



AIR UNIVERSITY

Student Handbook

Fall 2009 – Summer 2010

Air University, Sector E-9, Islamabad.

www.au.edu.pk

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The Student Handbook 2009-2010 aims at familiarizing the students with the important policies, rules and regulations, which they have to observe during their stay at the Air University. In case of any query which is not answered in this handbook, the students may contact their advisor or the Department of Students' Affairs of the University.

Air University reserves the right to change, amend, replace or annul any part or whole of this document without any notice.

This edition supersedes the Student Handbook 2008-2009, and shall become effective from Fall Semester 2009.

Note Students and their parents are requested to please sign the Acknowledgement Forms placed at the end of this Handbook and return these to Registrar's office.



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1.0 Programs and Academic Policies

1.1 Semesters

There are three semesters. The Fall and Spring Semesters are long and are considered as Regular Semesters. The shorter Summer Semester is for students improving grades below B minus or attending pre-requisite courses.

	Semester	Duration
1.	Fall Semester	01 Sep 2009 – 20 Jan 2010
2.	Spring Semester	25 Jan – 11 June 2010
3.	Summer Semester	16 Jun - 25 Aug 2010

1.2 Student's Advisor

Each student is assigned an Advisor who is a faculty member. The Advisor helps a student identify and achieve high academic goals and take advantage of learning opportunities. The Advisor must be contacted before registering in each Semester.

1.3 Counseling Cell

There is a Counseling Cell for helping students in resolving their problems of socio-cultural or psychological nature. Students may contact Ms. Shakira Huma, Clinical Psychologist, for consultation and advice in Counseling Cell located on 1st Floor "A" Block between 1400 Hrs and 1600 Hrs on week-days. All personal information will be handled in the best professional manner and in complete confidentiality.

1.4 Program Coordinator

There is a Program Coordinator for each Department who is responsible to both the respective Chair Department and the



Registrar. He/She acts as a vital link between the Department and the Administration for transmitting and recording data on students. The Program Coordinator works in close coordination with the Chair Department and Faculty Members to help in smooth functioning of the Department. The Program Coordinator maintains: (a) record of attendance, (b) record of all the examinations that the student takes including quizzes, and (c) helps the faculty prepare the final result.

Students are advised to bring all their academic, financial or any other problems to the notice of their Program Coordinator. The Program Coordinator would either provide the necessary help or refer the matter to the relevant office to resolve the problem.

1.5 Summer Semester and Break

Students who have lower than “B minus” grade or an “F” in some subjects may register in the Summer Semester to improve the grades. Other students will have a break for the duration of the Semester.

1.6 Transfer of Students From Other Institutions and AU Students Taking Courses Elsewhere

The Vice Chancellor on the recommendation of the Equivalence Committee may allow transfer of students from other recognized institutions and reputed universities under specific conditions. A student expelled from another institution on disciplinary grounds cannot transfer to AU. Applications for transfer are submitted to the Director Academics on the prescribed form.

The transferred student must complete at least 50 percent of the required credit hours at AU to earn the degree. Courses with grades less than "B minus" cannot be transferred and will need to be retaken at AU. If admitted, the student will be



informed clearly what courses may be transferred and what additional courses may be needed. The student must have at least CGPA of 2.5 to be considered for transfer. The final decision of the Equivalence Committee will also depend on the quality of the academic program of the previous institution.

1.7 Transfer of Program within AU

Transfer to another program is generally discouraged but under special circumstances an enrolled student may apply for transfer from one program to another, in the first two semesters of the program. The application is to be submitted to the respective Chair Department at least two weeks before the start of the semester in which the student is seeking a program transfer. Only students with CGPA of at least 3.0 may apply.

1.8 Submission of Documents (Fresh Entrants)

Students are to bring the following documents in original and after showing these to the Registrar, submit attested photocopies of the same to the Registration Department at the time of "Orientation". If for some genuine reason the original certificate/degree/equivalence certificate is not available on the orientation day, the student must submit the attested mark sheets and then provide the original within one month of start of the classes. Failure to provide these documents in the stipulated time would jeopardise the student's admission and attendance of classes forthwith:

- Secondary School Certificate
- Higher Secondary School Certificate
- 'A' Level/Equivalence Certificate
- National Identity Card
- Two Passport-size Photographs



2.0 Graduation, Repeating Courses and Improving Grades

2.1 Degree Requirements

(a) Under Graduate Programs

A student must successfully complete the credits requirement as prescribed by the Department. An undergraduate must complete the degree requirement in maximum of 6 years.

