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A Word By Vice Chancellor



Maj Gen (Retd),

**Obaid Bin Zakria**  
HI (M)

Despite being a relatively new University, LGU has made remarkable impact on the canvas of higher education in Lahore metropolitan. Since its inception, LGU has immensely progressed within a short duration of 4 years which is persistently ongoing as you can witness the ever increasing intake of students. This, besides being a tribute to its pioneers and my predecessors, been made possible due to the hard work of highly qualified and committed faculty and staff members.

I also take this opportunity to extend a warm welcome to the students of 2015 session. At our campus, we are imparting multi-disciplinary fields of education, covering the disciplines of Computer Sciences, Social Sciences, Languages, Social Sciences and Business Administration & Management. Such diverse educational arenas have enabled us to create a mutually beneficial milieu. We intend to exercise persistent endeavors to improve the facilities and standard of the University. I am fully cognizant of university's vision and thrust to develop the university into a comprehensive whole, encompassing curricular and co/extra-curricular activities to groom our students as good human beings and enable them to market themselves as successful professionals nationally & internationally.

Students! As you are our real asset I expect all of you to reciprocate and exhibit professional competency as well as performance and upgrade the cultured ambiance at the campus. Take LGU to further heights, rising to the pinnacle of excellence in the comity of competing institutions. Define your goals, never consider yourself to be, "second to none" and strive to excel in your capabilities and proficiencies. Your efforts will be wholeheartedly backed by the university always.

Let's concur and collaborate to strive for the goal, we have envisioned, to make LGU a world class institution of international standard par excellence. Stay blessed!



## Dean's Message

Dr. Abdul Majeed  
Ph.D Botany (UK)  
Dean Faculty of Basic Sciences



**Dr. Abdul Majeed** is a veteran educationist with 40 years of Research, Teaching and Administrative experience. He achieved his Ph.D degree in Botany from University of Wales UK in 1984. He has thirty national and international publications and three books to his credit.

feel honored to convey to you that we are living in an era of knowledge and knowledge economies. We are a great country, great nation, and have human potential second to none in the world. Unfortunately, this potential and human resource has never been exploited. For any nation to progress, it is necessary to harness the raw energies and talent through quality education. Lahore Garrison University was founded with an aim to groom competent youth with skills who can compete and excel in their respective fields in modern era of science and technology. Lahore Garrison University is a prestigious institution established by Pakistan armed forces. As they say, army never fails. It is my firm belief that LGU will go a long way to meet the socio economic needs, improving academic standards and focusing on research and producing productive work force.

It is a historic fact that economic and technological disparity between west and east is the most recent phenomenon. Three hundred years before there existed a parity between civilizations. With the advent of industrial revolution, in the seventeenth century, England took over the world. After Second World War US took over the world, due to its superior weaponry and nukes. Now question arises, where we stand and what to do? The answer to this big question is to develop a systematic plan to raise the next generation of scientists through an institutional system to bridge the existing gap between west and east. Our teachers/scientists are fully capable of doing this miracle if they are assigned this gigantic task.

Fortunately, we have a Vice Chancellor in LGU with great vision and leadership qualities. We see whatever he says he does it. He paints his picture daily. No doubt, in his leadership LGU is going to become another NUST of Pakistan (In Shaa ALLAH).

In the end, dear students, science and only science is our savior, Nothing Else! So study science and bring glory to the nation, become scientists if you want to beat the enemy who is adamant to destabilize and break our beloved country. Wish you good luck.

## Dean's Message

Dr. Gulshan Tariq  
Faculty of Languages



**Welcome** to the Faculty of Languages at Lahore Garrison University. English and Urdu departments play a fundamental role in carrying out the mission of a student-centered, research focused and service oriented public institu-



Leadership. Creativity. Awareness. Engagement.

These are just a few of the qualities that characterize the students who pass out from here every year. Through diverse, challenging courses and an array of opportunities for research, creative work, internships and other co-curricular activities, we produce students who are outstanding writers, critical thinkers, problem solvers and 21st century global citizens. Education in literature and language provides the essential tools which everyone needs to

It is an honor to serve as Dean of Languages. My goal as Dean is to work with my colleagues, students, friends and alumni to promote Languages' distinctive place in our institution. By supporting existing and new collaborations, this department will continue to play a crucial role in furthering the University's mission of learning, discovery, service and inclusion, and rapidly shifting world.

## Dean's Message

Ms. Shazia Saqib

Faculty of Computer Science & I.T.



**The department** of computer science has served the nation for more than 1.5 decade. It has been ramping up enrollment, faculty and facilities. Our graduates are providing great service to both Pakistan and abroad. Inquisitive. Creative. Solutionist, Our students graduate prepared to enter the workplace or continue their education in graduate or professional schools. Our graduates are sought after for their ability to translate what they have learned in the classroom to real-world needs.

Your educational opportunities are much more than your current job or aspirations. A broad range of core and elective subjects means you cannot only explore subject areas in depth, but test and develop new talent and areas of expertise. Our curriculum is inline with guidelines provided by HEC.

The present administrations aims at imparting latest knowledge to its students. It is striving to arrange best possible facilities to the students in e-gaming, robotics and cyber crime. The Lahore Garrison University is poised to become a leading university in Pakistan, rising to a global status with deep regional impact.

## Dean's Message

Muhammad Tahir

Faculty of Social Sciences



**It is a pride** and privilege for me to pen this message as the Dean of the Faculty of Social Sciences. The Faculty offers a variety of degree programmes through various Departments, Business Management, Mass Communication, Applied Psychology, Commerce, Economics, Islamic studies, History, International Relations, Political Science, Home Economics and Education.

The curricula of the degree programmes offered are rigorously and continuously reviewed and updated by highly qualified academics with a focus on addressing local, regional and international requirements and standards. About 1500 students are currently continuing their education by well qualified, dedicated enthusiastic academic staff. The faculty provides a quality tertiary education in all disciplines, to enhance their skills in critical thinking, research, analysis and communication and to encourage and cultivate the students' creative personal development with an innovative and practical approach to enrich the community with a greater sense of diversity to foster the ideas of teaching, learning research and extension services towards the contemporary development needs of the country.



## Head of Departments

Ms. Samreen Waqar  
Head of Commerce Department  
Deputy Registrar Academics  
MA Economics, MBE (Accounting), MS Management

Ms. Amna Kausar  
Head of Economics Department  
MA Economics, M.Phil. Economics

Ms. Javeria Nazir  
Head of Mass Communication Department  
MA Mass Communication,  
M.Phil. Mass Communication

Mr. Tahir Alyas  
Head of Computer Science Department  
M.Sc. Electronic Commerce, M.Phil. Computer Science,  
Ph.D. Computer Science (Scholar)

Ms. Aiza Hussain Rana  
Head of Business Management Department  
BS (BA-Finance), MS (Management Science),  
Ph.D. Management Science (Scholar)

Dr. Zulfiqar Ali  
Head of Chemistry Department  
Ph.D. Chemistry

Dr. Muhammad Khan Ashraf  
Head of Urdu Department  
Ph.D. Urdu

Ms. Farah Kashif  
Head of English department  
Ph.D Scholar

Ms. Shumaila Nisar  
Head of Statistics Department  
M.Sc. Statistics, M.Phil. Statistics

Dr. Saeed Ahmad  
Head of Islamic Studies Department  
Ph.D. Islamiat

Ms. Saima Ahmad  
Head of Home Economics Department  
Director SA & C  
M.Sc. Arts & Designing,  
MS Business Administration (Scholar)

Ms. Asma Riffat  
Head of Mathematics Department  
M.Sc. Mathematics, M.Phil. Mathematics

Col. (Retd) Dr. Muhammad Amjad Khan  
Head of Biology Department  
DVM, M.Phil, Ph.D

Ms. Farzana Siddique  
Head of Physics Department  
M.Phil. Physics Scholar

Ms. Uzma Ilyas  
Head of Applied Psychology Department  
MS Clinical Psychology

Maj (R) Nazir Hussain Shah  
Head of Pol. Sc. / IR / History & Pak St. Department  
Ph.D Scholar Pol. Science



## Administration

### **Registrar**

Brig (R) Mahmud Bashir Bajwa

### **Controller of Examination**

Mr. Muhammad Imran Aslam

### **Deputy Registrar**

Mr. Irfan Mehmood

### **Deputy Registrar Academics**

Ms. Samreen Waqar

### **Deputy Treasurer**

Mr. Muhammad Naveed

### **Deputy Director QEC**

Col. Suhail Butt

### **PRO/SO**

Maj Ghulam Safdar Wattoo

### **A/Director Students Affairs Counselling**

Ms. Saima Ahmad

# ACADEMIC CALENDAR \_\_\_\_\_



Description	Fall, 2016	Spring, 2017
Orientation and Registration of new entrants	September 29, 2016	February 03, 2017
Start of Classes (Semester Enrolment)	October 03, 2016	February 07, 2017
Last Date of Add/Drop	October 14, 2016	February 16, 2017
Last date for submission of enrollment	October 17, 2016	February 20, 2017
Mid-Term Examinations	November 21- 25 2016	March 28- 31, 2017
Last Date of Semester Withdrawal	December 09, 2016	April 14, 2017
Deadline to Declare Results of Sessional Evaluation	January 02, 2017	May 10, 2017
Last Date for Subject withdrawal	January 06, 2017	May 15, 2016
Semester End	January 13, 2017	May 19, 2017
Final Examination	January 16-20, 2017	May 22- 26, 2017
Submission of Results to the Controller of Examinations	January 24, 2017	June 02, 2017
Declaration of Results by the Controller of Examinations	February 06, 2017	June 19, 2017
Registration of Summer semester		July 03- 07, 2017

## Public Holidays \_\_\_\_\_

Eid-ul-Azha**	September 11-13, 2016	Kashmir Day	February 05, 2017
Allama Iqbal Day	November 09, 2016	Pakistan Day	March 23 , 2017
Yaum e Ashura**	October 10-12, 2016	Labor Day	May 01 , 2016
Quaid-e-Azam Day	December 25, 2016	Eid-ul-Fitar**	June 25-27 , 2017
Eid-Milad-ul-Nabi**	December 11, 2016	Independence Day	August 14 , 2017
		Eid-ul-Azha**	September 1-3 , 2017





# SALIENT ACADEMIC REGULATIONS \_\_\_\_\_

## ADMISSION POLICY \_\_\_\_\_

### ADMISSION REGULATIONS \_\_\_\_\_

Admission Regulations \_\_\_\_\_ Admission to various classes in LGU Lahore is granted on merit strictly and in accordance with the rules, regulations, policies and procedures of the University. Applications for admission will be accepted according to the schedule notified and no Application Form will be accepted after the last date except with the special permission of the Vice Chancellor. After the completion of all the necessary stages of admission, the list of successful candidates will be displayed on the University Notice Board. Students, who fail to pay all the dues by the due date their right of admission will forfeited.

1. University authorities can reject candidate's application for admission on the ground of unbecoming character or conduct. The students of the University, who were found guilty of misconduct or indiscipline and were consequently punished or fined, shall not be considered for admission.
2. The applications of the students who are found to have an unbecoming character and conduct will be rejected. No appeal can be filed against the rejection.
3. After the admission of a candidate, if it comes to the knowledge of the University Authorities at any stage, that the documents submitted by the candidate for admission carry a misstatement, or are fake, or there is an error in these documents, that may affect his/her merit, his/her admission will be cancelled.
4. Candidates who apply on Sports and Special Category Basis are requested to submit a separate Sports Form/Special Category Form along with the General Admission Form separately for each Game/Activity/Category to which they wish to apply. They must write, "SPORTS BASIS/SPECIAL CATEGORY BASIS" in block letters on the top of the General Admission Form.

## ADMISSION CRITERIA \_\_\_\_\_

Admission will be strictly on merit and interview basis. Interview will be conducted by HOD under the supervision of Dean of Faculty.

## ELIGIBILITY CRITERIA \_\_\_\_\_

### BS Disciplines \_\_\_\_\_

1. The applicant (*Male / Female*) applying for admission to B.S (Hons) and all other undergraduate classes must have Intermediate or equivalent degree with at least 55% marks for BSCS and BS Applied Psychology or 50 % for all other subjects.
2. Total marks for the purpose of merit shall be computed as given below:-  
Total Marks = 1/4th of matriculation + F.A / F.Sc. / ICS / I.COM / DAE.
3. Maximum gap would be for three years from completion of previous degree.

### MA / M.Sc.(2 years program) \_\_\_\_\_

1. The applicant (*Male / Female*) applying for admission to MA / M.Sc. must have Graduation or 14 years relevant education with 55% for MSc Applied Psychology and 50 % in other Subjects.
2. Total marks for the purpose of merit shall be computed as given below:-  
Total Marks = 1/4th of matriculation + 1/5th of F.A. / F.Sc. OR equivalent + B.A. / B.Sc.

### MSBA / MBA \_\_\_\_\_

The applicant (*Male / Female*) applying for admission to MBA must have MBA or BS/BA (Hons.) 4 years relevant education at least 50% marks or CGPA 2.50 and 60 % marks in university test

### MBA (2.5 years)\_\_\_\_\_

The applicant (*Male / Female*) applying for admission to MBA must have 16 years non business education or BA (Hons.) non business education with at least 50 % marks or 2.5 CGPA or 45 % marks in university test.

### MBA (3.5 years) equal to MS\_\_\_\_\_

The applicant (*Male / Female*) applying for admission to MBA must have graduation or 14 years relevant degree with 50% or 2.5 CGPA marks and 45 % marks in university test.

### MS / M.Phil \_\_\_\_\_

1. A candidate should have relevant sixteen years of education or 4 years BA/BS (Hon.).
2. 50% marks in University test or GAT-General.
3. A candidate must have 50% marks (under semester system) or 2.5 out of 4 CGPA.  
(*under semester system*).
4. A candidate working in Government / Semi Government or Private Institutions may apply. Such candidates shall have to submit "No Objection Certificate" from the head of the institution where they are working.
5. There is no age limit for admission to MS / M.Phil. Program.

## Ph.D Eligibility Criteria

1. A candidate should have MS / M Phil education
2. 60% marks in GRE Subjective
3. A candidate must have 70% marks (under annual system) or 3 CGPA out of 4 (under semester system).
4. A candidate working in Government / Semi Government or Private Institutions may apply. Such candidates shall have to submit "No Objection Certificate" from the head of the institution where they are working.
5. There is no age limit for admission to Ph.D. Program.

### NOTE \_\_\_\_\_

- a. The percentage .5 and above will be considered as 1. As like 49.5% and above will be considered as 50%.
- b. Vice Chancellor may use his authority for the admission of exceptional cases.
- c. 20 marks will be added for Hifz e Qur'an in all discipline

## QUOTA FOR APPLICANTS \_\_\_\_\_



1. Quota for disabled persons 2%
2. Children / spouses/ real brothers or sisters/nephews or nieces (in this order of priority) of the LGU Teachers, serving or retired (*excluding teachers on deputation/part-time teachers*) with a service of not less than 2 years. This is also applicable to self-supporting Afternoon/Evening program 2.5%
3. Foreign students (*whose names are recommended by the Ministry of Education, Govt. of Pakistan, according to the prescribed procedure*) 1%.
4. Son/Daughter of martyrs of Army, War disabled, serving and retired army personnel subject to the recommendation/certificate by the relevant body. A certificate of martyrdom issued by the G.H.Q Adjutant General Branch should be attached along with the recommendation letter is 50%
5. Outstanding Sports Persons. (*Selected on the recommendations of the Special Committee appointed by the Vice-Chancellor for the said purpose*) 2%.
6. Students having distinction in Co-curricular activities will be selected by a Committee appointed by the Vice-Chancellor for this purpose. Activities to be decided by the admission committee 2%.
7. Students nominee from Azad Kashmir (*to be nominated by the respective Nomination Board and recommended by the Federal Govt.*) 4 seats in the whole University (*other than those disciplines being offered at Azad Jammu and Kashmir University*).
8. Student's nominee from Gilgit-Baltistan (*to be nominated by the respective Nomination Board and recommended by the Federal Govt.*). 5 seats in the whole University (*other than those disciplines which are not offered in the Karakorum International University of Gilgit-Baltistan*).
9. Student/s nominee from FATA (*to be nominated by the respective Nomination Board and recommended by the Federal Govt.*). 5 seats in the whole University (*other than those disciplines which are being offered in FATA*).
10. Students from Baluchistan having domicile and education throughout from Baluchistan are eligible only. (*Applications are acceptable directly from the candidates of Balochistan*). 4 seats in the whole University (*other than those disciplines being offered at any Institutions of Sindh*).
11. Student/s nominee from Sindh (*to be nominated by the respective Nomination Board and recommended by the Federal Govt.*). 4 seats in the whole University (*other than those disciplines being offered at any Institutions of Sindh*).

## FEE CONCESSION \_\_\_\_\_

Student can apply for fee concession in the different categories after taking the admission in LGU.

S.No.	CATEGORY
1	Merit Based Scholarship
2	Performance Based Scholarship
3	Garrisonian & Kinship Based Scholarship
4	LGU Employees Bsaed Fee Concession
5	Need Based Scholarship

## ADMISSION ON SELF FINANCE \_\_\_\_\_

Admission of self-finance shall be dealt as per the following detail.

CATEGORY	NUMBER OF SEATS	AMOUNT OF BANK DRAFT	
BS Disciplines	05	1,00,000	Submit a bank draft in favor of the "Treasurer" LGU, along with the application form for these seats.
Master Disciplines	05	1,20,000	
MS / M.Phil. Disciplines	05	1,20,000	

## SEMESTER ENROLLMENT \_\_\_\_\_

### REGULAR SEMESTER ENROLLMENT \_\_\_\_\_

1. Arrangements for the enrollment of semester courses (*in regular and summer semester*) will be made by the Departmental Board of Study according to the dates mentioned in the Academic Calendar.
  2. After finalizing the enrollment of courses, Departmental Board of Study will forward enrollment lists to the respective Dean of Faculty for final approval.
  3. Deans of Faculties shall forward the enrollment lists to the Examination Office and Treasure Office within two weeks from the commencement of classes. Moreover, Examination Office on the basis of received enrollment shall conduct the examination (*Mid-term and Final term*) and notify the results.
  4. A student can enroll the courses (*12 – 18 credit hours*) in a semester as per the following:-
    - i. A student with good academic status can enroll the courses in a regular semester according to the approved scheme of study.
    - ii. A student having warning in the previous semester can avail minimum of 12 and maximum of 15 credit hours in a regular semester.
    - iii. A student having probation in the previous semester can avail 12 credit hours in a regular semester.
- Note
- a. A course cannot be enrolled-in unless a student has passed its pre-requisite course(s) as indicated in the relevant plan of study.
  - b. Enrollment fee shall be charged / refunded as per the policy of Treasurer Office.

