



**Mirpur University of Science and Technology
(MUST)**

STUDENT Handbook

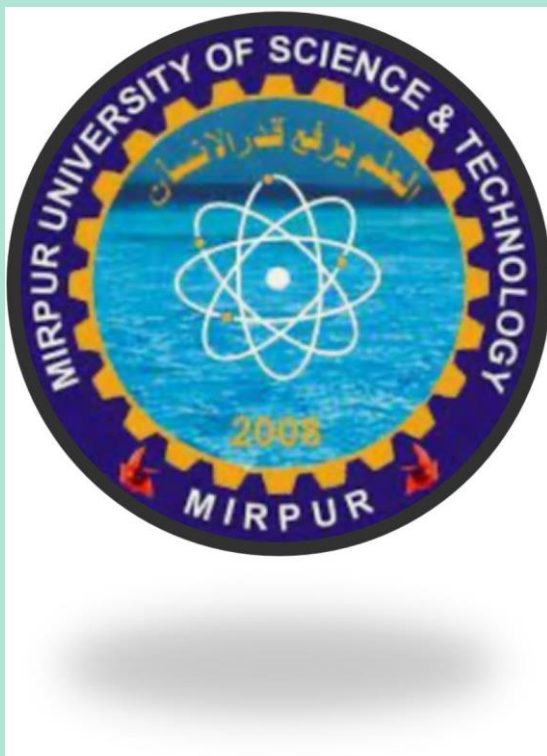
**Media and
Communication
Studies**

Faculty of Social Sciences & Humanities

STUDENT HANDBOOK

Media and Communication

Studies



Faculty of Social Sciences & Humanities
Mirpur University of Science and Technology

VICE CHANCELLOR MESSAGE

Mirpur University of Science and Technology (MUST), Mirpur, Azad Jammu and Kashmir (AJK) is a prime seat of learning for the students of not only the State of Azad Jammu and Kashmir but also for all interested applicants from all over Pakistan and abroad. MUST was established with a vision to produce competent professionals who would be instrumental in the development of a prosperous society.

MUST has an excellent teaching, learning and assessment environment and is continuously improving its standards of quality pertaining to cognitive, affective and psychomotor domains of Bloom's Taxonomy. Our academics continue to undertake meaningful R&D through engagement of highly qualified & experienced faculty, use of state-of-the-art labs and teaching curriculum of international standards. The University offers array of disciplines ranging from engineering, technology, natural & applied sciences, medical technology, animal sciences, business studies and social sciences.

MUST was established in August 2008 and within short span of 13 years, it has added a series of new programs at undergraduate and postgraduate levels in six faculties (i.e. Faculty of Engineering and Technology, Faculty of Natural & Applied Sciences, Faculty of Social Sciences & Humanities, Faculty of MUST Business School, Faculty of Health & Medical Sciences, and Faculty of Veterinary & Animal Sciences). Faculties and Departments are located in three districts of the State of Azad Jammu & Kashmir. Five MUST campuses are commonly known as City Campus (Mirpur), Home Economics Campus (Mirpur), Jarikas Campus (Mirpur), Bhimber Campus (Bhimber) and Pallandri Campus (Pallandri). Majority of the programs of MUST are being run in its three Campuses at Mirpur which is the most modern and scenic city of AJK and is only 15 minutes drive from Mangla.

All Engineering Programs being offered at MUST are accredited by Pakistan

Engineering Council under OBE System of Education (Washington Accord). Similarly, all other programs are also accredited by the relevant Councils and Professional Bodies. MUST alumni is employed all over the world and is greatly contributing for the socio-economic uplift of Pakistan in general and AJK State in particular.

MUST has conducive academic environment and its students remain fully committed in acquiring professional skills in order to meet new challenges in different emerging fields. Continuously updated curriculum is taught by the competent and qualified faculty members and quality standards of international level are being ensured in each faculty. Research facilities and laboratories remain open for students and faculty members for carrying out R&D work. Resultantly, our faculty members are publishing their research papers in the highly reputed journals within the country and abroad. MUST has very strong linkages with the other universities (both at national and international level) and industrial organizations for undertaking useful projects, providing solutions to the problems, and placement of students for internships and industrial training.

I can assure you that MUST is a right place for your professional career in the field of your choice. All the faculty members and administrative officers are available at your service so that your stay at MUST remains very comfortable and memorable during the completion of your degree program.

Prof. Dr. Muhammad Younus Javed, SI(M)

Vice Chancellor

Dean's Message

Welcome to the Faculty of Social Sciences and Humanities! I feel privileged and honored to be the Dean of the Faculty of Social Sciences and Humanities (FSSH) at the Mirpur University of Science and Technology (MUST). Currently comprising of twelve academic departments, the Departments of English, Economics, Law, Education, International Relations, Sociology, Media and Communication Studies, Islamic Studies, Tourism and Hospitality, Home Economics, and with plans of introducing more learning opportunities in other disciplines of the broader liberal arts. The faculty is housed in three campuses, spread over three different beautiful districts of the Azad Jammu and Kashmir; the districts of Mirpur, Bhimber and Palandri. The Faculty of Social Sciences and Humanities (FSSH) is one of the four major faculties of our University and is a center of learning that offers a wide range of fields of study in the university system.

