

RULES & REGULATIONS

For

CUI Students



COMSATS University Islamabad

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REGULAIONS RELATING TO UNDERGRADUATE DEGREE PROGRAMS, 2006

TITLE

1. These regulations framed, in pursuance of section 18(2) (g) of the COMSATS University Islamabad Ordinance No. XXXVIII of 2000, shall be called the “COMSATS University Islamabad Regulations relating to the undergraduate degree programs, 2006.”

COMMENCEMENT

2. These Regulations shall come into force with immediate effect.

DEFINITIONS

3. In these Regulations, unless there is anything repugnant to the subject or context, the following expressions shall have the meanings respectively assigned to them as under:
 - (a) “Academic Council” means the Academic Council of the Institute.
 - (b) “Board” means the Board of Governors of the Institute.
 - (c) “Campus” means a constituent campus of the Institute.
 - (d) “Chairman” means the Chairman of a Department of the Institute.
 - (e) “CGPA” means Cumulative Grade Point Average.
 - (f) “GPA” means Grade Point Average.
 - (g) “Director” means the Director of a campus.
 - (h) “Examination Section” means the Examination Section of a Campus.
 - (i) “Heads” means the head of a Department of a Campus.
 - (j) “Institute” means the COMSATS University Islamabad.
 - (k) “Rector” means the Rector of the Institute.
 - (l) “Student” means the student at the Institute to whom these Regulations are applicable.
 - (m) “Undergraduate Degrees” mean all Bachelor and Master’s degrees of minimum 16/17 year Education.
 - (n) “Graduate Degrees” means all the Master’s/Equivalent degree of minimum 18 years and Doctor of Philosophy (PhD) of minimum 3 years.

All other terms and expressions used in these Regulations shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Ordinance, 2000.

GENERAL

4. The Institute shall offer courses leading to the undergraduate degrees in the subject listed in the Schedule “A” appended with these Regulations and such other subjects which may be introduced from time to time. The minimum and maximum duration for completion of various degrees is also indicated in the Schedule “A”.
5. Admission to various degree programs shall be open to all eligible candidates without discrimination regardless caste, color, creed, sex, religion, or domicile.
6. An academic year at the institute normally consist of two regular semesters, each for the duration of 16 weeks of teaching.

7. The candidates may apply in response to admission notice appearing in the print media on the prescribed application forms available in the campus prospectus and submit their completed applications to the campus of choice by the due date.

ELIGIBILITY CRITERIA

8. The eligibility criteria for various degree programs are provided in Schedule B appended with these Regulations.

ADMISSION CRITERIA

9. All admissions shall be regulated based on merit determined by combining the weightage of the marks obtained in the entrance test with the weightage of the marks earned in the previous public examinations. The weightage criteria for the undergraduate programs have been listed below:

(a) PhD Programs	Examination	Percentage Weightage
	Matric or equivalent	5 %
	Intermediate or equivalent	5 %
	Graduate Degree (2 Years)	5 %
	Master's Degree (2 Years) or	10 %
	Graduate Degree (4 Years)	15 %
	MS/MPhil	20 %
	Entrance Test	25 %
	Interview	30%
(b) Master's Programs	Examination	Percentage Weightage
	Matric or equivalent	5 %
	Intermediate or equivalent	10 %
	Graduate Degree (2 Years)	10 %
	Master's Degree (2 Years) or	15 %
	Graduate Degree (4 Years)	25 %
	Entrance Test	40 %
	Interview	20%
(c) Bachelor's Programs	Examination	Percentage Weightage
	Matric	10 %
	Intermediate	40 %
	Entrance Test	50 %

ADMISSION

10. (a) Upon the display of merit list of the successful candidates, they shall be required to confirm their willingness to enroll by depositing the prescribed fees and charges into the relevant account of the campus. Admission shall only be considered complete if the registration form along with payment of all dues within specified dates is confirmed.

- (b) If an applicant fails to confirm his/her enrollment within the notified period, his/her admission shall be cancelled forthwith, and the seat shall be offered to the next candidate available in the waiting list.
- (c) Admission to one degree program shall not give the candidate an automatic right to transfer to another program unless specifically allowed with the mutual consent of the two concerned departments on case-to-case basis and after approval by the relevant authority. Closing merit and availability of seats of the desired program must be considered.
- (d) Admission into an academic program may be refused to a candidate for reasons to be recorded.

DEGREE REQUIREMENT

- 11. To receive a degree, students must complete a set of requirements for that degree. Degree requirements for the various academic programs shall be determined by the Academic Council from time to time. The present credit hours and semesters requirements are indicated in Schedule A appended with these Regulations.

COURSES OF STUDY

- 12. The courses of study for various academic degrees shall be recommended by the respective Boards of Studies/Boards of Faculties to the Academic Council/Board for approval.

ORGANIZATION OF TEACHING

- 13. (a) Teaching in various courses shall be conducted through lectures, tutorials, discussions, seminars, practical work in laboratories, field work and other methods of instructions as approved by the Academic Council.
- (b) Teaching shall be conducted by the Institute's teachers, or such other persons as may be declared to be "Teachers" by the Institute.
- (c) Teaching shall be organized through courses specified for each subject and approved by the relevant authorities.
- (d) English language shall be the medium of instructions.

REGISTRATION OF COURSES

- 14. (a) At the beginning of each semester, students shall be required to register for a group of courses prescribed for a particular degree program and for a particular semester.
- (b) Students may register for an additional non-credit course, on successful completion of which a mention shall be made in the transcript but shall not be used for computation of CGPA.
- (c) The Chairmen/Heads of Departments shall forward within seven teaching days from the date of the commencement of a semester all the registration forms to the examination section of the campus.
- (d) A student may change course(s) within five teaching days from the date of commencement of a semester on the recommendations of the teacher(s) concerned.

However, course(s) may be dropped within 4 weeks from the commencement of classes. In that case, no academic penalty will accrue. However, fees paid will not be adjusted.

(e) In order to remain a full-time student at the Institute, a student must be registered in at least 12 credit hours of course work during a semester in undergraduate programs and one course for graduate program.

(f) The maximum credit hours of course work for which a student can register during a semester, shall not exceed 21 for four-year undergraduate degree program and 24 for five-year undergraduate degree program.

(g) The maximum credit hours of course work for which a student can register during a semester, shall not exceed 12 for graduate programs.

EXAMINATIONS

15. (a) Students shall be evaluated in each course based on tests, classroom assignments, quizzes, practical work in the laboratories, and terminal examinations. The distribution of marks shall be as follows:

(i) Courses without practical/lab work requirement:

Quizzes/Assignment	25%
Sessional-I Exam	10%
Sessional-II Exam	15%
Terminal Examination	50%

(ii) Courses with practical/lab work requirement:

Theory Part:

Quizzes/Assignment	25%
Sessional-I Exam	10%
Sessional-II Exam	15%
Terminal Examination	50%

Practical/Lab work Part:

Lab Assignment	25%
Lab Sessional-I	10%
Lab Sessional-II	15%
Lab Terminal Examination	50%

Note: Marks in courses with practical/lab work shall be calculated as per the following formula:

Total % Marks = {(% Theory Marks X theory credit hours) + (% Practical Marks X Practical Credit hours) }/Total Credit Hours

- (b) The students shall have to get passing marks separately in theory and in practical/lab work. Failure in anyone, theory or practical, shall result in failure in the whole course.
- (c) The results of the mid-term examination and quizzes/ assignments/practical work shall be forwarded by the chairmen/Heads of Departments to the examination section of the campus, on the designated date as reflected in the notified semester schedule of a campus.
- (d) Terminal examination shall be held at the end of each semester on the notified dates.
- (e) Students shall be eligible to appear in the terminal examination provided:
 - (i) They have paid all the prescribed fees/charges and have been on the rolls of campus during that semester.
 - (ii) They have registered for the courses of study and have attended not less than 80% of the lectures/seminars delivered in each course and 80% of the practical/laboratory work prescribed for the respective courses. The students falling short of required percentage of attendance of lectures/seminars/practical/laboratory work, etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having failed in that course.

