



RIPHAH
INTERNATIONAL UNIVERSITY

STUDENT HAND BOOK

2024

CELEBRATING

EXCELLENCE

 033-11-000-111
 /RiphahUniversity
 www.riphah.edu.pk

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The Student Handbook is a collection of University approved regulations applicable to all programs and campuses. The Chancellor, Vice Chancellor, Academic and Deans Councils and different committees has **approved rules and regulations** at different times are now compiled in the form of Students Handbook for circulation. The regulations in this Handbook are compiled by **Student Services Department-SSD**. This handbook is published in Sept 2024. The handbook is reviewed biennially.

Prepared by

Review & Approved by

(M Zubair Safdar)

Head of Student Services Department-SSD

(Prof. Dr. Anis Ahmad)

Vice Chancellor

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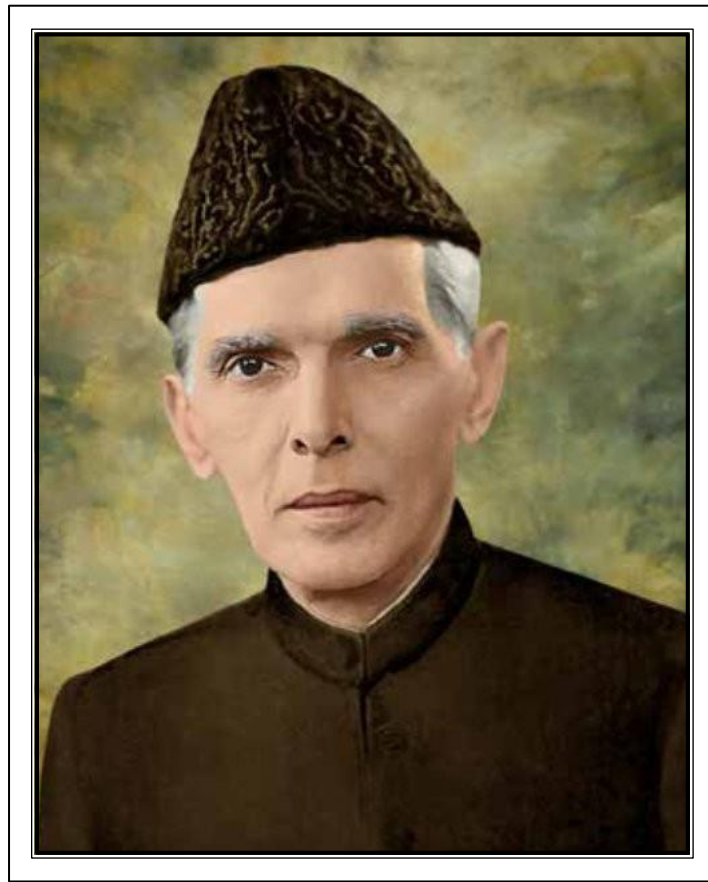
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QUAID E AZAM MESSAGE



“We must work our destiny in our own way and present to the world an economic system based on true Islamic concept of equality of manhood and social justice. We will thereby be fulfilling our mission as Muslims and giving to humanity the message of peace which alone can save it and secure the welfare, happiness and prosperity of mankind.”

Speech at the opening ceremony of State Bank of Pakistan, Karachi July 1, 1948

Chancellor's Message

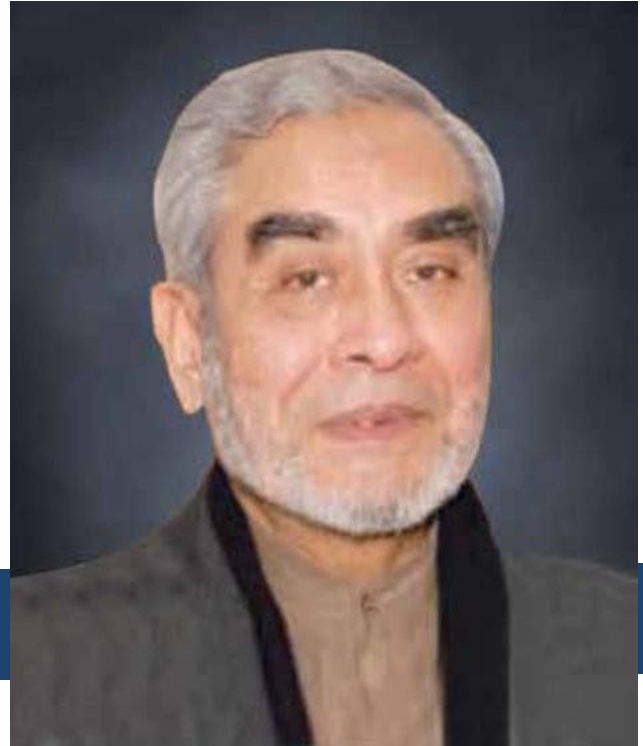


“Socio-economic development of our country is inextricably linked with its higher education system, particularly scientific research and innovation in technology. In view of the knowledge explosion, globalization and rapidly changing scenario. Riphah International University has established high quality institutions of higher education specializing in the Sciences, Engineering, Technology, Medicine, Management, Information Technology and Pharmaceutical Sciences. In the present era of global competition, Pakistan needs scientists, engineers, managers, software and information technology professionals,

medical doctors, social scientists and highly competitive work force to meet the challenges of 21 st century.

We are determined to inculcate morality, ethics, Islamic values and national spirit in our students, in addition to high degree of professional competitiveness. With a faculty of highly qualified professional teachers and dedicated students, Riphah International University is set to play its crucial role in the economic development of Pakistan”

Hassan Muhammad Khan
Chancellor



Vice Chancellor's Message

“Welcome to Riphah, the seat of higher education, learning and research. Your learning experience at Riphah shall, in-sha-Allah, help you in not only improving your level of knowledge but also assist in developing leadership qualities, culture of research, and awareness about your social responsibility. Our mission statement tells you in shortest possible words about our dream to excel in education while building ethical and moral caliber of our students. This in our view is the essence of education. Education essentially means inculcation of values in order to civilize,

initiate comprehensive development, progress and social change. Universities all over the world act as engines of change through production of knowledge. In our case our faith makes seeking knowledge an obligation on every Muslim male and female. Our Book on every page invites us to search, learn, ponder, investigate, conduct research, develop critical and analytical thinking and come up with solutions for emerging problems. This great task calls for sincerity (ikhlas), conviction (iman), continuous effort (sabr) and persistence in our striving (istiqamah) with innovative strategies (ijtihad), and

ongoing concentrated initiatives (jihad). The university is committed to inculcate global Islamic ethical values of truthfulness, honesty, trusteeship, social responsibility, and courage. We want to produce leaders in knowledge with uprightness, strength of character and humbleness. Riphah is a movement for intellectual leadership of the Muslim ummah with focus on integration of Islamic ethical values in scientific research and development.”

Prof. Dr. Anis Ahmad
Vice Chancellor

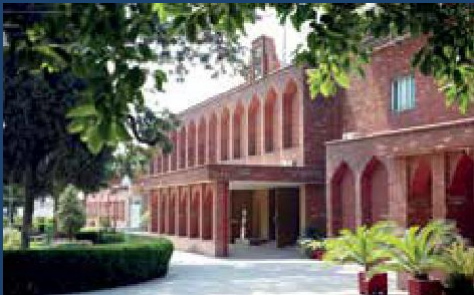


Riphah International University

Riphah International University is a private University, chartered by the Federal Government of Pakistan in 2002. The University was established with a view to produce professionals with Islamic moral and ethical values. It is sponsored by a not-for-profit trust; namely Islamic International Medical College Trust (IIMCT), created in 1995. The first project of the IIMCT was the Islamic International Medical College, Rawalpindi, established in 1996 by its Founding Managing Trustee; Maj. Gen. (Retd.) Muhammad Zulfiqar Ali Khan, TI(M), TBt (Late). Currently, the University has 7 faculties and various academic departments and an overseas project, namely, RAK College of Dental Sciences, UAE. The University is also working on the establishment of its campus in Mauritius.

The Honorable President of the Islamic Republic of Pakistan is the Patron of the University. Maj. Gen. (Retd.) Muhammad Zulfiqar Ali Khan (Late) was the founding Chancellor. Presently, Mr. Hassan Muhammad Khan is the Chancellor of the University and Prof. Dr. Anis Ahmad, an eminent scholar of international repute and educationist of distinction, is the founding Vice Chancellor of the University. The Board of Governors and the Academic Council are the highest policy-making bodies of the University. The Vice-Chancellor is the Chief Executive and Academic Officer of the University.

Riphah International University, Islamabad was included in "W" Category Universities by the Higher Education Commission (HEC) of Pakistan in 2005 and soon was included in the top five universities in the private sector who qualify to receive research grants from the Government of Pakistan through the HEC. Recently, Riphah is ranked at the second position among all the private national universities of general category. Further, the Quality Enhancement Cell of the University got the first position in the private sector "W" Category Universities of the Country according to the scorecard formulated by the HEC. Riphah is the first University of the Country that has been certified under ISO 9001:2008 Standard announced by the UK based Lloyd's Register, which is one of the top five global independent risk management and safety assurance organizations.



Mission Statement

Islamic International Medical College Trust (IIMCT) was established in 1995 by its Managing Trustee Late Maj. Gen (R) Muhammad Zulfiqar Ali Khan TI(M), TBt. IIMC-T is a non-profit, non-political, non-sectarian welfare organization registered with the Government of Pakistan. The mission of the Trust is:

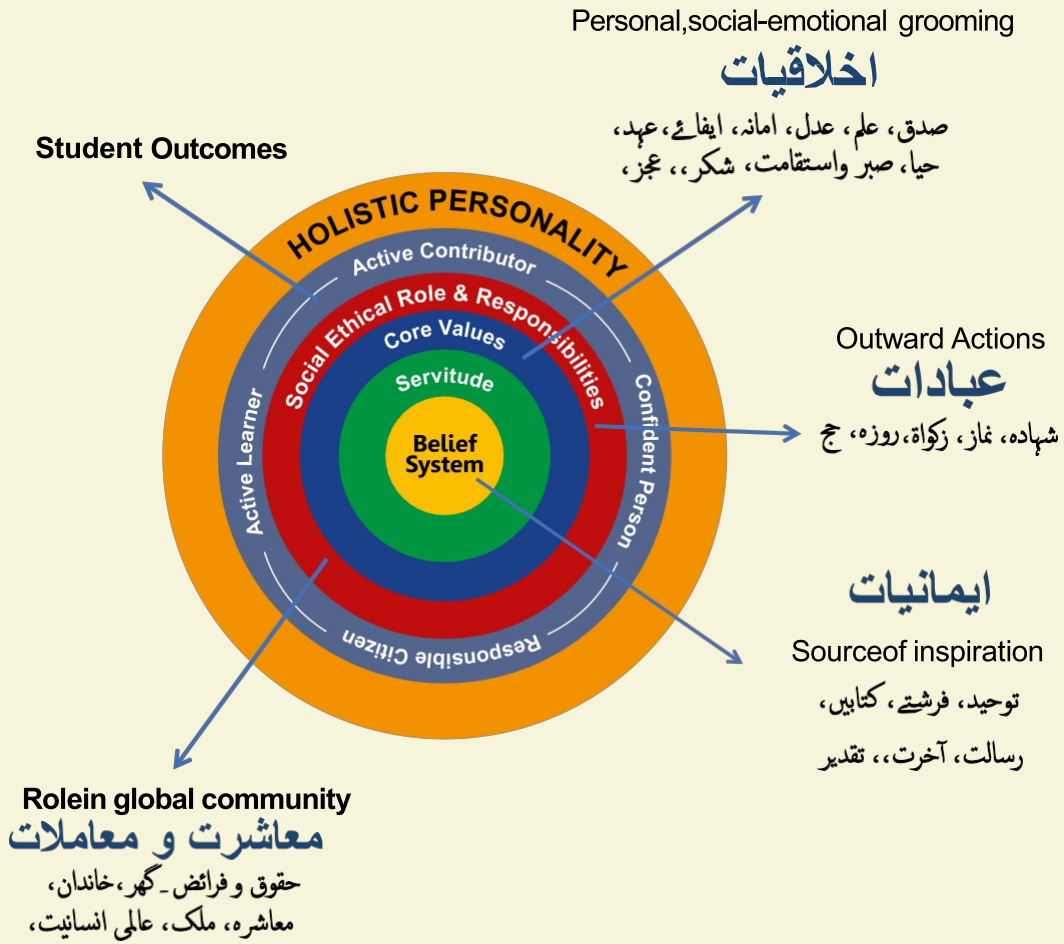
“Establishment of State-of-the-Art Educational Institutions with a focus on Inculcating Islamic Ethical Values.”

IIMC-T intends to help Muslim Ummah in solving the pressing problem of deteriorating academic standard, by establishing State of the Art Institutions in Pakistan, engaging eminent scholars and scientists. In accordance with the mission statement, strong emphasis is laid on inculcation of Islamic ethical values amongst the students to produce good Muslim doctors, engineers and social scientists.



Riphah Aspired Student

Riphah International University has develop a framework to grow its students to inculcate social values, belief and strong personality traits in their life.



Let's Start Student Handbook

RESPONSIBILITIES OF THE STUDENT IN THE UNIVERSITY PROCESS

- Read the rules & regulations carefully.
- Awareness about all rules, regulations & Policies will help you to make your campus life in a smooth way.
- You must engage in honest, thoughtful reflection and analysis of your strengths, weaknesses, ideas, goals, and dreams and apply this knowledge thoughtfully in studies.
- You must do the best academic work of which you are capable, through the completion of your university experience.
- You must consider the concerns and opinions of your mentors & family members during your University life.
- You must communicate with your University mentors about your interests and priorities.
- You must meet all deadlines.



University Offices



University Campuses

Central Secretariat – Gulberg Green

- 1) Chancellor Office/MT-IIMC-Trust
- 2) Vice Chancellor Office (VC)
- 3) Office of the Executive Director IIMC- Trust(ED)
- 4) Registrar Office
- 5) Deputy Vice Chancellor (Academics)
- 6) Deputy Vice Chancellor (Management)
- 7) Quality Enhancement Cell (QEC)
- 8) Finance, Fee & Dues Office
- 9) Operations
- 10) Human Development Service (HDS)
- 11) Project Management Unit (PMU)
- 12) Marketing & Admission

G-7 Campus

- 1) International Islamic Dental Hospital
- 2) Islamic International Dental College (IIDC)
- 3) RIPS-Riphah Institute of Pharmaceutical Science
- 4) Controller of Examination (COE)
- 5) IT Department
- 6) Tarbiyah Department
- 7) RISE-Riphah Institute of System Engineering
- 8) RICAH-Riphah Institute of Culinary Arts and Hospitality
- 9) RIPP-Riphah Institute of Public Policy

I-14 Campus

- 1) Vice Chancellor (Site) Office
- 2) Information Services Department- ISD
- 3) Student Services Department- SSD
- 4) Faculty of Engineering and Applied Sciences (FEAS)
 - Electrical Engineering
 - Biomedical Engineering
 - Mathematics
 - Physics
 - Computer Engineering
- 5) Faculty of Computing – FC
- 6) Faculty of Social Sciences and Humanities (FSSH)
 - DELL-Department of English Learning and Linguistic
 - DIS-Department of Islamic Studies
 - RIMS-Riphah Institute of Media Studies

Al-Meezan Campus

- 1) Islamic International Medical College- IIMC
- 2) Faculty of Management Sciences- FMS
- 3) Riphah College of Nursing – RCN
- 4) Faculty of Rehabilitation and Applied Health Sciences (FRAHS)
- 5) Office of Research, Innovation and Commercialization -ORIC/ Riphah Academy of Research and Education - RARE
- 6) Riphah Institute of Assessment (RIA)

Gulberg Greens Campus (Girls)

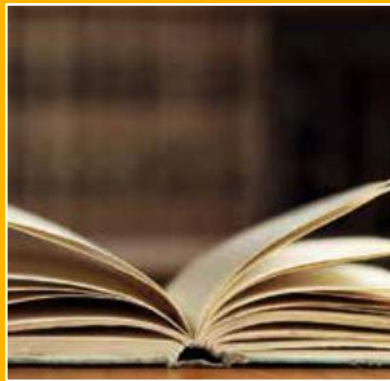
- 1) Faculty of Rehabilitation and Applied Health Sciences (FRAHS)
- 2) Faculty of Computing – FC
- 3) Faculty of Social Sciences and Humanities
 - Department of Psychology
 - DELL(Female)
- 4) Riphah Institute of Pharmacy – RIPS(Female)

*Note: This policy Document is applicable for the following Campuses as well:

Lahore Gulberg Campus
Lahore Raiwind Campus
Faisalabad Campus
Malakand Campus
Sahiwal Campus



Programs Offered



ISLAMABAD

ISLAMIC INTERNATIONAL DENTAL COLLEGE

- BDS
- MDS Operative Dentistry
- MDS Orthodontics
- Mphil Dental Materials

ISLAMIC INTERNATIONAL MEDICAL COLLEGE (IIMC) (ISB)

- MBBS
- Diploma in Healthcare Quality and Patient Safety (DHQPS)
- Certificate in Health Professions Education (CHPE)
- Diploma in Anesthesiology
- MPhil Pharmacology (Medical)
- M Phil Anatomy
- M Phil Biochemistry
- M Phil Chemical Pathology
- M Phil Hematology
- M Phil Histopathology
- M Phil Microbiology
- M Phil Physiology
- MHPE (Masters in Health Professions Education)
- M Phil Molecular Biology
- MSc Pain Medicine
- Ph.D (Physiology)
- Ph.D (Hematology)
- Ph.D (Pharmacology)
- Ph.D (Chemical Pathology)
- Ph.D (BioChemistry)
- BSNursing
- Fellowship In Interventional Pain Medicine

DEPARTMENT OF BASIC SCIENCES

- BSMathematics (After 12 years of Education)
- BSMathematics (after 14 years of education)
- BSPHysics (after 14 years of education)
- BSPHysics (after 12 years of education)
- M Phil Mathematics

- M Phil Physics
- M Phil Statistics
- PhD Mathematics
- PhD Physics
- Department of Social Sciences
- Advance Diploma in Clinical Psychology (ADCP for Only Females)
- BS Applied Psychology (Only Females)
- BS Islamic Studies
- BS English (Female)
- BS English (Male)
- M.Phil English
- M Phil Islamic Studies
- MS Clinical Psychology (Female Only)
- MS Clinical Psychology Top Up (Female Only)

FACULTY OF COMPUTING

- BS Computer Arts (Female)
- BS Computer Arts (Male)
- BS Computer Sciences (Male)
- BS Computer Sciences (Female)
- BS Cyber Security (Male only)
- BS Software Engineering (Female)
- BS Software Engineering (Male)
- MS Data Sciences
- MS Information Security
- MS Software Engineering
- PhD Computing

FACULTY OF ENGINEERING AND APPLIED SCIENCES

- BSc Biomedical Engineering
- BS Biomedical Sciences
- BSc Electrical Engineering
- MS Biomedical Engineering
- MS Electrical Engineering
- PhD Biomedical Engineering
- PhD Electrical Engineering
- Faculty of Management Sciences
- B.Com
- BBA (after 12 years of education)

- BBA(after 14 years of education)
- BS- Project & supply chain management
- BSAccounting & Finance
- BSHealthcare Management
- MS Supply Chain Management
- MBA
- MBA - G7 Campus
- MS Accounting & finance
- MS Accounting & Finance- G7 campus
- MS Engineering Management
- MS Engineering Management - G7
- MS Healthcare Management
- MS Management Sciences
- MS Management Sciences- G7 Campus
- MS Project Management
- MS Project Management - G7 Campus
- PhD Management Sciences

FACULTY OF REHABILITATION AND ALLIED HEALTH SCIENCES

- BS Medical Lab Technology (MLT)- Isb
- BSHuman Nutrition & Dietetics (Females Only)
- BSSpeech Language Pathology (SLP)-Isb
- Doctor of Physical Therapy (Female)
- Doctor of Physical Therapy (Male)
- BSOptomety & Orthoptics (Evening)
- BS Medical Imaging Technology (Evening)
- MS CPPT(Cardio Pulmonary Physical Therapy)
- MS NMPT (Neuromuscular Physical Therapy)
- MS OMPT (Orthopedic Manual Physical Therapy)
- MS SPT(Sports Physical Therapy)
- MS Women Health Physical Therapy (MS_ WHPT)
- MS SLP/T(Speech Language Pathology/Therapy)
- MS Medical Lab Sciences - Isb
- Certificate Courses

RIPHAH NUCK PROGRAM PAKISTAN

- International Foundation Year (NCUK)Engi-

neering

- International Foundation Year “ Business
- International Foundation Year Business
- International Foundation Year Design
- International Foundation Engineering
- International Year One “ Accounting & Finance
- International year One business
- International Year One “ Engineering
- International Year ONE Law (LLB)

RIPHAH INSTITUTE OF MEDIA SCIENCES

- Bachelor in Game Design and Production
- BS Film Production (For Males Only)
- BS Mass Communication (after 12 years of education)
- BS Mass Communication (Males only)(after 14 years of education)
- BS Media Studies (Males Only) (after 12 years of education)
- BS Media Studies (Males Only) (after 14 years of education)
- BS Design

MS MEDIA STUDIES

- PhD Creative Arts and Communication
- Riphah Institute of Public Policy
- BS Public Administration
- BS Political Science
- BS International Relations
- M Phil Public Policy
- Faculty of Pharmaceutical Sciences
- Doctor of Pharmacy (Pharm-D)
- M phil Pharmaceutical Chemistry
- M Phil Pharmaceutics
- M Phil Pharmacognosy
- M. Phil Pharmacy Practice
- M Phil Pharmacology (RIPS)
- PhD Pharmacology (RIPS)
- Riphah institute of Hospitality and Culinary Arts
- BSHospitality Management ISB

LAHORE

DEPARTMENT OF BASIC SCIENCES

- BSMathematics (After 12 Years)
- BSPhysics (After 12 years)
- BSMathematics (after 14 years of education)
- BSPhysics (after 14 years of education)
- MPhil Mathematics
- MPhil Physics
- Phd Mathematics - Lhr
- Phd Physics- Lhr

DEPARTMENT OF SOCIAL SCIENCES

- Advanced Diploma in Clinical Psychology
- BSPsychology
- MSClinical Psychology (2 Years)
- MPhil Psychology
- Advanced Diploma In Islamic Psychology and Psychotherapy (ADIPP)
- MSClinical Psychology Top-up (1 Year)
- Phd Psychology
- BSEnglish Lhr
- MPhil English Linguistics
- MPhil English Literature

FACULTY OF COMPUTING

- BSComputer Science (4 Years)
- BSSoftware Engineering
- BSGames and Animation
- MSData Science- Lhr
- MSInformation Technology - Lhr
- MSComputer Science
- BSAnimation & Game Development Lhr
- BSComputer Graphics & Visualization Lhr
- BS Game Design and Production Lhr
- PhD Computing Lhr

FACULTY OF ENGINEERING AND APPLIED SCIENCES

- BScElectrical Engineering
- BscBioMedical Engineering
- MSElectrical Engineering - Lhr

- MSBiomedical Engineering Lhr

FACULTY OF MANAGEMENT SCIENCES

- Bachelor of Business Administration
- BSAccounting and Finance
- BBA2 Years - Lahore
- MBA 2 Years- Lhr
- MSManagement Sciences (1.5 Years)
- BSProject and Supply Chain Management
- MSProject Management
- MSEngineering Management (1.5 Years)
- PhD Project Management

FACULTY OF REHABILITATION AND ALLIED HEALTH SCIENCES

- Doctor of Physical Therapy (DPT)LHR
- BSHuman Nutrition Dietetics(BSHND)
- BSMedical Laboratory Technology (BS-MLT) - Lhr
- BS- Medical Imaging Technology (BSMIT)
- BSSpeech Language Pathology (BS-SLP)- Lhr
- BSOptomety & Orthoptics
- BS- Biotechnology (04 years)
- BS- Food Science & Technology (04 years)
- BS- Prosthetic & Orthotic Sciences(04 years)
- MSOMPT (Orthopedic Manual Physical Therapy)
- MSNMPT (Neuromuscular Physical Therapy)
- MSHuman Nutrition & Dietetics (MS- HND)
- MSMedical Lab Sciences (MS- MLS)
- MSWomen health physical therapy (WHPT)
- MS Sports Physical Therapy (SPT)- Lhr
- MS Speech Language Pathology
- MSCardio Pulmonary Physical Therapy (CPPT) - Lhr
- MSPediatric Physical Therapy
- Phd Rehabilitation sciences- Lhr
- PhD Human Nutrition & Dietetics Lhr
- PhD Medical Lab Sciences Lhr

FACULTY OF PHARMACEUTICAL SCIENCES

- Doctor of Pharmacy (Pharm-D)
- Mphil Pharmacology
- Mphil Pharmaceutics
- PhD Pharmaceutical Sciences Lhr

RIPHAH NUCK PROGRAM PAKISTAN

- International Foundation Year (NCUK)-Health Sciences

MALAKAND CAMPUS

DEPARTMENT OF SOCIAL SCIENCES

- Advanced Diploma in Clinical Psychology – ADCP
- BSc Psychology
- BSc English

FACULTY OF COMPUTING

- BSc Software Engineering
- Faculty of Management Sciences
- Bachelor of Business Administration-BBA

FACULTY OF REHABILITATION AND ALLIED HEALTH SCIENCES

- Doctor of Physical Therapy
- BSc Medical Lab Technology-MLT

Daily Affairs Guideline

Students shall contact with the Processing office only while execution office is responsible to execute all applications/quires with in defined time as mentioned in SoPoF that task.

Tasks	Offices	
NEW ENROLEMENT	Processing Office	Execution Office
Online Apply Admission Test Offer letter Academic Credentials Submission Fee submission SAPID Generation Orientation Program University Registration ID Card	Online (admissions.riphah.edu.pk) Admission Office Admission Office Online/ Coordination Office Fee and Dues Office Automated SSD/ Tarbiyah Dpt Coordination Office SSD	Admission Office Admission/Coordination Office Admission/Coordination Office Coordination Office Fee and Dues Office F&D/IT department/SSD Coordination Office/SSD/Tarbiyah Registrar Office SSD
ROUTINE SEMESTER	Processing Office	Execution Office
Course Enrolment Commencement of Classes Attendance Management Exams Date sheet Announcement Display of notified Result Result Card Extract of Result Extract of Result-official Add/Drop Course Result Correction/ Course Replacement	Coordination Office Coordination Office Coordination Office Coordination Office Coordination Office Coordination Office Coordination Office SSD Coordination Office Coordination Office	Coordination Office Coordination Office Coordination Office Coordination Office Coordination Office Exams Exams Exams Exams Exams
GENERAL QURIES	Processing Office	Execution Office
General Queries, Complaints and Information Financial Assistance All type of Admission Queries Issuance of Special Letters / Certificates Temporary ID Cards External Scholarship Attestation Documents Verification Application processing of Transcript Issuance of Transcript Processing / Issuance of Degree Processing of Convocation Registration Parking Pass Hostel Transport Students Society Registration & Management CR/GR Councils Issuance of Sports goods Announcement of co-curricular Activities Cafeteria Discipline	Online (vdesk.riphah.edu.pk) Fee and Dues Office Admission Department SSD SSD SSD SSD Exams SSD Exams Exams Exams Online/SSD SSD Admission Department SSD SSD SSD SSD SSD Operations Department Proctorial Board	SSD Fee and Dues Office Admission Department SSD SSD Registrar office Exams Exams Exams Exams Registrar office SSD Hostel Admin Operations Department SSD SSD SSD SSD SSD/Faculty Operations Department Disciplinary Committee

Annual Academic Calendar Guide Line

(Semester based)

Task	Spring	Fall
Course Registration	February	August
Commencement of classes	February	August/September
Orientation of new Batches	February	August/September
Mid Term Exams	April	October
Notification of Final Date Sheet	May	December
End of Classes	June	January
Final Exam	June	January

* * * * *

Facilities



Facilities at Campus

A. IT & Computer Services

IT and Computer Services department provides a wide range of services, facilities and support including high speed network access, high specification PCs and laptops and high quality help, advice and training to the students, faculty and staff members. The University is using 30MB fiber-optic internet connectivity through the HEC's PERN project. This facility is providing state-of-the-art communication infrastructure to meet the requirement of the networking and internet relating to the learning and research. This facilitates audio/video conferencing and access to the digital library resources and to the University Information Portal. All the campuses and hostels are linked through fiber-optic and alongside Wi-Fi internet access is also available at several locations. A structured program for using computers in the field of medical education; namely "Computer Assisted Learning Program" is also introduced to enhance the computing skills of the students. Top of the line Campus Management and Learning Management Systems have also been installed to ensure quick and online academic services to all the stakeholders.

B. Cafeteria

Cafeteria services catering with hygienic snacks, full meals and drinks are provided on payment on all the campuses of the University. Separate café for girls and boys on all campuses.

C. Prayer Area

Mosques are established at all campuses while separate prayer areas for females are also located in all campuses.

D. Book Shop

Bookshops are located in all the constituent campuses of the university to make available the textbooks, learning materials, photocopy services, and stationary items besides secretarial facility for both the students and faculty/staff.

E. Internet Access

All the campuses and hostels are linked through fiber optic and alongside Wi-Fi internet access is also available at several locations.

F. Transport:

Riphah International University is providing transport facility to their students from Islamabad, Rawalpindi, Texila and Wah. The facility is provided at I-14 Main Campus Islamabad, Al-Mizan Campus Peshawar Road Rawalpindi, City Campus G-7 Islamabad for morning and evening both classes. Routes, maps, charges, timings details are available at Student Services Department. Transport is handled by operations department while forms are available at Student Services Department, charges are according to mileage.

G. Hostel:

There are two separate hostels for boys and girls. Provost Hostels is top most authority of the hostels. There are two senior resident advisors in both Male & Female hostels and one male and two female Resident Advisors work under the supervision of provost hostels. Hostel Administrator also provides the services under the custody of provost. The students who wish to join the Hostels of Riphah International University will adapt the following procedure. Student will get information from Admissions Office about the availability of seat and dues. In case of availability of seat student will apply to provost for getting

permission through admission office. After the getting permission from provost hostels Student will remit the hostel-dues in Fee & Dues Department and submit the Hostel Form with all required documents to Admissions Office. Admissions Office will forward the application to Provost Hostels. Provost Office will refer the student to assigned hostel and room. Documents Required with Hostel Form; Hostel Form, Fee/Dues receipt, Photographs, Affidavit, Parents/guardian ID copy, Visitors Photographs (only for Female), Visitors ID copies (only for Female)

Male Hostel Address:

Address: Street No. 2, House No. 215, Sector F-15/1, Khayaban-e-Kashmir Housing Society, Islamabad

Female Hostel Address:

Address: House No. 7, Loutus Road, Block G, Soan Garden, Islamabad.

H. Library

The Information Services Department serves the information needs of the faculty and student community and offers quality services. Five (5) Libraries and two (2) Learning Resource Centers (LRCs) are engaged to serve the Riphah research community, teachers and students. Information Services Department has created an integrated and seamless web information environment to streamline access to serve users. The department has access to a rich and diverse collection of 10,000,000 online articles, 100,000 books and 10,000 online journals. Under a consortium, our libraries and learning resource centers are part of a network of 250 major libraries of twenty-one (21) Muslim countries. This arrangement offers an inter-library loan of books and articles that are not available locally.

Libraries:

- Main Campus Library (Zulfiqar Library), I-14, Islamabad
- Gulberg Campus, Islamabad
- Al-Mizan Campus Library, Old Supreme Court Building, Sadar, Rawalpindi
- City Campus Library, G-7/4, Islamabad
- Railway Hospital Library, Rawalpindi
- Lahore City Campus Library, Lahore
- Lahore Raiwind Campus Library, Lahore
- Malakand Campus Library, Chakdara
- Sahiwal Campus Library, Sahiwal

Learning Resource Centre(s):

- LRC at Female Hostel, Soan Garden, Islamabad & Boys Hostel F-15 Islamabad

I. Moellim & Fiori app:

The university believes and is gradually moving towards the paper less environment. Therefore, a top of the line fiori app and learning management system, Moellim have been installed to ensure quick and online academics services to all the stakeholders. Through these systems, the lectures, class activities and teaching materials are made available on Moellim. Assignments, quizzes, marks and results are uploaded on fiori app. It also carries student's bio data and the attendance and also the fee record of the students.

Academic Regulations





ACADEMIC REGULATIONS – 2024

5TH REVISION

**REVISED 2024
VERSION 2.1**

**APPROVED BY 29th BOARD OF GOVERNORS (BOG)
Dated April 24, 2024**

**Effective for and from the Intake Session Fall 2023.
The Previous Batches Shall be Governed by their Corresponding Regulations.**

HISTORY

**Approved 2007 on February 07, 2007.
1st Revision 2009 on August 18, 2009.
2nd Revision 2010 on November 23, 2010.
3rd Revision 2015 on June 23, 2015.
4th Revision 2023 on May 29, 2023.**

Riphah International University



ACADEMIC REGULATIONS – 2024

5TH REVISION REVISED 2024 VERSION 2.1

Chapter 1:

Undergraduate Programs

Chapter 2:

MS / M.Phil Programs

Chapter 3:

Ph.D Programs

X



Chapter 1

Academic Regulations for
UNDERGRADUATE
Programs

**Related to the Admissions,
Registrations and Examinations.**

5th Revision
Revised 2024
Version 2.1

APPROVED BY 29th BOARD OF GOVERNORS (BOG)
Dated April 24, 2024

Effective for and from the Intake Session Fall 2023.
The Previous Batches Shall be Governed by their Corresponding Regulations.

HISTORY

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Academic Regulations of Undergraduate Programs

(Revised 2024, Version 2.1)

1. **PREAMBLE**

The Riphah International University shall offer courses leading to the undergraduate degrees, diplomas and certificates, held under semester system, in the subjects provided in the schedule and introduced from time to time. Applications for admission to various courses of study shall be invited through advertisement and admission shall be made on the basis of merit.

2. **SUPERSEDE**

3. Wherever applicable the regulations prescribed from time to time by the Higher Education Commission (HEC) and other professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Veterinary Medical Council (PVMC), Pakistan Nursing Council (PNC), Allied Health Professionals Council (AHPC) etc. shall supersede.

4. **DEFINITIONS**

In these regulations, unless there is anything repugnant in the subject of context:

- a. **“Academic Advisor”** means a university teacher appointed as academic advisor by the concerned Dean.
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which minimum of sixteen (16) weeks and not exceeding eighteen (18) weeks duration including the end semester examination. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the end session examination. The contact hours during the Summer Session will be doubled to ensure that a course is completely taught with half of the duration compared with a regular (Fall or Spring) Semester.
- d. **“Commencement of Semester”** means the day of start of classes for the semester as prescribed in the Academic Calendar of the University.
- e. **“Contact Hour”** means the total number of lectures, tutorials and laboratory hours per week.
- f. **“Controller of Examinations”** means the Controller of Examination (COE) of the University.
- g. **“Credit Course”** means a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.

- h. **“Credit Hour”** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards would require contact of two-three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

NOTE: The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory / research work / Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.

