



Sarhad
University
of Science & Information Technology
Peshawar

University Rules & Regulations

Application/ Admission Procedure

University offers undergraduate admissions bi-annually in the Fall and Spring Semesters (other than Nursing, Engineering and Pharmacy Programs, which are offered once a year in Fall Semester) in accordance with the following procedure:

- i. Admission to undergraduate programs of the University shall be advertised by the Directorate of Admissions in consultation with Concerned Heads of Departments / Directors of Institutes.
- ii. The Candidate shall meet the eligibility criteria as mentioned against the program of interest.
- iii. Prospectus along with admission forms are available on the website, at TCS outlets of Khyber Pakhtunkhwa, and Main Campus of the University.
- iv. Application for admission must be made on the form enclosed within the prospectus. Photocopy or computer print will not be accepted. In case candidates apply online, they should submit hard copy of online submitted form only with all required credentials to the directorate of Admissions on or before prescribed dates mentioned in the advertisement.
- v. Each candidate shall submit only one application. The applicant shall clearly mention the choices of the programs of interest.
- vi. Applications for admissions shall be submitted online through website or physically to the Directorate of Admissions within the prescribed period.
 - a. Receipt of online application shall be acknowledged through text message on the cell number given in the application form.
 - b. Receipt of application submitted through surface mail (by post/courier service) shall be acknowledged via text message on the cell number given in the application form.
 - c. Receipt of application submitted on campus shall be acknowledged at the time of submission.
- vii. The University reserves the right to reject any application received after due date and allotted time and/or found deficient in any respect.
- viii. Incomplete Applications in any respect will not be considered.
- ix. The number of students to be admitted shall be determined by the Head of Department/Director of institute in consultation with concerned Dean, Competent Authority as per allocated seats.

- x. Entry Test/Interview are to be conducted as per the respective Department/Institute Policy.
- xi. Merit lists will be uploaded on the University's Website, other official social media platforms, and Directorate of Admissions Notice Board.
- xii. Two sets of attested copies of certificates, testimonials and four colour photographs (White background) should be attached with the application form.
- xiii. Hard copies of the online submitted application form along with all required credentials should be submitted by the selected applicant to the Directorate of Admissions on or before prescribed dates as per advertisement.
- xiv. According to merit list(s), the selected candidates shall be required to submit their original credentials to the Admissions Committee for verification. An Admissions Committee shall consider the applicants for admission to different programs on the basis of academic record, entry / aptitude test and or interview of the candidates. After successful scrutiny of the documents, the Admission Committee shall issue invoices to the selected candidates.
- xv. The admission of a candidate to a program shall initially be provisional, to be confirmed after:
 - a. verification of testimonials / documents,
 - b. removal of course deficiencies, if any.
- xvi. Applicants and their parents shall give an undertaking to abide by the Rules and Regulations of the University and such instructions as may be issued by the Competent Authority of the University from time to time.
- xvii. Responsibility of correctness of the provided data in the application form shall rest upon the applicant. In case of any discrepancy or false information provided in application form/submitted documents, the admission shall be cancelled at any stage of the degree program.
- xviii. In order to secure admission, the selected student shall deposit Admission Fee along with Tuition Fee of the first semester in designated branch of the authorized bank of the University by the due date given in the invoice.
- xix. Applicants with a Bachelors (2 years) or Associate Degree completed in Annual System whether their qualification is relevant or irrelevant to the subject program will be required to study a bridge semester/additional courses in order to complete at least 130 credit hours (as only 50 credit hours of their previous Annual Mode degree will be considered). In case of relevant qualification in annual mode, the concerned Department will decide the courses to be taken in the appropriate semester. In addition, candidates must have studied compulsory subjects of Islamic Studies and Pakistan Studies / Ideology of Pakistan in their Bachelors/Associate Degree, otherwise, they will be required to study these subjects at SUIT in order to overcome the deficiency.
- xx. The university reserves the right to withhold or cancel the offering of any academic program if an adequate number of candidates do not apply for admission to that specific program.

Restrictions and Declarations

- i. Candidates punished by their previous institutions or universities on account of indiscipline or undesirable activities (major penalties) shall not be admitted in the University .
- ii. The authority concerned may refuse admission to a student who, in its opinion, has malafide intentions or undesirable background.

Deficiency

In case a candidate lacks the background knowledge for a specific program of interest, he/she shall have to make up the deficiency by taking one or more additional courses as the concerned Faculty may prescribe.

Procedure for Admission of Foreign Nationals:

Non Pakistani candidates desirous of joining Sarhad University are required to produce the following documents along with their request for admission, before they can be considered for admission.

No Objection Certificate (NOC) from the Pakistan Embassy of the respective Foreign County.

- i. Duly filled "Foreign Student's Information Sheet" available on HEC website.
- ii. Copy of valid Passport along with Visa.
- iii. Photocopies of all previous educational certificates/degrees attested by the concerned Embassy and Pakistan Foreign Office.
- iv. English Language Proficiency Certificate from the Pakistan Embassy of the respective foreign country.

For admission confirmation:

- i. No Objection Certificate (NOC) from Higher Education Commission (HEC) for Admission in concerned degree program.
- ii. Study VISA for concerned degree program.

Procedure for Obtaining Equivalence Certificate for Foreign Qualification:

Admission on the basis of 12 Years of Education/Schooling in Diploma, AD/BS Degree Programs

Equivalence Certificate for Higher Secondary School Certificate (12 years of schooling) from The Inter Board Coordination Commission (IBCC). For further details, please visit: <https://ibcc.edu.pk/>

Admission on the basis of 14/16 Years of Education in BS or Equivalent Degree Programs

Equivalence Certificate of foreign qualification from Higher Education Commission, Pakistan. For further details, please visit: <https://www.hec.gov.pk/english/services/students/DES/Pages/Procedure/Procedure-foreign.aspx>

Cancellation of Admission

Admission shall be cancelled if:

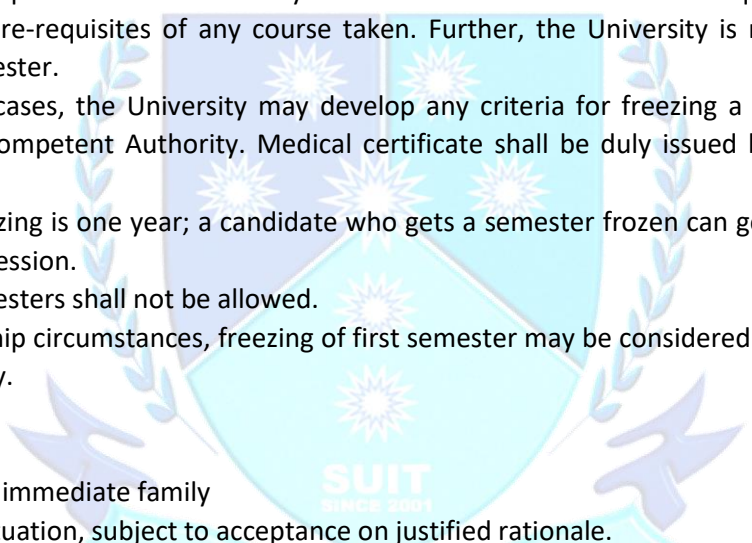
- i. A bonafide student of the University applies in person, or through parents/guardian, for cancellation of admission on a non-judicial stamp paper, duly attested by an Oath Commissioner. The Vice Chancellor shall cancel the admission of the student on the recommendation of the Head of Department / Director of Institute through the concerned Dean.