### SUMMER SEMESTER ENROLLMENT \_\_\_\_\_

Student can enroll maximum 02 courses in a summer semester (*if offered*) as per the following explanation:

1. A student can enroll maximum 02 courses in a summer semester.
2. Arrangements for the enrollment of summer semester courses will be made by the Departmental Board of Study according to the dates mentioned in the Academic Calendar.
3. A student with more than one “F” grade in any semester(s) cannot enroll a course for grade improvement in summer semester.
4. Departmental Board of Study after reconciling summer semester registration with Treasurer Office shall display the initial enrollment lists for students before the commencement of classes.
5. A student can add / change the enrolled subject within one week from the commencement of summer semester classes.
6. Departmental Board of Study shall incorporate the changes (*in the enrollment list*) highlighted by the students and forward the enrollment to the concerned Dean of Faculty for final approval. Moreover, Deans of Faculties shall forward the approved lists of summer semester enrollment (*within two weeks from the commencement of classes*) to the Examination Office.
7. Examination Office on the basis of received enrollment data shall conduct the examination and notify the results. Moreover, student shall be responsible for any wrong information discovered at any time.
8. Maximum grade “B” can be awarded in the result of summer semester

Note: Summer semester enrollment fee shall be charged / refunded as per the policy of Treasurer Office.

### COURSE CANCELLATION \_\_\_\_\_

University may cancel any course due to low enrollment or non-availability of faculty. Minimum required strength for offering elective / summer courses will be decided according to the requirement of the situation. University reserves the right to form new sections and adjust / transfer students to other sections at any stage of the course.

### CHANGE OF ACADEMIC PROGRAM \_\_\_\_\_

The change of Academic Program will only be permitted subject to fulfillment of eligibility and merit of respective program, availability of the seat, approval by the respective Dean and subsequent approval of the Vice Chancellor. Application for change of Academic Program will be submitted on the prescribed proforma within one week from the commencement of classes.

Note: Change of academic Program will be dealt as per the policy of Treasurer Office.

## ATTENDANCE POLICY \_\_\_\_\_

### ATTENDANCE \_\_\_\_\_

Following is attendance policy in respect of student attendance:-

1. In order to appear in the final examination of a course, a student must have attended at least 80 percent classes held in that course.
2. Dean of Faculty may relax the above mentioned limit to 75 percent in case of valid reason recommended by the concerned Departmental Board of Study. However, such relaxation will only be allowed in exceptional circumstances which are acceptable to concerned Dean of Faculty.
3. In case of attendance less than the required level, the student will be required to repeat the course in the summer semester or in regular semester (*subject to allowed semester credit hours limit*).
4. Departmental Board of Study will forward the short attendance data to the concerned Dean of Faculty for final approval and forward the same to the Examination Office as per the schedule issued by the Controller of Examinations.
5. All absences (*In case of emergency, late in class, travel to abroad, any sort of surgery / operation or any other genuine reason*) must be within allowable limit of 20 percent.
6. However, In case of absence due to any genuine reason, late admission, medical reason, or change of course, the teacher may give extra (*makeup*) material to the student to compensate the deficiency because of the absence. Departmental Board of Study shall get approval of such cases from the concerned Dean of Faculty.

### LEAVES \_\_\_\_\_

There are no leaves to be availed at LGU. Students are required to manage their absentees (*absents or leaves*) within allowable limit of 20 percent.

Note: In case of short attendance of a student grade "F" shall be awarded in that particular subject.

## GRADING SYSTEM \_\_\_\_\_

**GRADING SYSTEM:** Relative grading policy will be used to calculate GPA for evaluating the performance of a class by the faculty member teaching the particular course. Relative Grading allows for screening students according to their performance relative to their peers. In relative grading a histogram of total marks obtained by all students is taken and ranges for assigning various grades are decided for awarding the grades. Student must earn minimum grade point of 1.00 to clear a course.

GRADE	GRADE POINT
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D	1.00
F	0.00
I	Incomplete
W	Withdrawal



## AWARD OF "F", "I" & "W" GRADE \_\_\_\_\_

### AWARD OF GRADE "F" \_\_\_\_\_

1. In case of academic failure, the student shall be awarded as "F" grade.
2. If the attendance of a student in a particular subject is less than the required attendance, he / she shall not be allowed to appear in final examination of that subject. Moreover, he / she shall be awarded "F" grade in such subject(s).



## AWARD OF GRADE "I" \_\_\_\_\_

1. If a student because of illness or any other genuine reason fails to complete the requirements of a course, he / she may be awarded as "I" grade.
2. Departmental Board of Study will make initial inquiry to the subject matter and forward the case for approval to concerned Dean of Faculty.
3. For the award of "I" grade, attendance of the student must be more than 80 percent.
4. **Mid-term Examination:-** Whenever a student misses Mid-term examination (*due to reason acceptable to the Departmental Board of Study and approved by the concerned Dean of Faculty*), Examination Office shall conduct examination but not later than two weeks from original date of missed Mid-term Examination.
5. **End term Examination:-** Whenever a student misses End term examination (*due to reason acceptable to the Departmental Board of Study and approved by the concerned Dean of Faculty*), make up examination shall be arranged by the Examination Office within two weeks from the commencement of the subsequent semester.
6. In case the student fails to make up the requirements of a course within two weeks from the commencement of subsequent semester, he / she will receive a grade "F". Moreover, time barred cases shall not be entertained in any case.

## AWARD OF GRADE "W" \_\_\_\_\_

"W" grade shall be awarded as per the explanation given under the head "Withdrawal of a course(s)".

## GRADING SCHEME \_\_\_\_\_



## GRADING SCHEME \_\_\_\_\_

The courses which are to be cleared by the students are of four categories:-

- Purely Theoretical Course.
- Purely Practical Course.
- Partially Theoretical and Partially Practical Course.
- Case Reports ( For Applied Psychology Department)

The basis for the determination of a student's grade will depend on the discretion of the Departmental Board of Study. However, to bring uniformity in all the departments of the university, following pattern may be followed:-

GRADING SCHEME			
Particulars	Duration	Frequency	Weightage (%age)
For Purely Theoretical / Partially Theoretical Course			
Quizzes	Own Time	Minimum 02 per Cr. Hr. Minimum 03 for more than 2 Cr. Hr.	25 (As per Discretion of the Departmental Board of Study)
Assignments / Projects	Own Time	As per discretion of the Departmental Board of Study	
Presentations	Own Time		
Mid-term Examination	60 Minutes	01	25
End term Examination	120 Minutes	01	50

GRADING SCHEME			
Particulars	Duration	Frequency	Weightage (%age)
For Purely Practical / Partially Practical Course			
Quizzes	Own Time	Minimum 02 per Cr. Hr. Minimum 03 for more than 2 Cr. Hr.	30  (As per Discretion of the Departmental Board of Study)
Assignments / Projects	Own Time	As per discretion of the Departmental Board of Study	
Presentations	Own Time		
Lab work evaluation	Own Time	As per discretion of the Departmental Board of Study	30
End term Examination	Own Time	01	40

Following grading scheme will be used for case reports of psychology department.

GRADING SCHEME	
Particulars	Weightage (%age)
Site Supervisor	15
Internal Supervisor	35
External Supervisor	50

For the courses which are partially theoretical and partially practical, the grading scheme suggested in the above formats will be followed. However, the final grade shall be computed as per the pattern explained below:-

PARTIALLY THEORETICAL AND PARTIALLY PRACTICAL COURSE			Percentage Marks Earned	
Subject	Credit Hours (Theory)	Credit Hours (Practical)	Theory	Practical
Chemistry	3	1	75	65
Overall Grade = $(75 \times 3) + (65 \times 1) / (3 + 1) = 72.30\%$ ( Approx. 72% )				

## STUDENT ASSESSMENT



Following activities may be scheduled in a course during a semester of studies for the purpose of student assessment and grading:

- 1. QUIZZES:** Quizzes may be conducted frequently in each course at irregular intervals (*recommended 2 per credit hour*) throughout the semester without intimation.
- 2. MID-TERM EXAMINATION:** Midterm Examination of one hour duration will be conducted in each course according to the examination schedule. In the summer semester, there may be an hourly test (*to be conducted by the concerned faculty member*) instead of Mid-term Examination.
- 3. END TERM EXAMINATION:** A comprehensive examination of two hours duration will be conducted for each course on its completion and it shall cover the syllabus recommended by the Departmental Board of Study.
- 4. CLASS ASSIGNMENTS:** Assignments relevant to the course of study may be given and graded by the course teacher to substantiate the students' grasp of course contents.

## 5. PRACTICAL / LABORATORY TESTS:

Where applicable, these tests shall include all such examinations / evaluations necessary to ascertain the level of competence for practical application of knowledge acquired.

**6. PROJECTS:** Projects may be assigned to students as 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 to solve a real world problem. Where projects are prescribed as part of the course assessment it is permissible for the project assessment to contribute to End semester Examination score.

## 7. CASE STUDIES:

Case-based courses may require a comprehensive case study to be submitted and evaluated as a contributing part of course grade.

# GPA & CGPA CALCULATION\_\_\_\_\_



## CALCULATION OF SEMESTER GPA \_\_\_\_\_

Semester GPA is calculated as per the following formula:-

$$\text{GPA} = \frac{\text{SUM OF SEMESTER GRADE POINTS}}{\text{SUM OF SEMESTER ATTEMPTED CREDIT HOURS}}$$

Letter grades are assigned by the instructor and grade points are calculated as per the explanation given in the following table:-

SEMESTER GPA						
Course Taken	Letter Grade	Course Credit Hour	Numeric Equivalent	Grade Point = Numeric Equivalent x Credit Hour		
Course – 1	B	4	3.00	4 x 3.00	12.00	
Course – 2	A-	3	3.70	3 x 3.70	11.10	
Course – 3	B+	3	3.30	3 x 3.30	09.90	
Course – 4	W	3	-	-	-	
Course – 5	F	2	0.00	2 x 0.00	00.00	
TOTAL CREDIT HOURS			12	TOTAL GRADE POINTS		33
SEMESTER GPA						2.75

## CALCULATION OF SEMESTER CGPA \_\_\_\_\_

Semester CGPA is calculated as per the following formula:-

$$\text{CGPA} = \frac{\text{SUM OF ALL GRADE POINTS}}{\text{SUM OF ALL ATTEMPTED CREDIT HOURS}}$$

Letter grades are assigned by the instructor and grade points are calculated as per the explanation given in the following table:-

FIRST SEMESTER						
Course Taken	Letter Grade	Course Credit Hour	Numeric Equivalent	Grade Point = Numeric Equivalent x Credit Hour		
Course – 1	B	4	3.00	4 x 3.00	12.00	
Course – 2	A-	3	3.70	3 x 3.70	11.10	
Course – 3	B+	3	3.30	3 x 3.30	09.90	
Course – 4	W	3	-	-	-	
Course – 5	F	2	0.00	2 x 0.00	00.00	
TOTAL CREDIT HOURS			12	TOTAL GRADE POINTS		33
			SEMESTER GPA			2.75

Letter grades are assigned by the instructor and grade points are calculated as per the explanation given in the following table:-

SECOND SEMESTER					
Course Taken	Letter Grade	Course Credit Hour	Numeric Equivalent	Grade Point = Numeric Equivalent x Credit Hour	
Course – 1	B	4	3.00	4 x 3.00	12.00
Course – 2	A-	3	3.70	3 x 3.70	11.10
Course – 3	B+	3	3.30	3 x 3.30	09.90
Course – 4	A	3	4.00	3 x 4.00	12.00
Course – 5	F	2	0.00	2 x 0.00	00.00
TOTAL CREDIT HOURS		15	TOTAL GRADE POINTS		45
SEMESTER GPA					3.00

## CGPA CALCULATION \_\_\_\_\_

CGPA is calculated as per the following formula:-

$$\begin{aligned} \text{CGPA} &= \frac{\text{SUM OF ALL GRADE POINTS}}{\text{SUM OF ALL ATTEMPTED CREDIT HOURS}} \\ \text{CGPA} &= \frac{78 (33 + 45)}{27 (12+15)} \\ \text{CGPA} &= 2.89 \end{aligned}$$

Note: - GPA & CGPA shall be displayed up to two decimal positions. In calculating GPA if the third decimal figure is 0.5 or more than 0.5, the second digit shall be raised by one point (as 2.666667 shall be considered as 2.67 whereas 2.872223 shall be taken as 2.87).

## STUDENT GRIEVANCES \_\_\_\_\_



If a student is dissatisfied with a result, he / she will submit an appeal to the President of Departmental Examination Committee within five to ten days from the announcement of semester result.

1. If the issue is regarding the final examination, the student will be asked to submit the form with the fee applicable for rechecking of paper.
2. If the issue is regarding the award of marks by the teacher or recording of marks, the Departmental Examination Committee will resolve the issue after discussing the matter with the teacher.
3. If the issue is regarding the receipt of Grade from the instructor, the Departmental Examination Committee will resolve the issue after hearing student and concerned teacher. Decision of the Departmental Examination Committee will be final.

Note: - However, President Departmental Examination Committee may refer a case to the Grievances Committee.

## ADD - DROP - CHANGE OF COURSE(S) \_\_\_\_\_

1. A student registered in a program may add, drop or change a course unless with the permission from the Head of Department responsible for the program and subject to the limit of allowed credit hours of a semester.
2. A student can add or change a course within seven days from the commencement of semester classes.
3. A student can drop a course within one or two weeks from the commencement of summer or regular semester classes, respectively.
4. If there is additional fee involved, student has to pay the fee before attending the respective course.

## WITHDRAWAL \_\_\_\_\_

### WITHDRAWAL FROM COURSE \_\_\_\_\_

1. A student may withdraw from a course(s) (after two weeks from the commencement of regular semester classes and before one week from the commencement of final term examinations) if he / she feel that he / she cannot complete it and continuing with it will adversely affect all of the other courses also. Head of Department must be informed by the student through a written request on the prescribed form regarding his / her intention for withdrawal of a course(s). Concerned Head of Department will forward the case to Dean of Faculty for approval.
2. Dean of faculty will forward the complete case of withdrawal to Examination Office for onward process.
3. Students can withdraw from a maximum of 02 courses in one semester. However, He / she will not be allowed to accumulate more than 4 W's at any one particular time during course of studies.
4. Non-attendance will not constitute an official withdrawal. Similarly, withdrawal cannot be allowed after award of "F" grade due to short attendance.
5. Letter grade "W" shall appear in the transcript against the specific course and shall not be considered for the computation of GPA / CGPA.
6. Student having 'W' on the transcript will not be considered for any academic honor / award.

Note: - Fee for a withdrawal of a course(s) shall be dealt as per the policy of the Treasure Office.

### WITHDRAWAL FROM ALL COURSES IN A SEMESTER \_\_\_\_\_

#### (SEMESTER WITHDRAWAL)

In case of an emergency / transfer of residence etc., a student may be allowed to withdraw from all registered courses for the semester before the tenth week from the commencement of regular semester classes subject to the following procedure:-

1. Student has to submit the application for Semester Withdrawal, with complete necessary documentation and justification, to the concerned Head of Department for initial processing of the case.
2. The Head of Department will send the complete case to the concerned Dean of Faculty for approval.
3. The Registrar Office shall notify the withdrawal of a semester and keep proper record. Moreover, a copy of complete case will also be forwarded to Examination Office for maintaining proper result.
4. In case of a semester withdrawal all examinations / assessments undertaken by the student during the semester will become null and void.
5. A maximum of one semester can be withdrawn in the entire degree program.
6. The withdrawal semester courses will not be displayed on a student's transcript.
7. Student is not entitled for refund of semester fee.

Note: - A withdrawn semester shall count towards the maximum permissible number of semesters to complete a degree program

## MIGRATION / TRANSFER / EXEMPTION OF CREDITS \_\_\_\_\_

### FOR UNDERGRADUATE AND GRADUATE STUDENTS

#### ELIGIBILITY \_\_\_\_\_

1. Migration of a student from or to LGU may be allowed subject to the fulfillment of Migration Regulations of Lahore Garrison University. The candidate should have the academic performance of reasonably high standards.
2. The candidate must possess minimum 60% marks in matriculation and intermediate (SSC & HSSC) and CGPA of at least 3.00 in Parent University.
3. The children of officers under transfer belonging to Pak Army, Air Force, Navy or Civil service may be considered on priority.
4. Maximum 50% of total credit hours earned of the Program can be allowed for migration from the previous HEC-Recognized Degree Awarding Institute in "W" category

#### PROCEDURE \_\_\_\_\_

1. A student can apply for migration after completion of first year of study at Parent University. However, for MS / M.Phil. Programs, student can apply after completion of one semester at Parent University.
2. Student is required to submit an application at least one month before the commencement of semester classes on the form designed by the Registrar Office along-with the following documents:-
  - a. Photocopies of previous passed academic level (Matriculation, Intermediate and current).



- b. Duly signed official transcript.
- c. Relevant course contents.
- d. No Objection Certificate from the parent Institute.
- e. Course transfer form.
- f. Character certificate from parent institute.
- g. Bank draft amounting to Rs. 5000/- in favour of LGU as migration processing fee.
3. Registrar office will forward the migration case to the concerned Departmental Board of Study after initial inquiry.
4. Departmental Board of Study will review the official transcript, detailed course contents (*subject to the condition of similarity of course contents at least 70% / equivalence*) and course transfer form (*Only those courses will be transferred where the minimum original earned grade is 'B'*) before forwarding a report containing recommendations (*subject to availability of seats*) to the registrar office.
5. In the case of suitable report by the Departmental Board of Study, process for verification of submitted transcript will be initiated and sent by the Registrar Office to the concerned institute for verification. The Registrar Office shall keep a record of the cases whose verification has not yet completed and ensure there is no undue delay in the finalization of these cases.
6. In case of receipt of verification from the parent university, the Registrar Office shall forward the case to the equivalence committee for finalization of exemption courses. The decision of the President Equivalence Committee in accepting or rejecting a case of course exemption will be final. The exemption orders will be processed by the equivalence committee along-with course exemption form signed by the President Equivalence Committee and forwarded the same to concerned Dean of Faculty.
7. Cases for Migration will require approval of the Vice Chancellor and Transfer of Credits will require the approval of the Dean of Faculty. In both cases, the Registrar Office will issue notification of approval.
8. If credit is given for courses taken at other educational institution, then credit hours for these courses are counted towards the graduation requirement. A maximum of 50% credit hours can be transferred. However, such obtained grades will not be used in the computation of the CGPA.
9. Migrated student must complete the degree according to the duration required for the award of degree from the date of admission. However, this duration will be reduced against the transferred credit hours.

