

## **INTRODUCTION**

This is an official publication of Gandhara University Peshawar.

Gandhara University student hand book contains guidelines, orders, instructions, statutes, rules, regulations, policies, procedures and such other contents, for the information and guidance of and compliance/implementation by the students, faculty and academic staff of the university. Contents of this handbook are mostly extracts from the Gandhara University ordinance and Pakistan Medical and Dental Council academic regulations and Higher Education Commission of Pakistan guide lines.

The policies and procedures contain in this book are subject to change from time to time as and when deemed appropriate by the university to fulfill its mission and objective. The university reserves the right to implement such changes without prior notice.

Apart from academic activities at Gandhara University you will also find the opportunity to participate in a number of co-curricular programs to grow as a balance person.

The university administration wishes you good luck and a rewarding experience here at Gandhara University.

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# Chapter 1

## PROGRAMS OF STUDY

The Gandhara University offers the following Programs of Study.

### 1 UNDERGRADUATE PROGRAMS

MBBS	Medical LabTechnology
BDS	HealthTechnology
Pharm-D	Dental Technology
B.Sc (Hons)	Radiology
B.Sc Nursing	Anesthesia
LHV	

### 2. POSTGRADUATE PROGRAMS:

- ❖ MDS (Oral Surgery)
- ❖ MDS (Orthodontics)
- ❖ MDS (Prosthodontics)
- ❖ MDS (Operative Dentistry)
- ❖ M.Sc (Operative Dentistry)
- ❖ M.Sc (Periodontology)
- ❖ M.Phil (Oral Biology)
- ❖ M.Phil (Science of Dental Materials)
- ❖ M.Phil (Oral Pathology)
- ❖ MPH (Master of Public Health)

***The following Postgraduate programs will soon be started on receipt of approval from Ministry of Health Science Government of Pakistan.***

- ❖ M.Phil (Physiology)
- ❖ M.Phil (Pharmacology)
- ❖ M.Phil (Forensic Medicine)
- ❖ M.Phil (Histopathology)
- ❖ M.Phil (Hematology)
- ❖ M.Phil (Chemical Pathology)
- ❖ M.Phil Leading Ph.D (Anatomy)
- ❖ M.Phil Leading Ph.D (Biochemistry)

# Chapter 2

## STUDENT ADMISSION AND POLICIES

### 1 ADMISSION:

Admissions to Undergraduate and Postgraduate programs of Gandhara University and its constitute institutions are granted on the basis of merit alone as determent according to the accreditations bodies i.e. Pakistan Medical and Dental Council/Pakistan Nursing Council/ Pharmacy Council of Pakistan/Higher Education Commission rules and regulations for admissions.

Applicants for admission are provided with prospectus, which provide details about the admission procedure. You may also obtain the essential detail for your particular program by visiting the university website. [www.gandhara.edu.pk](http://www.gandhara.edu.pk)

### 2 REGISTRATION:

After joining, you will be required to register for the program you applied. Fee is to be paid on or before the date notified by the university.

### 3 CANCELLATION OF ADMISSION DUE TO ABSENCE/NON-PAYMENT OF DUES/FEE

Admission of the student will be cancelled in the following cases:

- Repeated absence from lectures, practical classes, seminars, tutorials, demonstration and hospital wards for two weeks without valid reason will make a student liable to be expelled from the college.
- If an enrolled student does not pay fee or any dues with in thirty days of the date notified by the university.

### 4 GENERAL RULES AND REGULATIONS:

1. In dealing with any breach of discipline, infringement of any of the rules and regulations mentioned below the principal of the concerned institution may take any action deemed appropriate including fine, suspension, rustication or expulsion. The fine imposed may be up to a maximum of Rs. 5000/-

2. Students have to observe discipline and avoid making noise while in the college or hospital premises.
3. Students are forbidden to indulge in any improper behavior or activity in the college and hospital premises during or after the college hours.
4. Student found indulging in acts such as loitering, making noise, sitting on stairs or places other than allocated areas, wall chalking, putting posters in un-authorized areas or any other any acts deemed unbecoming by the college authorities shall be liable to appropriate disciplinary action.
5. All the students are responsible for good care and maintenance of machinery, equipment and models used during training. They will have to pay the cost, if damaged or lost. Breakages are to be reported immediately to the teacher.
6. Any student breaking or damaging college property shall be required to pay in cash, or repair or replace the article damaged. In case of willful damage, he/she shall be punished accordingly by the disciplinary committee.
7. Students are not allowed to bring any outsider in the premises of the institution without prior permission of the Principal.
8. Students are not allowed to bring / use cell (mobile) phones in the premises of the Institutions. If students are found having / using the cell (mobile) phone, the cell (mobile) phone will be confiscated.
9. All accidents/irregularities, negligence of duties and breach of discipline have to be reported to the principal of the concerned institution, by the teacher.
10. The College and Hospital are no Smoking Areas.
11. Parents/Guardians are expected to cooperate with the college authorities by prevailing upon their children/wards not to take any part in anti-institutional activities.
12. Any student who indulge in anti-institutional activities or other unbecoming acts will be liable to appropriate disciplinary action.