RESULTS

- 16. (a) The instructors/teachers of the concerned courses after having shown the graded answer books to the students shall send the same along with award lists to their Chairman/Heads of the departments who shall send the same to the examination Section under their signatures. The examination section after tabulation/verification of the individual results shall notify the consolidated results accordingly. Answer books of terminal examinations shall be stored for one year, after which they shall be destroyed.
- (b) Copies of result notifications issued on the completion of a semester shall invariably be sent to the Controller of Examinations.

GRADING

- 17. (a) The minimum pass marks for each course shall be 50%. Students obtaining less than 50% marks in any course shall be deemed to have failed in that course.
- (b) The correspondence between letter grades, credit points and percentage marks shall be as follows:

Grading Criteria

Letter Grade	Credit Point	%age Marks
A (excellent)	4.0	85 and above
A-	3.66	80-84
B+	3.33	75-79
B (good)	3.0	71-74
B-	2.66	68-70
C+	2.33	64-67
C (average)	2.0	61-63
C-	1.66	58-60
D +	1.30	54-57
D (minimum passing)	1.0	50-53
F (fail)	0.0	Less than 50

ASSIGNMENT OF SCHOLASTIC STATUS

18. Each student is assigned a two-letter abbreviated status on the transcript according to the scholastic achievements during the semester. The procedure shall be strictly followed for students' scholastic status by the CUI system. Each status reflects the changes in the academic achievements and has been individually explained below:

(a) Good Academic Standing (GAS)

Students are assigned this status at the beginning of their studies. It is retained as long as the CGPA does not fall below 2.00/4.00.

(b) Probation (PRB)

A student is placed under probation if his/her CGPA falls below 2.00/4.00 at the end of a semester.

(c) Dismissal (DIS)

A student already on probation is automatically dismissed if he/she attains a second successive probation at the end of a semester.

(d) Readmission (RAD)

- (a) A student dismissed from studies in the first half of a degree program (first four semesters for bachelor's degree) upon filling a review application may be allowed one chance of re-admission in the first semester.
- (b) A student dismissed from studies in the second half of the degree program (from 5th semester onward for bachelor's degree) upon filling a review application, may be allowed one chance to repeat from the same semester in which DIS status was assigned.

The above rules shall be applicable to all students of CUI system, both current and new. This issued with the approval of campus director.

MAKEUP EXAMINATIONS

- 19. At the discretion of chairman/head of the concerned department the make-up mid-term examination may be permissible under special circumstances. However, make-up of terminal examination is the discretion of Campus Makeup Examination Request Review Committee (CMERRC).

FAILURE IN PREREQUISITE COURSES

- 20. If a student fails in pre- requisite course, he/she shall be allowed to repeat them after paying the prescribed fees.

IMPROVEMENT OF GRADES

- 21. Students may be allowed to improve their course grade(s) for which payment of the prescribed fees shall be required.

MERIT SCHOLARSHIP

- 22. Students who demonstrate academic excellence by achieving outstanding positions, at the end of a semester in each degree program on a campus shall be awarded merit scholarship based on different scholarship criteria.

TRANSCRIPT

- 23. On successful completion of all the requirements for a particular degree program, students shall become entitled to receive the degree, in addition to the transcript showing the credits, letter grades, and credit points obtained in each course, and the CGPA, at the end. The transcripts shall be issued from the respective campuses.

DEGREE

- 24. The degrees shall be issued by the Institute after issuing of Transcript.

RECHECKING OF ANSWER BOOKS

25. A student may, on payment of the prescribed fee, get the answer book rechecked in the presence of the concerned teacher and an officer of the examination section in its secrecy room for totaling and for verification that all questions or parts thereof have been fully marked. Re-evaluation of the paper, however, shall not be allowed, except for the evaluation of the unmarked answer or a part thereof. Rechecking shall only be allowed within 10 days of the notification of the result.

FREEZING OF STUDIES

26. (a) A student may be allowed to freeze studies before the commencement of a semester, with the permission of the Director of a campus or Incharge of Academic Affairs. Freezing/withdrawal/absent of studies for a bachelor's degree program shall not be allowed for more than four semesters in total. For a master's degree program the maximum limit shall be two semesters in total. However, not more than two semesters in succession shall be allowed to be frozen at a time.
- (b) The student may re-enroll in the same semester which he/she had frozen.
- (c) The semester fees of the frozen semester, if already paid, shall be allowed to roll over if the freezing application is submitted well before the last date of freezing semester as notified in the semester schedule.
- (d) Freezing shall only become effective when appropriately notified, failing which the name of the absentee student shall be struck off the campus rolls. In that case, resumption of studies shall only be allowed after payment of Admission Fee.
- (e) First semester shall not be allowed to freeze.
- (f) A frozen semester shall count towards the maximum permissible number of semesters as explained in section 25.

WITHDRAWAL

27. (a) A student may be allowed to withdraw from a course or a whole semester, as the case may be at any time before the commencement of the mid-term examination with the permission of the Director of a campus/Incharge of Academic Affairs.
- (b) Withdrawal from a course or the whole semester shall not result in academic penalty. However, the course/semester fees shall not be allowed to roll over.

MIGRATION

28. Migration of students from other educational institutions to the institute shall not be allowed. However, within the institute students may be allowed to migrate from one campus to another on case-to-case basis, only under special circumstances with the mutual consent of the two campuses and after the approval of the relevant authority. Migration shall only be allowed before the commencement of a semester.

AWARD OF INSTITUTIONAL MEDALS

29. Graduating Students obtaining the given below CGPAs in their respective degree programs* shall be eligible to earn the institutional medals:

- (i) CGPA of 4.00 Patron's Gold Medal
- (ii) CGPA of 3.75 and above Institute Gold, Silver, Bronze medal respectively
- (iii) CGPA of 3.50 and above Campus Gold, Silver, Bronze Medal respectively

Note: * Students admitted into a particular degree program in a particular year/session, irrespective of the sections or morning/evening distinction shall complete as one group.

The award of institutional medals shall be further governed by the following conditions:

- (i) One person shall be entitled to only one institutional medal at a time.
- (ii) The recipients for the institute's medals shall be entitled to Gold, Silver and Bronze, in that order only if the threshold of 3.50/4.00 has been reached or crossed.
- (iii) The recipients have not failed or repeated any course and have completed the degree requirements in the minimum prescribed time period.
- (iv) Campus Gold, Silver, and Bronze medal shall be decided on the basis of the merit among the graduating students eligible to compete for such medals as per criteria given above.
- (v) In case of the same CGPA (up to two decimal places) each person shall be entitled to the medal.

AWARD OF CAMPUS MEDAL

30. Each campus may also award campus medals to their outstanding graduating students who meet the following criteria:

- a) The recipients for the institute's medals shall be entitled to Gold, Silver and Bronze, in that order only if the threshold of 3.50/4.00 is reached or crossed.
- b) The recipients have not failed in or repeated any course and have completed the degree requirements in the minimum prescribed time period.
- c) In case of the same CGPA (up to two decimal places) each person shall be entitled to the medal.
- d) The graduating students may qualify to receive both the campus and the institutional medals.
- e) The medals shall be awarded in the respective convocations.

AWARD OF MERIT CERTIFICATES

31. All recipients of medals shall also be issued merit certificates to indicate the position obtained in a given degree program as well as the award of a particular medal.

DUES

32. Students shall be required to pay admission fee, tuition fee, and such other charges as may be determined from time to time.

REFUND OF DUES

33. a) After payment of the semester fees, if a student wishes to quit studies for whatever reason, no refund shall be allowed except the caution money.
 b) Candidates whose result was awaited and were allowed provisional admission, on failing to meet the requisite criteria upon the declaration of result, shall be allowed full refund including the caution money.
 c) If a student who is dismissed in terms of Section 18 (c), and has already paid the next semester dues, shall be refunded such paid dues.

