

Student's Handbook

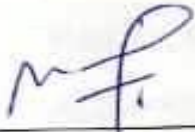


SHAH ABDUL LATIF UNIVERSITY

Khairpur Sindh, Pakistan

www.salu.edu.pk

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PREFACE

We would like to welcome you to be the part of Shah Abdul Latif University community. We congratulate you and your parents on your admission to the Shah Abdul Latif University, Khairpur. We are happy that you have joined the most prestigious and well reputed University of Sindh and Pakistan. SALU firmly believes in Merit, Quality and Excellence. Aims and objectives of SALU are to provide world class graduate who can globally compete, possesses high ethical values and work for the betterment of society. This handbook is prepared to acquaint the students with rules, policies and services provided by various departments of the University. It provides guidelines to students for handling their Academic and other routine matters efficiently. The information and instructions written in this handbook are subject to change and may be updated from time to time without any prior notice.

For any suggestion, clarification on the document, please contact to the office of Director (Admission) or email: admission@salu.edu.pk

We wish you best of luck and rewarding experience here at Shah Abdul Latif University, Khairpur.

**DIRECTOR
QUALITY ENHANCEMENT CELL**



VISION STATEMENT

To develop human resources & capabilities to meet national development needs through quality teaching, learning& research. “Youth Empowerment” is one of the main objectives of the University.

MISSION STATEMENT

To build national character and put focus on production of quality graduates to contribute in the Economic, Industrial and Social development of the country.



PROCEDURE & ELIGIBILITY CRITERIA FOR ADMISSIONS

1. The Director Admissions shall notify the schedule of receiving applications for admission to the University teaching departments.
2. Every desirous candidate of taking admission to the Graduate (BS 4-Year Program) OR post-graduate classes shall fill in the admission form obtainable from any of the designated branches of Habib Bank Limited, on payment of its price as fixed from time to time. The admission form, duly filled-in by the candidates & supported by all the required documents shall be submitted at the designated branches of Habib Bank Limited.
3. Every candidate shall attach three copies of his/her recent photograph (two passport size and one (1'x 1. ½''), duly attested, along with the admission form.
4. Anyone who has passed the H.S.C Part- II (Intermediate) Examination OR any other examination recognized by the University as equivalent to the H.S.C Part- II (Intermediate) Examination is eligible to seek admission to the relevant (Graduate) (BS 4-Year Program) course provided that he/she fulfills the requirements of minimum percentage of 50% marks for Arts /Commerce Students and other conditions of admission as may be prescribed from time to time.
5. A candidate who has passed H.SC Part- II in Commerce Examination is also eligible for admission to BS Part-I Class.
6. A candidate who has already completed Bachelor's pass (Honors) Degree is not eligible for admission to BS course in any discipline.
7. Anyone who has passed the Bachelor's examinations from this OR any other University shall be eligible to seek admission to the Master's Program provided that he/she fulfills the requirement of minimum of marks and other conditions of admissions as may be prescribed.
8. A candidate who has passed B.Sc. with a minimum of 50% marks shall be eligible for seeking admission to M.Sc. (Previous). A candidate who has passed B.Sc./B.A/B.Com (Pass) Examination with minimum of 50% marks shall be eligible for seeking admission to M.A/M.Com/MPA(Previous). A candidate who has passed B.Com (Pass) Examination with a minimum of 50% marks shall be eligible for seeking admission to M.Com (Previous).
9. A candidate having M.A/M.Com/MPA(Previous) OR any other 16-Years graduation shall not be eligible for admission in the Master's Program
10. Those students who have 16-Year Business Education are eligible to apply for MBA 1½ Year in morning shift on prescribed conditions.



11. A candidate who desires to take admission in the University be a National of Pakistan. The foreigners may be considered for admission only when nominated/recommended by the Ministry of Education, Ministry of Finance & Economic Affairs Division, Government of Pakistan.
12. The candidate shall have to produce the following documents in original along with their attested photo state copies:
 - i. Pass Certificate of the last Qualifying Examination;
 - ii. Transfer Certificate from Principal of the college /Institute last attended;
 - iii. Character Certificate from Principal of the college /Institute last attended.
13. A candidate who has passed examination from university & or the Board of Intermediate & Secondary Education, Sukkur & Larkana shall not be admitted to any class unless he/she obtains a certificate of eligibility from Shah Abdul Latif University, However, the Registrar's office may issue a provisional admission certificate if he is satisfied that the applicant is prima facie eligible for admission in the University on the condition that he/she obtains a final certificate of eligibility before such date as may be fixed by the Vice Chancellor.
14. Vice Chancellor may refuse admission to any candidate without giving any reason.
15. All the admissions shall be provisional until approved by the Vice Chancellor.
16. A student of the University admitted to any discipline as a regular student shall not appear in any examination as an external candidate during his/her University studentship.
17. No change of department shall be allowed once the admission is taken.
18. A student shall perform all the necessary written work, tutorial and seminars as directed by his/her teacher to his /her /their satisfaction.
19. A student shall do nothing, either in or outside the University that may interfere with the orderly administration and discipline or may bring the University and its administration into disrepute.
20. The admission of student shall stand cancelled automatically if he/she occupies the University hostel or any other part forcibly.
21. The University authorities shall not be responsible for transport arrangements of the students as well as Hostel accommodation.



