

HITEC UNIVERSITY TAXILA

STUDENT HANDBOOK



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CHAPTER I

A. ACADEMIC REGULATIONS PRELIMINARY

1. **Short Title and Commencement.** These Regulations may be called the HITEC University Academic Regulations. They shall come into force at once.

2. **Definitions.** In these regulations, unless there is anything repugnant in the subject or context:-

- a. **“Academic Advisor”** means a member(s) of the academic staff to be appointed by the Chairperson of a Department, College or Institute for guiding and counseling students and for supervising their academic performance till their final graduation from the university.
- b. **“Academic Program”** means a program of studies, which leads to the award of a University degree to the students, after successful completion of all its requirements.
- c. **“Act”** means the HITEC University Act, 2009.
- d. **“Board of Faculty”** means the board of faculty for each faculty of the University.
- e. **“Contact Hour”** means one hour including ten minutes break spent on academic and research related activities including instructional work/tutorials, laboratory work (practical), research work, projects, seminars, workshops, internships, etc during the course of studies at the University.
- f. **“Controller of Examinations”** means the Controller of Examinations (CoE) of the University.
- g. **“Credit Course”** means a course of study, successful completion of which shall be a requirement for the award of a degree.
- h. **“Credit Hour (Cr Hr)”** means a lecture of one hour duration (including ten minutes break) per week per semester for a subject countable towards a student’s Cumulative Grade Point Average. However, in case of seminars, tutorials and laboratory work (practical), one credit hour may require two or three contact hours depending upon the nature of the subject.

- i. **“Cumulative Grade Point Average (CGPA)”** means the summation of grade points of all credit courses divided by the total number of credit hour taken by a student, i.e.

$$\text{CGPA} = \frac{\text{Sum of (P} \times \text{N)}}{\text{Sum of N}}$$

where ‘P’ represents grade point assigned to a letter grade scored by the student in a course and N represents the number of credit hours associated with the course.

- j. **“Departmental Board of Studies (DBS)”** means each department’s board of studies.
- k. **“Grade”** means a letter grade indicating the quality of students’ academic performance.
- l. **“Grade Point”** means number of points representing the letter grade obtained by a student in a course/subject.
- m. **“Grade Points of a Credit Course”** is the product of points representing the letter grade scored by the student in a course and the number of credit hours assigned to the course.
- n. **“Non Credit Course”** means a course of study, successful completion of which shall not be a requirement for the degree.
- o. **“Semester”** means an academic period, in which one set of courses in any discipline of engineering, religious education, mathematics, management etc is offered. The duration of a semester shall be a minimum of 19 weeks including 16 weeks of teaching and 3 weeks for examinations. The academic year consists of two regular semesters; fall and spring. There may be a short summer semester of minimum 8 weeks duration. A course offered in summer semester will be taught at twice the pace i.e. for a (3-0) credit hour course, 6-hourly classes/week will be held. However, for calculating the student’s GPA, it will be deemed as a (3-0) credit hour course.
- p. **“Semester Grade Point Average (GPA)”** means the summation of grade points of all credit courses divided by the total number of the credit hours taken by a student during a semester.

- q. **“Subject” or “Course”** means a topic or subject related to an academic program, which is to be studied by a student for a fixed number of credit hours during a semester. Each subject shall carry a specific discipline code and number.
 - r. **“Thesis Supervisor”** means a person who supervises/guides thesis/dissertation of a student till successful completion of research work. The supervisor must have sufficient experience and relevant qualification preferably PhD in the field of research.
 - s. **“University”** means the HITEC University.
3. All other words and expressions used, but not defined herein, shall have the same meanings as defined in the Act.

B. ADMISSIONS

1. Eligibility for Admission

- a. A candidate for admission to Bachelors’ Degree must fulfill the criteria prescribed by the University / Pakistan Engineering Council (PEC) / Higher Education Commission Islamabad (HEC), as amended from time to time. It shall be the candidate’s own responsibility to get the equivalence established through Inter Board Committee of Chairman, Islamabad (IBCC), where required.
- b. Be up to the medical standards which shall allow the students to go through the intense studies and training in the University.
- c. A student previously withdrawn from HITEC University on disciplinary grounds will not be eligible to apply again for any degree program.
- d. In case of any dispute, decision of the Vice Chancellor shall be final for the grant of admission to any student in any bachelors’ program.

2. Selection for Admission

- a. Merit shall be determined on the basis of the University's entrance examination, past academic record and if required an interview along with any other criteria as laid down from time to time by the University.
 - b. Each student shall make an application on the prescribed admission form in response to advertisement appearing in the press or as announced on the University website. Pre-requisites for eligibility of candidates for admission shall be announced through the prospectus/news papers or website.
 - c. All admissions shall be recommended by the University Admission Committee comprising the following:-
 - (1) Dean Chairman
 - (2) One Prof/Associate Prof from each department Members

to be nominated by the Chairperson
 - d. Number of seats for each academic year/session shall be approved by the Academic Council in accordance with the overall induction plan of the University.
 - e. Each successful candidate will be issued "Admission letter" by the Admission Office.
3. Please refer to relevant Graduate regulations for eligibility and selection in PhD and Masters Programs.
4. **Registration.** At the beginning of the program, every student shall register with the University in the discipline for which he/she has been recommended by the Admission Committee.
5. All admissions shall remain provisional until the submission of:-
- a. Required/ pre-requisite original and attested documents.
 - b. Full fee of admission and current semester fee of academic program.
 - c. Any other supporting documents that may be required.
 - d. Attested copies of certificate within two weeks of declaration of results by the candidates awaiting result is mandatory, otherwise the University will cancel their admission.
 - e. At the time of registration, candidates will be required to produce their original certificates, which will be retained by the Admission Office till completion of

the program.

6. The Registrar's Office, on completion of admissions formalities, shall allot registration numbers to successful candidates and notify their registration and issue Registration Cards.

7. **Semester Enrolment.** Enrolment by each registered student shall be mandatory in each semester on the dates notified in University academic calendar and; a student should enroll in the courses as per the laid down policy of the University. Students failing to enroll in a semester or payment of semester fee shall be suspended from the University rolls and Chairperson of a department, college or institution, may allow re-instatement of the student within the time limit prescribed for this purpose. A student seeking re-instatement shall, in addition to semester and "late fee payment penalty", shall also pay re-instatement fee to continue the studies.

8. The Registrar Office shall notify the list of enrolled students within first two weeks of commencement of the semesters and Controller of Examinations shall publish results on the basis of enrolled students list of that semester. Enrolment forms will be made available to each department, college and institution by the Registrar Office. Following shall be adhered to in Bachelors' and Masters' programs:-

- a. **Undergraduate Programs.** A regular/suspended/relegated or a student on semester freeze (where admissible) can:-
 - (1) Enroll in the courses as specified in the road map of that degree/program in a regular semester,
 - (2) Enroll in the number of courses not exceeding 9 credit hours in Summer Semester,
 - (3) Enroll in a regular semester up to the credit hours as laid down by HEC/PEC, with a casual status (a registered student who fail to complete the program in time and needs further study to pass the credit courses for completion of program requirement).
 - (4) Add or drop a subject(s), due to conflict in weekly program or on personal grounds within first two weeks of commencement of semester.
 - (5) A student who has been relegated in Spring Semester and asked to join next junior class can enroll in the succeeding Summer Semester. The

course(s) enrolled shall be from the semesters in which he/she is eligible to receive earned Cr Hrs.

b. Graduate Programs

(1) **PhD and Masters (less MBA) Programs.** Enrolment of PhD and master's (less MBA) programs will be done as laid down below. A student can:-

- (a) enroll in a maximum of four (three for PhD) and minimum of one course ; and in case of an unregistered student(s), in the courses not exceeding laid down limit of Cr Hrs of HEC/PEC in a regular semester;
- (b) Add or drop a subject(s) due to conflict in weekly program or on personal grounds within first two weeks of commencement of regular semester. No fee will be charged;
- (c) Apply and get approval for dropping a subject(s) within two weeks after first sessional examination by the respective Chairperson of department, school or institution in a regular semester. No fee will be refunded and students' result will not be announced.
- (d) Dropping a subject(s) under any other conditions will make a student liable to pay the fee and his result will also be announced.

(2) **MBA Program Only.** Enrolment of MBA program will be done as laid down below. A student can:-

- (a) In a regular semester; enroll in the courses as specified in the road map of that degree/program; and in case of an unregistered student(s) in the courses or Cr Hrs as laid down by HEC/PEC;
- (b) In Summer Semester; enroll in the number of courses not exceeding 9 Cr Hrs;
- (c) Within first two weeks of commencement of a semester including Summer Semester, add or drop a subject (where applicable), due to conflict in weekly program or on personal grounds.

