



23
YEARS
of Academic Excellence

تعلیم سے کاروبار تک

Education to Entrepreneurship

Student Hand Book



Ayun Fatima

BS Interior Design
Business on Campus: Visionary Art (Sketching)

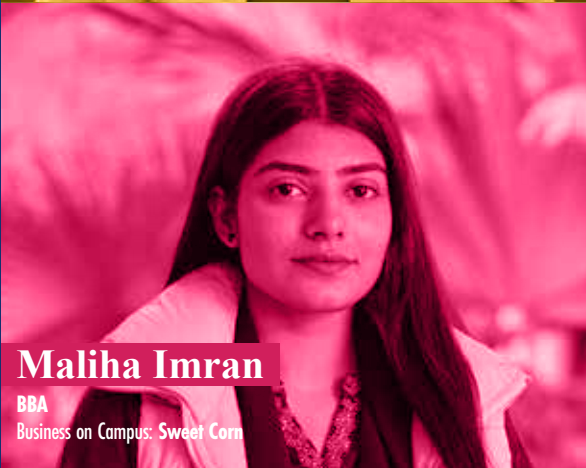


350+
Businesses on Campus



Hashim Ali

BBA
Business on Campus: Exotic Cutlery (Exporting Worldwide)



Maliha Imran

BBA
Business on Campus: Sweet Corn



M. Rubeel

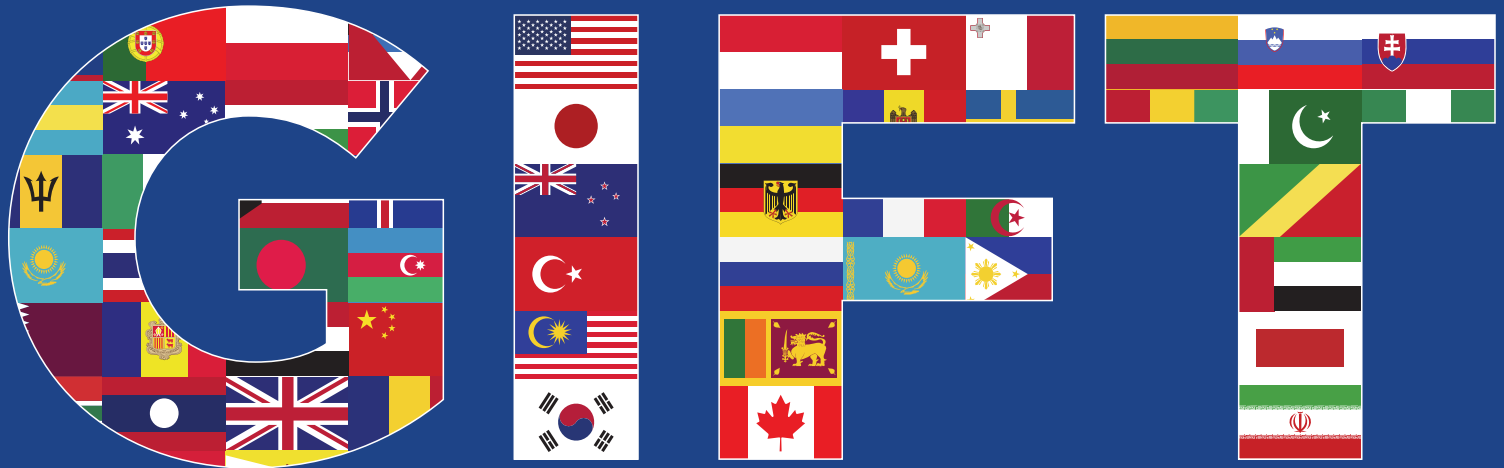
BBA
Business on Campus: Customized Pink Salt Decor



Aiman Shahzadi

BS Clinical Psychology
Business on Campus: Visionary Art

JOIN THE WORLD OF



GIFT University was established in 2002 with the vision to bring about a visible change in the society by offering quality education to the youth of the Gujranwala division and also to become a leading educational institute and emerging entrepreneurial University of the region.

GIFT University specifically focuses on its vision – Converting Knowledge into Practical Experience - to bring about a visible change in society through social impact and economic development by developing Ethical Graduates having an entrepreneurial mindset, theoretical knowledge and practical experience which is essentially required for Pakistan at this stage.

GIFT University, with a mission to ensure international quality education to the youth of this region, has provided them with modern world facilities, internationally experienced faculty, and the best infrastructure to maintain the quality of education.

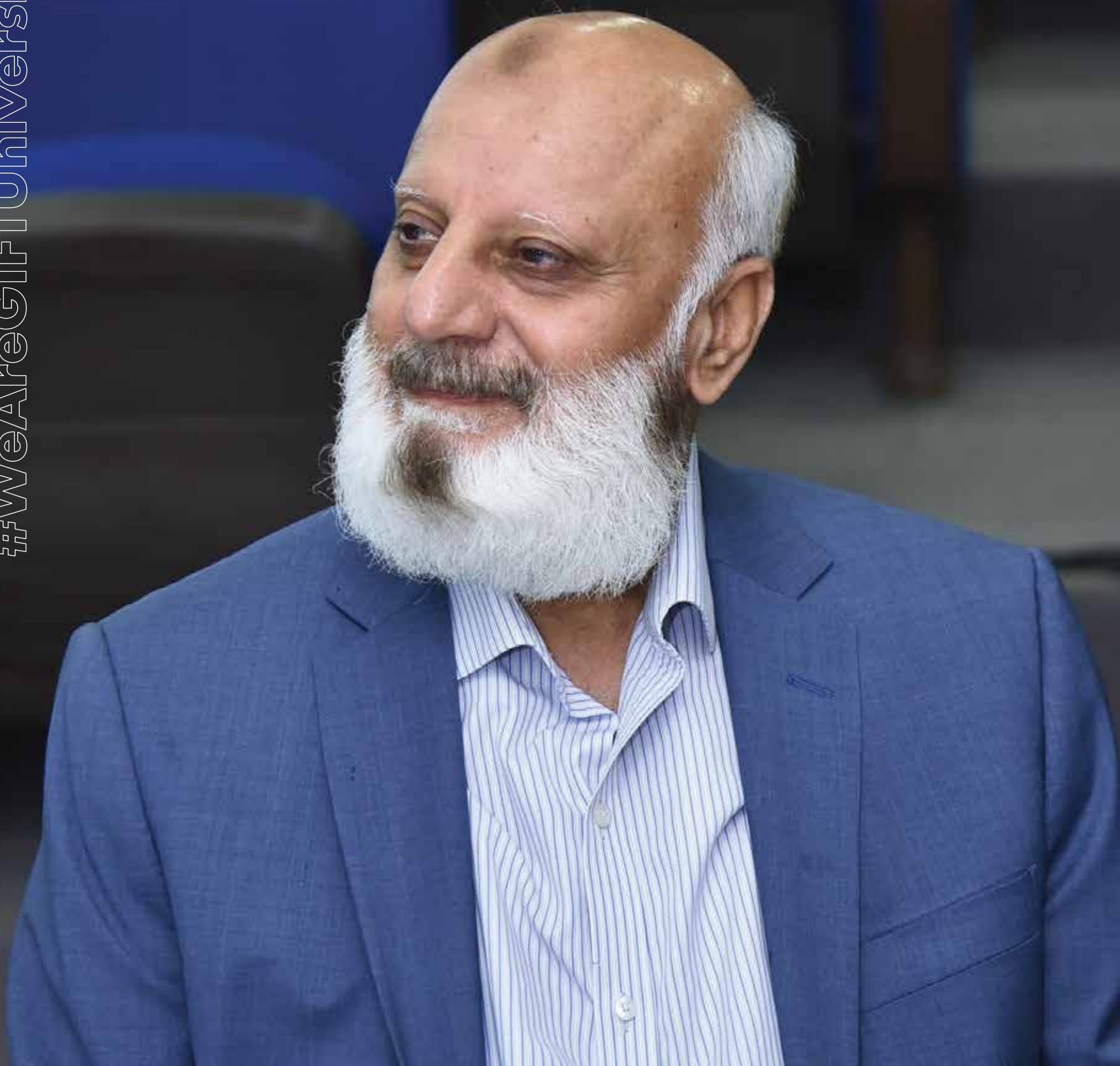




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#WeAreGIFTUniversity



Chairman's Message

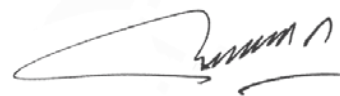
As the Chairman of our university, I extend a warm welcome to all students who have chosen to embark on their educational journey with us. At our institution, we prioritize three fundamental pillars: theoretical, practical, and ethical. Our mission is to foster your entrepreneurial spirit during your study period at GIFT University.

