

Qarshi University, Canal Campus

Student Handbook

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Definitions

- i. "University" means the Qarshi University established under Act 2011 Act XIV of 2011
- ii. The University shall consist of the following
 - a. The Chancellor, the Chairman, members of Board and the Vice Chancellor
 - b. The Dean / Chairman / Chairperson / Head of Department
 - c. The members of Authority / ies
 - d. The teachers and students of the University
 - e. The officer and members of the administrative / technical staff of the University
- iii. "Chancellor" means the Governor of the Punjab.
- iv. "Chairman" means Chairman of Board of Governors.
- v. "Vice – Chancellor" means the Vice – Chancellor of the University
- vi. "Dean" means the head of a faculty of the University.
- vii. "Chairman / Chairperson / Head of Department" means the head of department.
- viii. "Faculty" means an administrative and academic unit of the University consisting of one or more departments.
- ix. "Faculty member" includes a Professor, Associate Professor, Assistant Professor, or Lecturer engaged full time by the University.
- x. "Department" means a teaching department maintained and administered by the University.
- xi. "Registrar" means the Registrar of the University.
- xii. "Controller of Examinations" means the controller of examination of the University.
- xiii. "Treasurer" means the Treasurer of the University.
- xiv. "Higher Education Commission" means the Higher Education Commission established under the Higher Education Commission Ordinance 2002.
- xv. Authority of the University means any of the following bodies:
 - a. Board of Governors (BoG)
 - b. Academic Council
 - c. Boards of Faculties
 - d. Board of Studies
 - e. Boards of Advanced Studies and Research (BASR)
 - f. Finance & Planning Committee
 - g. Any other Authority as may be constituted by the University officials.

Registration for New Semester

Course Registration

For new admissions, course registration is completed on the orientation day. Rest of the students are advised to register themselves according to the rules and regulation (explained in this handbook) and dates provided in the Academic Calendar.

Registration Procedure

- i. Students are to fill the prescribed Registration Form (Annexure – 1) available from the Office of the Registrar.
- ii. Whilst filling the Registration Form, a student should keep in view the following:
 - a. Consult concerned Faculty or Department to ascertain what courses are being offered for the said semester and batch.
 - b. Ensure that pre-requisite course / s have been passed¹
 - c. The courses graded “F” or “W” have to be registered on priority basis in the subsequent semesters.
 - d. All dues are paid.
 - e. The credit hours for courses registered should not exceed 18 credit hours.
- iii. After duly filling the Registration Form, the student should submit and get it signed from concerned Batch Advisor. The student should collect the acknowledgement receipt from the Advisor after he signs the Registration Form.

Payment of Dues

- i. The Semester fee is calculated after taking into account the course load and financial assistance/ scholarship (if provided).
- ii. Fee should be paid before the start of the semester. In exceptional cases the semester fee may be divided into two installments; the first would be payable at the start of the semester and second before the midterm examination.

Scholarship & Financial Assistance Policy

The purpose of the Scholarship Program at the Qarshi University is to recognize and reward students who have demonstrated outstanding academic performance and to encourage those who show academic potential and also willingness to participate in community activities. The scholarship awards imply the expectation of continued exceptional performance and leadership by the recipients in the years ahead.

Full Bright Scholarship for Bachelor Programs

Qarshi University offers 100% tuition fee waiver in the form of merit scholarships on the basis of academic excellence. These scholarships will be awarded to following:

¹ An advance course cannot be taken with its pre-requisite in the same semester.

- Top 5 position holders of FA/FSc from any board
- Top 5 position holders of Diploma Programs
- Students scoring 3 As in their A- level Examinations

Students granted this scholarship will receive 100% waiver of tuition fee in the first semester. This exemption shall be continued in the second and subsequent semesters provided that the student maintains a CGPA of 3.90 by taking minimum 4 subjects in a regular semester. If a student on merit scholarship is unable to maintain a CGPA of 3.90 the regular fee waiver award will be applicable.

Scholarship for Bachelor Programs

For FA/FSC Students

Condition	Tuition Fee Waiver
85% or above	75%
75% - 84.99%	50%
65% - 74.99%	25%

For A- Level Students

Condition	Tuition Fee Waiver
2 As & 1 B	75%
1 As & 2 Bs	50%
2 Bs & 1 C	25%

For Diploma Holder

Condition	Tuition Fee Waiver
85% or above	75%
75% -84.95%	50%
65% - 74.99%	25%

Fee Scholarship for Qarshi University Students after 1st Semester

Condition (CGPA)	Tuition Fee Waiver
3.90- 4.00	100%
3.75 – 3.89	75%
3.50 – 3.74	50%
3.25 – 3.49	25%

Special Note: Fee scholarship for 2nd semester will be based on GPA and for further semesters it will be based on CGPA.

Scholarship for Master Programs

For Students from Annual System (BA/BSC/B.com)

Condition	Tuition Fee Waiver
85% or above	75%
75% - 84.95%	50%
65% - 74.99%	25%

For Students from Semester System

Condition (CGPA)	Tuition Fee Waiver
3.75 – 4.00	75%
3.50 – 3.74	50%
3.25 – 3.49	25%

Alumni Scholarship Award

Qarshi University graduates wish to take admission in Master programs will be awarded a scholarship of 50% on their tuition fee for the first semester. Scholarship for the subsequent semesters will be based on their academic performance and university fee scholarship policy.

Kinship Awards

Condition	Tuition Fee Waiver
1 st Kinship	25%
2 nd Kinship	30%
3 rd Kinship and above	50%

Note: Kinship scholarship will be applicable only in the first semester. Scholarship for the subsequent semesters will be based on student's academic performance of the previous semesters' CGPA (as mentioned on Page 7).

Award of Gold Medal

Following are the pre-conditions for the award of a Gold Medal:

- i. A student with outstanding performance and with the highest CGPA in a degree program, but not less than CGPA of 3.5.
- ii. There should be no "F" grade in the academic record of the student.
- iii. There should be no repeat course in the academic record of the student.
- iv. There should be no disciplinary case or warning against him in record.
- v. Must have at least 75% attendance.

If two students attain the same highest grade point average, then each of them will receive a Gold Medal.

Special Need Based Financial Assistance

Special Financial Assistance is available at the time of admission to the outstanding students who are not able to pay their fees in full.

For orphans a discount of (25% to 50%) is allowed, this discount is based on case evaluation.

Discount for Hafiz-e-Quran is 15% having a Mustanad Sanad from a recognized Madrasa.

Discount for Disabled (10% to 30%) may be allowed keeping in view the nature of disability. This Financial Assistance is subject to availability of funds and approval of the competent authority.

These discounts will be for the running semester only for subsequent semester a CGPA of 3.00 is mandatory for the continuation of above mentioned discount policy. For any other discount prior approval of competent authority is required

Students desirous of special need-based financial assistance will submit applications on prescribed form to the Deputy Treasurer along with the following documents:

1. Evidence of father's/guardian's income, for example, authenticated salary certificate/pay slip
2. Evidence of property, if any, owned by self/father/guardian
3. Evidence of Agricultural Property and income arising thereof
4. Copies of utility bills for the last six months
5. Copy of bank statement, in case of income from business
6. Copy of rent agreement in case of rented house or in case of income from house-rent
7. Copies of fee slips of brothers and sisters in case they are students, and
8. Any other document that may be asked for, by the office of the Registrar

After scrutiny of applications at Financial Assistance Assessment Committee (FAAC), the Committee will recommend the grant of need-based assistance to V.C for approval. The Treasurer's Office will inform applicants about the outcome of their applications through Emails/Phone Calls and display on the Notice Board.

Refund of Dues

In case of cancellation of new admission, either on request of applicant or due to non-fulfilment of admission requirements fee refund policy shall be as follow:

1. Application processing fee will not be refunded in any case, except Qarshi University postpones/defers a certain program.
2. Admission fee will not be refunded in case of valid admission (running program), except Qarshi University postpones/defers a certain program.
3. In case a student intends to cancel admission in any program, full tuition fee & Misc. charges shall be refunded till 7th day of commencement of classes in semester system and till 15th day in annual system.
In addition half of the tuition fee shall be refundable from 8th-15th day of commencement of classes in semester system and from 15th-30th day of commencement of classes in annual system.
4. . There shall be no refund of the above mentioned charges if student files application for refund after the 15th day in semester system.
5. In case Qarshi University postpones/defers a certain program full admission fee, full tuition fee and miscellaneous charges will be refunded.
6. Security fee shall be refunded to a student on the termination of admission or completion of the program, this fee is subject to clearance from all the concerned offices, with nothing

outstanding against a student, for example tuition fee, library book, damage to University property etc. and any other charges payable by the student

Semester Rules & Regulations

Attendance Requirement for Final Term Examination

- Students must maintain 75% attendance in each course/component (assignments, discussions, presentations etc.) to qualify for appearing in the final term examinations of each semester in the respective course.
- Lab sessions require 100 % attendance.
- Students who miss a class session will be expected to make up for the missed work on their own, failing which they will receive a failing grade, however, acceptance of such work is at the discretion of the Course Supervisor.
- Inability to appear in the examination of a course due to shortage of attendance should be treated as failure in that course and will receive a failing grade. He/she will however be required to repeat the course when it is offered again.
- There will be makeup examination in case a student fails to appear in mid or/ and final term examination due to some genuine personal problem or due to sickness and produces a medical certificate. The department with the consent of Dean/ HoD will arrange a special mid or/and final term examination for such student and in such cases a student will have to pay Rs. 2,500 per paper as re-examination fee for mid or/ and final term exam as the case may be.