9. **Semester Freeze.** Based on the positive recommendation of the Chairperson of the department, semester freeze up to one year from course work is allowed to students facing

acute domestic problems or any other valid reason(s). During semester freeze period the student shall be required to pay 25% of the tuition fee for each semester to continue his/her registration with the University. Semester freeze fee from MS students will be charged @ Rs 6,000 per semester. Semester freeze fee will be charged from PhD students @ Rs 6000/- per semester. Semester freeze will not be allowed in the first semester. Prior to resumption of studies after the semester freeze, it shall be mandatory to clear all the previous outstanding dues, if any.

10. **Migration.** Policy relating to migration is attached with these regulations.

11. **Course Enrolment by Unregistered Candidates.** HITEC University may allow enrolment in PhD /Masters' level course(s) to the candidates who are not its regular students under the following conditions:-

- a. A bonafide student of another HEC/PEC recognized institution will be allowed to enroll in the Masters'/ PhD level course(s), on production of permission letter from the Head of the Department of parent institution. On completion of the course(s), a grade sheet / result of the candidate(s) will be sent directly to Controller of Examinations of the parent institution.
- b. A candidate who is not registered in any institution will be allowed to enroll in the Masters'/ PhD level course(s) after confirming his eligibility or otherwise as recommended by the Chairperson and approved by the Dean of Faculty. On completion of the course(s), the student will be provided only a certificate showing subject name, marks obtained and grade.
- c. These candidates will be issued with temporary/casual registration numbers for identification/recognition purpose only.

C. SCHEME / DURATION OF STUDIES

1. **Under Graduate Studies.** The minimum number of credit hours as approved by PEC / HEC, for each program, and duration for completing the Bachelor's Program shall be as under:-

S.No	Program	Cr Hr(min)	Duration	
			Min	Max
a.	Bachelor of Science in Engineering*	As per HEC/PEC criteria	4 years	7 years
b.	Bachelor of Business Administration*	As per HEC/PEC criteria	4 years	7 years
c.	Bachelor of Islamic Studies	As per HEC/PEC criteria	4 years	7 years
d.	Any other program as and when launched	As approved by HEC		

* Internship with reputed public/private sector organizations for a minimum duration of 6-8 weeks for the students may be arranged by the “Director Student Affairs” in coordination with the concerned Department during 3rd / 4th year summer breaks to provide them with practical, on job training, and confidence before employment as professionals.

2. **Post Graduate Studies.** The minimum number of credit hours and its duration for completing the various Post Graduate Programs shall be as under :-

S.No	Program	Cr Hr(min)	Duration	
			Min	Max
a.	MS Programs less MBA	30	1.5 years	4 years
b.	Master of Business Administration	36/96	1.5/3.5years	4/6 years
c.	Doctor of Philosophy	48	3 years	8 years
d.	Any other program as and when launched	As approved by HEC		

* *18 Cr Hrs of course work and 30 Cr Hrs for Dissertation*

(In addition to the Masters' degree the University may offer Post Graduate Diploma (PGD) program(s) as per University rules approved by the Academic Council from time to time).

D. TESTS AND EXAMINATIONS

1. The following may be scheduled during a semester of studies for the purpose of grading:-

- a. **Minor Tests (Quizzes).** A number of quizzes conducted frequently in each course at irregular intervals (minimum 2 per credit hour) throughout the semester, without intimation.
- b. **Major Tests**
 - (1) **Sessional Examinations.** Two sessional examinations of one hour duration will be conducted in each course with due advance notice.
 - (2) **End Semester Examination.** The last comprehensive examination of three hours duration is given in each course on its completion and it will cover the whole syllabus.
 - (3) ***Mid Semester Examination.** Two hours examination for all lab courses.
- c. **Class Assignments.** A task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- d. **Practical / Laboratory Test.** Where applicable, these tests include all such examinations / evaluations to ascertain the level of competence of practical application of knowledge acquired.
- e. **Project.** Project is a practical/research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical application.

2. **Sessional /End Semester Examinations.** All sessional / end semester examinations of the University shall be held on the dates and schedule prepared by the concerned departments. However, the same shall be notified by the Controller of Examinations.

3. **Eligibility**

- a. Minimum attendance requirement to appear in end semester examinations is 75%.
- b. Candidates, whose attendance is short in any subject(s), will not be allowed to take end term examination and shall be declared fail in that subject(s).
- c. Candidates should have cleared all the dues as applicable.
- d. Only those candidates who would be in possession of admit cards shall be eligible to enter the Examination Hall/Rooms for taking the end semester examinations.

4. **Question Papers.** All question papers shall be set by respective faculty members, shall be vetted by the Chairperson, and will be conducted in accordance with the University policy. There shall be no choice in the question paper. It shall be ensured that the question papers are balanced with respect to the examination policy and will cover the essentials of the whole syllabus completed by the faculty. The answer book will be marked by the faculty member of each subject. The question paper shall be set by a faculty member nominated by the Chairperson (in case more than one faculty members are teaching the same subject). As policy all the answer books will be shown to each student after marking within stipulated time.

5. **Practical Examination.** In all subjects for whom a practical examination/project is prescribed, arrangement and conduct of practical examination shall be made by the Chairperson. Normally, a final practical examination will be held on the day of theory paper.

6. **Use of Reference Material during Tests/Examinations.** Prior to class tests/end semester examinations, the concerned faculty member/ invigilator shall announce such books, notes or other material which could be referred to by the students during the tests/ examinations. Examinees shall not be in possession of any other books, notes, papers or material etc.

7. **Examination Schedule.** The program of each examination shall, except otherwise provided, be drawn by the Chairpersons of Department, Institute or College and forwarded to Controller of Examinations for publication, one weeks prior to the commencement of

sessional and two weeks prior to end semester examination respectively. The examination will be held at HITEC University Taxila Cantt, however the Vice Chancellor may allow the holding of examination(s) outside if required.

8. **Academic Calendar of University.** The Registrar shall prepare academic calendar of the university and ensure its availability on University's web site, after the approval of the Academic Council.

9. **Conduct of End Semester Examination.** The detailing of faculty members as Superintendent/Deputy Superintendent for the conduct of end semester examination will be approved by the Chairperson of the department, college or institute. The Controller of Examinations will notify the same as such. These officers/ faculty members shall ensure that:-

- a. Examinees are seated in the examination room according to the seating plan prepared by the concerned department.
- b. All answer books used in the examination are initialed by them.
- c. Answer books are issued to the invigilators 15 minutes before the commencement of the examination and retrieved at the end of the examination.
- d. Attendance report is prepared and forwarded to the examination branch at the end of each examination.

10. **Invigilation.** Invigilators are also detailed by the concerned Chairperson. They shall report to the Superintendent/Deputy Superintendent thirty minutes before the commencement of examination and shall ensure that: -

- a. The students are seated according to the seating plan.
- b. The students are warned against the use of unfair means and advised to surrender notes, papers or other unauthorized material before the commencement of the examination.
- c. No examinee is allowed to join the examination thirty minutes after its commencement.
- d. No examinee is allowed to leave the examination room/hall within initial one third of allotted time. Similarly, no examinee is allowed to leave the examination hall, in the last fifteen minutes.

- e. The question papers and answer books of an examinee detected using unfair means or assisting another candidate, is taken away and the matter reported to the Superintendent/Deputy Superintendent of examination. The Superintendent records all available evidence to be used as written proof later on.
 - f. The examinees write their registration numbers on the front cover of each answer book and the additional spare sheets used. The additional spare sheet(s), if used shall be stapled together with the answer book and all unused answer books and spare sheets are handed over to the Superintendent/Deputy Superintendent after the examination.
 - g. No cell phones are allowed on person and are kept at or near the rostrum in the examination hall.
 - h. The question paper(s) is distributed to the students according to the schedule published by the Controller of Examinations. The invigilator shall collect answer books from the students and hand over to Superintendent/ Deputy Superintendent after the examination. The concerned faculty members shall remain available near the place of examination of their subject to clarify query, if any.
11. **Students Responsibility.** Each student should:-
- a. Report half an hour before the time fixed for the examination.
 - b. Not take books, notes or documents in the examination room except for those authorized by the examiner.
 - c. Take examination in the enrolled subject(s) only.
 - d. Not appear in a paper(s) if ineligible, otherwise will become liable to disciplinary action on the basis of breach of rules.
12. **Preparation of Results**
- a. Each department will forward the award lists of each subject to the Office of the Controller of Examination within one week of completion of end semester examinations. Thereafter, the Controller of Examinations will announce the result within first two weeks of the next semester after approval by Boards of

Faculty. For sessional examination, the result must be communicated to students within two weeks of examination.

- b. The Controller of Examination shall prepare the result sheets of each class/session separately for checking by tabulators.
- c. Each department shall detail two *scrutinizers* each from amongst the teaching or non teaching staff who shall *verify* the result tabulation of their department and verify the entries before the final results are put up to respective Boards of Faculty for its finalization.
- d. The Board of Faculty shall review the result for approval before announcement.