SCHEDULE A

a. Degree Programs

Undergraduate Programs				
S.No	Program Name	Semesters		Department
		Min	Max	
1	Bachelor of Science in Computer Science	8	12	Computer Sciences
2	Bachelor of Science in Computer Engineering	8	12	Computer Engineering
3	Bachelor of Science in Electronics Engineering	8	12	Electrical and Computer Engineering
4	Bachelor of Science in Environmental Sciences	8	12	Environmental Sciences
5	Bachelor of Science in Business Administration	8	12	Management Sciences
6	Bachelor of Science in Business Data Analytics	8	12	Management Sciences
7	Bachelor of Science in Electrical Engineering	8	12	Electrical and Computer Engineering
8	Bachelor of Science in Economics	8	12	Management Sciences
9	Doctor of Pharmacy	10	14	Pharmacy
10	Bachelors of Science in Development Studies	8	12	Development Studies
11	Bachelor of Science in Civil Engineering	8	12	Civil Engineering
12	Bachelors of Science in Software Engineering	8	12	Computer Sciences
13	Bachelor of Science in Geology	8	12	Earth Sciences
14	Bachelor of Science in Geophysics	8	12	Earth Sciences
15	Bachelor of Science in Biotechnology	8	12	Biotechnology
16	Bachelor of Science in Microbiology	8	12	Biotechnology
17	Bachelor of Science in English	8	12	Humanities
18	Bachelor of Science in Psychology	8	12	Humanities
19	Bachelor of Science in Medical Lab Technology	8	12	Biotechnology
20	Bachelor of Science in Mathematics with Data Science	8	12	Mathematics

Graduate Programs				
S.No	Program Name	Semesters		Department
		Min	Max	
1	MS in Biotechnology	4	8	Biotechnology
2	MS in Chemistry	4	8	Chemistry
3	MS in Environmental Engineering	4	8	Civil Engineering
4	MS in Civil Engineering	4	8	Civil Engineering
5	MS in Computer Science	4	8	Computer Sciences
6	MS in Development Studies	4	8	Development Studies
7	MS in Conflict, Peace & Development Studies	4	8	Development Studies
8	MS in Earth Sciences	4	8	Earth Sciences
9	MS in Electrical Engineering	4	8	Electrical and Computer Engineering
10	MS in Environmental Sciences	4	8	Environmental Sciences
11	MS in Project Management	4	8	Management Sciences
12	MS in Economics	4	8	Management Sciences
13	MS in Management Sciences	4	8	Management Sciences
14	MS in Mathematics	4	8	Mathematics
15	MS in Pharmacy	4	8	Pharmacy
16	Master of Business Administration – MBA 2 years	4	8	Management Sciences
17	MS Computer Engineering	4	8	Computer Engineering
18	MS Data Engineering	4	8	Computer Engineering
19	MS Artificial Intelligence Engineering	4	8	Computer Engineering
PhD Programs				
S.No	Program Name	Semesters		Department
		Min	Max	
1	PhD in Computer Science	6	14	Computer Sciences
2	PhD in Electrical Engineering	6	14	Electrical and Computer Engineering
3	PhD in Computer Engineering	6	14	Computer Engineering
4	PhD In Management Sciences	6	14	Management Sciences
5	PhD in Environmental Sciences	6	14	Environmental Sciences
6	PhD in Development Studies	6	14	Development Studies
7	PhD Pharmacy	6	14	Pharmacy
8	PhD Chemistry	6	14	Chemistry
9	PhD in Biotechnology	6	14	Biotechnology
10	PhD Mathematics	6	14	Mathematics
11	PhD Geology	6	14	Earth Sciences
12	PhD Geophysics	6	14	Earth Sciences
13	PhD Civil Engineering	6	14	Civil Engineering

SCHEDULE B

a. Eligibility Criteria for Undergraduate Degree Programs

Department	Minimum Marks% in HSSC	Prog	Eligibility Criteria
Computer Science	50%	BSE	Atleast 50% marks in Intermediate (HSSC) examination with Mathematics or equivalent qualification with Mathematics, certified by IBCC OR Atleast 50% marks in Intermediate (HSSC) examination with Pre-Medical or equivalent qualification, certified by IBCC. Valid test score as per COMSATS University policy.
	50%	BCS	Atleast 50% marks in Intermediate (HSSC) examination with Mathematics or equivalent qualification with Mathematics, certified by IBCC OR Atleast 50% marks in Intermediate (HSSC) examination with Pre-Medical or equivalent qualification, certified by IBCC. Valid test score as per COMSATS University policy.
Electrical Engineering	60%	EEE	Intermediate (HSC/HSSC/A-level) Pre-Engineering with Physics, Mathematics and Chemistry with minimum 60% marks or DAE in the same /relevant field with minimum 60% marks or Intermediate with ICS (Physics, Mathematics, Computer Science/ Computer Studies) with minimum 60% marks. Students passed Intermediate with ICS will have to study Chemistry as remedial course in 1st semester. Valid NTS test score (minimum 33%) as per PEC policy.
	60%	BEE	Intermediate (HSC/HSSC/A-level) Pre-Engineering with Physics, Mathematics and Chemistry with minimum 60% marks or DAE in the same /relevant field with minimum 60% marks or Intermediate with ICS (Physics, Mathematics, Computer Science/ Computer Studies) with minimum 60% marks. Students passed Intermediate with ICS will have to study Chemistry as remedial course in 1st semester. Valid NTS test score (minimum 33%) as per PEC policy.
Computer Engineering	60%	BCE	Intermediate (HSC/HSSC/A-level) Pre-Engineering with Physics, Mathematics and Chemistry with minimum 60% marks or DAE in the same /relevant field with minimum 60% marks or Intermediate with ICS (Physics, Mathematics, Computer Science/ Computer Studies) with minimum 60% marks. Students passed Intermediate with ICS will have to study Chemistry as remedial course in 1st semester. Valid NTS test score (minimum 33%) as per PEC policy.
Management Sciences	50%	BBA	Intermediate or equivalent with minimum 50% marks, from an accredited institution. Valid test score as per COMSATS University policy.

	50%	BDA	Intermediate or equivalent or A-Levels (with or without Mathematics) with minimum 50% marks, from an accredited institution. An equivalent qualification certified by IBCC. Valid NTS score as per CUI policy.
Development Studies	50%	BDS	Intermediate or equivalent with minimum of 50% marks, from an accredited institution. Valid test score as per COMSATS University policy.
Economics	50%	BEC	Intermediate or equivalent with minimum 50% marks, from an accredited institution. Valid test score as per COMSATS University policy.
Environmental Sciences	50%	BES	Intermediate with science or equivalent with minimum of 50% marks from an accredited institution. Valid test score as per COMSATS University policy.
Biotechnology	50%	BTY	Intermediate with science or equivalent with minimum of 50% marks from an accredited institution. Valid test score as per COMSATS University policy.
	50%	BSM	Atleast 50% marks in Intermediate (HSSC) examination with Pre-Medical or A-level or equivalent qualification, certified by IBCC. Valid NTS score as per CUI policy.
	50%	MLT	Intermediate (Pre-Medical)/A-Level or equivalent qualification with atleast 50% marks from an accredited institution and no 3rd division / grade D in academic career. Valid NTS score as per CUI policy.
Pharmacy	60%	PHM	Intermediate with pre-medical group or equivalent with minimum of 60% marks from an accredited institution. Valid test score as per COMSATS University policy.
Earth Sciences	50%	GEO	F Sc (Pre-Engineering, Pre-Medical) from an accredited institution with at least 50%marks OR Diploma of Associate Engineering (DAE) in Petroleum, Chemical, Mining, Electrical, Civil and Mechanical Technologies from an accredited Polytechnic Institution or equivalent qualification with atleast 50% marks. Valid test score as per COMSATS University policy.
	50%	GPY	F Sc Pre-Engineering from an accredited institution with at least 50%marks OR Diploma of Associate Engineering (DAE) in Petroleum, Chemical, Mining, Electrical, Civil and Mechanical Technologies from an accredited Polytechnic Institution or equivalent qualification with atleast 50% marks. Valid test score as per COMSATS University policy.
Civil Engineering	60%	BCV	Intermediate (HSC/HSSC/A-level) Pre-Engineering with Physics, Mathematics and Chemistry with minimum 60% marks or DAE in the same /relevant field with minimum 60% marks or Intermediate with ICS (Physics, Mathematics, Computer Science/ Computer Studies) with minimum 60% marks. Students passed Intermediate with ICS will have to study Chemistry as remedial course in 1st semester. Valid NTS test score (minimum 33%) as per PEC policy.