We are committed to providing you with an enriching learning environment that goes beyond traditional classroom education. Through hands-on experiences, industry collaborations, and a focus on ethics, we aim to empower you to make a meaningful impact in your chosen field.

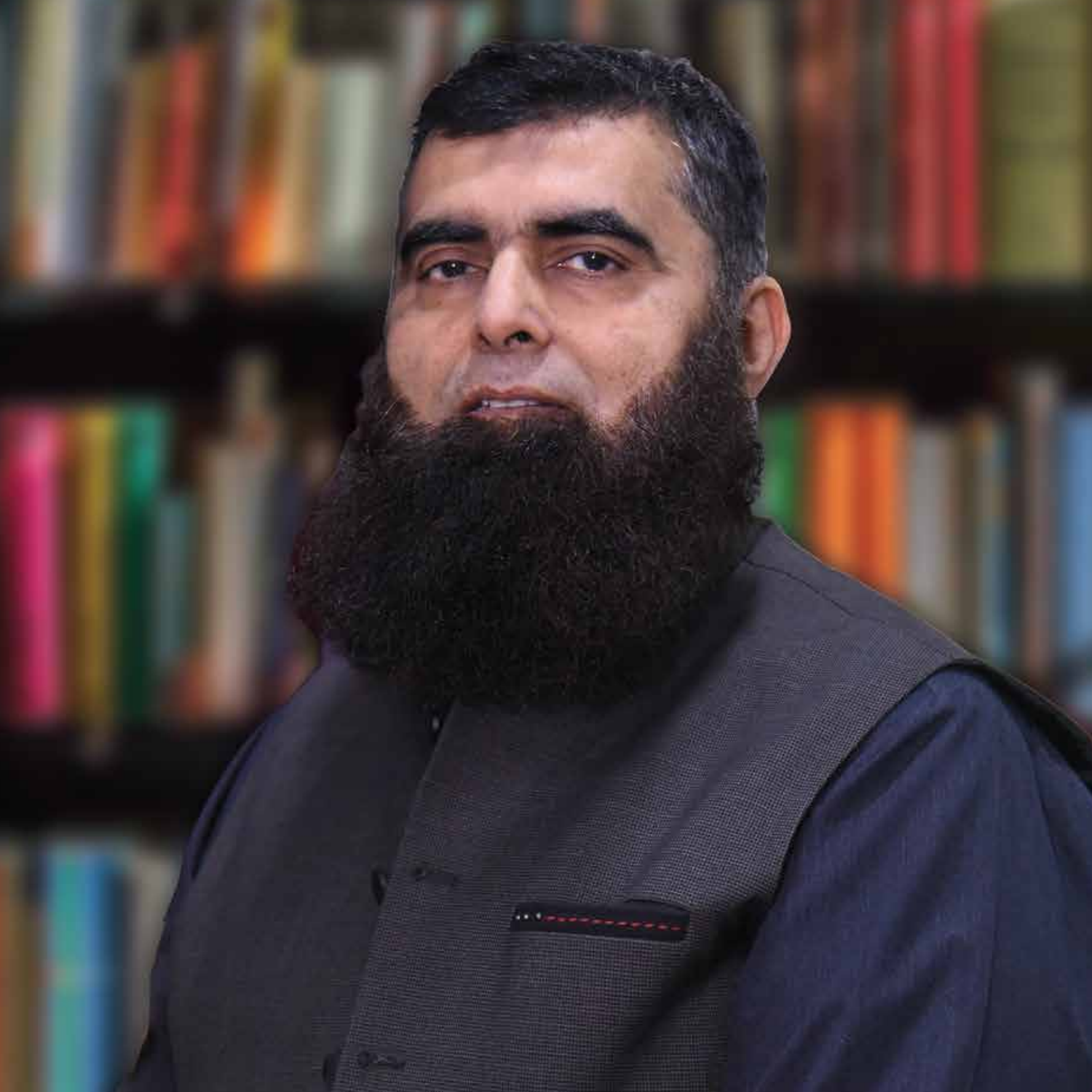
By investing in your education, you have placed your trust in us, and we value that trust deeply. It is our responsibility to ensure that your investment yields a significant return. Our dedicated faculty and management staff are here to support you every step of the way, guiding you towards achieving tangible earnings even during your time as a student.

Join our university and seize the opportunity to not only gain knowledge but also develop practical skills and foster an entrepreneurial mindset. Together, we can contribute to the national economy while creating a brighter future for yourselves and our society.

Once again, welcome to our university. We are excited to embark on this educational journey with you, and we look forward to witnessing your growth and success.



Muhammad Anwar Dar
Chairman



Dr. Shahid Qureshi

Rector GIFT University

GIFT University is an Emerging Entrepreneurial University in Pakistan, which focuses on technological advancements as the key drivers of innovation and entrepreneurship. GIFT University is working to spearhead the entrepreneurial revolution in Pakistan by promoting environmentally, socially, and ethically sensitive businesses and a nation-building mindset. GIFT University has positioned itself to be an Innovator in curriculum design, pedagogy, future technologies, and alternative management and business models. The University offers lifelong learning opportunities to people of all ages and prepares a new breed of human beings for the gig economy.

The GIFT University education carries a strong emphasis on foundational knowledge, applied research, and hands-on experience with real-world challenges. The curriculum at GIFT University is developed with the motto of "converting knowledge into practical experience". The applied perspective is reinforced through its center for entrepreneurial development (GIFT-CED), various business incubators, experiential learning, and a thoughtfully designed social interaction program.

The University is working on preparing well-rounded individuals with an entrepreneurial mindset i.e., finding their best self (concept of Khudi), belief in resource

abundance, a sense of purpose (looking beyond profit), sense of wonder (seeing the world through an effectual lens) and service. We believe that the application of the entrepreneurial mindset can help the youth in not only new venture creation but also help existing business, private and governmental organizations in terms of problem-solving, introducing innovation, and growth.

The participants can apply this mindset along with their knowledge in Business, Computer Science, Arts, Mass Communication, Textile, Fashion Design, etc to navigate real-life situations, putting what they learn into practice to make a difference on campus and around the world. At GIFT University, we encourage young and energetic minds to step up to share their innovative business ideas for new startups, SMEs, and large corporations.

GIFT University provides active support to our students and graduates in international exchanges, admission for higher education in leading foreign universities, and career placements in medium and large corporate organizations.

We look forward to welcoming you to the GIFT University Family to be a part of the nation-building journey.

جہان تازہ کی افکار تازہ سے بے نمود
کہ سنگ و خشت سے ہوتے نہیں جہاں پیدا



Vision

To bring about a change in society by becoming a leading educational and research institution that utilizes the latest technology and provides intellectually stimulating, professionally relevant, progressive, and innovative education that is consistent with our national values and is accessible to all.

Values

The university adheres to and promotes the following core values:

- Uphold Islamic values of human dignity, equality, social justice, fairness, and ethical conduct resulting in an educational institution that provides equal opportunity for all and does not discriminate based on gender, caste, colour, creed, or financial status.
- Practice - professionalism, transparency, and accountability.
- Strive for the highest standards of scholarship.
- Implement consultative decision-making.

