

## **LGU Regulations Document - Comprehensive Cleaning & Structuring for RAG Model**

I'll help you clean and structure this PDF into clear, coherent paragraphs organized by useful sections. Let me break this down systematically:

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### **SECTION 1: ABOUT LAHORE GARRISON UNIVERSITY (LGU)**

Lahore Garrison University is located in Phase VI, Lahore, Pakistan. Despite being a relatively new institution, LGU has made a remarkable impact on higher education in the Lahore metropolitan area. Since its inception, the university has shown immense progress over four years, evidenced by continuously increasing student enrollment. This success is attributed to highly qualified and committed faculty and staff members. The university operates under the Lahore Garrison University Act 2014 (Act VI of 2014) and is governed by a Board of Governors (BOG).

LGU offers various undergraduate and graduate programs including Bachelor of Arts (BA), Bachelor of Science BS (Hons) four-year programs, Master of Arts (MA), Master of Science (MSc) two-year programs, Master of Business Administration (MBA) available in both 1.5-year and 3.5-year formats, and Master of Philosophy (MS/MPhil) programs. The university follows a semester system with fall and spring semesters of 16-18 weeks each, and an optional summer semester of 8 weeks duration.

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### **SECTION 2: ADMISSION REQUIREMENTS & ELIGIBILITY**

**For BA/BS (Hons) Programs:** Applicants must have Intermediate or equivalent degree with at least 50% marks for BSCS (Computer Science) and 45% marks for all other subjects. Admission is strictly based on merit and interview performance.

**For MA/MSc (2-year programs):** Candidates need Graduation or 14 years of relevant education with at least 50% marks for MCS (Computer Science) and 45% for other subjects.

**For MBA Programs:** The 1.5-year MBA program requires BS/BA (Hons) four-year relevant education or equivalent degree with at least 45% marks, plus 45% marks in the university test. The 3.5-year MBA program requires Graduation or 14 years relevant degree with 45% marks and 45% in the university test.

**For MS/MPhil Programs:** Candidates should have relevant sixteen years of education or 4-year BA/BS (Hons) with 50% marks in University test or GAT-General, and must have achieved 50% marks under annual system or 1.8 out of 4 CGPA (2.8 out of 5 CGPA under

semester system). Working professionals can apply but must submit a No Objection Certificate from their current institution. There is no age limit for MS/MPhil admission.

**General Admission Rules:** Applications are accepted according to the notified schedule, and no application is accepted after the last date except with special permission from the Vice Chancellor. The university can reject applications on grounds of unbecoming character or conduct. If any submitted documents are found to be fake, contain misstatements, or have errors affecting merit at any stage, admission will be cancelled. Students found guilty of misconduct or indiscipline are not considered for admission.

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### **SECTION 3: ADMISSION QUOTA & RESERVED SEATS**

LGU maintains several quota categories to ensure diversity and support different segments of society. Two percent (2%) of seats are reserved for disabled persons. Children, spouses, real brothers, sisters, nephews or nieces of LGU teachers (serving or retired with at least 5 years of service) receive 2.5% quota with a minimum of one seat. Foreign students recommended by the Ministry of Education receive 1% quota. Sons and daughters of army martyrs, war disabled, and serving or retired army personnel receive 4% quota subject to proper certification from GHQ Adjutant General Branch. Outstanding sports persons selected by a special committee appointed by the Vice Chancellor receive 2% quota. Students with distinction in co-curricular activities receive 2% quota. Additionally, 4 seats across the university are reserved for students from Azad Kashmir, 5 seats for Gilgit-Baltistan, 5 seats for FATA (Federally Administered Tribal Areas), 4 seats for Balochistan students with domicile and education from Balochistan, and 4 seats for Sindh nominees.

**Self-Finance Basis Admission:** LGU offers 5 self-finance seats for all disciplines at each level. For BA/BS (Hons), candidates must submit a bank draft of Rs. 100,000 in favor of the Treasurer, LGU. For Master's degree programs, the required draft is Rs. 120,000, and for MS/MPhil programs, it is Rs. 100,000. These drafts must accompany the application form.

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### **SECTION 4: SEMESTER SYSTEM & COURSE ENROLLMENT**

**Regular Semester Enrollment:** Undergraduate students are required to enroll in courses according to the approved scheme of studies. The departmental board of study arranges enrollment according to dates in the Academic Calendar using forms available at [www.lgu.edu.pk](http://www.lgu.edu.pk). After finalization, the departmental board forwards enrollment lists to the respective Dean for final approval. The Dean's office then forwards these lists to the examination office and treasurer office within two weeks from class commencement. A

student with good academic status can enroll in courses according to the approved scheme of study. Students with a warning from the previous semester can enroll in a minimum of 12 and maximum of 15 credit hours in a regular semester. Students on probation from the previous semester can only enroll in 12 credit hours. A course cannot be enrolled unless the student has passed its prerequisite courses as indicated in the plan of study. Enrollment fees are charged or refunded according to treasurer office policy.

**Summer Semester Enrollment:** Students can enroll in a maximum of 2 courses in a summer semester if offered. Students with more than one "F" grade in any semester cannot enroll for grade improvement in the summer semester. The departmental board displays initial enrollment lists before class commencement after reconciling with the treasurer office. Students can add or change enrolled subjects within one week from summer semester commencement. The departmental board incorporates student-highlighted changes and forwards enrollment to the Dean within two weeks. The examination office conducts examinations based on received enrollment data.

**Course Cancellation:** The university may cancel any course due to low enrollment or faculty unavailability. Minimum required strength for elective or summer courses is decided according to situational requirements. The university reserves the right to form new sections and adjust or transfer students to other sections at any stage.

**Change of Academic Program:** Students can change their academic program subject to fulfilling eligibility and merit requirements of the respective program, seat availability, and subsequent approval from Deans and the Vice Chancellor. Applications must be submitted on prescribed forms within one week from class commencement.

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## **SECTION 5: ATTENDANCE POLICY & REQUIREMENTS**

To appear in the final examination of any course, students must attend at least 80% of classes held in that course. In cases of valid reasons and on recommendation of the departmental board of study, the Dean may relax this limit to 75%. If attendance falls below the required level, students must repeat the course in the summer semester. The departmental board forwards short attendance data to the Dean for final approval, who then forwards it to the examination office according to the issued schedule. All absences, whether due to emergency, late arrival to class, travel abroad, surgery or operation, or any other genuine reason, must fall within the allowable 20-25% limit depending on the case situation. However, in cases of genuine absence due to late admission, medical reasons, or course changes, teachers may provide extra makeup material to compensate for deficiency, subject to Dean approval through the departmental board of study.

