iqbal
22.	Disaster Management Society (DMS)	Ms. Shabana Naveed
23.	Marketing Association of Aspiring Executives (MAAE)	Mr. Khurram Hamid
24.	Society for Electronics & Telecommunication (SET)	Mr. Nabeel Khalid
25.	Inclusive Student Society (ISS)	Mr. Amjad Hussain
26.	UCP Literary Society-Nom De Plume (ULS)	Dr. Asim Karim
27.	Young Economist Forum (YEF)	Mr. Bilal Muhammad Yasin
28.	Pak China Society (PCS)	Ms. Rabia Younas
29.	UCP Adventure Club (UAC)	Mr. Fahad Anis
30.	UCP TakhleeqKar Society (UTS)	Mr. Irfan Qureshi
31.	UCP Law Society (ULS)	Ms. Fareeha Khalid
32.	Society of Civil Engineers (SCE)	Dr. Akram Tahir
33.	Environment Protections Society (EPS)	Ms. Javeria Qais

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# 15 - UCP Code of Conduct

“Out of twenty-one notable civilizations, nineteen perished not by conquests from without but by moral decadence from within.”

Arnold Toynbee (1889-1975)

A comprehensive code of conduct sets a solid foundation for a moral and ethical culture that can be followed by all individuals within an institution.

As a rapidly developing and forward-looking institution, University of Central Punjab (UCP) passionately believes in nurturing in its students, faculty, and administrative staff, the UCP family, a steadfast ethical discipline. UCP focuses on inculcating a robust value system comprising diligence, service, integrity, fairness, decency, respect, competence, and excellence across the entire UCP.

Announcing the rules of efficiency and conduct for the students, teachers, and staff of UCP is pivotal to both its smooth functioning and advancement of its objectives. These rules focus on the core values of integrity, fairness, trustworthiness, courtesy, respect, and tolerance.

This comprehensive code of conduct has been compiled after exhaustive discussion and consolidation of previous guidelines. It addresses the unique needs of students, faculty, and staff, encompassing the entire UCP family.

The code has been specifically designed to improve moral and ethical standards and ensure discipline at the university. These measures will significantly contribute to UCP's reputation as a prime institution of learning in the province. This consolidated and comprehensive document will make the code easily accessible and provide ease of use. This code is the outcome of extensive deliberations and discussions resulting in a consensus among committee members.

## **15.1 Core Values**

The University's core values include discipline, integrity, competence, rule of law, dignity, and respect of individuals, social justice, and the importance of human relationships. These principles set the foundation on which faculty, students, and administrators should base their actions.

### **15.1.1 Discipline and respect for the law**

The UCP family will observe the university discipline in letter and spirit. They will express respect for authority, follow the rules and regulations of the university, and the law of the land at all times and in all situations.

### **15.1.2 Justice**

The UCP family will promote sensitivity, tolerance, inclusion and be knowledgeable about any and all oppression. They must have equal access to information, services, and resources, along with equality of opportunity and meaningful participation at appropriate levels.

### **15.1.3 Compassion**

The UCP family has an obligation to serve the cause of education in their respective fields. They should seek to elevate the university by constantly drawing on their knowledge, values, and skills.

### **15.1.4 Poise and respect for the individual**

The UCP family will always maintain a caring and respectful attitude. They will respect individual dissimilarities as well as cultural, ethnic, and gender diversity.

They will remain at all times cognizant of their responsibility to the university and to society.

### **15.1.5 Inter-relationship among UCP community**

The UCP family will establish respectful relationships on campus and promote harmony so as to enable an ethical work environment. They will strengthen relationships in order to promote, restore, maintain, and enhance the collective well-being of individuals, families, the institution, and society at large.

### **15.1.6 Integrity**

The UCP family is expected to be aware of the university's mission, values, ethical principles, standards and will demonstrate behavior consistent with these.

### **15.1.7 Competence**

The UCP family will continually seek to enhance their professional knowledge and skills. They will make a contribution to the production of knowledge in their own way and capacity.