(b) MS Programs

The normal duration of the MS degree program is two academic years (4 semesters) but not more than 3 years. A student may register for thesis during the 3rd semester or on completion of 18 CH of course work with a minimum CGPA of 2.5/4.

(c) Ph. D. Degree Program

Ph.D. degree is expected to be completed in 4 years. It can be extended to a maximum of 6 years on the recommendation of GEC. A student with CGPA of 3.00/4.00 or more may take leave of up to one semester after the completion of his/her course work. Such leave wouldn't be counted towards the duration of PhD studies.

2.2 Repeating Courses to Improve Grades

A student can repeat courses to improve grades. All core courses with 'F' grade must be improved before graduation. Elective Courses may be substituted with other elective courses with the consent of Chair Department. It is the



student's individual responsibility to keep track of all courses taken or missed during a Semester by keeping in touch with the Advisor and the Program Coordinator. Failure to do so would cause delay in graduating after 4 years.

2.3 *Alternative for Islamic Studies*

Non-Muslim students are exempted from taking Islamic Studies. An elective course of "Ethics" will be offered to such students.

2.4 *Auditing Courses*

Auditing a course implies that the student is allowed to attend classes, attempt the assignments but not be awarded a grade. Taking the mid-term and final examination is optional.

Students may audit courses in which they are not registered as regular students. In addition:

- (a) The courses should be registered as regular courses. Course drop and add deadlines, fee payment and refund etc. are the same as for regular courses.
- (b) The audited courses may exceed the allowed workload for a semester.
- (c) Students may retake the course as a regular course after auditing it in a previous semester.



2.5 *Academic Standings*

A. UNDERGRADUATE: ENGINEERING PROGRAMS

(FOR FIRST SEMESTER ONLY)

Table A1: Academic Standings

	SGPA	Academic Standing
1.	$3.75 \leq \text{SGPA} \leq 4.00$	High Honors
2.	$3.50 \leq \text{SGPA} < 3.75$	Honors
3.	$3.00 \leq \text{SGPA} < 3.50$	Good
4.	$2.50 \leq \text{SGPA} < 3.00$	Fair
5.	$2.00 \leq \text{SGPA} < 2.50$	Satisfactory
6.	$1.80 \leq \text{SGPA} < 2.00$	Warning
7.	$1.75 \leq \text{SGPA} < 1.80$	Serious Warning
8.	$1.00 \leq \text{SGPA} < 1.75$	Dismissed with eligibility to rejoin first semester without admission test.
9.	$\text{SGPA} < 1.00$	Dismissed/not eligible to rejoin without admission test.

Table A2: Explanation for Rows 6 and 7 in Table A1

CGPA	Academic Status	Consequences
$1.80 \leq \text{CGPA} < 2.00$	Warning	<ul style="list-style-type: none">• Reduced load• Some new courses allowed• Student must clear F grade or retake courses with low grades.• Student on first warning must improve CGPA to at least 2.00 within next to consecutive semesters.
$1.75 \leq \text{CGPA} < 1.80$	Serious Warning	<ul style="list-style-type: none">• Reduced load• No new courses allowed.• Student must clear F grade



		<p>or retake courses with low grades.</p> <ul style="list-style-type: none"> • Student on first Serious Warning must improve CGPA to at least 2.00 within next two consecutive semesters.
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(FROM SECOND SEMESTER ONWARDS)

Table A3: Academic Standings

	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	High Honors
2.	$3.50 \leq \text{CGPA} < 3.75$	Honors
3.	$3.00 \leq \text{CGPA} < 3.50$	Good
4.	$2.50 \leq \text{CGPA} < 3.00$	Fair
5.	$2.00 \leq \text{CGPA} < 2.50$	Satisfactory
6.	$1.80 \leq \text{CGPA} < 2.00$	Warning
7.	$1.50 \leq \text{CGPA} < 1.80$	Serious Warning
8.	$\text{CGPA} < 1.50$	Dismissed

Table A4: Explanation for Rows 6, 7 and 8 in Table A3

CGPA	Academic Status	Consequences
$1.80 \leq \text{CGPA} < 2.00$	Warning	<ul style="list-style-type: none"> • Reduced load • Some new courses allowed • Student must clear F grade or retake courses with low grades. • Student on first Warning must improve CGPA to at least 2.00 within next two consecutive semesters. Student earning second consecutive Warning will be informed that third



		consecutive warning will result in his/her dismissal from the Program.
$1.50 \leq \text{CGPA} < 1.80$	Serious Warning	<ul style="list-style-type: none"> • Reduced load • No new courses allowed. • Student must clear F grade or retake courses with low grades. • Student on first Serious Warning must improve CGPA to at least 2.00 within next two consecutive semesters. Student earning second consecutive Warning will be informed that third consecutive Warning/Serious Warning will result in his/her dismissal from the Program.
CGPA < 1.50 or Three consecutive Warnings	Dismissed	