- i. **“Cumulative Grade Point Average (CGPA)”** means the weighted average of the Grade Points earned for all the credit courses in all the semester attended.
- j. **“Dean”** means the Dean of a Faculty of the University.
- k. **“Department”** means a teaching department or an academy or an institute or a school or a centre or an affiliated institute of the University or an academic institution with which Riphah International the University has a valid Memorandum of Understanding.
- l. **“Faculty”** means the Faculty of the University.
- m. **“Grade Point”** means the points (numerical value) associated with each letter grade.
- n. **“Grade”** means the letter grade earned by a student in a course depending on his performance in that course.
- o. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The result of non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA/CGPA.
- p. **“Program”** means the undergraduate program leading to a degree, diploma, or certificate.
- q. **“Registrar”** means the Registrar of the University.
- r. **“Semester Grade Point Average (SGPA)”** shall mean the weighted average of the Grade Points earned for all the credit courses in a single semester.
- s. **“Student”** means a registered undergraduate student of the University.
- t. **“University”** means the Riphah International University.

5. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs aligned with the University, HEC Undergraduate Policy (amended from time to time) and any Standards/Guidelines of the respective Professional/Accreditation Body through the relevant Board of Studies and submit it through the concerned Board of Faculty to the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.
- b. The requirements of the program shall be completed within time period as prescribed for the program in its curriculum. However, maximum period of a 4 Years Degree program shall not exceed 6 Years and maximum period for a 5 Years program shall not exceed 9 years. Provided, in some compelling/extraordinary circumstances the Academic Council upon recommendations of concerned board of faculty may give extension maximum up to one more year.
- c. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

6. ORGANIZATION OF TEACHING

- a. Teaching in various courses shall be conducted in the University Departments or the constituent or the affiliated institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, clinical wards, and other methods of instructions as approved by the Academic Council.
- b. Teaching shall be conducted by the University teachers or by such other persons as may be declared to be the “teachers” by the University.
- c. English shall be the medium of instructions and thesis/examinations for all subjects except Oriental languages, in which case the medium of instruction shall be either the language itself or English. The medium of instruction for Islamiyat and such as other—i.e., Pakistan Studies such shall be either Urdu or English.

7. ADMISSION TO THE UNDERGRADUATE PROGRAM

- a. To be eligible for admission to a program, a candidate must have successfully qualified all the prerequisites including the number of years of schooling/ education. Each department shall define the eligibility criteria of its program and got it approved by from the Academic Council before offering the program.
- b. Anyone who has been rusticated or expelled by any university or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude, or punished by law shall not be eligible for admission.
- c. Each candidate shall make an application for admission on a prescribed form along with duly verified academic and other documents specified in the form.
- d. The admission shall be made on the basis of merit criteria prescribed by the University and/or relevant Professional/Accreditation body(s).

- e. Admission Committee for each department shall be constituted by the Dean of the Faculty concerned.
- f. The admission to Undergraduate program shall be finalized by the Dean and approved by the Vice Chancellor after a candidate has qualified in a written test and interview and recommended by the admission committee of the department concerned.
- g. The university reserves the right to cancel the admission of a student who has provided non-attested/unverified academic documents.

8. REGISTRATION AND ENROLLMENT

a. University Registration

- (i) A student seeking admission in a program of the University shall register himself/herself with the Registrar within the dates notified for registration, failing which he/she shall not be allowed appear in the terminal (University) examinations and his/her admission may be cancelled.
- (ii) The Registrar shall issue a University registration number to each student.

b. Semester Course Enrollment

- (i) The Department shall complete the semester course enrollment of students within two weeks before the commencement of a semester.
 - (ii) The student must have cleared his/her unpaid dues (if any) of the previous semester.
 - (iii) A student shall register for the courses offered by the department on the prescribed enrollment form in consultation with the Academic Advisor.
 - (iv) A regular student shall register a minimum of 9 credit hours and a maximum of 18 credit hours in a regular semester and up to maximum 8 credit hours in a summer session. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "D", "F" or "W" may be allowed to register. However, a student with a minimum CGPA 2.00, who was earlier on a relegation status, may be allowed to undertake new courses (up to maximum 8 credit hours) in a summer session, if offered by the department.
 - (v) If a student needs a maximum of 21 credit hours to complete his/her degree requirements, the Vice Chancellor on the recommendation of the Dean may allow the student to register for all the remaining courses.
 - (vi) The student shall deposit his/her semester dues according to the total number of registered credit hours before the commencement of semester.
- c. (vii) If a student fails to register the courses before the commencement of the semester, the Dean may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.

d. Add/Drop of Courses

- (i) A student may add or drop his/her enrolled course(s) or convert a credit course into a non-credit course or vice-versa within one week from the commencement of the semester on the recommendations of the Academic Advisor and approval of the concerned HoD.
- (ii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA or CGPA than the minimum requirement) may allowed by the Dean on recommendations of the Academic Advisor through the HoD.
- (iii) No add/drop may be allowed in Summer/Remedial Sessions.
- (iv) The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s), the amount shall be refunded or adjusted accordingly.
- (v) The Dean may allow add or drop of course(s) in the 2nd week after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.
- (vi) The Dean shall forward in the 3rd week from the commencement of the semester classes all the registration of course enrollment forms to the Controller of Examinations.

e. Freezing of Semester/Re-admission

- (i) A student dropping all the registered courses or choosing not to register in any course for a semester, shall be required to apply to his/her Dean for freezing of the same semester.
- (ii) No freezing shall be allowed in the first semester of registration and enrollment in the University and Department.
- (iii) The frozen semester shall be counted towards the maximum period allowed for completing the program.
- (iv) A student freezing a semester after two weeks of the commencement of semester shall be required to pay prescribed tuition fee and other dues. The already submitted tuition fee and other dues may be refunded or adjusted according to the refund policy of the University. In such a case all the dropped courses shall be given the withdrawal grade "W" and shall appear on the transcript.
- (v) The semester shall be frozen provided the student seeks the permission for the freezing of semester. This permission shall be valid for the semester in which the student has requested for freezing of semester.

- (vi) A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall be deemed to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/ session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay the prescribed reinstatement fee along with other dues of the semester/session.
- (vii) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD/In-Charge Undergraduate Programs. In such a case only 50% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester/session.

f. Transfer of Credits/Exemption of Courses

- (i) A student may be allowed to transfer the credit hours from other accredited Universities / Degree Awarding Institutes only at the time of admission to the University. The Dean shall constitute a committee to evaluate and recommend the transfer of credits. The Vice Chancellor shall endorse the acceptance of transferred credit hours.
- (ii) No credit of a course shall be transferred if the letter grade is less than C with minimum grade point of 2.00 on the 4.00 scale or the marks obtained are less than 60%.
- (iii) “A maximum of 50% of the total Credit Hours is required for completion of the program at the University may be allowed for transfer”.
(Ref.Riphah/Acad./08/GEN/1023, Dated 03-05-2023)
- (iv) The courses allowed to be transferred shall have at least 80% similarity of the course contents for the core courses on the current scheme of study of the program and for the elective courses, the Committee shall evaluate the courses and recommend the transfer on the basis of comparable and identical courses.
- (v) A candidate who has already earned a degree or other qualification from a recognized University/DAI with a lesser duration/studies as compared to that of the duration/studies of the program in which he/she intends to take admission, may be given exemption of studied courses and allowed to bridge his/her previous qualification with the required duration/studies of the desired program. The case of exemption shall also be dealt by a committee similar to as a committee on transfer of credit case.
- (vi) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned.

- (vii) The grade and the grade point of the transferred course shall not be used in calculating the SGPA and CGPA.
- (viii) The candidate shall be responsible for providing the migration certificate/NOC, and syllabi, letter grades and grade points of all the courses that he/she has qualified at the last University / DAI and shall meet all the admission requirements of the program.

9. EXAMINATIONS

- a. A student shall be evaluated in each course on the basis of periodical quizzes/ mid semester test(s)/ assignment(s)/ group discussion(s)/ presentations / project(s) during the semester and terminal (University) examination at the end of the semester. These (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. The weightage may be determined, based on the following guidelines:

Nature of Examination	Course With Lab	Course Without Lab
Quizzes	5 – 10%	5 – 15%
Mid Semester Examinations	20 – 30%	30 – 40 %
Assignments / Presentations	5 – 10%	5 – 10%
Practical / Project (if applicable)	10 – 20%	–
End Semester Examination	40 – 50%	40 – 50%

- b. In case a student joins a course after it has been started, he/she shall be responsible for any missed assignments and lectures.
- c. There shall be written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations in consultation with the Dean concerned.
- d. The faculty members/visiting teacher shall discuss all the sessional tests, assignments, quizzes, terminal examination papers and their evaluation with the students during the semester.
- e. A date-wise record of the attendance of students shall be maintained by each teacher.
- f. A student shall be eligible to appear in the end semester examination provided that:
 - (i) He/she has been on the rolls of the University during that semester.
 - (ii) He/she has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work (whatsoever may be the reason including medical and emergency situations) and completed the course work to the satisfaction of the department concerned.
 - (iii) The student falling short of the required percentage of attendance of lectures/ seminars/practical/laboratory/demonstrations, etc., shall not be allowed to appear in the end semester examination of the concerned course and shall be

treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade “W”.

- (iv) He/she has paid all the University dues including tuition fee / hostel fee etc. before the commencement of the end semester examination.
- g. A handicapped/ disabled (blind) student will be provided writer/amanuensis at the expense of the University on the recommendations of the Dean. The writer/ amanuensis shall be of a lower grade of education than the student. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- h. **Capstone Project**
- (i) The students of those departments where capstone project is a requirement for the program will be required to undertake a project of 3 to 6 credit hours and submit a report as a requirement for partial fulfillment of their programs in the relevant disciplines.
 - (ii) Each student shall perform his/her project work under the supervision of a person recommended by HOD and approved by the Dean.
 - (iii) Where necessary and desirable, a co-supervisor may also be appointed by the Dean.
 - (iv) The student shall be permitted according to the scheme of study of the program to select a topic of capstone project in consultation with supervisor.
 - (vi) The student is required to complete the project/thesis and submit his/her report/thesis for evaluation to the department through his/her supervisor within the stipulated time period.
 - (viii) The student shall pay such charges for use of facilities for project- as prescribed by the University from time to time. If a student is given extension in the period for completion of project, he/ she shall pay the fee/charges for the extended period and no fellowship or financial assistance shall be provided during the extended period.
- i. **Panel of Examiner**
- (i) A panel of examiners for evaluation of project report and conduct of viva-voce examination shall be recommended by the respective HOD and approved by the Dean.
 - (iii) The examiner shall evaluate the project report and conduct viva-voce examination of the student on the date and time given by the Dean of the faculty concerned in consultation with the COE.
 - (iv) In case, the project is adjudged inadequate by the examiner, he/she may reject the project report or ask the student to revise the same
 - (v)

- (vi) The result of the revised version as received from the Dean of the faculty concerned shall be declared and no further extension shall be granted in case the revised version of the project report has been rejected.
- (vii) After the viva-voce examination, the successful student shall submit e-copy of the project report to the department for onward transmission to the Controller of Examinations for declaration of result and Library for record.
- j. Each successful student shall be awarded the degree on successful completion of all the requirements of Undergraduate program.
- k. **Field Experience/Internship** - The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This is a mandatory degree award requirement of 3 credit hours for all undergraduate/equivalent degree programs.

10. GRADES, PROMOTIONS AND MERIT

- a. The academic work shall be evaluated on the basis of percentage marks obtained and the grade points according to the grading system as mentioned below. Relative grading system may be adopted where students are more than 20, as per guidelines provided by the HEC vide Annexure-I.

Each course shall carry 100 marks. The minimum passing marks for each course shall be 50%. Marks and grade points shall be calculated according to the following table.

Marks Obtained	Grade	Grade Point
90 and above	A+	4
80-89	A	4
78-79	A-	3.8-3.9
74-77	B+	3.4-3.7
70-73	B	3-3.3
68-69	B-	2.8-2.9
64-67	C+	2.4-2.7
60-63	C	2-2.3
58-59	C-	1.8-1.9
54 – 57	D+	1.4-1.7
50-53	D	1-1.3
Below 50	F	0
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

* To be increased by 0.1 for every 1 score above the minimum for the letter grade band.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- b. Marks will be rounded off for each course only once after adding in-semester and final examination marks. Marks would be rounded up / down from first decimal as under:
- (i) If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.
 - (ii) If first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.
- c. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:
- $$\text{SGPA} = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Points Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$
- $$\text{CGPA} = \frac{\sum \text{Course Credit Hours in all semesters (excluding W, I \& R)} \times \text{Grade Points Earned}}{\text{Total Credit Hours taken in all semesters (excluding W, I \& R)}}$$
- d. SGPA and CGPA shall be rounded off to second decimal when shown on the transcript and in record(s) of result.
- e. The result of student in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however be issued to each student showing percentage of marks, grade obtained in each course, SGPA and CGPA.
- f. Non-Credit course as defined in Clause 2(p) of these regulations shall not be counted in the SGPA and CGPA calculations.

g. Withdrawal of Course and Grade 'W'

- (i) A student shall be allowed to withdraw from a course 2 weeks before the end of the classes in the semester subject to the approval by the course teacher and Dean concerned. The withdrawn courses shall appear on the transcript with letter grade 'W'. For the courses with co-requisites (for example, courses with theory as well as lab work), if a student withdraws one component of such a course then it shall be deemed as he/she has withdrawn the whole course.
- (ii) No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
- (iii) The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes / tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentation(s)/project(s) during the semester/session and terminal examination at the end of the semester/session.
- (vi) He/she shall pay the dues for repeating the withdrawal course(s).

h. Grade 'F'

- (i) If a student fails to appear in the terminal examination of a course, he/she be treated as absent and failed.
- (ii) The minimum pass marks for each course shall be 50. A student obtaining less than 50 marks in any course shall be deemed to have failed in that course.
- (iii) The grade point for the Grade 'F' shall be 0 and it will be used in the SGPA and CGPA calculations.
- (iv) Whenever a student fails in a course, he/she shall repeat the course as soon as the course is offered to improve his/her grade. He/she is required to attend all the classes / tutorial and shall appear in all quizzes/ mid semester test(s)/ assignment(s)/group discussion(s)/presentations/project(s) during the semester and terminal examination at the end of the semester.
- (v) He/she shall pay the dues for repeating the failed course(s).

i. Grade 'I'

- (i) If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she be treated as absent and failed. However, in special circumstances, on the request of the student, the Dean of the Faculty concerned, on the recommendations of the teacher/supervisor concerned, may allow for the award of Grade 'I' to the student in a course provided that the attendance and other requirements of the course must have been completed by the student.
- (ii) No credits shall be given to the Grade 'I' and it shall not be used in the SGPA and CGPA calculations.

- (iii) The unfinished requirements must be met no later than the end of the next regular semester, otherwise it will automatically be changed to an “F”. It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of teacher/supervisor.

j. Repeating Courses

- (i) A student may be allowed to repeat a course in which he/she has obtained grade “D”, “F” or “W” to improve his/her grade of the course.
- (ii) A student is required to attend all the classes/tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentations/ project(s) during the semester and terminal examination at the end of the semester.
- (iii) He/she shall pay the dues for repeating the course(s).
- (iv) A course which is repeated in a subsequent semester(s)/session(s) shall be reflected in the transcript corresponding to the respective semester(s)/session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade “R” without changing the previous GPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the GPA/CGPA. Provided the new grade is lower than the previous grade then the previous grade shall retain as such; whereas the new (lower) grade shall be marked as “W” without affecting the GPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session. Provided also a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade “R” without changing the previous GPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous GPA/CGPA.
- (v) A student may be allowed to improve his/her CGPA by repeating course(s) after completion of the program with the approval of the Vice Chancellor on recommendations of the In-Charge/HOD through the Dean. Provided the maximum allowable time of the program is not over and that he/she has not been issued the degree. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).

k. Academic Deficiency

- (i) A student shall be required to maintain a minimum CGPA of 2.0 throughout the period of study.
- (ii) At the end of every **regular** semester, a probation warning is issued to the student if the CGPA of the student falls below 2.0. However, if a student cannot earn a minimum GPA of 1.0 in the first semester, then he/she shall

be dismissed from the program. In case GPA of a student in the first semester falls below 1.5 but equal to or above 1.0 then he/she shall be given a serious warning (the last chance to attain a semester GPA of 2.0 or above). A student on serious warning shall be dismissed from the program if he/she fails to achieve minimum semester GPA of 2.0.

- (iii) A student with a warning probation cannot register courses in the subsequent semester without the approval of the Dean.
- (iv) After each regular semester, if the CGPA of a student is less than the 2.0, the probation count increases by one.
- (v) If the CGPA of the student equals or exceeds 2.0, the probation count becomes zero.
- (vi) If the probation count of a student becomes three (3), he/she shall be relegated. A relegated student shall not be allowed to register any new course(s) and only re-register his/her repeatable courses. During relegation he/she shall have to maintain a minimum SGPA of 2.00. To remove the relegation status he/she shall have to earn a minimum CGPA of 2.00. The relegation period shall be counted towards the maximum period allowed for the program. However, in programs where teaching is carried out on the basis of even/odd semesters due to one-time admission, the academic deficiency rules shall be applied at the end of each year instead of end of regular semester whenever CGPA is less than 2.00.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018).

1. **Zulfiqar Gold Medal**

A student obtaining overall first position in the batch shall be awarded a Certificate of Merit and Zulfiqar Gold Medal provided that;

- (i) He/she has obtained maximum CGPA in the batch but not less than 3.5.
- (ii) He/she must have obtained Grade 'C' or above in all the courses throughout the program.
- (iii) He/she has not repeated or withdrawn any course or opted I grade during the duration of his/her program.
- (iv) He/she has not been punished on disciplinary grounds.
- (v) He/she has completed the entire requirements of the program at the same department and campus of the University as a regular (non-transferred/non-migrated) student within the minimum prescribed and stipulated time period.

m. **Chancellor Gold Medal**

A student shall be awarded a Certificate of Merit and Chancellor Gold Medal provided that;

- (i) He/she obtains maximum CGPA but not less than 3.5.

- (ii) He/she must have obtained Grade 'C' or above in all the courses throughout the program.
- (iii) He/she has not repeated or withdrawn any course or opted I grade during the duration of his/her program.
- (iv) He/she has not punished on disciplinary grounds.
- (v) He/she has completed the entire requirements of the program at the same department and campus of the University as a regular (non-transferred/non-migrated) student within the minimum prescribed and stipulated time period.
- (vi) The overall performance shall be calculated as follows:
 - Academic Performance 70%
 - Co-Curricular Activities 15%
 - Extra-Curricular Activities 15%
- (vii) The Co-Curricular Activities shall include:
 - Research publications
 - Academic Competitions and Exhibitions
- (viii) The Extra-Curricular Activities shall include (but not limited to the list below):
 - Debates
 - Quiz Competition
 - Essay Writing Competition
 - Participation in Social/Relief Service (must provide a certificate)
 - Event Management
 - Qira'at / Naat Competition
 - Hifz-e-Qur'an

n. **Vice Chancellor's List**

A student shall be included in the Vice Chancellor's List for a semester provided that;

- (i) He/she has obtained the SGPA of 3.7 or more in a regular semester.
- (ii) He/she has not repeated any course.
- (iii) He/she has not been punished on disciplinary grounds.

o. **Dean's List**

A student shall be included in the Dean's List for the semester provided that;

- (i) He/she has obtained the SGPA of 3.5 or more in a regular semester.
- (ii) He/she has not repeated any course.
- (iii) He/she has not been punished on disciplinary grounds.

p. **Re-Checking of Answer Books**

- (i) There shall be no re-assessment and re-evaluation of the answer books.
- (ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, Dean of the concerned department and the Controller of Examination, within one month from the date of declaration of the result.
- (iii) Errors or omissions, if any, shall be rectified.

11. FEES AND OTHER DUES

Each student shall be required to pay tuition fee and such other charges as may be determined by the Department and approved by the University from time to time.

----- End Undergraduate Level Academic Regulations -----



Chapter 2

Academic Regulations for
MS/M.Phil
Programs

**Related to the Admissions,
Registrations and Examinations.**

5th Revision
Revised 2024
Version 2.1

APPROVED BY 29th BOARD OF GOVERNORS (BOG)
Dated April 24, 2024

Effective for and from the Intake Session Fall 2023.
The Previous Batches Shall be Governed by their Corresponding Regulations.

HISTORY

Approved 2007 on February 07, 2007.
1st Revision 2009 on August 18, 2009.
2nd Revision 2010 on November 23, 2010.
3rd Revision 2015 on June 23, 2015.
4th Revision 2023 on May 29, 2023.

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The Academic Regulations of MS/M.Phil/Equivalent Programs

(Revised 2024, Version 2.1)

1. PREAMBLE

The Riphah International University shall offer courses leading to the degrees of Master of Science, abbreviated as MS, or Master of Philosophy, abbreviated as M.Phil or otherwise as prescribed for in the subjects provided in the schedule and introduced from time to time. Applications for admission to various courses of study shall be invited and admission shall be made on the basis of merit.

2. SUPERSEDE

Wherever applicable the regulations prescribed from time to time by the Higher Education Commission (HEC) and other professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Veterinary Medical Council (PVMC), Pakistan Nursing Council (PNC), Allied Health Professionals Council (AHPC) etc. shall supersede.

3. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject of context:

- a. **“Academic Advisor”** means a university teacher appointed as academic advisor by the concerned Dean.
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which shall normally be 16-18 weeks including 1-2 weeks for the terminal examinations of the semester. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the terminal examinations of the session. The contact hours per week during a Summer Session will be doubled to ensure that a course is completely taught with half of the duration as compared with a regular (Fall/Spring) Semester.
- d. **“Adjunct Faculty”** A contractual faculty member, temporary or part-time, hired outside their fulltime profession such as researchers and scientists at any R&D or public/private sector organization, by educational institutions, typically colleges or universities, to teach specific courses or provide instructional support.
- e. **“Board of Advanced Studies and Research (BASR)”** means the Board of Advanced Studies and Research (BASR) of the University.
- f. **“Commencement of Semester/Session”** means the day of start of classes for the semester/session as prescribed in the Academic Calendar of the University published from time to time.
- g. **“Controller of Examinations (COE)”** means the Controller of Examination (COE) of the University.

- h. **“Credit Course”** means a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.
- i. **“Credit Hour”** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards would require contact of two-three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.
- NOTE:** The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory / research work / Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.
- j. **“Cumulative Grade Point Average (CGPA)”** means the weighted average of the Grade Points earned for all the credit courses in all the semester attended.
- k. **“Dean”** means the Dean of a Faculty of the University.
- l. **“Department”** means a teaching department, an academy, an institute, a college, a school, a centre of the University with whatsoever name called, or an affiliated college/institute of the University, or an academic institution with which the University has a valid Memorandum of Understanding.
- m. **“Faculty”** means the Faculty of the University.
- n. **“Grade Point”** means the points (numerical value) associated with each letter grade.
- o. **“Grade”** means the letter grade earned by a student in a course depending on his/her performance in that course.
- p. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA/CGPA.
- q. **“Prescribed”** means prescribed by the Statues, Regulations and Rules of the University.
- r. **“Program”** means an MS/MPhil level program leading to a degree, diploma, or certificate.
- s. **“Registrar”** means the Registrar of the University.
- t. **“Semester Grade Point Average (SGPA)”** means the weighted average of the Grade Points earned for all the credit courses in a single semester.

- u. **“Student”** means a registered of student enrolled in MS/MPhil level program of the University.
- v. **“Synopsis”** means a written research proposal to be submitted by the student in partial fulfillment of the program.
- w. **“Thesis”** means a written report resulting from original research to be submitted by the student in partial fulfillment of the program.
- x. **“University”** means the Riphah International University.
- y. **“Vice Chancellor”** means the Vice Chancellor of the University.

4. **ADMISSION TO THE MS/M.PHIL LEVEL PROGRAM**

- a. To be eligible for admission to the MS/M.Phil level program, a candidate:
 - (i) shall possess a bachelor’s or master’s degree of minimum of 16 years of schooling or an equivalent qualification in the relevant discipline from a recognized University/Degree Awarding Institute (DAI).
 - (ii) The candidate must have passed the University/Departmental admission test in the subject or equivalent test conducted by an authorized/recognized body of the Higher Education Commission (HEC) of Pakistan for admission in the program with a passing score of minimum 50%
 - (iii) shall have obtained a minimum cumulative grade point average (CGPA) of 2.00 on the 4.00 scale in the semester system or a minimum of 50% marks in the annual system in the last qualifying degree. However, a department may make more stringent criteria for any of its programs under prescribed manners.

b. Intradisciplinary¹ Qualifications

The intradisciplinary admission may only be allowed, if:

- i. The university/HEI policy allows, and
- ii. The applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.
- iii. The applicant has passed GRE-Subject/equivalent test² with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
- iv. The admission committee is satisfied that the applicant’s knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).
- v. In case the admission committee prescribes any deficiency courses, the student shall first complete the same as a pre-requisite before starting the normal coursework.
- vi. Anyone who has been rusticated or expelled by a University/DAI or college for misconduct or for use of unfair means in the examinations or for any offence involving moral turpitude shall not be eligible for admission in any program of the University.

- vii. Each candidate shall make an application for admission in response to an advertisement by the University/Department on a prescribed form along with the duly verified/attested documents specified in the form.
- a. The admission to the program shall be made on the basis of cumulative merit to be determined from the previous academic record and prescribed written test. Moreover, the department offering admission may add interview
- viii. Each department shall have a Graduate Admissions Committee for its program(s). The committee shall suggest criteria for admission from time to time and accept, scrutinize and evaluate the applications for admission, determine merit, finalize and recommend admissions for approval of the Dean for each intake session. Admission in a program shall be based only on criteria approved by the BASR and duly endorsed by the Academic Council.
- ix. The admission committee shall be approved by the Vice Chancellor on recommendations of the Dean. The committee shall consist of the following and the quorum for a meeting of the committee shall be minimum three (3):

1	Chairman/ Convener	HOD/In-Charge Postgraduate Programs.
2	Member-I	One faculty member of the department preferably with PhD qualification to be nominated by the HOD/In-Charge Postgraduate Programs.
3	Member-II	One faculty member of the department preferably with PhD qualification to be nominated by the Dean.
4	Member-IV	One faculty member of the department preferably with PhD qualification to be nominated by the Vice Chancellor

5. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs by the relevant Board of Studies and submit it through the concerned Board of Faculty to the BASR and the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.
- b. A program shall comprise of a minimum of 24 credit hours of the coursework and of a minimum of 6 credit hours of research work. The research work shall be mandatory for the award of research degrees. However, the Vice Chancellor may allow a coursework of a minimum of 6 credit hours in lieu of the research work on recommendation of the concerned Dean.
- (Ref.Riphah/Acad./08/4909, Dated 16-08-2018).
- c. The requirements for the program shall be completed within the time period as prescribed for the program in its curriculum. However, the minimum time period shall be 1.5 years and maximum 04 years.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018).

- d. In case a student is unable to secure an MS/MPhil within the prescribed timeframe and claims for extension in duration, the Vice Chancellor may constitute a committee to determine the causes of delay and make its recommendations to BASR. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.
- e. The teacher concerned shall issue the course outline to the students, which normally includes the objectives of the course, course contents and their weekly lecture schedules, assessments and evaluations criteria, attendance policy, reading material and any other information important for successful completion of the course.
- f. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

6. REGISTRATION AND ENROLLMENT

a. University Registration

- (i) A student seeking admission in a program shall register himself/herself through his/her department with the Registrar within the dates notified for registration, failing which he/she shall not be allowed to appear in the terminal (University) examinations and his/her admission may be declared as cancelled.
- (ii) The Registrar shall issue a University registration number to each student.

b. Course Registration and Semester Enrollment

- (i) The department shall complete the course registration and semester enrollment of its students within two weeks before the commencement of a semester/ session.
- (ii) A student shall register for the courses offered by the department on a prescribed Course Registration and Semester Enrollment Form in consultation with his/her Academic Advisor.
- (iii) A regular student shall register a minimum of 6 credit hours and a maximum of 12 credit hours in a regular Fall/Spring semester and a maximum of 6 credit hours or 2 courses in a summer session, if offered by the department. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "C" or "F" may be allowed to register. However, a student may be allowed to undertake a course with grade "W" in a summer session only with the permission of the Dean on recommendations of the academic advisor through the HOD/In-Charge Postgraduate Programs.
- (vi) The student shall deposit his/her fees and dues of a semester/session before commencement of the semester/session. The course registration and semester enrollment form shall not be accepted if the student has any outstanding fees and dues of previous semester/session.
- (v) If a student fails to register the courses before the commencement of the semester, the Dean on recommendations of the Academic Advisor through HOD/In-Charge Postgraduate Programs may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fee as prescribed by the Department and approved by the University from time to time.

c. Add/Drop of Courses

- (i) A student may add or drop his/her enrolled course(s) on the recommendations of the Academic Advisor and approval of the concerned HoD/In-Charge Postgraduate Programs within one week of the commencement of semester.

- (ii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA and/or CGPA than the minimum requirement) may be allowed by the Dean on recommendations of the Academic Advisor through the HoD/In-Charge Postgraduate Programs.
- (iii) Add/drop may not be allowed in a summer session.
- (iv) The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s) the amount paid shall be refunded or adjusted according to the refund policy of the University.
- (v) In very special and compelling circumstances the Dean may allow a student on recommendations of the Academic Advisor through the HOD/In-Charge Postgraduate Programs to add or drop of course(s) within the second week of the commencement of semester.

d. Freezing of Semester/Readmission

- (i) A student dropping all the registered courses or choosing not to register in any course for a semester up to first two weeks of commencement of a semester shall be required to apply to his/her Dean for freezing of the same semester only.
- (ii) No freezing shall be allowed for the first semester of registration and enrollment in the University and the Department and for an offered summer session.
- (iii) The frozen semester(s) shall be counted towards the maximum period allowed for completing the program.
- (iv) A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall deem to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/ session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay the prescribed reinstatement fee along with other dues of the semester/session.
- (v) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD/In-Charge Postgraduate Programs. In such a case only 50% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester/session.

e. Transfer of Credit/Exemption of Courses

- (i) A candidate may be allowed to transfer his/her credit hours earned from any other recognized/accredited University/Degree Awarding Institute (DAI) on his/her request along with the admission application to the Department/University.
- (ii) The transfer of credit application shall be evaluated by a committee of the Department on Transfer and Equivalence constituted by the concerned Dean. The committee shall consist of three senior teachers of the department including the HOD/In-Charge Postgraduate Programs as the Chairman. The committee may co-opt one more expert/member, if so desired for a case. The committee shall make its recommendations to the Dean for approval. The Vice Chancellor shall endorse the acceptance of transferred credit hours on behalf of the BASR and Academic Council.
- (iii) No credit of a course shall be transferred if the letter grade is less than B (normally with a minimum grade point of 3.00 on the 4.00 scale) earned in the examination under semester system or with a minimum of 60% marks obtained in the annual system.
- (iv) “A maximum of 50% of the total Course Work is required for completion of the program at the University may be allowed for transfer.”

(Ref.Riphah/Acad./08/GEN/1023, Dated 03-05-2023)

- (v) The transfer shall normally be sought out on course-by-course basis. The transferable courses corresponding to the core courses of the program shall have at least 80% similarity of the course contents/syllabi on the current scheme of study of the program. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programs.
- (vi) A candidate who has already earned a degree or other qualification from a recognized University/DAI with a lesser duration/studies as compared to that of the duration/studies of the program in which he/she intends to take admission, may be given exemption of studied courses and allowed to bridge his/her previous qualification with the required duration/studies of the desired program. The case of exemption shall also be dealt by a committee similar to as a committee on transfer of credit case.
- (vii) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned.
- (viii) The grade and the grade point of the transferred courses shall not be used in calculating the SGPA and CGPA.
- (ix) The candidate shall be responsible for providing the migration certificate/NOC, syllabi of courses, letter grades and the grade points of all the courses that he/she has qualified/earned at the previous University/DAI and shall meet all the admission requirements of the program.

- (x) No credit of the work completed at other University/DAI shall be transferred if it is earned at the same time of enrollment in the courses of the program.

7. EXAMINATIONS OF COURSEWORK AND ATTENDANCE

- a. A student shall be evaluated in each course on the basis of periodical quizzes, test(s), assignment(s), individual/group presentations, group discussion(s), project/laboratory reports and/or otherwise as prescribed during the semester/session and the terminal examination covering the whole course at the end of the semester/session. The examinations/assessments shall be oral and/or in writing. Each course shall carry 100 marks, out of which 60% shall normally cover class work including the periodic evaluations and 40% for the terminal examination.
- b. The minimum pass marks for each course shall be 60%, which shall be the aggregate of the marks obtained during the semester/session and of the terminal examinations.
- c. If a student absents himself/herself in a class quiz, test, etc. for any reason, no separate examinations/assessment will be arranged for him/her and he/she shall be awarded zero marks for that examinations/assessment.
- d. There shall be written examination for each course at the end of each semester/session on the dates fixed by the COE in consultation with the Dean.
- e. A student shall be allowed to appear in the examination provided that he/she:
 - (i) has been on the rolls of the University during that semester/session.
 - (ii) has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work and completed the course work to the satisfaction of the department concerned.
 - (iii) has paid all prescribed fees and dues of the semester/session before the commencement of the terminal examinations.
 - (iv) The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory demonstrations etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade "W".

8. EVALUATION, GRADES, ACADEMIC STANDING AND MERIT

a. Grades, Grade Points and Calculation of Grade Point Average

- (i) The academic work shall be evaluated on the basis of percentage marks obtained and the grade points according to the following grading system. Relative grading system may be adopted where students are more than 20 as per guidelines provided by the HEC vide Annexure-I.

READY RECKONER FOR CALCULATING
GRADE POINT
BASED ON LETTER GRADES AND
CORRESPONDING NUMERICAL GRADES

Marks Obtained	Grade	Grade Point
90 and above	A+	4
80-89	A	4
78-79	A-	3.8 - 3.9
74-77	B+	3.4 - 3.7*
70-73	B	3 - 3.3*
68-69	B-	2.8 - 2.9*
64-67	C+	2.4 - 2.7*
60-63	C	2 - 2.3*
Less than 60	F	-
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

* To be increased by 0.1 for every 1 score above the minimum for the letter grade band.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- (ii) Marks will be rounded for each course only once after adding the during semester/session marks and the terminal examinations marks. Marks would be rounded up / down from first decimal in such a way that if first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70. And if first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.
- (iii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$\text{SGPA} = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Point Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$

$$\text{CGPA} = \frac{\sum \text{Course Credit Hours in all Semesters (excluding W, I and R)} \times \text{Grade Point Earned}}{\text{Total Credit Hours taken in all Semesters (excluding W, I and R)}}$$

- (iv) SGPA and CGPA shall be rounded off to the second decimal when shown on the transcript and in record(s) of result.

b. Withdrawal from a Course

- (i) A student may be allowed to withdraw from a course or all of the courses after the add/drop of courses period up to two weeks before the end of the classes of the semester/session subject to approval of the Dean upon recommendations of the teacher concerned through the HOD/In-Charge Postgraduate Programs.
- (ii) For the courses with co-requisites (for example, courses with theory as well as lab work), if a student withdraws one component of such a course then it shall be deemed as he/she has withdrawn the whole course.
- (iii) No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
- (iv) The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes/tutorials and shall participate in all the quizzes, test(s), assignments, etc. during the semester/session and in the terminal examinations at the end of the semester/session as such.
- (v) The student shall pay the prescribed fees and other dues of the withdrawn course(s) for the semester/session.

c. Grade 'I'

- (i) If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she shall be treated as absent and failed in the course. However, in special circumstances, on the request of the student, the Dean on the recommendations of the concerned teacher/supervisor through the HOD/In-Charge Postgraduate Programs may allow for the award of Grade 'I' to the student in the course, provided that the attendance and other requirements of the course have already been completed.
- (ii) No credits shall be given to the Grade 'I' and it shall not be used in the SGPA and CGPA calculations.
- (iii) The unfinished requirements must be fulfilled on as early as possible basis but before the end of the very next regular semester, otherwise it shall automatically be changed to an "F". It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of the concerned teacher/supervisor.

d. Repeating a Course

- (i) A student may be allowed to repeat a course in which he/she has obtained grade "C" or "F". A maximum of twelve (12) credit hours of coursework may be allowed to a student to repeat for improvement of his/her grade.
- (ii) The student repeating a course shall be required to register the course as a regular course and shall attend all the classes and appear in all the examinations during the semester/session and the terminal examinations of the course.