**Leave Policy:** There are no formal leaves to be availed at LGU. Students must manage their attendance according to the above guidelines. However, one additional absence is allowed if the student is traveling for Hajj, subject to documentation submission and requisite approval by the Dean. In cases of short attendance, students receive an "F" grade in the subject.

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## **SECTION 6: GRADING SYSTEM & EVALUATION**

LGU uses a relative grading policy to calculate GPA for evaluating class performance. Relative grading screens students according to their performance relative to peers. A histogram of total marks obtained by all students determines grade ranges. Students must earn a minimum grade point of 1.00 at the undergraduate level.

**Grade Scale:** The grading system includes Grade A (4.00 points), A- (3.70 points), B+ (3.30 points), B (3.00 points), B- (2.70 points), C+ (2.30 points), C (2.00 points), C- (1.70 points), D (1.00 point), and F (0.00 points). Special grades include I (Incomplete) and W (Withdrawal).

**Grade "F" Award:** Students receive an "F" grade in case of academic failure. If attendance in a particular subject is less than required, students cannot appear in the final examination and receive an "F" grade in that subject.

**Grade "I" Award:** Students may receive an "I" grade if illness or other genuine reasons prevent course completion. The departmental board makes initial inquiry and forwards the case to the Dean for approval. For "I" grade award, attendance must exceed 75%. For missed Mid Semester Examinations, the examination office conducts makeup exams within four weeks from the original date if reasons are acceptable to the departmental board and approved by the Dean. For missed End Semester Examinations, makeup exams are arranged within the first two weeks of the subsequent semester. If students fail to complete course requirements within two weeks of the subsequent semester commencement, they receive an "F" grade. Students must submit fees for completion of missed coursework according to treasurer office policy.

**Grade "W" Award:** The "W" grade is awarded according to course withdrawal procedures.

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## **SECTION 7: ASSESSMENT & EXAMINATION COMPONENTS**

**For Purely Theoretical or Partially Theoretical Courses:** Assessment includes quizzes (minimum 2 per credit hour, minimum 3 for more than 2 credit hours) worth 25% weightage,

assignments, projects and presentations as per faculty discretion, Mid Semester Exam (60 minutes duration) worth 25%, and End Semester Exam (120 minutes duration) worth 50%.

**For Purely Practical or Partially Practical Courses:** Assessment includes quizzes (minimum 2 per credit hour, minimum 3 for more than 2 credit hours) worth 30% weightage, assignments, projects, presentations and lab work evaluation as per faculty discretion worth 30%, and End Semester Exam worth 40%.

**For Partially Theoretical and Practical Courses:** The final grade is computed proportionally. For example, if Chemistry has 3 credit hours theory and 1 credit hour practical, with 75% marks in theory and 65% in practical, the overall grade equals  $(75 \times 3 + 65 \times 1) / (3 + 1) = 72.30\% \text{ (approximately 72\%)}$ .

**Student Assessment Activities:** Throughout the semester, various assessment activities include frequent quizzes conducted without intimation, Mid-term Exams of one hour duration according to examination schedule (or hourly tests in summer semester), comprehensive End Semester Examinations of two hours covering the complete syllabus, class assignments graded by course teachers, practical/laboratory tests evaluating practical competence, projects requiring practical research work application, and case studies for case-based courses contributing to the course grade.

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## SECTION 8: GPA & CGPA CALCULATION

**Semester GPA Calculation:** Semester GPA equals the sum of semester grade points divided by the sum of semester attempted credit hours. Letter grades are assigned by instructors and converted to numeric equivalents. For example, if a student takes Course-1 (4 credit hours, Grade B = 3.00, Grade Points = 12.00), Course-2 (3 credit hours, Grade A- = 3.70, Grade Points = 11.10), Course-3 (3 credit hours, Grade B+ = 3.30, Grade Points = 9.90), Course-4 (3 credit hours, Grade W with no grade points), and Course-5 (2 credit hours, Grade F = 0.00, Grade Points = 0.00), the total credit hours attempted are 12 with total grade points of 33, resulting in a Semester GPA of 2.75.

**CGPA Calculation:** Cumulative GPA equals the sum of all grade points from all semesters divided by the sum of all attempted credit hours. Using the example above, if the first semester GPA is 2.75 (12 credit hours, 33 grade points) and the second semester GPA is 3.00 (15 credit hours, 45 grade points), the CGPA equals  $(33 + 45) / (12 + 15) = 78/27 = 2.89$ . GPA is displayed up to two decimal positions. When calculating GPA, if the third decimal figure is 0.5 or more, the second digit increases by one point (2.666667 becomes 2.67, while 2.872223 becomes 2.87).

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## **SECTION 9: ADD-DROP-CHANGE & WITHDRAWAL PROCEDURES**

**Add-Drop-Change of Courses:** Students registered in a program may add, drop, or change courses with permission from the Head of Department, subject to allowed credit hour limits. Students can add or change courses within seven days from semester class commencement. Students can drop courses within two weeks from semester class commencement. If additional fees apply, students must pay before attending the respective course.

**Withdrawal from Course:** Students may withdraw from courses after two weeks if they feel unable to complete the course or if continuing would adversely affect other courses. Students must inform the HOD through written request on prescribed forms. The HOD forwards the case to the Dean for approval. The registrar office notifies course withdrawal upon receiving the case from the Dean and forwards complete documentation to the examination office. Students can withdraw from a maximum of 2 courses per semester (not accumulating more than 4 W's at any time during studies) one week before final term examination commencement. Non-attendance does not constitute official withdrawal. Withdrawal cannot be allowed after "F" grade award due to insufficient attendance. Letter grade "W" appears on transcripts against specific courses but is not considered for GPA computation. Students with "W" on transcripts are not considered for academic honors or awards. Fees for withdrawn courses are handled according to treasurer office policy.

