

**GOVERNMENT COLLEGE UNIVERSITY,  
FAISALABAD**

**1<sup>st</sup> in Punjab**

**2<sup>nd</sup> in Pakistan**

**Among Top 601-800 Universities of the World**

**Students' Handbook  
Of  
Semester Rules  
2026**



**Directorate of Undergraduate Studies**

**Students' Hand Book of Semester  
Rules 2025**

**Page 1**

## **1. Short title, Extent, Commencement & Application**

- i- These rules shall be called Government College University Faisalabad Semester Rules for Undergraduate programs, 2025.
- ii- These extend to all programs in the whole University, Sub-Campuses, and Affiliated Colleges.
- iii- These shall come into force with effect from Fall Semester 2025-26.

## **2. Definitions**

- i- **“Academic Year”** An Academic Year runs from September to August. There are two regular semesters (Fall, Spring) and one Summer Semester in it.
- ii- **“Credit Hour”** means one lecture hour and / or one session (two to three hours of practical work per week) for sixteen weeks.
- iii- **“Degree”** means a document awarded ‘by the University to a candidate who has fulfilled the requirements for Undergraduate or Graduate or Postgraduate program.
- iv- **“Examination”** means any form of evaluation to assess a candidate’s performance.
- v- **“Final Examination”** means the examination held at the end of a regular semester upon completion of the study period of each semester.
- vi- **“CGPA”** is the Cumulative Grade Point Average for the semesters.
- vii- **“GPA”** stands for Grade Point Average of a semester ranging from 0 to 4.0.
- viii- **“Grades”** are the letters or points awarded to the students based on the earned score
- ix- **“I-Grade”** means the Incomplete Grade.
- x- **“Improve”** means a course taken to improve the grade already scored.
- xi- **“Mid-term Examination”** means the evaluation to be held during the semester. Mid-terms will be held after completing 8 weeks of studies or as determined by the Department concerned.
- xii- **“Repeat”** means a course taken again after failing in previous attempt.
- xiii- **“Special Examination”** means a chance given to the students on medical/emergency grounds in lieu of the scheduled examination.

xiv- **“Semester”** means a period of academic activities, normally 18 weeks including sixteen weeks of instruction, and two weeks of examinations.

xv- **“Student”** means a person enrolled in an academic program of the University as per prescribed procedures.

xvi- **“Subject”** means a course of studies as prescribed in the detailed syllabi, whose successful completion of the program is mandatory.

xvii- **“Summer Semester”** means a period of academic activities, of 8 to 10 weeks including 8 weeks of instruction, and two weeks of examinations.

xviii- **“Syllabi”** means syllabi of the concerned discipline approved by the Statuary Bodies.

xix- **“W-Grade”** means withdrawn course that will not be counted in CGPA calculation.

### **3. Admission Criteria**

All the admissions will be made according to the admission policy given in the prospectus.

### **4. Duration of Semester**

There shall be 2 semesters (Fall and Spring) of 18 weeks each in an Academic Year, followed by a summer semester of 10 weeks. The commencement of semesters shall be notified by the Director Academics.

(**Explanation:** Out of 18 weeks of a semester, 16 weeks shall be actual teaching time; the rest may be utilized for enrollment, examinations and declaration of results, etc. and likewise Out of 10 weeks of a Summer Semester, 08 weeks shall be actual teaching time; the rest 02 weeks may be utilized for enrollment, conduct of examinations and declaration of results, etc.)

### **5. Transfer of Credit Hours/Migration**

i- Credit hours may only be transferred between HEC Recognized public sector Universities (main campus). This facility will not be provided to sub-campus of any Public Sector University or any Affiliated College.

ii- Migration shall be allowed after successful completion of at least one Academic Year, having CGPA 3.00 out of 4.00,

iii- Maximum 50% of total credit hours shall be transferred in a program.

iv- Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University. Credits of a course passed in "D" grade will not be transferred and counted in calculation of total credit hours.