13. **Breach of Examination Regulations.** Rules relating to Breach of Examination Rules are attached with these regulations

14. **Destruction of Question Papers/Answer Books/Result.** The following policy on destruction of question papers/ answer books/ result sheets of all types of University examinations shall be adopted:-

- a. Question papers, if not part of the answer book, shall be disposed off after the conduct of the examination.
- b. All the answer books shall be shown after they have been evaluated.
- c. Answer books of sessional examinations shall be handed over to the students after marking.
- d. End semester examination answer books along with a sample question paper showing the number of scripts on each envelope will be sealed and sent to the Office of the Controller of Examinations by the department(s)/concerned faculty member, and a certificate to this effect will be issued by the Office of the Controller of Examinations.
- e. End term examination answer books shall be retained by the Office of the Controller of Examinations for a period of 120 days after the result notification.
- f. Hard copies of results shall be retained forever.

- g. Soft copies shall be retained forever as duplicate record at a different and secure place.

15. **Recalculation.** There shall be no re-evaluation of answer scripts of the end semester examination. However, a candidate shall be allowed to have his answer scripts rechecked by the Controller of Examinations on payment of prescribed fee within 30 days of the declaration of the result. The Dean of the Faculty concerned, on the recommendation of the concerned chairperson, may condone the delay up to a maximum period of 15 days on payment of double fee. The Controller of Examinations and a faculty member of the concerned department shall check the answer scripts of the end semester examination of the applicant and check to satisfying themselves regarding following and certify that:-

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

16. Marks will be awarded to unmarked answer(s) by the concerned teacher only and correction of incorrect totaling if any will be done by Controller of Examinations and faculty member of the concerned department detailed for the purpose.

17. After checking above mentioned aspects the Controller of Examinations shall inform the applicant about the final outcome. If the students' claim is found correct, the recalculation fee will be reimbursed.

18. **Change in Pre-Final Examination Result(s).** After notification/declaration of final results by the Controller of Examinations, pre-end semester examination marks will not be changed e.g quizzes, assignments, sessional examinations or any other activity assigned marks. Only the application(s) raising query in end semester paper will be accepted. Student(s) seeking change/rectification of pre- end semester examination results due to erroneous entry of marks by the concerned faculty member will be admitted and processed through Chairperson of concerned Departments, Institutes and Colleges.

E. ACADEMIC STANDARDS FOR AWARD OF DEGREES

1. ***Undergraduate Grading Scheme.** The basis for determining a student's grade in a course is left at the well considered discretion of the individual faculty / Departmental Board of Studies. Since some courses are purely theoretical, some are purely practical and some have a theoretical as well as a practical portion, the grading scheme in the format given below may be followed by each department for the purpose of uniformity:-

***UNDERGRADUATE GRADING SCHEME**

Examination	Duration	Frequency	Weightage (%)	
			Theory	Practical
End Semester	3 hours	1 /semester	40-50	20-30
Sessional	1 hour each	2 /semester*	30-40	-
Quizzes	10 to 15 min	min 2/Cr Hr	10-15	-
Assignments/Projects	Own time	-	5-10	-
Practical /Lab work	2 - 3 hours	1-2 /week	20-30	70-80

(*One in case of Summer Semester)

***GRADUATE GRADING SCHEME**

Examination	Weightage (%)
End Semester Exam	50 - 60
Sessional Exam	50 - 50
Assignments / Projects	10 - 20

2. For purely theoretical and purely practical courses, the grading scheme is evident in the suggested format. However, for subjects which have the two categories (theory and practical) combined, the final grade is computed by multiplying the number of credits assigned to each category with the percentage marks obtained in that category and dividing the sum of the two by the total credits in that subject. For example:

Subject	Credit Hr		% Marks Obtained	
	Theory	Practical	Theory	Practical
Physics	3	1	70	90

$$\text{Overall Percentage} = (70 \times 3 + 90 \times 1) / (3 + 1) = 75\%$$

- The overall subject percentage thus obtained shall be rounded off by the individual faculty up to two decimal places. Fraction of 0.5 or more is rounded off to the next higher digit.
- It is the University policy to workout GPA by awarding relative grading on a scale of 4.00 grade points according to distribution curve based on the performance of a particular class by the faculty. However, an exception to this policy will be observed in all cases of project, thesis and dissertation evaluation and where the class strength at Masters' level is less than 10.
- The performance of each student in a course of study is graded as follows:

GRADE	GRADE POINT
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C*	2.00*
C-	1.67
D	1.00
F	0.00
I	Incomplete

(* Lowest grade in case of graduate courses)

- The performance in all cases of project, thesis and dissertation where class strength is 10 or less, grade and grade points will be awarded as follows:-

MARKS	GRADE	GRADE POINTS
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90-100	A	4.00
85-89	A-	3.67
80-84	B+	3.33
75-79	B	3.00
70-74	B-	2.67
65-69	C+	2.33
60-64	C*	2.00*
55-59	C-	1.67
50-54	D	1.00
less than 50	F	0.00
-	I	Incomplete

(*Lowest grade in case of graduate courses)

7. **Award of Grade ‘F’.** In addition to ‘F’ grade awarded on the basis of academic failure, a student shall not be allowed to appear in final examination of a subject in which his/her attendance is less than 75%, and he/she shall be awarded ‘F’ grade in that subject. The ‘F’ grade so obtained shall only be cleared by repetition of the course whenever offered.

8. **Award of Grade ‘I’.** A student, who, because of illness or other acceptable reasons approved by the Departmental Board of Studies/Board of Faculty, fails to appear in final examinations, provided his overall attendance is not less than 75%, is given ‘I’ as a grade. The student receiving such a grade makes up the unfinished portion of his course and is given a grade, subsequent to an examination, at the discretion of the faculty without prejudice to the previous grade ‘I’. In case the student fails to make up the course work, he receives a grade ‘F’ unless further extension is given by the Board of Faculty. He shall pay the prescribed fee for re-appearing in the end semester paper. Following procedure should be adopted to remove “I” grade:-

- a. **Sessional Examinations.** Whenever a student misses sessional examination due to reasons acceptable to Departmental Board of Studies, make up test shall be arranged within the period to be decided by the Departmental Board of Studies but not later than four weeks from original date of missed sessional examination.
- b. **End Semester Examination.** Whenever a student misses end semester examination due to reasons acceptable to the Departmental Board of Studies,

make up examination shall be arranged within first six weeks after the beginning of the subsequent semester.

9. **Final Grade.** The grade earned by a student in home assignments, quizzes, case studies, viva voce, practical/ laboratory work, sessional examinations, end semester examination and projects etc, are formalized into final result by the concerned faculty member. It must be ensured by each faculty member that after marking/ evaluating all examination answer sheets including end semester examination are shown to the students prior to finalization of the results and that, at least one week before the commencement of end term examinations, the marks obtained in each examination by the student are displayed on notice boards. The faculty prepares the final results of the students on the standard grade sheet in duplicate and submits it to the Departmental Board of Studies. The grade sheets of each course duly approved by the Departmental Board of Studies are sent to the Controller of Examinations.

10. **Computation and Approval of Results.** After the results are received from each department, the Controller of Examinations shall compile the final results, showing grades, GPA and the CGPA obtained by each student in each course of the semester. The grade report shall also indicate the tentative disposal of students failing to achieve required standard (probation, relegation, withdrawal). The Board of Faculty shall hold its meeting within first two weeks of the next semester and approve the results. The final result shall be formally announced by the Examination Branch after it is approved by Board of Faculty.

11. **Record of Results.** After the declaration of results, grade reports will be made available to the students and others on University website for their view and print, however the grade reports of all cases with academic deficiencies will be sent to the parents on the postal address of affected students.

12. **Issue of Academic Transcript/ Detailed Mark Sheet.** A student desirous of obtaining Academic Transcript/Detailed Mark Sheet may apply to the Controller of Examinations along with the prescribed fee/as per the policy issued on the subject. Fees for final Transcript will not be charged.

13. **Repetition of Course(s).** While repeating a course, a student should undergo all the formalities applicable to regular semester and appear in the quizzes, assignments, projects, sessional examinations etc, and end semester examination as planned for the course.

- a. **Bachelors' Program.** A regular/suspended/relegated or a student on semester freeze (where admissible) can repeat a course(s) to obtain minimum CGPA laid down for the prescribed program or to improve his CGPA under the following conditions:-
- (1) Shall apply through respective chairperson and get the approval to repeat the course.
 - (2) Transcript shall show both old and new earned grades, but the CGPA shall be based on the better grade.
 - (3) Student shall pay the prescribed tuition fee for the repeat course(s).
 - (4) Opting to repeat a course(s) shall not be eligible for top student honors / awards even if he improves and obtains equal or better CGPA.
 - (5) Student is responsible to clear the failed course(s).
 - (6) A student, in addition to clearing the failed subject(s), can study/repeat six courses also to improve CGPA with the permission of Departmental Board of Studies.
 - (7) A maximum of Grade 'B' shall be awarded in the courses studied during summer semester.
- b. **Masters' less MBA Program.** A student can repeat a course(s) to obtain minimum CGPA laid down for the prescribed program or to improve his CGPA under the following conditions. A student:-
- (1) Shall apply (subject to course offering) and get the permission to repeat a course from the chairperson of the Department.
 - (2) Shall pay the fee for repeating a course.
 - (3) Transcript shall show both the old grade and the new earned grade but the CGPA shall be based on the better grade.
 - (4) Apart from clearance of 'F' grade, if any, can repeat a maximum of two courses in entire coursework.
 - (5) In case the student, instead of thesis work, opts to complete the degree program by studying two additional courses after the course work, will be allowed to repeat the same two courses to complete the program requirement.