**Withdrawal from All Courses (Semester Withdrawal):** In emergencies or residence transfers, students may withdraw from all registered courses before the tenth week. Students submit applications with complete documentation and justification to the Head of Department for initial processing. The Head forwards complete cases to the Dean for approval. The registrar office notifies semester withdrawal and maintains proper records, forwarding complete documentation to the examination office. All examinations and assessments undertaken during the semester become null and void. A maximum of one semester can be dropped in the entire degree program. Dropped semester courses are not displayed on transcripts. Students are not entitled to semester fee refunds. Withdrawn semesters count toward maximum permissible semesters for degree completion.

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## **SECTION 10: MIGRATION, TRANSFER & CREDIT EXEMPTION**

Migration from or to LGU may be allowed subject to Migration Regulations fulfillment. Candidates must demonstrate reasonably high academic performance with minimum 60% marks in matriculation and intermediate (SSC & HSSC) for undergraduate levels, and CGPA

of at least 3.00 for graduate levels. Children of officers under transfer from Pak Army, Air Force, Navy or Civil service receive priority consideration. A maximum of 50% of total credit hours earned can be transferred from previous HEC-recognized Degree Awarding Institutions.

**Migration Procedure:** Students can apply after completing the first year at their parent university. Applications must be submitted at least one month before semester class commencement on required forms designed by the Registrar Office, accompanied by photocopies of previous academic levels (Matriculation, Intermediate, current), duly signed official transcript, relevant course contents, No Objection Certificate from parent institute, course transfer form, character certificate from parent institute, and bank draft of Rs. 5,000 (five thousand) in favor of Lahore Garrison University as migration processing fee.

The Registrar office forwards migration cases to the concerned Departmental Board of Study after initial inquiry. The Departmental Board reviews official transcripts, detailed course contents (requiring at least 70% similarity or equivalence), and course transfer forms (only transferring courses with original earned grades of 'B' or better) before forwarding recommendations (subject to seat availability) to the registrar office. For suitable reports, the registrar office initiates transcript verification with parent institutions, maintaining records of pending verifications to prevent undue delays.

Upon receiving verification, the registrar office forwards cases to the Equivalence Committee for course exemption finalization. The President of the Equivalence Committee makes final decisions on accepting or rejecting course exemption cases. The committee prepares exemption orders with course exemption forms signed by the president and forwards migration cases to the Dean. Migration cases require Vice Chancellor approval while Transfer of Credits require Dean approval. In both cases, the Registrar issues approval notifications.

**Migration/Transfer Fees:** Migration from foreign universities to LGU costs Rs. 150,000. Migration from local universities to LGU costs Rs. 100,000. The Vice Chancellor may relax portions of fees in special circumstances.

**Credit Transfer Rules:** When credits are given for courses taken at other institutions, credit hours count toward graduation requirements. A maximum of 50% credit hours can be transferred, but grades obtained in completing these hours are not used in CGPA computation. Credits for such courses are included in completed credits while course grades are not shown on transcripts. Like other LGU undergraduate students, transfer students must graduate within a maximum of six consecutive calendar years from

admission date. This duration reduces by one calendar year for every 30 credit hours transferred to LGU.

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## **SECTION 11: SEMESTER FREEZING POLICY**

Freezing or suspending a semester is allowed for students facing acute domestic problems or other valid difficulties before semester class commencement, based on favorable Head of Department recommendations and Dean approval. Semester freezes become valid after Registrar office notification. Students can freeze semesters before academic session starts if they passed previous semester final examinations with minimum required GPA/CGPA to remain registered. Students cannot freeze more than two consecutive regular semesters or more than four semesters during the entire degree program. Students can freeze semesters within overall degree awarding timeframes (maximum time allowed for degree completion as specified in Statutes). During freezing periods, students can register for previously studied courses but cannot register for new subjects. During freezing periods, applicants lose studentship status and are not entitled to facilities like hostel, transport, library, or medical services that the university extends to regular students. Students rejoin the same frozen semester based on genuine reasons. Frozen semesters count toward maximum permissible semesters for degree completion. Fee matters for such students are handled according to treasurer office policies.

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## **SECTION 12: EXAMINATION POLICIES & PROCEDURES**

**Departmental Examination Committee:** These committees are mandatory for smooth semester examination conduct. Heads of departments serve as presidents of concerned Departmental Examination Committees. Three to four department members serve as committee members. All student queries are handled by departmental examination committees. In case of difficulties, committees contact the examination office.

**Examination Schedule:** The Controller of Examinations publishes examination schedules within one week of semester class commencement and forwards copies to departmental boards of studies. All departments follow examination schedules for examination activities.

**Date Sheet Notification:** The Examination Branch prepares and notifies department-wise date sheets based on enrolled course data provided by faculty Deans. Date sheets are notified 15 days before Midterm and End term examination commencement.

**Admit Cards:** Admit cards are compulsory for entering examination rooms/halls for midterm and end term examinations. Admit cards (based on semester enrollment and short attendance data) are issued to departmental examination committees per examination schedules. The treasurer office issues defaulter lists to departments per examination schedule dates. Departmental examination committees issue admit cards to students except those nominated as defaulters by the Treasurer office. Defaulter student admit cards are issued after treasurer office approval. For lost admit cards, Rs. 200 per duplicate card is charged before examination commencement. During examinations, Rs. 500 is charged for urgent duplicate admit cards.

**Conduct of Examination:** All semester examinations (midterm and final term) are conducted under main examination office supervision.

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### **SECTION 13: INVIGILATOR & STUDENT RESPONSIBILITIES DURING EXAMS**

**Invigilator Responsibilities:** Invigilators must arrive at examination halls at least half an hour before examination start to report for duty to superintendents and remain for an additional 20 minutes after examinations to collect and wrap up examination scripts. They assist candidates before examinations by directing them to seats and advising about permitted possessions. Invigilators must remain as quiet as possible during examinations while implementing rules and regulations and remaining vigilant throughout. They must offer advice and guidance to unregistered candidates without allocated seats, ensure candidates do not talk inside examination venues, invigilate during examinations, deal with candidate queries, and handle examination irregularities according to strict procedures. They should not explain questions or allow others to ask questions or read answers to candidates.

Exam invigilators must handle students arriving late, record attendance, and consult with superintendents regarding extra time grants. They deliver and collect scripts carefully at examination start and end according to superintendent directions. Invigilators must not permit candidates to leave examination halls before half-time or during the last 15 minutes. They take immediate action when candidates are caught cheating and report to the superintendent. If unauthorized materials are found, they remove them immediately and report to UMC or discipline committees. Invigilators handover and assist superintendents in preparing solved script envelopes, supervise candidates leaving venues, ensure candidates do not remove equipment or stationery without authorization, ensure orderly and quiet departure, and assist superintendents with packing examination papers, stationery, seating plans and equipment before and after examinations.