## **5 PROCTORIAL BOARDS:**

Proctorial boards are constituted for separately institution in order to maintain proper discipline on the campus. The Boards are composed of chief proctors, staff proctors and students proctors (Male & Female) from each class.

Rules and regulations are framed and are meant to be implemented & strictly observed in a disciplined atmosphere. The Proctorial Board shall take prompt action in case of misconduct/breach of discipline and recommend appropriate punishment (i.e. fine,, suspension rustication and expulsion) for students found guilty depending upon the seriousness of the offense. It also takes preventive measures against ragging.

## **6 UNIFORM:**

1. Students must wear the prescribed uniform of the college.
2. Wearing of college uniform and overall is mandatory during the college hour (including lecture, tests laboratory /clinical work areas).
3. All the students should keep their college identity cards visibly displayed on their overalls. In case of loss it should be promptly reported to the principals/students affairs office. A duplicate card shall be issued after the prescribed payment.
4. Action will be taken against any students violating the uniform code, including denial of entry to the college and hospital premises and fine.

## **7 ATTENDANCE AND PUNCTUALITY:**

1. Every students is required to serve punctuality at the hours notified for lectures, demonstrations, seminars, tutorial classes, practicals, hospital teaching an all tests and examinations.
2. Every student shall be required to attend at least 75% of the lectures, seminars, tutorials, practical and clinical duties of each subject in each class. Falling which his/her name shall not be forwarded to the controller of examination Gandhara University for the purpose of examination. This also applies to the students who are readmitted after failing in any of the examination.
3. The margin of 25% of absence in theory lectures, demonstration and in hospital teaching is intended to cover absence only on account of sickness or special emergency considered justifiable by the Principal.

4. No student is allowed to leave the lecture rooms, auditoriums, tutorial rooms, laboratories or hospital wards without permission of the teacher or until classes are over.
5. Students are not permitted to remain in the lecture rooms, auditoriums, tutorial rooms, laboratories or hospital wards except at the prescribed hours.
6. Repeated absence from lectures, practical classes, seminars tutorials, demonstrations and hospital wards for two weeks without valid reasons will make a student liable to be expelled from the college. Clinical students shall be required to do work during vacations, if necessary.
7. The student will be considered absent if he/she is not present five minutes after the scheduled start of the lecture.
8. Leaving a lecture before the end of class, after being marked present will count as absent.

## **8 LEAVES:**

1. Student absenting themselves from the college or hospital work shall be liable to a fine imposed by the principal
2. A written application shall be sent to the principal by the student or his/her parent or guardian reporting his/her illness or cause of absence.
3. In all cases, leave taken will be at students own risk. As for as percentage of attendance is concerned, a medical certificate will not condone a deficiency in attendance (defined as more than 25% absence; (see above attendance and punctuality rule 3)
4. Sick leave even if sanctioned on medical certificate leading to absence in an examination will mean failure in that examination.
5. All sick student shall report to the specified outdoor clinic attached to the college before attending any other clinic. For sick leave recommended from out stations, the documents shall have to be verified by the attached teaching hospital of the college, before it is granted.

## **9 SMOKING/INTOXICATION:**

Smoking and intoxication is strictly prohibited in campus premises. A fine of Rs.5000/= on first offence and / or expulsion could result on repeated offence.

## **10 SEXUAL HARASSMENT:**

Sexual Harassment is considered grave misconduct at Gandhara University. Policy guidelines against such activities are held separately has complete document with campus (HoDs concerned).

## **11 FEE AND REFUND POLICY:**

1. Full fee /dues have to be deposited by the student at the time of admission to each year.
2. All students must pay their fee with in the due date as and when notified by the college. In case the students is unable to deposit his/her fee with in the due date, a fine of Rs.200/- per day will be charged for the first week and Rs.300/- per day will be charged for the second.
3. After the expiry of two weeks mentioned in the para 2, the name of the defaulting student will be struck off from the roll of the college. Readmission will only be allowed after payment of admission fee and fine.
4. The college reserves the right to revise fee as and when notified by the PM&DC.
5. Hostel fee, transport fee and examination fee are subject to increase from time to time, which will be applicable and payable by the student.
6. The college admission fee shall not be refunded in any case, if an admitted student wants to cancel his/her admission. The refund shall be made after submission of a written application duly signed by the parent/guardian.
7. The amount of refund will be determined according to the refund policy of PM&DC.

# CHAPTER 3

## POSTGRADUATE PROGRAMS

### 1 ADMISSION RULES FOR ALL POSTGRADUATE PROGRAMS

1. The admission of resident shall be carried out in the prescribed manner under the supervision of the Admission Committee for Postgraduate Dental Sciences.
2. Admission shall be made on the basis of academic record, entry/GRE test and interview.
3. Every candidate for admission shall be required to have:
  - a. BDS degree from a recognized institution
  - b. One year house job certificate from a recognized institution
  - c. Valid PM&DC registration
  - d. Entry/GRE Test
  - e. Interview
4. Each resident shall be required to pay tuition fee and other dues as may be determined by the University from time to time.
5. A selected candidate from a Government service shall obtain the deputation from his department. They shall route their applications through proper channel.
6. The selected candidates shall have to undertake a bond at the time of registration.
7. Students once registered with the University, shall not be given any refund of fee if they quit the program or dropped off from the program due to poor performance or disciplinary reasons.
8. Students dropped or struck off from the course due to shortage of attendance or poor performance or non-payment of dues or on disciplinary ground etc. shall not be granted re-admission.