- (iii) The course repeated in a subsequent semester(s)/session(s) shall be shown in the transcript corresponding to the respective semester(s)/session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade “R” without changing the previous SGPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the SGPA/CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained as such; whereas the new (lower) grade shall be marked as “W” without affecting the SGPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session.
- (iv) If a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade “R” without changing the previous SGPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous SGPA/CGPA.
- (v) A student may be allowed to improve his/her CGPA or to register for thesis / additional courses, after completion of the program within the very next regular semester on the recommendations of the HOD/In-Charge Post-Graduate Programs/ Dean **duly approved by Vice-Chancellor**. Provided the maximum allowable time of the program is not over and that he/she has not been issued the award. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- (vi) The letter grade “W” assigned to a course shall not be replaced by any other letter grade upon repeating/substitution of the course.

e. **Academic Deficiency**

- (i) A student shall be required to maintain a minimum CGPA of 2.50 throughout the period of study of the program. Whenever the CGPA falls below 2.50 the student shall be given an academic warning for the next semester and this effect shall be published on his/her semester result. Maximum two academic warnings— viz., (1) the “First Probation” and (2) the “Last Probation” shall be allowed. If the CGPA of a student falls below 2.50 for the third time during the period of study of the program, he/she shall be dismissed from the program.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- (ii) A student on a probation status shall not be allowed to register the courses of the subsequent/advanced semester unless otherwise permitted by the Dean on recommendations of the Academic Advisor through the HOD/In-Charge Postgraduate Programs.

f. **Merit Certificates and Distinction Awards**

- (i) A student obtaining overall first position in his/her batch of **minimum 5 students** shall be awarded a Certificate of Merit and the Chancellor's Gold Medal provided that he/she obtains a minimum **CGPA of 3.75**, and has not failed in or has not repeated any course or opted for I grade, has not been punished on disciplinary grounds and has completed the entire requirements of the program within the minimum stipulated time period of the program **with no lower than grade 'C' in any course.**

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- (ii) A student with transfer of credit/exemption of course shall not be considered to compete for the gold medal.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

g. **Re-Checking of Answer Books**

- (i) There shall be no re-assessment and/or re-evaluation of the answer books.
- (ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, HOD/In-Charge Postgraduate Programs of the concerned department and the Controller of Examinations, within one month from the date of declaration of the result.
- (iii) Errors or omissions, if any, shall be rectified.

9. **REGISTRATION/ENROLLMENT OF RESEARCH WORK, DEVELOPMENT OF SYNOPSIS, APPOINTMENT OF SUPERVISOR**

- a. The student shall prepare a synopsis (research proposal) of his/her research work in consultation with the (proposed) supervisor within a period of one month of registration and enrollment for research. The synopsis shall normally be prepared after successful completion of the coursework. The synopsis shall include the topic of research, the name and consent of the (proposed) supervisor and the time period for submission of the thesis within the prescribed time limits.
- b. The student shall submit his/her synopsis with the assent of the supervisor to the concerned HOD/In-Charge Postgraduate Studies for consideration and permission of the departmental Research Ethics Committee (REC). The REC shall forward its recommendations to the Dean within fifteen days of submission of the synopsis.
- c. The synopsis shall be forwarded to the Registrar by the Dean for approval of the BASR.
- d. A co-supervisor may also be appointed by the BASR if the research work involves or becomes interdisciplinary or other particular circumstances so desire. In either case the specific roles and responsibilities of the co-supervisor shall be provided for consideration of the BASR.

- e. The supervisor and co-supervisor shall possess PhD/ MS/MPhil (or equivalent) qualification or as prescribed by accreditation bodies (PMDC/PEC/PCP etc.)

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- f. The time limits of the research work shall be counted from the date of approval of the synopsis by the BASR.

- g. It is mandatory to register minimum of 03 credit hours of research work in each semester. If all credits have been registered and thesis is still not complete then a continuation credit of 01 Hour should be registered to remain enrolled in the program. The research work shall appear in the transcript of the student with the approved title of research work, credit hours and the letter grade earned. The grade shall be used in calculating the CGPA. The continuation Credit hour shall not be counted in calculation of GPA.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018).

- h. The student shall deposit the prescribed fees and dues on account of registration/ enrollment and examinations of his/her research work on the semester/session basis to maintain his/her candidature for the research work for the given semester/session.
- i. If the student fails to complete his/her research work within the stipulated time, the Dean may permit on recommendation of the supervisor through the HOD/In-Charge Postgraduate Programs extension(s) in the period for completion of the research work, provided the extension(s) shall not go beyond the maximum time period of the program. Provided also that the student shall deposit the prescribed fees and dues for the extended period(s).
- j. In case a major/entire change in the approved research topic/subject is required the case shall be considered afresh. The reason of change and the change shall be forwarded to the BASR for consideration and approval following the due procedures. However, time limits of the program shall not be changed in any case.

10. THESIS

The student shall present his/her research work in the form of a written thesis. The thesis shall comply with the following conditions:

- a. It shall be certified and signed by the supervisor and the co-supervisor (if any) that the contents mentioned are accurate to the best level.
- b. It shall not include the research work for which a degree has already been conferred by this University or by any other University/DAI.
- c. It shall be written in English for all subjects except the oriental languages, in which case it shall be either the language itself or English, or otherwise as approved by the BASR on recommendations of the supervisor forwarded by the Dean.
- d. It shall have the format, writing, referencing, paper, binding and other related matters as approved by the BASR from time to time.

11. THESIS EXAMINATIONS

- a. There shall be standing list of external examiners (not in service of the Department) for research examinations for each department consisting of the persons of eminence in the respective field of research. The list shall be suggested from time to time by the concerned Board of Studies and Board of Faculty to the BASR for approval.
- b. The student shall submit an electronic copy of the thesis upon completion through his/her supervisor to the HOD/In-Charge Postgraduate Studies for plagiarism check.
- c. After getting clearance of plagiarism check, the student shall submit four (spiral/ tape bound) copies of his/her complete thesis to the COE through his/her supervisor and the department for the evaluation by an external examiner and for the thesis defense (viva-voce) examination.
- d. The Supervisor shall inform the COE through the department about the date of viva-voce examination and suggest two to three names of external examiners from the approved list.
- e. The COE shall forward one copy of the thesis to one of the external examiners (as approved by the Vice Chancellor) along with the information related to the date, time and venue of the viva-voce examination.

The viva-voce examination committee shall comprise of the external examiner, the HOD/In-Charge Postgraduate Programs and the Dean. The supervisor shall be the facilitator of the viva-voce examination committee.

- f. After the viva-voce examination and incorporating corrections suggested by the viva-voce examination committee, the student shall submit soft final copy of the thesis to his/her supervisor. The supervisor shall then submit the final approved copy of the thesis to the Information Service Department for keeping a record on a centralized online portal and a certificate of thesis completion to the COE...

12. FEES AND OTHER DUES

Each student shall be required to pay tuition fee and such other charges as may be determined by the Department and approved by the University from time to time.

----- **End MS/M.Phil Academic Regulations** -----



Chapter 3

Academic Regulations for
Ph.D
Programs

**Related to the Admissions,
Registrations and Examinations.**

5th Revision
Revised 2024
Version 2.1

APPROVED BY 29th BOARD OF GOVERNORS (BOG)
Dated April 24, 2024

Effective for and from the Intake Session Fall 2023.
The Previous Batches Shall be Governed by their Corresponding Regulations.

HISTORY

Approved 2007 on February 07, 2007.
1st Revision 2009 on August 18, 2009.
2nd Revision 2010 on November 23, 2010.
3rd Revision 2015 on June 23, 2015.
4th Revision 2023 on May 29, 2023.

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The Academic Regulations of Ph.D Level Programs

(Revised 2024, Version 2.1)

1. PREAMBLE

In pursuance of 7(1)(c) of Schedule, the First Statutes of the Riphah International University, Islamabad Ordinance, October 2002, the following Regulations are prescribed to govern the matters relating to the admissions, registrations and examinations for the PhD level programs.

2. SUPERSEDE

Wherever applicable the regulations prescribed from time to time by the Higher Education Commission (HEC) and other professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Veterinary Medical Council (PVMC), Pakistan Nursing Council (PNC), etc. shall supersede.

3. SHORT TITLE, COMMENCEMENT AND APPLICATION

- a. These Regulations shall be called the Riphah International University Islamabad PhD Regulations 2007 (Revised 2015).
- b. The Riphah International University shall offer a program leading to the degree of Doctor of Philosophy, abbreviated as PhD, in the subjects provided in the schedule and introduced from time to time.
- c. These shall apply to PhD candidates admitted in a post-graduate Department/Center, Institute or affiliated college of the Riphah International University.

4. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject of context:

- a. **“Academic Advisor”** means a university teacher appointed as academic advisor by the concerned Dean.
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which shall normally of 16-18 weeks including 1-2 weeks for the terminal examinations of the semester. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the terminal examinations of the session. The contact hours per week during a Summer Session will be doubled to ensure that a course is completely taught with half of the duration as compared with a regular (Fall/Spring) Semester.
- d. **“Board of Advanced Studies and Research”** means the Board of Advanced Studies and Research (BASR) of the University.

- e. **“Commencement of Semester/Session”** means the day of start of classes for the semester/session as prescribed in the Academic Calendar of the University published from time to time.
- f. **“Controller of Examinations”** means the Controller of Examination (COE) of the University.
- g. **“Credit Course”** means a course of study, successful completion of which shall be the requirement for award of the degree. The grade obtained in a credit course shall appear on the transcript.
- h. **“Credit Hour”** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards would require contact of two-three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

NOTE: The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory / research work / Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.

- i. **“Cumulative Grade Point Average (CGPA)”** means the weighted average of the Grade Points earned for all the credit courses in all the semester attended.
- j. **“Dean”** means the Dean of a Faculty of the University.
- k. **“Department”** means a teaching department, an academy, an institute, a college, a school, a centre of the University with whatsoever name called, or an affiliated college/institute of the University, or an academic institution with which the University has a valid Memorandum of Understanding.
- l. **“External Examiner”** means a subject expert (outside the University or any of its departments) to evaluate the thesis and/or to take the viva-voce examinations of research student of the program.
- m. **“Faculty”** means the Faculty of the University.
- n. **“Grade Point”** means the points (numerical value) associated with each letter grade.
- o. **“Grade”** means the letter grade earned by a student in a course depending on his/her performance in that course.
- p. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA/CGPA.
- q. **“Prescribed”** means prescribed by the Statues, Regulations and Rules of the University.

- r. “**Program**” means a PhD level program leading to a degree, diploma, or certificate.
- s. “**Registrar**” means the Registrar of the University.
- t. “**Semester Grade Point Average (SGPA)**” means the weighted average of the Grade Points earned for all the credit courses in a single semester.
- u. “**Student**” means a registered of student enrolled in PhD level program of the University.
- v. “**Synopsis**” means a written research proposal to be submitted by the student in partial fulfillment of the program.
- w. “**Thesis**” means a written report resulting from original research to be submitted by the student in partial fulfillment of the program.
- x. “**University**” means the Riphah International University.
- y. “**Vice Chancellor**” means the Vice Chancellor of the University.

5. **ADMISSION TO THE PROGRAM**

- a. To be eligible for admission to the program, a candidate shall possess MS/MPhil or its equivalent degree with a minimum cumulative grade point average (CGPA) of 3.0 on the 4.0 scale or minimum of 60% marks (in the annual system) in a relevant discipline from a recognized University/ Institution. However, a department may make more stringent criteria for any of its programs under prescribed manners.
- b. The candidate must have carried out and successfully defended at least 6 credit hours of research work with dissertation/thesis in MS/MPhil or its equivalent degree. **Candidates with non-research MS/MPhil degree will be required to qualify a research work equivalent to 3 Cr Hrs. as proposed by the concerned faculty. The Cr Hrs. will not be counted towards calculation of GPA/CGPA.**

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

The candidate must have passed securing 60% marks in the University / Departmental admission test in the subject or equivalent test conducted by an authorized / Recognized body of the HEC for admission in the program.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018)

- c. The admission to a program shall be made on the basis of cumulative merit to be determined from the previous academic record, prescribed written test and interview.
- d. Anyone who has been rusticated or expelled by a university, degree awarding institute or college for misconduct or for use of unfair means in the examinations or for any offence involving moral turpitude shall not be eligible for admission in any program of the University.

- e. Each department shall have a Graduate Admissions Committee for its program(s). The committee shall suggest criteria for admission from time to time and accept, scrutinize and evaluate the applications for admission, determine merit, finalize and recommend admissions for approval of the Dean for each intake session. Admission in a program shall be based only on criteria approved by the BASR and duly endorsed by the Academic Council.
- f. The committee shall be approved by the Vice Chancellor on recommendations of the Dean. The committee shall consist of the following and the quorum for a meeting of the committee shall be minimum three (3) members:

1	Chairman/ Convener	HOD/In-Charge Postgraduate Programs of the department.
2	Member-I	One faculty member of the department of the relevant field preferably with PhD qualification to be nominated by the HOD/In-Charge Postgraduate Programs.
3	Member-II	One faculty member of the department of the relevant field preferably with PhD qualification to be nominated by the Dean.
4	Member-IV	One faculty member of the department preferably with PhD qualification to be nominated by the Vice Chancellor.

- g. The candidate shall submit an application for admission in the program to the concerned department on a prescribed form (along with the documents specified in the form) in response to an admission advertisement by the University/Department.
- h. As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspeciality in which the applicant is interested. A statement of purpose shall, at least, include the following:
- i. Title of the potential research proposal
 - ii. Clear articulation of the current understanding of the intended field and ideas for potential research
 - iii. Explanation of the intended impact of the proposed research
 - iv. The prospective candidates shall demonstrate passion and enthusiasm for the area of research.
- i. All applications received in the department shall be periodically considered by the Graduate Admission Committee of the department.
- j. The Graduate Admission Committee shall also recommend on request of the candidate, a proposed Supervisor (with his/her written consent to supervise the candidate) at the time of admission in the program.

- k. The selected candidate shall be issued an admission offer letter by the department. After receiving the admission offer letter, the candidate shall be required to pay the prescribed admission and other fees within the stipulated time period for confirmation his/her admission in the program, failing which his/her candidature shall be cancelled.

6. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs through the relevant Board of Studies and submit it through the concerned Board of Faculty to the BASR and the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.
- b. A program shall normally comprise of a minimum of 18 credit hours of the coursework and of a minimum of 30 credit hours of research work. The research work shall be mandatory for the conferment of the award.
- c. The requirements for the program shall be completed within the time period as prescribed for the program in its curriculum. The minimum time period shall be 03 years and **maximum 06 years. However, BASR may allow extension in 06 months segments up to two years on recommendations of Supervisor, HOD and Dean.**

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

(for exceptions please refer to point 9 h.)

- d. The teacher concerned shall issue the course outline to the students, which normally includes the objectives of the course, course contents and their weekly lecture schedules, assessments and evaluations criteria, attendance policy, reading material and any other information important for successful completion of the course.
- e. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.
- f. English shall be the medium of instructions, thesis writing and examinations for all the subjects except oriental languages, in which case it may be either the language itself or English. In case of Islamic Studies, it shall be either Urdu or English.

7. REGISTRATION AND ENROLLMENT

a. University Registration

- (i) A student seeking admission in a program shall register himself/herself through his/her department with the Registrar within the dates notified for registration, failing which he/she shall not be allowed to appear in the terminal (University) examinations and his/her admission may be declared as cancelled.
- (ii) The Registrar shall issue a University registration number to each student.

b. Course Registration and Semester Enrollment

- (i) The department shall complete the course registration and semester enrollment of its students within two weeks before the commencement of a semester/session.
- (ii) A student shall register for the courses offered by the department on a prescribed Course Registration and Semester Enrollment Form in consultation with his/her Supervisor or Academic Advisor.
- (iii) A regular student shall register a minimum of 6 credit hours and a maximum of 9 credit hours in a regular Fall/Spring semester and a maximum of 6 credit hours or 2 courses in a summer session, if offered by the department. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "C" or "F" may be allowed to register. However, a student may be allowed to undertake a course with grade "W" in a summer session only with the permission of the Dean on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs.
- (iv) The student shall deposit his/her fees and dues of a semester/session before commencement of the semester/session. The course registration and semester enrollment form shall not be accepted if the student has any outstanding fees and dues of previous the semester/session.
- (v) If a student fails to register the courses before the commencement of the semester, the Dean on recommendations of the Supervisor/Academic Advisor through HOD/In-Charge Postgraduate Programs may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fees as prescribed by the Department and approved by the University from time to time.

c. Add/Drop of Courses

- (i) A student may add or drop his/her enrolled course(s) on the recommendations of the Supervisor/Academic Advisor and approval of the concerned HoD/In-Charge Postgraduate Programs within one week of the commencement of semester.
- (ii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA and/or CGPA than the minimum requirement) may be allowed by the Dean on recommendations of the Academic Advisor through the HoD/In-Charge Postgraduate Programs.
- (iii) Add/drop may not be allowed in a summer session.
- (iv) The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s) the amount paid shall be refunded or adjusted according to the refund policy of the University.

- (v) In very special and compelling circumstances the Dean may allow a student on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs to add or drop of course(s) within the second week of the commencement of semester.

d. Freezing of Semester/Re-Admission

- (i) A student dropping all the registered courses or choosing not to register in any course for a semester up to first two weeks of commencement of a semester shall be required to apply to his/her Dean for freezing of the same semester only.
- (ii) No freezing shall be allowed for the first semester of registration and enrollment in the Department/University and for an offered summer session.
- (iii) The frozen semester(s) shall be counted towards the maximum period allowed for completing the program.
- (iv) A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall deem to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/ session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay the prescribed reinstatement fee along with other dues of the semester/session.
- (v) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD/In-Charge Postgraduate Programs. In such a case only 50% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester/session.

e. Transfer of Credit/Exemption of Courses

- (i) A candidate may be allowed to transfer his/her credit hours earned from any other recognized/accredited University/Degree Awarding Institute (DAI) on his/her request along with the admission application to the Department/University.
- (ii) The transfer of credit application shall be evaluated by a committee of the Department on Transfer and Equivalence constituted by the concerned Dean. The committee shall consist of three senior teachers of the department including the HOD/In-Charge Postgraduate Programs as the Chairman. The committee may co-opt one more expert/member, if so desired for a case. The committee shall make its recommendations to the Dean for approval. The Vice Chancellor shall endorse the acceptance of transferred credit hours on behalf of the BASR and Academic Council.

- (iii) “A maximum of 50% of the total Credit Hours of the coursework required for completion of the program at the Department /University may be allowed for transfer. However, if a PhD candidate with research in progress transfers along with his supervisor, the BASR on the recommendation of Dean may allow all courses passed with minimum Grade 'B' (in each course) to be transferred. All PhD candidates will have to appear in the comprehensive examination to be conducted by Riphah and complete research work. There shall be a residency requirement for a period of minimum two years after completion of the course work.”

(Ref.Riphah/Acad./08//GEN/1023, Dated 03-05-2023)

- (iv) The transfer shall normally be sought out on course-by-course basis. The transferable courses corresponding to the core courses of the program shall have at least 80% similarity of the course contents/syllabi on the current scheme of study of the program. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programs.
- (v) A candidate who has already earned a degree or other equivalent qualification from a recognized University/DAI and intends to take admission in a program, may be given exemption of studied courses on his/her request. The case of exemption shall also be dealt by a committee similar to as a committee on transfer of credit case.
- (vi) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred/exempted and the name of the University/DAI from where these were originally qualified and earned.
- (vii) The grade and the grade point of the transferred courses shall not be used in calculating the SGPA and CGPA.
- (viii) The candidate shall be responsible for providing the migration certificate/ NOC, syllabi of courses, letter grades and the grade points of all the courses that he/she has qualified/earned at the previous University/DAI and shall meet all the admission requirements of the program.
- (ix) No credit of the work completed at other University/DAI shall be transferred if it is earned at the same time of enrollment in the courses of the program.

8. EXAMINATIONS OF COURSEWORK AND ATTENDANCE

- a. A student shall be evaluated in each course on the basis of periodical quizzes, test(s), assignment(s), individual/group presentations, group discussion(s), project/laboratory reports and/or otherwise as prescribed during the semester/session and the terminal examination covering the whole course at the end of the semester/session. The examinations/assessments shall be oral and/or in writing. Each course shall carry 100 marks, out of which 60% shall normally cover class work including the periodic evaluations and 40% for the terminal examination.
- b. The minimum pass marks for each course shall be 60%, which shall be the aggregate of the marks obtained during the semester/session and of the terminal examinations.
- c. If a student absents himself/herself in a class quiz, test, etc. for any reason, no separate examinations/assessment will be arranged for him/her and he/she shall be awarded zero marks for that examinations/assessment.
- d. There shall be written examination for each course at the end of each semester/session on the dates fixed by the Controller of Examinations in consultation with the Dean.
- e. A student shall be allowed to appear in the examination provided that he/she:
 - (i) has been on the rolls of the University during that semester/session.
 - (ii) has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work and completed the course work to the satisfaction of the department concerned.
 - (iii) has paid all prescribed fees and dues of the semester/session before the commencement of the terminal examinations.
 - (iv) The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory demonstrations etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade "W".

9. COMPREHENSIVE EXAMINATION

- a. A student, who has successfully completed the prescribed coursework of the program, shall submit an application on a prescribed form to the Controller of Examination through his department for admission in the comprehensive examination.
- b. The comprehensive examination shall consist of written and oral parts.
- c. The comprehensive examination shall be conducted by the Graduate Examination Committee appointed by the Vice Chancellor on the recommendations of the Dean in consultation with the Supervisor. The Supervisor of the student will also be co-opted as a member of this committee.

- d. A department shall normally hold at least one comprehensive examination in an academic year with prior information to the Controller of Examinations.
- e. The pass percentage of the comprehensive examination shall be 70%. The result of comprehensive examination shall be shown in the transcript of the student.
- f. If the student does not pass the comprehensive examination in the first attempt, he/she may be given one more chance on the recommendation of his/her Supervisor. The registration of the student shall be deemed as cancelled, if he/she does not pass the comprehensive examination even in the second attempt.
- g. The registration of the student shall be deemed as cancelled, if he/she does not pass the comprehensive examination **within 1st six semesters** from the date of registration in the program. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.
- h. In an event of force majeure i.e., noncompliance on account of circumstances beyond the control of student, the university may consider the matter in accordance with the following:

In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes for delay. In event of force majeure i.e., delay on account of circumstance beyond the control of student, the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.

- i. The following are the guidelines for a conducting Comprehensive Examination:
 - i. The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
 - ii. The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
 - iii. The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.

After passing the comprehensive examination, but before the submission of his/her thesis, the Ph.D. candidate must have acceptance / publication of at least one research paper in the HEC approved/recognized journal. However, the award of PhD Degree shall be subject to having published a research paper based on the PhD dissertation of the candidate.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018).

“PhD Candidate will be required to have published at minimum:

- i. One research article in W category journal or two research articles in X category journals, for Science disciplines
- ii. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines.
- iii. The PhD researcher shall be the first author of these publications.
- iv. The research article shall be relevant to the PhD research work of the PhD researcher.
- v. The article shall be published after approval of the research synopsis.

- vi. The article shall be published in a relevant research journal

Note: According to the APA manual (7th edition), no more than two affiliations may be added per author and dual affiliations can only be added if the “two institutions contributed substantial support to the study”.

10. EVALUATION, GRADES, ACADEMIC STANDING

a. Grades, Grade Points and Calculation of Grade Point Average

- (i) The academic work shall normally be evaluated on the basis of percentage marks obtained and the grade points according to the following grading system:

READY RECKONER FOR CALCULATING GRADE POINT
BASED ON LETTER GRADES AND
CORRESPONDING NUMERICAL GRADES

Marks Obtained	Grade	Grade Point
90 and above	A+	4
80-89	A	4
78-79	A-	3.8 - 3.9
74-77	B+	3.4 - 3.7*
70-73	B	3 - 3.3*
68-69	B-	2.8 - 2.9*
64-67	C+	2.4 - 2.7*
60-63	C	2 - 2.3*
Less than 60	F	-
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

* An increase of 1 marks increases the grade point by 0.1

- (ii) Marks will be rounded for each course only once after adding during the semester/session marks and the terminal examinations marks. Marks would be rounded up / down from first decimal in such a way that if first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70. And if first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.
- (iii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$\text{SGPA} = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Point Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$

$$\text{CGPA} = \sum \frac{\text{Course Credit Hours in all Semesters (excluding W, I and R)} \times \text{Grade Point Earned}}{\text{Total Credit Hours taken in all Semesters (excluding W, I and R)}}$$

- (iv) SGPA and CGPA shall be rounded off to the second decimal when shown on the transcript and in record(s) of result.

b. Withdrawal from a Course

- (i) A student may be allowed to withdraw from a course or all of the courses after the add/drop of courses period up to two weeks before the end of the classes of the semester/session subject to approval of the Dean upon recommendations of the teacher concerned through the HOD/In-Charge Postgraduate Programs.
- (ii) The withdrawn courses shall appear on the transcript with letter grade 'W'. For the courses with co-requisites (for example, courses with theory as well as lab work), if a student withdraws one component of such a course then it shall be deemed as he/she has withdrawn the whole course.
- (iii) No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
- (iv) The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes/tutorials and shall participate in all the quizzes, test(s), assignments, etc. during the semester/session and in the terminal examinations at the end of the semester/session as such.
- (v) The student shall pay the prescribed fees and other dues of the withdrawn course(s) for the semester/session.

c. Grade 'I'

- (i) If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she shall be treated as absent and failed in the course. However, in special circumstances, on the request of the student, the Dean on the recommendations of the concerned teacher/supervisor through the HOD/In-Charge Postgraduate Programs may allow for the award of Grade 'I' to the student in the course, provided that the attendance and other requirements of the course have already been completed.
- (ii) No credits shall be given to the Grade 'I' and it shall not be used in the SGPA and CGPA calculations.
- (iii) The unfinished requirements must be fulfilled on as early as possible basis but before the end of the very next semester/session, otherwise it shall automatically be changed to an "F". It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of the concerned teacher/supervisor.

d. Repeating a Course

- (i) A student may be allowed to repeat a course in which he/she has obtained grade “C” or “F”. A maximum of nine (9) credit hours of coursework may be allowed to a student to repeat for improvement.
- (ii) The student repeating a course shall be required to register the course as a regular course and shall attend all the classes and appear in all the examinations during the semester/session and the terminal examinations of the course.
- (iii) The course repeated in a subsequent semester(s)/session(s) shall be shown in the transcript corresponding to the respective semester(s)/session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade “R” without changing the previous SGPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the SGPA/CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained as such; whereas the new (lower) grade shall be marked as “W” without affecting the SGPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session.
- (iv) If a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade “R” without changing the previous SGPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous SGPA/CGPA.
- (v) A student may be allowed to improve his/her CGPA after completion of the program by repeating course(s) within the very next regular semester only with the approval of the Vice Chancellor on recommendations of the HOD/In-Charge Postgraduate Programs through the Dean. Provided the maximum allowable time of the program is not over and that he/she has not been issued the award. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).
- (vi) The letter grade “W” assigned to a course shall not be replaced by any other letter grade upon repeating/substitution of the course.

e. **Academic Deficiency**

- (i) A student shall be required to maintain a minimum CGPA of 3.0 throughout the period of study of the program. Whenever the CGPA falls below 3.0 the student shall be given an academic warning for the next semester and this effect shall be published on his/her semester result. Maximum two academic warnings—viz., (i) the “First Probation” and (ii) the “Last Probation” shall be allowed. If the CGPA of a student falls below 3.0 for the third time during the period of study of the program, he/she shall be dismissed from the program and shall not be readmitted in the same program.
- (ii) A student on a probation status shall not be allowed to register the courses of the subsequent/advanced semester unless otherwise permitted by the Dean on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs.

f. **Re-Checking of Answer Books**

- (i) There shall be no re-evaluation/ re-assessment of the answer books.
- (ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, HOD/In-Charge Postgraduate Programs of the concerned department and the Controller of Examinations, within one month from the date of declaration of the result.
- (iii) Errors or omissions, if any, shall be rectified.

11. REGISTRATION/ENROLLMENT OF RESEARCH WORK, DEVELOPMENT OF SYNOPSIS, APPOINTMENT OF SUPERVISOR

- a. The student shall normally prepare a synopsis (research proposal) of his/her research work in consultation with the supervisor within first year of registration and enrollment in the program. The synopsis shall include the topic of research, the name and consent of the ~~(proposed)~~ supervisor and the time period for submission of the thesis within the prescribed time limits.
- b. The student shall normally submit his/her synopsis after successful completion of the coursework and comprehensive examination to the concerned HOD/In- Charge Postgraduate Studies for consideration and permission of the departmental Research Ethics Committee (REC). The REC shall forward its recommendations to the Dean within fifteen days of submission of the synopsis. **The maximum time allowed for thesis proposal shall be first six semesters from the date of admission subject to qualifying comprehensive examination. In case of non-compliance, the admission of the student shall be stand cancelled.**
- c. The synopsis shall be forwarded to the Registrar by the Dean for approval of the BASR.
- d. A co-supervisor may also be appointed by the BASR if the research work involves or becomes interdisciplinary or other particular circumstances so desire. In either case

the specific roles and responsibilities of the co-supervisor shall be provided for consideration of the BASR.

- e. The Supervisor and co-supervisor (if any) shall be from the relevant field and shall possess doctoral degree unless otherwise permitted by the BASR. **The Supervisor shall be a faculty member of the University. However, co-supervisor may be appointed from outside the University.**

General Requirements for a Research Supervisor:

- a. A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- b. The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified selfpaced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
 - i. Basic level course: to supervise students of MS/MPhil/equivalent degrees.
 - ii. Advance level course: to supervise PhD researchers.
- c. A regular/adjunct faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.
- f. The time limits of the research work shall be counted from the date of approval of the synopsis by the BASR.
- g. It is mandatory to register minimum of 06 credit hours and maximum of 12 credit hours of research work in each semester subsequently. If all credits have been registered and thesis is still not complete then a continuation credit of 01 Hours should be registered to remain enrolled in the program. The research work (30 Cr Hrs.) shall appear in the transcript of the student with the approved title of research work and credit hours. The continuation Credit hour shall not be counted in calculation of GPA.
(Ref.Riphah/Acad./08/4909, Dated 16-08-2018).
- h. The student shall deposit the prescribed fees and dues on account of registration/enrollment and examinations of his/her research work on the semester/session basis to maintain his/her candidature for the research work for the given semester/session.
- i. The Supervisor/Co-Supervisor shall submit detailed progress reports after every six months on the prescribed form to the BASR. In case of two consecutive reports are adverse the BASR may cancel the candidature of the student.
- j. If the student fails to complete his/her research work within the stipulated time as mentioned in the approved synopsis, the Dean may permit on recommendation of the supervisor through the HOD/In-Charge Postgraduate Programs extension(s) in

the period for completion of the research work, provided the extension(s) shall not go beyond the maximum time period of the program. Provided also that the student shall deposit the prescribed fees and dues for the extended period(s).

- k. In case a major/entire change in the approved research topic/subject is required the case shall be considered afresh. The reason of change and the change shall be forwarded to the BASR for consideration and approval following the due procedures. However, time limits of the program shall not be changed in any case.

12. THESIS

The thesis submitted by the student shall comply with the following conditions:

- a. It shall form a distinct contribution to knowledge and afford evidence of originality, shown by the discovery of new facts, by the exercise of independent critical judgment, and/or by the invention of new methods of investigation.
- b. It shall not include research work for which a degree has already been conferred in this University or any other University/DAI.
- c. It shall have the format, writing, referencing, paper, binding and other related matters as approved by the BASR from time to time.

13. THESIS EXAMINATIONS

- a. The PhD dissertation external examiner shall be:
 - i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year OR
 - ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.

Note: In order to ensure the quality evaluation, repute of the university and international collaboration of the university evaluators of foreign origin from technologically advanced countries having the above mentioned characteristics shall be preferred.

- b. There shall be a standing list of external examiners (not in service of the department/University) for each department consisting of persons of eminence (local as well as foreign) in the respective field of research as per the criteria mentioned at serial i. The list shall be suggested from time to time by the concerned Board of Studies and Board of Faculty for approval of the BASR.
- c. The student shall submit an electronic copy of the thesis upon completion through his/her supervisor to the HOD/In-Charge Postgraduate Studies for plagiarism check.
- d. After getting clearance of plagiarism check, the student shall submit copy of his/her complete thesis to the Controller of Examinations through his/her supervisor and the department for the evaluation by the external examiners.

- e. The Supervisor shall suggest a panel of seven external examiners (four foreign and three local) from the approved list. The Vice Chancellor shall appoint five external examiners from the given list (out of whom three shall be from the technologically advanced countries). In special circumstances, at least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- f. The reports of the external examiners shall be placed before the BASR for consideration.

- g. If the thesis is **considered** as adequate by two external examiners, the BASR shall allow the student to appear in the thesis defense (viva-voce) examination.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- h. If any of the thesis examiners find that thesis is wholly inadequate, the thesis shall be sent to third external examiner to break the tie.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- i. If the third external examiner also find that thesis is wholly inadequate and thereafter declared rejected by the BASR, the student may be permitted to submit a new thesis provided sufficient allowable time to complete the new research work is available or otherwise he/she may be advised not to undertake the venture again.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- j. The revised version of the thesis shall be approved by the same external examiner who suggested modification/revision of the thesis.

- k. If any of the external examiners finds the thesis adequate but suggests minor modifications/revision, these may be incorporated without referring again to the external examiner as required in clause (h). The revised version must be certified by the Supervisor to the effect that the modifications/revision identified has been properly rectified.

- l. The student shall submit soft copy of his/her complete thesis duly approved by the external evaluators for thesis defense (viva-voce) examination through his/her supervisor and the department at online thesis portal.

- m. The Supervisor shall inform the COE through the department about the date of thesis defense (viva-voce) examination and suggest three to four names of external examiners from the approved list.

- n. The COE shall forward one copy each to the two external examiners (as approved by the Vice Chancellor) along with the information related to the date, time and venue of the viva-voce examination.