v- The percentage of the students in the courses which were passed from the parent University will be considered at the minimum percentage of the respective grade of this University in the GPA/ CGPA i.e. 'A' grade=85%, 'A-' grade=80-84%, 'B+' grade=70-79%, 'B' grade = 65-69%, 'B-' grade = 60-64%, 'C+' grade= 55-59%, 'C' grade= 50-54%, 'C-' grade= 45-49% and 'C' grade= 40-44%, (irrespective of his/ her percentage acquired at parent University while granting migration) and this practice will be continued in future migration cases on the recommendations of Equivalence Committee provided that:

i.the contents of the course(s) for which credit is claimed, are identical/ similar to the course in new planned course work.

ii-the course for which credit is claimed has not been used for any other degree.

iii- a course studied to qualify a degree will not be taken/ considered for any other and higher degree program;

iv- credit earned for a course shall lapse on the expiry of five years for regular student and seven years for part-time student from the end of the semester in which the course was qualified. The Dean/Coordinator may revalidate the lapsed courses for special reasons to be recorded;

v-higher Education Institutes are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single class and issue the students a transcript for the courses completed.

## **6. Course of Study**

i- all courses will be designated appropriate three-digit course code numbers and will be preceded by suitable alphabets (three letters) indicating the name of the respective department.

ii- the teachers / instructors will be required to handover detailed course outline to the students within 7 days of the beginning of a

semester and will send a copy of course outline and work plan to the Chairman of the concerned department.

iii-a full-time student can enroll credit hours in a semester including regular plus repeat / re-sit courses according to the following table:

## **Degree Regular Repeat / Re-Sit Total**

BS      15-18    06                      21-24\*

\*One additional credit hour can be allowed by the respective Dean on the written request of student on the recommendation of Chairperson of the department.

iv- No course shall carry more than 4 credit hours.

v- For Repeat / Re-sit / Improvement / Re-enrollment of courses within the semester residential period, per credit hour / course fee will be charged.

vi- For Repeat / Re-sit / Improvement / Re-enrollment of courses within the summer semester, prescribed course fee will be charged.

vii- For Repeat / Re-sit / Improvement / Re-enrollment of courses beyond the residential period, full semester fee will be charged.

### **7. Deficiency Courses**

1. If the course(s) studied by a candidate in his /her previous degree (on the basis of which admission is requested) does not provide adequate background for the degree program of study, he/she may be required to rectify the deficiency by taking additional course(s) as determined by the respective Departmental Board of Studies. Students may enroll in the deficiency course/s during the summer semester.

### **8. Medium of Instruction**

The medium of instruction and examination shall be English (except for Faculty of Islamic and Oriental Learning, which may be Urdu or their relevant subject languages).

### **9. Cancellation of Admission**

Any student consistently found absent from classes during first four weeks; after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

### **10. Summer Semester**

i- A student who wants to take "Audit" or "Deficiency" or "failed Course", he/she may enroll in Summer Semester.

ii- A student of (BS/ ADP or equivalent) who has failed any subject or wants to improve his/her "D/lowest" grade may be allowed to register in Summer Semester.

iii- A student shall be allowed to register for only two to three courses in a Summer Semester.

iv- In the Summer Semester, a course will be offered for minimum **one** student only for last semester or expected dropout. However, in a course will be offered to at least 3 students as special case on the recommendations of the Chairman of the Department and the Dean of the Faculty.

v- A prescribed fee will be charged per course per student within the Summer Semester.

vi- A teacher shall be allowed to teach not more than two courses in Summer Semester. Furthermore, the students of sub-Campuses and affiliated collages on the recommendation of the Director/Principal and after getting approval from Director (Acad) can allow to enroll the failed/repeat/improvement courses in the summer semester at their respective sub campuses/affiliated colleges. It is provided that 30% of the fee per course will be paid to the University at the time of enrollment.