The fields of Social Sciences and Humanities are creative, engaged and interdisciplinary by nature, so a degree in liberal arts/Social Sciences and Humanities exposes the students to various ways of thinking, analyzing and questioning, introducing them to newer world views, providing them with an attitude and skillset which helps them grapple with the challenges of the day and orients their thinking around concerns of social justice and the creation of a more ethical, just and inclusive tomorrow.

FSSH boasts a well-qualified and committed academic staff, an impressive blend of experienced academics with young and energetic ones working together, planning and implementing course curricula in their degree programs and contributing to research and innovation in their respective disciplines. The composition of our academic staff is representative of the diverse skills and expertise in many fields of study, many of them have obtained their qualifications and training from reputed and recognized universities of Pakistan and around the world. The oldest of our departments- the department of Home Economics which was a part of the University of Azad Jammu and Kashmir, Muzaffarabad upto 2009, is playing a vital role in preparing good quality, skilled and well-rounded graduates, and is also working on establishing a new fashion and design program.

Our prospective students will enjoy an array of extra- and co-curricular activities such as various sports activities, study tours, etc. The faculty also provides students with library facilities where they can access reputed academic databases of the world. In addition, computer laboratory facilities within the faculty as well as sports facilities are made available for our students. The faculty offers limited hostel facilities where students are expected to apply annually for the available placements. We also offer a variety of different scholarships, including merit based, need based and HEC Pakistan funded Ehsaas scholarships to our students.

The FSS&H looks forward to the completion of its new building at Jarikass campus and renovating/ refurbishing of building of Department of Home Economics in the Mirpur city campus.

The Faculty is fully committed to making our graduates outstanding personalities with sound knowledge, healthy attitudes and versatile skills polished in a disciplined environment, which we hope will make them an asset to whichever social and professional set-up they find themselves in. We at the FSSH, are preparing future teachers, public intellectuals, lawyers, journalists, economists, critical thinkers, world leaders, home economists and overall good human beings with sound religious and cultural values. We hope the rigor, training and disposition will also inadvertently contribute to our students doing justice to representing Kashmir and its stance on international academic and public platforms

Steered by an eminent group of scholars and assisted by our vibrant student community, the future of FSS&H looks bright and promising. We are committed to help foster critical thinking, creative expression and intellectual inquiry in our students, and in helping them become well-rounded individuals and socially responsible citizens. And setting them on the path of life-long learning and the pursuit of all things noble!

Please join FSS&H for a holistic learning experience and your prosperous future. I hope to see many of you reading this, join us and I look forward to interacting with you.

Prof. Dr. Zafar Iqbal
Dean Faculty of Social Sciences & Humanities

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CODE OF CONDUCT

Mirpur University of Science and Technology endeavours to inculcate in its students' intellectual diversity, self-motivation, critical thinking, and inquiry, research-oriented approach, capacity for leadership, and community-oriented, ethically guided high sense of professionalism.

University aims to equip students to meet the challenges of the 21st century. The University expects its students to strive towards acquisition of attributes that befit the national objectives. These attributes, in turn, should be reflected in their everyday behaviour, attitude and dress. To achieve these goals all students are obliged to strictly follow the Code of Conduct laid down below. The University expects the students to familiarize themselves with the information provided in this handbook along with any other rules updates made by the university.

1. The University takes pride in maintaining a peaceful, and conducive educational environment for Students and Staff.
2. The University aims to transform students into professionals, responsible citizens, and good human-beings .
3. The student body is advised to regard the campus as a second home and avoid any kind of vandalism.
4. The University believes in treating everyone equally with respect. No favoritism is rendered on the financial, religious, social, and political background.
5. Any individual who attempts to disrupt the community structure of the university will be liable for appropriate disciplinary action.
6. Students should refrain from actions that might damage the reputation of the University. They must also avoid any conduct that may lead to the disruption of any academic program /activity of the Campus.
7. Students will show tolerance, understanding, and respect for the rights of others. In case of any misunderstanding with peers/serniors or University

management, etc., discussions and exchange of views within the framework of decency and decorum would be the desirable course to follow.

Threatening behaviour to fellow students, faculty, staff, or the University as an institution could cause irrevocable dismissal from the University.

8. Students will be respectful to members of the opposite gender and will refrain from any behaviour that can be interpreted by others as 'gender harassment'.

9. Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be construed as an approval to undue intimacy or unacceptable proximity, openly or in isolated areas. Girls and boys are not allowed to sit next to each other in the classrooms, labs, and library or outside.

The expected cultural norm is as per the *Ayat* of *Surah Nur*

(*Ayat* 30-31) Translation From *Kanzul Iman*

مسلمان مردوں کو حکم دو اپنی نگاہیں کچھ نیچی رکھیں (ف ۵۴) اور اپنی شرمگاہوں کی حفاظت کریں
(ف ۵۵) یہ ان کے لئے بہت ستھرا ہے بیشک اللہ کو ان کے کاموں کی خبر ہے