- c. **MBA Program Only.** A student can repeat a course(s) to obtain minimum CGPA laid down for the prescribed program or to improve his CGPA under the following conditions. A student:-
- (1) Shall be required to complete all formalities applicable to repetition of courses i.e. sessional examinations, projects, assignments, quizzes etc, and end semester examination.
 - (2) Transcript shall show both old and new earned grades, but the CGPA shall be based on the better grade.
 - (3) Shall pay the prescribed tuition fee for the repeat course.
 - (4) Repeating a course(s) shall become ineligible for top student honors/ awards even if he improves and obtains equal or better CGPA.
 - (5) Is responsible to clear the failed course(s).
 - (6) In addition to clearing the failed subject(s), can with the permission of Departmental Board of Studies repeat four courses during the entire program to improve CGPA.
 - (7) Studying course(s) during Summer Semester shall be awarded a maximum of Grade 'B'.

14. **Course Replacement**

- a. **Bachelor's Program.** A student will be allowed course replacement of elective subjects if the same is/ are not being offered in near future or in case the subject course has been removed from the curriculum of that program.
- b. **Graduate Program.** Course replacement will be allowed to a student in case of elective subjects only. A student will be allowed to replace a maximum of two courses.
- c. **Procedure.** Before enrolling in a semester, a student shall apply and get approval of Chairperson for the course replacement showing the previous course and the course to be replaced. He shall:-
 - (1) Pay the fee as laid down.
 - (2) Transcript shall show both the old grade and the new earned grade but the CGPA shall be based on the better grade.

F. AWARD OF BACHELORS' DEGREE AND ACADEMIC DEFICIENCIES FOR BACHELOR STUDENTS

1. **Award of Bachelors' Degree.** HITEC University on recommendations of the Board of Faculty awards undergraduate degree to the students who satisfy the following conditions:-

- a. Have completed the minimum credit hours as per approval of PEC/HEC for each program of bachelors' degree.
- b. Have achieved a minimum CGPA of 2.00 with a minimum of 'C' grade in project work.
- c. Have no unclear 'F' grade.
- d. Have cleared all dues.

2. **Academic Deficiencies.** A student who obtains one or more of the following grades in semester final result is considered academically deficient:-

- a. An 'F' grade in any subject.
- b. Semester GPA less than 2.00.
- c. CGPA less than 2.00.
- d. 'I' (Incomplete) grade in any course.

3. **Disposal of Academically Deficient Students.** The cases of academically deficient students are disposed of by the Board of Faculty on the recommendation of Departmental Board of Studies. The Board may award any of the following disposals:-

- a. Probation.
- b. Relegation.
- c. Withdrawal.

4. Probation

- a. **Definition.** Probation means that a student is deficient in academic standards.
- b. **Policy.** A student is placed on probation by the Board of Faculty under any of the following conditions, if the student:-

- (1) Deleted

- (2) Deleted
- (3) Deleted
- (4) Deleted
- (5) CGPA is below 2.00 and this clause will not be applicable to first semester.

5. **Relegation**

- a. **Definition.** “Relegation” means that the student will join the next junior class.
- b. **Policy.** Relegation will be granted under the following circumstances when approved by VC/Board of Faculty:-

- (1) Deleted.
- (2) On medical grounds.
- (3) On disciplinary grounds.
- (4) On own request.

- c. A student will be relegated subject to any of the conditions listed below:-

- (1) Deleted.
- (2) Deleted.
- (3) On medical or disciplinary grounds.
- (4) On his/her own request.

6. **Withdrawal**

- a. **Definition.** “Withdrawal” means that a student is considered unsuitable for further studies and shall be deregistered from University rolls.
- b. **Policy.** A student is withdrawn and struck off the University rolls subject to any of the conditions listed below:-

- (1) Deleted.
- (2) Deleted.
- (3) Deleted.
- (4) Fails to achieve CGPA of 2.00 or does not clear “F” grade on completion of 7 years of education from the date of registration.
- (5) Fails in all the courses in first semester.

- (6) Earns five probations.
- (7) On disciplinary grounds when recommended by the respective Discipline Committee and approved by the VC.

7. **Issue of Degree and other Certificates.** Successful candidate of each program shall receive a degree conferred on him at a convocation held for the purpose. The degree shall be signed by the VC and Registrar. Each successful candidate of non-degree program shall receive a certificate duly signed by the Dean of Faculty and Controller of Examinations.

CHAPTER 2

THE UNIVERSITY DRESS CODE

The University lays emphasis on a mode of dress for all students. Apart from teaching the students, the Faculty and Administration would like to see the students dressed smartly.

Dress Code- Students*

Sober and decent clothing is required to be worn in summers and winters according to the religious, cultural and social norms of the country.

MALES:

Summers:

Formal trousers, dress pants and plain blue colored jeans along with dress shirts and T-shirts can be worn. Shorts and sleeveless shirts are not allowed besides trousers/jeans and shirts may not be ripped or contain indecent graphic images or text. Shalwar qameez with waist coat and kheri can be worn on Fridays. Closed shoes should be worn while slippers and sandals are not allowed.

Winters:

Blazers, jersey, coat, jackets, scarves can be worn while shawls are not allowed for boys.

FEMALES:

Summers

Shalwar qameez, trousers and jeans are allowed with scarf, dupatta or abaya. Length of shirts should be knee length while short length kurtis, sleeveless, tights, t-shirts, heavy makeup, jewelry and pencil heels are not allowed. Dress should not be revealing. Ripped or carry indecent graphics or text. Appropriate closed shoes should be worn

Winters

Blazers jersey, coat, jackets, scarves and shawls can be worn

University ID Card

- a. All students of the University are required to have a valid University Identity Card and it is mandatory to wear the ID Card at times.
- b. The admission to the Examination Hall, Secretariat Offices, Library, Labs and other premises will only be allowed, if a student possesses University ID Card.

CHAPTER 3

CODE OF CONDUCT & STUDENT DISCIPLINE

HITEC University aims at enriching the personality of the students by inculcating them a sense of tolerance, discipline and civilized behavior. The behavior of the students at the University will be governed by the rules and regulations.

1. STUDENTS CODE OF HONOR: Every student must:-

- a. Be faithful in his/her religious duties and respect the conviction of others in matters of religion and custom.
- b. Be loyal to our homeland Pakistan by accepting law of land and refrain from performing any act , which might lower its honor and prestige.
- c. Be loyal with the University.
- d. Be truthful and honest in his dealings with all people.
- e. Respect the elders and be polite to all especially to women, children, old people, the weak and the helpless.
- f. Respect his teachers and others in authority in the University.
- g. He must devote himself faithfully to his studies.
- h. Comradeship
- i. Cleanliness of body, mind, speech and habits
- j. Care/ preservation of public property/ national assets.

2. PROHIBITED ACTS: No student shall:-

- a. Smoke inside the University campus that includes classrooms, laboratories, library, examination halls, hostel, cafeteria, grounds and lawns.
- b. Consume alcohol, liquor or other intoxicating drugs within the university campus

and during study/recreational trips outside the university campus.

- c. Organize or take part in any unauthorized function within the University premises except in accordance with prescribed rules and regulations.
- d. Collect any money or donations for or on behalf of the University except with written permission of the Vice Chancellor.
- e. Stage or participate in any sort of walk out, strike, agitation or quarrel against the University teacher, student, staff or any other officer.
- f. Carry any weapon including gun, pistol, revolver, dagger, knife, sword etc within the University Campus.
- g. Behave unethically in such a manner that is not comforting to the ease and comfort of others like using abusing language.
- h. Engage in practicing or causing sexual discrimination or any activity that falls under the purview of sexual harassment.
- i. Fails to report any harassment to the concerned designated officers / Director Student Affairs and take matter into own hand to try to tackle the harassment.
- j. Use loudspeaker or megaphone to disrupt the academic activities until otherwise permitted during the functions arranged with the permission of University Management.
- k. Interfere in any official proceedings of the University and conduct of Examinations.
- l. Threat or misbehave with the Officers or other employees of the University or try to influence such officers or employees in any way in connection with their official assignments.
- m. Instigate any anti-social element from within or outside the university to take matters into own hands and threat any student or any employee of the university
- n. Engage in any smear campaign against the University.
- o. Engage in any campaign through electronic, print or social media to instigate or take part to disrupt the academic activities or boycott of the Examination or create disturbance in or around the examination hall.

