



Foundation University
School of Science & Technology

STUDENT HANDBOOK

2023 - 2024

STUDENT HANDBOOK

The Student Hand Book is a very important document. All students and respective parents/guardians must read it carefully and follow the given instructions in letter and spirit. It will serve as guide as to how you can best become and take advantage of the facilities, activities and opportunities provided to you during your stay at the FUI. The rules and regulations are subject to changes if any, will be notified from time to time as deemed necessary and appropriate by the University in order to fulfill its vision and objectives. Ignorance of a rule is not an excuse.

The Student Hand Book is complementary to prospectus and has to be followed in conjunction with the prospectus. It contains rules and regulations applicable to students once they have been admitted in Foundation University. The prospectus provides complete information to those who are seeking admission. In case of any disparity/contradiction, the decision of the university management will be deemed final.

The hand-book addresses state of affairs concerning conduct and performance. It provides all the required information regarding various student support systems and any other matter of the Campus. It also contains details regarding the courses offered and fee charged.

The co-education in the Campus places a heavy responsibility on the management and the students alike. The students therefore are expected to follow a befitting code of conduct. Any misconduct and immoral behavior, whether inside or outside the class room, will be taken very seriously and may lead to expulsion.

Each faculty member, library staff and administrative staff has the authority to impose discipline and refer the case to the Disciplinary Committee through Manager Student Affairs (MSA). Parents are invariably called to apprise them of the status of their wards in the Campus.



STUDENT HANDBOOK 2023-2024



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1. INTRODUCTION

The Foundation University Islamabad (FUI) sponsored by the Fauji Foundation was granted the charter by the Federal Government vide ordinance No. LXXXVIII of 2002 as promulgated by the President of Pakistan and notified in the Gazette of Pakistan. The University has the best available faculty, state of the art equipment, laboratories and related facilities. The aim of the University is to pursue and promote the highest standards of academic inquiry and to produce graduates endowed with the requisite knowledge, professional caliber competence and vision to lead the way through the twenty first century. The University has been awarded the highest category W4 by HEC and it also got ISO 9001-2008 (QMS) certified in 2013.

The University has the following constituent campuses whose courses are structured as per the curricula laid down by the HEC:

1. Foundation University School of Science & Technology (FUSST)
2. Foundation University School of Health Sciences (FUSH)

1.1 Foundation University Islamabad

Vision

The Foundation University aspires to be among the leading institutions of higher learning which contributes towards development of the nation through excellence in education and research.

Mission

The FUI's mission is to inspire creative inquiry and research to foster personal and professional development of its students. The FUI is committed to provide equitable access to holistic education in diverse disciplines to produce valuable human resource for the local and the global communities.

1.2 FUSST Management

PRO RECTOR/DIRECTOR OFFICE

Brig. Dr. Abdul Ghafoor (Retd)	Pro Rector/Director, FUSST
Mr. Shahid Altaf	Establishment officer

ADMINISTRATION

Col. Navid Khaliq Kayani (Retd)	Gen. Manager Admin, FUSST
Maj M. Owais Ayoub (Retd)	Asst. Manager Admin, FUSST

STUDENT AFFAIRS

Lt. Col Muhammad Babur (Retd)	Manager Student Affairs
Ms. Dareema Ali	Deputy Manager Student Affairs-I
Ms. Shamim Akhtar	Deputy Manager Student Affairs-II

INFORMATION RESOURCE CENTER

Mr. Zafar Iqbal	Librarian
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SECURITY

Maj. Abdul Wadood (Retd)	Security officer
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CCTV ROOM

Mr. Muhammad Akram	CCTV Supervisor
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ACCOUNTS

Mr. Sohail Anjum	Manager Finance
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EXAMINATION BRANCH

Mr. M. Akhtar Khattak	Deputy Controller of Exams
Mr. Aamir Jamal	Deputy Controller of Exams

Academics

FACULTY OF ENGINEERING & INFORMATION TECHNOLOGY


Dr. Muhammad Shaheen, Ph. D	Dean
Dr. Abdur Rehman , Ph.D	A/Head of Department, Department of Electrical Engineering
Dr. Sajid Ali Khan, Ph. D	Head of Department, Department of Software Engineering
Dr. Ateeq Ur Rehman, Ph.D	Head of Department, Department of Engineering Technology

FACULTY OF MANAGEMENT SCIENCES

Dr. Qaiser Ali Malik, Ph.D	Dean, Head of Department, Department of Business Administration
Dr. Muhammad Awais, Ph.D	Head of Department, Department of Economics & Finance
Dr. Aziz ur Rehman Rana	Head of Department, Department of Technology & Innovation
Dr. Muhammad Ilyas Bhatti, Ph.D	Head of Department, Department of Tourism & Hospitality
Mr. Nadeem Ansari	Head of Department, Department of Aviation Management

FACULTY OF ARTS AND SOCIAL SCIENCES

Dr. Prof. Fazal Rahim Khan, Ph.D	Dean
Dr. Mehwish Zahoor, Ph.D	Head of Department Department of English
Dr. Sadaf Ahsan, Ph.D	Head of Department Department of Psychology
Dr. Hina Shahid, Ph.D	Head of Department Department of Arts and Media



FOUNDATION UNIVERSITY
RAWALPINDI CAMPUS

**PROGRAMS, DURATION &
ELIGIBILITY CRITERIA**

2. PROGRAMS/DURATION/ELIGIBILITY CRITERIA

Programs	Duration	Eligibility	Test
Bachelor of Sciences in Electrical Engineering	8 semesters (4 years)	<ul style="list-style-type: none"> F.Sc. (Pre Engineering)/ICS or Equivalent Qualification Minimum 60% marks 	FET/ETC/NAT
Bachelor of Sciences in Bio Medical Engineering	8 semesters (4 years)	<ul style="list-style-type: none"> F.Sc.(Pre Engineering / Pre Medical) or Equivalent Qualification Minimum 50% marks 	FET/ETC/NAT
Bachelor of Sciences in Software Engineering	8 semesters (4 years)	<ul style="list-style-type: none"> F.Sc. / ICS/ FA with Math or Equivalent Qualification Minimum 50% marks 	FET/ETC/NAT
Bachelor of Sciences in Computer Science	8 semesters (4 years)	<ul style="list-style-type: none"> F.Sc. / ICS/ FA with Math or Equivalent Qualification Minimum 50% marks 	FET/ETC/NAT
Bachelor of Sciences in Information Engineering Technology	8 semesters (4 years)	<ul style="list-style-type: none"> F.Sc. / ICS/ FA with Math or Equivalent Qualification Minimum 50% marks 	FET/ETC/NAT
Bachelor of Business Administration	8 semesters (4 years)	<ul style="list-style-type: none"> F.Sc/FA/I.Com or Equivalent Qualification Minimum 50 % marks 	FET/ETC/NAT
Bachelor of Sciences in Accounting & Finance	8 semesters (4 years)	<ul style="list-style-type: none"> F.Sc/FA/I.Com or Equivalent Qualification Minimum 50 % marks 	FET/ETC/NAT
Bachelor of Science in Psychology	8 semesters (4 years)	<ul style="list-style-type: none"> FA/FSc or Equivalent Qualification Minimum 50 % marks 	FET/ETC/NAT
BS Media & Communication	8 semesters (4 years)	<ul style="list-style-type: none"> FA/FSc or Equivalent Qualification Minimum 45 % marks 	FET/ETC/NAT
Bachelor of Computer Arts	8 semesters (4 years)	<ul style="list-style-type: none"> FA/FSc or Equivalent Qualification Minimum 50 % marks 	FET/ETC/NAT
BS English	8 semesters (4 years)	<ul style="list-style-type: none"> FA/FSc or Equivalent Qualification Minimum 45 % marks 	FET/ETC/NAT
BS Tourism and Hospitality	8 semesters (4 years)	<ul style="list-style-type: none"> FA/FSc or Equivalent Qualification Minimum 45 % marks 	FET/ETC/NAT
BS Aviation Management	8 semesters (4 years)	<ul style="list-style-type: none"> FA/FSc or Equivalent Minimum 45 % marks 	FET/ETC/NAT