**Student Responsibilities:** To maintain examination process integrity, exams can only be taken with valid admit cards and student university ID cards. To avoid disruption and undue anxiety, students should arrive at least 10 minutes before examination commencement. Students are not allowed to enter examination rooms 30 minutes after examination start. Students cannot bring mobile phones, bags or books to examination halls, otherwise "F" grades may be awarded. Students cannot take question papers outside examination halls and must return them with answer sheets to faculty. Students are responsible for bringing their own calculators (if faculty-approved) for quantitative courses and their own stationery items. No borrowing from other examinees is allowed.

Examinees must sit in rows allocated for particular papers. Invigilators may relocate students as deemed fit. Departure from examination halls is only permitted after 30 minutes for Midterm Examinations and after one hour for Final Examinations. Use of unfair means during examinations is totally unacceptable. Students found doing so have cases forwarded to unfair means or discipline committees. Examples include any written or oral communication among students during exams, providing information about examination content, using substitutes or surrogates to take examinations, and indulging in unruly examination hall behavior. Once examination time ends and examiners announce "all pens down," no student should hold pens in their hands.

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#### **SECTION 14: UNFAIR MEANS & ACADEMIC DISHONESTY**

Examination system authenticity is a major indicator of university and degree credibility. Regulatory bodies like Pakistan Engineering Council (PEC) and Charter Inspection & Evaluation Committee (CIEC) monitor examination systems during visits. LGU makes all efforts to ensure examination system credibility and takes serious note of unethical activities including unfair means use during examinations. Extensive preventive measures caution students against committing academic offenses carelessly or otherwise, including detailed examination room instructions and warning pamphlets cautioning against carrying unauthorized materials. These are available on the LGU website. An efficient system handles unfair means cases. A four-member committee constituted by the VC handles such cases. All cases are reported to the committee by invigilators/superintendents on prescribed forms. Committee recommendations are implemented after competent authority approval. Possible academic offenses with penalties (approved by competent authority) are listed for committee guidance and student information. Penalties range from "F" grade awards to university expulsion depending on offense seriousness.

**Unfair Means Generally Cover:** Attempts to access question papers before tests/examinations; use/possession of unauthorized reference material during tests/examinations (regardless of material relevance to questions); any examinee communication with anyone inside or outside test/examination rooms while tests/examinations are in progress; unauthorized entry into faculty offices or staff offices intending to access or tamper with official records/exam papers; unauthorized duplication of software or copyright law violations; and unauthorized access to or mischievous/malicious use of university computer equipment or networks.

**Penalties for Academic Dishonesty:** Penalties vary by offense gravity and include minor penalties (warnings, fines up to Rs. 3,000) and major penalties (rustication, expulsion, fines up to Rs. 10,000, exam result cancellation). Specific penalties include Grade "F" in relevant courses for possessing written material (relevant or irrelevant), writing on palms/arms/body/clothes, possessing mobile phones or PDAs, giving/receiving assistance, removing answer copy leaves, taking answer copies in/out of examination halls, substituting answer copies, forging/mutilating/altering marked answer copies, impersonation or serious misconduct, using abusive/obscene language in answer copies, repeatedly indulging in cross-talk or disturbing class, refusing to obey instructions or invigilators, communicating with examiners to influence marks, and possessing firearms/knives inside or near examination rooms. One or more penalties can be imposed by the UFM committee depending on case specifics.

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## **SECTION 15: PAPER RECHECKING & TRANSCRIPT ISSUANCE**

**Paper Rechecking:** Students can apply for answer script rechecking within 10 days of result announcement with a single fee of Rs. 500 per paper. The Dean may recommend rechecking for the next 5 days on double fee payment. Incomplete and incorrect forms are returned for completion; if not resubmitted within prescribed time limits, no action is taken. Time-barred applications are not entertained. Re-checking does not mean re-assessment or re-evaluation.

Rechecking ensures: no mistakes in grand totals on answer book title pages; correct totals of various question parts at each question end; correct totals brought forward on title page; no portion of answer books left unmarked; total attempted questions do not exceed question paper limits; answer book totals tally with mark sheets. Viva/practical and internal assessment marks are not re-tabulated. Students or anyone on their behalf have no right to see or examine answer books for any purpose. Increases/decreases in final

marks are decided according to rechecking results. Applications relate only to end semester examinations. Pre-end semester examination marks will not be changed.

**Transcript/Detailed Mark Sheet Issuance:** The university issues transcripts upon written student requests.

**Final Transcripts:** Final Transcripts and Pass Certificates are issued only after completing all degree requirements and clearing all university obligations. Students desiring Academic Transcripts/Detailed Marks Sheets apply by submitting "Final Transcript and Degree Clearance Forms" available at [www.lgu.edu.pk](http://www.lgu.edu.pk) with required documentation to the Controller of Examinations. Transcript issue requests are not accepted from or released to third parties without written student consent. LGU will not process Final Transcripts, Pass Certificates and Degrees if discrepancies are found in educational documents provided when submitting Final Transcript and Degree Clearance Forms. Student names and father names must be correctly written and spelled in English on submitted educational documents.

**Semester Result Cards:** Students desiring semester result cards apply by submitting forms available at [www.lgu.edu.pk](http://www.lgu.edu.pk) with required documentation to the Controller of Examinations and prescribed fees. Semester result cards are issued only to students with good academic status having no "F" grades, students with good academic status having three or fewer "F" grades, and students leaving the university. Fees for semester result card issuance: Normal processing (Rs. 500, 10-20 working days), Urgent processing (Rs. 500 plus Rs. 500 processing fee, 5-10 working days). Semester result cards and final transcripts are issued per university charter provisions.

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## **SECTION 16: DEGREE REQUIREMENTS & ACADEMIC STANDARDS**

**For BS Programs:** Minimum duration is 4 years with minimum 130 credit hours. Maximum duration is 7 years. Students must earn minimum CGPA of 2.00, have no uncleared "F", "I" or "W" grades in any required courses, and successfully complete research projects, internships and thesis/case studies as applicable.

