

# STUDENT HANDBOOK



# DHA SUFFA UNIVERSITY

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## FOREWORD

A University is recognized by its faculty, students, policies and the procedures it implements. At DHA Suffa University (DSU), our focus is to groom our students to make them better human beings, in addition to supporting their academic pursuits. To maintain a disciplined environment in all aspects of University life, students have to observe certain rules set by the University. The purpose of this handbook is to provide guidelines to students for a smooth academic life at DSU. Students at DSU come from diverse backgrounds and social customs and during their academic life they have to interact with one another, with the Faculty, as well as with the Administration and Staff. Observing these guidelines will create a conducive environment for curricular, co-curricular and extra-curricular activities at DSU. The University aims to prepare and equip the students well to face challenges after they graduate, becoming not only professionally competent but also having high moral and ethical values. DSU has highly qualified faculty, hi-tech IT infrastructure, laboratories with state-of-the-art equipment, a library, a cafeteria and an auditorium. We expect the students to make the best use of these facilities and to preserve and maintain them for themselves as well as for those who may come after them. It is desired that the students do not let their problems persist, instead they approach their teachers and other support staff in academic administration to seek guidance and help. We wish the students good luck and hope that they have a memorable time at DSU.

**Note:** The University reserves the right to amend these Rules and Regulations as and when required without any prior intimation. Students are expected to keep themselves aware of any such changes in the Rules and Regulations in their own interest. In case of any conflict, the decision and interpretation of DSU will be final and binding on all.

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# CHAPTER 1

## Admissions, Registration, Withdrawal of Courses and Credit Transfer



# CHAPTER 1

## Admissions, Registration Withdrawal of Courses and Credit Transfer

### Admission Regulations:

- 1.1 Admissions will be conducted twice a year.
- 1.2 Applicants for admission must meet the relevant academic qualifications required for the program being applied for. These qualifications will be determined by the Academic Council and will be notified from time to time.
- 1.3 Admission will be granted subject to the following conditions:
  - 1.3.1 Applicants who are waiting for the declaration of their FSc / A-level results will be granted admission provisionally / conditionally, based on the result of FSc (Part – I) or AS - Level already completed successfully.
  - 1.3.2 Applicants admitted conditionally will have to submit their marksheet within one month of declaration of the results and upon declaration of the result, if the applicant fails to meet the basic eligibility criteria, he/she will stand automatically disqualified and his/her admission will be cancelled.
  - 1.3.3 ‘Supplementary in any subject’ will be considered as failing the examination even if the candidate has fulfilled the minimum requirement of division/grade and, therefore, admission of such students will be cancelled immediately on declaration of result.
  - 1.3.4 All admissions will remain provisional till the successful verification of the original academic documents submitted by the applicant with his/her admission application.
  - 1.3.5 The University reserves the right to cancel any course due to low enrollment or non-availability of faculty. Minimum required strength for offering Elective/Summer courses will be ten students.

1.3.6 The University reserves the right to form new sections and adjust / transfer students to other sections at any stage of the course.

### **Eligibility:**

1.4 A candidate for admission to a Degree program must fulfill the eligibility criteria prescribed by DHA Suffa University and, as applicable, those of Higher Education Commission (HEC) / Pakistan Medical & Dental Council (PMDC) / Pakistan Engineering Council (PEC), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC) and other relevant regulatory bodies, as amended from time to time. Pre-requisites for eligibility of candidates for admission shall be announced through the prospectus / newspapers or website. It shall be the candidate's own responsibility to get the equivalence established through Inter Board Committee of Chairmen, Islamabad (IBCC) or its Camp Office in Karachi. The University follows the HEC guidelines for establishing the eligibility of a candidate for its Graduation programs.

1.5 A candidate for admission to a Degree program is expected to meet the medical standards which shall allow the student to go through intense studies and training at the University.

### **Selection Criterion:**

1.6 Merit for admissions shall be determined on the basis of the University's Entrance Test and the applicant's past academic record. If required, an interview along with any other criteria, as laid down from time to time by the University, may also be prescribed.

1.7 All admissions shall be recommended by the University Admissions Committee for the approval of the Vice Chancellor. The University Admissions Committee shall comprise of the following:

Dean of the Faculty	President
Heads of all Departments in the Faculty	Members
Registrar	Member/Secretary

1.8 Each selected candidate will be issued an "Admission Offer Letter" by the Registrar Office.

## **Migration and Credit Transfers:**

1.9 Migration of a student will only be allowed from HEC recognized institutions / universities with minimum CGPA 2.50/4.0, subject to the approval of the University. Migration will not be allowed in one-year programs. Students desiring to migrate to the University are required to produce an NOC from their previous institute / university.

1.10 Transfer of Credits for courses taken at other institutions will be considered on the basis of course contents, credit hours and basic eligibility criteria. The Equivalence Committee will make a recommendation on the case to the Dean of the Faculty. Credits will be transferred subject to following conditions:

1.10.1 A maximum of 50% of the total credits in the program to which transfer is sought can be transferred.

1.10.2 Only those courses will be transferred where the original earned grade is 'C' or better for undergraduate programs and 'B' or better for graduate programs.

1.10.3 Transferred courses are not to be used in calculating the student's CGPA at DSU.

1.10.4 Students with transferred courses will not be eligible for award of medals except where exempted as per rules.

1.11 The 'Migration and Transfer of Credits' policy shall not violate the regulations of HEC / PEC or any other accreditation body.

1.12 Cases for Migration will require approval of the Vice Chancellor and Transfer of Credits will require the approval of the Dean of the Faculty. In both cases, the Registrar will issue notification of approval.

## **Registrations:**

1.13 At the beginning of his / her studies, every student shall register with the University in the discipline for which he / she has been recommended for by the Admissions Committee.

1.14 All admissions shall remain provisional until the submission of:

1.14.1 Original, along with attested copies of academic documents from previous studies.

1.14.2 Payment of fee / charges.

1.14.3 Any other supporting documentation that may be required.

1.14.4 Submission of attested copies of academic certificates within one month of declaration of results is mandatory, otherwise the University may cancel the candidate's admission.

1.15 At the time of registration, candidates will be required to produce their original academic certificates, which will be photocopied and the originals will be returned to the candidate.

1.16 A Verification / Confirmation fee would be charged by the University for the Verification of original academic documents.

1.17 The Registrar's Office, on completion of admission formalities shall allot registration numbers to successful candidates, notify them of their registration and issue them registration cards.

## **Academic Calendar of the University:**

1.18 Students may download the Academic Calendar from the DSU website or obtain a copy of the same from Registrar's Office.

## **Scheme / Duration of Studies:**

1.19 The University shall follow the semester system of instruction for its degree programs. An Academic Year at the University shall consist of two regular semesters and one short semester. The regular semesters shall be called Fall Semester and Spring Semester, respectively. The short semester shall be called the Summer Semester. The duration of a regular semester shall be a minimum of 18 weeks including 16 weeks of teaching and two weeks for examinations. The short summer semester shall be of 8 weeks total duration inclusive of the classes and examinations. A course taught in the summer semester will be taught at twice the pace i.e. for a 3 credit hour course, the lecturing time per week will be 6 hours. However, for calculating the student's GPA, it will be considered as a 3 credit hour course.

1.20 After each regular semester, there shall be a Semester Break of 3 weeks duration. The starting dates for each semester in any given Academic Year shall be notified through the Academic Calendar. The Summer Semester is mainly meant for a limited number of optional courses and for removing academic deficiencies.

### **Maximum Period to Complete a Degree Program:**

1.21 Maximum time period to complete a degree program for each type of degree offered by the University is mentioned in the table below. Furthermore, minimum duration of the degree program is also specified:

<b>Degree</b>	<b>Minimum Duration (Years)</b>	<b>Maximum Duration to complete</b>
Bachelors	4	7
MS/MBA/Equivalent	i) 1.5/2 years for full time students ii) 4 year for part time students	i) 3 years for full time students ii) 6 year for part time students (Further extendable by 01 year with the approval of Statuary bodies)
PhD	3	7

### **Semester Enrollment:**

1.22 Enrollment by each registered student shall be mandatory in each semester on the dates notified in the University's Academic Calendar.

1.23 Enrollment forms will be made available at the respective Dean's Office or an online interface may be provided for students to make their course enrollment choices for a semester. Students failing to enroll in a semester shall be suspended from the University rolls. Dean of the Faculty on the recommendation of the Head of Department may allow re-instatement of a student within the time limit prescribed for this purpose. A student seeking re-instatement shall, in addition to Semester Fee and Late Fee Payment Surcharge, also be required to pay re-instatement fee to continue studies.

1.24 The Dean's Office shall notify the list of enrolled students at the end of second week of the semester to the Registrar and the Controller of Examinations. Controller of Examinations shall publish results on the basis of enrolled students' list of the semester. Completion of enrollment requires fulfilling all

financial obligations including payment of fees due for the semester. No student will be guaranteed enrollment in a course/semester (as applicable) until registration has been completed as under:

1.24.1 In a regular semester, a student is enrolled in the courses as specified in the Plan of Study of that degree / program.

1.24.2 In a summer semester students will be offered courses to remove deficiencies and can enroll in upto a max of 08 credit hours. Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer. A student will only be allowed to register courses of upto 08 credit hours for remedial work.

1.24.3 If a student is failing to complete his/her degree program on time and needs further time to pass remaining courses, such a student may enroll in a regular semester and register for credit hours up to the limit laid down by HEC. The Student must complete degree requirements in all respects within the maximum allowed period for the respective degree mentioned above.

## **Freezing of Semester:**

1.25 For students facing acute domestic problems or any other valid difficulty, freezing/suspending of a semester is allowed based on the positive recommendation of the Head of the Department and the approval of the Dean of the Faculty. The student shall be required to pay 25% of the tuition fee for the suspended semester to continue his/her registration with the University. Prior to resumption of studies after the temporary suspension, it shall be mandatory for the student to clear all previous outstanding dues, if any.

1.25.1 Students are allowed to freeze/suspend the semester before the start of the academic session, if they have passed the final Examinations of the previous semester with a minimum GPA/CGPA required for remaining registered in the degree program and qualify.

1.25.2 Students are not allowed to freeze more than two consecutive regular semesters. They are also not allowed to freeze more than four semesters in the entire duration of the degree program.

1.25.3 Students are allowed to freeze a semester within the overall degree awarding time frame (i.e. maximum time allowed for the completion of the degree as specified in item 1.21).

## **Dropping of Semester:**

1.26 A student after enrolling courses in a semester may be allowed to drop the entire semester on compassionate grounds up to the 15<sup>th</sup> week of an ongoing semester, subject to the following conditions:

1.26.1 Semester fee will not be refunded.

1.26.2 The case for dropping of the semester has to be recommended by the HoD and approved by the Dean.

1.26.3 All examinations / assessments undertaken by the student during the semester will become null and void.

1.26.4 A maximum of two semesters can be dropped in the entire degree program.

1.26.5 The dropped semester courses will not be displayed on the student's transcript.

## **Course Pre-requisites:**

1.27 A course cannot be enrolled-in, unless a student has passed its pre-requisite course(s), if any, as indicated in the relevant Plan of Study.

## **Repeating Courses:**

1.28 A student is allowed to repeat a course subject to the following conditions and restrictions:

1.28.1 Only those courses can be repeated in which the student has obtained a grade below 'C' in under graduate programs and below 'C+' in Graduate Programs.

1.28.2 A student is not allowed to repeat the courses in case his/her degree has been issued.

1.28.3 A course can be repeated either in a regular semester or in a summer session.

1.28.4 A student may repeat and qualify courses within one year of the completion of the Program by him/her but remaining within the maximum allowed period for the respective degree.

1.28.5 All attempts will be recorded on the transcript, however, only the highest grade earned will be used for the calculation of CGPA.

1.28.6 A student is to surrender his/her original Final Transcript (if issued) before enrolling in a course that he/she is repeating.

1.28.7 A student has to apply for course repetition on the prescribed form. The decision to approve course repetition will rest with the Dean of the Faculty.

1.29 An MS/PhD candidate with less than the CGPA required the coursework of the degree may repeat a maximum of three courses in which he/she has received a grade less than 'C+' to improve his/her CGPA. A candidate shall apply to the HOD for permission to repeat a course.

## **Adding / Withdrawing Courses:**

1.30 A student may add or withdraw a course with the approval of the HOD till the end of the second week of the semester. Course(s) will not be added after two weeks of commencement of classes.

1.31 A student may withdraw from a course(s) after two weeks of the commencement of a semester, if he/she feels that he/she cannot cope with it. The HOD must be informed by the student through a written request on the prescribed form regarding his/her intention for withdrawal of a course. Withdrawal with 'W' is possible till the 6th week of the Semester. Non-attendance will not constitute an official withdrawal.

1.32 Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade "W" will be awarded to the student which shall have no impact on the calculation of the CGPA of the student. A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript. Fee will not be refunded / adjusted in such withdrawals.



## **Class Attendance Policy:**

1.33 A student must maintain at least 75% attendance in each subject/course he/she is enrolled in a semester. In case a student fails to maintain 75% attendance in a subject / course he/she shall not be allowed to appear in the Final Examination of that subject and shall be awarded an 'F' grade. However option of withdrawing course "with W" may be exercised (as per rules) by the student to avoid "F" grade.

1.34 If a student is absent from classes for 30 days in a regular semester without information and approval of the HOD, admission of such a student is to be suspended automatically. The admission may only be re-instated on recommendation of the HOD and approval of the Dean subject to payment of prescribed re-instatement fee which will be equivalent to the Admission fee enforced at the time of re-instatement. All outstanding dues are also to be cleared by the student before the re-instatement. However, such a student shall only be allowed to join the classes from beginning of the next semester (Fall / Spring) available after the reinstatement. For the current semester the student shall be treated as if he/she dropped the semester. Procedure specified below is to be followed in this regard:

1.34.1 Department is to make absentee report of the student to the Registrar Office giving details of absence of the student.

1.34.2 Registrar Office is to suspend the admission of the student and enrollment of courses forthwith recording the same in the database for further disposal as per SOP. Student user ID for login to digital resources especially LMS is also suspended.

1.34.3 Registrar office is to issue a letter addressed to the student with a copy to the parent / guardian of the student intimating about suspension of the admission. Copy of the same (delivered/ unde-livered) is to be kept in student's personal file.

1.34.5 Student desirous of re-instatement of admission is to apply for the same on the prescribed proforma.

1.34.6 Student may be re-instated after scrutiny of his/her academic record of study at DSU, adjudging his/her ability to complete the remaining degree requirements within the maximum period allowed for the same and clearance of all outstanding dues including re-instate-ment fee.

1.34.7 On reinstatement, student is to take appropriate

action for course enrollment and restoration of in ID for accessing LMS, etc.

### **Course Cancellation / Adjustments:**

1.35 University may cancel any course due to low enrollment or non-availability of faculty. Minimum required strength for offering Elective/Summer courses will be ten students.

1.36 University reserves the right to form new sections and adjust/transfer students to other sections at any stage of the course.

### **Final Year Project / Thesis:**

1.37 A Final Year Project/Thesis may be assigned to a student, or a group of students, as applicable, as partial requirement for earning a degree. Students shall be required to submit their Final Year Project/Thesis report on time.

1.38 The Project/Thesis is to be registered in the first month of the final year according to the regular program road-map or Plan of Study, as applicable. Deadline for completing the Project/Thesis will be decided by the respective department.

1.39 It is the responsibility of the students to meet the deadlines and targets set by the Project Supervisor. Students unable to complete their work on time will be required to register again with full payment of fees.

1.40 Students working on a project must maintain a record/diary/log of their work, which must be endorsed by the Project Supervisor and may also be presented to the Projects Coordinator / HOD, as decided by the respective department.

### **Online Courses:**

1.41 University supports the online courses as offered by reputable universities such as MIT and Harvard through edX, Coursera or other such initiatives. To obtain equivalent credit at the University, the student must follow the procedure prescribed below:

1.41.1 The course must be from the list of online courses approved by the Board of Faculty.

1.41.2 The student must obtain written permission to take the

online course from the concerned HOD prior to the start of the online course.

1.41.3 The student is responsible for payment of any fees associated with the online course. The student will also be required to register the said course and pay fee in the University as per procedures.

1.41.4 The sessional exams (quizzes, assignments, mid-term exam tests, etc.) for the University course shall be waived. However, the student has to take the final exam of the University course and submit evidence of regular activities and grade obtained from taking the online course.

1.41.5 The student taking an online course will be assigned an "Online Course Supervisor" to regulate and monitor the progress of the student during the course. The Online Course Supervisor will periodically ask the student to demonstrate his/her participation/progress in the course practically. The supervisor will give a viva voce exam to the student, based on the contents / assignments / quizzes of the online course.