Programs	Semester	Eligibility	Test
MS (Computer Sciences)	1.5 - 4 years	<ul style="list-style-type: none"> 16 years of education in BSCS/BCSE/BSSE or relevant subject. A minimum CGPA 2.0 out of 4.0 or 60% marks in case of annual system is required. The university may recommend deficiency courses after considering the educational background. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview
MS Management Sciences	1.5 - 4 years	<ul style="list-style-type: none"> 16 years equivalent degree duly recognized by HEC. A minimum CGPA 2.0 out of 4.0 or 50% marks in case of annual system is required. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview
MBA	1.5 - 4 years	<ul style="list-style-type: none"> 16 years equivalent degree duly recognized by HEC. A minimum CGPA 2.0 out of 4.0 or 50% marks in case of annual system is required. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview
MS Psychology	1.5 - 4 years	<ul style="list-style-type: none"> 16 years of education in relevant subject. A minimum CGPA 2.0 out of 4.0 or 60% marks in case of annual system is required. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview
MS English (Linguistics/ Literature)	1.5 - 4 years	<ul style="list-style-type: none"> 16 years of education in relevant subject. A minimum CGPA 2.0 out of 4.0 or 60% marks in case of annual system is required except 45% marks in Punjab University. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview
MS Media Sciences	1.5 - 4 years	<ul style="list-style-type: none"> 16 years of education in Mass Communication, Journalism or related discipline. A minimum CGPA 2.0 out of 4.0 or 50% marks in case of annual system is required. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview

MS (Information Security)	1.5 - 4 years	<ul style="list-style-type: none"> 16 years of education preferably with 4 years degree program of BS (SE/CS/IT/EE/CE) in science/engineering discipline. A minimum CGPA 2.0 out of 4.0 or 60% marks in case of annual system is required. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview
MS (Software Engineering)	1.5 - 4 years	<ul style="list-style-type: none"> 16 years of education in BS (SE/CS/IT/CE) or relevant subject. A minimum CGPA 2.0 out of 4.0 or 60% marks in case of annual system is required. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview
MS (Artificial Intelligence)	1.5 - 4 years	<ul style="list-style-type: none"> 16 years of education in BS (SE/CS/IT/CE) or relevant subject. A minimum CGPA 2.0 out of 4.0 or 60% marks in case of annual system is required. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview
MS Electrical Engineering	1.5 - 4 years	<ul style="list-style-type: none"> 16 years of education leading to BS/BE degree or equivalent in Electrical/ Electronic/ Computer/ Telecom Engineering or related disciplines. A minimum CGPA 2.0 out of 4.0 or 60% marks in case annual system. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview
MS Finance	1.5 - 4 years	<ul style="list-style-type: none"> 16 years equivalent degree duly recognized by HEC. A minimum CGPA 2.0 out of 4.0 or 60% marks in case of annual system is required. 	<ul style="list-style-type: none"> FET/ETC/GAT (G) Interview

PHD PROGRAMS

Programs	Semester	Eligibility	Test
PhD Computer Science	3-8 years	<ul style="list-style-type: none"> 18 years equivalent degree in relevant discipline duly recognized by HEC. Min CGPA 3.0 out of 4.0 is required. 	<ul style="list-style-type: none"> FET/ETC/GAT (S) Interview Research proposal
PhD Management Sciences	3-8 years	<ul style="list-style-type: none"> 18 years equivalent degree in business or relevant discipline duly recognized by HEC. 	<ul style="list-style-type: none"> FET/ETC/GAT (S)

		<ul style="list-style-type: none"> • Min CGPA 3.0 out of 4.0 is required. 	<ul style="list-style-type: none"> • Interview • Research proposal
PhD Psychology	3-8 years	<ul style="list-style-type: none"> • 18 years equivalent degree in relevant discipline duly recognized by HEC. • Min CGPA 3.0 out of 4.0 is required. 	<ul style="list-style-type: none"> • FET/ETC/GAT (S) • Interview • Research proposal
PhD English	3-8 years	<ul style="list-style-type: none"> • 18 years equivalent degree in relevant discipline duly recognized by HEC. • Min CGPA 3.0 out of 4.0 is required. 	<ul style="list-style-type: none"> • FET/ETC/GAT (S) • Interview • Research proposal

2.1 Refund of Fee

- Admission fee shall not be refunded in any case.
- Tuition Fee (Semester System) will be refunded as per the following details:
 - **100%** fee is refundable, if the student wishes to leave the University up to 7th day of commencement of classes
 - **50%** fee is refundable, if the student wishes to leave the University from 8th to 15th day of commencement of classes.
 - **No fee** is refundable, if the student wishes to leave the University from 16th day of commencement of classes.
- Tuition fee will not be adjusted against any other student dues
- Security will be refunded after adjusting outstanding dues (if any).

Note: All fees/ dues are subject to annual increase to cater for inflation.

2.2 University Dues

Each student shall be required to pay the dues as may be prescribed by the University from time to time, failing which the student will not be registered for the semester

2.3 Internships & Community Work

An important feature of training at FUSST is the internship and community work program that is imbedded in the regular academic degree programs at the University. Students have to complete internship and community work as their degree requirement after completion of the course work.

Organizations offering Internship to students of FUSST.

1. Askari Bank Ltd.
2. Fauji Cement
3. FF Head office, HR and Finance Department
4. FFC, Rawalpindi
5. FFBL, Karachi
6. Habib Bank Ltd.
7. National Bank of Pakistan

8. MCB Ltd.
 9. Standard Chartered Bank
 10. Telenor
 11. Mobilink
 12. Teradata
 13. NESCOM
 14. PTA
 15. Attock Refinery Ltd.
 16. Pakistan Oilfield Ltd.
 17. U-Phone
 18. United Bank Ltd.
 19. Defense Housing Authority
 20. Netsol
 21. Army Welfare Trust Head office
 22. Radio Pakistan
 23. Pakistan Television
 24. All Leading Media Houses
- and many more occasionally offering internship to our students.



ACADEMIC RULES AND REGULATIONS

3. ACADEMIC RULES AND REGULATIONS

3.1 Registration Rules & Procedure

Procedure

The following registration procedure shall be strictly followed at the beginning of each semester.

- A student shall register the course(s), online using Campus Management System (CMS), which are being offered by the Department or on the prescribed course registration form within 2 weeks from the date of commencement of the semester.
- Full fee for the registered semester must be paid through the prescribed payment slip to the bank (Copy to be submitted to the Accounts office). Students not registered as above will not be allowed to attend classes.
- A student may register, with the prior permission of the HOD/Pro Rector/Director, for additional non-credit course/s out of the prescribed courses. Successfully completed non-credit course/s, will be mentioned in the transcript.