**For MA/MSc (2-year) Programs:** Minimum duration is 2 years with minimum 66 credit hours. Maximum duration is 3 years. Requirements include minimum CGPA of 2.00, no uncleared "F", "I" or "W" grades, and successful completion of research projects, internships and thesis/case studies.

**For MBA Programs:** Minimum 96 credit hours over 3.5 years minimum and 5 years maximum. Requirements include minimum CGPA of 2.00, no uncleared grades, and completion of all program requirements.

**For MS/MPhil Programs:** Minimum 30 credit hours (24 coursework + 6 thesis) over 1.5-2 years minimum and 3 years maximum. Students must earn minimum CGPA of 2.50, have no uncleared grades, and successfully complete thesis requirements.

For degree awards, students must meet all clearance requirements.

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## **SECTION 17: GOOD ACADEMIC STANDING & DEFICIENCIES**

**Good Academic Standing:** Students maintain good academic standing by achieving minimum CGPA of 2.00 (for undergraduate/graduate) or 2.50 (for MS/MPhil) at each regular semester end.

**Academic Deficiencies:** Students face academic deficiency if semester results contain Grade "F" in any course, Semester GPA below 2.00 (or 2.50 for MS/MPhil), CGPA below 2.00 (or 2.50 for MS/MPhil), or Grade "I" in any course.

### **Categories to Handle Deficiencies:**

**Academic Warning:** Issued to advise students to improve studies seriously to avoid probation. Warnings are issued if Semester GPA falls below 2.00 (or 2.50 for MS/MPhil) regardless of CGPA, or if students earn "F" grades in any semester courses (if not qualifying for other deficiencies).

**Probation:** Academic deficient students on probation are allowed to continue regular activities. For BS/MA/MSc programs, two probations are allowed (not applicable to 1st semester). Students may go on probation without prior warnings. First probation is placed if CGPA falls below 2.00 for the first time, promoting students to next regular semester. If CGPA again falls below 2.00 after 1st probation, students are promoted on 2nd probation (last chance). If CGPA falls below 2.00 after 2nd probation, students are separated from programs. If performance improves and CGPA reaches or exceeds 2.00, students regain good academic status.

For MS/MPhil programs, one probation is allowed only in first semester. Students are placed on probation if 1st semester GPA ranges between 2.00-2.49. If at 2nd semester end, CGPA ranges between 2.00-2.49, students must improve CGPA before thesis by repeating courses (if grades can be improved) or clearing "F" grades. Failure to improve CGPA results in program separation.

**Separation from Program:** Students are separated if they earn five "F" grades in 1st semester, accumulate seven or more "F" grades (three or more for MS/MPhil), avail two probation chances, face disciplinary grounds per LGU rules, or cannot complete degree requirements within maximum stipulated time. Departmental Boards of Studies get such cases approved by Faculty Boards of Studies. The Registrar office communicates and records such cases.

**Repetition of Course(s)/Semester:** Students can repeat courses to clear "F" grades when departments offer subjects. Departmental Boards arrange registration for "F" grades in regular or summer semesters (subject to maximum credit hour limits) and forward enrollment to examination offices after Dean approval. Transcripts show all attempts made for "F" grade clearance; only one "F" is counted regardless of attempts. Students repeating courses with "F" grades are not eligible for academic honors/awards. Similar procedures apply for clearing "W" grades or improving CGPA by repeating "D" grade courses. Transcripts show both grades but better grades are counted toward CGPA calculation. Students repeating courses for CGPA improvement are not eligible for academic honors/awards based on new earned grades. Fees are charged per treasurer office policies.

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## **SECTION 18: MS/MPHIL SPECIFIC REQUIREMENTS**

**Admission Requirements:** Minimum CGPA 2.5 (out of 4.0 in semester system) or Second Division (in annual system) in MA/MSc/equivalent degree is required.

**Subject Test:** General tests conducted by National Testing Service (NTS) or Board of Studies tests in specialization areas must be cleared before MS/MPhil admission. For GAT General, minimum 50% marks are required. If tests are unavailable in NTS lists, University Committees consisting of at least 2 PhD faculty members in subject areas conduct tests with 60% qualifying scores.

**Course Work:** Minimum MS/MPhil duration (24+6=30 credit hours) is two years, maximum five years. Course work of 24 credit hours must be completed in the first year (two semesters) followed by comprehensive examinations and 6 credit hour thesis in the next year (two semesters). Students obtaining minimum CGPA 2.5 are allowed to appear in comprehensive examinations; minimum 60% marks are required for proceeding to thesis.

**Synopsis Submission:** Synopsis prepared by candidates under supervisor guidance after passing comprehensive examinations are presented in Departmental Boards of Studies then faculty boards. Approved synopsis are sent to BASR (Board of Advanced Studies and Research).

**Synopsis Approval:** Candidates defend synopsis in BASR meetings in presence of supervisors, Heads of departments and Deans. BASR may reject or defer synopsis with valid reasons.

**Thesis Submission:** Candidates registered for MS/MPhil after clearing comprehensive examinations may submit thesis for evaluation within one year or maximum three years after BASR synopsis approval. Names of candidates failing to submit thesis in prescribed time periods are eliminated from departments. Plagiarism tests must be conducted on thesis before submission to external examiners. After successful research completion, thesis are written by candidates under supervisor guidance. Supervisors provide certificates that work is original and completed under their supervision. Upon successful thesis writing, five hard copies (for external examiner, supervisor, central library, department, candidate) and one soft copy are submitted to Controller Office for evaluation. Thesis are written and bound according to Academic Council approved formats.

**Thesis Evaluation:** Thesis must be evaluated by PhD field experts. For examiner name selection, panels of examiners (minimum 3) are submitted to BASR through Boards of Studies for Vice Chancellor selection. Controller Office sends consent advice to External Examiners; upon positive responses, hard copies are delivered. Candidates are eligible for MS/MPhil degrees on positive examiner reports. In case of total rejection, candidates pass through same procedures again. If examiners suggest alterations or improvements, thesis are deferred and resubmitted after candidates incorporate changes. After successful Viva Voce examinations, certificates recommending degree conferment signed by supervisors, Heads of departments and External examiners are sent to Controller of Examination for notification.