- p. Engage in any political activity based on language, ethnic, religious or secretariat basis within the University campus.
- q. Engage in destroying the University Property in any way.
- r. Publicly male female physical interaction, display of affection, and physical abuse.
- s. Cheating, stealing or telling lie.
- t. Attending classes in improper dress code.
- u. Use of mobile phone in classroom or examination hall.
- v. No student will involve himself/ herself in any activity which is against the general courtesy and reputation of University, like playing music in car or driving cars/motorbikes without silencer, or blowing horn unnecessarily.
- w. Will not show insolent behavior during any educational or recreational trip, co-curricular activity or assignment within or outside University Campus.
- x. Will not commit any act of dishonesty like submitting false documents, telling a lie for undue favor, use of unfair means, during any examination.
- y. No student will disregard or disobey the university rules in any manner, may it be physical, by written means or gestures.

3. ACT OF INDISCIPLINE: A student shall be guilty of an act of indiscipline and shall be liable for each act to one or more of the penalties, if the student :-

- a. Commits a breach of any rules of the conduct specified in para 2 above.
- b. Violation of Dress code and ID Card rules.
- c. Use of indecent and foul language, undesirable remarks and gestures; acts of moral turpitude; disorderly behavior like abusing, quarreling, fighting or others.
- d. Defying the University official and disobeying the lawful orders of a teacher or any other person in authority in the University.
- e. Indulge in acts that may cause physical injury to the teachers, staff and students of the University.
- f. Spreading by word of mouth or written material, any religious, sectarian, ethnic or

any other material derogatory to Islam, Pakistan and the University.

- g. Carrying or use of any weapon.
- h. Using University Property without lawful authority.
- i. Sale, distribution or consumption of alcohol, drugs or any other intoxicants.
- j. Bringing any expelled student or any other anti-social element within the University Premises.
- k. Is habitual of violating university rules and discipline.
- l. Does not pay University dues outstanding against him/her, including fine/ penalties etc.
- m. Does not comply with hostel rules as issued / amended from time to time.
- n. Commits an act of impersonation.
- o. Commits any such act which is prejudice to good order, ethics, discipline, and rules of the university.
- p. Any other relevant matter that is not specifically mentioned in these rules and directive issued by the University authority.
- q. Using the Internet to threaten or making unwanted advances towards someone else is Cyber stalking or Cyber Harassment and would be eligible for punishment as per Cyber Laws of the country.

4. PENALTIES FOR ACT OF INDISCIPLINE: Penalties for acts of indiscipline shall be according to the gravity of the case and may be any one or more of the following or other as determined by the disciplinary committee.

a. Minor Penalties

- (1) Verbal or Written Warning
- (2) Probation for a specific period of time
- (3) Fine upto Rs. 10,000/- with or without any other penalty
- (4) Withholding of Examination Result
- (5) Withholding of a certificate of good moral character

b. Major Penalties

- (1) Fine commensurate with the nature and extent of misconduct upto Rs.

- 25,000/- with or without any other penalty
- (2) Cancellation of hostel accommodation (if any)
 - (3) Cancellation of Examination result
 - (4) Cancellation of financial benefits/concessions, suspension of admission, and ban on the entry into the premises of the University for a specific period of time
 - (5) Rustication from the University for a specific period of time and ban on the entry into the University Campus
 - (6) Expulsion from the University and permanent ban on the entry into the University Campus
 - (7) Removal from any Society position held
 - (8) Disciplinary relegation.

5. PROCEDURE FOR PROCESSING THE DISCIPLINARY CASES: On occurrence of an act of ill-discipline, following procedure will be followed:-

- a. On receipt of written complaint / application received from the student or University employee regarding involvement of HITEC University student, Directorate of Student Affairs will conduct a preliminary investigation. If the case does not require any further investigation/action, Directorate of Student Affairs will dispose of the case amicably or award suitable minor punishment as per the severity of the case and notify the penalty and forward the copy of notification to Office of Registrar, Treasurer, other concerned offices including parents of the student(s).
- b. If the case warrants a formal investigation/inquiry, case will be forwarded to Office of the Registrar with the recommendations to refer the case to the Disciplinary Committee.
- c. On reception of the case, office of the Registrar will obtain approval from the Vice Chancellor and will refer the case to the Disciplinary Committee along with all supporting documents.

6. RESPONSIBILITIES OF THE DISCIPLINARY COMMITTEE: Disciplinary Committee will conduct the inquiry as per the following Terms of Reference:-

- a. Disciplinary Committee will formally assemble to investigate the matter and complete the investigation within the stipulated time period as notified.
- b. When a case is referred to the Disciplinary Committee, the Committee if it deems fit, suspend the student from the University Rolls and / or direct the student(s) to vacate the hostel accommodation till it has taken decision in the case.
- c. Disciplinary Committee will request the concerned departments of the students involved in the act of ill-discipline (being investigated) in writing to direct the students involved in the case to report to the Disciplinary Committee as and when required.
- d. Disciplinary Committee will frame the charges against the accused students and will charge sheet them. Students will submit the written reply within the period of seven days or the time given by the Disciplinary Committee.
- e. Disciplinary Committee will call the students for personal hearing and record the proceedings.
- f. In the light of statements of the witnesses and questions by the Committee thereafter, the Committee will conclude the “Findings” of the case.
- g. Based on findings, the Discipline Committee will recommend major or minor penalty as deemed fit.
- h. Chairman Discipline Committee will forward the complete Discipline Committee Report along with all evidences to Vice Chancellor for his vetting and approval.
- i. After the VC’s approval, the Discipline Committee Report will be forwarded to Registrar by Chairman Discipline Committee under covering letter, asking for necessary notification.
- j. Registrar Office will notify the penalties and forward/distribute copies of this notification to all concerned departments, who will be responsible to ensure implementation of penalties. A

k. Awarded punishment will also be displayed on the notice board.

7. RIGHT TO APPEAL

a. A review petition against the imposition of penalty shall be made within 7 days to the appellate committee comprising of the following members:-

(1) The Vice-Chancellor

(2) All Deans

(3) The Registrar

b. The Committee shall hear the appeal and dispose of the case within 2 weeks.

CHAPTER 4

CODE OF CONDUCT FOR UNIVERSITY TRANSPORT

1. CODE OF HONOR

a. An individual traveling in the University Bus / University Managed Private Transport must respect the female students, driver and helper.

b. All individuals traveling in the bus must cooperate with the driver/ cleaner.

c. Cassette Player, singing songs, use of vulgar language, card playing,

fooling, passing remarks using nick names and smoking, playing music on the mobiles, are prohibited.

- d. Hanging with door of buses is prohibited.
- e. Forcing driver/cleaner for undue delay, stoppage, changing routes is prohibited.

2. COMPLAINTS / GRIEVANCES

- a. For complaints / suggestions contact Manager Administration/DSA.
- b. In case of any eventuality occurring in the bus routes shall be immediately reported by the concerned driver/ cleaner to Manager Administration in writing.
- c. Any disciplinary cases during the buses routes must be referred to the following Committee:-
 - (1) Chairman Discipline Committee
 - (2) Director Student Affairs
 - (3) Manager Administration

CHAPTER 5

CODE OF CONDUCT FOR UNIVERSITY MANAGED HOSTEL

1. **General.** Hostel Regulations have been framed for smooth functioning of hostel facilities in-door to provide the students best possible, comfortable atmosphere for lodging and other facilities so that the students can effectively concentrate on their studies.
2. **Eligibility.** Student admitted in the University and registered for morning courses are eligible to apply for accommodation in University Hostel.
3. **Duration of Accommodation** Students will be admitted for six months/semester which

may be extended and continues in proceeding semesters. Booking is subject to the following:-

- a. Availability of space in Hostel.
 - b. Conduct and behavior (discipline) of the student. Any positive involvement of student in disciplinary case would make the student ineligible.
 - c. Good academic record (GPA) of student.
 - d. No record of drug usage.
4. **Hostel Dues.** Students resident of University hostel shall pay hostel dues as fixed by university authorities from time to time. The students will be required to deposit hostel dues for complete semester in advance at the start of semester within the due date specified by University. Delay would be subjected to fine as per University rules.
5. **Maintenance/Upkeep of Rooms**
- a. Students are provided with well furnished rooms with following facilities:-
 - (1) Ceiling fans
 - (2) Curtains or blinds for windows
 - (3) Beds with mattress, pillows and bed sheets
 - (4) Study table/chair
 - (5) Almirah
 - b. Attendants will be available on each floor and they would ensure cleanliness and up keeping of the rooms once students leave the hostel for classes in the morning. However, it is expected from students that they will not throw rubbish around and use the dust bins placed for the purpose.
6. **Messing Services:** 2 x University café are established and available for the students to avail messing facilities as follows:-
- a. Student may prepare a standard menu for them and hand over to the café management. Menu can be changed during monthly mess meetings of mess committee.
 - b. Contractor may cook food as per student's suggestion and University approved rates along with the agreed quality standards administered by Food committee.
 - c. Payment for the messing will be made as decided from time to time by the student

committee and hostel management.