1.41.6 The Final grade shall be awarded after successfully passing the University's Final Exam and after successful completion of the online course. The final grade obtained by the student shall be the better of the two grades.

## **Change of Academic Program:**

1.42 A change of Academic Program will only be permitted subject to fulfillment of eligibility and merit of the respective program, availability of the seat and subsequent approval of the Vice Chancellor. Application for a change of Academic Program will be submitted on the prescribed proforma.

# **CHAPTER 2**

## **Examinations Rules, Handling Cases of Use of Unfair Means, Penalties for Academic Dishonesty**

## CHAPTER 2

### Examinations Rules, Handling Cases of Use of Unfair Means, Penalties for Academic Dishonesty

#### **Student Assessment and Examinations Basis of Student Grade in a Course:**

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

2.1.1 **Quizzes.** Quizzes may be conducted frequently in each course at irregular intervals (recommended 2 per credit hour) throughout the semester, without intimation.

2.1.2 **Mid-term Examination.** Mid-term Exams of 2 hour duration (preferably One per credit hour) will be conducted in each course with due advance notice. In the summer semester, there will be a similar Mid-term Examination, as per the Academic Calendar, in the 8th week of the semester

2.1.3 **End Semester Examination.** A comprehensive examination of three hours duration will be given in each course on its completion and it shall cover the whole syllabus prescribed for the course.

2.1.4 **Class Assignments.** Assignments relevant to the course of study may be given and graded by the course teacher to substantiate the students' grasp of course contents.

2.1.5 **Practical/Laboratory Tests.** Where applicable, these tests shall include all such examinations/evaluations necessary to ascertain the practical ability / competence acquired by students during a course of study.

2.1.6 **Projects.** Projects may be assigned to students as practical/research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical application to solve a real-world problem. Where projects are prescribed as part of the course assessment it is permissible for the project

assessment to contribute to End Semester Examination score.

2.1.7 **Case Studies.** Case-based courses may require a comprehensive Case Study to be submitted and evaluated as a contributing part of course grade.

2.2 Recommended distribution of weightages for various assessment activities is given in the table below:

ITEM	WEIGHTAGE (%)
Quizzes	5 - 10 %
Homework Assignments/Projects	20 - 25 %
Midterm Exam	25 - 30 %
Final Examination	35 - 50 %
TOTAL	100

**Midterm / End Semester Examinations:**

2.3 Midterm Examinations shall be held in the 8th week as per schedule announced by the Examination Dept. Similarly, the End Semester Examinations' schedule shall be notified by the Controller of Examinations also.

2.4 Minimum attendance requirement to appear in End Semester Examination is 75%. Candidates, whose attendance is short in any course(s), will not be allowed to take End Semester Examination and shall be declared failed in that course(s). However, a student at the risk of short attendance may withdraw from the course with grade 'W' up to end of 6th week of the semester to avoid getting the 'F' grade due to shortage of attendance.

2.5 Candidates should have cleared all the dues as applicable.

2.6 Only those candidates who are in possession of Admit Card/University ID Card shall be eligible to enter the Examination Hall/Rooms for taking the End Semester Examinations.

### **Practical Examinations:**

2.7 In all subjects for which practical examinations/projects are prescribed, arrangements for conduct of the practical examinations shall be made by the respective HOD.

### **Student's Responsibility during Examinations:**

2.8 Each student should:

2.8.1 Be seated according to the seating plan.

2.8.2 Not use or attempt to use unfair means and is to surrender notes, papers or other unauthorized material before the commencement of the examination. Any student caught using unfair means or assisting another students will be removed from the examination hall immediately and the matter will be reported to the Unfair Means Committee on prescribed proforma for further necessary action in accordance with the relevant University rules.

2.8.3 Reach thirty minutes before the start of the Examination and will not be allowed to join the examination thirty minutes after its commencement.

2.8.4 Write his /her registration number on the front cover of each Answer Copy and the additional spare sheets used. The additional spare sheet(s), if used shall be stapled together with the Answer Copy and all unused Answer Copies and spare sheets should be handed over to the Invigilator / Superintendent on completion of the examination.

2.8.5 Not bring Cell phones, programmable calculators and other electronic gadgets in the examination area.

2.8.6 Take examination in the enrolled subject(s) only.

2.8.7 Not appear in paper(s) if ineligible, otherwise he/she will become liable to disciplinary action on the basis of breach of rules.

2.8.8 In case of differences with the invigilator, bring the matter to the attention of Superintendent/Deputy Superintendent/HOD.

### **Handling of Cases of Use of Unfair Means:**

2.9 Examinations System and its authenticity is one of the major indicators which make the University and its degree credible. All regulatory bodies like Pakistan Engineering Council (PEC) and Charter Inspection & Evaluation Committee (CIEC) monitor the Examination System during their visits. DSU is making all efforts to ensure the credibility of its Examinations System.

2.10 DSU takes a very serious notice of unethical activities including the use of unfair means during the Examinations. To caution students against committing Academic Offences carelessly or otherwise, extensive preventive measures are taken to restrain students from the use of Unfair Means which include detailed instructions for students to be observed in the Examination Room / Hall (placed at Annex 'B') and a Warning Pamphlet to caution them not to carry any unauthorized material with them (placed at Annex). These are also available on the DSU Website. In addition, an efficient system is in place to handle the cases of those involved in the use of Unfair Means during the Examinations. A three member Committee is constituted by the VC to handle these cases (if any). All such cases are reported to the Committee by the invigilator/superintendent on a prescribed proforma and recommendations of the Committee are implemented forthwith after approval of the Competent Authority. Possible Academic Offences along with the penalty to be levied for each (duly approved by the Competent Authority) have been listed for the guidance of the Committee, to ensure just handling of the cases and also for information of the students (placed at Annex 'C'). Penalties may range from award of 'F' grade to Expulsion from the University, depending upon the seriousness of the offence.

### **Grading Policy:**

2.11 The Grade Point Average (GPA) will be worked out by awarding letter grades and corresponding grade points on a scale of 4.00 – 0.00. In Absolute Grading System, in every course, letter grades in all courses/subjects were awarded based on the total absolute marks obtained by a student as per following distribution:



<b>Marks</b>	<b>Letter Grade</b>	<b>Grade Points</b>
86-100	A	4.00
80-85	A-	3.67
76-79	B+	3.33
72-75	B	3.00
68-71	B-	2.67
64-67	C+	2.50
60-63	C	2.00
57-59	C-	1.67
54-56	D+	1.33
50-53	D	1.00
Less than 50	F	0.00
-	W	Withdrawn
-	I	Incomplete

2.12 In the Relative Grading System, the grade points associated with the letter grades does not change. However, the assignment of letter grades based on marks changes from absolute to relative for classes with 20 or more students. In a class less than 20 students grades will be received based on Absolute Grading System.

2.13 A student shall not be allowed to appear in final examination of a subject in which his/her attendance is less than 75%, and he/she shall be awarded 'F' grade in that subject. The 'F' grade so obtained shall only be cleared by repetition of the complete course whenever it is offered.

## **Final Grade:**

2.14 The grade earned by a student in home assignments, quizzes, case studies, viva voce, practical/ laboratory work, sessional

examinations and mini projects etc, are formalized into a sessional result by the concerned faculty member.

2.15 Students are allowed to see their graded Answer Sheet after the marking as a matter of policy.

2.16 The sessional marks will be displayed on LMS regularly and no later than at least two weeks before the commencement of End Semester Examination by the concerned faculty members.

2.17 The faculty member prepares the final results of the students on the standard grade sheet and submits it to the HoD. The grade sheets of each course, duly approved by the HoD, are sent to the Controller of Examinations.

### **Declaration of Results:**

2.18 Result will be declared by the Controller of Examinations on the date specified in the Academic Calendar.

### **Re-checking:**

2.19 There shall be no re-evaluation of answer scripts of the End Semester Examinations. However, a student shall be allowed to have his/her answer scripts re-checked (for recount of obtained marks or to see if any question is left un-marked) by the Controller of Examinations on payment of prescribed fee within 15 days of the declaration of the Result. The Controller of Examinations and a faculty member of the concerned department nominated by the HOD shall check the answer scripts of the End Semester Examination of the concerned student. They are to satisfy themselves in accordance with the provisions of rules before final outcome is communicated to the student by the Controller of Examinations.

### **Academic Deficiencies:**

2.20 The rules for disposal of academically deficient students (effective from Spring 2014) are summarized in the table below:

<b>CGPA</b>	<b>Student Disposal</b>
$1.5 \leq \text{CGPA} < 2.0$	Probation
CGPA < 1.5 or on attaining two consecutive probations*	Relegation
On earning third Relegation	Withdrawal from the Program

\*Note: In case a student has earned Relegation after two consecutive probations, he/she will be placed on further Relegation if his/her CGPA is not improved to 2.0 or above in the next semester. If the Relegation so earned becomes the third Relegation, student will be withdrawn from the Program.

2.21 Rules for probation relegation and withdrawal from the program will not be applicable in the following cases:

2.21.1 for courses taken during Summer Semester; or/and

2.21.2 when no regular semester is offered as the student is registered in an academic program for which the University only admits students once in a year due to regulatory body restriction. However such students are permitted by the competent authority to enroll few courses in order to improve their CGPA subject to availability of minimum number of students to hold the class.

### **Award of Degree:**

#### **Requirements for Award of Degree:**

2.22 University on recommendations of the Board of Faculty shall award degree to a student who satisfies the following conditions:

2.22.1 Has completed the minimum required credit hours of courses as prescribed for the degree program in which the student is registered.

2.22.2 Has achieved a minimum CGPA of 2.0 for undergraduate degree program and 2.5 for graduate degree program.

2.22.3 Has no un-cleared 'F' or 'I' or 'W' grade in any course required for the degree.

2.22.4 Has successfully completed the design/research project or thesis/case study, as applicable.

2.22.5 Has completed non-credit mandatory Internship, if required. by the program.

2.22.6 Has cleared all dues.

2.22.6 Has completed 60 unpaid, non-credit community service hours, if required by the program.

## **Issuing of Degree and Other Certificates:**

2.23 Successful candidate of a degree program shall receive a degree conferred on him/her at a convocation held for the purpose.

2.24 Degrees can be collected personally by the student or by an authorized nominee, following prescribed procedure.

2.25 Degrees shall remain in safe custody at the University with the Office of the Registrar till the time they are collected by the students.

2.26 Each successful candidate of a non-degree program shall receive a certificate duly signed by the Dean of the Faculty and Registrar.

## **Issuing of Transcripts:**

2.27 University will issue transcript upon written request on prescribed proforma from the concerned student. Transcripts will not be issued until all obligations to the University have been met. Transcript issue requests are not to be accepted from, or transcript released to, third parties without a written consent from the student. A student desirous of obtaining Academic Transcript/Detailed Marks Sheet may apply to the Controller of Examinations and submit the prescribed fee. After award of degree, the fee for Original Final Transcript will not be charged. Duplicates of transcripts will be issued on payment of prescribed charges.

## **Honors and Awards:**

2.28 Students achieving high academic standards will be awarded Academic Honors (Medals and Certificates) upon completion of their degree requirements at the Convocation Ceremony. In addition, Merit Scholarships and a mention in the Vice Chancellor's and the Dean's Honors List, are the honors conferred during the course of studies.

2.29 Medal honors will be recorded on the Degree and Transcript. To be eligible for academic honors a student:

2.29.1 Should have taken the full semester load for the entire degree program without having withdrawn/repeated any course prescribed for any semester.

2.29.2 Should not have any Incomplete course or Credit Transfer due to Migration to their credit. Courses taken through University/HEC approved student exchange programs are exempted from this restriction.

2.29.3 Should not have been penalized in any disciplinary case.

### **Medals:**

2.30 For award of Medals, the conditions are:

2.30.1 Minimum CGPA of 3.5.

2.30.2 Gold and Silver medals will be awarded to the students who achieve First and Second highest CGPA respectively, within the same graduating class / batch in the respective program.

2.30.3 Where two or more students have the same highest CGPA, the Percentages achieved by them will determine the award of Gold and Silver Medals. If the percentages are also the same, then all the students will be awarded Gold Medals. In such a case no Silver Medal will be awarded.

2.30.4 In a double tie (same CGPA and Percentage) situation for Silver Medal between two or more students, all the students will be awarded the Silver Medal.

### **Vice Chancellor's Honors List:**

2.31 In every semester, the students achieving a SGPA of 4.0 will be mentioned in the Vice Chancellor's Honors List. The Honors List will be displayed on the University website and the campus notice boards.

### **Dean's Honors List:**

2.32 In every semester, the students achieving a SGPA of 3.5 or higher but less than 4.0 will be mentioned in the Dean's Honors List.

# **CHAPTER 3**

## **Financial Rules Payment of Fee and Other Dues**

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### **Financial Rules**

#### **Payment of Fee and Other Dues**

#### **Fee:**

3.1 The University may prescribe tuition fee either on per semester basis or per credit hour basis. If the tuition fee for a program is prescribed on per credit hour basis, a student will be charged tuition fee for the credit hours as per his/her enrolled courses in the semester. Per credit hour fee may vary from one program to another. Miscellaneous and other charges including Admission Fee will also be charged as per approved rates, where applicable. If fee for a program is specified on per semester basis, a student is responsible to pay the specified per semester fee if he/she is taking the full prescribed course load. In case the actual course load being taken by the student is different from the full prescribed course load then the student will be charged fee proportionate to the course load (credit hours) as a ratio of the full prescribed course load (credit hours).

3.2 The tuition fee and other charges may be revised on an annual basis.

3.3 A newly admitted student must deposit fee/dues on or before the date notified by the University, failing which the candidature for admission in the University shall stand cancelled. A continuing student will be required to submit the semester's fee on or before the date notified, failing which the student will be penalized with Late Payment Surcharge.

3.4 Students must pay the fee that is due, subject to the following rules:

3.4.1 In case of new students, DSU will prepare a merit list of the selected undergraduate/graduate students and send them a Fee Challan which is to be deposited in the designated bank account.

3.4.2 A student must inform DSU's Finance Department after having deposited the fee along with other dues and submit a copy of the relevant receipt. DSU's Finance Department will ensure that all selected students have deposited their fee on time.

3.4.3 For students who are already registered, the Finance Department of DSU shall prepare the Fee Challans and make these available to such students on completion of Semester Enrollment. The availability of Fee Challans shall be notified on the DSU website and Notice Boards.

3.4.4 It shall be the responsibility of a student to collect his/her Fee Challan from the Finance Department of DSU.

3.4.5 A student must deposit the tuition fee and all other charges/fines as indicated in their Fee Challan by the specified date.

3.4.6 Every Fee Challan issued will have a validity of fifteen days from the date of issuance. On expiry of the Fee Challan, a new Fee Challan will be issued with a surcharge of Rs. 1,500/-. The surcharge shall be cumulative.

3.4.7 A student who has not paid his/her fee/dues shall not be permitted to sit in the Hourly Test/Mid-term Exam /End-semester Examinations. Manager Finance is to forward the list of fee defaulters to the Teaching Department/ Examination Department fort-nightly.

3.4.8 The CUs (Constitute Units) will forward the list of students who have deposited their fee to DSU by the end of every month.

### **Fee Structure for Overseas Pakistanis / Foreign Students:**

3.5 The University may prescribe a separate fee structure in foreign/equivalent local currency to facilitate Overseas Pakistanis/ Foreign students.

### **Fee Refund / Re-Adjustment:**

3.6 Migration/Discontinuation of Studies. Fee will be refunded to students who desire to migrate / discontinue studies at the University according to the following regulations:

3.6.1 Admission Fee shall not be refunded.



3.6.2 **Caution Money and full amount of Tuition Fee (other than Admission Fee) will be refunded if applied for till the seventh day of commencement of Semester.**

3.6.3 **Caution Money, and 50% of the Tuition Fee will be refunded, if applied for between eighth to fifteenth day of commencement of Semester.**

3.6.4 **Only Caution Money will be refunded, if applied for after fifteenth day of commencement of Semester.**

3.6.5 **Caution Money can only be refunded within one year after leaving university or completion of program.**

3.7 **Freezing of Semester.** If a student applies for freezing of a semester then any fee already submitted will be carried over to the semester when the student desires to join again.

3.8 **Withdrawal of a Course (Regular Semester).** No Fee will be refunded if a student withdraws from a course after completion of two weeks of commencement of Semester.

3.9 **Summer Semester.** No fee will be refunded once the student has registered for a course in the Summer semester.