22. The regular student is required to maintain atleast 75% of attendance as eligibility criteria to appear in the examination.
23. No student shall be re-admitted without the prior permission of the Vice Chancellor, in case his/her admission is cancelled due to any reason.
24. No ex-student shall be given access to the facilities of using the library, laboratories, seminars, etc. without the prior permission of the Vice Chancellor
25. Each student admitted to 4-Year program or Post-Graduate class shall obtain identity card on the prescribed form on payment of the prescribed fee.
26. If identity card is lost OR destroyed, a duplicate card must be obtained immediately at the payment of Rs.100/=
27. Any Student who is enrolled in the Evening Program will not be allowed to transfer to the morning program.
28. Refund of fees (as per HEC criteria) will be availed by the student.



THE FACULTIES AND THEIR PROGRAMS

National and International Market and demand oriented Programs, offered by Shah Abdul Latif University, Khairpur (SALU), are designed and added with full preparation, consultation and got approved by the appropriate statutory bodies of SALU.

An Academic Calendar is prepared and updated annually which is reflected under university prospectus. The undergraduate Academic Courses & Programs are designed & recommended by the Board of Studies of the concerned departments inline with HEC Academic programs/curricula. On the recommendations of the Board of Studies and approved by the Syndicate of the University on recommendation of the Academic Council. The graduate programs are designed on a similar fashion as undergraduate programs except the Advance Studies & Research Board in addition for further submission to the Academic Council and Syndicate.

S. No:	FACULTY	DEPARTMENT/INSTITUTE	PROGRAM OFFERED
1.	Natural Sciences	Biochemistry	BS
			MS/M. Phil
		Botany	BS
			MS/M. Phil
			Ph.D.
		Chemistry	BS-
			MS/M. Phil
			Ph.D.
		Microbiology	BS
			MS/M. Phil
			Ph.D.
		Pharmacy	Pharm-D
		Zoology	BS
			MS/M. Phil
			Ph.D.



S. No:	FACULTY	DEPARTMENT/INSTITUTE	PROGRAM OFFERED
2.	Physical Sciences	Archaeology	BS
			MS/M. Phil
			Ph.D.
		Computer Sciences	BS (CS)/ BS (IT)
			MS/M. Phil
			Ph.D.
		Geography	BS
		Mathematics	BS
			MS/M. Phil
Ph.D.			
Physics & Electronics	BS		
Statistics	BS		

S. No:	FACULTY	DEPARTMENT/INSTITUTE	PROGRAM OFFERED
3.	Social Sciences	Economics	BS
			MS/M. Phil
			Ph.D.
		International Relations	BS
		Media Studies	BS
		Pakistan Studies	BS
		Political Science	BS
			MS/M. Phil
Gender Studies	BS		



S. No:	FACULTY	DEPARTMENT/INSTITUTE	PROGRAM OFFERED
4.	Management Sciences	Business Administration	BBA(4-Year)
			MBA (3½-Y)
			MS/M. Phil
			Ph.D.
		Commerce	B.Com
			MS/M. Phil
			Ph.D.
Public Administration	BPA		

S. No:	FACULTY	DEPARTMENT/INSTITUTE	PROGRAM OFFERED
5.	Arts & Languages	English Literature & Languages	BS
			M. Phil
		Islamic Studies	BS
			MS/M. Phil
		Sindhi	BS
			MS/M. Phil
		Urdu	BS
			MS/M. Phil

S. No:	FACULTY	DEPARTMENT/INSTITUTE	PROGRAM OFFERED
6.	Education	Teachers Education	BS
			M.Ed.

S. No:	FACULTY	DEPARTMENT/INSTITUTE	PROGRAM OFFERED
7.	Law	Shaheed Zulfiquar Ali Bhutto School of Law	B.A. LL.B (5-Years)

ADMISSION POLICIES

Admission policy of Shah Abdul Latif University is being made with the recommendations of the respective statutory boards for each program of study and finally approved by the concerned forums. Admissions policy is adopted in accordance with the requirements of the pre- requisite qualifications of the applicants necessary for each



program nationally in accordance with the HEC criteria. The minor changes in the admission involve testing processes.

STUDENT GUIDELINE

The prospectus of the University and academic rules contain all the guidelines for students, which are also available in the Shah Abdul Latif University official website. The guidelines are also given to the students at the time of admissions in their Orientation Sessions. Student guidelines are reviewed annually and as and when necessary changes are made in Curricula or Disciplinary / Academic Rules, Fee Structure etc.

CREDIT TRANSFER POLICY OF THE SALU

The faculty of each applicant requesting for migration evaluates the credits taken by the students elsewhere and the credits to be taken consequently at the Shah Abdul Latif University for the required degree.

POLICY FOR AWARDING THE SCHOLARSHIP/FINANCIAL AID TO THE STUDENTS

Top 10% of the students of each program are given merit scholarship semester wise. University has policy of awarding need-based scholarships to needy students who cannot otherwise afford to pay their tuition fee. Sibling fee concession and fee waiver for SALU employee's dependents are also granted. Students are availing work and study opportunities as well. One third of enrolled students are beneficiaries of these financial aid programs of the University. This also includes scholarships offered by sponsors such as USAID, British Council and many others.



Moreover, Shah Abdul Latif University provides certain donor scholarships, some of which include:

S.NO:	NAME OF DONORS
01.	HEC-German Need Based Scholarship
02.	HEC- Need Based Scholarship
03.	Japanese Need Based Scholarship
04.	Continental Biscuits Limited (CBL) on the basis of Merit-Cum Poverty Scholarship
05.	Habib Educational Trust Scholarship
06.	Citizen Sindh Scholarship Fund
07.	MORA Scholarship
08.	Abdul Fatah Memorial Trust
09.	Khairpur District Poverty-cum Merit Scholarship
10.	Free Ships/ Bursaries
11.	Pakistan Scottish Scholarship Scheme (PS3)

5. DIGITAL LIBRARY

Digital library services are accessible to the students, teachers & researchers in the Central Library of the University. The separate Video Conference Room, which is also well equipped with the latest technology where National & International Conferences, Workshops, Seminars and meeting are organized and attended.