3.2 Course Load

a. **Maximum Credit Hours in a Regular Semester**

A student must enroll for minimum 12 and maximum 18 credit hours per semester except where exclusively allowed/required by the relevant regulatory bodies like HEC, PEC, NBEC and NCEAC etc. (For graduating batches who are taking SDP may register up to 22 credit hours for SE Programs). Graduating batch students can take maximum 21 credit hours courses

provided it completes total degree requirement of credit hour/courses.

b. Maximum Credit Hours in a Summer Semester

During Summer Semester, a student shall not be enrolled for more than two courses of three or four credit hours. However, students of graduating batches can register up to three repeat courses, which may include one fresh course provided he/she is short of it for meeting the total degree requirements of credit hours/courses with the recommendations of HoD and Dean.

c. Registration of an Additional Non-Credit Course

A student may register with prior permission of the HOD additional non-credit course(s) out of the prescribed list. On successful completion of non-credit courses(s) with minimum attendance of 75%, will be mentioned in the final transcript.

d. Add/Withdrawal/Change of Course

A student may add / withdraw/ drop or convert a credit course(s) into a non-credit course(s) or vice-versa within three weeks from the date of commencement of the semester on the recommendations of HOD and approved by the Dean. However, meeting the minimum attendance requirement i.e. 75% in the new course will be mandatory.

e. Minimum Number of Students for Registration of a Course

No fresh course/s will be registered by students where students are 10 or less in number.

3.3 Academic Terms

Some academic terms encountered during registration are:

a. **Prerequisite:** A course that must be completed prior to enrolling in a particular

course.

- b. **Co-requisite:** A course that must be taken simultaneously with another course.

Note: It is the responsibility of the student to comply with the prerequisites/co-requisite for a course that he/she plans to take.

- c. **Compulsory Courses:** The courses which are necessary/important for degree requirements for any of the academic programs offered.

- d. **Core Courses:** These courses are discipline requirement for the degrees offered.

- e. **Elective Courses:** These are specialization specific courses, to fulfill the requirements of the area of specialization.

- f. **Semester**

- i. A semester is a period of instruction spread over 18 working weeks including mid and terminal examinations.

- ii. In a semester system, the academic year is split between two Semesters, Fall and Spring.

- iii. A summer semester with 8 weeks duration may be offered. Only repeat/improvement course(s) will be offered in summer. Students will be eligible to register in maximum two repeat/improvement courses with or without lab. Summer Semester is an optional semester and its offering is subject to formation of a viable group (not less than five students) and availability of faculty during vacations.

- g. **Credit System**

In credit system, the student has to earn credit hours specified by the degree programme. In line with HEC guidelines, each course is assigned a specific number of credit hours and class contact hours; for example:

- i. One credit-hour theory course means the class contact should be fifty minutes per week for the whole semester.

- ii. One lab credit hour corresponds to 3 hours of lab work per week

throughout the semester in which the course is offered.

3.4 Scheme of Study

The roadmap of different degree programmes offered in the University areas under:

Undergraduate level

Degree Program	Total Credit Hours (minimum/maximum)	Semesters/Year s (minimum/maximum)	Min CGPA Required (for graduation)	
Engineering & IT				
BSEE	130/140	8/4	14/7	2.00
BCSE		8/4	12/6	
BSCS				
Management & Social Sciences				
BBA	124/140	8/4	12/6	2.00
BS Psychology				
BCA				
BS English				
BS Media & Communication				

MBA/MS

Degree Programme	Total Credit Hours	Semester/Year		Min CGPA/Pass <i>(for award of degree)</i>
		Min	Max	
MBA	36 (for students admitted after 4 years of BBA/BS or equivalent programme)	3/1.5	5/2.5	2.50
	96 (for students admitted after 14 years of education or equivalent)	7/3.5	10/5	
MS/M.Phil.	30	3 / 1.5	8 / 4	

Ph.D

Total Credit Hours	Semester/Year		Min CGPA/Pass <i>(for award of degree)</i>
	Min	Max	
36	6/3	16/8	3.00

* The University reserves the right to make any change as and when deemed necessary.

3.5 Student Struck off Due to Prolonged Absence

If a student fails to attend any lecture during the first 4 weeks after the commencement of the classes as per announced scheduled, his/her admission shall stand cancelled automatically without any notification

3.6 Particulars for Registration and Issuance of Degree

The particular of the student i.e. name of the student, father's name and date of birth will always be taken from the Secondary School Certificate. However, in case of the Urdu version of the SSC, the above details (The spellings of the name in particular) will be taken from the next higher Certificate/Degree of English version without any addition in the name etc.



ACADEMIC ADVISOR

4. ACADEMIC ADVISOR

Students are assigned an academic advisor. The role of the advisor is to provide guidance and support to the students in academic issues and problems related with registration, academic progress, students' curricular and co-curricular activities, and complaints. The advisors hold regular meetings with their students and keep them informed about their academic progress and general queries. A student can benefit from the advisor's guidance in selecting courses. The availability hours of the advisors, for meetings with their allocated students, will be displayed on their respective office doors.

An important point to note here is that the FUSST follow semester system and in semester system regular studies are carried out as students get graded assignments, quizzes, mid semester exam etc; unlike annual system where there is only one exam at the end. The office of the student affairs will support the academic advisors in solving the students' problems. All examination schedules will be displayed on the board at least one week prior to the start of examination.

NOTE: Students should seek help and guidance from the Academic Advisor in the following matters:

Registration of courses keeping in view the pre-requisites

- Drop or add a course
- Seek help in case of **ANY CLASH**
- Guidance in course selection
- Course progress/attendance
- Problems pertaining to a course / class

- Organizing any healthy co-curricular activity.
- Course advisors shall spell out the courses being offered before the commencement of the semester for the convenience of students

4.1 Class Representatives

The advisor may also assign tasks related to the institutional activities e.g sports or Class Representatives etc. Class reps shall also be held responsible for any untoward incident taking place in the class. Class reps are expected to talk to the class once a month by conveying to the students the general policy of the Institution regarding code of conduct and issue of important notices. The head of the various societies will involve the CRs in the organization of events and activities to give the students maximum opportunities.



EXAMINATIONS

5. EXAMINATIONS

A student shall be eligible to appear in the terminal examination provided that they:

- Has been on the rolls of the department during that semester.
- Has registered himself/herself with the Campus and has cleared all the University dues.

5.1 Assessment

- a. A student shall be evaluated in each course on the basis of sessional tests, class assignments, quizzes, projects, labs, case studies, Mid and Terminal examinations. Distribution of the marks will be as under:-

Undergraduate Level

Nature of Examinations	Marks Awarded
Sessional, Class Assignments, Quizzes, Projects, Labs, Case studies & Presentations	25%
Midterm Examination	25%
Final Term Examination	50%

Graduate Level (MBA/MS&Ph.D)

Assignments, term papers, quiz, presentation etc.	30%
Mid Term Examination	20%

Final Examination (covering the entire course contents)	50%
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- b. Midterm examination of one and a half (1.5) hours duration for each course will be conducted on the date and time duly notified by the Campus and conveyed before time to the Campus Examination branch for information.
- c. The terminal examination of three hours duration for each course shall be conducted at the end of each semester on the date/time/session as fixed in the date sheet. Terminal paper shall include the entire syllabus taught during the Semester.
- d. A student shall be eligible to appear in the terminal examination provided that:-
 - (1) He/she has been on the rolls of the Department during that semester.
 - (2) Has registered himself/herself with the University and has cleared all the University dues.
 - (3) Has attended, 75% of the lectures/seminars/presentations and labs in each course. The student falling short of required percentage of attendance of lectures/ seminars / lab shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having failed 'F' in that course.
 - (4) A date-wise record of the attendance of students shall be maintained by each teacher.

5.2 Grades, Promotion and Merit

- a. **Undergraduate Programs:** The minimum CGPA is 2.00 for successful promotion to next semester. Under absolute grading system, students obtaining less than 50% marks in any course deemed to have failed in that course and awarded grade 'F' which shall not be counted towards the aggregate marks.

Graduate Programs:

MBA/MS: The minimum CGPA is 2.50 for successful promotion to next semester. Under absolute grading system, students obtaining less than 64% marks in any course deemed to have failed in that course and awarded grade 'F' which shall not be counted towards the aggregate marks.