Performance Evaluation:

Students shall be evaluated through a system of continuous evaluation spread over the entire semester. The details are presented below:

Marks Breakdown

For theoretical Component

There will be following stages/ components of evaluation of each course during each semester.

Sessional Marks 40%	Class room participation/ Discussion Session/ General behavior/ Attendance	10%
	Quizzes / Surprise Tests	10%
	Assignments	10%
	Presentations / Projects	10%
Mid Term Exam		25%
Final Term Exam		35%

Criteria:

- a) Classroom participation / Discussion Session / General behavior / Attendance: A total of 10 marks are allocated to students' classroom participation, discussion session, general behavior and attendance.
- b) Quizzes / Surprise test (s): will be given to evaluate the students' learning.
- c) Assignments: One assignment (minimum) will be given to the students in each course. The teachers may give more than one assignments where necessary. However, the total marks will remain the same. The assignments will be assessed on the basis of information and references included, logical reasoning and organization of material.
- d) Presentations/ Projects: The students will, individually or in groups, give comprehensive presentation of their assignment or project.
- e) Mid-Term Examination (25%): The Examination will be conducted after 8 weeks of teaching. There will be different types of questions. The type and number of questions included in the exam, the division of marks and the time allocated for each component may be as follows* (Just a guideline, original may differ):

Types of Questions	No. of Question	Marks	Time Allocated
Objective (MCQs, T/F) Type Questions	10 (1 mark each)	10	30 min
Short Answer Questions	5	10	45 min
Essay type Questions	1	5	15 min
Total	-	25	1.5 hour

- f) Final-term exam (35%) The final-Term examination may be conducted after 16 weeks of teaching on the following pattern*(Just a guideline, original may differ)

Types of Questions	No. of Question	Marks	Time Allocated
Objective (MCQs, T/F) Type Questions	20 (0.5 mark each)	10	30 min
Short Answer Questions	7	14	45 min
Essay type Questions	2	11	30 min
Total	-	35	1 hour and 45 min

Practical / Lab Courses

a) Sessional Evaluation: (35%)

Lab. Participation/ Group work/ Attendance	5%
Quiz / Discussion Session/ Surprise tests	10%
In time submission of Practical Reports / Projects/ Assignments	10%
Presentation/ Seminars	10%

b) Mid-Term Examination*: (25%)

Type of Questions	Marks	Time
Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data	10 %	1-2 hours
Practical performance up to the mid-term (based on portfolio/practical evaluation) which may be made on continuous assessment during course practical	15%	

c) Final-Term Examination*: (40%)

Type of Questions	Marks	Time
Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data	10%	2-3 hours
Practical performance up to the mid-term (based on portfolio/practical evaluation) which may be made on continuous assessment during course practical	10%	
Final presentation/ practical	10%	
Viva Voce	10%	

*The format and mark scheme may be changed according to the nature of the subject in consultation with the Department Chair

Evaluation of Students:

At the end of semester, student is awarded with a grade depending upon his performance. The evaluation methods used by the faculty members might include but are not limited to the following:

- i. Quizzes: Short tests conducted frequently throughout the semester.
- ii. Assignments: Brief reports to be written, keeping in view the instructions and objectives given by the faculty.
- iii. Projects: Detailed reports to be written or practical work with regards to compliance to requirements of the course to be performed by the students.
- iv. Presentations: Findings of projects usually presented in the presence of peers in a formal manner and an open question and answer session afterwards.
- v. Discussions: Round table discussions based upon research articles and reading material provided by the faculty member.
- vi. Class participation: The frequency with which a particular student participates in class discussions, projects and question and answer sessions etc. in a constructive manner.
- vii. Mid-term Exam: Conducted in the middle of a semester as per the schedule provided in the academic calendar.
- viii. Final Exam: Usually a comprehensive exam to be taken at the end of the semester.

Academic Year:

The Academic Year runs from the beginning of the Fall Semester (October of each year) to the end of the Spring Semester (July of each year) as defined by the annual academic calendar prepared in Academic Planning Office and approved by the appropriate Authority. Each semester comprises of 16 weeks of classes with a provision of 1week for final exams. Summer Semester (July – August) with 8 weeks of classes and 1 week of exams may be offered as per requirement.

STANDARD DURATION OF CREDIT HOUR:

Credit for classes is measured in Credit Hours. A credit hour relates to the amount of time spent in a class during a 16 week semester. In summer session, teaching hours are doubled per week as semester period is reduced to eight weeks.

Theory: 1 Credit hour	1 Contact hour each week in a semester
3 Credit hour	3 Contact hours each week in a semester
Practical: 1 Credit hour	2 Contact hours each week in a semester

Explanation:

The credit hours are denoted by two digits within brackets with hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3 (3-0) means three credit hours of theory, while 4 (3-1) means a total of four credit hours, of which three are

of theory while one credit hour is for laboratory. The weekly contact hours of a 3(3-0) course will be three, the contact hours of a 4(3-1) course will be 5 while the contact hours of a 3(1-2) course will be 5.

GRADING:

- I. Students will be rated according to the 4 letter grade system i.e. A, B, C and D, with five performance levels A+, A, B+, B, C, & D for Bachelor/Master’s Degree. For these grades "F" will be the failing grade.
- II. Calculation of GPA

GPA shall be calculated at the end of each semester as follows:

(Total Grade Points Earned) / (Total no. of Credit Hours Attempted)

- III. Calculation of CGPA

CGPA is calculated for the number of semesters studied in the University. A student’s CGPA shall be calculated by dividing the total number of grade points earned by total number of credit hours completed. A student getting 2.5 GPA in Subject ‘X’ having 3 credit hours, 3.25 in Subject ‘Y’ having 2 CH, and 3.4 in Subject ‘Z’ having 4 CH, shall have a CGPA = $(2.5 \times 3 + 3.25 \times 2 + 3.4 \times 4) / (3 + 2 + 4) = 3.06$.

GRADING CRITERIA/READY RECKNOR TABLE

Grades shall be assigned by the faculty following assignment procedure laid down by the concerned department. The university shall follow a letter grading system. The letter grade and its numerical equivalent are given as under.

<u>Numerical Grade</u>	<u>Alphabetical Grade</u>	<u>Grade Point</u>
<u>85-100</u>	<u>A+</u>	<u>4.00</u>
<u>80-84</u>	<u>A</u>	<u>3.7 – 3.9</u>
<u>75-79</u>	<u>B+</u>	<u>3.3 – 3.6</u>
<u>70-74</u>	<u>B</u>	<u>3.0- 3.3</u>
<u>60-69</u>	<u>C</u>	<u>2.0 - 2.9</u>
<u>50-59</u>	<u>D</u>	<u>1.5 - 1.9</u>
<u>00-49</u>	<u>F</u>	<u>0.00</u>
<u>00.00</u>	<u>I</u>	<u>0.00</u>
<u>00.00</u>	<u>W</u>	<u>0.00</u>

ACADEMIC PROBATION:

- In order to remain on the roll of the department a student has to continuously maintain "Good Standing" namely
 1. A satisfactory standard of attendance (minimum 75%)
 2. Academic performance (a minimum CGPA of 2.00 for bachelors and 2.5 CGPA for Masters)
 3. Conduct and discipline.
- A student failing to meet any of the above mentioned conditions will be dropped off the roll of the department.
- However, at the end of first and second semester a student having a satisfactory standard of attendance, conduct and discipline, with a minimum CGPA of 1.50 will be eligible for provisional promotion to the next semester.

Explanation:

For qualifying a course/semester/degree a student must attain minimum 1.5 GPA in first semester for provisional promotion to the second and third semester.

- i. A student who secures less than 1.7 GPA in 3rd semester or subsequent semester will be dropped out from the roll of the department.
- ii. The minimum CGPA for award of the degree will be 2.00 with no "F" grade.

A student may clear his/her failed subjects by repeating the said courses with subsequent session or in summer semester to be offered by the department by paying a fee of Rs. 3,500 per credit hour (subject to revision without prior notification).

INCOMPLETE GRADE:

If a student has genuine personal problem or is seriously ill and produces a medical certificate duly signed by Medical Superintendent (MS) of the respective area hospital and has missed the mid or/and final term examination the department will arrange a special mid or/and final term examination for such student. The prescribed form (Annexure – 3) available from the office of registrar along with relevant medical certificate and information of the personal problem must reach the department before or on the examination date. The genuineness of the personal problem will be determined by Dean/Chairman/HOD whose decision will be final. Such a student will be given incomplete (I) grade.

‘W’ – Withdrawn: Shows that the student has withdrawn from the course before commencement of the mid-term exams by submitting application on the prescribed form (Annexure – 4) Available from the registrar office. The course shall appear on the transcript, but no credit shall be awarded nor shall the course be included in the GPA. However, if the course is withdrawn after eight (8) weeks of the

commencement of the semester, a grade 'F' shall be awarded in the course. Students are directed to apply for 'W' grade on prescribed form available from the office of the Registrar.