Mission

- Employ highly qualified faculty with established research credentials.
- Hire competent and professional administrative staff.
- Ensure the quality intake of the students.
- Utilize the latest technology in teaching, research, and administration.
- Provide adequate infrastructure and facilities for teaching and learning.
- Establish linkages with industry and collaborate with national and international institutions.
- Provide state of the art library, computer laboratories, and other research resources.
- Develop professionally relevant and updated curricula recognized at national and international levels.
- Create a conducive research environment.
- Set up mechanisms and policies to ensure sustainable growth.
- Reinforce ethical and national values.
- Provide merit scholarships and financial assistance to students, based on need.
- Adopt established and innovative pedagogical practices leading to independent and life-long learning.
- Produce graduates with strong analytical skills.
- Establish support systems for job placement of graduates.

Our Motto

Developing Ethical Graduates by Converting Knowledge into Practical Experience

GIFT University believes in the transformation of students into Leadership Roles through Academic Excellence, Practical Experience, and Highest Levels of Ethical Values & Morality.



What really distinguishes GIFT graduates from the others is their practical experience during their academic journey. Every program that we offer makes our students not only learn theory but also asks them to practice the theory by doing projects or perform other practical activities. The course design for every program is mixed with practical and up to date information about the respective industry, and our teaching style (methodology) is also designed more like professional training.

At GIFT University, we consider our students as professionals from day one. We believe any applicant who enrolls with us is about to start his/her professional life, and it is our responsibility to value their opinions and ideas as well as train them for success.

At GIFT University, we believe that our graduates not only outshine in the professional corporate world but also play their role for the betterment of the community.

Social Integration Program (SIP) initiated at GIFT University is aimed to impart social and ethical values of our culture in the minds of young professionals of the society.

Respect for fellow beings and communities, honesty, hard-work, patience, transparency, and intellectual collaboration are the fundamental values to create Ethical Graduates.

Where To Go

Office	Key Roles
Registrar Office Mr. Waseem Ullah Dar Registrar	Overall Administration of the University, Coordination with all the departments, Parents Meeting, any general issue faced by students, Campus Support Activities
Examination Mr. Arif Khokhar Controller of Examinations	Examination Matters
GIFT Office of Research, Innovation and Commercialization (ORIC) Dr. Qaiser Shehryar Durrani Director ORIC	Build R&D environment, Create industrial linkages Seek funding opportunities, Impart trainings Promote entrepreneurship, Build Business Incubation Center (BIC), Research Commercialization
Faculty Development Department Dr. Aayesha Rafiq Director FDD	Faculty Development for imparting quality education
Libraries Libraries Head	Books and Journals; Library matters
Corporate & International Relations Office Ms. Saima Aziz Deputy Director CIRO	International Tours, Scholarships, Virtual Internships, Exchange Programs
Student Development Center Ms. Mariam Sohail Deputy Director SDC	Female Entry-Exit Process, Girls Hostel, Students' Disciplinary Matters, Women Centre Management, SIP, Probationary & UMC Matters, VEC, Corporate Relations Office, Student Experience Office, Campus Affairs & Protocol Services, Fatima Jinnah Professional Forum, Earn While You Learn Placements
Services Mr. Naeem Akbar Deputy Director Services & Transport	University Building Services

<p>Accounts Mr. Farhan Rashid Deputy Director Finance</p>	Payment of University Dues
<p>Student Facilitation Centre Ms. Umara Qaiser Deputy Director SFC</p>	Attendance Issues, Admissions, Leaves, Semester Freeze, Examinations related Matters, Registration, Identity Cards, Loans, Scholarships and Financial Assistance, etc
<p>Academic Operations Mr. Sami Ullah Deputy Director Acedamic Operations</p>	Timetable Matters, Courses Add/Drop, Course Registration, Semester Planning etc
<p>HR Office Ms. Muqaddas Firdous Deputy Director HR & Coordination</p>	Create a safe and inclusive work environment, Recruit and hire new employees, Manage training and development initiatives, Keep track of employee performance
<p>Students Societies Mr. Riaz Zafar Deputy Manager Curricular & Extra Curricular Programs</p>	Society Activities
<p>Security and Admin Mr. Sajid Mahmood Deputy Director Security & Services</p>	Security, Male Hostel, Entry-Exit, General Administrative Matters, Lost and Found, Cleanliness of Campus, Support Staff
<p>Campus Affairs Ms. Faryal Ali Deputy Manager Campus Affairs</p>	First Aid, Protocol Services, Café Issues, Campus related matters
<p>Career Development Office Mr. Waleed Naeem Deputy Manager CRD</p>	Corporate Internships, Career Development and Placements, Industrial Tours, Professional Development Program, Industrial Meetups, Workshops
<p>Transport Mr. Muhammad Rashid Assistant Manager Transport</p>	Transport Facility/Routes

Academic Session

SEMESTER SYSTEM

a. Semester System

The academic year for regular programs at GIFT University consists of two semesters, i.e. Fall and Spring semesters.

i. Fall/Spring Semester

There will be two regular semesters (Fall, Spring) in an Academic Year. Fall/Spring semesters will span over 16-18 weeks (inclusive of 1–2 weeks for exams).

ii. Summer Semester

Summer Semester will be offered as an optional semester of 8 – 9 weeks of concentrated study for completing remedial course work. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer.

b. Undergraduate Program Policies

The BS Program offers students a broad-based education. The normal duration of the BS Program is of 4 years. A student can, however, remain enrolled in this Program for a maximum of six (6) calendar years.

c. Degree Programs Regular Duration & Extensions

Program Level	Normal Duration Year(s)	Regular Extension Year(s)	Total Duration Regular	Special Extension by Rector/ Statutory Body	Maximum Duration
Bachelor's Degree [with Honors]	4	2	6	1	7
Master's Degree (16 Years)	2	1	3	1	4
MS/MPhil Degree	2	1	3	1	4
PhD	3	3	6	2	8

EVALUATION / GRADING SYSTEM

The faculty members for respective courses evaluate the academic performance of the students. The students are awarded grades based on marks secured by them through mid and end-term examinations, class tests, assignments, quizzes, projects, case studies, and laboratory work. The grades are generally awarded on a relative basis within the minimum and maximum marks for F and A+ grades.

The numerical equivalence of the letter grades together with the corresponding qualitative placement of a student in a course is illustrated through the following table:

Performance	Grade	
	Letter	Numeric Equivalence
Grades Counted in GPA		
Exceptional	A+	4.0
Outstanding	A	4.0
Excellent	A-	3.7
Very Good	B+	3.3
Good	B	3.0
Average	B-	2.7
Satisfactory	C+	2.3
Low Pass	C	2.0
Marginal Pass	C-	1.7
Unsatisfactory	D+	1.3
Poor	D	1.0
Fail	F	0.0
Grades not counted in GPA		
Pass / Non-Credit	P/NC	-
Thesis in Progress	IP	-
Withdrawal	W	-
*Withdrawal ± Fail	W-F	-
Incomplete	I	-
Transfer	T	-

a. Grade Descriptions

- A+** Exceptional performance, demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and dexterous use of concepts and/or materials.
- A** Outstanding performance, demonstrating a larger understanding of the subject matter, a foundation of wide-ranging knowledge, and skillful use of concepts and/or materials.
- B** Good performance, demonstrating the capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle problems and materials encountered in the subject.
- C** Adequate performance, demonstrating a sufficient understanding of the subject matter, an ability to handle relatively simple problems, and satisfactory preparation for moving on to more advanced work in the field.
- D** Minimally acceptable performance, demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.
- F** Failed. This grade signifies that the student must repeat the subject to receive credit.

P/NC The credits and grades are not used in the computation of the GPA. It will be displayed on the Final Transcript.