- o. The viva-voce examination shall be open to public but the evaluation will be done only by the appointed panel of examiners (i.e., the two external examiners, Supervisor, Co-Supervisor (if any), the HOD/In-Charge Postgraduate Programs and the Dean).
- p. If the student fails to satisfy the examiners in the viva-voce examination, he/she may be given one chance to defend the thesis for the second and final time within a period of six months from the date of viva-voce examination. If the student fails to satisfy the examiners on the second viva-voce examination then his/her candidature shall be deemed as cancelled. However, BASR may evaluate and recommend to confer upon him/her a lower award like MS/MPhil on his/her request.
- q. The successful completion of the research work shall be publicized in the transcript as "PASS" and it shall not be used in the computation of grade point average.
- r. The student shall submit four hard bound copies after the viva-voce examination and corrections suggested by the external examiners and the viva-voce examination committee through his/her supervisor and the department to the COE. The COE, after affixing his/her signatures to declare the copy of the thesis as final, shall forward one copy each to the University/Department Library, the concerned Department and the HEC for record.
- s. The hard bound copies shall be printed on A4 size (8.27" × 11.69") paper and shall have maroon hard binding with golden lettering on the front and the spine.
- t. A student who successfully completes all the requirements of the program shall be awarded, with the approval of BASR and Academic Council, the degree under the seal of the University. However, the Vice Chancellor may approve the recommendations of the BASR on behalf of the Academic Council regarding the award of the degree to the successful student.

14. FEES AND OTHER DUES

Each student shall be required to pay tuition fee and such other charges of the program as may be determined by the Department and approved by the University from time to time.

----- **End Ph.D Academic Regulations** -----

----- See Annexes Please -----

X

ANNEXURE - 1**APPROVED PROCEDURE
FOR RELATIVE GRADING (AS PER HEC GUIDELINES)**

- A⁺ will be assigned to above $\bar{x} + 2\sigma$
- A will be assigned to the range between $\bar{x} + \frac{3\sigma}{2}$ and $\bar{x} + 2\sigma$
- A⁻ will be assigned to the range between $\bar{x} + \sigma$ and $\bar{x} + \frac{3\sigma}{2}$
- B⁺ will be assigned to the range between $\bar{x} + \frac{\sigma}{2}$ and $\bar{x} + \sigma$
- B grade will be assigned to the mean and spread in 1st half of the
i.e. $\mathbf{B} = \bar{x} \pm \frac{\sigma}{2}$
- B⁻ will be assigned to the range between $\bar{x} - \frac{\sigma}{2}$ and $\bar{x} - \sigma$
- C⁺ will be assigned to the range between $\bar{x} - \sigma$ and $\bar{x} - \frac{4\sigma}{3}$
- C will be assigned to the range between $\bar{x} - \frac{4\sigma}{3}$ and $\bar{x} - \frac{5\sigma}{3}$
- C⁻ will be assigned to the range between $\bar{x} - \frac{5\sigma}{3}$ and $\bar{x} - 2\sigma$
- Similarly, anything below $\bar{x} - 2\sigma$ will be D and fail categories

----- **End** -----

Academic Regulations

Riphah International University, Islamabad



EXAMINATIONS RULES FOR STUDENTS



EXAMINATIONS RULES FOR STUDENTS

1. There shall be one unified examination system for all annual examinations and one for all semester system examinations. Professional examinations shall be conducted strictly following the rules/regulations/curricula of professional bodies such as Pakistan Medical and Dental Council (PM&DC), College of Physicians and Surgeons Pakistan (CPSP), PEC, PPC etc. The Controller of Examinations, with the assistance of the Dean(s) shall make all necessary arrangements for the conduct of examination(s).

2. Conditions for Appearing in an Examination in Semester System

A student shall qualify to appear in an examination provided that he/she has:

- i. Registered himself/herself for specific courses/subjects within the stipulated time limit after commencement of academic year/semester and in accordance with laid down procedures.
- ii. Attained at least 75% attendance in the respective course/subject or condoned as per rules.
- iii. Paid all outstanding University dues.
- iv. Received Dean's permission for appearing in the Examination.
- v. Possession of Admit Card for particular examinations.
- vi. University SAP Number will serve as Roll No. in all examinations.
- vii. Absence from an examination will be treated as 'Failure'

3. Annual System of Examination (MBBS/BDS)

A student shall qualify to appear in an examination provided that he/she has:

- i. Registered himself / herself for specific courses/subjects within the stipulated time limit after commencement of academic year and in accordance with laid down procedures, having duly filled in Course Registration Form COE-1.
- ii. Filled the Examination Candidature Request Form COE-3 and received Admit Card signed by the
- iii. COE (Form COE-4).
- iv. Attained at least 75% attendance in the respective course/subject.
- v. Paid all outstanding University dues.
- vi. Received Dean's permission for appearing in the Examination.

4. Submission of Examination Candidature Forms (MBBS/BDS)

- i. The tentative dates of the commencement of examinations as well as the last dates for the receipt of Examination Candidature Application Forms (Form COE-3) and fees for scheduled examinations shall be notified by the Faculty on its notice board at least 45 days in advance of the commencement of the examination.
- ii. The candidates of MBBS/BDS (all professional examinations) will be required to submit Examination Candidature Application Forms complete in all respects along with the examination fee 30 days before the date of commencement of examination. Defaulters will be allowed to
- iii. Deposit their forms with a late fee as prescribed by the respective Faculty up to one week before the examination day.
- iv. The Dean will forward the Forms of Candidature after thorough verification and counter signatures to the Controller of Examinations at least 25 days before the examination.

- v. The Controller of Examinations would issue Admit Cards to the students at least seven days before the examination.
- vi. The Examination Department shall entertain only those Candidature forms which are endorsed by the Dean or a designated officer.

5. Practical Examination

In all subjects for which a practical examination is prescribed, arrangement for the conduct of practical examination shall be made as mentioned below:

- i. Practical Examination in each subject of a professional examination shall commence within a week after the last theory paper.
- ii. Respective internal examiners shall be responsible to arrange for practical examinations in their departments and submit the results to the COE.
- iii. Normally, a practical examination will be held after the theoretical examination in the subject, but in special cases, it may be held before the theoretical examination, with the approval of the Vice Chancellor.
- iv. For purpose of practical examination candidates will be divided into convenient batches.

6. EXAM HALL INSTRUCTIONS

- i. No answer book or paper of any kind is to be taken in or removed from the examination Hall/ Room except the question paper.
- ii. No leaf from the answerbook is to be torn out.
- iii. A candidate creating disturbance during the examination or misbehaving in or around the Examination Hall or having in his/her possession books, paper or reference of any kind, shall be expelled and disqualified.
- iv. The answer sheet must be returned even if no question has been attempted.
- v. No candidates shall be permitted to enter the examination room after the expiration of half an hour or to leave during the first half of the examination.
- vi. Candidates are not permitted to ask questions from the examiner/Invigilator excepting case of any error in the Question paper. No
- vii. Explanation what so ever shall be given by the examiner/invigilator as to the meaning or purpose of the question set.
- viii. Candidates guilty of any of the following, or similar dishonest practices shall be immediately dismissed from the examination and shall be liable to permanent disqualification for enrollment in the University.
 - Making use of any books, papers or memoranda
 - Speaking or communicating with other candidates
 - Using/Consulting information through mobile phones
 - Exposing written papers to the view of other candidates
 - Taking the answer sheet out of exam hall.
 - In possession of any sheet not issued to the student.
- viii. Zero tolerance policy shall be applied in case the above mentioned instructions are violated and no excuse shall be acceptable.

- xiv. Candidates who refuse to obey the Superintendent in the Examination Hall, or change their seats with other candidates, or change their roll number slips, create disturbance of any kind during the examination, stage a walk-out, resort to a pen-down strike or instigate others to do so, or otherwise misbehave in or around an Examination Hall, shall be liable to expulsion by the Superintendent or the Controller of Examinations or the Inspector of the centre or any officer duly authorized as well as to any of the following punishments according to the seriousness of the offence:-
- a. Cancellation of the answer-book concerned.
 - b. Disqualification for one year.
 - c. Disqualification up to two years.
 - d. Imposition of a fine.

7. Award of Punishment

The Unfair Means Committee shall be the competent body to determine whether or not an offence in terms of these and other relevant Regulations has been committed or not. The Committee shall make specific recommendations to the Vice Chancellor on award of punishment.

8. Offences and Liabilities in cases of Use of Unfair Means

- i. Any Candidate found in possession of fire-arms or anything capable of being used as a
- ii. Weapon of offence in or around an Examination Hall shall be liable to expulsion by the University Authorities and disqualification ranging between two to three years. The Superintendent of the Examination Centre shall report without delay each case of the use of unfair means or misbehavior in detail with evidence of at least one invigilator and the Deputy Superintendent and explanation of the candidate concerned for disciplinary action against him by the University.
- iii. In case of any emergency the Vice-Chancellor is authorized to award suitable punishment, without reference to the Disciplinary Committee, to any candidate or to any student on the rolls of the College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Halls.
- iv. Any candidate detected in giving or receiving assistance, or found guilty of copying from any papers, books, notes or electronic means of information or allowing any other candidate to copy his answer book, or using or attempting to use these means shall be expelled from the examination centre for that day, by the Superintendent of the Examination Centre, and his case shall be reported to the Controller of Examinations in writing along-with incriminating evidence and candidate's answer book under a sealed cover for such further action as may be deemed necessary. Such candidate shall be liable to be disqualified from passing any examination of that year/ semester and depending upon the gravity of offence, may be debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding two years upon the recommendation of the Unfair Means Committee.
- v. Any candidate found to be guilty of deliberate pre-arranged means to cheat in the examination such as using stolen or illegally procured answerbook, shall be liable to be debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding two years upon the recommendation of the Unfair Committee

9. Declaration of Results/issuance of transcript/degrees

- i. Controller of Examinations will send the results notifications to the Department for displaying on the General Notice Board. The students who are qualified or on probation or ceased (as per

Academic Regulations), shall be indicated in the notification.

- II. Extract of result, Transcripts and degrees shall be process on demand through Student Services Department.
- III. Degrees shall be issued to students after convocation.
- IV. Urgent degrees shall be issued on demand after fulfilling all the conditions.
- V. Result cards and Extract of Result to be issued to students through coordination offices
- VI. Transcript and Degrees shall be issued to students by exams department.

10. Documents required for the issuance of revised/duplicate (degree/transcript)

The following documents are required for the preparation of Revised/duplicate degree/Transcript/diploma.

Check list for Revised Degree

- Application from student on prescribed form
- Original Old degree/Transcript
- Copy of valid CNIC(old + revised , in case of name revision)
- Copy of SSC(old) + revised from concerned board (if any)
- Fee Receipt for Revised Degree
- Reason/justification for revised degree.

Checklist for Duplicate Degree

- Application from student on prescribed form
- Copy of old Degree
- Affidavit on judicial paper worth Rs.20/- given reason for issuance of duplicate Degree/ diploma/certificate. (Reg# & Old degree serial # and degree title must be mentioned)
- 01 passport size photograph.
- Copy of National Identity Card.
- A copy of press cutting of a National News paper notifying loss of Degree/diploma/ certificate. (Reg# and Degree Serial No should be mentioned in ad)
- Reason/Justification for Duplicate Degree.
- In case of lost/theft of the degree/diploma/certificate, original copy (duly stamped) of FIR from the respective Police Station.

Check list for Duplicate /Revised Transcript

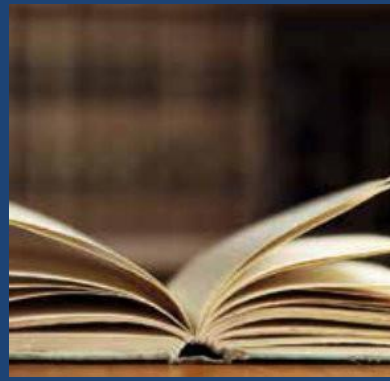
- Application from student on prescribed form
- Copy of old Transcript(For Duplicate case and Original Transcript for Revisecase)
- Copy of National Identity Card.
- Reason/Justification for Duplicate/ Transcript.

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LIBRARY RULES



LIBRARY RULES

Information Services is working as the center of information for Riphah community. The department aims to provide most dynamic learning and research environment to the users. Information Services fulfills the information needs of the faculty and students, by providing traditional library services as well as streamlines access to a wide range of e-resources. The library has a sufficient collection of books, journals and magazines both in print and digital format. The Information Services Department aims to encourage and support the academic and research activities of Riphah faculty, staff and students. Library department is restructured as "Information Services Department" - ISD to enhance its scope and services.

ISD professional team of staff offers wide range of services to all students, staff and visitors at Riphah International University.

Book Borrowing Policy:

- All faculty members, students and staff are eligible users.
- Alumni of university are eligible to apply for reader's card at the ISD circulation counter. Alumni may also apply for borrower's card by paying an annual fee of Rs 1000/- plus a deposit of Rs. 5000/- refundable upon termination of borrowing rights.

Borrowing privilege may differ depending on the membership category. The borrowing privileges are as under:

Books	Membership Category	Days
2 books	Undergraduate Students	14 Days
4 books	Post Graduate Students	14 Days

Check in

- Patrons can borrow library material from circulation counter by using their student card/employee card according to the policy.
- Borrowed books can be reissued to the Patrons according to the policy.
- Books can be issued to patrons irrespective of their registered campus.

Check Out

- Patrons can return material on circulation counter before or on the due date.
- Patron of one campus can return book to the other campus.

Renewal of Books

- Library material can be reissued to Patrons.
- Users will be unable to renew the library materials if their borrowing privileges have expired or another user has placed a hold on the items.

OPAC Features:

- Patrons can search material from anywhere
- Login account: Patrons can create their own account on the OPAC website

- Circulation History: Patron can check the circulation history
- Fine: Patrons can see their fine detail from the site
- Hold the material: If patron's required book is issued to other member then patron can hold the book which will prevent the book to be reissued to the same patron.
- Purchase Suggestion: Patron can suggest books for purchase through this system.
- Students Alert: Alert messages are sent to patrons for overdue items or on arrival of new items.

Book Bank Service:

- Wide range of books is available in book bank and a patron can borrow the books for a complete semester

Short Term Borrow Material:

- Newspapers and journals/magazines can be borrowed from circulation counter for short term for sake of photocopy.
- Theses and project reports can be obtained from the circulation counter to read it with in the premises of ISD.

Resource Sharing:

- Resources from all of the campuses are pooled to make union catalog. Our patrons can issue and return material from any of the campus; then campus head will make arrangements to transfer the material to the parent campus.

E- Resources

- Users should either visit the library physically or send request through email (especially of other campuses) or just place a phone call or by QMS.
- The concerned staff will search the e- book or requested material and reply accordingly.

Clearance:

- In the end of term, students get clearance signed from the circulation counter
- Faculty and staff members are also required to get clearance signed from the circulation

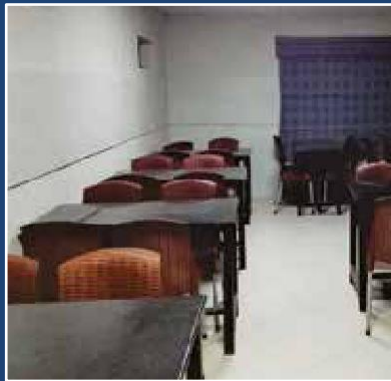
Library Detail available at
portal.riphah.edu.pk

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HOSTEL RULES



HOSTEL RULES

Admission Procedure:

Application is to be made on prescribed form, which can be obtained from admission office;

- a) Three passport size photographs [duly attested] to be affixed on the hostel admission form
- b) Students seeking admission to the hostel should apply for a seat to the Provost
- c) Only regular students of the university will be eligible for hostel admission
- d) Admission to the hostel will be subjected to the approval of the Provost with respect to availability of seats.
- e) The hostel management has the right to refuse admission to a student whose past record in the hostel is not favorable

Allotment:

- a) Rooms in the hostel will be allotted by the "Allotment Committee" comprising of Resident Advisors, Senior Resident Advisors, Deputy Provost / Provost and manager operation hotels
- b) Applicants for hostel allotment will be served on first come first get basis for the vacant seats followed by merit list and then finally allotment of rooms
- c) No student will be allowed to change the room once allotted to him/her except written permission of Resident Advisor
- d) Resident may be allowed to leave the hostel only in special circumstances with permission of hostel administration.
- e) Hostel dues once paid will not be refunded even if a student leaves his/her hostel accommodation.
- f) A seat falling vacant will be allotted to the first applicant on waiting list
- g) New allotment will be done every year as decided by hostel administration according to hostel rules.

Visiting Hours:

Day	Timing
Winter	Zohar to Maghrib
Summer	Aasarto Maghrib

- a) Visitors will be required to prove their identity by producing original ID Card before meeting student.
- b) The names of person not mentioned in the visitors list will not be allowed to visit the student.
- c) Visitor will first enter His/her NIC.No and name in the visitors register and then visit the student, if allowed by RA in-charge.

- d) Visitors are only allowed to visit the student on visiting days during visiting hours.
- e) Only parents and real brothers coming from out stations can visit the students on days other than visiting days.
- f) Visitors are not allowed to enter in the residential area of the students.
- g) Visiting Performa submitted in beginning of the session is valid for one year. No amendment is acceptable during the year except in emergency cases.

Leave Procedure:

- a) Students desired to leave on weekends will enter their names in weekend register on Thursday evening.
- b) Students can only go out of the hostel with authorized person after their identification.
- c) Alone traveling permission is only for home station.
- d) Any student not arriving back in the hostel on termination of leave will be marked absent in the attendance register and reported to hostel and college authorities in writing.
- e) Students arriving back from leave will first inform the RA and then go to their rooms.
- f) Students will not be allowed to enter the hostel during leave period. In special case permission will be sought out from RA before entering the hostel.
- g) Students are allowed to come back on Monday morning after weekends if it is already entered in the weekend register.

Following information should be reflected on the leave application form:

- a) Duration of leave with date
- b) Exact time of leaving and arrival back
- c) Leave address
- d) Telephone number
- e) Person accompanying

Leave pass will be disposed of as under:

- a. Signature of RA on leave pass and record of Leave pass at RA office is compulsory.
- b. Student submit leave pass to the security guard at the time of leaving hostel.
- c. Student will enter her name and time, in the register before leaving and also fill remaining columns

Vacations:

- i) Hostels will remain closed during summer / Eid vacation. During vacations normal maintenance will be carried out. Therefore, students are asked to keep their luggage and other items etc in their attaché cases/boxes/almirahs duly locked. Keys of the rooms will be handed over to RAs concerned

- ii) No student will be allowed to stay in the hostel during summer / Eid vacation

Bazaar Trips:

- a) Bazaartrips will be arranged once a week.

ACs/Room Cooler:

- a) Students are allowed to keep their personal ACsand Room Coolers on payment basis fixed by the administration.

Transport:

- a. Administration will provide transportation to only those students who do not have guardians in local areas, on the recommendation of Resident Advisor. However intimation for seat booking and provision of transport will be made minimum one week in advance.Delayedrequests will not be entertained
- b. Resident Advisors/student concerned will also co-ordinate/remind minimum 2 hours before the departure time from hostel
- c. In caseof emergency request for transport/booking of seats can be made at any time

Electrical Appliances:

- a. Lights, FansandAc'sin the rooms must be switched off when inmates do not need them particularly before departure for college or going out in the evening
- b. Using electrical appliances of any type other than electric iron is not allowed
- c. Playing musical instruments is prohibited. Tape recorder can only be played with headphones, but not during study hours

Custody of Valuables:

- a) Students residing in the hostel are not allowed to keep valuable items and cash in the hostel
- b) Residents must themselves take care of all their belongings, any loss or damage by way or theft or otherwise shall not be the responsibility of hostel authorities

Tarbiyah Activities:

- a) Unlike other educational institutions of the country Riphah aims at fulfilling its responsibilities towards global IslamicSociety.It will provide a platform for creating brotherhood among students and teachers in Muslim Ummah. Those qualifying from this institute are expected not only to be just doctors but persons with strong ethical/moral values, and true Muslims and Pakistani'swho can serve the humanity as well as further the Islamic cause. Such nobler qualities cannot be instilled by mere lectures but by providing personal example. Resident Advisor's in this regard have to play very important role. To achieve this aim ResidentAdvisor's to ensure following:
 - i) Display a high personal moral standard in accordance with tenants of Islam
 - ii) Offer five times prayer
 - iii) Arrange daily. Dars-e-Qur'an and Hadith.

- iv) Lives of eminent Muslim Scholars and Scientists of past and present era be presented as a role model
- v) Students be encouraged to speak on topics of their own choice during these daily sessions. This will help in building their confidence and improving conversational skills
- vi) Students be also encouraged to lead prayers which will help them in developing leadership qualities

Physical Training:

- a) Although Students are going through a tough study schedule and apparently have less time for physical activity. But importance of this aspect cannot be ignored. Monotony of daily routine is bound to have bad effect on their health leading to gaining weight and falling victim to obesity etc. Therefore Students will be encouraged to participate in indoor and outdoor games. Following facilities are available:

Indoor Games:

- i) Table Tennis
 - ii) Badminton
 - iii) Gym Facilities
 - iv) Carom Board
 - v) Scrabble
- b) Schedule of games will be prepared by Provost in consultation with SRA's and RA's
 - c) Schedule of Indoor and Outdoor games competition will be issued by Provost so that students are mentally and physically prepared to actively participate in various sports activities.
 - d) Resident Advisor's will form Sports Committee for each hostel who will organize and supervise the competitions
 - e) Sports gears for all games are available with Management. These will be drawn by respective Sports Committee Incharge, by signing from S.O.Admin. These will be returned on completion of the events.

Academics:

Organized and supervised environments create conducive atmosphere for studies in hostels. Therefore, proper study hours will be observed keeping following in mind.

- a) Study Hours will be observed strictly after closing the main gate
- b) Students are not allowed to move during study hours
- c) Resident Advisor's will supervise during study hours
- d) Principal, Vice Principal and Deputy Provost may visit the hostels during study hours
- e) Students will be provided with library and LRC facility

Political Activities:

- a. No pamphlets, handbills or stickers of political nature shall be distributed in the hostel
- b. No society, club or organization will be formed in the hostel without the (prior) permission in writing from the Resident Advisor Council
- c. No functions will be organized in or on behalf of the hostel without prior permission of Resident Advisor
- d. Forming of parties with political intentions and indulging in party politics will be considered a serious violation of rules
- e. No student should address any conference including press conference nor write to the press on political or related subjects or matter concerned directly with the administration of the college or any government educational institution/university in Pakistan or abroad
- f. No religious ceremony likely to injure feelings of other students (boarders) shall be performed in the hostel
- g. No speaker/guest from outside will be invited by the residents without the prior permission of the hostel authorities

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LABORATORY RULES



LABORATORY RULES

Conduct

- Do not engage in practical jokes or boisterous conduct in the laboratory.
- Never run in the laboratory.
- The use of personal audio or video equipment is prohibited in the laboratory
- The performance of unauthorized experiments is strictly forbidden
- Do not sit on laboratory benches.

General Work Procedure

- Know emergency procedures.
- Never work in the laboratory without the supervision of an instructor.
- Always perform the experiments or work precisely as directed by your instructor.
- Immediately report any spills, accidents, or injuries to your instructor.
- Never leave experiments while in progress.
- Never attempt to catch a falling object.
- Be careful when handling hot glassware and apparatus in the laboratory. Hot glassware looks just

like cold glassware.

- Never point the open end of a test tube containing a substance at yourself or others.
- Never fill a pipette using mouth suction. Always use a pipetting device.
- Make sure no flammable solvents are in the surrounding area when lighting a flame.
- Do not leave lit Bunsen burners unattended.
- Turn off all heating apparatus, gas valves, and water faucets when not in use.
- Do not remove any equipment or chemicals from the laboratory
- Store coats, bags, and other personal items in designated areas.
- Notify your instructor of any sensitivity that you may have to particular chemicals.
- Keep the floor clear of all objects (e.g., ice, small objects, and spilled liquids).
- Don't taste or sniff chemicals.

Housekeeping

- Keep work area neat and free of any unnecessary objects.
- Thoroughly clean your laboratory work space at the end of the laboratory session.
- Do not block the sink drains with debris.
- Never block access to exits or emergency equipment.
- Inspect all equipment for damage (cracks, defects, etc.) prior to use—do not use damaged equipment.
- Never pour chemical waste into sink drains or wastebaskets.
- Place chemical waste in appropriately labeled waste containers.
- Properly dispose of broken glassware and other sharp objects (e.g., syringe needles) immediately in

designated containers.

- Properly dispose of weigh boats, gloves, filter paper, and paper towels in the laboratory.

Apparel in the Laboratory

- Always wear appropriate eye protection (i.e., chemical splash goggles) in the laboratory.
- Wear disposable gloves, as provided in the laboratory, when handling hazardous materials.

Remove the gloves before exiting the laboratory.

- Wear a full-length, long-sleeved laboratory coat or chemical-resistant apron.
- Wear shoes that adequately cover the whole foot. Low-heeled shoes with non-slip soles are preferable. Do not wear sandals, open-toed shoes, open-backed shoes, or high-heeled shoes.
- Avoid wearing shirts exposing the torso, shorts, or short skirts; long pants that completely cover the legs are preferable.

FIRE EXPERIENCE

- Small bench-top fires in lab spaces are typical and not uncommon. Large lab fires are rare.
- Fuel load and hazard levels in labs are typically very high.
- Labs, especially those using solvents in any quantity, have a very high potential for flash fires, explosion, rapid spread of fire, and high toxicity of products of combustion (heat, smoke, and flame).

PREVENTION

- Plan work. The majority of lab fires have resulted from mental or procedural errors or carelessness.
- Minimize materials. Have present in the immediate work area and use only the minimum quantities necessary to work in progress. Not only does this minimize fire risk, it reduces costs and waste.
- Observe proper housekeeping. Keep work areas uncluttered, and clean frequently. Put unneeded materials back in storage promptly. Keep aisles, doors, and access to emergency equipment unobstructed at all times.
- Observe proper safety practices.

Store solvents properly.

- Observe restrictions on equipment (i.e. keeping solvents only in an explosion-proof refrigerator).
- Keep barriers in place (shields, hood doors, lab doors)
- Wear proper clothing and personal protective equipment.
- Avoid working alone.

EMERGENCY

- Know where things are: The nearest fire extinguisher, fire alarm box, exit(s), telephone, emergency shower/eyewash, and first aid kit, etc.
- Be aware that emergencies are rarely “clean” and will often involve more than one type of problem. For example, an explosion may generate medical, fire, and contamination emergencies simultaneously.

FIRE PROCEDURES

Notify:

- Other occupants of the immediate space (yell)
- Other occupants of the facility (use the fire alarm)
- Emergency responders (the alarm will do that for you, but a phone call makes certain)

Evacuate

- The immediate area of the problem.
- The space within which the problem has occurred.
- The building within which the space is located.

Isolate

- Lower hood sash, close lab door(s), close corridor doors.
- IF SAFE TO DO SO, attempt to extinguish.



Regulations & Policies for Students



REGULATIONS AND POLICIES RELATING TO THE BEHAVIOUR & CONDUCT OF UNIVERSITY STUDENTS, MAINTENANCE OF DISCIPLINE AND BREACH OF DISCIPLINE

1. Preamble:

Education is the most effective means of inculcation of values, development of balanced personality and creation of a positive and creative outlook in life. It is also a fact that education without commitment to honesty, truthfulness, fairness, trustworthiness and sense of social responsibility and accountability is a mechanical exercise. Disciplining of mind has to be coupled with disciplining of conduct and behavior of person. In order to translate the objective of education and the mission of Riphah International University, a code of behavior, conduct and discipline for the faculty, students and staff is prepared. The university believes in realization of ethical and moral synergy between its students, faculty and staff in order to translate its mission in their everyday behavior, conduct and discipline.

2. Formulation of Policy:

The first formal document was proposed and written by founder chancellor Maj. Gen (R) Zulfiqar Ali Khan on 1st September 2013 (Annexure-I) having a detailed guidelines about faculty, staff and students regarding code of behavior, conduct and discipline. Considering the founder chancellor's guidelines, a detailed document was prepared in September 2013 and approved by academic council. The documents further amended in November 2017, February 2019, January 2022 and July 2023. The current document/Policy is approved by academic council on 24th September 2024.

3. Principle of Policy:

- 3.1 We are committed to make Riphah international university, a center of excellence for quality education in all faculties through enabling environment, adaptive academic mechanism and competent faculty with emphasis of inculcation of Islamic ethical values and continuous improvement. It is responsibility of all of us to create conducive environment to achieve our goals through our conduct and behavior as role models.
- 3.2 The management, Faculty, Staff and the students are to follow the conduct and the behavior through observance of obligations (Faraiz) with punctuality and behave in accordance with the norm teaching of Islam according to the Quran and Sunnah.
- 3.3 All the students of the university are expected to work hard for seeking knowledge, develop tolerance, honesty, be regular and punctual in their academic work, work in team spirit with colleagues, respect teachers & staff & fellow human beings in accordance with the norms of Islamic behavior and carry out strictly the instructions of authorities of the university.
- 3.4 All students shall cooperate in the promotion of an atmosphere of peace, discipline and orderly behavior on campus(s) and will have good relationship with colleagues, teachers and university staff in campus and outside of the university in accordance to the Islamic values.
- 3.5 All the students shall work together to realize Pakistan Ideology and become leaders of the Muslim Ummah.

4. Title:

These regulations and policies will call "regulations and policies relating to the behavior & conduct of university students, maintenance of discipline and breach of discipline".

5. Extent of Application:

- 5.1 These regulations will come into force with immediate effect.
- 5.2 These regulations will be applicable to all students of the university, registered for any class or course.

6. Definitions:

In these regulations unless there is anything repugnant to context, the following expressions shall have the meanings as assigned to them herein:

- a. "University" means Riphah International University.
- b. "Student" means a student on the rolls of the university registered for any class or course.
- c. "Indiscipline" means any act which disturbs the order of the university or is derogatory to Islamic moral values or is otherwise declared to be an act, of indiscipline under these regulations.
- d. "Discipline committee" means the discipline committee of the university.
- e. "Privileges" of the university mean the membership or its institute, library or a committee, scholarships or other concessions provided to the students.
- f. "Expulsion" means cancellation of admission or admission of a student debarring him from re admission at least for one academic year.
- g. "Rustication" means removal of a student from the rolls of the university for one or more semesters/years or the remainder of the current academic semester/year in which the order is passed and barring the student to appear in the ensuing terminal or final examinations or both.
- h. "Proctorial board" means a body comprising of teaching faculty and representatives from administration of university/campuses, constituted to ensure implementations of university rules and regulations.
- i. "Warning" means written notice that a violation of specified university policies or campus regulations has occurred and that if continued or repeated may cause further disciplinary action during which a student must demonstrate conduct that conforms to university standards.
- j. "Exclusion from activities" means exclusion from activities or specific area for the specified period of time.
- k. "Suspension" means Termination of student status at the campus for a specified period of time.
- l. "Fine" means a monetary fine.
- m. "Revocation of degree" means the degree to be awarded to student be revoked.
- n. "Ban" means to stop entrance in all campuses.

7. Rules of Student conduct and Behavior:

- 7.1. Students shall be well aware of and abide by the rules, regulations and policies of the University.

- 7.2. Students shall regularly and punctually observe Islamic obligations (Faraiz) on all the campuses, teaching hospitals, hostels and other University premises.
- 7.3. Students shall be punctual in attending their lectures, mentoring sessions, tutorials, continuing education program, co-curricular activities, making payments of their fees and dues, and returning of the library books and laboratory equipment
- 7.4. Students must observe dress code as defined in the dress code policy of the university and are not allowed to wear ostentatious jewelry (real or Artificial), casual dress, joggers, jeans etc.
- 7.5. All parts of the university buildings, premises shall be kept clean—e.g., walls, fixtures, models, specimens, charts, etc should not be tempered, defaced, mutilated or damaged in any way or form. Defaulters will be dealt with severity.
- 7.6. No student is allowed to loiter and move aimlessly in and around the academic blocks or sit in areas other than designated for sitting of boys and girls on all campuses. Students should use only areas specified for males and females.
- 7.7. Students are required to observe strict discipline at all campuses including playgrounds or areas so declared as well as off campus when wearing university ID card and uniform.
- 7.8. Students are not allowed to sing, whistle, hoot, create noise and indulge in any unseemly behavior.
- 7.9. Students are not allowed to see their visitors in the university during academic hours. Visitors can be welcomed on campus only after prior written permission given by the HOD/Dean to see any student.
- 7.10. Gender mixing is not allowed in study groups, discussion groups, research, projects, award ceremonies and any kind of program etc.
- 7.11. Mixed gatherings except in designated areas in the classroom, are not allowed.
- 7.12. Students should seek permission to enter the administrative offices or staff room(s).
- 7.13. Students should take care of university property, equipment and facilities, and ensure no damage is done to university property.
- 7.14. No gathering or meeting of students will be allowed in the premises of the university without prior permission of the SSD/Dean/VC.
- 7.15. Students are not allowed to organize strike or make an attempt of organize a strike or participate in it or use pressure techniques against the university and obstruct implementation of lawful authority.
- 7.16. Students are not allowed to Participate in political activity or seek membership of any political party.
- 7.16. Students are not allowed to Record the class lectures(Online/Physical/) or any Office conversation with faculty or Management without consent of relevant faculty or Management person(s).

8 Policies of Student conduct and Behavior:

8.1 Uniform & Dress Code Policy:

a. Uniform for Undergraduate Students:

In all academic gatherings, including classroom, campus entrance, convocation, student festival, sports and debates etc. uniform is mandatory for undergraduate students. Students both males and females shall follow the uniform as mentioned in Uniform for Undergraduate Students in Student Handbook.

b. For Female Students:

In addition to this, girls can wear Abaya of plain colors. Leggings, skin tight trousers, pajama are strictly prohibited for girls. All females' students should follow "Satar" and above observe dress code. The dress code should be simple, covering whole arms and body, loose enough to prevent body prominence and thick enough to prevent view of underneath skin. Bright, shiny dress, dark makeup and ostentation jewelry are not allowed. Head till hair line, neck and body should be covered. White coat or gown should also be worn. Full sleeves qameez shalwar designed dress code according to Islamic values. Clothes with thin material and/or tight fittings are not allowed. Shoes with small heel. Head scarf is mandatory for female students and it should cover their head, hair, neck and figure properly. In addition to this, girls can wear Abaya that may be white/beige.

The uniform for undergraduate students of each faculty is given on next pages. (Annexure-II)

c. General Dress Code (other than Undergraduate Students)

Male:

- Dress shirts and dress pants along with well-maintained dress shoes are mandatory.
- Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female:

- Dress should be modest, soft colors and covering whole body except face and hand, adhering to Islamic values.
- Clothes with thin material and fittings are not allowed.
- Leggings are not allowed.

8.2 Tour, Travel, Recreational Trips & Visits Policy:

a. Tours Nature:

- The university encourages industrial and educational visits only.
- Entertainment trips are not allowed.

b. Regulations:

- Separate trips for male and female students will be arranged.
- No combine trip of male and female is allowed.

- No trips of male and female are permitted on same day and at same/other place.
- Faculty member nominated by the Dean shall also observe prescribed dress code on trips.
- Faculties will ensure the observance of dress code/ uniform by the students during the trips.
- Violators shall not be allowed to join in the trip.
- Female students will be allowed for the day trips only. (Night stay not allowed)
- Female faculty members nominated by the Dean, in consultation with Tarbiyah Department, shall have to accompany the students on trips, industrial visits and other university program implementation.

c. Approval Process:

- Dean/Director/HOD shall approve visit/tour in term of i-financial viability, ii-Transport and iii-appointment of faculty members.
- Approval from Dean/Director/HoD will be sent to SSD to verify the policy matters.
- SSD shall recommend the application to Vice Chancellor.
- Vice Chancellor shall approve the application.