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

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

3.12 **Conflict Resolution:** In case of any conflict or interpretation of the afore mentioned regulations on refund of fee and other charges, the matter will be referred to the Vice Chancellor through the Registrar whose decision shall be considered final and binding rather than seeking resolution through a court of law.

# **CHAPTER 4**

## **Regulations for Student Conduct and Discipline**

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### Regulations for Student Conduct and Discipline

#### Introduction:

4.1 The DHA Suffa University (DSU) has been established as a leading research intensive university in Pakistan comparable to the top universities of the world. The University is fulfilling its responsibility of graduating culturally enlightened, technologically knowledgeable, academically competent and research oriented productive citizens who are prepared to lead, inspire and serve humanity. The University wholeheartedly commits itself and all its resources to this sacred trust and responsibility.

4.2 The DSU community comprises a diverse population of students in pursuit of academic excellence. It strives to refine the ability of students to reason and to communicate freely and clearly so as to become responsible, morally equipped, moderate and well-rounded citizens of a diverse world. It is, therefore, expected that these attributes, in turn, should be reflected in their everyday behavior and attitude.

4.3 These Regulations are to be called the "DHA Suffa University Regulations for Student Conduct and Discipline" and shall come into force at once. The University believes that the rules, guidelines, procedures and safeguards described herein are indispensable features essential for maintaining an academic environment commensurate with the teaching, learning and developmental endeavors of the University community.

#### Definitions:

4.4 The expressions used in these regulations, unless otherwise specified, or unless there is anything repugnant to the Charter and Statutes of DSU, shall have the meanings as follows:

4.4.1 **"Complainant"** means a person who makes a complaint or reports a violation of the University Code of Conduct or University regulations and policies.

4.4.2 **"Intentional"** means deliberate.

4.4.3 **"Respondent"** means a person who has been accused of violating the University Code of Conduct.

4.4.4 **"Student"** means any currently enrolled person for whom the University maintains educational records, as defined by the University regulations.

4.4.5 **"Reckless"** means careless or heedless of the potentially harmful consequences of one's behavior, where risk of harm to persons, property or normal University operations and assets exists or can be reasonably foreseen.

4.4.6 **"University"** means and includes the DHA Suffa University, its campuses, its Constituent Units (CUs), hostels and any other premises owned or maintained by the University.

4.4.7 **"University Official"** is a person employed by the University in an administrative, supervisory, academic, research or support staff position.

## **Types of Academic Misconduct:**

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

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

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

4.5.3 **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another student to commit an act of academic dishonesty.

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

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

4.6 **Unfair Means:** The use of Unfair Means generally covers following:

4.6.1 An attempt to have access to the question paper before the test/examination.

4.6.2 Use/possession of unauthorized reference material during test/examination. It does not matter whether the material in possession is related or not, in any way, to any question asked in the test/examination.

4.6.3 Any form of communication by the examinees with any one in or outside the test/examination room while the test/examination is in progress.

4.6.4 Unauthorized entry into faculty's office or that of his/her staff with the intention of having an access to or tampering with the official record/exam paper etc.

4.7 **Moral Dishonesty:** Moral dishonesty means act which does not conform to known norms of decency.

### **General Disciplinary Guidelines:**

4.8 **Extension of the DSU Code of Conduct:** The DSU Code of Conduct applies to conduct that occurs on the University premises, at

DSU sponsored activities, and to off-campus conduct that adversely affects the University reputation and/or the pursuit of its objectives. Each member of the DSU community shall be responsible for his/her conduct.

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

**4.10 Identification/Registration Card**

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

4.10.2 Identification/Registration cards are non-transferable. The owner of the card will be called upon to account for any fraudulent use of his/her identification card and will be subject to disciplinary action by the University if he/she has aided such fraudulent use. The card will be forfeited if the student to whom it was issued allows any other person to use the same.

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

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

**4.12 Federal / Provincial Laws and Ordinances:** Violation of a Federal/Provincial law or ordinance will be dealt accordingly under these laws.

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

4.14 **Littering:** It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste bins should be used for this purpose.

4.15 **Sports:**

4.15.1 The University expects all individuals and teams involved in sports activities to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University staff at all times.

4.15.2 Under no circumstances should a student react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.

4.15.3 Individuals signing the player registration form are agreeing to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action against them by the University.

4.15.4 Persons under the influence of drugs are not permitted to participate in sports activities at the University and as such will face disciplinary action by DSU.

4.15.5 Students must remember and accept the fact that no referee, umpire or official is perfect. One may not agree with every decision that is made by a referee and, just like players, they make mistakes too.

**Dress Code:**

4.16 In order to maintain academic dignity and sanctity of the University, students are required to wear decent clothing keeping in view the local cultural values. The dress restriction is not to impose any rigidity or regimentation; rather it is in accordance with the spirit of discipline and punctuality which is the cardinal aspect of life style at DSU campuses. Purpose of Dress Code is to establish the basic guidelines for appropriate dress that promotes a positive image of DSU and also allows maximum flexibility to maintain good morale, respect of cultural values and due consideration for safety while working at laboratories. These rules are enforced for boys and girls separately.

### For Boys

To abide by the student dress code, a boy student should not:

- 4.16.1 Wear tee-shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others.
- 4.16.2 Wear torn clothing, with strands of fiber coming out and being visible.
- 4.16.3 Wear jogging or exercise clothing.
- 4.16.4 Students can put on Shalwar Kameez with closed sandals. No open slippers are to be worn.
- 4.16.5 Wear untidy clothes.
- 4.16.6 Boy Students can keep long hair which do not fall below shoulders. In no case a boy student is to have a pony tail.

### For Girls

To abide by the student dress code, a girl student should not:

- 4.16.7 Wear tight or see-through dress.
- 4.16.8 Wear shorts, or sleeve-less shirts.
- 4.16.9 Wear tee-shirts/dress bearing language or art, which appears to be provocative or indecent and is likely to offend others.
- 4.16.10 Wear torn clothing.
- 4.16.11 Wear jogging or exercise clothing.
- 4.16.12 Put on excessive makeup or wear expensive jewelry.
- 4.16.13 Wear untidy, gaudy clothing or immodest dress.
- 4.16.14 Wear torn clothing, with strands of fiber coming out and being visible.
- 4.16.15 Girls can wear jeans with long shirts. No short tops are allowed.

## Acts of Indiscipline and Prohibited Conduct:

4.17 All students are prohibited from engaging in conduct resulting in, or leading to, any of the following:

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

4.17.2 **Abuse, Assault, and Threatening Behavior:** Intentionally endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or intentionally causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion or inciting others to commit such acts.

4.17.3 **Firearms, Explosives and Other Weapons:** Possession, use, or storage of fire-arms, explosives (including, but not limited to fireworks), other weapons, or dangerous chemicals on University premises, whether or not



a license to possess the same has been issued to the possessor.

**4.17.4 Violation of Disciplinary Sanction:** Knowingly violating terms of any disciplinary sanction imposed in accordance with DSU Statutes.

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

**4.17.6 Disorderly Conduct or Indecent Behavior:** Engaging in disorderly or indecent conduct; breaching of peace; or aiding, abetting, inciting, or engaging another person to breach the 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.

**4.17.7 Theft:** Theft, or attempted theft, of property, assets or services on University premises or at University-sponsored activities.

**4.17.8 Damage to Property or its Destruction:** Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, University property or the property of others on University premises or at University-sponsored activities.

**4.17.9 Non-Compliance With Official Directives:** Failure to comply with directives of University officials.

**4.17.10 Violation of University Regulations and Policies:** Violating University regulations or policies including amendments and additions adopted since the publication date.

4.17.11 **Alcohol / Drugs / Intoxicants:** Possession, sale, distribution and consumption of alcohol / drugs / intoxicants.

4.17.12 **Unauthorized Access to Facilities:** Unauthorized access or entry to, or use of, University facilities and equipment. Unauthorized possession, duplication or use of keys to any University premises, facilities or equipment; or, unauthorized entry to or use of University premises.

4.17.13 **Unauthorized Use of Computer or Electronic Communication Devices:** Theft or other abuse of computer facilities and resources including, but not limited to:

4.17.13.1 Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

4.17.13.2 Unauthorized transfer of a file.

4.17.13.3 Use of another individual's identification and/or password.

4.17.13.4 Interference with the work of another student, faculty member or University official.

4.17.13.5 Sending obscene, abusive or threatening messages.

4.17.13.6 Transmission of computer viruses.

4.17.13.7 Interfering with normal operation of the University's computing systems.

4.17.13.8 Unauthorized duplication of software or other violation of copyright laws.

4.17.13.9 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.

4.17.14 **Provoking Others to Misconduct:** Intentionally using words or actions to provoke or encourage others to violent or retaliatory behavior, or other acts of misconduct.

**4.17.15 Identification/Registration Cards:** Failure to wear, or to produce or surrender the identification card upon the request of a University official.

**4.17.16 Animals:** Bringing an animal into any University building is not allowed, with the exception of animals used for authorized laboratory purposes, or animals being used for security purposes for which express permission has been granted.

**4.17.17 Unlawful Assemblies:** Assemblies 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.

**4.17.18 Political/Ethnic/Racial Activities:** Use of University facilities or equipment for political activities, indulgence in political/ethnic/racial activity, or use of students for furthering the cause of a political party at the campus.

**4.17.19 Harassment:** To indulge in the following:

4.17.19.1 Passing remarks, placing visual or written material, aimed at a specific person or group.

4.17.19.2 With the intention of causing harm to the person or group.

4.17.19.3 Creating an environment which limits a student's educational opportunity.

4.17.19.4 Making unwanted verbal or physical advances or explicit derogatory statements toward individuals, which cause them discomfort or humiliation or which interferes with their educational opportunity.

4.17.19.5 Any kind of sexual harassment.

4.17.19.6 Physical assault.

**4.17.20 Gambling:** Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.

4.17.21 Smoking: Smoking is prohibited on University premises.

4.17.22 **Abuse of the Student Conduct System:** Abusing the student conduct system includes, but not limited to:

4.17.22.1 Failure to obey the notice from a University official to appear for a meeting or hearing as part of the student conduct system.

4.17.22.2 Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University.

4.17.22.3 Disruption or interference with the orderly conduct of a hearing proceeding.

4.17.22.4 Causing a violation of University Code of Conduct hearing.

4.17.23 **Indecent Behavior at the Campus:** Indecent behavior exhibited at the campus including classes, cafeteria, laboratories etc, defying the norms of decency, morality and religious/cultural/social values by single or group of students.

4.17.23.1 Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misusing of lab/university equipment, etc.

4.17.23.2 Use of mobile phone in classrooms, examination halls, labs and library thus disrupting the discipline of the said places.

4.17.23.3 Making of speeches, shouting slogans or circulation of printed / photo-copied material derogatory to Islam, or any religion, Pakistan, any racial/ethnic group, the prestige of the University, its faculty, its employees or other students.

4.17.24 **Off-Campus Conduct:** Conduct occurring off University premises should be such that it does not affect the interest/image of the University.

## **Discipline in Hostels:**

4.18 Hostels are subject to additional disciplinary rules due to communal nature of living in hostels. Hostel Rules are a part and parcel of the University's rules and their violation shall be considered an act of indiscipline.

### **Acts of Indiscipline:**

4.19 A student shall be deemed to have committed an act of indiscipline if he/she:

4.19.1 Commits a breach of Student Code of Conduct as specified in article 4.17.

4.19.2 Disobeys the lawful orders of a teacher or other person in authority.

4.19.3 Habitually neglects work or absents from the class room without valid reason.

4.19.4 Willfully damages public property or the property of fellow students or any teacher or employees of DSU and its CUs.

4.19.5 Does not pay the fees, fines, or other dues payable under the laid down rules and regulations.

4.19.6 Uses indecent language; wears immodest dress; makes indecent remarks; gestures; behaves in a disorderly manner; commits any criminal, immoral or dishonorable act or any act which is prejudicial to the interests of DSU and its CUs.

### **Enforcement of Code of Conduct:**

4.20 All faculty members, administrative staff, support staff and students will be expected to monitor this code of conduct and report any disregard or violations to the respective HOD's in case of students. The violations of the students will be forwarded to the Director Student's Discipline, who will determine if it should be treated as a minor or major violation.

4.20.1 Minor violations will be dealt by Director Student's Discipline who will impose an appropriate fine and warn the students to be careful in future.

4.20.2 Major violations will be dealt by the University Discipline Committee. The DSD will prepare a case and put it upto the VC to authorize the formation of University Discipline Committee. The VC will then direct the appropriate personnel to examine and investigate the matter and recommend the necessary action.

4.20.3 Parents of those students who disobey authority and violate the code of conduct will be informed.

4.20.4 Students may be held accountable for the acts of misconduct of their guests while on University premises or at University-sponsored activities.

4.20.5 Students who are charged with violations of this Code are subject to disciplinary action as per DSU rules / regulation / statutes.

4.21 Every member of the Faculty shall have the power to check any disorderly or improper conduct of, or any breach of the regulations, by students in any part of the University or outside when the visit is sponsored or organized by it. Misconduct in a classroom when a student is under the charge of a teacher shall not be allowed and a punitive action such as a fine, removal from the classroom or a punishment of greater magnitude may be imposed as decided by the authority so empowered.

4.22 Female students facing any kind of harassment from any person at the Campus must report the incident to the office of Women Harassment in charge with information to the respective HOD.

### **Punishment or Penalty for Acts of Indiscipline:**

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

#### **4.23.1 Minor Punishments:**

4.23.1.1 **Warning in writing:** Notice to the offender, verbally or in writing, that continuation or repetition of prohibited conduct may result in further disciplinary action.

4.23.1.2 **Probation:** Probation for a specific period.

4.23.1.3 **Fine:** Fine which may amount up to Rs. 5,000.

4.23.1.4 **Hostel Suspension / Permanent Removal:** Expulsion from the hostel for a specified period, or permanent removal from the residence hall.

4.23.1.5 **Withholding of certificate:** Withholding of a certificate of good moral character.

4.23.1.6 **Removal of privileges:** Deprivation from the privileges enjoyed by the students.

4.23.1.7 **F Grade:** Award of “F” grade in a paper.

4.23.2 **Major Punishments Involving:**

4.23.2.1 **Expulsion:** Expulsion from the class for a specific period up to one semester.

4.23.2.2 **Fine:** Fine which may amount up to Rs.10,000.

4.23.2.3 **Exam Result:** Cancellation of examination result.

4.23.2.4 **Rustication:** Expulsion or rustication from the University/CU for a specific period.

4.23.2.5 **Degree:** Non conferment of degree / transcript.

4.23.2.6 **Relegation/withdrawal:**

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

4.25 A student guilty of an act of indiscipline shall be liable to the penalties specified in the table below or promulgated through written orders/notifications with the indicated Awarding and Appellate Authorities:

S. No.	Penalty	Awarding Authority	Appellate Authority
1	Removal from classroom, laboratory, or field work, for a maximum period of two contact hours	Teacher In-Charge	Head of the Department
2	Expulsion from games or field work for not more than one week	Games/Field Work In- Charge	Head of the Department
3	Expulsion from educational visits and sports tours	Head of the Department	Dean
4	Suspension from classes for a period not exceeding two weeks	Dean/President Discipline Committee	Vice Chancellor

<b>S. No.</b>	<b>Penalty</b>	<b>Awarding Authority</b>	<b>Appellate Authority</b>
5	Fine not exceeding Rs. 10,000/-	Dean/President Discipline Committee	Vice Chancellor
6	Removal from a position of authority on the advice of the Student Advisor/HOD	Dean	Vice Chancellor
7	Expulsion from the hostel	Dean/President Discipline Committee	Vice Chancellor
8	Cancellation of remission of fees/assistant-ship/scholarship etc.	Dean	Vice Chancellor
9	Rustication for one or more semester	Vice Chancellor	--
10	Expulsion from the University	Vice Chancellor	--

### **Procedure in Case of Breach of Discipline:**

4.26 Case Referrals: A faculty, a staff member or an officer in whose presence or in relation to whom an act of indiscipline has been committed or who gets to know of such an act, may deal with the case himself/herself, or if in his/her view the case is one which can be more appropriately dealt by another authority or which warrants a penalty of greater magnitude than he/she is competent to impose, shall refer the case to the President Discipline Committee. Any charge should be submitted as soon as possible after the alleged violation takes place, preferably within 24 hours of the violation. Those referring cases are normally expected to serve as complainant and to present relevant evidence in disciplinary hearings before the DSU Discipline Committee.