6. INTERNSHIPS/FIELD WORK

The HoDs and The Director HEC Linkages/ORIC maintain a comprehensive internships/field work and project assessment program for the students. Each faculty has its own internship coordinator who remains in close coordination with the above mentioned offices for the placement of their students in different organizations to find out the most appropriate internship opportunity. Internship program is mandatory for the students of the faculty of Management Sciences and optional for the rest of the faculties. All students, however, are encouraged to apply for internship at least once in their degree program.



STUDENT SUPPORT SERVICES

1. Student Career Counseling Centre:

There is a Directorate of Student Affairs /QEC/HEC Linkage offices which provide on-going counseling and advising to the students. The Directorate of Student Affairs developed Student Advisors/ Student Welfare Officers and work as a liaison between students and advisors. The advisors/ counselors are mostly from the faculty of the University and they offer counseling in the following areas:

- ⌚ Skills Assessment
- ⌚ Personality Assessment
- ⌚ Stress Level Measurement
- ⌚ Choosing Major
- ⌚ Scope of different occupations
- ⌚ Interviewing skills
- ⌚ Entrepreneurship
- ⌚ Job search strategies
- ⌚ Consultative workshop for youth development
- ⌚ Communication skills
- ⌚ Professional etiquettes
- ⌚ Career Development

2. Library

The Central Library of the University is a source of information for all graduate, as well as, post-graduate programs and also related material for research students. The Library contains 114785 books. (Book Bank and Government Publications), with providing the facility of online digital library linked with HEC, the Central Library consists of following sections:

I. Book Bank Section

As majority of students of this University, belong to poor families and cannot afford the purchase of expensive text books particularly on Science subjects. In order to facilitate such poor students, Higher Education Commission, Islamabad provided 10817 text books on different subjects through National Book Foundation under Book Bank Scheme. These are issued to the students on nominal charges for one academic session.

II. Reference Section

In order to raise the research potential reference work like Encyclopedias, Year Books, Hand books, Annual Reports, Atlases etc are made available for reference of students, teachers and research fellows of the University.



III. Internet Facility

Smart University Project

Shah Abdul Latif University, Khairpur provide the State of art Smart WiFi network service to its students. Students can use smart university services within university premises. As well as more than 35 other universities of Pakistan with same user ID and password under the Smart University Project

IV. Newspapers

Approximately 30 dailies are available at Central Library.

V. Library Timings

In order to provide more reading facilities to the students, faculty & research scholars, the Central Library remain opened for 12 hours from 8:00 A.M to 8:00 P.M on all the working days, during Semester examinations from 8:00 A.M to 10:00 P.M, as desired by the worthy Vice Chancellor.

3. Seminar Libraries

In addition to the Central Library every individual Institutes/Departments has a Seminar Library of its own with a sufficient number of books to suffice the needs of the teachers and the taught.

4. Sport Facilities

Adequate facilities are available at the University for various Games such as Cricket, Foot Ball, Hockey, Volley Ball, Shooting Ball, Table Tennis, Lawn Tennis, Badminton, Squash, Athletics, Kabbadi & Malh. Sports activities are organized under the auspices of the University Gymkhana Committee. Every year the students participate in various games organized by the Higher Education Commission, Islamabad, such as Inter-Varsity tournaments arranged at various universities of Pakistan. Annual Sports week is also organized by the office of the Directorate of Physical Education, in consultation with Gymkhana Committee of the University.

5. Medical Facilities

Consultation and advisory health services are available for the students. A reasonably equipped Dispensary and Pathological Laboratory are looked-after by two (Male & Female) doctors and qualified staff at the Campus. The complicated cases are referred to specialists in the District Hospitals. The ambulance service is also available.



6. Hostel Facilities

Shah Abdul Latif University provides five hostels for boys and three for girls. The accommodation available in the hostels is as under.

I. Boys Hostel

S.No	Name of Hostel	Rooms
1	Prof. Dr. Atta Muhammad Hami Hostel	24
2	Sachal Sarmast Hostel	28
3	200 Boys Hostel-I	74
4	New Bhattai Hostel	91
5	M.Phil & Ph.D Researchers' Hostel	20

II. Girls Hostel

S.No	Name of Hostel	Rooms
1	Noori Girls Hostel	24
2	Shaheed Benazir Bhutto Girls Hostel	45
3	Bibi Fatima Zehra Girls M.Phil & Ph.D Researchers' Hostel	22

VI. Allotment Process

The hostels are allotted to the maximum number of regular students of the University subject to the availability of seats and accordance with hostel regulations. Interested students apply for hostel accommodation as and when announced. The hostel allotment committee allots the hostel against the vacant seats in district wise and on the basis of distance within the districts. This is worth mentioning that applications will also be considered on first come first basis. The committee reserves the rights to reject any application without assigning any reason. The copy of the regulation is available at office of the Provost Hostels Boys and Girls separately.

VII. Administration

All hostels are supervised by Provost Hostels (Boys) and Provost Hostels (Girls) separately and looked after by the Warden of each hostel and concerned deputy provost hostels. Application forms is available on the University website: (www.salu.edu.pk)

Sr.No	Particulars	Amount
1.	Hostel Accommodation Fee	Rs. 14000/- Per Annum

7. Other Facilities

Each hostel is facilitated with TV hall, mess hall, and Mosque. The hostels are well-furnished and equipped with water coolers, washing machines, geezers, gas cylinders and newspapers etc for the students. Indoor and outdoor sports and WiFi facilities are also available.



