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RULES & REGULATIONS

Undergraduate Programs

University of Engineering and Technology, Taxila



Disclaimer

The rules and regulations governing various aspects of student's life at the University (such as semester system, examination, discipline, migration etc.) are given in this booklet or elsewhere (like in prospectus: admissions, fees, and charges etc.) are informational and should not be taken as binding on the University. There is no guarantee that these rules and regulations will remain unchanged throughout a student's stay at this University; nor does it, in any way restrict or curtail the inherent powers for the University authorities to modify them whenever in their judgment any modifications are called for, and to implement the modified rules and regulations from a date which they deem appropriate.



Vision

To be a quality conscious institution of international standing imparting knowledge in the field of engineering and applied technologies in a caring environment for the socioeconomic development of the country.

Mission

To fulfill the needs of the country by producing responsible graduates equipped with sound knowledge and skills along with highest moral values through conducive learning environment.

Core Values

- | | | |
|---------------------|-------------------------------------|------------------|
| i. Merit | ii. Honesty | iii. Justice |
| iv. Fair Play | v. Teamwork | vi. Transparency |
| vii. Accountability | viii. Implementation of Rule of Law | |



IN THE NAME OF ALLAH, THE BENEFICENT, THE MERCIFUL

PRECFACE

University of Engineering and Technology was established in October 1993 by an ordinance issued by Government of Punjab. At present, nine BSc Engineering degree programs are operational; namely Civil Engineering, Electrical Engineering, Mechanical Engineering, Electronics Engineering, Computer Engineering, Software Engineering, Telecommunication Engineering, Industrial Engineering and Environmental Engineering. One non-Engineering program of BS Computer Science also exists in the University. Semester System of teaching and examination was implemented on all programs of UET Taxila in 2007.

Outcome Based Education (OBE) is a student-centered approach of curriculum design and teaching that emphasize on what learners should know, understand, and demonstrate and how to adapt to life beyond formal education. For the last few decades, there is an expansion of higher education sector in Pakistan and abroad has necessitated the focus on quality of engineering education.

The quality and competence of graduates and their relevance is critical for socio-economic elevation and technical manpower required to meet the requirements of the society. Established in 1989, the Washington Accord is an international accreditation agreement for the undergraduate engineering programs. It recognizes that there is significant equivalency of the engineering programs accredited by those signatories and accredited programs in signatory countries are acknowledged by the other signatory countries as having met the academic requirements for entry into the practice of engineering.

Pakistan Engineering Council (PEC) is the Regulatory Body to undertake multiple tasks; one of these is to regulate the conduct of engineering education. The quality of engineering programs is ensured through a comprehensive process of accreditation adopting international best practices. Emphasis is placed on adherence to accreditation standards to ensure quality of engineering programs offered in public and private institutions.

In OBE framework, first of all Program Educational Objectives (PEOs) for every engineering degree awarding program are devised. These PEOs are expected attributes which a graduate of that program may exhibit about five years after his graduation. These PEOs can be obtained by some Program Learning Outcomes (PLOs) which a person must qualify during his whole stay at the university as undergraduate student. There are twelve PLOs, which are enlisted at the end of this booklet, for each and every degree awarding program of UET Taxila. Apart from regular result in the form of grades obtained in every course and a CGPA, a comprehensive PLO attainment sheet of every student is also prepared and maintained in every academic department. These PLOs are achieved through well-defined and properly mapped Course Learning Outcomes (CLOs) of each course of the Engineering program. These CLOs cover appropriate levels of Bloom’s Taxonomy in cognitive, affective, and psychomotor domains.

This manuscript contains rules and regulations related to semester system (teaching and examination), students’ discipline, migration, and hostel. All such rules are duly approved by relevant statutory bodies of UET Taxila.

Commencement and Applicability:

- These Regulations shall be called “The University of Engineering and Technology, Taxila; Rules and Regulations for Undergraduate Programs”.
- These shall come into force with immediate effect for undergraduate degree Programs of the University and will be applicable for all enrolled students.
- In these regulations; the pronoun ‘he’ and its derivatives are used for both male and female persons. Depending upon the context, the words imparting the singular number include the plural number as well, and vice-versa.
- First Edition — August 2020.
- Second Edition — August 2022: which includes amendments in 43/2021, 44/2021, 45/2022 and 46/2022 meetings of the Academic Council and approved by 58/2021 and 61/2022 meetings of the Syndicate.

Rules and Regulations for Undergraduate Programs, UET Taxila

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Definitions:

- i. "Academic Council" means Academic Council of the University.
- ii. "Academic Year" means a year normally consisting of two regular (Fall and Spring) semesters of 18-20 weeks duration each and one optional (Summer) semester of 9-10 weeks duration inclusive of examinations, internships, or any other academic activity.
- iii. "Board of Undergraduate Studies" means the Board of Undergraduate Studies of the concerned Academic Department of the University.
- iv. "Candidate" means a student who intends to appear in an Examination.
- v. "Casual Student" means a student who has not completed minimum degree requirements but is otherwise eligible to take the courses and to appear in the examination. He shall, however, be governed by the University Examinations and Discipline Rules & Regulations.
- vi. "Chairman" means the Chairman of the concerned Academic Department of the University.
- vii. "Controller of Examinations" means the Controller of Examinations of the University.
- viii. "Contact Hours" means the total number of lectures, tutorials, and laboratory hours per week.
- ix. "Course" means a theoretical part of the subject as prescribed in the detailed syllabi approved by the competent authority, whose successful completion shall be the requirement of the Degree.
- x. "Course Teacher" means a person appointed by the competent authority, who teaches a course and then evaluates the students as per University rules and procedures.
- xi. "Credit Hour" means 1 hour of theory lecture or 3 hours of practical work per week for the semester.
- xii. "Cumulative Grade Point Average (CGPA)" means the credit-hour weighted average of the Grade Points earned for all the courses in all the semesters attended.
- xiii. "Dean" means the Dean of the concerned Faculty.
- xiv. "Department" means an Academic Department of the University.
- xv. "End Semester Examination" means the examination to be held at the end of each semester for a theory course on such dates as the University may determine.

- xvi. "External Examiner" means a person holding suitable qualifications in the relevant discipline who is neither a teacher in the University nor has taught the course to the class/section during the semester for which the examination is being held.
- xvii. "Faculty" means the concerned Faculty of the University.
- xviii. "Grade" means the letter grade earned by a student in a course or in a lab course, depending on his performance.
- xix. "Grade Points" means the points (numerical value) associated with each letter grade.
- xx. "Lab Course" means a Practical part of a subject as prescribed in the detailed syllabi approved by the competent authority, whose successful completion shall be the requirement of the Degree.
- xxi. "Lab Teacher" means a person appointed by the competent authority, who teaches a Lab course and then evaluates the students as per University rules and procedures.
- xxii. "Mid Semester Examination" means the examination to be held after eight weeks of teaching in case of regular semesters and after four weeks of teaching in case of optional summer semester on such dates as the University may determine.
- xxiii. "Neutral Examiner" means a teacher of the University holding suitable qualification in the relevant discipline who has not taught the course to the class/section during the semester for which the examination is being held.
- xxiv. "Regular Student" means a student who is enrolled for the minimum duration of a degree program of this University and who does not maintain admission simultaneously in any other degree/diploma program of this University or any other institution.
- xxv. "Semester" means a declared duration of 18-20 weeks in case of regular semester and 9-10 weeks in case of optional summer semester, including teaching and examinations.
- xxvi. "Semester Grade Point Average (SGPA)" means the credit-hour weighted average of the Grade Points earned for all the courses in a semester.
- xxvii. "Syndicate" means the Syndicate of the University.
- xxviii. "University" means the University of Engineering and Technology Taxila.
- xxix. "Vice-Chancellor" means the Vice-Chancellor of the University.