### **11. Discontinuation / Freezing & Defreezing a Semester**

i- A student may discontinue/freeze an enrolled semester before appearing in the final examination with the permission of the Vice Chancellor obtained through Directorate of Undergraduate Studies, on the recommendations of the Dean/Coordinator of respective faculty and Director/ Chairperson/ In charge on account of sickness duly certified by the University Medical Officer or due to circumstances beyond his/her control subject to fulfillment of condition that the student has passed the final examination of previous semester with minimum prescribed GPA/CGPA required for the said degree program.

ii-The facility of freezing will be allowed only once during the whole degree program and for two semesters only (one Academic Year).

iii- A student so permitted to freeze is required to resume his/her studies after the ensuring two semesters (one freeze semester and other gap semester with zero credit hour) on the recommendations of Director/ Principal/ Chairman concerned and the Dean/Coordinator and notification by the Directorate of Undergraduate Studies. However, the resumption of semester in Undergraduate program will be after one Academic Year with junior batch.

iv- During the semester freeze, bonafide status of the student shall remain suspended. The student will not be entitled to avail any

privilege as that of a regular student. Student must submit complete fee dues for a freeze semester and Rs. 5,000 for the gap semester for Undergraduate programs to maintain his studentship.

v- A candidate shall not ordinarily be allowed to freeze his/her studies during 1st semester. However, in case of circumstances beyond his/her control i.e. accident/severe illness his/her admission may be retained subject to the approval of the Vice Chancellor.

vi- Application for deferment of the 1st semester within four weeks of the start of semester can be made by the student(s) in special cases and will be approved by the Competent Authority. In case of acceptance of the request, the student will restart semester-1 with the next admitted batch.

vii- For the defreezing of a semester, the student will have to submit the request to the Authority through the Chairperson at least 2 weeks before start of the semester.

viii- The student will have to pay full semester dues at the prevalent rate at rejoining time and shall be required to follow all the Rules & Regulation prescribed for new session as applicable for Undergraduate Programs.

ix- The freezing period (time of absence) will be included in the stipulated residential period for the program.

## **12. Enrollment/ Course Registration**

i- An application for enrollment in a course/s on the prescribed "Course Registration Form" accompanied by proof of fee paid (bank receipt) shall be presented in the Directorate of Undergraduate Studies duly signed by respective Chairperson and Dean of faculty.

ii- The office of the Dean/Coordinator under special circumstances and on payment of late fee may permit a student to enroll within 2 weeks after the commencement of the class.

iii- .

iv- The Vice Chancellor may allow a student to enroll till the last day of the 4th week after the commencement of classes, with double late fee.

v- Enrollment in absentia is not allowed. Student is required to be present in person for enrollment with a proof of identification.

vi- Enrollment will only be considered complete when Course Registration Form (UG CR Form) is submitted to the office of the Director Undergraduate Studies within 02 weeks.

vii- The students of first semester may be allowed to revise his/her Course Registration Form within 30 days of the last date of enrollment.

### **13. Revision of Course Registration Form**

i- A student may be permitted to revise his/her Course Registration Form within 02 weeks from the commencement of classes. After this period, he/she may be allowed to revise Course Registration Form up to 03 weeks from the commencement of classes on payment of prescribed Course Registration Form revision fee.

ii- A student of the first semester may be allowed to revise Course Registration Form within 30 days of the last date of enrollment.

### **14. Repeating/Improving Courses**

i- Whenever a student gets 'F' grade, he/she has to repeat the course, whenever offered. However, "F" grade obtained will also be recorded on the transcript in the relevant semester.

ii- Undergraduate and Master level students may be allowed to repeat course(s) in which she/he has obtained grade below "C". In such a case, both the previous and new grade obtained will be recorded on the Transcript. However, only the better grade shall be counted in the calculation of CGPA.

iii- In case of CGPA improvement, it would be recorded with (Imp) on the Transcript.

iv- Two chances will be allowed to repeat the subject in the program (maximum three takes per subject).

### **15. Change of Course and Course Waiver**

A student can change a course within 2 weeks from the commencement of classes and he/she has to submit the revised course registration form.

