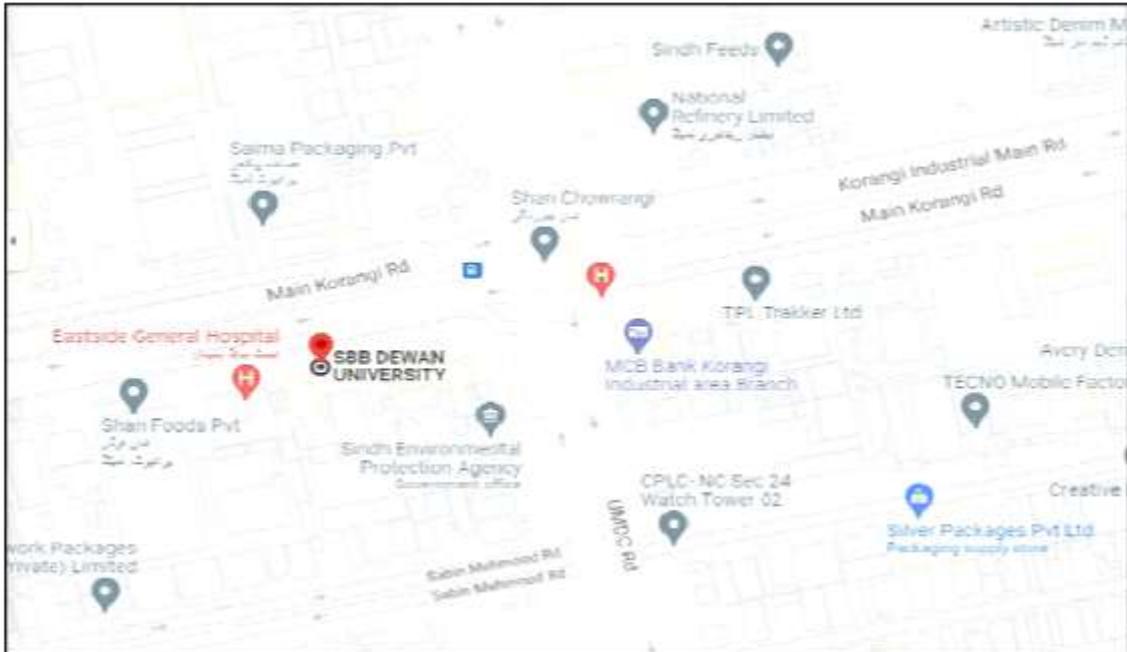




# Student Handbook



SHAHEED BENAZIR BHUTTO  
**DEWAN UNIVERSITY**  
KARACHI, PAKISTAN



## Contact Us

### Main Campus

Postal Address: Plot # 30-A/1, Sector 23, Korangi Industrial Area  
Karachi, 74900-Pakistan.

Phone: (0092)-(21)-35115008-10

: (0092)-(21)-35115031

: (0092)-(21)-35115036-7

Fax: (0092)-(21)-35115017

email: [info@sbbdewanuniversity.edu.pk](mailto:info@sbbdewanuniversity.edu.pk)



## **PREFACE:**

Students of SBB Dewan University come from all over Pakistan and overseas countries. Student bringing his / her own unique background and experiences, and each with the hope of achieving a variety of goals by the end of his / her studies here. Each student enrolled at SBB Dewan University brings something unique to the student body.

It is important for you to become engaged in campus life. While academics should be the anchor of any University activity, at SBB Dewan University you will also receive the opportunity to participate in a number of extracurricular programs and grow as a balanced person. No factor will have a greater impact on your education, your success or your personal happiness than the choices you make for yourself at SBB Dewan University and in your life after you graduate from here.

The faculty, administration and staff at SBB Dewan University are committed to the University to fulfill its mission and to achieve set goals and target timely. They are accessible to help each student prosper, but these goals cannot be attained without significant contribution from you (the students). If you are having difficulties, you can find assistance as outlined in this book. You are free to express your ideas and talk to your teachers and to other students with similar interests and issues. If you think something at SBB Dewan University should be changed, you owe it to yourself and the University to initiate a change for the better.

The University administration wishes you good luck and a rewarding experience here at SBB Dewan University.

**DISCLAIMER: The University reserves the right to change, amend or replace any part or whole of this document without any notice. The circulation and sharing of revised version to all stakeholders must be done timely.**



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## **VISION:**

To transform our community into an enlightened nation empowering learners with modern knowledge, skills and quality research attitude to find a dignified position in the local and global community.

## **MISSION:**

Pursue Academic Excellence giving emphasis to mindful learning, innovative research and responsible community participation with an international outlook.

## **Core Values at BBS Dewan University:**

- **Respect**- Respect of contributions of every person in the University community and to value diverse perception
- **Excellence** – moving to academic excellence utilizing all resources productively.
- **Compassion**- as personal, social and professional
- **Service**- for local and international community
- **Hospitality** without any discrimination
- **Integrity** in all ways of coordination
- **Learning** for Life availing all opportunities

## **The Journey:**

SBB Dewan University was established by the Sindh Act No. IX of 2013 by Sindh Assembly on 1st March 2013 by Dewan Muhammad Yousuf Farooqui, a philanthropist and Chairman of Yousuf Dewan Companies – a leading business group of Pakistan .

The University has been recognized as a degree awarding institute by the Higher Education Commission of Pakistan (HEC) in 2014.

The University admitted its first batch of students in January 2015. The faculties of SBB Dewan University are now offering various Degree Programs endorsed by the Higher Education Commission of Pakistan (HEC).

Dewan University provides enormous opportunities to its students for internships, practical training and job opportunities in the business sectors of Yousuf Dewan Companies such as automobiles, cement, textiles and sugar industry during and after the studies. This training provides an edge to the students of SBB Dewan University over others, in starting their professional careers and to advance in real life scenario.

## **Why to choose SBB Dewan University:**

- SBBDU has been rated as the best private sector university in Sindh as per CEIC evaluation.
- SBBDU is “W” Category University.
- SBBDU has maintained the most economical fee structure among all leading private educational Institutions in Pakistan.
- SBBDU has the most modern and comprehensive Doctor of Physical Therapy (D.P.T) Program
- SBBDU has the most modern and comprehensive Pharm D Program
- SBBDU has the most modern and comprehensive Computer science Program
- SBBDU has the most modern and comprehensive Fashion Design Program



- SBBDU collaborates with universities of international repute for student and faculty exchange programs.
- The curricula designed at SBBDU meet internationally accepted standards.
- SBBDU facilitates all its graduates with job placement in leading organizations.
- SBBDU keeps its students informed through an online Student Information Centre.
- SBBDU facilitates its students with online faculty lectures and virtual classrooms.
- Executive Development Centre at SBBDU frequently holds trainings/workshops in a spacious auditorium.
- SBBDU students can enjoy the facilities of a sports complex.
- SBBDU sports teams have achieved the highest number of awards among all private-sector institutions and also represented Pakistan.

The SBB Dewan University today provides a conducive environment to its students continuously enriching their academic pursuits with networking, entrepreneurial, cultural and experiential learning.

SBBDU encourages its students and faculty to develop a global perspective, however simultaneously apply their knowledge and practice towards finding the solutions.

In line with its Mission, SBBDU is committed to produce high quality professionals in diverse academic fields through quality education, training and research. It seeks to integrate higher level education and corporate sector demands so as to emerge as a full-fledged metropolitan university oriented to address the social, economic, environmental and technological issues confronting mega cities of Asia, in particular Pakistan. It seeks to accomplish its mission in collaboration with the government public sector, private institutes/agencies.