8. Discipline

All rules and regulations regarding discipline of students formulated are revised by the University from time-to-time in accordance with Shah Abdul Latif University Act 1986. If any student fails to abide by the rules and regulations or is found guilty of misconduct, he/she is liable to appropriate actions as laid down in these regulations.

Only regular students of the University are eligible to apply for the hostel accommodation on the prescribed form can be downloaded from official website of the University (www.salu.edu.pk). The candidates have to fill up the hostel form as per rules of hostels and must submit within the due date specified each time. The forms will not be entertained after due date. A limited number of seats are available each time and the allotment is based on the distribution of available seats district-wise by an Allotment Committee.

9. .PURPOSE

- i. To enhance students' information and knowledge about educational programs, professional career-plans, and job avenues to make better informed choices and decisions in an increasing complex society.
- ii. To enable students to monitor their academic progress at the university and to analyze academic interest and choices to potential careers.
- iii. To assist students to better understand themselves and emotional conflicts that may interfere with their everyday life.
- iv. To clarify students' think and understanding about socio-cultural customs, norms and values prevailing in the present changing set-up.
- v. To empower students and alumni to build bridges to their future careers.

10. Career Advisor/ Counselor

Main responsibilities of counselor in career planning & counseling unit are:

- i. Organizing counseling sessions for current students on academic matters.
- ii. Providing job/employer information to current students and alumni through different sources like books, newspapers, websites and informational sessions.
- iii. Organizing career workshops and seminars on career development such as writing skills, resumes, interview techniques etc.



- iv. Organizing job fairs for current students and alumni.
- v. Linking Career Services Office with community (liaison with employers, alumni, parents etc)
- vi. Organizing sessions for prospective students regarding scope of study program.
- vii. Providing Behavioral counseling sessions on different psychological issues such as self-awareness, psychotherapy etc.
- viii. Documentation of all career planning & counseling related activities.
- ix. Working intimately with organization working for career planning & counseling unit of SALU.
- x. Providing information to students regarding financial aid.
 - (a) To Provide academic support to the students failing to make adequate academic progress (less than 2 CGPA) through one to one counseling sessions, special lectures and workshops.
 - (b) Maintaining personal files of each students & arranging follow-up sessions
 - (c) Registering current students and alumni in different job placement programs and following up their job status

11. PROCEDURE

11.1. Services Offered by Career Services Office

These services are intended to help the students to deal productively with concerns, issues or problems confronting them:

11.2. Academic Support

11.2.1. Study-program-choice counseling:

The Career Services Office would counsel the Prospective students to choose the study program considering their aptitude and the employment-prospects and preparing them for entrance tests etc.



11.2.2. Study and examination-preparation skills orientation:

The Career Services Office will guide the students how to read and take-notes, and how to work out plans for the examination performance through talks, lectures and workshops arranged by counseling team. CPCU will also provide underperforming students with appropriate counseling and appropriate referral options for academic guidance.

11.3. Career Planning

The Career Services Office will guide and assist the students to plan career, to select job and to utilize placement-prospects by acquainting them with the job-seeking techniques and placement-interview-preparing skills.

11.4. Behavioral Counseling

The students would be provided with occasions to reorient their behavioral-pattern, their basic self-goals and socio-cultural values through perpetual counseling, group-discussions, dialogues and consultation with their teachers.

The Career Services Office would provide students help in coping with conflicts and developing healthy and satisfying life styles. Career Services Office would provide specific knowledge and skills for addressing psychological or educational difficulties.

Students are informed about the career services & activities through different media, such as university display boards, circulars to the faculties, Emails, telephone & our social media pages which remain active throughout the semester.

INTEGRITY

i. Grievance Procedure for Faculty Member/Students/Staff:

At faculty level, there is a Dean of each faculty; for Students Directorate of Students affairs and for staff the Registrar's office and concerned sectional of the university are performing their jobs of redressed of grievance of the concerned in accordance with the University Code.

ii. System for Monitoring Ethical Standards in Research/Scholarly work.

1. All the research articles are processed through anti-plagiarism software Turnitin.
2. All the research proposals are presented before Advanced Studies and Research Board.



3. The University has established two tier systems for editing. At first step, the publication is edited by editors from relevant discipline and at the second step editing is carried out by an editorial committee established at University level.
5. MS/M. Phil & PhD Dissertations are evaluated by External Examiners.
7. Research carried out by Shah Abdul Latif University Scholars is presented in Conferences, Seminars and Colloquia.

In Shah Abdul Latif University, there is Directorate of Postgraduate Studies as well as Directorate of ORIC and Deans Committee who deliberate on all academic issues including ethical standards in research. The research work finally to be considered, discussed and recommended by the Advanced Studies and Research Board (ASRB) to the Academic Council for final approval. The composition of each body is given in the University Code.

iii. Combat/Eliminate Plagiarism:

Directorate of ORIC of the University is used “Turnitin Software” for combating plagiarism in research publications. All MS/M.Phil & Ph.D. Dissertations are passed through the above software, as per HEC guidelines.

iv. Policy regarding Intellectual Rights

It is mandatory for the Scholars of Shah Abdul Latif University to show their affiliation with SALU in all the research articles they publish in National and International journals. Intellectual rights of all the research carried out in SALU laboratories are reserved with Shah Abdul Latif University; however a researcher may cite a result in conformity with international result citation norms.

v. Written policy concerning conflict of interest:

The university has different committees to monitor and resolve the conflict of interest, Deans Committee & Discipline Committee, etc. as per the University Code.