- ii. A student registered in a semester/term remains willfully absent from the classes continuously for a period of 40 days. Such action shall be taken on the recommendation of the Head of the concerned Department.
- iii. If a student enrolls himself / herself in any other program of Sarhad University or some other University/DAI while registered at Sarhad University , his / her admission shall be cancelled immediately .
- iv. On the recommendation of the University Disciplinary/ Un Fair Means Committee the admission can be cancelled with the approval of the Vice Chancellor. However, the concern student can appeal to the Appellate Committee through proper channel.

Enrolment in Semester / Term

- i. At the beginning of each semester/ term, a student must enroll in courses of studies on the prescribed enrolment form.
- ii. The enrolment shall not be deemed complete unless a student makes payment of all prescribed fees and submits the course enrolment form.
- iii. Enrolment and fee payment shall be completed by the dates notified for this purpose, provided the authority concerned may, in special circumstances and on the payment of a late fee of Rs. 5,000/-, permit a student to enroll within 3 weeks after the commencement of a semester/ term. This permission of late admission/ enrolment shall be at the student's risk who shall be responsible to make up for the deficiency on his/her own.
- iv. A student admitted to a program shall, for so long as he/she has not completed all requirements for the degree, enrol himself/ herself for each semester/ term, failing which his/her admission shall stand cancelled. In case he/she desires readmission, he/she shall have to apply afresh. The concerned authority may re-admit such a candidate, or refuse admission if reasons advanced are not convincing.
- v. A student who discontinues with permission may seek readmission in the same or subsequent semester/ term on the recommendations of the concerned faculty/ department/ institute and approval of the Competent Authority.
- vi. A student shall not be allowed to enrol in a course having a pre-requisite course unless he/she passes that pre-requisite course.
- vii. Course Audits: Students enrolled at Sarhad University may, on recommendations of their advisors/ tutors and approval of the concerned Dean/ Head of Department / Director of Institute, audit courses. Such students shall not receive any credit for the courses taken on audit basis. In order for a successful audit to show on a student's academic record (transcript), the student shall comply with all requirements specified by the teacher/ concerned department. Failure in meeting such requirements may lead to award of letter grade W (for withdrawn). Successful audit shall be indicated by letter grade V (for verified). Students registering for courses on audit basis shall pay tuition fees at the regular rate.
- viii. In some programs, the theory and lab components are treated as separate courses. In such a case, if the theory component of a course (say Level I) is pre-requisite for the next higher course (Level II), enrolment in theory and lab components of Level II course shall be allowed only if the theory component of Level I is passed. A student who has failed theory of Level I, but passed lab of Level I shall neither be allowed to enrol in theory nor lab of Level II.
- ix. The courses will be offered subject to the availability of the faculty and reasonable number of students.

Freezing of Semester/Term

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- The logo of Sakarya University is a shield-shaped emblem. It features a blue shield with a white sunburst in the center. The shield is flanked by two blue wings. Above the shield, there is a banner with the text 'SUIF SINCE 2001'. Below the shield, there is a banner with the text 'SAKARYA UNIVERSITY'.
- i. A bonafide student of the University may apply in person, or through parents/ guardian, for freezing of a regular semester, within five weeks from the date of commencement of semester, provided the student has paid the semester dues by the prescribed date. No fee shall be paid when the student subsequently enrolls in the next semester except for the difference of fee of the semester frozen and the semester in which the student enrolls. The duration of frozen semester(s) shall be counted within the maximum duration of the relevant degree program.
 - ii. If a student freezes semester(s), he/she shall resume his/her studies from the same stage where he/she left (froze). The duration of frozen semester(s) shall be counted within the maximum duration of the relevant degree program.
 - iii. If a student is not enrolled in any course in a semester, he/she shall not be considered a regular student of the University in that period. The student may then enrol in the courses in a subsequent semester; however, he/she shall meet pre-requisites of any course taken. Further, the University is not required to offer all courses in each semester.
 - iv. In special hardship cases, the University may develop any criteria for freezing a semester with the prior permission of the Competent Authority. Medical certificate shall be duly issued by Government Hospital Doctor/ Physician.
 - v. The duration of freezing is one year; a candidate who gets a semester frozen can get readmission next year with the upcoming session.
 - vi. Freezing of first semesters shall not be allowed.
 - vii. Under special hardship circumstances, freezing of first semester may be considered with the approval of the Competent Authority.
 - a. Iddat
 - b. Maternity
 - c. Death in the immediate family
 - d. Any other situation, subject to acceptance on justified rationale.

*Note: Freezing of semester shall only be allowed after successful completion of 1st Semester.

Re-Enrolment

Semester System

- i. A student receiving F or W grade in any course shall be required to re-enrol in that course. A student receiving C, D or D+ grade in a course may also re- enrol in that course, subject to a maximum of one chance to improve his/her grade.
- ii. A department may offer Repeated Courses (over and above the regularly scheduled courses with total credit hours not exceeding 18 for two/ four-Year degree programs and 22 credit hours for five-year degree program) during a regular semester to facilitate re-enrolling students. However, minimum number of students re-enrolling shall be 10; otherwise, the course shall be dropped.
- iii. A student may re-enrol for a maximum of 2 courses during the Summer Semester. During a regular semester (Spring/Fall), a student may re-enrol for a course (in addition to the prescribed courses) on the payment of prescribed fee provided the maximum credit hours limit is not violated.

- iv. If a course is abolished due to revision in curriculum or scheme of studies, the Head of Department / Director of Institute may recommend a relevant course from the existing curriculum as replacement for the candidates who need to re- enrol in the abolished course. The same shall be reflected in the students' Registration Forms and Transcripts.

Term System

- i. A student receiving F grade in any course shall be required to re-enrol in that course. A student receiving up to 64 marks in a course may also re-enrol in that course, subject to a maximum of one chance to improve his/her marks.
- ii. A department may offer Repeated Courses (over and above the regularly scheduled courses and total courses not exceeding 7) during a regular term in order to facilitate the students. However, the number of re-enrolment students must be at least 5 or with the approval of the Dean on the recommendation of the Head of Department / Director of Institute. Otherwise, the course shall be dropped.
- iii. During a regular term a student may re-enrol for courses (in addition to the prescribed courses) on the payment of the prescribed fee provided the maximum limit of courses is not violated.
- iv. If a course is abolished due to revision in curriculum or scheme of studies, the Head of Department / Director of Institute may recommend a relevant course from the existing curriculum as replacement for the candidates who need to re-enrol in the abolished course. The same shall be reflected in the students' Registration Forms and DMCs.

Payment of Dues

At the time of admission, every student shall be required to deposit admission fee, registration fee, security, semester / term enrolment fee, tuition fee, examination fee, lab/chemical charges, and any other fee prescribed in the form of demand draft in the name of Sarhad University Peshawar, or deposit it at specified branch(es) of an authorized bank.

Similarly, for each subsequent semester/ term, dues shall be paid by the prescribed dates. Otherwise, the admission shall be cancelled.