اور مسلمان عورتوں کو حکم دو اپنی نگاہیں کچھ نیچی رکھیں (ف ۵۶) اور اپنی پارسائی کی حفاظت کریں
اور اپنا بناؤ نہ دکھائیں (ف ۵۷) مگر جتنا خود ہی ظاہر ہے اور وہ دوپٹے اپنے گریبانوں پر ڈالے رہیں
اور اپنا سنگھار ظاہر نہ کریں مگر اپنے شوہروں پر یا اپنے باپ (ف ۵۸) یا شوہروں کے باپ (ف ۵۹)
یا اپنے بیٹے (ف ۶۰) یا شوہروں کے بیٹے (ف ۶۱) یا اپنے بھائی یا اپنے بھتیجے یا اپنے بھانجے (ف ۶۲)
یا اپنے دین کی عورتیں یا اپنی کنیزیں جو اپنے ہاتھ کی ملک ہوں (ف ۶۳) یا نوکر بشرطیکہ شہوت
والے مرد نہ ہوں (ف ۶۴) یا وہ بچے جنہیں عورتوں کی شرم کی چیزوں کی خبر نہیں (ف ۶۵) اور
زمین پر پاؤں زور سے نہ رکھیں کہ جانا جائے ان کا چھپا ہوا سنگھار (ف ۶۶) اور اللہ کی طرف توبہ کرو
اے مسلمانو سب کے سب اس امید پر کہ تم فلاح پاؤ

10. It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises. The designated waste bins should be used for the purpose.

11. The students are advised to refrain from any damage to the University fixtures/furniture including curtains/blinds, scribbling/carving on desks/chairs, writing on walls, and misusing lab equipment, etc.

12. Smoking is strictly prohibited on campuses. Anyone found smoking will face disciplinary action .

13. Students are advised to switch off mobiles in classrooms, examination halls, labs, and library so as not to disrupt the calm of the said places.

14. Political activities or campaigns are strictly prohibited within the campus premises.

15. Activities tantamount to spreading hatred or unethical values on political, ethnic, or religious basis are strictly prohibited.

16. Students are advised to strictly follow the code of conduct on-the-field and off - the- field while taking part in sports and other extra-curricular activities. Students are expected to exhibit exemplary behaviour, especially while representing the University in an activity or competition.

17. Matters of indiscipline would be referred to the Discipline Committee, which is authorized to reprimand or check any indiscipline. Parents of students who disobey authority and violate the code of conduct will be called to the university. Disciplinary Committee may suggest action to be taken for breaching code of conduct by the student.

18. Late submissions in assessment are not accepted and strongly discouraged.

19. Dress Code :

The students of the University are expected to dress keeping in view the local cultural values.

a. The students are not allowed to wear shorts or sleeveless shirts. The dress should not have any scripts or images, which appear to be provocative or

indecent.

b. The students should not wear tight or see-through clothes.

c. The students are not expected to put on heavy make-up or expensive jewelry.

d. Clothes with photographs of any celebrity/political personality/or with unethical printed words are strictly not allowed.

e. Clothes should not pretend to have any influence towards any political or religious party.

20. Students must refrain from *cheating* , *plagiarism* , *lying*, *stealing*, and *gender harassment*, in any setting of the Campus.

21. Social Media Etiquettes

a. Your postings should always be courteous. Remember that in most cases, content posted will be public and it may not be possible to remove it later and can also be reposted on other platforms. It could be traceable.

b. Posts on social media :

i. Should not include confidential information about an individual, or an organization .

ii. Should not reveal intellectual property owned by others.

iii. Should not violate the Code of Conduct of the university.

iv. Should not use someone else images or written content without written permission and/or without acknowledgement.

c. It is also important that the content is accurate and does not deliver unintended message on behalf of the University. Written permission must be taken before posting anything on behalf of the university. In case of a mistake, the revised content should be uploaded after due correction.

d. Follow the rules related to the posing guidelines of online classes. Ensure to read them every time, as they can vary from class to class.

e. Students are not allowed to run social media spaces/pages as official handles of the university.

f. The university follows a zero - tolerance policy towards violation of university's ethical code of conduct guidelines on social media, including posting of objectionable content/ images , memes, ridiculing or humiliating students, staff, faculty, or administration.

g. Violators shall be liable to disciplinary action.

ACADEMIC RULES & REGULATIONS

Academic rules and regulations are also available at the MUST university web site.

A subset of the rules and regulations of the University is provided here for ready reference. All activities of the University shall be governed by the rules and regulations of the University. In case of ambiguity or non- existence of rules, the final authority for interpretation and decision shall rest with the University.

SEMESTER REGULATIONS FOR THE BS (4-YEARS) UNDERGRADUATE DEGREE PROGRAMMES AT THE INSTITUTIONS

1. CLASS ATTENDANCE

- (1) A student must have attended atleast 75% of the classes held in a course in order to be allowed to sit in the terminal examinations.
- (2) In case the student remains absent from the class for seven consecutive days without leave, his/ her name will be removed from the rolls.
- (3) Students having less than 75% class attendance in a particular course will be required to repeat the course in the same semester next year. Names of such students will be reported by the Institution to the University and these students shall not be allowed to appear in the terminal examinations.

2. COURSE EVALUATION AND DISTRIBUTION

- (1) Students will be evaluated on the basis of two Quizzes, two Assignments, Mid Examination and Terminal Examination. These evaluation instruments and their percentage weight of a grade are given below:

(2)

Sr. No.	Evaluation Instrument	Percentage Weight
(a)	Sessional:	
(i)	Two Quizzes	10%
(ii)	Two Assignments	10%
(b)	Mid Examination	30% (for only Theory) or 20% Theory + 10% Lab.
(c)	Terminal Examination	50%

The evaluation of Lab. Course of 100 marks will be done 50% by the institution and 50% by the University.