10. The following shall not be eligible for admission:
  - a. Any one who has been rusticated or expelled by any university or college for misconduct or use of unfair means in the examinations or any offence involving moral turpitude.
  - b. Anyone who was admitted earlier to the postgraduate program but later was declared to have ceased to be a student of the university under the prescribed regulations.
11. Migration or transfer of postgraduate resident from one institution to other institution shall be permitted only under the prevailing rules of PM&DC and HEC.

## **2 GENERAL GUIDELINES OF THE COURSES**

1. The academic requirements for the postgraduate degree shall comprise course work and a Thesis, based on research in partial fulfillment of the requirement of the degree.
2. Each resident shall follow the syllabi and course of studies as prescribed by the University. The outline of syllabi and course of studies can be modified from time to time by the Academic Council with the approval of BASR, Gandhara University.
3. The registered resident has to complete more than 80% attendance in his/her course work each year and shall actively participate in the seminars, journal clubs, presentations, grand rounds and CPCs etc. The resident has to attend and participate in all mandatory workshops during the training.
4. Only 15 days casual leave per year shall be permitted to the resident during the training.
5. The resident who discontinue training for valid reasons like health, family problems, financial or other reason can rejoin the program, but the duration of discontinuity of the training shall not exceed one calendar year. In such cases the resident shall resume the training from where he left it.

### **3 EXAMINATION RULES AND REGULATIONS**

1. All the Examinations of Postgraduate programs shall be held twice a year. The interval between two examinations shall not be less than 5 months and not more than 7 months.
2. The MDS residents have to complete four years minimum training and M.Sc. and M.Phil residents have to complete their two years minimum training in respective specialties for the eligibility to appear in the final examination, provided they fulfill other requirements as described in eligibility criteria for examination.
3. The final examination shall have the following components:
  - a. Paper–A of 100 marks and shall consist 10 SEQs of the concerned syllabi of the specialty.
  - b. Paper–B of 100 marks and shall consists 10 SEQs of the concerned syllabi of the specialty.
  - c. Practical (Viva/short cases & long case/OSCE or TOACS in case of clinical dental sciences and viva plus OSPE in basic dental subjects) of 300 marks.
  - d. Thesis Defense on the date notified by the University.
4. The candidate must obtain 60% marks in each paper and in each component of practical to pass the examination.
5. The candidates who have failed in written examination shall not be eligible to sit in practical examination.
6. The candidates, who have passed in written examination but failed in Practical examination, shall reappear only in practical examination.
7. The maximum number of attempts to re-appear in practical examination shall be three (availed or un-availed), after which candidate shall have to re-appear in both written and practical as a whole.

All candidates admitted in postgraduate courses shall defend their Thesis to the panel of examiners, supervisor, faculty and members of BASR on the date notified by the University.

#### **4 ELIGIBILITY CRITERIA TO APPEAR IN FINAL EXAMINATION:**

The resident shall be required to submit the following documents

- I. Certificate by the Supervisor that the candidate has completed the prescribed period of training of the course with at least 80% attendance and has participated in the presentations, seminars, journal clubs, grand rounds, CPCs etc. and has attended the mandatory workshops.
- II. Certificate that the candidate has passed the Mid Term Assessment examination (for MDS residents only).
- III. Logbook duly completed in all respect and signed by the concerned supervisor.
- IV. Certificate that the candidate has submitted the Thesis, duly signed by the supervisor and approved by TRC to the Dean Postgraduate Dental Sciences.
- V. Examination fee as prescribed by the University.

#### **5 STRUCTURE OF MDS PROGRAMS:**

All the MDS programs are structured in three parts:

##### **5.1 PART-1**

Part-1 is structured for the 1st and 2nd calendar year. The resident shall undertake training in their respective clinical disciplines along with learning in Research Methodology & Biostatistics, Medical Ethics, Synopsis and Thesis writing workshops.

The candidate shall submit the synopsis of his Research Project approved by the concern supervisor to the Dean, Postgraduate Dental Sciences before the end of 1st year of training.

At the end of 2nd year of training, the resident shall appear in the Mid Term Assessment examination provided he/she fulfills the eligibility criteria for this examination.

## **I. MID TERM ASSESSMENT (MTA):**

All candidates admitted in MDS degree courses shall appear in Mid Term Assessment at the end of 2nd year of training. The university shall appoint external examiners from other institutions and notify the date of the examination. MTA Examinations shall be held twice a year.