W/W-F has no numeric equivalent and credits for withdrawn courses will not be counted towards the credits taken for the semester. A grade of W means that the student was passing the course at the date of withdrawal. W –F means that the student was failing the course at the date of withdrawal.

b. Students Evaluation

Students are formally evaluated by the Faculty using a combination of the following tools:

- Quizzes
- Assignments / Projects / Studio Work / Presentations
- Class Participation
- Exams (Mid, Final)

At the beginning of each course, the instructor will inform the students about the weights assigned to the above tools in grading their performance in the course.

Grades are communicated to students at the end of each semester. These grades are also communicated to the parents, guardians, or sponsors of the students.

Students are advised to keep their graded quizzes, assessments and exam papers till the final grade for the course has been officially announced. The final examination will comprehensively cover all topics taught throughout the course.

*The qualifying alphabet of F will be given by the teachers depending upon the academic record of the students.

ACADEMIC RULES AND REGULATIONS

a. Course Load for Fall and Spring Semesters

i. Undergraduate Students

- An undergraduate program of instruction generally includes a 15-18 credit hours course load, including exams in a regular semester. The required course load for a full-time undergraduate is a minimum of 15 credit hours per semester.
- In case any student wishes to enroll for one more course beyond 18 cr. hours, s/he may be allowed by the institution in either of the two cases:
 1. If his/her CGPA is above 3.5 and
 2. The student needs the course to graduate on time,

ii. MS/MPhil Students

- A graduate student normally enrolls for 9-12 credit hours in a regular semester. A graduate student must take at least 9 credit hours in the Fall and Spring semesters to be classified as a full-time student.

b. The Medium of Instruction and Examination

The medium of instruction and examination at GIFT University is English.

c. Migration Policy

- Credit hours may only be transferred from recognized HEC and internationally recognized universities.
- No Credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.
- The transfer course must be similar in content and scope to a GIFT course, or must confirm to the same competency level of a similar course taught at GIFT.
- The Equivalence Committee will evaluate the transfer of Credits on course to course basis which will be nominated by the Rector.
- Students shall be granted exemption to a maximum of 50% of the total courses in all academic programs of GIFT.
- 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.
- The grade and the grade point of the transferred courses shall not be used in calculating the GPA and CGPA.

Thesis work or Project at the graduate level is not transferable.

d. Credit Transfer Policy / Change of Discipline (For example, CS to BBA)

A student during his/her program of study can apply to change to another discipline. A written request for a change in major can be submitted at any time to the Student Facilitation Centre. The application must be filed at least one month before the start of next semester. The change of discipline is governed by the following rules:

1. Meet eligibility requirements of the discipline where the transfer is required.
2. Transfer only those courses which are relevant to the new degree program.
3. Only those courses may be transferred in which grade of the course is C or above.
4. No outstanding financial dues.
5. If a student is availing of any scholarship/financial aid, then the case would be reevaluated based on merit or need.
6. Approval of HoDs.

e. Academic Probation and Disqualification

The minimum requirement of CGPA for various programs to avoid probation or warning and qualify for the degree is given as under:

Program Level	Minimum CGPA Required to Avoid Probation	Minimum CGPA Required to Qualify for the Degree
Master's Degree (16 Years)	1.80	2.00
Bachelor's Degree [with Honors]	1.80	2.00
MS/MPhil Degree	2.3 or 2Fs or 3Cs or 1F and 2Cs	2.50
PhD	2.3 or 2Fs or 3Cs or 1F and 2Cs	3.0

If a student fails to achieve above minimum CGPA (1.8) in the Undergraduate or Master Program or CGPA (2.3) in MS/MPhil/PhD program, he/she would be given a probationary warning. Moreover, if the CGPA of a student stays below (1.8) in three consecutive semesters, the student may be expelled.

Likewise, in MS/MPhil/PhD programs, the student may also be expelled if his/her grades fall below the said criteria (i.e. 2Fs or 3Cs or 1F and 2Cs) during any stage of the degree program.

In case of 1st probation, a Warning Letter would be issued to the student by the concerned department. On second (consecutive) probation, the second (2nd) Warning Letter to the student and parents would be issued. Failing to achieve the desired improvement in the following semester (consecutive) would result in an automatic expulsion from the University, and an Expulsion Notice would be issued to the student and parents.

The students, on probation due to low CGPA, will also have their scholarship or/and financial assistance withdrawn. The scholarship or/and Financial Assistance would be restored on achieving the desired CGPA, as per the University policy.

f. Semester Freeze Policy

Throughout the entire course, a student may exercise the option of freezing his/her semester(s) no more than two times. The course must be completed within a maximum degree program duration. The standard fee for freezing one semester is PKR 3000 only. To apply for a semester freeze, an application is available on the Students Times Portal (www.times.gift.edu.pk).

The student must apply well before the start of the next semester, in which the freeze is required. Failing to submit this document on time, the student would incur a fine, along with the freezing fee, previous balance, and clearance charges.

g. Foundation / Pre-requisite Courses

Foundation / Pre-requisite courses for certain academic programs/courses at Undergraduate and Graduate levels may be prescribed (if necessary) before the commencement of a regular semester. A student cannot register himself/herself for a program/course for which he/she has not passed its foundation / pre-requisite courses.

h. Registration for Courses

For every semester, students have to get themselves enrolled for the courses during the registration period before the start of the semester.

Certain courses are classified as the core. These courses are required for graduation, and it is advised that students should complete core courses as early as possible. Elective courses are optional, and an appropriate number of credit hours must be taken to fulfill the workload requirement for any particular semester. In some courses, the enrolment may be limited to a certain number of students.

Note: If a student fails to register him/her self in consecutive 02 semesters without information, the University reserves the right to de-notify the student, which may ultimately lead to the cancellation of the admission.

i. Add / Drop Policy for Courses

After the initial registration, students may drop/add courses before the end of the first week of commencement of the new Semester.

j. Waiver for Islamic Studies

Non-Muslim students may seek exemption from the courses in Islamic Studies. However, the exempted students will be required to fulfill the minimum credits requirement for the degree by taking other elective courses as recommended by the advisor of the concerned department.

k. Non-Credit Courses (Auditing of Courses)

Auditing means that a student is allowed to attend classes of a course but he/she may not take the midterm and/or the final examination in that course. Such students may attempt the assignments but no credit will be given. Credits for such courses are neither counted towards the calculation of CGPA nor for a minimum requirement to complete credit hours for a degree.

Permission will be granted subject to the availability of seats in a course. The fee for each non-credit audit course will be charged on the same basis as for regular courses. Students may retake such a course as a regular course after attending it on a non-credit basis in a previous semester.

l. Improvement of Grade

Students who receive an F grade in a core course must repeat that course as a program requirement. Any attempted course may also be repeated to improve the grade.

The following policy applies regarding repeat courses:

- First-year courses can be repeated to improve the grade in the second year, and second-year courses can be repeated in the third year and so on.
- Grades for all courses attempted will be shown on the transcript. However, if a course has been repeated, the latest grade will be used in computing the GPA. An I, for the repeated course/s, will be visible on the transcript only when the same course has been repeated. The F grade is excluded from the GPA calculation only when it has been replaced with a better grade in the same course.
- In case, the same core or elective course is not offered again; the student may apply to the relevant Head of Department, who may approve a substitute course.
- Credit hours for a repeated course will be counted only once towards the completion of the required program credit hours.

m. Missed Test / Make-up Examination

Any student missing the mid or final examination of a course may be allowed make-up examination in the respective course. The provision for a make-up examination may be made in case of illness of the student or for some other valid reason, like a death in the immediate family. The student has to apply, on his Times Portal, for a make-up exam within three calendar days of missing the exam. The Chairperson of the concerned department will examine and approve the request of the student for a repeat examination.