Ph.D: The minimum CGPA is 3.00 for successful promotion to next semester. Under absolute grading system, students obtaining less than 64% marks in any course deemed to have failed in that course and awarded grade 'F' which shall not be counted towards the aggregate marks.

- b. Students passing under retake (Mid/Terminal) will be debarred for award of any medal/certificate.
- c. It is mandatory for all students to appear in terminal examination and obtain 20% marks to pass a course irrespective of marks already achieved in midterm examination and awarded under Internal Assessment.
- d. A student who has accumulated two consecutive probations will not register for fresh courses in the next semester without the advice of HOD.

Improvement of Grades

- a. Undergraduate: students of the University will be permitted to improve their D and D+ grade only. Students can improve maximum upto 6 (six) courses but

will not be awarded grade higher than B+ in repeat courses. Results of both attempts will be reflected on the transcript, however better scores will be counted in GPA.

- b. MBA/MS/Ph.D: student is permitted to improve his 'C' grade as improvements and reflected on the final transcripts. A scholar can improve maximum upto three courses but will not be awarded GPA higher than B+ in improved courses. Better grade will always be considered and reflected on the transcript with mention of "Improvement Grade".

5.3 RESEARCH

Research is one of the most important aspects of the programs offered at the Campus. All students, both at the undergraduate and the graduate levels, have to conduct research projects as compulsory components of their degree requirements. Extensive effort is made to ensure that the range of expertise available in the permanent and adjunct/visiting Faculty is matched to the students research interests in the field. Plagiarism is strictly prohibited.

5.4 DATE SHEET

Date Sheet will be displayed on the notice board a few days before the commencement of examination. Once the date sheet is finalized no change(s) will be made thereafter. Maximum effort will be made to ensure that clash cases are resolved. Due to fixed scheduled exam time, adjustment may not be possible. Exam period laid down is one week.

5.5 RESULTS

Students are required to keep track of all their internal/sessional marks and positions through course instructor. The examination cell however will display

the final result. The results, once submitted by the teacher, shall not be changed thereafter. Errors and omissions however may be corrected. Results are announced after 03 weeks from the last day of examination.

5.6 TRANSCRIPTS

Request for getting the transcript should be made to the Student Affairs office.

- It takes 20 working days provided all relevant documents including SSC and latest photograph required for printing of final transcripts are provided to exam branch by SAO.
- Processing Fee: Normal fee Rs. 1500/-. Urgent Fee Rs. 3000/- (three working days after receipt of application).
- Only the student may collect his original transcript/degree.



ACADEMIC PROBATIONS

6. ACADEMIC PROBATIONS

6.1 Academic Probation/Ceased Students

Undergraduate A student who fails to achieve CGPA 2.00 is placed on probation. A student who has been placed on THREE consecutive probations shall cease to be the student of the University.

MBA/MS A scholar will be placed on probation if his/her CGPA falls below 2.50. A scholar who has two consecutive probations shall cease to be the student of the University.

Ph.D A scholar will be placed on probation if his/her CGPA falls below 3.00. A scholar who has two consecutive probations shall cease to be the student of the University.

Warning and Counseling of Academically Weak Students

- a. At the end of each semester, a written warning is issued to the student by the MSA of the Campus after approval of HOD if the CGPA of the student is less than the minimum required for the degree programme and is placed on academic probation in that semester.
- b. MSA will announce date for counseling session of academically low profile cases with the concerned HODs in the presence of the Course Co-ordinators and the student's parents/guardians (where possible).
- c. HOD will also develop the scheme of studies /course load of such students keeping in view their academic profile.
- d. Course advisors to advise students not to accumulate "F" grades rather clear those on priority.

6.2 GRADING MODEL

Graduate Programs

%	Grade	GPC
0-63	F	0.0
64-69	C	2.00
70-75	C+	2.50
76-79	B	3.00
80-84	B+	3.50
85-100	A	4.00

- In case of SGPA the calculation will be upto the first fraction after decimal with rounding off. If the second fraction in the calculation after decimal is 5 & above, it will be considered by raising the first fraction to the next higher digit otherwise ignored.

Example: 1.45 shall be rounded off to 1.5. 1.44 will remain as 1.4.

- In case of CGPA the calculations will be upto the second fraction after decimal without rounding off.

Example: 1.445 will be considered as 1.44 without rounding off.

GPA (Calculation)

The Grade Point Average (GPA) is computed as follows:

$$SGPA = \frac{\text{Sum of (Credit Hours x Grade Point Credit)}}{\text{Sum of Credit Hours}}$$

SGPA is GPA of all courses in one semester

CGPA is a GPA of all courses taken in all semesters

Undergraduate Programs

%	Grade	GPC
0-49	F	0.0
50	D	1.50
51		1.55
52		1.60
53		1.65
54		1.70
55	D+	1.75
56		1.80
57		1.85
58		1.90
59		1.95
60	C	2.00
61		2.08
62		2.16
63		2.24
64		2.32
65	C+	2.40
66		2.48
67		2.56
68		2.64
69		2.72
70	B	2.80
71		2.88
72		2.96
73		3.04
74		3.12
75	B+	3.20
76		3.28
77		3.36
78		3.44
79		3.52
80	A	3.60
81		3.68
82		3.76
83		3.84
84		3.92
85-100	A+	4.00



FREEZING OF SEMESTER

7. FREEZING OF SEMESTER

Rules for Freezing Semester

- a. The HOD after the requisite approval of the Pro Rector/Director, Campus may allow the student to freeze a semester or semesters on the basis of his/her personal reasons but he/she has to complete a program within its specified maximum period as laid down in these regulations (para 14 a & b above). Student is not allowed to freeze 1st semester in any case.
- b. It is mandatory for every student of the Campus to seek approval for freezing of a semester on a prescribed form. MSA will maintain the record of total number of freeze of semesters. Student's requests will not be considered for freezing of semester beyond maximum permitted number of semesters for the enrolled degree program.
- c. Fee for the semester will only be refunded if the applicant had applied within three weeks of commencement of the current semester or on student request same amount will be carried forward and adjusted in the next semester.
- d. Student desirous to freeze more than one semester in their entire program of studies will render an undertaking that he/she will abide by the time duration of program as laid down by the University authorities.

e. For clarification see the following table:

Registration Status	Date of Application	Recommended Action
The student has been registered in a given semester and requisite tuition fee has been paid	Prior to the holding of the midterm examination	Semester will be frozen and fee will be adjusted in the next semester and will not be refunded. 10% semester freezing fee will be paid/ adjusted to remain registered student of the university.
The student has been registered in a given semester and requisite tuition fee has been paid	Submit the application before final term examination.	Semester will be frozen and Grade W will be awarded in each course on the basis of course registration. Fee will not be adjusted or refunded.
The student has been registered in a given semester and requisite tuition fee has been paid	Failed to submit any application	Semester will not be frozen and Grade F will be awarded in each course on the basis of course registration. Fee will not be adjusted or refunded.
The student has not registered in a given semester and no requisite tuition fee has been paid.	Up to the 3 rd week of the commencement of the respective semester.	Semester will be frozen. 10% semester freezing fee will be paid to remain registered student of the university.
If the student has not; (1) Registered (2) Applied for the freeze (3) Paid the fee for the semester(s)	Request to rejoin after absence of maximum of two semesters.	(1) 20% Fee will be charged on account of "Restoration of Registration". (1) Semester(s) will be frozen.

f. In case of suspension of course registration on the basis of disciplinary action, the recommendations of the Discipline Committee shall be implemented by the MSA and Examination Branch accordingly.

g. Freezing of semester is allowed within stipulated time period of the degree.