'P/F' – Pass/Fail: Some courses may be offered with P/F grades only.

'NR' – No Grade Reported: 'NR' shall be assigned when a teacher does not submit a final grade of a course before the final grade report is issued. 'NR' shall be removed when the teacher submits the final grade to the Office of the Controller of Examinations.

REPEATING OF COURSES:

The student(s) desiring to repeat failed course(s) with subsequent session(s) will request in writing to the Dean/ Chairman/ HOD concerned within ten days of the commencement of concerned semester. If allowed by the Dean/ Chairman/ HOD, the student will have to deposit fee of Rs. 3,500 per credit hour (Subject to Revision without prior notifications). In such cases after approval by Dean/Chairman /HOD and deposit of fee will be reported by the departmental in charge examination to the concerned teacher(s). Student will have to be in regular contact with the course instructor and complete all assignments, term papers, reports and presentations. Following are the conditions for repeating a course:

- i. Whenever a student fails or gets a 'D' grade, he/she should repeat the course when it is offered to improve his/her grade.
- ii. In case a student repeats the course which has already been taken, only new/better course grade should be included in his/her transcripts.
- iii. A student can be allowed to repeat a maximum of three courses (9 credit hours) to improve his/her grades at Masters Level but no more than one per semester.
- iv. A student can be allowed to repeat a maximum of six courses (18 credit hours) to improve his/her grades at undergraduate level but no more than one per semester.

SUMMER SEMESTER:

Summer semester is conducted for the students who have failed in any course(s) or are required to repeat one or more course(s). This special semester is offered to save time duration of the degree requirement. The matter to conduct summer semester will be initiated by the students repeating course(s), by filling a written request to the Chairman/Head of department who will forward the same for approval to the Vice-Chancellor. Following are the summer semester regulations:

- i. The student(s) shall have to deposit a 100% prescribed fee: Rs. 3,500 per credit hour (subject to revision without prior notification) in advance, one week prior to start of classes.
- ii. The duration of the summer semester including mid & final term examinations would be 8 weeks. Classes of 1 & ½ hours each will be held for 4 days a week.
- iii. A student will be allowed to enroll for 2 courses of a class/lab work, however under special circumstances, HoD/ Dean may allow the student to take up to 3 courses.

CHANGE OF COURSE:

- a) No student shall change an optional/elective course except with the written approval/ re assignment by the Dean/ HoD. The time period for such a change shall be seven days from the commencement of the course.
- b) The department may swap the courses of different semesters according to the needs or the availability of teaching faculty.

ADD / DROP OF COURSES

Students may add / drop courses on the prescribed form (Annexure – 5) available from the Registrar Office in accordance with the timeline provided in the Academic Calendar.

Conditions for Add / Drop

Students are usually allowed to add / drop courses in following situations:

- a. Course is dropped by the Department due to unavailability of faculty or the minimum number of students has not registered.
 - b. There is a clash between the timetables of two courses registered.
 - c. Student has failed a pre-requisite course.
 - d. Late announcement of result.
 - e. Student believes that they will not be able to cope with the course.
- i. A course can only be added in lieu of a course dropped.
 - ii. Student shall not be allowed to register in a course that has been closed due to capping limit.
 - iii. The student should collect the acknowledgement receipt from the registrar office after he signs the Add / Drop Form.

SEMESTER BREAK/FREEZING:

In case a student due to some unavoidable circumstances (prolonged illness, performing Haj or such other genuine reasons) is unable to continue his/her studies, he/she may apply for a semester break. This option, however, will be available only once during the course of his/her studies. The case will be put up to the registrar for consideration. In case, the registrar approves it, semester break will be allowed for a maximum period of one year. The total time period for completion of the program will, however, remain same as prescribed in these rules.

- i. Semester break is not allowed for new admissions in the first semester. However, if due to any reason the student thinks that he will not be able to take any classes, his admission shall be deferred and he will be allowed to sit in the next semester.

- ii. Student may apply on the prescribed form (Annexure – 6) available from the registrar office for semester break to the Registrar Office not later than one weeks before the start of the semester.
- iii. After completion of the break period the student shall be allowed to sit in the classes without paying any extra dues, however, he/ she is to inform the Office of the Registrar on the prescribed form (Annexure – 7) available at the registrar office not later than 2 weeks before the start of the semester.
- iv. The break period shall be included in the maximum no. of semesters permissible for completion of the degree.
- v. If a student fails to resume studies after the approved break period, disciplinary action may be initiated against him which may lead to cancellation of admission.
- vi. Before applying for semester break student is required to take a clearance certificate from the treasury department that there are no outstanding dues against him.

Explanation:

Where courses of a prior semester(s) are prescribed/deemed as prerequisite for subsequent semester(s) the applicant(s) for freezing/semester break will have to clear such courses of earlier semester before proceeding to the next semester.

Interdepartmental Program Change:

- i. Such application can be made within 4 weeks of the commencement of first semester only.
- ii. Once Dean/ HoD (of the intended program) is satisfied with the application, he/ she shall forward the approved application to the registrar office.
- iii. After approval of transfer, new ID shall be issued to the applicant by the Office of the Registrar.
- iv. The Dean of Faculty accepting the transfer shall determine the transfer of courses as per road map. Grades of the previous course shall also be transferred to the new program.
- v. The treasurer shall adjust the Dues paid by the applicant upon intimation from the Registrar Office.

Exemption of Courses:

- i. University shall exempt only those courses taught elsewhere but that are similar to the ones taught at Qarshi University. Only those students are eligible for course exemption who have completed a degree program from HEC recognized institution.
- ii. The degree should have been completed within the last three years. Grades less than a 'C' for undergraduate studies and a 'B' for graduate studies shall not be considered for exemption.
- iii. The student should apply to the concerned Dean / HoD for exemption on the prescribed form (Annexure – 9) before the commencement of classes.
- iv. The applicant is responsible to provide the content material e.g. program structure, course outline etc. to the concerned authority for the course for which exemption is being sought.
- v. The Department Chair/ HoD has to decide upon the material provided by the applicant for suitability and similarity of the course completed and the course taught at Qarshi University for exemption purposes.
- vi. The applicant has to pay no extra charges to avail exemption of course / s.
- vii. If course/ s is/ are exempted, credit hours will be counted towards the applicant's degree requirement, however, achieved grades shall not be counted towards calculation of CGPA and 'Exempted' shall be written against them in the grade column of the transcript.
- viii. Concerned Dean/ HoD has to forward the case along with the recommendations to the Registrar Office for further action.

Credit hrs Transfer:

- i. Only those students that are enrolled in HEC recognized university degree awarding institutions and are yet to complete their degrees are eligible for credit transfer.
- ii. University shall accept transfer exempt for only those courses that are similar to the ones taught at Qarshi University.

- iii. Student who wishes to transfer his credit, must apply on the prescribed form (Annexure – 10) available from the Registrar Office. The applicant is responsible to provide the content material e.g. program structure, course outline etc. along with the evidence of completion of the course to the concerned Dean / HoD.
- iv. The Department Chair has to decide upon the material provided by the applicant for suitability and similarity of the course completed and the course taught at Qarshi University for transfer purposes.
- v. Grades less than a 'C' for undergraduate studies and a 'B' for graduate studies shall not be considered appropriate for transfer.
- vi. The applicant has to pay no extra charges to avail exemption for credit transfer.
- vii. If the course / s is / are exempted the credit hours will be counted towards the applicant's degree requirement, however, achieved grades shall not be counted towards calculation of CGPA and 'Transferred' shall be written against them in the grade column of the transcript.
- viii. Concerned Dean / HoD is to forward the case along with the recommendations to the Registrar Office for further action.

Examination Rules and Regulations for Students:

In the interest of maintaining the discipline at the University, all the students are reminded of the following Examination Regulations:

- i. Students must have with them their valid student I.D. card.
- ii. Students must provide all the required information, including his name and Registration and Roll No., on the first page of answer sheet before he receives the question paper.
- iii. Students will not be allowed to enter the examination hall, 5 minutes after the start of examination.
- iv. No student will be allowed to leave the examination hall prior to half time
- v. No student will be allowed to take a cell phone or a similar device in the examination hall.
- vi. No food of any kind is permitted in examination hall without the permission of the Controller examination and that too only for medical reasons.
- vii. Students are not allowed to borrow or share calculators or stationery during the examination.
- viii. Students are not permitted to have in their possession, or use, any books, reference material or notes in any form anywhere near them.
- ix. No student is permitted to talk or use any means to communicate with each other during the examination.
- x. It is the student's obligation to be in the knowledge of the time when an examination begins and its duration. Failure to appear at the beginning of the examination will not result in any additional time being granted for the completion of the examination.

- xi. Students are reminded that the Academic Integrity Policy of the University will be adhered to and is in force at all times during an exam. It is the responsibility of each student to act appropriately during an exam whether or not an invigilator is in the exam room.
- xii. Only blue black ink is allowed for written answers.
- xiii. To draw the attention of Invigilator, a student must raise his/her hand.
- xiv. Violation of invigilator's instructions is a serious offence that can lead to any penalty as decided by the Examination committee.
- xv. Students must maintain silence in the examination rooms. Care should be taken not to slam doors or make noise when leaving or entering the examination room.
- xvi. Faculty members will not interpret examination questions or otherwise speak with students during the examination. If a student finds a mistake or ambiguity in the question /question paper, he / she should inform the examination personnel to get it rectified.