#### MIGRATION / TRANSFER FEE \_\_\_\_\_

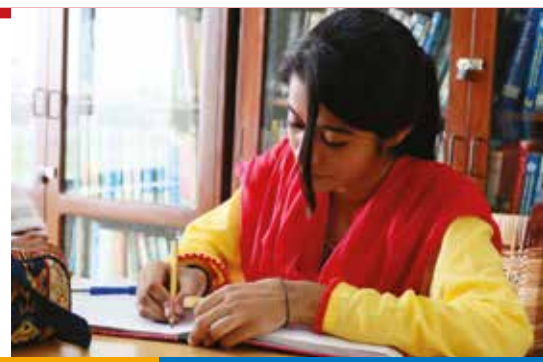
- I Migration from foreign universities to Lahore Garrison University shall be Rs 150000.
- II Migration from local universities to Lahore Garrison University shall be Rs 100,000
- III The Vice Chancellor may relax a portion of fee in special circumstances.

#### FREEZING OF SEMESTER \_\_\_\_\_

1. Freezing / suspending of a semester is allowed to the students facing acute domestic problems or any other valid difficulty before the commencement of semester classes, based on the favorable recommendation of the Head of Department and the approval from the Dean of Faculty.
2. Freeze of a semester shall be valid after the notification by the Registrar Office.
3. Students are allowed to freeze / suspend the semester before the start of the academic session, if they have qualified the previous semester with a minimum GPA / CGPA required for maintaining a status of good academic student.
4. Students are not allowed to freeze more than two consecutive regular semesters.
5. Students are allowed to freeze the semester within the overall degree awarding time frame (i.e. maximum time allowed for the completion of degree as specified in the statutes).
6. During the freezing period student will be allowed to get registered the courses already studied. However, registration of new subjects will not be permitted.
7. During the freezing period the applicant will lose his / her studentship status and shall not be entitled to avail any facility like hostel / transport / library / medical etc. which the University extends to its regular students. The student will rejoin the same semester which he / she has frozen on the basis of genuine reason or according to the semester enrollment approved by the Departmental Board of Study.

Note: - A frozen semester shall count towards the maximum permissible number of semesters to complete a degree program. Moreover, such student will be dealt as per the policy of the Treasure Office for fee matters.

# EXAMINATION POLICY\_\_\_\_\_



## DEPARTMENTAL EXAMINATION COMMITTEE \_\_\_\_\_

1. Departmental Examination Committees are mandatory for smooth conduct of semester system examinations.
2. Head of Department will be the President of concerned Departmental Examination Committee.
3. Three to four members of concerned department will be the members of Departmental Examination Committee.
4. All the queries of students shall be entertained by the concerned Departmental Examination Committee.

## EXAMINATION SCHEDULE \_\_\_\_\_

The Controller of Examinations shall publish the examination schedule for the semester within one week from the commencement of semester classes and forward a copy to Departmental Board of Studies. All the departments shall follow the examination schedule for onward examination activities.

## NOTIFICATION OF DATE SHEET \_\_\_\_\_

1. Examination Office shall prepare and notify the date sheet department wise on the basis of enrolled courses data provided by the Deans of Faculties.
2. Date sheet shall be notified 15 days before the commencement of Midterm and End term examinations.

## ADMIT CARDS \_\_\_\_\_

1. Admit card is compulsory for the student to enter the examination room / hall allocated for mid-term and end term examination.
2. Admit card(s) (*on the basis of semester enrollment and short attendance data*) shall be issued to departmental examination committees as per the examination schedule issued by the Examination Office.
3. Treasurer Office shall issue the defaulters lists to the departments before the issuance of admit cards by the Examination Office.
4. Departmental Examination Committees will issue the admit cards to the students other than the students nominated as defaulters by the Treasurer Office. However, admit cards of defaulter students shall be issued after approval from the Treasurer Office.
5. A student has to submit a form for the loss of admit card. In case of loss of admit card, Rs.200 per duplicate admit card shall be charged from the student before the commencement of examination. However, Rs.500 shall be charged during the examination for urgent duplicate admit card.

## CONDUCT OF EXAMINATION \_\_\_\_\_

All the semester examinations (*mid-term and final term*) will be conducted under the supervision of main examination office. Following explanation will make the conduct of examination more clear:-

### STUDENT GUIDELINES \_\_\_\_\_

To maintain the integrity of the examination process, exams can only be taken with the proof of a valid admit card and student university ID card.

1. To avoid disruption and any undue anxiety, students are requested to arrive at least 15 minutes before the commencement of examination. Students will not be allowed to enter examination room / hall 30 minutes after the start of examination.
2. Students will not be allowed to bring mobile phones, bags and books in the examination hall or in the examination Centre. In case of non-compliance, case should be dealt as per UMC rules & regulation.

3. Students are not allowed to take question papers outside the examination hall. It is to be returned along with the answer sheet to the concerned invigilator.
4. Students are responsible for bringing their own calculator (*if approved by the faculty*) for quantitative courses. Similarly, students are expected to bring their own stationery items. No borrowing from any other examinee is allowed.
5. Examinees should sit in the rows allocated for the particular paper. Invigilator may move the students to another seats if he / she deems fit.
6. Departure from the examination room / hall will only be permitted after 30 minutes from the start of Mid-term Examination and after one hour in case of Final term Examination.
7. Use of unfair means during the examination in any way is totally unacceptable. In case a student is found doing so, he / she will be dealt with Unfair Means Committee or Discipline Committee as the case may be. A few examples of such behavior are:
  - I. Any written or oral communication among students during an exam.
  - II. Providing information about the content of an examination.
  - III. A student's use of a substitute or surrogate to take an examination.
  - IV. Indulging in unruly behavior in the examination room / hall.
8. Once the examination time has ended, the invigilator will announce "all pens down". At that time no student should be holding a pen in his / her hand.

### USE OF REFERENCE MATERIAL \_\_\_\_\_

Prior to class test, mid / end-semester examinations, the concerned faculty / invigilator shall allow the use of certain book, notes or other material which can be consulted by the students during the tests / examinations. Examinee shall not be in possession of any other books, notes, papers or material etc.

### ANSWER SCRIPT VIEWING \_\_\_\_\_

1. Students will be shown all Mid-term Examination answer scripts in the following class(s) by the faculty to review their performance for future guidance.
2. Final Examination answer scripts will not be shown to the students. However, requests for Final Examination scripts re-checking will be entertained as per the provisions of paper rechecking guidelines.

### COMMUNICATION OF RESULT \_\_\_\_\_

1. Examination Office of the Lahore Garrison University will prepare the students individual result cards and forward the same to Registrar Office within one week from the approval of results by the Faculty Board of Study.
2. However, Registrar Office shall send the result cards on the mailing addresses provided by the students.

### PAPER RECHECKING \_\_\_\_\_

1. A student can apply for rechecking of answer script(s) within 10 days of result notification with single fee of Rs. 500 per paper.
2. Concerned Dean of Faculty may recommend the rechecking case of a student for next 05 days on payment of double fee.
3. Incomplete and incorrect forms shall be returned to the candidate for completion and if it is not submitted within the prescribed time limit, no action shall be taken on it.
4. Time-barred application shall not be entertained.
5. Re-checking does not mean re-assessment or re-evaluation of the answer book. Following is the procedure for rechecking of papers:-

**It is ensured that:**

- I. There is no mistake in the grand total on the title page of the answer book.
- II. The total of various parts of a question has been correctly made at the end of each question.
- III. All totals have been correctly brought forward on the title page of the answer book.
- IV. No portion of answer book has been left un-marked.
- V. Total number of questions attempted does not exceed the limit allowed in Question Paper.
- VI. Total marks in the answer-book tally with the marks sheet.
- VII. Viva/practical & internal assessment marks are not re-tabulated.
- VIII. The student or anybody on his / her behalf has no right to see or examine the answer-books for any purpose.

- IX. Increase / decrease in the final marks of the student will be decided according to the results of re-checking.
- X. Application(s) related to end semester examination will be entertained only.
- XI. Pre-end semester examination marks will not be changed.

## ISSUE OF ACADEMIC TRANSCRIPT / DETAILED MARK CERTIFICATE \_\_\_\_\_

Examination Office will issue student result card and DMC upon written request of the student as per the following explanation:-

### FINAL TRANSCRIPTS \_\_\_\_\_

Final Transcript and Pass Certificate is issued only after completion of all degree requirements (*refer to section on Rules Governing Degree Completion*) and clearance of all obligations to the University.

1. A student desirous of obtaining Academic Transcript / Detailed Marks Certificate may apply by submitting "Application form for DMC" available at [www.lgu.edu.pk](http://www.lgu.edu.pk) with required documentation to the Controller of Examinations.
2. Transcript issue requests are not to be accepted from, or transcript released to, third parties without a written consent from the student.
3. LGU will not process Final Transcript, Pass Certificate & Degree if discrepancy is found in the educational documents provided by the student at the time of submitting the Final Transcript and Degree Clearance Form.
4. Student's Name and Father's Name should be correctly written and spelt in English on educational documents.

Category	Fee per DMC	Processing Fee	Minimum Time	Maximum Time
Normal	Rs. 1000 / -	-	10 working days	20 working days

### SEMESTER RESULT CARD \_\_\_\_\_

A student desirous of obtaining semester result card may apply by submitting the form available at [www.lgu.edu.pk](http://www.lgu.edu.pk) with required documentation to the Controller of Examinations after submitting the prescribed fee.

1. Semester result card shall be issued only to :-
  - I. Students with good academic status having no "F" grade.
  - II. Students with good academic status having three or less than three "F" grade.
  - III. Student leaving the University.

Category	Fee per Semester result card	Processing Fee	Minimum Time	Maximum Time
Normal	Rs. 500 / -	-	10 working days	20 working days
Urgent	Rs. 500 / -	Rs. 500 / -	05 working days	10 working days

## UNFAIR MEANS \_\_\_\_\_

Examinations System and its authenticity is one of the major indicators which make the University and its degree credible. All regulatory bodies like Pakistan Engineering Council (PEC) and Charter Inspection & Evaluation Committee (CIEC) monitor the Examination System during their visits. LGU is making all efforts to ensure the credibility of its Examination System. LGU takes very serious note of unethical activities including use of unfair means during the Examinations. To caution students to commit Academic Offence carelessly or otherwise, extensive preventive measures are taken which include detailed instructions for students to be observed in the Examination Room / Hall and a Warning Pamphlet to restrain them from carrying any unauthorized material with them. LGU website can also be visited for this purpose. In addition, an efficient system is in place to handle the cases of those involved in use of Unfair Means during the Examinations. A four member Committee is constituted by the VC to handle these cases (if any). All such cases are reported to the Committee by the invigilator / superintendent on a prescribed proforma and recommendations of the Committee are implemented forthwith after approval of the Competent Authority. Possible Academic Offences along with the penalty to be levied for each (duly approved by the Competent Authority) have been listed for the guidance of the Committee for even handling of the cases and also for information of the students. Penalties may range from award of "F" grade to Expulsion from the University, depending upon the seriousness of the offence.

## UNFAIR MEANS \_\_\_\_\_

Use of unfair means generally involves following:

1. An attempt to have access to the question paper before the test/examination.
2. Use/possession of unauthorized reference material during test/examination. It does not matter whether the material in possession is related or not, in any way, to any question asked in the test/examination.
3. Any form of communication by the examinees with any one inside or outside the test/examination room while the test/examination is in progress.
4. Unauthorized entry into faculty's office or that of his/her staff with the intention of having an access to or tampering with the official record/exam paper etc.

## PENALTIES FOR ACADEMIC DISHONESTY \_\_\_\_\_

Sr.	Acts of Using Unfair Means	Penalty
1	Possessing written material, relevant or irrelevant to the Paper concerned	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course / cancellation of Paper in case of relevant material.</li> <li>2. Only warning in case of irrelevant material</li> <li>3. Warning, copy to Parents</li> </ol> <p>Note: UFM committee will issue warning letter and that will be sent to parents, concerned dept., Controller Examination and VC office by registrar branch.</p>
2	Writing on palm, arm or anywhere on the students body or clothes whether the written material is related or unrelated to the concerned Paper	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course / cancellation of Paper</li> <li>2. Answer copy is immediately taken from the student.</li> <li>3. Warning, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee</p>
3	Possessing Mobile Phones (on or off) PDAs and other electronics accessories	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course / cancellation of Paper</li> <li>2. Answer copy and mobile phone is immediately taken from the student.</li> <li>3. Minimum Rs.1000 fine</li> <li>4. Warning, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee</p>
4	Giving / receiving assistance or allowing any other student to copy from his/her Answer Copy	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course / cancellation of Paper</li> <li>2. Fine Rs. 2,000/-</li> <li>3. Warning, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee</p>
5	Removing a leaf from Answer Copy	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course / cancellation of Paper</li> <li>2. Fine Rs. 3,000/-</li> <li>3. Warning, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee.</p>



Sr.	Acts of Using Unfair Means	Penalty
6	Taking the whole or a part of an answer copy or of a continuation sheet into or out of Examination Hall /Room	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course / cancellation of Paper</li> <li>2. Student will not be allowed to appear in next paper until answer copy is recovered</li> <li>3. Fine Rs. 3,000/-</li> <li>4. Warning, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee</p>
7	Substituting the whole or a part of an Answer Copy or a continuation sheet not duly issued to him/her for the Examination	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course/ cancellation of Paper</li> <li>2. Fine Rs. 3,000/-</li> <li>3. Warning, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee</p>
8	Forging, mutilating (damaging), altering, erasing or otherwise tampering with marked answer copy	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course/ cancellation of Paper</li> <li>2. Fine Rs. 2000/-</li> <li>3. Warning, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee</p>
9	Impersonation or misconduct of a serious nature in the exam	<ol style="list-style-type: none"> <li>1. Grade "F" in all subjects</li> <li>2. Expulsion from University</li> <li>3. Fine Rs. 10,000/-</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee. Decision of the committee will be approved by worthy Vice Chancellor</p>
10	Using abusive or obscene language in his/her answer copy	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course / cancellation of Paper</li> <li>2. Fine Rs. 3,000/-</li> <li>3. Warning of expulsion, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee</p>
11	Repeatedly indulging in cross talk with another student or disturbing the class in any other way. Changed his / her seat / Exam Room in an unauthorized way.	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course / cancellation of Paper</li> <li>2. Fine Rs. 3000/-</li> <li>3. Warning, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee. Invigilator statement regarding this issue will be considered liable and authentic.</p>
12	Refusing to obey any instructions related to conduct of Examination issued to him/her by the University authorities Examination Hall/Room	<ol style="list-style-type: none"> <li>1. Grade "F" in the Course</li> <li>2. Fine Rs. 3,000/-</li> <li>3. Warning of expulsion, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee</p>

Sr.	Acts of Using Unfair Means	Penalty
13	Refusing to obey the Invigilator or Head Invigilator in the Examination Hall/Room and misbehaving / misconduct with invigilator or creating any kind of disturbance in or around the Examination Hall/Room	<ol style="list-style-type: none"> <li>1. Rustication for one semester</li> <li>2. Grade "F" in the Course</li> <li>3. Fine Rs. 5,000/-</li> <li>4. Warning, copy to Parents</li> <li>5. Any other penalty suggested by committee</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee. Decision of the committee will be approved by worthy Vice Chancellor</p>
14	Communicating or attempting to communicate with Examiner with the intention of seeking answer to the question /influencing him /her in the award of marks etc	<ol style="list-style-type: none"> <li>1. Grade "F" in the relevant Course / cancellation of Paper</li> <li>2. Warning, copy to Parents</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee.</p>
15	Possession of firearms, knives etc. inside and in the vicinity of Examination Room/Hall	<ol style="list-style-type: none"> <li>1. Grade "F" in all the subjects</li> <li>2. Expulsion from the University</li> <li>3. Fine Rs 10,000/-</li> <li>4. Any other penalty suggested by the committee</li> </ol> <p>Note: One or more than one penalties can be imposed by UFM committee. Decision of the committee will be approved by worthy Vice Chancellor</p>

# VERIFICATION / ATTESTATION OF DEGREES OR DETAILED MARKS CERTIFICATE \_\_\_\_\_

The verification or attestation of degree or detailed marks certificate issued by the Lahore Garrison University is as under:-

## SUBMISSION OF FORM \_\_\_\_\_

1. In case of verification / attestation, required by the student or any government or private institution, a form is required to be submitted which is available at [www.lgu.edu.pk](http://www.lgu.edu.pk) along with the following documents:-
  - I. Printout of the application form.
  - II. Set of Photocopies of above listed documents for Lahore Garrison University record.
  - III. Copy of Computerized National Identity Card / Passport (*in case of Foreign Nationals*).
  - IV. Equivalence of HEC in case of Bachelor or Master Degree, etc. from abroad or Deeni Asnaad etc.
2. In case application is being submitted by a person other than the degree holder, the following documents are also required:-
  - I. Authority letter duly attested by a Grade 17 officer for the authorized person.
  - II. Copy of the Computerized Identity Card of the Authorized person.

Note: - Lahore Garrison University attests original documents first then photocopies. No request for the attestation of photocopies would be entertained without the attestation of original documents.

## VERIFICATION / ATTESTATION FEE \_\_\_\_\_

Verification and Attestation (*attestation or re-attestation*) fee required for of degree or detailed marks certificate / incomplete transcripts issued by the LGU is as under:-

1. Rs. 800 / - (each) shall be charged from a walk-in applicant for original document.
2. Rs. 1000 / - (each) shall be charged from an applicant, applying through any courier service, for original document.
3. Rs. 500 / - (each) shall be charged from a walk-in applicant for photo copy of a document.
4. Rs. 700 / - (each) shall be charged from an applicant, applying through any courier service, for photo copy of a document.
5. However, Rs. 500 / - shall be charged as processing fee for urgent attestation or re-attestation of degree or detailed marks certificate / incomplete transcripts issued by the LGU

Note: - Lahore Garrison University will charge Rs. 200 / - (each) for re-attestation of original documents or photocopy of a document.

## MODE OF PAYMENT \_\_\_\_\_

Verification and Attestation fee can be submitted at the counter of the Treasurer Office or via Bank draft in the name of Lahore Garrison University.

## TIME PERIOD \_\_\_\_\_

1. Time period required for verification / attestation or re-attestation of degree or detailed marks certificate / incomplete transcript issued by the LGU is as under:-
  - I. For walk-in applicant or through courier service will be processed within seven working days from the receipt of verification or attestation case in the Examination Office.
  - II. However, if the attestation is required on urgent basis, then such cases will be processed within three working days from the receipt of attestation case in the Examination Office.

## MODE OF DELIVERY \_\_\_\_\_

Verified and Attested documents will be delivered to walk-in applicant or will be delivered through courier service or will be delivered to any authorized person.



