



MY
UNIVERSITY
STEP INTO TOMORROW

Students' Handbook

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1. Introduction

This handbook contains general rules related to undergraduate programs at the MY University (MYU). This handbook is to familiarize the Students' with the academic information of the programs offered at MYU and also with expectations concerning Student' ethical and professional conduct, and academic performance. Each Student is required to familiarize himself/herself with the University's policies and to act in accordance with them. The Student must know that ignorance of rules, regulations and guidelines is not a defense. Students are advised in their best interest to keep this important document "***Student' Handbook***" as book of guidance during their academic career at the MY University (MYU).

The document is intended as a guide and not a substitute to notifications periodically issued by MY. The rules mentioned in this handbook are valid at present. MYU reserves the right to amend any policy at any time.

2. Academic Regulations and Policies

2.1 Academic Calendar

An academic calendar is issued by office of the Registrar that contains following information:

- i. Semester commencement dates
- ii. Course Add/Drop Week
- iii. Mid-term examination week
- iv. End of classes date
- v. Final exam week
- vi. Result notification dates
- vii. Holidays during the semester

Students are required to adhere to the academic calendar dates as mentioned above. The calendar is available on the MYU website.

2.2 Schedule of Semesters

There are two regular semesters in an academic year i.e. Fall and Spring. Each semester consists of a total of 18 weeks, with minimum 16 weeks for teaching and two weeks for examinations.

The University may offer Summer Session of eight weeks. **Summer Session is at the discretion of the University to offer.**

2.3 Credit Hour

2.3.1 A “CREDIT HOUR” is the unit of measuring educational CREDIT, usually based on the number of contact hours per week during the semester. Each three-credit hour course shall have 48 contact hours (3 hours/week *16 teaching weeks which equals 48 hours) in a semester.

2.3.2 One credit hour in laboratory or Independent study/project would require working for three hours per week during the semester.

2.4 Course Registration (Enrollment in a Semester)

Student is required to register courses as per offering of the respective department in a semester. Course registration of continuing Student for the upcoming semester is done in advance as per dates mentioned in academic calendar.

All students are required to fill the registration form for each semester and submit it by due date, specified in the academic calendar, in the academic office of the concerned department. In programs where, online registration facility is available, student must register on-line. The students may enroll in the offered subjects only.

A Department reserves the right to withdraw any course after its offering or change its timings or instructors. If the number of students is less than 10 in a course, the department reserves the right to withdraw it.

2.5 Late Registration

Once the deadline for registration of courses is over, late registration shall only be allowed till the last working day of the first week of the upcoming semester by paying Rs. 2000/- as fine which will be doubled later on.

2.6 Course Load

Student is allowed to register in the prescribed study load of 15-18 credit hours in each semester for BS programs and 6 to 12 credit hours in the MS/PhD programs. In exceptional circumstances, where a student is required to repeat failed courses, the concerned HOD/Dean may allow maximum of 21 credit hours in BS programs to the graduating students only. For additional courses, separate fee has to be paid as prescribed.

2.7 Add/Drop Course(s)

Student is allowed to add/drop courses before the due date, specified in the academic calendar. Add/Drop is allowed only if the approved lesser load due to Academic Deficiency or it was an elective course. Such requests have to be recommended by the concerned HoD and approved by the concerned Dean.

However, such Student shall have to complete his/her degree program in the maximum time allowed for the completion of that particular degree. Please note that add/drop of courses shall not be processed on the basis of section change request.

2.8 Repeating Courses/Improvement of CGPA

1. The course(s) with “F”, “W” and “WSA” grade(s) may be repeated in regular semester(s) as well as in Summer session if offered, subject to registration by the Student concerned within due dates. Student is required to complete the normal semester activities (class attendance, assignments, quizzes, mid-term exam and final examinations).
2. Undergraduate students may be allowed to repeat a course in which s/he has obtained grade below “C”. The student may be allowed to repeat maximum number (≤ 6) of courses in an eight semester degree program.
3. A graduate student (MS/MPhil) with a 'C' grade can repeat the course if s/he desires to improve the grade. The student may repeat maximum number of courses (≤ 3) at the Graduate level.
4. In case of repeating a course both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA and letter ‘R’ will be affixed with the grade thus earned on the transcript against the course.
5. In case of CGPA improvement, it would be recorded with (Imp) on the transcript.
6. The student will be ineligible for medal (s) if repeats a course.

In case of repeating the course(s)/improvement of CGPA:

1. Repeat course(s) fee has to be paid in advance.
2. In case of extension granted for payment of dues. A fine of Rs. 500/-per day shall be applicable on non-payment within the due extended time. The late payment charge will be applied from the date of course registration. Any type of scholarship /financial aid shall not be applicable in such case.

2.9 Class Attendance

Student is expected to attend all classes, laboratories, tutorials, or other class meetings officially designated for a particular course. A minimum of 80% attendance is required for a Student to be eligible to sit in the final examination/assessment. The course shall be repeated in case of short attendance.

Student with less than 80% of attendance in a course shall be withdrawn from the course and will be awarded grade ‘WSA’ (Withdrawn for Short attendance) and shall not be allowed to take end term exams or assessments. WSA grade shall appear on the transcript.

2.10 Semester Freeze

A Student may freeze his/her semester due to any plausible reason for a maximum period of one year (two semesters in a four/five-year degree program and once in a two-year degree program). However, freezing of first two semesters is not allowed for four/five year’s degree program and first semester in two years program. Clearance from the library, Computer lab and Accounts Office is mandatory. The Student shall have to surrender his/her Student ID card. During the “freeze period” the applicant shall lose his/her Student status at MYU and shall not be entitled to avail University facilities.

The submitted fee for the frozen semester (or any semester) could be adjusted in the next semester by adopting the following rules;

- a. Up to 7th day of commencement of classes: 100% refund or adjustment of tuition fee.
- b. From 8th - 15th day of commencement of classes: 50% refund or adjustment of tuition fee
- c. From 16th day of commencement of classes: No Fee (0%) refund or adjustment

A Student shall rejoin in the next semester after paying semester fee. The right to use all university facilities shall be resumed upon rejoining.

Freezing the semester(s) is a matter of choice and such Student shall not qualify for any relaxation in semester course load or towards maximum time specified for completion of the degree.

In case a Student needs to freeze the semester after the Add/Drop Period, application shall only be accepted before midterm examinations and under medical emergencies Such Student shall be charged a processing fee of Rs. 5000.

After maximum semester freeze duration, Student shall rejoin, register for courses and continue studies, failing which his/her admission shall be cancelled automatically, without any prior information/intimation.

Leaving more than two semesters without an official approval will lead to the suspension of admission and Student can only resume the program by paying re-admission fee subject to meeting the academic criteria.

Note

Student leaving without approval or leaving the end term exams/assessment without approval shall result in the award of an ‘F’ grade.

2.11 Program Duration/Scheme of Studies

2.11.1 Undergraduate Studies

- i. The minimum number of credit hours for each program and duration for completing the Bachelor’s Program shall be as under:-

Program	Credit Hours Minimum	Duration	
		Minimum	Maximum
Bachelor of Science (BS)	132-138	4 Years	6 Years

- ii. The maximum duration of BS program can be extended for another one year with the approval of the Vice-Chancellor.
- iii. Internship with reputed public or private sector organizations for a minimum duration of 6-8 weeks for the students may be arranged by the concerned department during 3rd year semester break to provide them practical exposure, on job training and confidence before commencement of employment as professionals.

2.11.2 Graduate Studies

- i. The minimum number of credit hours and its duration for completing the Master's Program shall be as under: -

Program	Credit Hours Minimum	Duration		
		Minimum	Maximum	
Master of Science (MS)	30 (24 course work + 6 Thesis)	1.5 years	4 Years	
Doctor of Philosophy (PhD)	18 Course Work + 24 Thesis	3 years	8 Years	

- ii. All the codal formalities related to issuance of degree has to be completed within specified duration, including the notification from BASR.
- iii. The maximum duration of MS program can be extended for another one year with the approval of the Vice Chancellor.
- iv. The maximum duration of PhD program can be extended for another one year with the approval of the Vice-Chancellor, and for another one year with the approval form the Board of Advanced and Research (BASR) – making a maximum duration of eight years.
- v. BASR can change the requirements for the award of MS/PhD degree from time to time by amending relevant rules, regulations, and SOPs pertaining to MS/PhD studies.

2.12 Policy for Two Degrees Awarded in Same Year or Session Clash with Same or Different Mode

Sr No.	Degree I	Degree II	Policy Decision
1	Bachelor/Master degree Obtained in regular mode in the Morning Session in one university.	Bachelor/Master degree obtained in regular mode in the Morning Session in the same university.	Degree with the time Clash is not allowed.
2	Bachelor/Master degree obtained in regular mode in the Morning Session in one university.	Bachelor/Master degree obtained in regular mode in the Morning Session in the different university.	Degrees with time clash are not allowed.
3	Bachelor/Master degree obtained in regular mode in the Morning Session in one university.	Bachelor/Master degree obtained in regular mode in the Evening Session in the same university.	This combination of degrees is allowed provided that: a) Admission requirements are met.

			b) Written permission is obtained from university before joining programs.
4	Bachelor/Master degree obtained in regular mode in the Morning Session in one university.	Bachelor/Master degree obtained in regular mode in the Evening session in different university located in the same city.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from both universities before joining Programs.
5	Bachelors/Master degree obtained in the regular mode in one university.	Bachelors/Master degree obtained in the private mode in the same university.	This combination of degrees is allowed.
6	Bachelor/Master degree obtained in the regular mode in one university.	Bachelors/Master degree obtained in the private mode in the different university.	This combination of degrees is allowed.
7	Bachelor/Master degree obtained in the regular mode in the same session/year.	Bachelor/Master degree obtained through Distance Learning mode in the same session/year.	This combination of degrees is allowed.
8	Bachelor/Master degree obtained in the private mode in one university in the same session/year.	Bachelor/Master in the private mode in the same university in other discipline in the same session/year.	This combination of degrees is allowed.
9	Bachelor/Master degree obtained in the private mode in one university.	Bachelor/Master degree obtained in the private mode in different university.	This combination of degrees is allowed.
10	1 Year B.Ed. degree obtained in the private mode from one university in one academic year/session.	2 Year M.A in any discipline obtained in the private mode from the same university in the same academic year/session.	This combination of degrees is allowed.
11	2 Year Degree (Science) obtained in the regular mode in one university on one academic session/year.	2 Year degree (Arts/Social Science) in the private/distance learning mode in the same or different university in one academic session/year.	This combination of degrees is allowed.