Mathematic	50%	BMD	Intermediate (FA/FSc/ ICS) from an accredited institution with a minimum of 50% marks OR A-Levels (with or without Mathematics) with atleast 50% marks OR An equivalent qualification with atleast 50% marks certified by the Inter-Boards coordination Committee (IBCC). Valid NTS score as per CUI policy. Applicant with Pre-Medical are advised to complete deficiency coursework encompassing 6 credit hours of Mathematics preferably within the first two semesters of enrolment.
Humanities	50%	BEN	Intermediate or equivalent with minimum 50% marks from an accredited institution. Valid test score as per COMSATS University policy.
	50%	PSY	Twelve years of education or equivalent with minimum 50% marks from an accredited educational institution. Valid test score as per COMSATS University policy.

b. Eligibility Criteria for Graduate Degree Programs

Department	Program (FA19 and onwards)	Nomenclature	Eligibility Criteria
Department of Chemistry	RCM	Master of Science in Chemistry	A minimum CGPA of 2.5 out of 4. 0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification
	PCM	Doctor of Philosophy in Chemistry	A minimum CGPA of 3.00 out of 4. 0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.

Department of Civil Engineering	REN	Master of Science in Environmental Engineering	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification
	RCV	Master of Science in Civil Engineering	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification.
Department of Computer Science	PCS	Doctor of Philosophy in Computer Science	A minimum CGPA of 3.00 out of 4.0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.
	RCS	Master of Science in Computer Science	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification

Computer Engineering	PCV	Doctor of Philosophy in Computer Engineering	A minimum CGPA of 3.00 out of 4. 0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.
	RDE	MS Data Engineering	A minimum CGPA of 2.5 out of 4. 0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intra disciplinary admission(s) may be considered as per notification.
	RCE	Master of Science in Computer Engineering	A minimum CGPA of 2.5 out of 4. 0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intra disciplinary admission(s) may be considered as per notification.
Department of Biotechnology	PBT	Doctor of Philosophy in Biotechnology	A minimum CGPA of 3.00 out of 4. 0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.

	RBT	Master of Science in Biotechnology	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification
Development Studies	PDS	Doctor of Philosophy in Development Studies	A minimum CGPA of 3.00 out of 4.0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.
	RCP	Master of Science in Conflict, Peace and Development	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification
	RDS	Master of Science in Development Studies	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification

Department of Earth Sciences	RER	Master of Science in Earth Sciences (Applied Geology/Applied Geophysics)	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification
	PG	Doctor of Philosophy in Geology	A minimum CGPA of 3.00 out of 4.0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.
	PGPY	Doctor of Philosophy in Geophysics	A minimum CGPA of 3.00 out of 4.0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.
Department of Electrical Engineering	PEE	Doctor of Philosophy in Electrical Engineering	A minimum CGPA of 3.00 out of 4.0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.

Department of Environmental Sciences	PCE	Doctor of Philosophy in Computer Engineering	A minimum CGPA of 3.00 out of 4. 0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.
	REE	Master of Science in Electrical Engineering	A minimum CGPA of 2.5 out of 4. 0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification
	PES	Doctor of Philosophy in Environmental Sciences	A minimum CGPA of 3.00 out of 4. 0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.
	RES	Master of Science in Environmental Sciences	A minimum CGPA of 2.5 out of 4. 0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification

	RCE	Master of Science in Computer Engineering	A minimum CGPA of 2.5 out of 4. 0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification.
Management Sciences	PMS	Doctor of Philosophy in Management Science	A minimum CGPA of 3.00 out of 4. 0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.
	RBA	Master of Business Administration (2 Years)	A minimum CGPA of 2.5 out of 4. 0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification
	REC	Master of Science in Economics	A minimum CGPA of 2.5 out of 4. 0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification

	RMS	Master of Science in Management Sciences	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification .
	RPM	Master of Science in Project Management	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification
Department of Mathematics	RMT	Master of Science in Mathematics	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification
Department of Mathematics	PMT	Doctor of Philosophy in Mathematics	A minimum CGPA of 3.00 out of 4.0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy

			(PhD) program with a passing score of 60%, if deemed necessary.
Department of Pharmacy	PPY	Doctor of Philosophy in Pharmacy	A minimum CGPA of 3.00 out of 4.0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.
	RPY	Master of Science in Pharmacy	A minimum CGPA of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 50% marks. b) In addition, CUI may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS) program with a passing score of 60%, if deemed necessary. Intradisciplinary admission(s) may be considered as per notification

RULES FOR USING COMPUTER LABS

- Eatables, drinks and bags are not allowed in the labs.
- Only registered CUI students are allowed to use the labs.
- Each user is assigned a username and password. Students should log on to the computers only using their own user accounts.
- Students are not allowed to bring personal computers in the lab.
- Students are not allowed to install any kind of software in the labs without prior permission of the system administrator.
- Students are not allowed to replace/change any computers, accessories & hardware in the labs.
- During the supervised lab timing only the scheduled class will enter in the lab however during open lab hours, all students of CUI can use the computers on the first come first serve basis.
- Lab is not for the discussion. *Not more than two students should sit near the same computer.*
- Lab is a place for work.... Any running around or horseplay is strictly prohibited.
- Silence should be maintained in the labs.
- Students are allowed to use only lab's printer. Student should use printer only for the material related to their course work. No personal print out & material downloaded from the net are allowed to print.

Computer games are strictly prohibited

- Internet facility is provided in the labs as resource of information. Students are not allowed to visit any entertainment sites or site promoting obscenity. Strict action will be taken against the student who is visiting such sites.
- Students are recommended to take the backup of their lab work on external drives & should not rely merely on the work saved on the lab hard drives.
- Also store your important data in Z drive (profiles):
- If any type of inappropriate data will be found in their profiles, strict action will be taken against the students & they will not be allowed to use the labs.
- In case of any problem, student should contact the system administrator.
- The rules must be followed in letter and spirit.

REGULATIONS RELATING TO USE OF LIBRARIES, 2006

PREAMBLE

1. It is deemed necessary to create congenial atmosphere in the libraries to ensure their effective use, proper maintenance of books, journals and other published and digitized material. Beside this, the follow-up of timely return of books and up to date record of all library materials are of vital importance for the upkeep of libraries. The following regulations establish rules for permissible use and handling of the library facilities.

TITLE

2. These regulations, which have been framed in pursuance to section 18 (2) (g) of COMSATS University Islamabad Ordinance 2000, shall be called the “COMSATS University Islamabad Regulations Relating to Use of Libraries, 2006”.

COMMENCEMENT

3. These Regulations shall come into force with immediate effect.

APPLICATION

4. These regulations shall apply to all the users of Institute Library facilities.

DEFINITIONS

5. In these regulations, unless there is anything repugnant to the subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under:
 - a) “Campus” means a constituent campus of the Institute.
 - b) “Faculty” means the teaching staff of the Institute.
 - c) “Institute” means COMSATS University Islamabad.
 - d) “Librarians” means the heads of the library information services of the respective campuses.
 - e) “Officers” means the officers of the Institute.
 - f) “Rector” means Rector of the Institute.
 - g) “Staff” means administrative/support staff of the Institute.
 - h) “Student” means the student of the Institute.

GENERAL

6. The use of libraries shall be open to the members of the following categories.
 - a) Members of the Faculty and Staff.
 - b) Fellows and Research Scholars.
 - c) Enrolled students of the Institute.