# AWARD OF DEGREE AND ACADEMIC STANDARDS\_\_\_\_\_

## ACADEMIC STANDARDS FOR BS PROGRAMS\_\_\_\_\_

### DURATION OF STUDIES\_\_\_\_\_

Duration for completing BS Programs as approved by the Higher Education Commission (HEC) shall be as under:-

Semester Duration	Fall Semester Spring Semester	16-18 Weeks (Inclusive of days required for examinations) 16-18 Weeks (Inclusive of days required for examinations)
Summer semester		01 per Academic year 08 Weeks (Inclusive of days required for examinations)
Course Duration (BS Disciplines)		08 Semesters (3.5 – 4 Years)

## AWARD OF DEGREE \_\_\_\_\_

Degree is awarded to the students on the recommendation of Faculty Board of Study in the light of following conditions:-

1. Have earned minimum number of credit hours and duration as approved by the Higher Education Commission (HEC) which is as under

Program	Minimum Credit Hours	Minimum Duration	Maximum Duration
BS Program	130	4 Years	7 Years

2. Have earned minimum CGPA of 2.00.
3. Have no un-cleared "F", "I" or "W" grade in any course required for the degree.
4. Have successfully completed the research project, internship and thesis / case study, as applicable.

Note: - For the award of degree, student has to meet all the requirements of clearance.

## GOOD ACADEMIC STANDING AND DEFICIENCIES \_\_\_\_\_

### GOOD ACADEMIC STANDING \_\_\_\_\_

Maintaining a good academic performance during study duration is the prime consideration for the students. A student is said to be in good academic standing, if he / she has maintained a minimum GPA / CGPA of 2.00 at the end of each regular semester.

## ACADEMIC DEFICIENCIES \_\_\_\_\_

### DEFINITION \_\_\_\_\_

A student is said to be in a situation of academic deficiency if the final result of a semester contains one or more from the following list:-

1. Grade "F" in any course
2. Semester result shows GPA less than 2.00
3. Semester result shows CGPA less than 2.00

## CATEGORIES TO HANDLE ACADEMIC DEFICIENCIES \_\_\_\_\_

Academic deficiency can be handled as per the following categories:-

1. Academic Warning.
2. Probation.
3. Separation from the Academic Program.
4. Repetition of course(s) / semester.

### EXPLANATION \_\_\_\_\_

1. **ACADEMIC WARNING:** - Academic warning is issued to advice the student to improve his / her studies seriously so that the danger of facing probation situation can be avoided. Warning letters are issued in the presence of any of the following situations:-
  - i. If 1st semester GPA falls below 2.00 (*but not less than 1.00*).
  - ii. If Semester GPA in any semester falls below 2.00 (*but not less than 1.00*) regardless of the CGPA.
  - iii. Earns "F" grade(s) in a course(s) in any semester.

Note: - Warning letter is issued if the student does not qualify for any other academic deficiency.

2. **PROBATION:** - An academic deficient student is said to be on probation, if he / she is allowed to continue regular academic activities. Following is the explanation in this regard:-
  - i. Two probations may be allowed in complete duration of the degree. Probation is not applicable to 1st semester. Moreover, a student may go on probation without receiving an academic warning before hand.
  - ii. An academic deficient student will be placed on 1st probation, if his / her CGPA falls below 2.00 (*but not less than 1.00*) for the first time in his / her duration of the degree. 1st probation means that such student will be promoted to next regular semester (*excluding summer semester*).
  - iii. If his / her CGPA again falls below 2.00 (*but not less than 1.00*) in any subsequent semester after availing 1st probation chance, he / she shall be promoted to next semester on 2nd probation (*last chance*).
  - iv. If CGPA of the student again falls below 2.00 after 2nd probation, he / she will be separated from the Program.
  - v. If academic performance of a student improves and CGPA is equal to or above 2.00 then the student will regain good academic status.

Note: - Status of deficient or good academic student after declaration of Spring Semester result shall be decided after Summer Semester (*if offered*).

3. **SEPARATION FROM THE PROGRAM:** - An academic deficient student shall be separated from the Program, if he / she is not allowed to continue regular academic activities i.e. declared unsuitable for onward studies. Following is the explanation in this regard:-





## IMPROVEMENT OF CGPA \_\_\_\_\_

- i. A student shall opt to improve a subject with "D" grade when subject is offered by the department.
- ii. Departmental Board of Study will make arrangements for the registration of subjects for improvement in regular or summer semester (*subject to maximum credit hours limits / course limit*) and forward the enrolment to Examination Office and Treasurer Office after getting approval from the respective Dean of Faculty.
- iii. The transcript of a student shall show the better grade and the same will be counted towards CGPA calculation.
- iv. The student who repeats a course to improve CGPA shall be eligible for academic honors / awards on the basis of new earned grade.

Note: Fee shall be charged as per the policies of the Treasurer Office.

## PROCEDURE TO HANDLE ACADEMIC DEFICIENCIES \_\_\_\_\_

Cases of academic deficiency will be dealt as per the following explanation:-

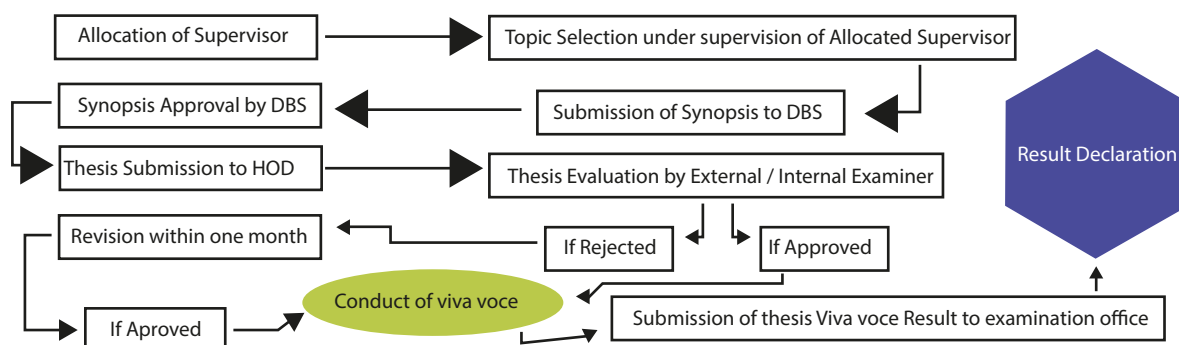
1. Departmental Board of Study will review the final semester results of academically deficient students received from the Examination Office and forward the recommendations regarding the deficient students to the Faculty Board of Study within one week from the date of announcement of semester results.
2. Faculty Board of Study will evaluate and finalize / approve the recommendations received from the Departmental Board of Study and approve academic deficient student result.
3. Moreover, to:-
  - i. Issue Warning letter.
  - ii. Declare student status as on probation.
  - iii. Recommend suspension.
  - iv. Recommend separation.

Examination Office shall prepare probation and warning letters and forward the same to the Registrar office. Registrar Office shall finalize the communication of probation and warning letters. However, letters for suspension, separation shall be prepared and communicated by the Registrar Office.

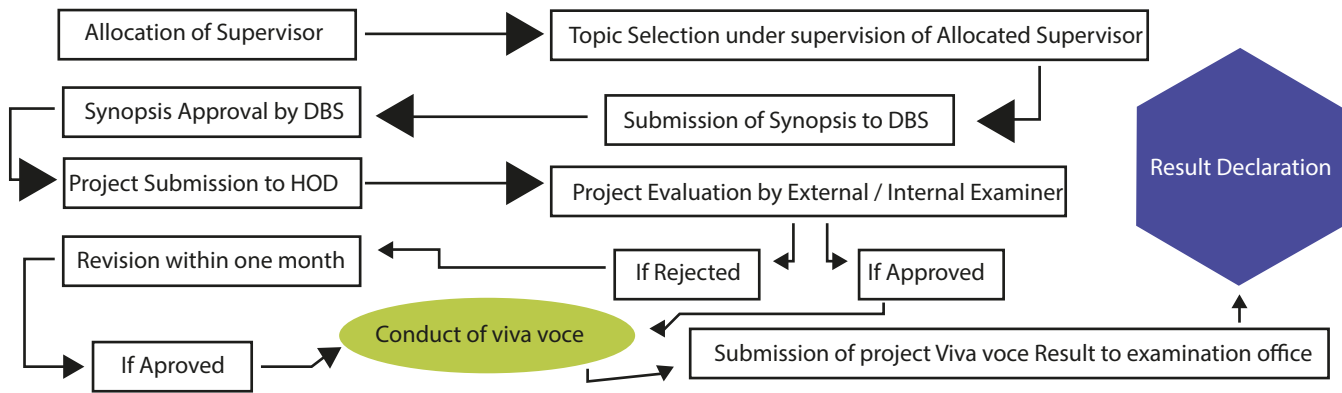
## THESIS / PROJECT \_\_\_\_\_

1. Students, who have completed the necessary prerequisite courses and other requirements with minimum CGPA of 2.50, may register in the Research Project / Thesis, as required for the degree in which they are enrolled.
2. If at the end of course work, CGPA of a student is less than 2.50, he / she has to improve CGPA to go for the Research Project / Thesis. Following will be the possible possibilities:-
  - a) In case of no "F" grade student has to improve CGPA by repeating course(s) (*if grades can be improved*).
  - b) In case of "F" grade student has to improve CGPA by clearing grade "F" or by improving CGPA to repeat course(s) (*if grades can be improved*).
3. However, in case of failure to improve CGPA, further courses may be offered instead of Thesis / Project (*as approved in scheme of study*).
4. Thesis / Project must be completed within allotted period for the completion of thesis / project. However, extension may be granted as per the policy of Treasurer Office.

## THESIS FLOW CHART \_\_\_\_\_



## PROJECT FLOW CHART \_\_\_\_\_



## ACADEMIC STANDARDS FOR MASTERS PROGRAMS \_\_\_\_\_

### DURATION OF STUDIES \_\_\_\_\_

Duration for completing MA / M.Sc. Programs as approved by the Higher Education Commission (HEC) shall be as under:-

Semester Duration	Fall Semester Spring Semester	16-18 Weeks (Inclusive of days required for examinations) 16-18 Weeks (Inclusive of days required for examinations)
Summer Semester		01 per Academic year 08 Weeks (Inclusive of days required for examinations)
Course Duration		04 Semesters (1.5 – 2 Years)

## AWARD OF DEGREE \_\_\_\_\_

Degree is awarded to the students on the recommendation of Faculty Board of Study in the light of following conditions:-

1. Have earned minimum number of credit hours and duration as approved by the Higher Education Commission (HEC) which is as under

Program	Minimum Credit Hours	Minimum Duration	Maximum Duration
MA / M.Sc.	66	2 Years	03 Years
MBA	96	3.5 Years	05 Years

2. Have earned minimum CGPA of 2.00.
3. Have no un-cleared "F", "I" or "W" grade in any course required for the degree.
4. Have successfully completed the research project, internship and thesis/case study, as applicable.

Note: - For the award of degree student has to meet all the requirements of clearance.

## GOOD ACADEMIC STANDING AND DEFICIENCIES \_\_\_\_\_

### GOOD ACADEMIC STANDING \_\_\_\_\_

Maintaining a good academic performance during study duration is the prime consideration for the students. A student is said to be in good academic standing, if he / she has maintained a minimum GPA / CGPA of 2.00 at the end of each regular semester.

### ACADEMIC DEFICIENCIES \_\_\_\_\_

#### DEFINITION \_\_\_\_\_

A student is said to be in a situation of academic deficiency if the final result of a semester contains one or more from the following list:-

1. Grade "F" in any course
2. Semester result shows GPA less than 2.00
3. Semester result shows CGPA less than 2.00
4. Grade "I" in any course

## CATEGORIES TO HANDLE ACADEMIC DEFICIENCIES \_\_\_\_\_

Academic deficiency can be handled as per the following categories:-

1. Academic Warning.
2. Probation.
3. Separation from the Academic Program.
4. Repetition of Course(s) / Semester.

## EXPLANATION \_\_\_\_\_

### 1. ACADEMIC WARNING \_\_\_\_\_

Academic warning is issued to advise the student to improve his / her studies seriously so that the danger of facing probation situation can be avoided. Warning letters are issued in the presence of any of the following situations:-

- i. If 1st semester GPA falls below 2.00 (*but not less than 1.00*).
- ii. If Semester GPA in any semester falls below 2.00 (*but not less than 1.00*) regardless of the CGPA.
- iii. Earns "F" grade(s) in a course(s) in any semester.

Note: - Warning letter is issued if the student does not qualify for any other academic deficiency.

### 2. PROBATION \_\_\_\_\_

An academic deficient student is said to be on probation, if he / she is allowed to continue regular academic activities. Following is the explanation in this regard:-

- i. Two probations may be allowed in complete duration of the degree. Probation is not applicable to 1st semester. Moreover, a student may go on probation without receiving an academic warning beforehand.
- ii. An academic deficient student will be placed on 1st probation, if his / her CGPA falls below 2.00 (*but not less than 1.00*) for the first time in his / her duration of the degree. 1st probation means that such student will be promoted to next regular semester (*excluding summer semester*).
- iii. If his / her CGPA again falls below 2.00 (*but not less than 1.00*) in any subsequent semester after availing 1st probation chance, he / she shall be promoted to next semester on 2nd probation (*last chance*).
- iv. If CGPA of the student again falls below 2.00 after 2nd probation, he / she will be separated from the Program.
- v. If academic performance of a student improves and CGPA is equal to or above 2.00 then the student will regain good academic status.

Note: - Status of deficient or good academic student after declaration of Spring Semester result shall be decided after Summer Semester (if offered).

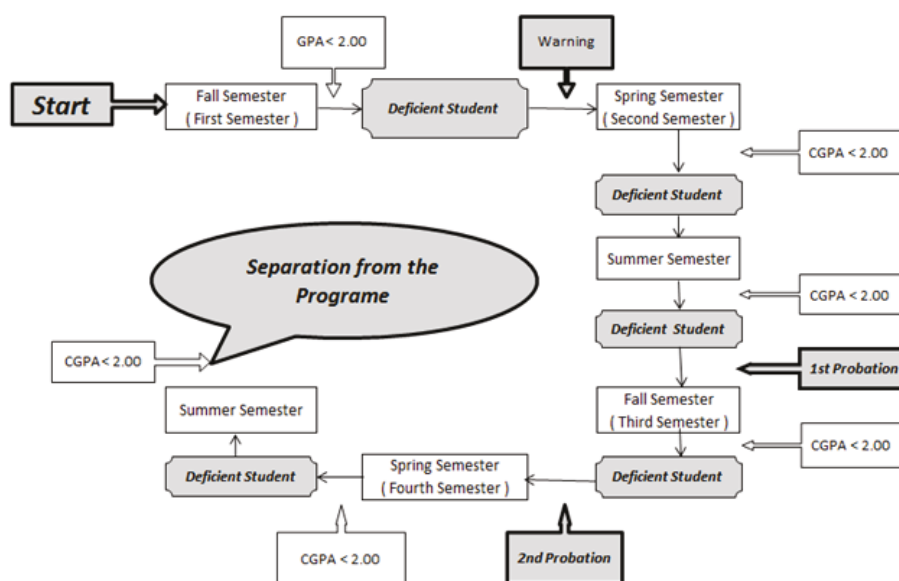
### 3. SEPARATION FROM THE PROGRAM \_\_\_\_\_

An academic deficient student shall be separated from the Program, if he / she is not allowed to continue regular academic activities i.e. declared unsuitable for onward studies. Following is the explanation in this regard:-

- i. If academic performance of a student improves and CGPA is equal to or above 2.00 then the student will regain good academic status.
- ii. Earns five "F" grades in 1st semester.
- iii. Accumulate seven or more "F" grades.
- iv. Availed two chances of probation.
- v. On disciplinary grounds as per the discipline rules and regulations of the LGU.
- vi. In case if the student cannot complete the degree requirements within the maximum stipulated time (*including summer semester*). However, Departmental Board of Study shall get such cases approved by the Faculty Board of Study.

Note: If a student is likely to be separated from the Program, Registrar Office shall communicate and duly record such cases.

## Graphical representation of warning, probation and separation from the Program



### 4. REPETITION OF COURSE(S) / SEMESTER \_\_\_\_\_

Repetition of courses is allowed for the reasons explained below:-

#### CLEARANCE OF "F" GRADE \_\_\_\_\_

- A student shall opt to clear "F" grade(s) when subject is offered by the department.
- Departmental Board of Study will make arrangements for the registration of "F" grade(s) in regular or summer semester (*subject to maximum credit hours limits / course limit*) and forward the enrolment to Examination Office and Treasurer Office after getting approval from the respective Dean of Faculty.
- The transcript of a student shall show all the attempts made for the clearance of "F" grade(s) and only one 'F' will be counted irrespective of the attempts.
- The student who repeats a course with "F" grade shall not be eligible for academic honors / awards.

Note: Fee shall be charged as per the policies of the Treasurer Office.

#### CLEARANCE OF "W" GRADE \_\_\_\_\_

- A student shall opt to clear "W" grade(s) when subject is offered by the department.
- Departmental Board of Study will make arrangements for the registration of "W" grade(s) in regular or summer semester (*subject to maximum credit hours limits / course limit*) and forward the enrolment to Examination Office and Treasurer Office after getting approval from the respective Dean of Faculty.
- The transcript of a student shall show both the grade(s).
- The student who repeats a course to clear a "W" grade shall not be eligible for academic honors / awards.

Note: Fee shall be charged as per the policies of the Treasurer Office.

#### IMPROVEMENT OF CGPA \_\_\_\_\_

- A student shall opt to improve a subject with "D" grade when subject is offered by the department.
- Departmental Board of Study will make arrangements for the registration of subjects for improvement in regular or summer semester (*subject to maximum credit hours limits / course limit*) and forward the enrolment to Examination Office and Treasurer Office after getting approval from the respective Dean of Faculty.
- The transcript of a student shall show the better grade and the same will be counted towards CGPA calculation.
- The student who repeats a course to improve CGPA shall be eligible for academic honors / awards

Note: Fee shall be charged as per the policies of the Treasurer Office.



## PROCEDURE TO HANDLE ACADEMIC DEFICIENCIES \_\_\_\_\_

Cases of academic deficiency will be dealt as per the following explanation:-

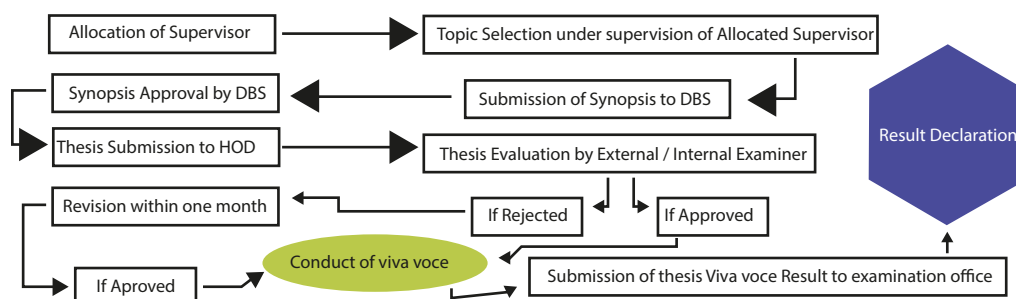
1. Departmental Board of Study will review the final semester results of academically deficient students received from the Examination Office and forward the recommendations regarding the deficient students to the Faculty Board of Study within one week from the date of announcement of semester results.
2. Faculty Board of Study will evaluate and finalize / approve the recommendations received from the Departmental Board of Study and approve academic deficient student result.
3. Moreover, to:-
  - i. Issue Warning letter.
  - ii. Declare student status as on probation.
  - iii. Recommend suspension.
  - iv. Recommend Separation.