7. **Medical Facility.** Any student requiring medical assistance/first aid will be refereed/evacuated to HIT Hospital using University managed transport.
8. **Sanitation.** Well maintained bathrooms and toilets have been provided in the hostel. Sweepers are available round the clock for cleaning and maintenance.
9. **Discipline.** Residents of University managed Hostel are to abide by the following rules and regulations:-
 - a. A student shall not occupy a room without due allotment. He shall not transfer it to any other person, nor exchange it with another student without permission of the Senior Warden.
 - b. A student cannot change a room once allotted at his name. However, student may apply for any such change with genuine reason to Warden/Hostel Administrators.
 - c. The furniture assigned to a room shall not be shifted from it. Student shall be responsible for the articles issued to him and shall return them to the hostel authorities when leaving the room or hostel. He shall be responsible for any loss or damage to these articles.
 - d. A resident who breaks or damages any University property shall have to pay the cost of the articles, in addition to any disciplinary action that may be taken against him.
 - e. The residents shall not tamper with the room fittings, nor shall they do tempering of door locks and internal locks.
 - f. "Lights off" timings will be observed as decided/conveyed by University management from time to time.
 - g. Use of electric heater/iron/kettle/extra bulbs and other electric appliances are prohibited in the rooms. The same will be confiscated if found.
 - h. Written permission (Leave/Out Pass) duly signed by senior warden/Asst Warden is necessary for staying out for a night. All students going on a night out should enter hostel leaving details in the register with the warden/hostel staff and may check in once they come back to the hostel. A student absent from hostel for more than three days would get a call at his residence

informing his parents on his absence. Student missing for more than a week will be liable for cancellation of his hostel facility.

- i. The residents must follow IN/Out timings set by hostel management i.e after 10 pm no entry is allowed in hostel and the University gates would follow the same time period of no entry permission after 10:00 pm. Late night comers would be fined as per procedure invoke (Rs. 500) after 10pm at night. Any exception to the entry timings would be entertained through Warden/DSA Office.
- j. The residents shall not leave lights, heaters or fans ON when the rooms are not in use.
- k. A room or any part of the hostel premises shall not be used as an office, reading room, library or for any other similar purpose by a political, religious, regional or sectarian body of the students.
- l. The residents are advised in their own interest, not to keep in their rooms cash or valuable articles like radios, transistors, tape-recorders, TV sets, mobile phones, laptops etc. rooms tidy and clean. They shall not dispose of litter in the verandahs or other parts of the hostel premises.
- m. Smoking is strictly prohibited in hostel and will be dealt with as per University rules of fine/penalty, etc.
- n. Students should not be found using/in possession of any intoxicants/drugs or weapon of any kind. The residents are not allowed to gamble or to use any intoxicants and narcotics. Violation of this restriction shall render a resident liable to expulsion from the University hostel, in addition to any criminal proceedings that may be instituted against him under the Penal Law of Pakistan.
- o. The residents shall not keep in the hostel any fire arms or other weapons, even if licensed. Violation of this rule shall render a resident liable to expulsion from the University.
- p. A resident shall not indulge in any amusement, which is likely to cause nuisance to others. Loud speakers, woofers and other instruments causing disturbance to other resident students are not allowed in the hostel premises

- in case of violation, the appliance/device shall be confiscated.
- q. Resident shall not commit any act of impersonation, give false statement or involved in willful suppression of information, cheating or deceiving.
 - i. r. Resident shall not use abusive language, undesirable remarks or gestures and also will not violate public morals (any act of character failure).
 - s. Consumption of food in the room is not allowed. All the meals (Breakfast, lunch & dinner) will be consumed inside Cafe.
 - t. Wall chalking, displaying of un-approved posters, pasting of unauthorized notices etc in the hostels as well as in the university premises is strictly prohibited. The students involved in such activities shall be punished in accordance with the University Discipline Rules.
 - u. No personal engagement or misbehavior with hostel staff is allowed, if there is a problem matter may be reported to warden and solved amicably.
 - v. Day scholars/ outsiders are not allowed to enter or stay in hostel.
 - w. Family members of the resident student can meet them in the sitting area near reception only.
 - x. Guests are not allowed to stay overnight unless it is permitted by the hostel authorities and accommodation is available in the guest rooms.
 - y. Any resident found violating these rules shall be fined/warned. After three warnings from the hostel, the student can be expelled from hostel.

CHAPTER 6

SEXUAL HARRASEMENT

1. PROHIBITED CONDUCT

- 1.1. "Sexual harassment" means any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, where:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual participation in any activity at the University
 - b) Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual or
 - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.
- 1.2. Sexual harassment may be overt or subtle, and can range from visual signals or gestures to verbal abuse to physical contact along with hand or sign language to denote sexual activity, persistent and unwelcome flirting (see Annex 1 for examples of various manifestations).
- 1.3. The following behaviors are specifically prohibited under this policy. However, it is not an exhaustive list, and other behaviors that fall within the scope of the definition above shall also be prohibited.
- a) ***Especially Egregious Non-Consensual Acts***: Acts that would be included in the category of rape. While such situations will be covered under the laws of the country, and law enforcement institutions and the courts will investigate and adjudicate accordingly, the HEI administration has a special obligation to take preventative measures, offer immediate assistance and take interim measures when required.
 - b) ***Non-Consensual Sexual Contact***: Includes sexual contact with another person without consent.
 - c) ***Sexual Exploitation***: Taking of actions that violate the sexual privacy of others or taking sexual advantage of another without their consent. For example, taking pictures, videotaping, viewing or distributing explicit images or sexual information of another person without their consent.
 - d) ***Other Pervasive or Severe Behaviors***: It is not necessary that there be actual sexual contact for a behavior to be categorized as sexual harassment. Other unwelcome behaviors are also prohibited if (i) they are based on an individual's sex or gender (ii) are persistent or highly serious and (iii) create an atmosphere which is intimidating or hostile. These include but are not

limited to lewd remarks or gestures, highly offensive jokes of a sexual nature, commenting inappropriately about another's body, and stalking.

e) ***Sex Discrimination***: Adverse treatment of individuals based on their sex or gender rather than on merit. This would include instances such as the singling out (for such adverse treatment as lower salary or grades, or more severe punishment) of person(s) on the basis of sex or gender.

- 1.4. All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done electronically such as through the internet, e-mails, social media, texting, telephone, voicemail etc.
- 1.5. All actions of harassment or discrimination may be taken by a person of any gender against a person of the same or another gender, and would need to be considered by the HEI if the act qualifies as a prohibited act under the policy.
- 1.6. Sexual harassment is especially offensive when perpetrated by persons in authority, and when submission is made a condition toward any HEI activity or benefit (for example, when submission is made the basis of the evaluation of an individual).
- 1.7. Sexual harassment will be considered especially egregious when the accused knew or reasonably should have known that the victim was in an impaired or incapacitated state. However, impairment of the accused, such as a result of the use of any illegal substances, shall not diminish their responsibility for harassment under this policy.

2. JURISDICTION

- 2.1. This policy applies to actions by students, faculty, staff, other members of the University (such as interns, residents etc.), or third parties (such as service providers, visitors etc.), when the misconduct occurs:
 - a) on campus) or in its immediate vicinity;
 - b) off the University property, if (i) the conduct occurs in connection with an HEI recognized program or activity or (ii) the conduct may create a hostile environment or pose a safety risk on campus; and
 - c) using the university's computing or network resources accessed from an off-campus location, which shall be deemed to have occurred on campus.

3. DESIGNATED RESOURCES

- 3.1. The University shall designate at least two members of the HEI administration (the “**Focal Persons**”), at least one of whom shall be a woman, to offer support and immediate assistance to those who have experienced sexual harassment. Contact information of such individuals shall be easily available, including on the University website.
- 3.2. The University shall also constitute an Inquiry Committee to investigate and adjudicate any allegations of prohibited conduct (the “**Inquiry Committee**”) in accordance with the provisions of Section 7 below. Those who have experienced sexual harassment may also contact members of the Inquiry Committee for support and advice.

4. COMPLAINTS AND REPORTING

- 4.1. A complaint may be lodged by any person who has experienced sexual harassment as defined in Section 1 (Prohibited Conduct) read with Section 2 (Jurisdiction) of this policy, with either the Focal Person or with any member of the Sexual Harassment Inquiry Committee.
- 4.2. In cases in which the conduct in question falls within the scope of the 2010 Harassment Act, the affected person shall also have an option to submit a complaint to the Ombudsperson in accordance with the provisions of the 2010 Harassment Act.
- 4.3. In the event that a complainant is reluctant to contact the Focal Persons or any members of the Inquiry Committee, the complainant may contact a colleague, instructor, the employment supervisor, manager, department chair, dean or VC. It will be the responsibility of the individual contacted to report the case to the Inquiry Committee without identifying either the complainant or the alleged offender and to ask for advice on procedure and policy from them to effect solution, if a solution is necessary.
- 4.4. Complainants shall be encouraged to submit complaints promptly, preferably within 3 months but no later than 12 months from the last date of the alleged harassment. An extension of up to 1 year may be granted by the Focal Persons or the Inquiry Committee upon written request stating the reasons for the delay in submitting the

complaint.