4.27 Procedure for Disciplinary Hearing: A disciplinary hearing is a formal process conducted by the DSU Discipline Committee. This formal process is designed to gather and consider relevant information regarding the alleged violation(s) of the Student Code of Conduct and to determine and recommend a punishment. Every effort will be made to expedite proceedings pursuant to allegations within a reasonable period. All cases of serious breach of discipline will be referred to the DSU Discipline Committee for investigation which will either impose the penalties if within its powers or recommend heavier punishments to the Vice Chancellor through concerned HOD and Dean. When a case against a student is referred to the DSU Discipline Committee, it may, with the approval of the Dean of the Faculty, if it deems fit, suspend the student from the classes till the finalization of the case. The Discipline Committee shall submit its report to the HOD in four parts i.e. Summary of the Case, Proceedings, Findings and Recommendations. If the Awarding Authority for the punishment recommended by the Discipline Committee is the Dean/VC, the HOD shall forward the report to the Dean with his/her recommendation. If the Discipline Committee recommends Rustication/Expulsion of the student, the Dean shall forward the report to the Vice Chancellor with his/her recommendation. In all cases where penalties are awarded by the President Discipline Committee/HOD/Dean, the report shall be forwarded to the Vice Chancellor for information.

4.28 **Punishments:** DSU Discipline Committee will recommend the punishment according to the gravity of the case after giving full opportunity to the defaulter to give his/her point of view before recommending the punishment.

4.29 **Appeals:** An appeal against the penalty may be filed by the student with the Appellate Authority within 30 days of announcement of the punishment. No appeal by a student shall be entertained unless it is presented within 30 days from the date of communication of the decision, provided that the Vice Chancellor may, for valid reasons, extend this period.

4.29.1 No appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion except on the grounds that such authority imposed a penalty which it was not competent to impose.

4.29.2 An appeal on the grounds that an authority imposed a penalty which it was not competent to impose, shall lie with the body or person of higher authority than the one who imposed the penalty.

## **Rustication:**

4.30 Rustication may be awarded up to a maximum of 3 years. The penalty when imposed on a student shall always mean a minimum loss of one semester as far as his/her appearance in the examinations is concerned. The actual period of absence from the University will, however, depend upon the time of the academic year when the penalty is imposed.

4.31 The student under rustication will have the option of rejoining the University at the beginning of the semester/academic year after the completion of rustication period, provided suitable courses are available in the normal semester's list of courses being offered. It shall be obligatory on the part of the University to re-admit the student if he/she wishes to rejoin.

4.32 No fee shall be charged from a rusticated student for the time period during which his/her name remained struck off the rolls. However, the previously deposited fee will not be refunded.

4.33 No student shall be rusticated from the University unless he/she has been allowed a reasonable chance of defence against the accusations.

## **Expulsion:**

4.34 The Dean of the Faculty shall report the name of the student who has been found guilty of an offence warranting expulsion to the Vice Chancellor stating the reasons for the proposed action, who will then have the authority to sanction expulsion after allowing reasonable chance to the student to defend himself/herself against the expulsion.

4.35 The name of the expelled student will immediately be removed from the DSU rolls, and fee for remaining month(s) of the semester will not be refunded.

4.36 A student expelled from the University will not be re-admitted to any of the University's Constituent or Affiliated Units.

4.37 Cases of expulsion will be registered in DSU records and announced to all CUs and AUs.

## **Compensation for Loss:**

4.38 The Dean of the Faculty, or any faculty or officer to whom he may delegate the powers, may instruct a student to pay compensation for any loss or damage to property belonging to the CU/University, public authority, a fellow student or an employee of the CU/University, caused by a willful act or gross negligence of the student. If the student does not pay such compensation within a specified period, the Dean of the Faculty will proceed against the student in the manner as prescribed in these regulations.

# CHAPTER 5

## Scholarships and Fee Concession Policy

## **CHAPTER 5**

### **Scholarships and Fee Concession Policy**

5.1 DSU undertakes to define all of its policies and regulations with utmost integrity and in a manner consistent with highest standards of academic administration and management. The Scholarships and Fee Concession Policy is meant to provide complete transparency for the mechanism used to award these financial benefits to the deserving students in line with the goals and objectives of DSU.

#### **Budgetary Allocation for Scholarships:**

5.2 In order to provide adequate funds in the annual budget for scholarships, 10% of the total tuition fee revenue at DSU is allocated for Scholarships and Fee Concession.

5.3 It is also ensured that the scholarships on Need-basis or Merit-basis shall cover a minimum of 10% of the student population in each Academic Year.

#### **General Rules for Scholarships and Fee Concession:**

5.4 Scholarships and Fee Concession are applicable only to tuition fees. Any other type of fee is not covered under the policy.

5.5 All applications/cases for Fee Concession and Scholarships shall be reviewed by the Scholarships Award Committee (SAC). The SAC shall put up its recommendations for approval of the Vice Chancellor.

#### **Fee Concession:**

5.6 Fee Concession will be available to all regular faculty members, officers and employees of DHA and DSU, for themselves, their spouses and their dependent children, as follows, subject to the condition that they compete with others at the time of admission and come in the merit list:

5.6.1 50% concession in tuition fee.

5.6.2 No concession in any other fee/charge.

5.7 Following conditions shall apply to Fee Concessions:

- 5.7.1 Fee Concession is applicable to all disciplines.
- 5.7.2 Fee Concession is not available to the Visiting Faculty, RAs, TAs or any other temporary employee.
- 5.7.3 Faculty/Officers/Staff are allowed admission in evening/weekend programs only after their working hours.
- 5.7.4 Children/spouses will not have Fee Concession in MPhil and PhD programs.
- 5.7.5 Only dependent and unmarried children of Faculty/Officers/Staff are eligible for Fee Concession.
- 5.7.6 In case Faculty/Officers/Staff resign from the University/DHA, or the University/DHA terminates their service due to any reason, full tuition fees for subsequent period will be charged.
- 5.7.7 Officers/Staff are not allowed to have admission in undergraduate programs.
- 5.7.8 Admission shall be on merit.
- 5.7.9 Employment Certificate by the Head of DHA institution where employee is serving is a pre-requisite for availing Fee Concession by DHA employees.
- 5.7.10 Once awarded, Fee Concession will continue in subsequent semesters subject to achieving 2.0 SGPA in every semester. Fee Concession will be withdrawn if the student secures less than 2.0 SGPA in any semester; and will only be restored in subsequent semesters, if the student succeeds in achieving 2.0 or higher SGPA.

**Processing Procedure for Fee Concession:**

5.8 Application for Fee Concession should be submitted on the prescribed form. All applications for Fee Concession will be scrutinized by the Scholarships Award Committee and, if found acceptable, shall be forwarded to Vice Chancellor for approval and award of Fee Concession.

5.9 Application for Fee Concession can only be submitted after Admission Offer Letter is received by the applicant.

## **Scholarships:**

5.10 DSU aims to extend quality education to all deserving candidates. Following scholarships are offered by the University in pursuance of this aim:

5.10.1 Need-based Scholarships

5.10.2 Merit Scholarships

## **Need-based Scholarships:**

5.11 Students who fulfill the admission merit list criteria and are taking the full prescribed load of the semester as per their Plan of Study are eligible to apply for the Need-based Scholarship at the time of admission. Continuing students may apply for Need-based Scholarship at any time and their cases shall be considered for the subsequent semester along with the cases of new students.

5.12 Need-based Scholarship Application Form as prescribed in Annex “G” is required to be filled and submitted by the applicant. All required supporting documents are to be attached. During the scholarship applications review process, the applicant may be interviewed by the Scholarships Award Committee.

5.13 Background Check may be conducted, if deemed necessary, to verify information provided by the applicant in Need-based Scholarship Application Form. If the Background Check reveals that the applicant has provided false information in the Need-based Scholarship Application Form, the applicant would stand disqualified from receiving any Need-based Scholarship.

5.14 The Scholarships Award Committee is empowered to decide upon the amount of scholarship award to each applicant according to the financial needs of the applicant, on case to case basis. Award decisions taken by the committee shall be considered as recommendations and put up for the final approval of Vice Chancellor.

5.15 Information provided by the applicant in the Need-based Scholarship Application Form shall be treated as strictly confidential.

5.16 Need-based Scholarship will be withdrawn if the awardee secures less than 2.5 SGPA in a semester. Need-based Scholarship may be restored in subsequent semesters only if the student

succeeds in achieving 2.5 or higher SGPA and applies afresh and qualifies for Need-based Scholarship. Such cases shall undergo a full review and shall be treated as new applications.

5.17 Need-based Scholarships are awarded as Qarz-e-Hasana. The students availing Need-based Scholarship awards are made aware that they have a moral obligation to return the amount after they complete their education, at their convenience, so that it could be used in the future for helping needy students like themselves.

### **Processing Procedure for Need-based Scholarships:**

5.18 Newly admitted students desirous of availing Need-based Scholarship should fill in the Need-based Scholarship Application Form and submit it along with required documents after depositing duce for securing admission. Continuing students can apply by submitting the Need-based Scholarship Form at any time. However, their cases will be considered at the next scheduled meeting of the Scholarships Award Committee.

5.19 Minimum processing time of six weeks is required by the Scholarships Award Committee to process cases for Need-based Scholarships. This time is inclusive of interview of the candidate along with parents/guardian and Background Check.

5.20 Submission of Need-based Scholarship Application Form does not guarantee award of the scholarship. Furthermore, only students carrying full workload as specified in the Plan of Study for the degree are eligible for consideration of Need-based Scholarship award.

### **Merit Scholarships:**

5.21 Students who have secured top three (03) positions in the Intermediate Board or Four A's in the Cambridge Board in optional/relevant subjects are eligible for 100% Merit Scholarship in the first semester.

5.22 Top 5% of the students in each degree program are eligible for Merit Scholarship in every semester based on total percentage marks secured in the previous semester. Merit Scholarships are to be awarded in each semester and shall only be valid for the semester for which they are awarded. In addition to the student being among the top 5%, the SGPA obtained must also be greater than 3.0. Furthermore, only students carrying full workload as specified in the Plan of Study for the



degree are eligible for consideration of Merit Scholarship award.

5.23 Top 5% of the students in each undergraduate degree program are eligible for Merit Scholarship based on Admission Merit.

5.24 The financial value of Merit Scholarship awarded to an individual student in the top 5% list in the first semester is subject to the criteria made by the Scholarships Award Committee.

5.25 In semesters after the first semester, Merit Scholarship amount given to an individual student among the top 5% of the students in each degree program will depend on the performance of the respective student in the previous semester examination according to the SGPA obtained by the student. The Merit Scholarship amount awarded to an eligible student will be 90% of semester tuition fee if his/her SGPA is 4.0 and 0% if his/her SGPA is 3.0 (or lower). For SGPA values between 3.0 and 4.0, the Merit Scholarship amount will be linearly pro-rated between 0% and 90% of student's semester tuition fee. As an example, a student who is among the top 5% of the students and thus is eligible for the Merit scholarship and his/her SGPA is 3.5 will get 45% of tuition fee as Merit Scholarship amount. In case his/her, SGPA is 3.65, he/she will get 54% of tuition fee as Merit Scholarship amount.

### **Processing Procedure for Merit Scholarships:**

5.26 There is no prescribed form for Merit Scholarship application. Computerized System of DSU will automatically generate the names of deserving candidates for Merit Scholarship award according to above mentioned criteria.

5.27 Processing time of three weeks is required by the Scholarships Award Committee for finalizing Merit Scholarship nominations after the merit list is announced by the Admission Committee or the Semester Examinations result is announced by the Controller of Examinations.

5.28 A student who has applied for need based scholarship or is eligible for merit scholarship must deposit full semester fee in time. If he/she is awarded a scholarship, that amount will be given to him/her subsequently in the form of cheque, or adjusted in his future dues.

## **Other Scholarships and Financial Assistance Schemes:**

5.29 From time to time, other named scholarships and financial assistance schemes may be initiated by the University with the support of philanthropists / government / non-governmental organizations, etc. Such scholarships and financial assistance schemes will be subject to specific rules. However, the DSU Scholarship Award Committee shall announce these scholarships / financial assistance schemes, solicit and review the applications for these scholarships / financial assistance schemes and recommend the award of these scholarships / financial assistance to deserving applicants in light of the relevant rules.



# CHAPTER 6

## Student Societies and their Rules

## **CHAPTER 6**

### **Student Societies and their Rules**

#### **Student Societies:**

6.1 Apart from academic and professional progress, the DSU lays equal emphasis on the personal growth of the students. Student societies provide awareness, venues and opportunities to students to learn and acquire important skills and experience that may help them succeed in their professional careers after they graduate from DSU.

#### **Chairperson of a Student Society:**

6.2 The Chairperson of a Student Society is there to:

6.2.1 Determine the student society's goals.

6.2.2 Give advice and guidance on a student activity or event organized by the society.

6.2.3 Adopt a practical approach to attain a specific and a procedural task.

6.2.4 Review and endorse proposals before submission to Student Societies Coordination Committee (SSCC)

6.2.5 Encourage teamwork (This would include promoting interdepartmental cooperation).

6.2.6 Employ organizational skills.

6.2.7 Cultivate leadership qualities among students.

6.2.8 Guide students to learn from their successes and failures.

## **Student Societies Coordination Committee (SSCC):**

6.3 The Student Societies Coordination Committee (SSCC) shall coordinate, supervise and regulate the operations of the student societies. It shall be managed by the following five personal nominated by the VC from the faculty members:

- I. Director – One
- II. Deputy Directors – four

6.3.1 It will prepare a DSU Calendar of Total Events and a DSU Budget of Total Events for the whole academic year covering Fall and Spring Semesters. These list of events and their budgeting will be taken from each society's president and it will ensure to remove all the clashes or similar events of the societies.

6.3.2 SSCC will supervise all planned events of respective societies. It will ensure that all activities take place within the bounds of DSU statutes and confirming to the religious and national norms of Pakistan.

6.3.3 It will ensure that the societies operate as per SOPs, rules, regulations and policies of SSCC.

6.3.4 It will ensure that the society disciplinary matters are dealt appropriately.

6.3.5 It will ensure the proper booking of the venues and no conflict arises in it. It will make sure that no overlap happens by booking the same venue at the same time for two different events.

6.3.6 At the end of each semester, it will receive from every president of the student society, a brief report of activities of the society. This report will be submitted to the VC through respective Dean in the months of July and January for the preceding semester every year.

## 6.4 Membership of the Society:

- a. Patron - HOD of the allocated department
- b. Chairperson – Faculty member of the relevant department. Although a faculty member of any other department can also take the role of a chairperson.
- c. President – An elected Student.
- d. Vice- President – An elected Student.
- e. Treasurer – An elected Student.
- f. Members – 5 nominated Students.

**6.4.1 Patron:** The HoDs of the relevant department will be the Patron of the society.

**6.4.2 Chairperson:** Any faculty member who will be appointed by the HOD for supporting the students in their societies activities. He will encourage and motivate the students and supervise the way the events are handled and conducted by the students.

**6.4.3 Office Bearers:** The posts of President, Vice-President, Treasurer and five support members together can also be called Society Office bearers and its tenure will be for one year. All students will be asked to participate in at least any one student society (as office bearer or volunteer); If he is an office bearer then he can participate in only one society but if he is a volunteer then his participation in more than one society will be encouraged. DSU students who are interested to participate in the functioning of student societies as office bearers, shall register themselves as candidates of those societies when the call for candidates is made, at the start of the elections. The final Office Bearers will be elected by participating in the Student Societies elections.

The society student body should not have more than eight office bearers (President, VP, Treasurer and five support members). The five support members are nominated by the President, Vice President and the Treasurer and finalized by the chairperson. Their role should be based on the consent of the Chairperson, the President and the VP. The society can have volunteers but their size should not be more than thrice the size of office bearers.

#### **6.4.4 Functions & Responsibilities of Office Bearers:**

The functions and responsibilities of different office bearers are defined as under and any additional functions can be defined by the Chairperson of the society, which will then be approved by the Patron. The Office bearers should prepare the Annual Event Calendar, Event Planner & the Budget associated with it.

- a. Event Calendar: List their mega / other events of the society in the year.
- b. Event Planner: define how the event will be conducted.
- c. Budget: that will be the financial revenue and expenditure of the event.
  - (1) The estimated amount to be generated through:
    - (a) Sponsorships
    - (b) Tickets
    - (c) Participant Fees
  - (2) The amount needed from DSU
  - (2) The estimated expenditure of the event.