Please cooperate with the invigilators in a courteous manner.

PENALTY IN CASE OF MALPRACTICES OR MISCONDUCT:

Any student found violation of above rules shall make him/ her liable for one or more of the following penalties

- i. Cancellation of exam
- ii. Fine up toRs. 20,000/- to be decided by the unfair means committee
- iii. Rustication/ Suspension from the semester
- iv. Expulsion from the University

Scheme of studies and distribution of courses for undergraduate and postgraduate programs:

	BBA/BS (four Years)		Masters (two years)	Masters (2 ½ years)	Master (3 ½ years)
Total No. of Credit Hours	124-136		58 – 60	90 – 92	107
Semester Duration	16-18 Weeks		16-18 Weeks	16-18 Weeks	16-18 Weeks
Number of Regular Semesters	8 (Maximum)		4 (Maximum)	5 (Maximum)	7 (Maximum)
Number of Summer Sessions	1 in one calendar year		1 in one calendar year	1 in one calendar year	1 in one calendar year
Course Load per Semester	15-18 Credit Hours		15-18 Credit Hours	15-18 Credit Hours	15-18 Credit Hours

Result Announcement

- i. At the end of each semester, the Controller of Examinations will announce the draft results through notice board of the University in accordance with the timeline mentioned on the academic calendar. The result for each student shall at least consist of the following:
 - a. Name of the student
 - b. Roll no.
 - c. Courses enrolled in
 - d. Letter grades
 - e. GPA
 - f. marks
- ii. In case of any objection on the notified result, students can apply to the examination department for reconsideration within time period mentioned in the notification. Final result will be declared after considering any such application from the students as per the date announced in academic calendar.
- iii. The Controller Office shall also send detailed result reports to the parents/ guardians on the provided addresses.
- iv. The faculty members are encouraged to share the midterm answer papers with the students, before submission to the Controller Office.

Result Review Policy

- i. Each department shall ensure that academic performance of a student is evaluated in a fair and impartial manner, consistent with University regulations. Teachers shall exercise their best professional judgment in evaluating student's performance.
- ii. If a student disagrees with the evaluation of his work by the teacher, he/she may submit a written request on the prescribed form (Annexure – 11) available at Examination office for review of the course grade to the office of the Dean / Chairperson / HoD within one (01) week after the receipt of provisional transcript /grade report along with a fee of Rs. 1,500/- for each course.
- iii. The Dean / Chairman / Chairperson / HoD shall arrange for a neutral evaluation of the grade.
- iv. The Dean / Chairman / Chairperson / HoD shall communicate the decision of neutral evaluation to the student, faculty member, and Controller of Examinations within ten (10) days of receiving the request for review.

Transcript / Degree Issuance Policy

Issuance of Degree

- i. The degrees shall be issued to only those students who have passed all the courses and fulfill all other requirements for the degree course on the day of convocation.
- ii. The student has to pay Rs. 15,000/- as degree issuance fee before the convocation (Convocation Charges included)

Issuance of Urgent Degree

- i. If a student wishes to get his degree issued on urgent basis, he has to apply to the Controller Examination Office through Chair of the Department on the prescribed form (Annexure – 13) with a copy of student card, CNIC and final transcript.

- ii. Rs. 20,000 will be charged for urgent degree issuance and the degree shall be issued within one week of the receipt of application.

Issuance of Duplicate Degree / Transcript

In case the original degree or final transcript is misplaced or lost, student can apply for a duplicate on the prescribed form (Annexure – 14). Rs. 15,000/- for degree and Rs. 3,000/- for FT shall be charged as duplicate issuance fee. The degree or transcript shall be marked as duplicate. The student also has to provide the following with the application

- i. Photocopy of the lost degree / transcript.
- ii. Copy of CNIC
- iii. Original copy of the FIR lodged at the police station regarding the loss of transcript / degree.
- iv. Affidavit on a stamp paper of Rs. 100/- on a prescribed format.
- v. Original clipping of the newspaper advertisement announcing the loss of degree / transcript.

Issuance of Provisional/ Final Transcript

- Provisional transcripts will be issued on request of students. It will combine progress reports of the semesters studied till date. Students have to pay a fee of Rs. 1,000 for the processing of provisional transcript on the prescribed form available in the registrar office.
- Processing time for the transcript's application is the 5 working days from the submission of application.
- Final Transcripts will be issued within six months of the completion of the program. It will be a combined report of all semesters. Students have to pay a processing fee of Rs. 2,000 for the issuance of the transcript. Fee for the issuance of duplicate transcript is Rs. 3,000.

Verification of Degree / Transcript from University

The application for verification of degree/ transcript should be submitted on the prescribed form (Annexure – 15). The following fee schedule shall be followed for verification of original and photocopies of degree / transcript

- i. Rs. 1,000 for each photocopy of degree / transcript.
- ii. Rs. 1,000 for verification of original degree / transcript.

Regulations for awards and distinctions

- Merit certificate will be awarded to top three position holders, provided CGPA should not be less than 3.75.
- Gold Medal will be awarded to candidates who will be acquiring at least 3.85 CGPA
- Medals/ Prizes/ Rolls of Honors/ Positions will be awarded to the students passing their internal as well as external examinations/ term papers in Semester system in the first attempt.

Library

The management of the University is cognizant that in order to imbue a sense of independent learning and to facilitate scholarly endeavors, it must have an excellent library in place. Qarshi University strives to provide its students with the latest physical and electronic resources at its library and expects them to

take ownership of the resources made available to them. The library may also house high speed internet access to sift through online resources e.g. online journals, magazines, etc.

Borrowing Procedures

- i. The library shall remain open from 9:00 a.m. till 5 p.m. daily except on weekends and holidays gazetted or otherwise announced in the academic calendar.
- ii. All registered students with valid ID cards are entitled to borrow material from the library; except reference books and journals.
- iii. Student is entitled to borrow to (02) books simultaneously and keep them for (07) days. In case of books that are in high demand a student shall not be allowed more than (03) days of borrowing period.
- iv. Student can reserve a book in advance. Those who have reserved a book first shall be given preference.
- v. A fine of Rs. 50 / day shall be charged on late return of the book.
- vi. Students are advised to ask for return slip after handing back the books to library officials and keep the slip with them for future reference.
- vii. Defacing and damaging library resources through underlining, marking, folding or tearing pages is strictly prohibited.
- viii. Upon return the library resources are examined carefully and in case of any damage the borrower shall liable to replace the resource.
- ix. In case a library resource is misplaced, the student will be considered responsible for replacing the said resource or he shall be fined two times the current price of the misplaced resource.
- x. In case of theft of library material the culprit shall be charged a fine of upto Rs. 10,000 on the behest of Library committee along with the current price of the resource.

Use of Library premises

- i. Gossiping, chatting loudly, eating, drinking, disturbing the peace and quiet or moving the furniture of the library is unethical and strictly prohibited.
- ii. Use of mobile phone is not allowed within the library premises.
- iii. Any other rules enforced by the library authorities.

Cancellation / Suspension of Membership

Library membership may be cancelled or suspended along with a fine by the library in charge in case of the following scenarios:

- i. Misbehavior with the library staff.
- ii. Non-payment of library fine.
- iii. Theft of library resources.
- iv. Being a continuous source of disturbance in the library.
- v. Non-return of library material in the stipulated time period.
- vi. Breach of library rules.

Computer Lab

At the very heart of every modern teaching institution lie tools of information technology and Qarshi University strives to provide its students with latest technology (hardware as well as software) required

for the successful completion of academic endeavors. It is expected that students will not only ensure optimal and judicious use of the resources but will also demonstrate ownership by taking good care of the fragile equipment present at the computer lab.

Use of Computer Lab

- i. Computer labs are open for all registered students from 9:00 a.m. to 5:00 p.m. daily, except on weekend etc. Students must be in possession of a valid ID card throughout their stay at the computer lab.
- ii. Workstation can be reserved and the students who reserve first shall be given priority in allotting the workstations.
- iii. Student must log on to their own account; logging to someone else's account is strictly prohibited. If anyone is found exchanging passwords or trying to log on to another student's account, his membership may be revoked.
- iv. Users are advised to log off after use of computer.
- v. Maximum of 1 person is allowed for each workstation.
- vi. Downloading irrelevant/ non-academic material or activities that negatively affect bandwidth are not permissible.
- vii. Eatables or drinks of any kind except for bottled water are not allowed in the computer lab.
- viii. The lab administration shall not be responsible for loss of any data stored on the hard disk of workstation.
- ix. Students are not allowed to remove any device and must not reboot, turn off, or move any workstation.
- x. Student found involved in damaging computer lab property shall be fined up to Rs. 10,000 on request of Lab Committee along with the current price of item damaged item. .

Code of Conduct: Students' Rights and Responsibilities

The University administration believes that in order for the students and university officials to have a mutually respectable relationship that is conducive to learning, both should have a firm idea of what is expected of them. This section of the student handbook intends to alert the students to their roles and responsibilities once they register themselves at Qarshi University.