Guidelines:

- 1- In the case of Professional Degrees, the permission of respective councils, for example, Pakistan Medical Commission (PMC) and Pakistan Engineering Council (PEC), would be required.
- 2- Degrees with time clash are not allowed in any case.
- 3- For all above mentioned degree programs if the policy of university does not allow for any mode, the degree program cannot be pursued at all.
- 4- Student shall meet the pre-requisites and admission requirements of programs.

2.13 Withdrawal of Course(s)

Student may be allowed to withdraw from a course till the end of the 14th week of the semester. Consequently, grade ‘W’ shall be awarded to the Student. Grade ‘W’ has no effect on the GPA/CGPA.

2.14 In Process (IP) grade Allocation

In case of Projects/Thesis continuing for two semesters. IP Grade shall be shown in initial semester and grades shall be awarded in last semester based on evaluation of project. If Student(s) fails to submit project in a specified time i.e. one year, then F Grade shall be awarded.

2.15 Credit Transfer Policy

- Through an authentic/logical plea, duly supported by black and white evidence, one can apply for transfer of credits from a Higher Education Commission of Pakistan, recognized university/degree awarding institute to the MY University (MYU). However, he/she will have to file application for this at least one month before the commencement of a regular semester.
- Subject to the similarity and equivalence of at least 80% of courses of the respective discipline/degree for undergraduates and graduate programs and availability of seat(s), the transfer of credit request(s) will be processed for a regular semester only.
- The merit of the applicant should be higher or equivalent to the minimum admission criteria in that particular discipline/degree program/batch.
- The applicant desiring credit transfer will submit an application form accompanied by copies of all previous transcripts, course outlines, his/her latest photograph, duly verified by the Registrar/Principal /Head of the Department of the institution in which he/she is currently enrolled in.
- The applicant must have CGPA of at least 2.00 for undergraduate programs and 2.50 for MS/MPhil and 3.0 for PhD programs.
- Depending upon the similarity and equivalence of the courses, only credit hours of courses shall be transferred which shall have at least 60% marks in annual system or C+ and above grade in semester system of bachelor or B and above grades in graduate programs.
- The Student will provide a clearance certificate from his/her previous institution and will register himself/herself with MYU within the stipulated time.
- The Student will have to cover the entire deficient course(s) (if any) within the stipulated time for the completion of his/her degree.
- The credits transferred are counted towards degree requirements of a Student. However, GPA of transferred credits will not be counted towards the calculation of CGPA, and that only “Transferred” will be written against those courses whose transfer of credits was allowed by the respective Dean.
- 50% courses of the total credit hours for the program can be transferred at both undergraduate and graduate levels.

2.16 Independent Study

A Student may opt for independent study with the consent of the concerned Teacher and with the approval of the HOD. The Student is required to pay Rs. 10,000/- independent study fee in addition to course fee.

Points to be considered for opting IS:

- No semester is remaining and one course left which was graded as F or it is Student 12th semester; of undergraduate programs.
- If course is being offered in a semester, the Student shall not be eligible to apply for an independent study.
- Please note that final transcript under such case(s) will only be released after the result declaration date as mentioned in the academic calendar.

2.17 Academic Advisor

Students are assigned academic advisors from among the faculty members. The role of an academic advisor is to help students overcome their academic problems; guide and assist in their academic progress and monitor their discipline and general behavior during their stay at the University.

2.18 Cancellation of Enrollment

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

2.19 Dismissals

The **Student** shall be dismissed from the University on following grounds:

- a) As per academic probation policy.
- b) Degree time-barred.
- d) As per course repeat policy.
- e) Not met the admission criteria, in case of provisional admission.
- f) Violation of disciplinary rules.
- g) Fee Defaulters

2.20 Re-Admission Policy

Re-admission, without going through the admission process, is granted to only those Bachelor and MS/MPhil participants who have been dismissed on academic grounds or fee default. Dismissal based on expiration of maximum degree duration from the date of first registration.

3. Examination Rules

3.1 Method of Assessments

- a) Following method of assessments may be scheduled/conducted during a semester for the purpose of grading and to determine the achievement of Course Learning Outcomes (CLOs):
- b) **Minor Tests (Quizzes).** A number of quizzes conducted frequently in each course at irregular intervals (normally 2-3 per credit hour) throughout the semester, with/without intimation.
- c) **Major Tests**
 - i. One-Hour Test (OHT). Two one-hour tests conducted in each course at regular intervals during a semester.
 - ii. Final Examination. The last comprehensive examination of up to 4 and not less than 2 hours duration is given in each course on its completion.
- d) **Class Assignments.** A task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- e) **Lab Tests.** These tests include all such examinations/ evaluations to ascertain the level of competency of practical application of knowledge acquired.

- f) **Semester Project.** Project is a research and development work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at Bachelor/Master/PhD level.
- g) **Research Paper.** The instructors may give a research paper to senior undergraduate students, MS/PhD students in a course. The assessment may involve writing a survey/review paper or an independent research paper on the basis of the semester project.
- h) **Thesis / Dissertation.** Thesis/dissertation is a report comprising the original research work of a student which is counted towards the partial fulfilment of his Master / PhD degree.

3.2 Examination Schedule

The Controller of Examinations will publish the examination schedules of the Final Examination and forward a copy to the concerned Deans of Faculty of the University and constituent schools/colleges for information and record.

3.3 Question Papers

All question papers are set by respective faculty and duly scrutinized, approved, and conducted in accordance with the University policy. As per the spirit of semester system, there shall be no choice in attempting the questions. It will also be ensured that the Question Papers are set balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus / course completed by the faculty.

3.4 Use of Reference Material during Tests/ Examinations

Prior to class quizzes/one-hour tests/final examinations, the concerned faculty/invigilator shall announce such books, notes or other material which can be referred to by the students during the tests/examinations. Students during examination shall not be in possession of any other books, notes, papers or material etc. However, the concerned faculty may also take open book and open lecture notes examinations with the approval of HoD.

3.5 Rules for Examination Hall

1. All Final Examinations shall be held at the University and constituent schools/colleges, on dates as per schedule given by the University.
2. Student should reach examination room at least 10 minutes before the scheduled time. No additional time shall be given to Student arriving late.
3. Student who has short attendance in any of the course(s) shall not be allowed to sit in the examination room.
4. **DON'T BRING YOUR MOBILE PHONE AND ANY OTHER UNAUTHORIZED ELECTRONIC GADGETS!**

If you bring it to an exam, you should be aware of the following:

- a) The MY University accepts no responsibility for any loss or damage to your belongings.
- b) On finding any of the unauthorized electronic gadgets, can lead the Student to Unfair Means Case.
- c) Student must maintain complete silence in the examination room. If a Student has any kind of query he/she should raise his/her hand and wait for the invigilator.
- d) Lending/borrowing of pen, pencil, ruler, calculator, etc. is strictly prohibited in the examination room.
- e) Student must display MYU ID Card.
- f) No rough work is to be done on the question paper.
- g) Student must mark his/her attendance on the attendance sheet during the examinations. In case, his/her name is not listed, they need to report to an invigilator immediately.
- h) Student found cheating, chatting, gesturing or misbehaving in the examination room shall be dealt with under the UMC rules.
- i) Any Student using abusive or obscene language in the answer sheet shall be dealt with under disciplinary rules.

- j) Student cannot leave the examination room without prior permission of the invigilator.
- k) In case of open book/open notes exams, Student must follow instructions given on the front page by the Teacher and should not indulge themselves in conversation with one another.
- l) Student is not allowed to leave their seat during the exam without getting permission from the invigilator.
- m) An attempt to gain access to a question paper before the examinations shall be dealt under the UMC rules.

3.6 Unfair Means

Any student found using unfair means or assisting another student during the exam / test would be liable to disciplinary action. A student found guilty of such an act by the Disciplinary Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:

- a) An attempt to have access to the question paper before the test/ examination;
- b) Use/possession of unauthorized reference material during test/examination;
- c) Any form of communication by the examinees with any one in or outside the examination room while the test/examination is in progress; and
- d) Unauthorized entry into faculty's office or that of his staff with the intention of having an access to or tampering with the official record/exam papers etc.

A Student found guilty of such an act shall be liable to one or more of the following penalties:

- a) Grade "F" in the subject; and/or
- b) Fine up to Rs. 25000; and/or
- c) Suspension; and/ or
- d) Expulsion from MYU
- e) Any other punishment recommended by the committee.

3.7 Award of Incomplete (I) Grade

A Student, owing to an emergency or a plausible reason, may apply for the award of 'I' (Incomplete) grade. Such application is acceptable upon recommendation of the Advisor/HOD and approval of the Dean/ Director. Approval on application form is mandatory. The approved application form shall be submitted to the Controller of Examinations within six weeks of announcement of results, provided all the other requirements of the course including attendance are completed.

The Student has to take only the end term exam for the course(s) graded 'I' in the very next semester.

Attendance, midterm and sessional evaluation for such course(s) shall be considered as it was at the time of awarding 'I' grade. If a Student fails to take end term exams in the very next semester, the 'I' grade shall be changed into 'F' and Student shall be required to repeat the course(s).

Private arrangements for an "I" graded examination between a Student and an instructor are not allowed. The Student who miss a re-scheduled exam shall not be given a second chance.