#### **6.5 Criteria of Selection of Students in a society:**

At the start of each Fall Semester, a notice on the Notice Boards as well as Student LMS will invite students to apply as candidates for office bearers of various student societies, Interested students will be directed to complete a standard online application form which is in the following format:

- a. Date of Application
- b. Society Name
- c. Position
- d. Student Id
- e. Student Name
- f. Student Department and Class
- g. Area of interest
- h. Experience
- i. Previous Awards & Competitions participated
- j. Any previous position held in any of the student society
- k. Relevant references



### **The selection will be based upon:**

- a. Academic credentials (CGPA > 2.5)
- b. Professional ethics / attitude
- c. Previous competition experience
- d. Office bearers (President, Vice President, Treasurer & five Support members) should be from 3-7 semester. 1st, 2nd & 8th semester students can only work for different society events as volunteers but cannot take any post.

### **6.6 Time of the Elections for the Office Bearers of the Societies:**

Elections will be held by the Chairperson and SSCC (Student Societies Coordination Committee) within six months after the completion of the tenure of a student office bearer or the position becoming vacant for any other reason.

### **Procedure to Hold the Elections:**

6.6.1 DSU Students who are interested to participate in the functioning and management of a society shall register themselves as candidates for any of the Student Society Office bearer post.

6.6.2 The SSCC will announce the date of the election with consultation with the higher management.

6.6.3 Candidates who fulfill the eligibility criteria shall be allowed to contest the elections. The Chairperson shall scrutinize the candidate applications and interview the candidates to ensure that all criteria are met.

6.6.4 Elections shall be conducted on the "Election Day" announced by the SSCC from 10:30 to 04:30 pm without disturbing the academic activities.

6.6.5 Election Campaign will be limited to use of social media and posters on the Societies Notice Board only. No banners / fliers shall be allowed. Use of DSU domain email shall not be allowed.

6.6.6 A candidate restoring to unfair means such as, use of indecent language, threatening, bullying etc. will be removed from the list of candidates and not allowed to participate in the activities of the society.

6.6.7 The election voting can be conducted either on-line or manually. In case of manual voting the SSCC (Student Societies Coordination Committee) will co-ordinate with the ASO who shall provide and arrange ballot boxes, identify space for ballot booths and depute security personnel on the Election Day.

6.6.8 The SSCC shall be the overall in-charge for conducting the elections smoothly.

6.6.9 Within 2 working days, The final elected members list, signed by the Director SSCC, will approved by the Dean and then will placed on the Noticeboard for information.

6.6.10 A copy of the final list will then be sent to the Chairperson of each society and it will also be send to the dean for record and reference.

### **Event Proposals:**

6.7 At the start of the student Societies tenure, Student heads of societies must submit an application with complete and detailed itinerary and costs to the Chairperson of student society, who after reviewing the proposal then submits it to the SSCC dept. The event list is then submitted to the Dean and VC for approval.

6.7.1 A minute sheet should be generated by Chairperson for minor events at least 2 weeks prior to a minor event that can be held without disturbing regular class schedules.

6.7.2 A minute sheet should be generated by Chairperson one month prior to a major event that may require suspension of academic schedule or may require evening or weekend sessions.

### **Points to Consider When Preparing a Proposal:**

#### **6.7.3 Transport Services:**

6.7.3.1 Time to arrange transport

6.7.3.2 Cost

6.7.3.3 Mileage

6.7.3.4 Pick and drop points and timings

**6.7.4 Invitations:**

6.7.4.1 Design and printing costs

6.7.4.2 Prepare to send invitations two weeks prior to event.

6.7.4.3 Postage delivery charges

**6.7.5 Arrangement of Campus Facilities:**

6.7.5.1 Re arrangements of some classrooms / seminar rooms or labs.

6.7.5.2 Decoration and arrangements.

6.7.5.3 Installation of different hardware and workstations.

6.7.5.4 Information Desk(s).

6.7.5.5 Costs.

**6.7.6 Advertising:**

6.7.6.1 Design and printing costs of flyers.

6.7.6.2 No inappropriate, controversial, offensive or obscene artwork

6.7.6.3 Advertising would not be pasted or taped in such a way as to cause damage to the walls or leave marks when the notices are removed.

6.7.6.4 Advertising notices to be posted in appropriate and pre-approved locations.

6.7.6.5 Advertising notices would be removed after the event has passed.

## **Departmental Seminars:**

6.8 Departmental Seminars should be conducted with the approval of Head of Department, who would assess the viability and the impact of the proposed seminar. An email should be generated that should inform the faculty member, staff and the students about the seminar in advance. A chronological record of the seminar shall be maintained by the departmental secretaries. Office of the Dean will be notified for necessary coordination and information.

## **Field Trips/Industrial Visits:**

6.9 Proposals for the field trip / industrial visits (to enhance the academic development of students) should be initiated by the faculty member who intends to take students to the trip. Factors such as safety and security of students and the transportation cost must be reviewed pragmatically. With the consent of the Head of Department, the proposal would then be submitted to the Dean for final assessment and approval.

## **Monetary Considerations and Financial Transactions:**

6.10 All financial matters that require purchasing or financial-oriented preparations and procurements shall be arranged by the University through Procurement Office.

## **Procedure to Hold an Event:**

6.11 Procedure to hold an event is given as under:

6.11.1 Students initiate request through the relevant society. Students prepare a general proposal describing the exact nature of the event and detailing its prospective costs.

6.11.2 Chairperson of the society reviews the proposal and submits it to the SSCC dept after insuring that the proposal is complete and in-line with university policies and rules.

6.11.3 SSCC shall evaluate the feasibility and streamline the proposal before approving them or send the proposal back to the student society to re-evaluate their event and activity.

6.11.4 Approved proposal goes to Finance Department and Admin officer for necessary action and then to the Dean and VC for final approval.

## **Activities which the Student Societies can Organize:**

### **6.12 Co-Curricular Activities**

**6.12.1 Competitions:** Organized on campus or competitions at other universities to which we are invited to attend, locally in Karachi or in other cities of Pakistan, when students travel to represent DSU at other campuses or colleges and universities, covered expenses include their registration fees, travel expenses, and lodging.

6.12.2 Organizing of seminars or / and attendance of lectures / workshops by professional societies.

6.12.3 Student Publications, such as Magazine, Student Annual Yearbook, Newsletters, or any other literary publications.

6.12.4 Functions organized for award of medals and prizes to outstanding students.

### **6.13 Extra-Curricular Activities:**

6.13.1 Sports related competitions on campus or at other campuses.

6.13.2 Welcome or Farewell parties and events on national days Annual Student Functions.

6.13.3 Competitions and events like debates, women empowerment, Media and performing Arts Character building Sessions or other such activities meant to develop intellectual and social skills.

6.13.4 Organizing on-campus fairs or participation at other institutions.

6.13.5 Student trips and excursions (full transport and partial accommodation).

6.13.6 Award of shields, prizes and medals to students.

6.13.7 Any other student related activity requested by student societies and approved by the Dean.

## **Accounting of Student Society Funds:**

6.14 A complete record of the amount received from students, university and the expenditures incurred must be made in accordance with DSU accounting procedures.

6.15 One of the event activities requires students selling registration tickets for the event, the collected money is to be deposited to the Accounts Office.

6.16 The expenditure from the said money is to be carried out after the approval of Competent Authority.

6.17 All finance related receipts and details of expenditure should be audited by the internal audit officer of DSU.

## **Rules for Students for Out of City Event:**

6.18 Students who intend to participate in the event or activity outside the city of Karachi must not be on Academic Probation.

6.19 Student shall be marked ABSENT for the days he/she misses the classes. Hence, it is his/her responsibility not to cross the limit of 25% absences.

6.20 An undertaking by the student, duly countersigned by parents is required that he/she shall abide by the rules and that he/she is responsible for any academic loss.

6.21 No student shall participate in more than TWO out of city events in a semester.

6.22 A maximum of Rs.1000 per night shall be provided as accommodation allowance to each participating member, wherever the host institute has not provided any accommodation. If the accommodation is provided, actual accommodation charges shall be paid.

6.23 A maximum of Rs.1000 per day for food expenses are to be provided to the student.

6.24 A lower AC train fare or AC bus ticket shall be provided by the university to each participating member.

6.25 At most two teams for the event / competition outside Karachi shall be sent in each semester / year. Internal competitions must be held wherever more teams are interested to participate in such competitions.

6.26 Chairperson of student societies shall send for approval the names of the participants and teams, keeping in view conditions given in above mentioned paragraphs.

6.27 Funds from the Accounts Office shall only be released when the teams are approved as per the criteria defined.

### **Criteria for Selection - Inter-university Competitions:**

6.28 E-mail / Notices to students will carry a deadline for those interested to respond.

6.29 Interested students will be directed to complete a standard application form.

6.30 Application Form should include:

6.30.1 Date of application.

6.30.2 Student name.

6.30.3 Student registration number.

6.30.4 Student CGPA (must be  $\geq 2.0$ ).

6.30.5 Department and year of study.

6.30.6 Area of interest, experience, previous awards competitions, relevant references.

### **Selection will be based upon:**

6.30.7 Academic credentials.

6.30.8 Professional ethics/attitude.

6.30.9 Previous competition experience.

6.30.10 Faculty representatives from each department will be asked to participate in making selections. An additional faculty member may be appointed by the Head of Department to coordinate with the Chairperson who would look after the event. The selection list will be placed on the Notice Board for information and appeal against the selection (if any) within one working day.

6.30.11 The list of selected students will be signed by the HoD of the relevant Department within two working days for final approval; otherwise the list finalized by the Chairperson shall stand approved.

6.30.12 The list will then be sent to other relevant offices (such as SSCC office of the Registrar) and office of the Dean for necessary coordination and information only.

### **Letter of Authorization for Out of City Travel:**

6.31 In case of travel outside the city of Karachi to participate in an extracurricular activity or event, a signed Authorization Letter from the parents/guardians is required from each student who intends to participate in the event. The Registrar Office would then contact the parents/guardians to verify the authorization.

### **Code of Conduct during an Activity or Event:**

6.32 DHA Suffa University endeavors to inculcate in its students intellectual diversity, self-motivation, critical thinking and inquisitiveness, research oriented approach, capacity for leadership, and community oriented, ethically guided high sense of professionalism. The university aims to equip students to meet the challenges of the 21st century. The University expects its students to strive towards acquisition of attributes that befit the national objectives. These attributes, in turn, should be reflected in their everyday behavior, attitude and dress. In order to achieve these goals all students are obliged to strictly follow the Code of Conduct laid down in the Student Handbook.



# CHAPTER 7

## Facilities at DSU and Relevant Rules / Policies

## CHAPTER 7

### Facilities at DSU and Relevant Rules / Policies

7.1 A number of facilities are being provided / operated to support a healthy academic environment at DSU. These facilities include:

- Library
- Laboratories
- IT Infrastructure
- Cafeteria
- Photocopy and Binding Services
- Career Services & Corporate Relations
- Community Service Sustainability Program

7.2 Rules and policies related to these facilities and services are provided in this chapter.

#### 7.3 **Library Rules:**

7.3.1 Silence must be observed in the study areas. Quiet talking is allowed in the Circulation Desk area. Library staff has the right to ask the people to leave the Library if they are talking anywhere in the Library in a way that causes disturbance to other people.

7.3.2 Students who behave in an abusive, disorderly, disruptive, indecent, offensive, or unreasonable manner will be asked to leave the Library. Offender will be taken to the Dean.

7.3.3 Students must carry their student ID cards to enter the Library.

7.3.4 All Library material must be borrowed properly before leaving the Library. Un-borrowed items taken beyond the Library Gate are considered stolen. Offenders are liable to suspension and stern disciplinary action.

7.3.5 Seats are not allowed to be reserved. When there is a demand for seats, Library staff can remove unattended articles from the tables.

7.3.6 Chairs and study tables should not be moved around.

7.3.7 Smoking, eating and drinking are prohibited inside the Library.

7.3.8 Personal belongings (such as file covers, briefcases, handbags, etc.) must be left outside the Library or at the designated place. The University accepts no responsibility for personal belongings left in / outside the Library.

7.3.9 Members are not permitted to use telephones (including mobile telephones) in the Library. Mobile phones must be switched off in the Library. Library staff is not permitted to accept private telephone messages for readers with the exception of emergency calls.

7.3.10 Where the Librarian or other Library staff has reasonable grounds to suspect that a breach of these Rules is being committed, he / she has the power to ask any person who is present in, or is leaving or attempting to leave the Library, to demonstrate to the satisfaction of the Librarian or Library Staff that he / she is not in possession of any book(s) or other items(s) of Library property.

7.3.11 No users of the Library shall enter areas of the Library designated by the Librarian as "Not for Public Access", unless accompanied by a member of the Library staff.

7.3.12 Reference material will NOT be issued.

7.3.13 Renewal of borrowed books cannot be claimed as a right. Priority would be given to those in the waiting list, if any.

7.3.14 Reader must return or renew all Library material promptly. Readers should ensure that the material is returned by the due date, otherwise fines will be imposed.

7.3.15 A fine of Rs. 5 per day would be charged for each book or audio/video material returned after the due date.

7.3.16 If an item is found damaged at the time of its issue, the student must immediately inform the Library staff about and get it noted for record.

7.3.17 If an item is lost, then the borrower must replace it. If an item is not found from local market than double the cost of that item will be charged.

7.3.18 Borrowers shall be responsible for any damage to the borrowed items. The Librarian can ask the borrower to

replace the damaged item with the same item in excellent condition.

7.3.19 Violation of any of the above rules may result in either termination of the Library membership for the semester or imposition of fine or any other appropriate punishment.

#### 7.4 **Laboratories Rules:**

7.4.1 Students are expected to observe Lab Rules to ensure their own safety as well as that of the equipment in use and their surroundings. These Rules have been made keeping in view the nature of the equipment and working environment of various Labs. These have been displayed in each Lab for compliance. However, following general rules are to be followed by all when using University Labs.

7.4.2 Students are allowed in the Laboratory only when the Lab instructor is present.

7.4.3 No drinks and food stuff is allowed in the Labs.

7.4.4 Use of mobile phones in the Labs is strictly prohibited.

7.4.5 Relocation of equipment is strictly prohibited.

7.4.6 All equipment and surrounding should be kept neat and tidy before leaving the Lab.

7.4.7 No loud talking, noisy behavior or music is allowed in the Labs.

7.4.8 Lab facilities are to be used for Academic purposes only.

7.4.9 Labs are available only for scheduled classes or as authorized by the Department.

7.4.10 No outsiders are allowed in the Labs until permitted by the Lab In-charge.

7.4.11 Casual and non-serious attitude in the Laboratory can result in serious accidents. Therefore, remain vigilant and focused at all times.

7.4.12 Report any broken or faulty equipment to the Lab instructor. Do not attempt to repair any equipment yourself.

7.4.13 If you break any equipment, you may be liable to bear the cost of its replacement.

7.4.14 Do not leave your Lab station unnecessarily during the Lab exercise. If you need help, raise your hand and you will be attended by the Lab instructor/ Lab staff.

7.4.15 Carefully listen to the instructions given by the Lab instructor and abide by them. If you do not understand some thing ask for clarification.

7.4.16 Do not challenge the Lab instructor's authority.

7.4.17 When the Lab exercise is over, turn off all instruments and leave your working area neat and tidy. Your Lab grade will be affected if your Laboratory station is not tidy when you leave.

7.4.18 Lab equipment must not be taken outside the Laboratory premises under any circumstances.

7.4.19 Breach of any Labs Rule may result in imposition of fine or any other disciplinary action as deemed appropriate.

## 7.5 **IT Policy:**

### **Scope:**

7.5.1 This section formalizes the policy for users, faculty and staff (both full and part-time) at DHA Suffa University on the use of DSU IT Resources, including computers, printers and other peripherals, programs, data, local and wide area networks, email, and the Internet. DHA Suffa University (DSU) promotes access to a wide range of information resources and information processing technologies. The use of computers, PDA's, Tablets, electronic information and computer networks is essential for research, instruction and administration within the academic community at DSU. However, responsible use of these systems is highly important. These policy statements are intended to augment, not supersede, any additional contractual agreements of

conduct or confidentiality to which a DSU employee may be subject. The University reserves the right to amend this policy at any time with or without notice.

### **User Responsibilities:**

7.5.2 It is the responsibility of any person using DSU IT resources to read, understand, and follow this policy. In addition, users are expected to exercise reasonable judgment in interpreting this policy and in making decisions about the use of IT resources. Any person with questions regarding the application or meaning of this policy should seek clarification from appropriate supervisors. Additionally, users must comply with all applicable DSU policies and procedures and state and federal law. The use of DSU IT resources is a privilege, not a right, and failure to observe this policy may subject individuals to disciplinary action, including, but not limited to, loss of access rights, expulsion from the University and/or termination of employment. Further, failure to observe this policy may result in violation of civil and/or criminal laws.