SBBDU is a part of Dewan Group of Companies which is involved in host of industrial and trade activities automobiles, textile, sugar, cement, fiber and Systems Application and Products-SAP. These companies also provide employment opportunities. Against this background, SBBDU is in a good position to provide internship and employment opportunities in diverse fields to its graduates through training and in its partnering organizations.



## **CHAPTER 1**

# **ADMISSION, ORIENTATION, REGISTRATION AND RULES FOR TRANSFER OF CREDIT HOURS**

### **1.1 Admission:**

Admission to SBB Dewan University is granted on the basis of merit alone as determined through the aptitude test of SBB Dewan University score and the students' previous records. Applicants for admission are provided with a prospectus which provides details about the admission procedures. You may also obtain the essential details for your particular program and about university by visiting the University website [www.sbbdewanuniversity.edu.pk](http://www.sbbdewanuniversity.edu.pk)

#### **1.1.1 Provisional Admissions:**

Candidates awaiting results of examinations, required for meeting the minimum eligibility criteria of the programme applied, may be allowed to go through the admission process and accorded admission on “result awaiting” basis. Their selection will be based on the results of last examination in which they have appeared previously, if it meets the minimum percentage requirement of the program applied, without failing in any one subject. Students accorded provisional admission, must submit the awaited results one week before the Final Examination of first semester and the awaited results should clearly meet the eligibility criteria of that program. Candidate taking admission on result awaiting basis must submit an affidavit on a stamp paper of Rs. 20/- at the admission department, clearly mentioning that if they would fail in the subject(s) or they do not meet the eligibility criteria of that program then they will not claim for refunded the fee.

#### **1.1.2 Cancellation of Provisional Admission:**

Provisional admissions of the students who are admitted on “result awaiting” basis will be cancelled if they do not submit the requisite documents meeting eligibility criteria before the Final Examination of first semester, or the awaited results are below the eligibility criteria of that program. Supplementary in any subject is considered as failing the examination even if the student has obtained the minimum requirement of percentage. Reasons for the cancellation of admission will be given in writing and fees deposited by such students will not be refunded.

#### **1.1.3 Deferment of Admissions**

Student selected for admissions may defer their admission for one semester after paying the admission fee. The students desiring to do so are required to submit an application to the respective Chairman for deferment of their admissions within two weeks of commencement of the semester. Fee deposited by such students will be readjusted in the forthcoming semester.

#### **1.1.4 Cancellation of Candidature**

The student, who has not full filled the academic eligibility criteria, his/her provisional admission will be cancelled.



### **1.1.5 Ineligibility of Admission**

1.1.5.1 A student who does not meet the basic eligibility for the applied program is ineligible for admission.

1.1.5.2 Under no circumstances a student would be considered for time bar waiver if extended program limit arrives and degree pre requisites are not complete.

1.1.5.3 The students who are expelled on disciplinary grounds will not be permitted to rejoin the University.

#### **1.1.5.4. Enrollment Policy:**

Students who have been granted admission to any of the programs must submit the following documents to complete the enrolment formalities of the University:

- Photocopy of the Matriculation Certificate (SSC) or Diploma Certificate or Equivalence from IBCC in case of O’/A’ Level qualification
- Photocopy of the Marks sheet of prerequisite examination.
- Migration certificate, issued by the University / Board for those students who are seeking admission on transfer from other universities/boards. (Original).
- A copy of students’ CNIC or father’s CNIC in case the student is less than 18 years old.
- Four recent photographs of 1 X 1 sizes.

It should be noted that the student’s admission will remain provisional until he/she got himself / herself enrolled with the University.

### **1.1.6 Change of Academic Discipline:**

Existing student of any discipline is allowed to change his / her discipline subject to fulfillment of basic eligibility criteria of that discipline within first semester only. Student has to apply at the time when the admissions in that discipline are open by paying admission form fee / processing fee by SBB Dewan University policy. If required, students are to appear in the entry test or will have to submit equivalent Education Testing Score. The common courses with grade C+ and above in the student’s current and previous academic programs may be exempted. Admission fee and caution money already deposited will be adjusted into new discipline on confirmation of admission. All such cases (Change of Academic Discipline) require the approval of Director / In-charge Admissions.

### **1.2 Orientation for New Students:**

Orientation is a requirement for all new students. It is designed to provide fresh students with information regarding University services, policies and procedures, student responsibilities and faculty expectations. Orientation generally takes place just before commencement of a new semester.

### **1.3 Calendar of Events:**

The schedule of admissions, registration, start and close of academic sessions, examinations, breaks, non-academic activities and holidays are all listed in the Academic Calendar published by the University.



## 1.4 Academic Session:

There are two regular semesters in one academic year (Spring & Fall). The duration of the fall and spring semesters is 16-18 weeks each. The University also offers summer session of 8-10 weeks duration for the benefit of those students who may wish to improve their grades in any course or who have failed / dropped courses; provided 10 or more students register for those courses. Such students will not be eligible for award of merit at Convocation.

## 1.5 Registration:

After joining, you will be required to register for the courses for each semester. Course registration of the fresh students is done automatically by the respective department. For the subsequent semesters, the students have to go through registration process before the new semester starts. Fee will be paid within seven days of commencement of next semester after approval of registration for the courses applied for.

Registering a course requires a student to follow the following procedure:

- Look into the prospectus or Program Brochure you are interested for his/her semester courses
- Any additional course can be taken after getting proper permission of the departmental Chairpersons.
- Any course having prerequisite not cleared, cannot be taken.
- Maximum course load is six (06) courses per semester or 15 – 18 Credit Hours, in which courses from the advance semester cannot be taken.
- In summer semester a student will only be allowed to register in 1 – 2 courses of 3 – 6 credit hours.
- Fee has to be paid in advance, if deferment is required, proper form are to be filled and approval has to be taken.

## 1.6 Course Pre-requisites:

Students cannot be enrolled / registered in certain courses until they meet courses pre-requisites. No exemptions to the pre-requisites are made. It is responsibility of the students to make sure that they possess the pre-requisites where applicable.

## 1.7 False Registration & Non Payment of Dues:

Penalties for false registration and non-payment of requisite dues are as under:

1.7.1 The students, who register themselves for the courses but do not attend their classes and fail to pay the fee with-in due date without any written approval will also be fined as per the prescribed fine at that time.

1.7.2 Students, who register themselves for the courses and attend the classes but do not deposit their fee till Mid-Term Examinations will be fined as per the fine levied at that time.

1.7.3 Students, who register for their course and manage to attend their classes without payment of the fee even after the Mid-Term, will not be given the result in that particular subject / course and will be fined as per the fine levied at that time.



### 1.8.1 Adding/Dropping/Withdrawing of Courses:

- a. Students may apply to add or drop a course within two weeks after registration. Not more than two courses are allowed to drop in a semester. A written expressed permission shall be required on the prescribed “Course Add n Drop Form” with “No Objection” from the course instructor. The fee paid for drop courses shall not be lapsed and will be accounted for later. The students will have to pay fee for added course(s).
- b. For the summer semester the add/drop period is within the first four calendar days of the semester.
- c. In lieu of dropping any course /courses, the student will have to take other course/courses, as to meet the minimum requirement of five courses per semester.
- d. A student can be allowed to change a course within 6 sessions from the start of the semester/course. No fee shall be charged for the changed course.

### 1.8.2 Withdrawal from a Course:

- a) Withdrawal from a course will be allowed latest up to one week after the midterm examination. Withdrawn course will appear on the ‘semester transcript’ with the letter grade ‘W’, and will not be treated as ‘F’ grade and the course will not be counted for the purpose of calculating SGPA/CGPA.
- b) The fee paid for such course will not be refunded.
- c) Students can withdraw from a particular course with the consent of the concerned faculty and respective Head of the Department / Chairperson.
- d) Students can withdraw from a maximum of 02 courses in one semester.
- e) Whenever a student's application to withdraw from the course(s) has been approved and all requirements related to such withdrawal satisfactorily fulfilled, the relevant program authority shall inform the examinations and forward the original document to the students’ personal file.