## **II. THE EXAMINATION SHALL HAVE THE FOLLOWING COMPONENTS:**

- a. Paper–A of 100 marks and shall consist 100 MCQs of the concerned specialty and applied basic medical and dental sciences.
- b. Paper–B of 100 marks and shall consists 10 SEQs of the concerned specialty.
- c. Practical (4 short cases & one long case/OSCE or TOACS/viva)
  - To be declared successful in Mid Term Assessment (MTA) the candidate must secure 60% marks in each paper as well as 60% in each component of practical.
  - Passing the MTA examination is mandatory requirement for the MDS residents to appear in the final examination at the end of the training.
  - The candidates who have failed in written examination of MTA will not be eligible to sit in practical examination.
  - The candidates, who have passed in written examination but failed in Practical examination of MTA, shall reappear only in practical examination.
  - The maximum number of attempts to re-appear in practical examination shall be three (availed or un-availed), after which candidate shall have to re-appear in both written and practical as a whole.

## **III. ELIGIBILITY CRITERIA TO APPEAR IN FINAL EXAMINATION:**

**The candidate must submit:**

- a. Recommendation of the supervisor that the candidate has more than 80% attendance in the first two years clinical training and has participated in the presentations, seminars, journal clubs, and grand rounds.

- b. Logbook duly signed by the supervisor for part-1 training.
- c. Certificate of submission of approved synopsis.
- d. Examination fee as prescribed by the University.

## **5.2 PART-2**

Part-II is structured for the training of year 3 and year 4. The resident shall undergo training to achieve educational objectives of the specialty concerned through cognitive knowledge and competencies through clinical work along with training in the related specialties as mentioned in the table of rotations.

## **5.3 PART-3**

The resident shall write and complete his/her Thesis based on research work during the training and shall submit it with the recommendations of concerned supervisor to the Dean Postgraduate Dental Sciences at least 6 months before final examination.

### **I. MANDATORY WORKSHOPS**

The MDS resident shall attend the following workshops during his training

- Biostatistics & Research Methodology
- Synopsis & Thesis Writing
- Communication Skills
- Basic Life Support (BLS)
- Medical Ethics

### **II. RULES FOR SUBMISSION OF SYNOPSIS & THESES:**

- a. The candidate shall prepare synopsis for the Research Project of their relevant specialty as per guidelines provided by the Gandhara University, and shall submit it before the end of first 12 months of the course.
- b. The candidate shall present his synopsis in the presence of concerned supervisor and faculty members to the members of the Technical Review Committee. Any correction or recommendations as agreed upon, shall be incorporated in the research proposal.

c. The synopsis shall be formally submitted through supervisor and Dean Postgraduate Dental Sciences to the following Committees for evaluation:

- Technical review committee
- Ethical Review Committee

After recommendations by these committees, the synopsis shall be submitted to the Board of Advance Studies and Research Gandhara University for approval. After approval by the BASR, the resident shall start Thesis writing according to approved protocol.

### **III. SYNOPSIS SUBMISSION PROTOCOL:**

Step 1	Submission of synopsis duly recommended by the supervisor
Step II	Evaluation & approval by the TRC
Step III	Approval by the Ethical Committee
Step IV	Approval by the BASR

### **IV. THESIS:**

The resident shall start writing Thesis soon after the approval of his/her synopsis by the BASR and shall complete and submit it before 6 months of the final examination.

### **V. SUBMISSION OF THESIS:**

- a. The Resident shall submit his/her completed Thesis on the basis of research topic approved by the BASR after approval by the concerned supervisor and TRC to the Dean office six months before the final examination.
- b. Thesis shall be printed on A4 size paper and initially be submitted in ring bound form along with soft copy on CD and finally be submitted as five hard binding copies with golden lettering on the front and the spine in accordance with the specification of the Gandhara University.

### **VI. EVALUATION AND DEFENSE OF THE THESIS:**

Thesis shall be sent for evaluation to three examiners, appointed by the University for Final Examination. After successful approval by the Examiners, the MDS and M.Sc trainees

shall be eligible for final examination. The M.Phil trainees shall defend their thesis in the presence of external examiner and supervisor / co-supervisor.

## **VII. THESIS SUBMISSION AND APPROVAL PROTOCOL:**

Step 1	Submission of Thesis with the Dean at least 6 months before final examination.
Step II	Review & approval of Thesis by the TRC
Step III	Sending Thesis to External Reviewers
Step IV	Defense of Thesis (by M.Phil trainees only)
Step V	Approval of Thesis by the BASR

## CHAPTER 4

### ACADEMIC INTEGRITY

#### 1. CHEATING:

The use of unauthorized or prohibited material in any academic exercise like examinations, amounts to cheating some forms of cheating are:

- Copying assignment from another students.
- Looking at another student's paper during the examination.
- Looking at text or notes during an examination when specifically prohibited by the teacher or invigilator.
- Telling answer to another student during an examination.

#### 2. PLAGIARISM:

Taking words, Ideas, Figures, or materials from other sources and presenting them as one's own without acknowledging the source, is plagiarism. Any failure to accurately and completely document all uses of source materials in academic exercise like project, assignments, or research work constitutes plagiarism and academic dishonesty.

#### 3. PANALTIES FOR ACADEMIC DISHONETY:

A student who is guilty of committing of unfair means during the examination shall be liable to punishment as per university regulations.