B: UNDERGRADUATE: ADMINISTRATIVE SCIENCES

(FOR FIRST SEMESTER ONLY)

Table B1:

	CGPA	Academic Standing
1.	3.75 = CGPA = 4.00	High Honors
2.	3.50 = CGPA < 3.75	Honors
3.	3.00 = CGPA < 3.50	Good
4.	2.50 = CGPA < 3.00	Fair
5.	2.00 = CGPA < 2.50	Satisfactory



	SGPA	Academic Status	Consequences
6.	$1.75 = \text{SGPA} < 2.00$	Promoted with Warning	<ul style="list-style-type: none">• Student must clear all F grades or may retake courses of low grades• Not allowed to take more than six courses.• Student on first Warning must improve CGPA to at least 2.00 in the next semester.
7.	$\text{SGPA} < 1.75$	Dismissed	

(FOR SECOND SEMESTER ONLY)

Table B2:

	CGPA	Academic Standing
1.	$3.75 = \text{CGPA} = 4.00$	High Honors
2.	$3.50 = \text{CGPA} < 3.75$	Honors
3.	$3.00 = \text{CGPA} < 3.50$	Good
4.	$2.50 = \text{CGPA} < 3.00$	Fair
5.	$2.00 = \text{CGPA} < 2.50$	Satisfactory

	CGPA	Academic Status	Consequences
6.	$1.80 = \text{CGPA} < 2.00$	Warning	<ul style="list-style-type: none">• Student must clear all F grades or may retake courses of low grades• Not allowed to take more than two new courses.• Student on first Warning must improve CGPA to at least 2.20 in the next



			semester. Student earning second consecutive Warning will be informed that third consecutive Warning will result in his/her dismissal.
7.	1.75 = CGPA < 1.80	Serious Warning	<ul style="list-style-type: none"> • Student permitted to repeat the courses with lower grades or Fs only. • Student shall not be offered any new course. • Student on first Serious Warning must improve CGPA to at least 2.20 in the next semester. Student earning second consecutive Warning will be informed that third consecutive warning will result in his/her dismissal.
8.	CGPA < 1.75	Dismissed	

(FROM THIRD TO EIGHTH SEMESTER)

Table B3:

	CGPA	Academic Standing
1.	3.75 = CGPA = 4.00	High Honors
2.	3.50 = CGPA < 3.75	Honors
3.	3.00 = CGPA < 3.50	Good
4.	2.50 = CGPA < 3.00	Fair
5.	2.20 = CGPA < 2.50	Satisfactory

	CGPA	Academic Status	Consequences
6.	2.00 = CGPA < 2.20	Warning	<ul style="list-style-type: none"> • Student clears all Fs and may retake



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			<p>courses with low grades.</p> <ul style="list-style-type: none">• Allowed to take up to 6 courses in total.• Student on first Warning must improve CGPA to 2.20 in the next semester. Student earning second consecutive Warning will be informed that third consecutive Warning will result in his/her dismissal.
7.	1.80 = CGPA < 2.00	Serious Warning	<ul style="list-style-type: none">• Student permitted to repeat the courses with lower grades or Fs only.• Student shall not be offered any new course.• Student on first Serious Warning must improve CGPA to at least 2.20 in the next semester. Student earning second consecutive Warning will be informed that third consecutive Warning will result in his/her dismissal.
8.	CGPA < 1.80 or Three consecutive Warnings	Dismissed	



C: ACADEMIC STANDING MBA

(FOR FIRST SEMESTER ONLY)

Table C1 :

CGPA	Academic Standing
SGPA = 2.50	Promoted
2.00 = SGPA < 2.50	<ul style="list-style-type: none">• Promoted with Warning• Student must clear all F grades or may retake courses of low grades• Not allowed to take more than six courses.• Student must bring CGPA to at least 2.50 in the next semester
SGPA < 2.00	Dismissal

(FOR SECOND SEMESTER ONWARDS)

Table C2 :

CGPA	Academic Standing
CGPA = 2.50	Promoted to next semester
2.00 = CGPA < 2.50	Warning
First Instance	<ul style="list-style-type: none">• Student clears all Fs and may retake courses with low grades.• Allowed to take up to 6 courses in total.• Student must bring CGPA to 2.50 after the 1st warning to stay with the program.
Second Consecutive Instance	<ul style="list-style-type: none">• Dismissal (except in final)



	semester where students would be allowed to achieve 2.50 CGPA)
CGPA < 2.00	Dismissal

MBA students with two consecutive warnings will be dismissed from the program.