### 1.8.3 Incomplete Course:

- a. A student who has completed attendance requirements in a course and taken all class tests and quizzes/assignments etc. with a minimum of 50% marks in the semester work and cannot appear in the semester final examination due to any genuine reason or a reason beyond his/her control may apply for ‘**incomplete**’ in the course with the approval of the course instructor and the Chairperson. His result in the course will be denoted by a letter grade ‘I’. This course can be completed before the final exams of the following semester (within a year), failing which will result in an ‘F’ grade.
- b. For a course to stay as incomplete there is a maximum period of one year within which the missing requirements are to be fulfilled.
- c. When the student will reappear in the course and the course contents are changed then he/she has to appear in the changed course. He/She cannot claim for the paper with old course contents.



### **1.8.4 Repeating/Improvement of CGPA/SGPA in Course(s):**

- a. Whenever a student fails or gets an 'F' grade, he/she has to repeat the course, whenever offered.
- b. Undergraduate and Graduate students may be allowed to repeat a course in which he/she has obtained Grade 'C' or 'D'.
- c. Maximum 6 number of courses that student may be allowed to repeat in the entire duration of an undergraduate degree program.
- d. Maximum 3 number of courses that may be allowed to repeat in the entire duration of a master degree program.
- e. The duration must not exceed the enrollment limit of a degree program.
- f. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade, (for CGPA calculation) but in case a student takes a new course in lieu of the course in which he/she failed, both the grades will reflect on his/ her semester transcript, i.e. old course grade and new course grade.

### **1.9 Freezing of Semester:**

Students may freeze their semesters due to illness and circumstances beyond their control by giving a written application on prescribed form. Conditions are as follows:

1.9.1 If student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.

1.9.2 If a student is not enrolled in any course in a semester then he/she will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester, however, he/she will has to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

**Note:** Freezing of semester will only be allowed after successful completion of 1<sup>st</sup> semester as prerequisite or the case may be for other semester's predecessor to the freezing semester.

### **1.10 Transfer of Credits:**

1.10.1 Transfer of credits is only allowed from institution / universities recognized by the Higher Education Commission.

1.10.2 Students applying for transfer of credits have to, in all cases, fulfill the basic eligibility criteria as prescribed for the relevant academic program.

1.10.3 Credits for only those courses will be transferred for which a course with similar title, standard, duration, credit hours and matching description is available in the relevant academic program of SBB Dewan University and the applicant has secured not less than C grade in undergraduate and B in the graduate degree program.

1.10.4 A maximum of 50% of the total credit hours of the relevant academic program (for semester system) of SBB Dewan University are allowed for transfer.

1.10.5 Students applying for transfer of credits are to submit NOC along with the original transcript from his / her previous university and to deposit processing fee prescribed by SBB Dewan University Policy.



## CHAPTER 2

# ACADEMIC HONESTY, EXAMINATION RULE, PROMULGATION OF RESULTS PROCEDURE FOR ISSUANCE AND VERIFICATION OF TRANSCRIPT, DEGREE SUPPLEMENTARY FORM

### Academic Conduct:

At SBB Dewan University academic honesty is mandatory. Absolutely no plagiarism/ cheating in any examination, quiz, assignment, report, practical and/or presentation by any student is tolerated. Each case is decided on its own merit in accordance with notified plagiarism policies.

- a) All classrooms are cell phone or any other equipment free zones. Permission to attend to emergencies is to be obtained from the respective faculty and the departmental Chairman.
- b) Sports / music playing and /or other activities on campus during class timings are not allowed.

### 2.1 Cheating:

Students, who use or attempt to use unauthorized information in any academic exercise, including examinations, are cheating.

### 2.2 Plagiarism:

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

### 2.3 Penalties for Academic Dishonesty:

Students found guilty of academic dishonesty will be subject to disciplinary action, the severity of which will depend upon the seriousness of the offence and may include assignment of an "F" Grade or even dismissal from the program.

### Examination Rules for Students:

1. All answers intended for the examinations must be written on both sides of the pages of the Answer Scripts and not on one side only. Supplement will be provided only when the candidate has fully written out on both sides of the pages of the Answer Script.
2. No loose paper will be provided to use for rough work and no paper is to be brought in for the purpose. All work must be done in the answer script provided and the pages used for rough work or calculation(s) must be struck out by drawing a line through each page so used from top to bottom and no page should be torn out.
3. Candidates are forbidden to write any answer or anything else on the question paper or any material or carry away any writing from the examinations hall.
4. No Candidate will be allowed to leave examination hall until 30 minutes have elapsed from the time when the question paper is given, or re-enter examination hall after leaving it, after finally giving his/her answer book.



5. To draw the attention of the invigilator the candidate may simply raise hand without making any noise or disturbance.
6. A student while in the examinations shall not help or try to help any other student nor obtain or try to get help from any other student. Communication of any sort between student and any other person, inside or outside the examinations hall is strictly prohibited. Severe punishment will be meted out to students who are found in possession of notes, books, scribbling or making any attempt to use unfair means.
7. Student is required to ensure that on the day of examination they arrive 15 minutes before the start of examinations.
8. No students shall be admitted to the examinations hall/room later than thirty (30) minutes after the start of the examinations and no extra time shall be given.
9. Personal belongings of students including books, pencil cases and bags, etc. shall be left in the place designated for this purpose at the examinations hall without any responsibility to SBB Dewan University.
10. Each student is required to place his/her ID card on the desk in the examinations hall for the duration of his/her examinations. Attempts at impersonation of any student shall lead to cancellation of examinations.
11. Borrowing of stationery is strictly not allowed during the examinations.
12. No student shall be allowed to sit in a section other than the section in which he/she is originally registered.
13. Students will fill all the information on the answer scripts along with their signature.
14. Invigilator has the right to expel any student from the examinations hall on any attempt of cheating, misconduct or any other behavior they feel inappropriate without any recourse.
15. When the Invigilator announces the end of the examinations, the students shall stop writing immediately and remain seated silently until permitted to leave the examination hall by the Invigilator.
16. Any type of calculator may be used provided that the calculator is hand held, battery operated or solar-powered, noiseless and has no facility for the storage of alphabetical information other than hexadecimal numbers.
17. Calculators must be available for inspection by the Invigilators.
18. No other electronic aids are permitted such as mobile phones/digital diaries etc. in the examinations hall. Any student found possessing these electronic aids shall be liable to cancellation of that paper, removal from Examinations hall, suspension for next semester, and/or expulsion from the University.



## Transcript Issuance (Complete / Incomplete)

### a. Incomplete Transcript:

- Students enrolled in a program can apply for an incomplete transcript for their own record or any other reason. This transcript will reflect all grades of the students whether “withdrawal, Incomplete, Fail” etc.
- The incomplete transcript will be issued once during the entire period of study.

### b. Complete Transcript:

A student is eligible to apply for a complete transcript after he / she has completed the program of study successfully with a CGPA of 2 for undergraduate and 2.5 for graduate programmes or above.

Before the issuance of transcript, the examination department will check the entire courses (passed or failed) with original grade card and change the course result if it is reflected differently on the system. The complete consolidated (final) transcript will not depict the failure, withdrawn, incomplete and repeated courses.

### Procedure for the award of a Duplicate transcript or Degree:

The following procedure will be followed for the award of a duplicate transcript or a duplicate degree to a student who loses his/her degree or a transcript:-

- i. He/she has to file an FIR and give the University a copy of the same.
- ii. The student pays fees of Rs. 2000/- for a Duplicate transcript and Rs. 7,000/- for a duplicate degree.  
*(Rates are subject to revision from time to time by Finance and Planning Committee)*
- iii. The office verifies the academic records and prepares a duplicate transcript or a duplicate degree which are marked as “Duplicate”.