Semester System

- i. Sarhad University follows the semester system. There are two semesters (Fall and Spring) every year. Each semester is spread over 18 weeks (including examinations). At the end of each semester, two to three weeks are allowed for the compilation of results. Students promoted to the next semester have to complete their enrolment during the first week of each semester. Admissions are announced in August for the Fall semester usually commencing in October/November, whereas admissions for the Spring semester are announced in February. The Spring semester usually commences in April each year.
- ii. The University may plan a crash semester (Summer Semester) of eight weeks during the summer break. Students who are interested to reappear and clear their failed courses / or want to improve grade shall be afforded the opportunity to do so during the Summer Semester. A student shall be allowed to take maximum two courses during the Summer Semester.
- iii. While all degree programs have their specific durations, number of courses, and credit hour requirements, in general, a four-year degree program requires the completion of about 130 credit hours usually in eight

semesters, whereas a two-year degree program requires the completion of more than 66 credit hours, usually in four semesters.

- iv. By definition, a credit hour means teaching a theory course for one hour each week throughout the semester (provided the semester duration is at least 16 weeks excluding examinations). One credit hour in laboratory or experimental work requires contact of three hours per week throughout the semester. The credit hours are denoted by two digits with a hyphen in between. The first digit represents the theory part, whereas the second (right side) digit represents the practical. Thus, 3-0 means three credit hours of theory, whereas 3-1 means a total of four credit hours, of which three credit hours are for theory and one credit hour is for laboratory. The weekly contact hours of a 3-0 course shall be three, the contact hours of a 3-1 course shall be six, and the contact hours of a 1-2 course shall be seven. The contact hours during the crash (Summer) semester shall be doubled to ensure that the course is completely taught in the semester with half the duration as compared to a regular (Fall or Spring) semester.
 - a. In accordance with the directive of the Government of Pakistan issued vide HEC Letter No. 10-01/coord(Acad)/HEC/233 dated 28th March, 2025, teaching of two courses of Understanding of the Holy Quran to Muslim Students will be completed during the course of each program.
 - b. Those students will be exempted from the above condition who have already studied Holy Quran previously, subject to submission of any relevant certificate / diploma issued by Wifaq Ul Madaris Al Arabia, Pakistan / DAI.

Term System

In the Term System, examination is conducted within six months. Thus, two term examinations are conducted in a year. Evaluation of the students is made on the basis of these two examinations.

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- ii. Those students will be exempted from the above condition who have already studied Holy Quran previously, subject to submission of any relevant certificate / diploma issued by Wifaq Ul Madaris Al Arabia, Pakistan / DAI.

Withdrawal/Change of Course(s)

- i. When a course, for which a student has enrolled, cannot be offered according to the announced program, the student may take an alternative course. However, this shall be done no later than 15 days after the date of enrolment.
- ii. A student, with the consent of the concerned Dean/ Head of Department/Director of Institute, may be allowed to:
 - a. Change a course within 7 days of the commencement of a semester/ term, and
 - b. Drop a course within 5 weeks of the commencement of a regular semester/ term. No fee shall be paid when a dropped course is taken at a later stage.
 - c. A student, with the consent of the concerned Dean/ Head of Department/Director of Institute, shall be allowed to withdraw from a course at the latest by the end of the 12th week of the commencement of a regular semester/ term. Withdrawn courses shall appear on the transcript with

letter grade W. Students shall have to pay the requisite fee when taking a course from which they had withdrawn earlier.

Attendance

- i. A student at the Main Campus shall have attended at least 75% of the classes held in a course in order to be allowed to sit in the final examination. The student shall meet higher attendance requirement if the requirement established by the concerned council is greater than 75 %.
- ii. A student having less than 75% attendance, but more than 60% attendance in a particular course and having made up the deficiency in consultation with the concerned teacher, may be allowed by the concerned Dean/ Head of Department/Director of Institute to take the final examination. This clause is not applicable if the attendance requirement established by the concerned council is greater than 75%.
- iii. Students having class attendance less than 60% in a particular course shall be required to repeat the course when it is offered again.

Examinations (Semester System)

- i. At the Campus, the examination papers for the midterm and final examinations shall usually be set by the subject teacher and submitted to the Head of Department / Director of Institute. The Head of Department / Director of Institute may decide to have the papers set externally. In any case, the Head of Department / Director of Institute shall check the paper for course coverage and appropriate depth and, when satisfied, forward the paper to the Controller of Examinations. Otherwise, the Head of Department / Director of Institute shall refer the paper back to the paper setter for revision.
- ii. In each semester, a student's academic progress and standing shall be determined through quizzes, midterm and final examinations, presentations, assignments, and lab reports. These modes of evaluation shall have different weightages and shall contribute towards the overall assessment in percentage marks. The weightages shall be determined by the teacher concerned on the basis of the following guidelines:

Nature of Evaluation	Course with Lab	Theory Course	Lab
Quizzes	5 – 10 %	5 – 15%	-----
Midterm Examination	20 – 30%	30 – 40%	15 – 20%
Presentations and Assignments	5 – 10%	5 – 10%	-----
Lab Work	-----	-----	25 – 30%
Viva	-----	-----	15 – 20%
Report	-----	-----	0 – 10%
Final Examination	30 – 60 %	35 – 60 %	20 – 30 %

- iii. In-semester evaluation will be based on quizzes, midterm examination, presentations and assignments, and lab work.

- iv. In case a student joins a course after it has started, he/she shall be responsible for any missed lectures, quizzes, assignments, projects and lab work. The marks in the missed quizzes shall be zero, whereas assignments, projects, and lab work may be arranged in consultation with the concerned teacher/Head of Department / Director of Institute.
- v. No make-ups shall be arranged for the quizzes and midterm examinations.
- vi. Make-up for the final examination in a course shall be arranged only if a student has been awarded letter grade I in that course.

Examinations (Term System)

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Grading Policy (Semester System)

- i. At the end of each semester, the students shall be awarded letter grades A, B+, B, C+, C, D+, D, or F based on the percent marks earned in each course. Letter grades W (for withdrawal), I (for incomplete), S (for satisfactory), U (for unsatisfactory), V (for verified) shall not count towards GPA computation. The grade points corresponding to these grades are:

Percent Marks	Letter Grade	Grade Point	Remarks
85 - 100	A	4	Excellent
78 - 84	B+	3.5	Outstanding
70 - 77	B	3	Good
65 - 69	C+	2.5	Above Average
60 - 64	C	2	Average
55 - 59	D+	1.5	Below Average
50 - 54	D	1	Poor but Passing
< 50	F	0	Failing
-	I	-	Incomplete
-	W	-	Withdrawn
-	S	-	Satisfactory
-	U	-	Unsatisfactory
-	V	-	Verified

- ii. The Dean/ Head of Department / Director of Institute of the concerned Faculty/ Department/ Institute may decide to use curving for the award of letter grades instead of using fixed percentages tabulated above.