Academic Calendar:

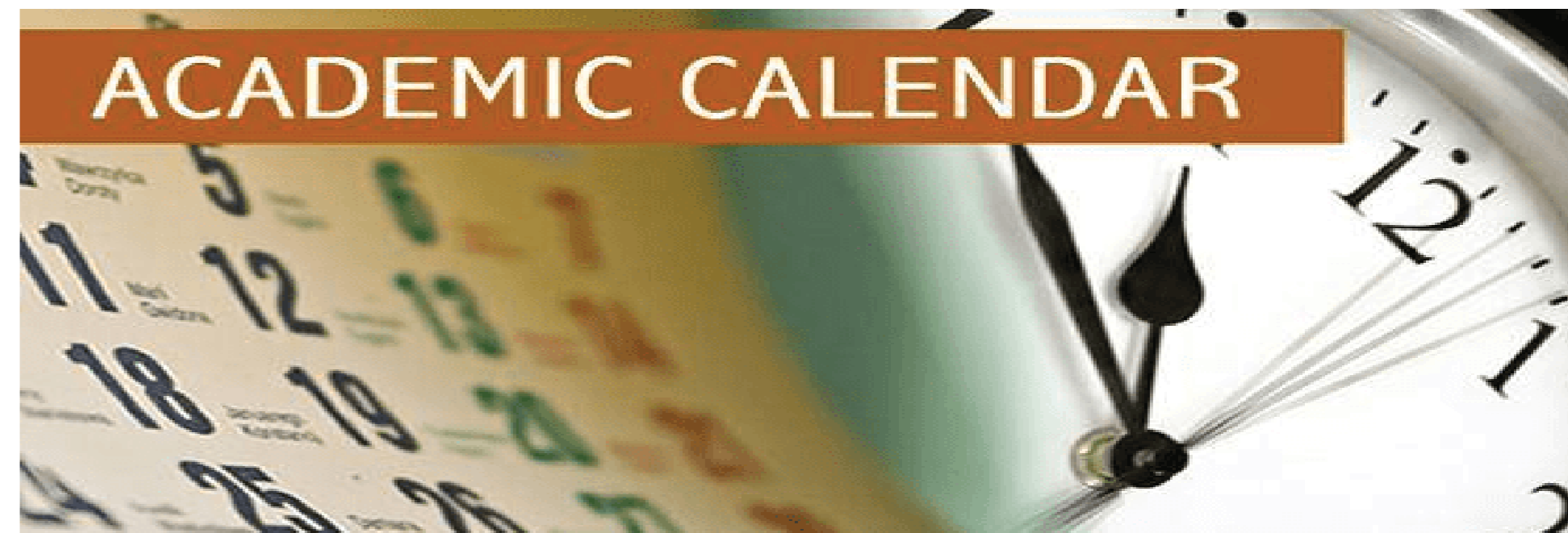
The Bachelor's Degree Program shall be spread over four academic years (minimum Eight Regular Semesters). Each academic year shall consist of two regular teaching semesters that is Fall and Spring and an optional Summer semester. In case of regular semesters (Fall and Spring) there shall be sixteen weeks of teaching while in case of Summer semester there shall be eight weeks of teaching with double workload.

The Director Academics shall prepare an academic calendar of a complete year in consultation with chairpersons of academic departments, controller of examinations, director student affairs and director sports in line with policies and guidelines of the university. This academic calendar shall be notified by Director Academics after approval from Vice-Chancellor in the meeting of Deans' committee.

The academic schedule will include the following:

- i. Semester registration date
- ii. Semester starting date
- iii. Teaching weeks
- iv. Mid semester examination
- v. End semester examination
- vi. Summer semester
- vii. Others (like; sports/students' weeks, semester/Eid beaks, summer/winter vacations etc.)

Students shall be responsible to meet the requirements and deadlines published for each semester in the academic calendar. Students shall also be expected to know and adhere to the rules, regulations, course loads and policies of the University as well as those of the departments in which they are enrolled.





1 SEMESTER SYSTEM

1.1 General

a. Duration of Degree Program:

- The minimum duration of the degree program shall be four academic years (Eight Regular Semesters). While the maximum duration allowed is seven years.
- Notwithstanding anything to the contrary contained in these regulations, no candidate shall be admitted to an examination after the expiry of seven academic years. This period shall be counted from the date of his registration to the first semester in the University.
- In case a candidate is admitted directly to a higher class (by migration or transfer of credits), he shall not be admitted to an examination after the expiry of the remaining period for the session to which he is admitted.

b. Credit Hours for the Award of Degree:

The total number of credit hours required for the award of degree shall be 130-136 while the number of credit hours for a regular semester shall be 15-18 (exclusive of additional courses). The courses of study, the credit hours allocated to each course, the total credit hours offered in a semester and the detailed syllabi shall be as approved by the competent authority.

c. Minimum CGPA for the Award of Degree:

A minimum CGPA of 2.0/4.0 for the total passed semesters of a degree program shall be required for the award of degree. The student affected by this regulation shall have the option to repeat the courses in which his grade is less than C within the maximum allowable time.

d. Medium of Instructions:

The medium of instructions and examinations shall be English for all subjects except Islamic Studies and Pakistan Studies for which the medium of instructions and examinations shall be either Urdu or English.

e. Summer Internship:

Every student shall be required to participate a six to eight weeks of practical training during the summer vacation of their second or third year and submit a formal report to the Chairman of the department.

1.2 Semester Registration

The registration of the students for each semester other than the first semester shall be made by the concerned Academic Department of the University. The registration for the first semester shall be made by the admission office.

- Regular semester fee is normally payable ten days before the start of every semester (Fall or Spring). Dues and scholarships section, working under the Treasurer of the university, notifies the fee schedule for all badges well before the start of every new semester.
- The registration of the students for each semester shall be completed ten (10) days prior to the start of the semester by the chairpersons of the academic departments in accordance with the Academic Calendar notified by the Director Academics. The application forms (or the online registration) shall be completed on or before this closing date (i.e. 10 days prior to the start of a regular semester classes).
- In case of a regular semester, if a student fails to register himself for some cogent reasons, a fine of Rs. 100/- per day will be charged till the one month of the commencement of classes. During this period chairman of the department can permit such candidate for late registration with payment of fine till that date.
- If a student fails to get registered for a regular semester, till one month after start of semester, he will be treated as suspended from the department. The chairperson will notify his suspension to all concerned. This suspension can be lifted by the orders of the Dean of Faculty along with payment of re-admission fee and a fine of Rs. 4000. Application to this affect shall be submitted to the Dean through the chairperson of the department.
- For above both cases (c & d) the student will not claim any other

relaxation in the rules governing for teaching, attendance, and examinations etc.

- The student who fails to register for a regular semester till the mid-semester examinations, his name will be removed from the rolls of the university.
- After one month of start of a regular semester, chairpersons of all academic departments will notify the complete list of registered students to all the concerned. These lists also include the students who have frozen their semester or who have registered themselves for additional courses with junior badges and the names of students who are removed from the rolls of university due to absence.
- The students, who are removed from the rolls of the university due to absence, or any other reason, can apply for re-admission. In such case application will be routed through DSC of the department and will be placed before the Dean for final decision. The Chairperson will notify this decision to all the concerned. Readmission fee, fine or any other penalty approved by the Dean will be applicable.

1.3 Attendance Requirements

No candidate shall be eligible to appear in an end semester examination unless the following conditions are fulfilled:

- He has been on the rolls of the University during the semester for which the examination is being held.
- He is not debarred from taking the examination under the University rules and regulations enforce for the time being.
- He has attended a minimum of 75% of the total number of lectures delivered, the laboratory periods held, design and practical work done in a course during the Semester for which the examination is being held. The Dean of the concerned faculty may, for valid reasons, condone this deficiency up to 10% on the recommendations of the Chairman of the department in consultation with the course teacher concerned.
- If a student does not fulfill the condition of attendance, he shall be awarded an 'F' grade in that course, whether theory or Lab. He will have to re-register himself for that course in the summer semester, if offered, or in a regular semester (as an additional course) in which

the course is being offered.

- The course teacher(s)/Lab teacher(s) concerned will maintain the attendance record for their courses. They will display and forward the list of such candidates who do not fulfill the condition of attendance to the Controller of Examinations through the Chairman of the Department, and the Dean of the concerned Faculty, immediately after the completion of the teaching session. Such candidates shall not be allowed to appear in the End Semester Examination of that course.
- At the end of each month, the teacher concerned shall send to Chairman of the Department, a statement giving the total number of lectures delivered or labs conducted by him together with the number of lectures or labs attended by each student.

1.4 Grading Mechanism

Course grades shall be awarded to the students preferably based on their relative performance in the course with minimum student's strength more than ten (10). Grading shall be usually carried out based on normal distribution curve using statistical methods with preferably 'B' as the class average. Grades shall be indicated by letters. There shall be 4 letter grades i.e. A, B, C and D for individual courses with 9 performance levels; A, A-, B+, B, B-, C+, C, C- and D. Moreover 'F' grade stands for Fail and 'I' grade for Incomplete. The grade points assigned to letter grades shall be indicated as under:

Letter Grade	Grade Points	Letter Grade	Grade Points
A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	D	1.0
B-	2.7	F	0.0

The following guideline for the award of Letter Grades can be followed by the course teachers in case of absolute grading and final year project evaluation etc.



Marks (%)	Letter Grade	Marks (%)	Letter Grade
90-100	A	65-69	C+
85-89	A-	60-64	C
80-84	B+	55-59	C-
75-79	B	50-54	D
70-74	B-	<50	F

1.5 Grade Point Average (SGPA and CGPA)

The Semester Grade Point Average (SGPA) shall be calculated by multiplying the grade points earned in a course with the number of credit hours of that course, taking the sum of such products for each course taken in that semester and finally dividing the result by the total number of credit hours attempted in that semester.