3.8 Degree Completion Requirement

The basis for determining a student's grade in a course will be according to the evaluation criteria elaborated in a separate Policy namely "MY Grading Policy".

3.8.1 Student Evaluation

- i. A student's academic progress and standing are determined and monitored through the following modes of evaluation:

Sr #	Evaluation Type	Frequency
a.	Assignments	At least one assignment per credit hour
b.	Quizzes	At least two quizzes per credit hour
c.	Lab Reports	At least one lab report per lab meeting
d.	Oral Exams	As per instructor's requirement
e.	One-Hour Test	Two one-hour tests
f.	Research Project	As per instructor's requirement
g.	Research Paper	As per instructor's requirement
h.	Finals	One announced final of up to 4 hours duration

- ii. An indicative break-up of weightages assigned to each mode of evaluation for a course and that for a laboratory are as follows; however, an instructor may change the allocation up to 5% for each component in consultation with the HoD.

Sr #	Breakup of Course	%age	Breakup of Lab	%age
a.	Assignments	5-10%	Lab Reports (10%)	40%
b.	Quizzes	5-10%	Oral Exam (30%)	25-30%
c.	One-Hour Tests	20-30%	Lab Exam (10%)	25-30%
d.	Project	15-30%		
e.	Research Paper	15-30%		
f.	Final	40-50%		

- iii. There is no choice of questions in quizzes, one-hour tests and finals.
- iv. No make-ups for quizzes, one-hour tests and finals are arranged, however in case of emergency, if the retake for OHT is approved by the retake committee, constituted by the HoD, of a department then an instructor has two options:
- a. He can retake the OHT; or
 - b. He can award the student minimum average marks as determined in the relevant Policy.
- v. One lab credit hour corresponds to three hours of lab work per week
- vi. Following conditions will also be applied, for courses with Labs.

Theory + Lab	Theory – Fail Lab – Pass	Repeat Both Theory & Labs
Theory + Lab	Theory – Pass Lab – Fail	Repeat Lab Only

3.8.2 Grading

- i. On the basis of students' performance, a letter grade is awarded for each course and laboratory. The procedure of Grading will be elaborated in the "MY Grading Policy". Grade points assigned to each letter grade are shown below:

Marks	Letter	Grades	Grade Points Definition
90-100	A	4.00	Outstanding
85-89	A-	3.70	Excellent
80-84	B+	3.30	Very Good
75-79	B	3.00	Above Average
70-74	B-	2.70	Average
65-69	C+	2.30	Below Average
60-64	C	2.00	Fair
55-59	C-	1.70	Poor
50-54	D	1.00	Very Poor
<50	F	0	Fail
	I	-	Incomplete
	W	-	Withdrawn
	P/F	-	Pass/Fail
	NC	-	Non Credit
	()	-	Grade Replaced
	AU	-	Audit

- ii. It is the University policy to workout GPA by awarding absolute grades on the basis of normal distribution curve on a scale of 4.00 in a given subject by the faculty.
- iii. To earn course credits, a student must obtain a minimum D grade for undergraduate, C grade for MS programs and B- for PhD programs in each course.
- iv. To successfully complete the degree requirement, a student must obtain a minimum CGPA of 2.00 for Bachelors, 2.50 for MS/PhD, and 3.00 for PhD degree.

3.8.3 Academic Standards

>	Good Standing	CGPA and SGPA is 2.00 or more
>	Warning	CGPA is 2.00 or more, however SGPA is below 2.00,
>	Temporary Enrollment	CGPA is below 2.00 during Warning or first time CGPA is less than 2.00
>	Extended Temporary Enrollment	CGPA is still below 2.00 during Temporary Enrollment
>	Drop Out	CGPA is below 2.00 during extended temporary

3.8.4 Grade Reports

Grade reports are issued to students at the completion of each semester. The report contains grades obtained in each course, semester GPA (SGPA)and cumulative GPA (CGPA).

3.8.5 Transcripts

A transcript of grades is issued with charge of fee to successful student at the completion of the academic program or at the time of leaving the University after submitting No Objection Certificate (NOC).

3.8.6 Readmission

A student dropped-out on academic basis, may apply for readmission through the regular admission process with the subsequent intake but he is not eligible to get the admission in the same academic program from which he was dropped-out. Moreover, he will not be eligible to any course exemption studied if he has been dropped out in an academic program.

3.8.7 Final Grade

The scores earned by a student in assignments, quizzes, laboratory work, one-hour tests, end semester examination etc., are formalized into final result by the concerned faculty. It must be ensured by the faculty that all exam answer sheets including final exams are shown to the respective students prior to finalization of the results. The faculty prepares the final results of the students on the standard grade sheet of the University system and submits it to Head of Department (HoD). The grade sheets duly approved by HoD are sent to the Controller of Examinations.

3.8.8 Computation and Approval of Results

After the results are received from each Department, the Exam Branch compiles the final results of each class. The final results show grades obtained in each course of the semester, the GPA and the CGPA of each student. The result sheets also indicate the tentative disposal (Warning, Temporary Enrollment, Extended Temporary Enrollment, and Dropout) of students failing to achieve required standard. The final result will be formally announced by the Exam Branch after it is approved by the BOS. Exam Branch will also maintain a hard copy of the results duly signed by the concerned HoD, concerned Dean and Controller of Examination.

3.9 Calculation of Grade Point Average (GPA) for a Semester

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$\text{SGPA} = \frac{\text{Sum of GPA Courses in Semester (Course Credit Hours} \times \text{Grade Points Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum of GPA of All Courses Taken in All Semesters (Course Credit Hours} \times \text{Grade Points Earned)}}{\text{Total Credit Hours Taken in All Semesters}}$$

Overall SGPA and CGPA will be rounded off to 2 digit decimal places by applying the rounding algorithm to 9 significant decimal places.

3.10 Communication of Results

The sessional evaluation shall be made available on Student portal/Moodle at least one week before the final examinations. Any objection of the Student regarding their performance must be addressed prior to the commencement of final examinations.

The semester progress report shall be communicated to the parents by Office of the Controller of Examinations.

4. Award of Master's (MS/MPhil) Degree

1. In order to be eligible for the degree of MS one of the following options must be successfully completed by the MS student with minimum CGPA of 2.5/4.00:
 - a) 24 Credit Hours coursework (8 courses) and Six 06 Credit Hours Thesis; or
 - b) 30 Credit Hours coursework (10 courses).
2. The maximum allowable duration, inclusive of semester breaks, to complete the MS degree shall be Four years (As per the guidelines of HEC).

4.1 Registration

1. The maximum allowable courses for registration shall be nine (09) Credit Hours in a Spring/Fall semester.
2. A student who is not registered in a regular semester shall have an inactive registration status unless he/she is on a semester break.
3. A student who has completed 30 Credit Hours registration but couldn't complete the program shall have to register at least 01 Cr. Hr. in subsequent Spring/Fall Semester to continue to maintain his / her registration status active.
4. Absence from the University for Two Consecutive Semesters shall lead to cancellation of the admission without intimation.
5. In case of cancellation of admission a re-admission request may be considered that the student has a chance to complete the program within maximum allowable duration.
6. A student may add or drop a course within a specified period and a course so dropped or added shall be deemed to have been omitted or registered.
7. A student may withdraw a course within the specified period. A withdrawn course shall be reported on the transcript of the student with a 'W' grade.
8. A student may be awarded grade 'T' for a registered subject which remains incomplete.
9. A withdrawn course shall not be counted towards the calculation of grade point average (GPA), but it shall be treated as a registered course for the evaluation of tuition fee.
10. An elective course passed by a student may be substituted, with the approval of the concerned Dean/HoD, with another elective course on the request of the student.
11. Any course not included in the curriculum of any all departments shall not be graded and marked as Non Credit (NC) on the transcript.

4.2 Examinations

1. A student shall be eligible for final examination if he/she meets the requirements specified from time to time by the office of Controller of Examinations.
2. Midterm and final term examinations of a course shall be as per the date sheet announced by the department and if a student misses an examination for any reason, there shall be no re-examination.
3. Student shall receive letter grades for the registered credits at the end of each semester as per the following scheme:

Marks Letter Grades Grade Points Definition

Marks	Letter	Grades	Grade Points Definition
90-100	A	4.00	Outstanding
85-89	A-	3.70	Excellent
80-84	B+	3.30	Very Good
75-79	B	3.00	Above Average
70-74	B-	2.70	Average
65-69	C+	2.30	Below Average
60-64	C	2.00	Fair
55-59	C-	1.70	Poor
50-54	D	1.00	Very Poor
<50	F	0	Fail
	I	-	Incomplete
	W	-	Withdrawn
	P/F	-	Pass/Fail
	NC	-	Non Credit
	()	-	Grade Replaced
	AU	-	Audit

4. A student not satisfied with the awarded grade may file a petition to the office of Controller of Examinations for review of the final grade within fifteen days after the declaration of the result. The review of the grade shall be limited to omissions and calculation errors only.
5. A student may repeat a course in which he/she has earned a C grade or below If he/she improves the new grade will be placed on transcript otherwise the same grade will stay.

4.3 Probation & Expulsion

1. A student shall be placed on probation in a semester if he/she fails to obtain 2.5 on a scale of 4.0 Grade Point Average (GPA).
2. In case a student remains on probation for two consecutive semesters his/her case may be referred to the BASR for decision on his/her expulsion or otherwise.