Examination Office shall prepare probation and warning letters and forward the same to the Registrar office. Registrar Office shall finalize the communication of probation and warning letters. However, letters for suspension, separation shall be prepared and communicated by the Registrar Office.

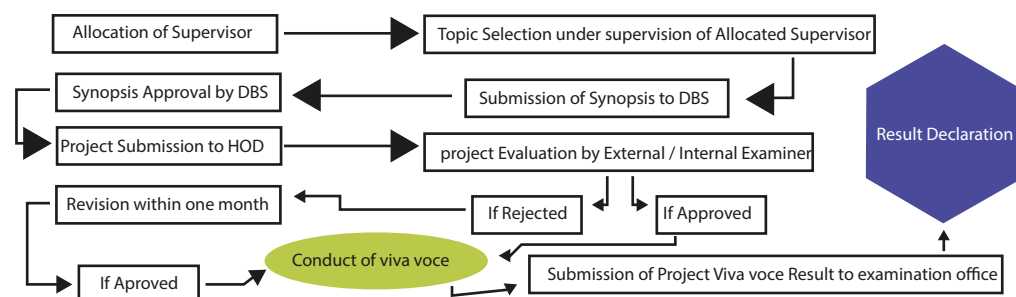
## THESIS / PROJECT \_\_\_\_\_

1. Students, who have completed the necessary prerequisite courses and other requirements with minimum CGPA of 2.50, may register in the Research Project / Thesis, as required for the degree in which they are enrolled.
2. If at the end of course work, CGPA of a student is less than 2.50, he / she has to improve CGPA to go for the Research Project / Thesis. Following will be the available possibilities:-
  - a) In case of no "F" grade student has to improve CGPA by repeating course(s) *(if grades can be improved)*.
  - b) In case of "F" grade student has to improve CGPA by clearing grade "F" or by improving CGPA to repeat course(s) *(if grades can be improved)*.
3. However, in case of failure to improve CGPA, further courses may be offered instead of Thesis / Project *(as approved in scheme of study)*.
4. Thesis / Project must be completed within allotted period for the completion of thesis / project. However, extension may be granted as per the policy of Treasurer Office.

## THESIS FLOW CHART \_\_\_\_\_



## PROJECT FLOW CHART \_\_\_\_\_



# ACADEMIC STANDARDS FOR MS / M.PHIL PROGRAMS

## ADMISSION REQUIREMENT

1. Admission requirement: For admission into M. Phil / MS minimum CGPA 2.50 (out of 4.0 in the Semester System) or minimum 50% marks (in the Annual System) in M. A. /M.Sc. / Equivalent degree are required.
2. Subject Test: A General test conducted by the National Testing Service (NTS) or arranged by the Departmental Board of Study in the area of specialization chosen at the M. Phil / MS level must be cleared prior to admission for the M. Phil / MS Program.
  - i. In the case of GAT General, minimum 50% marks are required to pass.
  - ii. If the Test is not available in NTS list, then a University Committee consisting of at least 2 Ph.D. faculty members in the subject area will conduct the Test and qualifying score for this will be 60%.

## DURATION OF STUDIES

Duration for completing MS. / M.PHIL Programs as approved by the Higher Education Commission (HEC) shall be as under:-

Semester Duration	Fall Semester Spring Semester	16-18 Weeks (Inclusive of days required for examinations) 16-18 Weeks (Inclusive of days required for examinations)
Summer Semester		01 per Academic year 08 Weeks (Inclusive of days required for examinations)
Course Duration		04 Semesters (2 semester course work + 2 semester research work)

## AWARD OF DEGREE

Degree is awarded to the students on the recommendation of Faculty Board of Study in the light of following conditions:-

1. Have earned minimum number of credit hours and duration for completing the degree as approved by the Higher Education Commission (HEC) which is as under

Program	Minimum Credit Hours	Minimum Duration	Maximum Duration
MS / M.PHIL	30	1.5 / 2 Years	03 Years

2. Have earned minimum CGPA of 2.50.
3. Have no un-cleared "F", "I" or "W" grade in any course required for the degree.
4. Have successfully completed the research project, internship and thesis / case study, as applicable.

Note: - For the award of degree student has to meet all the requirements of clearance.

## GOOD ACADEMIC STANDING AND DEFICIENCIES

### GOOD ACADEMIC STANDING

Maintaining a good academic performance during their study duration is the prime consideration for the students. A student is said to be in good academic standing, if he / she has maintained a minimum GPA / CGPA of 2.50 at the end of each regular semester.

### ACADEMIC DEFICIENCIES

#### DEFINITION

A student is said to be in a situation of academic deficiency if the final result of a semester contains one or more from the following list:-

1. Grade "F" in any course
2. Semester result shows GPA less than 2.50
3. Semester result shows CGPA less than 2.50
4. Grade "I" in any course

## CATEGORIES TO HANDLE ACADEMIC DEFICIENCIES \_\_\_\_\_

Academic deficiency can be handled as per the following categories:-

1. Academic Warning.
2. Probation.
3. Separation from the Academic Program.
4. Repetition of Course(s) / Semester.

## EXPLANATION \_\_\_\_\_

1. **ACADEMIC WARNING:** - Academic warning is issued to advise the student to improve his / her studies seriously so that danger of facing probation situation can be avoided. Warning letters are issued in case of the following situation:-

- i. Earns "F" grade(s) in a course(s) in any semester.

Note: - Warning letter is issued if the student does not qualify for any other academic deficiency.

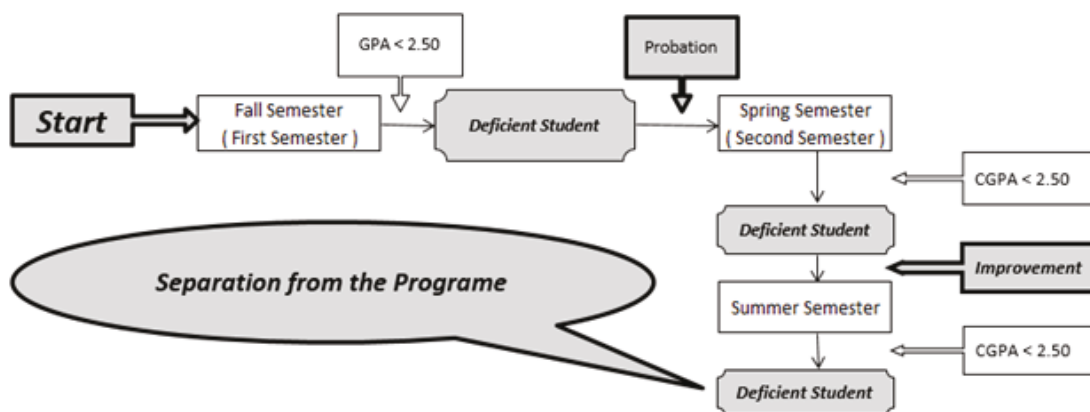
2. **PROBATION:** - An academic deficient student is said to be on probation, if he / she is allowed to continue regular academic activities. Following is the explanation in this regard:-
  - i. One probation is allowed in complete duration of the degree. A student may go on probation without receiving an academic warning beforehand. Probation is allowed only in the first semester.
  - ii. A student will be placed on probation if his / her 1st semester GPA ranges between 2.00 – 2.49. Probation means that such student will be promoted to next regular semester (*excluding summer semester*).
  - iii. If at the end of 2nd semester, CGPA of a student ranges between 2.00 – 2.49, he / she has to improve CGPA to go for the thesis. Following could be the possibilities:-
    - a) In case of no "F" grade student has to improve CGPA by repeating course(s) (*if grades can be improved*).
    - b) In case of "F" grade student has to improve CGPA by clearing grade "F".
    - c) Failure to improve CGPA will result in separation from the Program.

Note: - Status of deficient or good academic student after declaration of Spring Semester result shall be decided after Summer Semester (if offered).

3. **SEPARATION FROM THE PROGRAM:** - An academic deficient student shall be separated from the Program, if he / she is not allowed to continue regular academic activities i.e. declared unsuitable for onward studies. Following is the explanation in this regard:-
  - i. Earns three "F" grades in 1st semester.
  - ii. Accumulate three or more "F" grades.
  - iii. GPA / CGPA falls below 2.00.
  - iv. Fails to improve CGPA after second semester (*If at the end of 2nd semester, CGPA of a student ranges between 2.00 – 2.49*)
  - v. On disciplinary grounds as per the discipline rules and regulations of the LGU.
  - vi. In case the student cannot complete the degree requirements within the maximum stipulated time (*including summer semester*). However, Departmental Board of Study shall get such cases approved by the Faculty Board of Study.

Note: If a student is likely to be separated from the Program, Registrar office shall communicate and duly record such cases.

## Graphical representation of warning, probation and separation from the Program



### 4. REPETITION OF COURSE(S) / SEMESTER \_\_\_\_\_

Repetition of courses is allowed for the reasons explained below:-

#### CLEARANCE OF "F" GRADE \_\_\_\_\_

- A student shall opt to clear "F" grade(s) when subject is offered by the department.
- Departmental Board of Study will make arrangements for the registration of "F" grade(s) in regular or summer semester (*subject to maximum credit hours limits / course limit*) and forward the enrollment to Examination Office and Treasurer Office after getting approval from the respective Dean of Faculty.
- The transcript of a student shall show all the attempts made for the clearance of "F" grade(s) and only one "F" will be counted irrespective of the attempts.
- The student who repeats a course with "F" grade shall not be eligible for academic honors / awards.

Note: Fee shall be charged as per the policy of the Treasurer Office.

#### CLEARANCE OF "W" GRADE \_\_\_\_\_

- A student shall opt to clear "W" grade(s) when subject is offered by the department.
- Departmental Board of Study will make arrangements for the registration of "W" grade(s) in regular or summer semester (*subject to maximum credit hours limits / course limit*) and forward the enrollment to Examination Office and Treasurer Office after getting approval from the respective Dean of Faculty.
- The transcript of a student shall show both the grade(s).
- The student who repeats a course to clear a "W" grade shall not be eligible for academic honors / awards.

Note: Fee shall be charged as per the policy of the Treasurer Office.

#### IMPROVEMENT OF CGPA \_\_\_\_\_

- A student shall opt to improve a subject with "D or C" grade when subject is offered by the department.
- Departmental Board of Study will make arrangements for the registration of subjects for improvement in regular or summer semester (*subject to maximum credit hours limits / course limit*) and forward the enrollment to Examination Office and Treasurer Office after getting approval from the respective Dean of Faculty.
- The transcript of a student shall show the better grade and the same will be counted towards CGPA calculation.

Note: Fee shall be charged as per the policy of the Treasurer Office.

## PROCEDURE TO HANDLE ACADEMIC DEFICIENCIES \_\_\_\_\_

Cases of academic deficiency will be dealt as per the following explanation:-

1. Departmental Board of Study will review the final semester results of academically deficient students received from the Examination Office and forward the recommendations regarding the deficient students to the Faculty Board of Study within one week from the date of announcement of semester results.
2. Faculty Board of Study will evaluate and finalize / approve the recommendations received from the Departmental Board of Study and approve academic deficient students result.

Moreover, to:-

- i. Issue Warning letter.
- ii. Declare student status as on probation.
- iii. Recommend suspension.
- iv. Recommend Separation.

Examination Office shall prepare probation and warning letters and forward the same to the Registrar office. Registrar Office shall finalize the communication of probation and warning letters. However, letters of or suspension, separation shall be prepared and communicated by the Registrar Office.

## THESIS \_\_\_\_\_



## COURSE WORK \_\_\_\_\_

Minimum duration for M.Phil. / MS program (24+6= 30 credit hours) is 02 years and maximum three years. Course work of 24 credit hours is required to be completed in the first year (two semesters) followed by a comprehensive examination and thesis of 6 credit hours in the next year (two semesters). A student obtaining minimum CGPA 2.5 will be allowed to appear in comprehensive examination and minimum 60% marks are required for going into thesis.

## COURSE WORK \_\_\_\_\_

After the announcement of comprehensive result, Departmental Board of Study will forward the name of supervisors to Board of Advanced Studies and Research (BASAR) for approval.

## SYNOPSIS SUBMISSION \_\_\_\_\_

Synopsis prepared by the candidate under the guidance of Supervisor after passing the comprehensive examination, shall be presented in the Departmental Board of Study. The successful cases will be presented in the concerned Board of the Faculty (BOF). The BOF may consent the case to be sent to BASAR or recommend necessary changes. The approved synopsis shall be sent to BASAR for final approval.

The following procedure will be adopted for the approval of proposals and supervisors \_\_\_\_\_

1. After the declaration of second semester result by Controller of Examinations, department/s will conduct comprehensive examination within one month.
2. The department/s will announce the result of comprehensive examination within two weeks.
3. After the announcement of comprehensive examination result, department/s will hold a meeting of Departmental Board of Studies (DBOS) for the recommendation of supervisor/s along with the name of student/s and will be forwarded for approval to Board of Advance Studies and Research.
4. After the approval of supervisor/s, department/s will give a written deadline to students for the submission of proposal/s (a copy will be sent to M. Phil Coordinator).



5. After initial evaluation, DBOS/s will invite the student/s along with supervisor/s to defend the proposal (*a copy will be sent to M. Phil Coordinator*).
6. If the DBOS/s is/are satisfied with the proposal/s, it will be forwarded to the Board of Faculty (BOF). The BOF will analyze the proposal/s and may invite student/s for presentation. The successful cases will be forwarded to BASAR.

## THESIS SUBMISSION \_\_\_\_\_

1. A candidate registered for M. Phil/MS program, after clearing Comprehensive examination may submit his/her thesis for evaluation within one year after approval of synopsis by the BASAR. A candidate registered for M. Phil/MS program, after clearing Comprehensive examination may submit his/her thesis for evaluation within one year after approval of synopsis by the BASAR.
2. In case of failing in submitting thesis within one year, the candidate can apply for extension (one semester) to the Vice Chancellor through the department along with the recommendations of his/her supervisor.
3. A candidate can avail maximum two extensions.
4. The first extension will be given without any additional charges; however, he/she has to deposit fee for second extension.
5. The name of a candidate failing in submitting his/her thesis in the prescribed time (two years) will be eliminated from the department.
6. The Plagiarism Test must be conducted on the Thesis before its submission to the external examiner. University has zero tolerance for plagiarism; however, similarity index may not exceed 19%.
7. After successful defence of the research proposal, the thesis shall be written by the candidate himself / herself under the guidance of his/ her Supervisor. The Supervisor shall provide a certificate that the work is original and has been completed under his/her supervision.
8. In the case of successful writing of the thesis, three hard copies (*one for the external examiner, one for supervisor and one for department*) and one soft copy of the thesis shall be submitted to the Controller Office of LGU for evaluation. The thesis shall be written and bound according to the format approved by the Academic Council of LGU.

## THESIS EVALUATION \_\_\_\_\_

1. The thesis must be evaluated by one of the Ph. D expert of the field.
2. For the selection of the names of examiner/s, a panel of examiners (*comprising of minimum 3 examiners*) shall be submitted to BASAR through the Departmental Board of Studies (DBOS) for subsequent selection by the Vice Chancellor.
3. The Controller Office shall send a consent advice to the External Examiner and on positive response shall deliver a hard copy of the thesis to him/her.
4. The candidate shall be eligible for the M. Phil/MS degree on the positive report of the examiner. In case of total rejection the candidate will have to pass through the same procedure again.
5. In case the examiner suggests some alterations or improvements in the thesis, the thesis shall be deferred and resubmitted after incorporating those alterations or improvements by the candidate.
6. After the successful Viva Voce examination, a certificate recommending the conferment of the degree, duly signed by the Supervisor, Head of the department, concerned Dean and External examiner shall be sent to the Controller of Examinations for notification.
7. The candidate will have to submit five hard copies according the approved format (*one for the internal supervisor, one for the external examiner, one for the department, one for the library and one for the candidate*) for the award of FT (First Transcript)/DMC (detailed mark sheet) by the Controller of the Examinations.



# FINANCIAL MATTERS \_\_\_\_\_

## FEE RULES & REGULATIONS \_\_\_\_\_

### ACADEMIC FEE \_\_\_\_\_

1. In semester system fee of 1 semester can be deposited in one installment or max in two installments.
2. Schedule of installment is displayed on "University Notice Board". It is the responsibility of student to read the notice board on daily basis and collect its challan form/fee bill timely.
3. Fine Rs.20/- per day will be charged if fee is not deposited within the scheduled dates.
4. Rs. 50/- will be charged in case of duplicate fee bill.
5. If any student fail to deposit its two installment consecutively, it will be declared as "Defaulter Student" and Rs. 2000/- will be charged as defaulter fine.
6. In case of summer semester, due date in schedule will be the final date and there is no extension in any case
7. All type of fee is non-refundable and can be changed without prior notice.

### TRANSPORT FEE \_\_\_\_\_

1. For availing the University Transport Service, student will have to get registered with Transport/Accounts department after this he/she can avail the service.
2. Transport fee must be deposited by the student within the 10th of every month.
3. After the expiry date 10th of each month or due date announced by Accounts Office Rs. 20/- per day will be charged as fine.
4. It is the responsibility of student to collect its transport fee bill timely for payment.
5. Student cannot change its "Bus/Route" without pre-approval of Transport/Accounts department. For the Change of Bus/Route contact to the Transport/Accounts deptt.
6. For semester system only: during semester off period transport fee will be adjusted in next month fee.
7. If any student is found with invalid "Bus Pass" it will be charged fine Rs.500/- and Bus Pass will be captured.
8. Registered student must have to pay its transport fee either he/she avail the service or not. If any student wants to leave the transport service then he/she must have to inform 1 month before through proper application otherwise he/she must pay the transport fee.
9. All type of fee is non-refundable and can be changed without prior notice.

## REFUND OF FEE \_\_\_\_\_

1. Security fee (Refundable) will be refunded to the students after the one month of the issuance of their final transcript/results and validity time is six month.
2. In case a candidate, after getting admission, decides to withdraw from the Institute, following refund policy as per directive of Higher Education Commission(HEC) will be applicable:

% of Tuition fee	Time Line for Semester System	Time Line for annual System
100% fee refunded except admission & registration fee	7th day of convening of classes	15th day of convening of classes
50% fee refunded except admission & registration fee	Withdrawing from 8th to 15th day of convening of classes	Withdrawing from 16th to 30th day of convening of classes
Nothing refund	Withdrawing from 16th day of convening of classes or	Withdrawing from 31st day of convening of classes or later

In case of existing students nothing shall be refunded to the student.