8.3 Mix Gender Policy:

A gradual process of separate education for boys and girls in progress in university. Riphah is the first Private sector university who established separate girls' campus.

a. Class Rooms:

- Mix Gatherings are not allowed except with separate seating arrangement in classrooms.
- No co-projects/ Study groups/ Presentation/Final Year Project/ Research Project is allowed.

b. Campus:

- No gathering in any form of group or couple is allowed in any area of campus.

c. Functions/Events:

- Only official functions with separate sitting and entrance arrangement are allowed with the prior approval of Vice Chancellor.
- University encourages the separate events for students in all campuses.
- Mix gathering is not allowed in celebrating any ceremony, meeting, competitions, organizing committees and official visits of students on the premises of the university and outside the university in form of any projects, visits, tours etc.
- Off campus activities involving university's name is not allowed.

8.4 Co/Extra-Curricular (Campus Life) Activities Policy:

In order to build tomorrow's leaders students are encouraged to attend co-curricular activities to have lively experience of "Campus Life". The University encourages debates, contests, sports, literary activities, Knowledge impart, societies meetings, society's events, providing student representation at different

committees, community outreach activities and competition to enhance capacity of boys' and girls' students separately. The University welcomes the contribution made to student campus life by clubs and societies. Student services department along with faculty in charges for co/extracurricular activity shall be responsible to maintain a lively campus life.

a. Activity Eligibility:

- Students are welcome to come up with innovative ideas as an individual, group projects or with registered student societies for any kind of campus life activity aligned with university policy.
- Participation in national or international competitions by other organizations/Institutes aligned with university policy.
- All Co/Extracurricular activities and participation shall be held separately for boys and girls.

b. Process of event approval and Budget:

- Students shall participate in campus life activities as per annual activity calendar released by SSD.
- Any activity (Campus life events: Sports/Competitions/farewell/welcome/Festivals/Seminars/Etc) by Faculty/Institute/Department/students society/Individuals shall get approval from Head SSD.
- Budget shall be provided to approved events listed in annual activity calendar only.
- Any activity which is not part of annual activity calendar may submit to SSD at least 30 days before proposed date of event on a prescribed event form. SSD shall inform in week about the approval of event as per budget availability.
- Department/Faculty level activities shall be financed by department/Faculty itself.

c. Marking attendance for participating in Campus Life activities:

- Students shall facilitate in class attendance if they are;
 - Member of organizing team of approved events
 - Part of university official team (competitions/sports) representing outside
 - Participating in official trainings (sports trails/arrangements of events)
- Students shall get prior approval from relevant authorities (SSD/Faculty in charges).
- SSD/Faculty in charges shall forward the approval to class coordinators/Teachers to mark leave.

d. Student Societies and Club:

- Any society and club shall be register with clear objectives aligned with university policy.
- Societies/Club shall register at Department/Faculty level at respective department/Faculty and shall register at university level at SSD.
- Formal registration of societies/clubs is mandatory at SSD.
- Annual renewal of all registered societies/club is mandatory at SSD.

- Society registration/renewal forms shall be available at student services department or shall be download from web site.
- All office bearer shall be appointed for one year only in Feb/Mar every year.
- SSD shall have the final authority to select/nominate office bearers in consultation with in charges of society/club/faculty/department.
- SSD shall announce formal selection committee in December every year to conduct interviews for newly and existing club/society office bearers.

e. Invitation to External Guest Speaker:

- Any faculty/ Department/student societies/Clubs/Individuals shall get approval from SSD for invitation to any external guest speaker prior to event marketing for any kind of campus life activity.

8.5 Smoking and drug policy

The University is committed to promoting a safe, healthy working and learning environment. This commitment extends to encouraging and supporting the reduction of significant health risks to members of the community. A detailed policy is available at Annexure-IV

a. Prohibition:

- Any kind of smoking is completely prohibited.
- The burning of a lighted cigarette, cigar, or any other substance that contains a tobacco and drug product is prohibited within the campus and any university area.

8.6 Parking regulation policy

The regulation of parking is a service to the university, and is intended to protect student and staff mobility for any inconvenience.

a. Parking Space:

- Parking on University Campus is either designated for visitors or requires the display of a permit/Pass/Stickers. Permits/Pass/Stickers are valid only when issued through Student Services Department (for students)/Operations Department (for faculty and staff).
- Campus parking is allocated by area, designated for faculty and students separately.
- Motorcycles are required to park in areas designated at each campus.

8.7 Policy for students with behavioral Problems

At the time of admission psychological assessments shall be done, if required. In case of any behavioral problem observed in student, psychological issue shall be Identified by appointed psychologist of university only.

a. Counseling Centre:

- Proper guidance and counseling shall be done, at every campus with assign psychologist.

- Mentors appointed by Tarbiyah Department shall get training for basic counseling Techniques from center.

a. Process:

- The student shall be referred to counseling center if any undesirable behavior is observed at campus/hostel by faculty/department office/ provost office.
- Meeting with parents shall be called by faculty/department office/ provost office to discuss the case.
- Psychologist shall take relevant faculty members/ Hostel warden/ In charge and Parents into confidence and consulted for further treatment.
- Parents must agree for her/his sessions/ treatment by some competent Psychologist Psychiatrist till issues get cleared.
- All records of such students must be maintained properly by hostel and faculty.
- Mentors at campus and RA at hostel should take special care and concern for such cases ethically.
- Failure to report or lack of interest by parents may result in cancellation of Admission or hostel Seat.

8.8 Harassment policy

A detailed harassment policy is available on next pages of SHB adopted by university from HEC. (Annexure-III)

8.9 Security Policy, Plastic Policy, Anti plagiarism Policy

A detailed Campus Security policy (annexure-V), Use of Plastic Policy (Annexure VI), Anti Plagiarism Policy (Annexure VII) adopted from HEC/Ministry of Education is available on Next Pages in SHB is applicable in University

9. Grounds for Discipline

In addition to a willful violation of Islamic norms of behavior and instruction of the university, the following will be treated as acts of breach of discipline.

- 9.1. All forms of academic misconduct including cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- 9.2. Act of disrespect to teachers, visiting faculty and staff of university.
- 9.3. Any forms of dishonesty including furnishing false information, or reporting a false emergency to the university.
- 9.4. Forgery, alteration, or misuse of any university document, record, key, electronic device, or identification.
- 9.5. Violation of Islamic obligations (Faraiz) & indulging in any activity derogatory to Islam or prestige and honor of university.
- 9.6. Theft or abuse of university equipment's, moveable property and other electronic resources.
- 9.7. Unauthorized possession or use of any university services including the university name, insignia, or seal.
- 9.8. Physical abuse including conduct that threatens health or safety of any person.

- 9.9. Obstruction or disruption in teaching, research, administration, disciplinary procedures or other university activities.
- 9.10. Gender mixing or lewd conduct, Harassment and disorderly behavior, walkout or strike.
- 9.11. Selling, preparing, or distributing for any commercial purpose course lecture notes or videos or audio recordings of any course unless authorized by the university in advance.
- 9.12. Preparing or distributing videos or audios crating to defame any person.
- 9.13. Smoking, cigarette, cigar or any tobacco drugs and Use of illegal substance.
- 9.14. Possession or use of firearms or guns, ammunition, explosives, knives or other weapons, or dangerous chemicals.
- 9.15. Student observes in any kind of suspicious activity.
- 9.16. Any immoral act defaming the university
- 9.17. Violation of dress code policy and mix gathering policy
- 9.18. Violation of any policy as mentioned in Article 7 and Article 8 of this document.

10. Proctorial Board(s) Procedures, Authorities and constitution

The campus proctorial board shall be the authority to deal with all discipline matters. All cases of indiscipline reported to faculty/Staff/Students of the university shall be referred to the Campus proctorial board.

- 10.1 University Proctorial Board;
 - a. University Board will be consisting of Head of Campus Proctorial boards of all campuses.
 - b. Vice Chancellor shall nominate "Chief proctor" (Senior Faculty Member) at university level to maintain Proctorial board(s).
 - c. Chief Proctor shall chair University Proctorial board(s).
 - d. Head SSD shall be secretary of university proctorial board to assist chief proctor.
- 10.2 Constitution of Campus Proctorial board;
 - a. Head Campus proctor: Senior faculty Member (Nominated by Chief Proctor in consultation with VC)
 - b. Proctors: From each faculty of campus not less than lecturer (one male, one female proctors; subject to the strength of students in respective faculty, nominated by Dean, Director, Principal)
 - c. Representative from student services Department, if required
 - d. Representative from Tarbiyah Department, if required
- 10.3 Proctorial board authorities;
 - a. Implement policies, regulations and rules dealing with student's conduct.

- b. Arrange regular meetings bi-monthly
- c. Prepare quarterly report.
- d. Deal with disciplinary cases, after being satisfied of the charge, can impose fine, warning, disciplinary probation, loss of privileges, exclusion from activities and suspension.
- e. And all authorities mentioned under Proctorial board/ Discipline policy.

Details of proctorial board is available on next pages of SHB.(Annexure -VIII)

11. Disciplinary committee authorities and constitution

- 11.1 Constitution of University Disciplinary committee (UDC);
- a. Chairman shall be the chief proctor of the university/Senior Faculty Member/Campus Proctor
 - b. Members (Appointed by Chief Proctor)/VC
 - c. Representative from Examination department if required
 - d. Representative from Tarbiyah Department if required
 - e. Secretary (Head of student services department)

- 11.2 UDC will be constituted on case-to-case bases;
The committee will be constituted by Chief proctor or by Vice Chancellor.

- 11.3 Conduct of Discipline Committee:

The discipline committee shall ensure observance of proper procedures as laid down:

- a. Written notice shall be issued for appearance before the disciplinary committee on a prescribed date, time and place.
- b. The student shall be given time to respond to charges against him/her and submit a written statement to the discipline committee.
- c. A record of the hearing and recommendation shall be forwarded to the competent authority for its approval.
- d. Decision of any disciplinary action shall be notified.

- 11.4 Penalties for indiscipline

If the discipline committee is satisfied that an act of indiscipline has been committed, penalties leading to expulsion, exclusion from activities, rustication, suspension, fine (to be paid to charity), warning, disciplinary probation, loss of privileges, including revocation of degree, ban according to gravity of case may be imposed.

- 11.5 Appellate Authority:
Vice Chancellor shall be the appellate authority

*_*_*_*_*_*_*_*_*_*_*_**

Annexure -I

Principle of Policy for discipline in Riphah

July 31, 2013



Dear Colleagues,

Assalamu Alaikum Wa Rahmatullahi Wa Barakatuhu,

University education is essentially a matter of building a mind-set and developing desirable personality traits in the students' community through the role model of teachers. It is an interactive process in which students and their mentors help each other in achieving the goal of building well rounded personality of students.

Objectives of curriculum, teaching outcomes, learning objectives are therefore to be well defined and representative of the mission statement of university. It is equally important.

We should excel in research and teaching with equal importance given to character building and personality development of our students. This is why we created RARE, Directorate of Tarbiyah, Students Services Department and QEC.

Since the establishment of IIMC Trust in 1995, we have been trying to present our teachers as role model to our students. First few batches of the graduates had personal guidance and supervision of founding team of IIMC. With the expansion of our programs, it has become more challenging to maintain same level of ideological commitment. In view of this vital need of the institution, we developed post-graduate diploma in ethics and teaching methodology. We hope graduates of this diploma will become trainers and role models for others.

The traditions established in the first phase of our existence, however, need to be consciously and carefully preserved and promoted. Among these are certain basic resolutions which do not require any debate or review. These include:

- 1) Islamic character of the institution has to be fully preserved and promoted through academic programs and student activities.
- 2) As soon as we get opportunity, total separation of male and female programs is to be materialized.
- 3) Student activities such as youth festival, sports week, annual day, debates, projects, literary contests etc. should be encouraged separately for boys and girls. Even when we face shortage of space, sufficient physical distance is to be maintained between programs organized for boys and girls.
- 4) I would like the faculty, students and the administration to strictly observe the Code of Conduct prepared by the Training and Students Services departments and approved by the Vice Chancellor (Enclosed).

A handwritten signature in black ink, reading "Zulfikar Ali Khan".

Maj. Gen. (R) Muhammad Zulfikar Ali Khan,
Chancellor,
Riphah International University



Annexure -II Uniform for undergraduates

Complete details of uniform for each faculty/department are below;

FACULTY OF REHABILITATION AND ALLIED HEALTH SCIENCES DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)
Shirt Colour : Sky Blue
Dress Pent: Steel Grey
Shoes & Socks : Black
Sweater: Steel Grey
Tie : Steel Grey
Baggy pants, jeans, jackets and joggers are not allowed.
FEMALE
Qameez : Band collar/ Full Sleeves / Length two inches below the knees .
Qameez Colour : White
Scarf Colour : Sky Blue
Shoes & Socks : Black
Sweater: Steel Grey
Abaya : Black Plain
Summer :Clothes with thin material and fittings are not allowed

For Boys	Shirt	Pent	Sweater
For Girls	Qameez	Scarf	Sweater

White Coat

- Both male and female should wear White Coat (Medical).
- Sized loosely
- Two inches extended below the knee
- Three buttons, two side pockets and one chest pocket on the left

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

- Male:** Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts
- Female:** Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

FACULTY OF MANAGEMENT SCIENCES DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)
Shirt Colour : White
Dress Pant: Navy Blue
Shoes & Socks : Black
Sweater: Navy Blue
Tie : Navy Blue
Baggy pants, jeans, jackets and joggers are not allowed.
FEMALE
Qameez : Band collar/ Full Sleeves / Length two inches below the knees
Qameez Colour : White
Scarf Colour : Navy Blue
Shoes & Socks : Black
Sweater: Navy Blue
Abaya : Black Plain
Summer :Clothes with thin material and fittings are not allowed

For Boys

Shirt

Pent

Sweater

For Girls

Qameez

Scarf

Sweater

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

RIPHAH INSTITUTE OF MEDIA SCIENCES DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)
Shirt Colour : White
Dress Pent: Black
Shoes & Socks : Black
Sweater: Black
Tie : Black
Baggy pants, jeans, jackets and joggers are not allowed.
FEMALE
Qameez : Band collar/ Full Sleeves / Length two inches below the knees .
Qameez Colour : White
Scarf Colour : Black
Shoes & Socks : Black
Sweater: Black
Abaya : Black Plain
Summer :Clothes with thin material and fittings are not allowed

For Boys

Shirt

Pent

Sweater

For Girls

Qameez

Scarf

Sweater

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

DEPARTMENT OF PSYCHOLOGY DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

FEMALE

Qameez : Band collar/ Full Sleeves / Length two inches below the knees .

Qameez Colour: White

Scarf Colour (Under Grad): Shocking Pink

Shoes & Socks : Black

Sweater: Black

Abaya : Black Plain

Summer :Clothes with thin material and fittings are not allowed

For Girls

Qameez

Scarf

Sweater

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

FACULTY OF ENGINEERING AND APPLIED SCIENCES

DRESS CODE/UNIFORM (MATHS/STATS/PHYSICS)

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE

Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)

Shirt Colour : White

Dress Pant: Steel Grey

Shoes & Socks : Black

Sweater: Steel Grey

Tie : Navy Blue

Baggy pants, jeans, jackets and joggers are not allowed.

FEMALE

Qameez : Band collar/ Full Sleeves / Length two inches below the knees .

Qameez Colour : White

Scarf Colour : Navy Blue

Shoes & Socks : Black

Sweater: Steel Grey

Abaya : Black Plain

Summer :Clothes with thin material and fittings are not allowed

For Boys

Shirt

Pant

Sweater

For Girls

Qameez

Scarf

Sweater

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

FACULTY OF COMPUTING

DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)
Shirt Colour : White
Dress Pant: Steel Grey
Shoes & Socks : Black
Sweater: Steel Grey
Tie : Steel Grey
Baggy pants, jeans, jackets and joggers are not allowed.
FEMALE
Qameez : Band collar/ Full Sleeves / Length two inches below the knees .
Qameez Colour : White
Scarf Colour : Grey
Shoes & Socks : Black
Sweater: Steel Grey
Abaya : Black Plain
Summer :Clothes with thin material and fittings are not allowed

For Boys

Shirt

Pant

Sweater

For Girls

Qameez

Scarf

Sweater

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, colors and covering whole body except face and hand, adhering to Islamic values.

DEPARTMENT OF ENGLISH LINGUISTICS & LITERATURE DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE	
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)	
Shirt Colour : White	
Dress Pent: Black	
Shoes & Socks : Black	
Sweater: Black	
Tie : Black	
Baggy pants, jeans, jackets and joggers are not allowed.	
FEMALE	
Qameez : Band collar/ Full Sleeves / Length two inches below the knees .	
Qameez Colour : White	
Scarf Colour : Sea Green	
Shoes & Socks : Black	
Sweater: Black	
Abaya : Black Plain	
Summer :Clothes with thin material and fittings are not allowed	

For Boys

Shirt	Pent	Sweater
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For Girls

Qameez	Scarf	Sweater
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Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

ISLAMIC INTERNATIONAL DENTAL COLLEGE DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)
Shirt Colour : White
Dress Pant: Steel Grey
Shoes & Socks : Black
Sweater: Meroon
Tie : Red
Baggy pants, jeans, jackets and joggers are not allowed.
FEMALE
Qameez : Band collar/ Full Sleeves / Length two inches below the knees .
Qameez Colour : White
Scarf Colour : Meroon
Shoes & Socks : Black
Sweater: Meroon
Abaya : Black Plain
Summer :Clothes with thin material and fittings are not allowed

For Boys

Shirt

Pent

Sweater

For Girls

Qameez

Scarf

Sweater

White Coat

- Both male and female should wear White Coat (Medical).
- Should be loose.
- Two inches extended below the knee
- Three buttons, two side pockets and one chest pocket on the left.

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

RIPHAH INSTITUTE OF PHARMACEUTICAL SCIENCES

DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)
Shirt Colour : White
Dress Pent: Steel Grey
Shoes & Socks : Black
Sweater: Dark Blue
Tie : Dark Blue
Baggy pants, jeans, jackets and joggers are not allowed.
FEMALE
Qameez : Band collar/ Full Sleeves / Length two inches below the knees .
Qameez Colour : White
Scarf Colour : Pink
Shoes & Socks : Black
Sweater: Pink
Abaya : Black Plain
Summer :Clothes with thin material and fittings are not allowed

For Boys

Shirt

Pent

Sweater

For Girls

Qameez

Scarf

Sweater

White Coat

- Both male and female should wear White Coat (Medical).
- Should be loose.
- Two inches extended below the knee
- Three buttons, two side pockets and one chest pocket on the left.

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight, fancy or trendy Shallwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

- Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts
- Female: Dress should be modest, so collars and covering whole body except face and hand, adhering to Islamic values.

ISLAMIC INTERNATIONAL MEDICAL COLLEGE DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE

Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)

Shirt Colour : White

Dress Pant: Steel Grey

Shoes & Socks : Black

Sweater: Meroon

Tie : Meroon

Baggy pants, jeans, jackets and joggers are not allowed.

FEMALE

Qameez : Band collar/ Full Sleeves / Length two inches below the knees .

Qameez Colour : White

Scarf Colour : Meroon

Shoes & Socks : Black

Sweater: Meroon

Abaya : Black Plain

Summer :Clothes with thin material and fittings are not allowed

For Boys

Shirt

Pent

Sweater

For Girls

Qameez

Scarf

Sweater

White Coat

- Both male and female should wear White Coat (Medical).
- Should be worn loosely
- Two inches extended below the knee
- Three buttons, two side pockets and one chest pocket on the left

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

FACULTY OF ENGINEERING AND APPLIED SCIENCES

DRESS CODE/UNIFORM

(ELECTRICAL ENGINEERING/BIO MEDICAL ENGINEERING)

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE	
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)	
Shirt Colour : White	
Dress Pent: Black	
Shoes & Socks : Black	
Sweater: Black	
Tie : Black	
Baggy pants, jeans, jackets and joggers are not allowed.	
FEMALE	
Qameez : Band collar/ Full Sleeves / Length two inches below the knees .	
Qameez Colour : White	
Scarf Colour : Navy Blue	
Shoes & Socks : Black	
Sweater: Steel Grey	
Abaya : Black Plain	
Summer :Clothes with thin material and fittings are not allowed	

For Boys

Shirt

Pent

Sweater

For Girls

Qameez

Scarf

Sweater

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

BS NURSING

DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)
Shirt Colour : White
Dress Pant: Steel Grey
Shoes & Socks : Black
Sweater: Navy Blue
Tie : Navy Blue
Baggy pants, jeans, jackets and joggers are not allowed.
FEMALE
Qameez : Band collar/ Full Sleeves / Length two inches below the knees .
Qameez Colour : White
Scarf Colour : Cyan
Shoes & Socks : Black
Sweater: Navy Blue
Abaya : Black Plain
Summer :Clothes with thin material and fittings are not allowed

For Boys

Shirt

Pent

Sweater

For Girls

Qameez

Scarf

Sweater

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

DEPARTMENT OF ISLAMIC STUDIES DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE	
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)	
Shirt Colour : White	
Dress Pent: Black	
Shoes & Socks : Black	
Sweater: Black	
Tie : Black	
Baggy pants, jeans, jackets and joggers are not allowed.	
FEMALE	
Qameez : Band collar/ Full Sleeves / Length two inches below the knees .	
Qameez Colour : White	
Scarf Colour : Black	
Shoes & Socks : Black	
Sweater: Black	
Abaya : Black Plain	
Summer :Clothes with thin material and fittings are not allowed	

For Boys

Shirt

Pent

Sweater

For Girls

Qameez

Scarf

Sweater

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

Male: Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female: Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

RIPHAH INSTITUTE OF PUBLIC POLICY DRESS CODE/UNIFORM

Following Dress Code must be strictly observed. Students violating the dress code, will be fined, marked absent, and may even be referred to the Proctorial Board for more severe punishment.

MALE
Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket)
Shirt Colour : White
Dress Pent: Black
Shoes & Socks : Black
Sweater: Black
Tie : Black
Baggy pants, jeans, jackets and joggers are not allowed.
FEMALE
Qameez : Band collar/ Full Sleeves / Length two inches below the knees .
Qameez Colour : White
Scarf Colour : Black
Shoes & Socks : Black
Sweater: Black
Abaya : Black Plain
Summer :Clothes with thin material and fittings are not allowed

For Boys

Shirt

Pent

Sweater

For Girls

Qameez

Scarf

Sweater

Note:

- The head scarf is mandatory for female students and it should cover their head, hair & neck properly.
- Any colour, other than the colour prescribed for Qameez, scarf, shirts, pants, footwear, socks are not allowed. Leggings are not allowed.
- Tight fitting, fancy or trendy Shalwar /Qameez, embroidery or any other ornamental works strictly forbidden.

Graduate /Weekend Students

- Male:** Dress shirts and dress pants along with well-maintained dress shoes are mandatory. Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts
- Female:** Dress should be modest, so colors and covering whole body except face and hand, adhering to Islamic values.

Annexure -III

Policy on Protection against sexual Harassment



THE HIGHER EDUCATION COMMISSION

**POLICY ON PROTECTION AGAINST SEXUAL HARASSMENT IN
HIGHER EDUCATION INSTITUTIONS**

[Effective July 1, 2020]

[Adapted with amendments the by Academic Council of Riphah International University]

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HIGHER EDUCATION COMMISSION
POLICY ON PROTECTION AGAINST SEXUAL HARASSMENT IN
HIGHER EDUCATION INSTITUTIONS

1. PRINCIPLES AND PURPOSES OF THE POLICY

- 1.1. Higher Education Institutions (“HEIs”) are highly consequential institutions in society that are dedicated to the pursuit and dissemination of knowledge. Members of the HEI community have several important rights and privileges, central among which is the right to pursue inquiry and search for knowledge without hinderance from unlawful or otherwise unacceptable constraints. The Higher Education Commission (the “HEC”), which has been mandated by law to prescribe conditions under which HEIs in the country may be opened and operated, takes very seriously the freedom of teachers, researchers, scholars, students and other members of the HEI community to live and work in a safe environment in which their dignity is protected.
- 1.2. Protection against sexual harassment is important not only because it threatens the freedom and conduciveness of the environment at institutions of higher learning. At a more fundamental level, such conduct is unacceptable because it violates personal dignity and shall not be tolerated at HEIs in Pakistan under any circumstance.
- 1.3. In accordance with the terms of this policy, sexual harassment shall be prohibited at HEIs in Pakistan, and shall constitute a punishable offence under the policy. The HEC affirms the right of every member of the HEI community live, study and work in an environment that is free from sexual harassment. The goal of this policy is to prevent sexual harassment from taking place, and where necessary to act upon complaints of sexual harassment promptly, fairly, judiciously and with due regard to confidentiality for all parties concerned.
- 1.4. All administrators, deans, managers, faculty, department chairs, directors of schools or programs and others in supervisory or leadership positions have an obligation to be familiar with and to uphold this policy and its procedures along with informing members of their staff about its existence. HEIs are encouraged to formulate internal policies that further strengthen or expand the protections available under the HEC’s policy on sexual harassment.¹
- 1.5. This policy has been made pursuant to the powers granted to the HEC under the Higher Education Commission Ordinance, 2002, and is binding on all higher education institutions in the country, whether operating in the public or private sectors. Violations or failure to comply with the HEC’s policies may lead to regulatory action being taken against non-compliant HEIs.
- 1.6. This policy is consistent with and has been made in light of the provisions of the Protection Against Harassment of Women at the Workplace Act 2010 (as amended) (the “2010 Harassment Act”). It extends the protection against sexual harassment to all members of the HEI community, and provides the option to aggrieved persons to seek recourse to resources within the HEI or to seek redressal through the provisions of the 2010 Act.

¹Point 2.1 (d), 4 (a) & Annex 2 added, point 2.3 (b) & (c), 14.1 are amended by the academic council of Riphah International University.

2. PROHIBITED CONDUCT

- 2.1. "Sexual harassment" means any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, where:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual participation in any activity at the HE¹;
 - Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.
 - Harassment of any type, including sexual harassment and abuse of authority, contravenes the basic norms of decent behavior, morality and ethics and is a violation of the Riphah International University Charter, Statutes, Rules and Regulations and is against the accepted standards of conduct.²
- 2.2. Sexual harassment may be overt or subtle, and can range from visual signals or gestures to verbal abuse to physical contact along with hand or sign language to denote sexual activity, persistent and unwelcome flirting (see Annex 1 for examples of various manifestations).
- 2.3. The following behaviors are specifically prohibited under this policy. This following are meant to provide specificity to the definition provided in clauses.
- 2.4. However, it is not an exhaustive list, and other behaviors that fall within the scope of the definition above shall also be prohibited.
- Especially Egregious Non-Consensual Acts:** Acts that would be included in the category of rape. While such situations will be covered under the laws of the country, and law enforcement institutions and the courts will investigate and adjudicate accordingly, the HE administration has a special obligation to take preventative measures, offer immediate assistance and take interim measures when required.
 - Non-Consensual Sexual Contact:** Includes sexual contact with another person disallowed in Islamic Shariah³
 - Sexual Exploitation:** Taking of actions that violate the sexual privacy of others or taking sexual advantage of another with or without their consent. For example, taking pictures, videotaping, viewing or distributing explicit images or sexual information of another person with or without their consent⁴.
 - Other Pervasive or Severe Behaviors:** It is not necessary that there be actual sexual contact for a behavior to be categorized as sexual harassment. Other unwelcome behaviors are also prohibited if (i) they are based on an individual's sex or gender (ii) are persistent or highly serious and (iii) create an atmosphere which is intimidating or hostile. These include but are not limited to lewd remarks or gestures, highly offensive jokes of a sexual nature, commenting inappropriately about another's body, and stalking.

²Added by Riphah Academic Council.

³Edited by Riphah Academic Council.

⁴Edited by Riphah Academic Council.

- e. Sex Discrimination: Adverse treatment of individuals based on their sex or gender rather than on merit. This would include instances such as the singling out (for such adverse treatment as lower salary or grades, or more severe punishment) of person(s) on the basis of sex or gender.
- 2.5. All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done electronically such as through the internet, e-mails, social media, texting, telephone, voicemail etc.
- 2.6. All actions of harassment or discrimination may be taken by a person of any gender against a person of the same or another gender, and would need to be considered by the HEI if the act qualifies as a prohibited act under the policy.
- 2.7. Sexual harassment is especially offensive when perpetrated by persons in authority, and when submission is made a condition toward any HEI activity or benefit (for example, when submission is made the basis of the evaluation of an Individual).
- 2.8. Sexual harassment will be considered especially egregious when the accused knew or reasonably should have known that the victim was in an impaired or incapacitated state. However, impairment of the accused, such as a result of the use of any illegal substances, shall not diminish their responsibility for harassment under this policy.

3. JURISDICTION

- 3.1. This policy applies to actions by students, faculty, staff, other members of the HEI community (such as interns, residents etc.), or third parties (such as service providers, visitors etc.), when the misconduct occurs:
 - a) On the HEI property (i.e. on campus) or in its immediate vicinity;
 - b) off the HEI property, if (i) the conduct occurs in connection with an HEI recognized program or activity or (ii) the conduct may create a hostile environment or pose a safety risk on campus; and
 - c) Using the university's computing or network resources accessed from an off-campus location, which shall be deemed to have occurred on campus.

4. DESIGNATED RESOURCES

- 4.1. The HEI shall designate at least two members of the HEI administration (the "Focal Persons"), at least one of whom shall be a woman, to offer support and immediate assistance to those who have experienced sexual harassment. Contact information of such individuals shall be easily available, including on the HEI's website.
 - (a) The Tarbiyah Manager of each Riphah campus in a city or otherwise, will be the focal person for that campus⁵. See annexure 2 for details
- 4.2. The HEI shall also constitute an Inquiry Committee to investigate and adjudicate any allegations of prohibited conduct (the "Inquiry Committee") in accordance with the provisions of Section 7 below. Those who have experienced sexual harassment may also contact members of the Inquiry Committee for support and advice.

⁵ Added by Riphah Academic Council.

5. COMPLAINTS AND REPORTING

- 5.1. A complaint may be lodged by any person who has experienced sexual harassment as defined in Section 2 (Prohibited Conduct) read with Section 3 (Jurisdiction) of this policy, with either the Focal Person or with any member of the Sexual Harassment Inquiry Committee.
- 5.2. In cases in which the conduct in question falls within the scope of the 2010 Harassment Act, the affected person shall also have an option to submit a complaint to the Ombudsperson in accordance with the provisions of the 2010 Harassment Act.
- 5.3. In the event that a complainant is reluctant to contact the Focal Persons or any members of the Inquiry Committee, the complainant may contact a colleague, Instructor, the employment supervisor, manager, department chair, dean or VC. It will be the responsibility of the individual contacted to report the case to the Inquiry Committee without identifying either the complainant or the alleged offender and to ask for advice on procedure and policy from them to effect solution, if a solution is necessary.
- 5.4. Complainants shall be encouraged to submit complaints promptly, preferably within 3 months but no later than 12 months from the last date of the alleged harassment. An extension of up to 1 year may be granted by the Focal Persons or the Inquiry Committee upon written request stating the reasons for the delay in submitting the complaint.
- 1.5. All members of the HEI community are encouraged to report any instances of sexual harassment that they may have observed to the Focal Persons or the Inquiry Committee. For the purposes of safeguarding the campus community, HEIs have an obligation to investigate material violations of this policy even in the event that a formal complaint has not been filed.
- 5.6. As soon as a complaint or report is received by one of the designated resources, it shall be shared by him or her (within a period of 24 hours) with all Focal Persons and members of the Inquiry Committee for further action.
- 5.7. For minor violations, complainants may opt to make an informal complaint to either the Focal Person or the Inquiry Committee. The primary objective of informal resolution mechanism is to take preventative action, so that minor violations are detected early and appropriate warning is given to the accused to stop the offending behavior before it reaches a higher degree of seriousness. If the incident reported through this mechanism constitutes prohibited conduct under Section 2 of this policy, the Inquiry Committee shall deal with the complaint accordingly.

6. INTERIM MEASURES AND SPECIAL ARRANGEMENTS

- 6.1. As soon as a complaint or report is received by designated resources or any member of the HEI administration, depending on the nature and seriousness of the offence, the Focal Persons shall take appropriate steps to provide interim measures that may be requested by the affected persons or as otherwise may be deemed appropriate. If the affected person is not satisfied with the measures taken, he or she may contact any member of the Inquiry Committee for necessary action. Interim measures include but are not limited to:
 - a) adjustment in class or examination schedules, including for the purposes of attending hearings;
 - b) access to counselling services or other appropriate medical assistance;
 - c) change in the work assignments;
 - d) arrangement for any assessments or evaluations to be made by a neutral person;
 - e) adjustment to class schedule, including withdrawal from course or changing the section;
 - f) notifying the campus security officials (or law enforcement in case of serious violations) regarding the violation;

- g) impositions of a HEIwide order designed to prohibit contact or communication between certain persons;
- h) change of the housing arrangement of certain persons; or
- i) any other measure that may be deemed appropriate.

7. INQUIRY COMMITTEE

7.1. The Inquiry Committee shall be responsible for the investigation and adjudication of any complaint received in connection with the violation of this policy.

7.2. The Inquiry Committee shall be constituted in the following manner:

- a) The committee shall consist of three members, at least one of whom shall be a woman and one of the members shall be a member of the senior management of the HEI.
- b) All members of the committee shall be employees of HEI and will be appointed by the Vice Chancellor (the "VC") after the VC has taken nominations from senior members of the HEI administration. The VC may co-opt one or more members from outside the HEI if it is otherwise not possible to designate three members as described above.
- c) Members of the Committee shall be individuals who are known for being principled, credible, fair, gender-sensitive and have a strong character (someone who will not change their decision due to pressure from friends, colleagues or seniors). They shall have no conflict of interest in particular cases, and shall be impartial and unbiased.
- d) Members of the Committee shall be appointed for a term of two years (shorter terms may be required occasionally to fill vacancies). No member shall serve for more than two consecutive terms. Former members will be eligible for reappointment after a lapse of two years.
- e) One of the members of the committee shall be appointed as the Chair by the VC, whose duties shall include, but are not limited to: maintaining order during hearings, answering procedural questions, granting or denying adjournments, maintaining proper documentation of the proceedings, which shall constitute the official record and reporting recommendations of the Committee to the VC. All these duties shall be undertaken in consultation with the Committee members.
- f) access to counselling services or other appropriate medical assistance;
- g) change in the work assignments;
- h) arrangement for any assessments or evaluations to be made by a neutral person;
- i) adjustment to class schedule, including withdrawal from course or changing the section;
- j) notifying the campus security officials (or law enforcement in case of serious violations) regarding the violation;
- k) impositions of a HEIwide order designed to prohibit contact or communication between certain persons;
- l) change of the housing arrangement of certain persons; or
- m) any other measure that may be deemed appropriate.

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- f) In case a complaint is made against one of the members of the committee, that member shall be replaced by another (impartial member) for that particular case.

8.3. The HEI shall endeavor to provide training to members of the Inquiry Committee in investigation and adjudication of conduct prohibited under this policy.