## CHAPTER 3

## STUDENTS CONDUCT AND DISCIPLINE

### 3.1 Students’ Code of Conduct:

In order to achieve set academic goals and program desired outcomes, all students are obliged to strictly follow the Core Values and Code of Conduct.

Students should refrain from conduct that might damage the reputation of the University, any conduct that may lead to the disruption of any academic program in the Campus.

3.1.1 Respect for convictions and traditions of others in matters of religion, conscience and customs while observing your own religious duties / customs.

3.1.2 Loyalty to Pakistan and refraining from doing anything which is repugnant to its honour and prestige in any way.

3.1.3 Truthfulness and honesty in dealing with other people.



- 3.1.4 Respect for elders and politeness to all, especially to women, children, senior citizen, the slow learners and the helpless.
- 3.1.5 Special respect for your teaching facilities and others in authority in the University Campuses.
- 3.1.6 Cleanliness of body, mind, speech and habits.
- 3.1.7 Helpfulness to fellow beings.
- 3.1.8 Devotion to studies and prescribed co-curricular activities.
- 3.1.9 Observance of thrift and protection of public property.
- 3.1.10 Observance of the rules and regulations of the University Campus in force from time to time.
- 3.1.11 Students will show tolerance, understanding and respect for the rights of others. In case of any misunderstanding with peers or University Management, etc, discussions and exchange of views within the frame work of decency and decorum would be the desirable course to follow. Threatening behavior to fellow students, faculty, staff or the University as an institution could cause irrevocable dismissal from the University.
- 3.1.12 Students will be respectful to members of the opposite gender and will refrain from any behavior that can be interpreted by others as 'gender harassment'.
- 3.1.13 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 and unacceptable proximity, openly or in isolated areas.
- 3.1.14 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 boxes should be used for the purpose.
- 3.1.15. The students are advised to refrain from any damage to the university fixtures/furniture including Venetian blinds, scribbling/carving on desks, writing on walls, misusing lab equipment, etc.
- 3.1.16 The Campus is a no-smoking area; in any premises of the Campus smoking is strictly prohibited.
- 3.1.17 Students are advised to switch off mobiles in class rooms, examination halls, labs and library so as not to disrupt the calm of the said rooms.
- 3.1.18 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 behavior, especially while representing the University in an activity/competition.



3.1.19 Matters of indiscipline would be referred to the Discipline Committee, which is authorized to reprimand or check any indiscipline in any way it deems appropriate. Parents of students who disobey authority and violate the code of conduct will be called to the university.

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

3.1.21 Students are required to follow campus IT usage policy, which forbids them from sending and receiving offensive and indecent emails, possession of non-academic materials on their assigned folders, forging or hiding identity, and misuse of IT resources and Internet for any non-academic activity.

3.1.22 Dress Code: Students are expected to be well groomed and well-dressed in decent clothes; shorts and Bermuda are not allowed.

### **3.2 Action against Misconduct:**

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

### **3.3 Prohibited Acts:**

The following acts are prohibited for students:

3.3.1 Smoking in the University.

3.3.2 Consumption of alcoholic drinks or other intoxicating drugs within the Campuses or during instructions, sports or cultural tours or survey camps or entering such places or attending any such tour or camp.

3.3.3 Organizing or taking part in any function inside the campus or organizing any club or society of students except in accordance with the prescribed rules and regulations.

3.3.4 Collecting any money or receiving funds or pecuniary assistance for or on behalf of the University Campus except with the written permission of the Head of the Campus / Constituent Unit or any other person authorized in this regard.

3.3.5 Staging, inciting or participating in or abetting any walkout, strike or other form of agitation against the University, its constituent units or its teachers, officers or authorities inciting any one to violence, disruption of the peaceful atmosphere in any way, making inflammatory speeches or gestures which may cause resentment, issuing of pamphlets or cartoons casting aspersions on the teachers or staff of its authorities / bodies or doing anything in any way likely to promote rift and hatred among the students, issuing statements in the press, making false accusations or lowering the prestige.

3.3.6 Theft of any item which is University property, including unauthorized taking away of library books / laboratory equipment.



3.3.7 indulging in acts involving chalking of premises or display of posters/leaflets/notices jeopardizing the maintenance of good order and discipline at the University premises.

3.3.8 Fighting / quarrelling with other students.

3.3.9 Acts of Indiscipline. A student shall be deemed to have committed an act of indiscipline if he/she;

3.3.10 Commits a breach of conduct specified in the regulations.

3.3.11 Disobeys the laws, orders of a teacher or other person in authority.

3.3.12 Habitually neglects his/her work or absents himself/herself from the classroom without valid reason.

3.3.13 Willfully damages public property or the property of fellow students or any teacher or employee of the University and its constituent units.

3.3.14 Does not pay the fee, fines, or other dues payable under the laid down rules and regulations.

3.3.15 Uses indecent language, wears immodest dress, makes indecent remarks or gestures or behaves in a disorderly manner; or commits any criminal, immoral or dishonorable act (whether committed within the Constituent Unit or outside) or any act which is prejudicial to the interests of the University and its Constituent Units.

### **3.4 Penalties prescribed by SBB Dewan University policy:**

3.4.1 All such of academic indiscipline will be referred to SBB DEWAN UNIVERSITY discipline committee who's decision will be final in this regards.



## CHAPTER 4

### SCHEME OF MARKING, GRADING SYSTEM, ACADEMIC PENALTIES, MERIT BASED SCHOLARSHIPS, CLASS ATTENDANCE CRITERIA FOR AWARD OF MEDALS AT CONVOCATIONS.

#### 4.1 Scheme of Marking

End semester examination will be held at the end of each semester. This examination is of 2.5 – 3 hours duration and is given at the end of the semester.

##### Assessment Plan- Theory

Nature of Examination	Theory Weightage
Internal Evaluation (Quizzes/Assignments/Class Test)	20%
Mid Term Examination	30%
Final Examination	50%
Total weightage	100%

##### Practical/Written

Nature of Examination	Practical Weightage
Lab manual / Journal	10%
Quiz	20%
Final Examination (Performance 50%, viva 20%)	70%
Total weightage	100%

\*\* Examinations Papers of Humanities/Social Sciences/applied sciences (e.g English, Islamic Studies, Ethical Behavior, Biostatistics) should consists of MCQ's, short structured essays and the detail question answer. The prior approval of the Principal and Dean is taken before setting such papers.

#### CGPA and SGPA Formula:

Cumulative Grade Point Average (CGPA)/Semester Grade Point Average (SGPA) will be calculated by the formula:

$$\text{CGPA} = \frac{\text{Sum of (Credit Hours X GP)}}{\text{Total No. of Credit Hours}}$$

$$\text{SGPA} = \frac{\text{Sum of (Semester's Credit Hours X GP)}}{\text{Total No. of Semester's Credit Hours}}$$



## Grading Policy

Grade	Grade Point	Percentage
A	4.00	85 and above
A-	3.66	80 - 84
B+	3.33	75 - 79
B	3.00	71 - 74
B-	2.66	68 - 70
C+	2.33	64 - 67
C	2.00	61 - 63
C-	1.66	58 - 60
D+	1.30	54 - 57
D	1.00	50 - 53
F	0.00	Below 50

### 4.2 Degree Awarding Criterion:

- The degree awarding criteria for the undergraduate students is CGPA '2.00' and for the graduate students is '2.50' without any failure. The additional courses, if taken shall not be considered for the said purpose. A separate certificate will be issued for the grades obtained in the additional courses.
- The core and elective courses and the project/thesis as defined in the plan of study for the respective degree program must be passed.
- The total number of credit hours requirement for the respective degree program must be fulfilled.