DIRECTLY REPORTING OFFICER TO THE VICE CHANCELLOR

The Registrar, Controller of Examinations, Director (P&D), Project Director (Works), Director Finance and the Deans of all the Faculties are directly reporting to the Vice Chancellor. The issues & matters pertaining to the Academic and Administrative services of the University are noted by the Registrar for making agenda items for placing before the concerned statutory bodies of the University.



CONDUCT AND DISCIPLINE OF STUDENTS

Subject to the provisions of the Shah Abdul Latif University, Khairpur Act-1986, the following regulations are made with the concurrence of the Vice Chancellor/the Syndicate:

1. The Discipline Committee shall meet as and when necessary to consider the reports on matters relating to discipline of students and shall be the final authority to determine whether an act of indiscipline has been proved or not. It shall then advise the Vice Chancellor on the action to be taken in conformity with the regulations that follow.
2. Discipline among the students of the University and those of affiliated colleges/post-graduate centers shall be enforced & maintained by the Vice Chancellor.
3. The Vice Chancellor shall supervise and control discipline through the following officers:
 - a. In the Institute through the Directors of the Institutes concerned.
 - b. In the University Teaching Departments through the Chairman/Chairpersons of the Teaching Departments/Institutes.
 - c. In Hostels through the Director/Dean, Students Affairs/Provost.
 - d. In colleges/post-graduate centers through the Principals concerned.
 - e. In Public place and on occasion of public gathering within or outside the University campus through the student Advisor or any other authorized officer of the University.
 - f. In connection with the inter-Collegiate, inter-Departmental and inter-University relation of the students through a combination of officers mentioned under above sub-classes (a), (b), (c), (d) and (e).
4. The students Advisor OR any authorized officer shall be appointed by the Vice Chancellor on such terms & conditions as the Syndicate may determine from time to time.
5. The Vice Chancellor may appoint Assistant Students Advisor on the recommendation of the Students Advisor or any authorized officer on such terms and conditions as the syndicate may determine.
6. The following among others, shall constitute acts of in-discipline for which action may be taken against the student or students concerned by the officer mentioned under clause 3:-



- a. **Breach of any rule of public morals, such as:**
 - i. Use of indecent or uncivilized language.
 - ii. Use of immodest dress.
 - iii. Use of undesirable remarks or gestures.
 - iv. Disorderly behavior, such as shouting abusing, quarrelling, fighting & insolence.
 - v. Carrying, using or threatening to use firearms and deadly weapons.
 - b. Defiance of authority
 - c. False presentation or giving false information of willful suppression of information, cheating or deceiving.
 - d. Visiting the place declared “Out of Bounds” for students.
 - e. Visiting, without pass, places which are not to be visited without a pass.
 - f. Inciting or staging a walkout, a strike or an unauthorized procession.
 - g. Shouting of slogans derogatory to the prestige of the University or the reputation of its officers or teachers.
 - h. Being found under the effect of an intoxicant.
 - i. Immorality.
 - j. Action defamatory of and derogatory to Islam and Pakistan.
 - k. Abetting use of unfair means at an Examination.
 - l. Indulging in activities prejudicial and detrimental to good order on the campus.
 - m. Unauthorized use of or damaging university’s moveable or immovable property.
 - n. All such other activities, which the Vice Chancellor may consider as breach of discipline.
7. Punishment or penalty for any of the offence mentioned on the above clauses shall be according to gravity of the case and may be applied one or more offences of the following:



- a. A record in the black in the Black Book maintained by the Student Advisor or any authorized officer.
 - b. Fine, which may amount to Rs:500-00 or more.
 - c. Expulsions from the class, hostels for a specified period.
 - d. Detention from Examination.
 - e. Cancellation of Examination results or withdrawal of certificate granted: and
 - f. Expulsion or rustication from the University for a specified period or for good.
8. The authority to impose punishment or penalty shall be exercised by the officers to the extent given below:
- a. **The Vice Chancellor may:**
 - i. Fine a student up to Rs:500-00 or more for each single offence and deprive him of privileges and positions open to students.
 - ii. Detain a student from a University Examination.
 - iii. Cancel the admission of a student or refuse to admit a student without giving any reason.
 - iv. Direct a Principal to cancel the admission of a student or direct the Principal not to admit a student; and
 - v. Debar, expel or rusticate a student for specified period or for good.
 - b. **The Students Advisor or any authorized officer may:**
 - i. Fine a student up to Rs:250-00 for each single offence.
 - ii. Expel a student from the University Campus for the maximum period of 15 days.
 - iii. Without good character certificate to a student: and
 - iv. Make an adverse report to the Vice Chancellor regarding a candidate for admission.



The students Advisor or any authorized officer shall maintain a Character Role of all students of the University.

- c. Dean of a Faculty or Principal of Colleges may:
 - i. Fine a student up to Rs:250-00 for each single offence: and
 - ii. Expel a student from the Faculty / College for 15 days.
- d. Director of the Institute/Chairmen/Chairpersons of the Department may:
 - i. Fine a student up to Rs:100-00 for each single offence: and
 - ii. Expel a student from the institute/ department for a week.
- e. Director Students Affairs/Provost may:
 - i. Fine a student up to Rs:250-00 for each single offence: and
 - ii. Expel student from hostel for a month.
9. The Student Advisor or any authorized officer shall, from time to time prepare a list of places which, in his opinion should be “out of bound” for students and shall place it before the Vice Chancellor for approval. Immediately on approval, the authorized officer shall, from time-to-time, prepare a list of places which may not be visited without a pass during certain hours & after approval by the Vice Chancellor, notify it to all officers mentioned in clause-3.
10. The Director of Institute and the Chairpersons/Chairman of the teaching Departments shall be responsible for the maintenance of discipline among the students of their Institute/Departments subject to the statutes and regulations of the University.
11. The Principals of the affiliated colleges shall be responsible for the maintenance of discipline among the students of statutes and regulations of the University.
12. The Certificate/Degree/Diploma and other documents of a student involved in a case of breach of discipline may be withheld till the final disposal of the case.
13. The Syndicate on the report of the Discipline Committee shall take such disciplinary action against a student or students concerned as the circumstances of the case may demand in any case not covered by the foregoing regulations.