Thesis Submission and Defense

1. A thesis submission shall be allowed only if the student's registration in the program is intact.
2. A dissertation shall be cleared for defense if its similarity index is less than 22% in total and less than 7% from a single source, but similarity from the student's own published work carried out during the MS studies shall be excluded.
3. Thesis defense shall be arranged by the University within six (6) weeks after the receipt of the thesis.
4. Thesis shall be examined in an open defense by a thesis defense committee comprising of:
 - a) BASR Nominee - Convener
 - b) External Examiner - Member
 - c) Internal Examiner - Member
 - d) Supervisor – Member
5. Thesis shall be graded by the members of the defense committee as per the following weightage:
 - a) External Examiner - 40%
 - b) Internal Examiner - 30%
 - c) Supervisor - 30%
6. In case of Fail (F) grade, the student can re-submit his/her thesis after a period of 90 days with a fresh registration of credit hours associated with the thesis.
7. Thesis with minor revisions shall be submitted within 04 weeks from the date of examination, with a certificate from the supervisor that 'the revisions have been incorporated satisfactorily' failing which, it shall be treated as re-submission.
8. Thesis re-submission shall require a fresh registration of credit hours associated with the thesis.
9. A thesis with major revisions shall be submitted within 12 weeks from the date of examination and shall be accepted with certificates from both external and internal examiners that 'the revisions have been incorporated satisfactorily' failing which, it shall be treated as re-submission.
10. Thesis may be submitted anytime during a semester and the date of completion shall be the date of submission provided that the thesis is accepted either with no or minor revisions.
11. In the case of a three (03) Credit Hours Project, the Dean/Head of Department shall be responsible to make arrangements for the evaluation of a project by constituting a committee,

12. A student's MS program completion shall be subject to the approval from the BASR and the semester of completion shall be the semester in which the thesis is submitted.
13. List of students who have completed the MS shall be issued under the seal of the Registrar.

5. Final Transcripts and Degrees

5.1 Process of Final Clearance

Student who has completed all the degree requirements shall apply for Final Transcript (FT) through the prescribed clearance form and follow the given process.

1. Student may collect the form from MYU.
2. Student shall fill the required fields and get clearance in the prescribed sequence from departments mentioned on the clearance form.
3. Student must submit the form to the Office of Controller of Examination along with all the attested credentials and a photograph required for FT and degree.
4. In case of any liability, Office of Controller of Examination shall contact the Student through email. In this case, Student is required to visit to clear his/her liability.
5. FT can be collected by the Student from COE after three weeks from the date of submission of clearance form; to collect the FT Student would need to bring his original CNIC along with its copy.

5.2 Guidelines for Issuance of Final Transcript and Degree

- It is preferred that the Student who has graduated must receive his/her FT/degree personally from Office of Controller Examinations (COE) during office hours.
- It is encouraged that the graduates receive their degrees in person on the day of Convocation. However, if the Student cannot collect the FT/Degree personally, an authorized person can collect the FT/Degree on the Student's behalf, by producing a letter of authority, copy of his/her CNIC and attested copies of Student CNIC.
- Student living abroad shall send their authority letter duly attested by Pakistan Embassy/Consulate General Office for issuance of their FT/degree through courier from Pakistan. University shall not be responsible for any damage/loss caused to the FT/Degree in transit.
- The University reserves the right not to issue the FT/Degree while investigating the applicant's identity and may ask him/her to produce further evidence for his/her identification.

5.3 Award of Degrees

Degrees shall be issued on the day of the Convocation to those who have completed all degree requirements of a particular program and have been issued final transcripts. For the issuance of urgent degree, Student shall apply through the prescribed urgent degree form, along with copy of CNIC, receipt of payment of urgent degree fee and copy of FT. Urgent degree shall normally be issued within one week of the application, by the Controller of Examinations.

5.4 Duplicate/ Revised (FT/ Degree)

In case FT/Degree is lost or misplaced, the Student can apply for duplicate FT/Degree by paying the duplication/revision fee in the accounts office. The word “Duplicate” or “Revised” shall be written on the FT/Degree. In order to get duplicate FT, it is mandatory for the Student to provide the following documents:

- Photocopy of lost FT/Degree
- Original copy of FIR lodged with police station regarding the loss of FT/Degree (in case it is lost)
- An affidavit on a stamp paper of Rs 50/-
- Original clipping of newspaper advertisement announcing the loss of FT/Degree (in case of loss)
- In case of correction in FT/degree or replacement of a damaged FT/degree, original FT/degree shall be surrendered.

5.5 Charges for Verification and Issuance of duplicate FT/ Degree

- Rs 500/- for verification of original and photocopies of Final Transcript (max four copies)
- Rs 500/- for verification of original and photocopies of Degree (max four copies)
- Rs 10000/- for Degree
- Rs 10000/- for Transcript
- Rs 6000/- for Duplicate/Revised Final Transcript
- Rs 6000/- for Duplicate/Revised Degree
- Rs 50/- for Semester Progress Report of semester preceding the most recent semester, whereas Rs.500/- for any/all previous semesters

Note:

- *The above-mentioned charges may be revised without prior notice.*

6. Honors and Awards

6.1 Vice-Chancellor's Merit Award for Undergraduate Students

Vice-Chancellor's Merit Award is given to the Students earning Semester GPA/CGPA of 4.0/4.0 who fulfill the following conditions:

- There should be no “F”, “WSA”, “W” grade or repeat course.
- The Student is required to take minimum 15 credit hours excluding the pre and non-GPA courses, internship and final project courses.
- The Student should not have been penalized as a result of disciplinary and/or unfair means.
- Tuition fee discount of six credit hours along with merit award and certificate will be granted.
- No financial benefit will be given to the final semester students.

Note:

- *The waiver will be applicable only if there are outstanding dues after deduction of the amount of waiver*
- *In case of fee default at the time of announcement, the waiver will be cancelled.*
- *The waiver of Fall semester will be adjusted in the Spring semester fee.*
- *The results declared on time will be considered for the awards. Late submission of results will not be considered.*

6.2 Dean's Merit Award for Undergraduate Students

Dean's Merit Award is given to the Students earning Semester GPA/CGPA of 3.80/4.00 or above who fulfill the following conditions:

- There should be no "F", "WSA", "W" grade or course repeat.
- The Student is required to take minimum 15 credit hours excluding the pre and non-GPA courses, internship and final project courses.
- The Student should not have been penalized as a result of disciplinary and/or unfair means.
- Top 10% from all registered Students in a program, who meet the criteria, will be issued letter of appreciation (excluding top 10 Students) by the respective Dean/Director.
- Top ten Students out of top 10% (as stated above) in the respective program will be granted fee discount of three credit hours along with merit award and certificate.
- No financial benefit will be given to the final semester students.

Note:

- *The waiver will be applicable only if there are outstanding dues after deduction of the amount of waiver*
- *In case of fee default at the time of announcement, the waiver will be cancelled.*
- *The waiver of Fall semester will be adjusted in the fee of Spring semester*
- *The results declared on time will be considered for the awards. Late submission of results will not be considered.*

6.3 Vice-Chancellor's Merit Award for MS/MPhil Programs

Vice-Chancellor's Merit Award is given to the Students earning Semester GPA/CGPA of **4.0/4.0** who fulfill the following conditions:

- There should be no "F", "WSA", "W" grade or repeat course.
- The Student is required to take minimum 9 credit hours excluding the pre and non-GPA courses, internship and thesis/final project courses.
- The Student should not have been penalized as a result of disciplinary and/or unfair means.
- No financial benefit shall be given.

6.4. Dean's Merit Award for MS/MPhil Programs

Dean's Merit Award is given to the Students earning Semester GPA/CGPA of minimum 3.80/4.0 who fulfill the following conditions:

- There should be no "F", "WSA", "W" grade or repeat course.
- The Student is required to take minimum 9 credit hours excluding the pre and non-GPA courses, internship and thesis/final project courses.
- The Student should not have been penalized as a result of disciplinary and/or unfair means.
- No financial benefit shall be given.

6.5 Vice-Chancellor's Award for Extra Curricular Achievements (BS/MS/MPhil Programs)

The Vice-Chancellor's Award is given to the Students who win any award/medal at Provincial or National/International level (top three position holders only).

- The Student should not have been penalized as a result of disciplinary and/or unfair means.
- The Student shall be awarded certificate of appreciation.
- No financial benefit shall be given.
- The list of Students shall be provided by the Office of Students Affairs in each semester.

7. Medals and Awards

7.1 Chancellor's Medal (Gold Medal)

This award is given to the graduating Students of the following degree programs, on the convocation day, who achieve the highest CGPA among all the graduating Students at the exit point, as per the following criteria:

- Students must have a minimum CGPA of 3.80.
- Student must have completed her/his degree program in the stipulated time.
- There should be no "F", "WSA" or "W" grade in the academic program.
- There should be no repeat course for grade improvement.
- Transfer cases (External/Internal) shall not be considered for the medal.
- Student should have no disciplinary action/unfair means case against her/him.

7.2 Vice-Chancellor's Medal (Silver Medal)

This award is given to the graduating Students of the following degree programs, on the convocation day, who achieve the highest CGPA among all the graduating Students at the exit point, as per the following criteria:

- Students must have a minimum CGPA of 3.70.
- Student must have completed her/his degree program in the stipulated time.
- There should be no "F", "WSA" or "W" grade in the academic program.
- There should be no repeat course for grade improvement.
- Transfer cases (External/Internal) shall not be considered for the medal.
- Student should have no disciplinary action/unfair means case against her/him.

7.3 Vice-Chancellor's Gold Medal (Best in Project/Thesis)

Student's criteria for the award:

- Degree completion within 2 years
- Student name should be in the first three authors
- Research work should be based on their thesis
- Articles must be with MYU affiliation
- Articles must be published in HEC recognized journals.
- The Research Grants Committee shall recommend the publications in accordance with the MYU Research Reward Policy.

7.4 Vice-Chancellor's Award for Entrepreneurship & Innovation

Vice-Chancellor's Award for Entrepreneurship & Innovation is awarded to the graduating Students in recognition of their outstanding contribution to their projects / business plans, on the convocation day.

7.5 Award for Applied Research

Award for Applied Research is given to MYU faculty members in recognition of their outstanding contribution to their funded research projects with a minimum value of Rs. 600,000 from MYU platform, on the convocation day.

7.6 Withdrawal of the Institution of a Medal

The University have the power to withdraw or cancel the institution of a medal provided the circumstances so deemed.