D: Grades and Academic Standing for MS/Ph D Programs

Policy guidelines for rules/regulations applicable to MS/Ph.D programs are available with the respective Deans who may be contacted for necessary advice/guidance.

3.0 Courses and Registration

3.1 Registration

(a) General:

Students must register for courses offered to their class in each of the regular semesters i.e. Fall and Spring. Registration is not considered complete unless all dues are cleared. It is also subject to fulfilment of pre-requisite requirements.

Courses are classified as core courses, elective courses and optional courses. It is mandatory to pass the core courses for graduation. Students must, therefore, try to complete these courses as early as possible. Elective courses have to be chosen from the provided list. Optional courses may be taken to improve ones understanding of a subject. No new course can be registered for in the Summer Semester unless specifically permitted by the UFC.

A student can register in maximum of three courses in Summer Semester.



(b) Registration Process:

The student must complete the registration process in person within the specified timelines, as follows:

- Collect registration form from office of the Program Coordinator
- Select courses to be taken
- Get the form verified from Student Advisor and countersigned by Chair Department
- Submit form at Program Coordinator's office

Fee bill is issued upon receipt of completed registration form. The student should verify registration data online after the deadline.

3.2 *Adding a Course*

Third semester onwards, a student may register for courses in addition to the specified course load for his/her class, within first ten calendar days of a regular semester. The Class Advisor must be contacted before taking the decision. Additional courses are not allowed during the first two semesters.

Space for listing additional courses is provided on the registration form. Blank forms are also available for this purpose.

3.3 *Dropping a Course*

Course drops are not allowed to students in their first two semesters. However, a student could be barred from taking particular courses by the Student Advisor/Chair Deptt because of pre-req rules right after the 1st semester. Such cases shall be treated as if they have 'dropped' a course. The problem



free students may drop a maximum of two courses from 3rd semester onwards based upon recommendation of the Student Advisor and subject to approval of the Chair Department. For a student to be able to withdraw from a course, he/she will be required to produce evidence of a genuine reason. Course drop will be subject to following schedule and penalties.

	Drop by:	Academic / Financial Penalty
1.	End of 2 nd week of classes	No academic penalty and 100% refund of tuition
2.	End of 5 th week of classes	Award of 'W' grade in dropped course(s) with 50% refund of tuition
3.	Beyond 5 th week of classes	Award of 'F' grade with no refund

'Not attending classes' is not equivalent to 'dropping a course'. To drop a course, completed requisite form needs to be deposited with the Program Coordinator. When applicable, refund shall be processed in the form of a revised fee bill. If a course is not dropped formally the student shall earn an 'F' grade.

The design of the degree program enables the student to complete degree requirements within four years. Dropping courses with or without the intervention of the Student Advisor may delay graduation as they may not easily be taken in succeeding semesters. All students are required to graduate within a maximum of six years after joining the University.

It may also be kept in mind that all courses that are repeated, failed, or withdrawn shall be indicated in the final transcript. At AU, the transcript gives the history of the academic record of a student.



4.0 Withdrawal from Program

A student may withdraw from the University at any time. With it all courses are dropped with academic and financial penalty according to section 3.3.

If a student is unable to continue in the Semester because of illness or any other grave reason, an application in writing should be made to Chair Department with a copy to Program Coordinator. If the student is not able to initiate a withdrawal, the Chair Department may do so through proper notification.

If a student is dismissed for failing to meet required academic standard or for non-academic reasons, the Director of Examinations shall inform the concerned Chair Department and Registrar's office. If the student fails to initiate a withdrawal, the Registrar's office may do so after proper notification.

Unless on approved semester leave, a student not registering for consecutive regular semesters is liable to be dismissed.

The policy is not applicable in first Semester.

4.1 Semester Leave

A student may take leave for a maximum of three semesters during a 4-year program. A student cannot avail more than two semesters leave at one time.

Before taking leave of absence, the student must consult the Student Advisor, and obtain the approval of the Chair Department.