### **16. Class Attendance**

i- A candidate with less than 75% of the attendance in a course shall not be eligible to appear in the final examination.

ii- In exceptional cases / hardship cases the following exemptions may be granted.

a. 5% by the Dean of the Faculty on the recommendation of the Chairperson of the Department.

b. Additional 5% by the Vice Chancellor

iii. A student may apply for leave(s) in case of illness, family circumstances and in emergency. The maximum length of leave with related terms and conditions are as under

A	Leave for Umrah/Ziarat (One Time in Degree)	15 days leave (including weekend) with makeup classes facility
B	Leave for Hajj (One Time in Degree)	40 days leave (including weekend) with Makeup classes facility
C	Medical Leave for major diseases (Surgery, major accident, maternity & Operation etc.) Note: Medical Leave for major diseases (Surgery, major accident, Operation and maternity in the (BS Programmes will be a maximum of 2 time in a Programme)	i. Maximum upto 30 days (including weekend) with Makeup classes facility. Note: The leave will be granted on provision of Medical Certificate of Medical Superintendent DHQ level Hospital and consequent upon the recommendations of University Medical Officer.
D	Medical Leave for minor diseases other than above iii-medical leave	i. Maximum upto 09 days leave (including weekend) ii. The leave will be granted on provision of Medical Certificate of Medical Superintendent, DHQ level Hospital and

		consequent upon the recommendations of University Medical Officer. iii. The leave days will be exempted from his/her attendance account
E	Marriage Leave/Ex Pakistan Leave and other etc.	i. Maximum upto 09 days leave (including weekend) Note: The leave days will be exempted from his/her attendance account.

## **17. Examinations**

### **17.1. Examination Fee**

1. University examination fees shall be charged at the time of enrollment of each semester.

### **17.2. Tests and Examinations**

- i. There shall be two mandatory examinations in each semester i.e., Mid Term and Final Term. Any student absent in the final examination shall be considered fail. In addition to these examinations, the teacher shall give home assignments and quizzes etc. to the students. The teacher will be solely responsible for deciding the mode, conduct as well as evaluation of examination in his/her course. The grade given by the teacher shall be final.
- ii. The mid-semester examination shall be held during the 9<sup>th</sup> week of the semester and carry 30 percent of the total allocated marks for the course. This examination shall be held by the concerned teacher according to the University rules.
- iii. For the purpose of evaluation, one credit hour will carry 20 marks e.g., a four credit hours will carry 80 marks. These marks will be divided in accordance with the credits assigned to theory and practical (where applicable) for each course.
- iv. To pass a deficiency course, a student is required to obtain at least "C" grade.
- v. The following weightage shall be given to the examinations, home assignments, etc.

(a) Mid Semester Examination	30%
(b) At least 02 Assignments and 02 quizzes/ presentations.	20%
(c) Final Examination	50%
<b>Total</b>	<b>100%</b>

- vi. The scripts of each examination shall be discussed with the students.
- vii. To qualify for a course, it is essential to pass separately the theory and practical (where applicable) examinations with aggregation to be at least 40% except for Engineering and Pharmacy Degree programs where aggregation pass marks requirement is 50%.
- viii. The duration of the examination shall be as under;  
Mid-Semester Examination (One hour) Final Examination (Two to three hours)
- ix. Question paper for the mid and final term examination shall be set by the respective teacher. However, Chairperson/ Principal/ Director/ Departmental In charge shall ensure the quality and standard of the question paper set by the teacher.
- x. The teacher shall send the final award list of the course through the respective Chairperson to the office of the Controller of Examinations within 10 days after the end of a semester. The Dean/Coordinator may condone the delay in result submission. A copy of the award list should also be sent to the office of the Director/Principal/Chairman and the Dean/Coordinator concerned.
- xi. On receipt of the award lists, the Controller of Examinations shall notify the results and send copies to the office of the Dean/Coordinator, Director/Principal, and the Chairman of the concerned Department.

**17.3. Departmental Examination Committee**

This Committee shall have a proper role in supervising and evaluating the conduct of all examinations in the Department. The Committee may comprise the following:

- i. Chairperson/ In charge of Department (Convener)
- ii. Two faculty members of the Department (one may be program coordinator, the other as Secretary of Committee)

**17.4. Conduct of Examination**

- i. All tests and examinations shall take place on the premises specified by the Departmental Examination Committee.