No freezing shall be granted beyond maximum limit of the set by Accreditation Bodies.

8. MIGRATION POLICY

Migration should be an exception rather than a rule.

- a. The migration will be allowed from recognized university / colleges accredited by regulating bodies i.e. PEC, NCEAC, NBEAC and HEC etc.
- b. It will not be earlier than 2nd and later than 6th semester in undergraduate and not later than 2nd semester in graduate programs. For MA/MSc. program migration will be in 2nd and 3rd semester only with the written consent of both the Universities.
- c. Migration processing fee is Rs. 5000/- (nonrefundable).
- d. Migration request must be submitted 4 weeks before the commencement of classes.
- e. Migrated Students will not be eligible for Best Graduate Award.
- f. Migration shall be allowed against a clear vacancy in the class/section. However wards of Army personnel, who come on posting/transfer or have retired during previous one year, may be accommodated.
- g. The consent of Supervisors and Institutions concerned shall be required for migration of postgraduate students.
- h. The migration board of the recipient college/institute will;
 - i. Prepare the equivalence table comparing the subjects already studied by the students.
 - ii. Give clear recommendations for migration.

- iii. Forward final result of student along with equivalence table with due recommendation to Competent Authority approval through Registrar, FUI.
- i. University may allow a migration from other university colleges after provision of following documents by the student:
 - i. A certificate from the concerned college that NOC will be issued by the Head of college on confirmation of migration by FUI, if migrating college is reluctant to give NOC, when student is applying.
 - ii. NOC from Heads of Colleges/Institutions concerned either at time of application, or after confirmation of migration from FUI.
 - iii. NOC from both the Heads of Colleges/Institutions concerned.
 - iv. NOC from relevant regulatory bodies.
 - v. All details relating previous academic record.
 - vi. Character certificate from University/College.
- j. Minimum 2.00/4.00 CGPA for undergraduate and 2.80/4.00 CGPA for graduate programs are required to be obtained by the students in order to qualify for the migration.
- k. Only "B" and above grades shall be considered for transfer.
- l. Maximum 60% credit hours are allowed to be transferred in graduate program.
- m. Migration should only be considered if the curriculum of both colleges is compatible.

Note:-

- i. Acceptance of Migration application does not establish right to Migration.
- ii. Migration shall be granted subject to vacancy and completion of all formalities and approval of the Competent Authority.

ENGINEERING & IT

MERIT SCHOLARSHIPS

9. MERIT SCHOLARSHIPS

The FUI shall offer the following Pre-Admission and Post Admission Scholarships to the students:

- a. Foundation Merit Scholarship (Pre-Admission Scholarship)
- b. Merit Scholarship.
- c. Need Based Merit Scholarship.

9.1 Foundation Merit Scholarship – Pre Admission

The Foundation merit scholarship shall be awarded for first semester only. From the second semester onwards, the students shall compete with other students for merit scholarship.

Eligibility

Based on Marks in F.A/ F.Sc/ A Level/ Equivalent	Amount of Scholarship
FUSST - 85% and above (Minimum baseline)	75% of the tuition fee to top three students in each undergraduate degree program of the department.

9.2 Merit Scholarship (for Existing FUSST Students)

The students of undergraduate programs achieving distinctions in university examinations will be awarded merit scholarships with minimum SGPA equal or more than 3.50 out of 4.00 and minimum 75% attendance for all disciplines under semester system. In case of tie in a position, tie breaker rule will be applied.

Eligibility

The FUI students shall be eligible for Merit Scholarship if they:

- Have not been involved in any disciplinary case in that semester.
- Have not failed in any subject/course and have not appeared in retake exam in that particular semester.
- Have registered for full course load in that particular semester.

Following are the scales:

No. of students in the batch	No. of scholarships	Amount of Tuition Fee Waiver
Upto 100 students	3 positions	1st position 70% fee waiver in T/Fee 2nd position holders 50% fee waiver in T/Fee 3rd position holders 30% fee waiver in T/Fee 4th position onwards 20% fee waiver in T/Fee for each position
Upto 150 students	4 positions	
Upto 200 students	5 positions	
250 students	6 positions	
For every next 50 students	An additional scholarship is added	

The scholarship shall be awarded on overall result of the current semester in university examinations. The Controller of Examinations, FUI shall announce top positions for award of merit scholarships.

Tie Breaker Rules

Following tie breaker factors in the same priority will be considered:-

- a. SGPA (first digit after decimal) of current semester
- b. Semester GP (two digits after decimal) of current semester
- c. Total marks obtained (in percentage form and two digits after decimal) of current semester

- d. CGPA (two digits after decimal)
- e. Net GP (two digits after decimal)

9.3 Need Based Merit Scholarship (FAP)

FAP is meant to provide assistance to needy students. The available amount is given to the deserving students after detailed working by the Financial Assistance Committees (FACs) of FUI Campuses. Financial Assistance is initially granted for one academic year/semester and is revised at the end of academic year/semester. Progress of the student is regularly monitored. The students selected for financial assistance shall not be given any cash payment, less those who are already graduated and have cleared their dues. The transaction will be made by FUI Campus. Students will not automatically become eligible for FA in case of death of Father/Guardian. Cases will be considered on merit basis.

Eligibility

An undergraduate student is eligible for Financial Assistance if he/she:

- a. Is a registered student of FUI or has been accepted for admission in FUI Campuses.
- b. Should have minimum CGPA equal to or more than 2.5 out of 4.00 or 65% marks in case of MBBS & BDS Program.
- c. Shall not be grave discipline offender.
- d. Has not failed in any subject/course in the current semester/year.
- e. Is not drawing any financial benefit from any other source equivalent to 50% of the tuition fee of that semester / year. If a student is drawing financial benefit from any other source he/she will not be eligible for financial assistance more than 25% of the tuition fee.
- f. Candidates parents may be called if required by the Financial Assistance Committee.

9.4 Academic Awards

Gold Medal

One Gold Medal along with a certificate for overall 1st position (highest CGPA) in each academic program except Ph.D/MS in one calendar year with no “F” Repeat or “drop/freeze”.

Silver Medal

One Silver Medal along with a certificate for overall 2nd position (2nd highest CGPA) in each academic program except Ph.D/MS in one calendar year with no “F”, Repeat” or “drop/freeze”.

Note:

- Gold/Silver medals to the students securing less than 3.50 CGPA will not be awarded.
- Distinction Certificate: All student except Ph.D/MS with 3.75 and above CGPA with no “F”, Repeat” or “Drop/Freeze”.
- **Merit Certificate:** All students except Ph.D/MS with 3.50 and above CGPA with no “F”, Repeat” or “Drop/Freeze”.
- Top students will be given merit scholarships
- Students passing under retake (Mid/Terminal) will be debarred for award of any medal/certificate.

9.5 Payment for Merit Scholarship

- After the approval from Competent Authority MSA Office shall coordinate with the Accounts Office and handover the cheques to the students in the merit scholarship distribution ceremony



SOCIETIES AT FUSST

10. SOCIETIES AT FUSST

Co-curricular activities are recognized as an integral part of the educational program. Co-curricular activities are just as important as academics. By providing a number of co-curricular activities, we can ensure the expression of potential capacities of each individual e.g. writing, public speaking, dramatics, painting, sports and organization of functions etc. which provide training in different aspects of personality of students. These activities, thus, cater to aptitude, interests and abilities of students and sometimes act as a determining factor for the choice of future vocation. The following central clubs and societies provide students the opportunity to exhibit their talents:

- a. FUSST Sports Society (FSS)
- b. FUSST Green Club
- c. FUSST Literary Circle (FLC)
- d. FUSST Community Service Club (FCSC)
- e. FUSST Dramatic Club (FDC)
- f. FUSST Debating Society (FDS)
- g. FUSST Arts & Design Club (FA&DC)
- h. FUSST Entrepreneurs Club (FEC)
- i. FUSST Leaders Society (FLS)
- j. FUSST Excursion Club (FEC)
- k. FUSST Robotics Club (FRC) / Applied Technology Club
- l. FUSST Cultural Club (FCC)

- m. FUSST Economics Society (FES)
- n. FUSST Music Club (FMC)
- o. FUSST Character Building Society (FCBS)
- p. FUSST E-Gamming Club (FEGC)
- q. FUSST Adventure Club (FAC)

Apart from these Societies, different activities are held. There are various Sport teams. Each class rep. (CR) will assist the coordinators in forming of various teams.