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## **SECTION 19: CODE OF CONDUCT & STUDENT DISCIPLINE**

LGU is emerging as a leading Lahore university, graduating culturally enlightened, technologically knowledgeable, academically competent, and research-oriented productive citizens prepared to lead, inspire and serve humanity. The university commits itself and all resources to this sacred responsibility. The LGU community comprises diverse student populations pursuing academic excellence; students are considered LGU family representatives. The university strives to refine student abilities to reason and communicate freely and clearly to become responsible, morally equipped, moderate and well-rounded citizens of diverse worlds. These attributes should be reflected in everyday behavior, attitude and dress.

**General Conduct Rules:**

**Federal/Provincial Laws:** Violations are dealt with accordingly under these laws.

**Gender Mixing:** Students must follow acceptable social and cultural norms. Undue intimacy and unacceptable proximity, openly or in isolated areas, will not be tolerated.

**Littering:** All individuals are responsible for keeping campus environments clean and tidy. No littering or trash should be carelessly thrown or left on premises. Designated waste boxes should be used.

**Sports:** All individuals and teams involved in sports must participate showing sportsmanship, respect, consideration and appreciation toward opponents, teammates, officials and university staff at all times. Under no circumstances should students react violently or use foul/abusive language directed at staff members, match officials, opponents, playing colleagues, team officials or spectators. Individuals signing player registration forms agree to abide by this code of conduct and accept disciplinary action for deviations. Persons under drug influence are not permitted to participate in sports activities and face LGU disciplinary actions. Referees, umpires and officials are not perfect; disagreements may occur with decisions, and like players, they make mistakes. Decisions should be taken gracefully.

**Dress Code:** To maintain academic dignity and institutional sanctity, students and staff must wear decent dress keeping local cultural values in view. Dress restrictions are not to impose rigidity or regimentation but accord with discipline and punctuality spirit, premier aspects of campus lifestyle. Dress code purposes are establishing basic appropriate work dress guidelines promoting positive LGU images while allowing maximum flexibility to maintain good morale, respect, cultural values and due safety consideration while working in laboratories.

Students should not: wear light or see-through dress; wear shorts or sleeve-less shirts; wear tee-shirts/dress bearing provocative or indecent language or art likely to offend others; wear torn clothing; wear jogging or exercise clothing during classes; put on excessive makeup or wear excessive jewelry; wear untidy, gaudy or immodest dress in classrooms, cafeterias and university offices; wear unprofessional attire in formal programs and interviews. All faculty members, administrative staff, support staff and students are expected to monitor this code and report violations to LGU.

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**SECTION 20: ACADEMIC & MORAL DISHONESTY**

**Academic Dishonesty:** Acts of fraud including misrepresentation, deceit, falsification, or trickery done by students with purpose, intent, or expectation of influencing grades or other academic evaluations. Also includes forgery and falsification of university academic documents, intentionally impeding or damaging others' academic work, or assisting other students in dishonesty acts. Common examples include:

**Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in academic exercises; copying from another student's examination; submitting work prepared in advance for in-class examinations; taking examinations for other persons or conspiring to do so.

**Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in academic exercises.

**Facilitating Academic Dishonesty:** Intentionally or knowingly helping or attempting to help others commit academic dishonesty acts.

**Plagiarism:** Intentionally or knowingly representing others' words or ideas as one's own in academic exercises; failure to attribute direct quotations, paraphrase, or borrowed facts or information.

**Unauthorized Collaboration:** Providing, either knowingly or through negligence, one's own work to assist students in satisfying course requirements, or representing material prepared by or with others as one's own independent work. In instances where students are permitted to work jointly to complete assignments, instructors offer clear guidelines about when and how to collaborate; if students are unsure, it is their responsibility to ask instructors.

**Moral Dishonesty:** Acts not conforming to known decency norms. LGU expects students and faculty to demonstrate responsibility (accepting outcomes of own actions, striving to exceed peer and instructor expectations, meeting established assignment deadlines, representing LGU positively), enthusiasm (exhibiting drive and passion in daily activities and toward achieving goals, actively engaging in classroom discussions, being committed to LGU goals), self-esteem (strong sense leading to ability to respect others, believing in own self and values, seeking self-development opportunities, accepting challenges), professional integrity (being trustworthy and sincere in all interactions, being honest and true to words and signs, abiding by honor code, being committed to responsibilities), equity (matching instructor and peer efforts, supporting equal opportunities for all students to learn, extending sense of equity to community and environment obligations), compassion (practicing care, empathy, and understanding toward others, providing positive support, feedback and help to those who need it), and teamwork (cooperating with team members

to reach common goals, creating open atmospheres where constructive ideas can be shared without criticism, contributing ideas while respecting other team members).

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## **SECTION 21: PROHIBITED CONDUCT & PENALTIES**

**Extension of LGU Code of Conduct:** Applies to conduct occurring on premises, at LGU-sponsored activities, and to off-campus conduct adversely affecting university reputation and/or pursuit of objectives. Each LGU member is responsible for their conduct.

**Classroom Standards:** Individual faculty members are primarily responsible for managing classroom environments. If students engage in prohibited or unlawful acts or other disruptive behavior, faculty members may direct them to leave classes for remainder of class periods. Students must be protected against infringement of rights and unfair practices.

**Identification/Registration Card:** Each university community member is issued picture Identification/Registration cards or visitor passes and must wear them at all times on university premises or at university-sponsored activities. Cards must be presented upon entering university buildings and worn while on premises. Cards are non-transferable. Card owners are called upon to account for fraudulent card use and are subject to disciplinary action if aiding such use. Cards are forfeited if issued students allow others to use them. Upon card owner withdrawal, all identification card rights and privileges automatically cease. If students withdraw, are suspended or expelled, identification cards must be surrendered to colleges/institutes/schools.

**Visitors and Guests:** Students may be held accountable for misconduct acts of their guests on university premises or at university-sponsored activities. Visitors, including invitees, must conduct themselves consistently and in line with orderly behavior maintenance on university premises at all times.