## **15.2 General Code of Conduct for the University of Central Punjab**

1. Short title and commencement
  - (i) These rules may be called the Code of Conduct of the University of Central Punjab, Rules, 2019.
  - (ii) They shall come into force at once

## 2. Extent and application

- (i) These rules shall apply to all employees and students of the University.
- (ii) The rules shall be enforceable in respect of every incident of misconduct committed by the employees and students on and beyond the university campus (as mentioned hereinafter).

**Explanation 1:-** The code governs all campuses of the university. The university reserves the right to administer the code and proceed with the hearing process even if the employee or the student withdraws from the university, or ceases to be an employee or student of the university.

**Explanation 2:-** All employees and students continue to be subject to state and local laws while at the university, and violation of those laws may also constitute misconduct. In such instances, the university may proceed with disciplinary action under the code notwithstanding the result of any criminal proceeding involving the same misconduct.

### 15.2.1 Code of Conduct for Students

The student community at a university primarily represents the youth of a nation. Their ability to play their roles effectively in diverse professional fields and businesses largely depends on the quality of education imparted to them. Education has been recognized as the most pivotal factor in individuals' professional, personal, and moral development. Academic instruction alone does not equip students with the ability to tackle the social and moral challenges of societies. It must be bolstered with appropriate moral grooming.

Like all well-reputed universities, UCP places a high premium on inculcating the highest moral and ethical values among its student community. UCP is committed to building an ethically responsible student body and future professionals who will uphold the highest standards of academic integrity and ethical conduct. The



university endeavors to develop a sense of individual responsibility among its community members and seeks to enhance active participation of all segments, faculty, students, and administration, in maintaining such standards. The goal is to foster and sustain an environment of honor and trust across the spectrum.

### **15.2.2 Purpose**

The code of conduct for students is designed to foster and protect the core values of the university, promote the scholarly and civic development of UCP student community, and to protect the people, properties and processes that support the university and its missions.

### **15.2.3 Jurisdiction/application**

The code applies to the on-campus conduct of all registered students, including the individuals using the university's academic resources. The code also applies to the off- campus conduct of students in direct connection with:

- a academic course requirements or any credit-bearing experiences, such as internships, field trips, international excursion study abroad, or student teaching
- b any activity supporting pursuit of a degree, certificate program in foreign universities such as research at another institution, or a professional practice assignment
- c “within Pakistan or overseas” any activity sponsored, conducted, or authorized by the university or by registered student organizations
- d any activity that causes substantial destruction of property belonging to the university or members of the university family, or causes or threatens serious harm to the safety or security of members of the university family

- e any activity in which a police report has been filed, a summons or indictment issued, or an arrest has occurred for a crime of violence relating to university family members

### 15.3 Definitions

- a. “employee” includes administrators, staff and faculty receiving pay/remuneration from the University.
- b. “Student” includes:
  - (i) an individual who has paid an acceptance fee, registered for classes, or otherwise entered any other contractual relationship with the university to take instruction, conduct research or undertake a project
  - (ii) a person who is enrolled at the university, including, but not limited to, those individuals admitted to the university and attending orientation programs
  - (iii) a registered student organization(s)  
**Note:** Student status lasts until an individual graduate is dismissed or is not in attendance for two complete, consecutive semesters;
- c. “misconduct” means and includes conduct prejudicial to good order or discipline of the University or contrary to the rules herein contained;
- d. “University” means University of Central Punjab
- e. “University premises” includes all lands, buildings, facilities, and resources owned, leased, managed, or operated by the university.

### 15.3.1 Prohibited conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while within the university's jurisdiction, will be subject to disciplinary action by the university.