Leave after start of semester for which the fee has been paid shall be entitled to refund as shown for course drop in Section 3.3.

A rejoining of program fee of Rs. 3,000/- will be charged.

A student proceeding on semester leave may not be able to complete the program in stipulated time, and will have to join one of the junior classes on rejoining. The student must plan the leave to ensure that degree requirements are completed as per the rules.

If semester leave is taken during the first Semester the student would then have to rejoin a year or 6 months later with the new class, as the case may be.

5.0 Attendance Policy

Minimum Attendance Requirement

Students are expected to attend all classes to take full advantage of the learning opportunities including quizzes, tests, home assignments and projects.

A minimum of 75 percent class and Lab attendance is mandatory to sit in the final examination of every semester. *No allowance whatsoever shall be given on this account unless the student has missed the classes because of reasons attributed to the department.*

If a student has been barred from taking the final examination but has scored 50% or more marks in internal/progressive evaluation the student will be awarded an 'I' grade. Student earns 'F' grade if the score is less than 50% in internal/progressive evaluation. These grades shall be awarded



on the recommendation of the Chair Department. Students getting 'I' or 'F' grade due to short attendance will have to repeat the course. 'I' grades shall not be counted towards calculation of GPA; however, 'F' grade shall be counted towards calculation of GPA.

6.0 Schedule of Fees

6.1 Annual Tuition Fee

The rates of tuition at the University are liable to be reviewed annually before the start of every academic year. For academic year 2009-2010 starting from September 2009, the University authorities have decided the following fee structure:-

Program	Total Credit Hours*	Tuition Fee Rate (Rs per CH)	Estd. Total Cost of Program (Rs)	Estd. Avg. Tuition Fee Per Sem. @ 17.75 CH/Sem (Rs)
Engineering	142	3,565	506,230	63,278
BS in Computer Sciences	136	2,310	314,160	39,270
Bachelor of Business Administration (BBA-Honours)	144	3080	443,520	55,400
MA in ELT	70	2000	140,000	35,000
Master of Business Administration (MBA)	90	3,190	287,100	57,420
Master of Business Administration MBA (evening)	63	3,190	200,970	50,240
MS in Management Sciences	30	4,400	132,000	44,000



MS in Mathematical Modeling & Scientific Computing	30	4,400	132,000	44,000
MS Engineering Programs	24+6	8,000	192,000	64,000

**Credit hours in column 2 are approximate. For degree requirements, see relevant course outline.*

In addition to the above referred fees following charges are also payable:-

Convocation Charges ***Rs.5000/- payable at the start of final semester.***

Sports Charges ***Rs. 300/- per semester (non-refundable)***

6.2 Merit Scholarship

University awards merit scholarships to its students who will have taken the full load of subjects for that Semester and who fulfil the following criteria:

- 1) SGPA=3.50.
- 2) The amount of award will be determined from a linear scale with minimum amount for SGPA 3.50 and maximum for SGPA 4.0.

6.3 Payment of Fees

Tuition Fees are to be paid only upon collection of the bill from the Program Coordinator's office. The fees must be paid by the deadline given on the bill.



6.4 *Fee payment deadline*

All students are required to deposit their dues in each semester according to the schedule announced by the University. Fee will be accepted up to 30 calendar days after the announced deadline. There will be a fine of Rs 200 per day for each day beyond the deadline.

If no payment is made within 30 days after the deadline, the student's name shall be struck off the University rolls.

Reinstatement is permitted at the discretion of the Faculty Dean, and on payment of admission fee of Rs 15,000 in addition to the dues and fine.

6.5 *Payment Method*

The student is to collect the fee bill from Program Coordinator's office after having Registered for the courses. Fee is deposited directly into the university bank account as instructed on the fee bill.

Evidence of payment must be retained by the student and provided if required. The paid fee bill marked "Air University Copy" is to be submitted to the Program Coordinator's Office.

Students with outstanding dues cannot attend classes or sit in the exams.

6.6 *Fee Refund*

Fee is assessed based on the applicable rate (section 6.1) and the number of credit hours registered. Students who opt out of a course at the time of registration will not be charged fees for



that course. If a course is dropped after registration, a revised fee bill will be issued to adjust the refund entitlement as outlined in section 3.3. If a course is dropped after the fee bill has been paid by the student, a cheque for the refund shall be issued to the student, through the Program Coordinator.

6.7 Fee Refund Policy on Admission

New entrants may cancel their admission. Fee refund in such cases will be in accordance with prescribed policy and deadlines mentioned in the Prospectus.