### 4.3 Scrutiny for final examination only.

The following procedure for scrutiny of answer scripts is to be followed.

- Any student desirous of getting his/her answer script(s) scrutinized may apply on the prescribed form available with Course Coordinator / Program Coordinator.

Scrutiny will be restricted to:

- Checking of Total Marks on the answer script & rectification of any discrepancies found as a result of such scrutiny.
- Marking of any question found unmarked & rectification of the total.
- Scrutiny fee as prescribed from time to time has to be paid.

### 4.4.1 Probation, Dismissal and Promotion

- Whenever an undergraduate student's CGPA decreases from '1.5', or a graduate student's CGPA decreases from '2.00', he/she will be on 1<sup>st</sup> probation for the next semester. If the undergraduate student does not come out by increasing his/her CGPA to '1.5', or a graduate student does not come out by increasing his / her CGPA to 2.00, then again, he/she will go on "Last Probation". If the student who was earlier on 1<sup>st</sup> probation, does not come out in the last probation by achieving the minimum desired CGPA, he/she shall be dropped from the faculty and cannot be re-admitted in the same degree program.
- A student on probation will be allowed to take only 50% of the normal semester course load.



- c) Any student gets 0.00 GPA in the first semester will be dismissed from University.
- d) The said student once dismissed cannot be granted admission in same or any other program of the University.
- e) The undergraduate student who maintains a SGPA of 1.5 or more and a graduate students who maintains a SGPA of 2.00 or more, shall be promoted to the next higher class.
- f) A student registering in 5<sup>th</sup> semester or in subsequent semesters has to ensure that he/she must clear all the subjects of previous semester as shown below:
  - i. In 5<sup>th</sup> semester Cleared all subjects of 1st semester with 2.00 GPA
  - ii. In 6<sup>th</sup> semester Cleared all subjects of 2nd semester with 2.00 GPA
  - iii. In 7<sup>th</sup> semester Cleared all subjects of 3rd semester with 2.00 GPA
  - iv. In 8<sup>th</sup> semester Cleared all subjects of 4th semester with 2.00 GPA
- g) The graduate students have to clear pre-requisite for taking courses of next higher class.
- h) For FEPS student, who does not get the required passing marks in theory, he/she will be required to repeat the theory only. Similarly if a student does not get the required pass marks in Lab work separately, he/she will be required to repeat the Lab work.
- i) A student securing grade 'B' and above will not be allowed to reappear in the course for improvement.
- j) However, he/she is allowed to repeat course(s) in which he/she secured 'C' or lesser grades.
- k) If a student fails to appear in the end semester examination, he/she will be awarded 'F' grade.

## **4.5 Scholarships at SBB Dewan University**

### **Performance Based Scholarships**

- Students achieving 4.00 GPA will be offered a scholarship of 50% of the tuition fee for that semester.
- Students acquiring 3.75 GPA to 3.99 GPA will be offered a scholarship of 40% of the tuition fee for that semester provided they have a CGPA of 3.50.
- Students achieving GPA 3.50 to 3.74 will be offered a scholarship of 30% of the tuition fee for that semester provided they have a CGPA of 3.50.

The above scholarships will be admissible to students against whom there is no disciplinary proceeding pending and they have taken at least 15 credit hours in that semester.

For undergraduate degree program at least 15 credit hours are required for considering for scholarship.

For Graduate degree program 12 credit hours are required for considering for scholarship.

The total number of scholarships will not exceed 10% of the total number of students enrolled in that semester in that particular program.

These discounts are offered on semester basis only and a list is prepared after the announcement of every semester result.

If the total number of applicants exceeds 10% then a merit list will be prepared.

A separate list of scholarship recipients will be prepared for each program.



## Note

- The students having 'W' grade 'I' and 'F' grade are not eligible for the scholarship.
- The student involved in disciplinary actions or proceeding will not be considered for Scholarship.

The scholarship will be given to the students of Regular Semester (Spring/Fall) and will not be given to the students of summer semester.

*Note: There is a latest developed Scholarship Policy at University to avail more chances to apply*

## 4.6 Class Attendance:

Students are expected to attend the lectures and labs regularly. A student with less than 75% attendance in class lectures/labs is not allowed to appear in the end semester examination. The students having short of attendance will be awarded 'F' grade.

## CHAPTER 5 CAMPUS SERVICES

### Placement Office/Students Affairs:

Placement Office at SBB Dewan University purposely functioning for:

1. Internship arrangement for enrolled students
2. Maintain and update Internship Register
3. Facilitate and guide students to their desire career move and to help them with skills to give best in the interview and to get employment.
4. Recognize and foster the core competencies of students with the best coordination of academic departments.
5. Organize training and awareness session, workshops on professional & employability skills and market trends.
6. Create a professional relation with potential employers and support them in finding the best fit for their organization.
7. Corporate relationship with potential employers in connection with internship and placement opportunities for enrolled students and for the graduates and alumni.
8. Keep in touch with the alumni for profile updates, relationship building, and mentoring.
9. To strengthen its bond with the jobs market to maximize the chances of employability for the students and graduates.
10. The emphasis is on enhancing the academic, personal and professional development of students and graduates to meet the changing needs of employers, the economy and society.
11. Introduce and Promote Entrepreneurship culture.
12. Facilitate, guide students and graduates to join family business in a professional way to enhance it more productively.
13. Prepare Graduate and Alumni Directory for life-long relation between graduates and University



## Contact Placement Office:

In case of any query regarding placements,  
Kindly contact the Placements Office via e-mail at [info@sbbdewanuniversity.edu.pk](mailto:info@sbbdewanuniversity.edu.pk) or  
call us at Phone number (0092)-(21)-35115008-10 (Ext.117)  
during office hours (0830 hrs. to 1700 hrs. (Mon-Sat).

## Information Resource Center (Library)

The University campus has a well-stocked library and time spent by you in it will meet your research requirements and your need for a quiet study place. The library books, journals and periodicals have been carefully selected keeping in view the needs of the scholars and researchers of University. The diverse collection of journals, encyclopedias and course-specific books are continuously being added to meet the ever changing requirements of students. Libraries have ventured into the realm of e-knowledge and online resources in collaboration with HEC are available for latest information. To assist the classroom teaching learning process, the libraries maintain an audio-visual collection including CDs and audio & video cassettes on various topics.

The library also provides electronic access through the internet to databases throughout the world. Special access rights have been obtained from many database sources to ensure that you have the most up-to-date information available to back your course requirements.

## Library Rules:

Students are permitted to borrow 3 books at a time for a maximum period of 14 days. Books borrowed may be reissued on completion of the time period provided:

- I. The books are not required by others.
- II. The borrowed books are produced at the time of reissue.
- III. Books are not being borrowed a third time after being re-issued earlier.
- IV. Following library material will not be issued and must be consulted in the library:
  - Reference Material
  - Thesis Reports
  - Audio/Video cassettes
  - Magazines and periodicals
  - All unprocessed material