8. Convocation

8.1 Code of Conduct

The MY University, holds its Convocation to honor the graduating Students' commitment and dedication to academic success. **Rehearsal is mandatory for all graduates.**

Registration fee for the Convocation shall be charged.

Keeping in view the decorum of the ceremony, the graduates are required to observe the following rules during the proceedings of the Convocation.

- Only formal dressing is allowed on the day of rehearsal and Convocation.
- All graduates should be wearing their gowns properly ironed as approved by their respective schools.
- Unnecessary movements, gossips, exchange of seats shall not be tolerated inside the convocation hall.
- Graduates are expected to observe the decorum of the ceremony.
- Do not leave the arena till the closing of the entire ceremony.
- Full cooperation from graduates for maintaining discipline and sobriety during the ceremony is expected.
- Failure to comply with these rules may not be allowed to attend the ceremony.

9 Scholarship and Financial Assistance

9.1 MERIT BASED SCHOLARSHIPS

9.1.1 Merit Scholarships for Bachelor Studies

MYU aims at developing the human resource to contribute positively towards society. Merit-based awards are granted to bright Students who are best able to achieve that aim. Merit scholarships are offered on the basis of FA/F.Sc. or equivalent examinations. Scholarships offered in each semester shall not exceed 10% of the student enrollment in the semester.

Number of Scholarships offered in each semester shall not exceed 10% of the student enrollment in a semester.

Students who are granted scholarships receive exemption from tuition fee in the first semester. In subsequent semesters, the student will be eligible for Merit Based Scholarships.

Sr. No	Percentage Marks in Intermediate	Scholarship
2	95% and above	100%
4	85% to 94.99%	50%

A-levels and American High School Diploma students will receive merit scholarships on basis of their equivalent %age. Ranges will be same as defined for FA/F.Sc./etc. students.

9.2 Need-based Financial Assistance

An application on prescribed format will be submitted to Finance Office by the date mentioned in academic calendar of each semester. The Finance Department will prepare a summary in consultation of Examinations Department. If a student fails to maintain a CGPA of 3.00/4.00 or fails to secure a SGPA of 3.00/4.00 in the previous semester, he/she will not be eligible for need based financial assistance. The maximum number of need-based financial assistance cases shall not exceed 10% of the student enrollment in the semester.

The cases for need based financial assistance will be recommended by the Head of Concerned Department and the Registrar. The financial assistance will be recorded in the student's account after approval by the Competent Authority.

9.3 Scholarships for Continuing Students

After declaration of result of each semester, list of students eligible for merit-based scholarships will be prepared by Examination Office based on CGPA and SGPA according to the schedule mentioned in Academic Calendar. The student who has secured a minimum SGPA of 3.50/4.00 and has CGPA of 3.50/4.00 will be eligible for consideration for grant of merit-based scholarship. Only the students who have taken full load of the semester will be eligible for consideration for grant of scholarship. A student, who has been penalized by the Discipline Committee of the University, will not be eligible for scholarship in that particular semester.

Students will become eligible for grant of Scholarship as per the following categories:

S. No.	Category	Scholarship
1	SGPA>=3.90/4.00 and CGPA >= 3.90/4.00	75%
2	SGPA>=3.80/4.00 and CGPA >= 3.80/4.00	50%
3	SGPA>=3.70/4.00 and CGPA >= 3.70/4.00	25%

The list will be prepared in descending order of SGPA. CGPA will be used for tie-break in case there SGPA is equal for two or more students. If the Tie is not broken on CGPA, both students will become eligible for grant of scholarship.

One scholarship from each category will be awarded in each semester shall not exceed 10% of the student enrollment as mentioned in Table-1. If more than one student becomes eligible for a single category, the student with highest SGPA and CGPA will be awarded the scholarship and the remaining will become eligible for consideration in other two lower categories.

The scholarship will be adjusted in the tuition fee of the current semester. If the student is in his last semester, the amount of scholarship will be paid to him/her through cross cheque after clearance.

10. General Policies

10.1 Student ID card Policy

- The University ID card identifies a Student as a current member of the MYU Students' body. Provision of all MYU facilities shall be subject to availability of MYU ID Card. Therefore, Students are encouraged to receive their ID cards from Office of Student Affairs.
- It is mandatory for all Students to properly display MYU ID card while entering the premises of the University. If a Student does not possess MYU ID card, he/she shall be fined Rs. 500/- every time this happens. If someone misuses the ID card, he/she shall be fined Rs. 5000/-. In the above-mentioned cases, Student shall be allowed to enter MYU premises upon presenting CNIC, to ensure that they do not miss any classes, quizzes or exams, but they would not be allowed to make use of MYU facilities.
- The MYU ID card is non-transferable, must be carried at all times, and presented upon demand by a University official or security guard; failure to do so may subject the Student to disciplinary action. Moreover, presenting the expired ID card to University officials shall be considered violation of University Policy, and shall be subject to fine, disciplinary action, or both.
- Misuse of a Student's ID card for entry of outsider in MYU will subject to disciplinary fine amounting to Rs.10,000/-
- If the ID card expires or becomes unusable due to wear and tear, it shall be reported to Office of Student Affairs immediately. Similarly, lost and stolen cards must also be reported promptly to the Office of Student Affairs. Office of Student Affairs shall issue a new ID card upon submission of ID issuance application and deposit slip of non-refundable ID card replacement fee payable by cash.
- ID card found by a non-owner should be submitted to the Office of Student Affairs as soon as possible. Office of Student Affairs shall send an email to collect the ID card.
- Any transfer, alteration, falsification, or forgery of a Student ID card constitutes a violation of University policy and may result in an appropriate disciplinary action to be determined by the respective committee. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.
- The card is void upon termination or interruption of enrollment.
- The Student is supposed to surrender the ID card upon the request of a University official or in case of breach of the university code of conduct.

- The Student must submit Student ID card to Office of Student Affairs at the time of clearance.

10.2 Transport Card Policy

The policy is designed to ensure smooth and seamless provision of transport services to Student of the MY University.

- It is mandatory for all the Students using University transport facility, to renew their transport cards between 1st and 3rd of every month.
- If the card is renewed after 3rd but before 10th of any month, Rs. 100/day shall be charged as fine for each day.
- Office of Treasurer shall make cards (as per list) in advance for issuance on request (no cash payment).
- It is mandatory for all the Student to keep in possession valid University transport card, University ID card and CNIC while travelling through University transport facility, and show to the relevant personnel whenever demanded.
- If a Student is reported to enter the transport bus without valid transport card or written prior approval, he/she shall be charged full month's transport fee and an additional fine of Rs. 1,000/- which shall be paid in cash. In case of non-payment of fine within 7 days, the fine shall be increased to Rs. 1,200/- and shall be credited to Student's fee.

10.3 Academic Discipline

Students are encouraged to meet faculty members during faculty members scheduled office hours for the purpose of seeking guidance and counseling.

10.3.1 Disciplinary System

The MYU Disciplinary System provides for procedures under which alleged violation of the University's Student Code of Conduct and Code of Academic Integrity and other policies, rules and regulations are investigated.

The Code of Student Conduct sets forth the responsibility of all Student at the University to exhibit responsible behavior and good conduct on university premises and wherever and whenever they are representing the university.

The Code of Academic Integrity sets forth standards of integrity, honesty and discipline that should be adhered to in all academic activities.

The worthy Vice-Chancellor has constituted a Student Disciplinary Committee (SDC) to examine and decide, judiciously, Student' cases of breach of discipline.

10.3.2 Disciplinary Committee

Allegations of the students' misconduct in violation of the University's Standards of Conduct will be reported directly to Secretary, Students Disciplinary Committee along with relevant witness statements, evidence, and other relevant substantial or circumstantial material related to the allegation.

The Secretary will review the initial admissibility of the case and determine whether a complaint comes under the purview of this Disciplinary Policy. He is responsible to brief the Chairman on the reported cases and convene the SDC to review the cases under the directives of the Chairman.

10.3.3 Disciplinary Actions

Strict adherence to standards is expected from MYU Student at all levels. In case of breach of discipline by any Student, the DC is authorized to take any one or more of the following actions, in the best interest of the University's image, integrity, academic discipline, and quality of education.

- Recommend expulsion cases to the Vice-Chancellor
- Recommend temporary suspension from program and/or course(s) to the Vice-Chancellor
- Recommend course repetition
- Recommend withdrawal of full or partial fee concessions
- Demand affidavit of apology
- Issue letters of warning and displeasure
- Ask for parental guarantee for improved/correct behavior
- Any other action deemed appropriate and proportional to the proved offence.

10.3.4 Punishment or Penalty for Acts of Indiscipline

Punishment or penalty for acts of indiscipline shall be proportionate to the gravity of the offence and may comprise any one or more of the following penalties/punishments:

a. Minor Punishments

- (1) Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.
- (2) Probation: Probation for a specific period.
- (3) Fine: Fine which may amount up to Rs 10,000.
- (4) Hostel Suspension/Permanent Removal: Expulsion from the hostel for a specified period or permanent removal from the hostels.
- (5) Withholding of Certificate: Withholding of character certificate.
- (6) Removal of Privileges: Deprivation from the privileges enjoyed by the Student.
- (7) F Grade: Award of "F" grade in a course.
- (8) Ban on representing the campus and MY University for a specified period.
- (9) Withholding benefits/privileges available to the student of the campus/university for a specified period.

b. Major Punishments

- (1) Expulsion: Expulsion from the class for a specific period with a maximum period of one semester.
- (2) Fine: Fine which may amount up to Rs. 50,000.
- (3) Exam Result: Cancellation of examination(s) result.
- (4) Rustication: Expulsion or rustication from the institution for a specific period.