6.8 Queries

In case of any query the student may contact the Program Coordinator and/or his Advisor.

7.0 Assessment Policy

7.1 Grades

The award to the student based on academic performance is called a Grade.

A student may be awarded one of the following grades:

Grades

Pass Grades

Definitions

Grade Point Averages (GPA) corresponding to the Pass Grades are:

Subject Letter Grade	Grade Point Average (GPA)
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00



- 'F'** (Fail Grade), 'F' grade implies that the student has not been able to secure passing marks. Such a student is given zero grade points in the course and is required to repeat the whole course whenever offered.
- 'I'** (Incomplete Grade), 'I' grade is awarded in one of the following cases:
- (a)** When a student is barred from taking the final examinations due to short attendance (less than 75% attendance), provided the internal assessment is 50% or more.
 - (b)** When a student misses final examination for unavoidable reason, as judged by the Chair Department. In such cases, the internal grades will stand intact and the final examination will have to be taken when offered. To avail this concession the student must apply within one week of missing the exam; otherwise an 'F' grade shall be awarded.
 - (c)** For any lapse on part of the University/Faculty due to which the student's complete results could not be entered in time, the student may be awarded an 'I' grade for the purpose of announcing the results in time. In such cases the 'I' grade will be immediately replaced with earned grade on removal of the anomaly.
-



‘W’ (Withdrawn), ‘W’ grade is awarded as academic penalty to students for dropping a course between 3rd and 5th week of classes. Dropping after 5th week will result in ‘F’ grade.

7.2 Tests and Examinations

During each semester the student will take the following tests and examinations, some unannounced and other more formal exams as stated in the University Calendar.

(a) Quizzes

A minimum of 4 quizzes and minor tests will be conducted in each course unannounced throughout the semester.

(b) Mid-Term Test

There will be one such test in each semester. Marked papers will be shared with the student.

(c) Home Assignments

The instructors will design and assign homework, individual/group assignments and projects. They shall check and return the same regularly. Presentation and discussion in the classroom may be required.

(d) Final Examination

The last comprehensive examination will be held in each course at the end of the semester. The mode of the examination will be determined by the instructor according to the nature of the subject, in consultation with the Chair Department and Director Examinations. The solved paper



shall be displayed on the Web/Notice Board by the concerned Faculty Member immediately after the exam. If a student has any doubt about his grade in the paper, he/she should file request for rechecking of papers as per AU policy.

The money shall be refunded to the student if his doubts were correct.

(e) Practical/Lab/On Line Examinations

In the courses/programs where practicals are part and parcel of the study scheme, the examinations will be held according to the schedule prepared by the Chair Department.

7.3 Weightage of Examinations

Following distribution of marks is to be followed for determining a student's grade.

Subjects with Practicals

	<u>Exam</u>	<u>% Weightage</u>
(a)	Final	45
(b)	1 Mid Term Test	20
(c)	Quizzes /assignments.	15
(d)	Practical/Lab/projects	20

Subjects without Practicals

	<u>Exam</u>	<u>% Weightage</u>
(a)	Final	45
(b)	1 Mid Term Test	35
(c)	Quizzes /assignments	20

The number of quizzes (if more than 4) and assignments and their specific marks are decided by the course instructor.



The overall subject percentage thus obtained will be rounded up by the examiner. Fraction of 0.5 or more is rounded off to the next higher digit.

Success in practical/lab part of the course is essential.

7.4 Use of Unfair Means in Examination

A student found using unfair means or assisting another student during an examination is liable to face severe disciplinary action. If the invigilator considers a student a source of disturbance in the examination hall, the student will be asked to leave the examination hall. A student found guilty of using unfair means, will be referred to the Unfair Means Committee. The Unfair Means Committee will consist of three members nominated by the Vice Chancellor.