Rights

- i. Each student is entitled to quality education.
- ii. Each student has the right to ask for and receive a detailed course outline at the start of each semester, detailing the course objectives, course content, teaching methodology and assessment methods to be utilized.
- iii. Student has the right to obtain information regarding the following
 - a. Graduation requirements
 - b. Academic regulations
 - c. Admissions
 - d. Pre-requisite of courses
 - e. Course description
 - f. Semester Rules & Regulations
 - g. Academic calendar and time tables
 - h. Fee payment schedule
- iv. The student shall be treated equally in every respect by the university irrespective of age, religion, gender, nationality, disability or language etc.

- v. The student shall be safeguarded against irresponsible conduct or inappropriate advances of any university employee acting in official capacity.
- vi. Each student has the right to appeal any decision of an individual, forum or committee if he believes it to be biased, within (07) days of the decision notification to the designated Authority.

Responsibilities

- i. Students are expected to be modestly dressed, unnecessary pomp and show is discouraged.
- ii. Indiscriminate mixing of male and female students for purpose other than academic pursuit is strongly discouraged.
- iii. Male and female students are advised to sit separately. Females are to sit in the front rows while male student body of the class is to sit in rows behind the female rows.
- iv. The University maintains a strictly no smoking policy on the campus.
- v. The student is expected to arrive on time for classes and remain in the classroom for the duration of the lecture.
- vi. Roll call at the start of each lecture is a regular exercise at the University; students are expected to adhere to this.
- vii. The student has to respect the right of faculty member in setting the course content, teaching methodology and evaluation criteria.
- viii. A student has to comply with the deadlines set by the faculty member with regards to the submission of tests, assignments, projects, presentations etc.
- ix. Respect the faculty member's requirement that the assignment be presented in a neat form with identification mark (name, student ID etc.) of the student.
- x. The student must take responsibility for the consequences of missing classes; faculty is not obliged to retake tests, assignments etc. that the student missed.
- xi. The student must ensure decorum in the class and accept the disciplinary action taken by the faculty to ensure class discipline.
- xii. Student is responsible for safekeeping all the evaluated / marked instruments returned by the teacher throughout the length of the semester and present them to concerned authority in case of grade review application.
- xiii. Show respect for university property and personnel.
- xiv. Follow all the guidelines provided in this handbook.
- xv. Students are expected to follow Qarshi values, culture and ethics.

Acts of Indiscipline

The following (not an exhaustive list) would be considered as acts of indiscipline

- i. Participation in a walkout, strike
- ii. Organizing unauthorized procession / s
- iii. Indulgence in any type of activity regarding politics or sectarianism
- iv. Hold/attend sectarian functions intended/held by the students in the university premises
- v. Formation of any kind of union
- vi. Any act against the prestige of the University or reputation of the admin or faculty
- vii. Involvement in any sort of quarrels, rowdiness, or disputes
- viii. Bringing unauthorized/undesirable persons to the University premises
- ix. Destroying and damaging University property
- x. Bringing any kind of weapons/firearms in to the University and hostels
- xi. Smoking of narcotics in the campus and hostels
- xii. Use of unfair means in examinations

- xiii. Irregular class attendance/unauthorized absence from the classes
- xiv. Any other act that may be declared unlawful or categorized as an act of indiscipline by the University authorities
- xv. Display of any kind of banners / posters without prior permission.

Plagiarism Policy

The objective of this policy is to apprise students about plagiarism and how it can be avoided. It is also aimed at discouraging plagiarism by regulating and authorizing punitive actions against those found guilty of the act of plagiarism.

Definition

According to the Concise Oxford Dictionary, Plagiarism is defined as "taking and using the thoughts, writings, and inventions of another person as one's own". This, and various similar definitions found in recognized publications / documents, are very broad and can be used to create awareness about Plagiarism but are not practical enough to apply in order to ascertain guilt or innocence in specific cases. In order to establish the violation of ethical norms, or academic or intellectual dishonesty resulting from Plagiarism and to take punitive actions in this regard, it is necessary that the variety of forms in which Plagiarism manifests itself are known. These include but are not limited to the following:

- i. "Verbatim copying, near-verbatim copying, or purposely paraphrasing portions of another author's paper or unpublished report without citing the exact reference.
- ii. Copying elements of another author's paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source.
- iii. Verbatim copying portions of another author's paper or from reports by citing but not clearly differentiating what text has been copied (e.g. not applying quotation marks correctly) and /or not citing the source correctly".
- iv. "The unacknowledged use of computer programs, mathematical / computer models / algorithms, computer software in all forms, macros, spreadsheets, web pages, databases, mathematical derivations and calculations, designs / models / displays of any sort, diagrams, graphs, tables, drawings, works of art of any sort, fine art pieces or artifacts, digital images, computer-aided design drawings, GIS files, photographs, maps, music / composition of any sort, posters, presentations and tracing."
- v. "Self-plagiarism, that is, the verbatim or near-verbatim re-use of significant portions of one's own copyrighted work without citing the original source."

Penalties for Plagiarism

When an act of plagiarism, as described earlier is found to have occurred, the "Unfair Means Committee" in its recommendations, depending upon the seriousness of the proven offence, will advise the Vice Chancellor / Head of the Organization, to take appropriate disciplinary action.

Disciplinary Committee

Disciplinary Committee is a University – wide Committee that investigates and if need be penalizes individual for breach of the code of conduct. The accused is given a chance to present his side before a final decision is made upon the penalty to be levied which may be one or more of the following:

- i. Expulsion from University
- ii. A fine up to Rs. 20,000/-
- iii. Award of grade 'F' for a whole semester or course

- iv. Suspension as deemed appropriate
- v. Part or full withdrawal of fee scholarship
- vi. Written apology

Institution of Clubs and Societies

Participation in extracurricular activities is not only necessary but also expected from the students. Without taking part in such activities a student cannot expect to have a holistic experience of academic life. Student clubs and societies are regulated by the Department of Student Affairs and prior permission from the said Department is essential for institution of Clubs and Societies.

Composition of Clubs / Societies

- i. With prior permission from the Director, Student Affairs, the club must have a membership of at least 10 members.
- ii. An annual fee can be charged from the members in accordance with the terms and conditions laid down at the inception.
- iii. The Executive Body shall consist of the President, Vice President, General Secretary, Finance Secretary, and Media and Information Secretary. All executive members shall work under the supervision of the President.
- iv. Director/Head Student Affairs shall nominate the members for first Executive Body while yearly elections shall be held for subsequent office positions.
- v. The President will function in accordance with advice and rules and regulations of Student Affairs Department.
- vi. There shall also be a Management Committee consisting of 10 members, to be appointed on the advice of the President. The Management Committee shall meet once a month.
- vii. Management Committee members shall hold office for not more than one year.
- viii. No banner, poster or other promotional or informational material shall be displayed by the club / society without the prior approval of Student Affairs Department.

Funding of Clubs / Societies

- i. The clubs and societies have the right to charge membership fee in accordance with the terms and conditions laid out at the inception of the club with the approval of Student Affairs Department.
- ii. Clubs and societies must try to obtain sponsorship for conducting events, however, the sponsorship details have to be approved by the Student Affairs Department.
- iii. Equipment's and assets acquired with the funds of clubs / societies shall be the ownership of the University. Any resources loaned by the Student Affairs Department must be returned after completion of the activity.
- iv. At the end of each year, a financial report would be required by the Student Affairs Department and any fund not incurred shall be returned to the relevant Department.

E-mail and Web Space for Clubs / Societies

The University realizes that in order to have effective correspondence and propagate the image and mission of the club / society, electronic presence is a prerequisite. For this purpose the University shall provide dedicated space for a website and email addresses on its server. The website design and content needs to be approved by the Student Affairs Department while the email addresses can only be accessed by the members of the Executive Body.

Code of Conduct

All University clubs and societies have to follow the following code of conduct:

- i. Any act of violence or defamation directed towards and individual or organization is prohibited.
- ii. If activity of any kind is planned, members of that particular club or society must ensure that no disturbance is created in the academic environment of the Campus and that prior approval from concerned department has been obtained.
- iii. Clubs / societies must ensure that no objectionable material is published (electronically or otherwise) in their name.
- iv. The Department of Students Affairs shall ensure that all clubs / societies adhere to these rules and its decision in case of a breach would be final and binding.

Academic Clubs

Academic Clubs shall follow the same rules as above except for a faculty member would act as an advisor to streamline the activities of the club.

Educational and Recreational Tours

Categories of Tours

- i. Long Study / Educational / Industrial Tour (up to maximum of 12 days)
- ii. Short Study / Education / Industrial Tour (up to maximum of 3 days)
- iii. One Day Excursion Trip

General Instructions / Procedures for all tours

- i. The Head of the respective teaching Departments and Deans of concerned faculty will recommend the tours and are responsible for satisfactory arrangement of the same.
- ii. Final approval of all types of tours will have to be obtained from the Vice-Chancellor through the Department of Student Affairs at least 10 days before the commencement of such tours.
- iii. At least one male and one female faculty member must accompany the tour, where full name, post held and signature be clearly indicated.
- iv. A copy of the program of the tours along with list of the students accompanying the tour be sent to the office of the Head OSA 2 weeks before commencement of the tour.
- v. The female students residing in the hostel must submit their applications duly signed by the respective Head and Deans to the Hostel Warden before going on the tours.