- ii. The schedule of tests and midterm/final examinations shall be notified by the Departmental Examination Committee at the beginning of the Semester or whenever these are announced by the Office of the Controller of Examinations.
- iii. Students are responsible for checking the date, time and location of their examinations from the given schedules.
- iv. A student who is unable to take an examination due to reasons beyond his/her control (e.g., serious illness, accidental events etc.) may be permitted to take the special examination.
- v. For all examinations, the students may be required to show their students ID cards or personal ID for verification purpose. Students, who are unable to present their ID cards, if required, may not be allowed to sit in the examination.
- vi. Student must write the program title, subject title, course code (course title) and his/her registration number and mark, signature clearly on the front page of his/her answer sheets.
- vii. The record of question papers/marked scripts/ Midterm Examination/ Final Examination etc. shall be preserved by the Controller of Examinations for two years after the completion of the degree program.
- viii. Provisional announcement of the result of a program will be made by the Controller of Examinations.
- ix. Final Notification of the results shall be made by the Controller of Examinations by displaying on the University Notice Board/ Gazette/ University Website.

#### **17.5. Grade Point Average**

- i. Grade point and equivalence between letter grading and numerical grading shall be as follows:

Grade	Value	Marks (%)
A	4.00	85% or above
A-	3.75-3.95	80% to 84%
B+	3.35- 3.70	70% to 79%
B	3.00-3.28	65% to 69%
B-	2.70-2.94	60% to 64%
C+	2.35-2.63	55% to 59%
C	2.00-2.28	50 to 54%
C-	1.50-1.90	45 % to 49%
D	1.00-1.40	40 to 44%
I	(Incomplete)	
F (Fail)	0	<ul style="list-style-type: none"> <li>• Less than 40% for undergraduate &amp; master level programs.</li> <li>• Less than 50% for MS/MPhil/PhD.</li> </ul>
W	(Withdrawn)	Will not be included in GPA calculation.
* There is no "D" and "C-" Grades in Pharm-D, Electrical Engineering, MPhil and PhD programs.		
In order to calculate the GPA, multiply Grade Point (next page) with the Credit Hours in each Course to obtain total grade points, add up to cumulative Grade Points and divide by the total number of Credit Hours to get the GPA for a Semester.		
$\text{GPA} = \frac{\sum (\text{GP} \times \text{Credit Hours}) \text{ courses of a semester}}{\text{Total Credit Hours of a semester}}$		
For calculating CGPA, sum total of GPs in a semester earned in different courses multiplied by respective credit hour of a course and divided by total numbers of credit hours.		
$\text{CGPA} = \frac{\sum (\text{GP} \times \text{Credit Hours}) \text{ of all courses in a programme}}{\text{Total Credit Hours of all courses in that Programme}}$		

Grade	Value	Marks (%)	Remarks
A	4	80 - 100	Excellent
B	3 - 3.99	65 - 79.99	Good
C	2 - 2.99	50 - 64.99	Satisfactory
D*	1 - 1.99	40 - 49.99	Pass
I	0	Zero	Incomplete
F	0	Less than 40 %	Fail

\*Only for BS and Master Degree Programs. There is no "D" Grade in MPhil and PhD and BSC Pharm-D.

- ii. For the BSc electrical (telecommunication) engineering and BSc Engineering / Electrical / Electronics / Telecommunication Technology programmes grade point and equivalence between letter grading and numerical grading shall be as follows:  
Grade point (GP) shall be determined on the basis of numerical grade in the following table:

Percentage Marks	Grade Point (GP)	Percentage Marks	Grade Point (GP)	Percentage Marks	Grade Point (GP)	Percentage Marks	Grade Point (GP)
Grade "D" Range of Numerical value		Grade "C+" Range of Numerical value		Grade "B+" Range of Numerical value		Grade 'A' Range of Numerical value	
40	1.0	55	2.35	70	3.25	85.0 and above	4.00*
41	1.1	56	2.42	71	3.30		
42	1.2	57	2.49	72	3.35		
43	1.3	58	2.56	73	3.40		
44	1.4	59	2.63	74	3.45		
Grade "C-" Range of Numerical value		Grade "B-" Range of Numerical value		75	3.50		
45	1.5	60	2.70	76	3.55		
46	1.6	61	2.76	77	3.60		
47	1.7	62	2.82	78	3.65		
48	1.8	63	2.88	79	3.70		
49	1.9	64	2.94				
Grade "C" Range of Numerical value		Grade "B" Range of Numerical value		Grade "A-" Range of Numerical value			
50	2.0	65	3.00	80	3.75		
51	2.07	66	3.05	81	3.80		
52	2.14	67	3.10	82	3.85		
53	2.21	68	3.15	83	3.90		
54	2.28	69	3.20	84	3.95		

students who secure 90% or above would be placed in the Deans Honor list.