- (5) Degree: Non-conferment of degree/transcript.
- (6) Relegation/withdrawal from course, program or university.
- (7) Awarding “Withdrawn on Disciplinary Action” (WDA) grade in one or all subjects in a semester
- (8) Awarding “F” in all subjects in a semester
- (9) Issue a formal “Disciplinary Warning (DW)” to a student. If the count of DW goes to 3 during the course of an academic program, the student will be put on “drop-out” status. DC reserves the right not to issue such a student with an academic transcript. Moreover, such students will become ineligible for admission into any other academic program of the University.
- (10) Cancellation of financial benefits/concessions for a specified period.
- (11) Other sanctions or a combination of above-mentioned punishments as are deemed appropriate.

Note: In every case investigated by the Student Disciplinary Committee the accused Student shall be given full opportunity to present his stance and defend himself.

10.3.5 Code of Conduct for Disciplinary Hearings

Abusing the code of Conduct for Disciplinary Hearings include:

- (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 proceedings.
- (4) Causing a violation of University code of Conduct hearing to convene in bad faith.
- (5) Any action/statement deemed inappropriate.

10.4 Academic Culture

MYU management strives to provide the Student an academically congenial and culturally conducive learning environment. Hooliganism, agitation or pressure tactics shall not be tolerated. In case of any problem, Student shall directly communicate with the concerned official or faculty member.

10.5 Respect of Teachers

All Students are advised to give full respect to teachers. Any misbehavior or misconduct may lead to the cancellation of registration in that course by the teacher.

10.6 Eating/Drinking

Eating and drinking by the Student in the classrooms/labs/library are strictly prohibited. In case of special occasions, permission should be sought from the concerned officials.

As per directive of Director General Food, Government of the Punjab, all types of energy drinks and beverages are prohibited inside the campus.

All individual events (birthday/ parties etc.) are strictly prohibited inside the campus premises.

10.7 Photography inside campus premises

Students having the relevant subjects will only be allowed to carry photography cameras inside campus premises. In case of special activity, the head of the concerned department/ office will share the list of Students authorized for subject activity.

10.8 Pranks

Though it is common for the Student community to engage in humorous pranks, all Students are advised to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a student's rights or academic/ social culture, inflict physical or psychological pain, causes personal humiliation or damage to campus or personal property. Any action that gives rise to such consequences will be subject to disciplinary action/ fine.

10.9 Abuse, Assault, Threatening Behavior

Abuse, assault and threatening behavior includes intentional or reckless acts endangering, threatening or causing physical or mental harm to any person, including the perpetrator, on the University premises or at University-sponsored activities, or intentionally causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion, and all such acts are strictly prohibited.

10.10 Firearms, Explosives and Other Weapons

On MYU Campuses, there is a total ban on illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, dangerous and toxic chemicals (except for those used in laboratories under the supervision of designated MYU official), whether or not the possessor is duly licensed to hold that firearm or chemicals.

10.11 Alcohol/Drugs/Intoxicants

- The MY University prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of alcohol or any drug by any of its Student on its premises or as part of any of its activities.
- In case of recovery of drugs from any of the Student, strict disciplinary action shall be taken to ensure compliance with this policy in the future, which can range from heavy fines, suspension or even rustication/termination.
- If necessary criminal action shall be taken according to National law.
- Smoking is strictly prohibited at all times in MYU campus, escort and shuttle buses and violation of this policy is subject to fine of up to Rs.10,000/-.
- Display of cigarette packs, cigarettes and lighters is strictly prohibited, as it gives motivation and encouragement to others as well.
- The sale of tobacco is banned on University's premises.
- Payment of this fine shall be in cash. In case of non-payment, an additional charge of Rs. 200/- shall be added to the principal amount every day.
- All Students shall be made aware of the policy during orientation.
- Visitors not adhering to the policy shall be asked to comply or leave the premises.

10.12 Violation of Disciplinary Sanction

It means knowingly violating terms of any disciplinary sanction imposed in accordance with MYU Statutes, rules and regulations.

10.13 Inappropriate or Indecent Behavior

Indecent and Inappropriate behavior is prohibited on the campus and at University sponsored events and activities. Indecent and inappropriate behavior includes defying the norms of social, religious and cultural decency by a Student or group of Student.

Indecent and inappropriate behavior may also include the following:.

- Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misuse of lab/university equipment, etc.
- Use of mobile phones in class rooms, examination halls, labs and library, thus disrupting the calm of these places.
- Engaging in disorderly or indecent conduct, breach or attempt to breach peace or aiding, abetting, or procuring another person to breach peace on University premises or at University sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge and approval.

Conduct and actions mentioned in Rule 10.12 to Rule 10.23 are prohibited and any Student found engaging in them may be subject to disciplinary proceedings.

10.14 Provoking Others to Misconduct

Intentionally using words or actions to incite or encourage others to violent or retaliatory behavior or other acts of misconduct.

10.15 Non-Compliance with Official Direction

Failure to comply with reasonable direction of University officials acting in performance of their duties.

10.16 Violation of University Regulations and Policies

Violating University regulations or policies including amendments and additions adopted since the date of publication.

10.17 Theft

Theft or attempted theft of property or services on University premises or at University sponsored activities.

10.18 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 adversely affect the reputation of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

10.19 Unauthorized Access to Facilities

Unauthorized access or entry to or use of, University facilities and equipment. Unauthorized possession, duplication or use of keys to University premises, offices facilities or equipment or unauthorized entry to or use of University premises, offices.

10.20 Animals

Bringing an animal into any University building with the exception of animals used for authorized laboratory purposes or animals being used for security purpose for which express permission has been granted or emotional support animals or use service animals for the disabled.

10.21 Demonstrations

Demonstration is 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.

10.22 Political/Sectarian Activities

Unauthorized use of University facilities or equipment for political/sectarian activities.

10.23 Gambling

Unauthorized and/or illegal exchange of money or services as a result of an organized or unorganized game or competition.

10.24 Off Campus Conduct

Student as representatives of the University are expected to conduct themselves off University premises in such a manner that it does not adversely affect the interests and image of the University.

10.25 Environmental policy

The Environmental Policy aims to express University's commitment to environmental protection, to provide instruments for implementation of the policy and to enhance quality of Student experience at the University. The University shall implement and promote initiatives to decrease the University's use of non-renewable resources, including fuel, paper, water, etc.; decrease waste generated by the University and planting of plants.

- University shall adopt a full-time, zero tolerance policy for littering violations, and shall encourage everyone on campus to participate in the "Zero Tolerance for Litter" initiative.
 - a. Students are expected to not to deface, damage and vandalize the University buildings and fixtures, such as graffiti, putting feet on walls writing or carving on furniture walls and washrooms, etc. .
 - b. Discourage people to harms plants, including but not limited to plucking flowers and leaves.
 - c. Send a courtesy letter to people whose trash is identifiable.
 - d. Take necessary action against litterers.

- e. Sitting on planters, cross over the floral beds, plucking of flowers, damage to plants and pots is strictly prohibited.
- f. Students are not allowed to visit lawns and ground during irrigation
- g. Do not move in central lawn in front of main building, always use walkway.
- h. Disposable cups, glass and wrappers, etc. should be trashed in bins.
- Enforce litter control with existing and new programs.
- The aforementioned policies shall be vigorously enforced through:
 - a. Reporting Student violators to the Administration Office.
 - b. Reporting employee violators to the HR or an immediate supervisor.

11. Code of Conduct

11.1 Greetings

Students are advised to adopt the habit of greetings others using culturally accepted methods. This is an important aspect of civilian etiquette and obligation that University would like to promote.

11.2 Safe Driving

Students are REQUIRED to avoid reckless driving on the campus and abide by the laid down speed limits and sign postings to avoid penalties. Over speeding and dangerous driving on the campus shall result in initiation of disciplinary action against the concerned Student.

11.3 Good Conduct

Students are required to observe the following guidelines in their interactions at the Campus and University Sponsored Events/Activities:

- Adhere to MYU rules, regulations and disciplinary standards.
- Regularly read, understand and comply with all notices displayed on the notice board and in case of query, seek clarification from the relevant department/office.
- Meet all deadlines mentioned in any notice(s) displayed from time to time or given by University officials.
- Ask for explanation and seek clarification of what has been communicated to them in writing only from the issuing authority and not to assume or conclude anything from a procedure, rule or regulation themselves.
- Contact and convey to HODs or Deans any grievance or vital suggestion for necessary action and appropriate measures.
- Attend all courses of instruction as per their respective program requirements and undertake all sessional work and examinations in true spirit.
- Inform Office of the Registrar regarding any change in their addresses and contacts to ensure smooth and instant delivery of necessary messages, reports, etc.
- Protect and safeguard their personal belongings, books and other items at all times. In case of loss, MYU shall not be responsible for any loss or damage.
- Keep MYU campus clean. Littering trash is highly undesirable and environmentally unfriendly.

11.4 Gender Mixing

- Student is strictly reminded to follow the accepted social and cultural norms of the society regarding gender relations. Student engaged in sexual harassment and obscene behavior (as per social norms) shall face strict disciplinary action.
- Inappropriate Physical Contact” between male and female will be subject to fine of Rs. 25,000/-, Suspension and possible Expulsion (each Student).

11.5 Harassment

It covers the following:

- Sexual harassment is prohibited and is constituted as a punishable offence.
- Sexual harassment is demeaning to human dignity and is unacceptable in a healthy work environment and sexual harassment of any Student shall not be tolerated.
- Reprisals and threats against any person who makes use of this policy or participates in proceedings held under its jurisdiction to hold Student accountable for prohibited acts, is prohibited. Any individual or body found to be making such reprisals or threats shall be subject to disciplinary action, and appropriate legal action.
 - The intention of this policy and its procedure is to prevent sexual harassment from taking place, and where necessary to act upon complaints of sexual harassment promptly, fairly, judiciously and with due regard to confidentiality for all parties concerned.
 - All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, e-mails etc.