The evaluation of Project/ Thesis/ Dissertation will be done jointly by the Internal Examiner (who shall be the supervisor) and external examiner appointed by the University from the approved list of the concerned Board of Studies.

(3) The Institution(s):

- (a) will be responsible for evaluating student work and assigning marks for Sessional/ Mid Examination;
- (b) Will be responsible for submitting marks for Sessional Work and Mid Examinations to the office of Controller of Examinations of the University one week before the end of a semester along with graded student answer books for Mid Examination.

(4) The University:

- (a) will be responsible for conducting the Terminal Examination and evaluation at the end of each semester;
- (b) will be responsible for preparing and announcing semester results and issuing Final Transcripts and Degrees.

3. EVALUATION SYSTEM

- (1) The course teacher is responsible for the evaluation of work/ performance of the students of his/ her class and for the award of grades to them on the basis of such evaluation.
- (2) The number and nature of tests and assignments depends on the nature of course. To pass a course, a student must obtain 50% marks cumulative in Mid Examination, Sessional Work and Terminal Examination.
- (3) There will be no choice in questions in the Mid and Terminal Examination's papers.
- (4) The scripts of each activity i.e. Mid Examination, homework, quiz etc. will be shown to the students concerned by the teachers within one week, taken back immediately in accordance with the announced schedule along with the examination schedule.
- (5) In case a student is not satisfied with his/ her award even after checking his/ her answer book or clarification from the teacher, may make written complaint to Head of Institution within two weeks of the end of Mid Examinations week. The Head of Institution will refer his/ her case to the Examination Committee of the Department/ Institution. The evaluation of the Examination Committee will be considered final.
- (6) The Mid Examination will be conducted after eight weeks of the commencement of the semester. The Terminal Examination will be conducted according to the schedule (i.e. date sheet) announced by the University.
- (7) The duration of the examinations will be as follows:

- (a) Mid Examination: One and half hour
- (b) Terminal Examination: Three hours/As applicable
- (c) Practical Examination (where applicable): 2-3 hours
- (8) Examinations will be held on consecutive days excluding holidays. The schedule (i.e. date sheet) of the Mid Examinations will be displayed by the institution well ahead of time.
- (9) The approval of subjects for research and appointment of internal and external supervisors in examinations will be accorded by the concerned Board of Studies.
- (10) Home assignments will be submitted to the teacher concerned as scheduled by the teacher.

4. GRADING SYSTEM

Percentage grading system shall be used for marking and preparation of result.

- (1) One credit will be equal to 50 marks (e.g. a 4-credit course will carry 200 marks while a 1-credit course will carry 50 marks).
- (2) A minimum of 50% marks will be required to pass a theory course.
- (3) For a course in which lab work is also included, each part has to be passed separately by securing atleast 50% of the allocated marks.
- (4) Each course will be evaluated with following break up:

Quiz	Assignment	Mid Term	Terminal	Total
10	10	30	50	100

Grades:

Marks	GP	LG	Marks	GP	LG
<50	0	F	70	3.00	B
50	2.00	C-	71	3.05	
51	2.05		72	3.10	
52	2.10		73	3.15	
53	2.15		74	3.20	
54	2.20		75	3.25	
55	2.25	C	76	3.30	B+
56	2.30		77	3.35	
57	2.35		78	3.40	
58	2.40		79	3.45	
59	2.45		80	3.50	
60	2.50	C+	81	3.55	A-
61	2.55		82	3.60	
62	2.60		83	3.65	
63	2.65		84	3.70	
64	2.70		85	3.75	
65	2.75	B-	86	3.80	A
66	2.80		87	3.85	
67	2.85		88	3.90	
68	2.90		89	3.95	
69	2.95			90-100	

**W: Withdrawal of a
Course I: Incomplete
Course**

(a) Calculation of GPA

Semester Weighted Average Percentage = \sum (% marks in respective Course x credit hours)/ total credits in a semester:

$$52.0 \times 4 = 208.0$$

$$70.0 \times 3 = 210.0$$

$$54.0 \times 2 = 108.0$$

$$80.0 \times 1 = 80.0$$

$$75.0 \times 3 = 225.0$$

$$831.0 / 13 = 63.92$$

GPA at weighted average (63.92) = 2.65 (from GPA point Table).

(b) Calculation of CGPA

Weighted average percentage = \sum (% marks in respective Course x credit hours)/ total credits of the degree programme:

Semester I

Semester II

$$52.0 \times 4 = 208.0$$

$$70.0 \times 3 = 210.0$$

$$54.0 \times 2 = 108.0$$

$$80.0 \times 1 = 80.0$$

$$75.0 \times 3 = 225.0$$

$$52.0 \times 4 = 208.0$$

$$50.0 \times 3 = 150.0$$

$$50.0 \times 1 = 50.0$$

$$1239.0 / 21 = 59.0$$

CGPA at weighted average percentage (59.00) = 2.45
(from GPA point Table).