In case a make-up examination is allowed, it shall be held within ten days after the completion of the regular examination. A maximum of three make-up examination requests may be entertained during the four-year program of study and two make-up requests for all other programs (for example, one make-up is equal to all exams within one mid or final exam which a student may request).

n. Incomplete Courses

The course instructor may award grade "I" for an incomplete course (prior to the posting of final grades) if in his/her opinion:

- i. The requirement of a course has been substantially completed, but for some legitimate reason, a small fraction of the course task remains Unfulfilled;
- ii. The record of the student in that course justifies the expectation that he/ she will complete the course task in the stipulated period of time and is likely to obtain a GP = 1.0 or more. In case the student fails to accomplish the target, the grade "I" will be converted to grade "F".

The course instructor shall send a report of this effect within the grade evaluation period, for each case, to the Chairperson of the concerned department.

o. Student Attendance Policy

Students must attend 100% of the lectures. Students with below 80% attendance will not be allowed to sit in the final examinations. A student not taking the examinations due to shortage of attendance will be graded F.

It is the students' responsibility to keep a record of their attendance profile and ensure the correction of their attendance record. Any omission of attendance due to late arrival or other reasons must be sorted out by the student with the concerned teacher within 14 days of the lecture.

The course teachers can only modify the attendance status within a period of 14 days after the lecture is conducted. There will be no attendance adjustment after 14 days of the lecture. No excuse in this regard will be accepted at the time of issuance of examination slips.

Note: In case of late registration, the missed classes will be marked as absent.

Exceptional cases may be reviewed based on the following conditions by a committee constituted by the Rector:

1. Leave availed on medical or any other grounds will not be counted towards attendance.
2. Leave during the course of an examination may be considered in case of:
 - a) Serious illness/hospitalization of a student
 - b) Immediate death in the family
 - c) Any other valid reasons that are acceptable to GIFT University administration.

p. Students Fee Payment Policy

Students must pay the fee and other charges by the due dates specified in the University Calendar. Non-payment by the due date may result in a fine or suspension from the program.

1. Enrollment in the ongoing semester is conditional on the submission of fees. And attendance would only be marked if the student has submitted the first installment of his/her fee.
2. If the fee is not paid within the specified due date, a late fee fine of Rs. 50/- per day shall be levied.
3. Any requests for special arrangements for fee payment, i.e. installment or extension or a fine waiver must be made in writing by the student/parent through an online application. Late applications not following this procedure may not be accepted.

Note: A student who has a non-zero balance in his/her account may not be permitted to sit in the final examinations.

q. Feedback of the Faculty Members by the Students

The feedback of the faculty members is taken from the students once in a semester, before final exams of the semester. Only the compiled results are shared with the teacher (there is no way to identify the feedback of a particular student).

The result of the final feedback is announced to the faculty members after the declaration of the final examination results. An Examination Slip will not be issued if a student fails to submit this feedback before the exam dates.

SCHOLARSHIPS AND GIFT ADVANTAGE PROGRAM

A vast array of scholarship plans is available to acknowledge the efforts of students to advance their education and the desire to learn more.

1. **Result in Based Scholarships and Awards**
 - a. Quaid-e-Azam Scholarship
 - b. Fatima Jinnah Scholarship
 - c. Merit and Industry Scholarships
2. **Scholarships For Kin of GIFT University Students**
3. **Scholarships For Kin or Spouse of GIFT University Alumni**
4. **Scholarships for GIFT University Alumni**
5. **Scholarships for the Community;**
 - a. Orphans and Disable Students
 - b. Married Couple
6. **External Scholarships and Funding Opportunities**
7. **Financial Assistance for Needy and Talented Students**
8. **Learn While You Earn (LWYE) Scheme**
9. **Interest-Free Education Loans**

TERMS AND CONDITIONS

a. For Continuation of Merit and Industrial Scholarship

In case of Merit and Industrial scholarship, if the CGPA falls below 2.8, the scholarship would be withdrawn or reduced according to the reduction formula table given below.

CGPA	Reduction in Merit and Industrial Scholarships
Less than 2.8, but greater than or equal to 2.60	25%
Less than 2.6, but greater than or equal to 2.50	50%
Less than 2.5	100%

Note: To avail merit scholarship along with above table student must have enrolled in minimum 9 Credit Hours in a semester in case of Undergraduate/Graduate program and minimum 6 Credit Hours in case of Post-Graduate Programs.

b. For Continuation of Financial Assistance

Financial Assistance given will be continued if all the following mentioned conditions are satisfied, otherwise, it will be withdrawn;

- i. Only during normal/regular time duration of the program/discipline and
 - ii. If the CGPA of a student is equal to or greater than his/her degree's minimum passing requirement. For example, in case of the Undergraduate program the minimum CGPA requirement is 2.0; in case of MPhil/MBA programs the minimum CGPA requirement is 2.5 and it is 3.0 in case of PhD programs.
- c. All scholarships except those for which explicitly the revision terms have been defined separately (for example the revision criteria for merit scholarships, financial assistance, kinship scholarship etc. have been defined separately) will be continued only during normal degree duration.
 - d. Kinship scholarship is applicable as long as the student and kin are concurrently studying in University. This kinship scholarship is continued when both the kins shall concurrently register and pay complete fee of at-least two regular semesters. However, the scholarship will be applicable during normal/regular time duration of the program/discipline.
 - e. Students must apply for the tuition fee waiver, financial assistance or loan on the prescribed form (available in student facilitationcenter) together with supporting documents to Students Financial Advisor (SFA) at GIFT University at least two weeks before the commencement of the Semester provided that he/she obtained at-least 2.75 CGPA in case of tuition fee waiver and Financial Assistance and minimum required degree CGPA in case of loan. No application will be accepted after this deadline.
 - f. A student may apply for multiple assistantships. However, he/she is eligible to receive only one form of scholarship/FA/tuition fee waiver that provides the maximum benefit to him/her.
 - g. All scholarships, tuition fee waivers and financial assistance, may be reduced or withdrawn if student is on any kind of warning.
 - h. Any kind of scholarship, tuition fee waiver and Financial Assistance will also be waived off on the expiry of degree duration.
 - i. Any scholarship, tuition fee waiver and financial assistance will not be applicable on its thesis fee, thesis supervision, evaluation and other related fee.
 - j. For PhD Programs, Thesis viva and evaluation fee will be charged separately apart from the fee mentioned in the fee structure at the Time of viva and evaluation as per the magnitude of actual spending at times.
 - k. The student as well as his/her guardian must sign a statement acknowledging the above conditions.
 - l. The University has the right to amend, change, edit or delete any part or full of its rules and regulations

HONORS AND AWARDS

a. Semester Recognition

Students who have successfully completed at least 15 credits hours and have achieved a GPA of 3.5 or above (computed on the basis of the courses taken in that semester) are placed on the Dean's Honor for that semester.

b. Graduation Recognition

i. Chairman's Gold Medal

Chairman's Gold medal for Academic Excellence in each Academic Program: The medal shall be awarded to a student securing the highest CGPA in each academic program of the University, provided that he/she has secured a minimum CGPA

ii. of 3.50.

Rector's Silver Medal

Rector's Silver medal for Academic Excellence in each Academic Program: The medal shall be awarded to a student securing the second-highest CGPA in each academic program of the University, provided that he/she has secured a minimum CGPA of 3.50.

c. Graduation with Distinction

This certificate shall be given to all students securing a CGPA of 3.5 and above.

STUDENT SUPPORT SYSTEM

GIFT University's Faculty and Management Staff are committed to helping students with their problems. All faculty members have regular office hours to meet with the students. If students wish to meet Faculty outside of office hours, they need to make an appointment. The Faculty can also be contacted through the email.

a. Student Facilitation Centre (SFC)

Students Facilitation Centre (SFC) aims to help the students in their academic issues during their stay at GIFT University. It also deals with the new admission enquiries and gives them orientation about the university, its programs, and facilities and guide them about the process of admission at GIFT University.