- iii. Seminars and field-work shall be graded Satisfactory (S) or Unsatisfactory (U) instead of letter grades carrying numerical values.
- iv. Courses taken on Audit Basis shall show up on the transcript with letter grade V (for verified) and shall not contribute towards GPA computation.
- v. A student, who fails to complete a course for reasons beyond his/her control, may be granted letter grade I. In that case, if the student has secured passing marks in the in-semester evaluations, his/ her make-up final examination shall be conducted to enable him/ her to complete the course and earn a grade. In case, the student has not been able to appear or has failing marks in the in-semester evaluations and is not in shortage of attendance, he/ she shall have to take the course again. The letter grade I shall subsequently be replaced by the earned grade.
- vi. Students receiving F grade in any course shall have to repeat the course whenever it is offered again. A student obtaining a D or D+ grade in a course may also repeat that course, if necessary, to improve his/her CGPA. In case of repeated courses, all grades earned by the student shall appear on the transcript; however, only the best grade shall be counted for computation of GPA.
- vii. A student not allowed to appear in the final examination of a course due to shortage of attendance shall be deemed to have obtained zero marks in the final examination. The grade shall be awarded based on the student's sessional and midterm examination marks.

13.2 Grading Policy (Term System)

Letter Grade	Percent Marks	Remarks
A+	80% Marks and above	Distinction
A	70% and above but below 80%	Excellent
B	60% and above but below 70%	Very Good
C	50% and above but below 60%	Good
D	45% and above but below 50%	Fair
E	Less than 45% to minimum	Satisfactory

Computation of Semester and Cumulative GPA

Semester and cumulative Grade Point Averages (GPAs) shall be calculated using the following relationships: The GPAs shall be on a scale of 4.00. The semester GPA shall have three digits after decimal (e.g., 2.835), whereas the cumulative GPA will have two digits after decimal (e.g., 2.84).

$$\text{GPA} = \frac{\text{Sum over Semester (Course Credit Hours x Grade Points Earned)}}{\text{Total Semester Credit Hours}}$$

Total Semester Credit Hours

$$\text{CGPA} = \frac{\text{Sum over all taken (Course Credit Hours x Grade Points Earned)}}{\text{Total Credit Hours Taken}}$$

Total Credit Hours Taken

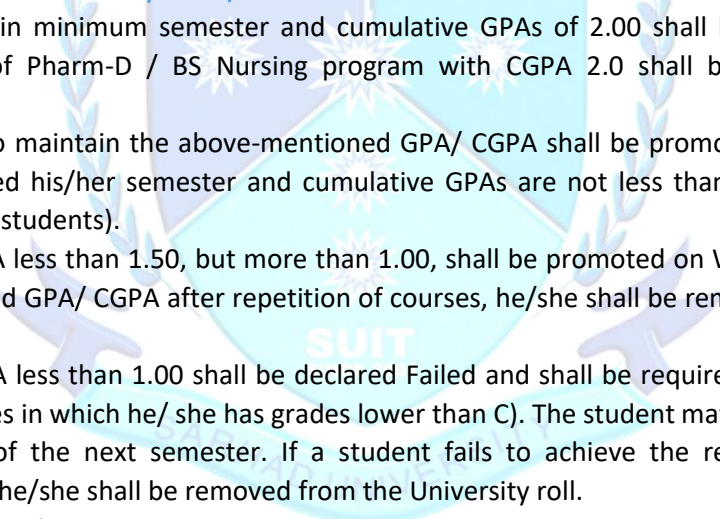
Transcript (For Semester System)

Provisional transcripts shall be issued to all students free of charge within four weeks of declaration of semester result. Official transcripts shall be issued on the completion of the degree program or on request, provided the requisite fee is paid. Additional copies of the transcripts may also be obtained on the payment of the requisite fee. Mode of education, (i.e. On- campus/Distance/Sub campus) and place of study shall be mentioned on the transcript.

DMC (Detailed Marks Certificate) (For Term System)

Provisional DMC shall be issued to all students free of charge within four weeks of declaration of term results. Official DMC shall be issued on the completion of the degree program or on the payment of the requisite fee. Additional copies of the DMC may also be obtained on the payment of the requisite fee. Mode of education (i.e. On- campus/Distance/ Sub campus) and place of study shall be mentioned on the transcript.

Promotion Policy (For Semester System)

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- i. Students who maintain minimum semester and cumulative GPAs of 2.00 shall be promoted to the next semester. Students of Pharm-D / BS Nursing program with CGPA 2.0 shall be promoted to the next professional year.
 - ii. A student who fails to maintain the above-mentioned GPA/ CGPA shall be promoted to the next semester on Probation, provided his/her semester and cumulative GPAs are not less than 1.50 (Not applicable for Pharm-D / BS Nursing students).
 - iii. A student scoring GPA less than 1.50, but more than 1.00, shall be promoted on Warning. If a student fails to achieve the required GPA/ CGPA after repetition of courses, he/she shall be removed from the University roll.
 - iv. A student scoring GPA less than 1.00 shall be declared Failed and shall be required to repeat the semester (essentially the courses in which he/ she has grades lower than C). The student may be allowed to take a few courses from those of the next semester. If a student fails to achieve the required GPA/ CGPA after repetition of courses, he/she shall be removed from the University roll.
 - v. Students shall show satisfactory academics progress in order to remain in good standing. The following rules are meant to ensure that students get timely feedback on their academic progress:
 - a. A student who obtains SGPA of less than 2.0 in any semester shall be issued written warning by the Head of Department / Director of Institute. A copy of the warning letter shall be also sent to the parents/guardian.
 - b. A student who obtains SGPA of less than 2.0 for three consecutive semesters and his/her CGPA is also less than 2.0 shall have his/her name struck off the rolls of the university and may be readmitted with the junior batch. A written warning of this possibility shall be sent to the student (with copy to the parents/guardian) if his/her SGPA is less than 2.0 for two consecutive semesters.
 - c. A student whose CGPA in the first two semesters is less than 1.5 shall not be allowed to register for the third semester until his/her CGPA has improved to 1.5 or more through reappear.
 - d. A student who has earned four or more F grades in the first two semesters and these F grades are still outstanding at the end of the 4th semester with CGPA less than 1 shall not be allowed to register in the 5th semester until he/she passes these courses and improve CGPA to 1.5 or more.

Promotion Policy (For Term System)

A student shall be promoted to the next term if he/she passes at least 50% courses.

Final Year Project

As part of most of the degree programs, students need to complete projects individually or in groups of size not exceeding three.

Title of the proposed Project:

Title should be a crisp phrase. It should neither be too lengthy nor too brief. It must not include name of some organization or individual.

Example: Software Development for Airline Booking System.

Outline of Proposal:

Give details of major objectives and arguments to justify the project. Provide description of approach/scheme/methodology that is intended to be used for the development of this project.

Duration of Project:

For a four-year degree program, the project shall be completed in two semesters, 7th and 8th. Those pursuing one- or two-year degree program may take project during their last semester. The students shall provide a tentative schedule along with the project break down structure.

Plagiarism policy for undergraduate Final Year Project:

Students must make sure that document they are submitting is in proper documenting style (i.e., IEEE, Chicago, MLA, APA, etc.) and is free of plagiarism.

If the research project report has a similarity index $\leq 30\%$, then the benefit of the doubt may be given to the author, but, in case, any single source has a similarity index $\geq 5\%$ without citation, then it needs to be revised.

A Project Evaluation Committee, constituted by the Head of Department, shall assess the progress of the project through four presentations by students, each carrying 5% marks. In the first presentation, students shall present the project proposal on prescribed format, whereas in the other presentations, progress reports shall be presented. The presentations shall be scheduled as follows:

First Presentation: Second week of 7th semester.

Second Presentation: Midterm exam week of 7th semester.

Third Presentation: Final exam week of 7th semester.