#### (I) 15.3.1.1 Academic misconduct

Any activity that tends to compromise the academic integrity of the university or subvert the educational process. Academic misconduct includes, but is not limited to:

- a. violation of course rules as contained in the course syllabus or other information provided to the student
- b. knowingly providing or receiving information during tests/ examinations, or the possession and/or use of unauthorized materials during those examinations (including mobile phones or written material)
- c. knowingly providing or using unauthorized assistance in the laboratory, on field work, in studies, or on a course assignment
- d. submitting plagiarized work for an academic requirement (Plagiarism is the representation of another's work or ideas as one's own. Per HEC rules, this includes the unacknowledged word-for-word use and/or paraphrasing of another person's work and/or the inappropriate unacknowledged use of another person's ideas.)
- e. submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement
- f. falsification, fabrication, or dishonesty in creating or reporting laboratory results, research results, and/or any other assignments

- g. serving as, or enlisting the assistance of, a substitute for a student in any graded assignments
- h. alteration of grades or marks by the student to change the earned grade or credit
- i. alteration of academically related university forms or records, or unauthorized use of those forms or records
- j. engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system
- k. violation of program regulations as established by departmental committees and made available to students
- l. violation of instructions/guidelines included in the university/institutional/students' handbook, prospectus etc.
- m. misconduct cases as per HEC rules
- n. use of mobile status upload

**(II) 15.3.1.2 Endangering health or safety**

**a. 15.3.1.2.1 Endangering behavior**

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

**b. 15.3.1.2.2 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.

c. **15.3.1.2.3 Sexual harassment**

Sexual harassment of fellow students and other people on the campus. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

d. **15.3.1.2.4 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.

**15.3.1.3 Destruction of property**

Actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard.

(IM) **15.3.1.4 Dangerous weapons or devices**

Storage or possession of dangerous weapons, devices, or substances including, but not limited to, firearms, ammunition, or fireworks.

(V) **15.3.1.5 Dishonest conduct**

Dishonest conduct, including, but not limited to: knowingly reporting a false emergency; knowingly making a false accusation of misconduct; misuse or falsification of university or related documents by actions such as forgery, alteration, or improper transfer; submission of information known by the submitter to be false to a university official.

(VI) **15.3.1.6 Theft or unauthorized use of property**

Theft, or the unauthorized use or possession of university property, services, resources, or the property of others.

(VII) **15.3.1.7 Failure to comply with university or civil authority directives**

Failure to comply with legitimate directives of authorized university officials, law enforcement or emergency personnel, identified as such, in the performance of their duties, including failure to identify oneself when so requested; or violation of the terms of a disciplinary sanction.

(VIII) **15.3.1.8 Drugs**

Use, production, distribution, sale, or possession of drugs in a manner prohibited under law. This includes, but is not limited to, the misuse of prescription drugs.

(IX) **15.3.1.9 Alcohol**

Use, production, distribution, sale, or possession of alcohol in any manner.

(X) **15.3.1.10 Unauthorized presence**

Unauthorized entrance to or presence in or on university premises.

(XI) **15.3.1.11 Disorderly or disruptive conduct**

Disorderly or disruptive conduct that interferes with university activities or with the legitimate activities of any member of the university community.

(XII) **15.3.1.12 Hazing**

Doing, requiring, or encouraging any act, whether the act is voluntarily agreed upon, in conjunction with initiation or continued membership or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching, or kicking in any form.

**(XIII) 15.3.1.13 Abuse of student conduct system**

Abuse of any university student conduct system, including but not limited to:

- a. failure to obey the summons or directives of a student conduct body or university official
- b. falsification, distortion, or misrepresentation of information before a student conduct body
- c. disruption or interference with the orderly process of a student conduct proceedings
- d. knowingly instituting of a student conduct proceeding without cause
- e. discouraging an individual's proper participation in, or use of, a university student conduct system
- f. influencing the impartiality of a member of a student conduct body prior to, and/or during a student conduct proceeding
- g. harassment and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding
- h. failure to comply with one or more sanctions imposed under the code of student conduct
- i. influencing another person to commit an abuse of a university student conduct system

**(XIV) 15.3.1.14 Violation of University rules**

Violation of other published university regulations, guidelines, policies, or rules, or violations of federal, state, or local law. These university regulations, guidelines, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, sexual harassment, rules for student groups or organizations, and residence hall rules and regulations.