**Note: There is a latest developed Policy for Library.**



## CHAPTER 6

### GENERAL TIPS:

- I. 6.1 Make regular visits to the University website [www.sbbdewanuniversity.edu.pk](http://www.sbbdewanuniversity.edu.pk) where you will see more details about your program.
- II. 6.2 You may want to arrange to meet with a teacher before you sign up for a course.
- III. 6.3 Read the course description ahead of time and verify that you meet the pre-requisites (if any) indicated. Ask other students what their impressions and experiences have been. Make an informed decision BEFORE you register for the course.
- IV. 6.5 When you have to study, find a quiet place. Sometimes you have to hide from distractions like friends. Tell others you are working and ask them to leave you alone for a while. You can meet later to relax and have fun.
- V. 6.6 Take a break if you need it.
- VI. 6.7 Review the day's notes when classes are over. Deal with questions about class material when it's fresh. In this way you'll avoid the need to cram for tests.
  - a. Set up a study schedule that includes a few hours each day and stick to it.
  - b. Promise yourself that you'll have fun only IF you study for a period of time. By all means relax and enjoy yourself AFTER you reach your goal.
  - c. Take frequent short breaks. Studies have shown people can concentrate for about 30 minutes before they lose focus. When you get to the point where your mind starts to wander, get up, take a walk and come back.
  - d. Sometimes working with others can help you illustrate which material is understood by you and which isn't. If you can answer questions and explain concepts to others, chances are you know the information well. Otherwise you'll realize that you need to study some more.
  - e. Be cautious about working with others. Sometimes certain members will actually prove to be a distracting force. Carefully choose with whom you will work.
  - f. Cycle between working alone and working with others. Work alone to master concepts and information. Work with others to test your true understanding.
  - g. Learn to manage your time. Don't let it manage you.
  - h. Prioritize your tasks.
  - i. Don't postpone the small tasks (a sense of accomplishment is good and overlooked small tasks can become larger tasks.)
  - j. Read to comprehend, rather than just to get to the end of the chapter.



- k. Do the most difficult work first, perhaps breaking it up with some easier tasks?
- l. Don't wait until the last moment to complete your projects.
- m. Lastly, Have a Positive Attitude!

### **I.T. SUPPORT SERVICES:**

The department of Information Technology provides information and communication technology infrastructure and services to the University community.

I.T. department is the central point of contact for students for any queries and issues pertaining to infrastructure and services provided by I.T.

Following are the key services provided by the I.T. Department to students:

- a. Accounts creation and password management
- b. Internet network (WIFI) connectivity support
- c. MS Office (Email)
- d. Printing services
- e. I.T./ Audio Visual infrastructure of all learning spaces
- f. Student Portal (gateway to all IT resources)
- g. Learning Management System (Student Academic Administration)
- h. Student Mobile App
- i. Learning Management System (Student Course Management)

### **Auditorium & Lecture Halls:**

The University has state-of-the-art Auditorium. It has central heating and cooling system with a great number of seating space. The auditorium has top of the line acoustics and audio- video facilities. It is a unique facility available in the University for organizing / holding curricular, co-curricular and social events. It is a comfortable and impressive structure that has been designed to enrich our students' learning experience.

Well equipped lecture halls have been well-used by students, faculty, renowned scholars, lecturers and so on. In order to broaden our student's learning at SBBDU, we have ensured each hall has perfect acoustics and is exemplary space for providing lectures and talks.

### **Laboratories (Labs):**

There are fully equipped state-of-the-art laboratories for Physiology, Biochemistry, Anatomy & Histology, Pathology, Pharmacology, Kinesiology and Biomechanics. The departments of Anatomy, Forensic Medicine, Pathology and Pharmacology have their own museums. Moreover, there is a dissection hall in Anatomy



## **RULES GOVERNING LAB:**

To ensure the safety of students, staff and faculty, following rules should be strictly followed:

1. Laboratory coats and covered shoes must be worn at all times in the laboratories.
2. No smoking, eating or drinking will be permitted in the laboratories.
3. Each student's bench space must be wiped properly before and after the laboratory session
4. Accidents of any kind, cuts, burns, handling cultures e.g. breakages of tubes or spills of microbial cultures, reagents and chemicals must be reported to the faculty/staff immediately.
5. Properly label all materials to be used in the experiment.
6. All equipment must always be returned to their proper storage cases when not in use.
7. Never remove/replace anything from the laboratories without the permission of faculty/staff.
8. Never put solids, chemicals, reagents and blood samples in the sink.
9. Wear safety glasses whenever necessary.
10. Hairs should be properly tied.
11. Always wash hands after experiments.
12. Equipment's log books should be properly maintained.

## **RULES GOVERNING COMPUTER LABS:**

SBB DEWAN UNIVERSITY is equipped with state-of-the-art computer facilities with around-the-clock high bandwidth connectivity to the Internet. Moreover, the campuses are equipped with Wi-Fi enabled devices providing students with unlimited access to the Internet. Computer Labs are open to all students for computing and printing facilities from 8:00 am to 09:30 pm from Monday to Saturday.

To avoid disruptions, students are not allowed to enter the labs while classes are in progress.

To ensure the integrity of the network, students are not allowed to install their own software programs on SBB DEWAN UNIVERSITY computers.

Should additional software be required to undertake a course-related assignment, please seek the written approval of the concerned faculty and contact the Lab Administrator well in advance to make arrangements for loading the software only on specific workstations-

All users are advised to regularly save their work. Students are also strongly encouraged to maintain a backup of their data, as the Lab staff will not be responsible for any loss of data.

All students are expected to conduct themselves with responsibility and dignity and adhere to the Code of Conduct given in the General Policies section of this handbook.

In addition, while working in the computer labs, the following rules are applicable:

- To ensure peaceful atmosphere, clean and proper functioning of equipment for all students, eating, smoking, drinks, use of cell phones, and playing video games on SBB Dewan University computers are not permitted.
- As a courtesy to your fellow students, you should leave your terminal and the Lab neat and clean.
- All trash must be placed in the trash cans provided in the Lab.
- Placement of equipment and other furnishings in the computer lab have been done considering the convenience of all the students.
- Consequently, students are not allowed to move or rearrange any equipment without permission of the staff.
- To protect the privacy of everyone, passwords must NOT be disclosed to anyone, under any circumstances.



- While every effort is made to ensure that all student groups get reasonable amount of time for using Lab facilities, it is advisable to consult the Lab schedule to avoid any confusion in this regard.
- Further, please note that during open hours the use of Lab is based on the policy of first-come, first-served.

### **Lectures / Seminars /Workshops:**

The University, its departments frequently arranges lectures / seminars / workshops on contemporary academic and social issues. Eminent scholars from Pakistan and abroad are invited to speak on a variety of topics and issues. In house speakers are also encouraged to share their expertise with university community.

### **Extra/Co-Curricular Activities:**

University believes that extra/co-curricular activities are essential to groom students; therefore number of societies/clubs is available to promote such activities and organize various events throughout the academic year.

Sport at Dewan- Indoor, Outdoor

### **Counseling:**

The senior faculty members and Management assigned staff are designated as class coordinators to provide guidance in all the academic/personal affairs of the students. The students are encouraged to seek help for timely solution of their problems. Counseling builds confidence in the students and they never feel alone when facing any problem relating to academics or other matters.

### **Communication with Parents:**

Complete involvement of parents is required for the student's grooming at the University in an academic outlook. At the end of the term, parents/guardians are informed of the students' performance. The attendance record of the student is also communicated to seek parent's guidance for the required remedial measures.

### **Cafeteria:**

The cafeteria provides quality edibles at affordable prices. Cafeteria provides fresh meals prepared according to hygienic rules. It is a place where students enjoy their favorite snacks/meals and may have social interaction and can discuss academic and social issues with fellow students.

### **Nominal Fee and Scholarship:**

SBB Dewan University's fee structure is comparatively low and affordable for all aspiring candidates. As compare to local and international universities/institutes, Dewan University Fee structure is charging very nominal fee and extensively offers scholarship to the deserving candidates.



### **Transportation:**

Pick and drop service covering major area of the Karachi is available on the prescribed routes at nominal charges.

Transport to and from the university is handled by the Transport Office. If you need to sign up for a van or have any questions at all, you can contact the office of St

### **Security:**

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

### **Cafeteria:**

Campus has a cafeteria with a variety of snacks available at reasonable rates.