7. Students are entitled to borrow books (excluding text reference books and general reference books) as per following limits for a period of four weeks:
 - a) Undergraduate students Two books
 - b) Graduate Students Four books
8. Faculty and staff are entitled to borrow books (excluding text reference books and general reference books) for a period of one semester as per following limits:
 - a) Professors/Deans/Advisors/Associate Professors 10 Books
 - b) Officers 06 Books
 - c) Assistant Professors/Lecturers 05 Books
 - d) Research Associates/Teaching Assistants 03 Books
 - e) Staff 02 Books
9. The borrowed books should be renewed for a further period of four weeks, if these have not been reserved for another user. Overdue books shall not be renewed.
10. Books and other material of the following description shall not be issued to borrowers but may be consulted in the library during working hours with the permission of Librarian.
 - a) Reference books like Encyclopedia, dictionaries, reports and other reference materials.
 - b) Reserved books
 - c) Rare books and protected documents
 - d) Microfilms, manuscripts.
 - e) Periodicals.
 - f) Any other material at the discretion of the librarian.
11. Mutilation of library material is a crime resulting in the disciplinary action. However books accidentally damaged should be reported promptly so that suitable assessment may be made and damages recovered.
12. In case a book is urgently required, the librarian may recall it at short notice any time and such a book shall be returned immediately by the borrower.
13. If a library ticket is lost or damaged, Rs. 100 shall be charged for a new library ticket.
14. New arrivals, periodicals, journals, research reports and other material of interest shall be notified by the librarian to the Chairman/Heads of various departments periodically.
15. Members of the library shall be entitled to borrow books from the library except those books which are especially mentioned in rule 10 above.

LIBRARY ETIQUETTES

16. Users are not allowed to bring their personal belongings into the library. All members shall be required to leave their personal belongings (books, files, briefcases, handbags, register etc.,) at the entrance of the library at designated place.
17. Users are not allowed to write, underline or mark the library books. The library books are carefully examined on return and borrower shall be held responsible for defacing or damaging or causing loss of library materials in their possession.
18. In case of study in the library, after consultation, the library materials are to be left on the reading table, which shall be shelved by the library staff appropriately.
19. Complete silence shall be observed inside the library except for brief and subdued talk with the library staff at the Circulation Desk or any other section of the library.
20. Eatables are not allowed inside the library.
21. Use of mobile phones and smoking are strictly prohibited inside the library.

22. Loud talk/unnecessary discussion/ disturbance/ snoozing etc shall not be allowed inside the library.

FINES

23. The violation of library rules may result in the following fines:
- a) A fine of Rs. 10 per book, per day shall be charged for late returns.
 - b) In case of loss of books, the lost books shall have to be replaced. For out of print titles the amount equal to five times the original purchase price of the book shall be charged.
 - c) The total cost of the damaged or lost material which can be replaced, shall be charged.
 - d) Those borrowers who have lost the books, shall not be allowed to borrow any library material until the lost materials have been replaced.

CONSULTATION

24. The Circulation Desk may be consulted while using the following services:
- a) Online Public Access Catalogue (OPAC)
 - b) Audio/ Visual Materials, CDs and Diskettes
 - c) Multi-Media Library
25. The librarian has the authority to immediately stop issuance of library material or discontinue the Reading Room facilities for those violating these regulations.

REGULATIONS GOVERNING STUDENTS DISCIPLINE, 2012

TITLE

1. These Regulations, framed in pursuance of Section 18 (2) (g) of COMSATS UNIVERSITY ISLAMABAD Ordinance 2000, Shall be called the “COMSATS UNIVERSITY ISLAMABAD Revised Regulations Governing Students Discipline 2012”.

COMMENCEMENT

2. These Regulations shall come in to force with immediate effect and supersedes CUI Regulations Governing Students Discipline 2006”. All actions taken in the past under the provisions of the superseded Regulations of 2006, if not consistent with the provisions of CUI Ordinance 2000, shall continue and, so far as may be, deemed to have been taken under the provisions of these Regulations. Nothing contained in these Regulations shall construe to mean anything that may be inconsistent with the provisions of the CUI Ordinance No. XXXVIII of 2000.

APPLICATION

3. These Regulations shall apply on all the students of the Institute.

DEFINITIONS

4. In these Regulations, unless there is anything repugnant to the subject or context, The following expressions shall have the meanings respectively assigned to them as under:
 - (a) “Academic Council” means the Academic Council of the Institute.
 - (b) ‘Board’ means the Board of Governors of the Institute.
 - (c) “Campus” means the constituent campus of the Institute.
 - (d) ‘Campus Discipline Committee’ means the Campus Discipline Committee constituted on the campus.
 - (e) “Director” means the Director of the campus.
 - (f) “Institute” means the COMSATS University Islamabad.
 - (g) “Institute Discipline Committee” means the Discipline Committee constituted at the Institute.
 - (h) “Officer In-charge of the Student Affairs” means the Officer In-charge of the Student Affairs, by whatever name called.
 - (i) “Provost” means the provost of the Institute.
 - (j) “Rector” means the Rector of the Institute.
 - (k) “Student” means the students of the Institute.

All other terms and expressions used in these Regulations shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Ordinance, 2000.

INSTITUTE DISCIPLINE COMMITTEE

5. (a) The Institute Discipline Committee shall comprise the following members:

- (i) One Professor, or any equivalent officer of the Institute, to be nominated by the Rector, as Chairman.
- (ii) Two Professors or any equivalent officer(s) of the Institute to be nominated by the Academic Council, as members.
- (iii) One member nominated by the Board, as member.
- (iv) The Provost, as member who shall also act as Secretary.
- (b) The terms of office of the members of the Institute Discipline Committee other than the ex-officio members shall be two years.
- (c) Any member, including the Chairman, who was appointed in the committee on the basis of the position s/he was holding in the Institute, shall become ineligible and shall cease to be the member of the committee if s/he quits the said positions and / or the institute.
- (d) In case of death, resignation or ineligibility of a member, the positions falling vacant shall be filled in for the remaining term of the member being replaced and her/his appointment shall be made through the same authority which appointed the original member.
- (e) The quorum for a meeting of the Institute Discipline Committee shall be three members.
- (f) The functions of the Institute Discipline Committee are the following
 - a. To deal with all cases of indiscipline and misconduct of the students in the Institute and in the Campuses.
 - b. Propose Regulations to the Academic Council for the conduct of students, maintenance of discipline, and for dealing with cases of indiscipline.
 - c. Perform such other functions as may be assigned to it by the Regulations
- (g) The decision of the Committee by majority shall be final and shall be notified by the Secretary of the Committee with copy to all relevant persons / offices.
- (h) An appeal against the decision of the Institute Discipline Committee may be filed with the Rector within 10 calendar days of the notification of the decision, which shall either decide the matter at himself / herself, or refer in back to the Committee for review.
- (i) The Committee shall reconsider the case, whose decision, or otherwise, the decision of the Rector, as the case may be, shall be final and binding. The decision shall be notified by the Secretary of the Committee with copy to all relevant persons / offices.

CAPMUS DISCIPLINE COMMITTEE

- 6. (a) The Campus Discipline Committee for each campus shall comprise the following members:
 - (i). A nominee of the Director of the Campus, not less than Associate Professor or equivalent level, as Chairman.
 - (ii). Two senior teachers from the concerned campus to be nominated by the Rector
 - (ii). One senior teachers or senior employee from the concerned campus to be nominated by the CEC.

- (iv). The In-charge Student Affairs of the Campus, as member who shall also act as Secretary.
- (b) The term of office of the members of the Campus Discipline Committee other than the ex-officio members shall be two years.
- (c) Any members, including the chairman, who was appointed in the committee on the basis of the position s/he was holding in the campus, shall become ineligible and shall cease to be the member of the committee if s/he quits the said position and / or the campus.
- (d) In case of death, resignation or ineligibility of a member, the position falling vacant shall be filled in for the remaining term of the member being replaced and her / his appointment shall be made through the same authority which appointed the original member.
- (e) The quorum for a meeting of the Campus Discipline Committee shall be three members.
- (f) The functions of the Campus Discipline Committee shall be:
 - (i) To deal with all cases of indiscipline and misconduct of students in the Campuses.
 - (ii) Propose Regulations to the Institute Discipline Committee for consideration for onward submission to Academic Council for the conduct of students, maintenance of discipline, and for dealing with cases of indiscipline; and
 - (iii) Perform such other functions as may be assigned to it by the Regulations.