The Cumulative Grade Point Average (CGPA) shall be calculated similarly (as that for SGPA) for all the courses taken in all the semesters of the degree program.

1.6 Evaluation Components

The course teacher shall be responsible for the evaluation of work/performance of the students of his class and for the award of grades to them. Theory and lab courses are evaluated separately based on the following evaluation components.

a. Theory Course:

i. Quizzes/Assignments/Projects/Presentations:

There shall be an appropriate number of quizzes/ assignments/ course project/ presentations etc.

ii. Mid Semester Examination

There shall be one Mid Semester Examination of 1.5 to 2.0

hours duration for each course in a semester after eight weeks of teaching in case of regular semester and after four weeks of teaching in case of summer semester.

iii. End Semester Examination

There shall be separate End Semester Examination for every course. The duration of this exam will be 2 to 3 hours covering the entire syllabus at the end of each semester. The examination shall be held after sixteen weeks of teaching of each regular semester and after eight weeks of teaching in case of summer semester.

Weightage of Evaluation Components/Assessments: The final grade of a course shall depend on the marks obtained in each of the evaluation components listed above. The weightage given to each component is as follows:

Evaluation Components/ Assessment Type	Weightage
Quizzes/ Assignments/ Projects/ Presentations	25%
Mid Semester Examination	25%
End Semester Examination	50%

b. Lab Course:

Weightage of Evaluation Components/Assessments: The final grade of a Lab course shall depend on the marks obtained in each of the evaluation components, listed in the table, along with weightage given to each component is as follows:

Evaluation Components/ Assessment Type	Weightage
Lab Assignments, Lab Performance, Lab Report, Lab Project, Presentation, Mid Semester Exam	50%
End Semester Viva & Practical	50%

Note: Absence in any of the evaluation components shall be awarded

zero marks whereas the absence in the End Semester Examination or in the End Semester Viva & Practical Examination shall be awarded an 'F' grade irrespective of the sessional marks. It is the responsibility of the course teacher to mark "A" (Absent) instead of "0" (Zero) against the End Semester Examination or in the End Semester Viva & Practical Examination as per the attendance list provided to him by the Superintendent for the absent students. The Chairman of the Department will also ensure the marking of Absent in the End Examination components.

1.7 Academic Deficiencies

A student, who obtains one or more of the following in a semester result shall be considered academically deficient:

- One or more 'F' grades in a semester
- One or more 'I' grades in a semester
- SGPA less than 1.0 at the end of 1st semester
- CGPA less than 2.0 at the end of 2nd semester and onwards

An academically deficient student can have following three options:

i. Academic Dismissal

A student who fails to obtain a minimum GPA of 1.0 at the end of 1st semester of a degree program shall be placed on academic probation for the 2nd semester being academically deficient. In case, he fails to improve his CGPA to 1.0 at the end of 2nd semester, his name shall be removed from the Rolls of the University. Students dismissed on academic grounds shall, however, be furnished with an official transcript indicating the courses completed along with grades earned in registered courses.

ii. Re-admission

Re-admission in the first year, without going through the admission process, is granted to only those undergraduate students who have been dismissed on academic grounds but only for once. There is no second re-admission. In this case, on the request of the student and recommendations of the chairman concerned, admission office shall issue a re-admission notification.

iii. Relegation to Lower Semester

An academically deficient student can apply to the Chairman of concerned department for Willing Relegation to lower semester to overcome his academic deficiencies. The Chairman will refer his case to the Departmental Semester Committee for appropriate decision. The case will be forwarded to the Controller of Examinations after approval of the concerned Dean for subsequent notification. The Willing Relegation to lower semester can only be availed once during the entire degree program subject to written consent of the parents/guardians.

Note: In both the above cases (ii and iii) the maximum duration of degree program shall remain the same which will be considered from the date of his first semester registration.

1.8 Repeating and Improvement of Courses

- An academically deficient student, either regular or casual, shall be allowed to repeat/improve the courses during the summer semester, if possible to offer, as well as during the regular semesters whenever the teaching and examination schedule makes it possible for him to register himself for the additional courses with junior classes and to take the Mid and End Semester Examinations.
- An academically deficient regular student shall be allowed to get himself registered for as many additional courses with junior classes, such that his total semester load does not exceed 21 credit hours, provided that contact hours also does not exceed the total number of available work hours per week.
- An academically deficient casual student will be allowed to get himself registered for as many courses in his post eighth semester such that his total semester load does not exceed 21 credit hours, provided that contact hours also does not exceed total number of available work hours per week.
- In case of repetition/improvement of a course the student shall have to pay course registration and examination fee as prescribed by the University. It shall be noted that a student can only improve a grade



lower than C (that is C-, D and F).

- e. If a student registers himself for improvement of a course and completes it, the better grade obtained by him shall be considered for the computation of SGPA and CGPA.
- f. In case a student repeats an elective course, which has already been taken, and in case a student takes a new course in lieu of that elective course in which he failed, both the courses along with grades will be reflected on his transcript.

1.9 Summer Semester

- a. Summer semester shall be only for those students who want to repeat/improve certain courses to make up for their academic deficiencies. First attempt to study any course shall not be allowed in summer semester.
- b. An academically deficient student, either regular or casual, shall be allowed to get himself registered for maximum of 21 credit hours, provided that contact hours also does not exceed total number of available work hours per week.
- c. The minimum strength to offer a course in Summer Semester will be Five students. However, the Dean of faculty may relax the condition of five students on the recommendations of the Chairman of the concerned academic department only for the graduating

and casual students. In case if such course is offered, it will be open for registration to other students as well. Fee as prescribed by the university will be charged from all such registered students.

- d. Teaching Shall be mandatory for all offered courses in summer semester.
- e. The contact hours during the summer semester shall be doubled to ensure that the course is completely taught in a summer semester with half of the duration compared to regular semester.
- f. Letter Grade awarded during summer semester shall not be more than a 'B' grade. Also, no 'I' grade will be awarded in summer semester.
- g. The registration, attendance, conduct of examination and result display policies etc. during the summer semester shall be same as in regular semester.
- h. It is in the best interest of the students to clear their failed courses or the courses where they want to improve their grades by repeating the courses as early as possible. The University will not be responsible to offer failed or improvement courses in the final year unless and until the other conditions of summer semester registration are fulfilled.

1.10 Freezing of Semester(s)

- a. Students will be allowed to freeze one or two semester(s) only once during the entire degree program owing to some extreme and genuine reason to be determined by the DSC. Students shall not be allowed to freeze their First and Second Semesters in any circumstances. Only those students who have completed their first academic year at the university shall be eligible to avail this facility. A student must apply to the Chairman of the Department, in writing, for freezing of one or two consecutive semesters within fifteen days of commencement of the semester. A student can request for freezing of at most two consecutive semesters with Summer Semester not being counted. The Dean of concerned faculty will approve the case of freezing on the recommendation of the DSC, and the Chairperson shall notify it to all the concerned. Regular semester fee is chargeable for frozen semester(s).

- b. In case of freezing two consecutive semesters the student on his return will be registered in the same semester with next junior class and his courses shall be evaluated by the concerned Chairman of the department to determine their relevance to the changes made in the curriculum (if any). In such case, the student shall be required to modify the degree plan to ensure conformity to the recent curriculum. Also, students will be required to pay the difference of university fee (if any) besides the re-registration fee.
- c. In case of freezing one semester, the student may rejoin his own class or may request for further extension of freezing next/forthcoming regular semester. The deficiency created by frozen semester shall be made up after completing the remaining courses with his class that is after eighth semester by enrolling as a casual student.
- d. The students allowed to freeze their semester for proceeding abroad under Educational Exchange Programs, will be eligible to register themselves for deficient courses in forthcoming Regular Semesters to overcome their academic deficiencies, provided the requirements for registration in Regular Semesters (as additional courses) are fulfilled as prescribed in the prevailing regulations.
- e. The maximum duration of the degree program shall remain the same, in case a freezing is availed, which will be counted from the date of his first semester registration including the frozen semesters.

1.11 Departmental Semester Committee

a. Constitution of the Committee

Each Department shall have a Departmental Semester Committee (DSC) constituted by the Vice Chancellor comprising the following:

- i. Chairman of the Department
- ii. Two/ three senior most faculty members
- iii. The teacher concerned may be co-opted in case of complaint of the students.

b. Functions of the Committee

- i. Address and recommend solutions to student's complaints/appeals regarding sessional/ grade awards etc.