ACT OF USING UNFAIR MEANS	PENALTY
Possessing written material, relevant or irrelevant to the paper concerned.	a. Cancellation of relevant paper. b. Fine Rs. 1000/-. c. Severe warning, copy to parents.
Writing on palm, arm or anywhere on the candidate's body or clothes whether the written material is related or unrelated to the concerned paper.	a. Cancellation of relevant paper. b. Fine Rs.1500/-. c. Warning, copy to parents.
Possessing Mobile Phones and set or other electronic accessory	a. Cancellation of relevant paper. b. Fine Rs.1500/-. c. Warning, copy to parents.

Giving or receiving assistance or allowing any other candidate to copy from his/her answer book.	a. Cancellation of relevant paper. b. Fine Rs.1500/-. c. Warning, copy to parents.
Removing a leaf from answer book.	a. Cancellation of relevant paper. b. Fine Rs.2000/-. c. Warning, copy to parents.
Taking the whole or a part of an answer book or of a continuation sheet into or out of an examination hall.	a. Cancellation of relevant paper. b. Fine Rs.2000/-. c. Warning, copy to parents.
Substituting the whole or a part of an answer book or a continuation sheet not duly issued to him/her for the examination.	a. Cancellation of relevant paper. b. Fine Rs.1000/-. c. Warning, copy to parents.
Forging, mutilating, altering, erasing or otherwise tampering with marked answer scripts.	a. Cancellation of relevant paper. b. Fine Rs.2000/-. c. Severe warning, copy to parents.
Impersonation or misconduct of a serious nature	a. Cancellation of relevant paper. b. Expulsion from University. c. Fine Rs. 5000/-
Refusing to obey any instructions related to conduct of examination issued to him/her by the University Administration.	a. Fine Rs.2000/-. b. Warning of expulsion, copy to parents.
Refusing to obey the Invigilator or Head Invigilator in the Examination Hall and misbehaving / misconduct or creating any kind of disturbance in or around the Examination Hall	a. Cancellation of relevant paper. b. Fine Rs.5000/-. c. Warning, copy endorsed to parents.
Communicating or attempting to communicate with Examiners with the intention of influencing them in the award of marks.	a. Cancellation of relevant paper. b. Fine Rs.2000/-. c. Warning
Possession of firearms, knives etc. inside and in the close vicinity of Examination Hall	a. Expulsion from the University. b. Fine Rs.5000/-

In a situation which is not covered in the table above, the seriousness of the offence committed shall be compared with those in the table and penalty awarded accordingly and proportionally.

#### **4. PROCEDURE FOR ISSUANCE OF TRANSCRIPT/DMC/ DEGREE**

- The students will submit applications on specific proforma for issuance of transcript/DMC/degree.
- The students' desires of DMC/Degree forward the application to the controller of emanation Gandhara University along with the receipt of prescribed fee.
- Controller of examination Gandhara University will issue the DMC to the student within 72 hours of receipt for urgent request.
- For ordinary requests, DMC/degree will be issue to the applicants within 10 working days after the receipt of application by the controller of examination.
- In case of outstanding dues, students will not be issue any transcript/DMC/degree.

#### **5. PROCEDURE FOR VERIFICATION OF DEGREE/DMC AND ISSUANCE OF NOC / MIGRATION CERTIFICATE**

Documents for verification and request for NOC / Migration Certificate are to be forwarded to the controller of examination Gandhara University alongwith payment of prescribed fee through the respective principals/deans of their respective institution.

#### **6. MODES OF PAYMENT:**

Cash payment at accounts officer of Gandhara University or pay order/DD in favour of Gandhara University. Receipt of payment (through any mode) must be enclosed/attached with the application form.

#### **7. PRESCRIBED FEE:**

Since rates of the fee are subject to change from time to time therefore students are too consult the account office of Gandhara University of all prescribed fees/charges.

# CHAPTER 5

## STUDENTS CODE OF CONDUCT

As a student of Gandhara University, you will be required to observe the following code of conduct:

- Respect for conceptions and tradition of others in matter of religion, conscience and customs while observing your own religious duties/customs.
- Loyalty to Pakistan and refraining from doing anything which is repugnant to its honour and prestige in any way.
- Truthfulness and honesty in dealing with other people.
- Respect for elders and politeness to all, especially to women, children, old people, the weak and the helpless.
- Special respect for your teachers and others In authority in the university campus.
- Cleanliness of body, mind, speech and habits.
- Helpfulness to fellow beings.
- Devotion to studies and prescribed co-curricular activities.
- Observance of the rules and instructions of the university in force from time to time.

### 1. ACTION AGAINST MISCONDUCT:

Every member of faculty and staff has the responsibility as well as the power to check any disorderly or improper conduct or any breach of regulations, by student in any part of the university campus or outside when on a visit that has been sponsored or organized by the university. Misconduct in classroom when student is under the charge of teacher shall not be allowed and punitive action, if found guilty, may be initiated depending upon the seriousness of the misconduct in accordance with the procedure and power of punishment listed subsequently in this chapter.

### 2. PROHIBITED ACTS:

Following acts are prohibited for students:

- Smoking in the university campus.
- Consumption of alcoholic drinks or other intoxicating drugs within the campus, during the sports or cultural activities.