- (5) A student securing less than 50% marks in a course shall be awarded an 'F' grade and GP shall be counted as Zero, the marks will be reflected in the sheet but will not be included in the final percentage calculation.
- (6) A fraction of mark in a course is to be counted as '1' mark e.g. 64.5 and above is to be shown as 65.
- (7) There will be no rounding in weighted average percentage for calculation of Semester's GPA and CGPA.
- (8) Maximum possible grade point average (GPA) will be 4.00.
- (9) Minimum Cumulative Grade Point Average for obtaining a 4-years BS degree is 2.5.
- (10) Only the course number, course title, course credit hours, percentage marks in a course, course grade, semester GPAs, overall percentage marks in the degree and CGPA will be reported on the transcripts.

5. PROMOTION REGULATIONS FOR 4-YEARS BACHELOR PROGRAMMES

(1) For Professional Degrees

- (a) A student has to pass:
 - (i) a minimum of 50% of courses opted for in the 1st to 4th semesters each for promotion;

- (ii) a minimum of 60% of courses opted for in the 5th to 8th semesters each for promotion to the next semester or award of degree. If percentage comes in fraction, the fraction shall be rounded off to the nearest digit, as the case may be;
 - (iii) The student will be granted first chance on failing in (a)(i) and one chance on failing in (a)(ii) above. First chance will not be applicable in the second half of the programme. Failure to comply with the promotion requirements will lead to termination of admission to the programme.
- (b) The 9th to 14th semesters are for the completion of requirements of the degree, if necessary.

(2) For Non-Professional Degrees

- (a) A student has to pass:
 - (i) a minimum of 60% of courses opted for in the 1st to 4th semesters each for promotion;
 - (ii) a minimum of 70% of courses opted for in 5th to 8th semesters each for promotion to the next semester or award of degree. If percentage comes in fraction, the fraction shall be rounded off to the nearest credit scheme, as the case may be;
 - (iii) The student will be granted one chance on failing in (a)(i) and one chance on failing in (a)(ii). First chance will not be applicable in the second half of the programme. Failure to comply with the promotion requirements will lead to termination of admission to the programme.
- (b) The 9th to 12th semesters may be allowed further for the completion of requirements of the degree, if necessary.

6. REPEATING FAILED COURSES

A student shall repeat the failed course(s) as soon as the course(s) is/ are offered in the following semester e.g. if a student fails in a paper in 1st

semester he/ she should register himself/ herself in that particular course(s) in 3rd semester/ summer semester provided that his/ her total number of credits in that semester should not exceed the specified maximum number of courses. No special arrangement for such failed courses shall be made.

7. IMPROVEMENT OF GRADE

- (1) If a student obtains “F” grade in any course, he/ she shall have to repeat that course. Similarly, whenever a student obtains a grade C, he/ she can repeat that course to improve his/ her grade.
- (2) If a student having less than B grade overall at the end of the degree programme, he/ she may be allowed to appear in a special examination covering 20% of the courses of the degree program within maximum period prescribed for the degree program. In case the student failed to improve the grade, his/ her original grade shall stand enforced.

8. GOLD MEDAL

The Gold Medal will be awarded to the student who secures 1st position on the basis of the cumulative percentage, provided that the degree is completed in the normal duration and no course has been repeated. In case, the moderated cumulated percentage for two or more students is the same, award will be decided on the basis of non-moderated percentage up to third decimal point.

9. SPECIAL EXAMINATION

In case of death of blood relatives (brother/ sister/ mother/ father) or spouse/ wards(s) of a candidate, subject to the submission of an affidavit about the same by the student, Departmental Examination Committee will conduct mid and/ or terminal examination as a special case failing which he/ she shall be considered failed in that courses(s).

FINANCIAL RULES

Financial Assistance (Loan)

MUST, being a non - profit organization, charges subsidized fees from all its students. Realizing that even the subsidized fee may not be affordable for some of its students. MUST tries to arrange financial assistance in the form of loan for such indigent students. This assistance is subject to renewal every semester in the light of the

student's academic performance and financial need. The financial assistance is limited to tuition fees only and is discontinued if the student's CGPA falls below 2.00 for undergraduate degree and 2.5 for graduate degree.

The repayment of loan starts three months after graduation or getting a job, whichever is earlier. The total amount must be repaid within a period of four years after graduation. Students are required to sign to this effect.

All those who are admitted and are in real need of financial assistance should apply on the prescribed Financial Aid form.

A notice to this effect will be posted on the notice board.

Students' Services

The University may utilize the services of its senior students in different activities of the University. Such students are paid for rendering their services. Preference is normally given to indigent students.

SCHOLARSHIPS SCHEMES

- 1. HEC Need Based Scholarships (Continue)**
- 2. MUST-Need Based Scholarships (Continue)**
- 3. Benazir Undergraduate Scholarship Project (Continue)**
- 4. Student's Guardian Insurance Scheme (Continue)**
- 5. MUST Merit Based Scholarships (Continue)**
- 6. Punjab Educational Endowment Fund (PEEF) (Continue)**
- 7. HBL Foundation Scholarships (Continue)**
- 8. Laraib Energy Ltd. Scholarship (Continue)**
- 9. Scotland Pakistan Scholarship for Young Women and Girls (Continue)**
- 10. Institute of Engineers Pakistan Saudi Arabian Centre (IEP-SAC) (Continue)**
- 11. Professional Education Foundation (PEF) (Continue)**
- 12. Karwan e Ilam Foundation Scholarship (Continue)**

MUST MERIT BASED SCHOLARSHIPS

This scholarship aims to support top merit 05% students of each semester on the basis of their academic performance.