The Syndicate may consider the appeals of the students involved in the case of breach of discipline on the recommendation of the Vice Chancellor.



SEMESTER RULES & REGULATIONS

The minimum passing marks will be 50% in each course and faculty.

Marks	Grade	Grade Point	Remarks
87-100%	A	4.0	Excellent
72-86	B	3.0 to 3.9	Good
60-71	C	2.0 to 2.9	Satisfactory/Average
Below 60	Fail	0	

The other semester rules shall be:

- i. Every student shall have two more chances along with the third original chance to clear the papers. If he/she fails and improvers will have same number of chances. However, the students with grade C in any subject can improve the paper.
- ii. The Grade Point Average (G.P.A) and Cumulative Grade Point Average (C.G.P.A) of each student shall be determined as under:
 - a) G.P.A Per Semester =
$$\frac{\text{Total GP of Courses per Semester}}{\text{Total No. of Courses per Semester}}$$
 - b) G.P.A per Academic Year =
$$\frac{\text{G.P.A of Two Semesters}}{2}$$
 - c) C.G.P.A Cumulative Grade Point Average =
$$\frac{\text{G.P.A of all Academic Years}}{4}$$

Minimum G.P.A for Award of Degree

The minimum G.P.A shall be 2.0 for award of degree to a student provided he/she passed all courses.

Further Semester Rules will be same as per existing Semester rules in the University.

Break-up of Marks in Each Course

- A. Each course carries 100 marks of which 50 marks are reserved for Mid Semester marks awarded by teacher during the conduct of classes and 50 marks for the Final test.

The Break-up of marks:



1.	Mid Semester Test	30
2.	Assignments	05
3.	Student's Presentation in Class	10
4.	Attendance: (above 75% marks)	05
5.	Final Test	50
Total Marks:		100

Attendance Requirement

The class attendance requirement, for each student shall be 75% in each course to become eligible for appearing in the mid-term and final tests.

Semester Committee

A student may apply for reassessment for any paper within (15) days after the department announcement of the result on payment of Rs: 500/- (Rupees Five Hundred) per paper.

Semester committee comprises the concerned Chairman/Director/Incharge and three senior most teachers of the concerned department. The semester committee members shall re-assess/re-examine the papers of the student, on his/her application, after the reassessment of the paper the decision of the semester committee shall be final.

GRADE 'C' MARKS RANGE 60 TO 71		GRADE 'B' MARKS RANGE 72 TO 86		GRADE 'A' MARKS RANGE 87 TO 100	
60.0	2.0	72.0	3.0	87 - 100	4.0
61.5	2.12	73.5	3.1		
63.0	2.25	75.0	3.2		
64.5	2.37	76.5	3.3		
66.0	2.50	78.0	3.4		
67.5	2.62	79.5	3.5		
69.0	2.75	81.0	3.6		
70.5	2.87	82.5	3.7		
		84.0	3.8		
		85.5	3.9		

Calculation of Semester Grade Point (GP):

Grade Point (GP) for single course = Numeric grade (NG) x Credit Hours (C.H)

Calculation of Cumulative Grade Point Average (CGPA):

Sum of GPs of all the subjects / semester ÷ Sum of Credit Hours taken in all Semesters



STUDENT GRIEVANCES COMMITTEE

- (1) There shall be a three to four members Students Grievance Committee in each department/institution/college, as the case may be to be, to be notified by the Controller of Examinations of the University with the consent of the relevant administration of the department/institution/college.
- (2) The Committee will be headed by senior most faculty member amongst the members.
- (3) The Committee will redress the grievances of the students about any course instructor or grades or for any other relevant issue.
- (4) A student must approach the Head of the Institute for a grievance on grade within 5 days of the receipt of the grade. The Head of the Institute/Department shall forward the grade grievance to the Committee and it shall be mandatory on the Committee for hearing both sides (student and the faculty member), and shall give a final decision within 5 days or before the start of registration for the new semester whichever comes early. The decision of the Committee shall be final.



UNIVERSITY AUTHORITIES

Shah Abdul Latif University became an independent and full-fledged university after the announcement of the Act by the Sindh Government Gazette Notification on 15th March 1987.

The composition of each authority Senate, Syndicate, Academic Council, Board of Studies, Board of Faculties, Finance and Planning Committee, Selection Board etc. is given under the University Act 1986.

Moreover, the powers and responsibilities of various officers of the University are also given under the above Act.

The University has also the First Statutes, Rules and Regulations prepared in the light of Act 1986. This may be seen in the published University Code.

The following shall be the authorities of the university:-

1. The Senate
2. The Syndicate
3. The Academic Council
4. The Board of Faculties
5. The Board of Studies
6. The Selection Board
7. The Advanced Studies & Research Board
8. The Finance and Planning Committee
9. The Affiliation Committee
10. The Discipline Committee and
11. Such other authorities as may be prescribed by Statutes

All the Statutory Bodies' functions under the framework defined as per Shah Abdul Latif University Act-1986 and Amended Act 2013



Introduction

The Advanced Studies and Research Board (AS&RB) was constituted under Section _____ of the Shah Abdul Latif University, Khairpur (Act 1986) whose main function was defined as “to manage advance research activities and related affairs”. Since then, with an increase in the number of constituent as well as affiliated institutes in Shah Abdul Latif University, Khairpur, conducting post-graduate research and an increase in the number of research projects being carried out there arose a need to address a growing number of concerns.