11.6 Enforcement of Code of Conduct

Matters falling under breach of University Code of Conduct, rules and regulations would be referred to the relevant MYU authorities authorized to investigate such matters. Parents/guardians of those Students subject to such investigation shall be informed. Student who are charged with violations of this code are subject to disciplinary action in accordance with MYU rules/regulations/statutes.

11.7 Accountability for Guests

Student may be held accountable for acts of misconduct of their guests while on University premises or at University sponsored activities

11.8 Dress Code

In order to maintain academic dignity and sanctity of the institution, Student are required to dress in culturally and socially accepted clothes. In compliance of the dress Code, Student shall avoid:

For Males

- a. Wearing tight or see-through dress.
- b. Wearing shorts, sleeveless shirts, and clothes bearing language or art, which is indecent, racist and religiously insensitive.
- c. Wearing shabby or torn clothing.
- d. Wearing jogging or exercise clothing during classes.

- e. Wearing untidy, gaudy or immodest dress in classrooms, cafeteria and university offices.
- f. Wearing unprofessional attire in formal programs and interviews.

For Females

- a. Wearing tight or see-through dress.
- c. Wearing shorts, sleeveless shirts, and clothes bearing language or art, which is indecent, racist, and religiously insensitive
- d. Wearing shabby or torn clothing.
- e. Wearing jogging or exercise clothing during classes.
- g. Wearing untidy or immodest dress in classrooms, cafeteria and University offices.
- h. Wearing unprofessional attire in formal programs and interviews.

Students are advised not to wear expensive accessories. If they do so they shall do so at their own risk, All faculty members, administrative staff, support staff and Student are expected to monitor this code of conduct and report any disregard or violations thereof for taking appropriate corrective action/remedial measures.

11.9 Transportation Facilities

The University has a fleet of buses that are used for transporting the Student from hostel to campus according the schedule provided by Administration Office.

12. Cafeteria

Contracted canteen facilities are provided at MYU campus and hostels where snacks and meals can be purchased on cash payment.

13. Parking

MYU provides a free parking facility to its Students in Student Parking Area. In case of loss of Parking Token, the individual will have to produce vehicle's documents along with own identity. A fine amounting to Rs. 1000/- will be charged in case of loss of parking token.

The parking facility is only available during campus hours. Overnight parking is not allowed. A fine amounting to Rs. 1,000/- will be imposed in case vehicle is left in parking area for overnight parking.

The policy is designed to establish rules and regulations under which the parking of motor vehicles by Student shall be governed.

- Parking timings shall be from 7am till 10pm, parking before and after official timings shall not be allowed.
- The facility shall be availed at vehicle owner's/operator's risk. Owner/operator of a vehicle shall be responsible for checking the vehicle's security system, windows and taking all such precautionary measures. The University shall not be liable for any inconvenience, loss or damage caused to the vehicles on University premises.
- In case of any damage caused to the University premises due to the negligence of the vehicle's owner or operator s/he shall be liable for the caused damage/loss.
- Violation of parking lines is subject to a fine.

14. Extra/Co-Curricular Activities

Sports athletics and other recreational activities provides for an enriched academic environment. At MYU, we encourage Student to actively take part in these activities by joining the following Clubs and Societies:

Extra-Curricular Clubs

- MY Tunnel Farming Club
- MY Club of Horticulturists
- MY Self-Driving Car Club
- MY IOT/Robotics Club
- MY Cyber Security Club
- MY Supercomputing Club
- MY Fashion Club
- MY IR Society Club
- MY Debating Club
- MY Islamic Cultural Club
- MY Sports Club
- MY Structural Club
- MY Environmental Club
- MY Hiking Club
- MY Bike Race Club
- MY Adventures Club
- MY Social Activities Club
- MY Wind Mill Club
- MY Mini Dam Club
- MY Chess Club
- MY Stock Exchange Club
- MY Investment Scheme Club
- MY Electric Car Club
- MY Solar Reflector Technology Club
- MY Mazahiya Mushaira Club (Funny Poetry)
- MY Electrical Wiring Club
- MY Entrepreneurship Club
- MY Land Scape Club
- MY Dirt Bicycle Club
- MY Club of Floral

Associating with Office of Student Affairs, we transform Students and put them on the path to being global leaders of change. We also encourage Students' to use their talent and skills in extracurricular activities like recreational and athletics. We also offer scholarships to qualified students on merit.

Co-curricular activities are organized by the respective Schools.

14.1 Trips and Tours

14.1.1 Educational Field Trips

Field trips provide excellent opportunities to enhance and reinforce knowledge gained in the classroom and laboratory. When planning such a field trip, the following requirements must be met:

- All field trips must be approved by the concerned department HOD, prior to scheduling. The department must be advised, in writing, of the date, time, place and purpose of each field trip. Courses complemented, (if any), must be recorded.
- The maximum duration of the field trip would be half a day. Field trips requiring more time shall be planned separately for boys and girls.
- At least one faculty member must accompany such a field trip. In case of an all-girls field trip, one female faculty member must accompany the trip.
- The department HOD shall keep a file of all documents related to the field trip for a period of three years.

14.1.2 Recreational Trips

Combined girls and boys trips of any duration, for recreational purposes, are prohibited. However, separate all-girls trips and all-boys trips may be arranged through approval from the HOD of the department. At least two faculty members shall accompany any planned recreational trip. An all-girls trip must be accompanied by at least one female faculty member.

14.2 Advertisement Policy

The policy is designed to establish rules and regulations that govern advertisements and publicity acts, in the form of posters, signs, flyers, banners, etc. in MY University. Such advertisements and publicity acts shall be permitted to Student subject to prior approval from Head ‘Administration Office’,

- All such items must be restricted to Advertisement Points as designated by ‘Administration Office’, and affixed in such a way so as not to damage the wall, or surface to which they are affixed.
- Upon approval from Head ‘Administration Office’ and consent of that Department’s HOD/Office’s Head, such items may be affixed within an Academic Department or Support Office. In a situation the Department’s HOD or Office’s Head assumes responsibility for any damages that may occur thereafter.
- All the departments, clubs, groups and/or individuals responsible for the affixation of such items are also responsible for ensuring their removal, and the removal of all items used in affixing those postings/items. Damage resulting from the removal of improperly affixed such items shall be repaired at the expense of the party responsible for the placement of such items.
- The content of such items must not promote any political, religious, racial or cultural hatred. Content of such items must not promote and/or encourage the use of tobacco or other illegal and recreational drugs.
- If any party or individual feels any concerns regarding the contents of any such /item, the ‘Administration Office’ should be contacted for further guidance.
- ‘Administration Office’ and Security personnel reserve the right to refuse to display such items or remove any such items that do not comply with this policy, or any applicable University policy. Moreover, Head ‘Administration Office’ is also authorized to take any disciplinary action in case of non-compliance with this policy.

15. Sports Rules and Regulations

All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University staff at all times.

- a. Under no circumstances should a player or sportsperson react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of the staff, match official, opponent, playing colleague, team official or spectator.
- b. Individuals signing the player registration form agree to abide by this code of conduct and shall accept that any deviation from these rules shall result in disciplinary action by the University.
- c. Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such the defaulters shall be liable to disciplinary action by MYU.
- d. Note, please remember that no referee, umpire or official is perfect. You may not agree with every decision that is made and, just like players; the umpires and sports officials too may make mistakes.

16. Computer Lab

Students of the university are being served with latest IT facilities, in an ideal working environment, by a highly skilled & professional team. Some of our core and state of the art computing services are as follows:

- **Login Account Management**
- **Internet Access**
- **Low Cost Laser Printing**
- **Wi-Fi (Wireless Connectivity)**
- **Apps and Development Tools**
- **FYP Support**
- **Open Source Support**
- **Security Cameras**

Students, from all faculties and departments of the university, are being served with latest operating systems and technologies.

16.1 Rules and Regulation for Computer Lab

Computer lab users are expected to behave in a responsible and courteous manner and observe the following rules:

- For entry to the Lab, possession of ID card by each Student is mandatory.
- Computer Lab users must log into their own accounts. Account login/password sharing is strictly prohibited. Students are expected to protect their login password and follow University's policies
- Lab users must log out after finishing their work.

- Unauthorized visitors are not allowed.
- One person per workstation is allowed.
- Mishandling of Internet: Access to pornographic material and material banned in Pakistan, playing games and watching of videos for recreational purposes is not allowed in Computer Lab
- Food or drink is not allowed in Computer lab at any time.
- Smoking is not permitted.
- Disruptive behavior such as loud talking and using mobile phones is not allowed.
- Any Student found responsible for causing damage to the equipment shall be liable for such damages.
- Students are not allowed to reboot, turn off or move any workstation, PC or any other devices. Students are not allowed to download/install any software on any IPC computer. Only Lab operators and technical support personnel are authorized to carry out these tasks.
- Everyone including Student and staff are informed that no personal devices can be brought in or taken out of lab. You should get a gate pass for it.

Personal systems (laptops) and headphones are not permitted in lab. Only final project presentation systems are allowed in lab. The violation of any of the above-mentioned rules may incur a fine up to Rs. 5000/-.

16.2 Web Browsing Policy

16.2.1 Purpose

MYU encourages its community (faculty, Student, and staff) to use the Web as a useful repository of information, and an effective medium of communication and learning. The purpose of this section is to make members of our community aware of the type of unacceptable Web related activities and of the repercussions of not following this policy.

16.2.2 Policy

The MYU community should use the Web for work-related activities only because any other activity on the Web adversely affects academic use of the Internet bandwidth. Whereas, some non-academic activities such as browsing of web-based daily newspapers is understandable, it should be kept to a minimum. The following e-activities are not permitted on campus:

- Downloading or streaming movies
- Downloading or streaming music
- Online trading of shares in local or international financial markets (stock exchanges)
- Excessive browsing of sports websites, in particular those whose content is updated periodically (e.g., cricinfo.com)
- Browsing sites with pornographic, obscene material, or browsing banned sites (in Pakistan) or downloading pornographic material.