The Following instruction will be followed for long and short tours as well as one day excursion trips

Long Tours

- I. The duration of long tours will be up to the maximum of 12 days.
- II. Only students of those departments will undertake these long tours where these are part of their curriculum.
- III. The tour shall be allowed to the students of those departments who have paid tour fee with their normal dues, however, in case of non-availability of funds, the approval of the Vice-Chancellor / Competent Authority will be necessary for allowing such tour.
- IV. The University will also provide matching grant to the participants of the tours provided by university budget.
- V. Requisition for matching grant will be made on the prescribed form (Annexure – 17) 2 Weeks before. The Concerned Head / Chairman will clearly specify the amount deposited by the students along with their dues.
- VI. One male and female teacher is allowed to accompany the tour. If female teacher is not willing or Not available, wife of the accompanying male teacher will be requested otherwise a female Teacher from other department may be required to go with tour.
- VII. The teacher accompanying the tour will be paid TA / DA as per university rules.
- VIII. The students accompanying the tour must produce written permission (Annexure -16) from their Parents / guardians before undertaking the tour.
- IX. Only students of the final year / semester are allowed to go on tour.
- X. The time of the tour during the academic session will be adjusted without interrupting the teaching.
- XI. The teacher in charge will be responsible for the financial matters of the tour and will submit a detailed report with vouchers complete in all respect for adjustment to the Treasurer within 10 days after completion of the tour.

Short Tours

- i. These tours can be undertaken in 02 days or up to the maximum of 03 days.
- ii. This tour shall only be allowed to those departments where these are part of their curriculum.
- iii. The University will contribute nothing and all the expenses will be borne by the students themselves.
- iv. The tours will / can be allowed during the session on the recommendation of the respective Head / Chairman and Deans of the faculty concerned.
- v. Final approval of such tours will have to be obtained from the Vice-Chancellor / Competent Authority through DSA at least 10 days before the commencement of such tours.

- vi. These tours are restricted to the visit of industries / institutions etc. within the province of Punjab & Professional Institutions in case of technically advanced requirements.

One Day Excursion Trip

- i. The excursion trips will only be permitted on Saturday.
- ii. The excursion trips will be allowed once in a year for each class.
- iii. No change in the approved tour program will be allowed. The teacher / in charge will be held responsible for any sort of change in the program.
- iv. The maximum distance for these tours will be 450 kms (both ways)
- v. These trips must be back by 9 p.m. Reasons for any sort of delay have to be submitted to the respective Deans and DSA within one week after return.

Change of Address

Students are advised to immediately notify the Office of Registrar in case of change of address or contact number of self or parents / guardian on the prescribed form (Annexure – 19).

Lockers

The University provides a limited number of lockers to its students on first come first serve basis. Students should apply on the prescribed form (Annexure – 20) and following rules shall be followed by the applicant:

- i. Each locker is allocated to one student at a time; however, it may be used by more than one student based on mutual consent.
- ii. The University will not take any responsibility of the valuables stored in the locker
- iii. In case of theft or misplacement of any possession placed in the locker student will be solely responsible for the loss.
- iv. In case the key is lost or the locker is damaged in any way the student using it will be charged full price for duplicate keys or repair.
- v. Student should notify concerned person if he is to vacate the locker prior to graduation date or upon graduation.
- vi. Student is prohibited from storing perishable food items, items which could potentially be deemed unsafe or cause harm to self or others, controlled substances or any other item prohibited by university or law school policy in locker.
- vii. The locker may be opened by university personnel for emergency purposes or for good cause as determined by the Dean or other authorized personnel.
- viii. If a notice to vacate the locker is send by the concerned Authority and a student fails to do so by the date specified, the lock will be cut or removed and all contents inside the locker will be immediately discarded.

Transportation Facility

In order to facilitate students and mitigate adverse effects of vehicle emissions on the environment the University operates communal transportation system from the City Campus to Canal Campus Students who are interested in availing the University Transport Facility shall apply on the prescribed form

(Annexure – 21) and have to pay Rs. 3,000/- per Month. This however, is subject to change as per the changes in fuel prices. Students should apply to the Admin Department to avail this facility.

Use of Mobile Phones During Class

The use of mobile phone during lecture is strictly prohibited as it not only goes against the etiquettes of lecture attendance but also creates unnecessary hassle and disturbance inside the class. The students are advised to keep their mobile on silent mode and do not attend or send any call, SMS, instant message, mail etc. Any student found in violation of this policy may be liable to pay a fine of Rs. 1,000/-.

Policy against Harassment

Every student enrolled at Qarshi University is first and foremost a unique individual and the University wants to celebrate this uniqueness rather than making it a basis for continuous aggravation against that person. In order to release the full potential of a student it is of utmost importance that he is not impeded in his efforts towards this end by his cohorts, faculty or any other official of the University. Harassment can be defined as repeated behavior that is considered to be disturbing and threatening by the victim. The basis of harassment can be gender, race, colour, religion, sect, language, provincial affiliation, family background, educational background and ethnic etc. Qarshi University strictly prohibits all kinds of harassment and any complaint in this respect would be severely dealt with by the Disciplinary Committee.

Smoking

Smoking is not only injurious for the health of the smoker but it also adversely affects individuals who advertently or inadvertently come in contact with the cigarette smoke. It is the leading cause of cancer and heart disease the world over and the young individuals who are yet to fully realize their potential both as students of Qarshi University and as nation builders it is an abhorrent habit. In view of this Qarshi University maintains a strictly no smoking policy within the premises. Any student caught violating this rule shall be liable to pay fine up to Rs. 10,000/-.

Upkeep and Cleanliness of the Campus

The students are expected to keep the University Campus as clean as possible. They are not allowed to litter the premises with throw-away items. In case they find one, they should have enough moral courage and responsibility to pick it up and throw it in the nearby dustbin.

Student Announcements

All student announcements related to academic as well as administrative and operational issues is displayed at the University Notice Screen, Official Facebook page etc. Students are advised to check the bulletin screen on a daily basis.

Emergencies

In case of a fire or any other emergency situation arising, students are to evacuate the building in an orderly manner from the nearest exit and assemble in front of the building. In case of an earthquake students are advised to take cover under a table, desk or stair case and wait until the shaking stops before evacuating the building. Do not use the lift in any emergency.

Subject and Faculty Evaluation

There is always room for improvement and who better to recommend them than the people for whose benefit the programs were designed. At the end of each semester the students will have to fill a faculty and subject feedback form identifying areas for improvement. This exercise will not only enable the University to enhance the subject but also prove invaluable in developing better teaching methodologies. Students are advised to be extremely careful and honest in filling the form as they will be the foremost beneficiaries of such an exercise.

Internship Requirements

Internships provides a chance to students to gain hands on experience and to better understand real life situation that requires application of theories and concepts learnt in the class. All students of Qarshi University with the exception of Department of Eastern Medicine are to complete an internship in a legitimate business or non-business organization. For students enrolled in undergraduate programs internship is to be completed at the end of the academic program. Graduate students are required to register for internship at the end of first year of studies. This will assist them in better assessing the specialization streams on offer and the one they want to choose. Following are some of the policy directives in this respect:

- i. The minimum duration of internship shall be of(06)weeks; in any case the duration should not exceed (08) weeks.
- ii. Organizations contact the University directly asking for internees. This information will be distributed amongst the students through notice bulletin, Face book page etc.
- iii. Students are allowed to arrange their own internships.
- iv. On completion of internship student is to receive a certificate on company letterhead stating the period and status of internship (successful or unsuccessful).
- v. An internship report is mandatory part of the internship exercise. The report is to be submitted within three weeks of completion of internship.
- vi. An undergraduate student shall not be eligible for issuance of degree until completion of internship.

ANNEXURES



QARSHI UNIVERSITY

Annexure – 1

COURSE REGISTRATION FORM

Name: _____

Registration no. _____ Department: _____ Program: _____

CGPA: _____ Total Credit Hours Completed Successfully: _____

E-mail: _____ Contact no.: _____

Semester: Fall / Spring / Summer

Sr. No.	Course Code	Course Title	Credit Hrs.	Section
1				
2				
3				
4				
5				
6				
7				
8				
			Total:	

Dated: _____

Student Signature: _____

HoD

Registrar

Acknowledgement Receipt
Course Registration Form

Student Name: _____

Registration No. _____

Semester: Fall / Spring / Summer

--	--	--	--

Advisor Name: _____

Advisor

Signature: _____



QARSHI UNIVERSITY

Annexure – 2

FINANCIAL ASSISTANCE / FEE SCHOLARSHIP FORM

Instructions:

- Attach all documents necessary for the type of assistance you are applying for (*Without documents your application will not be processed*)
- Fill in the form completely (*Incomplete form will not be processed*)
- Providing false information will result in disqualification for any financial assistance

Photo

1 x 1

Financial Assistance / Scholarship applying for:

(Please select only one option)

- A. Merit-based fee discount
- B. Kinship fee scholarship
- C. Sportsman and debater fee discount
- D. Alumni fee scholarship
- E. Need-based financial assistance

Personal Information:

Student's Name: _____

CNIC: _____ Student's Registration No: _____

Program of Study: _____

Father's / Guardian's Name: _____

Fathe

Level of Education	Certificate/Degree Title	Session	Total Marks	Marks Obtained	Division / CGPA
SSE					
HSSE					
Bachelor					
Post Graduate					

r's /
Guar
dian'
s

CNIC: _____

Present Address: _____

Permanent Address: _____

Landline No: _____ Email: _____

Mobile No: _____ Father's/Guardian's Mobile No: _____

Academic Record:

Family Information:

Details of your immediate family members
(Attach proof of employment with application form)

Name	Relation	Age	Employed (Y/N)	Annual Income (If Employed)

Please specify the followings:

Father's/Guardian's Occupation:

Employee:

Businessman:

Retired:

Other:

Please specify: _____

Do you live in your own house?