### **Acceptable Usage of DSU IT Resources:**

7.5.3 DSU firmly believes that IT resources empower users and make their education and work more fulfilling and successful. Acceptable use of DSU's computing and networking resources includes usage for academic, educational or professional purposes which are directly related to official University's business and in support of DSU's mission. All users, faculty and staff must abide by DSU's IT resource usage policy, within and outside the campus.

### **Unacceptable Usage of DSU IT Resources:**

Following list provides a comprehensive detail of DSU's unacceptable usage of IT Resources.

7.5.4 In furtherance of any illegal act, including violation of any criminal or civil laws or regulations, whether state or federal.

7.5.5 For any commercial purpose, including but not limited to soliciting the purchase, sale, rental or lease of private personal property, goods, services or real estate.

7.5.7 To send threatening or harassing messages, whether sexual or otherwise.

7.5.8 To access or share sexually explicit, obscene, or child pornography materials.

7.5.9 To infringe any intellectual property rights.

7.5.10 To gain, or attempt to gain, unauthorized access to any computer or network.

7.5.11 Or any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs.

7.5.12 To intercept communications intended for other persons.

7.5.13 To share your password information with any other person.

7.5.14 To misrepresent either DSU or a person's role at DSU.

7.5.15 To libel or otherwise defame any person.

7.5.16 For any use that result in an unauthorized expense to the university (such as enrollment in an online service).

7.5.17 To consume excessive bandwidth and/ or storage as determined by DSU's officials in their sole discretion.

### **Data Privacy, Integrity and Confidentiality:**

7.6 All users with access to confidential data are to utilize all appropriate precautions to maintain the accuracy, integrity, and confidentiality of the data and ensure that no unauthorized disclosures occur.

### **User Rights:**

7.7 The University provides electronic resources to users to effectively perform their job duties. The University will not routinely

monitor an individual user's electronic data, software, or communication files.

### **University Processes:**

7.8 Users should be aware that electronic data, software, and communications files are copied to backup tapes and stored. Items that were deleted may be preserved on backup tapes and retrieved if necessary. All activity on systems and networks may be monitored, logged, and reviewed by system administrators, or discovered in legal proceedings. In addition, all documents created, stored, transmitted or received on university computers and networks may be subject to monitoring by systems administrators.

### **University rights:**

7.9 The University reserves the right to access, monitor and disclose the contents and activity of an individual user's account(s) and to access any university-owned IT-resources and any non-University-owned IT-resources, on university property, connected to University networks. This action may be taken to maintain the network's integrity and the rights of others authorized to access the network. Additionally, this action may be taken if the security of a computer or network system is threatened, other misuse of University resources is suspected, or the University has a legitimate business need to review such files (e.g., due to sudden death or incapacity of the employee). This action will be taken only after obtaining approval from a competent authority appropriate to their circumstances and when there is deemed to be an urgent and compelling need to do so.

### **IT Resource Use:**

7.10 Following Do's and Dont's should be considered :

7.10.1 All users are granted access to and permitted use of the University's IT resources. Access is granted for specific purposes based on the user's particular needs or classification.

7.10.2 All users are provided with the University's on campus network access including, electronic mail ("e-mail") and Internet access. All users are provided with a VPN access to the University's IT resources to be used from outside the campus, where needed.



## **Responsibilities:**

7.11 Following are the responsibilities to be considered by the user of IT services;

7.11.1 Each user shall be responsible for the security and integrity of information stored on his or her personal desktop, laptop, PDA or Smartphone systems. The guidelines are given in the ensuing paragraphs.

7.11.2 Making regular backups of information and files. Controlling and securing physical and network access to IT resources and data. Properly logging out of sessions.

7.11.3 Monitoring access to their accounts, if a user suspects that their access codes have been compromised or that there has been unauthorized activity on their accounts, they are to report it to IT Security via the Help Desk and change access codes immediately.

7.11.4 Show a valid photo ID in order to secure input/output, and use a valid University ID to obtain access to computer labs/facilities.

7.11.5 Choose appropriate password(s), and guard the security of that password

7.11.6 Abide by the password protection practices specified for each IT-resource, and change their access codes on a regular basis, or as required by standards.

7.11.7 Use only the access codes and privileges associated with their computer account(s) and utilize those account(s) for the purposes for which they were authorized.

7.11.8 Take full responsibility, when sharing access codes and user account information, for the use of any user (e.g., graduate assistant, administrative assistant) to whom they provided their access code.

7.11.9 Respect and honor the rights of other individuals, with regard to intellectual property, privacy, freedom from harassment, academic freedom, copyright infringement, and use of IT resources.

## **Restrictions:**

7.12 Users may not do the following:

7.12.1 Provide their access codes / passwords to any non-user / unauthorized person for such access.

7.12.2 Make use of accounts, access codes, privileges or IT-resources to which they are no longer authorized.

7.12.3 Tamper with, modify, or alter restrictions or protection placed on their accounts, the university system, or network facilities.

7.12.4 Extend the network by introducing a hub, switch, router, wireless access point, or any other service or device that provides more than one device to the university network.

7.12.5 Use the university's Internet access in a malicious manner to alter or destroy any information available on the Internet or on any network accessible through the Internet for which he or she does not own or have explicit permission to alter or destroy.

7.12.6 Remote access authentication must not be shared with other users or non-users.

7.12.7 Introduce, create or propagate computer viruses, worms, Trojan Horses, or other malicious code to University IT resources.

7.12.8 Use knowledge of security or access controls to damage computer and network systems, obtain extra IT resources, or gain access to accounts for which they are not authorized.

7.12.9 Eavesdrop or intercept transmissions not intended for them.

7.12.10 Physically damage or vandalize IT resources.

7.12.11 Attempt to degrade the performance of the system or to deprive authorized users of IT resources or access to any University IT resources.

7.12.12 Alter the source address of messages, or otherwise forging e-mail messages.

7.12.13 Send e-mail chain letters or mass mailings for purposes other than official university business.

7.12.14 Use DSU systems to relay mail between two non-university e-mail systems.

7.12.15 Engage in activities that harass, degrade, intimidate, demean, slander, defame, interfere with, or threaten others.

7.12.16 Comment or act on behalf of the University over the Internet, unless officially authorized to do so.

7.12.17 Establishing servers is only permitted if they do not contain critical/sensitive regulated/operational data and have been identified to IT Services and are regularly scanned for security issues. In addition, they must not violate any other policy or law, or interfere with or limit IT resources available for authorized use. All network game servers are forbidden.

7.12.18 Data that is considered critical / sensitive or regulated /operational must be housed within the campus data center as per the Sensitive Information Policy.

### **Copyright and Licensing Protection:**

7.13 Computer programs are valuable intellectual property. Software publishers can be very aggressive in protecting their property rights from infringement. Users are not permitted to use any software unless it is properly licensed to DSU. In addition to software, legal protections can also exist for any information published on the Internet, such as the text and graphics on a web site. As such, it is important that users respect the rights of intellectual property owners.

### **Viruses, Trojans and PC Vulnerability:**

7.14 Users should exercise reasonable precautions in order to prevent the introduction of a computer virus into the local area or wide area networks. Virus scanning software, approved by the IT Department, will be used at all times and, specifically, to scan storage media used to transport data such as DVDs, CDs, flash drives, etc. The IT Department will install centrally managed antivirus software configured to receive updates automatically on all University owned

computers. In addition, executable files (such as program files that end in ".exe") should not be stored on or run from network drives unless authorized, installed and maintained by the IT Department. Finally, it is a good practice to scan computer hard drives periodically to see if they have been infected. Please contact the IT Help Desk (helpdesk@dsu.edu.pk or Ext. 190) with any questions.

## **Computer Security and Network Threat:**

7.15 Most desktop computers are connected to a local area network, which links computers within DSU and, through the wide area network, to the Internet. As such, it is critically important that users take particular care to avoid compromising the security of the network. Users shall not connect any device to any DSU computer equipment or to the DSU campus network without the written permission and involvement of the IT Department. This includes, but is not limited to servers, personal computers, notebook/laptop computers, printers, hubs, switches, routers, firewalls, wireless access points, etc. Because the installation of unauthorized software can severely compromise computer and network security, therefore, users are not permitted to install any software on DSU computers without the permission of management and the involvement of IT personnel. Under no circumstances IT personnel will be responsible for the installation and/or configuration of software or hardware on any non-DSU equipment. Users must never share their passwords with anyone else, and should promptly notify the IT Help Desk (helpdesk@dsu.edu.pk or Ext. 190) if they suspect their passwords have been compromised. In addition, users who will be leaving their PCs unattended for extended periods (more than 30 minutes) should either log off the network or have password-protected screen savers in operation. Finally, no user is allowed to access external networks via VPN without written permission from management and the involvement of the IT Department, as it can compromise/bypass the parameter security of DSU network.

## **Unauthorized Penetration Testing and Vulnerability Profiling**

7.15.1 Users are prohibited to run network/system vulnerability scanners, port scanners, scripting, denial-of-service, distributed-denial-of-service attacks and all forms of penetration testing/scanning tools against DSU network devices, computing platforms and servers without the knowledge and written consent from the IT department. Any such activity without the written consent is strictly against the usage policy and warrants strict disciplinary and legal action according to the prevailing law.

7.16 When using e-mail, there are several points the users should consider. E-mail addresses identify the organization that sent the message (Ex. Employee.Name@dsu.edu.pk). Thus, users should ensure that all e-mails are written in a professional and courteous tone. Furthermore, although many users regard e-mail as offering a quick, informal way to communicate, users should remember that e-mails can be stored, copied, printed, or forwarded by recipients. As such, users should not write anything in an e-mail message that they would not feel just as comfortable putting into a formal memorandum.

## **Phishing Attacks And Spam Emails**

7.16.1 DSU IT Department will never ask for passwords via emails and will never send out softwares/ executables files in email attachments. Therefore as a general rule never reply such email or run any software sent in email attachment.

7.16.2 Users should be careful against emails claiming to be from their banks, couriers and IT Admin, with “click here” type messages. These come under Phishing attacks and are designed to steal your personal information and hack email accounts to send out spam email.

7.16.2 Users are advised to always check the “from address” of all suspicious emails before clicking any link or downloading any attachment in the email. More information about the email can be found by clicking “show original” or “show headers”. Malicious emails normally have untrusted and obscure “from address”.

Facebook, YouTube, Twitter, blogs or other forms of social media, shall be limited to academic, educational, or professional purposes, which are directly related to University’s business and in support of the University’s mission. All such uses shall comply with other sections of this Policy. IT resources provided by the University are the property of DSU; therefore, users shall have no expectation of privacy when using such resources.

## **Policy Amendments and Restrictions:**

7.17 DHA Suffa University reserves the right to change the policies, information, requirements and procedures, announced in this policy, at any time. Changes required by University contractual commitments shall be effective and binding to all the users upon execution of any such contract by the university. A user shall be deemed to have accepted and be bound by any change in University policies, information, requirements or procedures if such user uses IT resources at any time following announcement or publication of such change. Moreover, DSU makes no warranties of any kind, whether express or implied, for the service it is providing. DSU will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, or service interruptions caused by DSU negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. DSU specifically denies any responsibility for the accuracy or quality of information obtained through its services. Users need to consider the source of any information they obtain and consider how valid that information may be. DSU also specifically denies any responsibility for a user's encounter, access or use of any inappropriate or controversial materials from DSU IT resources, including the Internet. Users must notify the IT Help Desk (helpdesk@dsu.edu.pk or Ext. 190) if they identify any IT resources being used in a manner inconsistent with this Policy.

## **Code of Conduct in Cafeteria:**

7.18 Students are to visit the cafeteria only during their free periods and are expected to abide by the students code of conduct. However points mentioned in the ensuing paragraphs are emphasized.

7.18.1 All food and beverages must be consumed in the cafeteria and should not be taken to class rooms etc. Any unfinished food/drinks, disposable plates / glasses etc should be discarded or placed in the waste boxes prior to leaving cafeteria.

7.18.2 Handle food items and crockery (if provided) with care.

7.18.3 Food / beverages can be purchased with cash.

7.18.4 Smoking is prohibited on University premises including Cafeteria.

7.18.5 Do not involve yourself in any unhealthy discussion while in Cafeteria.

7.18.6 Students will be held accountable for the acts of misconduct of their guests on University premises including Cafeteria.

7.18.7 Following will be treated as a discipline violation and will warrant disciplinary action as per DSU Rules:

7.18.7.1 Use of abusive language with the students, any staff member and cafeteria staff.

7.18.7.2 Theft of any kind.

7.18.7.3 Misconduct or provoking others to misconduct.

7.18.7.4 Indecent behavior defying the norms of decency, morality, religious, cultural and social values.

7.18.7.5 Smoking.

7.18.7.6 Damage to the Cafeteria or DSU property.

### **Photocopy and Binding Services for Students:**

7.19 Student may use on campus photocopying, printing and binding facilities, on cash payment.

### **DSU Career Services Center:**

DHA Suffa University has instituted the 'Career Services Center' managed by the Department of Career Services & Corporate Relations (CS&CR), which is steadily working towards maximizing placement opportunities for DSU students, providing them career related guidance and building connections with the industry for strengthening the DSU brand among prospective employers. The University's vision is to develop a capable and conscientious corporate leadership for tomorrow.

The vision is set out to be achieved by CS&CR department using the following:

7.20.1 The Summer Internship program is formalized for final year DSU students while assisting the employers offering internships, in accessing a pool of talent ready to apply their skills in board-room situations.

7.20.2 Job placement boards for sharing resource requirements received from potential employers, with the eligible students. These online/ offline portals are aimed at bridging the information gap between students and the job market.

7.20.3 Career Services & Corporate Relations department invites organizations to acquire and retain the best talent by providing assistance in conducting the on-campus recruitment activities such as assessment tests, interviews, company presentations and CV collection.

7.20.4 Graduate profiles of all academic programs at DSU are showcased in and as the Annual Graduate Directory (GD), for prospective employers with respect to recruitment. The GD enables employers to shortlist candidates from an available pool of skillful graduates, as per their specifications.

7.20.5 The annual DSU Career Fair is hosted inviting top employers and human resource consultants are invited at the annual career fair to interact with potential interns and fresh recruits, from various degree programs, at both graduate and post-graduate levels who attend in large numbers.

7.20.6 Leadership Development Workshops (LDW) are organized by the Career Services Center comprising of sessions teaching them skills that make them viable candidates for the job market. The workshops are conducted by professionals having extensive corporate experience and provide the students with a boardroom perspective, valuable practical tips and a unique networking opportunity with industry gurus.



## **Community service and Sustainability Program**

7.21.1 The completion of mandatory hours under the CSSP may be added as a requirement for a degree program.

7.21.2 Students will be required to complete the CSSP volunteering form at the beginning of every semester and submit it for approval as per the program guidelines.

7.21.3 All students registered for the CSSP will be required to complete their hours in the first 2 years of their degree program.

7.21.4 It is the responsibility of the student to ensure that the community service hours have been completed within the guidelines given by the program.

7.21.5 Students that do not complete the required hours of community service will not be eligible for issuance of the final transcript and the degree.

## **Medical Facility**

Medical Inspection Room (GF-043A) is available on campus, staffed with a Senior Medical Officer (Qualified Physician) and a Medical Assistant. MI Room provides necessary basic medical facilities such as first aid and OPD while cases are also referred to DHA Medical Center available at Phase VI DHA, if recommended on medical grounds. Transfer facility is provided by the University in such cases.

## **Student Counseling Center**

Counseling Center works to support the development of students and enhance the well-being of students through quality counseling services, crisis intervention, preventative mental health measures, and access to emergency resources. Counseling Center accomplishes this mission by providing services and resources that respect the privacy, dignity, and diverse backgrounds of each individual and empowers students to reach their academic, personal, emotional, and social goals. Counseling Center works in the University timings in room GF-033.

# **CHAPTER 8**

## **Frequently Asked Questions (FAQs)**

## **CHAPTER 8**

### **Frequently Asked Questions**

Q. What does Suffa mean?

Ans. The name "SUFFA" is derived from that rectangular platform in Prophet's mosque, where some of the companions of the Holy Prophet (PBUH) spent their time acquiring knowledge from him. It is meant to generate the same thirst for knowledge amongst the faculty & students of Suffa University, enabling them to achieve highest standards in teaching, learning and research.

Q. What is the criterion for students awaiting results?

Ans. Admission will be provided on provisional basis. Admissions will only be deemed permanent if the FSc / A-Level result is in accordance with the minimum requirement of the degree program being applied for.

Q. Credit transfer from other Universities?

Ans. Admissions are only open for the first semester of all programs. However, the University will entertain students who want to transfer to DSU from other HEC recognized universities. This will only be possible if their cases are compliant with the University's laid down rules for transfer of credits.