**Acts of Ill-Discipline/Prohibited Conduct:** Include academic dishonesty; abuse, assault, threatening behavior (intentionally endangering, threatening, or causing physical or mental harm to any person or oneself, or causing reasonable apprehension of such harm including abusive language and/or physical or verbal intimidation, harassment, coercion); firearms, explosives and other weapons (illegal or unauthorized use, possession, or storage on university premises, whether or not licenses have been issued); violation of disciplinary sanctions (knowingly violating terms of any disciplinary sanction imposed per LGU policies); furnishing false information, forgery or unauthorized use of documents (intentionally furnishing false information to university and officials; misusing university affiliation to gain outside agency/service access; using false information or university

resources to compromise university name; forgery, unauthorized alteration, or unauthorized use of any university document or electronic transmission, or instrument of identification, or academic and other non-academic records, signatures, seals or stamps); disorderly conduct or indecent behavior (engaging in disorderly or indecent conduct; breaching peace; or aiding, abetting, or procuring others to breach peace on university-sponsored functions/activities; unauthorized use of electronic or other devices to make audio or video records of any person on university premises without prior knowledge); theft (theft or attempted theft of property or services on premises or at sponsored activities); damage to property or its destruction (intentionally or recklessly destroying or damaging, or attempting to destroy or damage, university property or others' property on premises or at sponsored activities); non-compliance with official direction (failure to comply with reasonable direction of university officials acting in performance of duties); violation of university regulations and policies; alcohol/drugs/intoxicants (distribution, possession and consumption on premises or at sponsored activities); unauthorized access to facilities (unauthorized access, entry to, or use of university facilities and equipment; unauthorized possession, duplication or use of keys to any premises, facilities or equipment; unauthorized entry to or use of premises); unauthorized use of computer or electronic communication devices (theft or other abuse of computer facilities and resources including unauthorized entry into files, unauthorized transfer of files, use of another individual's identification and/or password, interference with others' work, sending obscene/abusive/threatening messages, transmission of computer viruses, interfering with normal computing system operation, unauthorized duplication of software or other copyright law violations, unauthorized access to or mischievous/malicious use of university computer equipment or networks, or electronic communication devices, or using such equipment/devices to gain unauthorized access to and/or use of off-campus equipment); provoking others to misconduct (intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other misconduct acts); identification/registration cards (failure to wear, produce or surrender identification cards upon university official requests); animals (bringing animals into university buildings except animals used for authorized laboratory purposes or animals being used for security purposes for which permission has been granted); demonstration (demonstrations exceeding free assembly bounds and engaging in unlawful acts causing or imminently threatening injury to persons or property, infringing on rights of other university community members leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area); political activities (unauthorized use of university facilities or equipment for political activities); harassment (passing remarks, placing visual or written material aimed at specific persons or groups with intention of causing harm to persons or groups and/or creating environments limiting students' educational opportunities; making

unwanted verbal or physical advances or explicit derogatory statements toward individuals causing discomfort or humiliation or interfering with educational opportunities); physical assault; gambling (unauthorized and/or illegal exchange of money, favors or services as result of unauthorized games or competitions); smoking (strictly prohibited and liable to punishment); abuse of student conduct system (including failure to obey notices from university officials to appear for meetings or hearings, falsification/distortion/misrepresentation of information before hearing bodies or designated hearing officers, disruption or interference with orderly hearing proceeding conduct, causing code of conduct violation hearings to convene in bad faith); indecent behavior at campus (defying decency, morality and religious/cultural/social value norms by single or group of students); damage to university fixtures/furniture, scribbling/carving on desks, wall chalking, misusing lab/university equipment; use of mobile phones in classrooms, examination halls, labs and library disrupting peace.

**Off-Campus Conduct:** Conduct occurring off university premises should not affect university interest/image.

**Enforcement of Code of Conduct:** Indiscipline matters are referred to LGU authorities authorized to check indiscipline matters and decide per LGU rules, regulations and policy. Parents of students who disobey authority and violate code of conduct are informed. Students may be held accountable for misconduct acts of guests on university premises or at sponsored activities. Students charged with code violations are subject to disciplinary action per LGU Rules/Regulations/Statutes.

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## **SECTION 22: PUNISHMENTS & PENALTIES**

Punishments or penalties for ill-discipline acts are according to case gravity and may be one or more of the following:

**Minor Punishments:** Warning in writing (notice to offender, orally or in writing, that continuation or repetition of prohibited conduct may cause further disciplinary action); probation (for specific periods); fine (up to Rs. 3,000); hostel suspension/permanent removal (expulsion from hostel for specified periods or permanent removal from residence hall); withholding of certificate (withholding certificate of good moral character); removal of privileges (deprivation from privileges enjoyed by students); F Grade (award "F" grade in paper).

**Major Punishments:** Expulsion (expulsion/withdrawal from university); fine (up to Rs. 10,000); exam result (cancellation of examination result); rustication (expulsion or rustication from university/college/institute/centre for specific periods); degree (non-

conferment of degree/transcript); relegation/withdrawal; other sanctions or combinations of above punishments as deemed appropriate.

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## **SECTION 23: HOSTEL POLICY & DISCIPLINE**

### **Discipline Process:**

**Case Referrals:** Each ill-discipline case is reported to hostel chairpersons by hostel wardens. Charges are submitted as soon as possible after alleged violations. Charges are normally expected to serve as complainants and to present relevant evidence in disciplinary hearings before LGU Hostel Committees. Hostel Committees forward investigated and enquired cases to VC. VC decides himself or refers committees to award minor or major punishments depending on case gravity.

**Procedure-Disciplinary Hearing:** Disciplinary hearings are formal processes conducted by LGU Hostel Committees. These formal processes are designed to gather and consider relevant information regarding alleged code violations and to determine and recommend punishments. Every effort is made to expedite proceedings pursuant to allegations within reasonable periods.

**Punishments:** LGU Hostel Committees recommend punishments according to case gravity after giving defaulters full opportunity to present their points of view before recommending awards by VC.

**Appeals:** Appeals against Hostel Committee decisions can be filed with VC within fifteen days of decision announcements.

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## **SECTION 24: CLUBS, SOCIETIES & STUDENT COUNCIL**

There is a Students' Council of the University for promoting general student interests and affording recognized communication channels between students and outside business environments. Academic staff members may be appointed/nominated as coordinators of different university societies. Each society under the council is required to conduct at least one activity per semester. Activity purposes should be enhancement of general knowledge in student bodies. Full details of decisions to conduct activities must be published by societies and notices made available to all students and to university management.

**Council Hierarchy:** Council Coordinator (faculty member), President, Vice President, General Secretary, Finance Secretary, Four Executive Committee Members.