Hence, the (AS&RB) reforms committee was formed by the Vice Chancellor, Shah Abdul Latif University, Khairpur on the advice of the Director Post-Graduate Studies (PGS)/Registrar to undertake the reforms of the AS&RB and forward recommendations to improve its proceedings.

The committee proceeded to draft a set of recommendations mainly to reconstitute the committee, i.e. its members and to streamline the synopsis review process for post-graduate scholars in Shah Abdul Latif University, Khairpur.

Short title and commencement

These rules may be called The AS&RB. These rules shall come into force after due approval from the Vice Chancellor, Shah Abdul Latif University, Khairpur.

Definitions

In these rules unless there is anything repugnant in the subject or context, the following expressions shall have the meaning as assigned to them:

- a. “Advanced Studies and Research Board” means the Advanced Studies and Research Board of Shah Abdul Latif University, Khairpur as constituted under the Shah Abdul Latif University, Khairpur Act, 1986.
- b. “Act” means the Shah Abdul Latif University, Khairpur Act, 1986
- c. “Chairperson” means the Vice Chancellor of the University
- d. “Convener” senior most member delegated by the Vice Chancellor SALU
- e. “AS&RB” means the Advanced Studies and Research Board
- f. “Member” means a member of Advanced Studies and Research Board
- g. “Meeting” means meeting of the Advanced Studies and Research Board



- h. “Quorum” means the Quorum of the Advanced Studies and Research Board
- i. “Secretary” means the Director (PGS) (Post-Graduate Studies Shah Abdul Latif University, Khairpur).

Mission statement of AS&RB

The mission of the university Advanced Studies and Research Board (AS&RB) is to encourage and support quality research across all disciplines at Shah Abdul Latif University, Khairpur.

Promoting basic, innovative and applied research; inter-and multi-disciplinary research; production of scholarly and creative works in accordance with the mission of the University and supporting research that addresses the multiple challenges faced by the region.

Recognizing the crucial importance of freedom of thought and expression in achieving research excellence by adhering to high standards of research ethics, integrity and conduct.

The Functions of the AS&RB

The following shall be the functions of the AS&RB;

- a) Provide recommendations to statutory bodies on policies for all matters connected with the promotion of Advanced Studies and Research in the University including but not limited to the allocation of research funds.
- b) Provide guidelines and checklists to the Post-Graduate Studies (PGS) of both Constituent and affiliated institutes/Departments of Shah Abdul Latif University, Khairpur on the conduct of research as well as the review process and to recommend the implementation of policies pertaining to research and long-term faculty development.
- c) Arbitrate and recommend action to the Vice Chancellor on any disputes or differences on intellectual property issues related to proposals, publications, or other research products.
- d) Judge the scientific quality of research projects from the perspective of science, methodology and analysis keeping in view the availability of facilities in the respective institutions for the research project and provide constructive feedback to the researcher.
- e) Assess the research capabilities of research institutes and make recommendations to the university as well as the institutes/Department.



- f) Approve research supervisors/co-supervisors for the research scholars on recommendation of the respective department/institute.
- g) Approve a list of internal/external reviewers and examiners for thesis review/evaluation, comprehensive exam and thesis defense.
- h) Perform such other functions as may be prescribed by Khyber Medical University statutes.

Members of the AS&RB

The AS&RB shall consist of;

- a) The Chairperson (Vice-Chancellor- Shah Abdul Latif University, Khairpur)

The Deans of various faculties of Shah Abdul Latif University, Khairpur.

- b) The Heads of the constituent institutes of Shah Abdul Latif University, Khairpur.
- c) Subject specialists from the constituent institutes of Shah Abdul Latif University, Khairpur having a PhD in the relevant subject; one each from each of the specialties conducting postgraduate research.
- d) Three Faculty members from Affiliated Colleges/Institutes having research qualifications to be appointed by the AS&RB from a list provided by the institutes.
- e) Co-opted members shall be subject specialists appointed for a particular meeting in the place of,
 - i) A subject specialist who is in addition the supervisor of a scholar appearing before the board, in order to minimize any bias or undue influence.
 - ii) The subject specialist identified as having conflicts of interest

In both of the above cases (i & ii) the appointment of the co-opted member shall be made by the Chairperson beforehand from a list provided by the secretary with due notification circulated with the Agenda to the members of the board as well as the Co-opted member.

The term of office:



For members of the Advanced Studies and Research Board, other than ex-officio members, shall be one year.

Presiding Over the Meeting

- a) In the absence of the Chairperson, meeting of the AS&RB shall be presided over by the Convener delegated by the Vice-Chancellor
- b) In the absence of the Secretary the senior most member, shall act as Secretary of the AS&RB.

Absenteeism

Any member after two consecutive absentees from the meetings of AS&RB shall be notified by the Chairperson and will be disqualified after three consecutive absentees or a total of four or more absentees in one academic year.

Meetings and Agenda of the AS&RB

Meeting of the Advanced Studies and Research Board:

- a. The ordinary meeting of the Advanced Studies and Research Board shall be held on the date, time and place as may be approved by the Vice Chancellor provided that the AS&RB shall have a meeting at least once a month.
- b. All meetings of AS&RB shall be scheduled by the first week of January for the proceeding calendar year by the Secretary.
- c. The quorum for a meeting of AS&RB shall be one-third of the total number of members, a fraction being counted as one.