**(XV) 15.3.1.15 Riotous behavior**

Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. Proscribed behavior in the context of a riot includes, but is not limited to:

- a. knowingly engaging in conduct designed to incite another to engage in riotous behavior
- b. actual or threatened damage to or destruction of university property or property of others, whether done intentionally or with reckless disregard
- c. failing to comply with a directive to disperse by university officials, law enforcement, or emergency personnel
- d. intimidating, impeding, hindering or obstructing a university official, law enforcement, or emergency personnel in the performance of their duties
- e. political, sectarian or ethnic activism in the form of gatherings, demonstrations, walks or riots on university premises

**(XVI) 15.3.1.16 Misuse of images without knowledge**

Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in highlight in dictates rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized content with others.



# **16 - Rules of Student Conduct and Discipline**

## **16.1 Definitions**

- a. “Head of institution/Rector/Pro-Rector” as defined in the statute of UCP
- b. “Proctor committee” comprising of a head proctor and as many assistant proctors, as the competent authority may think fit, and appoint from time to time
- c. “Student disciplinary committee” standing committee as defined in the statute of UCP
- d. “Standing committee” comprising of three members from deans, directors or senior faculty members appointed by the competent authority for a term of two years, to pronounce penalty as recommended by the other committees in the rules.
- e. “Appellate committee” comprising of three members, from deans, directors or senior faculty members appointed by the competent authority for a term of two years, headed by the competent authority, to hear appeals pronounced by the standing committee.

## **16.2 Enforcement of code of conduct**

Matters of indiscipline would be referred to the concerned faculty or UCP authorities authorized to supervise/manage incidents of indiscipline and decide on them in line with UCP policy, rules and regulations. Students who are charged with violations of this code are subject to disciplinary action in accordance with UCP rules/regulations/statutes.

## **16.3 Punishment/penalty for acts of indiscipline**

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

### **a. 16.3.1 Minor punishments**

- (1) Warning in writing: notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.
- (2) Probation: probation for a specific period
- (3) Fine: fine up to Rs.10, 000
- (4) Withholding of Certificate: withholding of a certificate of good moral character
- (5) Removal of privileges: taking away privileges enjoyed by the students
- (6) Failing grade: award a failing or “F” grade in a paper

### **b. 16.3.2 Major punishments**

- (1) Expulsion: expulsion from the class for a specified period up to one semester
- (2) Fine: this may amount to a sum of up to Rs. 50, 000
- (3) Exam result: cancellation of examination result
- (4) Rustication: expulsion or rustication from the institution for a specific period
- (5) Degree: non-conferment of degree/transcript
- (6) Relegation/withdrawal

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

## 16.4 Disciplinary process

- a. Cases of indiscipline involving students of more than one faculty, wherever it occurs, and whosoever had taken notice of, shall be referred to proctor committee.

The proctor committee may:

- issue a decision on the spot
- may conduct enquiry regarding indiscipline
- if the committee finds, after inquiry, the case to be of a serious nature, it may refer to the discipline committee, along with the statement of the parties recorded during enquiry.

- b. Any referral should be submitted as soon as possible after occurrence of the alleged violation, preferably within 24 hours of the violation. These referrals are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings before the UCP discipline committee. cases of indiscipline, occurring within a faculty shall be taken up by HOD/dean of the faculty.

The discipline committee may:

- decide the case after conducting enquiry
- If HOD/Dean, finds the case to be of serious nature, it may be referred to the discipline committee along with the statement of the parties recorded during enquiry.

Any referral should be submitted as soon as possible after occurrence of the alleged violation, preferably within 24 hours of the violation. These referrals are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings before the UCP discipline committee.