11. ADMINISTRATIVE GUIDELINE - STUDENTS

Student Affairs office provides Following forms.

- 1) Complaint form
- 2) Final Clearance form
- 3) Student ID Card form
- 4) Requisition form
- 5) Transcript Receiving form
- 6) Degree Receiving form
- 7) Duplicate/Revised Degree Receiving form
- 8) Student undertaking for excursion/educational Trips.
- 9) Additional/Duplicate/Revised Transcript form
- 10) Scholarship form (FAP)
- 11) Semester Drop/Freeze form
- 12) Student Undertaking form
- 13) Convocation form

14) Request form for arranging Seminar/workshop/Event

15) Request form for arranging trip/visit

General Guidance for Students

- All students are required to keep the Student Affairs office informed of any change in their home/office addresses and telephone numbers from time to time.
- All announcements will be displayed on the notice board. It is the responsibility of the students to check the notice board regularly for keeping themselves updated.
- All applications must be processed through the Student Affairs office. Students should submit their applications/requests, if any, with the Student Affairs office to be responded accordingly.
- Request for any special student activity should be made in writing through the Student Affairs office and approval should be sought at least a week in advance.
- Class schedules will be announced through notice board, and may be amended from time to time if deemed necessary. Class schedules are prepared keeping in view the general policy, availability of faculty, classrooms and labs. Any schedule announced by the University shall be binding for the students.
- The Campus remains open from Monday to Friday. Following are the timings:

Monday - Thursday :	From 8:30 a.m. to 3:30 p.m.
Friday :	From 8:30 a.m. to 3:30 p.m.
Evening:	5:30p.m. to 8:30p.m.
Monday - Thursday :	Afternoon 3:30pm to 6:30pm
Friday :	Afternoon 2:30pm to 6:30pm

Leave Policy

- Students are required to regularly attend all lectures, seminars etc. for each course. The grades of each course are determined keeping in view the overall performance in examinations, class tests, and timely completion of assignments and class presentations etc. If a student fails to appear in any examination/quiz, or fails to submit the assignments in time, or is unable to give his/her presentation on the due date, then he/she will be awarded zero marks in that exam, paper/presentation etc. Such a failure on the record of a student shall have all the implications of deficiency for the purpose of determining his/her GPA and for promotion to the next semester.
- Students falling short of the required percentage of attendance i.e. 75% (less than 40 hrs.' of teaching in a 3Cr. hrs. course) shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having failed that course.
- If a student fails to appear in the Terminal Examination in a course/s on medical or other reasons, he/she shall be treated as absent or fail. Therefore, students are advised to inform the institution well in time if they intend to drop a course/s.

Sick Leave

There is no provision of availing leave since the policy of attendance is mandatory upto 75%, therefore the student at his/her own may benefit 25% out of 100%.

Proceeding on Assignment

Students attending any workshop, engaged in a project work or assignments outside the Institution (assigned by the course instructor) must intimate to

Manager Student Affairs about their engagement duly countersigned by the concerned HOD/Coordinator.

Fine Policy

Fake Student ID Card	=	Rs. 10,000/-
Exchange of ID Cards	=	Rs. 5,000/-
Improperly Dressed	=	As per University policy
Not wearing ID Card	=	As per University policy
Use of Cell phone inside the class	=	As per University policy
Smoking in the campus	=	Rs. 3000/-
Littering at Campus premises	=	Rs. 1000/-

- Drugs/Alcohol cases will be expelled from the University.
- Fine /compensation will be paid by the defaulter in case of damage to property/equipment as per the assessed values plus 100%.
- The students shall deposit their fine in the Accounts office.

Correspondence with Parents

Complete involvement of parents is required for the students grooming and at good academic performance in the University. At the end of the semester parents/guardians will be informed of the students' performance. The attendance record of the student will be displayed 03 days prior to the Terminal Examination for the information of students and parents. Parents may contact Student Affairs office to know the attendance of their wards on any working day.

Alumni Association

Its main objectives include establishing meaningful contact with alumni, promoting links between Alumni and University for the welfare and achieving educational goals for both. An annual gathering is also arranged by the University. Two senior faculty members are normally made incharge to hold the

ceremony and make contact with the Alumni.

Accounts office

The Accounts office deals with all the financial matters of employees, students and adjunct/visiting faculty at FUSST. The responsibilities of this office are collection of fee and implementation of financial rules. Students or parents may contact Accounts office during the office hours on the working days as displayed on the notice board from time to time. They may contact at 051- 5151437-8 Ext. 214, 250.

a. Financial Rules and Regulations

Students are required to pay their dues as per fee schedule or as announced by the Accounts office through notice board.

b. Fee Schedule

Fee should be deposited before the start of the semester or latest by the date announced by Accounts office. Students are required to clear their outstanding dues accordingly.

c. Mode of Payment

Fee is to be deposited in the Bank through challan form issued by Accounts office. Any other mode of payment is not acceptable. Contact the Accounts office for assistance in case of any confusion.

d. Nonpayment of Dues

Late Fee penalty will be charged as per Foundation University policy. Students may not be allowed to attend classes on account of nonpayment of fee.

e. Security Refund

Security deposit at the time of admission is refunded to students after completion of degree requirements. Students should apply through Clearance form with an application in the name of Pro Rector/Director

FUSST for refund of security. Students may get the security refund after the award of degree and the transcript. A student is required to apply in writing to cease their admission if they want to get the security deposit back before the completion of the program. The student must sign the application. Crossed Cheque will be issued in favor of the student (by default) or any other person requested by the student in the application after deductions (if any). No adjustments are allowed out of the security amount of the student.

f. Refund in Case of Withdrawal

Tuition or registration fee will not be refunded in case of withdrawal of admission or a course(s).

Administration office

The experienced and qualified administrative team is available to look after all the necessary arrangements required for smooth running of the Campus. The Administration Department not only takes care of the facilities of Cafeteria, and transportation but also ensures the availability of proper, clean and green environment, filtered drinking water, illumination, air-conditioning, heating, security etc. Moreover administration extends support is required for arrangement of events approved by the Campus. All kinds of administrative support is extended to facilitate students.

- a) **Food Court:** A new cafeteria has been established to give the students a comfortable environment to re-energize themselves in the breaks. The café is also meant as social hub of the campus so students are expected to respect others privacy, use decent language and not cause any nuisance to other students or the staff. Smoking is prohibited in the cafeteria.
- b) **Telephone and Photocopy:** Photocopy and Telephone facilities for students are available near Cafeteria.

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GENERAL CONDUCT AT THE CAMPUS

12. GENERAL CONDUCT AT THE CAMPUS

12.1 Rules and Regulations

Dress reflects personality therefore, students should dress up nicely. Dress should reflect cultural values and traditions of Islamic society. Students in shabby dress will not be allowed to attend the class.