Yes:

No:

Does your family own

Car:

Motorcycle:

Monthly Expenditure on:

Education Rs: _____

Transportation Rs: _____

Food Rs: _____

House Rent Rs: _____

Medical Rs: _____

Others Rs: _____

Total Expense Rs: _____

Assets:

Property Rs: _____

Fixed Deposits Rs: _____

Savings in Bank Rs: _____

Others Rs: _____

Total Assets Rs: _____

Are you currently employed?

Yes:

No:

If yes, please specify followings:

Employer's Name: _____

Designation: _____

Monthly Salary Rs: _____

Address: _____

Checklist of relationship with alumni Fee Discount:

- Evidence of relationship with alumnae/i, current students
- Copy of Final Transcript issued by Qarshi University
- Copy of CNIC of Participant and Father
- Any other document

Checklist for Need Based Fee Discount:

- Evidence of Father's/Guardian's income
- Evidence of property, if any
- Evidence of agriculture property and income arising thereof
- Copy of utility bills for the period of last six months
- Copy of bank statement, in case of income from business
- Copy of rent agreement in case of rented house or in-case of income from house-rent
- Copies of fee receipts of your dependants, if any
- Any other document

Checklist for Merit Based Fee Discount:

Copy of your testimonials (bring your original document while submitting Financial Assistance Form)

Checklist for Sportsman and Debater Fee Discount:

Copies of certificates and testimonials.

Note:

- Please attached the above-said documents with the Financial Assistance Form
- Qarshi University reserves the rights to accept or reject financial assistance without assigning any reason



QARSHI UNIVERSITY

Annexure – 3

'I' GRADE AWARD FORM

Name: _____

Registration No. _____ Department: _____ Program: _____

CGPA: _____ Total Credit Hours Completed Successfully: _____

E-mail: _____ Contact No.: _____

Semester: Fall / Spring / Summer

Course / s applied for award of 'I' grade

Sr. No.	Course Code	Course Title	Cr. Hr.	Section	Faculty Signature

State

Reason: _____

Attach supporting documents

Date: _____ Signature: _____

For Office Use
Chairperson Office:

Course No.	(Allowed / Not allowed)

Name / Designation: _____ Signature: _____ Date: _____

Dean Office:

Approved

Yes

No

Name / Designation: _____ Signature: _____ Date: _____

Controller of Examinations Office:

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt

'I' Grade Award Form

Student Name: _____

Registration No. _____

Semester: Fall / Spring / Summer

--	--	--	--

Recipient's Name

/



Designation: _____ Recipient Signature: _____

QARSHI UNIVERSITY

Annexure -4

'W' GRADE AWARD FORM

Name: _____

Registration No. _____ Department: _____ Program: _____

CGPA: _____ Total Credit Hours Completed Successfully: _____

E-mail: _____ Contact No.: _____

Semester: Fall / Spring / Summer

--	--	--	--

Course / s applied for award of 'W' grade

Sr. No.	Course Code	Course Title	Cr. Hr.	Section	Faculty Signature

State
Reason: _____

Date: _____ Signature: _____

For Office Use
Chairperson Office:

Course No.	(Allowed / Not allowed)

Name / Designation: _____ Signature: _____ Date: _____

Dean Office:

Approved

Yes No

Name / Designation: _____ Signature: _____ Date: _____

Controller of Examinations Office:

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt

'W' Grade Award Form

Student Name: _____ Registration No. _____

Semester: Fall / Spring / Summer

Recipient Name /  Designation: _____
Recipient Signature: _____

QARSHI UNIVERSITY **Annexure – 5**
COURSE ADD / DROP FORM

Name: _____

Registration no. _____ Department: _____ Program: _____

CGPA: _____ Total Credit Hours Completed Successfully: _____

E-mail: _____ Contact no.: _____

--	--	--	--

Semester: Fall / Spring / Summer

Course / s to be added:

Sr. No.	Course Code	Course Title	Cr. Hrs.	Section
1				
2				
3				

Course / s to be dropped:

Sr. No.	Course Code	Course Title	Cr. Hrs.	Section
1				
2				
3				

Total Credit Hrs.

Before Add / Drop: _____

After Add / Drop: _____

Dated: _____

Student Signature: _____

HoD

Registrar

Acknowledgement Receipt
Course add / drop Form

Student Name: _____

Registration No. _____

Semester: Fall / Spring / Summer

--	--	--	--	--

Advisor Name: _____

Signature: _____



Advisor

QARSHI UNIVERSITY
SEMESTER LEAVE / FREEZE FORM

Annexure – 6

Name: _____

Registration No. _____ Department: _____ Program: _____

CGPA: _____ Total Credit Hours Completed Successfully: _____

E-mail: _____ Contact No.: _____

--	--	--	--	--

Semester Leave: Semester: Fall / Spring / Summer

Reason _____ for _____ availing _____ leave:

Please attach evidence

Date: _____

Signature: _____

To be Filled by parent / guardian

I am aware that Mr. / Ms. _____ is applying for a semester leave. I do not object to the application or the reason provided therein. Qarshi University shall not be liable for decision taken in reply to this application.

Name: _____ Signature: _____

Contact No.: _____ Date: _____

For Office Use

Office of Registrar:

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt
Semester Leave Form

Student Name: _____

Registration No. _____

Semester: Fall / Spring / Summer

--	--	--	--

Recipient Name / Designation: _____

Recipient Signature: _____



QARSHI UNIVERSITY

Annexure – 7

SEMESTER REJOIN FORM

Name: _____

Registration No. _____ Department: _____ Program: _____

CGPA: _____ Total Credit Hours Completed Successfully: _____

E-mail: _____ Contact No.: _____

Semester Leave taken: Fall / Spring / Summer

--	--	--	--

Date: _____ Signature: _____

For Office Use

Office of Registrar:

Allowed Not allowed

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt

Semester Rejoin Form

Student Name: _____ Registration No. _____

Semester: Fall / Spring / Summer

--	--	--	--

Recipient Name / Designation: _____ Recipient Signature: _____



QARSHI UNIVERSITY **Annexure – 8**
INTER Department PROGRAM CHANGE FORM

First Name: _____ Middle Name: _____ Last Name: _____

Registration No. _____ Department: _____ Program: _____

CGPA: _____ Total Credit Hours Completed Successfully: _____

E-mail: _____ Contact No.: _____
Semester: Fall / Spring / Summer

--	--	--	--

Proposed Program: _____ Proposed Department: _____
Reason _____ For
Change: _____

Date: _____ Signature: _____

To be Filled by parent / guardian

I am aware that Mr. / Ms. _____ is applying to change his / her program. I do not object to the application or the reason provided therein. Qarshi University shall not be liable for decision taken in reply to this application.

Name: _____ Signature: _____

Contact No.: _____ Date: _____

Proposed Program Dean Office

Allowed Not allowed

Date: _____

Signature: _____

Registrar Office

Old Registration
no. _____


New Registration
no. _____

**Acknowledgement Receipt
Inter School Program Change Form**

Student Name: _____ Registration No. _____

Semester: Fall / Spring / Summer

--	--	--	--

Recipient Name / 

Designation: _____ Recipient Signature: _____

**QARSHI UNIVERSITY
COURSE EXEMPTION FORM**

Annexure – 9

Name: _____ Registration No. _____

Department: _____ Program: _____ E-mail: _____ Contact No.: _____

Semester: Fall / Spring / Summer

Name of the institution from where course / s completed: _____

Course / s Applied For Exemption:			Equivalent Course / s at QU For Which Exemption is Being Claimed		
Sr. No.	Course Title	Cr. Hrs.	Course Code	Course Title	Cr. Hrs.

Attach attested copies of transcript and course contents.

Date: _____ Signature: _____

For Office Use
Chairperson Office:

Course No.	(Allowed / Not allowed)

Name / Designation: _____ Signature: _____ Date: _____

Dean Office:
Approved

Yes No

Name / Designation: _____ Signature: _____ Date: _____


Registrar Office:

Name / Designation: _____ Signature: _____ Date: _____

**Acknowledgement Receipt
Course Exemption Form**

Student Name: _____ Registration No. _____

Semester: Fall / Spring / Summer

Recipient Name / 

Designation: _____ Recipient Signature: _____

**QARSHI UNIVERSITY
CREDIT HRS TRANSFER FORM**

Annexure – 10

Name: _____ Registration No. _____

Department: _____ Program: _____ E-mail: _____

Contact No.: _____

Semester: Fall / Spring / Summer

Name of the institution from where course / s completed: _____

Course / s Applied For Transfer:			Equivalent Course / s at QU		
Sr. No.	Course Title	Cr. Hrs.	Course Code	Course Title	Cr. Hrs.