Eligibility Criteria:

Students should have highest marks/ GPA in that particular semester.

No neediness requirements.

Students of all faculties are eligible.

Component

Rs. 6,000/- per semester as stipend

PUNJAB EDUCATIONAL ENDOWMENT FUND (PEEF) SCHOLARSHIP

PEEF allocates 85-Master Level Scholarships annually for students of MUST on the basis of merit and need.

Eligibility Criteria:

Only AJ&K domicile holder

Secured at least 60% marks or a minimum CGPA 2.5 in BA/ B.Sc./ B.COM/ BS/ BBA etc. examination held in during the last three years in AJ&K

Students enrolled in spring/fall session (where applicable) and morning/ afternoon / evening sessions (where applicable) are also eligible to apply for PEEF-AJK Master's level scholarships

Secured admission on Subsidized/ Regular basis as full time students in the current academic year.

Declared monthly income of parents (from all sources) is equal to or less than Rs. 37,000/

Component

Rs. 120,000/- to 160,000/- during whole course of study

HABIB BANK LTD. (HBL) FOUNDATION SCHOLARSHIPS

HBL Foundation and MUST through their joint contribution has created a fund worth Rs. 20.00 (million) having share ratio of 2:1. The annual profit of this fund is being disbursed among the students as scholarship.

Eligibility Criteria:

Students all degree programs of all sessions can apply.

Students of both categories (Subsidized & Regular) can apply.

Total family income from all sources should not be more than 50,000/-

Pakistani/ AJ&K nationals can apply

Students of all faculties can apply

Component

Rs. 22,000 per year (Social Sciences and Humanities + MBS)

Rs. 30,000 per year (Natural and Applied Sciences + Health Sciences)

Rs. 38,000 per year (Engineering and Technologies)

PRIME MINISTER NATIONAL LAPTOP SCHEME

Under this scheme all students who got admission in any undergraduate or post graduate academic program were being granted one laptop from HEC. The scheme remained functional from year 2013 to 2018. Expected to be available in future as well.

Eligibility Criteria:

All student were allowed for this scheme.

Students were required to have CGPA >3.30 or 70% marks

Component

One laptop per student

Assistantships

The University may utilize the services of its graduate students in its different activities. These students are compensated for rendering their services. Preference is normally given to indigent students.

III - DISCIPLINARY CONDUCT

REGULATIONS FOR THE DISCIPLINE

1. Discipline

Disciplinary action by the concerned Head against the students might impose one or more of the following penalties, depending upon the severity of the offence:

- (1) A student may be fined;
- (2) A student may be placed on probation for a fixed period. If during the period of probation, he/ she fails to improve his/ her conduct, he/ she may be rusticated or expelled;
- (3) A student may be suspended from the rolls of the institution for a period not exceeding two weeks at a time, excluding the suspension, if any, not exceeding 10 days ordered by the concerned Head pending inquiry into misconduct of the student;
- (4) Rustication, expulsion or requiring the student to withdraw from the institution;
- (5) Or compulsory migration.

2. Regulations for Rustication and Expulsion

(1) Rustication, whenever imposed on a student, shall always mean the loss of one academic year in so far as his/ her appearance at a University examination is concerned. The period of absence from the institution will, however, meant for the year when the penalty was imposed. The student under rustication may, at the discretion of the concerned Head be permitted as (2) below to rejoin the class in the same institution in the beginning of the next academic year.

(2) A student expelled from an institution shall not be re-admitted into the same institution without the sanction of the Vice Chancellor and in no case shall be allowed to do so before the expiry of one academic year from the date of expulsion.

(3) A Discipline Committee for the University/ each college shall be formed to consider the cases of expulsion and rustication of students. The Discipline Committee of the University shall consist of:

- (a) The Chairperson to be nominated by the Vice Chancellor.
- (b) Two Professors to be nominated by the Academic Council.
- (c) One member to be nominated by the Syndicate.
- (d) The Teacher or Officer Incharge of Students Affairs by whatever name called (Member/ Secretary).

(i) The term of office of the members of the Committee other than ex-officio members shall be two years.

(ii) The quorum for the meeting of the Committee shall be four.

(e) (i) The Discipline Committee in each Constituent/Affiliated College shall consist of five senior most teachers including the Principal/ Dean who shall be its Chairperson. The committee shall be duly approved by the Vice Chancellor on the recommendation of the Principal concerned.

(ii) The Vice Chancellor may allow one or maximum two additional members to be co-opted on the above committees, if the situation may so demand.

(4) The final decision in every case shall, however, rest with the Principal of the College. The names of the members should be communicated by the College to the University each year. Appeal/Review against the rustication/ expulsion shall lie with the Vice Chancellor. He/ she may refer the Appeal/ Review under consideration to the same or other discipline committee and adopt the procedure, which he/ she deems fit.

Provided that the student against whom any action has been taken by the Discipline Committee may lodge an appeal for review with the Vice Chancellor within two weeks.

Functions of the Discipline Committee

(1) The functions of the Discipline Committee shall be:

(a) To deal with all cases of indiscipline and misconduct of students in the University.

(b) To propose regulations relating to conduct of students, maintenance of discipline and breach of discipline.