Dress Code

- a) Tights, sleeveless, see-through, capris, short shirts, T-shirts and indecent dress shall not be worn by female students.
- b) Dupatta/Stole shall be worn by female students.
- c) T-Shirts and Shirts without Collars shall not be worn by male students.
- d) Faded/ripped jeans shall not be worn.
- e) Dress with Indecent/provocative remarks inscribed shall not be worn by the both male & female students.
- f) There shall be no wearing of jogging suits and exercise clothing during classes by both male and female students.
- g) No excessive makeup and wearing of expensive jewelry in the Campus by female students.
- h) Pony tail and chaddar with Shalwar Kameez is not allowed for male students.
- i) Lab coats shall be worn where applicable.

12.2 ID Card

Students are issued ID Cards. No student will be allowed to enter the campus without ID Card. Students must wear their ID cards round their neck with green ribbon.

Loss of ID Card: In case if the student loses the card, he/she shall immediately report to AMSA in Student Affairs office who will arrange for the new card after payment of a fine Rs. 1000/- as a Fine and printing charges to be deposited in the Accounts Branch.

12.3 Conduct

All students will observe following instructions and anyone violating these instructions will be liable to a disciplinary action:

- a) Students must give due respect to the administrative staff. Complaint, if any, against admin staff may be reported to Administrative officer in the Admin Block.
- b) Any damage caused to property will have to be compensated by the defaulter and necessary disciplinary action shall also be taken.
- c) Playing of music, making noise or teasing other colleagues is not allowed
- d) Possession, custody or access to liquor, drug or any other intoxicant, is strictly prohibited.
- e) Any act of indiscipline or insolence which may damage peaceful functioning of the Campus will be dealt with severely. Staging, inciting or participating in or abetting any walkout, strike or other form of agitation inside the premises is prohibited.
- f) Gambling in the Campus or possession of firearms or lethal weapons of any kind is prohibited.
- g) Meal will not be taken outside canteen premises except under special circumstances.
- h) Mobile phone shall not be used in the classrooms, labs, library and offices. Entire Academic Block is prohibited for the use of mobile during classes being held.

- i) In case a student wants to bring his/her computer or other equipment in the Campus, he/she should make an entry to this effect in the register kept with the duty guard.
- j) Students are required to maintain an orderly conduct and good moral behavior on the Campus. The faculty and management must be given due respect.
- k) Complete academic discipline should be followed at all times. Any member of the faculty is authorized to debar any student, “off campus or off class”, for ill discipline including use of foul language, abuse, shouting, etc. Students must ensure that they keep their voices low when moving out of their classes. They should be mindful of the fact that other classes are in progress.
- l) No eating and drinking is permitted in the library, classrooms and computer laboratories.
- m) Photography of any kind, (on Mobile/Camera) movie or still, is not permitted inside the campus. The same is prohibited on official trips.
- n) Cafeteria-related items (utensils / cups / bottles) should be returned to the cafeteria premises after use.
- o) Students shall park their vehicles outside the Campus. All vehicles should be parked in the general parking area. Students should park their vehicles between parallel lines at their own risk in the parking area.
- p) All requests of students are to be addressed to Pro Rector/Director routed through Student Affairs office. In any case No application can be sent directly to Rector/Registrar or University Head office. Applications addressed to higher authorities will be routed through proper channel. No student is allowed to visit FUI Head office regarding his/her complaint.

Smoking

The whole campus including the cafeteria is a non-smoking area and defaulters will be referred to Disciplinary Committee. Students will be fined if checked by the faculty/management as deemed fit.

12.4 Discipline

FUSST ensures excellent and comfortable academic environment at the campus. Students have to abide by the rules and regulations of the University and follow a code of conduct. Students are expected to observe disciplinary standards of the Campus in all their dealings. Failure to do so will be dealt with by the University Discipline Committee. The committee will recommend a suitable action against the students based on merit of the each case.

Basic Responsibilities

Basic Responsibility for Maintaining Discipline

Pro Rector/Director is responsible for overall conduct and discipline of students.

General (Campus) - The Director, all faculty members and administration

Class Room: - Teacher in the class.

Department: - HOD/Faculty members.

Examination Hall - Examination Superintendent, invigilator or any other person designated/nominated by the Head of Examination Committee.

Library - Manager Student Affairs (MSA) and Librarian

Premises - Security Officer, Manager Administration.

Cafeteria/Canteen - Manager Administration

Discipline of Students

Discipline in the Class Room

- a. Students must observe the class timings strictly. Anyone coming after 10 Minutes of the start of the class will be marked absent.
- b. Use of mobile phones is strictly prohibited (sms/playing, receiving calls, dialing etc).
- c. Students are not allowed to leave/enter the class room without permission of the teacher.
- d. Disturbance/violence/misbehavior in the class shall not be tolerated.
- e. Students must enter the class properly dressed failing which they will not be allowed to sit in the class.
- f. Threats or misbehavior with the faculty will be taken as a serious offence.
- g. Students must ensure display of ID card in the class/campus.
- h. Students must avoid situations where they are alone with a member of the opposite sex in the class room.
- i. Smoking is prohibited in the class room/at the premises except area, earmarked.
- j. Destruction of Campus fixtures/Equipment or property will be taken as serious violation.
- k. Students must not take eatables in a classroom even when the room is free.

Discipline in the Examination Hall

- a. Read the examination hall instructions before entering.
- b. Leave all kinds of helping material, chits, notes etc, outside the examination hall. Anyone found with above mentioned items will be dealt strictly.
- c. Enter the hall 15 minutes before the start of the exam.
- d. Sit at the specified seat.

- e. Layout chart of the seating plan must be consulted before sitting.
- f. Borrowing and lending stationary items is strictly prohibited, No talking whispering among one another is allowed.
- g. Do not write anything on the question paper which may facilitate others.
- h. Follow the instructions given by the invigilators. Any disobedience will be considered to be disciplinary case.

Discipline in the Library

- a. Enter with the authorized library card otherwise entry may be denied.
- b. Any student checked on misbehavior may be asked to leave by the library Incharge.
- c. Carrying of food item/drink in the library is strictly prohibited.
- d. Smoking and use of mobile phones in the library are prohibited.
- e. Maintain complete silence in the library and do not disturb others already sitting.
- f. Library timings must be followed strictly.
- g. Damaging, spoiling, mutilating books will be taken as an offense.

Discipline in the Cafeteria

- a. Avoid shouting unethical and unsocial behavior.
- b. Avoid passing unparliamentarily remarks on each other.
- c. Do not discuss political/religious matters which may cause resentment.
- d. Use of unpleasant language especially within the hearing distance of female students shall be taken as a serious offense.
- e. Respect the staff and avoid getting into arguments with them. Instead report the issue to the authority.
- f. Smoking is not allowed in the cafeteria.

Discipline at the Premises

- a. Students must enter the premises with the authorized ID Card.
- b. Students must ensure their dress meet the prescribed criteria.
- c. Students must follow good code of conduct. They shall be punished for misconduct and immoral behavior.
- d. Smoking is not allowed in the premises.
- e. No student is allowed to bring any guest unless allowed by the authority.
- f. Students are required to be punctual.
- g. Male and female students must avoid situation where they are alone with a student of the opposite sex.
- h. No male student is allowed to go to the area earmarked for female students for any purpose.
- i. Dress can be checked at the main entrance as well as by the teacher in the class/campus.
- j. Senior students should be a model for juniors.
- k. Habitual ill-disciplined student will be weeded out after thorough probation.
- l. Student absent for **five consecutive** weeks without information will be struck off the University rolls.
- m. Male students to maintain proper/decent hair cut and shave regularly except those with proper beard.
- n. Be polite and courteous to fellow students, teachers and staff.
- o. Instigation or taking part in any boycott of examination/class /event or create disturbance will be dealt with strictly.
- p. Students must use earphone if they want to listen to songs in the campus. Playing music via speakers is prohibited.