Date: _____ Signature _____

For Office Use
Chairperson Office:

Course No.	(Allowed / Not allowed)

Name / Designation: _____ Signature: _____ Date: _____

Dean Office:
Approved

Yes No

Name / Designation: _____ Signature: _____ Date: _____

Registrar Office:

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt

Credit Transfer Form

Student Name: _____ Registration No. _____

Semester: Fall / Spring / Summer

Recipient Name / Designation: _____ Recipient Signature: _____



PAPER REVIEW FORM

Name: _____

Registration No. _____ Department: _____ Program: _____

CGPA: _____ Total Credit Hours Completed Successfully: _____

E-mail: _____ Contact No.: _____

Semester: Fall / Spring / Summer

Course / s applied for result review

Sr. No.	Course Code	Course Title	Cr. Hr.	Section	Name of Faculty member

Processing Fee Voucher No.: _____ (Attach copy)

Date: _____ Signature: _____

For Office Use

Chairperson Office:

Course No.	(Allowed / Not allowed)

Name / Designation: _____ Signature: _____ Date: _____

Dean Office:

Approved

Yes

No

Name / Designation: _____ Signature: _____ Date: _____

Controller of Examinations Office:

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt

Result Review Form

Student Name: _____

Registration No. _____

Semester: Fall / Spring / Summer

Recipient Name / Designation: _____ Recipient Signature: _____



CLEARANCE FORM

Name: _____

Registration No. _____ Department: _____ Program: _____

E-mail: _____ Contact No.: _____

Clearance _____ Required _____ For: _____

CGPA: _____ Total Credit Hours Completed Successfully: _____

Date: _____ Signature: _____

Clearances to be obtained from:

Department	Authorized Signature	Stamp
Library		
Computer Lab		
Accounts Office		
Controller of Examinations		
Office of the Registrar		
Hostel		
Transportation		
Student Affairs		

Acknowledgement Receipt
Clearance Form

Student Name: _____ Registration No. _____

Recipient Name / Designation: _____ Recipient Signature: _____



QARSHI UNIVERSITY

Annexure – 13

URGENT DEGREE ISSUANCE FORM

Name: _____

Registration No. _____ Department: _____ Program: _____

E-mail: _____ Contact No.: _____

Processing Fee Voucher No.: _____ (Attach a copy)

Date: _____ Signature: _____

Attach copy of CNIC and Final Transcript

For Office Use

Office of Registrar:

Approved

Yes

No

Name /Designation: _____ Signature: _____ Date: _____

Controller Office:

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt

Urgent Degree Issuance Form

Student Name: _____

Registration No. _____

Recipient Name / Designation: _____ Recipient Signature: _____



QARSHI UNIVERSITY

Annexure – 14

DUPLICATE DEGREE / FT ISSUANCE FORM

Name: _____

Registration no. _____ Department: _____ Program: _____

E-mail: _____ Contact no.: _____

Issuance of:

Duplicate Degree

Duplicate FT

Address: _____

Processing Fee Voucher No.: _____ (Attach a copy)

Date: _____ Signature: _____

Attach the following with the application:

- i. Photocopy of the lost degree / transcript.
- ii. Copy of CNIC
- iii. Original copy of the FIR lodged at the police station regarding the loss of transcript / degree
- iv. Affidavit on a stamp paper of Rs. 50/-
- v. Original clipping of the newspaper advertisement announcing the loss of degree / transcript.

For Office Use

Office of Registrar:

Approved

Yes

No

Name / Designation: _____ Signature: _____ Date: _____

Controller Office:

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt

Duplicate Degree / FT Issuance Form

Student Name: _____

Registration No.: _____

Recipient Name / Designation: _____ Recipient Signature: _____



QARSHI UNIVERSITY

Annexure – 15

DEGREE / FT VERIFICATION FORM

Name: _____

Registration No. _____ Department: _____ Program: _____

E-mail: _____ Contact No.: _____

Verification of:

Degree (Original / Copy)

FT (Original / Copy)

Address: _____

Processing Fee Voucher No.: _____ (Attach a copy)

Date: _____ Signature: _____

Please bring your original CNIC, degree and transcript

For Office Use

Office of Registrar:

Approved

Yes

No

Name / Designation: _____ Signature: _____ Date: _____

Controller Office:

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt

Degree / FT Verification Form

Student Name: _____

Registration No.: _____

Recipient Name / Designation: _____ Recipient Signature: _____



QARSHI UNIVERSITY

Annexure – 16

PARENT / GUARDIAN CONSENT FORM FOR TRIPS

First Name:_____ Middle Name:_____ Last Name:_____

Registration No._____ Department:_____ Program:_____

CGPA:_____ Total Credit Hours Completed Successfully:_____

E-mail:_____ Contact No.:_____

Semester: Fall / Spring / Summer

--	--	--	--

Proposed Destination:_____ Proposed Duration:_____

Departure Date & Time:_____ Arrival Date & Time _____

Name of Faculty member / s Accompanying the Tour:_____

Boys Only Tour Girls Only Tour Mix Tour

Date:_____ Signature:_____

To be Filled by parent / guardian

I am aware that Mr. / Ms. _____ will be accompanying the tour. I do not object to his / her participation in the said activity and assure the University that Mr. / Ms. _____ will be at his / her best behavior throughout the trip.

Name: _____ Signature: _____

Contact No.: _____ Date: _____

For Official Use

Department of Student Affairs

Allowed Not allowed

Date: _____ Signature: _____

Acknowledgement Receipt
Parent / Guardian Consent Form For Trips

Student Name: _____ Registration No. _____

Semester: Fall / Spring / Summer

--	--	--	--

Recipient Name / Designation: _____ Recipient Signature: _____



Attach 4 Passport Size Photographs

QARSHI UNIVERSITY

Annexure 15

INTIMATION OF ADDRESS / PH. NO. CHANGE FORM

Name: _____

Registration No. _____ Department: _____ Program: _____

E-mail: _____ Contact No.: _____

Semester: Fall / Spring / Summer

Change of Address / Ph. No.

Self Parent / Guardian

Old address / Ph. No.

New address / Ph. No.

Date: _____ Signature: _____

For Office Use
Office of Registrar:

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt
Intimation of Address / Ph. no. Change Form

Student Name: _____ Registration No. _____

Semester: Fall / Spring / Summer

Recipient Name / Designation: _____ Recipient Signature: _____



QARSHI UNIVERSITY

Annexure – 20

LOCKER ASSIGNMENT FORM

Name: _____

Registration No. _____ Department: _____ Program: _____

E-mail: _____ Contact No.: _____

Semester: Fall / Spring / Summer Yr.

The undersigned student requests that a locker be assigned to him / her and understands and agrees that assignment made to his / her is made and accepted under the following terms and conditions:

- i. Each locker is allocated to one student at a time; however, it may be used by more than one student based on mutual consent.
- ii. The University will not take any responsibility of safety of item stored in the locker
- iii. In case of theft or misplacement of any possession placed in the locker student will be solely responsible for the loss.
- iv. In case the key is lost or the locker is damaged in any way, the student using it will be charged full price for repair.

I hereby undertake:

- i. Not to switch with or give my locker to another student.
- ii. To notify concerned person if I vacate the locker prior to my graduation date or upon graduation.
- iii. Not to store perishable food items, items which could potentially be deemed unsafe or cause harm to self or others, controlled substances or any other item prohibited by university or rules of school policy in my locker.
- iv. Not to object to the opening of my locker by the University personnel for emergency purposes or for good cause as determined by the Dean or any other authorized personnel.
- v. To vacate the locker, if demanded by the concerned Authority and if I fail to do so by the date specified, the locker will be vacated and all contents will be immediately discarded.

Date: _____ Signature: _____

For Office Use

Administration Department:

Approved

Yes No

Number of locker assigned: _____

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt

Locker Assignment Form

Student Name: _____

Registration No. _____

Semester: Fall / Spring / Summer

Recipient Name /



Designation: _____ Recipient Signature: _____

QARSHI UNIVERSITY **Annexure – 21**
TRANSPORTATION FACILITY FORM

Name: _____

Registration No. _____ Department: _____ Program: _____

E-mail: _____ Contact No.: _____

Semester: Fall / Spring / Summer

--	--	--	--

Current _____ Address: _____

Processing Fee Voucher No.: _____ (Attach a copy)

Date: _____ Signature: _____

Date: _____ Guardian / Parent signature: _____

For Office Use
Transportation Office:
Approved

Yes No

Specified stop as per route: _____

Name / Designation: _____ Signature: _____ Date: _____

Acknowledgement Receipt
Transport Facility Form

Student Name: _____ Registration No. _____

Semester: Fall / Spring / Summer

--	--	--	--

Recipient Name / Designation: _____ Recipient Signature: _____