## **ANTI-SEXUAL HARASSMENT POLICY:**

Sexual harassment is prohibited at Shaheed Benazir Bhutto Dewan University and constitutes a punishable offense. Sexual harassment is demeaning to human dignity and is unacceptable in a healthy work environment, specifically one in which scholarly pursuit may flourish. Shaheed Benazir Bhutto Dewan University will not tolerate the sexual harassment of any member of the University and will strive through education and deterrence to create an environment free from such behavior on its premises. The following documents provide further information on the matter.

- Anti-Sexual Harassment Policy, duly approved by the Board of Governors of the University.
- Policy guidelines against Sexual Harassment in Institutions of Higher Learning.
- The protection against Harassment of Women at the Workplace Act-2010.

## **PURPOSE:**

The purpose of introduction of the policy is to put in place a mechanism of zero tolerance about sexual harassment in the university and its component bodies and to take appropriate measures of minimizing chances of harassment and punish the violators. Disciplinary action is intended to correct, improper behaviors and improve academic environment and work performance

## **WHAT CONSTITUTES SEXUAL HARASSMENT?**

Behaviors that may constitute sexual harassment include but are not limited to;

- A. Generalized gender-based remarks and comments.
- B. Unwanted physical overtures, contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement of a person.
- C. Communicating verbally or in writing sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, Invitations, gestures or inappropriate comments about person's clothing.
- D. Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily clad individuals.
- E. Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion or retention and rejections would result in an adverse employment consequence.
- F. Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

## **PRECAUTIONARY MEASURES:**

It shall be the responsibility of the management to provide/arrange segregation as possible between male and female students and employees at their places of work. It will be ensured that male and female students at the campus and employees working at the same place shall wear dresses and/or have such make up which may not draw attention of the other sex.

## **EMPLOYEES RESPONSIBILITIES:**

Any students or employee who believes that she/he has been subjected to any form of prohibited discrimination/harassment shall be encouraged to promptly report the incidents(s) to either their immediate officer or to the departmental head or directly to the Vice Chancellor depending upon the seriousness of matter. All employees shall cooperate with investigations undertaken and failure to cooperate in an investigation should result in disciplinary action, up to and including termination.



## **RESPONSIBILITY OF IMMEDIATE OFFICER/DEPARTMENTAL HEAD:**

The immediate officer concerned shall make every effort to maintain discipline among students and provide environment that is free from any form of prohibited discrimination/harassment. They are expected to take all allegations of discrimination/harassment, including sexual harassment, seriously, and to immediately refer the matter to the head of the component, as the case may be.

## **COMPLAINT PROCESS:**

- A. In order to implement these policies, it is imperative to have proper procedure for reporting, investigating, and where appropriate, remediating claims or discrimination / harassment. The university can designate an individual or individuals to receive complaints of discrimination/harassment, investigate such complaints, and recommend appropriate remediation of such complaints.
- B. All investigations of discrimination/harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all the persons involved. Investigations shall be conducted in a prompt and impartial manner. The results of the investigation shall be forwarded to the departmental head or Vice Chancellor as the case may be, to make a final decision as to whether a violation of the policy has been substantiated.
- C. Where discrimination/harassment is found to have occurred, the management shall take prompt and appropriate remedial action to stop the discrimination/harassment and deter its reoccurrence.
- D. The remedial action taken may include counseling, training, intervention, mediation, and/or the initiation of disciplinary action up to and including termination of employment or expulsion from university, if he is a student.
- E. The university shall maintain a written record of the discrimination / harassment complaints received. Written records will be maintained as confidential to the extent practicable and appropriate.
- F. Before taking any action against the alleged offender a notice shall be served on him to explain his position. After giving due consideration to the explanation preferred, the authority shall have powers to amend any punishment commiserating with the nature of the offence.



## **PROHIBITION AGAINST INFORMATION RETALIATION:**

Against any person who alleges that she/he was the victim of discrimination/harassment or who provides information in the course of an investigation shall be prohibited under this Policy. Any employee bringing a complaint, providing information for all investigation, or testifying in any proceeding under this Policy shall not be subjected to adverse employment consequences based upon such involvement or be the subject to retaliation.

## **FALSE ACCUSATIONS AND INFORMATION:**

If any student or employee knowingly makes a false accusation of unlawful discrimination /harassment or knowingly provides false information in the course of an investigation of a complaint shall be dealt with breach of conduct and be grounded for strict disciplinary action.

## **DISCIPLINARY ACTION:**

Any person, employee or student found to have violated this Policy might be subject to any one of the disciplinary actions, which may include; suspension, reassignment, or termination of employment, expulsion from the university in case of student, or referring the matter for legal action under the law.

## **INQUIRY COMMITTEE AS PER THE PROTECTION AGAINST HARASSMENT OF WOMEN AT WORKPLACE UNDER THE ACT IV:**

The Vice Chancellor may constitute separate committees for instituting inquiry and formulating suggestions, as per University rules and/or the Protection against Harassment of Women at Workplace under the Act IV of 2010 guideline mentioned below, for appropriate disciplinary action against a student or employees or different cadre/grades. Disciplinary action is intended to correct improper behavior and improve academic environment and employee work performance.

- A. In compliance of section 3(1) of the Act, each organization shall constitute Inquiry Committee to enquire into complaints under this Act.
- B. As per Section 3(2) the Inquiry Committee shall consist of three members of whom at least one member shall be a woman. One member shall be from senior management and one shall be the senior representative of the employee or a senior employee where there is no CBA (can't be arsed). One or more member can be co-opted from outside the organization if the organization is unable to designate three members from within as described above. A chairperson shall be designated from amongst them.
- C. Section 3(3) provides that in case a complaint is made against one of the members of the Inquiry Committee that member should be replaced by another one for that particular case. Such member may be from within or outside the organization.
- D. As per section 3(4) in case where no competent authority is designated the organization shall, within thirty days of the enactment of this Act designate a competent authority.
- E. To be effective, a policy of this nature must consider the nature of the offence, the past record of the offending employee and the penalty appropriate to the offence. Departmental heads would exhaust every means at their disposal to improve behavior and unsatisfactory work performance. In the few instances where employee's exhibit no interest in improving their work behavior or work performance, the investigation carried out through constituted disciplinary committee confirms employee guilt, discharge from service or expulsion from university in case of student would be appropriate.



## **REPORT BEHAVIOR:**

Any students or employee who believes that she/he has been subjected to any form of prohibited discrimination/harassment shall be encouraged to promptly report the incidents(s) to either their immediate officer or to the departmental head or directly to the Vice Chancellor depending upon the seriousness of matter. All employees shall cooperate with investigations undertaken and failure to cooperate in an investigation should result in disciplinary action, up to and including termination.



## **STUDENTS SCHOLARSHIP POLICY**

### **Purpose:**

The purpose of this policy is to provide guidelines to the students of Shaheed Benazir Bhutto Dewan University.

### **Scope:**

The Scholarship policy applies to all the students studying at Shaheed Benazir Bhutto Dewan University.

### **Policy statement:**

The policy used as a primary document for all Students, Academic and Administrative matters

### **Linked/Referenced Documents:**

- a. Scholarship Policy

### **Responsibilities:**

- b. Registrar office
- c. Dean of the Faculty
- d. Head of the Institute for implementation of the policy.

### **Policy Implementation Procedure:**

Following guidelines will be used by all students of the University.

### **Vision:**

To transform our community into an enlightened nation empowering learners with modern knowledge, skills and quality research attitude to find a dignified position in the local and global community.

Following its vision statement ‘transform our community into an enlightened nation’ SBB Dewan University offers exclusive scholarship to its students by all ways to share community responsibility regardless any discrimination.