Agenda Intimation and Approval:

- a) The Secretary shall prepare the agenda in consultation with the Vice-Chancellor keeping in view the aim and function of the AS&RB and circulate it among the members (preferably via email) at least 10 days before the meeting and the approved agenda and working papers (all synopses to be reviewed) shall be sent to the members.
- b) Any member/scholar/supervisor may propose an item/research proposal which may be included as supplementary agenda with the approval of the Vice-Chancellor provided that it is received at least 4 days before the date of meeting and further that the item is admissible.



- c) Items included in the agenda or supplementary agenda may be taken up for consideration in such order as may be deemed fit by the Chairperson.
- d) A special meeting of the AS&RB may be convened with the approval of the Vice Chancellor at the request of one-third of the members to discuss a particular issue. Agenda for such a meeting shall be circulated at least three days before the meeting.

Code of Conduct of the AS&RB

- a) The Chairperson or his nominated Convener shall control the order in which members of the AS&RB may address the meeting and the manner in which the business of the house may be conducted.
- b) Members when speaking, shall address the Chair, No member shall without special leave from the Chairperson, speak more than once on the same proposition. The final decision on all matters of research review shall be made by the Presiding Chairperson in consultation with the subject specialist of the particular area of research.
- c) All members shall keep in consideration that their critique should be objective, flexible, acceptable, comprehensive, constructive, organized, thoughtful and specific to provide the scholars something constructive to raise their quality of research.
- d) Scholars and their supervisors shall comment upon their own research and shall address the chair if and when invited to on other areas of research.
- e) The Secretary shall explain the ground rules before proceeding;
 - iii) Timings allowed to the students for presentation (seven minutes for MPhil/Masters and 15min for PhD Scholars with 7-8minutes Q&A session)
 - iv) Address the Chair at all times and avoid cross-talk
 - v) The Supervisor shall not answer questions on the students behalf, until and unless asked by the 'Chair' for clarifications on the Synopsis
 - vi) Provide constructive feedback on how to improve
 - vii) Mobiles on silent



Procedure for Re-consideration of Previous Decisions:

Any previous decision of the AS&RB shall not ordinarily be re-considered without the permission of the Vice-Chancellor, or unless a written request is received from two thirds of the total number of members of the AS&RB for re-consideration.

The meeting shall be divided into two parts;

Session I;

a) shall be conducted in seclusion in the presence of the Chairperson and members only. Co-opted members maybe invited in special circumstances at the discretion of the Chairperson and the Secretary.

b) Keeping in view the main function of the AS&RB the board shall review the research synopses presented to it and categorize all the synopses into four main groups,

Group A: Approved without any corrections

Group B: Approved but with minor corrections¹

Group C: Major changes to present before the board at their next meeting.

Group D: Rejected and sent back to the Graduate Studies Committee

c) The AS&RB shall at the end formulate an overall feedback to the authorities on all matters :

d) They shall in addition provide feedback, and areas for improvement to the Graduate Studies Committees of each Institute (constituent and affiliated).

e) They shall also recommend faculty development courses and continuing professional development courses to the scholars to improve the quality of research.

Session II;

All scholars that were placed in **Group C** in the recommendations of the preceding AS&RB meeting, shall be required to present their synopses to the board as per guidelines.

The final decision for each case shall be made at the end of the meeting by the Chairperson with consideration of the subject specialists view as follows,



Group C1:	Approved
Group C2:	Approved with minor corrections ⁴
Group C3:	Rejected ⁵

The presence of the supervisor, invited guests or ad-hoc members shall be at the discretion of the Chairperson.

Validation of Proceedings

- a) The Secretary shall record the proceedings and shall submit them to the Vice-Chancellor for further necessary action.
- b) The proceedings of the AS&RB meeting shall be circulated via email among all the members as well as concerned scholars and supervisors.
- c) If any member of the AS&RB draws the attention of the Secretary or the Chairperson to any discrepancy between a decision taken and its record in the proceedings, the views of the member shall be placed before the Chairperson whose judgment shall be forwarded to the member concerned. If the member is still not satisfied, the matter shall be placed before the AS&RB at its next meeting, without prejudice to the action taken.
- d) The record of the relevant extract of the proceedings along with relevant working papers / files shall be maintained and forwarded by the Secretary to the respective sections/persons for information and necessary action.
- e) The secretary AS&RB shall issue a letter of approval of research proposal/synopsis to the concerned scholar copied to his/her supervisor and head of the institute within 3 days.

The proceedings of the AS&RB shall not be invalidated on the grounds that; either any member did not receive the notice or agenda and working papers, or both for the meeting of AS&RB, or the availability of a vacancy in the AS&RB due to expiry of the term of office of any member.

Saving:

The AS&RB may, at its discretion change / amend, from time to time these rules.

Further Recommendations

For the optimum functioning of the AS&RB it is recommended that the following guideline/lists be developed by Directorate of Post Graduate Studies.



- a) List of all supervisors of both Constituent and Affiliated institutes along with details of their qualifications, experience in teaching and research, research papers, areas of interest. This should be preferably in the form of a profile and be displayed on the University website.
- b) Recommendations to the supervisors on developing Supervisory skills which should include IT skills, Research, Reference managers, and a basic mandatory induction course for all supervisors in the navigation from selecting a scholar to their thesis defense.
- c) Synopsis review guidelines to be provided to the supervisor with weightage given to each part and a guideline provided to the AS&RB to streamline the review process in keeping with the board's mission statement.
- d) Provide detailed and clear guidelines for the format of both the synopsis and presentation, to the scholars as well as supervisors. Such checklists should be provided to the supervisor at his/her induction and a signed statement kept as a record of their having read and understood the process and guidelines

Formulation of an online mechanism of synopsis submission, review and approval the first step would be to provide all the students with a university email id and enrolled on to model.