Note: Fraction in obtained percentage marks of a course will be rounded to the next whole number. i.e. 52.1% and 52.9% rounded to 53%.

If a student fails to obtain prescribed CGPA at the end of each Academic Year (after two consecutive Fall and Spring Semesters and summer semester) his/her admission shall stand cancelled. However, the student may seek fresh admission.

The following CGPA is required to retain admission in a program and successful completion.

**For Undergraduate Degree Programs:**

- a. after first Academic Year (including summer semester), required CGPA is 1.70
- b. for the completion of academic program, the required CGPA is 2.00. After 1st academic year, a student, who obtains CGPA less than 1.70, he/she will be dropped out from University rolls. And if after 1st academic year, a student, who obtains CGPA 1.70 but less than 2.00, he/she will be promoted on probation (This para should be read in conjunction with 21.7).

However, for undergraduate programs, if a student is dropped out in 6<sup>th</sup> semester, then two years Associate Degree in the concerned area of study can be awarded to him/her on request, subject to approved of the competent Authority.

**PROMOTION and PROBATION (BS)**

At the end of each academic year (including summer), the student with Cumulative Grade Point Average (CGPA) of 1.70 or more but less than 2.00 shall be promoted to the next semester on probation.

A student with a GPA/CGPA below 1.7 is automatically dropped from the University rolls.

However, at the end of 5th and 7th and subsequent semesters, a student with a CGPA below 1.7 (after availing the maximum chances of probations and summers), shall cease to be the student of the University. However, such a student may apply for an Associate Degree if eligible as per rules.

There shall be two probations allowed for BS in an academic Program. A student who has been declared to be dropped out in 1st, 2nd or subsequent academic years may be re-admitted to the first semester as a fresh candidate.

#### REQUIRED CREDIT HOURS AND DURATION OF DEGREE PROGRAMS

Following is the minimum and maximum duration of academic programs

DEGREE PROGRAM	CREDIT HOURS	DURATION	
		MINIMUM	MAXIMUM
Under Graduate Program (BS and BBA etc.)	130	4 Academic Years	6 Academic Years

#### REQUIREMENTS FOR THE AWARD OF DEGREE

Within the framework of General Rules/Regulations for the award of a graduate degree, special/specific rules may be applicable to certain degree programs. These rules may be issued by the University in order to ensure quality standards and performance of the candidates. Candidate will be awarded the relevant degree, provided that he /she has:

- (a) undertaken a program of study for a period not less than the prescribed period of study given for that program.
- (b) completed the total credit hours of courses as stated in the regulations for that degree;
- (c) passed the prescribed examinations;

## **CALCULATION/COMPILATION OF THE FINAL RESULTS**

The CGPA will be reported up to two decimals and in case of a tie merit, position will be determined on the basis of the weighted percentage marks obtained.

20.11.2 Compilation and notification of the results will be issued by the office of the Controller of Examinations.

### **17.7. Requirements for the Award of Degree**

Within the framework of General Rules/Regulations for the award of a graduate or a postgraduate degree, special/specific Rules may be applicable to certain Degree programs. These rules may be issued by the University in order to ensure quality standards and performance of the candidates.

Candidate will be awarded the relevant degree if he /she has:

- i. undertaken a program of study for a period not less than the prescribed period of study given for that program.
- ii. completed the total credit hours of courses as stated in the regulations for that degree.
- iii. passed the prescribed examinations.
- iv. fulfilled minimum course work and lab work requirements.

### **17.8. Calculation/Compilation of the Final Results**

- i. CGPA will be reported up to two decimals but for determination of merit position CPGA will be calculated up to four decimals. In the case of a tie, merit position will be determined based on the weighted percentage marks obtained.
- ii. all students obtaining a CGPA of 4.0 will be declared on the Honors List.
- iii. compilation and notification of the results will be made by the controller of Examinations.