8.4. An HEI staff member shall be appointed to assist the Inquiry Committee. This work shall include responsibilities such as organizing meetings, acting as a liaison between the committee and the other parties involved, record keeping, making and updating a database to track the processing of complaints, and ensuring appropriate awareness raising about the issue of sexual harassment at HEI.

9. INVESTIGATION AND ADJUDICATION

9.1. All complaints alleging Sexual Harassment shall be forwarded to the Inquiry Committee within 24 hours of being received by the Focal Person or any other office of the HEI.

9.2. As soon as is reasonably practicable after receiving a complaint, the Inquiry Committee shall determine whether the alleged conduct in the complaint meets the criteria set forth in Sections 2 (Prohibited Conduct) and Section 3 (Jurisdiction) of this policy. If it is determined by a majority of the members of the Inquiry Committee that the alleged conduct meets the aforementioned criteria, a formal investigation shall be initiated.

9.3. In the absence of a formal complaint, if a serious violation of this policy is reported to the Inquiry Committee, or a series of allegations against the same person are received, the Inquiry Committee may determine by majority vote to initiate proceedings after notifying the VC.

9.4. After initiating the investigation, and not later than three days of the receipt of a written complaint, the Inquiry Committee shall:

- a) communicate to the accused the charges and statement of allegations leveled against him/her, the formal written receipt of which will be given;
- b) require the accused within seven days from the day the charge is communicated to him/her to submit a written defense and on his/her failure to do so without reasonable cause, the Committee shall proceed ex- parte; and

- c) enquire into the charge and may acquire and examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary(including by summoning potential witnesses)and each party shall be entitled to cross- examine the witnesses against him/her.

9.5. The following rules shall be applicable to the hearings conducted by the Inquiry Committee:

- a) All hearings shall be closed hearings;
- b) The Inquiry Committee will hear statements from the complainant(s) and respondent(s), the witnesses if any (as required) and study any other documents and/or evidence as presented by the relevant parties or collected in the process of conducting inquiry;
- c) The Inquiry Committee shall have discretion to limit testimony and questioning of witnesses to those matters it considers relevant to the disposition of the case;
- d) The Chair of the Inquiry Committee shall have the power to compel a witness to attend, and the complainant(s) and/or respondent(s) may request the Chair's aid in this regard;
- e) The complainant and the respondent may at any stage of any of the procedures outlined in this policy be represented and/or accompanied by another person of her/his choice.
- f) The Committee shall have the right to acquire any relevant piece of evidence to further their understanding of the case and the relevant parties, witnesses and administration are required to provide them with this documentation and/or evidence to facilitate the investigation;
- g) Objective documentation of the proceedings of the Inquiry Committee shall be maintained where high confidentiality of the records and other such material shall be upheld at all times;
- h) The respondent shall be allowed to cross question the complainant and witnesses unless the committee decides otherwise;
- i) Where any procedural matter is not dealt with in this policy, the Inquiry Committee may, guided by the principles of fairness, establish any appropriate procedure.

9.6. Members of the HEI community have an obligation to cooperate in an investigation, and refusal to cooperate may result in disciplinary action. There may be circumstances in which the complainant may wish to limit their participation in the proceedings. The complainant shall not be subject to discipline, but the HEI may be obligated to proceed with the investigation.

9.7. Following the formal hearing, the members of the Inquiry Committee shall deliberate and determine the validity of the complaint based on the totality of the circumstances. The presence or absence of evidence cannot always be the sole criteria on which a judgment can be made. The credibility of statements and context must be kept in mind during the deliberations. The committee members will reach a decision unanimously or by a majority after the deliberations. Where the complaint is found to be valid, the Committee will recommend an appropriate penalty.

5.8. The Inquiry Committee shall complete the inquiry and recommend its final decision within a period of 30 days. It shall then send its decision to the VC giving its findings in writing by recording reasons thereof (which shall include any note of dissent) for endorsement and action. Recommendation of the Inquiry Committee shall be implemented within seven days.

10. CONFIDENTIALITY

10.1. Confidentiality shall be enjoined on the Focal Persons, the Inquiry Committee and all others involved in the process. This does not preclude the reasonable and discreet disclosure of information in order to elicit the facts of the case, or to implement and monitor properly the terms of any decision.

- 10.2. The Focal Persons, members of the Inquiry Committee and their support staff shall be subject to administrative disciplinary action for inappropriate breaches of confidentiality on their part.
- 10.3. All notes and records arising in connection with an investigation shall be maintained in a confidential file at HEI.

11. PENALTIES

- 11.1. In cases in which the respondent is a student, the following sanctions may be imposed:
- a) In case of minor violations, the student may be issued a warning or reprimand. These shall be considered when adjudicating future violations.
 - b) In case of more serious violations, the following formal sanctions may be imposed: disciplinary probation, withholding of degree for a period of time, suspension or expulsion.
 - c) The following may be added to any of the penalties listed above: campus service; relocation from campus housing; exclusion of the respondent from a designated portion(s) of HEI buildings or grounds, or from one or more HEI designated activities, (provided such penalty is appropriate to the offence and where the penalty does not prevent the respondent from pursuing her/his studies); attending educational program; inclusion of decision in the student's record, except in the case of the first instance of a minor violation (for up to seven years).
- 11.2. In cases in which the respondent is a member of the faculty, researcher or employee/staff of the HEI, the following sanctions may be imposed (individually or in combination), keeping in view the terms of the applicable employment policies:
- a) oral or written reprimand;
 - b) counselling or training;
 - c) inclusion of the decision in a specified personnel file(s) of the respondent;
 - d) exclusion of the respondent from a designated portion(s) of HEI buildings or grounds, or from one or more designated HEI activities, where such penalty is appropriate to the offence and where the penalty does not prevent the respondent from carrying out her/his professional duties;
 - e) the imposition of a fine;
 - f) recommendation for suspension of the respondent without pay;
 - g) recommendation that dismissal proceedings be commenced; or
 - h) other sanctions, as deemed appropriate, in accordance with the terms of the employment policies.

12. RIGHT OF APPEAL

- 12.1. Both the complainant and the respondent shall have a right to appeal the decision of the Inquiry Committee within a period of 30 days from the date of notification of the decision.
- 12.2. In cases in which the conduct falls within the scope of the 2010 Act, the aggrieved party shall have an option to file an appeal to the Ombudsman in accordance with the provisions of the 2010 Act.
- 12.3. There shall be a three-member appellate body (the "Appellate Body") appointed by the VC that shall include at least one senior member of the HEI administration (at the level of dean or equivalent) and at least one of the members of which shall be a woman. No member of the Inquiry Committee shall concurrently be a member of the Appellate Body. In case the complaint had been made against one of the members of the committee, that member shall be replaced by

another (impartial member) for that particular case.

- 12.4. Appeal to the Appellate Body against the decision of the Inquiry Committee can be filed on the following grounds:
- a) the alleged conduct does or does not fall within the scope of this policy;
 - b) the Inquiry Committee reached a decision without consideration of material information;
 - c) the imposed penalty is unfair because it is disproportionate or materially different from that imposed for similar misconduct; or
 - d) the adjudication process followed by the Inquiry Committee was procedurally unfair.
- 12.5. In order to reach its decision, the Appellate Body may communicate with the parties, the members of the Inquiry Committee or other members of the HEI community as it deems fit.
- 12.6. The Appellate Body may, on consideration of the appeal and any other relevant material, confirm, set aside, vary or modify the decision within 30 days in respect of which such appeal is made, and shall communicate the decision to both the parties, the VC and the Inquiry Committee.

13. MALA FIDE ALLEGATION

- 13.1. False allegations of sexual harassment made out of malice or intent to hurt the reputation of the persons against whom the complaint is filed are to be dealt with as serious offences. Making mala fide allegation of sexual harassment knowing it to be false, whether in a formal or informal context, is a serious offense under this policy.
- 13.2. In the event that the Inquiry Committee determines that a false allegation made in the complaint with mala fide intent, it may recommend appropriate action against the complainant by sending its findings to the VC (by recording reasons thereof and including any note of dissent) for endorsement and action. In cases in which the conduct falls within the scope of the 2010 Act, the Inquiry Committee may recommend the handing over of such cases to the Ombudsperson for taking further action against the complainant who made the false allegation with mala fide intent.

14. PROTECTION AGAINST REPRISAL

- 14.1. HEIs shall not allow reprisal or threats of reprisal against any member of the HEI community who makes use of this policy (formally or informally). HEIs shall also prohibit such threats or actions against anyone who participates (e.g. testifies, assists, etc.) in proceedings held under its jurisdiction.
- 14.2. Retaliation or any other action against complainant of sexual harassment is to be taken seriously under the provisions of this policy. All allegations of retaliation would be investigated formally under the purview of this policy, and if substantiated, would result in appropriate disciplinary action.

15. SPECIAL CONSIDERATIONS REGARDING RELATIONSHIPS BETWEEN INDIVIDUALS

- 15.1. In contrast with sexual harassment, personal relationships among consenting adults of the HEI community shall not be considered a private matter.⁶
- 15.2. Under the policy it is highly inappropriate for any member of the community to establish an intimate relationship with a student, subordinate or colleague on whose academic or work performance he or she will be required to make professional judgments. The policy requires that the individual may not involve themselves in such conduct as the professional responsibility for

supervision or oversight would be affected in such cases. Relationships with a difference in power and authority can seriously affect the institutional working as well as the credibility of all involved. In particular, intimate or romantic relationships between faculty members and students (whether at the undergraduate or the graduate level) or between faculty members and staff, shall be prohibited.

16. EDUCATION FOR PREVENTION

- 16.1. To ensure prevention of sexual harassment on campus, HEI should develop programs to educate its staff, faculty and students as well as provide written material for reference. Education is essential to sensitizing the university faculty, staff and students in order to eliminate sexual harassment on campus. This shall be done in multiple ways, including those listed below.
- 16.2. The HEC's Sexual Harassment Policy, any of the university's internal policies as well information regarding the 2010 Act shall be:
 - (a) available on the HEI website;
 - (b) be a part of the package that all new hires receive;
 - (c) be a part of orientation of new students and included in any written material given to them;
 - (d) be included in the HEI's Prospectus (a summarized version); and
 - (e) displayed in prominent locations on campus
- 16.3. The names of the Focal Persons and the members of the Inquiry Committee shall be made visible/accessible to the HEI community through its website, posted on notice boards, etc.
- 16.4. The HEI shall ensure that its relevant members (e.g., Focal Persons, members of the Inquiry Committee, HR personnel, etc.) attend a training to educate themselves on sexual harassment and relevant the laws and policies. Once trained, designated HR personnel shall be made responsible for educating all personnel, staff, faculty, students that join the HEI. This will be an ongoing activity.
- 16.5. All departments at HEI must disseminate and display information about these programs, what constitutes sexual harassment, how to respond to it and what to do when someone asks for advice about sexual harassment.

⁶ Modified by the Riphah Academic Council.

EXAMPLES OF SEXUAL HARASSMENT CASES AT HEIS

Actual Reported Cases

The following is a list of actual reported cases that are provided as examples of what constitutes sexual harassment.

- a. Asking female students to visit personal offices of their supervisors/authorities in-charge after office hours to discuss their grades and assignments.
- b. Asking female students to meet supervisor/authorities in-charge out of the HEI premises with the promise of improvement in grades.
- c. Financial and sexual gratification from graduate students (PhD, M-Phil, Masters) by their supervisor.
- d. Unwelcome sexual advances, whether or not they involve physical touching.
- e. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life.
- f. Comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, or cartoons.
- g. Unwelcome staring, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments.
- h. Inquiries into one's sexual experiences.
- i. Discussion of one's sexual activities (even if males are discussing this it is done deliberately in front of female students or colleagues).
- j. Using derogatory and abusive language that refers to others' mother's or sister's bodies.
- k. Acts of sexual connotation relating to the same as a common usage in conversation.

Types and Examples

The following list provides further examples of actual reported or common cases by category:

1. Misconduct by Teachers

- a. Male Teacher asked the Female student, if you want "A" grade, you need to take your final exam at my home.
- b. Male head of the department forced the female subordinate employee by telling her that if she wants her contract extended she needs to spend time with him after office hours.
- c. Male HOD deliberately touching or hitting the body of female employee by file or pen/pencil.
- d. Male Teacher referring to female bodies and reproductive cycles to embarrass female students during class lectures.
- e. Needy female students were given financial support by Faculty member in exchange for sexual favors.
- f. Students complaints of a teacher telling vulgar jokes during classes which had sexual innuendos.
- g. Complaints against male supervisor/teacher spending long hours locked away in office with a young female colleague or student.

2. Misconduct by Students

- a. A male student making vulgar jokes about a female student on the social media or verbally telling vulgar jokes about her to his fellow students.
- b. Students sending in written notes letters, emails with requests for intimacy
- c. Female student asked the teacher to provide the final grade list of all students. When the teacher refused to do that, the student registered a complaint against the teacher that he tried to hold her hand in parking lot while asking her to meet in private for grade list.
- d. Female student visiting male teacher in his office unnecessarily and spending long hours and initiating intimacy for benefits (of grades, employment or even monetary).
- e. Repeatedly following particular female students around the campus

3. Misconduct by Employees

- a. Using vulgar language to address females (student, faculty and other employees)
- b. To touch their intimate parts in the presence of women
- c. Younger faculty member was blocked by Dean of the relevant faculty to get higher education (PhD/Phil) [upon her refusal to comply with his undue demands].
- d. Junior faculty was transferred to another department against her will by the authorities as a punitive measure for not complying with undue requests for (sexual) favors.
- e. Giving extra favors to young female faculty/staff in nominating their names for international/domestic trips for their attention.
- f. Threatening female students by using forged/fake documents and pictures to blackmail them into compliance.
- g. Anonymous letters/pamphlets/e-mails defaming or character assassination of employees/ teachers/students.

ANNEX 2

Committees and focal persons of Riphah International University appointed by the VC

The following persons are nominated by the VC for execution of the policies.

1. Focal Persons

On each campus, following are the Focal persons.

1.1 University level

- a. HDS [Female Member]
- b. SSD [Male Member]

1.2 (a) Campus level

- b. Manager Tarbiyah of relevant campus [Male/Female]

2. Inquiry Committee

2.1 (b) & (c) Inquiry committee (Standing) at University level and for Regional Campuses (each) will be comprising of the following;

University level:

1. A Senior Faculty Member (Chairperson) (Registrar/Dean)
2. Chief Proctor
3. Tarbiyah Department [Female member]/Female Tarbiyah Rep (Regional Campus)
4. Rep. HDS (Female)/HDS Rep (For Regional Campus)
5. Head SSD (Secretary)/SSD Rep (For Regional Campus)

Regional level:

1. A Senior Dean (Chairperson)
2. Campus Head Proctor (Regional Campus)
3. Female Tarbiyah Rep (Regional Campus)
4. HDS Rep (Regional Campus)
5. SSD Rep (Regional Campus)

3. Right to Appeal

As point 11.3 of Policy The university appellate body shall be:

The Vice Chancellor or the Committee constituted by VC.

ANNEX -IV
DRUG POLICY



HIGHER EDUCATION COMMISSION
Policy on Drug and Tobacco Abuse in
Higher Education Institutions

2021

Glossary of Terms and Abbreviations

ADTC	Anti-Drug And Tobacco Committee constituted under Section 3 of this policy
ANF	Anti-Narcotics Force
Drug(s)	This includes “narcotic drugs” as defined in the Control of Narcotics Substances Act, 1997 as well as “psychotropic substance” listed in the Schedule to the Act, pharmaceutical drugs, sedatives and tranquilizers described in The Drugs Act, 1976 if used without a prescription or authorization, and alcohol prohibited by The Prohibition (Enforcement of Hadd) Order (4 of 1979)
Drug Abuse	Possession, use or the sale or distribution of such drugs
Focal Person	The Focal Person appointed under Section 3 of this Policy
HEC	Higher Education Commission
HEI	Higher Education Institute
NGO	Non-governmental organization
Smoking	Smoking shall have the same meaning as it does under the Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002
Smoke free	Smoke free shall mean the prohibition of smoking and other use of tobacco in accordance with the provisions of the Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002
Anti-Tobacco Legislation	The ‘Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002,’ or any other anti-tobacco legislation in the HEI’s jurisdiction, as applicable
Illicit Smoking	Smoking in any form for the consumption of drug and is considered as drug abuse.

1. AIMS AND OBJECTIVES

- 1.1. Drug abuse and smoking pose serious risks to human health and the social life of the community and have significant economic and environmental costs.
- 1.2. According to the United Nations Office of Drugs and Crime (UNODC)'s 2020 World Drug Report, in 2018, more than 35 million people suffered from the consequences of drug abuse. In fact, the number of drug users worldwide is on the rise with cannabis being the most commonly used drug.¹ Other commonly used drugs include alcohol, methamphetamine, heroin, amphetamine-type stimulus (ATS), cocaine, ecstasy, opium, poly drug (a combination of several drugs), pharmaceutical cocktails, tranquilizers and sedatives. Factors contributing towards drug abuse include easy access to drugs at low prices, rapidly changing social norms, existence and presence of drug dens and cartels, unemployment and economic distress, lack of awareness on drug abuse within the family and in educational institutions, mental health problems (such as anxiety, depression, anger, guilt, grief, low self-esteem, frustration, rejection etc.), curiosity/urge to experiment, influence of media portrayals, peer pressure, lack of support by parents, the family and the community. To address the problem, the Federal Government has passed various laws including the Control of Narcotics Substance Act, 1997 and the Drugs Act, 1976, which proscribes the possession and distribution of illicit drugs and alcohol with penalties for violations provided in the Code of Criminal Procedure up to and including capital punishment.
- 1.3. With respect to smoking, the World Health Organization documents that more than 8 million people die each year from tobacco use with 1.2 million of these deaths from passive smoking alone and many others facing tobacco-related health complications.² Accordingly, the Federal Government enacted the Prohibition of Smoking and Protection of Non-smokers Health Ordinance, 2002 (Ordinance No. LXXIV of 2002) to limit smoking at public places of work or use and in public service vehicles (except in designated areas) and to outlaw tobacco storage, sale, or distribution in the vicinity of educational institutions. Individuals and institutions who violate the law may face the penalty set out in sections 11 (a) and (b) of the Ordinance.
- 1.4. Like all other institutions, universities have a legal responsibility to implement all relevant national laws and policies and should join hands with all stakeholders including psychologists and psychiatrists, social workers, NGOs, and others to address the problem of unlawful drug and tobacco abuse.
- 1.5. To ensure that HEIs contribute to the reduction of drug abuse and smoking, this policy has been made pursuant to the powers granted to the HEC under the Higher Education Commission Ordinance, 2002. It is binding on all HEIs in the country, whether operating in the public or private sectors. Violations or failures to comply with the HEC's policies may lead to regulatory action being taken against non-compliant HEIs. The policy supplements national and provincial legislation on drug and tobacco use including the Drugs Act, 1976, the Control of Narcotics Substances Act XXV, 1997, the Drug Regulatory Act, 2012, and the Prohibition of Smoking in Enclosed Places and Protection of Non-smokers Health Ordinance, 2002 (Ordinance No. LXXIV of 2002)

¹ UNODC World Drug Report 2020, <https://www.unodc.org/unodc/press/releases/2020/June/media-advisory---global-launch-of-the-2020-world-drug-report.html>.

² Tobacco, Key facts, World Health Organization, <https://www.who.int/news-room/fact-sheets/detail/tobacco#:~:text=Tobacco%20kills%20more%20than%208,%2D%20and%20middle%2Dincome%20countries.>

2. SCOPE

- 2.1. This policy covers all public and private sector HEIs and is applicable to students, faculty, staff and visitors (including individuals associated with outsourced services) in the premises of HEIs (campus, classrooms, hostels, play grounds, libraries, laboratories, cafeterias & transport etc.)³

3. ANTI-DRUG & TOBACCO COMMITTEE AND FOCAL PERSONS FOR DRUG AND TOBACCO ABUSE

- 3.1. Anti-Drug & Tobacco Committee (ADTC): Each HEI shall constitute an "Anti-Drug & Tobacco Committee" comprising of five members duly notified by the Vice Chancellor/Rector of the HEI. Any sub-campus of the HEI shall also establish its own sub-committee constituted on a similar pattern to perform similar duties.
- 3.2. Composition of the ADTC: The committee shall be headed by the senior most committee member and include:
- Director Student Affairs or senior university officer / faculty designated as Chair of the accessibility committee.
 - two members from the faculty (one male and one female, both female in case of all women university)
 - at least one member from the student body as may be prescribed by the university
 - one representative of psychological wellbeing committee / university's medical center / planning & development department
 - one staff member deputed as secretary to the ADTC.

General Provisions for work of the ADTC:

- for the purpose of a meeting of the accessibility committee, three members shall constitute a quorum.
 - in absence of the Chair, the senior most member shall act as Chair of the meeting.
 - the Chair and the members shall hold office for the period of three years and shall in no case be eligible for re-appointment for more than one similar term.
 - the Vice Chancellor shall appoint all members of the ADTC except the ex-officio members and the representative of the student body
- 3.3. Roles and Responsibilities of the ADTC: The committee will be responsible for ensuring a drug free and smoke free environment in the HEI and to take measures to safeguard the interests of the students in the following ways:
- by inquiring into, investigating and resolving any matter regarding the usage/consumption, sale and distribution illegal drugs in the HEI;
 - by inquiring into, investigating and resolving any matter regarding the violation of Anti- Tobacco Legislation at the HEI;
 - by coordinating with and connecting students to rehabilitative services including counseling, medical care and helplines when needed;
 - by raising awareness on the prevalence, problems and persistence of drug abuse and tobacco consumption;

³ Each university may develop its own regulations for application of the policy on campus residential areas.

- v. by providing advice to HEIs regarding the implementation of this policy and relevant legislation; and
- vi. by ensuring effective coordination with all relevant stakeholders inside and outside the HEI.
- vii. maintain close liaison with hostel wardens for implementation of this policy and may relocate the reasonably suspected student for drug abuse or found addicted student.
- viii. By taking any other appropriate measures including but not limited to testing of an accused from any authorized laboratory

3.4. Focal Person for Drug and Tobacco Abuse: The member of the ADTC who is from the HEI's administration shall be appointed a Focal Person for matters related to Drug Abuse and unlawful tobacco consumption. The Focal Person will act as a liaison for the members of the HEI to the ADTC. If a student, staff, or faculty member feels that he or she needs medical and/or mental health assistance and counselling or would like to report Drug Abuse or smoking, the student, faculty or staff member may reach out to the Focal Person who will connect the individual to the services requested or refer the matter to the ADTC to begin an inquiry as the case may be.

4. EFFORTS TO PREVENT DRUG AND TOBACCO ABUSE

4.1. HEIs must undertake efforts to prevent drug abuse, smoking and illicit smoking. This section lists actions that HEIs must take as facilitated by the ADTC and the Focal Person.

4.2. Awareness raising against drug abuse and tobacco consumption:

- i. Drug abuse: Possession, use, distribution and sale of drugs is prohibited in Pakistan. Each HEI must ensure that students, staff and faculty are aware of the legal and disciplinary penalties for drug possession, distribution and sale.
- ii. Smoking: HEIs must display labels in accordance with the prohibition of smoking under Anti-Tobacco Legislation. Additionally, all students should be made aware of the adverse effects of smoking on health.

4.3. **Awareness raising strategies:** In order to create and promote awareness and to educate people about the negative effects of drug and tobacco use and its prohibition, HEIs, through the ADTC, shall take the following measures:-

- i. All newly admitted students and newly appointed faculty/staff members shall attend a mandatory hour-long orientation session, arranged by the HEI. The session shall make them aware of this policy and the hazards of drug abuse and smoking.
- ii. An undertaking in the form set forth in Annex-A&B shall be signed by all existing and newly recruited/admitted faculty, staff members, and students, and shall be submitted to the relevant office of the university.
- iii. The HEI shall distribute drug and tobacco awareness material through student handbooks and pamphlets, including in the admissions materials (for awareness of both parents and students), incorporating details about the HEC policy (as well as its web link). This may include graphical images/pictorial illustrations of the adverse health effects of drug and tobacco consumption.
- iv. The relevant warnings under this policy as well provisions related to punishments for violations shall be displayed on the notice board of each department in the HEIs.
- v. Awareness raising campaigns throughout the academic year including seminars, walks, workshops, and lectures shall be arranged in collaboration with ANF, NGOs, and professionals from reputable rehabilitation centers. Events may be organized if the HEI is in session in

connection with the 'International Drug Abuse Day' (June 26th) and 'World No Tobacco Day' (May 31st).

- vi. To create awareness against drugs abuse and smoking and strengthen prevention interventions, HEI in collaboration with national and international entities will develop and offer self-paced E-Course through National Academy of Higher Education that will be mandatory for all students (before completion of the degree), faculty and administrative staff during one year of launch of this policy.
- vii. Any other programs the ADTC may determine appropriate from time to time.

4.4. Activities and programs: Students must be encouraged to participate in a diverse array of programs as healthy engagements that may prevent any inclination toward smoking or Drug Abuse. These include (but are not limited to):

- i. extra and co-curricular activities on campus such as theater, dramatics etc.
- ii. community service including plantation, distribution of food amongst the disadvantaged, volunteer work at old/shelter homes (the HEI may require community engagement & service hours at the undergraduate level);
- iii. fitness, exercise, sports and athletic activities;
- iv. Students, faculty and administrative staff of the university who have volunteered and worked extraordinarily for implementation of this policy shall be publicly acknowledged and conferred upon the certificate of appreciation on 'International Drug Abuse Day' (June 26th) and/or 'World No Tobacco Day' (May 31st) annually;
- v. hosting and monitoring of recreational events by HEI to provide an avenue to bring together students without drug and tobacco use; and
- vi. any other program the ADTC may determine from time to time.

4.5. Engaging student clubs, organizations and societies and collaboration with other organizations: Student societies can additionally be engaged by the HEI in awareness raising activities. HEIs can collaborate with various governmental/non-governmental organizations, effectively working for the cause to eradicate drug abuse and discourage tobacco consumption. Through these liaisons, the students can also be provided with an opportunity to volunteer and facilitate ADTC's workings.

5. SUPPORT FOR MEMBERS OF HEIs DEALING WITH DRUG AND/OR TOBACCO ADDICTION/DEPENDENCE

- 5.1. HEIs should ensure that students, faculty, and staff facing drug and/or tobacco addiction/dependence are provided with adequate support. This section lists some of the support HEIs must provide. HEIs are encouraged to provide additional support as they choose.
- 5.2. On campus counsellor/psychologist/psychiatrist: A counsellor, psychologist, or psychiatrist available at the HEI shall help students, staff and faculty members by guiding them through any problems or issues such as peer pressure and demotivation which often lead to drug and tobacco consumption. Any student suffering from any mental health issues, such as anxiety, depression, or post-traumatic stress disorder may also seek assistance of the trained professional. If the student requires further assistance, the counsellor/psychologist/psychiatrist may refer the student to rehabilitative services. For this purpose, the HEI shall maintain a list of such services.

- 5.3. Coordination with Parents:** In case a student's parents have been notified pursuant to the provisions of Section 7.2 or Section 7.3 of this policy, the HEI shall endeavor to coordinate with the parents of such students for purposes of helping the students with rehabilitation and facilitating their return to their studies in case of any gap.
- 5.4. Helpline:** All HEIs shall establish a helpline that students, faculty and staff can call whenever they face a mental health issue or a situation in which they may have been tempted to use drugs or tobacco. This helpline will be staffed by a trained counsellor and a team of trained volunteers. Volunteers may include student, faculty, or staff. The helpline may refer students to the on-campus counsellor/psychologist/psychiatrist, rehabilitative services, the ADTC or the relevant Focal Person.
- 5.5. De-stigmatization of the affected students and university members:** Because students, faculty and staff using drugs may need significant medical and psychological assistance, all those who seek support for drug or tobacco dependence and addiction from the Focal Persons, counsellors/psychologists/psychiatrists and the helpline will receive counselling on a confidential basis. Provided that, in the event that a student requires medical attention for drug use the HEI shall promptly inform the student's parents of the matter and coordinate with them to assure the best care for the student.

6. COMPLAINT PROCEDURE

- 6.1. Regular inspection/monitoring:** Campus security shall undertake frequent and random visits to the cafeterias, canteens, tuck shops, and other such places susceptible to the sale, usage and distribution of drugs/tobacco and stop any suspicious and illicit activity occurring in contravention of this policy and relevant legislation.
- 6.2. Training programs:** Staff and faculty may receive training aimed at understanding behavior indicative of drug abuse so that they may refer such matters to the Focal Person in order to protect the health of the students.
- 6.3. Complaint:** Any person associated with the HEI including (but not limited to) the student, faculty member, non-teaching staff, administrative staff, or a visitor may submit a complaint in writing to the Vice Chancellor, stating that any person has engaged in drug abuse, illicit smoking, or the unlawful sale or distribution of drugs/tobacco at the HEI. The identity of the whistle blower/complainant shall be kept confidential. The Vice Chancellor will forward the complaint to the committee without revealing the identity of the whistle blower. The Focal Person shall maintain a proper record of all complaints.
- 6.4. Initial Scrutiny:** Each complaint shall be assessed based on shared information. Complaints substantive in nature and associated with sufficient supporting documents/evidence shall be considered for further investigation by the ADTC.
- 6.5. Investigation:** The ADTC shall investigate all non-frivolous complaints before making its decision through the following process:
- i. Initiation of an inquiry.
 - ii. The body of facts or information (evidence) that the ADTC uses could be:
 - Eyewitness evidence
 - Physical evidence— individual found in possession of any illegal substance, individual found intoxicated (proven by a drug test) or individual caught distributing any illegal drugs or tobacco on campus

- Video recording of the security cameras
- iii. A personal hearing/s with the accused prior to any checking.
- iv. Random testing/checking of possessions/individuals by campus security on the recommendation of a committee member.

6.6. Decision: All complaints shall be decided by the ADTC within one month of their receipt and the ADTC's recommendation shall be communicated to the concerned in writing. The HEI may assign penalties as detailed in section 7 of this policy.

6.7. Appeal: An appeal to the decision may be made by the aggrieved within seven working days of the receipt of the decision to the Vice Chancellor / Rector, who shall review the recommendations of the ADTC and uphold, minimize, or revert the decision made by the committee within seven working days. The decision taken by the Vice Chancellor / Rector shall be final.

6.8. False Complaint: In the event that the ADTC determines that a false allegation was made in the complaint with mala fide intent, it may send its findings to the Vice Chancellor / Rector and recommend the Vice Chancellor / Rector take disciplinary action against the complainant.

7. PENALTIES

7.1. To discourage drug abuse and smoking, the HEI may impose the penalties detailed below.

7.2. Drug Abuse: For drug-related violations, the HEI may, on recommendation by the ADTC, take disciplinary action against students, staff, faculty, and visitors in the following way:

- i. For first time offenders in case of minor infractions, the ADTC may refer the offender to the in-house counsellor/psychologist/psychiatrist to undergo medical and mental health treatment. This referral must be in writing and require the completion of the counselling or rehabilitative program within a set period.
- ii. In the event of a significant violation and/or repeated violations of this policy, the ADTC may recommend that the HEI issue a warning and ultimately suspend or expel the offender (and in case of students, notify the student's parents). Further, the HEI would have to comply with any reporting requirements under any applicable law.
- iii. If a student, faculty, or staff member is involved in the distribution or sale of illicit drugs, the HEI shall report the violation to the appropriate authorities including law enforcement agencies.
- iv. In the event a visitor is found on the premises engaging in any drug-related offense, campus security shall immediately report the violation to the appropriate authorities including law enforcement agencies.

7.3. Smoking: For smoking-related violations, the HEI may, on recommendation by the ADTC, impose the following penalties:

- i. For a first violation, the ADTC may recommend the HEI issue a warning letter and a notice of displeasure;
- ii. For a second violation, the ADTC may recommend suspension of the student for one week or more from the premises of the HEI with parental notification for students and disciplinary

action for faculty and staff as per the HEI's regulations;

- iii. For a third violation or more, the ADTC may recommend a longer suspension depending on the severity of the violation and further disciplinary action for faculty and staff as per HEI's regulations;
- iv. In case any visitor is found smoking in the HEI's premises, the visitor shall be fined Rs. 1,000 by the HEI, and any further necessary action shall be taken in accordance with the Anti- Tobacco Legislation.
- v. In case of any unlawful sale or distribution of tobacco on the premises of the HEI, the violator shall be fined Rs. 5,000 by the HEI and shall be reported to the appropriate authorities including law enforcement agencies.

8. ENFORCEMENT OF THIS POLICY

- 8.1. Survey/ Feedback mechanism: An annual survey shall be conducted, asking students and staff members to respond to an anonymous close ended questionnaire related to matters covered under this policy. In case the student body is large, survey shall be conducted through random sampling. The office of the Focal Person shall analyze the findings and present them to the ADTC for review and comment.
- 8.2. Compliance reports: HEIs must submit annual compliance reports along with survey reports by December 31st of each year to the HEC in a format prescribed by the HEC from time to time.
- 8.3. Implementation of this policy: Each HEI shall establish the standing ADTC and designate the Focal Person in accordance with the provisions of the policy no later than October 31, 2021 and submit a statement of compliance with this provision to the HEC by the aforementioned date (including the names and designations of the appointed members). Further, HEIs that do not currently have an on-campus counsellor/psychologist/psychiatrist, or a helpline must make arrangements in this regard by December 01, 2021 (and submit a statement of compliance to the HEC by the aforementioned timeline).
- 8.4. HEC may assign weightage to the HEI's compliance with this policy in the recurrent grant formula, the ranking criteria and the Institutional Performance Evaluation (IPE)

UNDERTAKING

Roll number/ Registration Number	
Program Title	
Name	
CNIC/CRCNumber	
Contact Number	
Father/ Guardian's Name	
Father/ Guardian's Contact Number	
Gender	
Date of Birth	
Mark of Identification	
Blood Group	
Any Disability	
Any Existing Medical Problem or Mental-Health Issues	
Taking any Medicine on a Regular Basis(if yes, please give details)	

I _____ son/daughter _____ of certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the HEI. The HEI is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Moreover, parents will be informed if I will be involved in any drug / tobacco related unlawful activity. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature**Signature of Father/ Guardian (for students)****Dated:****Dated:**

Note: Please submit this undertaking form at the concerned office after joining the HEI. For current members of the HEI, please submit in accordance with the timelines prescribed by the HEI.

UNDERTAKING FOR FACULTY AND STAFF

Name	
Designation	
Department	
CNIC/CRC Number	
Contact Number	
Gender	
Date of Birth	
Mark of Identification	
Blood Group	
Any Disability	
Any Medical Problem or Mental-Health Issues	
Taking any Medicine on a Regular Basis (if yes, please give details)	

I _____ son/daughter _____ of _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the HEI. The HEI is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature

Dated:

Note: Please submit this undertaking form at the concerned office after joining the HEI. For current members of the HEI, please submit in accordance with the timelines prescribed by the HEI.

CAMPUS SECURITY AND SURVEILLANCE POLICY

1. GENERAL POLICY

The purpose of this policy is to regulate the installation, placement and use of security cameras under Safecampus project to monitor and record public areas for safety and security. This policy applies to the use of security cameras for monitoring and recording and therefore applies to the premises of University and to all members of this community, including faculty, staff, students, visitors, vendors and contractors. In general, cameras are intended to serve two main purposes for the university's community:

Monitoring of Personal Safety– To capture video, in the event an individual is the subject of harm or crime, that provides information or evidence of what occurred and who is responsible, and thereby deter crimes or harmful conduct toward individuals.