ACTS OF INDISCIPLINE

7. The following, among others, shall constitute as acts of indiscipline cognizable under these Regulations:
 - (a) Violation of public morals, such as use of indecent and abusive language, undesirable verbal remarks and vulgar gestures, acts of moral turpitude, disorderly behavior, quarreling, fighting, insolence towards others, use of force, breaking laws, etc.
 - (b) Indulgence in acts that may cause insult or bodily injury to fellow students, teachers, officers, staff & other employees.
 - (c) Defiance of lawful authority
 - (d) Spreading by word of mouth or written material religious, sectarian, ethnic, regional or linguistic conflict, or hatred.
 - (e) Impersonation, giving false information, willful suppression of information, cheating, deceiving, plagiarizing.
 - (f) Possession, carrying or use of any type of weapons/fire arms or explosive material in the premises of the campus.
 - (g) Damaging campus property, including its buildings, equipment, vehicles, etc.
 - (h) Using campus property, including its buildings, equipment, vehicles, etc. without lawful authority.
 - (i) Encouraging, assisting or aiding another person to commit misconduct.
 - (j) Possession, sale, distribution or consumption of intoxicants/drugs on campus.
 - (k) Using of student organizations for furthering the cause of a political party.
 - (l) Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.

- (m) Allowing or abetting entry of expelled/rusticated students or anti-social elements to the campus.
- (n) Obstructing the smooth functioning of the campus or causing disruption of curricular/co-curricular/ extracurricular activities.

PUNISHMENTS / PENALTIES FOR ACTS OF INDISCIPLINE

8. Punishments or penalties for acts of indiscipline shall be commensurate with the gravity of the offence, and may be any one or combination of the following, or any other punishment or penalty deemed appropriate by the Discipline Committee, or Campus Discipline Committee, as the case may be:

(a) Minor Punishments / Penalties

- (i) Censure or warning in writing.
- (ii) Probation for a specified period.
- (iii) A fine of under Rs 50,000 commensurate with the nature and extent of the act of indiscipline.
- (iv) Withholding of a certificate of good moral character for a specified period.
- (v) Withholding benefits/privileges available to the students of the campus for a specified period.
- (vi) Withholding of an examination result for a specified period.
- (vii) Declining admission in the campus hostel.
- (viii) Withdrawal of membership from students' clubs/ societies.
- (ix) Ban on representing the Campus and the Institute for a specified period.
- (x) Cancellation of financial benefits / concessions for a specified period.

(b) Major Punishments / Penalties

- (i) A fine of over Rs. 50,000 commensurate with the nature and extent of the act of indiscipline.
- (ii) Cancellation of financial benefits/ concessions for a specified period.
- (iii) Suspension of admission and ban on entry into the campus for a specified period.
- (iv) Cancellation of an examination result.
- (v) Rustication from the Institute for a specified period and ban on entry into the campus.
- (vi) Expulsion from the Institute and ban on entry into the campus.

PROCEDURE FOR DEALING WITH ACTS OF INDISCIPLINE

9. Acts of indiscipline shall be reported to the Discipline Committee or the Campus Discipline Committee, as the case may be, for dealing with the case, which shall follow the following procedure:
- (a) The Secretary Discipline Committee or Campus Discipline Committee, as the case may be, shall issue a show-cause notice to the student charged with an act of indiscipline.
 - (b) The Discipline Committee or Campus Discipline Committee, as the case may be, shall ensure that the student against whom disciplinary proceedings have been initiated is given adequate opportunity to explain his/her conduct.

- (c) The Discipline Committee or Campus Discipline Committee, as the case may be, may ask, if necessary, the student(s) charged with an act of indiscipline to personally appear before the Committee.
- (d) In case the reply to the show-cause notice is not received within the specified time, or if the student concerned fails to appear before the Committee when so required, the Committee may take an ex-parte decision.
- (e) The decision of the Committee by majority shall be final and shall be notified by the Secretary of the Committee with copy to all relevant persons / offices.

APPEAL AGAINST THE DECISION OF THE DISCIPLINE COMMITTEE

- (a) An appeal against the decision of the Institute Discipline Committee shall lie with the Rector; while the appeal against the Campus Discipline Committee shall lie with the Director of the Campus.
- (b) An appeal against the decision of the Institute Discipline Committee or Campus Discipline Committee, as the case may be, may be filed, in writing, with the Rector or Director, as the case may be, within 10 calendar days of the notification of the decision.
- (c) The Rector or Director, as the case may be, shall dispose off the appeal himself/herself or refer it to an Appellate Committee, comprising three at least three senior members from the faculty or administration of the Institute or the Campus, as the case may be, for review and recommendations. The decision of the Rector or Director, as the case may be, shall be final, who may also provide an opportunity of personal hearing to the student(s) charged with act(s) of indiscipline.
- (d) The final decision shall be notified by the Secretary of the Committee with copy to all relevant persons / offices.
- (e) In order to create an effect of deterrence against acts of indiscipline, the notification of the decision of penalties may be placed on the campus notice board and/or in the public media.

RESIDUARY PROVISIONS

10. The following are the residuary provisions of these Regulations:

- Nothing provided in the clauses 8 (a) and 8 (b) shall restrict the powers of the Rector or the Director, as the case may be, to issue an immediate order without referring the case to the Institute Discipline Committee or Campus Discipline Committee, as the case may be, and without following the normal procedure, if circumstances so require.
- Any orders of imposition of penalty/penalties may be withdrawn and misconduct pardoned as may be considered necessary by the Rector or the Director, as the case may be, if after passing such orders the Rector or the Director, as the case may be, is satisfied that the penalized student has exhibited genuine repentance/remorse over his/her past conduct and has promised to demonstrate and ensure improved conduct in future.

REGULATIONS RELATING TO THE USE OF UNFAIR-MEANS AND ACADEMIC DISHONESTY IN THE EXAMINATIONS, 2012

TITLE

1. These Regulations, framed in pursuance of Section 18 (2) (g) of COMSATS UNIVERSITY ISLAMABAD Ordinance 2000, shall be called the “COMSATS UNIVERSITY ISLAMABAD Revised Regulations Relating to the Use of Unfair-Means and Academic Dishonesty in the Examination, 2012”.

COMMENCEMENT

2. These Regulations shall come in to force with immediate effect and supersedes CUI Employers Regulations Relation to the Use of Unfair-Means and Academic Dishonesty in the Examinations, 2006. All actions taken in the past under the provisions of the superseded Regulations of 2006, if not inconsistent with the provisions of the CUI Ordinance 2000, shall continue and, so far as may be, deemed to have been taken under the provisions of these Regulations. Nothing contained in these Regulations shall construe to mean anything that may be inconsistent with the provisions of the CUI Ordinance No. XXXVIII of 2000.

APPLICATION

3. These Regulations shall apply to all students of the Institute.

DEFINITIONS

4. In these Regulations , unless there is anything repugnant to the subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under:
 - “Campus” means a constituent campus of the Institute.
 - (b) ‘Campus’ means a constituent campus of the Institute.
 - (c) “Campus Unfair-Means Control Committee” m means a Committee constituted on a campus for the stated purpose, and hereafter shall be referred to as the Committee in these Regulations.
 - (d) “Director” means the Director of the Campus.
 - (e) “Institute” means the COMSATS UNIVERSITY ISLAMABAD.
 - (f) “Officer In charge of Examination” means an officer appointed as such on a campus, for the stated purpose and hereinafter shall be referred to as the Secretary of the Committee, under these Regulations.
 - (g) “Rector” means the Rector of the Institute.
 - (h) “Student” means the student of the Institute
 - (i) “Teacher” means Professor, Associate Professor, Assistant Professor, Lecturers and Research Staff, engaged on whole time basis by the Institute for teaching at the Institute, and such other persons as may be recognized to be Teachers by the Board.