(c) To impose fine, place on probation, to suspend, expel or rusticate students on the basis of inquiry conducted under prescribed regulations/ rules.

(d) To perform such other functions as may be prescribed by the Vice Chancellor.

(2) An appeal against the decision of the Discipline Committee shall lie with the Vice Chancellor whose decision shall be final and binding.

General Disciplinary Rules

(1) Correspondence

(a) Students are forbidden to address any member or person in authority directly. Any communication intended for such higher authority must be submitted through the concerned Head, who will forward it if he/ she consider it desirable.

(b) Any student wishing to make a representation on any subject has the right of direct access to the concerned Head at any time during University hours.²⁹²

(c) The Heads, Faculties and other staff are accessible at any time for listening to the difficulties and grievances of students and shall always be pleased to advise them.

(2) General Rules

- (a)** Students are required to observe order and discipline at all times in the institution.
- (b)** The student will be recognized as bonafide student of the university only for the period of the prescribed course of study i.e. 2 years for the 2 years degree programmes, 4 years for the 4 years degree programmes and 5 years for the 5 years degree programmes etc.
- (c)** The concerned Chairperson/ Director or Principal will be required to inform in writing to the Registrar of the university through the respective Dean about the extended period of the degree course and seek approval of the Vice Chancellor for the extension. The Registrar shall notify the approval of the Vice Chancellor for each of the semesters allowed by the rules.
- (d)** In case the student failed to complete the degree requirements within the maximum period of time prescribed for the degree, he/ she shall be ceased to be a student of university and shall not be entitled to appear in examination or claim certificate or degree of the course of the study.
- (e)** All admissions to the degree courses are subject to the provision of character certificate with 'good' or 'very good' remarks issued by the institution last attended.
- (f)** The student shall be required to provide undertaking on Rs.100/- stamp paper attested by the 1st Class Magistrate for admission to each of the degree, diploma and certificate courses that he/ she will abide by the code of conduct for students and discipline rules of hostels and the university campuses and in case he/ she violates the rules and code of conduct for students, the university may take any action against him/ her and he/ she will accept the decision of the university.
- (g)** In case it is found that any undertaking/ statement submitted by the student was misguiding or fake, his/ r admission to the degree programme/ hostel shall be cancelled. In such case the fee deposited by the students shall be charged as fine and shall not be refunded to the student.
- (h)** In case the student is identified for damaging the property of the university, he/ she shall be awarded fine equivalent to the value of the property. The students shall not be issued clearance by the Chairperson/Director or Principal of the Department/ Institute/ Center/ School/ College, unless he/ she deposit's the fine/ damage cost and submit original challan to this effect as proof of the payment to the concerned head.
- (i)** Possession/ Sale of Drug and Smoking within the institution premises are entirely prohibited.
- (j)** No game of any kind is to be played during the classes and duty hours.

(k) Displaying and distribution of partisan/ ethnic/ sectarian/ political pamphlets or circulars etc. in the institution is not allowed.

(l) All irregularities, neglect of duties and breach of discipline are to be brought to the notice of the concerned Head by the faculty member under whom the student is working.

(m) Every student to whom books or other property of the University is entrusted shall be held responsible for their preservation in good condition and in the event of their being lost or damaged shall be required to replace them or repay their cost.

(n) Any student breaking or damaging any property of the institution shall be required to pay the cost of repair or *or* replacement. In case of willful damage, he/ she shall be punished under the disciplinary rules of the University.

(o) If a student of the university takes part in any political activity or conducts himself/ herself in an unbecoming manner or in such manner as would interfere with the corporate life or educational work of the university, the Head of department may take any action he/ she deems proper or bring the matter before the Discipline Committee for proper action.

(p) No person shall be invited to address a meeting in the institution premises without prior permission of the Head of the Institution. In all cases, the chair shall be occupied by a responsible person approved for the purpose by the Head of the Institution. The subject of the debate shall be fixed after obtaining the approval of the Head of the Institution in advance.

(q) No student shall address press conference, or write to the press on the political or related subject or matters concerned directly with the administration of the institution, University or any Government or Educational Institution in Pakistan or abroad. No poster or banner shall be put up without approval of the Head of the Institution.

(r) No society may be set up by the students, nor any meeting held in the institution premises without the written permission of the Head of the Institution.

(s) No riots, strikes, boycotts and demonstrations are allowed.

(t) Possession, use, or threatened use of a weapon, ammunition, or any object or substance used as a weapon on University Premises or at a University Sponsored Activity unless expressly authorized by law or University Policy.

(u) The students are expected to behave student like and display highest standards of human values and refrain themselves of acts and conduct which may cause damaging repute of the University.