Fourth Presentation: Midterm exam week of 8th semester.

The viva voce shall be taken by an Departmental Committee comprising the External Examiner, Project Supervisor of the concerned group, and Head of the concerned Department. Each member shall award marks out of 15% making a total of 45% marks. The Examination Committee shall be appointed by the Vice Chancellor on the recommendation of the Head of the concerned Department.

Note: The evaluation of project shall be carried as follows:

Factors on the basis of which the advisors shall rate progress during the project phase:

- Progress
- Independence of work
- Ingenuity
- Overall Learning
- Complexity

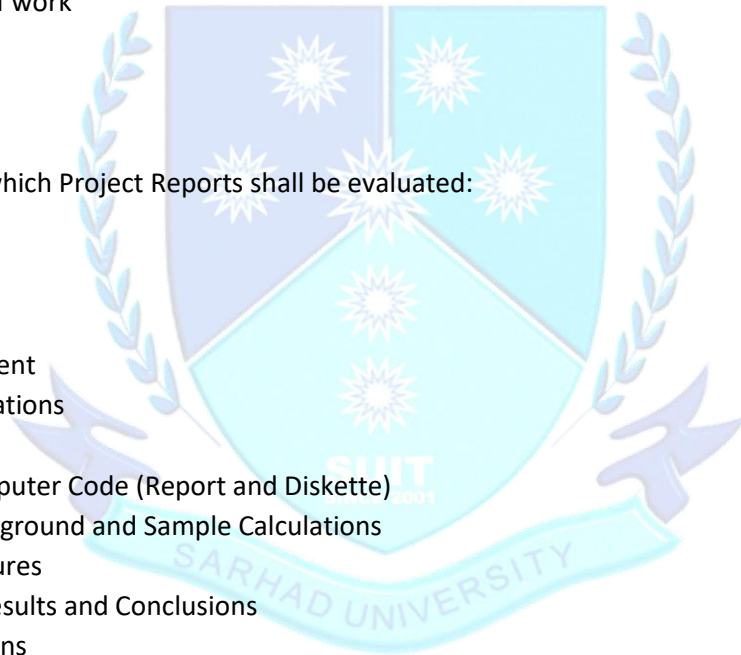
Factors on the basis of which Project Reports shall be evaluated:

- Grammar
- Style
- Report Format
- Problem Statement
- Scope and Limitations
- Procedure
- Raw Data / Computer Code (Report and Diskette)
- Theoretical Background and Sample Calculations
- Graphs and Pictures
- Discussion on Results and Conclusions
- Recommendations
- Overall Learning

Factors on the basis of which Presentation shall be evaluated:

- Project procedure stated briefly and to the point i.e. presentation style and skill
- Continuity and clarity of thought reflected
- Requirements and importance of work clearly specified
- Difficulty level of the project
- Conclusions drawn well-explained
- Technical terms used in talk well-defined and correct
- Answers given to the questions put forward by the Examiner(s)

*Departments/Institutes may revise the above format and have it approved to meet the specific requirements of their programs as well as those of the relevant accreditation councils.



Program Completion & Graduation

- i. For graduation, all F grades have to be cleared. Besides, the minimum qualifying CGPA for undergraduate program students is 2.00/4.00. Faculties/ departments/institutes may impose additional requirements like satisfactory completion of internship, practical training, field work, seminars etc.
- ii. To earn B.Sc Engineering Degree, a student shall:
 - a. Pass all courses of study prescribed in the relevant scheme of studies.
 - b. Obtain a Cumulative Grade Point Average (CGPA) of at least 2.00
 - c. Complete Survey Camp by the BSc Civil Engineering students to be conducted by the University and certified by the Head, Department of Civil Engineering/Incharge Survey Camp).
- iii. Engineering students shall carry out supervised and evaluated internship of 6-8 week duration in line with elective subjects/ specific stream in the 3rd to 4th year of the engineering program. The internships shall be reflected in the transcripts under a prescribed mechanism and with defined and mapped rubrics program objectives:

a. Attendance (At least, 75% attendance is mandatory)	10%
b. Assessment report from the employer	50%
c. Evaluation at relevant HEI/ Department - Presentation	40%
d. Total	100%
e. Qualifying score in the above assessment	70%
- iv. Similarly, Pharm-D students need to meet the clerkship requirement as outlined by their department.

Transfer of Credits

- i. The policy regarding the acceptance of courses by transfer is to allow credit for courses completed with letter grades C or better (usually, 60% or higher marks) in other recognized Universities.
- ii. The transfer student shall file an official transcript of transfer courses and provide other relevant information (course contents/ outlines/ titles of text and reference books) enabling the University to award credit.
- iii. An Equivalence Committee comprising three senior faculty members shall oversee such cases. The University may co-opt someone from outside, if necessary. The Committee shall ensure that:
 - a. the courses correspond in time and content to the courses offered at Sarhad University,
 - b. the courses being considered for transfer were taken within the last five years.
 - c. the semester duration matches with that of Sarhad University. Thus 16 credit hours taken in a quarter (10 weeks of teaching) shall be considered equivalent to 10 credit hours of a semester of 16 weeks of teaching.
- iv. In no case, the transfer credits shall exceed 50% of the overall credit hours for any degree program of interest at Sarhad University.
- v. Applicants shall have to pay the prevalent credit transfer fee.
- vi. Transferred courses shall be reflected on the transcript, but shall not count towards CGPA computation.
- vii. Any student taking admission in BS Program after completing 14 years of education under Annual System shall receive 50 credit hours against first 2 years of his/her BS Program and will be required to complete remaining credit hours as per scheme of studies of concerned BS Program to earn 4 years Bachelor degree.

Exemption Policy

- i. The policy regarding exemption of courses is to allow credit for courses completed with letter grades C or better (usually, 60% or higher marks) in other recognized Universities.
- ii. The applicant shall file an official transcript of courses previously taken and provide other relevant information (course contents/outlines/titles of text and reference books) enabling the University to award credits.
- iii. An Equivalence Committee comprising three senior faculty members shall oversee such cases. The University may co-opt someone from outside if necessary. The Committee is to ensure that:
 - a. The courses correspond in time and content to the courses offered at Sarhad University,
 - b. For courses that were taken more than five years back, the contents are still valid and match with those currently being taught.
 - c. The semester duration matches with that of Sarhad University. Thus, 16 credit hours taken in a quarter (10 weeks of teaching) shall be considered equivalent to 10 credit hours of a semester of 16 weeks of teaching.
- iv. In no case, the credits of exempted courses shall exceed from 50% of the overall credit hours for any degree program of interest at Sarhad University.
- v. Applicant shall have to pay the prevalent course exemption fee. Transferred/Exempted courses shall be reflected on the transcript, but shall not count towards CGPA computation.
- vi. Exempted courses shall be reflected on the transcript, but shall not count towards CGPA computation.

Credit Transfer Facility under Student Exchange Program:

- i. A student exchange program allows SUIT students to study or intern at any recognized host degree-awarding institute or university for a specific period, typically a semester or a year. The grade points earned and credit hours of the courses taken at the host institute/university under this program will be reflected on the student's transcript and will contribute to the CGPA calculation.
- ii. Foreign students participating in the student exchange program may be enrolled for a full semester or a single course. A transcript with letter grades will be issued at the end of the semester. The admission offer letter for the foreign student will be forwarded to the HEC for the issuance of an NOC, in accordance with university regulations.