- c. **Hearing of disciplinary cases**

A disciplinary hearing is a formal process conducted by the institution discipline committee or the proctor committee. The discipline committee/ proctor committee shall issue a show cause notice to the accused student containing the charges which have been proved against him, afford him a personal hearing and pass orders of punishment or otherwise. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

d. **Punishments**

UCP discipline committee affording the parties, opportunity of hearing decides the penalty or otherwise, as the case may be.

## **16.5 Appeals**

The appellate committee shall decide appeal within fifteen days after filing of appeal.

## **16.6 Federal / provincial laws and ordinances**

Violation of a federal/provincial law or ordinance will be dealt with accordingly under these laws.

## **16.7 Rules to override other rules/regulations**

These rules are framed under section 19 (2)(d) of the Ordinance, Statue No. 20 (chapter 13) and do hereby override the rules, in conflict with these rules.

# **17 - Code of Conduct for Protection against Harassment of women at the Workplace**

## **17.1 Introduction**

- (1) In compliance with section 11, “The Protection Against Harassment of Women at The Workplace Act 2010” the code of conduct and rules are being enacted to implement the Act at University of Central Punjab. Inquiry committee referred to in section 3 and a competent authority referred to in section 4 have been designated.
- (2) The management shall display copies of the code in English as well as in a language understood by the majority of employees at highly visited and prominent locations on campus within six months of the commencement of this Act.
- (3) The management shall create a customized email(s) account for filing of complaints relating to harassment.

It is hereby provided as under:

- (i) “Harassment” includes any unwelcome sexual advances, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply with such a request or is made a condition for employment. All of this constitutes unacceptable behavior in the organization and at the workplace, including in any interaction or situation that is linked to official work or official activity outside the office.

## **Explanation**

There are three significant manifestations of harassment in the work environment:

a. **17.1.1 Abuse of authority**

A demand by a person in authority, such as a supervisor, for sexual favors in order for the complainant to keep or obtain certain job benefits, be it a wage increase, a promotion, training opportunity, a transfer or the job itself.

b. **17.1.2 Creating a hostile environment**

Any unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature, which interferes with an individual's work performance or creates an intimidating, hostile, abusive or offensive work environment.

The typical "hostile environment" claim, in general, requires finding of a pattern of offensive conduct, however, in cases where the harassment is particularly severe, such as in cases involving physical contact, a single offensive incident will constitute a violation.

c. **17.1.3 Retaliation**

The refusal to grant a sexual favor can result in retaliation, which may include limiting the employee's options for promotions or training, distorting the evaluation reports, generating gossip against the employee or other ways of limiting access to her/his rights. Such behavior is also considered harassment.

- (i) An informal approach to resolve a complaint of harassment may be through mediation between the parties involved and by providing advice and counseling on a strictly confidential basis.

- (ii) A complainant or a staff member designated by the complainant for the purpose may report an incident of harassment informally to her supervisor, or a member of the Inquiry Committee, in which case the supervisor or the Committee member may address the issue at her discretion in the spirit of this Code. The request may be made orally or in writing.
- (iii) If the case is taken up for investigation at an informal level, a senior manager from the office or the head office will conduct the investigation in a confidential manner. The alleged accused will be approached with the intention of resolving the matter in a confidential manner.
- (iv) If the incident or the case reported does constitute harassment of a higher degree and the officer or a member reviewing the case feels that it needs to be pursued formally for a disciplinary action, with the consent of the complainant, the case can be taken as a formal complaint.
- (v) A complainant does not necessarily have to take a complaint of harassment through the informal channel. She can launch a formal complaint at any time.
- (vi) The complainant may make a formal complaint through her in-charge, supervisor, as the case may be, or directly to any member of the inquiry committee. The committee member approached is obligated to initiate the process of investigation. The supervisor shall facilitate the process and is obligated not to cover up or obstruct the inquiry.
- (vii) Assistance in the inquiry procedure can be sought from any member of the organization who should be contacted to assist in such a case;
- (viii) The employer shall do its best to temporarily make arrangements so that the accused and the complainant do not have to interact for official purposes during the investigation period. This would include temporarily changing the office, in case both sit in one office, or taking away any extra charge over and above their contract which may give one party excessive powers over the other's job conditions. The employer can

also decide to send the accused on leave, or suspend the accused in accordance with the applicable procedures for dealing with the cases of misconduct.