- ii. Examine and recommend students requests for award of 'I' grade, and retake of Mid Semester Examination.
- iii. Examine and recommend students requests for freezing of semester(s).
- iv. Examine and recommend students requests for willing relegation to lower semesters only for the purpose of overcoming their academic deficiencies.
- v. Examine and recommend transferred courses and corresponding credits for migration cases.
- vi. Examine and recommend deficit courses for the student who freezes his two consecutive semesters and the curriculum of next session has been changed.

Recommendations of the DSC will be approved by the Dean of relevant faculty and will be notified by the controller of examinations.

1.12 University Semester Committee

a. Constitution of the Committee

There shall be a University Semester Committee to be constituted by the Vice-Chancellor comprising of the following:

- i. Deans of all Faculties (Senior Dean being the Chair)
- ii. Director Quality Enhancement
- iii. Director Academics
- iv. Controller of Examinations (Secretary)

b. Functions of the Committee

- i. Provide consultation to the Academic Departments in all academic related matters and facility development for the latest knowledge and technology.
- ii. Monitor the implementation of semester system and address various issues arising with relation to its implementation.
- iii. Recommend necessary amendments in the semester rules & regulations, if needed.





2 EXAMINATION SYSTEM

2.1 Exam Conduction and Notification of Results

- The Controller of Examinations shall issue date sheets of theory papers for each Mid and End Semester Examinations. Mid Semester Examinations shall be held on consecutive days excluding holidays, which means that no gap shall be allowed between two papers. While the End Semester examination shall be held on alternate days.
- The Controller of Examinations shall notify the invigilation/center staff for the conduction of mid and end semester examinations on the recommendations of the Chairmen of academic departments according to the set rules depending upon the number of students appearing in the examination.
- The final award received by the office of the Controller of Examinations can be liable to a subsequent change on the recommendations of the Departmental Semester Committee.
- As soon as possible after the completion of the examinations and submission of award lists by the academic departments, the Controller of Examination shall notify the result after scrutiny from the scrutineers.

2.2 Instructions for Students during Examination

- The Answer Script should not be used for any purpose other than writing answer to questions in the examination hall. Illegal use of Answer Script would lead to prosecution.
- Begin writing your answer from the back of the title page of the Answer Script. This page must not be left blank in any case.
- Write on both sides of each leaf.
- Candidates guilty of making appeals to the course teacher(s) in their Answer Script will entail the penalty of cancellation of the Answer Script through which such appeal is made.
- No Answer Script or paper of any kind is to be taken in or removed from examination hall/room except the question paper.
- No leaf from the Answer Script is to be torn off.

- Any candidate creating disturbance during the examination or misbehaving in or around the examination hall/room shall be expelled therefrom and shall be liable to disciplinary action.
- The Answer Script must be delivered to the superintendent even if no question has been answered.
- Candidates are not permitted to leave the examination hall/room until the expiry of half time after the distribution of question paper.
- Candidates found using **UNFAIR MEANS** shall be liable to disciplinary action.
- Use of programmable calculator is prohibited unless specially allowed by the course teacher and clearly mentioned in the question paper.
- Only blue/black ball pen is allowed to be used. Do not use marker/pen or ball pen of any other color.
- Use of white fluid and ink remover is strictly prohibited which can result into the cancellation of entire Answer Script.
- Mobile phone is not allowed in the examination hall/room. Violation will lead to unfair mean case.



2.3 Result Computations and Submission

a. Theory Course:

- The teacher concerned shall prepare detailed sessional awards. He shall display a copy of the same on the notice board before the start of End Semester Examination.
- The marked scripts of each examination component i.e. quizzes, assignments, lab reports, Mid and End Semester Examination shall be shown to the students by the concerned teachers. In case, a student is not satisfied with his awards and /or clarification from the teacher concerned, he may make written request to the Chairman of the Department who will refer his case to the DSC and the decision of the Committee shall be final.
- The course teacher(s) shall be responsible to set the question papers for mid and final examinations, mark the answer scripts and prepare the award lists.
- There shall be no choice of questions in any of the evaluation components.
- The course teacher after setting the question paper shall get it photocopied, from examination branch or from the department, in accordance with the number of students, seal these question papers in an envelop and deliver it to the center superintendent on the date of examination as per date sheet.
- On receipt of Answer Scripts from the center superintendent, the course teacher shall mark the scripts for each examination and prepare the award lists. After the end semester examination, he shall send the result (hard and soft copies) along with the marked scripts and two sets of question papers of Mid and End Semester Examinations to the Controller of Examinations through the Chairman of the concerned department under the sealed cover. Further, he will display the list of students having 'F' grades in his course on notice board and send the copy of the same to the Academic Cell of the concerned department.
- The marked Answer Scripts of a Mid and End Semester Examinations shall be retained in the office of the Controller of Examinations for a period of one year. After this period the

scripts shall be disposed of accordingly.

- The course teacher(s) shall be responsible to ensure that there is no discrepancy in the marks entered in the award lists, the marks entered on the cover page of the scripts and the marks awarded to the questions in the scripts. A fraction of half or more shall be counted as one mark and less than half shall be ignored in grand total only.
- The time limit for marking the scripts shall be fifteen (15) days from the date of last paper of end semester theory examination. Chairman of the concerned department will ensure the timely submission of result.
- A student who fails to take his Mid Semester Examination due to some unavoidable circumstances (beyond his control) shall apply in writing to the Chairman for retake of mid semester examination. The Chairman will refer his case to the DSC for consideration and decision. The decision shall be communicated to the Controller of Examinations in writing for its notification. In case a student is allowed to retake Mid Semester Examination, the examination will be conducted by the concerned course teacher before the End Semester Examination of the same semester on the payment of prescribed fee by the student.

b. Lab Course:

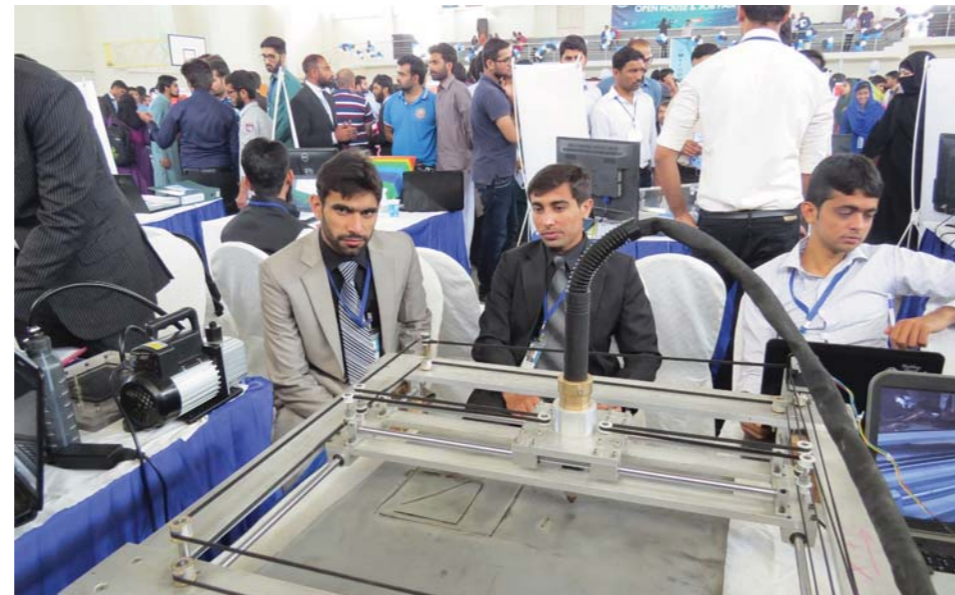
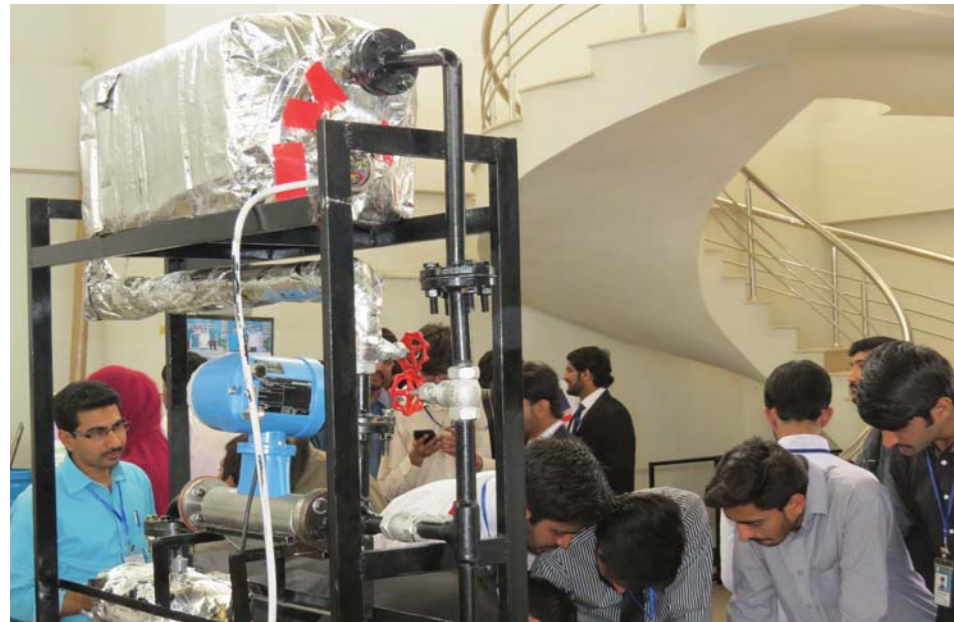
- The lab teacher, in consultation with course teacher will be responsible for lab conduction under different Bloom's Taxonomy domains.
- During the semester with appropriate distribution among various components, as mentioned in section 1.6 b, sessional evaluation is done which will contribute 50% to the result of the lab course.
- The end semester viva and practical examination will be conducted by Lab teacher(s) or course teacher. This component contributes remaining 50% to the result of lab course.
- The result will be signed by the course teacher(s) and chairman of the department.