Library

The University has a spacious library with adequate and comfortable seating. It is run by a qualified librarian, and is well-stocked with several thousand books and journals. The following rules, subject to change/modification by the Library Committee of the University, shall be followed:

- i. A card, known as Library Card, shall be issued to each student/person permitted to borrow books from the library. Such cards shall be strictly non-transferable and shall have to be presented at the time of using Library facilities.

- ii. A borrower who loses his/her card shall immediately inform the Librarian in writing. A duplicate card shall be issued to him/her on the payment of fee of Rs. 500/-.
- iii. Books shall be issued to the students and staff of Sarhad University of Science & Information Technology, Peshawar, only.
- iv. Books shall not be transferred from one person to another.
- v. If a person obtains more than one membership by concealing the facts or in any other way, his/her subsequent membership(s) shall be cancelled and a fine of Rs. 500/- shall be levied for further usage of the library facilities. No Books shall be issued to a defaulting borrower, unless he/she returns the books borrowed previously and pays the due fine.
- vi. The borrower who fails to return books at the time of stock-taking shall be liable to fine as decided by the Library Committee.
- vii. Manuscripts, reference books as well as reserved materials shall not be issued.
- viii. The borrowers shall have to conduct themselves in an orderly manner. The library administration shall have the right to cancel the membership of a person who misbehaves with the library staff or is found taking away the books/reading material without the knowledge of the Librarian or is involved in such activities which are detrimental to the interest of the library. The library administration can also recall a book, if needed, and the borrowers shall be required to meet any such demand.

Laboratories

Sarhad University has modern laboratories with large number of computers and related training tools, in all laboratories and project labs. Students of the University shall observe the following rules.

- i. All laboratories shall remain open during the office hours. After office hours, permission may be granted for laboratory use under special circumstances.
- ii. No software shall be installed on laboratory PCs without the prior, written consent of the System Administrator/ Laboratory In-charge.
- iii. Students shall be allowed to use internet in a laboratory when no class is in progress.
- iv. All laboratories provide no-smoking environment and hence all are expected to refrain from smoking.
- v. obscene material in the laboratories is strictly prohibited and disciplinary action shall be taken against offenders.
- vi. In case of technical problem, Laboratory In-charge should be immediately approached.

Award of University Gold Medal

Gold Medals shall be awarded to students who fulfil the following conditions:

- i. Pass all University examinations in the first attempt and complete the course work and research project work along with other requirements of internship/course of Quran-e-Majeed Teaching etc in the prescribed number of semesters/ terms / years.
- ii. Secure CGPA of at least 3.00 on a scale of 4.00 in Semester System or 1st division in Term/Annual System.
- iii. Secure Highest CGPA in his/her discipline. In case of tie between two or more students, aggregate marks obtained in all examinations shall form the basis. If still there is a tie, more than one Gold Medal shall be awarded.

- iv. Transferred/ migrated student(s) or those who improve their grades by appearing in makeup or regular examinations shall not be entitled for award a Gold Medal.
- v. Candidate in any discipline or UFM case by the University or Disciplinary Committee or Unfair Means Committee.

Rechecking / Re-Totalling

Any student, who is not satisfied with his/her marks /grade in a course may apply for rechecking within 15 days of the declaration of result. Application for rechecking shall be accepted on payment of registration dues (Rs. 1000/- per course). Initially, only re-totalling shall be performed and the paper examined for any unchecked/unmarked portion. If some portion is found unchecked, the paper shall be sent to the concerned grader for rechecking/ re-marking.

Clinical Practice

All courses in which clinical practice/ training is required, will be conducted in the following manner:

Activity Type	Duration	Location	Remarks
Theory + Practical	4 Weeks	University	First Half of Course to be covered before before Mid Examinations
*Clinical Practice / Training	4 Weeks	Hospital	Relevant Clinical Practice to be completed before Mid Examinations
Mid Examinations	1 Week	University	To be conducted as per University rules.
Theory + Practical	4 Weeks	University	Second Half of Course to be covered before Final Examinations
*Clinical Practice / Training	4 Weeks	Hospital	Relevant Clinical Practice to be completed before Final Examinations
Final Examinations	1 Week	University	To be conducted as per University rules.

* It is recommended to complete Clinical Practice / Training as per prescribed manner in each semester. However, the same will be arranged as per confirmation by the designated hospitals in each semester.

Demotion

In case the student does not satisfy the promotion criteria mentioned in clause 11(a), will get demoted. The HoD shall constitute a committee comprising three senior faculty members which shall oversee such cases. The department may co-opt any university official, if necessary. The Committee shall ensure the following:

- i. Identify the batch/ prospectus under which the concerned student shall continue his/ her degree.
- ii. The scheme of studies indicating all courses and credit hours to be studied by the student to complete degree requirements.

- iii. The degree completion requirements after demotion shall be communicated to the student concerned as well as all relevant sections/ departments of the university after the approval of the Competent Authority.

Internship / Field Experience

Engineering Degree Programs

As per PEC's requirement, supervised and evaluated internship of 6-8 week duration in line with elective subjects/ specific stream in the 3rd to 4th year of the engineering program is mandatory. (Details are given in Section 18c of the Rules and Regulations.)

Four-Year Degree Programs (Non-Engineering)

Students are encouraged to undergo internship program of at least 9-week duration at any time after the completion of fourth semester, generally during summer. (A graduate of the AD program who enrolls subsequently in a BS program shall receive credit, if earned during his/ her AD program, towards the fulfilment of internship requirement for the BS program.)

Students Code of Conduct:

Every student shall observe the following code of conduct:-

- i. Demonstrate sincerity in fulfilling religious duties and show respect for the beliefs, customs, and conscience of others.
- ii. Uphold loyalty to Pakistan and avoid any actions that may harm its honor, image, or dignity.
- iii. Ensure timely payment of tuition fees and semester dues.
- iv. Practice truthfulness and honesty in all personal and academic dealings.
- v. Show respect to elders and be courteous to all—especially women, children, the elderly, the differently-abled, and the vulnerable.
- vi. Respect teachers, administrative staff, and all figures of authority within the university.
- vii. Maintain cleanliness in personal hygiene, language, behavior, and daily habits.
- viii. Be helpful, kind, and cooperative toward fellow students and members of the community.
- ix. Stay committed to academic responsibilities and actively participate in healthy extracurricular activities like sports.
- x. Preserve and protect public and private property; avoid vandalism or misuse of university facilities.
- xi. Refrain from participating in any political activities, student unions, or unauthorized societies within or outside the campus.
- xii. Exhibit academic integrity—avoid cheating, plagiarism, or any dishonest academic conduct.
- xiii. Use mobile phones and digital devices responsibly; no usage during lectures unless permitted.
- xiv. Use university internet and IT resources ethically and lawfully.
- xv. Attend all classes regularly and punctually.
- xvi. Follow the university's dress code by dressing modestly and professionally on campus.
- xvii. Always carry your university ID card while on campus premises.

- xviii. Avoid any behavior that could endanger the safety or security of others.
- xix. Use social media responsibly; do not post content that could damage the university's reputation.
- xx. Understand that violations of this code may result in disciplinary action, including warnings, suspension, or expulsion.