- (ix) Retaliation from either party should be strictly monitored. During the investigation, evaluation, daily duties, reporting structure and any parallel inquiries initiated should be strictly monitored to avoid any retaliation from either side.
- (x) The harassment usually occurs between colleagues when they are alone, therefore typically it is difficult to produce evidence. It is strongly recommended that staff should report an offensive behavior immediately to someone they trust, even if they do not wish to make a formal complaint at the time. Although, not reporting immediately shall not affect the merits of the case.
- (xi) The code lays down the minimum standards of behavior regarding protection of women from harassment at workplace etc. but will not affect any better arrangement that an organization may have developed, nor will it bar the grant of protection that employees working in an institute may secure from their employers through negotiation.

#### d. **17.1.4 Whistle blowers**

Any one or more of the authorities mentioned above may be informed about indiscipline, discrimination, harassment, or any other offence/misconduct via a whistle blower. It could be done either through anonymous letters, complaints either written or verbal, or through any mode of communication. Such information would be treated as a complaint for the sake of enquiry/investigation/action. In harassment cases, the identity of the complainant or whistle blower is to be strictly protected.



## 17.2 Definitions

In this Act, unless there is anything repugnant in the subject or context,

- a. “accused” means an employee or employer of an organization against whom complaint has been made under this Act
- b. “code” means the code of conduct as mentioned in the Schedule to this Act
- c. “competent authority” means the authority as may be designated by the management for the purposes of this Act
- d. “complainant” means a woman or man who has made a complaint to the Ombudsman or to the Inquiry Committee on being aggrieved by an act of harassment
- e. “employee” means a regular or contractual employee whether employed on daily, weekly, monthly, or hourly basis, and includes an intern or an apprentice
- f. “employer” in relation to an organization means any person or body of persons whether incorporated or not, who or which employs workers in an organization under a contract of employment or in any other manner whatsoever and includes:
  - (i) an heir, successor or assign, as the case may be, of such person or, body as aforesaid
  - (ii) any person responsible for the direction, administration, management and control of the management
- g. “harassment” means any unwelcome sexual advances, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment,

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or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment

- h. “inquiry committee” means the inquiry committee established under sub-section (1) of section 3.
- i. “management” means a person or body of persons responsible for the management of the affairs of an organization and includes an employer.
- j. “organization” means University of Central Punjab
- k. “schedule” means schedule annexed to this Act
- l. “workplace” means the place of work comprising University of Central Punjab

### **17.3 Harassment inquiry committee (HIC)**

- (1) the competent authority shall constitute a harassment inquiry committee (HIC) within thirty days of the enactment of this Act to enquire into complaints under this Act.
- (2) The HIC shall consist of three members of whom at least one member shall be a woman. One member shall be from senior management and one shall be a senior representative of the employees or a senior employee. One or more members can be co-opted from outside the organization if the organization is unable to designate three members from within as described above. A chairperson shall be designated from among them.
- (3) In case a complaint is made against one of the members of the HIC, that member should be replaced by another for that particular case. Such member may be from within or outside the organization. (4) In cases where no competent authority is designated, the organization shall within thirty days of the enactment of this Act designate a competent authority.