- v. Usually end Semester Viva and Practical Examination is conducted after the End Semester theory examinations, or otherwise according to the schedule notified by the Director Academics or the Chairman of the department.

c. Final Year Project

In the final year, students shall be required to do a project which is assigned six credit hours. A list of available projects shall be notified by the concerned department at the start of the academic year. Students shall be required to consult their faculty advisors for the selection of a project. Students shall be required to complete their projects and present their reports (in hard-bounded form) after the End Semester Examination of their eighth semester. A three members committee approved by the Chairman of the Department including the project supervisor shall evaluate these projects. The eighth semester project evaluation shall be held after the examination weeks and shall be followed by an open presentation.



2.4 Re-Checking of Answer Scripts

There shall be no re-evaluation of Answer Scripts of the End Semester Examination. However, a candidate shall be allowed to have his Answer Script rechecked by the Controller of Examinations on payment of prescribed fee within fifteen days of the declaration of result. The Dean of the Faculty concerned may condone the delay up to a maximum period of ten days on payment of double fee. The Controller of examinations shall certify that:

- a. The script has not been changed as mentioned in the attendance sheet.
- b. No portion of the script has been left unmarked.
- c. The marks awarded in the script have been correctly brought out on its cover.
- d. The grand total on the cover of the script is correct.
- e. The grand total on the cover of the script is correctly transferred to the award list.
- f. The result has been correctly posted and notified.

If any discrepancy is found in above cases, then the Controller of Examinations will:

Case (a): call the superintendent of the concerned examination for clarification/ rectification. If the matter is not satisfactory than he will refer the case to Unfair Means Committee.

Case (b): call the concerned course teacher to rectify the mistake, prepare new result and submit the same through the Chairman of the concerned department for re-notification.

Cases (c, d, e, and f): The controller of examinations will rectify the mistake and re-notify the new result.

Fee prescribed by university per script will be charged as re-checking fee. There shall be no re-evaluation or re-checking of practical examination.

2.5 Incomplete (I) Grade

A student may request for the award of an 'I' (Incomplete) grade, if for some genuine reasons (beyond his control), he fails to appear in an End Semester Examination or final year project. 'I' grade will not be awarded for any other deficiency in a course (e.g. shortage in attendance etc.). For the award of an 'I' grade, the student will apply on a prescribed form, 'I' Grade Application Form, to the Chairman of the concerned department, who will refer his case to the DSC for consideration. The DSC will make its recommendations based on the genuineness of the case and based on his performance in mid semester examination, lab work, home assignments, quizzes, class participation etc. In case the student is allowed an 'I' grade in a course(s) the recommendation of DSC will be forwarded to controller of examinations for its notification. He would be allowed to take only end semester examination of that course on payment of prescribed fee. The 'I' grade must be completed before the commencement of the forthcoming end semester examination, failing which the 'I' grade will automatically be converted to 'F' Grade. 'I' grade will not be awarded in summer semester.

2.6 Withholding of Comprehensive Result

The comprehensive result of a candidate, who is allowed to appear in the final semester examination while carrying courses of the lower semesters, shall not be declared till he clears all such courses of lower semesters as a casual student. His comprehensive result will be declared with the session in which he clears his last course of the degree program. After the declaration of final semester result, the students with status 'Passed', shall be required to submit the "DEGREE REQUIREMENTS COMPLETION FORM" complete in all respects, within four days of the notification. After which the comprehensive result will be notified, and students will have no claim to improve their grades afterwards. Moreover, if the students with status 'Passed' are interested in improving their grades (C- or D) and the students with status 'Failed' shall be required to submit the "CASUAL STUDENT ENROLLMENT FORM" complete in all respects, for registration as casual student in the office of the Controller of Examinations before notification of the Comprehensive Result, after which no claim will be entertained.



2.7 Transfer of Credits

Transfer of credits shall be applicable only for those students who have been migrated to this University. Credits for only those courses shall be transferred which fulfill the following criteria:

- Credits can only be transferred from a PEC (Pakistan Engineering Council) accredited program in case of Engineering disciplines and from other concerned accredited bodies in case of non-engineering disciplines.
- Student availed any education exchange program may get transferred the courses taken, if he fulfills the prescribed criteria of the University.
- A course with similar title, standard, credit hours and matching course descriptions as available in the relevant academic program of the University will be considered for transfer. It will be ensured that the course equates well in description and laboratory work (if any) with the similar course of the relevant academic program of the University. The duration of the course must be same or more than the duration of the course in the program of the university.
- The candidate should have secured at least 'B' grade in that course as per the grading system of the university.
- A maximum of 50% of the total credit hours of the relevant academic program of the university shall be allowed for transfer.
- Transfer fee as prescribed by the University, shall be paid by the candidate.
- Transfer of credits is considered on the basis of course contents and credit hours to be decided by the DSC of the concerned department.
- Transferred credits shall not be included in CGPA calculation, however, will be reflected on the transcript as Transferred Credits.

2.8 Award of Degree

A candidate shall be admitted to the degree if:

- He has earned total credit hours required for the degree within the prescribed duration of the degree program.

- He has obtained pass grades in all the courses offered in a semester.
- He has passed all the semesters in the relevant discipline with at least 2.0 CGPA at the scale of 4.0 up to completion of a degree program.
- He has submitted the Degree Requirements Completion Form.
- In case of the degree in Civil Engineering he has attended and satisfactorily completed survey camp organized by the university as certified by the Chairman of the Department.

2.9 Award of Honors

A candidate shall be declared to have obtained the degree with Honors and the fact shall be recorded on the provisional certificate, as well as on the degree, provided that:

- He has obtained CGPA of 3.7 or more.
- He has completed the degree program within the minimum duration as specified in the regulations.
- He has not obtained 'F' grade in any course during the entire degree program.



- He has not improved any grade in the entire degree program.
- He has not transferred any credit from other institutions.
- He has not availed the facility of freezing of semester(s) during the entire degree program.

2.10 Award of Medals

A candidate who fulfills all the requirements for the award of degree with Honors shall be entitled to the award of a medal for best performance based on combined eight semesters examinations result in each discipline as detailed below:

- University Gold Medal**
For obtaining 1st Position in a degree program
- University Silver Medal**
For obtaining 2nd Position in a degree program
- University Bronze Medal**
For obtaining 3rd Position in a degree program
- Donor Gold Medals**
For obtaining 1st position in a degree program and as per requirements of the Donors.
- University Gold Medal for Best Researcher**
A Gold Medal to best researcher amongst the undergraduate students of the university will be awarded with the below mentioned terms and conditions:
 - The candidate who fulfills all the requirements for the award of degree with Honors.
 - The candidate who successfully publishes a research paper in ISI indexed Impact Factor research journal.
 - The candidate whose nomination is made by the Research Evaluation Committee constituted for this purpose by the worthy Vice Chancellor.