- Collection of any money or receiving funds for or on behalf of university.
- Staging, inciting or participating in strike or other form of agitation against the university or its teachers or authorities of the university or any violence disrupting the peaceful atmosphere at the university.
- Making inflammatory speeches or gestures which may cause resentment, issuing of pamphlet or cartoons casting aspersions on the teachers or staff or authorities off the university.
- Theft of any item which is university property, including unauthorized taking away library books/laboratory equipment etc.
- Indulging in acts involving chalking of premises or display of poster/leaflets/notices jeopardizing the maintenance of good order and discipline at the university premises.
- Fighting/quarrelling with other students.

### **3. ACTS OF INDISCIPLINE:**

A Student shall be demand to have committed an act of indiscipline if he/she;

- Commits a breach of conduct specified in the regulations.
- Disobeys the laws, orders of a teacher or other person in authority.
- Habitually neglects his/her work or absent himself/herself from the class room without valid reason.
- Willfully damages university property or the property fellow students or any teacher or employee of the university.
- Does not pay the fee, fines, or other dues payable under the laid down rules and instructions.
- Uses the indecent language, wears improper college uniform, makes indecent remarks or gestures or behaves in a disorderly manner or commit any criminal or dishonorable act or any act which is prejudicial to the interest of the university.

#### 4. PENALTIES:

The penalties which may be imposed by competent authorities are specified below.

S.No.	PENALY	Competent Auth. To impose	Appellate Authority
1.	Removal from class room, Laboratory/clinical work for a maximum period of two contact hours.	Teacher Incharge	Head of Deptt.
2.	Suspension from the classes for a period not exceeding two weeks.	Principal/Dean	Vice Chancellor of the University
3.	Fine not exceeding Rs. 10,000/-	Principal/Dean	Vice Chancellor of the University
4.	Expulsion from the hostel.	Principal/Dean	Vice Chancellor of the University
5.	Rustication for not more than three months.	Vice Chancellor of the University	Chancellor of the University
6.	Expulsion from the constituent college	Vice Chancellor of the University	Chancellor of the University

#### 5. PROCEDURE IN CASE OF BREACH OF DISCIPLINE

A teacher, staff member and an office of the university in whose presence or in relation to whom in act of indiscipline has been committed or who gets to know of such act, will either deal with the case himself or herself or if in his/her view the case is one which can be more appropriately dealt by another authority or a penalty of greater magnitude than they are competent to imposed shall proceed as follow:

- Refer the case to concerned HOD as the case may be.
- All cases of serious breach of discipline shall be refer to the disciplinary committee for investigation, which will recommend punishment to the principal/dean of the concern constituent college.
- When a case against the student is referred to the disciplinary committee, it may, if it dean fit, suspend the student from the classes with the approval of the vice chancellor of the university till the finalization of the case.

## **6. RUSTICATION:**

Before being rusticated from the university, the student will be allowed a reasonable chance of defense against the accusation.

## **7 EXPULSION:**

- The head of the concern constituent college/institution reports the name of the student who has been found guilty of an offense warranting expulsion, to the vice chancellor of the university stating the reasons for proposed action, who will then sanction expulsion. The student is allowed reasonable chance to defend him/herself against the expulsion.
- The name of the expelled student will immediately be removed from the university rolls, and the fee for remaining months will not be refunded.
- The student expelled from the university will not be re-admitted to any constituent unit/college of the university.
- Cases of expulsion will be registered in the university records and announced to all the constituent units/colleges.

## **8. APPEAL:**

- An appeal against the penalty may be submitted by the student with the appellate authority within thirty days of announcement of the punishment.
- No appeal by a student will be entertained unless it is received within thirty days from the date of communication of the decision, provided that the vice chancellor may, for valid reasons extend this period.

## **9. COMPENSATION FOR LOSS:**

The vice chancellor of the university, any teacher or officer to whom he made delegate the powers may instruct a student to pay the compensation for any loss or damage to property belong to the university/college or fellow student or an employee of the university caused by a willful act or gross negligence of the student. If the student does not pay the compensation within a specified period, the vice chancellor of the university will initiate appropriate action against him/her.

## **10. OFFENSE DURING EXAMINATION:**

Cases of indiscipline in examination hall or around and user of unfair means or dealt with by the examination committee.

## **11. STUDENT IDENTITY CARD:**

University ID cards will be issued to the student. The student will be required to wear their cards in the campus and present to the authorized persons on demand.

## **12. LOSS OF ID CARD:**

In case ID card is lost, it should be immediately reported to the office of principal/dean/vice principal who will make arrangements for re-issue of new card after payment of requisite fee/fine.

## **13. DRESS CODE:**

Dress code of any educational institution help to maintain uniformity, decency and promotes discipline following dress code has to be observed by the student at university campus.