## COURSE REPEATING AND ADD/DROP FEE \_\_\_\_\_

1. Rs. 3000/- per course fee will be charged in case of course repeating fee.
2. Add/drop of course  
In regular semester fee of drop courses is non-refundable and will not be carry forward to the next semester. But if a student adds/takes additional subject in regular semester/summer semester as per rules then it will be charged Rs. 3000 per subject.

## FREEZING OF SEMESTER \_\_\_\_\_

In case of semester freez as per rules within schedule time, fee of semester will not be charged (carry forward) and without schedule time fee will be charged against the freezed semester.

## WITHDRAWAL OF A COURSE (REGULAR SEMESTER) \_\_\_\_\_

- i. In regular semester fee of course withdrawal is non-refundable and non-adjustable.
- ii. In only summer semester, fee of course withdrawal within schedule time will be carry forward to the next semester if approved by the HOD.
- iii. In case of semester withdrawal, fee is non-refundable (without carry forward of fee).

## CANCELLATION OF A COURSE/PROGRAM \_\_\_\_\_

Full fee will be refunded to the students if the course, after being offered, is cancelled by the University for any reason. In case a program is cancelled, the entire charges including Admission Fee will be refunded to the students.

## REFUNDS TO STUDENTS FAILING TO MEET ADMISSION ELIGIBILITY CRITERIA \_\_\_\_\_

If a student, having been awarded provisional admission in a degree program at the University, fails to achieve the minimum eligibility criteria of the University prescribed for the degree program, he/she shall not be entitled for refund of any fee other than Caution Money.

## CONFLICT RESOLUTION \_\_\_\_\_

In case of any conflict or interpretation of the aforementioned regulations on refund of fee and other charges, the matter will be referred to the Vice Chancellor through the Treasurer whose decision shall be considered final and binding rather than seeking resolution through a court of law.



# CODE OF CONDUCT \_\_\_\_\_

## LGU CODE OF CONDUCT \_\_\_\_\_

### INTRODUCTION \_\_\_\_\_

- LGU is emerging as a leading university in Lahore and fulfilling its responsibility of graduating culturally enlightened, technologically knowledgeable, academically competent, and research oriented productive citizens who are prepared to lead, inspire, and serve humanity. The university wholeheartedly commits itself and all its resources to this sacred trust and responsibility.
- The LGU community comprises a diverse population of students in pursuit of academic excellence and takes its students to be the representative of LGU family. It strives to refine the ability of students to reason and to communicate freely and clearly so as to become responsible, morally equipped, moderate and well-rounded citizens of a diverse world. It is therefore expected that these attributes, in turn, should be reflected in their everyday behavior, attitude and dress.
- LGU believes that the regulations, guidelines, and safeguards described here in are in dispensible features to maintaining an academic environment commensurate with the teaching, learning, and development endeavors of the university community.

### DEFINITION OF TERMS \_\_\_\_\_

#### Definition of different terms are \_\_\_\_\_

- Complainant means a person who makes a complaint or reports a violation of the University Code of Conduct or University regulations and policies.
- Intentional means deliberate.
- Respondent means a person who has been accused of violating the University Code of Conduct.
- Student means any currently enrolled person for whom the institution maintains educational records, as defined by the University regulations.
- Reckless means careless or heedless of the potentially harmful consequences of one's behavior, where risks of harm to persons, property or normal University operations exist or can be reasonably foreseen.
- University Official is a person employed by the University in an administrative, supervisory, academic, research, or support staff positions.

## GENERAL \_\_\_\_\_

- **FEDERAL / PROVINCIAL LAWS AND ORDINANCES**

Violation of a Federal / Provincial law or ordinance will be dealt accordingly under these laws.

- **GENDER MIXING**

Students are strictly reminded to follow the acceptable social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated.

- **LITTERING**

Keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the campus premises. The designated waste boxes should be used for the purpose.

- **SPORTS**

- Sports expect all individuals and teams involved in sport to participate showing sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University staff at all times.
- Under no circumstances should a student react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.
- Individuals signing the player registration form are agreeing to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action being taken by the University.
- Persons under the influence of drugs are not permitted to participate in sport activities at the University and as such will result in disciplinary actions by LGU.
- On a final note, please remember that no referee, umpire or official is perfect, there may be disagreement with every decision that is made and, just like players, they make mistakes too. Decisions should be taken gracefully.

- **DRESS CODE**

In order to maintain academic dignity and sanctity of the institution, students and staff of the university are required to wear decent dress keeping in view the local cultural values. The dress restriction is not to impose any rigidity or regimentation but is in accordance with the spirit of discipline and decency which is the premier aspect of life style at the campus. Purpose of dress code is to establish the basic guidelines for appropriate work dress that promotes a positive image of LGU. Allows maximum flexibility to maintain good morale, respect, cultural values and due consideration for safety while working at laboratories. To abide by the student dress code, student should not:-

- Wear light or see-through dress.
- Wear Shorts, or sleeve-less shirts.
- Wear Tee-Shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others.
- Wear torn clothing.
- Wear jogging or exercise clothing during classes.
- Put on excessive makeup or wear excessive jewelry.
- Wear untidy, gaudy or immodest dress in classrooms, cafeteria and university offices.
- Wear unprofessional attire in formal programs and interviews.
- Come without dupattas or scarves (for girls only).

All faculty members, administrative staff, support staff and students will be expected to monitor this code of conduct and report any such disregard or violations to LGU.

## ACADEMIC DISHONESTY \_\_\_\_\_

Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification, or trickery of any kind that is done by the student with the purpose, intent, or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of University academic documents, intentionally impeding or damaging the academic work of others, or assisting other students in acts of dishonesty. Common example of academically dishonest behavior includes, but is not limited to, the following:



#### a. CHEATING

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying from another student's examination; submitting work prepared in advance for an in-class examination; taking an examination for another person or conspiring to do so.

#### b. FABRICATION

Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

#### c. FACILITATING ACADEMIC DISHONESTY

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

#### d. PLAGIARISM

Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; failure to attribute direct quotation, paraphrase, or borrowed facts or information.

#### e. UNAUTHORIZED COLLABORATION

Providing, either knowingly or through negligence, one's own work to assist a student in satisfying a course requirement, or representing material prepared by or with another as one's own independent work. In instances where students are permitted to work jointly to complete an assignment, instructors will offer clear guidelines about when and how to collaborate; if a student is unsure, it is the responsibility of the student to ask the instructor.

#### MORAL DISHONESTY \_\_\_\_\_

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

#### RESPONSIBILITY

We must accept the outcomes of our own actions. Therefore, students must strive to exceed peers' and instructors' expectations, meet established deadlines for assignments, and represent the LGU in a positive manner.

#### ENTHUSIASM

Seek to exhibit drive and passion in daily activities and towards achieving goals. This means actively engaging in classroom discussions, and being committed in general to the goals of LGU.

#### SELF-ESTEEM

A strong sense of self-esteem leads to the ability to respect others. This can be accomplished by believing in one's own self and values, seeking out opportunities for self-development, and accepting challenges.

#### PROFESSIONAL INTEGRITY

We expect the students and faculty to be trustworthy and sincere in all interactions. As part of the LGU community, must be honest and true towards and signs, abide by the honor code, and be committed to your responsibilities.

#### EQUITY

This includes matching instructors' and peers' efforts and supporting equal opportunities for all students to learn. Our sense of equity as it extends to our obligations the community and the environment.

#### COMPASSION

Committed to practicing care, empathy, and understanding towards others. As part of this objective, positive support be provided, feedback and help to those who need it.

#### TEAMWORK

To be successful, cooperation with team members to reach a common goal is pivotal. LGU will create an open atmosphere where constructive ideas can be shared without criticism, and where students can contribute ideas while respecting others on the team.

(Adapted from the UNSECO Charter Quality in Education)

#### CONDUCT \_\_\_\_\_

##### 1. EXTENSION OF THE LGU CODE OF CONDUCT

The LGU Code of Conduct applies to conduct that occurs on the premises, at LGU sponsored activities, and to off-campus conduct that adversely affects the university reputation and/or the pursuit of its objectives. Each

member of the LGU shall be responsible for his/her conduct.

## 2. CLASSROOM STANDARDS \_\_\_\_\_

The individual faculty member is primarily responsible for managing the classroom environment. If a student engages in any prohibited or unlawful acts or other behavior that results in disruption of a class, he or she may be directed by the faculty member to leave the class for the remainder of the class period. Students must be protected against infringement of their rights and unfair practices.

## 3. IDENTIFICATION/REGISTRATION CARD \_\_\_\_\_

a. Each member of the University community is issued a picture Identification/Registration card or visitor's pass, and must wear it at all times while on University premises or at University-sponsored activities. Identification/Registration cards must be presented upon entering University buildings and must be worn while on university premises.

b. Identification/Registration cards are not transferable. The owner of the card will be called upon to account for any fraudulent use of his or her identification card and will be subject to disciplinary action by the University if he or she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.

c. Upon card owner's withdrawal from the university, all rights and privileges related to the identification card automatically cease. If the student withdraws, or is suspended or expelled, from the university, the identification card must be surrendered to the university.

## 4. VISITORS AND GUESTS \_\_\_\_\_

Students may be held accountable for the acts of misconduct of their guests while on university premises or at University-sponsored activities. Visitors, including invitees shall conduct themselves, at all times, in a manner which is consistent and in line with maintenance of orderly behavior in the University Premises.

## 5. ACTS FOR ILL-DISCIPLINE/PROHIBITED CONDUCT \_\_\_\_\_

### a. ACADEMIC DISHONESTY

Violating the University Policy on Academic Dishonesty by committing, or attempting to commit academic dishonesty including, but not limited to, cheating, plagiarism, fabrication, and facilitating academic dishonesty of others and unauthorized collaboration.

### b. ABUSE, ASSAULT THREATENING BEHAVIOR

Intentionally endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.

### c. FIREARMS, EXPLOSIVES AND OTHER WEAPONS

Illegal or unauthorized use, possession, or storage of firearms, explosives (including but not limited to fireworks), other weapons, or dangerous chemicals on University Premises, whether or not a license to possess the same has been issued to the possessor.

### d. VIOLATION OF DISCIPLINARY SANCTION

Knowingly violating terms of any disciplinary sanction imposed in accordance with LGU policies.

### e. FURNISHING FALSE INFORMATION

Forgery or Unauthorized Use of Documents. Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency/services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and other non-academic records, signatures, seals or stamps thereof.

### f. DISORDERLY CONDUCT OR INDECENT BEHAVIOR

Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, or procuring another person to breach the peace on University-sponsored function/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person to breach the peace on electronic or other devices while on University premises without his or her prior knowledge.

- g. **THEFT**  
Theft, or attempted theft, of property or services on University premises or at University-sponsored activities.
- h. **DAMAGE TO PROPERTY OR ITS DESTRUCTION**  
Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, University property or the property of others on University premises or at University-sponsored activities.
- i. **NON-COMPLIANCE WITH OFFICIAL DIRECTION**  
Failure to comply with reasonable direction of University officials acting in performance of their duties.
- j. **VIOLATION OF UNIVERSITY REGULATIONS AND POLICIES**  
Violating University regulations or policies including amendments and additions adopted since the publication date.
- k. **ALCOHOL / DRUGS / INTOXICANTS**  
Distribution, possession and consumption of alcohol / drugs / intoxicants on University premises or at University-sponsored activities.
- l. **UNAUTHORIZED ACCESS TO FACILITIES**  
Unauthorized access or entry to, or use of, University facilities and equipment. Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment; or, unauthorized entry to or use of University premises.
- m. **UNAUTHORIZED, USE OF COMPUTER OR ELECTRONIC COMMUNICATION DEVICES**  
Theft or other abuse of computer facilities and resources including, but not limited to:-
  - I. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - II. Unauthorized transfer of a file.
  - III. Use of another individual's identification and/or password.
  - IV. Interference with the work of another student, faculty member or University official.
  - V. Sending obscene, abusive or threatening messages.
  - VI. Transmission of computer viruses.
  - VII. Interfering with normal operation of the University computing system.
  - VIII. Unauthorized duplication of software or other violation of copyright laws.
  - IX. Unauthorized access to, or unauthorized, mischievous or malicious use of University computer equipment or networks, or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to, and/or use of, off-campus computer equipment.
- n. **PROVOKING OTHERS TO MISCONDUCT**  
Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.
- o. **IDENTIFICATION / REGISTRATION CARDS**  
Failure to wear, or to produce or surrender the identification card upon the request of a University official.
- p. **ANIMALS**  
Bringing an animal into university building, with the exception of animals used for authorized laboratory purposes, or animals being used for security purpose for which permission has been granted.
- q. **DEMONSTRATION**  
Demonstration exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- r. **POLITICAL ACTIVITIES**  
Unauthorized use of University facilities or equipment for political activities.
- s. **HARASSMENT INDULGE IN FOLLOWING**
  - I. Passing remarks, placing visual or written material, aimed at a specific person or group
    - a) With the intention of causing harm to the person or group; and/or,
    - b) Creating an environment which limits a student's educational opportunity.
  - II. Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational opportunity.

- t. **PHYSICAL ASSAULT**
- u. **GAMBLING**  
Unauthorized and/or illegal exchange of money favors or services as a result of an unauthorized game or competition.
- v. **SMOKING**  
Smoking is strictly prohibited and levied to punishment.
- w. **ABUSE OF THE STUDENT CONDUCT SYSTEM**  
Abusing the student conduct system including, but not limited to:-
  1. Failure to obey the notice from a university official to appear for a meeting or hearing as part of the student conduct system.
  2. Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.
  3. Disruption or interference with the orderly conduct of a hearing proceeding.
  4. Causing a violation of University Code of Conduct hearing to convene in bad faith.
- w. **INDECENT BEHAVIOR AT THE CAMPUS**  
Indecent behavior exhibited at the campus including classes, cafeteria, laboratories etc., defying the norms of decency, morality and religious/cultural/social values by single or group of students.
- x. **DAMAGE**  
Damage to the University fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/ university equipment, etc.
- y. **USE OF MOBILE PHONE**  
Use of mobile phone in class rooms, examination halls, labs and library thus disrupting the peace of the said rooms.
- 6. **OFF-CAMPUS CONDUCT**  
Conduct occurring off University premises be such that it should not affect the interest/image of the University.
- 7. **ENFORCEMENT OF CODE OF CONDUCT**  
Matters of indiscipline would be referred to LGU authorities, who are authorized to check indiscipline matters and decide as per LGU rules, regulations and policy. Parents of those students who disobey authority and violate the code of conduct will be informed. Students may be held accountable for the acts of misconduct of their guests on University premises or at University-sponsored activities. Students who are charged with violations of this Code are subject to disciplinary action as per LGU Rules / Regulations / Statutes.

## **PUNISHMENT OR PENALTY FOR ACTS OF ILL-DISCIPLINE\_\_\_\_\_**

Punishments or penalty for the acts of ill-discipline shall be according to the gravity of the case and may be one or more of the followings:-

### **1. MINOR PUNISHMENTS \_\_\_\_\_**

- a. **Warning in Writing:** Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may cause further disciplinary action(s).
- b. **Probation:** Probation for a specific period.
- c. **Fine:** Fine may vary upto Rs.3000.
- d. **Hostel Suspension/Permanent Removal:** Expulsion from the hostel for a specified period, or permanent removal from the residence hall.
- e. **Withholding of Certificate:** Withholding of a certificate of good moral character.
- f. **Removal of privileges:** Deprivation from the privileges enjoyed by the students.
- g. **F Grade:** Award "F" grade in a paper.

### **2. MAJOR PUNISHMENTS \_\_\_\_\_**

- a. **Expulsion:** Expulsion from the class for a specific period upto one semester.
- b. **Fine:** Fine which may vary upto Rs.10,000.
- c. **Exam Result:** Cancellation of examination result.
- d. **Rustication:** Expulsion or rustication from the University for a specific period.
- e. **Degree:** Non conferment of degree/transcript.
- f. **Relegation/withdrawal:** Other sanctions or a combination of above mentioned punishments as deemed appropriate.



## HOSTEL POLICY \_\_\_\_\_

Instructions already issued in this regard by the competent authority will be followed.

## DISCIPLINE PROCESS \_\_\_\_\_

### CASE REFERRALS \_\_\_\_\_

Each case of ill-discipline shall be reported to the chairperson hostel by warden of the hostel. Any charge be submitted as soon as possible after the alleged violation takes place, are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings before the LGU Hostel Committee. Hostel Committee forwards the investigated and enquired case to the VC. VC, upon the gravity of the case will decide himself or refer the committee to impose / decide minor or major punishment.

### PROCEDURE-DISCIPLINARY HEARING \_\_\_\_\_

A disciplinary hearing is a formal process conducted by the LGU Hostel Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation/s of the Code and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period.

### PUNISHMENTS \_\_\_\_\_

LGU Hostel Committee will recommend the punishment according to the gravity of the case after giving full opportunity to the defaulter to give his point of view before recommending for award by the VC.

### APPEALS \_\_\_\_\_

An appeal against the Hostel Committee's decision can be filed to the VC within fifteen days of the announcement of the decision.





## CLUBS AND SOCIETIES \_\_\_\_\_

There shall be a Students' Council of the University for the promotion of the general interests of students and to offer a recognized channel of communication between students and the outside business environment.

Members of the academic staff may be appointed/nominated as coordinators of different societies of the University.

Each society under the council is required to conduct at least one activity in a semester. The purpose of activity should be enhancement of general knowledge in the student body.

Full details of decisions to conduct an activity must be published by the society and the notice made available to all students and to the management of the University.

The Hierarchy of the Council is as under \_\_\_\_\_

- Council Coordinators (Two faculty members)
- President
- Vice President
- General Secretary
- Finance Secretary
- Four Executive Committee Members.

Office bearers of the society shall be \_\_\_\_\_

- All students must have a cumulative GPA of 2.5 and above.
- Must not be involved in any unethical activities ( according to the University regulations)
- Must not have been fined/penalized or punished at the University for any Offence
- Must be able to spare time for organizing various events and be capable of coordinating with other members of the society on regular basis.
- Any member of a society shall not work for another society at the same time.
- Obeying other regulations as may be relevant.

The coordinators of the society shall get approval from the administration for an activity 15 days before the scheduled date.



## CAREER COUNSELING AND ADVISORY \_\_\_\_\_

The primary responsibility of the office of career services at LGU is to enhance the professional skills portfolio of both students and alumni by organizing a wide range of career related activities such as workshops, individual advisory services, comprehensive job posting, on-campus recruitment facilities, opportunities to meet industry professionals during activities specifically designed for the purpose, etc. The staff within the office is dedicated to helping in all aspects of career planning and development and works closely with faculty, staff, an employer to ensure that the requirements of both the industrial and corporate sector and those of the students are being met. The CCA also helps students identify the career that best suits their interests and skills.