Student Facilitation Centre (SFC) provides the following online services:

- General Application
- Certificates Application
- Makeup Exam Application
- Short Attendance Application
- Fine Waiver Application
- Semester Freeze Application
- Clearance Application
- Degree Issuance Application
- Duplicate ID Card Application
- Change of Discipline Application
- Authority Letter Application
- Particular Change Application
- Early Departure Permission Application
- Result Review Application
- Transcript Issuance Application
- Course Add & Drop Application
- Umrah Leave Application
- Fee Installment Application

*Note regarding change of address

Any change in the permanent mailing address of a student during his/her stay at the University must be communicated to the Student Facilitation Centre immediately.

b. Student Development Centre (SDC)

Student Development Centre (SDC) is a department that supervises certain activities, reports disciplinary issues and promotes student development considering the ethical and moral values.

Student Development Centre (SDC) deals in the following services:

- Female Entry-Exit Process
- Girls Hostel
- Students' Disciplinary Matters
- Women Centre Management
- Social Integration Program
- Probationary & UMC Matters
- Value and Ethics Committee
- Corporate Relations Office
- Student Experience Office
- Campus Affairs & Protocol Services
- Fatima Jinnah Professional Forum
- Earn While You Learn Placements

c. Students Batch Advisor

Designated faculty members are assigned the responsibility of Student Advisor. The advisors are responsible for helping, guiding, facilitating, and motivating the students in every aspect of their academic life.

More specifically, the student advisors help the students overcome any academic difficulties and cope with the stress. The Advisors also help them develop their professional, intellectual and personal skills that allow them to excel in both academic and professional careers. Students can also seek the help of the advisor for any administrative or services related problem they face at the campus.

First Semester/Year Students: For any academic or administrative matter, the students must see their respective HoD or Faculty advisor as designated by the department.

d. For Students on Probation

The advisor:

- Monitors their academic progress and counsels them, particularly when their performance declines or is below standard.
- Helps and advises the students about which courses to add/drop, keeping in view the program road map, pre-requisite courses, university rules, and the students' academic progress.
- Reviews and approves students' requests for the add/drop/withdrawal courses.
- Counsels and guides the students who want to drop out of an academic program.

DISCIPLINE POLICY

The University has developed a comprehensive Discipline Policy, balancing its co-educational nature with national and local values. The policy document is given below. Students are strongly advised to study it carefully.

Guidelines regarding the Code of Conduct at GIFT

- a. Mobile Phones, Cameras, and Music are prohibited in classrooms, lecture labs, seminar halls, studios, and examination halls and also during training sessions, workshops, etc.

b. Rules of Conduct

The University encourages its students:

- a) To maintain a reasonable distance while sitting and moving in the University.
- b) Keep to the LEFT while moving in corridors, lobbies, and stairs.
- c) To dispose of cups, disposable items, papers, and other rubbish inside the bins placed for this purpose.
- d) To attend every scheduled lecture, laboratory session, or any other academic exercise advised by the Faculty/Management.
- e) To practice punctuality and regularity in the classes conforming to the Student Attendance Policy. However, latecomers or short-attendance cases may not be allowed to enter the classrooms/laboratories/studios and examination hall respectively.
- f) To avoid creating disturbance/noise outside the classrooms and office areas.
- g) To avoid the usage of loudspeakers or any other audio source while arranging events in Atriums in Academic Blocks 1, 2, & 3 that disrupt the regular classroom and office environment.
- h) To avoid giving and taking any food items, gifts, valuables, or any other such items to the University Faculty and Staff.
- i) Maintain dignity and respect of class fellows, faculty members, visitors, official and industrial guests, and management staff. To pay their fees and other University dues in time, to avoid inconvenience while availing of any of the academic facilities.
- j) On the other hand, the students are required to **refrain from:**
 - a) Acts or behavior that threatens other students, faculty, or staff members, including disruption of normal instruction and training in the University, cheating in the examinations/tests, and disruption of the normal operation of other essential functions of the University.
 - b) Undesirable acts of gambling, use of all types of intoxicants, alcoholic liquor, narcotics, or any other similar material
 - c) Keeping firearms or other weapons, even if licensed.
 - d) **Smoking, use of vapes, sheesha, and e-cigarettes** within the University premises, academic areas, or inside vehicles, which is strictly prohibited.
 - e) Fighting, scuffling, or use of abusive language.
 - f) Damaging or breaking any University property.
 - g) Rash driving and honking horns of vehicles inside the University Premises.
 - h) Bullying, Hooting, Harassing, and Fun-making of other students.
 - i) Personal Celebrations and Party Decors are restricted.
 - j) Birthday Parties may be celebrated with the permission of the concerned office through a prescribed form.

- k) Any sort of Cards playing within university premises
- l) Participation in any unauthorized assembly or function
- m) Performing any act contrary to law
- n) Eating or drinking inside the University building including classrooms, labs, studios, and seminar hall is prohibited. However, drinks and eatables can be consumed only inside the cafeteria, designated areas, and the University lawns.
- o) To take any crockery items outside the University cafeteria.
- p) Littering in the University is not allowed.
- q) The entry or parking of cars, motorcycles or bicycles, etc. other than the designated areas.
- r) Using tinted glasses in their private vehicles. The strict compliance of which shall duly be ensured by the Admin Department.
- s) Organizing or participating in any unauthorized political, religious, or sectarian activity/group, failing which shall lead to instant expulsion from the University.
- t) Arranging and participating in any private and personal recreational tours in the name of the GIFT University, failure to which may cause strict disciplinary action.

c. Sitting Etiquettes

- a. Unethical sitting postures are strictly prohibited inside and outside the classrooms.
- b. The University encourages its students to sit in groups.
- c. Please avoid sitting on stairs.

d. Entry/Exit Rules

- Display of RFID Cards / Students Cards is mandatory to ensure a smooth entry and travel process, failing to which may restrict the entrance of the student.
- The students shall not entertain entry of any outsider to the University Campus.
- Visitor Cards will be issued to the Visitors which shall be returned to Main Gate while leaving the University.
- Female students must consult Admin Department to get Car Registration Stickers after the submission of the prescribed form (attached).

Dress Code

In order to maintain the academic dignity and sanctity of the institution, the University provides a set of values that helps to maintain a balanced and disciplined environment in the University. Students are expected to know their role as responsible citizens as under:

- Students are obligated to dress decently and modestly according to the social and cultural norms of society.
- Students are encouraged to follow the Formal Dress Code which includes wearing formal dress shirts, dress pants, shalwar kameez (paired with waistcoat for male students), formal shoes, sandals, and Peshawari chappals.

Male students are advised to avoid;

- Wearing shorts, sleeveless shirts, and any clothes bearing language or art, which is indecent, racist, and religiously insensitive.
- Wearing torn/ripped Jeans or shabby clothes.
- Wearing a tight or see-through dress.
- Wearing jogging or exercise clothing during classes.
- Wearing drapes (chadar) & turbans.
- Wearing any form of ornament including rings, earrings, bands, bangles, neck chains, etc.
- Wearing slippers (open chappals).
Wearing T-shirts with unbuttoned dress shirts over them.

Female students are advised to avoid;

- Wearing a tight or see-through dress.
- Any clothes bearing language or art, which is indecent, racist, and religiously insensitive
- Wearing torn/ripped jeans /jumpsuits or shabby clothes.
- Jeans and tights are allowed only with the long shirts/kurta
- Wearing shorts, sleeveless shirts, short frocks, short tops, and tuck-in shirts is not allowed
- Wearing jogging or exercise clothing during classes.
- Wearing any revealing dress.
- Students may wear expensive accessories at their own risk.
- Wearing T-shirts with unbuttoned dress shirts over them.

Note: In case of violation of the above-mentioned guidelines, disciplinary action may be taken by the Values and Ethics Committee.