Rustication and Expulsion

Rustication

Rustication, whenever imposed on a student, shall always mean the loss of one semester or one academic year as well as appearance in a University examination. The rusticated student may be readmitted in the same program of the University on the expiry of the rustication period.

Such students shall become ineligible to take admission in any program of the University in future.

Expulsion

- i. The period of expulsion shall be counted from the date of issue of such a notice by the University. Expulsion period may vary.
- ii. Name of the expelled scholar shall immediately be removed from the University's rolls.
- iii. A student expelled from a Department may be re-admitted into the same program after the expiry of the period of expulsion.
- iv. Cases of expulsion shall be registered in the University and notified to all Departments and Universities by the Registrar.
- v. Such students shall become ineligible to take admission in any program of the University in future.

Appeal

- i. An appeal against the punishment awarded by the University Discipline Committee may be made to the Appellate Committee
- ii. No appeal by any student against the decision of the University Disciplinary Committee shall be entertained unless it is presented within thirty days from the date on which the decision is communicated to him/her.

Note: This code of conduct shall repeal all previous regulations relating to expulsion and rustication or any other instructions relating to the maintenance of discipline among the students.

General

- i. The authority which has the power to rusticate, can also withdraw the same order before the expiry of the period.
- ii. No student shall be rusticated/expelled from the University unless he/she has been served with the Show Cause Notice, and allow reasonable time for explanation and replying to the charges framed against him/her.
- iii. The Discipline Committee may impose any other penalty or penalties mentioned in the Regulations if, in its opinion, the rustication or expulsion is not called for in a case referred to it.

Conduct & Discipline Regulations

The Discipline Committee constituted by the University shall have the authority and jurisdiction to deal with and decide all cases of indiscipline in accordance with the University Code of Conduct and Discipline Regulations mentioned in clause 33. These regulations shall apply to all students on the rolls of the University.

S. No	Offence	Penalty
1	Using/carrying of alcoholic drinks or other intoxicating drugs within the University Campus or University Hostels or during Study Tours or Cultural Tours or Survey Camps, any such tours of any other University/College or such outside the campus under the influence of such intoxicants or misbehaving with others, especially females, during tours, etc.	Expulsion from the University or debar from classes for one week and/or fine not exceeding Rs.20,000/-.
2	Suspected of involvement in sales or purchase of narcotics.	Expulsion from the university and/or fine of Rs.45000/-
3	Bringing, carrying or firing of arms or any other weapon (of any nature/type) within the University campus or classrooms or hostels or examination halls or offices of the University.	Expulsion from the university for upto two semesters / one year and /or fine not exceeding Rs.20,000/-.
4	Formation of societies, groups or other associations outside the bounds defined by the university authorities.	Warning for the first time, expulsion from the University on repetition and/or fine of Rs. 10,000/-.
5	Organizing or taking part in any function/gathering within the University campus or hostel or organizing any club or society of students or students association, unions or federation, except in accordance with the prescribed rules and regulations.	Expulsion and / or fine not exceeding Rs. 30,000/-.
6	Collecting any money or receiving funds or pecuniary assistance for or on behalf of the University, except with the written permission of the Vice Chancellor.	All money supposed to have been collected shall be confiscated in favor of the University and/or fine not exceeding Rs. 30,000/-.
7	Exhibiting immoral / indecent behavior and/or exposure. Or Disobeys the lawful order of a teacher or other person in authority in the University.	Warning for the first time, expulsion from the University on repetition and/or fine of Rs. 10,000/-.
8	Misbehaving and or/ not cooperating with faculty members, University proctors, Hostel Wardens, other authorities, or mistreating fellow students.	Permanent expulsion from the university or up to two years, depending on the nature and gravity of the offence and/ or fine not exceeding Rs. 30,000/-.
9	Use of abusive, derogatory, or offensive language against university authorities, teaching or administrative staff, students, or visitors.	Permanent expulsion from the university or expulsion up to three years, depending on the nature and gravity of the offence and/ or fine not exceeding Rs. 45,000/-

10	Using loudspeakers or mega-phones in the University campus or in the University hostels or making provocative speeches or gestures which may cause resentment or doing anything in anyway which is likely to promote rift and hatred among various ethnic and religious groups or castes of students community.	Fine not less than Rs.10,000/- AND / OR Stern warning.
11	Issuing statements in the press, making false accusations against the University or University Authorities or members of teaching staff / administrative staff.	Fine not less than Rs.10,000/- AND / OR Stern warning.
12	Conducting or inciting or participating in violent attack on the offices of the University authorities, Chairmen, faculty members or any other officers of the University or Student.	Expulsion from the university for upto two semesters / one year and/or Fine not exceeding Rs. 20,000/-.
13	Staging or inciting or forcing fellow students to a walkout from classes or examination halls or organizing, conducting or participating in strikes or agitation or violence against the University authorities or members of teaching or administrative staff or disrupting the classes or any other academic activity of the University being held inside or outside the campus.	Permanent expulsion from the university or expulsion up to two years, depending on the nature and gravity of the offence and/or fine not exceeding Rs. 30,000/-.
14	Casting aspersions or using abusive and derogatory language in speeches, pamphlets or posters against the University authorities or members of teaching or administrative staff of the University.	Permanent expulsion from the university or expulsion up to three years, depending on the nature and gravity of the offence and/or fine not exceeding Rs. 45,000/-.
15	Physically manhandling, beating or disgracing the University authorities or members of the teaching or administrative staff of the University or committing an act of moral turpitude against fellow students.	Permanent expulsion from the university or expulsion up to three years, depending on the nature and gravity of the offence and/or fine not exceeding Rs. 45,000/-.
16	Damaging/destroying or trying to damage/destroy the property (movable or immovable) of the University or University employees or stealing or taking away by force any item of University property.	Recovery of the amount equal to the value of the damage caused; and / or fine not exceeding Rs. 20,000/- and / or Rustication from the University.
17	Switching off or restricting access to services, electric equipment or creating hurdles in access to university facilities.	Permanent expulsion from the university or expulsion up to two years, depending on the nature and gravity of the offence and/or fine not exceeding Rs. 30,000/-
18	Obstructing or hindering the free and uninterrupted entry or exit of students, staff, or visitors at the university gates or within the university premises, including creating any form of blockade.	Expulsion from the university or fine not exceeding Rs. 45,000/-
19	Conviction of any of the above offense for the second time by the University Disciplinary Committee (UDC).	Expulsion from the university.