### **I. For Male Students:**

- Light Grey trouser
- White shirt (with Burgundy colour inner lining of the collar)
- White overall having college insignia on the left upper pocket.
- Black dress shoes (no joggers or sandals)
- Navy Blue Blazer/Navy Pull Over (Winter)

### **II. For Female Student:**

- White Shalwar
- Light grey knee length shirt.
- Knee length white overall
- Black shoes (No joggers and Sandals)
- White scarf is compulsory

For noncompliance following disciplinary action will be undertaken:

- Written warning on 1<sup>st</sup> occasion.
- Fine of Rs.5000/- on 2<sup>nd</sup> occasion
- Barring attendance of classes on 3<sup>rd</sup> occasion.

#### **14. RULES FOR THE EXAMINATION HALL**

1. Students should be punctual and be present in vicinity of the Examination Hall well before starting time for each paper or practical, and be seated as directed by the invigilation staff. Examination hall will be closed before the starting time and the paper will start exact time.
2. Position of fire arms, Knives etc. inside and in the vicinity of the examination hall is a crime under the country's law and shall constitute a punishable offense.
3. Bring your university/college ID card and roll number slip for identification. No student will be allowed in the examination hall without proving valid identity. Bring all you needed items e.g. pens, pencils, markers, sharpeners, rollers, erasers etc. with you. You would not be allowed to borrow these items from other candidates.
4. Books, notes, written or blank paper sheets are not allowed inside the examination hall. If found in the position of any candidate, his/her paper will immediately be canceled.
5. Writing on palm, arm or anywhere on the candidate's body is conceded enough proof of cheating weather the written material is related or un related to the exam paper. Such written material will result in the cancelation of the respective paper and strict disciplinary action will be taken against the student.
6. Electronic note books, mobile phones not allowed in the examination hall.
7. No foods, beverages or cigarettes will be allowed inside or consume in the examination hall.
8. No candidate should allow anyone to impersonate him/her too appear in the examination on his/her behalf. This will result serious consequences such cancellation of registration from Gandhara University.
9. Cheating from, and helping the other candidate in examination hall would also result in serious consequences and cancellation of the paper.
10. Student found cheating by any means, will be forbidden to continue doing the paper, forthwith.
11. The invigilator will confiscate all the material including question paper and answer sheet of the individual.

12. All the material confiscated, is to be signed by the student, and counter signed by the invigilator and superintendent of the examination hall.
13. Student found involved in cheating is to leave the examination hall.
14. No page should be torn from main answer book or extra sheet and no part of these is to be taken out of the examination hall. Such practice will result in the cancellation of the paper.
15. Discipline is to be maintained in the examination hall. Talking, making noise or shouting will be considered as a serious and punishable offense.
16. The invigilation staff shall be courteous, friendly and helpful but do not ask them for any help in answering the question. This will be taken as cheating. They may ask any clarification in the question paper if required.
17. In case any clarification/correction in question paper is required or indicated by the students, the subject teacher will be contacted by the respective invigilator through the superintendent of the examination hall. After required clarification/correction no one will be asked to ask any question.
18. The candidates are also required to be respectful and polite towards the invigilation staff. Showing of temper, anger, misbehavior, misconduct or disrespectful utterances will be dealt with serious punishment and cancellation of the paper.
19. No student shall be allowed to enter in the examination hall after five minutes of distribution of question paper.
20. Following are not permitted to sit in examination hall:
  - Fee defaulters
  - Candidates with short attendance (Less than 75%)

## **CHAPTER 6**

### **COMMETTIES**

Constituent colleges/institution of Gandhara University have standing committees for supervision of all matter pertaining to academic affairs, examinations, admissions, student affairs and discipline. The composition and functions of these committee have been listed here for you guidance.

#### **1. STUDENT PLACMENT CENTER/STUDENT AFFAIRS COMMITTEE**

There is a student affairs committee comprising:

Chairperson: Principal/Dean of the institution

Members: Director Student affairs section

Senior permanent faculty

#### **FUNCTIONS:**

The student affairs committee studies the needs and problems of the students and conveys its recommendation on the subject to the University. It conveys to the student through HODs and the college/departmental notice board.

#### **2. DISCIPLINARY COMMITTEE:**

The disciplinary committee comprises:

Chairperson: Senior Most Faculty member

Members: Heads of departments and two faculty members

#### **FUNCTIONS:**

The discipline committee is responsible for maintaining discipline and deals with all cases of indiscipline in the part of students. It recommends awards of penalties/ punishments

and renders advice to the principal/deans concern on administrative matters needed to maintain a peaceful environment in the campus.

### **3. ADMISSION COMMITTEE:**

The admission committee comprises

Chairperson: Vice Chancellor

Members: Principals/Deans

Director Admissions

#### **FUNCTIONS:**

The admission committee is responsible for ensuring smooth conduct of admission process and for ensuring compliance of Pakistan Medical & Dental Council regulations/policies for admission.

### **4. PLAGIARISM STANDING COMMITTEE:**

There shall be plagiarism standing committee comprising:

Chairperson: Director Research

Members: Two senior Faculty Members

Subject Specialist

#### **FUNCTIONS:**

The committee will investigate the nature and extent of plagiarism in any research work or project refer to it. The committee will submit its report with clear cut findings and recommendation to the vice chancellor with 30 days of reference or as directed. The committee is to guide by the HEC policy on plagiarism.

## **5. GRIEVANCE COMETTEE:**

The Grievance committee comprises of the following members.