2.11 Transcripts

Subject to fulfillment of requirements and submission of application on prescribed forms with fee, Degree will normally be issued within two months of the receipt of application. Any other certificate or duplicate

copy (other than degree) will be issued within six days of receipt of application.

a. Semester Grade Sheet

The semester grade sheet (SGS) will be provided at the end of each regular semester after the result notification. The fee prescribed by the university will be charged. The SGS shall indicate courses along with letter grades, grade points, SGPA, and CGPA. SGS may be received from the Examination Branch before the next end semester exam.

b. Transcript of Awards

A transcript of awards shall be issued to each student after completion of the degree program subject to the payment of prescribed fee and clearance certificate. However, on the request of the student, an incomplete transcript of awards can be issued on the payment of prescribed fee.





c. Provisional Certificate

A candidate who fulfills all the requirements for the degree shall be issued a provisional certificate on the payment of prescribed fee along with the clearance certificate before the issuance of the degree. This provisional certificate will not itself confer any right or privilege for admission to the degree.

d. University Degree

The degree shall normally be issued to the graduates at the time of University Convocation without any fee. However, a graduate after obtaining the provisional certificate can apply for issuance of the degree before convocation on payment of the prescribed fee. The graduates who receive the degree in absentia after the convocation shall also be required to pay the prescribed fee.

Note: A candidate shall deposit double the prescribed fee if he requires a certificate or duplicate copy (other than degree) within 24 working hours.

2.12 Unfair Means

There is Committee in the university to deal with cases of the alleged use of UNFAIR MEANS or other matters affecting the discipline of the students in connection with the examination.

Constitution of the Committee

The Vice-Chancellor shall appoint an Unfair Means committee comprising of the following:

- i. Chairman of the Committee (of Professor rank)
- ii. Three members from the faculties (Professor/ Associate Professor rank)
- iii. Controller of Examination (Member/Secretary, Ex-officio)

The tenure of this committee shall be two years, except for Ex-officio member. The meeting of the committee may be convened having a quorum of at least three members, including COE, as and when required.

2.13 Charges/ Fees

The rates for various certificates like; Semester Grade Sheet, Transcript of Awards, Provisional Certificate, Degree before Convocation etc. or any other certificate is prescribed by the university. Moreover, different type of fees/charges (which are already mentioned in this booklet or) like; course registration fee (for summer, or for improvement with regular semester, or for post-eighth semester), fee for 'I' grade or mid semester retake examination, and fee for rechecking of answer script etc. are also prescribed by the university. Rates of all above mentioned fee can be obtained from examination branch.

The regular fees and charges to be paid by the students admitted to the bachelor's degree courses are mentioned in the Under Graduate Prospectus of the respective entry. The rate of fees and related regulations can be viewed there. Moreover, university website may also be consulted for current rates of all types of fees/charges etc.



3 MIGRATION

- a. Subject to the provisions of regulations, the Vice-Chancellor may admit a student to the university by migration from other universities or institutions, which are accredited by the Pakistan Engineering Council in case of Engineering programs and from other concerned accreditation bodies in case of Non-Engineering Disciplines.
- b. No student shall be admitted to first year and final year classes by migration.
- c. No student other than regular student shall be allowed admission by migration.
- d. Admission by migration shall not be allowed ordinarily after the expiry of three weeks from the commencement of the session.
- e. No student shall be admitted by migration unless he produces a "No Objection Certificate" and good moral character certificate to the effect that:
 - i. He has obtained not less than 2.8 GPA or equivalent in the examination based on which migration is requested.
 - ii. He has neither been debarred from taking university examinations nor suspended nor expelled nor rusticated, for whatsoever reason, from the university or institution from which he intends to migrate.
 - iii. No disciplinary action is pending against him.
- f.
 - i. The application shall be accompanied by a detailed marks certificate showing the examination passed by the student including intermediate (Pre-Eng.)/BSc Examination based on which he secured admission in the parent university or institution.
 - ii. No student admitted to any university or institution against seats reserved for special categories shall be eligible for admission by migration.
 - iii. Only those students, who have academic merit at par with the students admitted in this university on open merit in

the respective classes, shall be considered for admission by migration.

- iv. No student shall be migrated to the university who carries any of his papers of previous years.
- v. No migration shall be allowed to and from the constituent/affiliated institutions.
- vi. Subject to eligibility under the regulations, the grounds for migration shall constitute changes in circumstances, which render it practically impossible for the student to continue his studies in his parent university or institution.
- vii. Migration application will be entertained only on the prescribed application form, obtainable from the Academic & Regulation branch at the cost prescribed by the university.
- viii. Migration fee as prescribed by the university per year to be studied, will be charged.
- g. A student desiring to leave this University to join another university or institution shall apply to the Dean of the faculty concerned on the prescribed form.
- h. The student shall be required to clear all the university dues before he applies for migration.
- i. In case of a student who has been debarred from taking university examination or has been expelled or rusticated, for whatsoever reason, No Objection Certificate (NOC) shall not be issued so far as the punishment is in force.
- j. The Registrar shall issue NOC, which shall be valid only for sixty days.
- k. A student who has obtained NOC from this University, but has not secured admission in another institution, may be re-admitted to the University in the class to which he can be admitted under the regulations provided that:
 - i. His absence from the current teaching session of that class does not exceed four weeks.
 - ii. He surrenders the NOC.
- l. Any changes/ additions/ modifications, if made in these regulations, will also be applicable.



4 STUDENT DISCIPLINE RULES

- a. These rules shall be called “The University of Engineering and Technology, Taxila; Students’ General Discipline Rules”.
- b. These Rules are in effect from 1998.
- c. Unless otherwise explained in the context or explicitly expressed, the following terms shall mean as defined in each case:
 - i. “Academic Department” means an academic department of the University.
 - ii. “Committee” means the Students Discipline Committee of the University constituted by these rules.
 - iii. “Country” means Pakistan in case of native students and in case of foreign students this term refers to the native country of such foreign students.
 - iv. “Examination Hall” means a place declared as examination hall or as such.
 - v. “Hall of residence” means the hostel of the University or such place as may be declared as residence place for students.
 - vi. “Student” means a student of the University, both native and foreign, in accordance with the respective rules.
 - vii. “Vice-Chancellor” and other officers/ authorities mean the Vice Chancellor and other officers / authorities of the University.
- d. Every student must observe the following code of honor:
 - i. He must be faithful in his religious duties and respect the conviction of others in matters of religion and custom.
 - ii. He must be loyal to his country and refrain from doing things, which might lower its honor and prestige.
 - iii. He must be truthful and honest in his dealings with all people.
 - iv. He must respect the elders and be polite to all especially to women, children, old people, the weak, and the helpless.
 - v. He must respect his teachers and others in authority in the university.
 - vi. He must keep clean in body and mind, standing for clean speech, clean sport, and clean habits.

- vii. He must help his fellow beings especially those in distress.
- viii. He must devote himself faithfully to his studies.
- ix. He must observe thrift and protect property.
- e. No student shall:
 - i. Smoke in classroom, laboratory, workshop, library, examination hall or convocation hall and during studio work or academic functions.
 - ii. Consume alcoholic liquor or other intoxicating drugs within the University campus or hall of residence or examination hall or during the instructional, sports or cultural tours or survey-camp; or enter any such place or attend any such tour or camp, while under the influence of such intoxication.
 - iii. Organize or take part in any function within the university campus or a hall of residence or organize any club or society of students except in accordance with the prescribed rules and regulations.
 - iv. Collect any money or receive donations or pecuniary assistance for or on behalf of the university or any university organization except with the written permission of the Vice-Chancellor or any officer authorized by the Vice-Chancellor.
 - v. Stage, incite, participate in or indulge in any walkout, strike or other form of agitation against the university or its teachers or officers.
 - vi. Interfere in the official proceedings of the examination or other university business.
 - vii. Threat or misbehave with the officers or other employees of the university or try to influence such officers or employees in any way in connection with their official assignments.
 - viii. Instigate or take part in any boycott of examination or create disturbance in or, around the examination hall.
- f. Every member of the teaching staff shall have the powers (and it shall be his duty) to check disorderly or improper conduct or any breach of the rules by students occurring in any part of the precincts

- or the university. Any such misconduct occurred when the student is under the charge of an instructor/ supervisor, the latter shall report the matter, without delay, to the Chairman of the department.
- g. The Librarian shall be responsible for maintenance of order of the library. In case of disorderly conduct or any breach of rule he may require the student so offending to withdraw from the library for the remainder of the day and shall immediately report the offense to the Chairman, Library Committee.
 - h. The Senior Warden/Warden and the Resident Tutor shall be responsible for the maintenance of order among the students in hall of residence or hostels.
 - i. The Director, Physical Education shall be responsible for the maintenance of order among the students on or near the playground or while otherwise under his charge.

4.1 Discipline Committee

- a. There shall be a Students Discipline Committee, to deal with the serious cases of in-discipline, consisting of the following:
 - i. Chairman, to be nominated by the Vice-Chancellor
 - ii. One member to be nominated by the Syndicate
 - iii. One Member to be nominated by the Academic Council
 - iv. Two members not below the rank of Associate Professor, to be nominated by the Academic Council
 - v. The Senior Warden, (Ex-Officio Member)
 - vi. The Director Students Affairs, (Ex-Officio Member/Secretary)
- b. The term of office of the members other than Ex-officio members shall be two years.
- c. The quorum for a meeting of the Committee shall be four.
- d. The functions of the Committee shall be:
 - i. To propose regulations to the Academic Council, and other authorities, for the conduct of the University students.
 - ii. To maintain discipline and to guard against the breach of discipline.