16.2.3 Browsing Log

MYU maintains a log of all internet activity done through the use of University's IT resources. This log contains relevant information about a Web activity, including user name, computer used (IP address of the machine), date and time of activity, duration of activity, and URL (Universal Resource Locator or Web address) of the web page browsed.

16.3 Penalty for Abuse

The University expects a high degree of responsibility on part of the users of this facility. Violation of this policy may lead to disciplinary action including expulsion from the University. Note that it is the responsibility of a user to protect his/ her password and not share it with others. A user shall be held responsible for any activity done with his/ her username.

16.4 Unauthorized Use of Computer or Electronic Communication Devices

Theft or other abuse of computer facilities and resources including but not limited to:

- (1) Unauthorized access to a file with the intention of using, reading or changing the contents, or for any other purpose.
- (2) Unauthorized transfer of a file.
- (3) Use of another individual's identification and/or password.
- (4) Interference with the work of another Student, faculty member or University official.
- (5) Sending obscene abusive or threatening messages.
- (6) Transmission of computer viruses.
- (7) Interfering with normal operation of the University computing system.
- (8) Unauthorized duplication of software or other violation of copyright laws.
- (9) 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.

17. Library

The MY University Library offers support in research, learning and teaching activities. Find out about our superb facilities and the services we offer to help enhance your university experience. The library provides you welcoming and comfortable environment, offering high quality learning resources. The helpful and experienced library staff is always present to guide you and answer your questions regarding books, copying and scanning of material.

17.1 Timing and Access

Except for designated official holidays, the library is open five days a week from 0900 hrs. to 1700 hrs. for Student with valid MYU Identification Card.

17.2 General Rules

Library Student are expected to observe the following rules while using the library facilities. Any violation may incur disciplinary action.

- Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance.
- Take care of your belongings as library disclaims any responsibility for loss or damage.
- Keep your cell phones on silent mode/switch off within library premises.
- To make the library environment more conducive for reading and research; gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
- Submit library material(s) for inspection, if requested.

- Underlining, marking, folding and tearing pages of library materials is prohibited.
- Leave the library materials on tables after consulting/reading.
- Library membership could be suspended or canceled along with a penalty in the following cases:
 - Nonpayment of library fine(s)
 - Theft of library material(s)
 - Nonpayment of damage fine
 - Non-returning of the temporary issued material within due time
 - Any kind of disturbance in library
 - Misconduct with the library staff
 - Breaching of established library rules and norms

17.3 Borrowing Rules

All registered members with valid MYU ID are entitled to borrow library materials. The borrowing privileges may differ depending upon the membership category. The borrowing privileges for different membership categories are:

Category	Borrowing Privileges	Time Period
Undergraduate Programs	2	14 days
Graduate Programs	4	14 days

- Valid MYU identification card is necessary to borrow library materials.
- Books borrowed by any individual can be reserved.
- Reserved books may be collected within 3 days from the circulation desk.
- Book(s) borrowed by any individual can be renewed for a period of 14 days as long as the same is not reserved by another patron.
- Non-circulating materials such as reference books, CD-ROMs, annual reports, current journals, journals and newspaper archives, audio/video materials, text books, and research projects cannot be borrowed.
- Non-circulating materials can only be used within the library.
- Any of the borrowed library materials is subject to recall as and when needed by the library.
- If the Student misplace any library material s/he should immediately report the incident to the circulation desk to avoid overdue fines.
- Any library materials not returned within 30 days after the due date shall be considered as lost.

17.4 Library Fines

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide Student an equal opportunity to make use of library materials and to maximize sharing of library collections.

- Overdue fine is charged from the first overdue date/day.
- Overdue fine on general books would be PKR 10 per book per day.
- Overdue fine on temporarily issued materials would be PKR 50 per hour.
- Loss of library materials would be charged three times the current price OR replacement of the material(s) with PKR 100 additional as processing charges.
- PKR 5000 in addition to the current price would be charged in case of stealing library materials.
- In Case of violations, the violator will be fined that could be Rs:(500/- to 5000/-) at the discretion of the Librarian.
- . In case of repeated violations, the issue may be referred to the concerned disciplinary committee.

18. Student Grievance Procedure

Purpose: The Student Grievance Procedure is available to any MYU Student(s) who seeks to resolve any grievance involving an alleged violation directly affecting that Student, by any member of the University community while acting in an official capacity (e.g. faculty member, administrator, staff member), of any of the written policies of the University or the school in which the Student is enrolled.

Phase One: Attempt to Resolve the Matter Through Informal Resolution:

1. **Direct Discussion:** Student wishing to grieve an alleged violation of the University's policies shall first contact, within twenty (20) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally.
2. **Informal Mediation:** At the request of the grievant or respondent the concerned HOD or Dean/Director shall arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.
3. **Advisement:** Student uncertain about how to proceed may consult their Advisors who shall identify the appropriate person.

Phase Two: Formal Review

(If the matter is not resolved in Step One)

1. **Filing of a Written Complaint:** If the grievance is not resolved informally within fifteen (15) working days after the grievant contacted directly the appropriate person to attempt an informal resolution, a Student may obtain review by submitting a written complaint to the Office of the Vice-Chancellor, the Office of the Registrar and the respondent. The letter must be sent within twenty (20) working days of the first direct contact that the grievant had with the respondent (person he/she felt to be responsible for the situation). In his/her letter of complaint, the grievant must include the following:

1. The specific written University policy that allegedly has been violated
2. A description of the facts and evidence supporting the alleged violation
3. A description of the redress that the grievant seeks

Appointment of the Ombudsman and the Dispute Resolution Board:

The Board shall be convened by the Vice-Chancellor in conjunction with the Registrar and shall be chaired by the Ombudsman (appointed by the Vice-Chancellor). The Board shall include the Dean or Director of concerned school or institution, HOD of the Department which offers the program the Student is enrolled in, the Student(s) faculty advisor(s), Head HR and one other faculty member as appointed by the Vice-Chancellor.

The Grievance Committee shall –

1. Meet with the complainant
2. Meet with other persons as he or she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint

Render a written report on the merits of the matter to the grievant, the respondent, and the Vice-Chancellor.

Phase Three: Decision by the Vice-Chancellor: Based on the written report by the Grievance Committee, the Vice-Chancellor shall take appropriate action concerning the dispute.

Notice of Non-Discrimination

MYU is committed to providing a working, learning and living environment free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members.

Disability Services

Disability Services facilitates equal access for Student with disabilities by coordinating accommodations and support services, cultivating a campus culture that is sensitive and responsive to the needs of Student. Student seeking accommodations or support services from Disability Services are required to register with the office of Student Affairs.

19. Relationship between Student and Faculty/Staff:

The University considers that close, intimate and/or exclusive relationship between faculty/staff and the Student whom they teach, assess or are otherwise responsible for, raise serious questions of conflict of interest, trust and confidence and dependency in working relationships and of equal treatment in teaching, learning, selection, assessment and research. There is a danger that such relationships exploit the relationship of authority and trust that is inherent in the relationship between members of staff and Student. Amorous relationships and relationships which demonstrate disrespect for others or lack of professionalism in interpersonal conduct between faculty/staff members and Student are strictly prohibited. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviours, certain actions are clearly inappropriate and shall not be tolerated by the university. These include, but are not limited to, the following:

- unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same;
- after hours meetings in office, inviting Student(s) to office without any academic reasons;
- exchange of personal information, such as Phone numbers, pictures, personal email IDs;
- be-friending on social media (including but not limited to: Facebook, Twitter, Instagram, Snapchat, Messengers, Myspace, Google+, WhatsApp, Viber);
- communications done via any means other than the university issued email IDs, or designated Class Representatives (CRs) are strictly prohibited;
- social gatherings outside of university premises, at homes, hostels, cafes, restaurants, parks, etc.;
- sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner's academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation;
- loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects);
- discrimination of any form including in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- requests for others to perform inappropriate personal errands unrelated to the didactic, investigational, or clinical situation at hand;
- grading/evaluation on factors unrelated to performance, effort, or level of achievement;
- Unnecessary delay in posting of grades or evaluation of assessments.

20. Emergency Communications:

MYU uses an emergency response communications system, to immediately inform the campus community of emergency situations as well as cancelations and closures caused by severe weather.

Student shall receive text messages, phone calls, and/or e-mails immediately as news pertaining to any form of emergency situation. In order to receive these updates, Student must provide the updated information to Office of Student Affairs.

21. Services Fee Structure

Serial #	Name of Document	Normal Fee (PKR)	Urgent Fee (PKR)
1.	Issuance of Student reference letters except internship letters	100/-	500/-
2.	Issuance of Duplicate ID Card	500/-	NA
3.	Issuance of No Objection Certificate (NOC)	1000/-	1500/-
4.	Registration of Independent Study	10000/-	NA
5.	Semester freeze after first week of classes and before midterm examination	5000/-	NA
6.	Progress Report (complete)	500/-	NA
7.	Transcript Fee	10,000/-	NA
8.	Degree	10,000/-	NA
9.	Duplicate Final Transcript	6000/-	NA
10.	Duplicate Degree	6000/-	NA
11.	Verification of FT/Degree up to 5 sets	500/-	NA
12.	Current Semester Progress Report	Free	NA
13.	Each Semester Progress Report other than the current semester	50/-	NA
14.	Convocation Registration Fee	6000/-	NA
15.	Convocation late Registration fee as decided by the Convocation committee	--	--

It is the Student's responsibility to remain up to date about all rules and regulations of the University. He/she must read carefully the Student' Handbook. The University reserves the rights to alter, add and/or withdraw any policy without prior information. However, all such changes shall be posted on the website in the relevant section of the Student' Handbook.

Acknowledgement

I have read and understood the details given in the Student' Handbook and agree to abide by the rules and regulations.

Student's Name*: Student's ID Number.....

Student's Signature*: Date:/...../.....

Parent/Guardian's Signature: Date:/...../.....

Please submit this form to the Office of Student Affairs after signatures.