- 4.5. All members of the University community are encouraged to report any instances of sexual harassment that they may have observed to the Focal Persons or the Inquiry Committee. For the purposes of safeguarding the campus community, University has an obligation to investigate material violations of this policy even in the event that a formal complaint has not been filed.
- 4.6. As soon as a complaint or report is received by one of the designated resources, it shall be shared by him or her (within a period of 24 hours) with all Focal Persons and members of the Inquiry Committee for further action.
- 4.7. For minor violations, complainants may opt to make an informal complaint to either the Focal Person or the Inquiry Committee. The primary objective of informal resolution mechanism is to take preventative action, so that minor violations are detected early and appropriate warning is given to the accused to stop the offending behavior before it reaches a higher degree of seriousness. If the incident reported through this mechanism constitutes prohibited conduct under Section 2 of this policy, the Inquiry Committee shall deal with the complaint accordingly.

5. INTERIM MEASURES AND SPECIAL ARRANGEMENTS

- 5.1. As soon as a complaint or report is received by designated resources or any member of the University administration, depending on the nature and seriousness of the offence, the Focal Persons shall take appropriate steps to provide interim measures that may be requested by the affected persons or as otherwise may be deemed appropriate. If the affected person is not satisfied with the measures taken, he or she may contact any member of the Inquiry Committee for necessary action. Interim measures include but are not limited to:
 - a) adjustment in class or examination schedules, including for the purposes of attending hearings;
 - b) access to counselling services or other appropriate medical assistance;
 - c) change in the work assignments;
 - d) arrangement for any assessments or evaluations to be made by a neutral

person;

- e) adjustment to class schedule, including withdrawal from course or changing the section;
- f) notifying the campus security officials (or law enforcement in case of serious violations) regarding the violation;
- g) impositions of a University wide order designed to prohibit contact or communication between certain persons;
- h) change of the housing arrangement of certain persons; or
- i) any other measures that may be deemed appropriate.

6. INQUIRY COMMITTEE

- 6.1. The Inquiry Committee shall be responsible for the investigation and adjudication of any complaint received in connection with the violation of this policy.
- 6.2. The University shall endeavor to provide training to members of the Inquiry Committee in investigation and adjudication of conduct prohibited under this policy.
- 6.3. A University staff member shall be appointed to assist the Inquiry Committee. This work shall include responsibilities such as organizing meetings, acting as a liaison between the committee and the other parties involved, record keeping, making and updating a database to track the processing of complaints, and ensuring appropriate awareness raising about the issue of sexual harassment at University.

7. INVESTIGATION AND ADJUDICATION

- 7.1. All complaints alleging Sexual Harassment shall be forwarded to the Inquiry Committee within 24 hours of being received by the Focal Persons or any other office of the University.
- 7.2. As soon as is reasonably practicable after receiving a complaint, the Inquiry Committee shall determine whether the alleged conduct in the complaint meets the criteria set forth in Sections 1 (Prohibited Conduct) and Section 2 (Jurisdiction) of this policy. If it is determined by a majority of the members of the Inquiry

Committee that the alleged conduct meets the aforementioned criteria, a formal investigation shall be initiated.

7.3. In the absence of a formal complaint, if a serious violation of this policy is reported to the Inquiry Committee, or a series of allegations against the same person are received, the Inquiry Committee may determine by majority vote to initiate proceedings after notifying the VC.

7.4. After initiating the investigation, and not later than three days of the receipt of a written complaint, the Inquiry Committee shall:

- a) communicate to the accused the charges and statement of allegations leveled against him/her, the formal written receipt of which will be given;
- b) require the accused within seven days from the day the charge is communicated to him/her to submit a written defense and on his/her failure to do so without reasonable cause, the Committee shall proceed ex- parte; and

7.5. Enquire into the charge and may acquire and examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary (including by summoning potential witnesses) and each party shall be entitled to cross-examine the witnesses against him/her. The following rules shall be applicable to the hearings conducted by the Inquiry Committee:

- a) All hearings shall be closed hearings;
- b) The Inquiry Committee will hear statements from the complainant(s) and respondent(s), the witnesses if any (as required) and study any other documents and/or evidence as presented by the relevant parties or collected in the process of conducting inquiry;
- c) The Inquiry Committee shall have discretion to limit testimony and questioning of witnesses to those matters it considers relevant to the disposition of the case;
- d) The Chair of the Inquiry Committee shall have the power to compel a witness to attend, and the complainant(s) and/or respondent(s) may request the Chair's aid in this regard;

- e) The complainant and the respondent may at any stage of any of the procedures outlined in this policy be represented and/or accompanied by another person of her/his choice.
 - f) The Committee shall have the right to acquire any relevant piece of evidence to further their understanding of the case and the relevant parties, witnesses and administration are required to provide them with this documentation and/or evidence to facilitate the investigation;
 - g) Objective documentation of the proceedings of the Inquiry Committee shall be maintained where high confidentiality of the records and other such material shall be upheld at all times;
 - h) The respondent shall be allowed to cross question the complainant and witnesses unless the committee decides otherwise;
 - i) Where any procedural matter is not dealt with in this policy, the Inquiry Committee may, guided by the principles of fairness, establish any appropriate procedure.
- 7.6. Members of the University community have an obligation to cooperate in an investigation, and refusal to cooperate may result in disciplinary action. There may be circumstances in which the complainant may wish to limit their participation in the proceedings. The complainant shall not be subject to discipline, but the University may be obligated to proceed with the investigation.
- 7.7. Following the formal hearing, the members of the Inquiry Committee shall deliberate and determine the validity of the complaint based on the totality of the circumstances. The presence or absence of evidence cannot always be the sole criteria on which a judgment can be made. The credibility of statements and context must be kept in mind during the deliberations. The committee members will reach a decision unanimously or by a majority after the deliberations. Where the complaint is found to be valid, the Committee will recommend an appropriate penalty.
- 7.8. The Inquiry Committee shall complete the inquiry and recommend its final decision within a period of 30 days. It shall then send its decision to the VC giving its findings in writing by recording reasons thereof (which shall include any note of dissent) for endorsement and action. Recommendation of the

Inquiry Committee shall be implemented within seven days.

8. CONFIDENTIALITY

- 8.1. Confidentiality shall be enjoined on the Focal Persons, the Inquiry Committee and all others involved in the process. This does not preclude the reasonable and discreet disclosure of information in order to elicit the facts of the case, or to implement and monitor properly the terms of any decision.
- 8.2. The Focal Persons, members of the Inquiry Committee and their support staff shall be subject to administrative disciplinary action for inappropriate breaches of confidentiality on their part.
- 8.3. All notes and records arising in connection with an investigation shall be maintained in a confidential file at University.

9. PENALTIES

- 9.1. In cases in which the respondent is a student, the following sanctions may be imposed:
 - a) In case of minor violations, the student may be issued a warning or reprimand. These shall be considered when adjudicating future violations.
 - b) In case of more serious violations, the following formal sanctions may be imposed: disciplinary probation, withholding of degree for a period of time, suspension or expulsion.
 - c) The following may be added to any of the penalties listed above: campus service; relocation from campus housing; exclusion of the respondent from a designated portion(s) of HEI buildings or grounds, or from one or more University designated activities, (provided such penalty is appropriate to the offence and where the penalty does not prevent the respondent from pursuing her/his studies); attending educational program; inclusion of decision in the student's record, except in the case of the first instance of a minor violation (for up to seven years).
- 9.2. In cases in which the respondent is a member of the faculty, researcher or employee/staff of the University, the following sanctions may be imposed (individually or in combination), keeping in view the terms of the applicable

employment policies:

- a) oral or written reprimand;
- b) counselling or training;
- c) inclusion of the decision in a specified personnel file(s) of the respondent;
- d) exclusion of the respondent from a designated portion(s) of University buildings or grounds, or from one or more designated HEI activities, where such penalty is appropriate to the offence and where the penalty does not prevent the respondent from carrying out her/his professional duties;
- e) the imposition of a fine;
- f) recommendation for suspension of the respondent without pay;
- g) recommendation that dismissal proceedings be commenced; or
- h) other sanctions, as deemed appropriate, in accordance with the terms of the employment policies.

10. RIGHT OF APPEAL

10.1. Both the complainant and the respondent shall have a right to appeal the decision of the Inquiry Committee within a period of 30 days from the date of notification of the decision.