Penalties for Acts of Un-fair Means in Examinations

S. No.			Report		Status	Penalty
1.	Possession	A	One Paper Case	Copied	Failed	As per I with fine
					Passed	As per I without fine
			Not Copied	Failed	As per I with fine	
				Passed	As per I with fine	
		B	Two Paper Case	Not Copied in both papers	Failed in both	As per I in each with fine
					Passed in one	As per I in each with fine
					Passed in Both	As per I in each with fine
				Copied in one Paper	Failed in both	As per II with fine
			Passed in one		As per II with fine	
			Passed in Both		As per I in each with fine	
			Copied in both Papers	Failed in both	As per II with fine	
				Passed in one	As per II with fine	
		Passed in Both		As per II with fine		
		C	Three or more papers case shall be dealt with at a higher punishment level than that provided for two papers case and penalties imposed shall not be less than B above depending upon the nature of the case.			
2	Page Removal	A	Removal of sheets from scripts or continuation sheet		As per I with fine	
		B	Using abusive words in answer books on the report of the Examiner			
3	Cheating by Force	A	Refusing to handover cheating materials.		As per III with fine	
		B	Disobeying Supervisory staff.			
		C	Cheating by force			
4	Smuggling of Answer Book	A	Smuggling Answer Book or Answer Sheets in / out of the Examination Hall.		As per III with fine	
		B	Misbehaving with the Supervisory staff/ Inspector.			
5	Fire Arms / Impersonation	A	Possession or display of firearms		As per IV with Fine and the case may be referred to police.	
		B	Impersonation: <ul style="list-style-type: none">• Real Candidate• Impersonator Any act other than above.			
6	Mobile Phone Case	A	Possession / Holding of mobile		As per I with fine	
		B	Using Mobile			
7	Staging/ Smuggling of Question Paper	A	Staging a walkout or persuading others to do so.		As per II with Fine	
		B	Writing wrong Roll No. to deceive inspector / Supervisory staff.			
8	Threatening	A	Assault on Supervisory staff / Inspector		As per V with a Fine and the case may be referred to police.	
		B	Damaging/spoiling/parting other candidates answer book or any other important document/item related to examination.			
9	Tempering	A	Unauthorized Centre change.		As per II with Fine	
		B	Tempering.		As per III with Fine	
10	About Supervisory	If any member of the supervisory staff or inspector is found guilty of an act inconsistent with the fair discharge of his duty shall be liable for disqualification from examination duties for a				

	Staff	period of ten years and shall not be entitled for the payment of TA/DA and remuneration for the subject examination.
11	Absent in UFM Committee	If a candidate fails to appear before the UFM Committee, the committee will proceed according to the rules and impose relevant penalty as per rules.
12		If a candidate practices any other unfair means in connection with an examination not covered by the above Rules & Regulations, he/she may be awarded penalty warranted by the circumstances of the case, provided that the penalty awarded does not exceed the maximum as laid down in the Rules & Regulations mentioned.

DESCRIPTION OF UFM COMMITTEE PENALTIES:

As per I	This paper is cancelled and Fine up to Rs.2000/-
As per II	This Examination is cancelled and Fine up to Rs.3000/-
As per III	This Examination is cancelled and also disqualified for the next examination and Fine up to Rs.5000/-
As per IV	This Examination is cancelled, fine up to Rs.20000/- and expulsion from the University.*
As per V	This Examination is cancelled, fine up to Rs.25000/- and expulsion from the University.
* If the impersonator is not on the rolls of the university/affiliated institution/DEC but holds a degree or diploma conferred or granted by the University, the Registrar shall register a case with the Local Police under section 419 PPC, and shall send intimation to this effect to the concerned Vice Chancellor for cancellation of his/her Degree/diploma/certificate.	

Important Instructions for Students during Examinations

- Candidates without Roll Number Slip or whose particulars on the roll number slips do not match with those of the confidential list with the superintendent will not be allowed in the examination centre except with the prior permission of the Competent Authority will not be allowed to take examination.
- A candidate shall present himself/herself at the Centre of Examination at least 45 minutes before the time fixed for the first paper and 30 minutes before the time fixed for each subsequent paper(s).
- Candidates will not be allowed to enter in the Examination centre after 15 minutes of the start of the paper and no extra time will be given to late comers.
- No Candidate can leave Examination centre before half of the time allotted for the paper he/she is appearing in.
- Candidate who wants to leave the exam centre early will not be allowed to take question paper along with him/her.
- The candidates are required to take the allocated seats only. They may be required/ directed to change their seats during exam by the invigilation staff.
- Candidates are not allowed to bring Mobile Phones to the Examination Hall. In special cases if permitted, Mobile/Cellular phones must be switched off, not to be put on silent mode. Any mobile ringing, giving signals will be confiscated. Further Mobile phone cannot be used as a calculator.
- Scientific calculator is allowed in all relevant papers. However, computerized/ programmable calculator cannot be used in any paper under any circumstances unless specifically allowed.
- No candidate will be allowed to attend washroom during examination without the permission of the superintendent.
- Candidates should not write anything on the question paper except their name and roll numbers. All rough work should be done on the answer book.
- Exchange of any material (including calculator, pen, pencil, eraser, sharpener, ruler etc) is not allowed during examination.
- Only plain clip boards without any prints/writings will be allowed during examination.
- No answer book, question paper or paper of any kind is to be fetched out from Examination centre.

- Answer book is required to be returned back to the supervisory staff even if no question has been attempted.
- Body search of a candidate can be done at any stage during examination.
- Candidates shall write Roll number and other particulars before writing anything on the answer book or on the supplementary material provided by the supervisory staff.
- Candidate shall not write his/her name on any part of Answer Book. He/she shall not write his/her Roll number except in the space specifically provided for the purpose.
- Candidate shall not write on the question paper or on the blotting paper, or any part of his body, clothes or other material other than the answer book/ supplements. However, he/she shall write only Roll No. on the question paper. Use of electronic aid is also forbidden, except for authorized calculator in relevant papers.
- In case, there is a choice of language (English or Urdu), the candidate will have to attempt the entire paper in one language. Attempting the paper in both languages may result in cancellation of full paper or some part thereof.
- Candidates are advised to use ink or ball point pen (blue or black) for writing and lead pencil for drawing diagram.
- The questions solved with lead pencil will not be assessed.
- Candidates need to write on both Sides of pages of answer book using each line. Candidates should neither leave any page blank nor should they tear off pages from the answer book provided, but cross those if spoiled.
- Candidates can attempt the question in any order (sequence) but shall mention question number according to number mentioned in the question paper.
- A candidate misbehaving with the invigilation staff shall be liable for the cancellation of paper/ examination.
- Candidates are forbidden to bring any book, notes or paper or any material which can be helpful in the examination.
- Candidates can ask for extra sheets (continuation sheets) only after the answer book/ previously issued continuation sheet is fully utilized. Extra sheets/continuation sheets will not be issued during the last 15 minutes.
- Candidates need to mention the serial number of the continuation sheet(s) on the front page of the answer book.
- In case a continuation sheet is not utilized, it has to be returned to the invigilation staff.
- A candidate walking out or instigating others to walk out of the examination centre will be liable for the cancellation of paper and other penalties.
- A candidate in possession of fire-arms or any other weapon of offence in or around the Examination Centre shall entail the penalty of cancellation of Examination and any other action under the rules of the University.
- Smoking or use of any kind of drugs during examination is strictly prohibited. A candidate found guilty will be penalized under the rules of the University.
- A candidate found involved in cheating/impersonation shall be liable for the cancellation of paper/ whole examination or expulsion along with other penalty under the rules of the University.
- Each answer must be commenced with a number of question or part of sub-section thereof as shown in the question paper. A question should be attempted as a whole. The candidate may lose marks if parts of a question are attempted haphazardly on various portions of the answer book.
- Candidates shall clearly write "THE END", at the end of their paper and cross all pages left blank in the answer book.
- Candidates shall not leave their seats or attempt to communicate with other candidate in the centre on any account. If a candidate wants something, he/she may draw the Invigilator's attention by standing up.
- During the last fifteen (15) minutes before the close of the examination and at the announcement or signal, the collection of answer books will begin. Candidates shall not leave their seats until the answer books have been collected by the Invigilator.