Q. What is the criterion for Diploma students?

Ans. Candidates holding a 3 year Diploma i.e. DAE (equivalent to Intermediate) are eligible for admission, if their score is equivalent or above the minimum eligibility criteria laid down for admission in a particular program. All other diploma holders of 1 & 2 years are not eligible for admissions into bachelor degree programs.

Q. Is there any transportation provided by the university?

Ans. University will arrange for privately run vans and buses for the transportation of the students. Comfort and punctuality of this service will be ensured.

Q. Any uniform/ Dress code?

Ans. There is no uniform for students at DSU. DHA Suffa University

encourages its students to dress in accordance with moral and professional codes of the society.

Q. Is there any hostel facility? Will there be separate hostels for boys and girls?

Ans. At present DSU is not providing its own hostel facility.

Q. Is there any quota?

Ans. Admissions in DSU are strictly based on merit.

Q. Are there any scholarships or fee waivers? What is the criteria?

Ans. Children of DHA/DSU employees, subject to the condition that they compete with others and come in the merit list, will get scholarship of 50% concession in tuition fee. As per HEC requirements, 10% of the total tuition fee earned will be disbursed as scholarship among high achievers (merit) and as financial assistance (need) to the needy ones.

Q. What if there is an emergency and I need to miss a class?

Ans. The 25% absences which are allowed as per policy are meant to cater for such emergencies.

Q. What if I am late for a class? Will I be marked present or absent?

Ans. Normally, the attendance is taken by the teacher at the start of the class. If you are late for a class you will be marked absent. The teacher may allow you to still attend the class so that you may obtain instruction. However, you cannot insist on being marked present, if you are late.

Q. What if I need to travel abroad for vacation or any other reason?

Ans. You should plan your travels abroad in such a way that they occur within breaks between the semesters. Furthermore, Summer Semester is optional and provides a long period of time for such visits.

Q. Is there any concept of “Leave” for DHA Suffa University students?

Ans. No. There is no concept of student leave. Students are not employees. Students should not apply for leave. All absences must be within the 25% limit allowed as per rules.

Q. What if I miss a class because I am representing DHA Suffa University for a national or international event?

Ans. You are advised to limit your extra-curricular activities to a level that you do not miss more than 25% of classes for any subject. In case you have to make a choice between participation in extra-curricular activities and attending classes to ensure 75% attendance you must choose to attend classes and miss out on some extra-curricular activities.

Q. What if I was really sick and missed classes on that account?

Ans. If you miss more than 25% of the classes for any reason you will receive an ‘F’ grade due to short attendance, regardless of the reason. You will have to repeat the whole course again.

Q. Is 75% attendance calculated together for all courses or a single course?

Ans. 75% attendance requirement has to be met individually in each course. In case a student fails to maintain 75% of attendance in any course, he/she is not allowed to appear in the end semester Examination of that course and is awarded ‘F’ grade in that course. However to avoid “F” grade a student has the option to withdraw from that course as per Rules.

# ANNEXES



**DHA SUFFA UNIVERSITY**  
**INSTRUCTIONS FOR STUDENTS**  
**(For Examination Hall/Room)**

Note: Please carefully read the instructions given below:

1. Write your name and other particulars clearly and legibly on the Answer copy. Write on both sides of the paper. No page to be torn and taken out of Examination venue.
2. Read the instructions of question paper and Answer Copy carefully and understand.
3. Paper will commence at specified time. Be punctual and be inside the Examination hall / room at least 15 minutes before paper start time or as directed.
4. Be seated as per seating plan depicted on the Campus Notice Board / entrance of Examinations venue.
5. Students, after start of paper, will not proceed to washrooms/toilets or any other place outside the Examinations venue unless permitted by the invigilator.
6. No student would be allowed to sit in the Examination venue without showing Admit /Campus ID cards to the invigilator. Student must not allow anyone to impersonate him/her. This may result in serious consequences even to the extent of cancellation of registration from DHA Suffa University.
7. Students prior entering the Examination venue should ensure that they are not in possession of written material of any sort. All such material is to be left outside the venue of Examination. Any written material found in possession of a student, whether that material is relevant or irrelevant to the paper, will result in cancellation of paper.
8. Writing on palm, arm or anywhere on the Student's body/clothing is considered sufficient proof of cheating which may result in termination from the University.
9. Any attempt to copy, take or give help during the Examinations is an offence, punishable even to the extent of termination from the University.

10. Books and notes are not to be brought inside the Examination venue except in case of an open book exam.

11. Bring your own pen, pencils, erasers, scales (in transparent pencil box) and calculators. Borrowing at the places of Examinations is not permitted. Special/programmable calculators (except where permitted), electronic notebooks, mobile phones, PDAs and all other electronic accessories are prohibited at the Examination venues and may result in cancellation of paper. Leave all such items back at home or outside examination room / designated place at your own risk and cost.

12. All rough work is to be done on the right side of the paper, opposite the same question.

13. Additional sheets or graph sheets etc. if used are to be properly tagged. The serial No. of extra copies taken (if any) should be entered in the appropriate box of the main page (first) of Answer Copy. The same should be stapled properly.

14. Do not ask for any help from the invigilators in solving questions. This may be taken as an act of Academic Dishonesty and dealt with accordingly. You may seek invigilator's assistance regarding misprinting. How and what to write should not be asked. Any query related to the question paper is to be clarified by concerned Faculty within first thirty minutes of the paper only. The query is to be addressed to all the students loudly by the concerned Faculty.

15. Possession of fire arms, knives etc in the vicinity of Examination venue is a punishable crime under the Country's Law

16. Disrupting the Examination venue by shouting or by rowdy acts, will be considered as a serious punishable crime under the Country's Law.

17. You are required to be respectful and polite towards the invigilation staff. Show of temper, anger, misbehavior, misconduct or disrespectful utterances will be dealt with serious punishments. Eatables, beverages and smoking are not permitted at the Examination venue.



## Attention Students

You are entering Examination Room

To avoid carelessly committing an **Academic Offence** during your Exams

1



**Listen to and follow all instructions!**

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**You must not be in possession of any unauthorized material**

2



Leave all such material back at home or put it in your bag to be placed on the desk/ table etc designated for it at your own risk and cost. If you're not sure what's authorized, please ask. Unauthorized material includes books, copies, papers, notes or any kind of personal electronic devices etc.

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3



**A cell phone is an unauthorized device**

That means if you've got it on your desk, in your pocket or anywhere near you, you are committing an offence!

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4



**Keep your eyes and thoughts to yourself!**

You must not talk to, attempt to communicate with or disturb other students once you have entered in the Examination Room.

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5



**Keep your hands and other body parts, clothes, desk and calculator etc clean**

That means nothing is written (relevant/ irrelevant) anywhere around you as mentioned above.

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**Failing to observe the above mentioned instructions** will result in Cancellation of Paper, Grade 'F' and / or Expulsion from University

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## Penalties for Academic Dishonesty

S. No.	Acts of Using Unfair Means	Penalty
1	Possessing written material, relevant or irrelevant to the Paper concerned	a. Grade 'F' in the relevant Course / cancellation of Paper b. Warning, copy to Parents
2	Writing on palm, arm or anywhere on the students body or clothes whether the written material is related or unrelated to the concerned Paper	a. Grade 'F' in the relevant Course / cancellation of Paper b. Warning, copy to Parents
3	Possessing Mobile Phones, PDAs and other electronics accessories	a. Grade 'F' in the relevant Course / cancellation of Paper b. Warning, copy to Parents
4	Possessing (in switch on mode) / cheating through Mobile Phone, PDAs and other electronics accessories	a. Grade 'F' in the relevant Course / cancellation of Paper b. Fine Rs. 2000/ c. Warning of expulsion, copy to Parents
5	Giving / receiving assistance or allowing any other student to copy from his/her Answer Copy	a. Grade 'F' in the relevant Course / cancellation of Paper b. Warning, copy to Parents
6	Removing a leaf from Answer Copy	a. Grade 'F' in the relevant Course / cancellation of Paper b. Fine Rs. 2,000/- c. Warning, copy to Parents

<b>S. No.</b>	<b>Acts of Using Unfair Means</b>	<b>Penalty</b>
7	Taking the whole or a part of an Answer Copy or of a continuation sheet into or out of Examination Hall /Room	a. Grade 'F' in the relevant Course / cancellation of Paper b. Fine Rs. 2,000/- c. Warning, copy to Parents
8	Substituting the whole or a part of an Answer Copy or a continuation sheet not duly issued to him/her for the Examination	a. Grade 'F' in the relevant Course/ cancellation of Paper b. Fine Rs. 2,000/- c. Warning, copy to Parents
9	Forging, mutilating, altering, erasing or otherwise tampering with marked Answer Copy	a. Grade 'F' in the relevant Course/ cancellation of Paper b. Fine Rs. 2000/- c. Warning, copy to Parents
10	Impersonation or misconduct of a serious nature	a. Grade 'F' in all subjects b. Expulsion from University c. Fine Rs. 10,000/-
11	Using abusive or obscene language in his/her Answer Copy	a. Grade 'F' in the relevant Course / cancellation of Paper b. Fine Rs. 2,000/- c. Warning of expulsion, copy to Parents
12	Repeatedly indulging in cross talk with another student (s) or disturbing the class in any other way. Changed his / her seat / Exam Room in an un-authorized way.	a. Grade 'F' in the relevant Course / cancellation of Paper b. Fine Rs. 2000/- c. Warning, copy to Parents

<b>S. No.</b>	<b>Acts of Using Unfair Means</b>	<b>Penalty</b>
13	Refusing to obey any instructions related to conduct of Examination issued to him/her by the University authorities.	a. Grade 'F' in the relevant Course / cancellation of Paper b. Fine Rs. 2,000/- c. Warning of expulsion, copy to Parents
14	Refusing to obey the Invigilator or Head Invigilator in the Examination Hall/Room and misbehaving / misconduct or creating any kind of disturbance in or around the Examination Hall/Room	a. Rustication for one semester b. Grade 'F' in the Course / cancellation of Paper c. Fine Rs. 5,000/- d. Warning, copy to Parents
15	Communicating or attempting to communicate with Examiner with the intention of seeking answer to the question /influencing him /her in the award of marks etc	a. Grade 'F' in the relevant Course / cancellation of Paper b. Warning, copy to Parents
16	Possession of firearms, knives etc. inside and in the vicinity of Examination Room/Hall	a. Grade 'F' in all the subjects b. Expulsion from the University c. Fine Rs 10,000/-
17	Found violating Examination Rules / Code of Conduct for the second time during study period of degree program in the Campus	a. Grade 'F' in the relevant Course / cancellation of paper b. Rustication for one semester c. Fine Rs. 2,000/- d. Warning of expulsion, copy to Parents
18	Found violating Examination Rules / Code of Conduct for the third time during study period of degree program in the Campus	a. Grade 'F' in the relevant Course / cancellation of paper b. Rustication for one semester c. Fine Rs. 5,000/- d. Warning of expulsion, copy to Parents

## Penalties for Acts of Indiscipline and Misconduct

S. No.	Offence	Penalty	Action by/Awarding Authority
1	Smoking in University Premises	Fine of Rs 1000/-	Director Students Discipline
2	Pan etc. spitting in University Premises	Fine of Rs 500/-	Director Students Discipline
3	Late in Class	To be marked absent	Concerned Faculty
4	Frequent Late coming	Parents to be informed	HOD
5	Not wearing ID Card	Fine of Rs 200/-	Faculty Member, Director Student's Discipline
6	Loss of Identity Card	Fine of Rs 1000/-and new card to be made.	Director Students Discipline
7	Not in Proper Attire	Fine of Rs 200/- for each improper clothing	Faculty Member, Director Student's Discipline.
8	Disturbing Class by in appropriate actions	Student to be marked absent. Parents to be informed. Max. fine of Rs 1000.	Concerned Faculty/HOD. Director Students Discipline
9	Using abusive language in University	Fine of Rs 500.	Faculty member/ Director Students Discipline.
10	Fighting with other student(s) in University within or around University premises.	Matter to be investigated, and student(s) be fined a maximum of Rs 10,000/- or expelled.	Faculty Member /Director Students Discipline /HOD/Dean/VC
11	Threatening and or committing physical violence ( with or without weapons ) against another person/student/Faculty	Matter to be investigated, and student be fined a maximum of Rs 10,000/- or expelled.	Faculty Member /Director Students Discipline /HOD/Dean/VC
12	Knowingly publishing or circulating false information (Slander / Libel) through Social Media or otherwise	Matter to be investigated, and student to be fined a maximum of Rs 10,000/- or expelled	Faculty Member /Director Students Discipline /HOD/Dean/VC

<b>S. No.</b>	<b>Offence</b>	<b>Penalty</b>	<b>Action by/Awarding Authority</b>
13	Vandalism or Destruction of University Property	Matter to be investigated , and student be fined a maximum of Rs 10,000/- in addition to replacement of destroyed/Vandalized Property	Faculty Member /Director Students Discipline /HOD/Dean/VC
14	Unethical Use of Computer Facilities Offence	Matter to be investigated, and student be fined a maximum of Rs 10,000/- or expelled.	Faculty Member /Director Students Discipline /HOD/Dean/VC
15	Disorderly conduct including rioting or inciting others to destroy University property	Matter to be investigated, and student be fined a maximum of Rs 10,000/- or expelled.	Faculty Member /Director Students Discipline /HOD/Dean/VC
16	Vulgar Indecent, or Obscene conduct including Sexual Harassment	Matter to be investigated, and student be fined a maximum of Rs 10,000/- or expelled.	Faculty Member /Director Students Discipline /HOD/Dean/VC
17	Use / sale of Narcotics /Sheesha/Vape intoxicating material. All such material will be confiscated.	Matter to be investigated, and student be fined a maximum of Rs 10,000/- or expelled.	Faculty Member /Director Students Discipline /HOD/Dean/VC
18	Illegal transport into University or possession of firearms / explosives or dangerous chemicals	Matter to be investigated, and student be fined a maximum of Rs 10,000/- or expelled.	Faculty Member /Director Students Discipline /HOD/Dean/VC
19	Misbehaving with Teaching or Non-Teaching Personnel of University	Matter to be investigated, and student be fined a maximum of Rs 10,000/- or expelled.	Faculty Member /Director Students Discipline /HOD/Dean/VC
20	Students are not allowed to play cards in the University	Each Student to be fined Rs 500. Pack of cards to confiscated.	Director Students Discipline /Dean/VC
21	Writing wrong name and number to gain entry in University	Student to be fined Rs 1000.	Director Students Discipline /Dean/VC
22	Using wrong card for gaining entry into University	Student to be fined Rs 500.	Director Students Discipline /Dean/VC

## DHA SUFFA UNIVERSITY

DG – 78, Off Khayaban – e – Tufail, Phase – VII (Ext) DHA Karachi.  
APPLICATION FOR ISSUANCE OF ORIGINAL TRANSCRIPT

<b><u>To be filled by the student (please read instructions below before filling up)</u></b>		
Reg #: _____ Name of Student: _____ Father's Name : _____		
Program : _____ Class & Section : _____ Session: Morning /Evening /Weekend		
Year & Semester of passing the last Examination _____ Telephone# (Res): _____		
Mob: _____ E-mail: _____		
<b>Please tick / write in the appropriate block</b>		
Please Issue Original Transcript as indicated: <b>INTERIM</b> <b>FINAL</b>		
<b>No. of copies</b> <b>Urgent</b> <b>Ordinary</b>		
<b>Note:</b> After receipt of the Application in the Examinations Department, delivery of the Transcript will be as under:		
<b>URGENT:</b> within five working days <b>ORDINARY:</b> within ten working days		
<b>I hereby undertake that I have cleared all dues and nothing is outstanding against me from any Department of the University.</b>		
<b>Name of the student /graduate:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____		
<b><u>HOD's Recommendation:</u></b> (please ensure nothing is outstanding against the student / graduate including Labs)		
Recommended:                     Not Recommended:                     Date: _____		
HOD's Signature & Stamp _____		
<b><u>Library Clearance:</u></b> (please ensure nothing is outstanding against the student / graduate)		
Cleared, nothing is outstanding                     Not cleared due to _____		
Date: _____ Librarian's Signature & Stamp _____		
<b><u>Accounts Department</u></b>		
1. Received a sum of Rs. _____ (Rupees _____) for issue of Ordinary / Urgent, _____ No. of copy / copies of the Transcript .		
2. All dues in respect of the above mentioned student are cleared and nothing is outstanding against him / her.		
Date: _____ Office Stamp: _____ Accounts Officer's Signature: _____		

**Examinations Department (for Office use only)**

Application received by (Name) \_\_\_\_\_ on (date) \_\_\_\_\_

Signature: \_\_\_\_\_ Tentative date of delivery: \_\_\_\_\_

**Instructions for Student / Graduate:**

- Before applying for issuance of original (Final) Transcript, please ensure that Academic Deficiency (if any) has been cleared and no liability of any Department, including Fee, is outstanding against you.
- Transcript issuance Fee may be deposited through pay order (in the name of DHA Suffa University) or as specified by the Accounts Office :

**Urgent delivery**

a. Final Transcript: Rs 1500/- per copy

b. Interim Transcript : Rs 1000/- per copy

**Ordinary delivery**

a. Final Transcript: Rs 1000/- per copy

b. Interim Transcript : Rs 700/- per copy

- Forms containing incomplete / incorrect information will not be entertained.