- (j) “In charge Conduct of Exams” means the senior faculty member appointed to oversee the arrangements and conduct of terminal examination at the end of a semester in any campus.

All other terms and expressions used in these Regulations shall have the same meanings as assigned to them under Section 2 of the COMSATS University Islamabad Ordinance, 2000.

Unfair Means in Examinations

5. The following shall constitute acts of unfair-means during an examination:

Standard Operating Procedure (SOP)

A. Categories of Offenses and Penalties

1. Copying Cases

Charges	Punishment
Using hand signals, talking, or peeking	Cancellation of part of paper + fine up to Rs. 10,000
Theft/sale of question papers	Fine up to Rs. 50,000 + semester result cancellation OR expulsion
Answer supplied during exam	Paper cancellation + fine up to Rs. 30,000
Group malpractice	Semester result cancellation
Copying from prohibited material or allowing copying	Paper cancellation + fine up to Rs. 30,000

2. Cell Phones/Digital Devices

Charges	Punishment
Possession (not used)	Fine up to Rs. 15,000
Use during exam	Paper cancellation + fine up to Rs. 25,000
Use of online communication tools	Semester result cancellation + fine up to Rs. 50,000

3. Impersonation

Charges	Punishment
Impersonating a student	Expulsion from university

4. Misconduct

Charges	Punishment
Replacing answer book	Semester result cancellation + fine up to Rs. 35,000
Tearing answer book pages	Course cancellation + fine up to Rs. 50,000
Disturbing environment/misbehavior	Semester result cancellation + fine up to Rs. 50,000
Assaulting invigilators	Referred to Discipline Committee
Carrying weapons	Expulsion
Falsifying results	Semester result cancellation + fine up to Rs. 50,000

5. Repeated Offenses

- Fine up to Rs. 50,000
- Penalty based on nature: semester result cancellation, course cancellation, or disqualification from future exams

6. Other Offenses

- UMCC will decide penalties based on offense nature
- Penalties may be waived if proper evidence is provided

UMCC Committee Composition:

- Senior Faculty (Chair)
- Three nominated teachers
- Exam Officer (Secretary)

Procedure:

1. Incident reported by invigilator
2. Written report submitted
3. Show-cause notice to student
4. Hearing with UMCC
5. Decision communicated

Penalties include:

- Paper/semester/course cancellation
- Fines up to Rs. 50,000
- Exam disqualification
- Expulsion, rustication
- Degree forfeiture

COMMITTEE TO DEAL WITH THE USE OF UNFAIR MEANS

6. (a) The Campus Unfair-Means Control Committee shall normally consist of

Head / In charge of an Academic Department, or a senior teacher not less than an Associate Professor to be nominated by the Director, or the Rector, as the case may be.	Chairman
Three teachers from different departments to be nominated by the Director, or the Rector, as the case may be.	Members
Officer In charge of Examinations	Member / Secretary

- (b) The term of office of the members, other than ex-officio, shall be two years.
- (c) The Secretary shall be responsible for calling meetings of the Committee as and when required; for maintaining the record of its deliberations; and for further action if the Committee's decisions are challenged at any forum.
- (d) The decision of the Committee by majority shall be final and shall be notified by the Secretary of the Committee with copy to all relevant persons / offices.
- (e) An appeal against the decision of the UMCC may be filed with the Director of the Campus or Rector, in case of Islamabad Campus, within 10 calendar days of the notification of the decision, who shall either decide the matter at himself / herself, or refer it back to the Committee for review.
- (f) If the case is decided by the Director or the Rector, as the case may be, than his/her decision will be final and binding; and if the case is referred back to committee than the committee shall reconsider the case and the decision of the committee, in such case, shall be final and binding. The decision shall be notified by the Secretary of the Committee with copy to all relevant persons / offices.
- (g) In order to create an effect of deterrence against acts of unfair means, the notification of the decision of penalties may be placed on the campus notice board and /or in the public media.

PROCEDURE FOR ACTION AGAINST OFFENDERS

7. When an incident of malpractice occurs, the examiner / invigilator / teacher shall immediately stop the student(s) from continuing the malpractice. The following procedure against the offender(s) shall be observed:
- (a) The examiner / invigilator / teacher shall demand signature on the documents used in malpractice, from the accused students(s). In case the accused student(s) refuse(s) to sign, the fact shall be noted in writing in the examiner / invigilator / teacher's report.
- (b) The examiner / invigilator / teacher shall report the matter with evidence to the authority appointed by the examinations department to supervise the conduct of examination, hereinafter called the supervisor, or the head of the department concerned in absence of any such authority, in writing, immediately upon the completion upon the completion of examination in which the malpractice had occurred. The supervisor or the head of the

department concerned, as the case may be, shall forward the matter to the Secretary of the Committee for further processing.

- (c) The Secretary shall issue a show-cause notice to the accused student(s) giving him/her/them a reasonable opportunity to reply.
- (d) The Secretary shall then call a meeting of the Committee in consultation with the Committee's Chairman, to which the accused student(s) shall also be called to defend himself / herself / themselves.
- (e) If necessary, the Committee may call the reporting examiner/ invigilator/ teacher to its meeting for further clarification.
- (f) The Secretary shall communicate the decision of the Committee to the accused student(s) and to all other concerned.
- (g) In case involvement of an employee is proved in the malpractice, the findings and recommendations of the Committee shall be sent to the Director, or the Rector, as the case may be, for appropriate action in accordance with the Employee Efficiency and Discipline Statutes.

PENALTIES

- 8. The penalties for using unfair-means in examinations may be any of the following or a combination thereof:
 - (a) Cancellation of the examination paper in which the unfair-means were used.
 - (b) Cancellation of a portion of the paper in which unfair-means were used.
 - (c) A fine of up to Rs. 50,000 commensurate with the offense.
 - (d) Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred.
 - (e) Cancellation of the entire course to which the examiner paper was related.
 - (f) Disqualifications from appearing in examinations for a specified period.
 - (g) Rejection of the research report, dissertation, or thesis when found guilty of plagiarism.
 - (h) Expulsion from the rolls of the Institute.
 - (i) Rustication from the Institute.
 - (j) Forfeiture of degree / diploma / certificate.

HOSTEL REGULATIONS

Hostel Regulations are hereby notified for the information and necessary action by all concerned.

PREAMBLE:

1. Whereas it is expedient and in the interest of an efficient administration of CUI hostels the following regulations are provided.
 - (a) These regulations may be called "CUI" Hostel Regulations 2002".
 - (b) These regulations shall come into force with immediate effect.

DEFINITIONS:

2. The following terms and expression unless repugnant to the context shall have the meanings assigned to them as under.
 - (a) "Hostels Discipline Committee" means the committee appointed by the Rector for the maintenance of discipline in the CUI hostel.
 - (b) "Officers In- Charge Student Affairs of the CUI.
 - (c) "Senior Warden "means and officer so appointed by the rector for the hostel Management.
 - (d) "Provost" means the provost of the CUI.
 - (e) "CUI hostel" means a hostel established by the CUI for the residence of CUI Students.
 - (f) "Mess Committee "means the committee constituted by the provost under to be framed by him/her.

All others expressions shall have same meanings as assigned to them under the CUI ordinance 2000.

ELIGIBILITY

3. Students admitted in the CUI teaching Institute/department for Bachelors and Master's programs shall be eligible to apply for accommodation in the CUI hostels. All applicants shall file an affidavit along with their application posing that he/she.

(i). Has no permanent or temporary accommodation available to him/her in:

- | | | |
|----|-----------------------|-------------------------|
| a) | Islamabad/Rawalpindi. | (for Islamabad Campus) |
| b) | Abbottabad. | (for Abbottabad Campus) |
| c) | Wah | (for Wah Campus) |
| d) | Lahore | (for Lahore Campus) |
| e) | Saiwal | (for Saiwal Campus) |
| f) | Attock | (for Attock Campus) |
| g) | Vehari | (for Vehari Campus) |

(ii). Is neither employed anywhere in any capacity in Islamabad/Rawalpindi/Wah/Lahore/Abbottabad/Saiwal/Vehari/Attock (as the case may be) nor receiving any house rent subsidy.