Monitoring of Property Protection – To capture video, in the case of lost, stolen or damaged property, that provides information or evidence of what occurred and who is responsible, and thereby deter property crimes or violations.

2. DEFINITIONS

Security Cameras – a device used to transmit a signal containing images that can be viewed remotely by authorized University personnel;

Security Camera Monitoring – the viewing of security camera images in real-time by authorized Rice University personnel.

Security Camera Recording – the digital, analog or other electronic storage of security camera images.

Operators – those authorized to view live or “real-time” security camera video feeds.

Security Systems Manager – the Sergeant in charge of Command and Control Center (CCC Room) who is most directly responsible for maintaining university's security camera operation in compliance with this policy.

3. ELABORATION OF POLICY

a. RESTRICTIONS

The use of security cameras, monitoring of cameras, or recording must conform to applicable University Policies, and applicable federal/ provincial and state laws. Such cameras may not be used where audio and video recordings are prohibited. Further, security cameras shall not be used in areas where there are legitimate personal privacy concerns. Examples of such areas at University generally include, but are not limited to;

- The interior of residential/dormitory rooms
- Restrooms
- Locker Rooms, shower areas, or other areas where persons change clothes
- Private Offices
- Any space used to provide physical, medical or psychological care

An exception may be made for legitimate investigations, with approval from the Office of General Counsel and consistent with state and federal law.

b. PRINCIPLES

HEC is committed to enhancing the quality of life of the every campus community by integrating the use of technology into its safety and security program. A key component is to utilize electronic security cameras and their recordings.

To maintain personal privacy in accordance with University values and applicable laws, this policy establishes procedures and regulates the use of cameras that observe public or common areas.

1. HEC's contractor will conduct a survey and will share TSR (Technical Survey Report) regarding placement of Cameras. However, the decision of whether to deploy security cameras and the specific placement of those cameras falls under the authority of university's Security Manager or designated POC (Point of Contact) of University to HEC. These decisions will be based on risk assessments, safety concerns, vulnerabilities and historical acts of criminal behavior.
2. Video cameras recordings can only be accessed by in charge of Command and Control Center neither HEC nor any other person from University is allowed to access these video cameras recordings.
3. Video cameras (and their recorded images) will not be used to monitor the conduct of faculty, staff, students, vendors, contractors or other visitors except as part of a legitimate investigation pertaining to conduct violating the law or University policy (usually resulting from a written complaint or report). While real-time viewing is not the typical use for security cameras, this policy does not prohibit (nor does it imply or promise) real-time viewing.
4. The live or "real-time" monitoring of security cameras will be limited. University's Chief Security officer or State security agencies/ police will be permitted to view live video when necessary and will be conducted only by trained, authorized personnel and at all times will be consistent with this policy and applicable law. Violations of this policy or applicable law may result in disciplinary action by the University (up to and including termination of employment) or prosecution.

c. ROLES AND RESPONSIBILITIES

1. University is responsible for the implementation of this policy and is authorized to oversee and coordinate the use of all University security cameras, including installation and monitoring.
2. Recordings will reside on a secure Informational Technology server and are not considered to be law enforcement records until a copy is obtained by authorized university's security in charge from the secured server and placed into an incident report, investigative file or other University documentation. HEC will not be responsible any loss and misuse of recordings.
3. The University's Chief Security officer is the primarily responsible for departmental compliance with this policy and will review requests for release of video recordings. No release will occur without consultation with the Vice chancellor/ Rector and University legal counsel. The Chief Security officer will review and determine camera locations to ensure that each fixed location camera conforms to this policy and will be responsible for compiling the master list of camera placements at University under Safe campus project. Included with the list of camera locations will be a general description of the technology deployed and the capabilities of the cameras. The location of temporary cameras that are to be used for special events or investigations will be reviewed by the Chief Security officer to ensure compliance with this policy and must be approved before deployment.
4. If concerns arise regarding camera placement, written requests can be made to the Chief Security officer to forgo the installation of a proposed camera or for the removal of an existing camera. The Chief Security officer will determine the appropriateness of an installation or removal after weighing the concern of the person(s) making the request and the safety and security of the community.
5. In consultation with the University's higher authority, the Chief Security officer will review any complaints regarding camera locations and determine whether the policy is being followed. The

Chief of Police will decide the merits of any complaint while weighing the potential benefits in community safety against any impact on privacy and other issues raised in the complaint.

6. The Chief Security officer will review all requests received by the university to release recordings made under this policy. No release of recordings shall occur without authorization as required by law or in accordance with official requests for digital recordings directly related to a criminal investigation, arrest, prosecution, subpoena or applicable law. Absent other legal requirements, the Chief Security officer will approve release of recordings only for legitimate purposes, such as to protect the University and its members from harm or for purposes of legal defense.
7. The in charge CCC Room will audit camera operations, including the recording storage, on a regular basis and should recommend any procedural changes needed to ensure standards and operations conform to this policy.

d. PROCEDURES

HEC will maintain written procedures on the installation and use of security cameras. These procedures are provided as Appendix 1 of this policy, and may be updated by HEC

e. REQUEST FOR SECURITY CAMERAS/INSTALLATION

1. All requests to install new or additional security cameras must be made Vice Chancellor/ Rector to HEC and must include the following:
 - Proposed Location Purpose
 - Name and position of departmental point of contact
2. HEC shall review all requests to ensure compliance with the policy and to provide subject matter expertise to the department regarding camera placement, fields of view and to coordinate installation and training.
3. HEC shall be responsible for the coordination and installation of security camera systems finalized by university POC and shall monitor only Up/down status of these cameras along with accessories from HEC Central NOC by working with University's IT team and Security departments.
4. Any security cameras Purchased, contract, install or attempt to install security cameras or recording equipment other than HEC Safecampus will independent of this policy.
5. Display clear caution at locations where cameras are installed for information of the public that they are being observed.

4. CROSS REFERENCE TO RELATED POLICIES

Policy 805, Environmental Health and Occupational Safety Program

Policy 815, Equal Opportunity/Non-Discrimination/Affirmative Action Policy

5. RESPONSIBLE OFFICIAL AND KEY OFFICES

Responsible officers	In-charge of Command and Control Center POC to HEC
Other Key Offices:	Chief Security officer
	Vice Chancellor
	Rector/ Pro-Rector

APPENDIX. ADDITIONAL NOC PROCEDURES

(Version 1.1)

1. Any University personnel with access to view or retrieve camera recordings are subject to this policy and are required to acknowledge their understanding and compliance with this policy prior to being granted access to security camera systems
2. All information acquired from the use of security cameras (either viewed in real-time or recorded) is considered confidential. Any dissemination of observations or other information other than for official purposes is prohibited.
3. University is responsible for oversight, enforcement and quality assurance of all security cameras covered by this policy and shall randomly review camera recordings to ensure compliance with this policy
4. HEC on request of University will limit camera positions, fields of view and capabilities such as "zooming" so as to conform to policy.
5. Individual departments with approved security cameras in their workspaces shall be granted access to view camera feeds, but not retrieve stored recordings except through request procedures outlined in this policy. If post-incident investigation is required, departments should contact the Chief Security officer and complete an official report.
6. In situations where application of this policy is not clear, the Chief Security officer will maintain the status quo of the recordings at issue but seek clarification from University higher authorities or HEC.
7. No attempt shall be made to alter any part of camera recordings. In-charge of Command and Control Center will configure security camera recording systems to reasonably prevent operators from tampering with, duplicating, reproducing or disseminating in an unauthorized manner any recorded information.
8. Recordings will be maintained on a secure server. In most cases, recordings will be stored for a period of no less than 07 days and no more than 15 days, depending on configuration settings in the recording device. Once the storage of an archival device reaches capacity, stored images may become overwritten and unavailable. An exception to this procedure is a recording retained as part of a criminal investigation or judicial or administrative proceeding (criminal, civil or internal), preservation of evidence or other bona fide use as approved by the Chief Security officer. Images saved for such purposes may be recorded to another storage device in accordance with applicable evidentiary procedures.
9. All Operators will be trained in the technical and policy parameters of appropriate camera use.
10. Operators will receive and review a copy of this policy with the RUPD Security Systems Manager and must provide written acknowledgment that they have read and understood its content.
11. Operators will receive training on site after the installation of Safe campus project.
12. Operators will not alter or augment camera angles to view private or excluded areas identified within this policy, including residential spaces or windows to such spaces.
 - a. Operators will not monitor individuals based on general characteristics of race, gender, ethnicity, sexual orientation, disability or other protected class covered by University non-discrimination policies. Operators in control of cameras shall only monitor suspicious behavior or search for suspects or particular individuals, without regard to irrelevant individual characteristics.
 - b. Mobile or portable video equipment may be used in criminal investigations if approved by the Chief Security officer. This equipment may also be used in non-criminal investigations or during events but only for a limited duration, when there is significant risk to public safety or security, and with approval of the Chief.

- c. Security cameras may be viewed live or in real-time by authorized and trained operators, though such monitoring is expected to be very limited. In each case, the monitoring of cameras shall be consistent with this policy.
- d. Secondary recording of live video feeds, such as through the use of a mobile phone or other video camera, is strictly prohibited.
- e. The policy will be reviewed periodically in light of the feedback received from the universities, faculty, students, etc., and revised as may be necessary.

6. UNDERTAKING

On behalf of University -----it is acknowledged that the above policies, procedures, codes, and instructions have been read, understood, circulated and will be abide

Name: _____

(Vice Chancellor/ Rector/ Chief Security officer)

Date: _____

Signature/ Stamp: _____

USE OF PLASTIC POLICY

Government of Pakistan
Ministry of Federal Education &
Professional Training

F. No. 2(3)/2019-Coord

Islamabad the 12th June, 2023

- Subject: - (A) TRANSFER OF THE INSTITUTIONAL REFORMS CELL (IRC)
FROM THE ESTABLISHMENT DIVISION TO THE CABINET
DIVISION
- (B) SINGLE-USE PLASTICS PROHIBITION REGULATIONS, 2023
- (C) NOTIFICATION

Please find enclosed herewith the copies of letters (A) No. 4-1/2023-Min-I, dated 05th June, 2023. (B) No. 675/DS(IA-V)/2023, dated 05th June, 2023 (C) No.3-2/2022-Min-I, 24th May, 2023 on the subjects cited above which are self-explanatory for information and necessary action.

Encl: (As above)


(Sehrish Khan)
Section Officer (Coord)
Tel:9208867

Distribution:

- 1) All Head of Wings, M/o FE&PT
- 2) Head of all Attached Departments / Organizations, M/o FE&PT
- 3) Deputy Secretary (Admn), M/o FE&PT

Copy to:

APS to Deputy Secretary (Coord), M/o FE&PT, Islamabad.

DG (Coord.)

IMMEDIATE

**PRIME MINISTER'S OFFICE
ISLAMABAD**

Subject: SINGLE-USE PLASTICS PROHIBITION REGULATIONS, 2023

Consequent upon approval by the Federal Cabinet of the 'Single-Use Plastics Prohibition Regulations-2023', the Prime Minister has been pleased to direct that, henceforth, single-use plastic items as mentioned in Schedule I thereof (polythene bags, drinking straws, cutlery, crockery, food serveware and stirrers) shall be banned in federal government offices. Further, only reusable containers (refillable dispensers, flasks, glasses, thermoses etc.) shall be used for dispensing water instead of individual bottles to promote austerity, water conservation and control of environmental pollution.

2. The Prime Minister has been pleased to further direct that all Ministries/Divisions/Organizations, shall ensure strict compliance of the aforesaid directive to meet the desired objectives.


(Sarah Saeed)
Special Secretary
to the Prime Minister
5-06-2023


Secretary to the President
Secretary, National Assembly Secretariat
Secretary, Senate Secretariat
All Federal Secretaries of the Ministries/Divisions
Registrar, Supreme Court of Pakistan
Registrar, Islamabad High Court
Auditor General of Pakistan
Controller General of Accounts
Chief Commissioner, ICT
Inspector General of Police, ICT
No. D. 675/DSC(IA-V)/2023.

- Copy:
- Military Secretary to the Prime Minister
 - Joint Secretary (Administration)

recirculate
7/6/23

DSC
DSCA

So (Coord)
APS


ZULFIKAR
Deputy Secretary

AS		✓
TA		
JS (A)		✓
JS (IC)		
JS (Policy)		
JS (PT)		
JS (FE)		
UG (HE)		
Director (NCC)		

Secretary, F&PI
No. 1936
Dated 7-6-23

SECRET
No. 1936
Dated 7-6-23

Diary No. 123 Sr. JS (Admin)
Dated 7-6-23

Diary No. 544 SO (Coord)
Dated 7-6-23

August 2023



**ANTI-PLAGIARISM POLICY
VERSION 2.0**

**HIGER EDUCATION COMMISSION
ISLAMABAD**

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LIST OF ABBREVIATIONS

APA:	American Psychological Association
CNIC:	Computerized National Identity Card
COPE:	Committee on Publication Ethics
DAI:	Degree Awarding Institution
DOI:	Digital Object Identifier
E&D:	Efficiency and Discipline
EDS:	Electronic Detection System
HEC:	Higher Education Commission
HEI:	Higher Education Institution
IPR:	Intellectual Property Rights
MLA:	Modern Language Association
NPSC:	National Plagiarism Standing Committee
QEC:	Quality Enhancement Cell
R&D:	Research and Development Organizations
ToR	Term of Reference
UAPSC:	University Anti-Plagiarism Standing Committee
VC:	Vice Chancellor

1. Preamble

The Higher Education Commission introduced the first Plagiarism Policy in 2007 intending to protect, respect, credit, and recognize the original research and scholarly publications and curb the menace of plagiarism through systemic improvements based on process, development, and punitive actions besides safeguarding against the bogus or false complaints. Since its launch in 2007, a few challenges and concerns were raised about the policy related in general to the interpretation of plagiarism (definitions) across various disciplines, clarity of roles and responsibilities of HEIs vis-à-vis HEC, lack of appeal process, subjective determination of penalties and incomplete articulation of processes of complaints. Given the circumstances, it became essential to review and improve the HEC Plagiarism Policy to incorporate various forms and illustrations in which plagiarism exhibits itself, present a methodology of investigation, cater for punitive action proportional to the extent of the offence, address the issue of false or spurious complaints, institute appellate process, etc. g Efficiency & Discipline Rules and the Service Statutes of research institutions and organizations.

The revised Anti-Plagiarism Policy reflects several improvements in terms of principles of the policy, definitions, and types of plagiarism, clear complaint lodging procedure, the composition of the University Anti-Plagiarism Standing Committee, grounds and penalties of plagiarism, the constitution of National Plagiarism Standing Committee at HEC, appellate process, etc.

Introducing this policy, the Commission firmly believes that its implementation would significantly enhance academic integrity, thereby the overall quality of the higher education system.

2. The HEC's Mandate to Prevent Plagiarism

The Higher Education Commission (HEC) Ordinance of 2002, under section 10(a), demands that the Commission needs to develop guidelines or policies for improving and promoting quality and ethical research culture. The relevant section of the Ordinance is reproduced below:

Section 10 (a) : **Formulate policies, guiding principles, and priorities for higher education institutions for the promotion of socio-economic development of the country.**

Given the quoted section, the HEC tasked the Experts Committee on June 29, 2021, to review and revise the Anti-Plagiarism Policy (HEC Plagiarism Policy 2007). This revised Policy intends to uphold the autonomy and responsibility of HEIs/DAIs to ensure the authenticity of ethical research and eliminate the scourge of plagiarism. Anti-plagiarism is just one component of the broader policy framework that deals with Academic Dishonesty and Research Ethics (Gift authorship, Dispute of authorship, Citation Racketeering, etc.). The policy review has to be a dynamic process, due to the evolving National and International ground realities. It is recommended that the Anti-Plagiarism Policy be reviewed, at least once every three to five years, to reflect upon, and respond to, emerging developments.

3. Principles of the Policy

The Policy is based on the following general principles:

- a. Awareness for Preventing Plagiarism: Universities and faculty members should arrange regular capacity-building activities, within each calendar year, to create awareness about avoiding plagiarism in its various forms.
- b. Following Research Ethics: Universities, faculty, students, and staff should follow research ethics

to avoid plagiarism in their academic and research contributions.

- c Respecting Intellectual Contribution: Researchers/Scholars and Faculty members should acknowledge other researchers' intellectual work, as per the norms of their respective disciplines.
- d Devising Process for Probing Plagiarism: Plagiarism is considered a serious matter, and there is a need to curb this menace through proper, detailed, and defined processes.

4. Definition of Plagiarism

The online Oxford Learner's Dictionary defines the term **Plagiarism** as follows:

"The practice of copying another person's ideas, words or work and pretending that they are your own."¹

The online Merriam-Webster dictionary's definition of **Plagiarism** is as follows:

"To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source"²

Furthermore, the following acts fall within the scope and definition of plagiarism:

- a To steal and present the ideas or words of others as one's own
- b To use another person's production, without citing and crediting the source
- c To commit literary theft
- d To present as a new and original idea or product derived from an existing scholarly source.
- e Turning in someone else's work as one's own
- f Copying words or ideas from someone else without giving credit
- g Failing to put a quote or quotation marks, when copying the exact language from a source
- h Giving incorrect information about the source of a quotation
- i Changing words but copying the sentence structure of a source without giving credit
- j Copying a bulk of words or ideas from other references and including them in your work, whether you give credit or not.

The following activities are prevalent in today's technology-driven society. Despite their everyday use, they still count as academic cheating and plagiarism if done without permission from the original artists/creators.

- a Copying media (especially images) from other websites to paste them into your work or websites.
- b Making a video using footage from others' videos or copyrighted art and music as part of a soundtrack.
- c Performing another person's copyrighted music (i.e., playing a cover) without permission.
- d Composing a piece of music which is heavily borrowed from another composition.

¹ <https://www.oxfordlearnersdictionaries.com/us/definition/english/plagiarism?q=plagiarism>

² <https://www.merriam-webster.com/dictionary/plagiarized>

Indeed, some media can create challenging situations to determine if the copyrights of a work are being violated. For example:

- a. A photograph or scan of a copyrighted image (using a picture of a book cover to represent that book on one's website)
- b. Recording audio or video in which copyrighted music or video is playing in the background.
- c. Re-creating a visual work in the same medium. (Shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- d. Re-creating a graphic work in a different medium (making a painting closely resembling another person's photo without permission).
- e. Re-mixing or altering copyrighted images, videos, audio, or other artistic expressions.
- f. Use of ChatGPT and similar machine-generated text.

For determining/avoiding unauthorized use of somebody else's copyrighted material, guidelines from the Committee on Publication Ethics (COPE) are available at <https://publicationethics.org/guidance/Guidelines>

5. COMMON TYPES OF PLAGIARISM

- a. **Students Collusion:** Working with other students on an assignment meant for individual assessment.
- b. **Word-for-Word Plagiarism:** Copying and pasting content without proper attribution/ reference.
- c. **Self-Plagiarism:** Reusing one's previously published or submitted work without proper attribution.
- d. **Mosaic Plagiarism:** Weaving phrases and text from several sources into one's work. Adjusting sentences without quotation marks or attribution.
- e. **Software-based Text Modification:** Taking content written by another person and running it through a software tool (text spinner, translation engine) to evade plagiarism detection.
- f. **Contract Cheating:** Engaging a third party (for a fee, for free or in-kind compensation) to complete an assignment and representing that as one's work, if proven.
- g. **Inadvertent Plagiarism:** Forgetting to properly cite or quote a source or unintentional paraphrasing or violation of stylistic norms.
- h. **Paraphrase Plagiarism:** Rephrasing a source's ideas without proper attribution.
- i. **Computer Code Plagiarism:** Copying or adapting source code without permission from, and attribution to, the original creator.
- j. **Data Plagiarism:** Falsifying or fabricating data or improperly appropriating someone else's work, putting a researcher, institution, or publisher's reputation in jeopardy.
- k. **Manual Text Modification:** Manipulating text with the intention of misleading the plagiarism detection software.
- l. **Source-based Plagiarism:** Providing inaccurate or incomplete information about sources which do not exist.

6. AIMS OF THE POLICY

This Policy seeks to create awareness about avoiding all kinds of plagiarism among the stakeholders i.e., students, mentors/supervisors, researchers, faculty members, and staff of universities or Degree Awarding Institutions (DAIs), constituent colleges, affiliated colleges, and affiliated R&D institutes/organizations. It addresses a central problem regarding academic dishonesty and the processes involved in probing any complaint of plagiarism.

7. APPLICABILITY

The Policy applies to students, employees of universities/organizations, faculty members, researchers, and staff of all Universities and DAIs of Pakistan, whether operating in the private or public sectors. The Policy applies to all degree programs at undergraduate and graduate levels. In this context,

A “Student” is a person who, on the date of the submission of his/her paper/work, is a registered student at any university, DAI, constituent, or affiliated college, recognized by the Higher Education Commission (HEC).

A “Faculty Member/Researcher” includes a faculty member or equivalent at a University/Organization, constituent or affiliated college, or researcher of an organization or any such other person as may be declared so by regulations. A Faculty Member/Researcher may be working on a regular, contractual, visiting, ad hoc, or adjunct basis, or engaged online.

All such scholars/supervisors/stakeholders, who are researching in HEIs/DAIs and have placed their CVs or any other publication(s) on the institutional website, and are applying for any benefit, based on their published or presented works, which later prove to be plagiarized, will be liable to be punished, as per the prescribed rules.

8. RESPONSIBILITY OF THE HIGHER EDUCATION INSTITUTIONS AND ORGANIZATIONS

All HEIs/DAIs must effectively communicate this Policy to their students, faculty members, researchers, and staff. Author(s) are deemed individually and collectively responsible for the contents of their paper(s)/book i.e. published work of literature or scholarship (<https://www.britannica.com/topic/book-publication>)/book chapters, etc. Please see ‘Sample Undertaking’ in Annexure-1.

All HEIs/DAIs and research organizations must provide orientation to young scholars, embarking on ethical research activities, in a bid to spread awareness among them regarding the recognized manuals, such as the MLA Style Sheet, APA User Manual, and other international scholarly norms of conducting, reporting, and sharing of research. Violations of Intellectual Property Rights (IPR), including Plagiarism, is a severe crime with legal ramifications. For details, please visit <https://publicationethics.org/guidance/Guidelines>.

Faculty members/supervisors are strongly encouraged to use their subject knowledge and familiarity with the skills/aptitude of students to confidently reinforce in them the highest ethical standards, in terms of discouraging any kind of plagiarism and academic cheating, through the existing detection and academic evaluation mechanisms at their disposal.

Universities which do not follow the HEC Anti-Plagiarism Policy will get reported as non-compliant in the QA criteria for future rankings and funding.

9. LODGING A PLAGIARISM COMPLAINT

A complaint regarding plagiarism may be lodged with the VC/President/Rector/Head/Principal of the respective university/DAI for further probe. In cases, where the accused person is the Vice-Chancellor/Rector/Head of the Institution, the complaint should be forwarded to the National Plagiarism Standing Committee (NPSC), through Chairperson HEC/Quality Assurance Division of HEC, with a copy to the Appointing Authority i.e., Chancellor/President as well as the Provincial Higher Education Department/Commission. However, the findings/decision of the NPSC shall be shared with the Appointing Authority/HEIs for implementation/action. The complaint may be forwarded to the respective institution or organization through post, fax, email, or other means. The complainant may be a faculty member, student, or researcher of any of the HEC-recognized universities/DAIs or a concerned citizen. To file a complaint,

the complainant is required to share:

- a. A copy of his/her own Computerized National Identity Card (CNIC), if from Pakistan, or Passport, in the case of foreigners, or other legally valid proof of identity
- b. Citation of the original paper or document or idea, which was plagiarized, (paper title, author(s), publication title, month and year of publication, and the journal, in which it was published, with all the details)
- c. Citation of the alleged plagiarized paper (paper title, author(s), publication title, month and year of publication, the journal details where it was published along with the DOI number, if available). If the report is unpublished (e.g., institutional, technical writing), the complainant must provide as much information as possible to ensure proper investigation.
- d. Original Journals or Certified Copies of both the allegedly plagiarized document and the original document e.g., papers or theses or electronic copy with DOI number, where applicable.
- e. Any other information that would help the university/DAI or HEC to efficiently probe the claim/allegation.
- f. Name, Designation, Organization, email address, and telephone number of the complainant.
- g. In case there is a report of an examiner or reviewer that indicates a thesis/work is plagiarized, that report can become the basis of a plagiarism case/investigation. This also applies to a report by a concerned citizen.
- h. In case of failure, on the part of the university/DAI, to take up the case as per the procedure, within 90 days, HEC may forward the complaint to the Chancellor of the university/DAI for information.
- i. The VC/Rector/Head of the organization may become the complainant if there is overwhelming evidence of plagiarism. However, anonymous complaints shall not be considered for any further action.

10. INVESTIGATING PLAGIARISM COMPLAINTS

The respective university/organization will, initially, deal with complaints regarding plagiarism, according to the procedure, given below:

For investigation of plagiarism cases, the VC/Rector/Head of the organization shall:

- a. Consider an allegation of plagiarism by students, faculty, and others and constitute a "University Anti-Plagiarism Standing Committee" (UAPSC) with the following composition:
 - i. Assurance Division, HEC, who will nominate a faculty member, well-versed with the HEC Anti-plagiarism policy)
 - ii. The nominee, senior dean and two (02) senior professors from outside University/DAI
 - iii. Three subject experts: one from the university/DAI, and two (02) from other universities to be nominated by the Academic Council and approved by Syndicate. The university should maintain a panel of experts, preferably from all major disciplines, duly approved by the Academic Council.
 - iv. Director QEC as a member/secretary
- b. Senior faculty members (of the same or other universities) who have unblemished careers and integrity and who meet other parameters indicative of a commitment to research ethics and excellence. The quorum of the committee will be comprised of four (04) members. The seniority/rank of the University Anti-Plagiarism Standing Committee members should be equal to or greater than the accused, keeping in view the seniority/rank of the individual being investigated and the nature and gravity of the offense. The opinion of the subject experts should be given due

weightage. However, the decision shall be based on principle, not on the majority. The senior member will chair the UAPSC. Policy guidelines and SOPs may be provided by the university to the UAPSC for assistance.

- c. Provide clear Terms of Reference (ToR) to the UAPSC for the investigation. Sample ToRs are enclosed as **Annexure-2**.
- d. Provide a fair opportunity to the accused or author(s) under investigation to defend the originality of their concepts and research work. A similar opportunity will also be provided to the author(s) whose paper(s) is/are deemed to have been plagiarized and/or the complainant (if any), to testify to the veracity of the allegations in the plagiarism complaint.
- e. Facilitate the UAPSC to use all available means, including legal and E&D provisions, to investigate the plagiarism case.
- f. All members of the UAPSC are to sign confidentiality and conflict of interest statements. If a conflict of interest occurs, the member(s) are to recuse themselves. During the investigation, the committee members will not disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal their names. The findings of the respective committee would be placed before the Appointing/Administrative Authority (Syndicate for Students/Faculty and Chancellor for VC) for review and necessary action. In case of a complaint against VCs, the HEC can assist the Appointing Authority. This would apply to both VCs currently serving and those who are retired as VCs if the allegation corresponds to their tenure(s) as VCs.
- g. The University Anti-Plagiarism Standing Committee will submit an investigation report to the Head of the institution within 60 days which will also be shared with the complainant. In case of disagreement, the complainant may file an appeal to the Syndicate within the next 30 days.
- h. The head of the Institution or Registrar or Director QEC will notify the outcome/ decision to the complainant, accuser (s), and HEC.

11. ROLE OF THE UNIVERSITY ANTI-PLAGIARISM STANDING COMMITTEE

The University Anti-Plagiarism Standing Committee shall conduct the investigation. Depending on the details of the complaint, the investigation may include the following steps:

- a. Automated Check through Electronic Detection System (EDS) for content similarity or its extent by the Subject expert(s). Please see **Annexure-3**.
- b. Hard copies/Manually generated content can be scanned and converted to a searchable format.
- c. Determine the magnitude and quantum of significant material plagiarized.
- d. Solicit comments from the publishers and other relevant quarters.
- e. Contact relevant witnesses to gather and record statements when necessary.
- f. If needed, interview the present and/or past employers/supervisors/collaborators or any other persons of interest related to the author(s).
- g. Consult with the legal counsel of the concerned University on all related matters throughout the inquiry process.
- h. Take any other necessary step(s), if deemed fit to take.

12. SUBMISSION OF FINDINGS BY UAPSC

The UAPSC will submit its findings and recommendations to the Vice-Chancellor/Rector/ Head of the

Organization within sixty (60) days. It should also be communicated to the publisher where applicable. Decisions made by the committee and approved by the Syndicate are to be implemented as soon as possible. Appeal against the decision of UAPSC will be made before the Syndicate within thirty (30) days of UAPSC decision.

13. PENALTIES FOR PLAGIARISM

Plagiarism is an unacceptable intellectual offense. As such, the penalties for plagiarism should be commensurate with the severity and recurrence of the offense as well as based on the impact of the academic standing of the offender. This entails a proportional increase in punitive action with minimum punishment for a first-time offense by a student/scholar who copies a homework assignment to a maximum punishment for a teacher/researcher/staff who publishes plagiarized material.

13.1 GROUNDS TO DETERMINE THE PENALTY:

When an act of plagiarism, as described above, is established, the UAPSC in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE,

will advise the Competent Authority of the University/DAIs to take any one or a combination of the following disciplinary action(s) against those found guilty of the offence:

A. Grounds for Major Penalty:

If the act of plagiarism is determined to be:

- a. Deliberate
- b. Constitutes much of the publication.
- c. Is a duplicate publication claimed for credit more than once by the author(s)
- d. Is between 35% and 50% in the similarity index and/ or over 30% in the findings.
- e. Is simply a translation of another work.
- f. The result of collusion or falsification.
- g. Is a work of junk science (presenting untested and unproved theories, as scientific facts are known as junk science).
- h. Is material in which reference to the original material is not given.

Major Penalty:

- a. Removal from service from the current institution/university as a faculty/non-faculty employee.
- b. Dismissal from the services as faculty/ non-faculty employee
- c. The awards/grants/benefits received based on plagiarized content shall be withdrawn, including promotion.
- d. Expulsion from the HEI (in the case of students).
- e. Suspension of studies for two (02) semesters (in the case of students)
- f. The offender may be barred from joining any institution of Higher Education in Pakistan for one year (in the case of the student)
- g. HEC or University/DAI may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship, or any other funded program for two (02) years.

- h. In the case of a published work, University or DAI should inform the publisher about the findings and request them to withdraw the plagiarized work forthwith.
- i. The offender may be stopped for supervision of new students (MPhil & Ph.D. students) for two (02) years. However, the students who are already in supervision will continue as supervisees of the offender(s).
- j. A notice may be circulated among all academic institutions and research organizations.

B. Grounds for Moderate Penalty: If plagiarism is determined to be:

- a. Deliberate
- b. Spread over a substantial part of the paper.
- c. Is between 25% and 35% in the similarity index (exclusive of tables, figures, and references) and/or 20-30% in the findings.
- d. The results of collusion or falsification.
- i. Is a work of junk science (presenting untested and unproved theories, as scientific facts are known as junk science)

Moderate Penalty:

- a. The offender may fail the course (in the case of the student)
- b. The offender may be stopped from increments/promotions/new appointments for two (02) years.
- c. The offender may be stopped for supervision of new students (both MPhil & Ph.D. students) for one (01) year. However, the students who are already in supervision will continue as supervisees of the offender.
- d. The offender shall not be eligible to seek and avail the funding for any national/ international projects/grants and will not be eligible to become part of any joint project for one (01) year.

C. Grounds for Minor Penalty: If the plagiarism is determined to be:

- a. Unintentional; however, neither claimed for benefit nor mentioned in the CV.
- b. Concentrated on one part of the paper.
- c. Not more than 20 to 25% similarity index overall and/or 10% in the findings
- d. Does not materially affect the results.
- e. Due to an error or omission or lapse of judgment.

Minor Penalty:

- a. Proposal revision (in the case of students)
- b. Mandatory to pass the "Research Ethics Course" before completing the degree.
- c. The offender may be given a formal warning which must be placed in the dossier/ personal file.

1.2 Illustration/Examples:

1. In this scenario, a paper has over 25% Similarity Index (SI) and 15% of that is in the findings because the author did not properly rephrase the paper and was derived from an existing theoretical model. The author accepts the error while the findings are credible. The UAPSC, in this case, may award a minor penalty.
2. In this scenario, a paper is found to have been deliberately copied in part and is clearly the result of collusion among several authors. However, the findings are not necessarily inaccurate, and the SI is around 35% overall and 15% in the findings. In this case, a moderate penalty can be imposed.

3. In this scenario, the author(s) have published modified versions of the same paper in multiple journals and claimed credit for them. There is clear evidence of collusion and intent to defraud academia. This is a case that merits a severe penalty.

Note: It is worth noting that UAPSC may impose one or more than one penalty in all cases i.e., minor, moderate, and major penalties. Of course, it needs to be emphasized that these guidelines are meant to be employed with due caution and reason on the part of the UAPSC, keeping in view the particularities of a given case.

If a paper is published in a supervisor-student relationship, then the student (s) will be the first author. This condition applies when a student is enrolled in a degree program and the supervisor is advising him/her in research work i.e., thesis or dissertation.

1.3 Co-author(s)/Declarations

- a. The primary responsibility for plagiarism in a publication lies with the Principal Authors (Corresponding Author/First Author). Any co-author(s) may be deemed partly responsible for plagiarism if the UAPSC investigation reveals that they were aware of the wrongdoing and chose to benefit from it, with their consent for publication duly taken. If the published work is part of a thesis of student and the co-author is not a supervisor, then justifications will be required in the form of no conflict of interest in publication.
- b. All authors/co-authors of a publication must sign a declaration that the material presented is not plagiarized (Sample attached as Annexure-1) and must exercise caution and diligence in associating themselves with any research work.

14. Additional Actions Required

In addition to the above punishments/considerations, the following additional actions must be taken, if the offence of plagiarism is established:

- a. If the plagiarized publication is accessible on the webpage, its access will be retracted.
- b. The publication itself will be kept in the database for future research or legal purposes.
- c. The author(s) will be asked to write a formal letter of apology to the authors of the original publication that was plagiarized.
- d. If the publication is submitted but not published, the draft publication will be rejected. However, a written warning shall be served to the author/ co-authors.

15. National Plagiarism Standing Committee

The HEC will establish a National Plagiarism Standing Committee (NPSC) to probe complaints against VC/Rectors/Head of Institution.

If a plagiarism complaint is not addressed by the university despite multiple attempts by the complainant, the complainant has the option to forward that complaint to HEC NPSC through the Chairperson, HEC, or the Head of the Quality Assurance Division. However, to have his/her complaint considered, the complainant shall be required to produce evidence that he/ she has submitted the complaint to the Vice Chancellor of the concerned university at least three (03) times.

Once the complaint is forwarded to HEC, the matter will be taken up with the university to place the complaint before the UAPSC. The University will be liable to submit a report to HEC within sixty (60) days. In case of non-compliance by the university, HEC NPSC will take up the matter for resolution and the Vice Chancellor will receive a formal 'Note of Displeasure' consequently.