- iii. To perform such other functions as may be prescribed.
- e. A student shall be guilty of an act of in-discipline and shall be liable for each act to one or more of the penalties mentioned in section 4.2 if he:
 - i. Commits a breach of any of the rules of conduct specified in section 4 e: or
 - ii. Disobeys the lawful order of a teacher or other persons in authority in the University; or
 - iii. Habitually neglects his work or habitually absents himself from his class without reasonable cause; or
 - iv. Willfully damages university property or the property of a fellow student or any teacher or any employee of the university; or
 - v. Does not pay the fees, fines or other dues leviable under the University Act, Statutes, Rules, Regulations or Instructions; or
 - vi. Does not comply with the rules relating to residences in the hostels or hall of residence or the Rules relating to the university Dress Code; or
 - vii. Uses indecent language, wears immoderate dress, makes indecent remarks or gestures or behaves in a disorderly manner; or
 - viii. Commits any criminal, immoral or dishonorable act (whether committed within the university campus or otherwise) which is prejudicial to the interests of the university; or
 - ix. Humiliates, or causes to humiliate, his fellow student or a teacher or officer or other employees of the university; or
 - x. Possesses, carries, or uses any type of weapons/firearms or explosive material within the university premises; or
 - xi. Spreads by word, mouth, or written material, religious, sectarian, ethnic, regional, or linguistic conflicts/hatred; or
 - xii. Uses or takes possession of the university transport unauthorizedly; or
 - xiii. Shows immodest/indecent or contra-Islamic behavior with fellow boy/girl student.



4.2 Penalties

The penalties which can be imposed by various authorities are as under:

Sr. No.	Penalty	Authority Competent to impose the Penalty
(a)	Exclusion from classroom, Laboratory, Workshop or field work for the periods concerned, for not more than four such consecutive periods	Teacher In-charge
(b)	Exclusion from the game or the field for not more than one week	In-charge of the game
(c)	Exclusion from instructional or sports tour or survey camp	Teacher In charge or Tour In charge/ Chairman
(d)	Exclusion from the Department for a period not more than one year	Heads of Department/ Chairman
(e)	Exclusion from the Library for not more than two weeks	Chairman Library Committee
(f)	Exclusion from all classes or any class in any Faculty for a period not exceeding one year	Dean of the Faculty
(g)	Exclusion from the Hall of residence for a period not exceeding six months	Resident Tutor, Warden, Senior Warden
(h)	Exclusion from the Hall of residence for a period not exceeding one year	Senior Warden, Warden, Director Students Affairs
(i)	Suspension or removal from a position of authority in a hall of residence	Resident Tutor, Warden, Senior Warden
(j)	Suspension or removal from a position of authority in the Students Union, if any	Director Students Affairs
(k)	Suspension or removal from a position of authority in the University Sports	Chairman Sports Committee
(l)	Cancellation or removal from a position of authority in the University Sports	Chairman Sports Committee
(m)	Fine up to Rs. 2,000/-	Lab Engineer/Lecturer, Resident Tutor
(n)	Fine up to Rs. 5,000/-	Assistant Professor, Warden
(o)	Fine up to Rs. 10,000/-	Associate Professor
(p)	Fine up to Rs. 20,000/-	Chairman of a teaching department, Professor, Senior Warden, Director Students Affairs, Chairman Transport Committee
(q)	Fine without any limit	Dean of the Faculty
(r)	Rustication from the University:	
	i) for a period not exceeding one year	Chairman of the Department
	ii) for any period	Discipline Committee, Dean of the Faculty
(s)	Expulsion from the University	Discipline Committee
(u)	Withholding of result/s, certificate of good moral character etc.	Dean of Faculty, Chairman of Department, Discipline Committee

Note: The terms 'Lab Engineer', 'Lecturer', 'Assistant Professor', 'Associate Professor', and 'Professor' include non-teaching officers, in relation to these rules, holding the posts of corresponding pay scales.

Imposition of Penalty/Penalties

- a. A penalty or penalties imposed shall be appropriate and proportioned to the nature and gravity of the act.
- b.
 - (i) When a case against a student is referred to the discipline committee, the Committee may, if it deems fit, suspend the student from university rolls and/or direct him to vacate the hall of residence till it has taken a decision in the case.
 - (ii) Notwithstanding anything contained in the above clause (i), the Vice-Chancellor shall have the powers to impose any of the penalties mentioned in section 4.2, or to refer the case to the Committee.
 - (iii) A teacher or officer mentioned in these rules in whose presence or in relation to whom an act of indiscipline is committed or who obtains knowledge of such act on a report or otherwise, may deal with the case himself or if in his view:
 1. the case is one which can be more appropriately dealt with by another authority; or
 2. a penalty severer than that which he is competent to impose is called for in the case; shall follow the procedure specified below:
 - a. If he is not the Dean of the Faculty, he shall refer the case to the Dean who may deal with it himself or refer to the appropriate authority.
 - b. If he is the Dean of the faculty, he shall refer the case to the Vice-Chancellor or the Committee.
 - (iv) No student shall be rusticated or expelled from the university unless he has been allowed reasonable chance of replying to the accusation against him.
 - (v) When in the opinion of the Committee the penalty of rustication or expulsion is not called for in a case referred to it, it may impose any other penalty or penalties mentioned in the section 4.2.
- c. When a teacher or officer has imposed penalty/penalties on a student under rule 4.2, the latter shall not be liable to a higher or an additional penalty unless he has been given a reasonable opportunity of showing cause against the proposed action.
- d.
 - (i) A review petition against the imposition of penalty may be made within a week's time to the officer who imposed the penalty. *In case the student is not satisfied with his decision/ revision he may appeal to the Chairman Discipline Committee who shall place it before the Committee for its consideration and decision within a maximum of six weeks to dispose of the case. A final appeal against the imposition of penalty may then be made to the Committee as provided in Rule 4.2 d (ii) of these Rules.*
 - (ii) An appeal against a decision on imposing a penalty mentioned in Sr. No. (r) and (s) of the table under section 4.2 shall lie with a committee comprising as mentioned below:
 1. The Vice-Chancellor
 2. All Deans of Faculties
 3. One member to be nominated by the Syndicate.
 4. The Registrar shall be the Secretary of the Committee.
 - (iii) No appeal shall lie against a decision of an authority imposing a penalty other than that mentioned in Rule 4.2 b. (i) of these rules except on the ground that such authority has imposed a penalty which it was not competent to impose.
 - (iv) An appeal on the ground that an authority has imposed a penalty, which it was not competent to impose, shall lie to the Vice-Chancellor.





- (v) No appeal by a student under sub rules 4.2 d (i) or 4.2 d (iv) shall be entertained, unless it is presented within fifteen days from the date on which the decision is communicated to him, provided that the Vice-Chancellor may, for valid reasons, extend this period up to thirty days.
- e. The Vice-Chancellor or any teacher or officer to whom the Vice-Chancellor may delegate his powers, may direct a student to pay compensation for any loss, or damage to property belonging to the university or to a fellow student or to an employee of the university caused by a willful act or gross negligence of the student and if the student does not pay such compensation within a time to be specified, the Vice-Chancellor may expel him from the university and loss/ damage/compensation be recovered from his parents/ guardians through legal proceedings.

4.3 Code of Conduct for Bus Routes

- a. An individual traveling in the bus must respect the elders and be polite to all especially female students, women, children, old people, the weak and the helpless.



- b. All the students must respect the teachers and others in authority in the university.
- c. Cassette Player, singing songs, use of vulgar language, card playing, fooling, passing remarks using nick names and smoking, playing music on the mobiles, are prohibited.
- d. Hanging with door of buses is prohibited.
- e. Forcing driver/cleaner for undue delay, stoppage, changing route is prohibited.
- f. All individuals traveling in the bus must cooperate with the driver/cleaner.
- g. For complaints / suggestions contact Chairman Transport or DSA.
- f. Policy to deal discipline cases in the bus routes:
 - i. Any eventuality occurring in the bus routes will be immediately reported by the concerned driver/cleaner to the chairman transport through transport officer/office in writing. Failing to do so action will be taken against them as per E&D rules of the university.
 - ii. Keeping in view the gravity of the problem the Chairman Transport will serve first and second notice to deal the indiscipline during the bus routes. In acute circumstances the discipline committee empowers the following committee to deal the indiscipline problems in bus routes:
 - a. Chairman Discipline Committee
 - b. Director Student Affairs
 - c. Chairman Transport Committee

4.4 Liability for Injury, Damage, Loss

The University teaching programs include training in its workshops and laboratories, places of engineering interest, industrial concern, and construction jobs. The University or other concerns shall not be responsible in the event of an injury, damage or loss to a student resulting from any cause whatsoever during such training.