7.5 Guidelines for Dealing with use of Unfair Means

S #	UNFAIR MEANS	PENALTY	AUTHORITY	REMARKS
1	Attempt to know contents prior to examination	Expulsion	UMC/VC	
2	Arguing with Invigilator/Rowdiness	'F' in subject Expulsion	UMC/VC	
3	External material, Use of mobile phone	'F' in subject	Invigilator	Report to HOD and Dir Exams during the paper/exam
4	Exchange of Answer Book	'F' in subject 'F' in Semester	Invigilator UMC	Report to HOD and Dir Exams during the paper/exam
5	Exchange of Question Paper	'F' in subject 'F' in Semester	Invigilator UMC	Report to HOD and Dir Exams during the paper/exam
6	Use of wash room for cheating	'F' in subject	Invigilator	Report to HOD and Dir Exams



				during the paper/exam
7	Borrowing	Fine Rs.3000/- (max)	Invigilator	Report to HOD and Dir Exams
8	Seeking clarification	Fine Rs.3000/- (max)	Invigilator	Report to HOD and Dir Exams
9	No ID card	Fine Rs. 3000/- (max)	Invigilator	Report to HOD and Dir Exams
10	Oral communication	Fine Rs.3000/- (max)	Invigilator	Report to HOD and Dir Exams

Note: All penalties except expulsion will include a **‘WRITTEN WARNING’**

8.0 Dismissal on Academic Grounds

A student may be dismissed from the University on the following academic grounds:

- (a) Failing to maintain the CGPA as required in section 2.5.
- (b) Failing to complete the Degree Program within 6 years from the date of first Registration.

A student dismissed on academic grounds will be given an official transcript.

9.0 Award of Degrees

The names of the successful candidate will be forwarded by the Dean/Chair Department to the Registrar, after ensuring that the student has:



- (a) completed required courses and credits of the academic program
- (b) cleared all 'F' grades, if any
- (c) completed and achieved at least minimum required grade in project and practical work
- (d) successfully completed internship, where required
- (e) good moral character

Registrar will verify this information and issue gazette notification announcing names of those who have completed degree requirements.

10.0 Code of Conduct

AU has laid down a code of conduct for all students studying at the campus. This code is meant to ensure high moral standards and an academic atmosphere of peace and harmony. At AU male and female students are studying together. They have to learn, discuss, participate and interact with one another very frequently. They are, therefore, required to exhibit high moral standards, decent manners, and a responsible behaviour. Cultural norms of our society must be observed.

10.1 University Identity Cards

Students must be in possession of the University Identity Cards whenever they are on the University Campus and they must display it on person prominently AT ALL TIMES. They can be denied entry to the campus and fined for not carrying the ID cards. It is the student's responsibility to get the ID card issued during the orientation period or latest by the first week



of the first semester. For further details they are to contact the Program Coordinator's office. Loss of card must be reported immediately and a new card made at the prescribed cost. The card is not transferable and neither shall it be duplicated or photocopied and used as a replacement.

10.2 Car Stickers

Parking inside the University premises requires a Security Car Sticker which must be obtained from the Registrar's Office at a nominal price. Cars without stickers shall not be allowed to enter the Main Gate. The Car Sticker is not transferable.

10.3 Dress Code

The AU students are expected to be decently and elegantly dressed. They must observe the cultural norms in their attire and display neat and clean bearing. The students are not allowed to wear joggers, slippers, jeans, T-shirts, jackets, shorts etc. on the Campus. In the summers, boys must wear black or brown shoes, and dress shirts with full or half sleeves tucked inside trousers. In winters - 1 October to 1 March - wearing of a tie is compulsory. Blazer and/or pullover with V shaped neck only, of sober colours may be added to the summers dress outlined earlier. Girls are to wear shalwar and kameez with dupatta . *ON FRIDAY, THE STUDENTS MAY WEAR ANY DRESS OF THEIR CHOICE REMAINING WITHIN NORMS OF DECENCY. IMPROPERLY DRESSED STUDENTS SHALL BE EITHER FINED ON THE SPOT OR ASKED TO LEAVE THE PREMISES THUS CAUSING HARM TO ONES STUDIES.*

10.4 Display of Banners and Posters

The University prohibits display of any kind of banners and posters that reflect association with any religious, political, ethnic, and regional or a sectarian party. Similarly, notices



calling meetings of any religious, political, ethnic or any prejudiced regional party are also totally prohibited. Slogans, propoganda, noise of any sort liable to cause disorder are prohibited.

10.5 General Prohibitions and Provisions

(a) Smoking is prohibited on the campus. Violators will be heavily fined.

(b) Mobile phones should be kept silent in classrooms.

(d) Policies regarding use of library, labs, and cafeteria are displayed on notice boards etc. from time to time and must be followed.

(e) Carrying of any kind of weapon or prohibited drugs on the campus is strictly forbidden.

(f) No pets are to be brought to the University.

(g) Guests should generally remain confined to the Reception area in the Admin Block and not taken to the Academic Block. Parents, however, may be entertained in the Cafeteria.

11.0 Discipline

Serious disciplinary matters shall be investigated by the Discipline Committee, which shall forward its recommendations to the Vice Chancellor for final approval.