Membership of the National Plagiarism Standing Committee (NPSC) shall be for an initial period of two (02) years, extendable for another term(s). If a member does not show up consecutively for three (03) meetings without any strong justification, membership may be replaced. The NPSC will comprise of:

- a. Chair of the Committee- The Executive Director, HEC will Chair the Committee.
- b. Eminent Educationist/ Professors of known integrity to be nominated by the Chairperson, HEC.
- c. Four (04) subject experts to be proposed by the Quality Assurance Division in consultation with Academics and Research & Innovation Division from the broad disciplines viz. (medical, engineering, agriculture, and social sciences) of the study. The Executive Director of HEC will approve the experts from the jointly suggested list.
- d. Director General/Head of the Quality Assurance Division.
- e. The Quality Assurance Division shall provide the Secretariat Support to NPSC. The Chairperson HEC will approve the recommendations of NPSC.
- f. The Convener of the NPSC may co-opt additional members if needed. The quorum of the committee will be two-thirds of the members including at least one (01) subject expert.

16. Appeal

HEC NPSC will be responsible to process the appeal in the following scenarios:

- a. All plagiarism complaints against students, faculty members, researchers, and other stakeholders shall be lodged at the university/organization where the accused is employed. The University Anti-Plagiarism Standing Committee shall investigate and conclude the matter. The first appeal against the UAPSC decision shall be lodged in the university through Syndicate within 30 days of the notification of the UAPSC decision. However, the complainant/accuser may lodge the second appeal to NPSC through Chairperson, HEC/Head of Quality Assurance Division of HEC within six (06) months of the first complaint.
 - b. The plagiarism complaint of the VC/Rector/Head of the organization is investigated by the NPSC as an initial complaint, and if the complainant or accused is dissatisfied with the NPSC recommendations then an appeal against the NPSC recommendations may be filed to the Chairperson HEC. However, in this scenario, NPSC subject experts will be different in entertaining the appeal.
- A.** The process of appeal for NPSC is given below:
- a. Appeals filed by the complainant/accused in plagiarism case(s) should be submitted before the Chairperson HEC/Head of the Quality Assurance Division in writing through application in hard form or email or fax.
 - b. The National Plagiarism Standing Committee (NPSC) shall review the appeal and co-opt the subject expert (s) accordingly (if required).
 - c. The complainant and accused shall be given the opportunity to justify or provide evidence before the appeal committee in their defense.
 - d. The NPSC shall review complaint(s) in the light of evidence/justification produced by the accused.
 - e. The Law Officer shall provide an opinion about the legal aspects of the Appeal.
 - f. The Minutes of the Meeting shall be recorded by the Secretary of the Committee/ by his supporting staff and approved by the Chairperson with the consent of the members.

- g. Final decision made by the Committee shall be conveyed to the appellant, Institution as well as to the Appointing Authority (if the complaint is against the Vice Chancellor/Head of the organization) through a letter after the approval of the HEC's competent authority.
- B.** The process of appeal for the University Anti-Plagiarism Standing Committee (UAPSC) is given below:
- a. Appeals filed by the complainant/accused in plagiarism case(s) should be submitted before the Syndicate in writing through application in hard form or email.
 - b. The UAPSC shall review the appeal and co-opt the subject expert (s) accordingly (if required).
 - c. The complainant and accused shall be given the opportunity to justify or provide evidence before the appeal committee in their defense.
 - d. The UAPSC shall review complaint(s) in the light of evidence/ justification produced by the accused.
 - e. UAPSC may also seek legal opinion through University Law Officer.
 - f. The Minutes of the Meeting shall be recorded by the Secretary of the Committee/ by his/ her supporting staff and approved by the Chairperson with the consent of the members.
 - g. The final decision made by the Committee shall be conveyed to the appellant, Head of the Institution/ Rector/ Vice Chancellor as well as to the Syndicate. A copy of the decision shall also be forwarded to the Head of the Quality Assurance Division. In case of dissatisfaction, the accused may file an appeal to the Chairperson HEC/Head of the Quality Assurance Division.

17. Spurious/Malicious Accusations of Plagiarism

If the case of plagiarism is not proven, and it is suspected that a spurious allegation was lodged, the Vice-Chancellor/Rector/Appointing Authority may initiate disciplinary proceedings under the Organization's Statutes and E&D/Student University Disciplinary rules against the accuser. Defamation Laws may also be applicable, in case of loss of reputation. If the accuser is from another organization, the Head of the Organization will be informed about the false allegation(s) with the request to proceed with disciplinary action against the accused. The name(s) of the false accuser(s) be subject to blacklisting as specified on the HEC website for a fixed period. Further, false accusers will not be eligible for the award of any grant/benefit from HEC. At each step of the process, HEC ought to be kept informed by the concerned organization.

SAMPLEUNDERTAKING



HIGHER EDUCATION COMMISSION OF PAKISTAN
(Monograph & Textbook Writing Scheme) Monograph/Textbook
Proposal Submission Undertaking

Corresponding Author(s) name: _____

Corresponding Author(s) Address: _____

Title of Work: _____

The Higher Education Commission (Publisher) and the Monograph/Textbook Proposal Author (Authors if a multi-author Work) agree on the following:

1. The Monograph/Book will contain the original work of the author(s).
2. It will not violate the copyright or intellectual property rights of any person or entity.
3. It will not contain previously published material in whole or in part for which permission from the concerned parties has not been secured.
4. The author(s) recognize that if any material submitted for consideration to the HEC is found to be plagiarized, the HEC may bar the author(s) from participating in all HEC programs, and a public notice to this effect may be issued in print as well as electronic media. The HEC reserves the right to recover all amounts spent on evaluation/publication etc. and may take any other action deemed necessary to serve as deterrence against plagiarism.
5. The author(s) shall indemnify and hold the publisher harmless against loss or expenses arising from breach of any such warranties.
6. In consideration of the HEC's agreement to publish the work, the author(s) hereby grants HEC a nonexclusive, royalty-free license to print, publish, reproduce, or distribute the work throughout the world by all means of expression, including electronic format. The author(s) further grants HEC the right to use the author's name in association with the work in published form and promotional materials.
7. The copyrights are duly reserved by the Higher Education Commission of Pakistan.

All authors are requested to sign this form. If not signed by all authors, the corresponding author acknowledges that s/he is signing on behalf of all the authors and with their authorization. Faxed signatures and multiple forms are acceptable provided the corresponding author collates all the material and submits it in one batch.

Author Signature: _____ Name: _____ Date: _

Author Signature: _____ Name: _____ Date: _

Publisher Signature: _____ Name: _____ Date: _____

Similar Schemes could be developed for authors or theses etc.

SAMPLE TORS FOR UAPSC

1. Director QEC/Registrar/Authorized Officer shall check that the complaint is not anonymous and shall verify the identity of the complainant.
2. They shall run an initial plagiarism test to verify that the complaint is genuine.
3. Experts may be engaged (if required) and asked to provide their individual opinion on the case.
4. They shall prepare questions for the hearing opportunity to the complainant and accused.
5. The convenor shall complete the final report on the case.
6. The investigation process must be completed within 60 days.
7. The committee recommendations shall be notified by the Director QEC/Registrar/Rector/Vice Chancellor of the University

It is important to consider that each institution should create its terms of reference (TORs) for assessing and evaluating a plagiarism complaint based on the given sample and then seek approval from their statutory bodies.

GUIDELINES FOR USE OF ELECTRONIC DETECTION SYSTEM: INTERPRETING & APPLYING THE SIMILARITY INDEX

1. The similarity score is just a percentage of material in the paper that matches sources in the Electronic Detection System (EDS) databases. The Similarity Index is meant as a guideline and an alert but is not by itself conclusive evidence of plagiarism.
2. Text that is quoted and cited may appear as a match in the Similarity Report if quotes have not been excluded from the report; this offers a great opportunity to check for proper citation.
3. The similarity score must be interpreted in the context of the assignment and the actual writing. The only way to do this is to look at the Similarity Report.
4. If similarities in the Electronic Detection Systems (EDS) report are significant, i.e., without citation of the source, then the scholar/student or Faculty may be guided accordingly. In case, if he/she repeats the same action (Plagiarism) then it may be reported to the University Anti-Plagiarism Standing Committee with relevant evidence.
5. The similarities in the EDS report may contain matches with the author's previous work, i.e., thesis, paper, or report; these may be ignored if properly cited and are not too much. This is decided by the respective Instructor/subject expert.
6. Bibliography, Quoted/Cited material may be excluded from the EDS report after verification. Furthermore, the use of multiple sources without proper citations is also not acceptable.
7. Common phrases, proper nouns, universal truths, formulae, etc. may also appear as similarities in the EDS report, therefore every instructor/faculty member may ignore these. This also applies to small matches of less than five to ten words.
8. The EDS Similarity Report/Originality report will show similarities from three major sources: the Internet (Information available publicly), periodicals (subscribed sources i.e., Academic databases), and Student repository (Database of documents uploaded in the Turnitin by Instructors or Students). Similarity with student repository may be ignored if it is the author's work as principal investigator. Similarities from the Student repository may help detect complicity in the documents.
9. EDS is a text-matching tool, therefore, similarity across graphs, formulae, mathematical equations, models, and other pictorial materials cannot necessarily be discerned with this software.
10. The similarity score must be interpreted by the relevant subject expert or faculty member supervising the student as they know the context of the assignment/paper/thesis/report, etc. In case of forwarding a complaint, the EDS report can be used as evidence if it supports the allegations raised by the complainant.
11. For submission of assignments, theses, and research papers, the 19% Similarity Index score for all disciplines is indicative of the possibility of plagiarism. In the case of theses/dissertations etc., the Ph.D./Supervisory Committee will function as an Expert Committee in this regard.
12. The Similarity index should be considered very seriously in the section of findings and conclusion of the document. The similarity index for that section should not be more than 9%. The results, conclusion, and recommendations may be separated in a suitable searchable format for uploading to EDS distinct from the remainder of the document.
13. If the report has a minimum similarity index $\leq 19\%$, then the benefit of the doubt may be given to the author but, in case, any single source has a similarity index $\geq 5\%$ then it needs to be checked as a basis of potential plagiarism; due to its drawing upon the author(s) own work(s), these may be considered acceptable and not be used to penalize the author(s), provided it does not result in a duplicate publication. Levels of EDS may also be considered for further interpretation as per the EDS Manual.

Note: Before the availability of Turnitin services in Pakistan, the ability of supervisors to verify that student's work i.e., Thesis, Research Papers, Reports, Assignments, etc. was limited in terms of checking similarities with previous works. Therefore, it is recommended that the applicability of the collective responsibility of supervisor/student be limited to the period from January 1, 2008. Any act of plagiarism committed before January 1, 2008, shall be treated as the individual responsibility of the author(s) and after January 1, 2008, supervisors and principal investigators will be responsible for any act of plagiarism committed by their students/co- author(s).

FREQUENTLY ASKED QUESTIONS (FAQS)

Q1. What is plagiarism?

Plagiarism is using someone else's ideas, research, thoughts, words, graphics, tables, etc. either directly or indirectly, without properly acknowledging where the information is from. You plagiarize when you pass off someone else's work as your own by using their exact words or intellectual property (ideas). Whether you are trying to cheat or not, if you do not tell your readers where you found your ideas or words in your paper, you are plagiarizing.

Q2. Is plagiarism a serious offense?

Yes, according to the HEC Anti-plagiarism policy, plagiarism is a serious crime with legal ramifications.

Q3. Is it allowed to change the words (paraphrase) in the document?

Rephrasing a source's ideas without proper attribution is considered plagiarism.

Q4. What are the types of penalties for plagiarism?

There are three types of plagiarism penalties:

- a. Major penalty.
- b. Moderate penalty.
- c. Minor penalty.

Q6. How to lodge a plagiarism complaint?

The complaint relevant to plagiarism may be lodged with the VC/President/Rector or Head of the respective University/ DAI for probing the matter.

Q7. How to complain if the accused person is VC/Head of Organization?

In case the accused person is VC/ Head of Organization then the complaint should be forwarded to HEC for further probe through National Plagiarism Standing Committee.

Q8. What can HEIs do to avoid plagiarism?

To avoid plagiarism HEIs must provide orientation to young scholars embarking on ethical research activities. Scholars should be strongly encouraged to use subject knowledge and familiarity with the skills of students to confidently enforce the highest ethical standards to discourage plagiarism and academic cheating through existing detection and academic evaluation mechanism.

Q9. Can the Co-author be deemed responsible for plagiarism?

Co-Author can be deemed partly responsible for plagiarism if UAPSC investigations reveal that they were aware of wrongdoings and chose to benefit from it, with their consent for publication having been duly taken.

Q10. Are anonymous complaints entertained by HEIs or HEC?

No, anonymous complaints would not be considered for any action. The complainant must provide legally valid proof of identity. (CNIC or Passport) as per government rule.

Q11. What are the penalties against spurious allegations?

The Universities/HEIs are required to take disciplinary action against the accuser if the plagiarism claim is false. The HEC website will put the false accuser's name on a blacklist for a certain duration.

Q12. Is it plagiarism to use ChatGPT?

Yes, if copied and reproduced without proper attribution. Researchers may use AI and AI-assisted technologies to understand basic phenomena of anything and should not replace the key research tasks such as producing scientific insights analyzing and interpreting data or drawing scientific conclusions. The authors are responsible and accountable for the contents of the work and should not rely solely on AI-generated content.

Q13. If I summarize the work in my own words, would it be considered Plagiarism?

Summarizing data from any source without proper citation will be considered plagiarism because copying someone else's ideas is not allowed without proper reference or acknowledgment.

Q14. What if I cite the source from which I copied in the Bibliography?

No, a bibliography is a list of sources consulted not copied.

Q15. If I use multiple sources and cited them, how can it be plagiarism?

Using sources and copying from them without using inverted commas or discipline-relevant conventions would be considered plagiarism.

Q16. How much plagiarism is allowed in HEC?

Plagiarism is not allowed at all. HEC allows the similarity index to be less than or equal to 19% which is supposed to be a connection with the existing knowledge and 80% of research is contributed by the author. Further, less than 5% from a single source is allowed. Moreover, the faculty member, instructor, or subject expert may justify similarities in the report. The similarity index is just an indication of similar text which needs to be properly interpreted for determining plagiarism in the document.

Q17. What do you mean by proper citation?

It is acknowledging the academic sources which are consulted for the research work. The scholars are required to follow a proper documenting style relevant to their discipline.

References:

1. APA Resources- What is Plagiarism? (nova.edu) visited on December 13, 2021
2. What is Plagiarism? - Plagiarism.org visited on December 13, 2021
3. Turnitin - The Plagiarism Spectrum visited on December 13, 2021





PROCTORIAL BOARD



Annexure -VIII

Proctorial Board

1. Introduction

Riphah International University (Riphah) is pursuing the mission, "To focus on character building of students through inculcation of Islamic ethical values". Importance on discipline, in any character-building effort, can hardly be over emphasized. Discipline is usually described as a set of expectations that are required by any governing entity including the self, groups, classes, fields, industries, or societies. Disciplined behavior is required by some laws, rules and obligation, both legal and moral. Like any organized entity, educational institutions are also required to set minimum standards of discipline, formulate rules and regulation and put in place a mechanism to ensure compliance.

To establish and maintain its Islamic character, Riphah has evolved a system of governance which is based on the following Core Values:-

- a- Al-Akhirah: Akhirah oriented decisions
- b- Itqan: Pursuit of Excellence
- c- Mushawarah: Consultation and Harmony
- d- Ijtmaiyah: Team Work
- e- Rahmah: Compassion)
- f- Muhasabah: Accountability

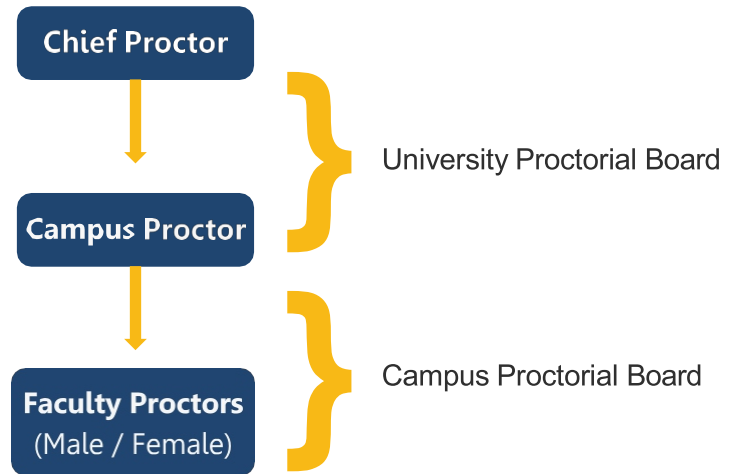
Pursuant to the core values of Itqan and Muhasabah, Riphah has formulated Students' Discipline Policy (the Policy) to set minimum standards and has also established the Proctorial Board (the Board) to ensure compliance.

2. Basic Parameters

- a. Vice Chancellor is the final authority for all matters relating to the Board.
- b. Structure and operations of the Board are based on the core values of Ijtmaiyah and Mushawarah
- c. The University Board, headed by Chief Proctor, comprises of Secretary and Campus Head Proctors and faculty proctors (if required)
- d. The campus level board will be headed by Campus head proctor, comprises of Faculty Proctors.
- e. The Board will apply Rules, Regulations and policies formulated under the Policy (as included in the Students' Hand Book).
- f. It is explicitly stated that the primary responsibility to maintain discipline, in accordance with the Rules, lies with the faculties and all the faculty members.
- g. Following areas fall within the realm of the Board: -
 - i. Uniform/dress code (strictly as prescribed in the Rules)
 - ii. Students' Identity Cards (Must be carried and displayed while on campus).
 - iii. Gender mixing (without the supervision of a faculty/staff member)
 - iv. Smoking and use of drugs anywhere on campus.
 - v. Decent Behavior- (No rowdiness, fighting or use of foul language)
 - vi. Respect of elders and good manners (as expected of a Muslim)
 - vii. Activities or actions causing, hygiene or environmental hazards.
 - viii. Carrying or use of arms, ammunition, and other dangerous objects.

3. Organization

Organogram of the University Proctorial Board is as below: -



4- Human Resource

4.1 The Board will consist of: -

- a. Chief Proctor: To be appointed and reporting to the Vice Chancellor.
- b. Secretary: To be appointed by Vice Chancellor and reporting to the Chief Proctor.
- c. Campus head Proctors: To be appointed by the Chief Proctor in consultation with VC and reporting to the Chief Proctor.
- d. Faculty Proctors: To be appointed by Campus Head Proctor in consultation with Dean/Director/HoD and reporting to Campus Head Proctor for their duties in such positions.
 - i- Appointments based on nominations by respective Dean/Directors/HODs
 - ii- Appointments duly notified and displayed on Notice Boards at the campus for general awareness among students.
 - iii- To be provided with Faculty Proctor arm bands/Badge for identification.
 - iv- Authorized to check and take action on any violation of the policy by any student, regardless of his/her faculty affiliation.

4.2 Functions and Powers

- a. Functions and powers - Table: 4.1
- b. Schedule of Policy violations and remedial measure- Table 4.2

Proctorial Board| Composition and Functions

Table: 4.01

Sr. No.	Designation	Appointed by	Reporting to	Function and Duties
1	Chief Proctor	Vice Chancellor	Vice Chancellor	<ol style="list-style-type: none"> 1- Organizing and managing the activities of implementing the Riphah Disciplinary Policy (the Behavior, Conduct and Disciplinary Policy). 2- Assisting Vice Chancellor on policy related matters. 3- Processing the cases of serious violation of the Rules as reported to Vice Chancellor. 4- Visiting campuses, periodically, to assess the compliance status, meet campus/faculty proctors. Also have a quarterly meeting with all the Campus Proctors and review the status of discipline and report the progress to the vice chancellor 5- Establish a Management Information Service and submit report of the activities to Vice Chancellor on quarterly basis. 6- Liaise with Students Services Department and Tarbiyah Departments for creating synergy on students related matters and activities. 7- Arranging quarterly meetings with the Deans/Directors/HODs at each campus to discuss and resolve policy related issues. Providing guidance/ assistance to them on matters relating to the policy when required. 8- Report policy related issues in the Deans Council for the input of Deans and Directors and for implementation. 9- Arrange to appoint Campus Disciplinary Committees and Central Disciplinary. Committee for dealing with cases of violation of the applicable rules and regulations.
2	Secretary Proctorial Board	Vice Chancellor	Chief Proctor	<ol style="list-style-type: none"> 1. To assist Chief Proctor in execution of all activities related to proctorial Board
3	Campus Head Proctor	Vice Chancellor	Chief Proctor	<ol style="list-style-type: none"> 1- Organizing and managing the activities of implementing the Riphah Disciplinary Policy at the campus level. 2- Determine the total number of Faculty and Student Proctors (Male and Female) from each faculty and seek nominations from the Dean/ Directors/HODs on the campus. Appoint, notify and monitor the Faculty and Students Proctors so nominated. 3- Prepare and implement daily rounds (campus corridors, open areas, classrooms, library/labs, canteens etc) schedule of the Faculty Proctors. 4- Supervise and guide the activities of the Faculty and Student Proctors at the campus level. 5- Maintain close liaison with Chief Proctor and keep him posted with the activities at the campus. 6- Liaise with Students Services Department and Tarbiyah Departments at the campus level for creating synergy on students related matters and activities. 7- Organize, convene and head disciplinary committee at the campus. 8- Submit Monthly report, on prescribed proforma, to Chief Proctor. 9- Attend the Meetings of Campus Proctors on quarterly basis and as and when convened by Chief Proctor.
4	Faculty Proctors	Campus Proctor (As nominated by respective Deans/Directors/ HODs) at the campus.	Campus Proctor	<ol style="list-style-type: none"> 1- As the front-line players of the team, faculty proctors carry the primary responsibility of checking and reporting the violations on ground. 2- Appointment of Faculty Proctors will be duly notified and displayed on Notice Boards by the Campus Head Proctor and they will also be provided with Faculty Proctor arm band/Badge for identification 3- All the faculty proctors are authorized to check any students of any faculty/department/institution at the campus. 4- Take at least two rounds of 15 minutes each every day. 5- All Faculty Proctors are authorized to fine Rs. 1000.00 on the spot (on prescribed letter) for violation of uniform/dress code/Identity Card/Smoking/Rowdyism Rules. Persistent defaulters (more than 2 violations in a semester) should be referred to Campus Proctor for serious remedial measures. 6- Submit weekly report of number of daily rounds to Campus Proctor (on prescribed proforma). 7- Any other duty assigned by the Campus Proctor or Chief Proctor, within the scope of the Policy

Proctorial Board| Discipline Violations, Remedies and Authorities

Table: 4.2

Sr No.	Rules and Regulations	Nature of Violation	Remedial Measures	Action Authority	Records& Reporting by FP
1	Uniform/Dress Code	1 st Violation	Fine- Rs.500.00+ warning	Faculty Proctor (FP)	Record and Report
	Gender Mixing	2 nd Violation	Fine- Rs. 1000.00 + Written warning with Cc. to parents and respective Faculty	Faculty Proctor (FP)	Record and Report
	Littering		Persistent Violations refer to Head Campus Proctor	Head Campus Proctor in consultaion with Dean/Directors/ HODs	Record and Report
2	Smoking	1 st violation	Fine - Rs. 1000.00 + written warning with Cc. to parents and respective Faculty	Faculty Proctor	Record and report
	Rowdyism	2 nd and more violations	Persistent Violations refer to Head Campus Proctor	Head Campus Proctor in consultaion with Dean/Directors/ HODs	Record and Report
	Use of foul language				
	Misbehaviour with Faculty or Student Proctor				
3	Contraband drugs or fire arms/dangerous objects.	Any violation	Report to Campus Director/ Administrator Head of Security immmediatly	Head Campus Proctor in consultation with Director Campus and Campus Security may Constitute Campus Commettee in Supervision of Head Campus Proctor to make immediate Decision. The Commettee May reffer Recommendation to Cheif Proctor, if Required	Record and Report
	Physical fights, brawls or skirmishes				
	Hygiene and/or environmental Hazards				
	Damaging university property or personal properties of its students and staff on campus.				



ADMINISTRATIVE OFFICES RELATIONSHIP WITH STUDENTS



Administrative offices relationship with students

Vice Chancellor Office:

The Vice-Chancellor is the principal academic and administrative officer of the University. This office chairs the Deans and Academic Councils of the University and deals with all the committees constituted for administrative, academic and student's affairs. Students may visit this office as per instructions by the faculty coordination office, finance office, registrar office, exams office or Student Services Department, if required.

Registrar office:

This office provide quality student service in the area of registration, academic assessment and academic records, and to ensure the confidentiality and accuracy of student records and to produce class and examination schedules. Students may visit this office for these tasks.

Controller of Examination Office:

This office is to establish a strong, reliable and credible examination/evaluation system and to improve the quality of examination and evaluation and also to provide result extracts, Degree or transcripts to students safely. Exams office has developed complete rules and regulations for student's examination. Students may visit this office for these tasks.

Finance office:

The activities of finance office cover a wide range from basic record keeping to providing information regarding all financial matters to assist students. This office is responsible to assist the students for all the information related to;

1. Fee and Dues,
2. Refund Procedure,
3. University Financial Assistance and Scholarships.

Student coordination office:

This office deals with daily academic affairs of students at faculty/department level and deals with students to inform them about;

1. Class Enrolment,
2. New semester Orientation Program,
3. Students Registration at the time of new enrolment,
4. Students credential submission,
5. Semester wise / Annual Course Registration,
6. Daily Attendance,
7. Time Table,
8. Exams management,
9. Moellim Management,
10. Add/drop courses, Result Correction/ Course Replacement
11. Extracts of exams, Semester Results & Display of results
12. All types of university announcements.

Students should have a strong relationship with student coordination office on daily basis.

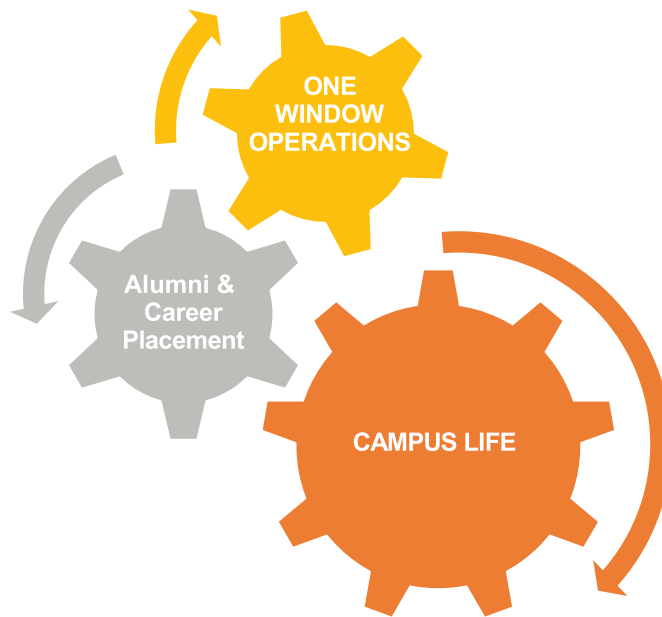
Tarbiyah Department:

Tarbiyah' refers to a continuous process of student's personality grooming and development in light of Mission, Vision and values of Riphah. Tarbiyah Department (Islamic Education Training Program) delivers students to be professional in the field of Islamic Teaching for their career. Department arranges

welcome ceremony, ethics in practice and monthly workshops/ activities in addition to mentoring at Riphah program. Annual calendar of activities is released by this office.

Student Services Department-SSD:

Riphah International University has established Student Services Department for students to enhance student growth and development. This department is work to provide services and support for students and drive student learning outside of the classroom. This department is independently working in consultation with all faculties, registrar office and vice chancellor. This office provide its services in following areas;



One Window Operation:

Any query and information required by a student about university is answered by this department. Students may contact to resolve any issue regarding;

1. All types of special letters issuance (i.e bona-fide, internship, NOC, Job Letter etc)
2. Application processing of transcript & degree to exams
3. ID card Data Entry/processing/Printing/receiving/checking/delivery
4. Processing of students documents verification from exam
5. Convocation Registration Process

Students can reach SSD for queries, online by getting Complaint/Request ticket at www.vdesk.riphah.edu.pk

Campus Life:

All co-curricular and extra-curricular activities are considered as “campus life”. The life of a student outside the classroom to have exposure of healthy, mission oriented, motivational and target oriented life. Different platforms has been designed to engage students in “campus life” activities.

Campus Life composed of;



CR/GR Councils:

This councils is established at each campus separately to communicate university rules and regulations, policies and procedures and kind of information related to students. CR/GR are appointed by class rooms and each CR/GR is member of Council by default. This council meet three times in a semester. SSD calls and responsible to holds the meetings. CR/GR councils may also discuss any matter outside the classrooms regarding facilitations at campus.

Student Societies:

Student’s societies are established as per policy. Each society conducts the following activities regularly;

- Monthly Discussion Forum (members participated in this activity to discuss local / national / international issues. This activity is designed to engage students in healthy discussion)
- Mega Event: Each Society organizes at least one mega event in a semester.
- Social Work Event: Each society organizes one social work activity outside the campus.

Following societies are registered;

University Level Societies:

Student's societies are established as per policy. Each society conducts the following activities regularly;

Sr. No	Societies	Department
1	Riphah Society for Excellence	RIPS
2	Riphah Society for Excellence (Female GGC)	Psychology
3	Quran & Seerah Society (Female GGC)	FC
4	Riphah Green Club	FMS
5	Riphah Arts Club	FC
6	Riphah Sports Society	FC
7	Riphah Adventure Club	FRAHS
8	Riphah Blood Donation Society	FMS
9	Riphah Competition Development Society	FC

Departmental Level Societies:

Sr. No	Societies	Department
1	The Manager Club	FMS
2	IDEA Riphah	FC
3	Riphah Students Welfare	FC
4	Riphah Bazam e Adab	FC
5	Mudaris Student society	FC
6	Quran & Seerah	FC
7	Riphah Computer Science Society	FC
8	Riphah Media Society	RIMS
9	RIMS Sports Society	RIMS
10	DBS event Society	DBS
11	Healers Society	Nursing
12	Extra-Curricular Society	IIDC
13	Social Culture Society	RIPS
14	Literacy Society	RIPS
15	RIPS Sports Society	RIPS
16	IISWA Society	IIMC
17	Riphah Peace Fort	IIMC
18	Literacy and Debating Society	IIMC
19	Talent & Exhibition Society	IIMC
20	Al Razi Magazine Society	IIMC
21	Alumni Associate	IIMC
22	Undergraduates Research Forum	IIMC
23	Art & Craft Society	IIMC
24	Scientific Society	IIMC
25	Sports Society	IIMC
26	IEEE	FEAS

Sports:

Academics are always important but sports play a major role in shaping the character of a student. Not only do sports keep body fit and healthy, it offers a great career too, that is the reason university sports are introduced to keep students learn ways to handle pressure in every kind of situation and live with healthy mind. Services of this department are as follow;

- 1- BasicSport kits (cricket/football/badminton/table tennis) facilities at each campus for practice.
2. Facilitating Faculty sports events.
3. Organizing inter faculty sports to select university level teams of different games
4. Facilitate university teams to participate in different sports events outside the campus organized by other organizations.

Research& Development:

This sections deals with the training of new enrolled students to get aware them from Riphah Mission and Desired student values. Special desk is working to research about student's latest trend and prepare trainings to train students for improvement in their personalities through recreational camps and special training programs. This desk is also published annual students magazine to enhance the creative literary skills of students.

Alumni Relation & Career Placement:

Alumnus is a graduate or former student of a university. Alumni have the potential to be most loyal and generous supporters to the university. Strong alumni relations is always necessary to have strong impact of university in society. Special web portal for alumni registration is designed to get registration with complete details of alumni, special functions and gathering is annually planned. University offers job news, job hiring sessions and different training regarding placement to fresh graduates and final year students. Alumni & Career Placement has a separate portal alumni.riphah.edu.pk where Representative Council, Executive Council, Global and Prominent Alumni details are updated.

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Convocation

On successful completion of a degree program, University issued a “Degree” and honored in a university convocation ceremony. This ceremony held annually for fresh graduates. Different distinguished guests address the students and advise them about their practical professional life.

Students is required to complete following processto join convocation;

1. Clearance: Every student has to clear his/her all dues relating to finance, library, and laboratory. Student can get clearance form from SSD and submit it for getting transcript to SSD along required documents.
2. Transcript: Transcript application will be processed to Examsdepartment through SSD. University registration is mandatory for getting transcript.
3. Degree: Transcript is mandatory for getting Degree from Examsdepartment along other required documents.
4. Convocation: Convocation is announced through newspaper advertisement and emails and letter by post to the available student contacts. Students get registration online through website.
5. Gold Medals: Students who secured outstanding results in their batch in defined time of degree completion are awarded through gold medal in convocation.

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ISLAMABAD / RAWALPINDI

Al-Mizan Campus:

Al-Mizan IIMCT Complex,
274-Peshawar Road, Rawalpindi.
UAN: +92 (51) 111-510-510
Phone: +92 (51) 512 5162-7

I-14 Campus:

Sector I-14, Haji Camp, Islamabad.
Phone: +92 (51) 844 6000-7
UAN: +92 (51) -111-747-424

G-7 Campus:

RIU, 7th Avenue, G-7/4, Islamabad.
Phone: +92 (51) 289 1835-8
Fax: +92 (51) 289 0690

ETB Campus:

Suite No 7, Ground Floor, Evacuee Trust
Complex, Agha Khan Road,
Sector F-5/1, Islamabad.
Phone: +92 (51) 843 8370-7

Westridge Campus:

Potohar Plaza, main Peshawar Road,
Rawalpindi.
Phone: +92 (51) 5166 813-4, 5166 917-8

IIMCT Pakistan Railway Hospital:

Westridge, Rawalpindi.
Phone: +92 (51) 425 9795-8
Fax: +92 (51) 425 9793

Riphah International Hospital:

Main Expressway opposite DHA II,
Sihala, Islamabad.
Phone: +92 (51) 448 6064

Islamic International Dental Hospital:

IIDH, 7th Avenue, G-7/4, Islamabad.
Phone: +92 (51) 289 1835-8
Fax: +92 (51) 289 0690

MaxHealth Hospital:

2-K Markaz Road, G-8 Markaz,
Islamabad
Phone: +92 (51) 8094760-65

LAHORE

Raiwind Campus:

Raiwind Road Campus,
12-Km, Raiwind Road, Lahore.
Phone: +92 (42) 111- 747-424

Quaid-e-Azam Campus

28-M, Quaid-e-Azam, Industrial
Estate, Kot Lakhpat, Lahore.
UAN: +92 (42) -111-747-424

Gulberg Campus:

26-M, Gulberg - III,
Ferozepur Road, Lahore
UAN: +92 (42) -111-747-424

FAISALABAD

Faisalabad Campus:

Satiana Road, Adjacent Fish Farm,
Faisalabad.
Phone: +92 (41) 8777- 210 & 310

MALAKAND

Malakand Campus:

Chakdara Road, Malakand.
Phone: 0314-3019495

UAE

UAE Campus:

RAK College of Dental Sciences,
PO Box 12973, Ras Al Khaimah, UAE
Phone: +97 (17) 222 2593
Fax: +97 (17) 222 2634



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