4.5 University Dress Code

The students shall wear dress that ensures modesty, sobriety, and dignity. The dress must neither be offensive to social norms and ethical values of the society nor injurious to feminine grace and gentleness. Female students shall, preferably, wear a scarf and an overall sufficient to conceal their posture.



5 UNIVERSITY HOSTELS

5.1 Regulations for Hostels

Limited hostel accommodation is available at campus for male and female students. The management of the halls of residence is supervised by the Senior Warden. Each hall is looked after by Resident Tutor(s) being faculty members.

- a. A casual student or a student involved in any act of misconduct, indiscipline, violation of rules or involvement in any political and objectionable activities, shall be ineligible for hostel accommodation.
- b. If the attendance of a student is short, his hostel allotment shall be cancelled. He may apply for fresh allotment after the next semester if his attendance is up to the mark at that time.
- c. A student shall not occupy a room without due allotment. He shall not transfer it to any other person, nor exchange it with another student without permission of the Senior Warden.
- d. The furniture assigned to a room shall not be shifted from it. A resident shall be responsible for the articles issued to him and shall return them to the hostel authorities when leaving the room or hostel. He shall be responsible for making good, any loss or damage to these articles.
- e. A resident who breaks or damages any university property shall have to pay the cost of the articles, in addition to any disciplinary action that may be taken against him.
- f. The residents shall not tamper with the room fittings, nor shall they get the doors fitted with internal locks.
- g. A room or any part of the hostel premises shall not be used as an office, reading room, library or for any other similar purpose by a political, religious, regional or sectarian body of the students.
- h. The residents shall not leave lights or fans ON when the rooms are not in use. The residents shall not use heaters and air coolers. **The use of electric heater or room cooler is strictly prohibited.** Any hostel resident found in violation of this rule by using electric heater in hostel room will be fined Rs 10,000 along with cancellation to of hostel residency for rest of his studentship in the university.



- i. The residents are not allowed to use air conditioners, refrigerators, ovens, or similar electrical appliances. A student who violates this restriction will be liable to punishment under rules of discipline and shall also pay the cost of any damages to the wiring or other fittings, which will be determined by the Senior Warden.
- j. The residents are advised in their own interest, not to keep in their rooms cash or valuable articles like radios, transistors, tape-recorders, TV sets, mobile phones, laptops etc.
- k. The residents shall be responsible for keeping their rooms tidy and clean. They shall not dispose off litter in the verandahs or other parts of the hostel premises. **Smoking is strictly prohibited in the hostel premises.**
- l. Every part of the hostel shall be opened to the hostel authorities for

inspection at any time during day or night.

- m. The residents are not allowed to wear immodest dress in the hostel.
- n. The residents shall not keep in the hostel any firearms or other weapons, even if licensed. Violation of this rule shall render a resident liable to expulsion from the university.
- o. A resident shall not indulge in any amusement, which is likely to cause nuisance to others. Loudspeakers, woofers, and other instruments causing disturbance to other resident students are not allowed in the hostel premises. In case of violation, the appliance/device shall be confiscated.
- p. Any religious ceremony likely to injure the sentiments of other residents shall not be performed in the hostel.
- q. The residents are not allowed to gamble or to use any intoxicants and



narcotics. Violation of this restriction shall render a resident liable to expulsion from the university hostel, in addition to any criminal proceedings that may be instituted against him under the Penal Law of Pakistan.

- r. The resident students shall not be allowed to accommodate anybody else with them. In case an unauthorized person or a non-student is found residing in any room of the hostel, strict disciplinary action shall be taken against the resident students concerned which may result into immediate expulsion from the hostel.
- s. Wall chalking, displaying of un-approved posters, pasting of unauthorized notices etc. in the hostels as well as in the university premises is strictly prohibited. The students involved in such activities shall be punished in accordance with the University Discipline Rules.
- t. The students are not allowed to form and/ or join any unauthorized society, association, or group etc. in the hostels as well as in the university on regional, political, and sectarian basis. The students showing affiliation with such associations will be dealt in accordance with the University Students Discipline Rules. Unauthorized gathering, arrangement of parties and tours etc. and collection of donations by the students is also strictly prohibited in the hostels as well as in the university premises.
- u. Guests may visit the male residents in the hostel between 9.00 a.m. to 7.00 p.m. The male residents shall not receive female guests in their rooms but may see them in the place reserved for the purpose.
- v. Guests are not allowed to stay overnight unless it is permitted by the hostel authorities and accommodation is available in the guest rooms.
- w. The guests approved by the Senior Warden may visit the female residents in girls' hostel between 4.00 p.m. to 7.00 p.m. only. The female residents can receive the guests in guest room only. The gates of the female hostel shall remain locked for the following hours:
Summer: 2200 hours to 0500 hours (April to September)
Winter: 2100 hours to 0600 hours (October to March)
- x. The female residents shall not meet their male guests in or around the hostel premises. A female resident shall not leave the campus

without the written permission of the hostel authorities.

- y. Students will have to vacate the hostel accommodation within a week of the expiry of the final semester regular examination.
- z. The Senior Warden may cancel the allotment of a student who violates the Students Discipline Rules of the university.

The resident students must respect everyone specially the elders and the hostel staff. If he/she humiliates or causes to humiliate anyone, strict disciplinary action shall be taken against him/her besides cancellation of hostel allotment.

5.2 Allotment of Rooms in Hostels

The rooms in the hostels are allotted based on academic merit. A student seeking accommodation in a University Hostel shall apply to the Senior Warden on the prescribed form.

- a. Allotment will be made by the Resident Tutors under the supervision of the Senior Warden. As far as possible the international students shall be provided hostel accommodation on priority.
- b. Students residing within the limits of Taxila, Wah Cantt., Rawalpindi and Islamabad shall not be provided hostel accommodation, unless vacancies are available after accommodating students from outside the above limits.
- c. The types of accommodation presently available in the hostels are.
 - i. Cubicle
 - ii. Dormitory
- d. The order of preference for allotment of the accommodation shall be as follows:
 - i. Final year students
 - ii. Third year students
 - iii. Second year students.
 - iv. First year students
- e. Within each of the categories mentioned in clause 'd' above except category iv, the order of preference shall be as follows:
 - i. Students who have passed the next below regular semester examination, taken as a whole
 - ii. Students who have failed in not more than three of the papers



OUTCOME BASED EDUCATION (OBE)

of the next below regular semester examination
 iii. Others

Confinements:

i. Hostel accommodation is not a right, but facility provided by the

university. It is solely the prerogative of the university to offer a place in the hostel.

ii. A student, who fails to fulfill the degree requirements within the minimum prescribed time duration, shall not be allowed to reside in the university hostels.



Outcome Based Education (OBE) is the hallmark of UET Taxila education and following are the Program Learning Outcomes (PLOs) adopted by each academic department of the University

PLO	Statements	
PLO -1	Engineering Knowledge	Ability to apply knowledge of mathematics, science, engineering fundamentals and an engineering specialization to the solution of complex engineering problems.
PLO -2	Problem Analysis	Ability to identify, formulate, research literature and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences
PLO -3	Design and Development of Solutions	Ability to design solutions for complex engineering problems and design systems, components or processes that meet specified needs with appropriate consideration for public health and safety, cultural, societal, and environmental considerations.
PLO -4	Investigations	Ability to conduct investigation into complex problems using research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of information to provide valid conclusions.
PLO -5	Modern Tool Usage	Ability to create, select and apply appropriate techniques, resources, modern engineering and IT tools, including prediction and modeling, to complex engineering activities, with an understanding of the limitations.
PLO -6	Engineer and Society	Ability to apply reasoning informed by contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to professional engineering practice.
PLO -7	Environment and Sustainability	Ability to understand the impact of professional engineering solutions in societal and environmental contexts and demonstrate knowledge of and need for sustainable development.
PLO -8	Ethics	Ability to apply ethical principles and commit to professional ethics and responsibilities and norms of engineering practice.
PLO -9	Individual and Teamwork	Ability to function effectively as an individual, and as a member or leader in diverse teams and in multi-disciplinary settings.
PLO -10	Communication	Ability to communicate effectively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
PLO -11	Project Management	Ability to demonstrate knowledge and understanding of engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
PLO -12	Lifelong Learning	Ability to recognize the need for, and have the preparations and ability to engage in independent and lifelong learning in the broadest context of technological change.



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