(iii). Is a bona fide resident of district.

Note: Any statement found to be false at any stage will entitle for failure of accommodation in CUI hostel forthwith without any hindrance or further correspondence

4. The students found to be in Bachelor's and Master's Programs may be admitted for one semester at a time and continue up to maximum of semester subject to good behavior in hostel and satisfactory progress in class.
5. Students' residents of CUI hostels shall pay hostel dues at rates approved by the Rector from time to time. They will be required to produce clearance certificate from the treasurer with regard to payment of dues before registration for courses in each semester.

PEACE, HARMONY AND BEHAVIOR:

6. Decency, good behavior and fellow feeling will be promoted by all residents of hostel and hostel administration subject to the general supervision and control of Warden/Provost.
7. The Provost may issue instruction from time to time for observing night timing for marking attendance.
8. (a) Written permission from the warden will be necessary for staying outside the hostel.
(b) In case of absence from the hostel for a week, the defaulting resident of the hostel may forfeit his accommodation and the warden may open the lock and deposit the luggage for safe custody and draw up an inventory to the Provost.
9. Playing of music, making noise or indulging in rowdy behavior which may; cause inconvenience or be a nuisance to other residents of the hostel is strictly abided at the cost of fine and the warning or "in chronic cases" a report may be made to the Provost for a reference to the Hostel Discipline Committee for a minor punishment after due process.

ACTS OF INDISCIPLINE

10. The following will be acts of minor discipline:
 - (a) Impersonation, giving false information, willful suppression of information, cheating or. deceiving
 - (b) Violation of public morals such as the use of indecent and filthy language, undesirable remarks and gestures
 - (c) Playing of music, making noise or indulging in rowdy behavior or be a nuisance which may cause inconvenience to other residents of hostel.
 - (d) Changing the duly allotted room without prior permission in writing from the Provost.
11. Following will be treated as serious acts of indiscipline eligible for warning major punishment or in case of cognizable offences action under law:
 - (a) Possession, custody or access to. Liquor, drugs or intoxicants of any kind, gambling application, lethal instruments of any description, explosive or fire arms.
 - (b) Causing damage to. Furniture, fixtures of the hostel by any act of omission or Commission.
 - (c) Tempering with machinery or unauthorized use to. CUI vehicles or removing them from the custody of an authorized CUI employee.
 - (d) Adding, abetting or facilitating trespass in the hostel by an unauthorized person under any circumstances.

- (e) Acts involving moral turpitude or cognizable offences.
- (f) Defiance of authority and breach of discipline.
- (g) Acts like abusing, quarreling fighting, insolence towards others, and use of force.
- (h) Indulgence in acts, which may cause insult or physical injury to the students, teachers, officers, staff of CUI or any other person
- (i) Spreading by words of mouth or written material religious, sectarian, ethnic, regional, gender, or linguistic conflicts/hatred.
- (j) Possession, carrying or use of a type of weapons/fire arms or explosive material within the CUI premises including hostels.
- (k) Damaging any CUI property, including building, equipment, and vehicles etc., in any manner.
- (l) Using any CUI property including building, equipment, and vehicles etc., without any authority.
- (m) Sale, distribution or consumption of intoxicants on the hostels/campus.
- (n) Circulation by word of mouth or in written form material derogatory to Pakistan, Islam or any other religion.
- (o) Obstructing the functioning of the CUI or causing disruption of peaceful atmosphere and other activities in hostels.
- (p) Providing shelter to illegal/unauthorized occupants in hostel.

12. FOOD SERVICES, HEALTH AND SANITATION:

- (a) Subject to maintenance of proper standards of health and sanitation, food services may be provided to the residents of hostels under the supervision, control and direction of Provost through a Mess Committee to be constituted by the Provost under rules to be framed by him.
- (b) Cleanliness, sanitation and anti-epidemic arrangements will be inspected by Provost.

MAINTENANCE OF DISCIPLINE AND GOOD ORDER

- 13. In order to maintain students' discipline in the hostels, the following shall be the Competent Authority:
 - (a) Rector.
 - (b) CUI Discipline Committee
 - (c) Hostel Discipline Committee
 - (d) Provost
- 14. The Hostel Discipline Committee shall be constituted by the Rector and consists of a Professor to be appointed by the Rector as Chairman, the Provost and two senior faculty members.
- 15. The Hostel Discipline Committee/Provost shall have the authority to impose punishment in case breach of discipline regarding minor offences committed within the hostel premises.

PROCEDURE FOR PROCESSING ACTS OF INDISCIPLINE:

- 16. (a) Provost may impose a fine not exceeding Rs. 500/-on the spot for any act of indiscipline committed within the hostel premises or violation of hostel rules.

- (b) The acts of discipline, which warrant imposition of major penalties/punishments, will be reported by the Provost to the Officer In-charge of Students Affairs for processing by the CUI Discipline Committee.
- (c) For cases falling under the purview of the Hostel Discipline Committee, will issue a show cause notice to the student(s) charged with an act of indiscipline.
- (d) The Hostel Discipline Committee will ensure that the student against whom disciplinary proceedings have been initiated is given adequate opportunity to explain his /her conduct.
- (e) The Hostel Discipline Committee may ask, if necessary, the student(s) charged with an act of indiscipline to appear before the committee.
- (f) In case the reply to the show-cause notice is not received within the specified time, or if the resident concerned fails to appear before the committee when so required, the committee will take an ex-parte decision.
- (g) In order to create an effect of deterrence against- acts of indiscipline, the notification of the decision of punishment and penalties will be placed on the CUI notice boards and where necessary, in the National press. A copy of the notification shall also be sent to:

- 1. Chairman of the department concerned.
- 2. Controller of Examination.
- 3. Registrar.
- 4. Treasurer.
- 5. Parents/Guardian.

PUNISHMENTS OR PENALTY FOR ACTS OF INDISCIPLINE:

17. Punishment or penalty for act of indiscipline shall be in accordance with the gravity of the case, and may include anyone or more of the following, or any other as determined by the Discipline Committee.

(i) Minor Penalties/Punishments

- (a) Censuring or warning in writing.
- (b) Rustication from the hostel for a maximum period not exceeding one semester.
- (c) A fine up to Rs. 2000/-
- (d) Deprivation from the benefits/privileges enjoyed by the student(s).
- (e) With holding of examination results

(ii) Major Penalties /Punishments

- (a) Fine commensurate with nature and extent of misconduct.
- (b) Cancellation of hostel accommodation.
- (c) Cancellation of financial benefits/concessions.
- (d) Suspension of admission and ban on entry in the premises of the CUI for a specific period.

- (e) Rustication from the CUI for a specific period and ban on entry into the CUI campus.
- (f) Expulsion from the CUI and ban on entry into the CUI Campus.

18. GENERAL CONDUCT

- (a) Students/residents are expected to develop the benefit of self- discipline. They shall not conduct themselves in a manner, which may interfere with the study and convenience of the fellow residents or injure their feelings. Nothing can make social life pleasant except by loss courtesy and mutual consideration.
- (b) Rooms shall be kept clean and tidy by the residents.
- (c) The Residents are advised not to kept large sums of money with them.
The hostel authorities will not be responsible for any theft or loss of valuable/ornaments.
- (d) Complaints, if any, against the misbehavior of bearers/sweepers should be reported to the warden. Residents are not allowed to use abusive language or physical force against them.
- (e) The lights in the rooms must be switched off when not in use.
- (f) Residents are not allowed to take away Newspapers from the Newspapers stand to their rooms.
- (g) Guests for staying overnight or providing shelter to an unauthorized illegal outsider in the hostel is strictly prohibited.
- (h) Use of electric heaters and air conditioners will not be allowed.
- (I) F or the recreation of residents there is a common room in each hostel where arrangements for indoor games are made. A committee to be constituted by the Provost shall be responsible for these activities.

This is issued with the approval of Campus Director of CUI