10.2. In cases in which the conduct falls within the scope of the 2010 Act, the aggrieved party shall have an option to file an appeal to the Ombudsman in accordance with the provisions of the 2010 Act.

10.3. There shall be a three-member appellate body (the "Appellate Body") appointed by the VC that shall include at least one senior member of the HEI administration (at the level of dean or equivalent) and at least one of the members of which shall be a woman. No member of the Inquiry Committee shall concurrently be a member of the Appellate Body. In case the complaint had been made against one of the members of the committee, that member shall be replaced by another (impartial member) for that particular case.

10.4. Appeal to the Appellate Body against the decision of the Inquiry Committee can be filed on the following grounds:

- a) the alleged conduct does or does not fall within the scope of this policy;

- b) the Inquiry Committee reached a decision without consideration of material information;
 - c) the imposed penalty is unfair because it is disproportionate or materially different from that imposed for similar misconduct; or
 - d) the adjudication process followed by the Inquiry Committee was procedurally unfair.
- 10.5. In order to reach its decision, the Appellate Body may communicate with the parties, the members of the Inquiry Committee or other members of the HEI community as it deems fit.
- 10.6. The Appellate Body may, on consideration of the appeal and any other relevant material, confirm, set aside, vary or modify the decision within 30 days in respect of which such appeal is made, and shall communicate the decision to both the parties, the VC and the Inquiry Committee.

11. MALA FIDE ALLEGATION

- 11.1. False allegations of sexual harassment made out of malice or intent to hurt the reputation of the persons against whom the complaint is filed are to be dealt with as serious offences. Making mala fide allegation of sexual harassment knowing it to be false, whether in a formal or informal context, is a serious offense under this policy.
- 11.2. In the event that the Inquiry Committee determines that a false allegation made in the complaint with mala fide intent, it may recommend appropriate action against the complainant by sending its findings to the VC (by recording reasons thereof and including any note of dissent) for endorsement and action. In cases in which the conduct falls within the scope of the 2010 Act, the Inquiry Committee may recommend the handing over of such cases to the Ombudsperson for taking further action against the complainant who made the false allegation with mala fide intent.

12. PROTECTION AGAINST REPRISAL

- 12.1. HEIs shall not allow reprisal or threats of reprisal against any member of the University community who makes use of this policy (formally or informally).

University shall also prohibits such threats or actions against anyone who participates (e.g. testifies, assists, etc.) in proceedings held under its jurisdiction.

- 12.2. Retaliation or any other action against complainant of sexual harassment is to be taken seriously under the provisions of this policy. All allegations of retaliation would be investigated formally under the purview of this policy, and if substantiated, would result in appropriate disciplinary action.
- 12.3. The names of the Focal Persons and the members of the Inquiry Committee shall be made visible/accessible to the University community through its website, posted on notice boards, etc.
- 12.4. The University shall ensure that its relevant members (e.g., Focal Persons, members of the Inquiry Committee, HR personnel, etc.) attend a training to educate themselves on sexual harassment and relevant the laws and policies. Once trained, designated HR personnel shall be made responsible for educating all personnel, staff, faculty, students that join the University. This will be an ongoing activity.
- 12.5. All departments at University must disseminate and display information about these programs, what constitutes sexual harassment, how to respond to it and what to do when someone asks for advice about sexual harassment.

CHAPTER 7

FINANCIAL ASSISTANCE

1. **General:** The HITEC University allocates millions of Rupees for awarding Financial Assistance to deserving students every year. For the purpose, Financial Assistance Committee under Chairmanship of Director Student Affairs, has been formulated. This committee assembles every semester and processes the cases of applicants and recommend award of amount on need cum merit bases as per criteria reflected in proceeding paragraphs.
2. **Eligibility Criteria:** Following eligibility criteria will be followed for award of Financial Assistance.
 - a. At the start of each semester, DSA office will display information on all notice boards, asking students to apply for Financial Assistance.
 - b. Students will fill in a Financial Assistance Form available at University Website (which can be downloaded).
 - c. Student should possess a minimum SGPA of 2.50.
 - d. Parents monthly income should be S Rs. 50,000/-.
 - e. Student is not availing Financial Assistance from any other organization like NGOs, Workers Welfare Boards, Govt endowment fund, etc.
 - f. Student is not HITEC University Scholarship holder i.e securing 1st, 2nd or 3rd position in Semester Final Exam for which he / she is applying for Financial Assistance
3. **Calculation of Merit:-** Merit will be calculated based on:
 - a. **Semester GPA**
 - (1) 3.76 – 4.00 ----- 15 points
 - (2) 3.51 – 3.75 ----- 10 points
 - (3) 3.26 – 3.50 ----- 8 points
 - (4) 3.00 – 3.25 ----- 6 points
 - (5) 2.76 – 2.99----- 4 points
 - (6) 2.50 – 2.75----- 2 points
 - b. **Net Income (per month)**
 - (1) Less than/up to Rs 15,000 : 15 points
 - (2) Above Rs. 15,000 and upto Rs 20,000 : 12 points

- (3) Above Rs. 20,000 and upto Rs 25,000 : 9 points
- (4) Above Rs. 25,000 and upto Rs.30,000 : 6 points
- (5) Above Rs. 30,000 and upto Rs.35,000 : 3 points
- (6) Above Rs. 35,000 and upto Rs.40,000 : 2 points
- (7) Above Rs. 40,000 and upto Rs. 50,000 : 1 Point

- c. School/College/Univ - going brothers and sisters : 1 point per child (Max 5 Points)
- d. Discipline : 5 points for clean conduct
- e. Interview (by concerned deptts) : 1 to 20 points
- f. Unfair Mean Committee Comments : 5 points for clean conduct
- Total: : 65 Points

4. Processing Procedure: Following steps will be adopted:-

- a. Notice will be displayed by DSA Office to inform the students to download the prescribed Financial Assistance Form from University Website.
- b. Students will be required to deposit the Financial Assistance Forms (at DSA Office) duly completed / attached with supporting documents within two weeks from the date of display of Notice.
- c. DSA Office will consolidate Financial Assistance Forms department wise and forward these to concerned departments for scrutiny of the documents.
- d. Departments will interview the students of their respective department, award the interview points (out of 20) and forward the vetted documents to DSA Office. Chairperson's remarks shall also be endorsed in appropriate column on page 2 of the Financial Assistance Form.
- e. DSA Office will process the cases through Financial Assistance Committee. The Financial Assistance Committee will do the following:-
 - (1) Check for correctness of the papers and in case of any query / observation, discuss the case with concerned Chairperson.
 - (2) Short list the applicant students in the light of eligibility criteria.
 - (3) Award the points to every student as per criteria shown at para 2 above
 - (4) Will make appropriate brackets for awarding Financial Assistance Amount in the light of score attained by the student.
 - (5) Will recommend the amount for every individual student as per the bracket he falls

into.

- (6) On completion of the process (para 3a-f), Financial Assistance Committee will prepare a consolidated list of recommended cases, sign it and put-up the proceedings to VC HITEC University for his vetting/approval.
- (7) After the vetting/approval by the VC, DSA Office will forward the approved proceedings to Treasurer Office for crediting the approved amount in concerned student's account. Subsequently, the Treasurer Office will inform the parents of the concerned students regarding award of Financial Assistance provided to their sons/daughters.

CHAPTER 8

BENEFITS AND INCENTIVES

1. Awards /Scholarship

- a. **Academic:** Securing First, Second or Third position in Semesters Final exam, Scholarship for that particular Semester is as per the latest award of scholarship defined by Finance for that semester.
- b. **Full Tuition Fee Waiver:** For the top 50 merit list position holders in 1st Semester only.
- c. **Financial Assistance on Need cum Merit Basis** Granted to student on Semester basis, subject to minimum Semester GPA of 2.50 + eligibility as per University approved Criteria.
- d. **China North Industries Corporation (NORINCO) Scholarships** Awarded to position holders in each discipline on Semester basis (Semester GPA should not be less than 3.50).
- e. **Muhammad Nusrat Scholarships** Supports the needy students, especially those enrolled in undergraduate Islamic Studies programs having minimum Semester GPA of 2.50.
- f. **Begum Razia Sultana Scholarships** Awarded to bright female students enrolled in regular programs of HITEC University.
- g. **Awards against Extra & Co-Curricular** Activities students securing positions in any Inter University ECAs shall be awarded with cash prizes by HITEC University at following rates.
 - (1) Team Events:-
1st Position Rs. 5000/-
 - (2) Individual Events:-
1st Position Rs. 5000/-
- ***Note:-** Amount will be equally distributed among the members of the Team winning position.
- h. HUFFAZ: There is a scholarship policy for Huffaz, as well subject to monthly stipend amount. .

2. **Library Facility** Students University ID Card will be treated as membership Card. A student can borrow max of 7 books at a time for 2 weeks.

3. **Internet Facility** Internet facility (IT support) is available to student from Monday to Friday (8:30 AM to 03:30 PM)