### **18. Special Examination and Incomplete Grade**

Absence from any scheduled examination is permissible only in extreme situations beyond the control of the student as approved by the Vice Chancellor. Serious illness of the student or death of the immediate family member is regarded as a legitimate reason for scheduling a special examination. Even in an emergency, the

student or someone on his / her behalf must inform the Chairperson of the Department in writing before the examination is held. Request for scheduling a special examination must be made by student and submitted to the Chairperson, along with other required documents, within one week of missing the examination. The Chairperson will send the case to Controller of Examinations for notification after the approval of the Competent Authority. The special examination of the mid semester examination will be managed by the concerned teacher and chairperson of the department before the commencement of the final examination whereas, special examination of the (missed) final semester examination must be held during the next summer break or before the Midterm examination of next semester. Such a candidate shall be given Incomplete Grade ('I' Grade). Private arrangements for special examination between a student and the teacher are not allowed.

#### **19. Student Grievances against course instructor**

A 05-member Committee consisting of 02 senior faculty members, relevant chairperson of the department and dean, headed by Controller of Examinations should be constituted to redress the grievances of the students about any course instructor or grades or for any other issue.

In respect of grade, a student must submit the grievance application if any, in writing to the Chairperson the Department within (07) seven working days of the receipt of the grade. The Chairperson of Department shall forward the grievance application to the Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.

A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.

All departments should have a 3-member Committee headed by a senior faculty member to redress the grievances of the students about any course instructor or grades or about any other issue.

### **COURSES ON PASS/FAIL BASIS FOR UNDERGRADUATES**

Courses can be taken only to meet the basic requirement for the respective degree program, and the grade awarded toward these courses will not be considered in calculating the GPA or CGPA.

### **CANCELLATION OF ENROLMENT**

If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

### **INDISCIPLINE IN EXAMINATIONS**

If any candidate is found guilty of following acts, his/her case will be submitted to Unfair Means Cases Committee constituted by the University. This committee will be constituted of 02 senior faculty members, Director of Students Affairs, headed by a senior Professor of the University.

- i. removes a leaf from his/her answer book, the answer book shall be cancelled.
- ii. submits forged or fake documents in connection with the examination.
- iii. Commits impersonation in the examination.
- iii. copies from any paper, book or notes.
- iv. mutilates the Answer Book.
- v. possesses any kind of material which may be helpful to him/her in the examination.
- vi. does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- vii. refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- viii. misbehaves or creates any kind of disturbance in or around the examination center.
- ix. uses abusive or obscene language on the answer script.
- x. possesses any kind of weapon in or around the examination center.

- xi. possesses any kind of electronic device which may be helpful in the examination
- xii. his/her case shall result in the following penalties keeping in view the nature and intensity of offence:
  - (i) cancellation of paper\*
  - (ii) suspension from programme for one semester
  - (iii) heavy and light Fine
  - (iv) expulsion forever from the University (v) Any other.\* Unfair Means Cases Committee will decide  
Whether or not the student will have to appear in summer semester/with regular semester for the cancelled paper.

## **20. Code of Academic Integrity**

**i-** Every member of the University community is responsible for always upholding the highest standards of honesty. Academic honesty is expected from all the concerned (the students, teachers, technical and administrative staff etc.) of all levels.

**ii-** Cheating, that is, using or attempting to use unauthorized assistance, material or study aids in examinations or academic work will be called for disciplinary action.

**iii-**Plagiarism: using the data, or written material without specific or proper acknowledgment is an academic dishonesty that shall result in disciplinary action.

**iv-**Tempering or an attempt to temper any academic record or transcripts in any manner will result in the termination of the study of the student involved.

**v-**Exchanging or passing information to other students through any electronic or network means during an examination is considered cheating and shall be liable to disciplinary action.

**vi-** Any form of unfair means or irregularity by a student or a group of students will be immediately reported to the Departmental Examination Committee which will forward it to Discipline Committee (Examinations) for establishing facts and fixing responsibility/ies. Severity of penalty imposed on the student can range from termination or expulsion from the Programs for a specified period to monetary fines or both.