**Society Office Bearer Requirements:** All students must have cumulative GPA of 2.5 and above; must not be involved in unethical activities (according to university regulations); must not have been fined/penalized or punished at university for any offense; must be able to spare time for organizing various events and be capable of coordinating other society members on regular basis; any society member shall not work for another society at the same time; obeying other relevant regulations. Society coordinators get approval from administrators for activities 15 days before scheduled dates.

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## **SECTION 25: CAREER COUNSELING & ADVISORY (CCA)**

The primary responsibility of LGU's office of career services is enhancing professional skills portfolios of both students and alumni by organizing wide ranges of career-related activities such as workshops, individual advisory services, comprehensive job postings, on-campus recruitment facilities, opportunities to meet industry professionals during activities specifically designed for purposes. Office staff are dedicated to helping in all career planning and development aspects and work closely with faculty, staff, and employers to ensure industrial and corporate sector requirements and student requirements are being met. CCA also helps students identify careers best suiting their interests and skills.

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

**Core Functions:** Job Placements (fresh graduates and alumni); Promoting LGU Brand Name; Personality Development and Training Workshops; Career Counseling; Mock Interviews; Job Notification; Job Fairs; Job Facilitation Fair.

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## **SECTION 26: FINANCIAL MATTERS & FEE RULES**

**Academic Fee:** In semester systems, fees for 1 semester can be deposited in one installment or maximum two installments. Installment schedules are displayed on University Notice Boards. It is students' responsibility to read notice boards daily and collect challan forms/fee bills timely. Fine of Rs. 20 per day is charged if fees are not deposited within scheduled dates. Rs. 50 is charged for duplicate fee bills. If any student fails to deposit two installments successively, they are declared "Defaulter Students" and charged Rs. 2,000 defaulter fine. All types of fees are non-refundable and can be changed without prior notice.

**Transport Fee:** For availing University Transport Service, students must get registered with Transport/Accounts departments after which they can avail services. Transport fees must be deposited by students within 10th of every month. After expiry date (10th of each month) or due dates announced by Accounts Office, Rs. 20 per day is charged as fine. It is students' responsibility to collect transport fee bills timely for payment. Students cannot change Bus/Route without pre-approval of Transport/Accounts departments. For semester systems only, during semester off periods, transport fees are adjusted in next month fees. If any student is found with invalid Bus Pass, Rs. 500 fine is charged and Bus Pass is captured. Registered students must pay transport fees whether they avail services or not. If any student wants to leave transport service, they must inform 1 month before through proper application; otherwise they must pay transport fees. All types of fees are non-refundable and can be changed without prior notice.

**Refund of Fee:** Security fee (Refundable) is refunded to students after final result announcements. If candidates, after getting admission, decide to withdraw from Institute, following refund policy as per Higher Education Commission (HEC) directive applies:

For Semester System: 100% fee refunded except admission & registration fee (withdrawing by 7th day of class convening); 50% fee refunded except admission & registration fee (withdrawing from 8th to 15th day of class convening); Nothing refunded (withdrawing from 16th day of class convening or later).

For Annual System: 100% fee refunded except admission & registration fee (withdrawing by 15th day of class convening); 50% fee refunded except admission & registration fee (withdrawing from 16th to 30th day of class convening); Nothing refunded (withdrawing from 31st day of class convening or later).

For existing students, nothing shall be refunded.

**Course Repeating Fee:** Rs. 3,000 per course fee is charged.

**Freezing of Semester:** If students apply for semester freezing, any fee already submitted is carried over to semesters when students desire to join again.

**Withdrawal of Course (Regular Semester):** No fee is refunded if students withdraw from courses after completion of two weeks of semester commencement.

**Summer Semester:** No fee is refunded once students have registered for courses in summer semesters.

**Cancellation of Course/Program:** Full fees are refunded to students if courses, after being offered, are cancelled by university for any reason. If programs are cancelled, entire charges including Admission Fee are refunded to students.

**Refunds to Students Failing to Meet Admission Eligibility Criteria:** If students, having been awarded provisional admission in degree programs at university, fail to achieve minimum eligibility criteria prescribed for degree programs, they are not entitled to refund of any fee other than Caution Money.

**Conflict Resolution:** In case of any conflict or interpretation of aforementioned regulations on refund of fees and other charges, matters are referred to Vice Chancellor through Treasurer whose decisions are considered final and binding rather than seeking resolution through courts of law.

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## **SECTION 27: LIBRARY RULES & REGULATIONS**

The Library of Lahore Garrison University strives to provide atmospheres facilitating learning and reading. To foster such environments, library users are requested to comply with conduct rules listed below:

All people borrowing library material shall produce evidence of identity when requesting book issue. Books are issued for 14 days (calendar days) to students and 1 month (calendar days) for faculty members. Students can reissue books only four times and faculty twice only. Users must bring membership cards while entering library. Group study is not allowed in library. Avoid standing or walking in groups. Reference books are not issued to any faculty members or students. Silence must be observed strictly in library. Smoking is not permitted in library. Students are requested to switch off/on silent mode their mobile phones when they enter library. After reading, leave books on tables or on book trolleys; please do not shelve books. Complete silence should be observed except for brief and subdued talk with library staff. Drinks and eatables are not allowed in library. Keep mobiles off within library premises. Make sure you have provided correct e-mail address while filling library membership form. Report lost books or other materials to library immediately to stop overdue fines.

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## **SECTION 28: EMPLOYEE SERVICE REGULATIONS (FOR STAFF REFERENCE)**

The university has comprehensive service regulations for employees including definitions of various positions, appointment processes, salary structures, increments and promotions, transfers, resignations and terminations, perks and privileges (education subsidies, financial perks, research paper publications awards, medical insurance, gratuity/benevolent fund, scholarship for higher studies, welfare fund, transport facility), leave policies (casual leave, sick leave, Hajj/Umrah leave, maternity/paternity leave, family leave, earned leave, study leave, ex-Pakistan leave, extra-ordinary leave), and conduct and discipline procedures. All employees are on contract for the first year and become permanent employees from the start of the second year. The university maintains various employee groups including Management, Academic Staff, Executives, Officers, Secretarial and Other Staff, Skilled, and Unskilled categories.

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This comprehensive cleaning and structuring breaks down the entire LGU regulations document into digestible, paragraph-based sections that can be easily processed by a RAG model. Each section provides clear, detailed information that students would need, from basic university information through admission requirements, academic policies, examination procedures, conduct rules, financial matters, and support services. The text flows naturally while maintaining all critical information from the original document.