The CCA encourages students to take personal responsibility to utilize its services to develop their career oriented skills from freshman through senior year and beyond. Moreover, it teaches students the skills necessary to formulate successful job search strategies and facilitate career progression. It is dedicated to meeting student needs and is open to provision of individualizing services. It is a comprehensive unit that assists students in a variety of ways throughout their stay at the university and even after graduating. Career Counselors are available to provide counseling and assistance regarding career development to students, and alumni in accordance with the University's mission of providing caring and nurturing environment. The commitment to serve potential employers in particular and participants in general InshaAllah, will continue with zeal and vigor. In short, office of career services also serves as the pathway for employers to recruit LGU students.

### Core Functions \_\_\_\_\_

- Job Placements (fresh graduates and alumni)
- Promoting LGU Brand Name
- Personality Development and Training Workshops
- Career Counseling
- Mock Interviews
- Job Notification
- Job Fairs
- Job Facilitation Fair



## LIBRARY RULES \_\_\_\_\_

The Library of Lahore Garrison University strives to provide atmosphere that facilities learning and reading. To foster such an environment, library users are requested to comply with the rules of conduct listed below:-

- 1) All people borrowing library material shall produce evidence of identity at the time of requesting for issue of book.
- 2) Books are issued for 14 days (calendar days) to students and 1 month (calendar days) for faculty members.
- 3) Students can reissue a book only four times and faculty twice only.
- 4) Users must bring their membership card while entering the library.
- 5) Group study is not allowed in the library.
- 6) Avoid standing or walking in groups.
- 7) Reference books are not issued to any faculty members or students.
- 8) Silence must be observed strictly in the library.
- 9) Smoking is not permitted in the library.
- 10) Students are requested to switch off/ on silent mode their mobile phones when they enter the library.
- 11) After reading, leave books on the table or on the book trolley. Please do not shelve the books.
- 12) Complete silence should be observed except for brief and subdued talk with the library staff.
- 13) Drinks and eatables are not allowed in the library.
- 14) Make sure you have provided correct e-mail address while filling your library membership form Make sure you have provided correct e-mail address while filling your library membership form.
- 15) Report lost books or other materials to the library immediately to stop overdue fines.





# DISCIPLINE POLICY \_\_\_\_\_

## DISCIPLINE COMMITTEE \_\_\_\_\_

### OBJECTIVE \_\_\_\_\_

- 1 To maintain order within university.
- 2 To instill professionalism in students that includes their good conduct, sound judgment and polite behavior.

### COMMITTEE REMIT AND FUNCTIONS \_\_\_\_\_

Matters relating to violation of discipline are referred to the DC. This committee will conduct a detailed investigation about such cases. After reviewing the extent of the misconduct, the Committee will advise punishments / penalties. The committee has the authority to impose fines and minor punishments; however, major punishment will be referred to the competent authority for review and imposition.

### PROCEDURE OF INVESTIGATION \_\_\_\_\_



In fulfilling their roles and responsibilities, the members of DC must be aware of their legal responsibilities in relation to disciplinary matters. As they provide the best possible support for the VC, teachers and university staff by implementing the discipline and dealing with disciplinary matters on a daily basis. All that they do should be in cooperation and, where appropriate, in collaboration with the competent authority.

## DISCIPLINE POLICY \_\_\_\_\_

Students are responsible for their actions. They are to maintain proper decorum and etiquette by adhering to the following Discipline Rules. If there is a complaint of unprofessional conduct regarding a student, instructors and university staff must refer the case to Discipline Committee (DC). Professional conduct covers various activities from interpersonal behavior to maintaining and enhancing the professional values of the University.

1. All students should dress up appropriately and modestly.
2. Students must keep and wear their University Identity Cards all the time while on Campus. A student with out identity card will not be allowed to enter university premises.
3. In library, auditorium, laboratories, and cafeteria, disruptive and unethical behavior is considered unprofessional.
4. Students should refrain from being noisy in the corridors as this disturbs the classes.
5. Activities such as eating and drinking can only be carried out in cafeteria. Rest of the campus is off-limits to this activity.
6. Parties, gatherings, food and drinks (with the exception of water) are not allowed in classrooms, corridors, discussions rooms, auditorium, laboratories and the library.
7. Littering and throwing of trash on the university campus is unacceptable. (Trash should only be discarded in designated waste bins).
8. Use of mobile phones during lectures is strictly forbidden.
9. Staircase near the administration offices is only for staff and faculty. Students are not supposed to use them. Use the other staircases instead.
10. Students are advised to leave the university campus at the earliest after the day has concluded.
11. Students should only use the assigned parking to park their vehicles.
12. Smoking is strictly forbidden on University Campus.
13. Students must not engage in any activity that may result in damage to the university property.
14. Students should not indulge in behavior, within or outside LGU which may tarnish the image of university.
15. It is the responsibility of student to ensure that the security, rules, regulations and behavioral norms of the university should not be violated by their guests.
16. Students must not interrupt or annoy the instructor and fellows by doing the following during class/ lecture session:
  - a. Late arrival
  - b. Leaving classroom when the class is in session (*except under exceptional circumstances*)
  - c. Unwanted comments, unnecessary cross talking and useless jokes
  - d. Ringing/ usage of mobile phones

In case of violation of the rules, fines and penalties will be imposed. Extremely unprofessional/inappropriate behavior and serious violation of discipline policy can result in suspension and rustication from the university.

## FINES, PENALTIES AND PUNISHMENTS \_\_\_\_\_

MINOR OFFENCES		
Offense	Fine	Punishment
Littering	300	Warning
Mobile usage in Classrooms	500	Warning
Shouting in corridors/administration block	500	Warning
Disturbance during lectures	500	Warning
Eatables/parties in Classrooms/Corridors	500	Warning
Violation of Dress code	500	Warning
Smoking on campus	1000	Warning
Misbehavior with faculty/university officials	2000	Warning
Vandalism	5000	Pay for damages
Wall chalking	1000	Pay for damages
Miscellaneous	500	Warning

MAJOR OFFENCES		
Offense	Fine	Punishment
Involvement in Minor Fights on campus	5,000	Suspension/Relegation
Involvement in Major Fights on campus	-	Rustication
Harassment of Faculty/university officials	10,000	Suspension/Relegation/Rustication
Harassment of students	5,000	Suspension/Relegation/Rustication
Drugs/Narcotics/Alcohol usage	-	Rustication
Strikes/Sedition	10,000	Suspension/Relegation
Weapons on campus	-	Rustication
Creating panic on campus	20,000	Suspension/Relegation/Rustication
Involvement in terrorism	-	Rustication
Exploding crackers on/near campus	10,000	Suspension/Relegation/Rustication
Cyber crime	-	Rustication/Relegation

NOTE: - Decision made by the discipline committee regarding major offences will be valid with the approval of worthy vice chancellor.



## FORMS SECTION \_\_\_\_\_

Sr.	FORM
<b>ACCOUNTS FORMS</b>	
1	Request Application Form
2	Installment Form
3	Student ID Card Form
4	Fee Refund Request Form
5	Security Form
<b>EXAMINATION FORMS</b>	
6	Issuance of Duplicate Admit Card
7	Paper Re-checking Form
8	Application for Correction of Marks / Grade
9	Semester Result Card Form
10	Attestation of Degrees and DMC
<b>OTHERS</b>	
11	General Application
12	Semester Enrollment Form
13	Freeze of Semester
14	Withdrawal of Course
15	Semester Withdrawal
16	Award of Incomplete "I" Grade



## REQUEST APPLICATION FORM



## Lahore Garrison University

Main Campus: Sector C, DHA Phase-VI Lahore.

✉: info@lgu.edu.pk, 🌐 www.lgu.edu.pk ☎: 042-37181821-22

## REQUEST APPLICATION FORM

Subject: \_\_\_\_\_

(To be filled by student)

Name: \_\_\_\_\_

Father Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Program: \_\_\_\_\_

Department: \_\_\_\_\_

Reason: \_\_\_\_\_

Students Signature

Comments: (For Office use only)

i) Registrar

ii) Accounts

iii) Chairperson/Chairman

## INSTALLMENT FORM



## Lahore Garrison University

Main Campus: Sector C, DHA Phase-VI Lahore.

✉: info@lgu.edu.pk, 🌐 www.lgu.edu.pk ☎: 042-37181821-22

## Installment form

(To be filled by student)

Name: \_\_\_\_\_

Father Name: \_\_\_\_\_

Computer Form No: \_\_\_\_\_ Manual Form No: \_\_\_\_\_

Program: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Reason of Installment: \_\_\_\_\_

For Official Use

Installments			
Date			
Amount (Rs.)			

Dept Treasurer \_\_\_\_\_

Treasurer \_\_\_\_\_

## STUDENT ID CARD FORM



## Lahore Garrison University

Main Campus: Sector C, DHA Phase-VI Lahore.

✉: info@lgu.edu.pk, 🌐 www.lgu.edu.pk ☎: 042-37181821-22

## Student ID Card Form

## Instructions

- I. Fill in Capital Letters  
II. Write Name, Roll No and Class

Passport Size Pic

Class/Section \_\_\_\_\_ Session: \_\_\_\_\_ Roll No: \_\_\_\_\_

Name: (In capital) \_\_\_\_\_

Father's Name \_\_\_\_\_

\_\_\_\_\_  
Students Signature

## REQUEST APPLICATION FORM



## Lahore Garrison University

Main Campus: Sector C, DHA Phase-VI Lahore.

✉: info@lgu.edu.pk, 🌐 www.lgu.edu.pk ☎: 042-37181821-22

## REQUEST APPLICATION FORM

## Subject: Refund of Hostel Securities/Fee

(To be filled by student)

Applicant/Student Name \_\_\_\_\_ F. Name \_\_\_\_\_

Program \_\_\_\_\_ Semester \_\_\_\_\_

Email \_\_\_\_\_ Contact # \_\_\_\_\_

Room No \_\_\_\_\_ Roll No \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Cleared by Warden \_\_\_\_\_ Date \_\_\_\_\_

Recommended by Chairperson Hostel \_\_\_\_\_ Date \_\_\_\_\_

(For Official use)

Verified by A/C Office: It is certified that all hostel dues are cleared and nothing outstanding on the part of student.

\_\_\_\_\_  
Treasurer

Registrar \_\_\_\_\_ Date \_\_\_\_\_

Approved by VC \_\_\_\_\_ Date \_\_\_\_\_

## SECURITY APPLICATION FORM



## Lahore Garrison University

Main Campus: Sector C, DHA Phase-VI Lahore.

✉: info@lgu.edu.pk, 🌐 www.lgu.edu.pk ☎: 042-37181821-22

## SECURITY APPLICATION FORM

Subject: \_\_\_\_\_

(To be filled by student)

Name: \_\_\_\_\_

Father Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Program: \_\_\_\_\_

Department: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
Students Signature

(For Office use only)

Comments:

I) REGISTRAR

II) ACCOUNTS

III) CHAIRPERSON/CHAIRMAN

## Attach The following documents:

- 1-Copy of Student Clearance Form
- 2-Student ID Card
- 3-Copy of Result Card
- 4-Copy of CNIC

## APPLICATION FOR ISSUANCE OF DUPLICATE ADMIT CARD

**Lahore Garrison University**  
Office of the Controller of Examinations  
Main Campus: Sector C, DHA Phase-VI Lahore. ☎ 042-37181828



## APPLICATION FOR ISSUANCE OF DUPLICATE ADMIT CARD

1. Name of Centre \_\_\_\_\_ Class \_\_\_\_\_  
2. Roll No. \_\_\_\_\_ Session \_\_\_\_\_  
3. Name of Candidate \_\_\_\_\_  
4. Subject \_\_\_\_\_ Candidate Mobile No. \_\_\_\_\_  
5. Reason \_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_ Signature \_\_\_\_\_

HOD CLEARANCE	ACCOUNTS CLEARANCE
---------------	--------------------

Dated \_\_\_\_\_ Signature \_\_\_\_\_

ADMIT CARD - PAYMENT SLIP	EXAMINATION _____	EXAMINATION COPY
---------------------------	-------------------	------------------

Student Name \_\_\_\_\_ Roll No. \_\_\_\_\_  
Loss of Admit Card ☐ Before Commencement of Examination ☐ After Commencement of Examination  
Discipline \_\_\_\_\_ Section. \_\_\_\_\_  
Paper \_\_\_\_\_ Date \_\_\_\_\_

Accounts	Examination Office
----------	--------------------

ADMIT CARD - PAYMENT SLIP	EXAMINATION _____	TREASURER COPY
---------------------------	-------------------	----------------

Student Name \_\_\_\_\_ Roll No. \_\_\_\_\_  
Loss of Admit Card ☐ Before Commencement of Examination ☐ After Commencement of Examination  
Discipline \_\_\_\_\_ Section. \_\_\_\_\_  
Paper \_\_\_\_\_ Date \_\_\_\_\_

Accounts	Examination Office
----------	--------------------

ADMIT CARD - PAYMENT SLIP	EXAMINATION _____	STUDENT COPY
---------------------------	-------------------	--------------

Student Name \_\_\_\_\_ Roll No. \_\_\_\_\_  
Loss of Admit Card ☐ Before Commencement of Examination ☐ After Commencement of Examination  
Discipline \_\_\_\_\_ Section. \_\_\_\_\_  
Paper \_\_\_\_\_ Date \_\_\_\_\_

Accounts	Examination Office
----------	--------------------

## APPLICATION FOR RECHECKING OF ANSWER SHEET

Lahore Garrison University

Office of the Controller of Examinations

Main Campus: Sector C, DHA Phase-VI Lahore. ☎ 042-37181828



## APPLICATION FOR RECHECKING OF ANSWER SHEET

1 PERSONAL INFORMATION	
Student Name _____	<b>Rechecking</b> (for which semester) Fall 20 _____ <input type="checkbox"/> Spring 20 _____ <input type="checkbox"/> Summer 20 _____ <input type="checkbox"/>
Father's Name _____	
Discipline _____	
Session _____ Section _____	<b>Roll Number</b> _____
Contact No. _____	

2 PARTICULARS OF RECHECKING	
Subject Title _____	
Teacher Name _____	
Examination Date _____ Result Announcement Date _____	
HEAD OF DEPARTMENT	
DEAN OF FACULTY	

Serial No.	Particuller	Maximum Time
1	Within 10 working days (after result declaration)	Rupees 500
2	For next five days after expiry of ten working days (after result declaration)	Rupees 1000

**Declaration:** I hereby declare that above mentioned particulars are correct to the best of my knowledge. In case of any inaccuracy therein, I shall be responsible for the consequences.

Dated \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

## APPLICATION FOR CORRECTION OF MARKS/ GRADE

Lahore Garrison University

Office of the Controller of Examinations

Main Campus: Sector C, DHA Phase-VI Lahore. ☎ 042-37181828



## APPLICATION FOR CORRECTION OF MARKS/ GRADE

<b>1</b>	<b>PERSONAL INFORMATION</b>	Page 1 of 2
Student Name _____ Father's Name _____ Discipline _____ Session _____ Section _____ Contact No. _____		<b>Marks/ Grade Correction</b> (for which semester) Fall 20 _____ <input type="checkbox"/> Spring 20 _____ <input type="checkbox"/> Summer 20 _____ <input type="checkbox"/>
		<b>Roll Number</b>

<b>2</b>	<b>PARTICULARS OF MARKS CORRECTION</b>
Subject Title _____	
Marks Recorded _____ Marks Awarded _____	
Grade Recorded _____ Grade Awarded _____	
Resource Person _____	
Examination Date _____ Result Announcement Date _____	

**Declaration:** I hereby declare that above mentioned particulars are correct to the best of my knowledge.  
In case of any inaccuracy therein, I shall be responsible for the consequences.

Dated \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

<b>3</b>	<b>DECISION</b>
<b>DEPARTMENTAL EXAMINATION COMMITTEE</b> <i>(Kindly forward the application to Examination Office in case of any mistake.)</i>	<b>RESOURCE PERSON</b>

<b>4</b>	<b>EXAMINATION OFFICE</b>		
<b>RECEIVED BY</b> <i>(Signature with Date)</i>	Correct Marks		<b>STUDENT SIGNATURE</b>
	Previous Subject Grade		
	Updated Subject Grade		<b>DATED</b>
	Updated GPA / CGPA		





4	ENROLLMENT AGAINST FAILURE / WITHDRAWN SUBJECTS IN REGULAR SEMESTER					
Sr. No.	Course Code	Subject Title	Enrolled in which Semester	Cr. Hrs	Old Grade	New Grade
1						
2						
3						
4						
5						

5	SUMMER SEMESTER ENROLLMENT					
Sr. No.	Course Code	Subject Title	Enrolled in which Semester	Cr. Hrs	Old Grade	New Grade
1						
2						
3						
4						
5						

**Declaration:** I hereby declare that above mentioned particulars are correct to the best of my knowledge. In case of any inaccuracy therein, I shall be responsible for the consequences.

Dated \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

## 6 COMMENTS

<b>LABORATORY</b>		<b>LIBRARY</b>	
<b>a</b>	Signature & Stamp	<b>b</b>	Signature & Stamp
<b>HOD</b>		<b>DEAN</b>	
<b>c</b>	Signature & Stamp	<b>d</b>	Signature & Stamp
<b>ACCOUNTS</b>		<b>REGISTRAR</b>	
<b>e</b>	Signature & Stamp	<b>f</b>	Signature & Stamp

**Declaration:** I hereby declare that above mentioned particulars are correct to the best of my knowledge. In case of any inaccuracy therein, I shall be responsible for the consequences.

Dated \_\_\_\_\_

Signature of the Candidate \_\_\_\_\_

## 7 ATTACHMENTS

Paste Picture Here

1. Copy of Student CNIC
2. Semester Result Card Payment Slip (In original)
3. One Recent Photograph (Don't Stepple)

☐  
☐  
☐

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signatures of Applicant

Student Name \_\_\_\_\_

Application No. \_\_\_\_\_

Received by \_\_\_\_\_ Dated \_\_\_\_\_

Category \_\_\_\_\_

Date of Delivery \_\_\_\_\_

Semester  
(for which semester)  
 Fall 20 ☐  
 Spring 20 ☐  
 ROLL NUMBER  
 \_\_\_\_\_

**Lahore Garrison University**  
Office of the Controller of Examinations  
Main Campus: Sector C, DHA Phase-VI Lahore. ☎ 042-37181828



## APPLICATION FORM FOR VERIFICATION / ATTESTATION OF DEGREE/TRANSCRIPTS/DIPLOMA etc.

<b>1. PERSONAL INFORMATION (IN CAPITAL LETTERS)</b>	Page 1 of 2
Name of Degree Holder _____	<b>SESSION</b>
Father Name _____	Fall 20 _____ <input type="checkbox"/>
CNIC Number _____	Spring 20 _____ <input type="checkbox"/>
Address _____	<b>Contact Number</b>
_____	_____

2. PARTICULARS OF DOCUMENTS TO BE VERIFIED / ATTESTED				
S. No.	DOCUMENT TITLE	ORIGINAL / COPY	REGISTRATION NO.	SESSION
1				
2				
3				
4				
5				

3. PARTICULARS OF EDUCATION (MATRIC TO ATTESTED DOCUMENTS)			
S. No.	CERTIFICATE/DEGREE	YEAR ATTENDED	BOARD/UNIVERSITY
1	SSSC		
2	HSSC		
3	BACHELOR		
4	DIPLOMA		
5	MASTER		
6	M. PHIL / MS		
7	PH. D.		