(3) Specimen of Undertaking

(To be Notarized on Rs. 50/- Stamp Paper)

I ----- S/D/o ----- CNIC No:-----

Solemnly affirm / declare/ undertake that:

1. The entries made by me in the application form are complete and correct to the best of my knowledge and based on documented record.
2. I will present the original documents immediately upon demand by the concerned authorities of the University, any time during my status as a student. I will inform the University about changes in information submitted by me in the application form and other documents, including change in address, phone etc. from time to time.
3. I am not suffering from any serious/ contagious ailment/ any psychological disorder, that may hamper my studies and create problems for others.
4. My admission may be cancelled at any stage, if I am found guilty of providing any incorrect information or false document at the time of admission and I shall not object or seek any remedy against aforesaid action of the University.
5. Maximum 75% attendance during the classes in each semester and in each course is mandatory to qualify for the terminal examination. If my attendance falls short for any reason the decision of the respective authority, according to rules, will be final and I will not challenge it any court of law.
6. I will neither join any coercive agitation/ strike for the purpose of forcing the University authority to solve my problem, nor will I participate in any activity inside or outside the University campus or hostels, which has a tendency to disturb the peace and harmony or defame the University.
7. That I shall not through my a....ct, speech or gesture, incite any feeling, which are derogatory to any sect, ethnic group, caste, religion, creed, sex or place of origin.
8. I shall be solely responsible for my involvement in any unlawful action outside the campus and shall be liable for punishment as per the law of the land. I further understand that the University shall in no way provide me any support and will not be held responsible for my any such action.
9. I will not damage, misuse the property, buildings, equipment and vehicles pertaining to the University.
10. I will abide by the decision of the University in case I am found guilty of indiscipline, defamation, disrespect of teachers, staff and other anti-institution activities.
11. As per University rules and regulations, I will not be permitted to possess or use any motorized vehicle inside the University campus, unless I am permitted to do so by a written authorization of the competent authority.

Furthermore, I will not use pressure horn, loud music inside the University campus.

12. I will not allow or abet the entry of expelled student(s) or anti-social elements or other groups whose presence on the campus could result in conflict among the students. I will not indulge in politics of any type and will not be member of any political party/ organization/ student federation/ group etc. nor will I attend any such meeting.

13. I will not use or possess or facilitate narcotics (alcohol,heroin, etc.), arms of any kind (rifle, pistol, machine gun, knife, iron fist etc.) and explosives, if found guilty of such activity, the University authorities may take any action under rules and I shall accept the decision of the University, I understand that the hostel accommodation will be provided subject to the availability. In case of non-availability, I will not force for any accommodation.

14. I shall abide by the rules and regulations of the University regarding attendance, admission, registration, examination, hostels, fee etc. and time to time changes made in them and implemented by the competent authority. I acknowledge that the University has the authority for taking punitive action against me for violation and or non-compliance of the same.

I understand that if found guilty according to above clauses (1-14), I will accept any punitive decision of University authorities and will not challenge the decision of the University in any court of law, tribunal, forum or authority.

Signature of the Student

Father/ Guardian Name

CNIC No.

Signature

Contact No. (Line) Contact No. (Residence)

Cell No..... Cell

No.

Permanent

Address:

Witness 1:

Full Name:

Father Name:

CNIC No.

Permanent Address:

Contact No. (Line)

Cell No..... Signature:

Witness 2:

Full Name:

Father Name:

CNIC No.

Permanent Address:

Contact No. (Line)

Cell No..... Signature:

Attested by 1st Class Magistrate

IV - MIGRATION

Migration from other Universities to MUST

Migration/ Transfer of Credits

- Migration of a student may be allowed subject to the migration regulations of the University and the credits earned in the previous University/ Institution may be permitted to be transferred.
- The migration will be allowed only in genuine case, determined by the Departmental Examination Committee.

V - EXAMINATION RULES

1. Students are not allowed to take books, files, bags, mobile phones, data recording devices or any other material in the Examination Hall.
2. Mobile Phones, Smart Watches and all electronic communication devices are NOT allowed in Examination Hall.
3. If you find anything except answer book on your seat/desk it is to inform the o u r duty to inform the examiner/invigilator. In case of failure to do so you will be deemed responsible.
4. You may wish to pace yourself with your own watch, but the examiner/invigilator will be official timekeeper of the examination.
5. Do not turn or start the paper unless announced by the invigilator to do so.
6. Write your name and Roll number on the answer book as well as on question paper.
7. You will not be given any extra time if you fail to write your name and Roll number on the answer sheet.
8. In the last five minutes , make sure that extra sheets used by you during the examination are stapled to the answer book.
9. You are not allowed to continue writing after the examiner/invigilator announces, *“The time is over, put your pens down.”*

10. You are not to take the question paper (if required) and answer book out of the examination hall.

11. During examination, do not talk or whisper, turn your eyes or head away from your own answer book. Any evidence of cheating will earn you “ F ” grade as minimum penalty.

12. Following actions are strictly prohibited during examination:

- a.** Sharing any aids including calculators, paper of any kind, pencil, rubber etc.
- b.** Tearing any paper from the answer book.
- c.** Tearing any paper from the question book.

13. An examiner/invigilator is authorized to dismiss you from the examination for:

- a.** Use of unfair means including copying information using written or electronic media (mobile phone, memory based programmable calculators)
- b.** Use of any object, device, instrument that undermines examination process.
- c.** Creating disturbance.
- d.** Giving or receiving help
- e.** Using your own Question paper for rough work.
- f.** Any verbal or nonverbal communication.

14. Students are required to sit according to the seating plan.

The Examiner/Invigilator can reallocate any student from his / her designated seat, during exam.

15. In case of absence from an exam (e.g. due to illness, accident etc.) student can apply for a retake, providing necessary evidence to justify this absence.

Any violation of the said rules or any other examination rule will be entered in the logbook and the case will be sent to the DDC/ CDC for appropriate disciplinary action.