### **Scholarship Committee:**

SBBDU complies rules and standard administrative procedures by a Resource Guide Scholarship Policy Manual published by Scholarships & Financial Aid Committee. Consistent with these rules and procedures, SBBDU has developed a written Scholarships & Financial Aid award procedure, uses a committee to select scholarship recipients, has a formal application process, has mechanisms for reconciling scholarship accounts and balances, and complies with records retention requirements in accordance with the University Records Retention schedule.

### **Scholarship & Financial Aid Committee:**

The Scholarship Committee (SC) is responsible for reviewing all scholarship applications and selecting recipients using the award procedure described below (see “Award Procedure”). The Scholarship Committee consists of two faculty members, three staff members, and the Associate Dean/officer for Student Affairs. The Dean/officer approves the members of the Scholarship Committee each year prior to the semester.

The Scholarship Committee is committed to following the expectations of award agreements between donors (Dewan Trust) and SBBDU and uses scholarship resources to encourage, in a fair, equitable and competitive manner, academic achievement of students enrolled in the university.

The committee comprises is responsible to scrutinize all Scholarship Applications and Cases received from all offering programs at Dewan and then approve after assessment and recommend a final list for further approval and award of scholarship.

There are mainly two types of scholarships offered at SBBDU.

1. Merit Based Scholarships (Academic, Sports, Co/Extra Curricular Achievements)
2. Need-Based Financial Aid

### **MERIT BASED SCHOLARSHIPS:**

Merit-based awards are granted to its bright learners to accelerate their academic achievements with coping financial vulnerability.

### **Criteria Merit Based Scholarships (Academic, Sports, Co/Extra Curricular Achievements):**

Sr. No	Percentage Marks in Intermediate, O level or equivalent	Scholarship Ratio
1	Position Holders	100%
2	95% and above	80%
3	90% to 94.99%	70%
4	85% to 89.99%	60%

### **NEED-BASED FINANCIAL AID:**

This need-based scholarship (Financial Aid) for undergraduate program is given to needy and deserving students after scrutiny of evidences provided by the applicants and a brief interview by Scholarship committee.



### Document Required:

- Income certificates of Guardian – This includes salary slips for salaried persons, pension book for retired, financial statements/ income affidavit for self-employed, business and for any other income.
- Utility Bills (last three months) – Electricity, Gas, PTCL, Water o Affidavit.
- Any other document(s) demonstrating financial need o Death Certificate, in case any of the parent has passed away (if applicable)

### Criteria Need-based Scholarship (Financial Aid):

Sr. No	CGPA Criteria	Intermediate or equivalent	Annual Scholarship Ratio
1	4.00	100%	Admission + Tuition Fee
2	3.91 to 3.99	90%	Waive off Scholarship on Tuition Fee
3	3.81 to 3.90	80%	Waive off Scholarship on Tuition Fee
4	3.71 to 3.80	60%	Waive off Scholarship on Tuition Fee
5	3.61 to 3.70	40%	Waive off Scholarship on Tuition Fee
6	3.50 to 3.0	20%	Waive off Scholarship on Tuition Fee

### Scholarships and Discounts other than Merit and Need Based Aid

#### Kinship Policy:

The kin of alumni and existing participants (brother, sister, husband, wife, father, mother, son and daughter) are allowed tuition fee waiver of 20% for all kin.

#### Corporate Group Discount:

30% waiver in tuition fee of each student for organizations nominating minimum three candidates. The application will be processed through Office of Industrial Liaison and Head HR of the nominating organization.

#### Outstanding Sportsmen and Extracurricular Scholarship:

Up to 100% waiver in tuition fee for outstanding sportsman having national color or extracurricular activities will be eligible for scholarship.

#### Special Person (Differently Abled) Scholarship partition:

All certified special students and those with learning impairment will pay maximum of 50% fee as standard.

Terms and Conditions for continuation of scholarship All the categories other than Sports, Extracurricular Talent:



- Scholarships will be revoked in case of student obtaining F grade (either due to academic negligence, short attendance, or any other reason) in two or more courses in a year. Explanations:-
  - o In case of one F grade in a semester, warning letter will be issued and if there is another F grade in succeeding semester scholarship will be revoked for a period of one year (2 semester).
  - o In case of two F grades in one semester scholarship will be revoked with immediate effect.
- A student can get his/her scholarship reinstated to the status awarded at the time of admission new semester if he/she passes all the exams (minimum 24 credit hours) in the period for which scholarship was revoked.

### **Award Procedure:**

SBBDU offers several scholarships to students enrolled in the programs offered by SBB Dewan University. These scholarships are supported by Dewan Foundation.

#### **1. Student notification:**

At the appropriate time, the Office of Student Affairs (OSA) Manager of Financial Aid notifies all students of available scholarships by using all media sources they practice to communicate and interacts with their students. Information in must consists of name of the scholarship, number of awards, award amount, and eligibility and application requirements.

#### **2. Scholarship accounts:**

- The Office of Finance of SBBDU is responsible for all accounting and reconciliation of scholarship accounts. Monthly reports are reviewed by the OSA Manager of Financial Aid and approved by the Associate Dean for Student Affairs.
- The number of awards may vary from year to year and depends on in many cases as per latest financial policy.
- The number of awards and award amount are communicated to students.

#### **3. Scholarship eligibility requirements:**

The eligibility requirements for each scholarship are established in the award agreement. When each scholarship is announced, the requirements are communicated to students. In general, a scholarship may specify a minimum GPA, academic achievement, clinical proficiency, community service, financial need or other criteria as specified by Scholarship Committee-SBBDU.

#### **4. Application requirements:**

Scholarship applications are sent to the appropriate student groups as the scholarships become available. Any additional materials required are enumerated on the email communication containing the application and due date for submission.



## 5. Applications:

All applications and supporting materials are compiled by the OSA Manager of Financial Aid who ensures that the application is complete. Complete applications are forwarded to the Scholarship Committee, along with the eligibility and application requirements.

## 6. Application review:

The Scholarship Committee reviews applications for each available scholarship using the eligibility and application requirements established in the award agreement (in this Policy). In general, the Scholarship Committee establishes an award matrix for each scholarship that lists each requirement and the name of each applicant. Applicants who meet the eligibility (e.g..., student in good academic standing) and application requirements (e.g..., two letters of recommendation) are further considered by the Committee. If considered further, Scholarship Committee members assign a certain number of points up to a maximum determined for each scholarship requirement listed in the rubric. Points are then added and qualified applicants are ranked accordingly. When a decision is made, OSA Manager of Financial Aid communicates the results with the University community and Scholarships & Financial Aid.

- The Manager of Financial Aid facilitates the review of applications by the Scholarship Committee by providing information pertaining to scholarship eligibility requirements (e.g., GPA, time of enrolment, academic standing, etc.).
- The Manager of Financial Aid communicates all available scholarships to the Chair of the Scholarship Committee at an appropriate time.
- The Chair of the Scholarship Committee keeps a record of and schedules all meetings.
- The Manager of Financial Aid provides a list of each scholarship and each scholarship recipient to Scholarships & Financial Aid at the appropriate time when new intake joins the semester. .
- The OSA Manager of Financial Aid retains all scholarship materials, supporting data, and Scholarship Committee minutes as required by the University Records Retention schedule including number of applications, awards offered, amount (in PKR) for the award period, awards accepted and the list of Scholarship Committee members.

## 7. Scholarship awards:

The OSA Manager of Financial Aid notifies applicants in writing via email selected to receive scholarships by the Scholarship Committee. This notification provides information about the award and the award amount. An award letter that indicates the name of the scholarship, the amount awarded, the duration of the scholarship, and whether it is renewable is provided to the student either attached to the email or delivered to the student in person. If the scholarship is renewable, the criteria and procedure for renewing the scholarship is included as well.

*Note: The policy and procedures for scholarship awards/funds are reviewed periodically and are subject to change.*