Chairperson: Senior Most Faculty Member

Members: Three Senior Faculty Members

### **Functions:**

In the event of an academic grievance, the student should first make an appointment to discuss the grievance with the teacher concern. Hopefully the issue will be resolved amicably at this stage, but if it is not, the student may request foreign appointment with the head of the department, who will investigate the complaint by obtaining data and statements from all parties involved and will attempt to resolve the grievance by mutual consent of the student and faculty member. However, if the matter is still unresolved the HOD will refer the case to the grievance committee of the university.

## **CAREER COUNSELING COMMITTEE/CENTER:**

Career counseling Committee comprises of the following members.

Chairperson: Senior Most Faculty Member

Co-Chairman Senior Faculty Member

Members: Three Faculty Members

### **FUNCTOINS:**

Our carrier counseling office is committed towards supporting students from all academic programs offer by the Gandhara University. We strive to meet the annual changing requirements of employers and the students by creating innovative ways of bringing both together. We insist on catering to individual skills and needs in helping students negotiate through the process of job hunting. Our resume of services include jobs search strategies, carrier counseling, mock interviews, resume and covering letter writing, graduate profile and on campus recruitment tests.

## **CHAPTER 7**

### **FACILITIES ON CAMPUS**

#### **1. LIBRARY:**

The university have well stocked central library, in the time you spent in the library will meet your academic and research requirements and your need for quid study place. The library also provides electronic access through the internet to databases throughout the world. Special access rights have been obtain from many database sources to ensure that you have the most up-to-date information available to back your course requirements.

#### **2. LIBRARY RULES:**

Students are permitted to borrow two books at a time for a maximum period of two weeks. Books borrowed may be re issue on completion of the time period provided:

The borrowed books are produced at the time of re issued.

Books are not being borrowed a third time after being re-issued earlier.

If a student loose or damage a book he will have to pay for it and the cast charge would be twice the original price. Please ensure also that you return the books by the due dates, otherwise you will be given a notice. Ultimately you might end up paying a fine of Rs. 100/- per day after the second notice has been issued.

#### **3. SECURITY:**

University campus has round the clock security staff for ensuring safety measures for the premises and the students. However you are advised to personally ensure security of your personal belongings inside and outside the classroom.

#### **4. CAFETERIA:**

The University have well-furnished cafeteria with variety of snakes available for the student s and staff at reasonable rates.

## **5. PRAYERS AREA:**

Adequate arrangement for praying have been provided in the basement.

## **6. PHOTOCOPYING AND BINDING OF THE DOCUMENTS:**

Photocopying and spiral binding facilities are available in the campus on payment.

## **7. LOCKERS:**

Locker are available on campus for students' use. They are located on each floor. Student can obtain a locker by contacting the college administration/student affairs section. Rules and regulations for locker are as under.

1. Possessions kept 'in the locker are one's own responsibility. Student Affairs Section is not responsible for the loss, damage or destroying of Student Affairs property.
2. Complaints for vandalism, theft etc. should be made to college administration/Student Affairs Section.
3. Transferring of lockers to any other students is strictly prohibited, lockers are for assigned student only.

## **8 BUS FACILITY:**

Buss facility is available on a preretirement routs. Student can use transport if it touches their resident on its roots.

## **9 EXTRA-CURRICULAR ACTIVITIES:**

Gandhara University provide opportunities to all students to join and participate in the activities of various clubs/societies, with the staff and faculty members.

## **10 LITERARY AND DEBATES SOCIETY:**

This society is dedicated to bring together debates for holding and participating in inter universities, national and HEC debates competitions. This is committee is also responsible for quiz competitions and publications of quarterly Newsletter and annual magazine of the university.

## **11 ART & DRAMATIC SOCIETY:**

This society/club lets you release yours artistic talent through a series of activities and competitions. These includes painting competitions, drama competitions, and Photography and Movies competitions.

## **12 SPORTS SOCIETY:**

This club/society is responsible sports events (Badminton, Football, Cricket, and Table Tennis) during the sports week.

## **13 MERIT SCHOLARSHIP/FINANCIAL ASSISTANCE**

For the students of Gandhara University, enrolled in various programs offered, merit scholarship/financial assistance shall be provided on their annual examination results and financial constraints as per following eligibility criteria.

1. The applicant must obtained 70% and above score in all the Annual Professional Examinations.
2. Financial Assistance Scholarship shall be awarded to the student who finds financial constraints to cope with the educational expenses.
3. Continuation of this financial assistance during the subsequence years will be subject to the condition that the awardee must obtain and maintain 70% score in each subject of the course.
4. Gandhara University faculty members, who son/daughter admitted on reserved seat shall not be considered under this policy.
5. The Gandhara University scholarship committee will assess the cases of financial assistance scholarship as per scholarship policy. The committee will submit its recommendations to the Board of Trusties of the university, for award/continuation or otherwise of the scholarship.
6. This committee will monitor the academic performance of the scholarship holder regularly and whose performance fall short of the required parameters, may recommend to the Board of Trusties for this continuation of financial assistance scholarship till the time the holder improves his academic performance as per this policy.