Male Dress Code (Summer & Winter)

Do's



Regular Fit Jeans



Formal Suit



Formal Coat



Dress Suit with Sweater



Dress Pant Shirt



Shalwar Kameez



Waistcoat



Formal Shoes



Sneakers



Canvas Shoes

Dont's



Shorts



Bermuda Shorts



Ripped Jeans



Unbuttoned Shirts



Sleeveless Shirt



Slippers



Drapes/Chadder



Turbans/Dhoti



Jewellery/Ornaments



Jewellery/Ornaments

Female Dress Code (Summer & Winter)

Do's



Scarf & Long Coat



Frock/Maxi



Formal Coat & Scarf



Long Coat



Long Cardigan



Abaya



Regular/Loose Fit



Tulip Shalwar



Full Length Dress



Ethnic Wear

Dont's



Track Suit



Skinny Jeans



Ripped Jeans



Hoodie



Crop Tops



T-Shirt



Uneven/Short Length



Sleeveless Kameez



Sleeveless Shirt



Tights/Skinny Trouser

Code of Conduct for Co-curricular and Extra-curricular Activities

GIFT University cherishes the vibrant role played by the departments and their student societies in promotion of a healthy Campus life through co-curricular and extra-curricular activities. However, it is imperative that all the events /activities are organized keeping in view the ethical, social and cultural values of the Region.

Therefore, following aspects must be kept in mind while planning, organizing or participating in any event/activity within or beyond the University premises:

- **Musical Activities:** The University believes in promotion of Art & Cultural. However, musical concerts and participation of external singers, musicians, bands etc. is strictly prohibited.
- **Religious Activities:** The University believes in religious harmony and peace. Therefore, any event / activity / gathering promoting any specific sect or religious belief is not allowed.
- **Political Activities:** The University is open towards healthy discourse on national and societal issues. However, any argument leaning towards or against any political group is strictly prohibited. Moreover, any political grouping, gathering or students' unions are completely banned.

Social Media Guidelines

The policy guidelines for students are defined for implantation in the following two broader areas:

1. Social Media Policy
2. Video & Still Photography Policy

Social Media Guidelines / Code of Conduct

It is advised that students at GIFT University shall refrain from:

- a) Commenting indecent comments on the University's Facebook page about fellow students/colleagues and all other social media platforms like Instagram, YouTube, Twitter, Snap Chat WhatsApp and Tiktok, etc.
- b) Teasing any of the GIFT members on official social media platforms of the university. However, any sort of constructive feedback/criticism is always encouraged and welcomed.
- c) Posting any indecent comments, materials prepared by using the GIFT logo or any of the images/footages of GIFT University Campus and or of individuals with intentions to defame the University or any individual belonging to the university on any of the social media platforms be it of University or their own.
- d) Publishing of Course Materials, Videos of the university on any of the social media sites without prior permission from the Registrar's Office. Without permission for publishing, such material is punishable under the copyright act.
- e) Using official student email ids for personal Social Media accounts is prohibited. The University at the same time does not hold itself responsible for any of the content posted/published from a student's account(s).
- f) Security of personal social media accounts and personal data sharing is solely the responsibility of the student, however, the University shall not stand responsible for it. The University reserves the right to ask students to remove any indecent post/comment without notice and also to report all such social media activities to the applicable social media platform and/or competent authorities for appropriate action.

Video & Still Photography Guidelines

The policy for the resident and non-residents students of the GIFT University is that no video (formal/casual/organized and spontaneous) along with still coverage is allowed without the permission of:

- a) Head of Students Societies/Head of Department/Registrar office of the University
- b) The videos/stills once made should be shared for final review and approval from the above-mentioned approving authorities. The above terms of video/still photography are also applicable to Mass Comm mediacampus-based assignments. Students violating the policy will be presented in front of the University Value & Ethics Committee (VEC) and the decision of the VEC shall be final and binding to all.
- c) The University does not refrain students from having Selfies but with the permission/consent of fellow students/colleagues.
- d) The visitors/outsideers are not allowed to make and share any sort of Stills/video photography

Hostel Policies & Guidelines:

The hostel rules and regulations will be applicable to all the hostellite residing at GIFT University's Hostel. Violation of any general rule will make the hostellite responsible for any disciplinary action taken, which may include a warning letter, fine, suspension or dismissal either from the University/hostel facility or both. Hostellite are requested to abide by all the rules and should respect their roommate or neighbors and refrain from any act that may disturb or damage the harmony of the hostel environment. Among other matters, the hostellite must refrain from the below listed actions:

- Involvement in any criminal, political, ethical or in any other undesirable activity.
- Viewing or possessing any unethical material.
- Writing on the walls inside the premises or making any activist slogans.
- Possessing or displaying any weapon or any such objects.
- Possessing, consuming or storing liquor, intoxicants or any contrabands items/prohibited medicines/drugs without doctor's prescription.
- Any kind of gambling, even if it will be without any money at stake.
- Trying to break open any occupied / vacant room at the hostel.
- Vandalizing the windows and furniture within the room.
- Keeping pets of any kind, including fishbowl and birds, are not prohibited inside the hostel premises.
- Cooking in the room as a kitchenette is available in the hostel.
- Sleeping anywhere in the hostel other than your occupied room without the consent of the warden.
- Playing pranks inside the hostel premises.
- Lending or borrowing money from fellow students or from the staff members.
- Leaving hostel premises on holidays for picnic without prior permission to the warden and the management will not take the responsibility of any event organized without getting the approval.
- Arguing or interfering with any hostel staff.
- Dishonest behavior includes any false statement, incorrect information or withholding any material information.
- Stealing, theft, cheating, willful destruction, or damage to the hostel and University's assets/property/equipment or belonging.
- Physical violence / harassment against other hostellite or the staff members.
- Playing loud music and other means of noise. Silence Hours will be observed from 9:00 PM till morning during weekdays and on public holidays from 11:00 PM till morning onwards.
- Ragging in any form is strictly prohibited.

a. Examination Discipline

- i. The students are expected to refrain from indulging in acts or behaviour, which may interfere with the smooth functioning of the examination, viz:
 - Cheating/Copying, using illegal material, seeking help from others, giving support to others, conversing with other students in the Examination Centre or helping others do the same from outside;
 - Disruption of conduct of examination in any manner whatsoever; Misconduct with the examination and invigilation staff;
 - Approaching/influencing the examiners or any staff/faculty for undue favour in any manner; violating the instructions given in the examination notices from Time to Time or on the examination material.
- ii. The students shall not be allowed to take the examinations due to a shortage of attendance, non-clearance of dues, non-possession of admitting slip issued by Student Facilitation Centre and non-adherence to examination timings.
- iii. The result will be announced on the dates given in the University Calendar.
- iv. The result will be available on the website or sent to the students through their email addresses.

Violation of these rules would lead to strict disciplinary action, including the imposition of a fine from Rs.1,000 to Rs. 10,000 (as per the Punishment Grid), cancellation of a question or the examination paper, or rustication/expulsion from the roll of the University.

b. Policy Guidelines for Academic/Disciplinary Decision (UMC/DC).

Process for Academic/Disciplinary Cases

In case of an Academic/Disciplinary proceeding, the student, if found guilty, shall be awarded points as scheduled in the tables. The punishment shall then be awarded accordingly.

The following process shall be followed for all Academic/Disciplinary cases.

1. All cases shall be reported to the Fact-Finding Committee (Campus Affairs), Student Development Centre.
2. Fac Finding Committee (Campus Affairs), Student Development Centre will refer the cases to the Value & Ethics Committee.
3. VEC may decide about the severity of the incident and;
 - a. Decide the case in case of a minor violation.
 - b. Refer the case to the DC in case of a major violation.
 - c. Violations up to 6 disciplinary grid points could be handled in VEC.
 - d. The decision of the competent authority as the case may be shall be communicated to the student in writing by the office of Registrar /Security and Administration /Student Development Center.
4. Along with the punishment points mentioned in the below grid, a fine in the range from Rs.1000 to Rs.5000 may also be imposed in case of any Minor Violation under clause 1.8 of the DC Rules & Regulation.
5. Along with the punishment points mentioned below in the table a fine up to Rs.10, 000 may also be charged in case of any Major Violation
6. Written warning could be issued and there shall be no impact on financial/awards if the accumulated score remains below 6 points.
7. If the accumulated score of all the cases against the student exceeds 6 points, then the student:
 - a. Shall be issued a written warning.
 - b. Shall not be eligible for any academic awards.
 - c. Shall not be eligible for any financial assistance and scholarship till the end of degree tenure.