## **21. Equivalence Committee\*\***

For admission of candidates from other Universities, Colleges, Institutes, etc. to this University whose courses/examinations are different from the corresponding courses/examinations of this university, a standing committee of the Academic Council called the Equivalence Committee, shall be set up to examine the cases of such students and make recommendations to Vice Chancellor for final approval on behalf of the Academic Council. The members of the Equivalence Committee shall hold office for two years.

\*\*Regarding conversion of grades/marks obtained in Semester system into Annual system or vice versa.

## **22. Vice Chancellor's Authority in Special Cases**

Notwithstanding anything contrary to these Rules, the Vice Chancellor shall have the powers conferred by the statutory bodies to issue orders, directions or instructions for the smooth working of the academic's affairs of this University and on the issue(s) which are not covered under these "Rules", where any rule(s) /Regulation(s) are silent or in cases of ambiguity or discrepancy as regards into the interpretation of these Rules, the decision of the Vice Chancellor shall be final.

## **23. General**

i- All the academic matters shall be routed through proper channel i.e. through the Chairperson/In charge of the Department/ Director and Principal/Dean/Coordinator of the faculty concerned.

ii-Office of the Director, Undergraduate Studies will maintain student's record for 3 years after the declaration of the final result. After that period, the records may be disposed off with the permission of the Vice Chancellor.

# FACILITIES AT GCUF

## 1. Scholarships

Scholarships available in GCUF

- Chief Minister Honhaar Undergraduate Scholarship program
- HEC needs base merit Scholarship
- Punjab Educational Endowment Fund (PEEF) Bachelor Program
- Special Quota PEEF Bachelor Level Scholarship Program
- Chief Minister Merit Scholarships (CMMS)
- The Pakistan Scottish Scholarships scheme (PS3)
- Karwan-e-illm foundation
- Interloop need base Scholarships
- Punjab Zakat Department (MORA) Scholarships
- District Council internal merit Scholarships of Punjab Districts
- Pakistan Bait-ul-Mal Scholarships
- Diya Foundation Scholarship
- Fauji Foundation Scholarship
- Sitara Group of Chemical Merit Scholarship
- National Bank Loan Scheme
- Financial Assistant Form University Zakat fund

## 2. IT Services

- Student Portal
- Free WiFi
- Free download facility for research reference online academic research

## 3. Library Services

- Digital Library
- Main Campus Library
- Fatima Jinah Library (New Campus)
- Departmental Libraries

## 4. Hostel Facilities

- Mission to provide a secure, peaceful and healthy living environment for female's students.
- The University Hall council currently maintains thirteen girls hostel, including three located in main campus (Hall Council I) and 10 situated on the new campus named as Hall council II, III and VI which offer residential accommodation for 4,000 students approximately.

## 5. **Transport Facility**

Transport facility is provided to the students admitted for regular programme to the duration of regular academic session. It is generally not provided after the end of academic session for any purpose like summer semester reappear examination/make up examination/PEP classes etc.

## 6. **Health Care Centre**

Government College University, has two well established Health Care Centers with a team of qualified medical Doctors in Old and New Campuses.

The Medical Health Centre provides first aid and outdoor medical facilities to the students. The outdoor medicines are also provided to the students and emergency cases are referred to Allied Hospital and DHQ hospital on University Ambulance.

## 7. **Sports**

Objective is to provide National and International Players for promotion of Sports at University and National Level.

- Cricket
- Foot Ball
- Hockey
- Volley Ball
- Basket Ball
- Badminton
- Table tennis
- lawn tennis
- Squash and Athletics.
- Others

## 8. **Extra Circular Activates**

- Reader's Club
- Writer's Club
- Beaconite Pharmacy Society
- Blood Donation Society

- Character-Building Society
- Cultural Society
- Dramatics & Performing Arts Society
- Arts and Fashion Society
- ARK Media Club
- Green Youth Movement
- Majlis e Rumi
- Peace Harmony Society
- Pharmacy Society
- IEEE Society
- Horticulture Society
- Jinnah Debating Society
- NFAK Music Society
- Quiz Society

Patron-in-Chief  
**Prof. Dr. Rauf-I-Azam**  
Vice Chancellor  
GC University Faisalabad

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