4. PARTICULARS OF DOCUMENTS TO BE VERIFIED / ATTESTED				
ATTESTATION OF DOCUMENTS IS APPLIED FOR				
Normal Category <input type="checkbox"/>			Urgent Category <input type="checkbox"/>	
Category	Document	Fee		Time Period
		Wal-in Applicant	Courier Services	
Normal	Original	800	1000	Seven working days
Normal	Copy	500	700	Seven working days
Urgent	Original / Copy	As per Normal Rate		Three working days
	Processing Charges	200	200	
Re-Attestation of Original / Copy		500	500	As per category

Note: processing time shall start with the receipt of complete application in Examination Office.

5. MODE OF DELIVERY	
a) By hand (Self)	Name _____ CNIC _____
b) By Hand (Authorized Person)	Name _____ CNIC _____ Mobile No: _____
Attached:	
I) Copy of Authorized Person CNIC	<input type="checkbox"/>
II) Authority Letter	<input type="checkbox"/>
c) By Through Mail	Mailing Address _____ Mobile No. _____

1. Photocopies of certificate/degree from matric onward. ☐
2. Copy of the computerized identity card of the Authorized person. ☐
3. Equivalence of HEC in case of Bachelor or Master Degree, etc. from abroad or Deeni Asnaad. ☐
4. In case application is submitted other than degree holder. ☐
- a) Authority letter duly attested by a Grade 17 officer for the authorized person. ☐
- b) Original Payment slip for attestation fee. ☐
5. Additional set of photocopies of certificate / degree from matric onwards, If photocopies are to be attested ☐
6. Original payment slip. ☐

Declaration: I hereby solemnly declare that the documents presented / attached are genuine, and have neither been altered nor tampered with. I understand that in case of falsification of documents tendered or the wrong information supplied / concealment of correct information, I shall be held responsible for the legal/criminal action. I enclose the required documents and request for verification / attestation.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Application/Authorized Person

## 7.

## COMMENTS

## EXAMINATION BRANCH

a.

Signature &amp; Stamp

## REGISTRAR BRANCH

b.

Signature &amp; Stamp

## 8.

## PARTICULARS OF ATTESTATION ( FOR OFFICE USE ONLY

1. No. of documents attested a. Original ☐ b. Photocopies ☐
2. Receipt no. with date and amount issued by Treasure Office \_\_\_\_\_
3. Application Number \_\_\_\_\_
4. Attestation stamps issued
  - a) For Original document  
Serial No. \_\_\_\_\_ to Serial No. \_\_\_\_\_ Value of Stamps \_\_\_\_\_
  - b) For Photocopies  
Serial No. \_\_\_\_\_ to Serial No. \_\_\_\_\_ Value of Stamps \_\_\_\_\_

\_\_\_\_\_  
Date of Attestation

\_\_\_\_\_  
Documents attested by

\_\_\_\_\_  
Degree Holder Name

\_\_\_\_\_  
Application No

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Category

\_\_\_\_\_  
Date of Delivery

Delivered By

## STUDENT APPLICATION FORM

**Lahore Garrison University**

Office of the Controller of Examinations

Main Campus: Sector C,DHA Phase-VI Lahore. ☎ 042-37181828



## STUDENT APPLICATION FORM

<b>1. PERSONAL INFORMATION</b>	
Student name _____	Semester (in which Enrolled) Fall 20 <input type="checkbox"/> Spring 20 <input type="checkbox"/>
Father's Name _____	
Discipline _____	ROLL NUMBER
Session _____ Section _____	
Contact Number _____ Semester _____	

<b>2. REASON FOR APPLICATION</b>
<div style="border: 1px solid black; border-radius: 15px; padding: 10px; min-height: 100px;"> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div>

Dated \_\_\_\_\_

Signature of the candidate \_\_\_\_\_

<b>3. COMMENTS</b>
--------------------

<b>HOD</b>    Signature & stamp	<b>DEAN OF THE FACULTY</b>    Signature & stamp
---	---

Registrar Branch (For Seen Stamp)

<b>4. COMMENTS</b>
--------------------

Diary Number \_\_\_\_\_ Dated \_\_\_\_\_

Subject \_\_\_\_\_

Student Name \_\_\_\_\_

REGISTRAR
-----------

Approved / Not Approved  
Vice Chancellor

## SEMESTER ENROLLMENT FORM

**Lahore Garrison University**

Office of the Controller of Examinations

Main Campus: Sector C, DHA Phase-VI Lahore. ☎ 042-37181828



## SEMESTER ENROLLMENT FORM

Initial Enrollment ☐ Adds ☐ Drops ☐ Change ☐ Repeat ☐

Student Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Discipline (in which enrolled) \_\_\_\_\_

Session \_\_\_\_\_ Section \_\_\_\_\_

No. of Failures \_\_\_\_\_ Contact Number \_\_\_\_\_

Semester  
(in which enroll)Fall 20 \_\_\_\_\_ ☐Spring 20 \_\_\_\_\_ ☐Summer 20 \_\_\_\_\_ ☐

Roll Number

Academic Standing (tick any one)

Good Academic Student ☐Promoted with Warning ☐Promoted on Probation ☐

## Subjects Enrolled

S. No.	Course Code	Subject Title	Cr. Hrs.	Course Grade (For Repeat Only)
1				
2				
3				
4				
5				
6				
7	TOTAL CREDIT HOURS			

Declaration: I hereby declare that above mentioned particulars are correct to the best of my knowledge. In case of any inaccuracy therein, I shall be responsible for the consequences

Dated \_\_\_\_\_

Signature of the candidate \_\_\_\_\_

HOD Approval



## APPLICATION FOR AWARD OF GRADE “W” - COURSE WITHDRAWAL

**Lahore Garrison University**  
Office of the Controller of Examinations  
Main Campus: Sector C, DHA Phase-VI Lahore. ☎ 042-37181828



## APPLICATION FOR GRADE “W” - COURSE WITHDRAWAL

1.	PERSONAL INFORMATION		Semester (in which enroll)	
	Student Name _____		Fall 20 _____	<input type="checkbox"/>
	Father's Name _____		Spring 20 _____	<input type="checkbox"/>
	Discipline _____		Summer 20 _____	<input type="checkbox"/>
	Session _____	Section _____	Roll Number	
	Contact Number _____	_____		

## 2. PARTICULARS FOR AWARD OF GRADE “W”

Reason for award of Grade "W"

PREVIOUS WITHDRAWN COURSES			
S. No.		Subject Title	Semester (in which withdrawn)

COURSES TO BE WITHDRAWN				
S. No.		Subject Title	Attendance %	Signature of Resource Person
	Note: Attendance percentage for each subject (applied) must be more than 80%			

NOTE: Students can withdraw from a maximum of 02 courses in one semester (He/she will not be allowed to accumulate more than 4 w's at any one particular time during course of studies) one week before the commencement of final term examinations.

Declaration: I hereby declare that above mentioned particulars are correct to the best of my knowledge. In case of any inaccuracy therein, I shall be responsible for the consequences.

Dated \_\_\_\_\_

Signature of the candidate \_\_\_\_\_

<b>3.</b>	<b>COMMENTS</b>
<p><b>ACCOUNTS</b></p> <div style="text-align: right; margin-top: 80px;">Signature &amp; stamp</div>	

#### 4. RECOMMENDATION BY HOD

PREVIOUS WITHDRAWN COURSES		
S. No.	Subject Title	Recommendation (s) with signature
1		
2		
3		
4		

5.	ATTACHMENT(s)
----	---------------

1.	Subject Attendance Sheet (s)	
----	------------------------------	--

**Declaration:** I hereby declare that all the particulars have been fully verified by the departmental board of study and find no discrepancy.

6.	DEAN'S APPROVAL
----	-----------------

--

**Dated** \_\_\_\_\_

Signature of the HOD (with stamp) \_\_\_\_\_

## APPLICATION FOR SEMESTER WITHDRAWAL

**Lahore Garrison University**  
Office of the Controller of Examinations

Main Campus: Sector C,DHA Phase-VI Lahore. ☎ 042-37181828



## APPLICATION FOR SEMESTER WITHDRAWAL

<b>1.</b>	<b>PERSONAL INFORMATION</b>	Semester (in which enroll)
Student Name _____ Father's Name _____ Discipline _____ Session _____ Section _____ Contact Number _____		Fall 20 _____ <input type="checkbox"/> Spring 20 _____ <input type="checkbox"/> Summer 20 _____ <input type="checkbox"/>
		Roll Number
<b>2.</b>	<b>PARTICULARS FOR SEMESTER WITHDRAWAL</b>	
Reason for Semester Withdrawal _____		
<b>PREVIOUSLY WITHDRAWN SEMESTER</b>		
Previous withdrawn Semester _____ Fall Semester _____ <input type="checkbox"/> Spring Semester _____ <input type="checkbox"/> Withdrawal Semester Notification No. _____ Dated: _____		
<b>PREVIOUSLY WITHDRAWN SEMESTER</b>		
Previous withdrawn Semester _____ Fall Semester _____ <input type="checkbox"/> Spring Semester _____ <input type="checkbox"/>		
<p><b>Note:</b> A withdrawn semester shall count towards the maximum permissible number of semesters to complete a degree program. Moreover, student shall not be entitled for re-fund of fee.</p> <p><b>Declaration:</b> I hereby declare that above mentioned particulars are correct to the best of my knowledge. In case of any inaccuracy therein, I shall be responsible for the consequences.</p>		
Dated _____		Signature of the candidate _____
<b>3.</b>	<b>COMMENTS</b>	
<b>ACCOUNTS</b>   Signature & stamp		<b>HOD</b>   Signature & stamp
1. Justification document(s) is/are attached in original. <input type="checkbox"/> 2. Dully attested photocopy of justification document(s) is/are attached. <input type="checkbox"/> 3. Photocopy of justification document(s) has/have been verified with original documents. <input type="checkbox"/>		
Declaration: I hereby declare that all the particulars have been dully verified by the departmental board of study and found no discrepancy.		
Dated _____		Signature of the HOD (with stamp) _____
<b>4.</b>	<b>DEAN OF FACULTY</b>	<b>5.</b>
		<b>REGISTRAR</b>

## APPLICATION FOR GRADE "I"

**Lahore Garrison University**  
Office of the Controller of Examinations

Main Campus: Sector C, DHA Phase-VI Lahore. 042-37181828



## APPLICATION FOR GRADE "I"

<b>1. PERSONAL INFORMATION</b>		Semester (in which enroll)
Student Name _____		Fall 20 _____ <input type="checkbox"/>
Father's Name _____		Spring 20 _____ <input type="checkbox"/>
Discipline _____		Summer 20 _____ <input type="checkbox"/>
Session _____	Section _____	Roll Number
Contact Number _____		

<b>2. PARTICULARS FOR AWARD OF GRADE "I"</b>	
Name of Examination (tick any one):-	Mid Term Examination <input type="checkbox"/> Final Term Examination <input type="checkbox"/>
Reason for award of Grade "I" _____	

PREVIOUS WITHDRAWN COURSES		
S. No.	Subject Title	Signature of the Resource Person

NOTE: Attendance percentage for each subject (applied) must be more than 80%

<b>3. ATTACHMENTS</b>	
1. Justification document(s) is/are attached in original.	<input type="checkbox"/>
2. Dully attested photocopy of justification document(s) is/are attached.	<input type="checkbox"/>
3. Photocopy of justification document(s) has/have been verified with original documents.	<input type="checkbox"/>

Declaration: I hereby declare that above mentioned particulars are correct to the best of my knowledge. In case of any inaccuracy therein, I shall be responsible for the consequences.

Dated \_\_\_\_\_ Signature of the candidate \_\_\_\_\_

<b>4. COMMENTS</b>
Accounts
Signature & stamp

<b>5. Recommended by OD</b>		
SUBJECTS APPLIED FOR GRADE "I"		
S. No.	Subject Title	Recommendation (s) with signature

<b>6. ATTACHMENT(s)</b>
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Declaration: I hereby declare that all the particulars have been dully verified by the departmental board of study and found no discrepancy.

Dated \_\_\_\_\_ Signature of the HOD (with stamp) \_\_\_\_\_

<b>7. DEAN'S APPROVAL</b>

## APPLICATION FOR FREEZE OF SEMESTER

**Lahore Garrison University**  
Office of the Controller of Examinations

Main Campus: Sector C, DHA Phase-VI Lahore. ☎ 042-37181828



## APPLICATION FOR FREEZE OF SEMESTER

<b>1. PERSONAL INFORMATION</b>	Semester (to be frozen)
	Fall 20 <input type="checkbox"/>
	Spring 20 <input type="checkbox"/>
	Summer 20 <input type="checkbox"/>
Student Name _____	Roll Number
Father's Name _____	
Discipline _____	
Session _____ Section _____	
Contact Number _____ CGPA _____	

Note: Only good academic student can apply for freeze of semester

<b>2. PARTICULARS FOR FREEZE OF SEMESTER</b>
--

Reason for freeze of Semester \_\_\_\_\_  
\_\_\_\_\_

<b>PREVIOUSLY FREEZE OF SEMESTER</b>
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Previous farozen Semester \_\_\_\_\_ Fall Semester ☐ Spring Semester ☐  
 Farozen Semester Notification No. \_\_\_\_\_ Dated: \_\_\_\_\_  
 Semester unfreeze Notification No. \_\_\_\_\_ Dated: \_\_\_\_\_

<b>SEMESTER FREEZE APPLIED</b>
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Previous farozen Semester \_\_\_\_\_ Fall Semester ☐ Spring Semester ☐

**Declaration:** I hereby declare that above mentioned particulars are correct to the best of my knowledge. In case of any inaccuracy therein, I shall be responsible for the consequences.

Dated \_\_\_\_\_ Signature of the candidate \_\_\_\_\_

<b>3. COMMENTS</b>
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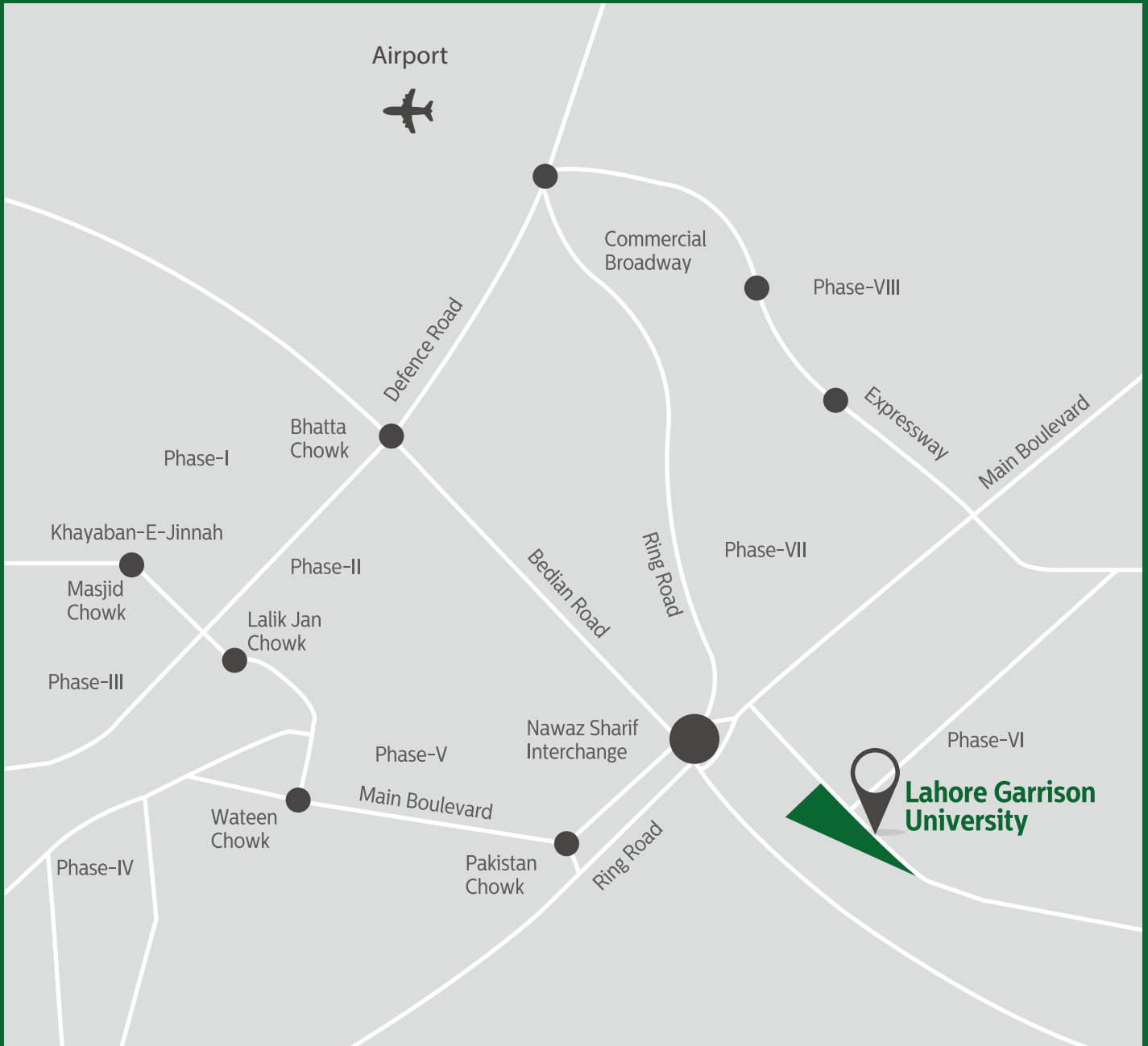
<b>ACCOUNTS</b>	<b>HOD</b>
Signature & stamp	Signature & stamp

Declaration: I hereby declare that all the particulars have been dully verified by the departmental board of study and found no discrepancy.

Dated \_\_\_\_\_ Signature of the HOD (with stamp) \_\_\_\_\_

<b>4. DEAN OF FACULTY</b>	<b>5. REGISTRAR</b>

# Guide Map



Serial No.