8. If the accumulated score of all the cases against the student exceeds 9 points, then the student may be expelled from university and the admission may be closed.
9. The Rector may decide the appeal within 3 working days.
10. Keeping in view the severity of the case the University may suspend the student till further and final decision.
11. In case of any physical damage of the university property, the student shall also be fined accordingly. The fine shall not exceed the cost of replacement/repair.
12. In case of a criminal activity, the university may decide to register a police case against the offender.
13. All decisions shall be made part of the respective student's file.
14. All the decisions may be communicated to the parents.
15. In case of repeated offences, the points will be accumulated and if the points exceed more than 6 after accumulation then case will be referred to Disciplinary Committee.
16. Points can be gradually reduced from student's profile after the Recommendation of VEC & Career Development Centre (CDC), provided that a student exhibits a modest behavior after the punishment throughout the semester.

c. Values and Ethics Committee (VEC)

The Values and Ethics Committee deals with all the misconducts concerning the minor violation of University policies (academic as well as disciplinary) if so referred to by the Registrar. The Decision of the VEC in all such matters shall be mandatory upon the defaulting students.

However, the affected students may appeal to the Rector within three working days, and the decision on such an appeal by the Rector shall be final, and no further appeal may be permissible. The decision and proceedings of the VEC shall not be challenged on any ground whatsoever anywhere by any person, including any court of law.

d. Unfair Means & Disciplinary Committee (UMC/DC)

The Disciplinary Committee deals with all the matters related to breach of discipline and misconduct by the students concerning the major violation of University policies (academic as well as disciplinary) if so referred to by the Registrar or the VEC. The Decision of the DC in all such matters shall be mandatory upon the defaulting student(s), including expulsion/suspension from the rolls of the University and/or imposition of a heavy fine.

However, the affected students may appeal to the Rector within three working days, and the decision on such an appeal by the Rector shall be final, and no further appeal may be permissible. The decision and proceedings of the Disciplinary Committee shall not be challenged on any ground whatsoever anywhere by any person, including any court of law.

Note: It is the duty of the students to keep themselves abreast of the activities/ instructions given to them by the University. They should regularly see the notice board and visit the University website and Student's Portal as all the notifications are available on the notice board or the website.

e. Grid for Disciplinary Cases

1. Punishment Grid for disciplinary cases		Points Awarded (Deducted)									
		10	9	8	7	6	5	4	3	2	1
OFFICES	1.1 Misconduct with Teacher/Staff	1.1.1 Physical Assault, Harassment	1.1.2 Abusive Language		1.1.3 Misconduct		1.1.4 Verbal Confrontation		1.1.5 Disobedience/Creating Disturbance in Class		
	1.2 Social Intimacy	1.2.1 Physical Intimacy			1.2.2 Kissing, Hugging			1.2.3 Patting			
	1.3 Violence (within University Permisses)	1.3.1 Severe Bodily Harm, Abduction, Kidnap	1.3.2 Severe Scuffle		1.3.3 Minor Scuffle		1.3.4 Non-physical Threat				
	1.4 Harassment	(Complaint to be made under HEC guidelines)									
	1.5 Dress Code							1.5.1 Indecent/objectionable			
	1.6 Bullying	1.6.1 Severe Social, Political, Religious, Physical Discrimination			1.6.2 Minor Social, Political, Religious, Physical Discrimination			1.6.3 Fooling			
	1.7 Misconduct (Damaging Property, Use of Drugs and Arms)	1.7.1 Arson, Major Damage, Major Theft, Use of Firearms	1.7.2 Minor Theft, Show of Firearms, Use of Drugs	1.7.3 Minor Breakage (Deliberate)		1.7.4 Minor Breakage					
	1.8 Policy Violation (As per Rules)	1.8.1 Major Violation						1.8.2 Minor Violation			
	1.9 Any other Offense	1.9.1 Case to Case Basis									

Accumulated Points	Punishment for Disciplinary Cases
10 or more	Expulsion - Termination of Admission
7-9	Suspension for 1 semester (current) to an Academic Year and compulsory community service for 80 to 120 hours. A fine of up to Rs. 10,000/- may also be imposed
5-6	Suspension for 1-2 weeks and compulsory community service for 40 to 80 hours further a fine of up to Rs. 10,000/- may be imposed
3-4	Counseling compulsory community service for 20 to 40 hours. Further, a fine of up to Rs. 1000/- to Rs. 5,000/- may be imposed
1-2	Counseling compulsory community service for 10 to 20 hours. Further, a fine of up to Rs. 1000/- to Rs. 5,000/- may be imposed

f. Grid for Academic Cases

1. Punishment Grid for disciplinary cases		Points Awarded (Deducted)									
		10	9	8	7	6	5	4	3	2	1
OFFICES	2.1 Misconduct with Teacher/Staff During Exam	2.1.1 Physical Assault, Harassment	2.1.2 Abusive Language		2.1.3 Misconduct		2.1.4 Verbal Confrontation Disobedience/Creative Disturbance in Class				
	2.2 Cheating in Exam	2.2.1 Impersonation			2.2.2 Possession of Helping Material/Notes/Cell Phone	2.2.3 Exchanging Material		2.2.4 Cheating/Talking		2.2.5 Trying to Cheat	
	2.3 Bribing/Forcing Staff	2.3.1 Paperout, Attaching Extra Sheet with the Answer Sheet	2.3.2 During Exam								
	2.4 Talking Examination Material (Extra Sheets, etc) Outside the Exam Room	2.4.1 Using that Material in Another Exam			2.4.2 During Exam						
	2.5 Plagiarism/ Examination				2.5.1 Major Case of Plagiarism in Thesis/FYP		2.5.2 Minor Case of Plagiarism in Thesis/FYP		2.5.3 Copying assignment/Class Project		
	2.6 Any Other Offense	Case to Case Basis									

Accumulated Points	Punishment for UMC Cases
10 or more	Expulsion - Termination of Admission
8-9	Suspension for 1 Semester (current) to an Academic Year
6-7	Award of F grade in the course
4-5	Award of 0 in the exam component
2-3	50% deduction in the exam component
1	Counseling by HoD/Dean

Punishment for repeated Offense (for both DC and UMC):

1. First Time: as mentioned in the table
2. Second time: 1.5 times
3. Third time: 2 times

g. Minor Violations

Non-compliance with the following policies may be treated as "Minor Violation under clause 1.8 of Disciplinary Cases Rules & Regulations."

- i. Mobile phones, cameras, and music are not allowed in the Lecture Halls.
- ii. Dress Code: All the students are required to ensure modest behaviour and dress in accordance with the local cultural norms.
- iii. Discipline matters to caution:
 - Each student must carry his/her university card. The card must be displayed all the time while on the University premises.
 - The students are required to refrain from indulging in acts or behaviour that threatens other students, Faculty or staff members.
 - Eating or drinking inside the University Building, e.g. classrooms, Library, Discussion Room, Labs, Studios, Corridors, etc.
 - Playing loud music in the car within the University premises.
 - Rash driving inside the University premises.
 - Bullying, Hooting, Harassing or fun making of other students.
 - The entry or parking of cars, motorcycles, and bicycles, etc. other than the designated areas.

h. Major Violations

The following may be considered as Major Violations under clause 1.8 of Disciplinary Cases Rules & Regulations.

- i. Indulging in undesirable acts of gambling.
- ii. Use of intoxicants, alcoholic liquor, and narcotics.
- iii. Keeping firearms or other weapons, even if licensed.
- iv. Use of abusive language.
- v. Participate in any unauthorized political, religious or sectarian activity/group.



GIFT University

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