11.1 Discipline Committee

(a) The Discipline Committee consists of two or more members nominated from among the University staff by the Vice Chancellor/Senior Dean.



(b) The Discipline Committee shall accord full opportunity to the student to plead the case. Statement made by the student and cross examination by the Committee will be recorded and recommendation made to the Vice Chancellor/Senior Dean.

11.2 Acts of Indiscipline

The following, among others, shall constitute acts of indiscipline on which the Discipline Committee will take action: -

- (a) Breach of decency, including the use of indecent language, undesirable remarks, gestures and disorderly behaviour.
- (b) Defiance of University or Faculty authority.
- (c) Impersonation or giving false information or wilfully suppressing, changing, replacing or distorting information, cheating or deceiving.
- (d) Indulging in or inciting violence.
- (e) Misusing or damaging University property.
- (f) Consumption, sale and distribution of alcohol, prohibited drugs, controversial or banned items on campus and hostels.
- (g) Indulgence in political, ethnic, racial or sectarian activity or use of students' organization for furthering the cause of a political party.
- (h) Use of unfair means in class tests and examinations (dealt with in Section 7.4)



- (j) Instigating others and indulging in undesirable propaganda creating academic deterrence and polluting academic environment.
- (k) Indulgence in unlawful activities.

11.3 Disciplinary Action

Disciplinary action may comprise any combination of the following:

- (a) A warning in writing.
- (b) Probation for a specified period.
- (c) A fine, the value of which shall be determined by the Discipline Committee.
- (d) Withholding a certificate of good moral character.
- (e) Cancellation of the examination result.
- (f) Expulsion or rustication from the University.
- (g) Non-conferment of degree.
- (h) Any other penalty suggested by the Discipline Committee and approved by the Vice Chancellor.

11.4 Processing of Disciplinary Cases

The disciplinary cases shall be dealt with by the Dir of Students Affairs or Senior Dean on behalf of the Vice Chancellor. The two officers are authorized to fine a student up to Rs 1,000/- and/or suspension for a maximum period of



three days. Any penalty higher than this must be referred to the Vice Chancellor for his approval.

On receipt of a complaint from the Dean or Director Students Affairs, if the Vice Chancellor feels that the allegations require no further evidence, he may approve, enhance or lower the recommended penalty provided that the penalty does not exceed a fine of Rs 3000/- and/or 7 days suspension.

Senior members of the administration and faculty may fine a student for minor offences by reporting the matter to the Dean and the Director Student Affairs. The latter may enter this in the student's record.

11.5 Appeal Against Disciplinary Committee's Decision

A student may make an appeal to the Vice Chancellor against any decision within three days. The decision of the VC will be final.



12.0 Academic Calendar 2009-10

1 st Sep 2009	Fall Semester Classes Commence
20-22 Sep	Eid-ul-Fitr
01 Oct	Compulsory Winter Dress for Students
26-30 Oct	Mid Term Exams
09 Nov	Iqbal Day
27-29 Nov	Eid-ul-Azha
25 Dec	Quaid Day/Christmas
26-27 Dec	Ashura
01 Jan 2010	Last day of classes
04-12 Jan	Final Examination
19 Jan	Declaration of Result
25 Jan 2010	Spring Semester Classes Commence
05 Feb	Kashmir Solidarity Day
26 Feb	Eid Milad un Nabi
01 Mar	Compulsory Summer Dress for students
19-20 Mar	Sports
23 Mar	Pakistan Day
29Mar-02 Apr	Mid Term Exam
01 May	Labour Day
26 May	Last Day of Classes
28 May-05 Jun	Final Examination
11 Jun	Declaration of Result
16 Jun	Summer Semester Classes Commence
14-16 Jul	Mid Term Exam
13 Aug	Last Day of Classes
14 Aug	Independence Day
16-20Aug	Final Examination
25 Aug	Declaration of Result



13.0 Acknowledgement Form

Acknowledgement by the Student

I have read and understood the contents of Student Handbook 2009-10 and undertake to abide by all the policies, rules and regulations mentioned therein.

Name _____ Reg No _____

Programme _____ Signature _____

Date _____

Acknowledgement by Father / Guardian

I have read and understood the contents of Student Handbook 2009-10 and undertake that my son/daughter/ward will abide by all the policies, rules and regulations mentioned therein.

Name _____ Signature _____

Date _____

The acknowledgements are to be signed and returned to the Registrar's Office.