## 17.4 Procedure for holding an inquiry

- (1) The HIC, within three days of receipt of a written complaint, shall:
  - a. communicate to the accused the charges and statement of allegations leveled against him, the formal written receipt of which will be given
  - b. require the accused submit a written defense within seven days from the day the charge is communicated to him and on his failure to do so without reasonable cause, the HIC shall proceed ex-parte
  - c. enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as the HIC may consider necessary and each party shall be entitled to cross-examine the witnesses against him
- (2) Subject to the provisions of this Act and any rules made thereunder the HIC shall have the power to regulate its own procedure for conducting inquiry and for the fixing place and time of its sitting.
- (3) The following provisions inter alia shall be followed by the HIC in relation to inquiry:
  - a. the statements and other evidence acquired in the inquiry process shall be considered confidential.
  - b. an officer in the organization, if considered necessary, may be nominated to provide advice and assistance to each party.
  - c. both parties, the complainant and the accused, shall have the right to be represented or accompanied by a representative, a friend or a colleague.
  - d. adverse action shall not be taken against the complainant or the witnesses unless the complaint is proved otherwise.
  - e. the inquiry committee shall ensure that the employer or accused shall in no case create any hostile environment for the complainant so as to pressurize her from freely pursuing her complaint.

- f. The inquiry committee shall give its findings in writing by recording reasons thereof.
- (4) The inquiry committee shall pronounce minor penalties or if it finds after inquiry the matter is of serious nature, submit its findings and recommendations to the competent authority within thirty days of the initiation of inquiry. If the inquiry committee finds the accused to be guilty, it shall pronounce or recommend to the competent authority to impose one or more of the following penalties:

## **17.5 Minor penalties**

- a. censure
- b. withholding, for a specific period, promotion or increment
- c. stoppage, for a specific period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar
- d. recovery of the compensation payable to the complainant from pay or any other source of the accused

## **17.6 Major penalties**

- a. reduction to a lower post or time-scale, or to a lower stage in a time-scale
- b. mandatory retirement
- c. removal from service
- d. dismissal from service
- e. monetary fine: A part of the fine can be used as compensation for the complainant. In case of the owner, the fine shall be payable to the complainant.

- (5) The competent authority shall impose the penalty recommended by the inquiry committee under sub-section (4) within one week of the receipt of the recommendations of the inquiry committee.
- (6) The inquiry committee shall meet on a regular basis and monitor the situation until they are satisfied that their recommendations subject to decision, if any of competent authority and appellate authority have been implemented.
- (7) In case the complainant is in trauma the organization will arrange for psycho-social counseling or medical treatment and for additional medical leave.
- (8) The organization may also offer compensation to the complainant in case of loss of salary or other damages.

## **17.7 Powers of the HIC**

- (1) The inquiry committee shall have the power:
  - a. to summon and enforce attendance of any person and examine him on oath:
  - b. to require the discovery and production of any document
  - c. to receive evidence on affidavits
  - d. to record evidence
  - e. to pronounce minor penalties
- (2) The HIC shall have the power to inquire into the matters of harassment under this Act, to get the complainant or the accused medically examined by an authorized doctor, if necessary, and may recommend appropriate penalty against the accused within the meaning of sub-section (4) of section 4.
- (3) The inquiry committee can instruct that the proceedings be kept confidential.

## **17.8 Appeal against minor and major penalties**

- (1) Any party aggrieved by a decision of the inquiry committee/standing committee, on whom minor or major penalty is imposed may within seven days of written communication of decision prefer an appeal to the ProRector/appellate committee of the university.
- (2) The appellate committee may, on consideration of the appeal and any other relevant material, confirm, set aside, vary or modify the decision within thirty days in respect of which such appeal is made. The decision shall be communicated to both the parties and the employer.

## **17.9 Provisions of these rules in addition to and not in derogation of any other law**

The provisions of these rules shall be in addition to and not in derogation of any other law for the time being in force.

While every effort has been made to ensure the accuracy of the information in this Students Hand Book 2019-20, the University or Registrar Office can accept no responsibility for any errors or omissions.

The University reserves the right to amend, add, delete or discontinue the rules, regulations or other such information provided in this Hand Book whenever it deems fit. The students are responsible to keep themselves up-to-date about changes in this book.