- q. Students must not loiter in area where they may disturb classes.
- r. Students must leave the Campus as soon as their classes are over.

12.5 Use of Unfair Means Committee (UMC)

- i. Examination in all academic institutions is a very important process of student's academic assessment. Although all efforts are made by the Faculty and the exams department to ensure a free and fair conduct of examination yet a significant number of cheating and use of unfair means (both, in the annual and semester exams) are reported by the invigilating and supervisory staff. In FUI these cases are referred to a Sub Committee of Discipline Committee, entitled as “Use Of Unfair Means Committee (UMC)”.
- ii. The main function of this committee will be to check and respond to the reported cases of unfair means, cheating, misconduct, impersonation, and similar during the module / sessional/ mid / terminal exams and make recommendations according to approved policy.

Punishments / Penalties

Charges		Punishments
Copying cases		
1.	Possession of copying material (but not used)	<ul style="list-style-type: none"> • Cancellation of paper • Fine of Rs. 2,000/- • Warning letter to be issued
2.	Possession & use of copying material	<ul style="list-style-type: none"> • Cancellation of paper • Fine up to Rs.5000/- • Warning letter to be issued
3.	Copying from fellow student(s)	<ul style="list-style-type: none"> • Cancellation of paper of both the students • Fine of Rs.5000/- each. • Warning letter to be issued to both the students.

Cell Phones/Digital diaries		
1.	Possession of Cell phones & Digital diaries etc.	<ul style="list-style-type: none"> • Cancellation of paper • Fine of Rs. 2,000/- • Warning letter to be issued
2.	Use of cell phone/Digital diaries, watches etc during exam	<ul style="list-style-type: none"> • Cancellation of paper • Warning letter to be issued
Identity Not Proved / Unauthorized		Attempt of Paper
1.	Barred from appearing in the exams due to any matter related to violation of FUI discipline rules yet found attempting the paper	<ul style="list-style-type: none"> • If allowed to sit in the exam due to oversight and attempts the paper, the unevaluated answer sheet shall be sent to Examination Department and presented in the UMC. • The committee may allow evaluation of the script on production of evidence or cancel the script • Warning letter to be issued.
Identity Not Proved / Unauthorized		Attempt of Paper
2.	Impersonation	<ul style="list-style-type: none"> • Cancellation of Paper / Entire Module Exam / Semester Exam / Annual Examination.
3.	Repetition of same offence during the course of study/programme	<ul style="list-style-type: none"> • Immediate expulsion from the university and handing over the case to the investigating agencies if deemed necessary.
4.	Identity not proved – without roll number slip / ID card	<ul style="list-style-type: none"> • Fine of Rs. 1,000/-.
Misconduct		
1.	Use of abusive language/ threatening, making unrest inside the exam hall	<ul style="list-style-type: none"> • Cancellation of paper / entire semester exam / module exam / Annual exam. Fine of Rs.5000/- to 10,000/- (depending upon the nature of the case). • Warning letter to be issued.
2.	Indulging in physical torture/assault with the invigilating staff or fellow students during exams	<ul style="list-style-type: none"> • Imposition of major penalty that is immediate expulsion from the university for a minimum period of 2 years or forever, depending upon the gravity of the case.

3.	Stealing / tearing / destroying of answer sheets	<ul style="list-style-type: none"> • Cancellation of entire exam • Imposition of fine up to Rs. 20,000/- (twenty thousand). • Issuance of warning letter
4.	Repeating the same offence in a single semester / year	<ul style="list-style-type: none"> • Cancellation of entire semester / annual exam and imposition of fine up to Rs. 10,000/- (ten thousand)
5.	Any other	<ul style="list-style-type: none"> • The UMC Committee will be authorized to decide penalty in cases other than the above mentioned according to the nature of offence, with the consensus of majority of the members during the meeting. • The Committee may relax the above penalties in any case if during the proceedings student gives appropriate supporting evidence.

12.6. Do's and Don'ts

As a student you are advised to adhere to the following Do's and Don'ts:

Do's

- a. Remain punctual
- b. Respect your elders and be polite.
- c. Special respect for your teachers and others in authority.
- d. Truthfulness and honesty in dealing with other people and fellow beings.
- e. Remain well dressed as per the policy of the University.
- f. Keep standard/respectable hair cut (medium size).
- g. Clear dues in time.
- h. Remain helpful to colleagues.
- i. Devotion to studies and excel in co-curricular activities.
- j. Loyalty to your institution and refrain from doing anything which is repugnant to its honor. Observe code of conduct when representing the

Campus in any activity, e.g. games, debates and trips etc.

- k. Observe the rules and regulations of the University.
- l. Enter your own class only.

Don'ts

- a. Misbehave inside/out-side the class.
- b. Use unfair means/cheat/tell lies.
- c. Smoking in the Campus
- d. Consumption of alcoholic drinks or other intoxicating drugs.
- e. Indulge in scuffles/disputes; rather liaise with your teacher.
- f. Use of mobile phones in classrooms.
- g. Collect any money or receive fund for or on behalf of the Campus except with the written permission of the Pro Rector/Director.
- h. Staging, inciting or participating in or abetting any walkout, strikes or other form of agitation against the Campus, its faculty, officers or authorities disrupting peaceful atmosphere, making inflammatory speeches or gestures which may cause resentment issuing of pamphlets or cartoons casting aspersions on the teachers or staff or its authorities.
- i. Theft of any item, which is Campus/University property, including taking away of library/lab equipment.
- j. Indulging in acts of involving chalking of premises or display of posters/leaflets thus jeopardizing the maintenance of good order and discipline of the Campus.
- k. Habitually neglect your work/absent yourself from classroom without valid reason.
- l. Damage public property or the property of fellow student or any faculty or employee of the University.
- m. Use indecent language, wear immodest dress or make indecent remarks

with teachers, student colleagues or staff.

- n. Interfere in the official proceedings of the examination or any other college business.
- o. Visit un-authorized places.
- p. Enter the Campus in improper dress.
- q. Gamble in campus or possess firearms or LETHAL weapons of any kind.
- r. Eating/drinking in Library, classrooms, and computer Labs.

Leaving eating utensils/cups etc in open or near classrooms.

12.7 Fine/Restriction

Fee not deposited in time

Payment dates will be notified by the University.

Rupees 2.5% per month will be charged on outstanding amount.

12.8 Policy Leaving Campus for any Workshop/Internship

- i. Students attending any workshop or engaged in a project work or assignment outside the Campus (designated by the faculty/HOD or the Director) must intimate MSA about their engagement duly countersigned by the concerned HOD etc.
- ii. No student will leave unless permission obtained from concerned teacher/HOD and out pass duly signed by MSA during the classes as per schedule. Student once reported in the Campus will ONLY leave after the termination of the last class.

12.9 Policy Statement on Harassment

Harassment is a serious offense which can have grave repercussions for

individuals and the campus. Incidents of harassment will be dealt with very seriously and may form grounds for disciplinary action which may include dismissal or expulsion. If a student faces harassment a formal complaint must be lodged to MSA in writing for the information and access of the Pro Rector/ Director.

13. GRIEVANCE PROCEDURE

In case of any grievance students are advised to first contact their Advisor or report the incident in writing addressed to the Pro Rector/ Director through Manager Student Affairs. If required the case will be forwarded to the higher authorities by the Pro Rector/Director. In any case NO student is allowed to approach the University Head office directly either in writing or personally. Violating proper channel is a punishable offence.

14. DISCLAIMER

This handbook is for general information and guidance of the students desiring to seek admission in the Foundation University. The University reserves the right to change any section or part of this hand book due to academic/administrative exigencies without any prior notice/obligation.



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