**Receipt for Student / Graduate- Application for Issuance of Original Transcript**

Reg #: \_\_\_\_\_ Name of Student: \_\_\_\_\_ Class & Section: \_\_\_\_\_

Expected Delivery Date: \_\_\_\_\_ Signature of receiving person: \_\_\_\_\_



**DHA SUFFA UNIVERSITY**

DG-78, Off Khayaban-e-Tufail, Phase –VII  
(Extension), DHA, Karachi – 75500

**Request Form for Withdrawal of Course(s) “Without W” or “With W”**

For course(s) withdrawal Without “W”: (To be submitted by the end of 2nd week)

For course(s) withdrawal With “W”: (To be submitted by the end of 6th week.  
Any withdrawal after 6th week will result in “F” grade, appearing on the Transcript.)

Registration No:		Name:				
Program:		Class/Section:				
Withdrawing Course(s):						
S.No.	Course Code	Course Title	Course pertains to class/ section	Reason for Withdrawal	Recommendation of Course Instructor (C.I)	Sig. of C.I
1.						
2.						
3.						
<p><b>I understand that:</b></p> <ul style="list-style-type: none"> <li>▪ The course being withdrawn will be offered by the University in accordance with the curriculum requirement and not necessarily in the forthcoming Semester. The course(s) may be offered in summer subject to availability of minimum number of students required to run the class.</li> <li>▪ No fee will be refunded or adjusted for the course being withdrawn and student is to pay fee again when enrolling the said course.</li> <li>▪ In case the, said course is prerequisite of any other course of the forthcoming Semester, that course will not be offered to me.</li> <li>▪ I might have to enroll for an extra semester to complete my degree requirement due to any reasons arising from withdrawal of the course.</li> </ul> <p><b>Student’s Signature:</b> _____ <b>Date:</b> _____</p>						
<p><b>Remarks of HOD:</b></p> <p>Approved</p> <p>Not Approved</p>				<p>Signature: _____ Office Stamp _____</p> <p>Name: _____</p> <p>Date: _____</p>		

**Receipt for Student – Application Form for Course(s) Withdrawal**

Registration No: \_\_\_\_\_ Name: \_\_\_\_\_

Class & Section: \_\_\_\_\_

No. of courses being withdrawn: “Without W” OR “With W”

Signature of receiving Person: \_\_\_\_\_ Name:

\_\_\_\_\_

Date: \_\_\_\_\_

Office Stamp: \_\_\_\_\_

**DHA SUFFA UNIVERSITY**  
Need -based Scholarship Application Form  
Semester \_\_\_\_\_

**BRIEF GUIDELINES FOR COMPLETING THE APPLICATION**

This form is to be used when applying for a need-based scholarship under the DSU Scholarship scheme. This is a need-based award, aimed at bright indigent students to help them continue their studies at DSU. In order to qualify, you must demonstrate need. The assessment of your application by the University shall be final.

**How to Apply:**

1. Complete and sign this form (follow the instructions given in the form)
2. Enclose/attach the required documentation (listed below)
3. Submit the application latest by \_\_\_\_\_.

**Rejection of Incomplete Application:**

An application for scholarship can be rejected if the application does not include the information or documentation necessary to process the case.

It is applicant's responsibility to provide accurate information about all income earned by the family and all property owned by the family, as at the time of application. Family, for the purposes of this application includes Father/Guardian, Mother, and Brothers and Sisters.

**CHECKLIST**

Please submit necessary documentation to support the information you have provided in this application. Before submitting the application, please ensure that you have included the following documents:

- Pension Certificate in respect of Father/Guardian, Mother, Brothers and Sisters
- Bank Statement of last six months duly signed by concerned Bank Manager of Salary/Pension Account
- Salary Slips of last six months duly verified by Employer in respect of Father/Guardian, Mother, Brothers and Sisters
- Most recent Annual Statement of Provident Fund/DSOP Fund, as applicable
- Income Tax Return in respect of Father/Guardian, Mother, Brothers and Sisters
- Telephone bills (most recent/family residence)
- Gas bills (most recent/ family residence)

[ ] Electricity bills (most recent/family residence)

NOTE: In case the applicant is employed, he/she is to submit the above information in respect of himself/herself as well.

**INFORMATION ABOUT THE APPLICANT (STUDENT)**

<b>Name:</b>	<b>CNIC No:</b>
<b>DSU Reg. No:</b>	<b>Academic Program:</b>

**PRINCIPAL APPLICANT AND PARENT'S/GUARDIAN'S SIGNATURES**

You are obligated to provide the information necessary for deciding whether you are eligible for a Need-based Scholarship. Failure to provide the correct and complete information will result in refusal. University reserves the right to pursue disciplinary and/or legal action in cases of inaccurate statement or forged documents.

By signing below, I confirm that I have read, understood and accepted the terms stated in this form, issued by DSU, and that all the information submitted with this application is true.

**Applicant's Signature:** \_\_\_\_\_

**Date and place:** \_\_\_\_\_ **Parent's Signature:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

<b>Date Received</b>	<b>Application Received by (Name, Stamp and Signature)</b>	<b>Comments</b>	
<b>A.1 Information about Father/Guardian: [ ] Father [ ] Guardian</b>			
<b>Name:</b>		<b>CNIC No:</b>	
<b>Postal Address:</b>			
<b>Telephone Number (Land line):</b>		<b>Cell Number:</b>	
<b>Email Address:</b>			
<b>Profession:</b>		<b>Employment Status:</b>	[ ] Working [ ] Retired

<b>EMPLOYMENT HISTORY: Latest employment first. List last 3. If currently retired, please include pension.</b>						
<b>From</b>	<b>To</b>	<b>Designation</b>	<b>Organization</b>	<b>Monthly Income</b>		
<b>A.2 Information about Mother (Complete all that applies)</b>						
Name:			CNIC No:			
Postal Address:						
Telephone Number (Land line):			Cell Number:			
Email Address:						
Profession:			Employment Status:	<input type="checkbox"/> Working <input type="checkbox"/> Retired		
<b>EMPLOYMENT HISTORY: Latest employment first. List last 2. If currently retired, please include pension.</b>						
<b>From</b>	<b>To</b>	<b>Designation</b>	<b>Organization</b>	<b>Monthly Income</b>		
<b>A.3 Information about brothers/sisters in school/not working (Complete all that applies. Include all brothers and sisters)</b>						
<b>Name (Eldest First)</b>	<b>Date of Birth</b>	<b>Relation Brother/Sister</b>	<b>Educational Institution and Grade/Class</b>	<b>Annual Tuition Fee</b>	<b>Annual Financial Aid/ Loan/ Scholarship</b>	<b>Granting Agency</b>
<b>Total Educational Expense/Scholarship</b>						
<b>A.4 Information about the brothers/sisters employed (Complete all that applies. Include all brothers and sisters)</b>						

<b>Name (Eldest First)</b>	<b>Date of Birth</b>	<b>Relation Brother/Sister</b>	<b>Profession Service/Business</b>	<b>Designation</b>	<b>Company</b>	<b>Monthly Income</b>
<b>Total Amount</b>						

## **SECTION B: CURRENT MONTHLY FAMILY INCOME**

List all family income by source. Include earnings of Father/Guardian, Mother, and Brothers and Sisters

<b>B.1 Family income from Salary/Pension:</b>		
<b>Relation</b>	<b>Average Monthly Income</b>	<b>Employer(s)</b>
Father/Guardian		
Mother		
Brothers/Sisters (Combined Monthly Salary/ Income)		
<b>B.2 Family income from Business including agricultural income:</b>		
<b>Relation</b>	<b>Average Monthly Income</b>	<b>Employer(s)</b>
Father/Guardian		
Mother		
Brothers/Sisters (Combined Monthly Salary/ Income)		
<b>B.3 Family income from investments (Dividends, Interest on shares, bonds, fixed deposits etc.)</b>		
<b>Relation</b>	<b>Average Monthly Income</b>	<b>Name and Type of Business</b>
Father/Guardian		
Mother		
Brothers/Sisters (Combined Monthly Salary/ Income)		
<b>B.4 Family income from investments (Dividends, Interest on shares, bonds, fixed deposits etc.)</b>		
<b>Relation</b>	<b>Average Monthly Income</b>	<b>Name of Investment e.g. shares, bonds, fixed deposits</b>
Father/Guardian		

Mother		
Brothers/Sisters (Combined Monthly Salary/ Income)		
<b>B.5 Family income from rental/other income (Include income from all sources not listed above)</b>		
<b>Relation</b>	<b>Average Monthly Income</b>	<b>Source e.g. Rental Income/Other</b>
Father/Guardian		
Mother		
Brothers/Sisters (Combined Monthly Salary/ Income)		
<b>TOTAL: Monthly family income (Pak Rs.)</b>		

#### **NEED-BASED SCHOLARSHIP RULES**

- Submission of Need-based Scholarship Application Form does not guarantee award of the scholarship. Furthermore, only students carrying full workload as specified in the Plan of Study for the degree are eligible for consideration of Need-based Scholarship award.
- Need-based Scholarships, if and when awarded, are granted as Qarz-e-Hasana. After completion of his/her studies at DSU the Need-based Scholarship recipient is honor-bound to return the amount so that needy students like him/her could be supported to study at DSU in the future.
- Those awarded Need-based Scholarships are responsible to pay the remaining amount of the Tuition Fee and other dues/charges by due date.
- Need-based Scholarships, if and when awarded, are only for the particular semester. For consideration for future semesters, a student shall have to resubmit the Need-based Scholarship application with updated documents by the specified date. Future award decision and amount will be based on the need, the applicant's academic performance at DSU (minimum SGPA 2.5) and the number of needy applicants being considered at that time.

These rules may be ammended or added to at any time without notice.



## **SECTION C: FAMILY WEALTH ASSESSMENT**

List all assets and property owned by the family, classified by source. Include all owned by Father/Guardian, Mother, and Brothers and Sisters

<b>C.1 List residential, commercial and agricultural properties owned by the family</b>					
S. No	Address	Property Type: Commercial/Residential Plot/Constructed	Area (SquareY ds/Feet)	Approximate Market Value	Status (Self Occupied/ Rented out/Vacant)
1					
2					
3					
<b>C.2 List motor vehicles owned by the family</b>					
S. No	Make	Model (year)	Registration Number	Approximate Market Value	
1					
2					
3					
<b>C.3 List investments and valuables (shares, bonds, fixed deposits, gold, etc.)</b>					
S. No.	Investment Type	Face Value	Approximate Market Value		
1					
2					
3					
<b>C.4 List all other assets (Include all family assets not listed above)</b>					
S. No.	Investment Type	Face Value	Approximate Market Value		
1					
2					
3					
<b>TOTAL: Family Assets - Approximate Market Value (Pak Rs.)</b>					

**SECTION D: FAMILY UTILITY EXPENSES**

<b>D.1 Telephone Expenses (Both Land-line and Mobile)</b>		
<b>Telephone Number</b>	<b>Average Monthly Bill</b>	
<b>D.2 Electricity Expenses</b>		
<b>Consumer Number</b>	<b>Address</b>	<b>Average Monthly Bill</b>
<b>D.3 Gas Expenses</b>		
<b>Consumer Number</b>	<b>Address</b>	<b>Average Monthly Bill</b>
<b>TOTAL: Monthly Family Utility Expenditure (Pak Rs.)</b>		
<b>TOTAL: Monthly Family Educational Expenditure (Pak Rs.)</b>		

**Letter of Authorization by the Parents / Guardian for  
out of City Travel**

To Whom It May Concern:

I, \_\_\_\_\_, Father /Mother of \_\_\_\_\_

Registration No. \_\_\_\_\_ Name \_\_\_\_\_  
\_\_\_\_\_ hereby authorize DHA Suffa University to  
allow my son/daughter to go to \_\_\_\_\_ in the city of  
\_\_\_\_\_ in the province of \_\_\_\_\_ via  
\_\_\_\_\_ to participate in the  
\_\_\_\_\_ competition / event.

I also understand that DHA Suffa University is not responsible for any mishap that may occur during the trip due to any unforeseen circumstances or accidents or due to negligence on part of the student(s) before, during or after the event or at any time during this entire journey; that is, after my son/daughter leaves my house for this journey and before he/she reaches my house on completion of this journey.

I also understand that I will comply with the decision(s) of the Management of DHA Suffa University in case my son and/or daughter was found to have caused any trouble during this trip or during any competition or to have violated any rules of DHA Suffa University or the host Institution(s).

Full name(s) of Parent(s)/Guardian(s): \_\_\_\_\_

Signature of Parent(s)/Guardian(s) \_\_\_\_\_

Date of Signature(s): \_\_\_\_\_

Cell/Mobile number(s) of Parent(s)/Guardian(s): \_\_\_\_\_

Student's Signature: \_\_\_\_\_

**For Office Use Only**

Parent(s)/Guardian(s) were contacted on the Cell / PTCL phone by Registrar office staff for confirmation and found it correct / in correct.

Name (contacting person): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **DHA SUFFA UNIVERSITY**

DG 78, Off Khayaban-e-Tufail,  
Phase-VII (Extension), DHA, Karachi-75500

### **IMPORTANT INSTRUCTIONS FOR VISITORS / GUESTS**

- ▶ Visitors / Guests will be allowed to enter the University after writing their particulars in Visitor's Register placed at the gate.
- ▶ While entering DSU, Visitor's / Guests will put on Visitor's Card issued at the gate.
- ▶ National ID Card (CNIC) or a valid computerized Driving License is mandatory in order to make entry in Visitor's Register.
- ▶ Visitors / Guests having no ID Card or Driving License will be allowed to enter in University premises only if the person to be visited comes to the gate to receive his/her visitor.
- ▶ Visitors / Guests are to pass through the Walk Through Gate while entering the University.
- ▶ Visitors / Guests are not allowed to pick / drop in front of the University gate due to security reasons.
- ▶ Visitors / Guests are requested to cooperate with the Security Staff during checking process.
- ▶ Due to security reasons, Visitors / Guests are to get their luggage / baggage scanned by the security staff.
- ▶ Visitors/Guests shall park their vehicles outside the University.
- ▶ Visitors / Guests are permitted to visit the individual / officer for whom they have made entry in the Visitor's Register. Labs, classrooms, Data Center, Exams Office, Accounts Office, Registration Office and various utility operations areas are out of bound for visitors.
- ▶ Weapons / drugs / cigarettes / pan / gutka / naswar are strictly prohibited in the premises.

## **DHA SUFFA UNIVERSITY**

DG 78, Off Khayaban-e-Tufail,  
Phase-VII (Extension), DHA, Karachi-75500

### **IMPORTANT INSTRUCTIONS FOR STUDENTS**

- ▶ Students are instructed to wear dress according to the prescribed dress code. A student violating the dress code will not be allowed to enter the University.
- ▶ Students are instructed to wear Student ID Card while entering the University.
- ▶ Students attempting to enter the University without their Student ID card shall be subject to fine/disciplinary action.
- ▶ All students will enter the University premises by passing through the Walk Through Gate.
- ▶ No student will avail pick and drop in front of the University gate due to security reasons.
- ▶ Weapons / drugs / cigarettes / pan / gutka / naswar are strictly prohibited in the University premises. Any violation will result in punitive charges as per the rules & regulations given in this Handbook.
- ▶ Students will park their motor cycles/vehicles outside the University at the designated locations.
- ▶ Students are to cooperate with the Security Staff in the checking process.
- ▶ Students are not allowed to bring strangers and students from other institutions to the campus.
- ▶ Students are not permitted to shout and create disturbance in the University premises.
- ▶ All students are subject to the University Discipline/Rules and Regulations as given in this handbook as per the DSU Statutes.



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The University reserves the right to amend these Regulations as and when required without any prior intimation. Students are expected to keep themselves abreast of any such changes in their own interest. In case of any conflict the decision and interpretation of DSU will be final and binding on all.

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